Marker's Comments

Saba, great work on your help system. I made just a few comments throughout, but overall your help system is well-organized, written clearly and concisely-- good work!

A few comments:

You use parentheses for commands. While this is ok, it is more common to place commands in bold so that they stand out.

You use some good index entries. But it would benefit from some re-organization. Here are some examples of changes I would make to the index:

Begin here, Start here		Omit as it is unlikely to be a search term for users.
analysis		Unclear. Analysis of what?
Changes, database Removing, employee	Database, changing Employee, removing	When describing an action, it is usually best to use the verb after the noun.
Database, start Database Changes, database	Database Starting Changing	Use secondary keywords. You don't use any secondary keywords. There are a few opportunities to add secondary keywords in your help system for keywords such as employee and wages.
list, employee	Employee list	

You have successfully completed all of the requirements of the assignment, and your help system effectively uses links and an index.

Task Completed	Developing	Acceptable	Exceptional	Grade
Uses clear and logical hierarchy			x	1/1

Includes conceptual information where required			x	1/1
Topics use the simplest words that fit the information needs			x	.5/.5
Uses limited jargon-any jargon used is defined in the help system			x	.5/.5
Uses short simple sentences and paragraphs			x	1/1
Speaks directly to the user by using "you."			x	1/1
Uses primarily active voice			x	1/1
Presents procedural information clearly so that the user can easily follow the instructions			x	1/1
Uses tables and lists where appropriate		x		.5/.5
Uses parallel form in lists			x	1/1
Uses consistent formatting (bold and italics)		x		.5/.5
Uses descriptive headings			x	1/1
Uses topics that describe one task or concept			x	1/1
Starts procedural instructions with an action			x	1/1
Uses screen captures of high quality			x	1/1
Uses graphics where appropriate			x	1/1
Spelling, grammar		x		.5/1
Index allows users to easily find information		x		7/10
Links between topics present where topics are related			x	3/3
Makes two customizations to the help system			x	2/2

Authors topics using the writing guidelines above: 14.5/15

Makes two customizations to the help system: 2/2

Links between topics: 3/3

Successfully creates an index. Index uses appropriate keywords: 7/10

Your mark: 26.5/30