

# Last minute ✓<sub>s</sub>

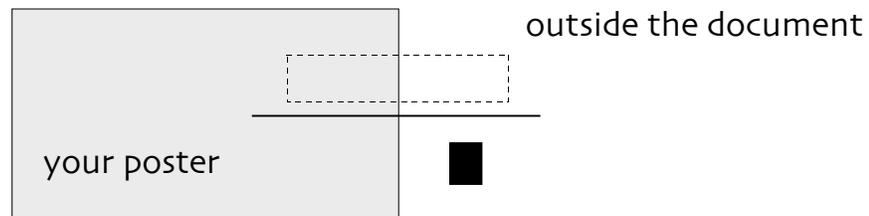
## What to check for before sending your file to print...

Spell check. New Hampshire can look fine without a “p”.

Layers. Is everything on top that should be? Is anything hidden behind a photo? Is there a band of transparent color still on top of text?

Contrast. Is the contrast between text and background strong enough to read the words?

Everything inside? Are any text boxes, shapes, or anything, outside the poster area? Zoom out to be sure everything is inside—no stray shapes or text boxes spilling over the boundaries of the document.



No extras. Are there any lines or boxes used for measuring left behind?

Empty text boxes. Are any empty text boxes left on the poster? Make wide selections and see what becomes selected; delete anything you don't want. "Empty" boxes do sometimes print and you won't like the surprise.

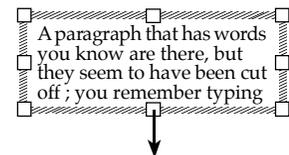
Alignment. Are text boxes lined up? Did anything shift?

Consistency. Are similar bodies of text the same size ("body text" 28 or 30 pt, for example.) Are all figure or photo captions the same size?

Text box fills. Do text boxes have unintentional fills? Even if the fill is the same color as the background and doesn't show on the screen, it will print—and can print darker than the background.

Text missing? Are words missing because the text box is too small?

Pull down the center text box handle to expose the rest of the text.



Unique font style? Did you use an unusual font style? Bring the font with the poster file to the printer; if a different font is substituted, the text wraps can change, and you may not like the new look!