

# Instructions and Procedures Checklist

## ***Organization and Visual Appearance***

- Have you selected the appropriate type of instructions for the audience, purpose, and situation?
- Have you used a task-oriented format for the instructions?
- Have you separated user actions from the results of those actions?
- Have you chunked longer instruction sets into manageable sized modules?
- Have you used decision tables or other graphics when practical to make your instructions easier to follow?
- Have you used consistent layouts and formats to help readers identify similar types and categories of information?

## ***Editing and Revising***

- Have you checked to ensure that the project conforms to the style guide?
- Have you written each step in the present tense?
- Have you used imperatives and the active voice?
- Have you tested the instructions to ensure their usability?
- Have you evaluated the instructions for words, graphics, or ideas that will not cross cultures well?