

# Contents

<b>Dedication</b> .....	ii
<b>Acknowledgments</b> .....	iii
<b>A word on copyright</b> .....	v
<b>Chapter 1. My goal and approach</b> .....	1
<b>Chapter 2. Advantages of onscreen editing</b> .....	6
Minimize errors when incorporating edits.....	6
Reduce revision time .....	7
Edit faster and more consistently .....	8
But some things remain the same .....	9
<b>Chapter 3. Writing and editing are <i>human</i> endeavors</b> .....	11
A standard process .....	14
Determining your pay rate .....	15
Initial negotiations .....	21
Contracts are <i>not</i> optional.....	23
Initial edits .....	26
Saved work and backups .....	27
The final edit .....	29
Follow-up .....	30
Archiving .....	31
Communication and file-exchange issues .....	32
Communication.....	33
Security and confidentiality.....	38
E-mail alternatives.....	43

<b>Chapter 4. Personalizing how your software works</b> .....	48
Overall behavior of your computer .....	49
Keyboard and mouse settings.....	50
Mouse control panel.....	52
Display settings .....	52
“Hardware” settings .....	55
Behavior of your word processor .....	56
General settings .....	58
Typing settings.....	60
General screen (display) settings .....	62
Predefined screen (view) modes .....	66
Working with windows .....	70
Save settings.....	79
Spelling and grammar settings .....	81
Print settings .....	83
“Track changes” settings .....	84
User information settings .....	88
Compatibility settings .....	89
File location settings .....	92
Toolbars and keyboard shortcuts.....	93

(continued)

<b>Chapter 4 (concluded)</b>	
A primer on styles and templates .....	104
Styles.....	105
Preserving manually applied formatting .....	108
Templates .....	109
Loading documents and templates automatically .....	113
<b>Chapter 5. Moving around the document and selecting text.....</b>	115
Small jumps.....	116
Bigger jumps .....	117
<i>Really</i> big jumps .....	121
Experiment!.....	123
Selecting text.....	124
Selecting with the keyboard.....	124
Selecting with the mouse .....	125
Selecting in Outline view.....	128
Undoing a selection .....	129
Selecting noncontiguous text.....	129
“Spiking” text in Word .....	131
<b>Chapter 6. Using revision tracking .....</b>	133
Enabling and disabling revision tracking .....	136
Overview of the screen display .....	139
Taking full advantage of the screen display .....	143
Useful keyboard shortcuts .....	144
Solving typical display problems .....	145
Using the highlighter marker .....	148
Modifying how you see revisions.....	150
Reviewing Pane .....	152
Balloons .....	154
Combining balloons with the Reviewing Pane..	157
Enlarging text in the Reviewing Pane and balloons.....	158
Comparing documents in Word .....	160
Accepting or rejecting changes .....	163
One change at a time .....	164
Implementing many changes efficiently .....	166
Final quality control .....	168
Dealing with multiple reviewers.....	169
Collaborative editing of documents.....	171
Revision tracking if you’re not using Word.....	174
<b>Chapter 7. Inserting and deleting text.....</b>	176
Insertions and deletions.....	178
A brief digression about efficiency.....	184
Comments and questions .....	186
Is a comment truly necessary? .....	188
Effective comments and questions.....	194
Working with Word’s comments.....	197
Inserting and removing comments .....	201
Printing comments .....	204
Cleaning up.....	204

<b>Chapter 8. Using the search tools (find and replace) to improve consistency</b>	206
Searching for variations on a theme	208
A brief word on distractions and “getting lost”	219
Options for refining your search	222
Matching patterns	223
Finding special characters	226
Replacing text one instance at a time	231
Global search and replace operations	237
Advanced find and replace operations	243
Find and replace options	244
Adding power to wildcards	246
Replacement options	250
<b>Chapter 9. Developing style sheets: a tool for consistency</b>	257
Style <i>guides</i> versus style <i>sheets</i>	258
Kinds of consistency	263
Spelling (including hyphenation)	264
Use of synonyms	264
Verb tenses, voice, and points of view	265
Implicit references	265
Explicit references	265
Definitions	265
Shortcuts	266
Formatting	266
Sequences	267
Numbers	267
Learning to be consistent	267
Components of a style sheet	268
Identify yourself and the project	268
List the standard references you followed	270
List your decisions	271
Using a style sheet	279
Clean it up before the client sees it	283
Going beyond style sheets	284
Memory aids and other tricks	284
Consistency through concordances	285
<b>Chapter 10. Using spelling and grammar checkers</b>	293
Defining languages	296
Using the spellchecker	301
Special dictionaries	305
Custom or personal dictionaries	306
Exclusion dictionaries	312
Third-party dictionaries	319
Spelling surprises	320
Grammar checkers	321

(continued)

<b>Chapter 11. Automating your edits .....</b>	325	
Using macros effectively.....	327	
Creating macros .....	329	
Making Word macros accessible in other documents .....	332	
Running macros automatically.....	334	
Editing macros.....	335	
Typical macros .....	343	
“Automatic text” features .....	347	
Why automate the simple things?.....	348	
Automatic formatting and text insertion .....	349	
Build your own automatic text features.....	358	
Back up your hard work.....	359	
More efficiency tips .....	362	
<b>Chapter 12. Editing in special situations... </b>	363	
Edit twice, publish once .....	364	
Sometimes light editing is possible .....	368	
Many file types, one approach .....	372	
Simple markup languages: Web pages and HTML .....	378	
Save the file on your hard disk.....	380	
Save the file in your word processor’s native file format .....	381	
Edit the file’s contents, <i>not</i> its tags.....	382	
Edit the content .....	385	
Make the tags reappear .....	386	
Review and reimport the file .....	386	
More complex markup languages: XML and SGML .....	388	
Editing desktop publishing files.....	393	
Databases and spreadsheets .....	400	
Editing databases.....	403	
Editing spreadsheets .....	412	
Substantive editing of databases and spreadsheets .	418	
Font problems: dealing with special characters....	424	
<b>Chapter 13. Coping when revision tracking isn’t available .....</b>	431	
Incompatibilities abound .....	434	
Editing text when revision tracking isn’t available	437	
Inserting and deleting text.....	442	
Inserting comments .....	449	
When all else fails.....	451	
Editing graphics .....	452	
Editing multimedia andvideo.....	461	
<b>Chapter 14. Using the Internet to improve your editing.....</b>	463	
A word on credibility.....	463	

(continued)

## **Chapter 14 (concluded)**

Investigate word usage .....	467
Dictionaries .....	467
Web searches .....	468
Constraining your search.....	470
Unconstrained searches.....	472
Understand before you query the author.....	473
Consult online reference material .....	475
Specialized reference material.....	477
Consult online style and grammar guides.....	481
The world's biggest library.....	483
<b>Chapter 15. Developing safeguards .....</b>	486
Keep copies of many versions of the file .....	488
Back up your work .....	489
Obtain a backup computer .....	490
Update your software, but not too frequently .....	492
Keep confidential information confidential .....	495
Protect yourself too.....	497
<b>Chapter 16. Solving the proofreading problem .....</b>	499
A bit about production processes .....	501
When proofreading resembles light copyediting ...	506
Taking advantage of your word processor's tools .....	508

(continued)

Trick your eyes into spotting typos .....	512
Proofreader's marks in Acrobat.....	512
Comparing the page layout with the last edited version .....	514
Replacing printer's proofs .....	520
Lack of gestalt .....	521
Low legibility .....	522
Inaccurate screen display.....	522
Incorrect color .....	522
Low ease of use .....	523
Errors in subsequent production steps .....	524
Font substitutions .....	524
Missing graphics .....	524
Not yet a perfect solution.....	525
Still not convinced?.....	525
Proofing online information.....	526
Hyperlinks .....	527
Button behavior .....	527
Consistency of the content .....	528
Visual consistency .....	528
Correctness .....	529
Graphics .....	529
Navigation aids .....	529
Fonts .....	530
Demand proof! .....	530

<b>Chapter 17. Overcoming resistance to onscreen editing: coping with the human factor</b> .....	531	Pick appropriate projects .....	578
Fears .....	532	Support the author and editor.....	580
Fear of change and of failure .....	532	Provide adequate time .....	581
Fear of transgressing the rules.....	534	Step 3. Solve anticipated problems .....	583
Fear for job or income security.....	536	Incompatibilities .....	591
Unfamiliarity with the available tools .....	543	Workflow.....	593
Not understanding what the software can do....	543	Fonts and special characters .....	595
Ignorance of the ability to customize the software.....	545	Ergonomics.....	598
Lack of practice with the software .....	547	Step 4. Watch for unanticipated problems.....	600
Prejudices and the status quo .....	549	Take steps to minimize incompatibilities.....	601
Organizational prejudices .....	549	Adopt an effective workflow .....	604
Personal prejudices .....	553	Phase in the new process gradually .....	605
Facilitating the dialogue .....	556	Create paper trails to spot problems.....	607
<b>Chapter 18: Putting the theory to work: a four-step implementation process</b> .....	559	Provide ongoing support.....	608
Step 1. Get permission to try .....	560	Ensure that communication happens .....	609
Demonstrate the benefits.....	562	Relax a little! .....	610
Eliminate or minimize bad consequences .....	563	<b>Customized seminars and consulting</b> .....	612
Step 2. Develop a test case .....	570	<b>Appendix I. Developing a sound backup strategy</b> .....	613
Obtain good numbers .....	570	Elements of a backup strategy .....	613
Pick at least one suitable author–editor pair ....	576	Recovering the current version of your work .....	615
	(continued)	Automated backups .....	615
		Manual backups .....	616
		Recovering previous versions of your work .....	616
		(continued)	

## **Appendix I (concluded)**

Protecting yourself against viruses and other malware .....	618
Protecting yourself against theft and damage.....	621
<b>Appendix II: Protecting yourself from injury while using the computer .....</b>	<b>624</b>
Aches and pains .....	625
The seat of the problem.....	625
Layout of your work area .....	626
Mouse alternatives.....	627
Hand problems .....	628
Position your hands comfortably .....	629
Reinventing the keyboard.....	630
Rest your wrists? .....	632
Eye strain.....	632
Help your eyes focus .....	633
Crisp pixels, relaxed eyes .....	633
Stamp out flicker .....	635
Arrange for suitable lighting.....	636
Computers aren't "tear jerkers" .....	638
Solutions.....	638

## **Appendix III: Troubleshooting**

<b>Microsoft Word .....</b>	<b>641</b>
Damaged (corrupt) files .....	642
File format problems .....	643
Miscellaneous problems.....	644
Numbering problems.....	646
Spellcheck problems .....	646
Template problems .....	647
Temporary files.....	649
Software updates .....	649
Windows-only problems .....	650

## **Appendix IV: Word keyboard shortcuts**

**(plus selected shortcuts at the level of the operating system).....**

<b>Glossary.....</b>	<b>664</b>
<b>Bibliography .....</b>	<b>694</b>
<b>Helpful Internet resources .....</b>	<b>698</b>
<b>Index.....</b>	<b>699</b>
<b>About the author.....</b>	<b>722</b>