



Checklist



What are you checking?

Date.....

Words



Good

OK

Bad



- Not too many words
- Short words
- Simple words
- No jargon
- No abbreviations

Letters



Good

OK

Bad

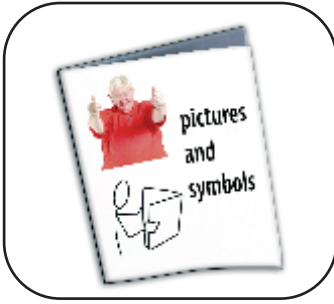


- Clear font
- No italics
- No all uppercase
- No underlining
- Not smaller than 14

Pictures



Good OK Bad



- Uses pictures
- Uses symbols
- Pictures and symbols are used well.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Layout



Good OK Bad



- No long paragraphs
- Dark font and light background
- Clear, simple style

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall impression



Good OK Bad



Comments

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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