

Composition	
Be Concise	Keep e-mails short. If you're not brief, readers may overlook important information.
Focus on Key Information	Divide information into relatively short segments or "chunks" of closely-related text. This will avoid information overload, enabling readers to navigate and process information more easily.
Titles and Headings	Use titles or headings to emphasize important segments or "chunks" of information. Also, make headings "look" different from body text (e.g., by using bold or italic). Effective headings help readers navigate through the material more easily, finding the information that's important to them.
Bullets and Numbering	Use the automatic bulleted or numbering lists available in Outlook. Do not manually type lists preceded by special characters, such as hyphens or asterisks.
Original Message	Always reference the original message when you reply to a message.

Content

Composition	
Abbreviations (Shorthand)	Don't use shorthand abbreviations. For example, avoid "ETA" for "by the way" or "TA" for "thanks in advance." Some readers may not understand these shorthand notations.
Abbreviations and Acronyms	Explain all abbreviations and acronyms the first time they are used—for example by introducing the abbreviation in parentheses. Example: ...the Centers for Medicare & Medicaid Services (CMS).
Subject	The Subject line should be brief and make the contents of the e-mail clear.
Time Sensitivity	For a time-critical message, include the time sensitivity in the subject line. Example: Emergency Donor Tissue

Layout & Formatting

Composition	
Background Images and Colors	Avoid background images in print e-mail, such as stationary, watermarks, or wallpaper. Avoid dark-colored backgrounds; use white or light-colored backgrounds.
Color	Do not use color for emphasis without providing an alternative method of emphasizing text (e.g., bold or italic); do not use color alone.
Fonts	Use recommended sans serif fonts (Calibri, Verdana, Arial, or Tahoma). <ul style="list-style-type: none"> • Use very dark-colored lettering against white or light-colored backgrounds; avoid light colors. • Select point size 12 or greater. • Avoid ALL CAPS and fancy fonts. • Do not rely on bold or italic as the only means of emphasizing content. For emphasis, use bold and italic together, or use color in combination with bold or italic.

Cms Quick Reference Guide Preventive Services 2013

Mike Jess



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