

Know by heart	Know after checking	Not sure or don't know	Where to check?	Other
<b>Title/heading convention (gerund)</b> Configur <b>ING</b> ...	TIP color (blue)	How many   TIP s are allowed per step? Is there a limit?	Where do I check?	
<b>Convention</b> Purpose: Steps:				
<b>Convention</b> <b>RDP Control &gt; Settings</b> (in bold)				
<b>Convention</b> full name at first mention, then abbrev. Remote Desktop Protocol (RDP)				
<b>options in bold default and rdp5_only</b>				
<b>monospace</b> - AUTO - 1,8,16,32,64 - example (?)				Where do I look this up in TW 101? Around values, numerals or suffixes?
<b>Convention</b>   instead of /				
<b>Convention</b>   CAUTION structure and content	CAUTION color (red)	CAUTION color Why do I recall yellow color?	Check in OI admin guide and MMOS	
<b>Terminology</b> Navigate to (...)				
<b>Convention</b>				

To (...), do X.				
<b>Language / style</b>  imperative voice				
<b>Visuals</b>  Inserting screenshot and mini screenshot (buttons)		“ X “ button  What does it do? Is it OK to include it in procedure?	Where do I check? Admin guide?	
<b>Convention</b>  Example for milliseconds conversion				
<b>Measurements, units, “values” in full format</b> pixel, bits per pixel, millisecond				Where do I search for this in TW 101 and MMOS?
<b>Language / style</b>  Active voice, no passive voice (if at all possible)				
<b>Language / style</b>  No antropomorphization				
<b>Language / style</b>  No Latin abbreviations				
<b>Accessibility element / word choice</b>  No “enable”				