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Project Completion Checklist

Before you print/publish/ship/share your design—run through this checklist to ensure all the little things are taken care of.

Images:

Is the resolution correct for the end format?

CYMK images for Printed Media

RGB images for Electronic Media

Grayscale color mode for black and white images

Do all images, videos, or other elements render properly?

Do you have the proper rights to use all images?

Text:

Spellcheck

Spellcheck again

Are all contact information and locations listed correctly?

All special characters are rendering properly?

Dashes, trademarks, copyrights, ampersands

No extra spaces within the text?

Removed all widows and orphans?

Kerned larger sets of text and titles?

Do you have the proper rights to use all the typefaces in the project?

File Prep:

Have you packaged all files for the printer?

Text, fonts, images, and other links