# PMSS

Patch, Match, Scratch, & Slash!

Few things are more frustrating than correcting errors in a document, reprinting it, and then finding you've overlooked an error. To avoid this, PMSS [pimz] your documents to make sure you correct *every* error and save time and paper!
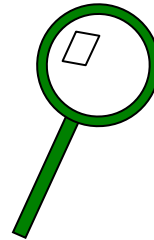
Patch

Slowly read (aloud is most effective) your printed document and use a colored ink pen (red is most visible) to *patch* up each error you find using the proofreader "Patch Marks" on the following pages.
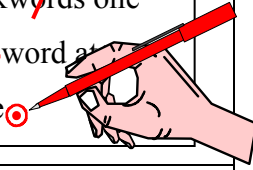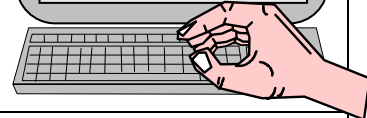
Match

Display your document on the computer and *match* your patches to the errors on your screen, correcting them one by one.
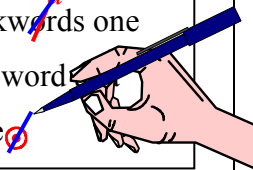
Scratch

After you correct an error onscreen, use a different pen or a pencil and *scratch* a short diagonal line through its patch on your printout.

Caution: If you scratch *beforehand* and get interrupted, you may skip over that patch when you resume editing.
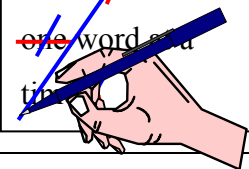
Slash

Start at any corner of your printout and slowly *slash* a long diagonal line to the opposite corner, checking along the way to make sure that *every* patch is scratched. The slash indicates that the page has been completely corrected and is ready to be reprinted.

Patch Marks

Below are some of the dozens of error-correction symbols that you'll typically find in a dictionary under "Proofreader's Marks." Some have been modified for clarity. Others are new creations designed specifically for computer-generated documents. Use them to "patch" up your printouts.

Deletion Marks

Delete the chharacter or extra space. (Imagine the symbol is an 'e' for eliminate.)

Replace the slashed item with the indicated character/s above the slash.

Delete the the crossed-out word.

Close the gap by deleting the space between the improperly-separated characters.
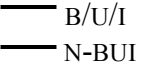
Insertion Marks

Insert a space between characters or a word at the indicated insertion point.

Insert a comma, a words apostrophe, quote marks, or other symbol.

Insert a period, colon, or semicolon; circle the item so it's not overlooked.

Move Marks

Transpose reversed characters by changing their order.

Move the circled item to the indicated position by the arrow.

Character Marks

capitalize a triple-underlined character. Make a capital letter lowercase.

Make an item Bold or remove bolding with **No Bold**. (U=Underline, I=Italicize.)

Change the wrong font to the correct one. Increase or decrease the point size.

Paragraph & Line Marks

¶   End the paragraph at this mark.¶ Start a new paragraph with this sentence.

no¶   Remove the paragraph mark that ends this paragraph. *no¶*

                           Merge this paragraph with the preceding one.

Imagine a plunger that pushes text.

                         This is the first line.

⌐   Push this line to the right so it lines up with the first line.

                         This is the third line.

⌐ → Text

⌐   Pull this line to the left so it lines up with the third line.

Imagine a vacuum that pulls text.
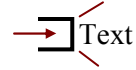
⌐⌐   Center this line between the margins. ⌐

⌐ ← Text ←

ds {   *ds* { Make this single-spaced paragraph into a double-spaced paragraph.

                                    Use *ss* for single space.
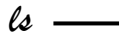
ls ———   This is the first line.

-1 ls ——— This is the second line.   Use *+1 ls* to add 1 line space.

                   Remove 1 line space between the first and second line.

‖   ‖ Align the edge of each line on the left. ‖

       Remove the justification from this paragraph so the gaps between words disappear and the right edges are "ragged."

Cancel Mark

At first you crossed out a word because you wanted to delete it.

•••
stet   Use three dots under a mark you've ~~already~~ made if you wish to cancel it.
•••

But then you changed your mind and canceled the deletion.

PMSS Challenge

For each of the 11 <u>P</u>atch marks on the small mock page, write down what change you think is indicated (<u>M</u>atch), then <u>S</u>cratch each mark, and <u>S</u>lash the entire mock page.

1. Indent 5 spaces.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

Mock page:

I shall be tellinng this

this with a sigh,

somewhere ages or ages   and

hence: two roads

diverged in a wood, and I

– I took the one *less* NI

traveledby, and that has

made all the differnece.

From *The Road Not Taken* – Robert Frost

Answers
1. Indent 5 spaces.
2. Delete second 'n.'
3. Delete second occurrence of 'this.'
4. Replace 'or' with 'and.'
5. Insert semicolon.
6. Capitalize 't.'
7. Insert comma.
8. Remove italics from 'less.'
9. Insert space between 'd' and 'b.'
10. Transpose (reverse) 'n' and 'e.'
11. Add a period.

Attention to Detail
Paying attention to detail will serve you well in all aspects of life. Everyone makes mistakes, so the real sign of intelligence is the willingness to check and double-check and revise your work to eliminate every possible error.

Accuracy
Don't be blue when an error slips through. If you make 1 error per 1000 words, you're still 99.9% accurate, which is an incredibly high standard!

Perfection
Perfection is not the goal in life…but the constant striving for perfection is.