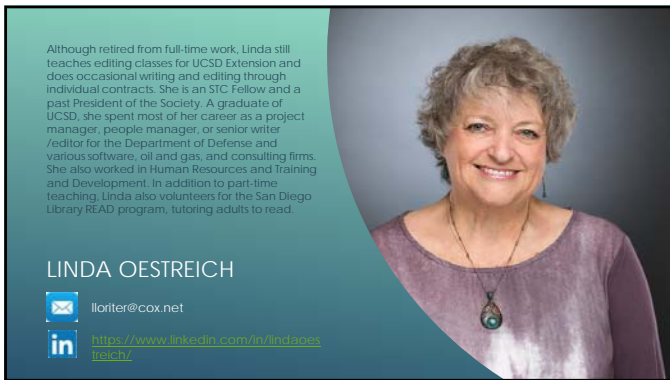
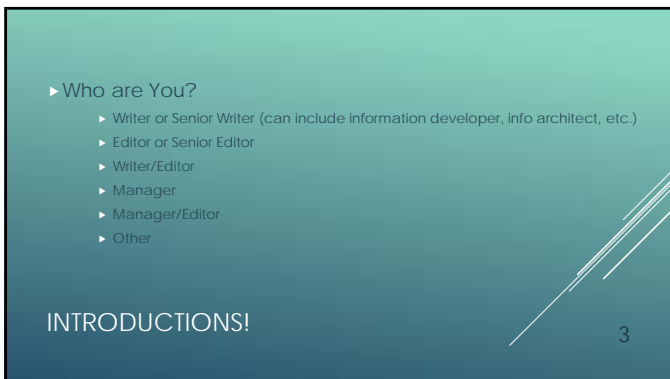




1



2



3

▶ Newsletter Article

- ▶ Take 2 minutes to review document
- ▶ Put doc aside and write steps you would take to do edit

INTRO EXERCISE

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- ▶ You already know how to edit.
- ▶ You know (or can figure out) how to set your own preferences and customizations in your software
- ▶ You are not in a workshop, but you can ask questions or make comments any time
- ▶ I use my own suggestions and have found them to help when I'm forced to edit on an accelerated schedule that is far too short to do a perfect job
- ▶ I am happy to connect with any of you after the presentation—just contact me through email or LinkedIn

TRACK NOTES AND ASSUMPTIONS

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- ▶ Be Prepared — Are you race-ready?
- ▶ Know Yourself and Your Tools — Run trials before you race
- ▶ Skim the Job — Review the track
- ▶ Set Priorities — Plan your strategy
- ▶ Set Processes and Tasks — Know what, when, and how to win
- ▶ Edit — Run the race with style
- ▶ Embrace Quality Control — Be bold, but be safe
- ▶ Know When to Stop — Finish a winner

TODAY'S RACE TOPICS

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- ▶ Checklists*
- ▶ Style guides
- ▶ Style sheets*
- ▶ Software (MS Word, Grammarly, Acrolinx)
- ▶ Customized tools
- ▶ Levels of edit*

BE PREPARED — ARE YOU RACE READY?

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Checklists

8

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Style sheets

9

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From M.F. Buehler and R. Van Buren of Jet Propulsion Lab in 1980. Classic system upon which all others have been developed. Nine types and five styles make up most anything we would ever do!

Type of Edit	Level of Edit				
	Level 1	Level 2	Level 3	Level 4	Level 5
Coordination	X	X	X	X	X
Policy	X	X	X	X	X
Integrity	X	X	X	X	
Screening	X	X	X	X	
Copy Clarification	X	X	X		
Format	X	X	X		
Mechanical	X	X			
Language	X	X			
Substantive	X				

Levels of edit

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- ▶ Foibles and gotchas
- ▶ Keyboard shortcuts and macros*
- ▶ Quick Access Toolbar*
- ▶ Proven process routines

KNOW YOURSELF AND YOUR TOOLS
— RUN TRIALS BEFORE YOU RACE

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Operation	Shortcut
Open Word Count Dialog box	Ctrl + Shift + G
Left align text	Ctrl + L
Format a letter to subscript	Ctrl + =
Format a letter to superscript	Ctrl + Shift + =
Insert an endnote	Ctrl + Alt + D

*Keyboard shortcuts**

*Thanks to K. Schrank: <https://www.lit-edits.com/coming-soon/word-editing-shortcuts/>.

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Default vs customized QAT.*

Quick Access Toolbar (QAT)

*Thanks to K. Schrank: <https://www.linkedin.com/company/bockweh-writing-services/>.

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- ▶ Review length and complexity
- ▶ Note organization cues
- ▶ Get feel for level of technical accuracy and readability
- ▶ Understand audience and purpose
- ▶ Online or on paper?

SKIM THE JOB — REVIEW THE TRACK

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- ▶ Apply the best level of edit and system for the job — how little can you do to make it acceptable?
- ▶ Note legal issues
- ▶ Based on previous step, determine what's needed for audience/purpose
- ▶ Know if it will be localized/translated

SET PRIORITIES — PLAN YOUR STRATEGY

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- ▶ Set process of what's most important to do first, second, third, etc.
 - ▶ Organization
 - ▶ Legal issues
 - ▶ Paragraph/headings
 - ▶ Sentence structure
 - ▶ Word level fixes
- ▶ OR edit for
 - ▶ Organization
 - ▶ Substance
 - ▶ Readability
 - ▶ Grammar/punctuation/usage
 - ▶ Final proof

SET PROCESS AND TASKS — KNOW WHAT, WHEN, AND HOW TO WIN

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- ▶ Use software to help—but only if you know it and trust it
- ▶ Keep to your list of priorities
- ▶ Review your tasks with checklists
- ▶ Search for words and phrases and reorganize with Navigation Pane*
- ▶ Use Find and Replace – Advanced to match case, check for spacing, etc. (wildcards can help!)*
- ▶ Embrace quality control

EDIT — RUN THE RACE WITH STYLE

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Navigation Pane

*Thanks to K. Schrank: <https://www.linkedin.com/company/linkwords/setting-word-to-work/>

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Search for many things: Highlights under format; special characters such as em or en dashes.

Find and Replace

*Thanks to K. Schrank: <https://www.linkedin.com/company/brandstorm-uk/finding-an-avoid/>

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Wildcard	What it Finds / What It Does
?	Any single character
[-]	Any single character in the specified range
<	The beginning of a word
>	The end of a word
()	Groups wildcards together
[!]	Any single character except those specified (ie, not)
{, }	Occurrences of the previous character
@	One or more of the previous character or expression before something else
*	Any string of characters

Wildcards help

*Thanks to K. Schrank: <https://www.linkedin.com/company/brandstorm-uk/finding-an-avoid/>

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- ▶ Ensure technical accuracy
- ▶ Follow appropriate style guide
- ▶ Be consistent
- ▶ Watch preferred terminology
- ▶ Pay attention to details

EMBRACE QUALITY CONTROL —BE BOLD, BUT BE SAFE


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- ▶ If we have time, let's complete the original exercise...
- ▶ Edit Newsletter document
 - ▶ 1 minute to revise plan (if needed)
 - ▶ 5 minutes to edit
- ▶ Discuss

EDIT EXERCISE

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KNOW WHEN TO STOP — FINISH A WINNER

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DISCUSSION/QUESTIONS

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RESOURCES 25

- ▶ Six Tips to Speed Up How You Edit Medical Documents, <https://intelligentediting.com/blog/six-tips-to-speed-up-how-you-edit-medical-documents/>
- ▶ Write Better Legal Documents with an Editing Checklist, <https://lawyeist.com/write-better-legal-documents-editing-checklist/>
- ▶ Using Checklists to Increase Consistency and Productivity in Communications Tasks, K. Shrank, <https://www.single-sourcing.com/events/checklists-increase-productivity/>
- ▶ *The Levels of Edit*, January 1980, R. Van Buren & M. F. Buehler, Jet Propulsion Laboratory, California
- ▶ The Ultimate Online Editing and Proofreading Checklist, P. Vaughan, <https://blog.hubspot.com/marketing/ultimate-editing-checklist>
- ▶ Expanding Your Toolbox to Make Yourself a More Productive Editor, K. Shrank, STC Webinar, July 2019, <https://www.stc.org/~/media/STC/PDF/STC%20Webinar%20July%202019.pdf>
- ▶ Word 2016 for Windows keyboard shortcuts, <https://support.office.com/articles-and-tutorials/keyboard/documents/574bec20Docs20Word%202016%20-%20%20Windows%20Keyboard%20Shortcuts.pdf>
