

# Contents

<b>Dedication</b> .....	ii
<b>Acknowledgments</b> .....	iii
<b>A word on copyright</b> .....	v
<b>Chapter 1. My goal and approach in this book</b> .....	2
<b>Chapter 2. Advantages of onscreen editing</b> ..	7
Minimize errors when incorporating edits.....	7
Reduce revision time.....	8
Edit faster and more consistently .....	9
But some things remain the same .....	10
<b>Chapter 3. Writing and editing are human endeavors</b> .....	12
A standard process .....	15
Determining your pay rate .....	16
Initial negotiations .....	22
Contracts are <i>not</i> optional.....	24
Initial edits.....	27
Saved work and backups .....	29
Maintenance.....	31
Follow-up .....	32
Archiving .....	33
Communication.....	34
Communication.....	35

(continued)

Chapter 3 (concluded)	
L <sup>^</sup> \nkbn'Zg] \hgβ] ^grZbn.....	40
E-mail alternatives.....	45
<b>Chapter 4. Personalizing how your software works</b> .....	52
Overall behavior of your computer .....	53
Keyboard and mouse settings.....	53
Display settings .....	57
“Hardware” settings .....	60
General behavior of your word processor .....	60
General settings .....	61
Display settings .....	63
Working with windows .....	64
General behavior of Microsoft Word.....	66
General settings .....	67
View settings .....	68
Edit settings .....	70
Print settings .....	72
Save settings.....	73
Spelling and grammar settings .....	74
Track changes settings .....	76
User information settings .....	79
Compatibility settings.....	81

(continued)

Chapter 4 (concluded)	
File location settings .....	84
Autocorrect and autoformat.....	85
Screen display .....	87
View modes .....	87
Other view options .....	91
Juggling windows .....	94
Toolbars and keyboard shortcuts .....	99
A primer on styles and templates .....	104
Styles.....	105
Templates .....	110
Features to avoid.....	114
Fast saves and versioning.....	115
Master documents .....	117
Recovering a damaged Word document.....	119
<b>Chapter 5. Moving around the document and selecting text</b> .....	123
Small jumps.....	125
Bigger jumps .....	125
<i>Really</i> big jumps .....	130
>qj ^kf ^gm.....	133
L^e\ng` rfm.....	133
Selecting with the keyboard.....	134
Selecting with the mouse .....	136

(continued)

Chapter 5 (concluded)	
Undoing a selection.....	139
L^e\ng` ghg\hgrh nhnl rfm.....	139
Óli lolg` Ôm^ng` P hkj .....	140
<b>Chapter 6. Using revision tracking</b> .....	143
Enabling and disabling revision tracking.....	145
Displaying or concealing changes .....	149
Accepting or rejecting changes .....	153
One change at a time .....	153
All at once.....	156
Multiple reviewers .....	159
<b>Chapter 7. Inserting and deleting text</b> .....	164
Insertions and deletions.....	166
: [ kb_ ] b k^llbg`Zl hnrî^ ß\b`g`r.....	172
Comments and questions.....	174
Is a comment necessary? .....	178
Effective comments and questions.....	184
Inserting and removing comments.....	186
Printing comments .....	192
Cleaning up.....	193
< aZi rk^1' Nlg` ia^1 ^Zka ihhd !ßg ` <b>and replace) to improve consistency</b> .....	194
Searching for variations on a theme .....	196
A brief word on distractions and “getting lost” ....	208

(continued)

Chapter 8 (concluded)	
Hi rnhgl`_hkk^Bglg` rhnkl^Zka .....	212
Matching patterns .....	213
Finding special characters .....	216
K^i eZlg` mping^lglnzg\^ZnZnf ^ .....	221
Global search and replace operations .....	224
Advanced search and replace operations .....	231
Find and replace options .....	232
Adding power to wildcards .....	235
Replacement options .....	240
<b>Chapter 9. Developing style sheets: a tool for consistency</b> .....	246
Style <i>guides</i> versus style <i>sheets</i> .....	<b>247</b>
Kinds of consistency .....	252
Spelling (including hyphenation) .....	252
Use of synonyms .....	253
Verb tenses, voice, and points of view .....	253
Implicit references .....	253
>qj ebnk^_k^g\^l .....	254
= ^Bghgl .....	254
Shortcuts .....	254
Formatting .....	255
Sequences .....	255
Numbers .....	255
Learning to be consistent .....	256

(continued)

Chapter 9 (concluded)	
Components of a style sheet .....	256
Identify yourself and the project .....	257
List the standard references that you followed ..	258
List your decisions .....	260
Using a style sheet .....	267
Clean it up before the client sees it .....	271
Going beyond style sheets .....	272
Memory aids and other tricks .....	272
Consistency through concordances .....	274
<b>Chapter 10. Using spelling and grammar checkers</b> .....	281
= ^Bglg` eZg` nZ ^l .....	283
Special dictionaries .....	289
Custom or personal dictionaries .....	290
>q\enbg] bnhgZbl .....	299
Third-party dictionaries .....	305
Spelling surprises .....	307
Grammar checkers .....	308
<b>Chapter 11. Automating your edits</b> .....	312
Using macros effectively .....	314
Creating macros .....	315
Editing macros .....	321
Typical macros .....	329

(continued)

Chapter 11 (concluded)	
Ó nrhf Zrh mqrô ^Zmk^l .....	333
Why automate the simple things?.....	334
: nrhf Zrh hkf Zmg` Zg] mqrngl^kthg.....	336
; nle rhnk'hpq`Znrhf Zrh mqrô ^Zmk^l.....	341
Back up your hard work.....	342
F hk^^_β\b'g\r rh l .....	345
<b>Chapter 12. Editing in special situations...</b>	346
Edit twice, publish once .....	348
Sometimes light editing is possible .....	351
F Zgr βe`mi ^l%hg^`Zi i khZa .....	356
Simple markup languages: Web pages and HTML .....	363
LZo^`ra^`βe`hg`rhk'aZk] ] bd.....	365
LZo^`ra^`βe`lg`rhk'phk] i kh\^llhkÖgZro^`	
βe`_hkf`Zm.....	366
>] bma^`βe`Ö\`hgrngm%not its tags.....	367
Edit the content .....	370
Make the tags reappear .....	371
K^ob'p`Zg] k^b i hkrma^`βe^` .....	371
F hk^`hf i e'q'f Zkni `Zg` nZ ^l3QF E`Zg]`	
SGML .....	373
>] bng` ] ^lch i i n[ d'alg` βe^l.....	379
	(continued)

Chapter 12 (concluded)	
Databases and spreadsheets .....	386
Editing databases.....	390
Editing spreadsheets .....	399
Substantive editing of databases and spreadsheets.....	406
Font problems: dealing with special characters.....	411
<b>Chapter 13. Coping when revision tracking isn't available</b> .....	421
Incompatibilities everywhere .....	424
>] bng` mqrpa^`g`k^ob'ng`rkZ'dg` b'gÖZozZ'e^`	428
Bgl^kthg` Zg] ] ^e'ng` mqr.....	433
Inserting comments .....	440
When all else fails... .....	442
Editing graphics .....	443
<b>Chapter 14. Using the Internet to improve your editing</b> .....	454
A word on credibility.....	454
Investigate word usage .....	458
Understand before you query the author.....	463
Consult online reference material.....	465
Consult online style guides.....	471
Ma^`phk'Ö[ b` ^l'nd'kZr .....	473

<b>Chapter 15. Developing safeguards</b> .....	475
G^o^kphkd'hg'ra^'hkb'lgZeBe^.....	477
Back up your work .....	478
Obtain a backup computer .....	479
Update your software, but not too frequently .....	481
D^i \hgβ] ^grZeig_hkf_Zrhg\hgβ] ^grZe.....	483
Protect yourself too .....	486
<b>Chapter 16. Solving the proofreading problem</b> .....	488
A bit about production processes .....	490
When proofreading resembles light copyediting ...	495
Comparing the laid-out document with the last edited version .....	501
K^i eZhg` i kgrkDi khhl .....	508
Lack of gestalt .....	509
Low legibility .....	509
Inaccurate screen display.....	510
Incorrect color .....	510
Low ease of use .....	511
Errors in subsequent production steps .....	511
Font substitutions .....	512
Missing graphics .....	512
Not yet a perfect solution.....	513
Still not convinced?.....	513

(continued)

Chapter 16 (concluded)	
I khβg` hgde^lg_hkf_Zrhg.....	514
Hyperlinks .....	515
Button behavior .....	515
Consistency of the content.....	516
Visual consistency .....	516
Correctness .....	516
Graphics .....	517
Navigation aids.....	517
Fonts .....	518
= ^f Zg] i khh_/.....	518
<b>Chapter 17. Overcoming resistance to onscreen editing: coping with the human factor</b> .....	519
Fears .....	520
Fear of change and of failure.....	520
Fear of transgressing the rules.....	521
Fear for job or income security.....	524
Unfamiliarity with the available tools .....	531
Not understanding what the software can do....	532
Ignorance of the ability to customize the software.....	533
Lack of practice with the software .....	535

(continued)

Chapter 17 (concluded)	
Prejudices and the status quo .....	537
Organizational prejudices .....	538
Personal prejudices .....	542
Facilitating the dialogue .....	545
<b>Chapter 18: Putting the theory to work: a four-step implementation process</b> .....	547
Step 1. Get permission to try .....	548
Eliminate or minimize bad consequences .....	551
Step 2. Develop a test case .....	558
Obtain good numbers .....	559
Pick at least one suitable author–editor pair .....	565
Pick appropriate projects .....	567
Support the author and editor .....	569
Provide adequate time .....	570
Step 3. Solve anticipated problems .....	572
Incompatibilities .....	580
Fonts and special characters .....	585
Ergonomics .....	590
Step 4. Watch for unanticipated problems .....	592
Take steps to minimize incompatibilities .....	593
.....	596
	(continued)

Chapter 18 (concluded)	
Phase in the new process gradually .....	597
Create paper trails to spot problems .....	599
Provide ongoing support .....	600
Ensure that communication happens .....	602
.....	602
<b>Customized seminars and consulting</b> .....	604
<b>Appendix I. Developing a sound backup strategy</b> .....	605
Elements of a backup strategy .....	605
Recovering the current version of your work .....	607
Automated backups .....	607
Manual backups .....	608
Recovering previous versions of your work .....	609
Protecting yourself against viruses and other malware .....	610
Protecting yourself against theft and damage .....	614
<b>Appendix II: Protecting yourself from injury while using the computer</b> .....	616
Aches and pains .....	617
The seat of the problem .....	617
Layout of your work area .....	618
Mouse alternatives .....	619
	(continued)

