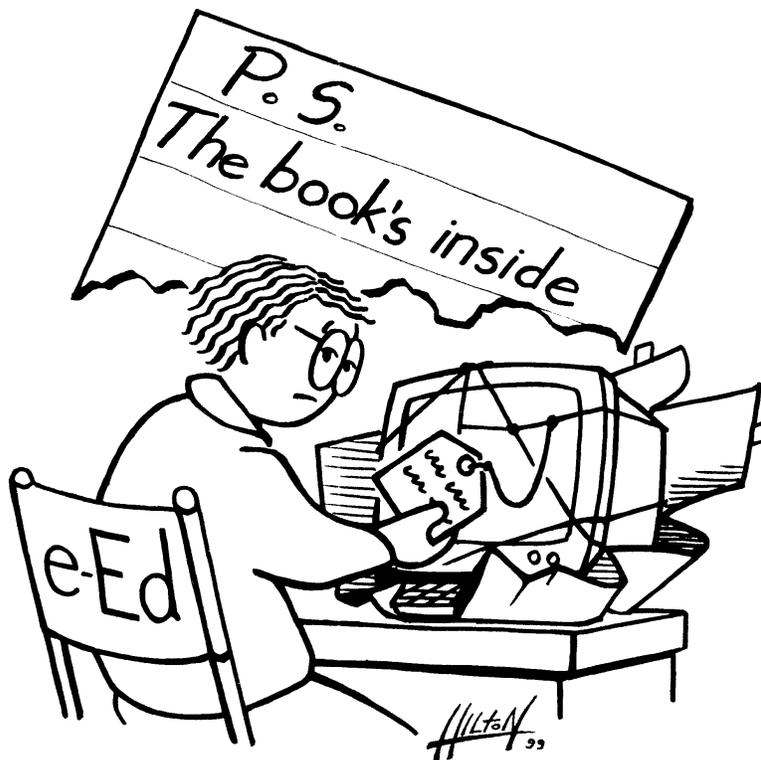


Electronic Editing

editing in the computer age

Jean Hollis Weber

A quick start guide for editing students, experienced editors, and anyone who needs to write or edit electronically.



How to:

- ◆ Define your role as an electronic editor
- ◆ Work online
- ◆ Work remotely
- ◆ Edit using
 - Microsoft Word
 - Lotus Word Pro
 - FrameMaker
 - Adobe Acrobat
- ◆ Manage e-mail when travelling
- ◆ Back up data and programs

Electronic Editing: editing in the computer age

Some editors are still marking changes on paper, with someone else typing the editor's markup into the file.

Managers, writers and editors are discovering, however, that having the editor type changes and questions directly into the file can be a lot more efficient—particularly when the writer and editor don't work in the same office.

This book is intended for students, writers and editors who are making the transition to working electronically, and for their managers and clients, as well as more experienced people who have to learn the essentials of a new word-processing or publishing program in a few hours.

You might be an employee editor or an independent. You might work in the same office as the writer and other members of the publishing group, or you might work in a different office in the same metropolitan area, or you might be located anywhere in the world, receiving and sending manuscripts over the Internet.

By providing some specific tool-use information, this book supplements other texts on editorial topics such as grammar, style and organization.

Although the examples in this book use Windows 95/98 software, the programs discussed (except for Lotus Word Pro) are also available for Apple Macintosh computers, with minor differences in the available features.

About the author

Jean Hollis Weber has a Master of Science degree in botany and 24 years of experience as a scientific and technical editor and writer in the fields of biology, mathematics, engineering, and computing. She has taught short courses in writing and editing and lectured to graduate and undergraduate level classes in writing and editing at several universities.

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Electronic copy:	Printed copy:
US \$10	US \$20
Australia \$15	Australia \$30
Canada \$15	Canada \$30
U.K. £6	U.K. £12

Level:
Beginner to
Intermediate