

Best Document Proofing Practices

Use these four simple steps to ensure your social missives, communications, or website updates are pristine. Please be sure you've followed these steps before distributing to Adler.

1. Grammarly.

Grammarly makes sure everything you type is clear, effective, and mistake-free. This is a free extension that can be added to Google Chrome.

<https://app.grammarly.com/>

- Fix critical grammar and spelling errors
- Punctuation and contextual spelling checker
- Works across the web

2. Spell-check.

Microsoft Word / Pages provides this service for free.

3. Ask a colleague to look over your work.

A fresh set of eyeballs on your text is invaluable.

4. Submit your documents to Adler for proofing:

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