

## InDesign Audit Best Practices

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In consultation with the applicable workflow step (make sure to have that document open), check that all steps have been followed and all styles are applied correctly.

1. Start with structural formatting: page set-up, paragraph styles, correctly applied italics, etc
2. Do semantic tag auditing as its own step
3. Check InDesign export interventions.
  - a. Are they present?
  - b. Are they entered correctly?
    - i. Enote, tnote, and gloss indicators; etc

For print, prioritize aesthetic styling and accuracy of front-facing styling (headings, italics, bold; semantic tags that affect styling including rubrics, incipits, explicits, language tags, etc)

For export, prioritize code. Extend spot checks on all code details like styled spaces, extra spaces, weird characters, etc.

Pay particular attention to these common issues:

- Check that character styles have not been applied to forced line breaks and tabs at the beginning of the lines
  - Esp with applications of languages (Latin, Middle French, etc), italics
  - Check line number style application - make sure the forced line break is not included in the line number
- Double check applications of semantic tagging
- Spot check italicized spaces
- Check that all extra spaces following line numbers / before and after glosses / at the end of lines have been deleted
- Glossary spacing (double space between entry and definition)