

FILES ON DISK CHECKLIST

Name _____

Project _____

CORRECT SIZE/FOLDS

☐ Correct (acceptable) ☐ Partially Correct – files may work ☐ Incorrect (unacceptable) ☐ Not applicable

RESOLUTION

☐ Correct (acceptable) ☐ Partially Correct – files may work ☐ Incorrect (unacceptable) ☐ Not applicable

CORRECT FILE FORMATS

☐ Correct (acceptable) ☐ Partially Correct – files may work ☐ Incorrect (unacceptable) ☐ Not applicable

CORRECT COLOR MODE

☐ Correct (acceptable) ☐ Partially Correct – files may work ☐ Incorrect (unacceptable) ☐ Not applicable

FONTS INCLUDED OR ELIMINATED

☐ Correct (acceptable) ☐ Partially Correct – files may work ☐ Incorrect (unacceptable) ☐ Not applicable

SUPPORT FILES INCLUDED (IMAGES)

☐ Correct (acceptable) ☐ Partially Correct – files may work ☐ Incorrect (unacceptable) ☐ Not applicable

WOULD THE FILES WORK IF SENT TO THE PRINTER?

☐ Yes ☐ No ☐ Yes, but there would be problems

COMMENTS:

Score: _____

Late: _____

Final Disk Grade: _____