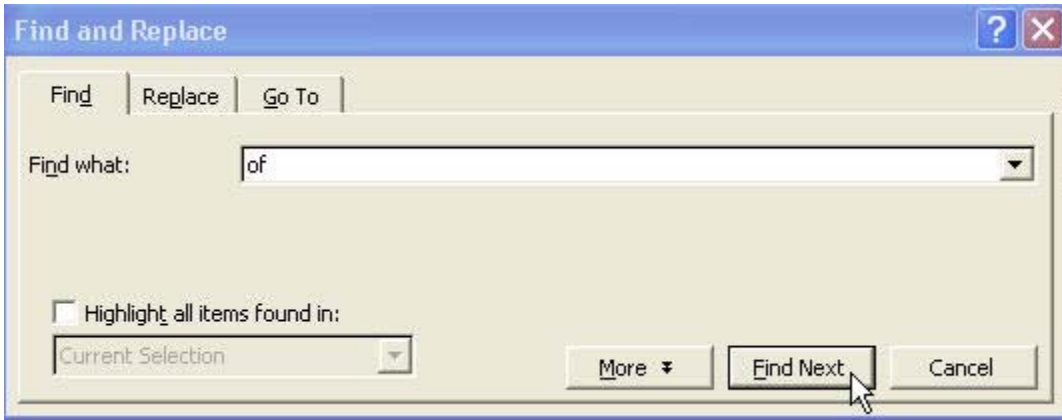# Proofreading with CONTROL-F

After you finish typing your papers and doing spell check, proofread your papers with Control-F.

Step 1: Press **CTRL** and **F** at the same time. A box will appear:

Step 2: type a word in. (See proofreading list below for some examples.)

Step 3: press **FIND NEXT.**

Step 4: look at each instance of the word or punctuation mark that is found, and then see if it is used correctly.

Step 5: press FIND NEXT to find more. Continue this until it tells you no more are found.

Proofreading Checklist

- **of** – type in the search box the word *of*. See if it can be replaced with the word *have*. If you can replace it with *have* and it makes sense, do so.

- **Were**, **where** – type in the search box the word *were*. See if it can be replaced with *where*. *Were* is the verb. *They **were** going to come over.* They went where they thought they would be safe.

- **If, when, while, because, since, although**, **as** and any other subordinating conjunction – type in the search box each of these words one at a time. If these words come at the beginning of a sentence, you need a comma after the subordinate clause.

- **You** – type in the search box the word *you*. If any come up and are not in a quote, figure out how to get rid of it. You might want to change it to people or one and make sure the rest of the sentence still makes sense.

- **Its** – search *its*. Every time it comes up, check to see if you can change it to *it is*. If you can change *its* to *it is*, then do so. Or change it to *it's*, which is the contraction of it is.

- **So** – search *so*. If *so* comes at the beginning of sentence, try to get rid of it.

- **There, their** – Search *there*. Every time you see it check to see if it is possessing the word after it. If it is, then you need to change it to ***their***. Example: They drove **their** car to the store. ***Their*** tells me whose car it is. Then search ***their***, and make sure that every ***their*** is possessing the word after it. Remember there has here in it, and their has heir in it. An heir is someone who will inherit or come to possess property of someone who dies.

- **Then, than** -- Search *then*. Make sure that it is expressing an advancement in time. If it is used in a comparison, change it to ***than***. **Example**: *Montresor is smarter than Fortunato.*

- **U** -- If you use Instant Messaging or Text Messaging a lot, Do this search. Search the letter *U*. Every time you used the letter *U*, it will be highlighted. Check to be sure that there are no *U*s standing by themselves. If there are, delete it. It is a misspelling of you, which you shouldn't be using.

- **'** – type one apostrophe into the search box. Look at every instance you use an apostrophe. First, check to make sure that the word possesses the word that comes after it. If it isn't, you probably mean for it to be a plural and there are no apostrophes needed. Second, if it is a contraction, try to get rid of it. If it is that's, change it to that is. If it is can't, change it to cannot. Continue this for most contractions. Some contractions are fine, but that's really should be changed, unless it is in dialogue.

- **That** – search ***that***. Check to see if you can change ***that*** to ***who***. ***Who*** refers back to a person. Example: *Mark saw the man who juggles chainsaws.*

- **I, me** – *I* will turn up a lot of results, so you might want try *I think*. Also, check *me* and *my*.

- **Says** – Search *says*. If you cannot put that after the word and still have the sentence make sense, then you probably need a comma. Example: Atticus says**,** "blah blah blah."

- **And, but, or** – Search these individual words. If a subject and verb follow it, then you need a comma before the word. Example: We bought milk**,** but we didn't need any.
  <div align="center">Subj.   MV</div>

Make your own list of your top mistakes:
Think about words that you misspell often. Think about other mistakes that you make often. Run them through Control-F.

Suggestions:
- to, two, too
- except, accept
- aloud, allowed
- different from, not different than
- affect, effect
- *alright* – Should be *all right*
- They're, their, there

- Dieing, dyeing, dying – *Dying* means passing away.
- Well vs. good – *well* = adverb; *good* = adjective
- Cant vs. can't – search cant; you probably mean can't, which you probably should change to cannot.
- Wont vs. won't – search wont; you probably meant won't.