PROOFING PROCESS

WC PROJECT CHECKLIST

1. Make an appointment with creative and graphic services to discuss your project needs.

   Printing In-house lead time 2-3 weeks out from due date. Outsource printing lead time 4-6 weeks out from due date.

2. Collect all information/copy. Text should be provided in an unformatted word document or email.

3. Provide high quality images by either scheduling a photo shoot with our department or by finding free or paid for stock images.

   Great place for free images: www.unsplash.com

4. Proof your project using the checklist found on wc.edu/proofing and make changes with QuickReviewer or send your changes in one email.

5. Review final document to make sure all changes were made and hit the green approve button on QuickReviewer or send an email saying ok to print.

In-house printing will be completed after print approval within 1-2 business days. Outsource printing can take up to 10 business days.
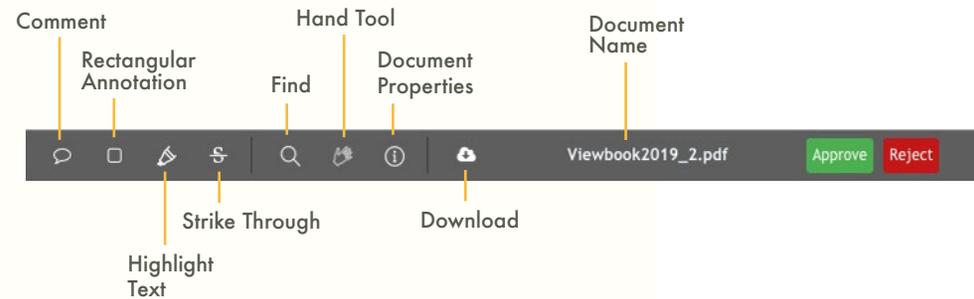
CONTACT
Chelsea Cochran: ccochran@wc.edu

Find more information
WC Creative & Graphics Page on myWC

QUICKREVIEWER

TOOLBARS
Upper Left Corner

Comment
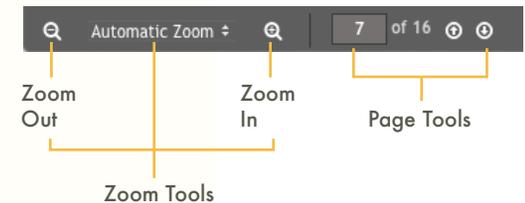Rectangular Annotation
Find
Hand Tool
Document Properties
Document Name

Viewbook2019_2.pdf   Approve   Reject

Strike Through
Download
Highlight Text

Upper Right Corner

All Comments   X Close

View all comments on document
Close document

Bottom Left Corner

Automatic Zoom   7 of 16

Zoom Out
Zoom In
Page Tools
Zoom Tools

QUICKREVIEWER
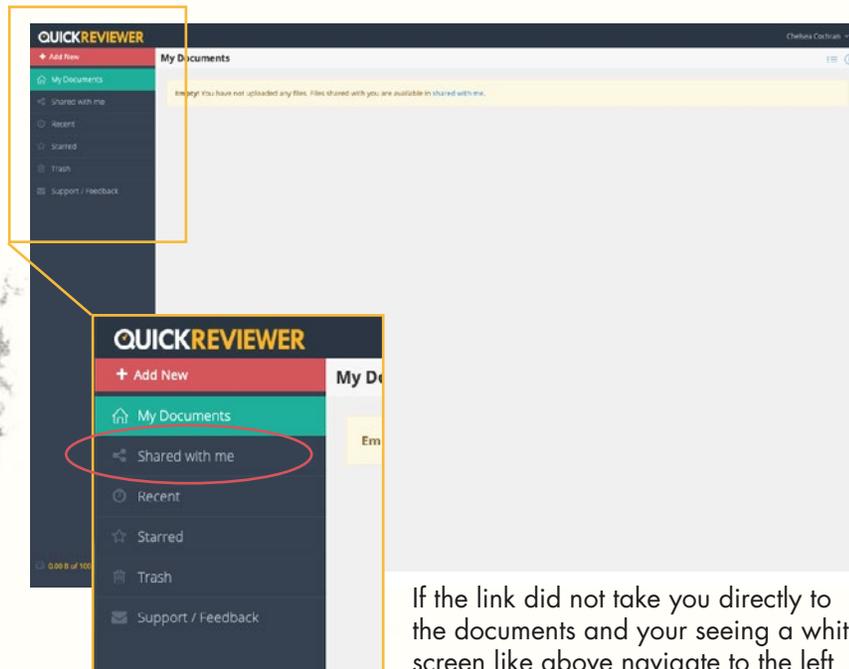
HOW TO VIEW A PROOF ON QUICKREVIEWER

1. Creative & Graphics will upload the document to the QuickReviewer Server. You will receive an email with a direct link to view the document(s).

2. **You will need to create a login with your WC email account.**

3. Once you are logged in you will see the shared document(s). Double click to open them.

If the link did not take you directly to the documents and your seeing a white screen like above navigate to the left hand panel and click share with me. You should see you document(s).

STEPS TO EDIT PROOF(S)

1. Open the document and see if there are any comments that need to be addressed. You can do this two ways.

   A. In the upper right hand corner of the tool bar you will see **All Comments**. Click the All Comments button and a new menu will open showing all the comments on the page.

   B. You can manually scroll through the document to see if there are any comment bubbles.

2. Respond to the comments and create your own by either using these two tools: .
   (Each person comments will be assigned a different color)

3. If there are no issues with the proof then click the green approve button at the top of the page. If some changes need to be made, click the reject button.

4. Close out of the document by clicking Close in the upper right hand corner. A new revision will be uploaded with 1-2 business days.

Click the link below to find more information on how to use QuickReviewer
quickreviewer.com/how-quickreviewer-works/

PROOFREADING CHECKLIST

Please go through the checklist below while you proofread your project/document. **Depending on project not all of these boxes will apply.

INFORMATION ACCURACY

- [ ] Names (people, organizations)
- [ ] Titles
- [ ] Phone numbers
  - [ ] 800? 866? 888?
  - [ ] Alpha numbers (Are they correct?)
- [ ] Web addresses & URLs
- [ ] E-mail addresses
- [ ] Dates
- [ ] Times

- [ ] Mailing addresses
  - [ ] Street number
  - [ ] P.O. Box
  - [ ] Suite #
  - [ ] City, State (with correct postal abbreviation)
  - [ ] Zip code
- [ ] Return addresses
  - [ ] Street number
  - [ ] P.O. Box
  - [ ] Suite #
  - [ ] City, State (with correct postal abbreviation)
  - [ ] Zip code

PROOFREADING

- [ ] Spelling
- [ ] Capitalization
- [ ] Punctuation and grammar
- [ ] TM, ®, ©, $, %
- [ ] Table of contents (page numbers correct)
- [ ] Page numbers
- [ ] Bullet formats consistent (with or without period)

COLLEGE INFORMATION

- [ ] Classes
- [ ] Roster(s)

ARTWORK

- [ ] Proper use of logos
- [ ] Advertisements
  - [ ] Are all ads accounted for
- [ ] Photos (not pixelated, correct photo in place)
- [ ] Colors (looks correct)

WEATHERFORD COLLEGE
1869

wc.edu/proofing