Consistency Rules

Writing Solutions Guide

How to Use This Guide

This guide provides specific solutions for writing issues detected by the DocScanner AI system. When the AI flags a writing issue, refer to this guide for step-by-step solutions.

Common Issues Detected

- Inconsistent step numbering
- Mixed heading formats
- Inconsistent spacing
- Mixed bullet point styles
- Inconsistent terminology

Solutions

Solution 1: Inconsistent Step Numbering

Issue: Document has mixed step numbering formats (1., 2), 3., etc.)

Solution: Use consistent numbering format throughout the document

Before (Incorrect):
```
1. First step 2) Second step 3. Third step
```
After (Correct):
```
1. First step 2. Second step 3. Third step
```

Best Practice: Always use the same format: "1.", "2.", "3." with periods and spaces

Why This Matters: Consistent numbering improves readability and maintains professional appearance

Solution 2: Mixed Heading Formats

Issue: Headers use different formatting styles (# vs ## vs bold text)

Solution: Standardize heading hierarchy using consistent markdown or formatting

Before (Incorrect):
```
# Main Title **Subtitle** ### Another Section
```
After (Correct):

```
# Main Title ## Subtitle ### Subsection
```

Best Practice: Use hierarchical heading structure: # for main, ## for sections, ### for subsections

Why This Matters: Consistent heading structure aids navigation and document scanning

Solution 3: Inconsistent Terminology

Issue: Same concept referred to with different terms throughout document

Solution: Choose one term and use it consistently throughout the document

Before (Incorrect):
```
Click the button... Press the key... Select the option
```
After (Correct):
```
Click the button... Click the key... Click the option
```

Best Practice: Create a terminology glossary and stick to preferred terms

Why This Matters: Consistent terminology reduces confusion and improves clarity

Quick Reference

Use this section for quick lookup when fixing issues:

Problem	Quick Fix
Inconsistent Step Numbering	Use consistent numbering format throughout the document
Mixed Heading Formats	Standardize heading hierarchy using consistent markdown or formatting
Inconsistent Terminology	Choose one term and use it consistently throughout the document

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