# Knowadays Proofreading Checklist Template

## Getting Set Up

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

## Proofreading: Mechanical Issues

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

## Style: *Insert Document Type Here*

* *Insert checklist items here (e.g., preferred terms in the style guide, required level of formality)*

## 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)*