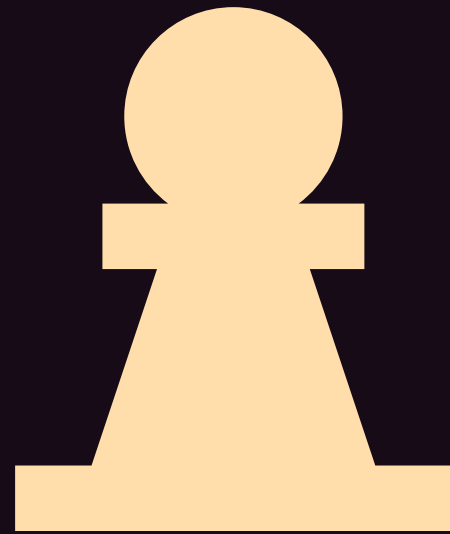


INTRODUCTION



WELCOME TO

Editing 101:

An Expanded Guide to Editing

INTRODUCTION & OVERVIEW

Editing: an art as much as a skill

Meet Your Instructor



MEET

*Christina
Bagni*

- ★ Creative writing teacher;
- ★ Needle felt artist;
- ★ Traveler;
- ★ Former journalist;
- ★ Will be the first in line when Jurassic Park actually opens (so you better learn from her now!)

FIRST . . .

Navigating this Course

Before we jump into the fun stuff, let's make sure we all know how to navigate the course!

- ✦ It should be pretty easy—just go through the slides and go through each lesson in order. If you find yourself having trouble, feel free to reach out to us at christina@wanderingwordsmedia.com

We will also be working with and referring to Google Docs and Microsoft Word.

- ✦ If you are unfamiliar with either program, please read these guides below! If you feel like you know the ins and outs, keep going through the slides.

[Google Docs Basics](#)

[How to Share Google Docs](#)

Chicago Manual of Style

- ✦ You might also want to get your hands on *The Chicago Manual of Style*, as it is the industry standard editing manual. We use and refer to it a LOT.

[View *The Chicago Manual of Style*](#)

Downloadable Resources

- ✦ Keep an eye out for Downloadable Resources! The following tag indicates there's a file that can be found in the Downloadable Resources tab of their respective Lesson.

 **Downloadable Resource!**

Essential Questions of this Course:

o 1 *What is “editing”?*

o 2 *What are the different types of editing, how are they done,
and when are they needed?*

By the end of this course, you will be able to identify, define, and practice developmental editing, content editing, and copyediting efficiently.

This is designed for both those who want to be a professional editor, and for authors who want to edit their own books.

If you only want to edit your own books, whenever a slide refers to “the author,” remember that the author is you! “Suggest the author do X” means you should simply do X.

*The course is separated
into three major sections:*



UNIT 1

*Developmental
Editing*



UNIT 2

*Content
Editing*



UNIT 3

Copyediting

*Not sure what Unit or Lesson you're on?
You can always check the indicators.*





LET'S GET STARTED

*You've completed
the Introduction.
See you in Unit 1!*

Not too bad, right? :)

Remember to mark your lessons as "Complete" to get your certificate by the end of this course.

Complete this Lesson and you'll get your first badge!