Proofing Checklist

To help your editing team prepare for print, be sure to do these important visual and content checks :) When you're happy that your book is ready to go, click the 'request pre-print checks' link at the top of the home area of your book!

Profiles

✅ Text cut off warnings- look out for these as they signify missing text! Try reducing the font size for answers or edit answers if this showing

✅ Image resolution warnings- replace any low resolution images for best results

✅ Inappropriate comments and content. Would you be happy with your mum reading the content of your book?

✅ Missing profile photos? Maybe add your school logo, silhouette or other fun picture to fill the space

✅ Everybody present and correct? Check the members and groups area to ensure all members have a profile in the book

Awards

✅ Inappropriate categories can cause upset and are usually removed by school

Collages

✅ Positioning- check images are centred in the frame to avoid heads being cut off

✅ Frame sizes- add group photos to larger frames so you can easily see who's who. Add individual portraits to smaller frames

✅ Image quality- replace any low resolution/dark/blurry images for best results

✅ Duplicated images- use the tool in Proof & Print to check for duplicates and remove as necessary

Other

✅ Spelling and grammar checks

✅ Headers and footers will show unless removed. Be sure to edit any that no longer match the page content if you used these to plan your pages :)

ALWAYS CHECK YOUR FULL RESOLUTION PDF FILE FOR PROOFING PURPOSES!
PREVIEWS VISIBLE ONLINE ARE LOW-RESOLUTION AND SHOULD NOT BE USED FOR FINAL PROOF-READ

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