

## Chapter 14 Comprehensive Editing: Definition and Process

3. The definition of open heart surgery on pages 249–250 is prepared for patients and their families. It is intended to answer a frequent question in a way that permits patients to study and ponder the answer. It may save the surgeon time, and it may answer questions that patients neglect to ask during consultation. The definition is printed on an 8 1/2 x 11-inch page and folded in half for a two-page look.

Analyze the document's readers and possible uses in more depth, evaluate the document, and establish editing objectives for content, organization, style, visual design, and possible use of illustrations. Do not edit. As you analyze, focus on readers and the document rather than on the writer. Use "readers" and "documents" rather than "the writer" as the subjects of your analytical statements. Try to anticipate what questions the readers may ask and the ways in which they will use the brochure.

If your instructor directs you to, write a letter to the writer proposing the editorial emendations. Indicate the concept of the emendations you propose, and request the writer's response and suggestions.

Locate a brief document or section of a document that may benefit from comprehensive editing. This document could be a letter, short instructions, flyer, brochure, announcement, or chapter from a text. Assume that you have been assigned to edit the document. Using the procedure for comprehensive editing described in this chapter, analyze, evaluate, and set objectives for editing your document. If your instructor requests, bring the document to class and share your analysis, evaluation, and objectives with the class orally.

Referring to Chapter 6, discuss ways in which editing with the computer might facilitate or limit comprehensive editing.