|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Know by heart | Know after checking | Not sure or don’t know | Where to check? | Other |
| **Title/heading convention (gerund)** ConfigurING... | | TIP color (blue) | How many | TIP s are allowed per step?  Is there a limit? | Where do I check? |  |
| **Convention**  Purpose: Steps: |  |  |  |  |
| **Convention**  **RDP Control > Settings** (in bold) |  |  |  |  |
| **Convention** full name at first mention, then abbrev. Remote Desktop Protocol (RDP) |  |  |  |  |
| **options in bold** **default** and **rdp5\_only** |  |  |  |  |
| **monospace** - AUTO - 1,8,16,32,64 - example (?) |  |  |  | Where do I look this up in TW 101?  Around values, numerals or suffixes? |
| **Convention**  | instead of / |  |  |  |  |
| **Convention** | CAUTION structure and content | |CAUTION color (red) | |CAUTION color Why do I recall yellow color? | Check in OI admin guide and MMOS |  |
| **Terminology**  Navigate to (...) |  |  |  |  |
| **Convention**  To (...), do X. |  |  |  |  |
| **Language / style**  imperative voice |  |  |  |  |
| **Visuals**  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? |  |
| **Convention**  Example for milliseconds conversion |  |  |  |  |
| **Measurements, units, “values” in full format** pixel, bits per pixel, millisecond |  |  |  | Where do I search for this in TW 101 and MMOS? |
| **Language / style**  Active voice, no passive voice (if at all possible) |  |  |  |  |
| **Language / style**  No antropomorphization |  |  |  |  |
| **Language / style**  No Latin abbreviations |  |  |  |  |
| **Accessibility element / word choice**  No “enable” |  |  |  |  |