

Pre-publication checks

	Test	How to check
Necessary checks before printing	Rasterized text should not appear in document	Check illustrations with document navigator
	Documents doesn't use proprietary fonts	Check font list in PDF properties
	Only standard Unicode characters used	Run «Check» function
	Text frames are only used on landscape pages	Manual check
	The information about images and their attribution corresponds to the images in the layout.	Check illustrations info files
	Frequent mistakes in DOI	Run fix DOI in Cleaning advanced mode
	Document doesn't include embedded objects. Only formulas allowed.	Run «Check» function
Necessary checks for digital publication	Only manual hyphenations used in document	Run «Convert auto hyphens to manual»
	If footnotes are imitated, bidirectional links should be in place	Convert and check HTML
	Check in practice	Convert and check HTML
	Document structure: For journals sections (1 heading level) and articles (2 heading level) For books depend on book structure	Run «Create links in Table of contents», manual check for every link
	Verify hyperlinks in table of contents	Convert and check HTML
	The levels of the document structure (headers) should not be located in footnotes, headers and footers. If the heading is located in the table, the table must contain no more than one heading and the heading must be located in the first cell of the table.	Run «Check» function
	Tables does not have sections	Run «Check» function