



## EDITOR CHECKLIST

- AP/MC style
- University name fully spelled out
- TOC page numbers
- Percentages / calculations checked
- Arithmetic (columns of numbers)
- AA/EO statement present
- Accurate publication date
- URLs / links accurate
- Presence of [www.uaf.edu](http://www.uaf.edu)
- Include "Produced by MC"
- Phone numbers
- Spelling of names
- Calendar dates
- Page references

FACT CHECKER/DATE: \_\_\_\_\_

EDITOR/DATE: \_\_\_\_\_

## PHOTO MANAGER CHECKLIST

- All model releases on file
- Appropriate caption and photo credit information
- Cutline / photo credit name spelling
- Reviewed photos: color treatment and preparation
- Copyright information / usage
- Provide names to Distribution for sending samples of publications to contributors and individuals in photos
  - alert project manager when done (e-mail)

NAME/DATE: \_\_\_\_\_

## PROJECT MANAGER CHECKLIST

- verify information against original copy provided
- make sure printer is contacted in advance if it's a rush
- complete distribution sheet and possible need for letter or e-mail to accompany pub. Letter: Y / N
- notify Central Receiving of delivery date
- verify proof and delivery dates (date) \_\_\_\_\_

### WHEN PROJECT IS COMPLETE:

- distribute 20 samples: 3 for job file, 1 for Pubs binder, 1 for MC routing, 5 for Project Manager portfolio, 15 to Director for Chancellor's cabinet (if appropriate & not already on distribution list)
- provide 1 copy to Dixon (when appropriate)
- record printing cost on PPF when invoice is reviewed for approval to pay, and investigate any differences between estimate and actual cost
- receive notice that photographers and featured individuals were sent pub copies

NAME/DATE: \_\_\_\_\_

## WEB PUBLISHING

- no web publishing
- web publishing  PDF only

REVIEWER/DATE: \_\_\_\_\_

GO-LIVE DATE: \_\_\_\_\_

## DESIGN AND PRODUCTION CHECKLIST

- UAF logo and AAU tagline present
- Trademark information
- Check printing specs, instructions, publication date
- Widows/orphans

DESIGNER/DATE: \_\_\_\_\_

### INDESIGN FILE CHECKS

- Delete leftover pasteboard items and unused styles (carefully)
- View > Overprint Preview to check for accidental overprinting. Also check using Windows > Attributes.
- copy fits — did anything disappear?
- copy is spell-checked
- correct trim size, margins, panel sizes, alignment
- bleeds extend past trim line. Size needed: \_\_\_\_\_
- type and non-bleeding images at least 0.25 in. from trim
- reversed type is 10 pt. or larger
- "hairline" rules are at least 0.25 pt.
- dummy shows folds and perforations
- build varnish layer if necessary

### If not sending PDF

- lock down all layers so printer won't accidentally move parts
- Multi-section docs** (do in each section's Pages panel)
- un-check "Keep Spread Together" and check (on) "Allow Pages to Reshuffle"

### DIGITAL IMAGE CHECKS

- images color corrected (annotate in filename)
- images correct resolution (usually 300 dpi)
- images and art uncompressed and 100% (resize in Photoshop)
- correct color format (CMYK / RGB / grayscale)(spot / proc) and color profile used (e.g., Modern Postcard needs their profiles)
- images sharpened at final size
- notify Pub Assistant of images used: print links window and put printout in Photo Drop Box basket
- large, significantly altered image files (original, corrected & un-cropped) to Pub Assistant in Photo Archive > Work in Progress > Processing > Corrected Images

### PACKAGE FOR PRINTER

- verify software compatibility, PDF settings
- print 2 color copies of final @100% for MC and printer (Last minute changes must be approved by project manager with new draft.)
- (if providing on CD) include InDesign package using "In Case of Emergency" subfolder
- project folder to Assistant Director (Jackie)

### ARCHIVE

- clean old and unused files out of project folder (or move to x\_old folder for future reference)
- copy project folder to \_To\_Be\_Archived on the server and move local copy of project folder to Wait to Trash until archived copy is burned to DVD

SPOKE WITH: \_\_\_\_\_

DESIGNER/DATE: \_\_\_\_\_