



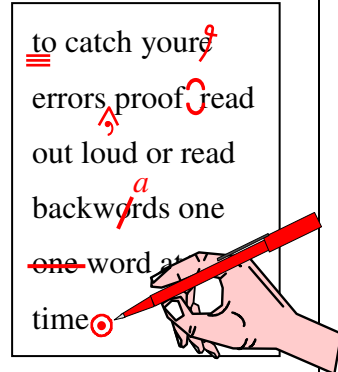
# Patch, Match, Scratch, & Slash

## PMSS [pimz]

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

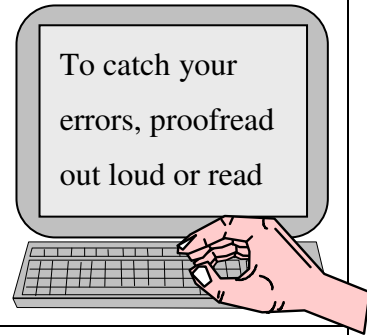
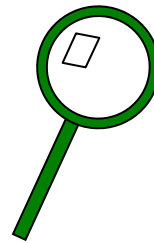
### Patch

Slowly read your printed document (reading aloud is very effective), and use a colored ink pen (red is most visible) to *patch* up each error you find. Use the proofreader "Patch Marks" that follow this page.



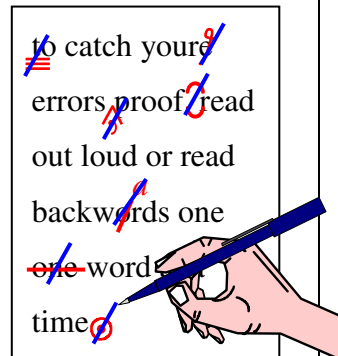
### Match

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



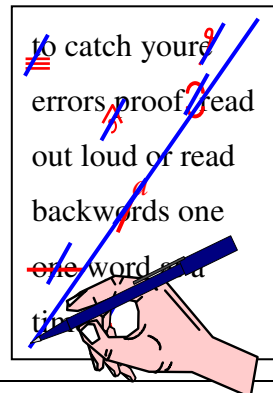
### Scratch

Using a different-colored ink pen or a pencil, *scratch* a short diagonal line through each patch on your printout *after* you correct it onscreen. (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 up to the opposite corner, checking along the way to make sure that every patch is scratched. The slash indicates that you've corrected that page, and it's 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 character or extra space. (Imagine the symbol is an 'e' for eliminate.)



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

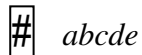


Delete the crossed-out word.



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 word's apostrophe, quote marks, or other symbol.



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

## Move Marks

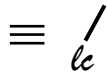


Transpose reversed characters by changing their order.

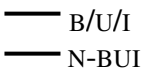


Move the circled item to the indicated position by the arrow.

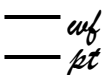
## Character Marks



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



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

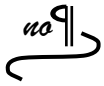


Change the wrong font to the correct one. Increase or decrease the point size.

## Paragraph / Line Marks



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



Remove the paragraph mark that ends this paragraph. ¶

Merge this paragraph with the preceding one.

Imagine a hammer that pounds 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.  
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. □



Make this single-spaced paragraph into a double-spaced paragraph.

Use *ss* for single space.



This is the first line.  
This is the second line.  
Remove 1 line space between the first and second line.

Use *+1 ls* to add 1 line space.



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 “already” because you wanted to delete it.

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.

