

Workflow Cheat Sheet

Avellio 2.0.0 · Actual build 2.0.5 source review · 30 October 2026 · Revision 7

1. The production loop

Prepare: open the intended document, save a working copy and confirm the panel's active document. Start with a representative spread.

1. **Set the brief:** choose scope, modules, profile and language under **Next inspection**. Page ranges use document positions; whole-story expansion can include linked text outside them.
2. **Inspect:** choose **Inspect** and wait without editing or switching documents.
3. **Check coverage:** read **Results from** and coverage notices. Excluded checks are not clean results.
4. **Review one finding:** For Typography read **Found**, **Suggested** if present, and **Text locale**; advice has not edited text. read the inspector and show its exact range or paragraph context. A marked paragraph is not necessarily all wrong.
5. **Decide:** retain an intentional occurrence, use an eligible correction or edit manually in InDesign. Follow section 4.
6. **Verify:** after an edit, run **Update inspection**. Check the target and nearby composition, then finish with section 5.

Filtering, dismissing or disabling checks can lower counts without improving the document.

Source edition: new Typography advice is not in the earlier 2.0.5 installer; installed validation is pending.

2. Match the action to its impact

Action	What to expect
Inspect / Navigate / Review	Inspection reads content; navigation and statuses do not correct text.
Show / Style Map	Adds diagnostics and can modify the file's saved state. Use the active view's Clear action.
Explore / Panel-only preview	Explore evaluates and restores temporary changes. Panel-only preview retains no edit.
Live preview / Preview reset	Temporary edit: finish Apply or Revert . Frame fit can expand a frame.
Apply / Queue for review	Apply keeps a validated change. Queue saves a proposal; no batch Apply.

3. Check before every run

Choose a starting profile

Your job	Starting profile
General client proof	Editorial QA
Book / long article	Book / long-form
Business / finance	Annual report
Magazine layout	Magazine
Dense multi-column news	Newspaper
Narrow measures	Narrow columns

Confirm the required **White Space / Styles / Typography** modules. For multilingual work, verify paragraph languages before automatic resolution; use an explicit locale for an intended convention. After settings changes, apply and inspect again.

4. Check before every Apply

- **Intentional?** Keep the occurrence and record an appropriate review decision. Dismiss or Mark as addressed does not edit text.
- **An eligible correction is offered?** Confirm the exact target, fresh evidence, candidate strategy and acceptable side effects. Read Before/After; know whether the preview is panel-only or live. Choose Apply or Revert deliberately.
- **No suitable correction?** Review the reason. Make a justified manual edit in InDesign or retain the occurrence. Do not force an unavailable action.
- **Document or settings changed?** Obtain fresh results before another correction. Finish the active preview before starting competing work.

Typography dots identify rules, **not urgency**: ● repeated spaces; ● number–unit spacing; ● dash usage. Always read the name. See the Colour Atlas for examples and exceptions.

5. Check before delivery

1. Finish or revert the active preview. Run a final inspection with the intended scope, modules, profile and language policy.
2. Review remaining findings and accepted exceptions. Check overset, tables, footnotes and other omitted structures manually.
3. **Keep the current report**: open **Logs** → **Activity & diagnostics** → **Copy document report**. Paste the copied JSON into a file and save it with the job. A retained older report is not a fresh final inspection.
4. Clear **issue marks**, or use **Clear Style Map** when that map is active. Check Conditional Text and visible layout; non-printing marks can remain in a saved document.
5. Run InDesign Preflight and human proofreading. Export and inspect a clean proof PDF, including line endings, pagination and any corrected areas.
6. Save the clean document as a new version and retain the required evidence.

For multiple documents, use **Publication** → **Copy draft report** while collecting, or **Copy publication report** after completing and reviewing membership, coverage and warnings. Publication includes document names; review before sharing. FINAL means collection completion, not automatic editorial approval.

6. Fast help

What happened?	First useful action
No findings / unexpectedly few	Check completed Results from, scope, included modules, filters and review status.
Preview or Apply unavailable	Read the inspector's reason; check freshness and supported target. An intentional/manual-only finding may have no correction.
Results became stale	Finish the active preview safely, then inspect the current document again. Do not reuse old positions or candidate values.
Marks remain / a map replaced them	Use the active visualization's own Clear action. Issue marks and Style Map replace each other.
The run is slow	Try a representative smaller scope; include only the modules needed for that pass. Wait for confirmed cancellation before restarting.
Wrong document / an unexpected error	Activate the intended document, refresh identity and inspect again when safe. Use Logs → Run self-check ; copy a report and clear reproduction steps for support.

Inspect → **Review** → **Decide** → **Inspect again after edits**. Do not run Avellio 1.1 and 2.0 on the same document concurrently. For fuller explanations, use the Learning Guide.