

Preparation guide

A practical guide for source review and final checks.

Prepare the source

Keep a readable original

Choose the clearest available source. Keep the page upright, with even lighting and enough detail to distinguish small letters.

Keep related pages together

Arrange the pages in their intended order. Give each document a short, descriptive name so the final files are easy to find.

Preserve visual context

A diagram can explain a process more clearly than a paragraph. Keep the complete illustration, including its surrounding space.

Review the result

Check the reading order

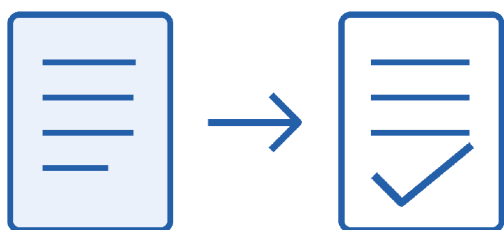
Read each column from top to bottom. Continue in the next column only after the first one is complete.

Keep tables editable

Use separate cells for labels, quantities and amounts. A table should support normal editing rather than being a picture of its values.

Confirm the handover

Review the finished document beside its source. Check headings, illustrations, table borders and the end of every page.



A simple workflow: prepare, review and hand over.

Check	Owner	Status
Text	Editor	Ready
Table	Reviewer	Ready
Figure	Reviewer	Ready