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| --- | --- | --- | --- | --- |
| **User Guide Final Check** | | | | |
| Project Name: | Project #: | | | |
| Information Developer: | Contact: | | | |
|  | N/A | Yes | No | Comments |
| Book |  |  |  |  |
| Name of Book |  |  |  |  |
| Part Number |  |  |  |  |
| Status of Book |  |  |  |  |
| Name of Product |  |  |  |  |
| Front Cover |  |  |  |  |
| Front cover included? |  |  |  |  |
| Name of product included and correct? |  |  |  |  |
| Title of book included and correct? |  |  |  |  |
| Company logo included and correct? |  |  |  |  |
| Product picture included? |  |  |  |  |
| Inside Front Cover |  |  |  |  |
| Inside front cover included? |  |  |  |  |
| Title of book included and correct? |  |  |  |  |
| Name of product included and correct? |  |  |  |  |
| Unapproved abbreviations avoided in title? |  |  |  |  |
| Part number of book included? |  |  |  |  |
| Status of book (for example, Draft - Issue 1) included? |  |  |  |  |
| Release date (for example, Jan 2007) of book included? |  |  |  |  |
| Notices Page |  |  |  |  |
| Trademarks included and correct? |  |  |  |  |
| Trademarks listed in alphabetical order? |  |  |  |  |
| License agreement statement included and correct? |  |  |  |  |
| Copyright symbol, statement, and date correct? |  |  |  |  |
| Publisher's name and address correct? |  |  |  |  |
| Revisions Page |  |  |  |  |
| Date and status of the book correct? |  |  |  |  |
| Summary of changes included and complete? |  |  |  |  |
| List of Figures |  |  |  |  |
| List of figures included? |  |  |  |  |
| List of figures complete? |  |  |  |  |
| Page numbers correct? |  |  |  |  |
| Each title unique and correct? |  |  |  |  |
| Capitalization, spelling, and punctuation correct? |  |  |  |  |
| List of Tables |  |  |  |  |
| List of tables included? |  |  |  |  |
| List of tables complete? |  |  |  |  |
| Page numbers correct? |  |  |  |  |
| Each title unique and correct? |  |  |  |  |
| Capitalization, spelling, and punctuation correct? |  |  |  |  |
| Figures |  |  |  |  |
| Figures in final form and approved? |  |  |  |  |
| Titles, callouts, and annotations in correct position? |  |  |  |  |
| Figures correctly placed? |  |  |  |  |
| Capitalization, spelling, and grammar correct? |  |  |  |  |
| Abbreviations, terms, and symbols used consistently? |  |  |  |  |
| Symbols and other conventions explained properly? |  |  |  |  |
| Body |  |  |  |  |
| All pages included and accounted for? |  |  |  |  |
| All links tested and correct? |  |  |  |  |
| All pages in correct order? |  |  |  |  |
| Back Cover |  |  |  |  |
| Back cover included and correct? |  |  |  |  |
| Inside Back Cover |  |  |  |  |
| Inside back cover included? |  |  |  |  |
| Title of book included and correct? |  |  |  |  |
| Name of product included and correct? |  |  |  |  |
| Unapproved abbreviations avoided in title? |  |  |  |  |
| Part number included? |  |  |  |  |
| Status of book (Draft - Issue 1) included? |  |  |  |  |
| Release date (Jan 2007) of book included? |  |  |  |  |
| Name of country in which printed included and correct? |  |  |  |  |
| Spine of Book |  |  |  |  |
| Spine included? |  |  |  |  |
| Name of product included and correct? |  |  |  |  |
| Title of book included and correct? |  |  |  |  |