The Five-Way Access System

The five-way access system of the Handbook of Technical Writing provides readers with multiple ways of retrieving information:

1. **Alphabetically Organized Entries**

   The alphabetically organized entries with color tabs enable readers to find information quickly. Within the entries, terms shown as **links** refer to other entries that contain definitions of key concepts or further information on related topics.

2. **Contents by Topic**

   The complete “Contents by Topic,” on the inside front cover, groups the entries into categories and serves as a quick reference for finding all topics covered in the book. The “Contents by Topic” allows a writer focusing on a specific task or problem to locate helpful entries; it is also useful for instructors who want to correlate the Handbook with standard textbooks or their own course materials. The list of “Commonly Misused Words and Phrases” (see page 642) extends this topical key by listing all the usage entries in the book.

3. **Checklist of the Writing Process**

   The “Checklist of the Writing Process” helps readers to reference all writing-process–related entries.

4. **Comprehensive Index**

   The new user-friendly Index lists all the topics covered in the book—including subtopics and model documents—within the main entries in the alphabetical arrangement.

5. **Model Documents and Figures by Topic**

   The list of “Model Documents and Figures by Topic” (see page 644) makes it easier to find the abundant real-world examples and sample documents throughout the text that provide models for effective technical communication.
Use this list as a quick reference for finding entries by topic. To search this book in more detail, see the Index.

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Handbook of Technical Writing
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Inside LaunchPad Solo for the *Handbook of Technical Writing, Eleventh Edition* 648
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Like previous editions, the eleventh edition of the *Handbook of Technical Writing* is a comprehensive, easy-access guide to all aspects of technical communication in the classroom and on the job. It places writing in a real-world context with quick reference to hundreds of technical writing topics and scores of model documents and visuals. Anticipating the needs of today’s professionals and job seekers, the eleventh edition has updated coverage of the job search based on the best expert advice available to help both students and new professionals secure positions in today’s economy. This comprehensive *Handbook* is accompanied by LaunchPad Solo for the *Handbook of Technical Writing*, offering extensive online resources (including digital document models and video tutorials) that can be packaged with the text at no additional cost.

**Helpful Features**

The ESL Tip boxes throughout the book, updated based on guidance from field experts, offer special advice for multilingual writers. In addition, the “Contents by Topic” on the inside front cover includes a list of entries—ESL Trouble Spots—that may be of particular interest to non-native speakers of English.

Digital Tip boxes throughout the book direct readers to specific, related resources in LaunchPad Solo. The Digital Tips in the book suggest ways to use technology to simplify complex tasks, such as writing and reviewing documents collaboratively or enhancing formal reports digitally. Expanded Digital Tips in LaunchPad Solo offer video tutorials for completing each task.

“Ethics Notes” throughout the text highlight the ethical concerns of today’s technical writers and offer advice for dealing with these concerns. A thorough discussion of copyright and plagiarism clarifies what plagiarism is in the digital age and highlights the ethical aspects of using and documenting sources appropriately.

“Professionalism Notes” throughout the text cover professional behavior, guidelines for online and interpersonal communication for both the workplace and the classroom, and tips on preparing for important projects and presentations.

**New to This Edition**

Our focus in revising the *Handbook* for this edition has been on refining and updating existing entries and providing new coverage that is
especially relevant for securing a job in today’s economy and for navigat-
ging the technologies needed to succeed on the job. We have made the follow-
ing additions and improvements:

- A **new entry on social media** helps students effectively and care-
  fully select, join, and use appropriate social-media platforms,
  depending on the organization they work for and its aims.

- A **new entry on infographics** describes the most effective use of
  these complex visuals and provides a step-by-step checklist for
  creating them.

- A **new entry on document management** describes processes and
  organizing principles for managing, tracking, and quickly retriev-
  ing digital documents within a document archive.

- A **thorough updating of the job-search and résumé entries** provides
  current advice on how to network using professional and social
  media and offers many tips on developing application materials
  that will spark the interest of prospective employers.

- **Updated coverage of copyrights, patents, and trademarks** prepares
  students to delineate the differences among them and to under-
  stand what is necessary when seeking to protect themselves or use
  the works of others.

- **Updated advice on documenting sources** provides current guide-
  lines for following APA, IEEE, and MLA styles.

- **New and updated Digital Tips** throughout the book advise stu-
  dents on relevant skills, including using technologies to schedule
  and conduct meetings, digitally enhancing formal reports, and
  using wikis and other collaborative software to circulate and revise
  documents. Online video tutorials expand on the tips in print,
  providing students with step-by-step instruction.

- **LaunchPad Solo for the Handbook of Technical Writing** provides
  engaging online resources and new ways to get the most out of
  your course. Featuring digital document models, video tutorials,
  and expanded Digital Tips, this customizable online course space
  allows you to assign and mix publisher-provided resources with
  yours. To package LaunchPad Solo for free, use ISBN 978-1-319-
  02414-7. Students who buy used books can purchase access to
  LaunchPad Solo for the Handbook of Technical Writing at
  macmillanhighered.com/alredhandbooks11e.

- **Now available in popular e-book formats.** Students can purchase
  the Handbook of Technical Writing in popular e-book formats
  for computers, tablets, and e-readers. For details, log in to
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How to Use This Book

The *Handbook of Technical Writing* is made up of alphabetically organized entries with color tabs. Within each entry, underlined cross-references—for example, proposals—link readers to related entries that contain further information. Many entries present advice and guidelines in the form of convenient “Writer’s Checklists.”

The *Handbook’s* alphabetical organization enables readers to find specific topics quickly and easily; however, readers with general questions will discover several alternate ways to find information in the book.

- **Contents by Topic.** The complete “Contents by Topic” on the inside front cover groups the alphabetical entries into topic categories. This topical key can help a writer focusing on a specific task or problem browse all related entries; it can also help instructors correlate the *Handbook* with standard textbooks or their own course materials.

- **Commonly Misused Words and Phrases.** The list of “Commonly Misused Words and Phrases” on pages 642–43 extends the “Contents by Topic” by listing all of the usage entries, which appear in *italics* throughout the book.

- **Model Documents and Figures by Topic.** The topically organized list of model documents and figures on the inside back cover makes it easier to browse the book’s most commonly referenced sample documents and visuals to find specific examples of technical writing genres.

- **Checklist of the Writing Process.** The checklist on pages xxi–xxii helps readers reference key entries in a sequence useful for planning and carrying out a writing project.

- **Comprehensive Index.** The user-friendly Index lists all the topics covered in the book—including subtopics and model documents—within the main entries in the alphabetical arrangement.

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