# ENG 310-31/COM 356-31

**Editing and Publishing**

1/22/19

Make the main or primary hed 24-point bold, centered.

Make the deck or secondary hed 18-point centered.

Make true indents using the ruler and sliding triangles or the Paragraph Formats dialog box.

Set the spacing between paragraphs to zero (in the same dialog box).

Single space the text of the story and delete all extra returns.

Spell check (Review tab) and correct all spelling. Watch for homonyms (sound-alikes).

Replace missing words, but do not change the meaning.

Follow AP style for commas, titles before a name, periods (watch for incomplete sentences) abbreviations, capitalization, numerals (5) vs. words (five), and quotations. Ask today or by e-mail, and see *Think Like an Editor* 24–25. Use real quotes. Watch for other “typewriter” characters. Clean up any other extraneous characters.

For “extra” credit, complete the chart as on the handout.

Type your name in the file, and delete these instructions. E-mail me the file as an attachment, *and* hand in printed copy to me or in my mailbox in Olney 141.

(**Now** d**ue** Tuesday, February 5.)

New rules of the road

Cyclists movement on a roll

The US is experiencing a growiung crisis among bicyclists, acording to the Allentown

representative of a national bicyclesafety organization. In addition to the usual problems

associated with sharing the roads with automobiles,"There is now increasing concern over the

high incidence of acci­dents on paths restricted to use by pedestri­ans, skateboarders, and other

bikers,' said Kathy Olson Director of the Allentown CCS Teaching riding etiquete and designat­

ing roads as multi-vehicle highways are inex­pensive and practical and can alleviate the majority

of haz­ards bikers face Ms. Olsen declared.

According to Olson, a city which sponsors 3 annual cycling events and supports the county's alternative transportation pro­gram, there is not a single bike lane.

We need to think about doing something to reverse the current situa­tion. And now that we have the town backing us, there's no reasons to remain silent regarding the lack of bicycle and pedestrian facilities in our community; added Director Olson

Right now the city is drafting a transportation plan, and Olsen goes on to say:

"There isn't one provision to acco­modate bikers, perhaps its an oversight -- or perhaps it's the lack of bikers in the city council. We can safely assume that the director of the Allentown Planning Organization doesn't bike (at least, not out­doors)."

The cycling group plans to go straight to the governors office and consult a state bicycle coordinator. Olson enphasized that With some pressure she will work with local government to

effect the amount of rode money going to non-highway programs. But unless we speak up, we'll

go unnoticed.

Then re-create the chart on the handout using Word’s drawing tools.