

## The Multi-Stage Quality Control Process at Laserwords

Laserwords firmly believes in building quality into every product. “Do it right the first time” is our mantra. All of our processes are defined to meet this goal, starting from the review of inputs.

Laserwords has a well-equipped quality control department that works closely with the production teams to ensure our high standards are met at every stage. The quality department is comprised of highly skilled and experienced proofreaders who have a good knowledge of specific client requirements and excellent “book sense.”

Multi-stage, rigorous quality checks are done at the end of template design, first round, subsequent rounds and printer pass.

- **Design Check:** Once the template is created, it will be moved to the quality department to ensure every aspect of the design specifications have been followed. The checks performed on the template design include trim, layout, header and footer, color, graphics, percentage, math terms and symbols, font, font size and library files. The input for this is the prototype design supplied by the client and other specifications as applicable.
- **First Round Proofreading:** After pages are composed, they are moved to the quality control department. Various checks are performed at this stage by team-specific proofreaders. The checks include one-to-one matching of proof with manuscript, especially math terms and symbols, bold, italics, superscript, subscript, and equation alignment. In addition, PDF documents are checked against the sample PDF for text font, text color, text point, and color. The proofreaders also make sure that everything falls within the trim lines. Other checks include adherence to general pagination rules, footer and folio as per book map, and checking of the art with art specifications.
- **Round II Proofreading:** Proofreaders ensure that the corrections requested by the client in the first round have been carried out by checking the live proof against the manuscript. If there are any new inserts, then complete one-to-one matching with exact font is done and all the pages in the related sections are checked for quality as if they are first-pass pages.
- **Subsequent Round Proofreading:** This round includes the same rigorous quality control as described in the Round II Proofreading stage.
- **Printer Pass:** The final stage of the entire production process involves checking all the necessary elements thoroughly including page count, header and footer style, global changes requested in previous round, and copyright pages (i.e., ISBN and printer key code).