Document Name: _____

TURN ON TRACK CHANGES

- ☐ Margins
- ☐ Update TOC to assure headings were used properly
- ☐ Styles throughout document – find garbage styles - clear carefully!
- ☐ Remove extra returns
- ☐ Remove double-spaces for justified text
- ☐ Check captions and cross-references
- ☐ Header/footer
- ☐ Page numbers
- ☐ Bullets
- ☐ Spacing
- ☐ Content: readability – read out LOUD to catch quirky sentences
- ☐ Spelling
- ☐ Acronym introductions
- ☐ Table formatting/design
- ☐ Text in tables - potentially left align text
- ☐ Check for proper page breaks, lonely lines or too much white
- ☐ Update TOC/Works Cited/List of Tables and List Figures (check sequence of number to assure all captions were included)

- ☐ Final Read Through
- ☐ Spellcheck
- ☐ Comparison with final

Completed:_____