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| Check Box |  | Common Comments |
| ☐ | 1 | Use the L-ift Theme colors and Fonts |
| ☐ | 2 | Sort the graph/Table items in a logical sequence |
| ☐ | 3 | Name the variables as per the survey questions |
| ☐ | 4 | Indicate the Number of respondents on each graph or table |
| ☐ | 5 | Have a unique numbering system for tables and graphs such that each graph has a unique serial number to standardize the reports. (Usually the graph gets the same number as the question code-number, a unique number which is assigned to each question and which indicates the project, the survey tool and the number, e.g. YLD-IN-04 is youth livelihood diaries-intake-question 4) |
| ☐ | 6 | For financial results involving different countries, convert the currencies to a common one such as dollar for easier comparison. |
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| ☐ | 7 | For graphs that are to be printed or published, make the background transparent and the font larger for easier reading. |
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