Simplified Technical English (STE), the do's and don'ts after 20 years of implementations, and how STE brings value to all S-series IPS specifications

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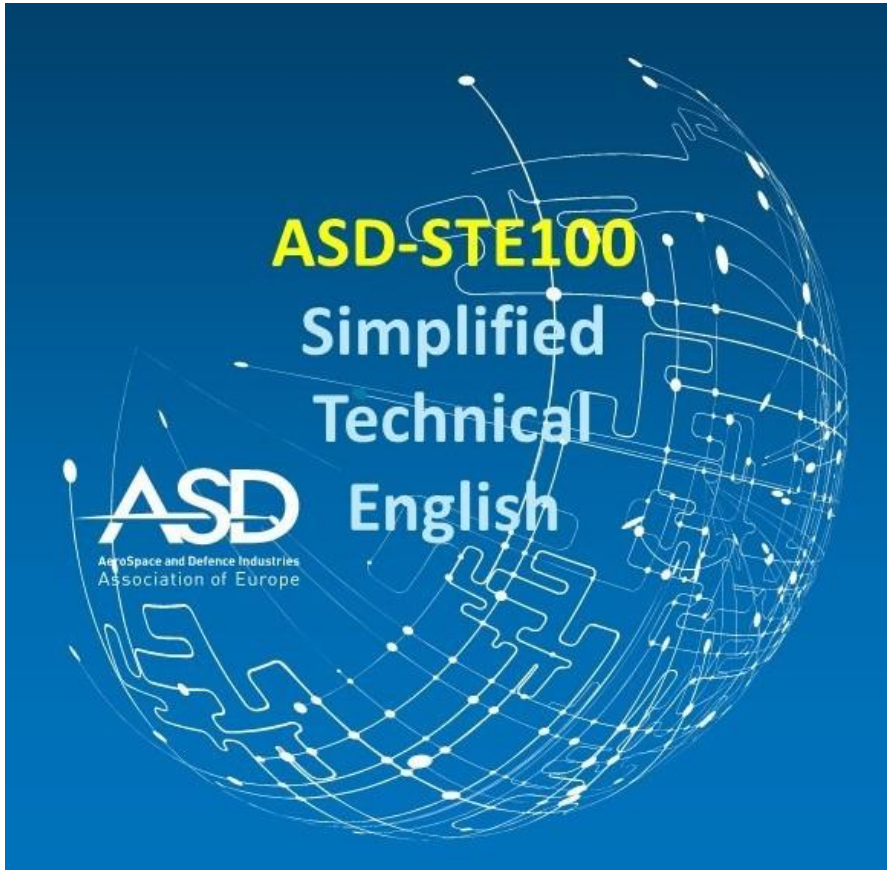
Abstract-No: **A#05**

What is ASD-STE100?

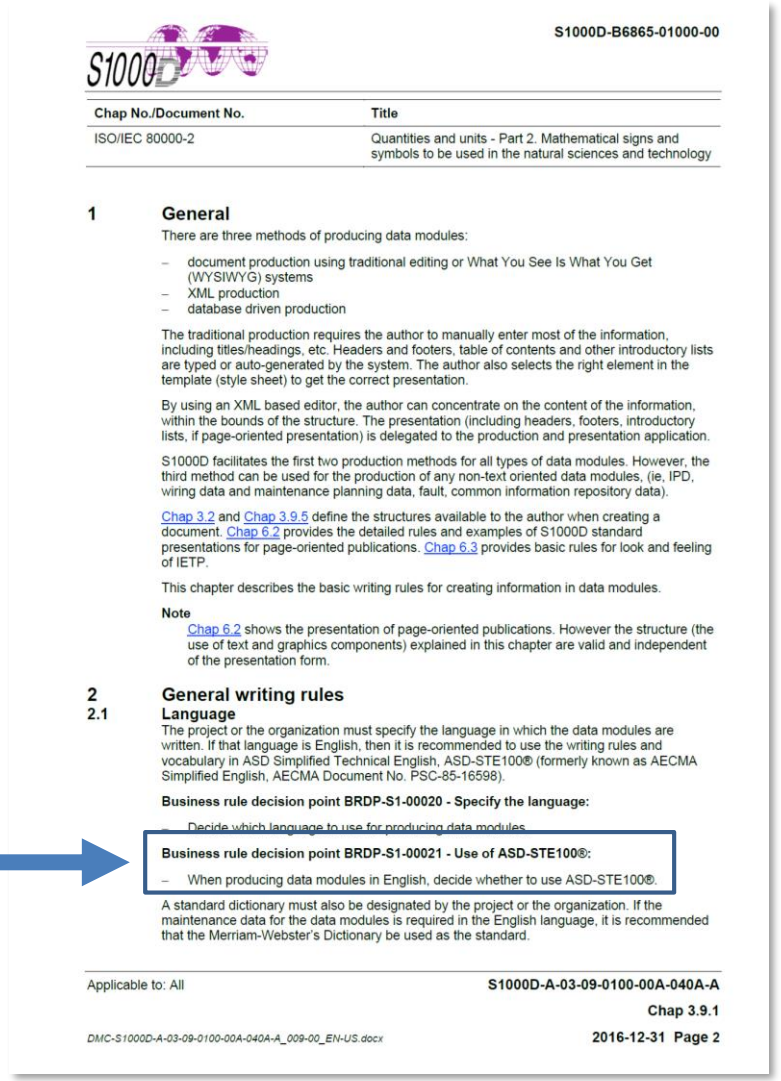
- "ASD Simplified Technical English (STE) is an **international specification** for the preparation of **technical documentation** in a **controlled** language."
  - Set of writing rules
  - Dictionary with approved and non-approved terms
- STE continues to be relevant **35 years** after it was designed to simplify maintenance documentation in aerospace.
- Majority of companies requesting the (free) specification are outside aerospace and defense.



What is STE – Simplified Technical English?

- Turn off engines, not required.
- Clean the turret dome chassis thermal window securing screw threaded holes and the thermal window 16 securing screws of all previously used sealant using solvent.
- Clean the screw-threaded holes and the 16 securing screws of the thermal window. Use solvent to remove a alant.
- Press ANY KEY to c e.

ASD-STE100 – Required for my project?



S1000D-B6865-01000-00

Chap No./Document No.	Title
ISO/IEC 80000-2	Quantities and units - Part 2. Mathematical signs and symbols to be used in the natural sciences and technology

1 General

There are three methods of producing data modules:

- document production using traditional editing or What You See Is What You Get (WYSIWYG) systems
- XML production
- database driven production

The traditional production requires the author to manually enter most of the information, including titles/headings, etc. Headers and footers, table of contents and other introductory lists are typed or auto-generated by the system. The author also selects the right element in the template (style sheet) to get the correct presentation.

By using an XML based editor, the author can concentrate on the content of the information, within the bounds of the structure. The presentation (including headers, footers, introductory lists, if page-oriented presentation) is delegated to the production and presentation application.

S1000D facilitates the first two production methods for all types of data modules. However, the third method can be used for the production of any non-text oriented data modules, (ie, IPD, wiring data and maintenance planning data, fault, common information repository data).

Chap 3.2 and Chap 3.9.5 define the structures available to the author when creating a document. Chap 6.2 provides the detailed rules and examples of S1000D standard presentations for page-oriented publications. Chap 6.3 provides basic rules for look and feeling of IETP.

This chapter describes the basic writing rules for creating information in data modules.

Note

Chap 6.2 shows the presentation of page-oriented publications. However the structure (the use of text and graphics components) explained in this chapter are valid and independent of the presentation form.

2 General writing rules

2.1 Language

The project or the organization must specify the language in which the data modules are written. If that language is English, then it is recommended to use the writing rules and vocabulary in ASD Simplified Technical English, ASD-STE100® (formerly known as AECMA Simplified English, AECMA Document No. PSC-85-16598).

Business rule decision point BRDP-S1-00020 - Specify the language:

- Decide which language to use for producing data modules.

Business rule decision point BRDP-S1-00021 - Use of ASD-STE100®:

- When producing data modules in English, decide whether to use ASD-STE100®.

A standard dictionary must also be designated by the project or the organization. If the maintenance data for the data modules is required in the English language, it is recommended that the Merriam-Webster's Dictionary be used as the standard.

Applicable to: All

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Chap 3.9.1

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It’s not just about compliance, it’s about safety

Content that impacts Busines

Poor content leads to:

- Poor customer experience
- Human errors and risks
- High translation and hidden (support) costs
- Not complying with regulatory and contractual requirements.
- Not being able to publish timely, up-to-date and cost-effective

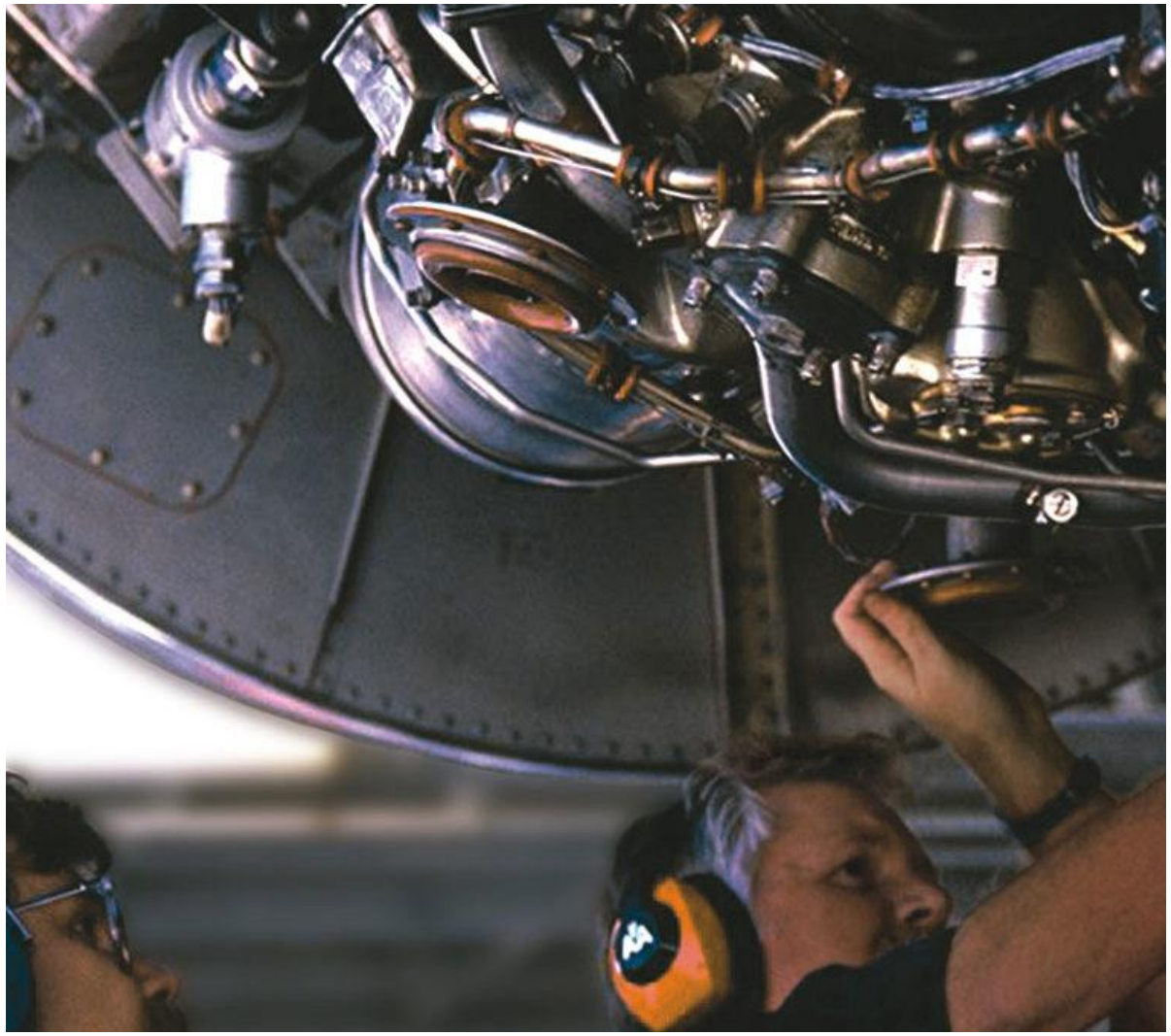
How to successfully implement STE

1. **Training:** onsite, online and e-learning.
2. **Create Awareness** amongst anyone affected by STE.
3. **Terminology:** one word = one meaning, so you'll need to standardize your own terms (the STE dictionary has 'only' 3000 words).
4. **Checker Software:** very useful to check your work, show compliance, and works best with all three steps taken.

Simplified Technical English

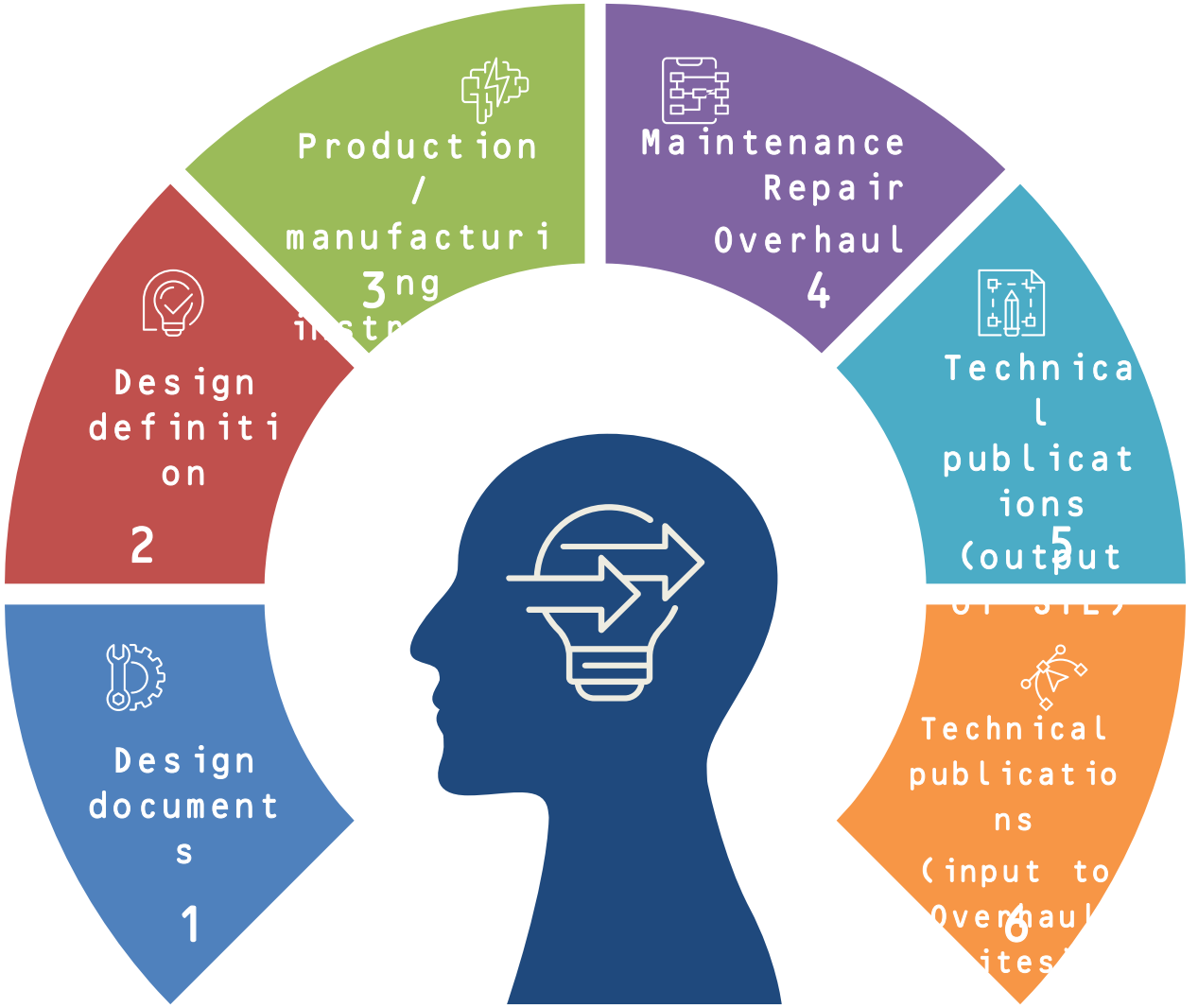
1. Writing Rules (DEMO 60)
2. Dictionary (DEMO 3000)

- One word = one meaning
- Rules aim to reduce ambiguity



The business case for a large OEM, and why Engineers also need training

- Content is more and more regarded as a business asset: align and improve content with strategic business goals.
- Macro trends accelerate the need to deliver value to customers.
- STE is not just for tech docs anymore



Business Impact that Matters

Elevate CX

Open new markets

Right content, right time, right audience

Improve findability and readability

Reduce Risks

Deliver error-free content in all languages

Prevent costly claims

Meet Product Safety Standards

Expedite Efficiencies

1/10 of the time & 1/10 of the cost (vs. competition)

Achieve 40% in cost savings

Reduce hidden costs (support)

Automate Compliance

Validate industry credibility to open new markets

Enable 30% savings via automation

Comply with industry standards and style guides, including ASD-STE100

Accelerate Time-to-Market

Minimize writing and editing time

Get it right the first time

Write once, use everywhere

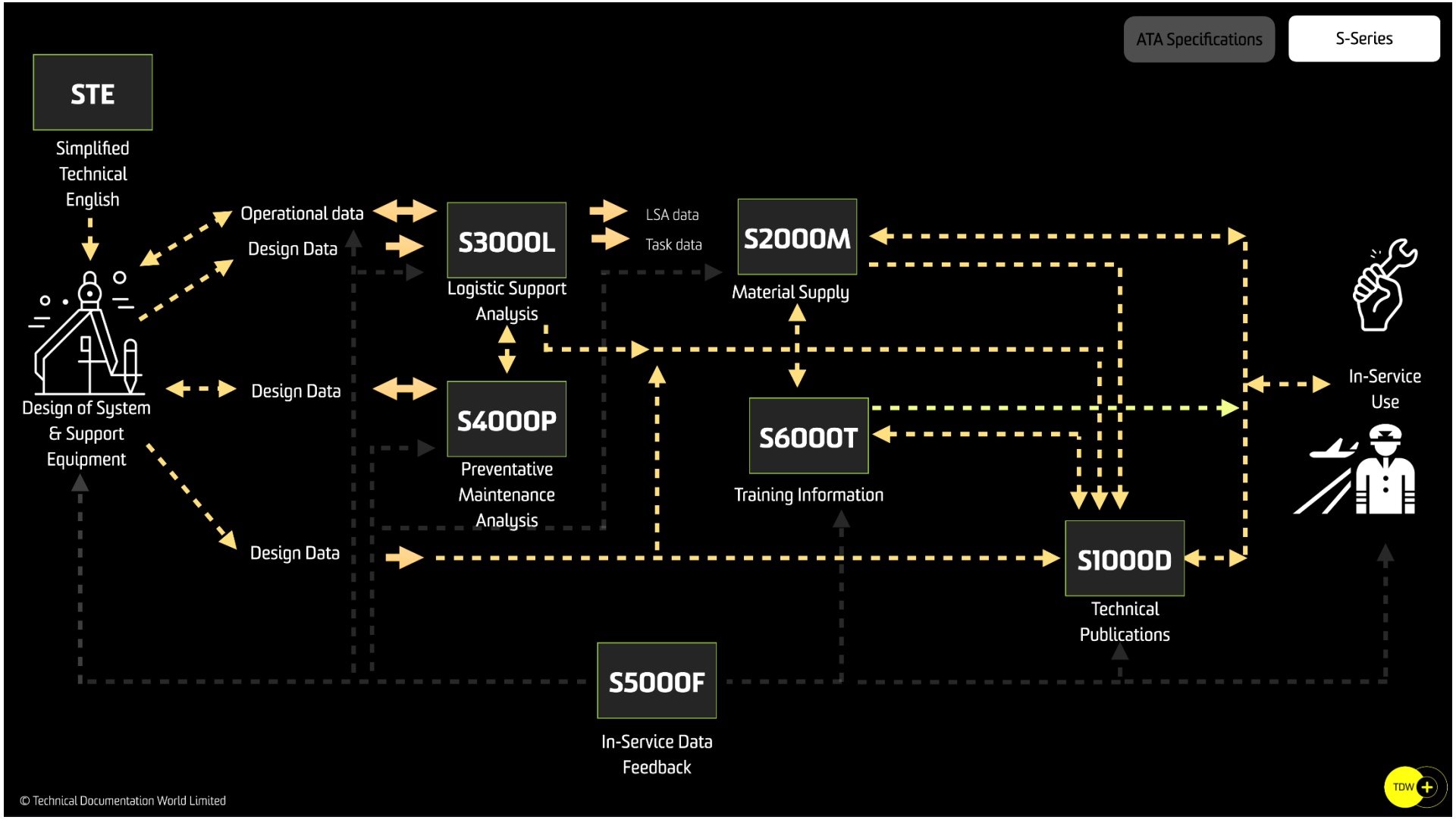
Eliminate Friction

Align your global workforce with One Voice

Achieve 40% reduced word count

Yield 40% translation cost savings

how STE brings value to all S-series IPS specifications



Thank You

for your attention!

Questions?

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