Doc Pro Printed Documentation Checklist

Title: _____

Part Number: _____ **Edition Date:** _____

Doc Pro Signoff

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Desktop Publisher   (date)   Lead Review   (date)

DP	LR	**Template - N/A**
		Correct template has been applied.
		Footers and headers are formatted correctly.
		Document Title and Doc Type display correctly in headers and footers.
		Variables in headers and footers display correct content.
	—	Unresolved cross references are resolved.
		Page numbering is correct.
		Admonition Paragraphs use correct autonumbering formatting and icons.
		Master pages are applied correctly.
		NI Eagle logo is visible and correct for document type.
DP	**LR**	**Boilerplate - N/A**
		Legal text is current and correct.
		Copyright dates are correct and use en dash.
		Battery Directive, WEEE, and Environmental sections are current.
		Barcode scans correctly.
		Part numbers are correct.
		COO is correct.
		Copyright statement is up to date and correct for product line.
		Support and Services content is current and correct.
DP	**LR**	**Paragraph Formatting - N/A**
		Ordered lists are sequential and begin with 1 or a.
		Unordered lists use correct character and font (box, hyphen, bullet).

DP	LR	
DP	**LR**	**Template - N/A**
		Paragraph and line spacing are correct and consistent.
		Widows, orphans, and bad page breaks have been resolved.
DP	**LR**	**Content Formatting - N/A**
		Document uses Smart Quotes.
	–	Fonts are correct.
		Line breaks follow NI Style Guide conventions.
		En dashes have been replaced with hyphens or text.
		Units of measure, product names, and versions follow NI Style Guide Conventions.
		URLs, nested menus, and Info Codes are formatted according to conventions.
		Complex equations are formatted using the Equation Editor. Simple equations are formatted as text.
DP	**LR**	**Table/Figure Formatting - N/A**
		Table formatting is consistent with standards.
		Graphics with callouts have a PLD Spacer and PLD Table.
		Table and Figure captions are sequential and formatted correctly.
		Line weight, line style, and alignment are correct.
		Anchors are placed on dedicated paragraphs, not appended to preceding text.
	—	All art is referenced rather than copied.
		Tables have no widow or orphan rows and use the continuation variable when broken across two pages.
DP	**LR**	**TOC – N/A**
	—	TOC is regenerated after all edits have been entered, before creating the Review PDF.
		Fonts and formatting are correct.
		Links are functional.
	—	TOC in short docs is referenced, not copied.
DP	**LR**	**Manual Specific - N/A**
	—	Book file structure is correct and files are named according to standards.
		Numbering and Pagination are correct for all files.
		Glossary is formatted correctly.
		Index, LOF, and LOT have been created and formatted correctly.
	—	Generated book files are regenerated after edits are entered and before creating Review PDF.

DP	LR	Template - N/A
	—	LOF and LOT are copied into TOC after regenerating lists and before creating the Review PDF.
	—	Book compiles without error.
		Conventions section is removed unless used in a noted exception.
DP	LR	Print Spec - N/A
	—	Print Specification PDF has been added to Perforce.
	—	Print Specification fields are complete and correct.
	—	Cover Specification and software sleeve location are included in the Comments.
	—	Any exception to the Specification section is noted in the Comments.

Prepare for Translation -   N/A

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Desktop Publisher   (date)

DP	Frame Document - N/A
	TOC, Warranty, Title Page, TSR, generated lists, and/or Index are deleted.
	Multilingual text artwork deleted.
	En dashes replaced with hyphens.
	Thin spaces removed.
	Symbol font characters replaced with Times New Roman characters.
	Index markers edited to one entry per marker.
	Character formats are tagged correctly.
	AnchorTOP paragraphs retagged Anchor.
	Non-breaking spaces, soft returns, and double spaces replaced with a single space.
	Top of page, keep with next, and keep with previous settings removed.
	Graphic name conditional text hidden.
	Files saved as MIF 8.0 in a MIF folder in Perforce.
DP	Word Document
	En dashes replaced with hyphens.
	Symbol Font characters replaced with Times New Roman characters.

DP	Frame Document - N/A
	Non-breaking spaces, soft returns, and double spaces replaced with a single space.
	Files saved as both .doc and .docx in a For Translation folder in Perforce.

Print and PDF Publishing Materials -   N/A

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Desktop Publisher   (date)

DP	Printer PDF - N/A
	Page count and page size match in both Print Spec and Printer PDF
	All fonts are embedded.
	Color Settings are correct.
	PDF contains registration marks if page size is smaller than A4/Letter.
	Blank pages added to make the page count a multiple of 4 for saddle-stitched, or a multiple of 2 for plastic coil.
	Barcode on document or cover scans correctly.
	Print Spec information is correct.
DP	(DITA) Print Spec - N/A
	Print Specification PDF has been added to Perforce.
	Print Specification fields are complete and correct.
	Cover Specification and software sleeve location are included in the Comments.
	Any exception to the Specification section is noted in the Comments.
DP	Library PDF - N/A
	Initial View is set to Bookmarks Panel and Page, Single Page, Fit Page, Open to page 1.
	Remove blank pages from PDF.
	All fonts are embedded and color settings are correct.
	All cross-references correctly link to destination page or URL.
	Bookmarks direct to correct page and are collapsed to appropriate level.
	Chapter, Lesson, Appendix, Glossary, and Index bookmarks have been updated.
	Links in TOC and Index direct to correct page.
	PDF is enabled for commenting in Reader.

Publishing

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Publishing Coordinator   (date)   Library Clerk   (date)

PC	**Print PDFs - N/A**
	PDFs attached to Agile.
	SWTD status is updated.
	Notifications sent to Change Analysts, appropriate print vendors, Doc Pro Manager, and Tech Comm contact.
PC	**Online PDF - N/A Post at PPM TBD**
	Most recent version is set to current in Document Properties.
	Previous revisions are set to old in Document Properties.
	37 part number has been created in Agile.
LC	**Filing - N/A MCO Number**
	MCO created in Agile.
	URL attached to the Agile record.
	MCO approval notification received.
	Filing information completed in TCIS.

Reference

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