DK Template Checklist (v16)

See hyperlinks to guidelines in red

BOOK REF. & TITLE

DESIGNER

PRODUCTION EDITOR

The content of this checklist is intended to help you create templates in the most efficient way and are things that may not be checked by our Source Report. For instructions on how to create DK templates, please refer to the **template information** guidelines on **www.dkhandbook.com** or book a training/refresher course with Sonia Charbonnier

TEMPLATE APPROVAL (PRIOR TO SENDING TO PRODUCTION EDITOR)

Template printout (showing grid) approved by Managing Art Editor / Art Director

DOCUMENTS TO BE SUPPLIED WITH EACH NEW AND UPDATED TEMPLATE

SourceReport – 100% pass *(to be resupplied with every updated template)*. **SR fails should be fixed beforehand.**

Font Report *(send to out of house contributors when template is approved). Flag any new fonts added later.*

Font Checker Report *(store this report in the template folder to show fonts are fully licensed).*

Font list created from the Monotype Fonts portal should be supplied to everyone working on the book.

DOCUMENT CHECKS

Page size in mm *(checked against* Biblio3*)*: width =   x height =

Template pages
• Keep the number of pages to a minimum *(no need to include the same type of page more than once).*
• Different spread types should be combined into one template *(except if document grid is different).*

Colour Profile – Make sure you are using the correct one for your title **(Coated39 / Uncoated47)**

Library items – all elements should appear on the template, libraries should be created after a template has been approved **unless library items are needed for colour master elements.**

Folios/running heads
• Folios and running head text boxes should have *'Ignore Text Wrap'* turned on.
• Where appropriate, set the alignment to *'Align towards/Away from Spine'.*
• Test folios with 2 or 3 digits to make sure they fit within the box.
• If your folio style requires a 0 in front of each number do this through the *Style* option in the *Numbering and Sections Options* of the *Page* panel, not manually.
• Release running heads from the master for editorial input *(if the running head is always the same on all pages, do not release from the master and tell editors to edit once on master).*

Text & object area – all elements within the trim are at least 6mm in from edge of page or gutter.

Margins & Layouts and master elements
• Ensure that document pages are based on their respective masters by reassigning the master *(Margins and Layouts should always be modified on the master, not on the document page).*
• Check all master elements align exactly on left and right hand pages *(use the X & Y coordinates).*
• For perfect bound books, the inside gutter of each page should be set to a minimum of 15mm.

Guides & Baseline Grid
• Only appropriate guides in position and no un-needed ones *(place main guides on the master).*
• To align text across columns, a baseline grid should be used with appropriate text locked to it.

Layer setup
• All elements are on correct layers (UK: red – CMYK: blue) *(switch layers off in turn to check).*
• None of the layers should be locked when saving the template *(the CMYK layer only will need to be locked at colour locked stage).*
• The layer name should match the Language set for the document *(i.e. Layer UK – Lang. UK / Layer US – Lang. US).*

Text frames & minimum point size
• Ensure text frames do not overlap unnecessarily.
• Allow enough room for translation when using Type on a Path *(especially with circle shapes).*
• Do not use shaped text boxes or Type on a Path for straight lines *(difficult for co-eds to work with).*
• Do not use the *Fit frame to content* feature as it can make text boxes too tight and create overset text when changing the language.
• We recommend a minimum point size of 6pt to ensure text shows up correctly on press.

Tables – To organise information into rows and columns, use the Table feature in InDesign. This will be easier for yourself and co-eds when restyling or editing the content of the tables.

IMAGE, OBJECT & COLOUR CHECKS

Bleed – all bleed elements are extending off the edge of the page to the 5mm bleed guide.

Object Styles
• Use where appropriate with no unused or modified styles *(except for colour swatch change).*
• Books containing leader lines should always have a **Leader Line** object style.

Text Wraps – should be separate elements on text layer with content set to unassigned *(not 'text').*
(Object Styles should be used for recurring text wraps with same attributes).

Illustrator artworks
• Ensure that all Illustrator artworks are created using the instructions available **here** and use the Illustrator templates provided.
• All DK commissioned Illustrator artworks to have SourceReport Illustrator run before submitting to MA.

Swatches
• No un-needed colours *(extra swatches are OK if designer confirms they will be needed).*
• No CMYK values or tints should individually be below 5% as they may disappear on press or greatly vary.
• Spot colours/special finishes correctly named and set to overprint/knockout as advised.
• For reversed out text or other text effects on black panels, **follow these guidelines.**

TEXT STYLING CHECKS

Font usage *(consider the number of fonts used as this may incur a cost increase for co-eds, etc.)*
• Check that the fonts selected contain the full range of accents that will be needed in the UK/US edition *(eg: accents (such as Eastern European) not readily available for language specific products)*
• The use of CFF fonts is recommended. Only use TTF if CFF is not available.
• The fonts listed on **this spreadsheet** should not be used as they are unstable and will create problems later on.

Paragraph/Character style sheets
• Check no unused paragraph or character styles appear in either palette *(Select All Unused).*
• **Sort by Name** in the Paragraph and Character style palette options so that they appear numerically.
• Appropriate use of character styles *(ie: Character Styles only used for modifying individual words within a paragraph. Do not specify leading or language in them).*
• Italic / bold character styles should be added as they are likely to be needed by editors.
• Check all style sheets do not contain unneeded attributes *(ie: indents, tabs, baseline shifts, etc.)*
• The Basic Paragraph style should be set to a font used elsewhere in the book.
• Paragraph styles should not be *Based On the Basic Paragraph Style* or styles they have no relation to.

Headings and lists
• Check leading after all single line elements to ensure they will work on two lines.
• Headings should be set up in the same text box as the text that follows except for design restrictions.
• Bulleted and numbered lists should be set up automatically within the paragraph style.

Ligatures – Check that ligatures work for the font you have selected *(ie fl, fi, etc.).*

Kerning – Whether you decide to use Optical or Metrics, make sure it is consistent for each font used.

Fractions – if needed, put examples on the page using *Fractionizer.*
(Do not change the name of Fractionizer's Character Styles or its font. Tracking can be changed).

Co-edition
• Ensure enough space has been allowed for translated text *(eg: in tinted panels, etc.)*
• Do not put dates, folios, or punctuation marks *(e.g. quote marks, questions marks etc.)* on the CMYK layer as these may be different in other languages and may need to be edited by co-eds
• Do not outline text as it will no longer be editable by co-eds.

FINAL CHECKS

Switch on *Overprint Preview / Separations Preview* to ensure that elements on the translation layer overprint correctly, are not knocking out of CMYK, etc.).

PDF & Preflight test – PDF Text & CMYK layers and preflight in Acrobat to ensure all elements *(especially fonts)* PDF properly.