



## Society for Editors and Proofreaders

### On-screen Editing Courses (OSE)

#### What is covered in On-screen Editing 1?

The course has five modules, giving a wide range of techniques and tips:

*Getting started* – what to look out for in an on-screen job; and how to assess hard copy so that you can begin planning your global searches (Find & Replace), macros etc.

*Macros* – the benefits; running and recording your own. This module will change your (editing) life! Macros are as important to efficient on-screen editing as Find & Replace operations, and not as difficult to create and use as you might think.

*Find & Replace* – using Find as an editing tool; combining with Replace to do more complex global searches including stepped searches; pitfalls of Find & Replace; and making the most of Replace All.

*Efficient Editing* – understanding templates and styles (creating, modifying, using to make editing more effective); lots of shortcut keys; problems and solutions in table editing; track changes, including tips to make this feature behave better.

*Styles and codes* – the principles behind codes; an explanation of (but not tuition in) SGML, HTML and XML; how styles and codes are interchangeable; the future of codes; questions to ask typesetters/clients.

**Throughout both courses, we emphasise how files can be prepared for trouble-free import into publishing programs such as**

**Quark or InDesign.**

## What is covered in On-screen Editing 2?

In OSE2, we build on and practise techniques learnt in OSE1. A simulated project enables the delegate to assess a new job, and decide what solutions may be used to tackle the various problems. Delegates will learn to link files in a master document, assess and run a clean-up macro, apply 'client's' styles, solve problems using more advanced Find & Replace, including pattern matching (wildcards), create and edit two macros, edit a table and prepare a report for the typesetter.

## I'm quite experienced. Should I do OSE1 or OSE2?

We advise people who are not sure whether to come on OSE2 to do OSE1 first because, even if you have been editing on-screen for some years, there will be gaps in your knowledge.

## Which version of Word is used?

All the venues (in London, Edinburgh, Glasgow, York and Bristol) use Word 2003. However, for the purposes of this course, Word versions are very similar and the handouts note any differences, so if your version is different, it won't affect your ability to apply the techniques on your own machine.

## What about Mac users?

All the venues use PCs but Word on a Mac is almost identical to Word on a PC and we have not come across anyone who has had problems transferring their new skills to their Mac. Shortcut keys in the handouts are listed for both PCs and Macs. Our Glasgow/Edinburgh tutor, who co-authored the course, is an experienced Mac user.

## Where can I get more information?

Send enquiries to the SfEP administrator at [trainingenquiries@sfep.org.uk](mailto:trainingenquiries@sfep.org.uk) or telephone 020 8785 5617. Information about dates, fees, in-house training etc. can also be found by clicking on the Training link on the society's website, [www.sfep.org.uk](http://www.sfep.org.uk)