

TECHNICAL TEXT PROCESSING. LINGUISTICS OF THE WORD

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In this article, the problem of technical text processing was investigated. The last few decades have witnessed an increase of importance the correctness of the information that people receive.

First of all it is necessary to say that text processing is the text data processing operation, including input, text editing, sorting, merging, searching, storing, displaying or printing text. Technical operations for the preparation and processing of texts are mostly related to the design of the text, giving the text the desired external features and characteristics. Technical processing also includes operations to reproduce and transfer texts. This type of text processing does not affect their content, the form of presentation of the content concluded in the text changes.

Also, it should be mentioned that in documentary practice, the technical processing of texts is of great importance. It is being improved with the development of technical and electronic tools working in document areas.

There are five the most frequent types linguistic aspects of technical processing: typing and formatting of the document text, text copying, checking the formal characteristics of the text, microfilming and transfer to other media, binding.

- Typing and formatting of the document text. The linguistic components of these technical actions are the choice of fonts, the definition of their sizes, the installation of line and paragraph indents, the size of fields, the definition of the position of the text. That is why, these parameters determine the type of the document and its conformity to the samples.

- Copying text. It means creating the required number of copies; can change essential and non-essential parameters (for example, the color and density of paper, its format in small limits, less often media material: copying to plastic or fabric). The text retains linguistic features; however the signs can change color, saturation.

- Checking the formal characteristics of the text. This type of work with the text is, as a rule, included in a set of editorial procedures. In the process of checking and processing text is given the form that corresponds to the established rules for word processing. This aspect of technical processing of texts requires not only a linguistic taste, but also the availability of real experience in the preparation and processing of texts of certain document classes.

- Microfilming and transfer to other media. Microfilming texts, transferring texts to magnetic, optical and other media are rather complicated operations in technology, requiring the ability to work with specialized equipment. The transfer to new media does not change the contents of the document texts, but it expands the technological possibilities in working with them.

- Binding. It is the final processes in the technological design of the document containing the text.

In conclusion, it can be said that technical processing of the text requires the possession of theoretical and practical tools, which includes linguistic knowledge, as well as the ability to carry out technical and analytical operations.