The Proof Angel Summary of

Writing resources: September 2014

Guest posts are a good way of spreading the word about whatever you are trying to sell. Here are some tips about [what to say if you are a guest blogger](#).

Why your website should focus on self service

If you are writing a website, you need to focus on the user. You need to think of the whole experience of using your website, which is entirely [self service](#), as this post reminds us.

Using excel to create a table

Are you including a table in your book, brochure, or instructions?

Have you created it in Excel?

Have you thought through what you need to do before you publish?

This post explains why you need to think about the impact of [moving a spreadsheet to another format](#).

All common sense, but you can tell from the way the post is written that this has been the source of many problems.

Keeping it simple

We often hear that we should keep our content simple. It is easy to lose sight of the reasoning behind that plan. [Remind yourself with this post](#).

Phrases you should avoid

If you suffer from wordy writing, this post has [a list of troublesome phrases](#) and suggests substitutes.

Does literary terminology confuse you?

There are all sorts of complicated terms about literature. Try this [list of definitions](#).

What an editor can do for you

Here are two posts about editing:

- Why [editing is expensive](#), but editors aren't rich?
- What is the [value of an editor](#)?

How to write without the worry

I think worry and panic are two very annoying things. Both waste time that could be spent cracking on with something more useful. But it is easier said than done, isn't it? This post has a lot of common sense about [avoiding writer's anxiety](#).

Are you losing your way with your writing?

Are you discouraged about your writing? You aren't the first, and you won't be the last, either. Here are some tips to [set you on the right path](#).

How to create a digital file

Do you have a pile of printed matter, which would be more useful in an electronic version? Do you want to avoid retyping the whole thing? This post explains how to create a [digital file from a paper](#) one.

How can strong verbs help your writing?

Verbs are important words. Without a verb, you don't have a sentence. The right verb gives a sentence drive and impact. Unfortunately, it is all too easy to go for one that will do, and compensate for it in the rest of the sentence. The result is weaker than it could be. Find out about [strong verbs here](#).

Do you need voice recognition software?

I tried voice recognition years ago, and gave up with it. To be fair, the problem was really down to the material. I was doing some research at the time, and transcribing old documents. It was useful to keep my eye on the text, rather than losing my place every time I looked away to type. The documents were full of old legal terms, so training the software was an uphill task.

I intended to give the idea another go on something easier, but I never found the need for it.

As with everything else, the technology has moved on rapidly in recent years. I have been meaning to give it another go.

Perhaps now is the time. Here is a post about using [voice recognition software](#).