

## Editing for Layout and Design

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It is always important to edit the textual content of your documents, but it is also important to check for errors or inconsistencies in the visual design of your documents. Editing for layout and design is one of the last steps in the writing and editing process. It is normally done using the final version of a document that is laid out the way it will be printed. Here are some common things to look for when reviewing the layout of your document.

### Widows and orphans

A widow is the last line of a paragraph that falls at the top of the page or a single word that falls at the end of a paragraph, while an orphan is the first line of a paragraph that falls at the bottom of the page. All are considered undesirable. Adjust the character spacing (Word menus: **Format -> Font -> Advanced**) or add a soft return (hold **Shift** and press **Return**) so that two lines fall at the top or bottom of the page.

### Values and units

When providing data with values and units (e.g., 12 m, 15 g/kg),

However, this is definitely a case where “more is not better”; be sure to provide the proper amount of salt in the saline solution, and also provide a bucket of plain water without any salt. Another study compared voluntary water intake of exercised horses that were offered water at three different

temperatures (50°F, 68°F, and 86°F).

Results showed that the greatest intake of water occurred when the temperature was 68°F. Offering a cool normal saline solution (68°F) can help restore body fluids while also cooling the horse via conduction (cool water inside hot horse).

**Examples of widowed line and word.**

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While it is not a good idea to allow a hot horse to consume an unlimited amount of

**Example of an orphan.**

the values and units should be kept together and should not be broken as text flows from one line to the next. The easiest way to fix any breaks is to insert a soft return before the value.

### Consistent headings

Font choices, sizes, and emphases should be consistent among heading levels. This preserves the logical order the headings represent and prevents confusion.

### Font choices

Generally, a document only needs two fonts: one for headings and

one for body text. Multiple font choices can be confusing and can lead to inconsistencies. Other font attributes, such as bold or italics, should be consistent throughout the document.

### Clipped or missing text

It is a good idea to print out a final version of your document to check for any text that may have been clipped or is otherwise missing. If text is clipped or missing, ensure that your page size is correct in both your software and printer setup, and that text does not flow past the page margins.