

Instructions: How to do something

FORMAT and CONTENT

- Cautions
- Introduction (purpose and/or function)
- List of supplies/tools/parts
- Numbered list of steps (remembering short term memory)
 - Assembly
 - Operation
 - Maintenance
- Troubleshooting, FAQs
- Visuals and white space as needed

STYLE

- Positive phrasing (positive logic)
Instead of “Don’t put your feet on the table.” →
“Put your feet on the floor.”

- Logical Order
Instead of “Open the gate, but not until you put the scale in front of the opening. Then chase the pig through.” →
 1. Put the scale in front of the opening.
 2. Open the gate.
 3. Chase the pig into the scale.

- Imperative (command form)
Instead of “The button must be pressed.” →
“Press the button.”

