

Reviewing document creation and end product

Make notes on this sheet as you create your document. Then type up as a document review in sentences.

What changes were needed to the layout of the original page?

For example:

Margins Header and Footer Page Orientation Page Size

What changes were needed when you inserted the text into the document?

For example:

Resizing text Changing font Alignment Line spacing Sentence and paragraph breaks

Check and correct spellings General spacing on the page

What changes were needed when you inserted and image:

Text Wrap changes Resizing Cropping Positioning on page

Was the correct recipient data file selected?

Did you need to edit the recipient list?

Did you insert the merge fields correctly first time?

Did the document look correct in 'Preview Results'?

Did you make any amendments?

Did all of the document merge correctly?

Did you save the main document (with the merge fields) to an appropriate folder and with an appropriate file name?

Did you save the merged documents with an appropriate file name?

Did printing work as anticipated.