

WHAT NOT TO DO

Please do NOT use 1 word edits.

The screenshot shows an 'Editor' window with a close button (x) in the top right corner. At the top, there are two input fields: 'PDF Page#:' with the value '2' and 'Line#:' with the value '8'. Below these are two columns: 'Error' and 'Correction'. Each column has a header with bold (B), italic (I), and underline (U) icons. The 'Error' column contains the text 'red'. The 'Correction' column contains the text 'blue'. At the bottom right, there are two buttons: 'Save' (blue) and 'Cancel' (grey).

HOW IT SHOULD LOOK

Please use full, complete sentences.

The screenshot shows an 'Editor' window with a close button (x) in the top right corner. At the top, there are two input fields: 'PDF Page#:' with the value '2' and 'Line#:' with the value '8'. Below these are two columns: 'Error' and 'Correction'. Each column has a header with bold (B), italic (I), and underline (U) icons. The 'Error' column contains the text 'Bobby has a red balloon.'. The 'Correction' column contains the text 'Bobby has a blue balloon.'. At the bottom right, there are two buttons: 'Save' (blue) and 'Cancel' (grey).

WHAT NOT TO DO

Please do not include instructions if it's only a text change. Again, use full, complete sentences in both boxes.

Editor

PDF Page#: 2 Line#: 8

Error Correction

B I U **B I U**

change wording

change girl to children

group of children.

Save Cancel

HOW IT SHOULD LOOK

If you only have text or punctuation changes, only use the full, complete sentence. Any additional text or instructions is extra work for you that we don't need and can cause confusion and extra edits later.

Editor

PDF Page#: 2 Line#: 8

Error Correction

B I U **B I U**

Susie talks to a group of girls.

Susie talks to a group of children.

Save Cancel

WHAT NOT TO DO

Please do not use ... or etc. or anything that states the text is only part of a sentence. This can lead to extra edits later.

Editor

PDF Page#: 2

Line#: 8

Error

Correction

B I U

Trevor plays basketball at....

Trevor plays football at...

Save Cancel

HOW IT SHOULD LOOK

Again, please use only the text that is changing, using full, complete sentences.

Editor

PDF Page#: 2

Line#: 8

Error

Correction

B I U

Trevor plays basketball at Central High School.

Trevor plays football at Central High School.

Save Cancel

WHAT NOT TO DO

Please do not include multiple edits in 1 edit box. While you can have multiple sentences in 1 edit box, they must be in the same paragraph or without text gaps. See the first edit in the box, which shows 2 sentences back to back with edits.

Editor

PDF Page#: 2 Line#: 8

Error Correction

B I U **B I U**

Line #8 : Larry races cars on the weekend. He's going for a third straight win at this track. Line #8 : Larry races his Camaro on the weekend. He's going for a championship trophy for the season.

Line #20: The stands were packed with excited fans. Line #20: The stands were packed with thousands of fans.

Save Cancel

HOW IT SHOULD LOOK

Only single edits in a box. Multiple edits can be mixed by the editor. Plus you will still be charge for these edits. You are not saving money by combining edits.

Editor

PDF Page#: 2 Line#: 8

Error Correction

B I U **B I U**

Larry races cars on the weekend. He's going for a third straight win at this track. Larry races his Camaro on the weekend. He's going for a championship trophy for the season.

Save Cancel

WHAT NOT TO DO

If you are adding a paragraph, please do not just put the new text. During previous edits, text can shift lines, so what was line #8 could now be line #15. This could put the text in the wrong spot. Also, your line #8 might not be the same as the editor line number. Did you count the headers, titles or blank lines? This too can cause errors.

Editor

PDF Page#: Line#:

Error **Correction**

B I U **B I U**

Add new paragraph at line 8.

On her days off, Patty visits her mother and takes her shopping. They often have lunch and remember family trips, especially to Yellowstone.

Save **Cancel**

HOW IT SHOULD LOOK

If adding a new line or whole paragraph, it's best to start with the line that the new text is to follow. If it is a new paragraph, please be sure that you use a hard return "enter key" to show a new paragraph, like in this example.

Editor

PDF Page#: Line#:

Error **Correction**

B I U **B I U**

At the end of the day, Patty went to the movies with her friends.

At the end of the day, Patty went to the movies with her friends.

On her days off, Patty visits her mother and takes her shopping. They often have lunch and remember family trips, especially to Yellowstone.

Save **Cancel**

WHAT NOT TO DO

If you are deleting text and not replacing with new text, please put the text that is to be deleted.

The screenshot shows an 'Editor' window with a close button in the top right. It contains two input fields: 'PDF Page#' with the value '2' and 'Line#' with the value '8'. Below these are two columns: 'Error' and 'Correction'. The 'Error' column has a header with bold, italic, and underline icons, and contains the text 'Delete all of this text until the end of line 15.'. The 'Correction' column has the same header and contains the text 'delete'. At the bottom right are 'Save' and 'Cancel' buttons.

HOW IT SHOULD LOOK

Showing the complete text that is to be deleted will avoid confusion and extra edits later. In this “correction” box, it is perfectly fine to use instructions since you are not adding new text.

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WHAT NOT TO DO

Please do not repeat the page number and/or line number in the edit boxes. There is just extra work for you and is distracting to the editor.

Editor

PDF Page#: 286 Line#: 16

Error **Correction**

B I U **B I U**

Page 286 line 16 Tim recognized her face. Page 286 line 16 Tim recognized her beautiful face.

Save Cancel

HOW IT SHOULD LOOK

Editor

PDF Page#: 286 Line#: 16

Error **Correction**

B I U **B I U**

Tim recognized her face. Tim recognized her beautiful face.

Save Cancel

WHAT NOT TO DO

Do not add instructions mixed in with the body copy text. The instructions could be missed by the editor or even end up in the book.

Editor

PDF Page#: 2 Line#: 8

Error

B I U

It would take Brittany 15 minutes to walk to from her office to his place.

indent Brittany took a deep breath before knocking on the door.

Correction

B I U

It would take Brittany 15 minutes to walk to from her office to his place.

start new chapter Brittany took a deep breath before knocking on the door.

Save Cancel

HOW IT SHOULD LOOK

If you must add instructions, please put it at the start of the box. Adding the word “Editor” at the start will help draw attention to it.

Editor

PDF Page#: 2 Line#: 8

Error

B I U

Brittany took a deep breath before knocking on the door.

Correction

B I U

Editor: Please start new chapter here:

Brittany took a deep breath before knocking on the door.

Save Cancel

WHAT NOT TO DO

Please do not use a single or double quotation mark to show the sentence if it is not a quote. Do not put both the incorrect and corrected text in the same box. Do not include extra instructions if it's just changing text or punctuation.

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HOW IT SHOULD LOOK

While this is not a full sentence, it is a full line from a paragraph. This is clear and concise with nothing confusing or extra text that could end up in the book.

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