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HANDBOOK OF TECHNICAL WRITING

Ninth Edition

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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 extends this topical key by listing all the usage entries in the book.

3. Checklist of the Writing Process

The Checklist helps readers to reference all writing-process-related entries.

4. Comprehensive Index

The Index lists all the topics covered in the book, including subtopics within the main entries in the alphabetical arrangement.

5. Model Documents and Figures by Topic

The list of Model Documents and Figures by Topic, on the inside back cover, makes it easier to find the abundant “real-world” examples and sample documents throughout the text that provide models for effective technical communication.

Contents by Topic

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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