



## Proofing and Printing Checklist

Proofreading is crucial in the printing preparation to ensure accuracy and quality. Before printing Illinois workNet® materials or customized templates, review to catch typos, mistakes, and inconsistencies.

Follow the Proofing and Printing Checklist to print the best version of materials:

- ✓ Read through to identify mistakes.
- ✓ Correct spelling.
- ✓ Correct grammar.
- ✓ Consistent spacing.
- ✓ Consistency among headers.
- ✓ Consistency among designs and images.
- ✓ Consistent styles and formatting throughout the document.
- ✓ Correct the contact and location information.
- ✓ Confirm hyperlinks are working properly and directing to the correct location.
- ✓ Confirm Disclaimer is at the bottom of the document.
- ✓ Check if the highest quality logo is used.
- ✓ Scan the QR Code to ensure the correct location is opened.
- ✓ Print out and review the document (*other items may be noticed*).
  - Is anything cut off or removed from the item?
  - Are images, logos, or graphics blurry?
- ✓ Ask someone else to proof the material(s) once the updates are made.
- ✓ Ensure all materials follow the [Illinois workNet Style Guide](#).
- ✓ Fix identified issues, then use the most recently updated proof for printing.

Visit [IllinoisworkNet.com/Outreach](https://IllinoisworkNet.com/Outreach) for ready-to-use materials and customizable templates. Please send questions or concerns about the Portal's outreach materials to [info@IllinoisworkNet.com](mailto:info@IllinoisworkNet.com).