



Proofreading Checklist

The following steps should be taken when proofreading:

- On-screen review
 - Check the document on screen in normal view for visual effectiveness of content delivery and graphic balance
 - Ensure graphics support the content and colors are effective and correct
 - Check all links
 - Run spell check
- Hard-copy review
 - Print the document
 - Read the document thoroughly to check the document for the following:
 - Maps to the objectives
 - Is organized correctly
 - Makes sense
 - Is consistent with all messaging, terms, titles
 - Content flows from topic to topic, is easy to understand
 - Any references to elements for review (i.e., table above, below, next slide, page numbers) are correct
 - Typos
 - Spelling
 - Readability
 - Follows PMSI corporate style guidelines (to be issued ASAP)
 - Accuracy of facts/ data (content, names/ titles)
 - Voice
 - Punctuation
 - Grammar
 - Clarity
 - Format of text (for readability)
 - Typesetting (ensure fonts are consistent)