# Knowadays Proofreading Checklist Template

## **Getting Set Up**

* *Insert checklist items here (e.g., setting the username and proofing language)*

## **Proofreading**

#### Consistency:

* *Insert checklist items here (e.g., dialect differences, correct capitalization)*

#### Standard errors:

## **Things To Check Back On**: *Insert Document Type Here*

* *Insert checklist items here (e.g., references and citations, URLs and hyperlinks)*

## **Comments**

* *Insert checklist items here (e.g., proofread content)*

## **Final Checks**

* *Insert checklist items here (e.g., use the Find function to check for double spaces)*