

Focus Areas for Technical Editing

Content Accuracy

- 1 Verify all data, instructions, and technical details.



Language Clarity

- 2 Simplify complex sentences and ensure that jargon is appropriate for the audience.



Consistency

- 3 Maintain uniformity in terminology, style, and formatting.



Structure and Flow

- 4 Organize content logically with clear headings, bullet points, and numbered lists.



Compliance

- 5 Check for adherence to relevant standards, regulations, and guidelines.



Formatting and Presentation

- 6 Ensure the document is visually appealing and easy to navigate.



Technical Editing

Carolyn D. Rude



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