**Proofreading Tricks**

*By Asha W. Agrawal*

- Before you proofread, take a break for at least a few hours (and preferably a day).
- *Use* your word processor’s spell-checker.
- View your document in a *different format* – e.g., print it out if you normally read on the screen, enlarge the image on the computer screen, or change to a different font.
- Read your work aloud. You will *hear* errors you don’t see when reading in your head.
- When feasible, use MS Word’s “Find” feature to check for errors you know you make regularly. For example, if you often forget to put a period before a closing quote mark ("), then search for the mistake you tend to make (".).
- Ask a friend or colleague to proofread for you (if your instructor permits this).

Illustration of a great writer’s revision process: the first page of an edited manuscript of George Orwell’s *1984*

*Source:* reproduced in The New York Writer’s Intensive, “The Essence of Writing is