

TIPS FOR PROOFREADING

Good proofreading involves a lot more than simply running your spellchecker, so once you've done that take some time to look again.

These three top tips should help you not just spot any howling typos, but get the flow and tone of your text exactly how you want it.

READ IT BACKWARDS

Not, sdrawkcab ti daeR. But, backwards it Read.

This takes the meaning out of the words and so you'll see what you see, not what you expect to see.

CHANGE THE FONT AND COLOUR

This makes the text look different and stops your brain going into autopilot. Again, you'll see what you see, not what you expect to see.

Just remember to change it back again before you send that important report out to investors in orange Comic Sans.

READ IT ALOUD

Pretend you're on the radio. Oh, go on. Channel your inner presenter and give it full voice. If it flows well for you, it will read well too. If you stumble over a phrase here and there, you can be sure your readers will as well.

That's it! Keep an eye out for those pesky little typos.

