CHECKLIST for Usability

(Numbers in parentheses refer to the first page of discussion.)

Content

- ☐ Is all material relevant to this user for this task? (38)
- ☐ Is all material technically accurate? (169)
- ☐ Is the level of technicality appropriate for this audience? (30)
- ☐ Are warnings and cautions inserted where needed? (546)
- ☐ Are claims, conclusions, and recommendations supported by evidence? (56)
- ☐ Is the material free of gaps, foggy areas, or needless details? (39)
- ☐ Are all key terms clearly defined? (481)
- ☐ Are all data sources documented? (685)

Organization

- ☐ Is the structure of the document visible at a glance? (219)
- ☐ Is there a clear line of reasoning that emphasizes what is most important? (222)
- ☐ Is material organized in the sequence users are expected to follow? (235)
- ☐ Is everything easy to locate? (219)
- ☐ Is the material "chunked" into easily digestable parts? (239)

Style

- ☐ Is each sentence understandable the first time it is read? (245)
- ☐ Is rich information expressed in the fewest words possible? (253)
- ☐ Are sentences put together with enough variety? (260)
- ☐ Are words chosen for exactness, and not for camouflage? (264)
- ☐ Is the tone appropriate for the situation and audience? (274)

Design

- ☐ Is page design inviting, accessible, and appropriate for the user's needs? (340)
- ☐ Are there adequate aids to navigation (heads, lists, type styles)? (344)
- ☐ Are adequate visuals used to clarify, emphasize, or summarize? (291)
- ☐ Do supplements accommodate the needs of a diverse audience? (643)

Ethical, Legal, and Cultural Considerations

- ☐ Does the document indicate sound ethical judgment? (74)
- ☐ Does the document comply with copyright law and other legal standards? (85)
- ☐ Does the document respect users' cultural diversity? (59)

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