LEARN TO ‹REALTIME›

Effective Editing 101 (SADA)

1. Search for untranslates. Eclipse Users – "U" in Hyperkeys. Case Catalyst Users – F8.

Other software users – ask your vendor how to search for only untrans.

2. Ask yourself, "What is this supposed to be?"

3. Define the untranslate just like you would define a word. If you know that it's a bona fide prefix or suffix, you may define it as such. We may define the untrans as something different than what you were trying to write. That's okay. If the "slop shot" was obscure or could be more than one word, you may choose not to define it. Our goal is to define 99% of untranslates.

4. Add that stroke with surrounding strokes to define the root word only. Start small and work your way out.

> **Examples:**
>
> AEU/R*EUS/**KRALT**/EUBG – define the untrans alone as a word crat. Then define the root word, aristocrat. Your ^ic suffix will hook up if defined correctly.
>
> KOPL/**PEBPLD**/KWRUPL – define the untrans alone as a word pend. Then define compendium together.
>
> **KREUT/SEUFPL** – define crit as a word and ^cism as a suffix. Then define criticism together.

5. Next, READ through your file, word for word. Watch for transposed words, stacking issues, wrong words, conflicts, etc. Make note of these so that they can be resolved. Let's eliminate the time sponges! If you see any of these issues three times or more, we need to fix it! Three strikes and it's out!

6. Effective Editing 101 will reduce untrans in as little as two weeks! Stick to this and you'll see great rewards! This is the first step toward better realtime!