One advantage of Toolkit 2004 is the online Help system. You can access the online Help by clicking the Help link from the Toolkit 2004 Webpage.
You can also access the online Help from Toolkit 2004 by clicking the Help link.

The Online Help has a table of contents with Help Topics on the left. Click on one of the topics to view or expand the folder.
There is help on many topics, including producing a plan document.
There is also help on ArcGIS such as this one on the Planned Land Units Work Flow. In the Help page there is also links to other pages.