




CORRECT AT 22 December 2011

Workshop Title	Editing On Screen: For the Keen, Green and In-Between
Description	<p>Are you facing increased pressure to edit manuscripts on screen and supply a final Word document to the typesetters, yet feel that you don't have the necessary skills to do so confidently?</p> <p>Are you using tracked changes fairly routinely but suspect you are not using best practice, in aspects such as paragraph styling, protecting Word documents and dealing with authors' responses?</p> <p>Are you already quite proficient in editing on screen and wonder what macros, shortcuts and other technologies might be available to streamline the editorial process, from raw manuscript through to final proofs?</p> <p>This workshop has been designed to address the issues that many editors – at various levels of on-screen proficiency – are encountering in exchanging the pen for the keyboard. Run by an enthusiastic on-screen editor with over ten years' experience in legal and trade publishing, currently working in-house for Random House Australia, this one-day course will help you to make the most of the technology and to instruct almost all types of authors on how to do the same.</p> <p>You will be taken through a recent title that has been edited on screen and given the opportunity to try out the techniques for yourself. Questions will be welcome throughout, and many handy tips and macros will be thrown in, to make the technical aspects of your job as hassle-free and enjoyable as possible.</p>
Cities and Dates Start and finish times	Sydney: Thursday 22 March 2012 9.30 a.m.–5.30 p.m. Melbourne: Tuesday 27 March 2012 9.30 a.m.–5.30 p.m.
Content will include	<p>Topic areas will include:</p> <ul style="list-style-type: none">• Preparing a Word document for editing (templates, global changes, using wildcards, macros and paragraph styles)• Using tracked changes for editing (to track or not to track, flagging moved text and preserving changes in moved text, using comments for queries and praise, options such as colour and style)• Sending and retrieving a tracked-changes manuscript from an author (locking the document, instructing the author, sending a manuscript out in chunks, if necessary, reviewing, accepting and understanding the author's changes)• Other technologies (Adobe shared review, eBook production) and Q&A
Who should attend?	Any editor who is at least reasonably familiar with Word and interested in editing on screen, from the beginner to the fairly proficient.
Presenter	 <p>Kevin O'Brien is a senior editor at Random House Australia with ten years' editorial experience (four years in legal publishing and six years in trade publishing). He cut his electronic teeth at Butterworths Publishers (now LexisNexis), in London, where they have been single-sourcing and editing on-screen for many years in order to produce a variety of products – printed books, CD-ROMs and online editions – from the one final file. (All their editors now work solely in XML.)</p>

	When he made the transition to trade publishing – starting out at Mainstream Publishing in Edinburgh – he was surprised at how traditional their working methods still were, although he said nothing at first, grateful and relieved to be no longer working on tax and accountancy titles. Since then, he has been keen to help people to make the switch from paper to screen wherever desirable, as well as developing and expanding his own knowledge of editing on screen and other publishing technologies. Kevin is a REP Alumni.
Requirement for the day	Attendees are encouraged to bring their own PC laptop if they have a copy of Word. Please indicate whether you will bring a laptop or not on your registration form.
Investment	\$395 APA members \$485 Non-members
Venues To be confirmed nearer the date	SYDNEY: Adina on Crown, 359 Crown Street, Surry Hills, Sydney, NSW 2010 Tel: 02 8302 1000 MELBOURNE: Seasons Botanic Gardens, 348 St Kilda Road, Melbourne, VIC 3004 Tel: 03 9685 3000
Catering	Morning and afternoon refreshments and a light lunch are included.
Further information	Please contact: Dee Read, Industry Professional Development & Training Manager, APA Office: 02 9281 9788 Mobile: 0424 603 251 e: dee.read@publishers.asn.au
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