

# PORTFOLIO

Lucas Paul

[www.lucaswritesstuff.com/portfolio](http://www.lucaswritesstuff.com/portfolio)

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Here's what you can expect to find in my portfolio.

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# ABOUT ME

I was about halfway through business school before I realized I wasn't all that interested in the world of finance; I was more interested in weaving stories and writing.

Switching to an arts program was one of the best life decisions I ever made, even if it meant being a starving creative writer for a time.

I've worked on games, written books and articles, been an editor, a proofreader, and so much more, but now I'm focused on being a technical communicator.



# WORK SAMPLES

Here are a few examples of the things I can do for you and your company.

**01**

## **Simple Language**

I excel at taking complex concepts and making them more accessible to your users.

**02**

## **User Guide**

Whether your manual is 20 pages long or 500, your work is in safe hands.

**03**

## **Online Help Site**

With the rise of digital manuals, knowing how to create online versions of paper manuals is paramount to success.

# SIMPLE LANGUAGE

See Appendix A for full before and after.

Created using Microsoft Word

## 7. UPS Maintenance

### 7.1 Equipment Care

Keep the area around the UPS clean and dust-free. If the area is dusty, clean the UPS with a vacuum cleaner.

If you need to move the UPS:

1. Unplug it and turn it off
2. Unplug the internal battery connector (see on page 35)

The batteries inside have a service life of 3-5 years. The temperature of the storage area and frequency of use determine their lifespan.

**Note:** For optimal battery life, keep the UPS at an ambient temperature of 25°C (77°F).

Batteries used for too long begin to work less efficiently. Replace the batteries at least every 4 years to keep them running optimally.

### 7.2 Storing the Equipment

If you store the UPS for a long time, recharge the batteries every 6 months by plugging it into an outlet.

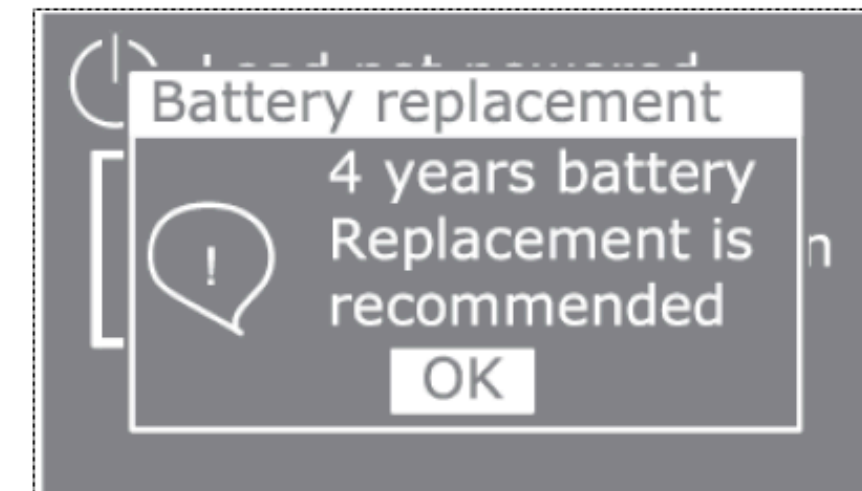
The batteries charge to 90% capacity in less than 3 hours. However, we recommend charging the batteries for 48 hours after long-term storage.

Check the battery recharge date on the shipping label that came with the UPS. If the date has passed and you didn't charge the batteries, don't use them. If you can't find the shipping label or don't know the recharge date, contact your service representative.

### 7.3 When to Replace Batteries

The screen on the UPS shows when the batteries must be changed.

Contact your service representative to order new batteries.



# Chapter 1: How to create your first map

## Chapter contents

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Once you have your setting and purpose in mind, creating a map in AutoREALM is simple. But before designing, you must set up AutoREALM to fit your needs.

## Setting your background

Before committing to designing your maps, it is important to set AutoREALM up so that the design you create matches the design you need. For example, not all games use the same grid style.

Dungeons and Dragons, for instance, uses square grids for gameplay purposes, while other games may use hexes. If you are creating a country or town map, you may not want there to be a grid layout at all.

Modifying the grid in AutoREALM uses the tools found in the Graph Paper Toolbar. To learn more about the Graph Paper Toolbar, see *"Graph paper"* on page 43.

# USER GUIDE

See Appendix B for full sample.

Created using Adobe FrameMaker

# ONLINE HELP SITE

See Appendix C for full sample.

Created using Adobe RoboHelp



## AutoREALM: A User Guide

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## Welcome to the AutoREALM User Guide!

AutoREALM is an open-source map-making program first released in 2002. It was developed to give tabletop gamers an easy way to create maps for use during gameplay.

Offering a large variety of creation tools, AutoREALM is ideal for creating maps of all sizes, including:

- Small interiors
- Sprawling cities
- Landscapes
- Countries
- Entire worlds!

## Utilization of AutoREALM

Although AutoREALM was created with tabletop games in mind, there are no rules on what it can or cannot be used for. AutoREALM is perfect for writers looking to build their worlds no matter which format they write in, including:

- Video games
- Tabletop games
- Fantasy and science fiction novels

# TESTIMONIALS

*“Lucas has been an invaluable resource for our team. His ability to **find small errors** in our documentation is unparalleled. I highly recommend Lucas for any technical communication role.”*

Zachary Rushton  
Sticky Rice Games

*“I had the pleasure of supervising Lucas during his time as a produce clerk at Sobeys. **His work ethic and attention to detail** were immediately evident. He is **dependable, always on time, and willing to take on additional responsibilities** when needed.”*

Michael Buehner  
Sobeys

*“Working with Lucas has been a fantastic experience. No matter the project, Lucas **delivers high-quality work** every time. He is **professional, communicative, and always meets deadlines**. I can’t recommend Lucas enough.”*

Roland Kessler  
Encounter Software



# EDUCATION

**2016-2020**

**Bachelor of Arts - English**

Wilfrid Laurier University

Graduated with honours

**2022**

**Teaching English as a  
Second Language (TESOL)**

University of Waterloo

**2024**

**Technical Communication**

Seneca Polytechnic

**WANT TO  
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TOUCH?**

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[www.lucaswritesstuff.com/portfolio](http://www.lucaswritesstuff.com/portfolio)

# **APPENDIX A**

**Simple Language  
Sample**

## 7.1 Equipment care

For the best preventive maintenance, keep the area around the equipment clean and dust free. If the atmosphere is very dusty, clean the outside of the system with a vacuum cleaner. For full battery life, keep the equipment at an ambient temperature of 25°C (77°F).



If the UPS requires any type of transportation, verify that the UPS is disconnected and turned off and then disconnect the UPS internal battery connector (see on page 35).

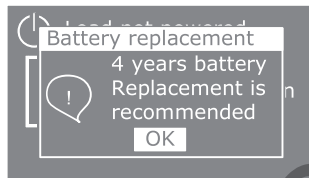
The batteries are rated for a 3-5 year service life. The length of service life varies, depending on the frequency of usage and ambient temperature. Batteries used beyond expected service life will often have severely reduced runtimes. Replace batteries at least every 4 years to keep units running at peak efficiency.

## 7.2 Storing the equipment

If you store the equipment for a long period, recharge the battery every 6 months by connecting the UPS to utility power. The internal batteries charge to 90% capacity in less than 3 hours. However, Eaton recommends that the batteries charge for 48 hours after long-term storage. Check the battery recharge date on the shipping carton label. If the date has passed and the batteries were never recharged, do not use them. Contact your service representative.

## 7.3 When to replace batteries

When the battery replacement screen is displayed, it is recommended to replace the batteries. Contact your service representative to order new batteries.



## 7. UPS maintenance

### 7.4 Replacing batteries



DO NOT DISCONNECT the batteries while the UPS is in Battery mode.

Batteries can be replaced easily without turning off the UPS or disconnecting the load. If you prefer to remove input power to change the batteries, see "UPS Shutdown" on page 25.

Consider all warnings, cautions, and notes before replacing batteries.



- Servicing should be performed by qualified service personnel knowledgeable of batteries and required precautions. Keep unauthorized personnel away from batteries.
- Batteries can present a risk of electrical shock or burn from high short circuit current. Observe the following precautions:
  1. Remove watches, rings, or other metal objects,
  2. Use tools with insulated handles,
  3. Do not lay tools or metal parts on top of batteries,
  4. Wear rubber gloves and boots.
- When replacing batteries, replace with the same type and number of batteries or battery packs. Contact your service representative to order new batteries.
- Proper disposal of batteries is required. Refer to your local codes for disposal requirements.
- Never dispose of batteries in a fire. Batteries may explode when exposed to flame.
- Do not open or mutilate the battery or batteries. Released electrolyte is harmful to the skin and eyes and may be extremely toxic.
- Determine if the battery is inadvertently grounded. If inadvertently grounded, remove source from ground. Contact with any part of a grounded battery can result in electrical shock. The likelihood of such shock can be reduced if such grounds are removed during installation and maintenance (applicable to equipment and remote battery supplies not having a grounded supply circuit).
- **ELECTRIC ENERGY HAZARD.** Do not attempt to alter any battery wiring or connectors. Attempting to alter wiring can cause injury.
- Disconnect charging source prior to connecting or disconnecting battery terminals.

## 7. UPS Maintenance

### 7.1 Equipment Care

Keep the area around the UPS clean and dust-free. If the area is dusty, clean the UPS with a vacuum cleaner.

If you need to move the UPS:

1. Unplug it and turn it off
2. Unplug the internal battery connector (see on page 35)

The batteries inside have a service life of 3-5 years. The temperature of the storage area and frequency of use determine their lifespan.

**Note:** For optimal battery life, keep the UPS at an ambient temperature of 25°C (77°F).

Batteries used for too long begin to work less efficiently. Replace the batteries at least every 4 years to keep them running optimally.

### 7.2 Storing the Equipment

If you store the UPS for a long time, recharge the batteries every 6 months by plugging it into an outlet.

The batteries charge to 90% capacity in less than 3 hours. However, we recommend charging the batteries for 48 hours after long-term storage.

Check the battery recharge date on the shipping label that came with the UPS. If the date has passed and you didn't charge the batteries, don't use them. If you can't find the shipping label or don't know the recharge date, contact your service representative.

### 7.3 When to Replace Batteries

The screen on the UPS shows when the batteries must be changed.

Contact your service representative to order new batteries.

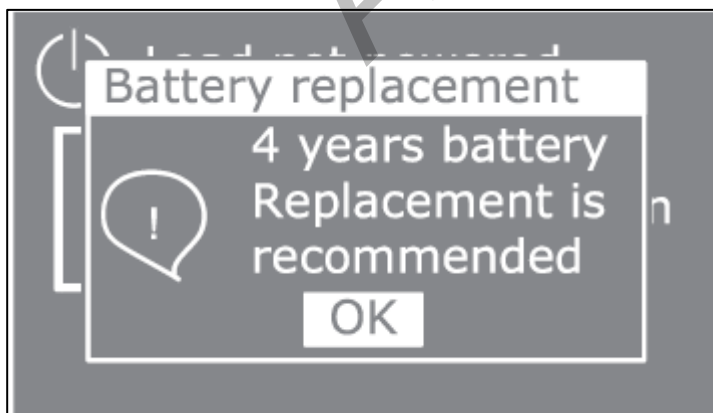


Figure 1 Battery replacement screen

## 7.4 Replacing Batteries

**Warning:** Only trained people should work with batteries. Keep others away.

Do not disconnect the batteries while the UPS is using battery power. The screen on the UPS will display when it is using battery power.

You can replace the batteries without turning off the UPS or unplugging it. If you want to shut the UPS down completely before changing the batteries, see "UPS Shutdown" on page 25.

Consider all **warnings**, **cautions**, and **notes** before attempting to replace the batteries.

### Warnings

- Batteries can give you an electric shock or burn you if short-circuited
- Never throw batteries into a fire. They might explode
- Don't open or damage batteries. The liquid inside is harmful to your skin and eyes and is very toxic
- Don't put tools or metal parts on top of batteries
- Don't try to change any battery wiring or connectors; changing battery wiring can hurt you

### Cautions

- Take off watches, rings, or other metal objects
- Use tools with insulated handles
- Wear rubber gloves and boots
- Avoid accidentally grounding the battery. If it is, unground it to avoid electric shock
- Reduce the chance of electric shock by removing grounds during installation and maintenance
- Disconnect the charger before connecting or disconnecting battery terminals

### Notes

- When replacing batteries, use the same type and number
- Contact your service representative to get new batteries
- Dispose of batteries properly. Check local rules for disposal

# **APPENDIX B**

**User Guide Sample**



# Chapter 1: How to create your first map

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Once you have your setting and purpose in mind, creating a map in AutoREALM is simple. But before designing, you must set up AutoREALM to fit your needs.

## Setting your background

Before committing to designing your maps, it is important to set AutoREALM up so that the design you create matches the design you need. For example, not all games use the same grid style.

Dungeons and Dragons, for instance, uses square grids for gameplay purposes, while other games may use hexes. If you are creating a country or town map, you may not want there to be a grid layout at all.

Modifying the grid in AutoREALM uses the tools found in the Graph Paper Toolbar. To learn more about the Graph Paper Toolbar, see *“Graph paper” on page 43*.

## To set your grid style

1. Locate the Graph Paper Toolbar.
2. Select the icon that depicts the background you wish to use.

The AutoREALM canvas automatically updates depending on the icon you have chosen.

AutoREALM has more options for customizing your grid layout, such as adding a secondary grid and changing the appearance of the grid lines.

## To add a secondary grid

1. Select the **Secondary Grid Size** entry field.
2. Enter the size of your secondary grid.

Another grid displays on top of the existing one.

**Note:** You can also do this by pressing the up or down arrows to increase or decrease the grid size.

When the secondary grid appears, it will create an area based on the number entered. Grids appear as solid lines by default, but this can easily be changed to suit your purposes.

## To change the appearance of the grid

1. Select the first dropdown menu in the Graph Paper Toolbar.
2. Select the appearance you want for your grid layout.

**Note:** The first dropdown menu changes the appearance of the primary grid, while the second changes the secondary grid.

## Setting the map scale

Not all maps will be the same size. This extends beyond determining whether you will need the entire AutoREALM canvas for a world map or a small portion of it to create a dungeon.

Graphical elements like symbol and object placement will alter depending on the size you set your scale in AutoREALM.

### To set your map scale

1. Select **File** in the General Toolbar.

A dropdown menu appears.

2. Select **Properties**.

The Map Settings menu appears.

3. Select **Units**.

A dropdown menu appears with many selections for unit measurement. For most tabletop games, you should select **Feet**.

4. Enter a number in field **A** to determine the distance between squares on the grid.

**Note:** Most tabletop games use a five-foot spacing between grid lines, but the game you are playing will decide this.

## Designing a map

Map design is the core of AutoREALM; it is what the program was made for! After determining your grid style and setting your map to the appropriate scale, you can begin placing objects and drawing shapes.

Drawing is performed with the tools found in the Drawing Toolbar. To learn more about the Drawing Toolbar, see *“The Drawing Toolbar”* on page 31.

## Drawing shapes

Shapes are the foundation for your maps; they exist to give your maps a sense of organization and scale. Two different types of shapes can be added to your maps:

- Basic shapes
- Precise shapes

### To add basic shapes to your map

1. Select a basic shape in the Drawing Toolbar (rectangle, circle, or polygon).  
When selecting a polygon, a prompt asks for the number of sides you want the shape to have.
2. Select and drag your cursor on the AutoREALM canvas to draw the chosen shape.  
**Note:** Holding CTRL while drawing will make all sides of the shape equal in length.
3. Release the mouse button to stop drawing and create your shape.

### To add precise shapes to your map

1. Select a drawing tool in the Shape Toolbar.  
**Note:** Holding SHIFT while drawing will create straight lines for all options other than freehand.
2. Select the left mouse button and drag your cursor on the AutoREALM canvas to begin drawing.
3. Release the mouse button to stop drawing and create your shape.  
**Note:** Shapes can be resized and moved after they are placed.

### To resize or move a shape

1. Click **Select** in the General Toolbar.

**Note:** This tool is selected by default when you launch AutoREALM.

2. Select the shape you wish to resize or move.

A red, hatched border appears around the selected shape.

3. Position the cursor over the border.

Selecting and dragging the cursor while hovering over the border lines will move the shape, and selecting and dragging the handles on the corners of the border will resize it, as shown in Figure 1.1 “Shape with borders and handles” on page 5.

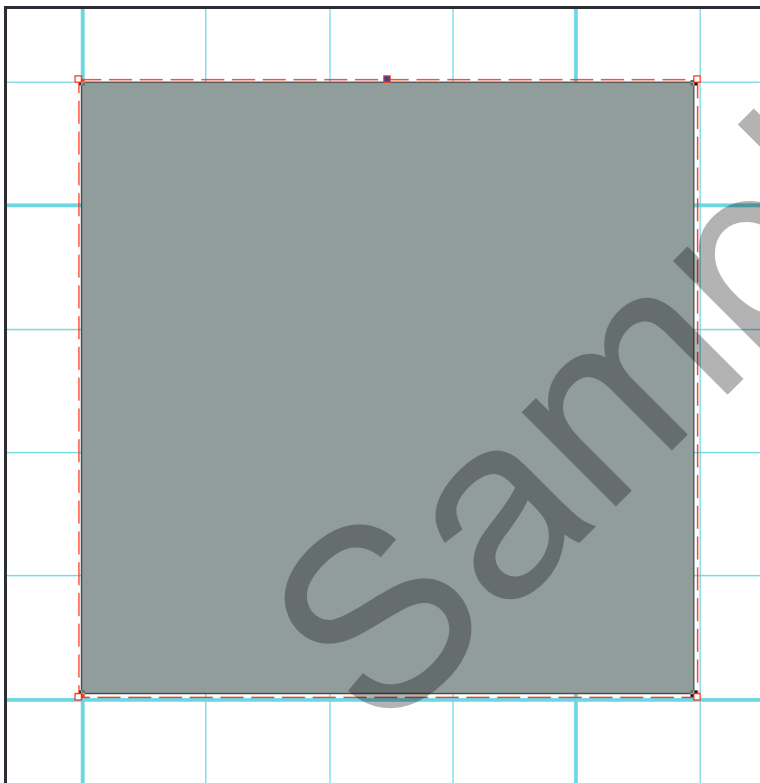


Figure 1.1: Shape with borders and handles

**Note:** Just like when drawing a shape, holding CTRL while resizing a shape will force the shape's sides to be equal.

## Placing symbols

Symbols are another key component of map creation. Symbols are functionally similar to shapes but are small, artistic icons placed to enhance the look of your maps.

Symbols are created and modified using the Icon Toolbars. To learn more about the Icon Toolbars, see *“Icon tools” on page 33*.

### To place a symbol

1. Locate the Symbol Toolbar.
2. Select the icon of the symbol you wish to place.

You can use the scroll menu on the left to select a different category of premade symbols.

3. Click on the AutoREALM canvas to place your icon.

You may place more than one icon at a time; this can be particularly useful if you add a symbol, such as a tree, which is painstakingly slow to do one at a time.

### To place multiple symbols at once

1. Select the symbol you wish to place.
2. Locate the Placement Toolbar.
3. Select the type of grouping you wish to use.

The icons for each grouping type indicate how symbols will be placed when selected.

4. Select and drag your mouse in the AutoREALM display to add your grouped symbols.

A trail of red boxes will appear behind your cursor as you move it to indicate where the symbols will be placed.

For even more customization options, AutoREALM also allows you to change the size of the symbols as they are placed and how spread out they are when placed in groups.

### To change the size of a symbol

1. Locate the Icon Settings Toolbar.
2. Select the **Icon Size** slider.
3. Drag the slider from left to right to decrease or increase the size of symbols as they are placed.

## To change the spread of a symbol group

1. Locate the icon settings toolbar.
2. Select the **Icon Spread** slider.

Drag the slider from left to right to decrease or increase the spread of symbols as they are placed.

## Loading a premade map

Creating a map from scratch can be daunting; there is no shame in getting help! AutoREALM comes with 30 premade maps created by the developers for use, as shown in Figure 1.2 “AutoREALM premade map folder” on page 7.

Whether you want to integrate these designs into your work, use them for inspiration, or use the designs as they are, the choice is yours.

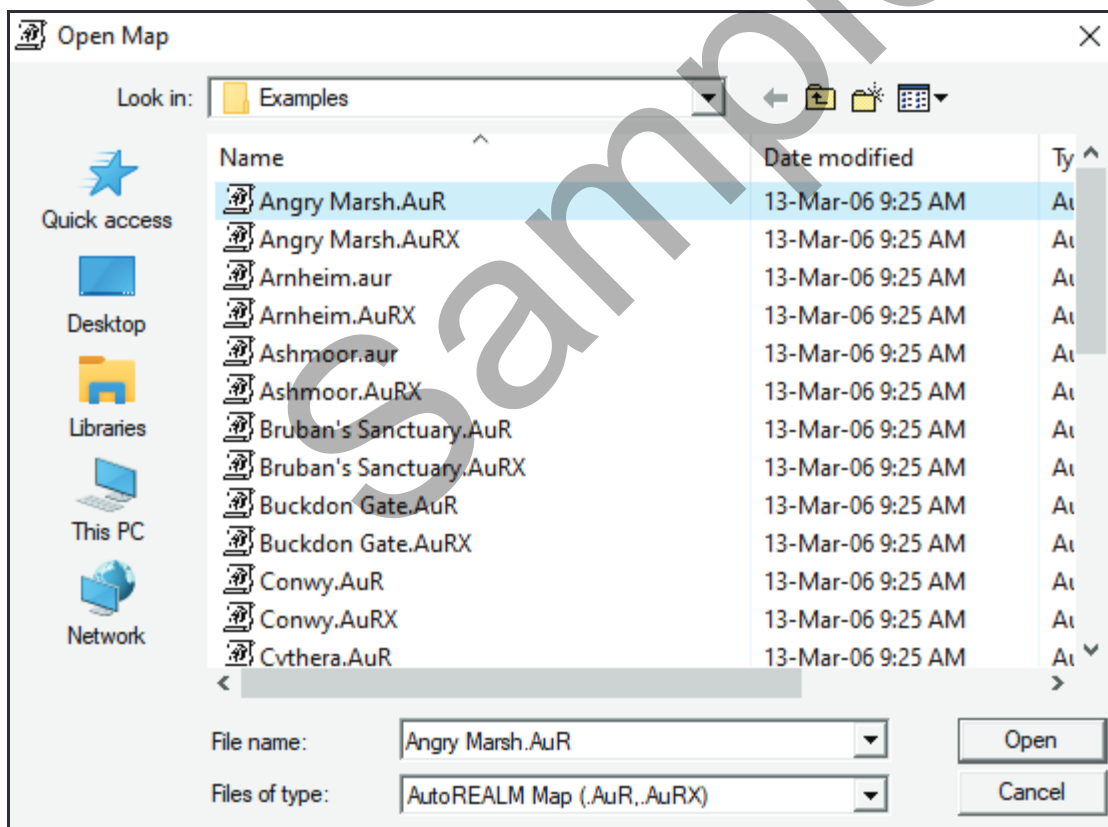


Figure 1.2: AutoREALM premade map folder

## To load a premade map

1. Select **Open a Map**.

A file explorer window displays a folder containing AutoREALM's premade maps.

2. Select one of the map files to load.
3. Select **Open**.

The selected map opens in the AutoREALM canvas.

## Map insertion

Loading and inserting a map sound similar, but they are functionally different. Loading a map will load a map file and display it in a new AutoREALM window, while inserting a map will add a map to the canvas.

## To insert a map

1. Select **File**.

A dropdown menu appears.

2. Select **Insert**.

A file explorer window opens. From here, you can navigate to a folder that contains your saved maps or insert one of AutoREALM's premade maps.

Inserting a map can be useful if you want to take aspects from another map and add them to the one currently inside the canvas. However, there are limitations when inserting a map: only objects can be inserted.

The following do not carry over when inserting a map:

- Background colors
- Grid settings
- Overlays
- Views
- Pushpins
- Map comments



# **APPENDIX C**

**Online Help Site  
Sample**

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## Welcome to the AutoREALM User Guide!

AutoREALM is an open-source map-making program first released in 2002. It was developed to give tabletop gamers an easy way to create maps for use during gameplay.

Offering a large variety of creation tools, AutoREALM is ideal for creating maps of all sizes, including:

- Small interiors
- Sprawling cities
- Landscapes
- Countries
- Entire worlds!

## Utilization of AutoREALM

Although AutoREALM was created with tabletop games in mind, there are no rules on what it can or cannot be used for. AutoREALM is perfect for writers looking to build their worlds no matter which format they write in, including:

- Video games
- Tabletop games
- Fantasy and science fiction novels
- Historical fiction
- Travel guides

This is all made easy thanks to AutoREALM's extensive list of features:

- **Drawing tools:** Create predefined, precise shapes, basic shapes, and draw your own with freehand tools.
- **Symbol library:** Access a wide variety of premade [Symbols](#) for buildings, terrain features, and object placements. You can even create your own symbols to add to the library for quick access and future use.
- **Layer management:** Image layering allows you to easily organize your map by stacking layers on top of each other. Toggling which layers are visible allows you to focus on individual components of your map for even further refinement.
- **Customization options:** Change the colors and styles of different aspects of your maps to create a unique aesthetic.
- **User-friendly interface:** With an easy to use interface and a customizable workspace, AutoREALM can easily be adjusted to make your workflow more effective.

## Compatible Tabletop Games

If a custom map is required for your game, AutoREALM is a great choice to start creating.

Here are some examples of tabletop games AutoREALM is perfect for:





Welcome!

Home: your first map / Loading a Premade Map

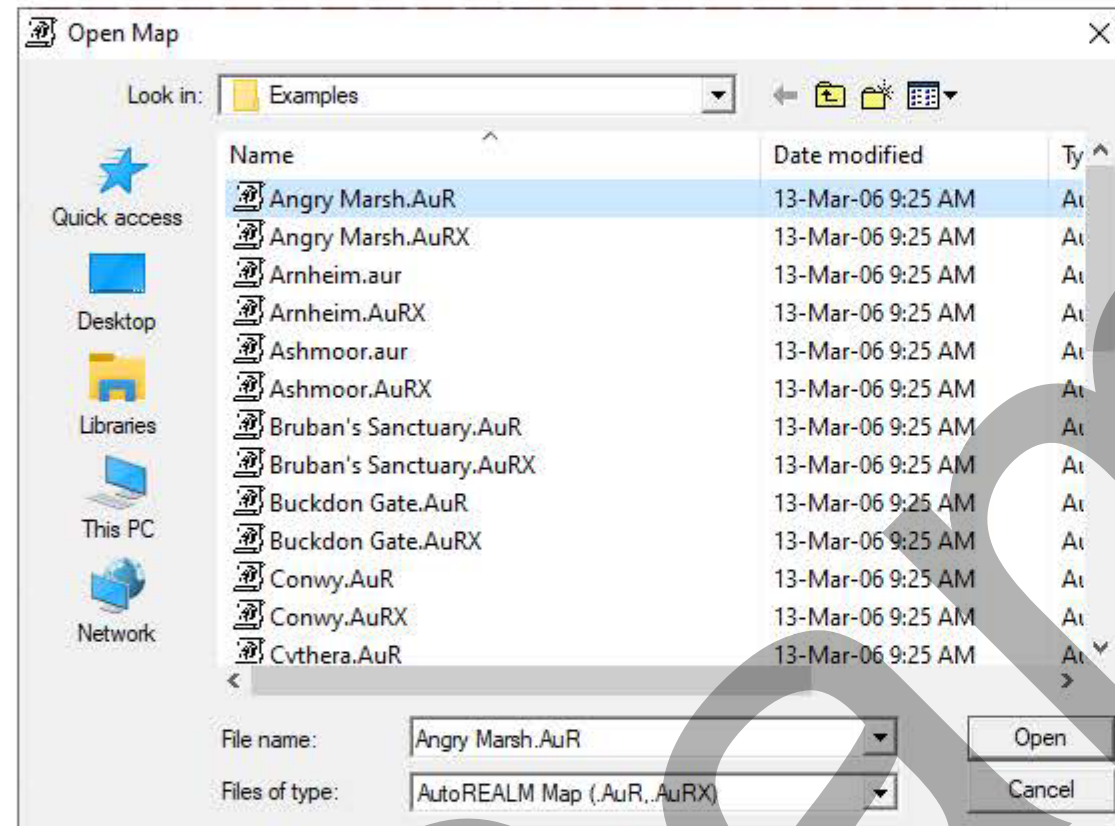


## In this Topic

- Map Insertion

## Loading a Premade Map

Creating a map from scratch can be daunting; there is no shame in getting help! AutoREALM comes with 30 premade maps created by the developers for use. Whether you want to integrate these designs into your work, use them for inspiration, or use the designs as they are, the choice is yours.



AutoREALM premade map folder

### To load a premade map

1. Select **Open a Map**.  
A file explorer window displays a folder containing AutoREALM's premade maps.
2. Select one of the map files to load.
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your first map

Designing a Map

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## Keyboard Shortcuts

Here is a list of all the keyboard shortcuts you can use within AutoREALM.

Keyboard Shortcuts	
Shortcut	Function
CTRL + C	Copy
CTRL + I	Zoom in
CTRL + J	Open file
CTRL + O	Zoom out
CTRL + N	Deselect
CTRL + V	Paste
CTRL + Y	Redo
CTRL + Z	Undo
DEL	Delete
ALT + B	Open the Toolbar menu.
ALT + D	Open the Drawing menu.
ALT + E	Open the Edit menu.
ALT + F	Open the File menu.
ALT + H	Open the Help menu.
ALT + O	Open the Options menu.
ALT + T	Open the Transform menu.
ALT + V	Open the View menu.
ALT + W	Open the Wizards menu.
ALT + ENTER	Open the Map Properties menu.