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| **Peer Review Checklist** | | | | | |
| **Review Date:** | | **Word Document Peer Review?** | | |
| **MindTouch Article Peer Review?** | | |
| **Reviewer(s):** | | **Virginia Agnew** | | | |
| **New or Revised Content?** | | **Revised** | | | |
| **JIRA Case:** | | [**http://jira.pentaho.com/browse/ESR-5610**](http://jira.pentaho.com/browse/ESR-5610) | | | |
| **Word Document Location on Box:** | | [**https://pentaho.box.com/s/9suin5c385qiijpzs2qcdnhudsftaf4z**](https://pentaho.box.com/s/9suin5c385qiijpzs2qcdnhudsftaf4z) | | | |
| **MindTouch Articles(s):** | | <https://help.pentaho.com/Documentation/7.0/0R0/070/010/0A0/0O0> | | | |
| **Review Area** | **Item** | **Y** | **N** | **Comments/Changes** | |
| **Pre-Review** | Is the content in the right MindTouch location? | **X** | ☐ |  | |
| What areas in MindTouch need to be updated? Were all these areas updated? | **X** | ☐ | https://help.pentaho.com/Documentation/7.0/0R0/070/010/0A0/0O0 | |
| Does the content apply to more than one version? Are all versions updated? | ☐ | ☐ | Unsure. None of this is actually in MindTouch yet, but it should go back to the version where it was added as a supported API call. If that was just 7.0, perfect. | |
| Can you navigate to and from it? Has the reader been placed into a URL corner? | ☐ | ☐ | Unsure. It's not in MT, so I can't check that at all. | |
| Is the product naming consistent? | ☐ | ☐ | Unsure. If we are using "User Console" instead of PUC, then yes. | |
| Are any of the links broken? | ☐ | ☐ | Unsure. Not in MT. | |
| Any external links not available yet? | ☐ | ☐ | N/A | |

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| **Structure** | Does the topic have a logical flow? | **X** | ☐ |  |
| Can this content be combined with any other topic? | ☐ | **X** |  |
| Does it contain too little or too much information? Is it concise? | **X** | ☐ | Yes, it is concise. (Also, we need to rephrase this question since it is contradictory.) |
| Is the topic using the correct format? | ☐ | ☐ | Unsure. API doc is format-dependent – heavily so, so I can't tell until it is actually in MindTouch. |
| **Content** | Who is the audience for this material? Does this content address the appropriate audience? | **X** | ☐ | Applications programmers. |
| Is the tone correct? Is it too conversational or too formal? | **X** | ☐ | Tone is technical and on cue. (Also a contradictory question.) |
| Is the terminology consistent with our style guide? | **X** | ☐ |  |
| Does it have a unified tone? Does it sound as it is written by one person? | **X** | ☐ |  |
| Is it written in active voice? | ☐ | **X** | No, but it's not supposed to be. API doc is reference. |
| Are active and specific verbs being used? | ☐ | **X** |  |
| Does each sentence focus on a single point? | **X** | ☐ |  |
| Is marketing language used? | ☐ | **X** |  |
| As a reviewer, are you confused by any of the content? | ☐ | **X** | Maybe, but it's not written for me. |

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| **Format** | Any grammar errors? | **X** | ☐ | A few. I fixed them in the doc. |
| Any punctuation errors? | ☐ | **X** |  |
| Any typos and spelling mistakes? | **X** | ☐ | Should "comma separated" be hyphenated? I thought so, but check or get a vote. |
| Are the fonts used based on our standards? | ☐ | ☐ | Can't tell. It's not in MindTouch. |
| Is the formatting of numbered or bulleted lists correct? Any items left out or repeated? | ☐ | ☐ | Can't really tell. It's not in MindTouch. (Again, this question needs to be rephrased – It's contradictory.) |
| Are the lists under 10 items? | ☐ | ☐ | N/A |
| Are the appropriate styles used? | ☐ | ☐ | Can't tell. It's not in MindTouch. |
| Are any contractions being used? Don’t use them. | ☐ | **X** |  |
| **Graphics** | Do the graphics add anything to the content? | ☐ | ☐ | N/A |
| Are the graphics up to date? | ☐ | ☐ | N/A |
| Are the colors correct per our standards? | ☐ | ☐ | N/A |
| Are the annotations correct? | ☐ | ☐ | N/A |
| Are the graphics Responsive? | ☐ | ☐ | N/A |