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| **Peer Review Checklist** | | | | | |
| **Review Date:** | | **Word Document Peer Review? 12/06/16** | | |
| **MindTouch Article Peer Review? 12/06/16** | | |
| **Reviewer(s):** | | **Phil Wilkerson** | | | |
| **New or Revised Content?** | | **Revised** | | | |
| **JIRA Case:** | | **http://jira.pentaho.com/browse/BACKLOG-12111** | | | |
| **Word Document Location on Box:** | | **https://pentaho.box.com/s/b5oa2134u8mmi8h7n0rd27xrkz6e5osk** | | | |
| **MindTouch Article(s):** | | **https://help.pentaho.com/Documentation/7.1/0T0/Upgrade\_Pentaho\_Servers\_and\_Design\_Tools** | | | |
| **Review Area** | **Item** | **Y** | **N** | **Comments/Changes** | |
| **Pre-Review** | Is the content in the right MindTouch location? | ☐ | ☐ |  | |
| What areas in MindTouch need to be updated? Were all these areas updated? | ☐ | ☐ |  | |
| Does the content apply to more than one version? Are all versions updated? | ☐ | ☐ |  | |
| Can you navigate to and from it? Has the reader been placed into a URL corner? | ☐ | ☐ |  | |
| Is the product naming consistent? | ☐ | ☐ |  | |
| Are any of the links broken? | ☐ | ☐ |  | |
| Any external links not available yet? | ☐ | ☐ |  | |

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| **Structure** | Does the topic have a logical flow? | ☐ | ☐ |  |
| Can this content be combined with any other topic? | ☐ | ☐ |  |
| Does it contain too little or too much information? Is it concise? | ☐ | ☐ |  |
| Is the topic using the correct format? | ☐ | ☐ |  |
| **Content** | Who is the audience for this material? Does this content address the appropriate audience? | ☐ | ☐ |  |
| Is the tone correct? Is it too conversational or too formal? | ☐ | ☐ |  |
| Is the terminology consistent with our style guide? | ☐ | ☐ |  |
| Does it have a unified tone? Does it sound as it is written by one person? | ☐ | ☐ |  |
| Is it written in active voice? | ☐ | ☐ |  |
| Are active and specific verbs being used? | ☐ | ☐ |  |
| Does each sentence focus on a single point? | ☐ | ☐ |  |
| Is marketing language used? | ☐ | ☐ |  |
| As a reviewer, are you confused by any of the content? | ☐ | ☐ |  |

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| **Format** | Any grammar errors? | ☐ | ☐ |  |
| Any punctuation errors? | ☐ | ☐ |  |
| Any typos and spelling mistakes? | ☐ | ☐ |  |
| Are the fonts used based on our standards? | ☐ | ☐ |  |
| Is the formatting of numbered or bulleted lists correct? Any items left out or repeated? | ☐ | ☐ |  |
| Are the lists under 10 items? | ☐ | ☐ |  |
| Are the appropriate styles used? | ☐ | ☐ |  |
| Are any contractions being used? Don’t use them. | ☐ | ☐ |  |
| **Graphics** | Do the graphics add anything to the content? | ☐ | ☐ |  |
| Are the graphics up to date? | ☐ | ☐ |  |
| Are the colors correct per our standards? | ☐ | ☐ |  |
| Are the annotations correct? | ☐ | ☐ |  |
| Are the graphics Responsive? | ☐ | ☐ |  |