**Instructions for the writer of the Quickstart Guide**

Before you publish your Quickstart Guide, have it reviewed by its intended users. You can use this customizable Review Checklist to solicit feedback that will help you improve the Guide.

1. Replace the red text with the specific information and tasks you want users to review. The red text in this handout provides instructions for you, the writer. It shows you how to customize this handout.
2. Ask four or five users to use the Checklist to review your Quickstart Guide.
3. If possible, meet with each user who reviews the Guide to be sure you understand the feedback they’ve given.
4. Use the users’ suggestions to revise the Guide, as needed.

**Quickstart Guide Review Checklist for Users**

|  |  |
| --- | --- |
| **Title** | *Put the title of your Quickstart Guide here* |
| **Purpose** | *Put the outcome statement for your Guide here. See Video 03\_02 for information on how to write an outcome statement.* |
| **Before you review the Guide** |
| **Based the title of the Guide, what are three tasks you predict the Guide will explain?** |
|  | * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
|  | * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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|  | * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| **With the Guide in hand...** |  |  |
| **With a copy of the Quickstart Guide in hand or online, answer the following questions or complete the following tasks.** |  |  |
|  | *List a task from the Guide. For example, “Step 1: Create a username and password”* |  |  |
|  | *List a task from the Guide. For example, “Step 6: Connect the USB webcam to your computer”* |  |  |
|  | *Ask the user a specific question. For example, “Does the flowchart on page 1 of the Guide clearly explain to you how your grant proposal will be reviewed?”* |  |  |
|  | *Ask the user a specific question. For example, “Does Guide clearly explain the difference between your member number and your bank account number?”* |  |  |
| **After you review the Guide** |  |  |
|  | **The Guide was missing information that I needed to get started. Specifically, I needed:** * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |  |  |
|  | **The Guide contained information I didn’t really need or want. Specifically, I didn’t need:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |  |  |
|  | **I would have liked more information on:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |  |  |
|  | **These are the three things I liked best about the Quickstart Guide:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |  |  |