Printing checklist

CHECKLIST

THE DOCUMENT

- [ ] It is the final version, with this year's dates, names and class or period on it.
- [ ] Answer keys, teacher notes and comments are taken out of the student copy.
- [ ] Pages are in order, with no blank page at the end and no page left over from an old version.
- [ ] Landscape pages are marked, so the copy room knows they are meant to be sideways.
- [ ] Someone else has read the first page, if it is a test or a letter home.

THE FILE

- [ ] Saved as a PDF, so it prints the same on the copy room's machine as on your screen.
- [ ] Page size is Letter, not A4, unless the copy room has asked for something else.
- [ ] Nothing important sits right at the edge of the page, where the printer cannot reach.
- [ ] Pictures and scans are sharp in print preview, not blurred or dark.
- [ ] The file name says what it is, such as the unit and the quiz, not scan or document.

HOW IT SHOULD PRINT

- [ ] Copies counted from the class lists, with spares agreed rather than guessed.
- [ ] Double-sided, and on the long edge for pages that turn like a book or the short edge for landscape and booklets.
- [ ] Colour only where it carries meaning, such as a map key or a graph.
- [ ] Paper named if it is not plain: cardstock, coloured paper, 11x17 or labels.
- [ ] Finishing named in plain words: staple top left, hole punch, fold or booklet.

BEFORE A BIG RUN

- [ ] One copy printed first and read the way a student will hold it.
- [ ] The back of page one is the right way up, and the staple and holes are on the right edge.
- [ ] Nothing is cut off at the bottom or the sides.

SENDING IT

- [ ] The date and time you need it, with the time the copy room asks for on large jobs.
- [ ] A note for anything unusual, such as one page in colour or a page meant to be blank.
- [ ] Where you will collect it, or the room it should go to.

Free to copy, change and share.