TYPING THE MANUSCRIPT

To display a document typed from manuscript attractively, you should use A4 paper. The top margin should be set at 3.75cm or 11/2”. This means you will actually start typing the document on the tenth line of the page. Set the left and right margins at 2.5cm each. The manuscript should be typed in double line spacing.

Before you start to type read the document carefully to be sure you understand the message. If the handwriting is difficult, try to make out, whole words, groups of words and sentences.

When you have finished typing, proofread the typescript and correct all errors. Then print the document. You should be aware however, that there are many ways to point out errors in a manuscript to the typist. You should learn them all.