



The Geo Group
Translation Services

Translation
Interpreting
AV Production
Desktop Publishing
Website Localization
Software Localization

Proofing Checklist

Before translation, check the document for consistency:

- Font size
- Character/line spacing
- Font typeface
- Type style (**bold** is **bold**; *italic* is *italic*; underline is underline)
- Correct paragraph alignment
- Document numbers
- Revision numbers or revision dates
- Page numbers and section numbers
- Bullets and numbering
- Table rows and columns for alignment and text flow within cells
- Callouts are completely exposed
- All graphics are linked
- All special characters are printed correctly
 - Warning symbols, weather identification, French/German quotation marks, trademarks, etc.
- Figure numbers and table numbers
- Check cross-references
- Right/left pagination and page margins
- Measurements - metric conversions, use of decimal points versus commas
- Sign-off on all corrections