

Project Checklist

Before you finalize a project and send it to print, you need to do more than dot your i's and cross your t's. This checklist should help you make sure you've covered the basics.

1. Spell check.

If your word processor automatically checks spelling, check each word it flags to be sure it's an appropriate correction. Use it as a guide, but know that it's not 100% accurate. Most rely on a standard dictionary that does not include specialized, technical, or industry-specific terms.

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4. Check callouts to tables and figures.

If your document includes tables or figures, check the numbering throughout the document to be sure it's consecutive and that the callouts refer to the appropriate table or figure.

5. Check the table of contents against your document.

Check the headings against those used in the text. Then check the page numbers to be sure that they match where the section actually begins.

6. Include a copyright notice.

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