

# Handy Editing Resources



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THIS EDITION OF *The Essentials* features some of my favorite editing resources. I've amassed and updated this list over the years; I believe one of the first versions was shared in my "Cool Tools for Tech Writers"



This column is a quick reference guide exploring "essential" technical communication topics. Please send questions or comments to Nicky Bleiel at [nickyb@componentone.com](mailto:nickyb@componentone.com). Follow her on Twitter: [@nickybleiel](https://twitter.com/nickybleiel).

talk at the 2007 STC Summit in Minneapolis. Now I use it in my tech writing classes. This isn't the entire list—and I'm sure you have a few favorites of your own that aren't here—but I think you'll find something useful to add to your toolkit. Please add your own favorites to the list at *Intercom Online* (<http://intercom.stc.org/>).

## Proofing

- ▶ **Merriam Webster's Concise Chart of Proofreaders' Marks:** [www.merriam-webster.com/mw/table/proofrea.htm](http://www.merriam-webster.com/mw/table/proofrea.htm)

## Reference

- ▶ **Gregg Reference Manual by William A. Sabin, 11th edition (2010):** [www.mhhe.com/business/buscom/gregg/](http://www.mhhe.com/business/buscom/gregg/)
- ▶ **New Oxford Dictionary for Writers and Editors by R. M. Ritter (2005):** [www.oup.com/us/catalog/general/subject/Reference/EnglishUsage/Guides/~-/dmlldz11c2EmY2k9OTc4MDE5ODYxMDQwMw==](http://www.oup.com/us/catalog/general/subject/Reference/EnglishUsage/Guides/~-/dmlldz11c2EmY2k9OTc4MDE5ODYxMDQwMw==)
- ▶ **Microsoft Manual of Style for Technical Publications, 4th edition (2012):** <http://shop.oreilly.com/product/0790145305770.do>
- ▶ **Yahoo! Style Guide for Writing, Editing, & Creating Content in the Digital World:** <http://styleguide.yahoo.com/>

- ▶ **Webopedia online dictionary of computer and Internet technology terminology:** [www.webopedia.com/](http://www.webopedia.com/)

## Guides

- ▶ **On Writing Well: The Classic Guide to Writing Nonfiction by William Zinsser, 30th Anniversary Edition (2006):** [www.harpercollins.com/browseinside/index.aspx?isbn13=9780060891541](http://www.harpercollins.com/browseinside/index.aspx?isbn13=9780060891541)
- ▶ **The Elements of Style by William Strunk and E. B. White, 50th Anniversary Edition (2008):** [www.amazon.com/Elements-Style-50th-Anniversary/dp/0205632645](http://www.amazon.com/Elements-Style-50th-Anniversary/dp/0205632645)

## Layout

- ▶ **Duck Island Greeking Machine (includes seven types of Lorem Ipsum):** [www.duckisland.com/greekmachine.asp](http://www.duckisland.com/greekmachine.asp)

## Document Preparation

- ▶ **In Microsoft Word 2010 and earlier, use the "Document Inspector" to remove document metadata (comments, revisions, document properties, and more):** File > Info > Check for Issues > Inspect Document

## Fun and Useful

All from The Oatmeal, who knows editing...

- ▶ **How to Use an Apostrophe:** <http://theoatmeal.com/comics/apostrophe>
- ▶ **When to Use "i.e." in a Sentence:** <http://theoatmeal.com/comics/ie>
- ▶ **How to Use a Semicolon:** <http://theoatmeal.com/comics/semicolon>
- ▶ **Ten Words You Need to Stop Misspelling:** <http://theoatmeal.com/comics/misspelling> 

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