Avoiding Mistakes: Tips and Tools

Tips

- Change your mindset: reduce fear, learn from mistakes
- Take a break
- Read without stopping
- Read out loud, backwards, upside down
- Proofread separately
- Use another reviewer
- Change format
- Avoid last-minute changes

Tools

- Ruler
- Grammar and spelling checks: Word, Ginger, Grammarly, After the Deadline, Webspellchecker, SlickWrite, 1Checker, GrammarBase, Hemmingway App
- PerfectIt, Smart Edit
- Speak function in Word
- Project-specific style guide
- Checklist

Word Speak Function

- In the drop-down menu for the quick access toolbar at the top left of your screen, click Customize Quick Access Toolbar
- Click More Commands
- In Choose Commands from List, select All Commands
- Scroll down to the Speak command, select it and then click Add
- Click OK