

Computer Pals for Seniors – The Hills

Manual Reviewers Guideline

1. **Introduction** including objectives of the course, introductory remarks and any specific conventions to be used in the manual
2. **Contents** to at least first and second levels to help the student get an overview of the manual contents
3. **Style** to be consistent in terms of:
 - a. Person
 - b. Tense
 - c. Spelling
4. **Readability** to be consistent in terms of:
 - a. Font (serif or san serif) – minimum size Arial 11pt
 - b. Fonts – max three sizes plus bold, italic and underline
 - c. Headings – max three levels
 - d. Pages not too crowded
 - e. Consistent margins, headers and footers
 - f. Consistent page numbering
5. **Technical terms** to appear in bold when first mentioned and explained
6. **Clear and precise English** focusing more on the “how” rather than the “why” and with only one method described to perform each task
7. **Action instructions** should be in the form of:
Click Start → Control Panel → Internet Options → General
8. **Pictures and screen dumps** to illustrate textual explanations
9. **Exercises**, if appropriate, to the subject matter and to have a useful output if possible
10. **Index** so that student can reference topics easily