

CHAPTER 1 Enrichment Activity

Editing and the Writing Process

People write in order to communicate, but unlike spoken forms of communication, the audience is not in direct contact with the writer. There is no time for the audience to ask questions, hear the writer's inflection, or see the writer's hand movements. There is no time for the writer to sense confusion and to explain again.

One way to help with this situation is for a writer to get another person to review their writing. A fresh set of eyes and a different perspective can uncover errors or inconsistencies. It is easy to overlook your own errors and writers will frequently miss obvious mistakes. To help with the editing process, a standard set of proofreaders' marks have been developed to help edit documents. You can find examples of the most common marks in your textbook, in Appendix C on page 513.

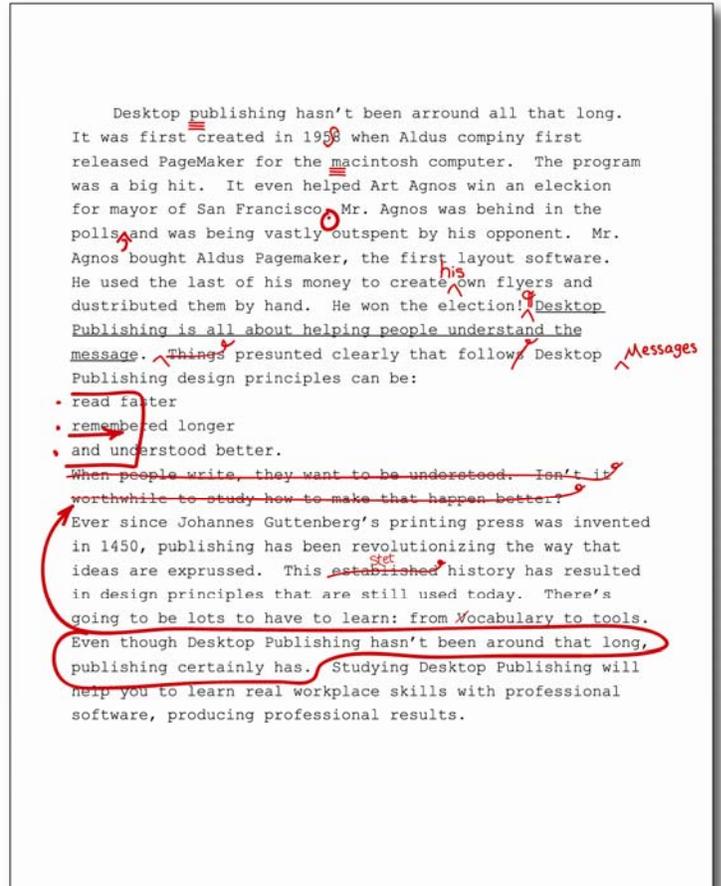
After a document is reviewed, the writer should consider the editor's concerns and revise the work to fix any problems. This should eliminate mistakes, make the tone consistent, and clarify content that might be confusing to the audience.

In this project, you will revise a student letter using the proofreaders' marks on page 513. See if your edits correspond to the final version of the document in the solution file.

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Step-by-Step

1. In Microsoft Word, open **Data File OLC-1** in Enrichment Activities>Chapter 1. Follow your teacher's instructions for saving your document.
2. Print a copy of document, and edit it using the proofreaders' marks on page 513 of your textbook.
3. Use your Word file to key the revisions to the document. Then, continue to make the changes in the following steps, if you have not already done so when you edited the document.
4. Remove the underlines from the text. Replace the underline style with italics to draw attention to important information.
5. Add bullets to the three-item list.
6. This file uses a monotype font: Courier New. Change the font to a proportional Oldstyle font like **Palatino Linotype** to help with readability.
7. Select all the text, and use **Format>Paragraph** to change the leading to **At Least 17 points**. Set the alignment to **Justify**.
8. Add a title: *The Importance of Desktop Publishing*. Set the title in a contrasting font.
9. Add a page border.



Use the illustration as an example of how to insert proofreader's marks.

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10. Add clip art, and set the text wrapping to *Tight*.
11. Use **Edit>Replace** to remove all the extra spaces after each period.
12. Run a spell check, and fix spelling errors as needed.
13. Check your edited document against the solution file provided by your teacher. See an example of the final document on the next page.
14. Follow your teacher's instructions for printing your work. Be sure that you have:
 - Performed editing changes as indicated.
 - Removed underlines from the text.
 - Added bullets to the list.
 - Added a properly formatted title.
 - Properly formatted the text font, leading and alignment.
 - Removed the extra spaces after each period.
 - Corrected spelling errors.
 - Added a page border.
 - Added relevant clip art.

The Importance of Desktop Publishing

Desktop Publishing hasn't been around all that long. It was first created in 1985 when Aldus company first released PageMaker for the Macintosh computer. The program was a big hit. It even helped Art Agnos win an election for mayor of San Francisco. Mr. Agnos was behind in the polls, and was being vastly outspent by his opponent. Mr. Agnos bought Aldus PageMaker, the first layout software. He used the last of his money to create his own flyers and distributed them by hand. He won the election!

Desktop Publishing is all about helping people understand the message. Messages presented clearly that follow Desktop Publishing design principles can be:

- read faster
- remembered longer
- and understood better.

Even though Desktop Publishing hasn't been around that long, publishing certainly has. Ever since Johannes Guttenberg's printing press was invented in 1450, publishing has been revolutionizing the way that ideas are expressed. This established history has resulted in design principles that are still used today. There's going to be lots to have to learn: from vocabulary to tools. Studying Desktop Publishing will help you to learn real workplace skills with professional software, producing professional results.

