**FRedit from Square One – Exercises**

Consult the instructions in the **See what FRedit can do – exercise #1** section in the Macros from Square One – FRedit Instructions document.

**Exercise #1**

One of the most common edits FRedit can make is to remove the double spaces between sentences. Notice how the double space after the prior sentence is now a single space.

Did you know that Fredit was the first macro that Paul Beverly created more than 15 years ago? Note how FRedit corrected the capitalisation of the macro’s name and the spelling of Paul’s name. To find errors with proper nouns, you can run a macro called 'ProperNounAlyse' -- more on that later. Note that FRedit replaced the straight quotes in the prior sentence with curly quotes and the double hyphens with a spaced en dash.

For editors whose style guidelines call for double quotes and unspaced em dashes instead, FRedit will make these corrections too---FRedit makes whatever corrections you tell it to. Notice what it did there? That’s what makes FRedit so "powerful"---it can be adapted to whatever style you use.

By the way, editors in the US, United Kingdom, Canada, and more than 50 other countries use Paul’s macros. As you can see, FRedit can be used to make corrections based on your style guidelines’ rules for abbreviations, such as spelling out “United States”. But if your guidelines call for the country name to be spelled out when used as a noun but abbreviated as an adjective, as in “the US economy”, you can see that FRedit doesn’t understand the difference between a noun and an adjective and will apply the correction throughout regardless of the part of speech. Therefore, it is important to give thought to what we use FRedit for---and what we shouldn’t use FRedit for.

Paul offers much advice about this. He advises “to duplicate the document before you run FRedit”. That way, if your FRedit find and replaces introduce some unintended results, you can refine your FRedit list and try again – and you haven’t messed up your working document. Did you spot the unintended result in the second sentence – ‘advices’? This is another example of how you must choose carefully which mistakes to correct using FRedit. It also demonstrates the value of testing your FRedit list before unleashing FRedit on the entire document.

Note the punctuation changes FRedit made in the prior two paragraphs, placing the comma and period (full stop) inside the closing quote mark. Editors outside the US often follow the opposite approach, placing periods and commas *outside* the closing quote. FRedit will happily accommodate either convention. Because we tell FRedit the changes we want it to make, we can customize it to the style guidelines we follow and the particularities of each project.

Lastly, remember that when you first ran FRedit and it prompted you to turn on track changes? This is one of its useful features. Since you run FRedit at the start of a project, you might not have turned Track Changes on yet; therefore, if you were to run FRedit, none of the changes it made would be tracked. You can set up FRedit to remind you to turn track changes on – more on that in a bit. (Note how FRedit can be used to correct phrases and capitalisation.)

# STOP

# You are now finished with exercise #1. Please don’t read the next section yet.

# Go back to the FRedit from Square One–instructions document and continue where you left off.

**Exercise #2**

The edits in this exercise demonstrate other ways you can use FRedit, and the explanations teach you how to use these features. Consult the **| changes for exercise #2** section of the **FSO–FRedit\_list** as you read through this exercise.

**1 – Turn off tracking for certain edits.**

**Ex:** The walking tour starts at the corner of 5th Street and Juniper Avenue.

Explanation: You can’t tell, but FRedit removed the superscripting from ‘5th’ – check the unedited text if you’re unsure. When you don’t want to clutter a document with markups for basic, non-negotiable edits (like removing double spaces, formatting dashes, etc.), you can tell FRedit to not track them.

How to set up the FRedit list: Look at the entry in the **FSO–FRedit\_list**. The strikethrough tells FRedit to not track this change.

**2 – Apply highlighting to bring to your attention changes you want to review in context.**

**Ex:** Did you know that a survey of editors conducted in April 2021 revealed that 40 percent of respondents regularly use 1–5 macros and 30 percent use 6–10? It would be interesting to know what percentage of those also use PerfectIt.

But also note that FRedit has introduced an error in the example: ‘what%age’. This illustrates the need to be careful when setting up your FRedit list. But since we used highlighting to bring this edit to our attention when editing, we can easily correct it. (Or you can use a wildcard find and replace – but that’s for a future learning opportunity!)

How to set up the FRedit list: Look at the entry in the **FSO–FRedit\_list**. The ^32 is the computer code for a space. (You could use a spacebar to make the space, but it is difficult to verify if a space has been inserted.) If you don’t insert a space in the find element, FRedit will give you 40 % and 30 %.

**3 – Apply highlighting to catch easily confused words.**

**Ex:** On New Year’s Eve many years ago, a shipment of books arrived at the publisher’s office on two palates, which the staff had to unload by hand. The endeavour was lead by our boss, who was wearing dress shoes. The shoes complimented his herringbone suit but clearly were ill-suited to this unexpected task. Later that day I planned to purchase supplies for an art class that began immediately after the holiday. One thing I didn’t have to buy was an artist’s pallette; I planned to use my grandmother’s.

Explanation: FRedit did not actually make any changes in the above paragraph. It applied highlighting to flag easily confused words, or you can use colouring as seen in the ‘shoe’ sentence. All the highlighted/coloured words are correct in some contexts – just not this context – so you wouldn’t want FRedit to uniformly change the spelling throughout. FRedit has no way to know when ‘lead’ is correct or when it should be changed to ‘led’. Instead, FRedit can highlight the words so they will jump out as you’re editing to ensuring that you review them.

How to set up the FRedit list: Look at the entries for the terms in the **FSO–FRedit\_list**. Place the confusable word (or phrase) first, followed by the vertical bar, and then ^&. Highlight the entire line (or change the colour of the font). The ^& tells FRedit to ‘change’ the text to ‘the text you just found’ (i.e., don’t change it), so it only applies the highlight (or colour). The find-and-replace entries have a strikethrough too, so FRedit will not track this formatting change.

**Tips:**

• The Chartered Institute of Editing and Proofreading offers a helpful list of [easily confused words](https://www.ciep.uk/assets/files/download/CIEP-factsheet-easily-confused-words.pdf).

• You can remove the highlighting as you come across it with [HighlightOffNext](https://www.wordmacrotools.com/macros/H/HighlightOffNext.txt) or remove it globally with [HiLightOFF](http://wordmacrotools.com/macros/H/HiLightOFF).

**4 – Make a search case insensitive.**

**Ex:** Smart phone users may think that the smart phone was invented by Apple when they released the first iPhone in 2017. According to the BBC, the accolade should go to IBM’s Simon, which was launched in 1994.

Explanation: FRedit find and replaces are case sensitive by default, meaning that FRedit would not have changed the capitalized instance of the first word in the above sentence.

How to set up the FRedit list: Look at the entry in the **FSO–FRedit\_list**. To have FRedit edit both lowercase and uppercase instances of a word, insert the bent pipe character in front of the pair.

**5 – Pay attention to how your FRedit list is styled.**

**Ex:** Among the lesser-known designs by American industrial designer Raymond Lowey is his work on the Skylab space station for NASA.

Explanation: Why did FRedit change the font type and size of ‘Loewy’? If you examine the style of this entry in the FRedit list (click in the word and look at the Styles pane on the Home tab), you will see that it is set to **Normal + Courier New, 9 pt**, whereas all the other entries are set to **Normal**. You may not ever run into this situation, but it’s good to be aware.

How to set up the FRedit list: If, as is most often the case, you **don’t** want FRedit to make any changes to the fonts in your text file, make sure that all the items in your FRedit list are set in the Normal style with no additional settings (except if you are applying highlighting/colouring or a strikethrough to tell FRedit how to render an edit). Any variations from that style can result in font changes.

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