

BW Catalog QC Form

Spread: **«Story»** Pages: **«Page »** Format: **«Cat Story»** Date: **11/12/2007**

Graphics: **PH** Proofreader: **LRI** QC:**LRI** Ship Date: _____

Page number							
Art Direct							
Finalize images							
Bleeds							
Save as APR							
Clean up pasteboard							
Colors to Process; Delete Unused Colors							
Delete Unused Styles							
Check InDesign Layers							
Delete Unused Layers							Background, Masterpages, Images, Text
Page numbers & headers							
Check for double spaces							
Spellcheck							
Check Fred numbers & colors							
Proofread							
Check special characters							
Check Character Styles							
Check Leading & Tracking							
Story Copy							
"Romance" copy font & color							
©, ™ notices for artists							
Delete page rules & borders							
Check for FPO images							
Check picture boxes for clipping							
Check layering order of images							
Check image proportions							
Save as QC							
Package & review report							Check for LoRes, RGB
Make pdf							
Print 2 copies							
Create Drop Shadows pdf							
Ship doc., images, fonts, pdf							Delete lo-res placeholders before shipping

NOTES: