

This is a template that you can use to create your own personalised checklist. You can add or remove headings and checklist points as necessary, whether you want to create a comprehensive list or just add the issues that you want to focus on.



Knowadays Checklist Template

Getting Set Up

- Insert checklist items here*
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Proofreading: Mechanical Issues

- Insert checklist items here*
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Style: *Insert Document Type Here*

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Comments

- Insert checklist items here*
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Final Checks

- Insert checklist items here*
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