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# Quick Checklist

## Make Proofreading Easier

**I DO MY BEST PROOFREADING  
AFTER I HIT SEND**



# Quick Checklist to Make Proofreading Easier

Proofreading your own writing is challenging. You will see what you thought you wrote — even if you didn't write it! Here's a quick checklist to help ensure that you don't miss anything.

Before you hit send or print, check for and correct:

1. Spelling, grammar, and punctuation errors not caught by spelling and grammar checkers.
2. Inconsistencies in names, titles, phone numbers, times, or places. Note any information that is repeated throughout a document on a master list to ensure consistency.
3. Fonts, spacing, margins. Office can play havoc with formatting, so make sure it's consistent. Bullets are prone to change more than other formatting elements.
4. Footnotes — make sure the reference and footnote are in sync.
5. Hyperlinks — make sure they take the reader to the right place.
6. Homophones — words that sound the same and mean something different, e.g., your and you're, it's and its, and so on.
7. Other inaccuracies you find as you proofread.

## Tools for Easier Proofreading

You may already use some of these strategies. Experiment with different tactics until you find a system that works well for you. The important thing is to use a process that helps you focus on every word so that you catch as many errors as possible in the least amount of time.

- Spell check and grammar check.
- Read it out loud, slowly.
- Read it backwards to focus on the spelling of words.
- Have others read it.
- Use a piece of brightly colored paper as a ruler.
- Point with your finger and read one word at a time.
- Proof the heads and subheads apart from the body since they are prone to errors.
- Check for the correct size font and font style throughout.
- Double check proper names, phone numbers, and all hyperlinks.
- Closely review page numbers and other footer/header material for accuracy and correct order.

## Bio

**Patricia Haddock** has been a successful entrepreneur for more than 25 years. A professional writer, editor, trainer, and consultant, Patricia uses a multi-disciplinary approach to help her clients develop a success mindset and overcome obstacles to achieve unstoppable success. Visit her website at [www.theunstoppableprofessional.com](http://www.theunstoppableprofessional.com).

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