

## Worksheet 6: More on Punctuation

**Corresponding Readings:** Chapter 4 (pages 89-92; 106-110) and Chapter 5 (137-143) in *The Copyeditor's Handbook*

**Key Concepts:** Interrupters; Em Dashes; En Dashes; Open Compounds; Hyphenated Compounds; Solid Compounds

### Assignment:

#### Part 1:

1. Locate the passage from Chimamanda Ngozi Adichie's *Americanah* on our course schedule. Open up the document and save it so that it is clearly identifiable: i.e. *Americanah\_Fry\_Edits*
2. Once you save the document, follow these directions to turn on and use track changes:
  - a. **Turn on Track Changes.**
  - b. **Assign a Color to Your Own Track Changes.** To assign a specific color, click the Review tab. Then under Show Markup, select Preferences in the dropdown menu. In the Markup section, change all of the Color boxes to one specific color (you'll have to change all four Color boxes as well as the Comments box to your specified color).
  - c. **Change the User Identification.** You might need to change the "User Identification" of your track changes, especially if you are not using a personal computer. On the Review tab, in the Tracking group, click the arrow next to Track Changes, and then click Change User Name (you may not be able to change this feature with a Mac).
3. Using *The Copyeditor's Handbook* as a style guide, edit the document for correct use of interrupters, dashes, and compounds.
4. Find at least two things to query in the document. This is a no-fault exercise; just find something that you can comment on and place the comment in a balloon. Here are directions for adding queries in track changes (make sure you are still working in the Review tab):
  - a. **Highlight.** Highlight the word, phrase, or comment you want to query.
  - b. **Select "New" Comment.** Once you select New in the Comment area, a balloon should appear on the right side of your screen.
  - c. **Type Your Query in the Balloon.**
5. Email the document to your class partner by midnight on Sunday, February 5<sup>th</sup>. Please copy me ([bryanfry@wsu.edu](mailto:bryanfry@wsu.edu)) to the email for credit.

**TURN OVER**

## **Part 2:**

6. You should receive an edited document from your partner by midnight on Sunday, February 5<sup>th</sup>. Open up the document and make sure Track Changes is on so that all the markings appear on your screen.

7. Save the document so that it is clearly identifiable: Fry\_Americanah\_Secondedits

8. In the Review tab, select Review Pane under Changes. This allows you to review a summary of the changes in the document. Please record the number of insertions and deletions in a separate area.

9. In the Review tab, select the Show Markup dropdown menu. Un-check Comments so comments are not viewable on your screen (you will still be able to see the insertions and deletions).

10. In the Review tab, select Accept in the Changes area. This will highlight the first marking in the document. Go through each change, one by one, and accept or reject the edit.

11. When you are finished, turn the Comments back on so they are viewable on your screen.

12. Add a comment somewhere near the beginning of the document. In the comment, record the original number of insertions and deletions from step 6. Make sure that your balloon shows up as a different color so it is distinguished from the previous reviewers comments.

13. Make sure to save all your edits and email the document to [bryanfry@wsu.edu](mailto:bryanfry@wsu.edu) by midnight on Tuesday, February 7<sup>th</sup> for credit.