

# tips to proofing documents

## Text

- Read it over twice, once out loud then silently.
- Read from end to beginning to check spelling.
- Use a spell checker (ensuring the correct English setting [US, UK, Canada]).
- Have another read it.
- Read slowly with your finger over each word.
- Cover following text as you read to increase focus.
- Proof in stages, first for spelling, then grammar, then repetition.
- Look out for common mistakes.
- Work as a team, one reading out loud with the other listening and following the text.
- Check heading text, often overlooked.
- Pay attention to text in italic, bold or in display fonts.
- Double check name spelling, phone numbers, addresses.
- Check footers, headers, folios etc.
- Proof first thing in the morning if possible.
- Ensure good lighting for reading.
- Don't listen to music or have the TV on, concentration is key.

## Images

- Check image quality (is the image grainy, is the colour accurate).
- Have any images moved during the design process.
- Is there any ghosting or paths affecting other objects
- Is the image cropped correctly.

## Colour

- Do colours match corporate colours.
- Are colours consistent through the document.
- Have all colours been converted to print CMYK.

