Specs for a non-Roman Publishing/Typesetting System

Program name: _____

Company name: _____

Version Number: _____

Cost: _____

Feature List

Platform	
PC	❑
Mac	❑
Unix/Linux	❑
File:	
Import:	
text	
XML	❑
SGML	❑
Unicode text	❑
8-bit text	❑
ANSI	❑
RTF	❑
From major text and database commercial apps (Word, etc)	❑
graphics	

❑ ai	❑ bmp	❑ cdr	❑ dxf
❑ eps	❑ fpx	❑ gif	❑ img
❑ jpg	❑ pct	❑ pcx	❑ png
❑ psd	❑ svg	❑ tga	❑ tif
❑ wmf			

Export:	
HTML	❑
PDF	❑
PS	❑
Text	❑
Unicode text	❑
XML	❑
ANSI	❑
RTF	❑
keeping text, fonts, styles and graphics separate	❑
large document handling	
text flow across frame and page boundaries	❑
Print	
2 up	❑
back to front	❑
4-up (pamphlet)	❑
Print Preview	❑
Multi-documents	❑
Insert:	
WordArt	❑
Text Box	❑
Section Break	❑
Column Break	❑
Date/Time Field	❑
Symbol	❑
drag and drop access from tables	❑

Format:	
Page Setup	
A4 Paper Size	❑
distinguish trim size from page size	
Paper Orientation	
portrait	❑
landscape	❑
Margin control	❑
Columns	
Max number needed?	❑
Variable width columns	❑
Gutter control	❑
Sections: (Ability to set different pages at different page size, orientation, margins, columns, etc.)	❑
Vertical Justification	❑
Gridding	❑
Headers/Footers	❑
Automatic from tagged data (1st and/or last occurrence)	❑
Page Numbers	❑
Footnotes	
at least two levels	❑
regular footnotes	❑
cross refs (real, not parallel)	❑
crop marks	❑
comments (about file versions, etc) outside page	❑
Fonts:	
using our fonts	❑
Graphite	❑
Smart Fonts?	❑
Unicode	❑
TrueType	❑
OpenType	❑
Type1	❑
OpenType	❑
Size	❑
Color	❑
underline	❑
Strike-through	❑
Bold/Italic/Regular	❑
Paragraph:	
all of font formatting as above	❑
Text Direction	
LTR	❑
RTL	❑
top to bottom, left to right	❑
top to bottom, right to left	❑

Feature	
bidirection text	❏
cursor and arrow keys(?)	❏
widow/orphan control	❏
keep with next	❏
keep paragraph together	❏
hyphenation	❏
ability to turn on and off	❏
smart (not more than two in a row, not at page/column breaks)	❏
customizable	❏
by rules	❏
by a dictionary	❏
justification	
left	❏
right	❏
full	❏
centered	❏
automatic "river" prevention	❏
customizable to justify using other methods than white sp. (kashidas, other wrd brk chars, etc)	❏
indent left/right	❏
outdent/hanging	
LTR (left-to-right)	❏
RTL (right-to-left)	❏
spacing above/after	❏
leading (exact)	❏
Inter-paragraph spacing	❏
Letter spacing	❏
Word spacing	❏
first line indent	
LTR (left-to-right)	❏
RTL (right-to-left)	❏
Styles/Tagging	❏
Bullets	
LTR (left-to-right)	❏
RTL (right-to-left)	❏
Auto Numbering	
LTR (left-to-right)	❏
RTL (right-to-left)	❏
Tabs	
left	❏
center	❏
right	❏
decimal	❏
various leaders	❏
Character:	
all of font formatting as above	❏
kerning	❏
ligatures	❏
superscript/subscript	❏
Rotated character formatting	❏
text along curve	❏
Styles/Tagging	❏
Drop Caps	
numbers	❏
one letter	❏
two/three letters	❏

Feature	
different font	❏
for 2-3 lines (customizable)	❏
Borders	
page	❏
paragraphs	❏
graphics	
Shading	
Page	❏
paragraphs	❏
graphics	
Graphics	
Captions	❏
cropping	❏
Space around	❏
Sizing and scaling (aspect ratio)	❏
text wrap around	❏
Wrap around top and bottom	❏
Square wrap around	❏
Tight wrap (like around a circle rather than leaving white space)	❏
no-wrap (through picture)	❏
Tables	❏
headers	❏
merge cells	❏
split cells	❏
sort options	❏
Edit:	
Undo (multiple)	❏
Repeat	❏
Cut	❏
Copy	❏
Paste	❏
Find	❏
Replace	❏
View:	
100%	❏
Fit to screen	❏
Facing Page View	❏
Zoom	❏
Tools	
Spell Checking	❏
Language tagging	❏
Generate Table of Contents	❏
Generate Index	❏
Outline features	❏
Help	
Link to Publishing Standards[3,4]	❏