

Introduction to onscreen editing

This workshop takes you through the basics of onscreen editing, using Word 2007 or 2003. It covers the tasks and pitfalls that editors face in a digital environment and provides some tips that will save time and hair-tearing. Participants will edit documents using a five-step file management process.

The pros and cons of onscreen editing

- Time, money, multitasking and industry norms
- Word counting, searching, style sheets
- Grammar- and spell-checking

A five-step process for document handling

- Copy and store securely
- Remove unwanted formatting
- Format the document
- Edit using track changes
- Save and send

Working habits

- Virus protection, OH&S and digital housekeeping
- Security settings
- Defaults and options for Word

Styles and formatting

- Global changes, shifting text
- Manual formatting
- Setting styles

Using Track Changes

- Keeping track of versions
- Comments
- Views
- Rejecting and accepting

The future of electronic editing

- Here to stay?
- Macros and other tips to save time
- Trends

