Copilot Prompt to Analyze Your User Documentation

Instructions

Use this prompt to analyze the User Documentation you've chosen for your project. Do not copy these instructions into Copilot. Just copy the relevant prompt below. The only difference among the options is how you provide the documentation.

Prompt for Uploaded Documentation File

I am uploading a piece of user documentation that I analyzing to identify ways to improve its usability, using plain language, organization, and document design. Please help me check the following aspects of the documentation, but do NOT make any changes or revisions to the document. Just tell me how well it uses plain language and document design principles to make the existing documentation easier for readers to use as they complete the task it focuses on. Take your time and confirm all of the elements carefully.

Where does the document use convoluted, overly formal, and/or confusing language?

Does the documentation use the following strategies effectively? Consider Contrast, Repetition, Alignment, Proximity, Color, White Space, Internal headings and subheadings, and lists.

Does the documentation communicate ethically? Where does the documentation mislead, pressure, or coerce the reader into thinking or doing something? Does it use unbiased language to talk about people with disabilities? Identify any places where the content is not inclusive and unbiased.

Does the documentation enure disclaimers and policies are clear and legible? Are bibliographic citations are used properly in the document?

Does the documentation address the needs of everyone who reads it? Is the documentation appropriate for international readers? Does it address or avoid any cultural issues?

Prompt for Linked Documentation File

I am linking to a piece of user documentation that I analyzing to identify ways to improve its usability, using plain language, organization, and document design. Please help me check the following aspects of the documentation, but do NOT make any changes or revisions to the document. Just tell me how well it uses plain language and document design principles to make the existing documentation easier for readers to use as they complete the task it focuses on. Take your time and confirm all of the elements carefully.

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Prompt for Pasted Documentation File

I am pasting in a piece of user documentation below that I analyzing to identify ways to improve its usability, using plain language, organization, and document design. Please help me check the following aspects of the documentation, but do NOT make any changes or revisions to the document. Just tell me how well it uses plain language and document design principles to make the existing documentation easier for readers to use as they complete the task it focuses on. Take your time and confirm all of the elements carefully.

Where does the document use convoluted, overly formal, and/or confusing language?

Does the documentation use the following strategies effectively? Consider Contrast, Repetition, Alignment, Proximity, Color, White Space, Internal headings and subheadings, and lists.

Does the documentation communicate ethically? Where does the documentation mislead, pressure, or coerce the reader into thinking or doing something? Does it use unbiased language to talk about people with disabilities? Identify any places where the content is not inclusive and unbiased.

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Does the documentation address the needs of everyone who reads it? Is the documentation appropriate for international readers? Does it address or avoid any cultural issues?