

Software workshops (Saturday 2.00–4.00)

FRedit: scripted find and replace – an editor's biggest timesaver

Paul Beverley

FRedit helps you to clear up nitty-gritty errors and inconsistencies from your text before you do the main read-through. This then allows you to concentrate on the meaning and flow of the text. In this session, the conceptual background of this powerful macro will be explained. You will learn from scratch how to use FRedit, and training will be given in the specific techniques needed. Then there will be time for you to work (alone or in pairs) on an example text which you bring with you. When you come unstuck, individual guidance will be given, to enable you to learn as much as possible in the time available.

Laptops recommended. If you don't have a laptop you can bring, it may be possible for you to work alongside someone who has. If you bring your laptop, please install FRedit prior to the session or, better still, the Proofreading Pack (which includes FRedit). You can download these from <http://www.archivepub.co.uk/macros.html>; both include full installation instructions as part of the package.

Participants should also bring on their laptop a sample raw manuscript (i.e. as received from the author) from a job completed in the past, preferably book-length, plus the style sheet used for it, for their personal use during the session.

Questions in advance

If you have any specific questions that you would like answered in the session, please email them to paul@archivepub.co.uk.

Using Google Docs

Kathryn Evatt

Google Docs is an online word processor that allows you to collaborate with other people in real time. In this interactive workshop, we will explore the features of Google Docs, including:

- How to set up a collaborative session using a live example of a book
- Walking through different sharing options and levels of access
- Formatting and layout features compare to those of Microsoft Word, including advanced features
- Exploring different editing modes
- Setting 'preferences' to make editing easier
- Creating a document from scratch using layout features
- New features of Google Docs: Voice commands and speech recognition

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During the session, participants will be given the opportunity to have a go at editing a shared file with others, in order to put into practice what they have learned.

Laptops required. Please ensure you have an account with The Cloud so you can access the internet. If you have an existing account with The Cloud, you can use your own login details. If you haven't used The Cloud before, go to <https://service.thecloud.net/service-platform/login/registration/> to create an account. (This is a simple process, taking only a minute or two.)

Questions in advance

Please email any questions to kevatt123@googlemail.com. Kathryn may not be able to accommodate all requests, but will endeavour to incorporate the salient themes into the training session.