# Checklist for proofing artwork

This checklist is used by the Community Legal Education Program at Victoria Legal Aid. You might like to use or adapt it when developing community legal information.

Note: all changes in artwork need to be captured in the final Word document.

Compare with the Word document to check:

* there are no omissions of content
* there are no introduced errors from designer
* the publication date on the cover and on the first preliminary page is correct
* top to toe of each page to make sure that:
  + all text and images are present
  + text runs on correctly to the next page
  + there are no widows or orphan words or lines
* that all the glossary words have been bolded correctly.

Check on the PDF that:

* the product code is visible
* the pagination matches the table of contents
* page numbering is accurate
* chapter or section heading text matches the table of contents
* chapter headings appear in the bottom corners of the right-hand pages and this text matches the chapter heading
* all page cross-references are correct (design usually drop in any changes to these as they go, but they always need double-checking)
* design treatment of the word ‘See’ within chapter references is in colour, for example, See ‘Where to get help’ on page XX’
* any references to the titles of other publications or forms are in italics
* any images are culturally diverse and inclusive.