

Silkscreen Checklist

Title: _____

Part Number: _____

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

Doc Pro Signoff

TI	PR	
		General
<input type="checkbox"/>	–	Verify media type, software version number, ink colors, and production locations in tracking DB. Make template changes if necessary.
<input type="checkbox"/>	<input type="checkbox"/>	(DVD only) “Software DVD” or “DVD X of X” text is added.
<input type="checkbox"/>	<input type="checkbox"/>	Verified length of the horizontal bar. Bar should extend further for DVDs than CDs. (see guidelines)
<input type="checkbox"/>	<input type="checkbox"/>	Source EPS, Print Spec, and Signoff PDFs added to Performe.
<input type="checkbox"/>	<input type="checkbox"/>	Signoff PDF is in color (template colors).
		Ink Color
<input type="checkbox"/>	<input type="checkbox"/>	(CD) Verify the White Flood is hidden or removed. (see guidelines for exceptions) (DVD) Verify the White Flood background is visible (Ireland produce media only). In Acrobat Overprint Preview should show the White Flood layer as a solid black. If not solid check overprint settings in Illustrator for any white objects.
<input type="checkbox"/>	<input type="checkbox"/>	Color flood template if produced in Ireland.
<input type="checkbox"/>	<input type="checkbox"/>	Blue ink/bars if media is “Download-Only” in the SWTDB.
<input type="checkbox"/>	<input type="checkbox"/>	Black ink only if produced in the Czech Republic or Hungary.
<input type="checkbox"/>	<input type="checkbox"/>	Text is spot color black or white (not process color).
		Part Number
<input type="checkbox"/>	<input type="checkbox"/>	Part number matches the SWTDB and TCIS version.
<input type="checkbox"/>	<input type="checkbox"/>	Part number above the silkscreen contains “AW”; part number on silkscreen does not contain “AW”.
<input type="checkbox"/>	<input type="checkbox"/>	Localized disc part number has appropriate language code. (see guidelines for exceptions)
<input type="checkbox"/>	<input type="checkbox"/>	Any PDF file name is in format AWXxx50xxxxX-01 (Artwork + Production Location + Media Part Number).
		Fonts and Type
<input type="checkbox"/>	<input type="checkbox"/>	Fonts used are standard. (see guidelines or below)
<input type="checkbox"/>	<input type="checkbox"/>	Product title and version spacing problems kerned if needed.
<input type="checkbox"/>	<input type="checkbox"/>	(Japanese) Updated any MS Gothic type to the MS P Gothic font.
<input type="checkbox"/>	<input type="checkbox"/>	(Korean) Malgun Gothic is used for all Korean text.
		Boilerplate
<input type="checkbox"/>	<input type="checkbox"/>	Boilerplate text is spot color black.
<input type="checkbox"/>	<input type="checkbox"/>	Match “Made in Country.” to current production location(s) listed in the SWTDB. If printed in US, delete “Made in” text.
<input type="checkbox"/>	<input type="checkbox"/>	Copyright date range matches software splash screen or print documentation.
<input type="checkbox"/>	<input type="checkbox"/>	Text is 100% character width
<input type="checkbox"/>	<input type="checkbox"/>	(Localized) Copied translated boilerplate from appropriate template.
<input type="checkbox"/>	<input type="checkbox"/>	(Localized) No stroke added to Chinese or Japanese text
		Customer Education – <input type="checkbox"/> N/A
<input type="checkbox"/>	<input type="checkbox"/>	Remove course software version and edition date if remaining.

<input type="checkbox"/>	<input type="checkbox"/>	"Printing on white media allowed" and long bars if Hungary sourced CD. (see guidelines)
<input type="checkbox"/>	<input type="checkbox"/>	Includes "Course CD" subtitle (may not be valid post 2017)

Prepare Publishing Materials

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

TI	PC	
		General
<input type="checkbox"/>	<input type="checkbox"/>	Soft copy of silkscreen and print specs are posted in Perforce.
<input type="checkbox"/>	<input type="checkbox"/>	Country of origin: _____.
		Silkscreen PDF
<input type="checkbox"/>	<input type="checkbox"/>	Silkscreen PDF part number on media is correct. AW_____.
<input type="checkbox"/>	<input type="checkbox"/>	Text color is black for template placeholders—part numbers, titles, URLs, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Title, part number, and edition date match wherever applicable.
<input type="checkbox"/>	<input type="checkbox"/>	Verify white flood background and overprint. If DVD white flood background should be there, if CD it should not. 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.
<input type="checkbox"/>	–	PDF of the print specification is included in final PDFs folder. File named Spec_Ire50xxxX.pdf.
<input type="checkbox"/>	–	Email the location of the Apex entry, final PDF, and this checklist to the Publishing Coordinator.

Publishing

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

PC	LC	
		Silkscreen
<input type="checkbox"/>	–	PDFs attached to Agile.
<input type="checkbox"/>	–	SWTD status is updated.
<input type="checkbox"/>	–	Notifications sent to Change Analysts, appropriate print vendors, Doc Pro Manager, and Tech Comm contact.
		Filing
–	<input type="checkbox"/>	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

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