

RELEASE NOTES STYLE GUIDE



What voice should you use?

The voice of your release notes should match that of your website copy, blog and other materials and should be based on user personas.

Consider the why behind changes.

Instead of listing what has changed in release notes, try to incorporate why the changes were made into your release notes.



What changes for the user?

Don't forget to discuss how the change actually impacts the user and what, if anything, the user needs to do differently as a result.

Avoid being too wordy.

Overly wordy release notes can be challenging for users to read and understand, particularly if they don't speak the release note's language as their first language.



Audit release notes for language

Some internal release notes may contain language that's not appropriate for end users, so it's important to audit everything before it's deployed.

Speak human-to-human.

Connect with end users by expressing that "we" have developed XYZ features for "you" rather than saying, "Added XYZ."

