

# Readability Cheat Sheet

For erasing and for deciding if a cleaner copy is needed

## Vital to Remove

- Anything that obstructs or obscures the characters, such as:
  - Underline that touches the text
  - Strike-throughs
  - Large, messy circles

## Remove if Possible

- Anything that comes close to touching the text, or touches a few letters, such as:
  - Underline that comes close to touching the text
  - Brackets, checkmarks, asterisks, slashes etc. within or immediately following a line of text
- The more frequent this type of mark is, the more important it is to remove.

## Judgement Call

- Use your judgement for things that OCR usually ignores, but that may be visually distracting, such as:
  - Writing, arrows, or other symbols in the margins
  - Patchy or very dark highlighting