Editing Project 1: Edit Yourself

1. Select a paper you completed last semester/recently. You want to find at least five pages of your writing. Ideally this will be non-fiction, but I am open to you working on your fiction if that's your thing.

2. I suggest you use a program like Pages (Mac), Word (Microsoft), or Libre Office (open source and free, for either Mac or PC) – a program that is installed on your computer. As a student you can get a free copy of Microsoft Office here (select "download Office for free"). This can be done in Google Docs, but it will be harder to share with me when you are finished.

3. Following *The Copyeditor's Handbook*'s definition (see chart on page 16 and description in the text), perform a medium copyedit. Follow The Chicago Manual of Style – this is the style guide *The Copyeditor's Handbook* is based on, so you should be safe if you use the book as your reference. (CMOS joke.)

4. You may print out your paper and copyedit that way, or you may do all your work on computer.

5. Some advice:
11 Tips for Editing Your Own Writing
How To Edit Your Own Writing

6. Turn on your program's option to Track Changes:
   - How to turn on Track Changes in Pages
   - How to turn on Track Changes in Word
   - How to turn on Track Changes in Libre Office

Track Changes will show all the changes you make so I can see them.

7. Use the Comment feature in your chosen program to write a brief comment about each edit you make. (If you don't know how to do this, Google or use Duck-Duck-Go for instructions.) Since you are editing yourself you don't have to write queries to yourself, but I would like you to comment on why you made each change or revision. Keep track of the time it takes to complete your edit.

6. When you are finished, compose a brief reflection (one paragraph or so) on your editing process. Questions to answer include:

How long did the process take?
Did you work exclusively digitally, or did you print out the writing and work on paper first? Why?
What environment did you edit in (quiet, busy, public, solo, etc)?
How did your editing process differ from your writing process?

This is due September 12. Be sure the file you upload contains/displays your tracked changes and comments!