

Editing

Use the checklists and procedures in this section to complete the following tasks:

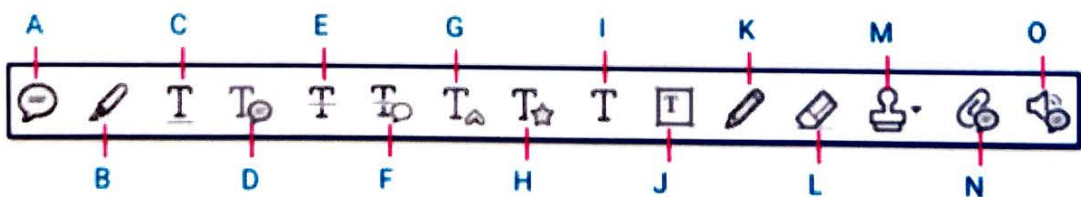
- Use Editing Tools
- Self-Edit
- Determine a Peer Review Cycle
- Give and Receive Editorial Feedback

Use Editing Tools	
	Use Adobe Reader and Microsoft Word editing tools to mark-up PDF and Word documents and browse editorial feedback.
	In Adobe Acrobat Reader DC, use the icons in the Annotations pane to indicate required corrections and changes in the PDF you are editing. An explanation of each of the features is provided in the <i>Quick Reference: Adobe Reader DC Annotations Pane</i> .
	Use the Microsoft Word Comments feature to make the peer editing and reviewing process easier. If more than one person reviews the same document, each reviewer's comments appear in a different colour. An explanation of how to use the Comments feature is provided in the procedure, <i>To Add Comments in Microsoft Word</i> .
	Use the Microsoft Word Track Changes feature to track any changes you make to a document while you are editing. An explanation of how to use the Track Changes feature is provided in the procedure, To Track Changes in Microsoft Word .

Quick Reference: Adobe Reader DC Annotations Pane

The following table provides an explanation of each of the features in the **Annotations** pane used in Adobe Acrobat Reader DC, 2015 Release:

Letter	Feature name	Explanation
A	Add sticky note	Add a pop-up note.
B	Highlight text	Make text look like it was marked with a highlighter pen.
C	Underline	Underline to denote emphasis.
D	Add text comment	Insert text directly into the document.
E	Strike through	Cross out the selected text.
F	Add note to replace text	Show where the text should be replaced (and provide a pop-up note to add text).
G	Insert text at cursor	Mark a spot where you can add text in a pop-up note.
H	Enable text correction keyboard shortcuts	Mark text for insertion, deletion, and replacement automatically.
I	Add text comment	Add a comment in plain text.
J	Add text box	Add a text box, where you can write a comment.
K	Draw free form	Use the pencil tool to draw free form text and images.
L	Erase drawing	Erase free form text and images.
M	Add stamp	Stamp the document with a graphic (for example, to show that the document is approved).
N	Attach file	Attach a file to the document for reference.
O	Record audio	Record audio commentary.



Procedure: To Add Comments in Microsoft Word

1. Click the part of the document where you want to add a comment.
2. On the **Review** tab, choose **New Comment**.
3. Type your comment directly in the comment box.

Procedure: To Track Changes in Microsoft Word

1. On the **Review** tab, choose **Track Changes**.

The **Track Changes** button is highlighted, indicating that the feature is on.

By default, Microsoft Office will track and display any changes you make, including insertions, deletions, restructuring, and formatting.

2. To incorporate changes tracked into the document, choose either **Accept** on a case-by-case basis or **Accept All Changes**.
3. To reject changes tracked, choose either **Reject** on a case-by-case basis or **Reject All Changes**.
4. To disable **Track Changes**, on the **Review** tab, choose **Track Changes**.

Disabling **Track Changes** does not eliminate the changes already tracked in your document.



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Self-Edit	
	Take a break from writing or complete an unrelated task before you begin self-editing. This helps you to get some distance from your draft and look at it with a fresh perspective. Use the following editing guidelines:
	Refer to your chosen style guide for style decisions.
	Use an editing checklist. A <i>Sample Editing Checklist</i> is provided below.
	To spot mistakes more easily, read aloud.
	Distinguish between personal taste and necessary changes.
	Use available spell check options.
	To focus on different aspects of editing, read through the content several times. Do not try to edit everything at once.
	When editing in hard copy, use a ruler to help you focus on each sentence.

Sample Editing Checklist

This is a sample checklist. When using a checklist, ensure that it adheres with your company style guide.

Section	Item(s) to Check	Comment
Spelling and typos	Recurring spelling errors and typos	Ensure the appropriate spelling is used throughout the content. For example, if you are supposed to use US spelling, do a check for 'ise', 'isation', and 'ising' to weed out UK versions of these words. Word's spellcheck should find these for you if the language of the document is set correctly.
Language and terminology checks	Latin abbreviations	Ensure that the full English equivalent of Latin abbreviations and terms are used to avoid misinterpretation. For example, instead of 'i.e.', use 'that is'.
	Acronyms and abbreviations	Ensure all acronyms and abbreviations are spelled out in their first use. For example, the first instance of the acronym EMC should appear as follows: electromagnetic compatibility (EMC).
Grammar and punctuation	Common pronoun errors	Keep in mind the differences between 'there', 'their', and 'they're'; 'your' and 'you're'; and so on.
	Subject-verb agreement	Check that the verb 'is' is used with singular nouns, and the verb 'are' is used with plural nouns.
	Appropriate use of tense	Check that present tense is used – a search for 'will' quickly shows instances of future tense that need to be changed. There may be rare instances when the future tense is required.
Conciseness, syntax, tone, and clarity	Sentence structure	Ensure that run-on and overly long sentences are not used.
	Repetition	Ensure that words, phrases, and content are not repeated unnecessarily.
	Clear language	Check for redundancies, jargon, 'management speak', slang, and colloquialisms that make the text difficult to understand.
	Active voice	Check that the active voice is used throughout the content. There may be instances when the passive voice is acceptable.

Section	Item(s) to Check	Comment
Consistency	Technical terminology	Ensure that one term is used to describe the same technical process or interface element throughout the content.
Content organisation checks	Introductions	Ensure that information, sections, lists, and tables are introduced appropriately to orient the reader.
	Headings	Ensure headings are clear and that content is split and chunked logically. Check for title casing.
	Table of contents	Check that the table of contents is accurate and up-to-date.
Captions in tables and graphics	Numbering	Check that the caption numbering increments correctly.
	Sentence case	Ensure that the captions are written in sentence case, for example, 'Table 1: Monthly average temperatures'.
	Precise values	Ensure that values are accurate.
Graphic checks	Focus of the graphic	Ensure that the focus of each graphic is on the appropriate information and cannot be misinterpreted.
	Centring	Check that all images in the document are centred, unless the client requests otherwise.
List checks	Ordered or unordered	Ensure bullet points are used in lists where order is not important, and numbers are used in lists where the order is essential.
	Full stops	Check that the use of full stops within lists is correct and consistent. Full stops should only be used if all list items are complete sentences.
	Structure	Ensure that all listed items are written using parallel structure.

Determine a Peer Review Cycle	
	<p>If your company does not have a peer review cycle in place, consider introducing one to accomplish the following document and organisational goals:</p> <ul style="list-style-type: none"> • Establish consistency across documents written by multiple authors. • Impose deadlines and keep work on track. • Offer mentoring and training opportunities. • Transfer knowledge.
	Work to a project plan for document development.
	<p>Determine the draft review cycle based on clear stages in the development of the content.</p> <p>Example: In a three-draft review cycle, document stages could be defined as 'Preliminary', 'Review Ready', and 'Near Final'.</p>
	Establish clear purposes and set clear expectations for each review stage.
	Improve the quality of review commentary.
	Use electronic tools.

Give and Receive Editorial Feedback

	To ensure your feedback is relevant, before you begin reviewing a colleague's draft, clarify his or her expectations.
	Review and edit as appropriate to the document's stage of development.
	When giving editorial feedback, ensure your meaning is clear and not open to misunderstanding.
	Be constructive in your feedback. Generalised criticism without support is not helpful.
	Ensure your feedback is clear, constructive, and succinct.
	Leave personal preferences out of your editing. Feedback should be based on the standards of the project or company.
	Use electronic editing tools.
	If two or more people are providing feedback, consider colour-coding comments so that the author can follow-up on any queries with the appropriate editor.
	Be kind in your comments and sensitive to the amount of work it takes to create documentation.
	Do not use a red pen or red highlights when editing. The colour red often has negative connotations, and others may interpret edits in red ink as reprimands.
	Convey your comments discreetly.
	If you have received feedback on your documentation, follow up with the reviewer if you have any queries on his or her comments. If something is unclear, do not guess at the meaning behind the comment.
	As the author, incorporate all appropriate edits and provide feedback to the reviewer.