



DaleyProgress

Proofing Checklist for Error-free Newsletters

Linda Daley

workbetternother.com



Having edited and proofed well over a thousand different newsletters, this is what I know to be true: mistakes happen. There are so many opportunities for error that I still cringe inwardly when I click 'publish'.

This checklist gives you an easy way to remember all of the things to check before you click 'publish'.

> *Linda Daley*

- Run spell-checker and make corrections as necessary, paying attention to American vs. Canadian spelling.**
- Send yourself a test message from within your email service provider account.**
- In your inbox, check that the subject is correct and there are no typos.**
- Read all the text from top to bottom, including pre-header text, header text, dates, body text and footer text.**
- Double-check that any dates, days and times mentioned are the correct ones.**
- Double-check addresses and phone numbers to ensure there are no typos such as transposed numbers.**
- Check that the fonts and colours are uniform throughout.**
- Check that margins are aligned and spacing is consistent.**
- Click on EVERY link and wait for it to load to ensure it goes to the right place.**
- If you make any corrections, send yourself another test message to check those.**

Linda Daley
workbetternother.com

Quick & Easy Content Creation

Don't waste time staring at a blank screen. Get a free 26-page workbook and simply select one of the 10 templates. Plug in your ideas to quickly create fresh original articles.

[I want the workbook!](#)

Powered by

Attract