652.5 HUL

CONTENT

Preface	xi
Chapter 1 THE WIRTING PROCESS	1
The Process of Writing : An Overview	2
Prewriting : the Thinking Stage	3
Writing : The Composing and Drafting Stage	4
Rewriting : The Rethinking Stage	7
Summary	9
Chapter 2 AN INTRODUCTION TO WORD PROCESSING	11
How Computers Work	12
Word Processing Programs	16
Common Functions of Word Processing Programs	19
Computer Programs That Assist Writing	26
For Further Practice	28
Chapter 3 PREWRITING WITH WORD PROCESSING	35
Using Word Processing to experiment and Explore	36
Gathering and Retrieving Material	39
Using Word Processing to Plan and Organize	41
For Further Practice	43
Advanced Techniques and Programs	48
Chapter 4 COMPOSING WITH WORD PROCESSING	51
Composing form Exploratory Writing	52
Composing from Information Gathered in Prewriting	53
Composing with Building Blocks	53
Composing by Collaborating	54
Adapting Your Writing Processes	55
For Further Practice	57
Advanced Techniques and Programs	62
Chapter 5 REVISING WITH WORD PROCESSING	65
Writer as Reviser : Changing Roles	66
Revising Functions :What We Do When We Revise	68
How to – and How Not to – Revise with Word Processing	74
A Checklist for Revising	74
Additional Revising Strategies	76
For Further Practice Advanced Techniques and Programs	79 85
	90
Chapter 6 EDITING AND PROOFREADING WITH WORD PROCESSING Editing	89 90
Checklist for Editing	90
Text-Editing Programs	99
Proofreading	112
Proofreading Strategies	112
Computerized Proofreading Programs	113
Special Problems	114
For Further Practice	115
Advanced Techniques and Programs	122

Page

Appendix	TEXT PREPARATION AND FORMATTING	125
Glos	sary	145
Selec	cted List of Software	152
Index	X	155