

## 7 — FAULTS AND NOTES

### Illegible Characters : @

Sometimes a character is illegible because it is badly reproduced or smudged. If you can't read a character and be sure what it is, type the replacement @ instead of the character. @ may also be used to show where several characters together are illegible, or where you think part of a word is missing because it runs off the edge of the page of the reproduction.

Example: Shilo□ Type as: Shilo@

If a character isn't clear but you can guess what it is, don't guess! Use @. There is only one exception to that. Very occasionally, perhaps in a reproduction of a hand-written document which will be checked thoroughly later, the InSheet may tell us we may do some guessing. We are allowed to guess **only** on the rare occasions when the InSheet has said so.

### Faults of the Original Text

Sometimes we may think we have detected a mistake in the original text. Never make a correction in such cases but always reproduce what is in the original text. If you are fairly sure that it really is a mistake you may put an n-note (see below) at the beginning of the file, if you think that will be useful to the editor.

### Faults in Keyboarding

It is easy for us as keyboarders to introduce errors and so thorough checking of the text and the SFMs after keyboarding is always important.

### n-Notes

(If using Easy-KeyEdit4 see Common Tasks: Notes/comments: Your question/comments) If you need to write a note to the editor you should put it after the SFM \n . It is often called an "n-note". So, if you find verse 3 directly follows verse 1 you might put:

```
\n No verse 2 number
```

An n-note must **always** be either on the next line after \id2 or in a group with other n-notes, the first one in the group being on the next line after \id2.

### How to write n-notes

```
\n Verse 2 Esp%iritu has grave accent but elsewhere it always has acute.
```

But remember that words often vary in spelling, as in English "woman" and "women" or "its" and "it's".

```
\n Verse 4 has opening quote but no closing quote.
```

But remember that where speech extends over several paragraphs every paragraph will have an opening quote but only the last will have a closing quote.

```
\n Verse 6 seems too short and ends without punctuation.
```

That says enough in few words.

### How NOT to write n-notes

Do not use \ in the text of the n-note

```
\n Is \p correct before v.8 ?
```

The computer will think that \p starts a real paragraph. Call it p sfm or just p.

Do not say what doesn't need saying.

```
\n I couldn't be sure of the last letter of the fifth word in verse 11 and so I put an @ instead of the letter.
```

That was the right thing to do but it should not have an n-note.

Do not write a long n-note if a short one will do.

```
\n I was not sure whether to use p or m at the beginning of verse 6 because the indent seems to be less than usual but I decided that it was more likely to be p and so I put that.
```

You could have said: \n Before verse 6 should the p be m?