**Editing and Proofreading Strategies**

Editing and proofreading are writing processes different from revising. Editing can involve extensive rewriting of sentences, but it usually focuses on sentences or even smaller elements of the text. Proofreading is the very last step writers go through to be sure that the text is presentable. Proofreading generally involves only minor changes in spelling and punctuation.

[***Editing Strategies***](http://writing.colostate.edu/guides/page.cfm?pageid=911&guideid=45)

* [Always Think About Your Target Audience](http://writing.colostate.edu/guides/page.cfm?pageid=912&guideid=45)
* [Start with Sentences](http://writing.colostate.edu/guides/page.cfm?pageid=913&guideid=45)
* [Consider Words](http://writing.colostate.edu/guides/page.cfm?pageid=914&guideid=45)
* [Check Grammatical Details](http://writing.colostate.edu/guides/page.cfm?pageid=915&guideid=45)
* [Don't Forget Punctuation and Spelling](http://writing.colostate.edu/guides/page.cfm?pageid=916&guideid=45)

[**Proofreading Strategies**](http://writing.colostate.edu/guides/page.cfm?pageid=918&guideid=45)

* [Start with Problem Areas](http://writing.colostate.edu/guides/page.cfm?pageid=919&guideid=45)
* [Read from the End to the Beginning](http://writing.colostate.edu/guides/page.cfm?pageid=920&guideid=45)
* [Look Just for Typos](http://writing.colostate.edu/guides/page.cfm?pageid=921&guideid=45)
* [A Proofreading Checklist](http://writing.colostate.edu/guides/page.cfm?pageid=922&guideid=45)
* [Final Advice](http://writing.colostate.edu/guides/page.cfm?pageid=923&guideid=45)

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