

## **Digital & Hard Copy Proof**

Proofs are sent digitally or as a printed hard copy book to help you and your yearbook team make any final corrections before your book is printed. This is your final opportunity to triple check all names, spelling and grammar. Once you have made all the necessary final edits and we receive your hard copy proof and your approval, we are ready to go to production and print your book.

## **Submission Checklist**

### **The most common and easy to miss errors when finalizing your yearbook**

- Objects covering staff/students' faces on portrait pages
- Staff/students' faces in the gutter (center) and trim lines
- Background art, clipart or objects making staff/students' names unreadable
- Duplicate portraits
- Misspelled staff/students' names or inconsistencies
- Common misspelled words: principal, superintendent, Congratulations, sophomore
- Spelling errors in headlines and headers or the table of content
- General grammatical errors
- Low resolution or blurry photos/candid
- Images or backgrounds intended to bleed but not extended to the bleed line
- Overlapping text, specifically around page numbers
- Default text boxes, usually containing "double-click," "Lorem Ipsum," "or "text"