## Why do I need Technical Editing or Proofreading?

Effective written communication is essential in today's competitive markets. A well written and presented document signifies professionalism and assures client confidence. If your information is not clearly conveyed, business and personal opportunities may be lost.

Document writers are subject matter experts who spend valuable time and effort developing and writing technical content. However, when it comes to reviewing these documents prior to publication, often a writer can be too close to a document and its content to provide an objective opinion as to how the document may be interpreted by its intended audience.

Have you ever encountered any of the following situations?

- Published documents with misspellings, confusing language or other errors? This reflects poorly on your business and can result in unnecessary re-printing costs.

- Released a Request for Tender that contained ambiguities and resulted in many clarifications being issued?

- Published a poorly presented report that looked unprofessional?

- Published unclear guidelines or procedures that resulted in inefficient or unsafe work practices?

Using an editor will help you to minimise these situations, whilst maximising business opportunities and saving you time and money.

Tech Edit understands your business documentation needs and is committed to providing you with premium technical editing and proofreading services.



# Tech Edit
*Ensuring Document Excellence*
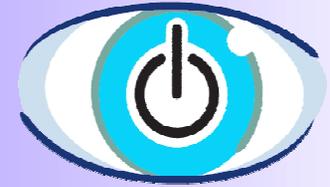
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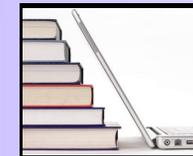Tel: 0416 204 773

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Call us to discuss your technical documentation needs.

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## Specialists in Editing and Proofreading of Technical Documentation

# Tech Edit

Tech Edit are technical document editing and proofreading specialists. Our aim is to help you achieve your business goals by ensuring your written words are effectively communicated to your target audience. We do this by creating clear and meaningful documentation for you.

Editing and proofreading of technical documentation requires an appreciation of technical concepts and the ability to understand the context in which the document is written. At Tech Edit, this is our expertise. Our services are provided by an industry-experienced professional engineer and editor.

## Our Services

Tech Edit offers two types of services:

### Proofreading

Proofreading services are typically requested when a writer is happy with their document but wants a quality check to identify potential errors such as:

- typographical errors
- incorrect punctuation
- misspellings

These are errors that are not always identified by spelling or grammar checking software.
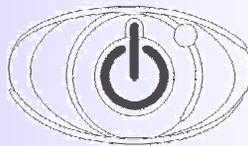
### Copyediting & Structural Editing

Our combined Copyediting and Structural Editing service is typically requested when a writer wishes to identify areas for improvement in their document. In addition to Proofreading, we look at the entire document to determine whether it is appropriately written for its target audience and whether it meets the writer's objectives. Areas of improvement include:

- grammar accuracy
- syntax (order and structure of sentences)
- consistency
- formatting
- language and tone
- paragraph layout and structure
- logical presentation
- readability

# Document Types

Tech Edit offers editing and proofreading services across a range areas. The types of documents we edit include:

- Requests for tender and proposal
- Reports, research papers and journals
- Policies and procedures
- User guides and instruction manuals
- Business documents such as business cases, funding submissions, annual reports and presentations
- Websites and marketing material
- Tender responses and proposals
- Academic documents such as teaching materials, essays and theses
- Professional documents such as resumés and job applications
- English as a second language (ESL) services to provide well-constructed, clear English documents

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# Why use Tech Edit?

Tech Edit offers premium technical editing and proofreading services, allowing you to focus on the document content. This ensures that your final document meets your objectives and is of the highest standards.

Our role is to review your document and suggest improvements to enable more effective communication. This results in a professional and impressive reflection of your work.

Rarely do editors have the technical background to be able to review technical documents in the right context. At Tech Edit we pride ourselves in the fact that our editing and proofreading services are provided by a technical professional with industry experience.

# About Tech Edit

Tech Edit is owned and operated by Samantha Yee. Samantha holds a Degree in Civil Engineering with postgraduate qualifications in Technology Management. She has had many years of experience in the development, writing and editing of a range of document types. This experience spans a number of engineering areas including civil, transport, road safety, vehicle standards, bridge and rail.

Samantha is also experienced in other technical disciplines such as quality assurance and project management. Her keen eye for detail, technical background and appreciation for the written word ensures that your documents are reviewed in the right context and to the highest standards.