

## Chapter 4 Copymarking: Hard Copy

3. Mark the words in the first column so that they will be printed like the words in the second column.

developement	development
interogation	interrogation
emphasis	<i>emphasis</i>
<i>italic</i>	italic
1/2	one-half
three	3
teh	the
ambivalance	ambivalence
on going	ongoing
tabletennis	table tennis
2mm	2 mm
semi-colon	semicolon
CHAPTER TITLE	Chapter Title
Cpr	CPR
Research Laboratory	research laboratory
testing confidential	confidential testing
Tavist D	Tavist-D
referees decision	referee's decision
m2	m <sup>2</sup>
M2	M <sub>2</sub>
We finished quickly – we had more errands to complete.	We finished quickly—we had more errands to complete.
end of sentence	end of sentence.
end of clause,	end of clause;
introduction	introduction:
quote	“quote”

2. Mark the double-spaced typescript so that it will be printed like the text that follows. The title is Helvetica 12, bold. The body text is set in the typeface Helvetica, flush left, ragged right, in 10-point type, 12-point lead, 26 picas wide. Paragraphs are indented one em.

## COMPUTER VIRUSES

A malicious use of the computer is to insert a computer virus into an e-mail message as an attachment. When the recipient opens the attached file, the virus begins to do its damage. One type of virus finds the all the

addresses in the recipient's email address book and sends a copy of the message to them, thereby spreading itself widely. Other viruses

attack the files and directories on the harddrive. These infections are as destructive as a viral infection in the human body.

They can damage if not destroy individual computers and even whole networks of computers.

Prevention of these attacks requires multiple efforts. Anti-viral software can catch many viruses but new viruses may bypass the protection features. Users need to keep this software up to-date.

Users need to be educated to not open attachments whose names end in ".exe." (The file extension identifies executable code.) In fact, it's risky to open any attachment if you are uncertain of its source

### **Computer Viruses**

A malicious use of the computer is to insert a computer virus into an email message as an attachment. When the recipient opens the attached file, the virus begins to do its damage. One type of virus finds all the addresses in the recipient's email address book and sends a copy of the message to them, thereby spreading itself widely. Other viruses attack the files and directories on the hard drive. These infections are as destructive as a viral infection in the human body. They can damage if not destroy individual computers and even whole networks of computers.

Prevention of these attacks requires multiple efforts. Antiviral software can catch many viruses, but new viruses may bypass the protection features. Users need to keep this software up-to-date. Users need to be educated not to open attachments whose names end in ".exe." (The file extension identifies executable code.) In fact, it's risky to open any attachment if you are uncertain of its source.

3. Your job is to copyedit—to make the document correct, consistent, accurate, and complete. You do not alter word choices or organization. Yet you know enough about style to wonder about the choice of “catch” in the second paragraph of the text in “Computer Viruses.” Given the metaphor of “virus,” you wonder if “intercept” might be better here because “catching” a virus means to get sick whereas the antiviral software “catches” the virus before it can make the computer sick. But changing words and editing for style are beyond your responsibilities. What can you do?
  
4. Circling an abbreviation instructs the compositor to spell it out. Assume you want the abbreviation *STC* spelled out. Why might circling be inadequate? What should you do instead?
  
5. You personally prefer to spell *proofread* as a hyphenated compound (proof-read) rather than solid. Do you have the choice of spelling it according to preference if it appears in a document you are editing? Why or why not?
  
6. Vocabulary: These terms should now have meaning for you in the context of editing. If you are uncertain of their meaning, check the glossary or review this chapter.

*compositor*

*copymarking*

*markup*

*query*