

## Copy That



Sometimes, your job can end up being more than the sum of its parts and often when you least expect it. As part of my freelance writing portfolio, I copy type and it occurs to me that it is a service which receives as well as gives.

When you are copy typing for someone who is dictating their own content, be it autobiographical or fictional, you get to know that person in a way you don't always have the chance to with other clients. As well as work where I type up from hand-written notes or audio, I travel out to take dictation face-to-face. It is in this latter situation especially, that having a good and positive relationship with your client is extremely important.

If the project is going to be an ongoing or long-term one, then it is beneficial for you to get on with each other and I have found that before any work has been agreed or started, it is a great help to have an informal meeting with your potential client and get to know them a little more; to gauge whether you will have a good partnership.

You need to establish ground rules and this will be different with every client you work with. Sometimes they will want you to edit as-you-go, or afterwards; maybe to add punctuation you feel is necessary and formatting it in a way you see as the best fit for the end product. In other circumstances, they may want you to simply copy verbatim without any of your own input.

It is also a good idea to take the time to understand what they want to be the end result and to never force your own agenda - regardless of whether you feel you, personally, would do it another way.

And don't forget the necessary talk about payment, how much, when invoices will be given and how and when payment is expected.

With all of these things in place it lends to a happy and easy working arrangement and you will probably find that, as the copy typist, along the way you will learn a lot about your client and their world, a positive by-product of the help you are giving them.

There are many people who benefit from the services of a copy typist for a variety of reasons: lack of access to a computer, not feeling confident with using a computer, partial or lack of vision, restricted use of hands, lack of time, a need for editing services that can be provided also.

If you think you or your business could benefit from the services of a professional copy typist, please do get in touch with me.

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