



### *iPad Screenshot of PDF transcript*

- I read in PDF format, though I can accept plain text or MS Word files in a pinch. I return a PDF file consisting of those pages with corrections.  
*mike@thatproofreaderguy.com*
- Annotations are in plain English; there are no hieroglyphics to decipher.
- Items are highlighted in **yellow** and, if warranted, annotated in **red** for increased visibility.
- If there is an annotation on a line, but no highlighting, the line number is highlighted and circled to draw attention. This is particularly important if the annotation is the only marked item on the page.
- As noted in the graphic, each reporter has individual preferences. There are widely varying opinions about such issues as comma usage, number representation, by-line style, quoting material, etcetera. My job is not to change the reporter's personal style, it is to help ensure the record is readable, accurate, and stylistically consistent.

Mike Morgan [mike@thatproofreaderguy.com](mailto:mike@thatproofreaderguy.com)

**LinkedIn** Should we connect?

<https://www.linkedin.com/in/mmorganproofreader/>