Procedure usability checklist

❑ Considering the audience, is the right amount of background information and explanatory text provided?

❑ Is related information grouped together for logical flow and to avoid repetition?

❑ Are all the necessary instructions included and arranged in the proper order?

❑ Do all instructions begin with an imperative verb?

❑ Are visuals sized correctly and placed near the text they illustrate?

❑ Is the line spacing consistent and effective (i.e., is there adequate white space before and after each step and section)?

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