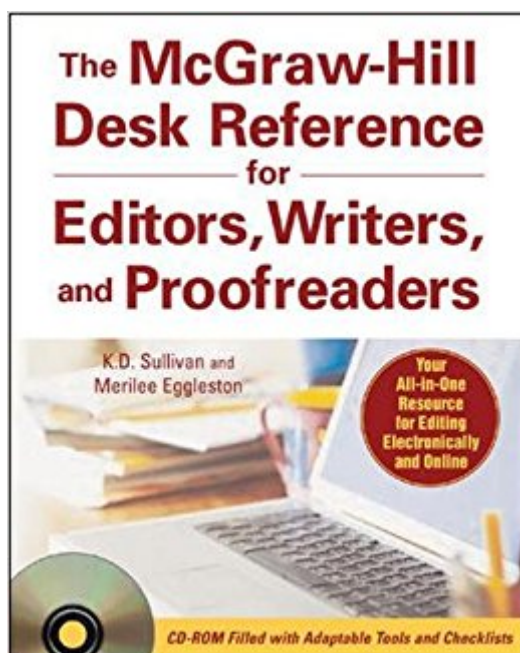


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# The McGraw-Hill Desk Reference For Editors, Writers, And Proofreaders (with CD-ROM)



## Synopsis

Packed with customizable editing tools--this practical, up-to-date reference includes the latest on writing and editing online The McGraw-Hill Desk Reference for Editors, Writers, and Proofreaders is an indispensable resource for writers, editors, proofreaders, and virtually everyone responsible for crafting clear, polished writing. Ideal for professionals and novices alike, it guides you through the entire proofreading and editing process and features a CD-ROM with more than 25 interactive tools and checklists. This all-in-one package offers style sheet templates, a list of editor's symbols, comprehensive editing and proofreading checklists, and guides to commonly misspelled and confused words. It also presents advice on electronically editing and proofreading for the Web.

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More essential than a red pencil, this is the one tool you can't go without Whether you're a manager, an administrative assistant, a student, or a webmaster, at some point on the job you'll also need to become editor, writer, and proofreader. And no matter what you read or write--business reports, term papers, even the simplest e-mail memos--it has to be free of errors before it leaves your hands. With this all-in-one guide at your side, you can be sure that every sentence is written the right way. For crafting perfect documents, this essential reference shows you how to: Edit and proofread Web pages and PowerPoint presentations Use PDF and Microsoft Word technology to streamline editing Make proofreader's marks Understand proper punctuation Identify and correct commonly misspelled words Keep your style consistent Use formatting and fonts with finesse The

CD-ROM has even more tools to tweak your writing! \* Starter Style Sheet \* 12 Tips for Compelling Writing \* Words Most Often Misspelled \* Complete Editorial Checklist \* Editing PDFs--a Quick Reference \* Checklist for Web Editing \* Proofreading/Editing Test \* Expanded/Professional Style Sheet Template \* and more!

K.D. Sullivan is an internationally recognized authority on proofreading. Founder and CEO of Creative Solutions Editorial, a national proofreading and editorial agency, she is also the coauthor of the recently published book *The Gremlins of Grammar*. Merilee Eggleston has more than twenty years' experience as an editor, writer, and proofreader. She has edited more than 100 books, written advertising copy and materials for online education, and is the coauthor of *The Pocket Idiot's Guide to Spanish for Health Care Professionals*.

If you are looking for practical, easy to find editing guidelines, this reference is a great tool. It helps you understand the layers of edits and the different stages. It has helped me in client work and freelancing. I can't say that I've used the software, but it is handy to have that additional tool.

In my opinion, the McGraw-Hill Desk Reference for Editors, Writers, and Proofreaders is the book every writer would probably want and every self-publishing author can't live without. The disk has editable/printable Style Sheets, Editorial Check-Off Lists, PDF Quick Reference, Web Editing, and much more. This has been one of the best investments I have ever made for my reference book collection and for my writing career. If you are serious about becoming a serious writer then I highly recommend this book. LM Fields Author & Artist for the Dark Seeds Series

Excellent book.

Exactly as described and shipping time was great.

Very pleased with this book

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It's a good book for the novice writer, proofreader, editor. I found the Internet information very helpful although Yahoo!'s style guide goes a bit deeper of course.

This is a GREAT book. There is so much information in here I didn't know where to start. The CDROM also has some really good templates and resources. I'm happy.

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