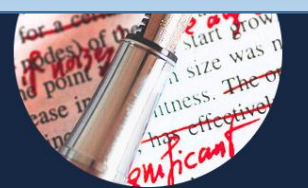# Finished title converted into HTML

Program creates QA report listing code errors

Errors marked up in Word for digital team to edit

Language edited from print-ready to digital

Final product uploaded and published

UPLOADING...

SITUATION

Using Excel QA reports to locate code and language errors then marking them up in Word

Work in the Content Operations department checking HTML files for Dictionaries

Instances of differing spellings discovered for specialist multi-lingual terms

I discovered print-only terminology had not been amended

TASK

OXFORD
UNIVERSITY PRESS

- U67067 -

Work Placement
In English

See page 15

Digital products met their publication dates

RESULT

Proofreading/ HTML coding knowledge put into practice

Manually removed broken links, flagged code errors and amended to online-friendly language

Communicated with editorial and authors for spelling clarification

ACTION

HTML Errors

10%
12%
31%
47%

- Broken Links
- Format Errors
- Spelling Inconsistencies
- Other Errors