Silkscreen Checklist

Title: _____

Part Number: _____

Technical Illustrator (TI): _____   **Peer Reviewer (PR):** _____

Doc Pro Signoff

TI	PR	
		General
❑	–	Verify media type, software version number, ink colors, and production locations in tracking DB. Make template changes if necessary.
❑	❑	**(DVD only)** "Software DVD" or "DVD X of X" text is added.
❑	❑	Verified length of the horizontal bar. Bar should extend further for DVDs than CDs. (see guidelines)
❑	❑	Source EPS, Print Spec, and Signoff PDFs added to Perforce.
❑	❑	Signoff PDF is in color (template color).
		Ink Color
❑	❑	**(CD only)** Verify the White Flood is hidden or removed. (see guidelines for exceptions) **(DVD only)** Verify the White Flood background is visible (check Layers in Illustrator, Background in Acrobat). In Overprint Preview check that the White Flood layer is solid.
❑		
❑	❑	Black ink only if produced in the Czech Republic.
		Part Number
❑	❑	Part number matches the SWTDB and TCIS version.
❑	❑	Part number above the silkscreen contains "AW"; part number on silkscreen does not contain "AW".
❑	❑	Localized disc part number has appropriate language code. (see guidelines for exceptions)
		Fonts and Type
❑	❑	Fonts used are standard. (see guidelines or below)
❑	–	
❑	❑	**(Japanese)** Updated any MS Gothic type to the MS P Gothic font.
❑	❑	**(Korean)** Malgun Gothic is used for all Korean text.

TI	PR	Boilerplate
❑	❑	Boilerplate text is black.
❑	❑	Match "Made in Country." to current production location(s) listed in the SWTDB. If printed in the US, delete the "Made in Country." text.
❑	❑	Copyright date range matches software splash screen or print documentation.
❑	❑	**(Localized)** Copied translated boilerplate from appropriate template.
❑	❑	**(Localized)** Asian boilerplate text is no longer condensed at 90%.
❑	❑	**(Localized)** No stroke added to Asian boilerplate text
		Customer Education – ❑ N/A
❑	❑	Remove course software version and edition date if needed.
❑	❑	"Printing on white media allowed" and long bars if Hungary sourced CD. (see guidelines)
❑	❑	Includes "Course CD" subtitle.

Prepare Publishing Materials

Technical Illustrator (TI): _____   PDF Verifier (PC): _____

TI	PC	
		General
❑	❑	Soft copy of silkscreen and print specs are posted in Perforce.
❑	❑	Country of origin: _____.
		Silkscreen PDF
❑	❑	Silkscreen PDF part number (number on media) is correct. AW_____.
❑	❑	Text color is black for template placeholders—part numbers, titles, URLs, etc.
❑	❑	Title, part number, and edition date match wherever applicable.
❑	❑	Verify white flood background and overprint. In Acrobat, go to Advanced»Print Production»Output Preview. Deselect Process and Spot Plates, then turn White Flood on. Ink should show as solid black. If not, correct object overprint settings in EPS and regenerate PDF.
❑	–	PDF of the print specification is included in final PDFs folder. File named Spec_Ire50xxxxX.pdf.
❑	–	Email the location of the Apex entry, final PDF, spec, and this checklist to the Publishing Coordinator.

Publishing

Publishing Coordinator (PC): _____   **Library Clerk (LC): _____**

PC	LC	
		Silkscreen
❑	–	PDFs attached to Agile.
❑	–	SWTD status is updated.
❑	–	Notifications sent to Change Analysts, appropriate print vendors, Doc Pro Manager, and Tech Comm contact.
		Filing
–	❑	Filing information completed in TCIS.

Reference

Expanded Rules and Guidelines: Silkscreen Guidelines

Foreign Language Codes:

Japanese 0112 **German** 0113 | **French** 0114 | **Korean** 0115 (diff from print) | **Chinese** 0118 | **Italian** 0133

L10N fonts:

French & German Univers | **Japanese** MS P Gothic | **Korean** Malgun Gothic | **Chinese** SimHei