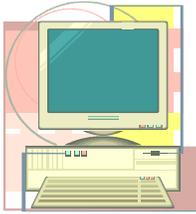


Computer Proofing



When used for writing, a computer has tremendous advantages over its predecessor, the typewriter. On the other hand, computers make it very easy to introduce several *new* types of errors into your documents. Fortunately, computers also have tools to help you catch and correct those errors.

Legacy Errors



Computers are notorious for *legacy errors*, which are errors carried over from a previous version of a document. Legacy errors occur because it's often easier to create a new, related document by revising an old one. The danger occurs when you fail to change parts of the old document, which then carry through as errors to the new one. Or you change the old document and accidentally introduce new errors.



Original File

john.doc

John is a wonderful student and always makes it to class on time. His grades have been very good. He would make a great employee at any firm. I give him my strong recommendation.

Derived File

jane.doc

Jane is a wonderful student and always completes her work on on time. Her grades have been excellent. She would make a fabulous employee at any firm. I give him my highest recommendation.

Be sure to immediately "Save As" to a different filename, so the original file is preserved.

Oops! It's easy to accidentally introduce new errors, like this doubled word.

Oops! It's easy to miss changing every instance of one word with another.

Legacy Lifters

Use Legacy Lifters to catch and "lift" legacy errors.

Spell Check

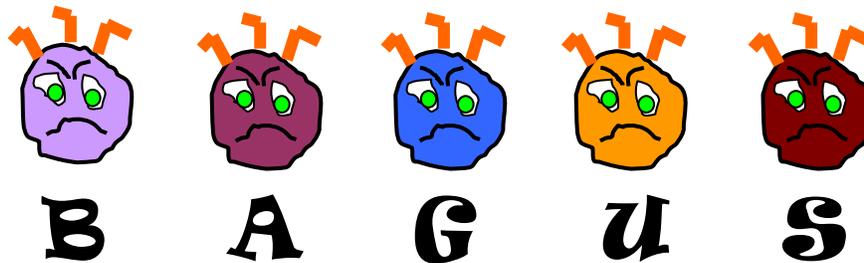
Use this feature to let the computer catch and *lift* doubled as well as misspelled words and grammar errors.

Find & Replace

Let the computer catch and *lift* every occurrence of one word with another. For example, find & replace every "him" with "her."

BAGUS Busters!

Computers can expose your writing to BAGUS errors.
But computers also have tools to help you “bust” those errors.



*We're the BAGUS errors!
We dare you to bag us and bust us!*

Use this checklist to scan your document
for the five categories of BAGUS errors.

- Boundaries
Are breaks between pages and margin boundaries correct and consistent throughout the document?
- Alignments
Are paragraphs aligned and indents correct and consistent throughout the document?
- Graphics
Are graphics positioned properly and the text wrapped as desired?
- Updates
Have all occurrences of dates, times, page/version numbers, etc. been updated?
- Sequences
Are numbered or lettered lists in the proper sequence with no items out of place or missing?



Boundaries

Text is constrained by page, margin, and printer boundaries.

Page Breaks

Soft Page Break

Computer pages are linked to each other electronically. When you reach the bottom of a page and keep typing, text automatically flows to the next page and the computer creates a “Soft Page Break” to separate pages. With a continuous document, this is desirable, because as you add or remove words, text moves up or down across page boundaries.

But sometimes the text on a page ends early and you want start a new section at the top of the next page. You *can* force this to happen by pressing the [Enter] key repeatedly until you advance to the top of the following page, but it’s not the best way.

The problem is, if you add text to the previous page, it will push the next page’s text down. Or if you delete text from the previous page, it will pull the next page’s text up to the previous page. The boundary is fluid.

BAGUS Buster: Hard Page Break

To end a page early and begin a new one, insert a “Hard Page Break.” Consult your Help function to see how. For some programs, you can do this with [Ctrl Enter], that is, hold the [Ctrl] key and tap the [Enter] key.

Introduction Page 1
 When a section of text finishes before reaching the bottom of a page, pressing [Enter] until you get to the bottom creates a “Soft Page Break” and advances you to the next page.
 [Enter]¶
 [Enter]¶
 [Enter]¶
 [Enter]¶
 [Enter]¶
 -----Soft Page Break-----

Avoid this!

Chapter 1 Page 2
 However, inserting or deleting text on the previous page causes the text on the next page to move up or down. To bust this, create a “Hard Page Break” to separate pages.
 [Ctrl Enter] ¶
 =====Hard Page Break=====

Do this!

Margins

Altered Margins

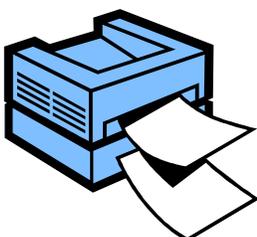
Computer programs start with default [preset] margins, for example, 1” top, 1” bottom, 1.5” left, 1.5” right. You can change these to fit your needs. Some programs allow different margins in different sections. However, it’s possible to accidentally change margins with certain keystroke combinations or by dragging on Ruler Bar elements.

BAGUS Buster: Before printing, visually scan your document to make sure your margin boundaries are correct and consistent. Tap the down arrow to move through the text and see if the elements in the Ruler Bar change. Some programs can display margins with “Options: Show Text Boundaries” or a similar command.

Ruler Bar

Margins are preset top, bottom, left, and right so text fits between them and leaves a border around the page. Margins can be purposely or accidentally altered.

Margin



Printer Margin Limits

Printers use rollers to feed paper to the print head. The edges of the paper gripped by the rollers cannot be printed on. Most programs will warn you if your margins are set too close to the edge and automatically readjust them, but perhaps not where you want them to be.

BAGUS Buster: Use your program’s commands or its Ruler Bar to reset the margin boundaries to where you want them, within printer limits.



Alignments

Alignments and indents determine how text edges line up in relation to the margins.

Paragraph Alignments

Left Align is usually the default setting. Edges on the left line up straight. Edges on the right are “ragged,” as they end at different spots.

Center Align centers each paragraph line. The result is that neither of the edges line up. Both left and right edges are ragged.

Right Align is the opposite of Left Align. With this setting, paragraph edges on the right line up, whereas edges on the left are ragged.

Avoid **Full Align** or **Justify** as it can leave unsightly gaps between words, because it forces edges to line up on both the left and right.

Ragged Edges

Straight Edge

Gaps

Left

Center

Right

Full

Indent Markers

Ruler Bar

Indents

Normal Indents are set at the left and right margins but can be altered for effect or to make room for graphics, tables, or other items.

Left Indent pushes the left edge of the paragraph towards the center.

Center Indent pushes both paragraph edges towards the center.

Right Indent pushes the right edge of the paragraph towards the center.

Hanging Indent pushes the paragraph body towards the center which makes the top line “hang” over the body.

Top Indent pushes the top line towards the center but leaves the body alone.

Avoid **outdents** which pull either or both paragraph edges outside the margins.

Margins

BAGUS Busters

Before printing, visually scan the document for alignment and indent inconsistencies.

Tip: Use the line draw feature to draw temporary lines to check alignments. Then delete the lines.

If your program doesn't let you draw lines, hold a ruler up to your screen.

To re-align text, select the correct settings from the menu or toolbar or drag on Ruler Bar Indent Markers.

As an alternative, consult your program's Help function to see if there's a quick way to reset paragraphs to their default (preset) settings.

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Graphics

Graphic elements, which include clip art drawings, photos, text boxes, and tables, exist independently of the text on a page.

Graphics Wrapping

Wrapping determines the relationship of page text to a graphic element. Depending on the setting assigned to the graphic, text will “wrap” itself around the graphic element. However, this can be a problem when the text moves in unexpected ways that you find bewildering to control.

Wrapping



Clip Art



Photo

This box holds text and can usually be placed where desired on a page.

Text Box

| Table 1 | | |
|---------|----|----|
| 13 | 14 | 15 |
| 16 | 17 | 18 |
| 19 | 20 | 21 |
| 22 | 23 | 24 |

Table

BAGUS Buster

The best way to ensure control of a graphic and surrounding text is to turn off wrapping by selecting “In front of text” or its equivalent.

Then use the Indent Markers to move text as desired to make room for the graphic.

Graphics Positioning

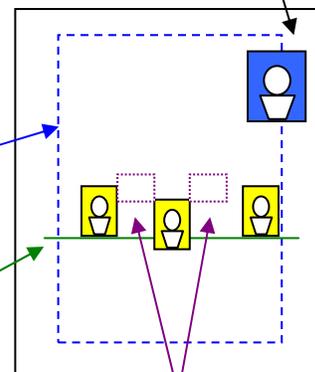
Sometimes you’ll drag a graphic beyond the printable margins and not realize it until you print and part of the graphic is missing.

BAGUS Buster: Consult your Help function to learn how to reveal or display margins on screen so you can make sure graphics are within bounds.

Sometimes you’ll arrange graphics, but they’ll accidentally get moved out of position.

BAGUS Buster: Use the line draw option to draw a temporary guide line on the page and drag graphics to it. Then delete the line.

Outside of Margin



BAGUS Buster: To evenly space graphics, draw a temporary box between two graphics and make copies of it to insert between remaining graphics.

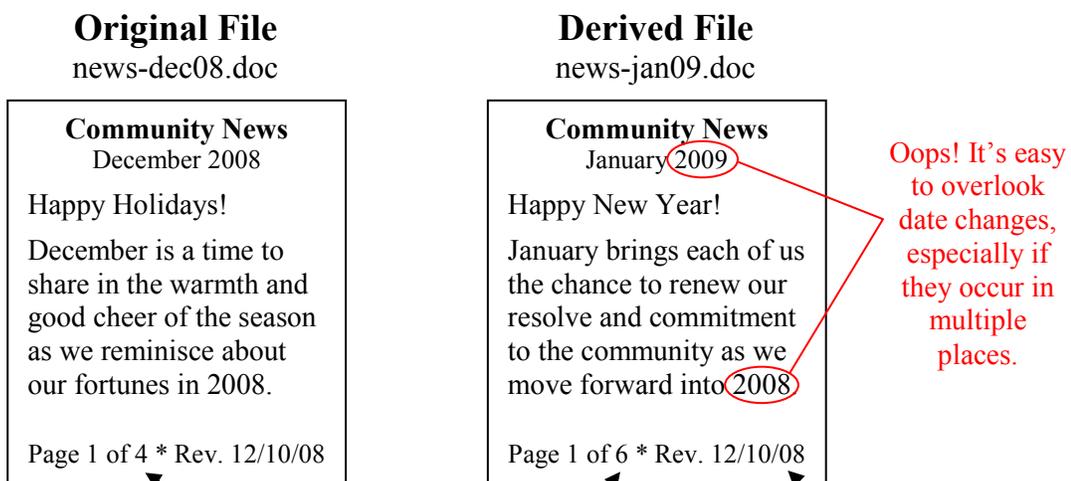
Updates

Updatable elements include dates, times, page numbers, and version numbers.

Updatable Elements

Sometimes it's prudent or necessary to place an updatable element in a document. For example, a monthly report or newsletter will typically contain the month and year and perhaps a version number.

One of the most common BAGUS errors is to forget to update an element when you derive a new document from the previous one (legacy error). This is especially so when your document has multiple occurrences of the same updatable element.



BAGUS Buster

Single Update Elements

If possible, design your document to have only *one* occurrence of each updatable element. And make each element prominent so you won't overlook it.

For example, include the date in only *one* place. Make it large or bold or colored or in a box, so you'll be sure to see and update it.

BAGUS Buster

Auto Page Numbering

Check your Help function to see how to make page numbers automatically update so you won't have to change them as you insert or delete pages.

You'd typically place auto-page numbers in headers (which appear at the tops of pages) or footers (which appear at the bottoms of pages.)

BAGUS Buster

Auto-Update Field

Check your Help function to see how to make a date into an auto-update field.

Each time you reopen the file, the date will change to match the current computer date.

If you change the file but want to preserve the original revision date, replace the auto-update field with the desired date.



Sequences

Lists of items can be numbered or lettered to show sequence order.

Numbered / Lettered Lists

It is often useful to number (1, 2, 3...) or letter (a, b, c...) lists of sequenced items. The trouble occurs when you insert or delete a step and forget to renumber or re-letter the original steps.

Bagus Buster
Before printing, scan lists for missing, doubled, or out-of-sequence numbers or letters.

Original Sequence

1. Preheat oven to 350 degrees.
2. In a large bowl, mix the dry ingredients.
3. Add the wet ingredients.
4. Stir until smooth.
5. Pour into pan and bake 30 minutes.

Insert a Step

1. Preheat oven to 350 degrees.
2. Grease an 8-inch round baking pan.
2. In a large bowl, mix the dry ingredients.
3. Add the wet ingredients.
4. Stir until smooth.
5. Pour into pan and bake 30 minutes.

Oops!
Two Step 2's

Bagus Buster
Check your Help function to learn how to create numbered/lettered lists that update automatically.

Consolidate Steps 3 and 4

1. Preheat oven to 350 degrees.
2. Grease an 8-inch round baking pan.
2. In a large bowl, mix the dry ingredients.
3. Add the wet ingredients. Stir until smooth.
5. Pour into pan and bake 30 minutes.

Oops!
No Step 4

Bagus Buster

Use bullets, checkboxes, or bubbles (shown), so you can add, delete, or reorder steps *without* worrying about sequenced numbers or letters.

- Preheat oven to 350 degrees.
- Grease an 8-inch round baking pan.
- In a large bowl, mix the dry ingredients.
- Add the wet ingredients. Stir until smooth.
- Pour into pan and bake 30 minutes.

Proofread Sequences Backwards

Proofread a sequence of numbers and/or letters in *reverse*.

If you type

B05321

Proofread it as

12350B

Avoid Character Ambiguity

| Letter | Number |
|--------|--------|
| O | 0 |
| I | 1,7 |
| Z | 2 |

Letter O is round, number 0 is flat.

When hand printing
Slash thru number 0
Line under number 1
Line thru number 7
Line thru letter Z



We've been busted!