

3.0 Formatting Procedures

When writing procedures, it is important to ensure that the design of the document helps the audience to obtain the information they need to complete a task safely and efficiently. After you write your procedures, you should make sure that the document is in the most useful and logical organization and format possible.

Your document should include the following elements:

- Headings and/or Subheadings
- Introductions
- Instructions Steps
- Special Notices
- Graphics and Visuals

If formatted correctly, these design elements will help the audience locate and obtain the information they need easily. Please use the information in this section, “Formatting and Organizing Procedures,” to format and organize your written procedures.

In this section, you will find the following modules:

- 3.1 Formatting Procedure Headings
- 3.2 Formatting Procedure Overviews
- 3.3 Formatting Procedure Steps
- 3.4 Formatting Special Notices
- 3.5 Formatting Text
- 3.6 Formatting Illustrations
- 3.7 Formatting Procedure Page Layouts