

A Quick Reference for QuikScan

This quick reference assumes you have looked at a QuikScan and a QuikScan Views document and are now thinking about authoring a QuikScan or QuikScan Views document. For more detail on QuikScan, see the QuikScan Project website, in particular Zhou & Farkas, 2010.

Table of Contents

A table of contents is recommended. Hyperlinking from the TOC entries to the corresponding document headings and back again to the TOC entries is recommended unless you are designing for print only.

Kinds of Summaries

Standard Summaries	You put the QuikScan summary directly after a heading and summarize all the text until the next heading. This is the default way of QuikScanning.
Floating Summaries	<p>You add a QuikScan summary in a long expanse of text where there is no heading but where a heading would have been a good idea.</p> <p>In some cases you can add the missing heading and then write a standard summary—but you should use brackets around this heading or indicate in some other way that you’ve modified the author’s original text.</p>
Compound Summary	Sometimes several headings appear one after another with only a little text between each one. Usually the first is a higher-level heading then the ones that follow. With a Compound Summary, you add a summary before the first of these headings, and each of the numbered list items in this summary replicate, or closely resemble, the lower-level headings. You add numbers to these lower-level headings so they correspond to the list items.
Descriptive Summaries	<p>Used these to provide an overview rather than a true summary. You indicate what the content is about. You might do this before a series of tables or lists or before a procedure—anything that doesn’t lend itself to being summarized.</p> <p>Usually there is no target number because you’re not referencing any ideas in the upcoming expanse of text.</p>

QuikScan Numbering Systems

Single sequence	Use a single sequence of numbers from beginning to end. This is best for shorter documents where the numbers won't reach 3 digits. (Note, plan carefully because revising a single sequence of numbers is awkward).
Restart numbers with each section	<p>Start a new series of numbers with each summary. Your numbers, therefore, won't typically get higher than 6 or 8.</p> <p>Because reader should know what section they are in, summaries themselves should be numbered in some way, or you can use hyphenated numbers where the first number increments with each new section.</p> <p>The templates developed for QuikScan Views use restarting numbers and each section has a number.</p>
Working with a document's native numbering system	<p>Some documents use their own system of numbered headings. For example, a heading may be preceded by decimal numbers indicating section and subsections, like this. 2.4.1. Wastewater</p> <p>Use these numbers for your QuikScan list item and target numbers rather than adding a second set of numbers.</p>