



E-Text Transcription Test

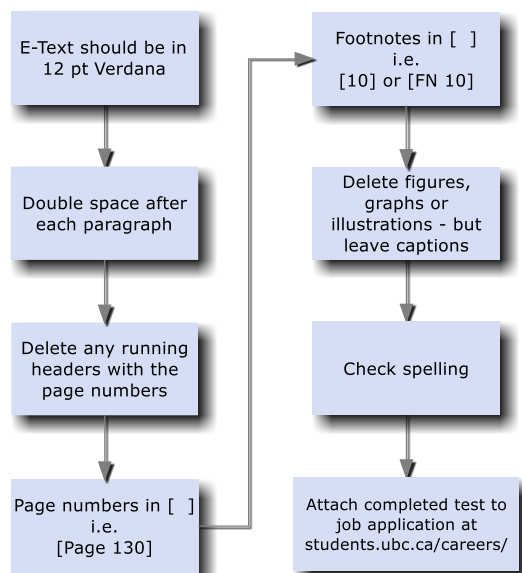
1. What is E-Text?

E-Text transcription is the preparation of documents for UBC clients requiring alternate-to-print material. The proofread document can then be used by the client's computer to synthesize voice, create Braille documents or display on a computer screen in large text.

Proofreading entails reading and correcting an .rtf (or .doc) file downloaded from the Centre for Accessibility website. You will then correct the .rtf file so the text reads the same as the original. **When you are finished, please attach your edited version when applying through the UBC Career Services website (as a writing sample).**

Thank you for taking E-text Editing Test – only successful applicants will be contacted.

2. E-Text Transcription Procedures



- Format the document into Verdana 12 pt., with a space after each paragraph
- Delete any running headers, while retaining page numbers
- Put page numbers in square brackets (eg. [Page 73])
- Put footnote indicators, within the text, inside square brackets as well as the footnotes themselves (if they're included) (e.g. [FN 3])
- Check spelling against the original
- When your work is complete, attach the edited .rtf to your UBC Career Services job application (as a **writing sample**) on their website at: students.ubc.ca/careers/