**Checklist for Instructions**

A good set of instructions:

* Opens with a brief introduction that identifies the procedure and explains its function.
* Lists the materials, equipment, tools, and skills required to perform the procedure.
* Provides a well-organized, step-by-step explanation of how to perform the procedure.
* Provides any appropriate warnings, cautions, or notes to enable the reader to perform the procedure without unnecessary risk.
* Is clear, accurate, and sufficiently detailed to enable the reader to understand and/or perform the procedure without unnecessary difficulty.
* Employs helpful comparisons and analogies to clarify difficult concepts.
* Uses clear, simple language.
* Concludes with a brief summary.
* Employs effective headings to clarify the text.
* Contains no typos or mechanical errors in spelling, capitalization, punctuation, or grammar.

Text:

* Steps begin with an imperative verb.
* Each step only contains one action.
* Text is task-focused, rather than describing only product features.
* Content is chunked for easy skimming.
* Lists are limited to 5-7 steps.

Graphics

* Are the most appropriate choice—table, graph, illustration, schematic, chart, or picture—for a particular section of content.
* Is placed near the text it clarifies.
* Does not appear crowded, with enough white space surrounding it to ensure effective page design.
* Includes clear, accurate labels that plainly identify all elements.
* Includes a key if necessary for further clarification.
* Maintains consistency with all relevant text in terms of wording, point, view, colors, and so on.
* Upholds strict standards of accuracy.
* Contains no typos or mechanical errors in spelling, capitalization, punctuation, or grammar.
* Is cropped to highlight the most important element.
* Illustrations or screenshots are aligned with relevant text.