Checklist for Computer-Related Text	✔ First Reading	✔ Second Reading

Graphical User Interface and Screen Elements

	✔ First Reading	✔ Second Reading
• Text references to graphical user interface (GUI) elements (e.g., menus, icons, dialog boxes, buttons, and toolbars) and onscreen labels and messages are spelled and capitalized as they appear onscreen, unless style guidelines specify otherwise.	☐	☐
• GUI-related verbs (e.g., *check*, *click*, *open*, *close*, *press*, etc.) conform to style guidelines and are used consistently.	☐	☐

Keyboard and Mouse Elements

	✔ First Reading	✔ Second Reading
• Text references to individual key names (Shift, Tab, etc.) are spelled and capitalized consistently and shown in correct fonts as specified in style guidelines.	☐	☐
• Verbs referring to actions involving the keyboard or the mouse (e.g., *press*, *click*, *double-click*) conform to style guidelines and are used consistently.	☐	☐

Path and File Names

	✔ First Reading	✔ Second Reading
• Path names and file names are capitalized and punctuated consistently and shown in correct font as specified in style guidelines.	☐	☐

Programming Code

	✔ First Reading	✔ Second Reading
• No changes of any kind are made to any programming code, in body text, in offset sections, or in art or graphics. Apparent anomalies are *queried only*.	☐	☐
• Within general text, in offset sections, and in art and graphics, specific programming syntax elements (e.g., commands, arguments, character strings, variables, keywords) appear in the correct fonts as specified in style guidelines. Apparent anomalies are *queried only*.	☐	☐
• No punctuation within any programming code is added, deleted, or altered in any way. Apparent anomalies are *queried only*.	☐	☐
• In general text, punctuation (or lack thereof) adjacent to run-in programming code elements conforms to style guidelines.	☐	☐

Software Version Designations

	✔ First Reading	✔ Second Reading
• Text references to software versions are consistently named and numbered according to style guidelines.	☐	☐