

Creating a Tool Manual

How to develop your tool from an awesome idea and working practice into a published tool manual.

Although each tool should be somewhat standardised to include the necessary material and ensure its future use, importantly, no two manuals should be exactly the same in look, feel, or design. In other words, we want to support tool diversity and creativity for authors of the manuals representing their tools to feel liberated and empowered.

Please format your tool manual into a PDF, of approximately 5 - 10 pages, with embedded links where appropriate; for example, logos of collaborators can be hyperlinked to their business or social media pages. To embed links over images, you can use softwares like PowerPoint, Google Slides, Canva, InDesign, among others. Once complete, download the file or export as PDF.

Checklist of items to include in a Tool Manual

- Enthusiastic consent from the creator
- Title
- Creator, Author, and Collaborators
- One sentence caption of the tool's purpose

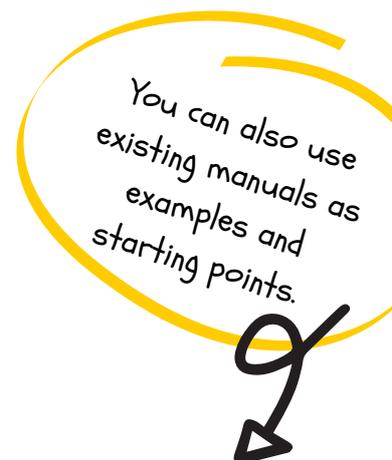
- Short introduction - backstory that led to the tool's creation?
- Short paragraph - what is the purpose for applying your tool?

- Preparation steps
- In joint tasks - do you have to collaborate with others?
- During application steps
- Follow up actions

- Link to access more info: creator website/email etc.
- Images/visuals with credits and captions

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Sticker Democracy

An excellent example as a guiding reference to develop your manual.

Nabolagshager & Oslo Living Lab did a fantastic job developing The Sticker Democracy Tool together. This is an excellent manual to use as an example for how you could make your own. It is captivating, intuitive to read, gives a backstory on why it was created, credits, and is precise about its purpose.

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tool



Check it out!



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Some extra notes!

Aim to find a balance between being concise and to the point, while also sparking the excitement for the reader. The manual is intended to be practical and motivate use.

Text heavy pages are not inviting. If a page is getting too cramped, it's okay to have a longer page count manual in order to have a nicer visual experience. Pictures and doodles are always welcome.

When explaining technical steps, please be as clear as possible.

Make sure your images are fair to use. If they are not your property, please ensure you have consent from the owner: include credits and captions.

Be proud of your creation! Bold your name on the manual, link to your online platforms, promote it up. Share away on your social platforms and we will also highlight your success too on our communication channels. Go you!



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