

Things to check in your file:

General:

- ☐ Establish a hierarchy 1, 2, 3
- ☐ Create and use grids & style sheets
- ☐ Use em, en dashes correctly
- ☐ Use proper small caps, fractions, ligatures

All Body Text:

- ☐ First line of the first paragraph align left
- ☐ Use an Em indent for your paragraphs, outdents OR use space after to add space between paragraphs
- ☐ Use oldstyle numerals for body text, lining numerals for tabulated data or all cap text
- ☐ Create a comfortable line length and comfortable leading
- ☐ Balance ragged lines for non justified text
- ☐ Fix widows & orphans
- ☐ Fix or adjust hyphenation if needed
- ☐ Fix or adjust typographer's quotes, fractions, superscripts if needed
- ☐ Hang punctuation where needed

Justified Body Text — do all the above and then:

- ☐ Use “Story” to push punctuation to the outside of a justified paragraph
- ☐ Use Paragraph Composer and Single-Line Composer (letter/word spacing, rivers, widows, orphans)
- ☐ Fix or adjust hyphenation if needed

Headlines, Subheads, Drop Caps, Short passages of text:

- ☐ Track, Kern, letter space, word space all headlines, subheads, drop caps
- ☐ When appropriate make your headlines visually expressive