# Appendix 1 – Ordinary codes for F&R

|  |  |  |
| --- | --- | --- |
| **Character** | **Find** | **Replace** |
| any character | ^? |  |
| any digit | ^# |  |
| any letter | ^$ |  |
| caret | ^^ |  |
| clipboard contents |  | ^c |
| column break | ^n | ^n |
| (Mac only?) Comment | ^a | ^a |
| ‘what you just found’ |  | ^& |
| endnote mark | ^e |  |
| field | ^d |  |
| footnote mark | ^f |  |
| hyphen, nonbreaking | ^~ | ^~ |
| hyphen, optional | ^- | ^- |
| line break | ^l | ^l |
| manual page break | ^m | ^m |
| paragraph mark | ^p (or ^13) | ^p (**not** ^13) |
| section break | ^b |  |
| space, ordinary | ^32 |  |
| space, nonbreaking | ^s | ^s |
| tab character | ^t | ^t |
| white space (i.e. space or tab) | ^w |  |

# Appendix 2 – Special codes for non-wildcard F&R

|  |  |
| --- | --- |
| **Character** | **Find** |
| (¼) | ^0188 |
| (½) | ^0189 |
| (¾) | ^0190 |
| (¹) | ^0185 |
| (²) | ^0178 |
| (³) | ^0179 |
| bullet (•) | ^0149 |
| caret character (^) | ^^ |
| copyright (©) | ^0169 |
| degree symbol (°) | ^0176 |
| divide (÷) | ^0247 |
| ellipsis (…) | ^0133 |
| em dash | ^+ |
| en dash | ^= |
| endnote | ^e |
| euro (€) | ^0128 |
| footnote | ^f |
| hash (#) | ^35 |
| hyphen, nonbreaking | ^~ |
| hyphen, optional | ^- |
| masculine ordinal (as in Nº) (º) | ^0186 |
| medial dot (•) | ^0183 |
| multiply (×) | ^0215 |
| vertical bar (|) | ^0124 |
| paragraph mark | ^p |
| quote, open single curly (‘) | ^0145 |
| quote, close single curly (’) | ^0146 |
| quote, single unsexed (') | ^39 Note 1 |
| quote, open double curly (“) | ^0147 |
| quote, close double curly (”) | ^0148 |
| quote, double unsexed (") | ^34 Note 2 |
| registered trademark (®) | ^0174 |
| space | ^32 |
| space, nonbreaking | ^s |
| tab character | ^t |
| tilde (~) | ^0126 |
| trademark (™) | ^0153 |
|  |  |
| Unicode numbers (e.g.) | ^u8211 (Unicode 8211 = en dash) |

Note 1: You have to use ^39 in non-wildcard Find, but in wildcard Find, you can just use '.

Note 2: Ditto. In a wildcard Find you can just use ".

# Appendix 3 – Special codes for wildcard F&R

Jack Lyon of the Editorium supplies a free wildcard summary that you can download from: [*www.editorium.com/wildcard\_reference.pdf*](http://www.editorium.com/wildcard_reference.pdf)

Jack recommends printing it on 8.5×11″ cardstock, both front and back (each side will be different), and then cutting the card-stock in half lengthwise (at 4.25″). That will give you a handy reference card to keep by your computer and another card to give to a friend. You might also be interested in Jack’s *Wildcard Cookbook*, which will teach you how to use wildcards from beginning to end: [*editorium.com/archive/wildcard-cookbook-for-microsoft-word/*](http://editorium.com/archive/wildcard-cookbook-for-microsoft-word/)

^1 Picture – use [^g] on Mac

^2 Auto-referenced endnote (*not* ^e)

^2 Auto-referenced footnote (*not* ^f)

^5 Comment mark

^9 Tab (although ^t seems to work OK)

^11 New line

^12 Page *or* section break

^13 Carriage return (*not* ^p)

^14 Column break

^19 Opening field brace (when the field braces are visible)

^21 Closing field brace (when the field braces are visible)

? Finds any single character: ‘c?t’ finds ‘cat’, ‘cut’, and ‘cot’.

\* Finds any string of (zero or more) characters: ‘b\*d’ finds ‘bad’, ‘bread’, and ‘bewildered’ – and it finds ‘bd’.

[ ] Finds one of the specified characters: ‘b[ai]t’ finds ‘bat’ and ‘bit’ but not ‘bet’.

[-] Finds any single character in the specified range (which must be in ascending order): ‘[l-r]ight’ finds ‘light’, ‘might ’, ‘night’, and ‘right’ (and ‘oight’, ‘pight’, and ‘qight’, if they exist).

[!] Finds any single character except those specified: ‘m[!u]st’ finds ‘mist’ and ‘most’ but not ‘must’. ‘t[!ou]ck’ finds ‘tack’ and ‘tick’ but not ‘tock’ or ‘tuck’.

[!x-z] Finds any single character except those in the specified range: ‘t[!a-m]ck’ finds ‘tock’ and ‘tuck’ but not ‘tack’ or ‘tick’.

{n} Finds exactly n occurrences of the previous character or expression: ‘re{2}d’ finds ‘reed’ but not ‘red’.

{n,} Finds at least n occurrences of the previous character or expression: ‘re{1,}d’ finds ‘red’ and ‘reed’ (and ‘reeeed’!).

{n,m} Finds from n to m occurrences of the previous character or expression: ‘10{1,3}’ finds ‘10’, ‘100’, and ‘1000’, but not ‘10000’.

@ Finds one or more occurrences of the previous character or expression, if there are any: ‘me@t’ finds ‘met’ and ‘meet’.

< Finds the beginning of a word: ‘<inter’ finds ‘interest’ and ‘interrupt’ but not ‘splinter’.

> Finds the end of a word: ‘in>‘ finds ‘in’ and ‘main’ but not ‘inspiring’.

# Appendix 4 – Some useful wildcard expressions

First let me try to explain my terminology:

1) Here is an example of what I call an ‘expression’:

[0-9]{4}

If you type this into the Find box and click ‘Use wildcard’ and then ‘Find Next’, it will jump to the next year, e.g. ‘2009’, well, to the next four-digit number.

2) Ordinary finds and expressions can be grouped, by using ( ), then those groups can be referred to by using \1 for the first group, \2 for the second, etc.

3) Using [ ] specifies a range, i.e. “Find one of these characters.”. For example...

[02468] finds an even number

[0-9] finds one digit

[a-z] finds a single lowercase character

[A-Z] finds a single uppercase character

Using @ after a character or a range means “Find *one or more* of these – but find as ***few*** as possible.”

Using, say, {2} after a character or a range means “Find *two* of these.”

Using, say, {2,4} after a character or a range means “Find *two, three or four* of these.”

Using, say, {2,} after a character or a range means “Find *two, or more* of these – but find as ***MANY*** as possible.”

**Examples:**

o{1,} Finds: pr**o**fit, pr**oo**freader, sp**ooo**f!

o@ Finds: pr**o**fit, pr**o**ofreader, sp**o**oof!

o@f Finds: pr**of**it, pr**oof**reader, sp**ooof**!

**Useful example expressions:**

[a-z]{1,} lowercase word

[A-Z]{1,} uppercase word

[a-zA-Z]{1,} mixed-case word, e.g. Beverley, McTaggert, BBC, hello

N.B. Some websites and books advocate use of [A-z]. This is ***wrong***, (a) it does not find accented characters, such as in ‘façade’ or ‘déjà vu’, and (b) it ***includes*** the characters with ASCII codes between ‘Z’ and ‘a’, that is: **[**, **\**, **]**, **^**, **\_**, and **`** (back tick).

[0-9]{3,} multi-digit number, for 100,000, it would first find just 100, then 000

[,0-9]{5,} multi-digit number with commas, e.g. 100,000 or 4567 or 1234,6785,000

[hw][tw][tw][a-zA-Z0-9:/.\-\_=\?&]{6,} URL (if you think of more characters needed, please tell me!)

[Α-Ω] uppercase Greek character

[α-ω] lowercase Greek character

[А-Я] uppercase Cyrillic character (may be wrong – I don’t know Cyrillic!)

[а-я] lowercase Cyrillic character (may be wrong – I don’t know Cyrillic!)

[a-z]@ing present participles

[a-z]@ed> past participles

N.B. [a-z]{1,}ing wouldn’t work because for, say, ‘running’, the [a-z]{1,} part would find the whole of ‘running’, and ‘running’ is ***not*** followed by ‘ing’. Remember, {1,} means ‘find as many as possible’.

# Appendix 5 – ASCII codes

(N.B. For Mac users, it seems that some codes may be different. The following site lists them: [<https://www.barcodefaq.com/knowledge-base/mac-extended-ascii-character-chart/>.](http://academic.evergreen.edu/projects/biophysics/technotes/program/ascii_ext-mac.htm.))

33 **!** 78 **N** 123 **{** 168 **¨** 213 **Õ**

34 **"** 79 **O** 124 **|** 169 **©** 214 **Ö**

35 **#** 80 **P** 125 **}** 170 **ª** 215 **×**

36 **$** 81 **Q** 126 **~** 171 **«** 216 **Ø**

37 **%** 82 **R** 127 **** 172 **¬** 217 **Ù**

38 **&** 83 **S** 128 **€** 173 **­** 218 **Ú**

39 **'** 84 **T** 129 **** 174 **®** 219 **Û**

40 **(** 85 **U** 130 **‚** 175 **¯** 220 **Ü**

41 **)** 86 **V** 131 **ƒ** 176 **°** 221 **Ý**

42 **\*** 87 **W** 132 **„** 177 **±** 222 **Þ**

43 **+** 88 **X** 133 **…** 178 **²** 223 **ß**

44 **,** 89 **Y** 134 **†** 179 **³** 224 **à**

45 **-** 90 **Z** 135 **‡** 180 **´** 225 **á**

46 **.** 91 **[** 136 **ˆ** 181 **µ** 226 **â**

47 **/** 92 **\** 137 **‰** 182 **¶** 227 **ã**

48 **0** 93 **]** 138 **Š** 183 **•** 228 **ä**

49 **1** 94 **^** 139 **‹** 184 **¸** 229 **å**

50 **2** 95 **\_** 140 **Œ** 185 **¹** 230 **æ**

51 **3** 96 **`** 141 **** 186 **º** 231 **ç**

52 **4** 97 **a** 142 **Ž** 187 **»** 232 **è**

53 **5** 98 **b** 143 **** 188 **¼** 233 **é**

54 **6** 99 **c** 144 **** 189 **½** 234 **ê**

55 **7** 100 **d** 145 **‘** 190 **¾** 235 **ë**

56 **8** 101 **e** 146 **’** 191 **¿** 236 **ì**

57 **9** 102 **f** 147 **“** 192 **À** 237 **í**

58 **:** 103 **g** 148 **”** 193 **Á** 238 **î**

59 **;** 104 **h** 149 **•** 194 **Â** 239 **ï**

60 **<** 105 **i** 150 **–** 195 **Ã** 240 **ð**

61 **=** 106 **j** 151 **—** 196 **Ä** 241 **ñ**

62 **>** 107 **k** 152 **˜** 197 **Å** 242 **ò**

63 **?** 108 **l** 153 **™** 198 **Æ** 243 **ó**

64 **@** 109 **m** 154 **š** 199 **Ç** 244 **ô**

65 **A** 110 **n** 155 **›** 200 **È** 245 **õ**

66 **B** 111 **o** 156 **œ** 201 **É** 246 **ö**

67 **C** 112 **p** 157 **** 202 **Ê** 247 **÷**

68 **D** 113 **q** 158 **ž** 203 **Ë** 248 **ø**

69 **E** 114 **r** 159 **Ÿ** 204 **Ì** 249 **ù**

70 **F** 115 **s** 160 205 **Í** 250 **ú**

71 **G** 116 **t** 161 **¡** 206 **Î** 251 **û**

72 **H** 117 **u** 162 **¢** 207 **Ï** 252 **ü**

73 **I** 118 **v** 163 **£** 208 **Ð** 253 **ý**

74 **J** 119 **w** 164 **¤** 209 **Ñ** 254 **þ**

75 **K** 120 **x** 165 **¥** 210 **Ò** 255 **ÿ**

76 **L** 121 **y** 166 **¦** 211 **Ó**

77 **M** 122 **z** 167 **§** 212 Ô

# Appendix 6 – Useful unicode numbers

0160 hard space

0215 ×

0247 ÷

8201 thin space

8211 – (en)

8212 — (em)

8216 ‘

8217 ’

8220 “

8221 ”

8722 − (minus)

U+2153 ⅓ 1/3

U+2154 ⅔ 2/3

U+2155 ⅕ 1/5

U+2156 ⅖ 2/5

U+2157 ⅗ 3/5

U+2158 ⅘ 4/5

U+2159 ⅙ 1/6

U+215A ⅚ 5/6

U+215B ⅛ 1/8

U+215C ⅜ 3/8

U+215D ⅝ 5/8

U+215E ⅞ 7/8

# Appendix 7 – Sample stylesheet

This is just a sample of the sort of stylesheet that you might want to use for your work. It contains various options for the different style decisions, and for each new job, I load up this file, save it into the folder for the given job, edit the title of the book and then, as I look at the brief for the job and assess the list, using various analysis macros, and through general observation, I firm up decisions about various aspects of style and spelling. This sheet can then be passed on to the proofreader and it should enable them to start straight into reading the script without having to make the same set of style decisions that I, as the editor, have already made.

**Stylesheet**

**Book**: Authorname: *Bookname*

**Spelling**: *US, UK, -ize and -yze endings*. *-ise and -yse endings*.

Oxford dictionaries as a general guide.

‘*Data’ is used in the singular sense* – ‘this data shows…’

‘*Data’ is used in the plural sense* – ‘these data show…’

*‘Data’, if it is referring to ‘stuff stored by the computer’ is used in the singular sense – ‘this data is used…’, but if it is clearly talking about individual items, then the plural is used: ‘these data show…’*

*Use ‘-ed’ ‘-t*’ form for past participle, e.g. ‘*burned’, not ‘burnt’*.

**Punctuation**: Do *not* use serial comma; *Use serial comma.*

Use spaced en dashes for parenthetical comments.

Use *double single* quotation marks.

Full points for *etc., et al., i.e., e.g., viz. and cf.*, but *NONE* are in italic.

Initial capital after colon: *yes/no. ‘Important section: Starting a job*’.

Initial capital after hyphen: *yes/no. ‘Using Non-Linear Graphics*’.

Names *with full points* with multiple initials spaced/unspaced: *J. L. B. Matekoni J.L.B. Matekoni* *J L B Matekoni* Names *with full points* with multiple initials spaced/unspaced: *J. L. B. Matekoni J.L.B. Matekoni* *J L B Matekoni JLB Matekoni.*

Page numbers: *p 37/pp 37–40 or p. 37/pp. 37–40 or p37/pp37–40 or p.37/pp.37–40.*

**Numbers**: one to nine, 10 upwards, no comma for four-figure numbers, comma for 10,000 upwards.

**Reference citations**: ‘*Jones 1987; Brown 2003; Green et al. 2001’ etc. (i.e. no commas between names and date). ‘Jones (1987); Brown (2003) and Green et al. (2001)’ etc.*

**Conventions**: Citations generally use, for example, *“see Fig. 3.7”, but “Figure 3.5 shows*…” at the beginning of a sentence.

Use, for example, “discussed in *section 4.3 and other section*s” and “in *chapter 3 and following chapters”.*

For equations use “comparing *equation*/*eq. (3.9) with equations/eqs (3.5) and (3.6*)”.

Units separated by a *non-breaking space from their numbers, e.g. 6 kg (6<nbs>kg).*

All figure captions and table captions have the form “*Fig. z.xy Text here.”* i.e. a full point regardless of whether the text forms a complete sentence.

Labels on figures *all lowercase/have one initial cap*; labels on axes *all lowercase/have one initial cap*, “Mirror separation (cm)”.

Greek letters used as variables should be *roman/italic*.

The d’s of dx/dt etc should be *roman/italic*.

All subscripts of variables are italic OR Descriptive subscripts of variables are roman, e.g. wave height *h*W, not *hW*.

**Stress**: Use **bold** for introducing new terms, and *italic* for emphasis.

**Headings**: Chapter title: Title case: **Capitals for All Significant Words** / Sentence case: **Capital on initial letter only**

Level 1/A: Title case: **Capitals for All Significant Words** / Sentence case: **Capital on initial letter only**

Level 2/B: Title case: **Capitals for All Significant Words** / Sentence case: **Capital on initial letter only**

Level 3/C: Title case: **Capitals for All Significant Words** / Sentence case: **Capital on initial letter only**

**Lists**: 1., 2., 3. etc. Then use ‘point (2) shows…’

Sublists: i., ii., iii., iv. etc. Then use ‘item (iv) shows’

### Word list:

amid/among (not amidst/amongst)

anti<word> – ALL are hyphenated except…

benefitted

cooperat...

coordinat...

eigen<word> – NONE are hyphenated except…

focused

inter<word> – NONE are hyphenated except…

multi<word> – NONE are hyphenated except…

non<word> – ALL are hyphenated except…

over<word> – NONE are hyphenated except…

post<word> – NONE are hyphenated except…

pre<word> – NONE are hyphenated except…

quasi<word> – NONE are hyphenated except…

semi<word> – NONE are hyphenated except…

sub<word> – NONE are hyphenated except…

super<word> – NONE are hyphenated except…

while (not whilst)

# Appendix 8 – Sample FRedit list

| BookName

| textboxes = yes

| footnotes = yes

| endnotes = yes

| track = yes

DoMacro|FieldsUnlink

DoMacro|LanguageSetUK

DoMacro|AutoListOff

DoMacro|EquationsHighlightAll

DoMacro|IStoIZ

DoMacro|TableSpaceBeforeHeading

| Symbols various

≈| ≈

×| ×

+| +

≤| ≤

≥| ≥

÷| ÷

=| =

| But if they already had spaces, remove the now multiple spaces

 |

  |

| Super/subscripted thin spaces

|

|

| ‘Funny’ brackets

<&HFF08>|(

<&HFF09>|)

| anything such as 3.4 followed by <tab> or <space> = A head

| and such as 3.4.5 is a B head, etc

~^13 ([0-9]@).|^p\1.

~^13 ([0-9]@).|^p\1.

~^13([0-9]@).([0-9]@)[^t^32]|^p<A>\1.\2^t

~^13([0-9]@).([0-9]@).([0-9]@)[^t^32]|^p<B>\1.\2.\3^t

~^13([0-9]@).([0-9]@).([0-9]@).([0-9]@)[^t^32]|^p<C>\1.\2.\3.\4^t

| multiple spaces after punctuation

~([.,;:\!\?]) {2,}|\1^32

| pairs of spaces to single

| i.e. <not-a-space-or-tab><space><space><not-a-space-or-tab>

~~~([!^32^t])^32^32([!\(^32^t])|\1^32\2~~

~~~([!^32^t])^32^32([!\(^32^t])|\1^32\2~~

| highlight any multiple spaces

~~~ {2,}|^&~~

| delete tabs on line ends

~~~^t{1,}^13|^p~~

~~DoMacro|FigTabBoxTagger~~

~~Fig |Figure^32~~

~~Fig.|Figure~~

| Fiddling with the Figure captions

| A. Just make all captions green and yellow highlight

~~~\Cap>Figure [0-9]{1,3}.[0-9]{1,2}??|^&~~

~~~\Cap>Table [0-9]{1,3}.[0-9]{1,2}??|^&~~

~~^t|^32~~

| Anything in green text is a fig caption, so...

| B. Take off trailing full point as in: Figure 1.4. This shows...

~~~([0-9].[0-9]{1,3}).|\1~~

~~~([0-9].[0-9]{1,3}):|\1~~

| And anything highlighted in yellow is also a fig caption, so...

| C. Remove rogue space after chapter number Figure 1. 4 This shows...

~~~([0-9]). ([0-9]{1,3})|\1\2~~

~~~([0-9]{1,2}.[0-9]{1,3}) |\1^32~~

| Unspacing multiple initials

| Beverley, **P. E.** to Beverley, **P.E.**

~~~<([A-Z]).^32([A-Z]).^32([A-Z]).|\1.\2.\3.~~

~~~<([A-Z]).^32([A-Z]).|\1.\2.~~

| multiple returns

~~~^13{3,}|^p^p~~

| Or to a single return:

~~| ~^13{2,}|^p~~

| highlight any tabs at line start

~~^p^t|^&~~

| Change only straight quotes to curly  
~'|'  
~"|"

~~i.e.,|i.e.~~

~~e.g.,|e.g.~~

| Highlight “the the”, “that that”, “can, can” etc.

~~~(<[a-zA-Z]{1,})[ .,\!\?:;]{1,}\1[ .,\!\?:;]{1,}|^&~~

| List numbering ‘(1)’ or ‘1)’ to ‘1.’

~~~^13\(([0-9]{1,2})\)[ ^t]|^p\1.^t~~

~~~^13([0-9]{1,2})\)[ ^t]|^p\1.^t~~

| Superscripted hyphens are probably minus signs

~~-~~~~|zczc~~

~~zczc|−~~

°|^0176

|superscript ‘o’

vbvb|^0176

|superscript ‘O’

vbvb|^0176

|superscript ‘0’ (zero)

vbvb|^0176

|Masculine ordinal

º|^0176

~~<&HF0B0>|°~~

| Blank off BS, EN and ISOs first

~~~([BSENO]{2})([0-9])|\1^s\2~~

~~~([BSENO]{2}) ([0-9])|\1^s\2~~

| number ranges

~~~([^32,\(])([0-9.]@)[- ^=]{1,3}([0-9.]@)|\1\2^=\3~~

~~~pp.([0-9]@)[- ^=]{1,3}([0-9]{1,})|pp. \1^=\2~~

~~| em dash~~

~~—| ^=^32~~

| space-dash-space

~~- | ^=^32~~

~~^= | ^=^32~~

~~^= | ^=^32~~

~~<<|≪~~

~~>>|≫~~

| “Where x = jsdkskd, etc”

~~^pWhere|^pwhere~~

~~^pWith|^pwith~~

~~^pWhich|^pwhich~~

| Using thin spaces to units

~~Hz| Hz~~

~~~ ns>| ns~~

~~~ p([A-Z])>| p\1~~

~~~ n([A-Z])>| n\1~~

~~~ k([A-Zm])>| k\1~~

~~~ m([A-Zm])>| m\1~~

| <number>m2(or 3) –> <number><thin space>m2 (vbvbr 3)

~~~([0-9])m([23])|\1 m::\2~~

~~~([0-9]) m([23])|\1 m::\2~~

~~| NB Now change ::<character> into superscripted character~~

~~~::(?)|\1~~

~~cm| cm~~

~~~([0-9]) dB|\1 dB~~

~~~([0-9]) V>|\1 V~~

~~~([0-9]) W>|\1 W~~

~~~([0-9]) m>|\1 m~~

~~eV| eV~~

~~MeV| MeV~~

~~keV| keV~~

~~~([0-9]) °|\1°~~

~~However |However,^32~~

~~¬stress-strain|stress–strain~~

~~; however|; however,~~

~~¬superced|supersed~~

~~¬supress|suppress~~

~~¬no-one|no one~~

~~| UK docs~~

~~~percent>|per cent~~

~~¬judgment|judgement~~

~~¬acknowledgment|acknowledgement~~

~~~<ageing|aging~~

~~~<useable|usable~~

~~¬practicing|practising~~

~~¬practiced|practised~~

~~¬licencing|licensing~~

~~¬licenced|licensed~~

~~| US docs~~

~~~per cent>|percent~~

~~¬judgement|judgment~~

~~¬acknowledgement|acknowledgment~~

~~~<ageing|aging~~

~~~<useable|usable~~

~~ensur|^&~~

| This next line is not actually black, but dark blue

| i.e. only ‘ensure’ *without* a following ‘that’ is coloured

~~ensure that|^&~~

~~~<section>|^&~~

~~~<chapter>|^&~~

~~~<figure>|^&~~

~~~et al>|^&~~

| Serial comma

~~~[!,] and>|^&~~

~~~[!,] or>|^&~~

| Not serial comma

~~, and>|^&~~

~~, or>|^&~~

~~| Try to undo “<Cap>Figure 1.23 shows...”)~~

~~~\<Cap\>(Figure [0-9.a-f\(\)]{1,} [a-z])|\1~~

~~| Remove ‘A’ and ‘The’ as caption start text~~

~~~(\>Figure [0-9.]@ )The ([a-z])|\1\2~~

~~~(\>Figure [0-9.]@ )A ([a-z])>|\1\2~~

~~~(\>Table [0-9.]@ )The ([a-z])>|\1\2~~

~~~(\>[0-9.]@ )The ([a-zA-Z])|\1\2~~

~~~vol. ([0-9])|Vol. \1~~

~~~vol.([0-9])|Vol. \1~~

~~~Vol. ([0-9])|Vol. \1~~

~~~Vol ([0-9])|Vol. \1~~

~~~Vol.([0-9])|Vol. \1~~

~~~vol ([0-9])|Vol. \1~~

~~~no. ([0-9])|No. \1~~

~~~no.([0-9])|No. \1~~

~~~No. ([0-9])|No. \1~~

~~~No ([0-9])|No. \1~~

~~~No.([0-9])|No. \1~~

~~~no ([0-9])|No. \1~~

~~¬amidst|amid~~

~~¬amongst|among~~

~~¬whilst|while~~

| CO2 or SO2

~~~([SC])[oO0]2|\1O;;2~~

| NOX

~~~N[Oo][Xx]>|NO;;X~~

| water

~~H2O|H;;2O~~

| NB Now change ;;<character> into subscripted character

~~~;;(?)|~~~~\1~~

| th/st/rd/nd not superscript

| First with a superscript space, then without

~~th~~ ~~|th^32~~

~~st~~ ~~|st^32~~

~~nd~~ ~~|nd^32~~

~~rd~~ ~~|rd^32~~

~~th~~~~|th~~

~~st~~~~|st~~

~~nd~~~~|nd~~

~~rd~~~~|rd~~

| Funny square/cube symbols

~~²|2~~

~~³|3~~

| No need for spacing with punctuation

~~,|,~~

~~?|?~~

~~!|!~~

~~)|)~~

~~( |(~~

| Highlight ‘Ed(s)’ in refs lists, so I remember to deal with them

~~~\([eEds.]{2,}\)|^&~~

DoMacro|VancouverCitationChecker

DoMacro|FigTableBoxLister

DoMacro|FullPointOnCaptions

DoMacro|ParagraphEndChecker

| Highlight all double spaces

~~|^&~~

# Appendix 9 – Word 365 options

**Introduction**

When I want to change one of the options, I can never find it in all the various menus and submenus! So I have typed out all the options, so that they are searchable. Then if I want to change, say, automatic smart quotes, I just search for ‘smart’ and find that it’s not in the main options, but in one of the sections within Proofing–AutoCorrect options.

(N.B. I’ve highlighted the 2010 options – in the following appendix – in grey so that if you’re searching for a particular option and you get to a grey highlighted area, you’ll know that this is relevant only to Word 2010, and not 365.)

**General**

*General options for working with Word*

**User Interface options**

When using multiple displays:

optimize for best appearance

optimize for compatibility (application restart required)

Show Mini Toolbar on selection

Enable Live Preview

Update document content while dragging

Collapse the ribbon automatically

Collapse the Microsoft search box by default

ScreenTip style: [menu]

**Personalize your copy of Microsoft Office**

User name: [input]

Initials: [input]

Always use these values regardless of sign into Office

Office Background [menu]

Office Theme [menu]

**Privacy settings**

Privacy settings [menu]

**LinkedIn features**

Use LinkedIn features in Office to stay connected with your professional network and keep up to date in your industry

Enable LinkedIn features in my Office applications

About LinkedIn features Managed LinkedIn account associations

**Start up options**

Choose the extensions you want Word to open by default: [Default Programs…]

Tell me if Microsoft Word isn’t the default program for viewing and editing documents.

Open e-mail attachments and other uneditable files in reading view

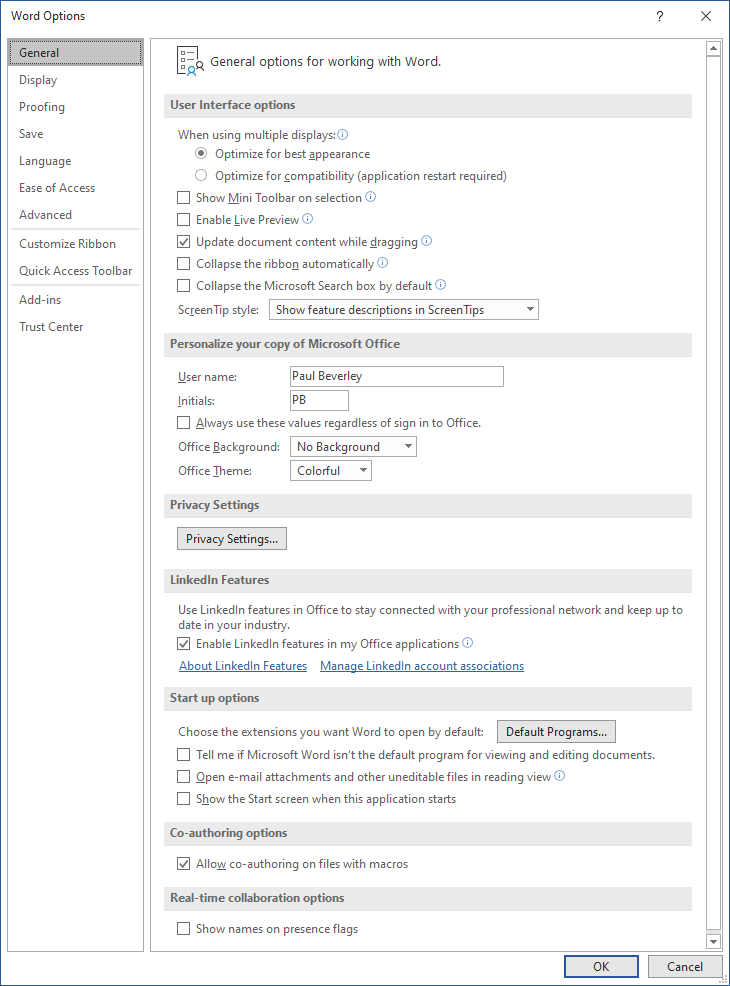
Show the Start screen when this application starts

**Co-authoring options**

Allow co-authoring on files with macros

**Real-time collaboration options**

Show names on presence flags



**Display**

*Change how document content is displayed on the screen and when printed.*

**Page display options**

Show white space between pages in Print Layout view

Show highlighter marks

Show document tooltips on hover

**Always show these formatting marks on the screen**

Tab characters

Spaces

Paragraph marks

Hidden text

Optional hyphens

Object anchors

Show all formatting marks

**Printing options**

Print drawings created in Word

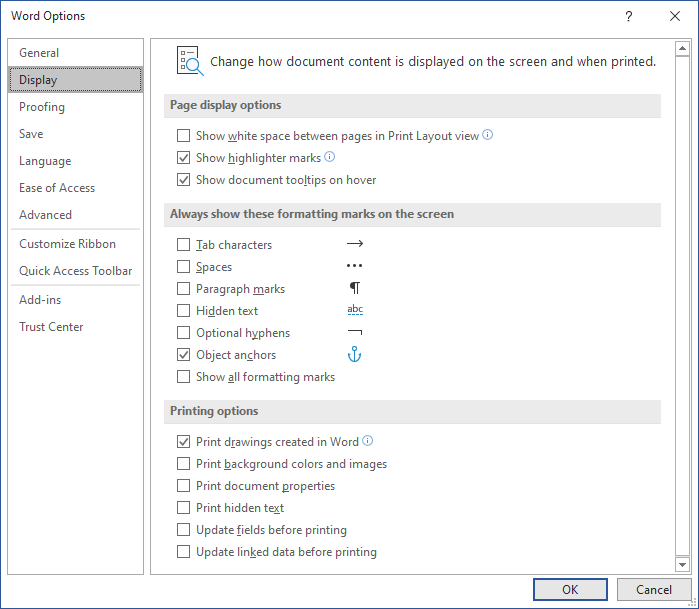
Print background colors and images

Print document properties

Print hidden text

Update fields before printing

Update linked data before printing



**Proofing**

*Change how Word corrects and formats your text.*

**AutoCorrect options**

Change how Word corrects and formats the text as you type [**AutoCorrect options**]

**AutoCorrect options**

***1) AutoFormat***

**Apply (blue not selected, red selected)**

Built-in Heading styles Automatic bulleted lists

List styles Other paragraph styles

**Replace (blue not selected, red selected)**

"Straight quotes" with “smart quotes”

Ordinals (1st) with superscript

Fractions (1/2) with fraction character (½)

Hyphens (--) with dash (–)

\*Bold\* and \_italic\_ with real formatting

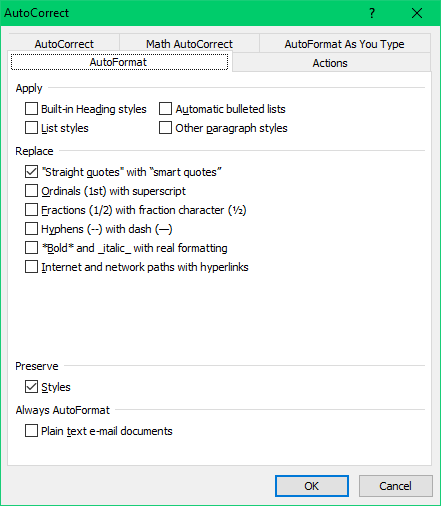
Internet and network paths with hyperlinks

**Preserve (blue not selected, red selected)**

Styles

**Always AutoFormat (blue not selected, red selected)**

Plain text email documents



***2) Actions***

Word can provide additional actions, for certain words or phrases in your document, through the right-click menu.

Enable additional actions in the right-click menu

**Available actions: (blue not selected, red selected)**

Address (English)

Date (XML)

Financial Symbol (XML)

Instant Messaging Contacts (English)

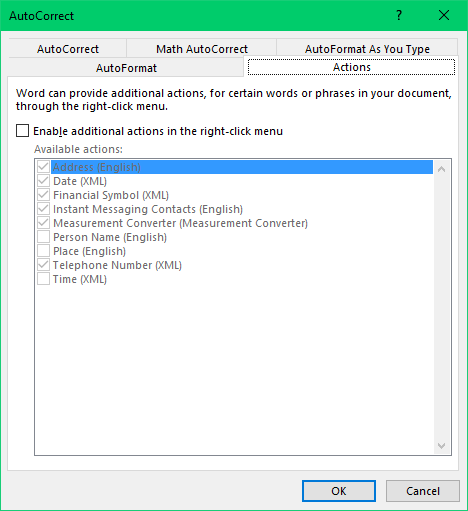
Measurement Converter (Measurement Converter)

Person Name (English)

Place (English)

Telephone Number (XML)

Time (XML)



***3) AutoCorrect* (none of these selected)**

Show AutoCorrect Options buttons

Correct TWo INitial CApitals

Capitalize first letter of sentences

Capitalize first letter of table cells

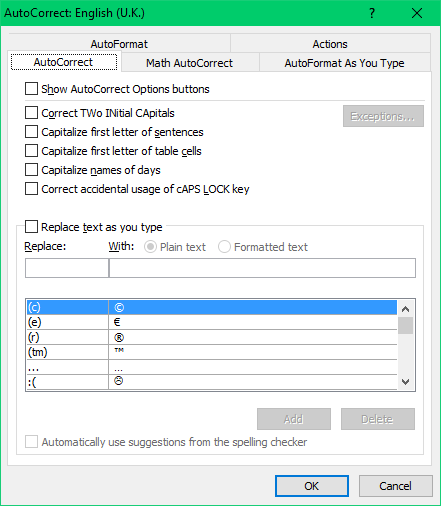
Capitalize names of days

Correct accidental usage of cAPS LOCK key

Replace text as you type

[list]

Automatically use suggestions from the spelling checker



***4) Math AutoCorrect* (none of these selected)**

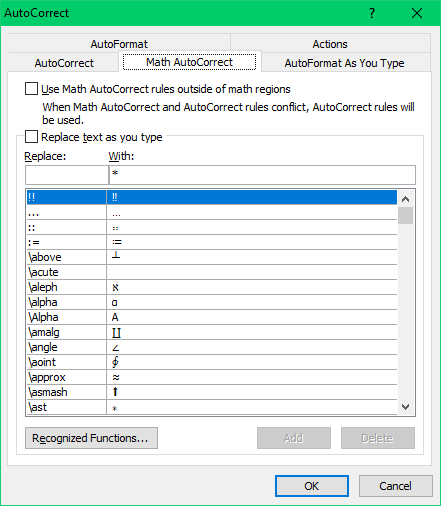
Use Math AutoCorrect rules outside of math regions

When Math AutoCorrect and AutoCorrect rules conflict, AutoCorrect rules will be used.

Replace text as you type [menu]

Recognized Functions [menu]

acos, acosh, acot, ... sup. tan, tanh.



***5) AutoFormat as you type***

**Replace as you type** **(blue not selected, red selected)**

"Straight quotes" with “smart quotes” Ordinals (1st) with superscript

Fractions (1/2) with fraction character (½) Hyphens (--) with dash (–)

\*Bold\* and \_italic\_ with real formatting

Internet and network paths with hyperlinks

**Apply as you type** **(none of these selected)**

Automatic bulleted lists Automatic numbered lists

Border lines Tables

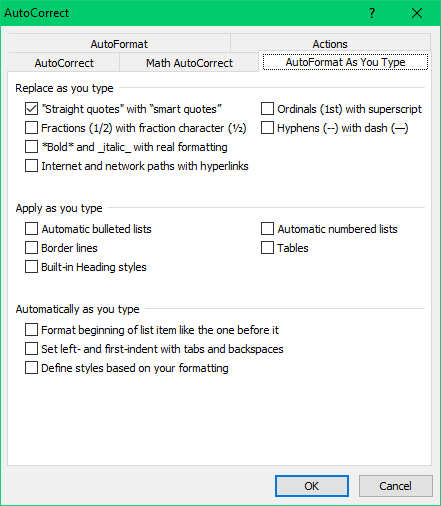
Built-in Heading styles

**Automatically as you type (none of these selected)**

Format beginning of list item like the one before it

Set left- and first-indent with tabs and backspaces

Define styles based on your formatting



**When correcting spelling in Microsoft Office programs**

Ignore words in UPPERCASE

Ignore words that contain numbers

Ignore internet and file addresses

Flag repeated words

Enforce accented uppercase in French

Suggest from main dictionary only

Custom dictionaries [menu]

French modes [menu]

Spanish modes [menu]

**When correcting spelling and grammar in Word**

Check spelling as you type

Mark grammar errors as you type

Frequently confused words

Check grammar and refinements in the Editor pane

Show readability statistics

Choose the checks editor will perform for grammar and refinements setting

Writing style [menu]

**Grammar**

Academic degrees

Adjective used instead of adverb

Adverb instead of adjective

Agreement within noun phrases

‘An’ ‘and’ confusion

Capitalization

Capitalization of March and May

Capitalization of personal titles

Comma after greeting

Comma before quotations

Comma missing after introductory phrase

Comma splice

Comma with conjunctive adverbs

Comma with conjunction

Comma around descriptive clause

Commonly confused phrases

Commonly confused words

Comparative use

Correlative conjunction mismatch

Date formatting

Embarrassing words

Hyphenation

Incorrect auxiliary

Incorrect negation

Incorrect number ending

Incorrect pronoun case

Incorrect reflective pronoun use

Incorrect use of that

Incorrect verb form

Incorrect verb form after auxiliary

Indefinite article

Indirect questions

Misheard phrases

Missing comma

Modal confusion

Multiple modals

Noun number

Possessive and plural forms

Punctuation

Question mark missing

Redundant colon

Redundant comma before complement clause

Redundant question mark

Repeated auxiliary

Semicolon use

Spacing

Subject verb agreement

Too many determiners

Unnecessary hyphen

Use of plain verb form

Use of the word ‘lack’

Use of will and would

Verb use

Which who confusion

Who whom confusion

Word split

**Clarity**

Adverb placement

Double negation

Jargon

Passive voice

Passive voice with unknown actor

Sentence structure

Simpler wording

Split infinitives

Use of euphemisms

**Conciseness**

Conjunction overuse

Normalizations

Wordiness

Words expressing uncertainty

**Formality**

Colloquial verb phrase

Contractions

Informal language

Opinion markers

Slang

Subjunctive mood

**Inclusiveness**

Age bias

Cultural bias

Ethnic slurs

Gender bias

Gender specific language

Racial bias

Sexual orientation bias

**Punctuation conventions**

Comma with adverbials

Oxford comma

Unnecessary comma

Punctuation required with quotes [menu]

Space between sentences square [menu]

**Resume**

Avoid first person references

Superfluous expressions

Unsuitable expressions

Vague quantifiers

Vague verbs

**Vocabulary**

Clichés

Collective nouns

Locale-specific words

Region-specific words

Vague adjectives

Vague or unnecessary adverbs

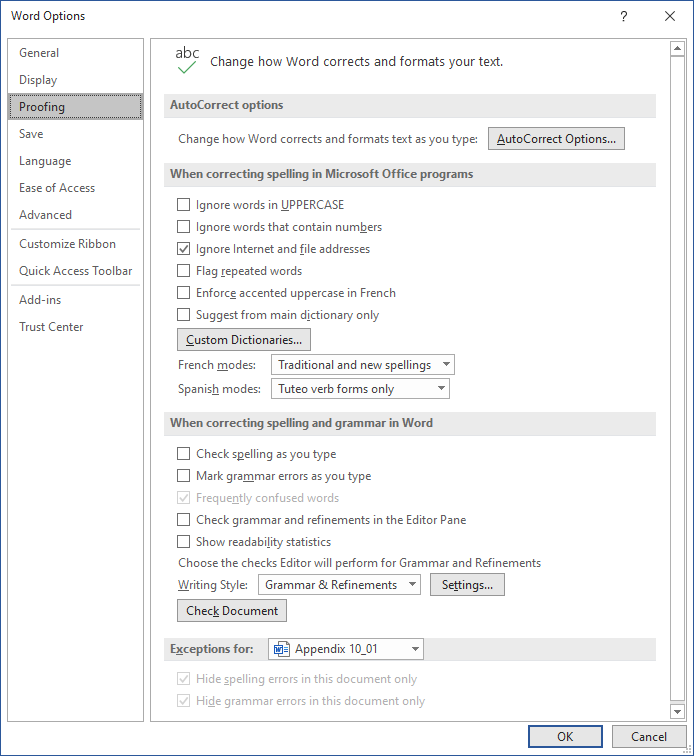
Weak verbs

**Check document**

**Exceptions for** [menu]

Hide spelling errors in this document only

Hide grammar errors in this document only



**Save**

*Customize how documents are saved.*

**Save documents**

AutoSave OneDrive and SharePoint Online files by default on Word

Save files in this format: [menu]

Save AutoRecover information every [menu] minutes

Keep the last AutoRecovered version if I close without saving

AutoRecover file location: [menu]

Don’t show the Backstage when opening or saving files with keyboard shortcuts

Show additional places for saving, even if sign-in may be required.

Save to Computer by default

Default local file location: [menu]

Default personal templates location: [menu]

**Offline editing options for document management server files**

Saving checked out files to server drafts is no longer supported. Checked out files are now saved to the Office Document Cache.

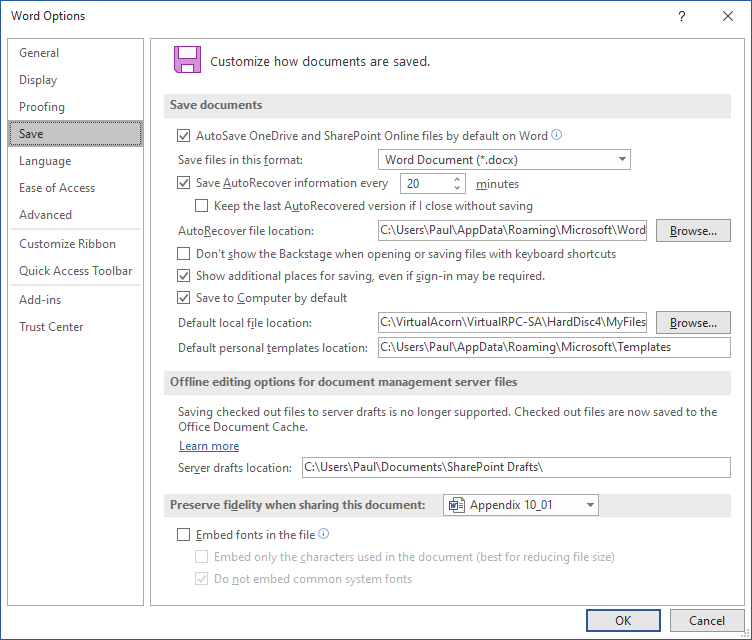
Server drafts location: [menu]

**Preserve fidelity when sharing this document:** [menu]

Embed fonts in the file

Embed only the characters used in the document (best for reducing file size)

Do not embed common system fonts



**Language**

*Set the Office Language Preferences*

**Office display language**

Buttons, menus, and other controls will show in the first available language on this list.

1. Match Microsoft Windows <preferred>

2. English

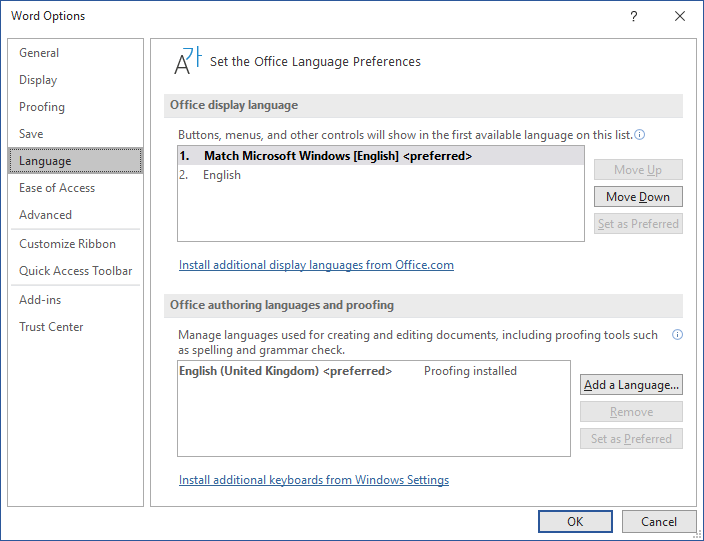
Install additional display languages from Office.com

**Office authoring languages and proofing**

Manage languages used for creating and editing documents, including proofing tools such as spelling and grammar check.

**English (United Kingdom) <preferred>** Proofing installed

Install additional keyboards from Windows Settings



**Ease of access**

*Make Word more accessible.*

**Make your document accessible to others**

The accessability checker helps you find and fix content in your document that may make it harder for people with disabilities to consume your content. You can get it from Review > Check Access ability. Office can remind you about accessibility issues while you work by showing a reminder in the Status Bar.

Keep accessability checkout running while I work

**Feedback options**

Provide feedback with sound

Sound Scheme: [menu]

Provide feedback with animation

**Application display options**

ScreenTip style [menu]

Show feature descriptions in ScreenTips

Don't show feature descriptions in ScreenTips

Don't show ScreenTips

Show shortcut keys in ScreenTips

Show the start screen when this application starts

**Automatic Alt Text**

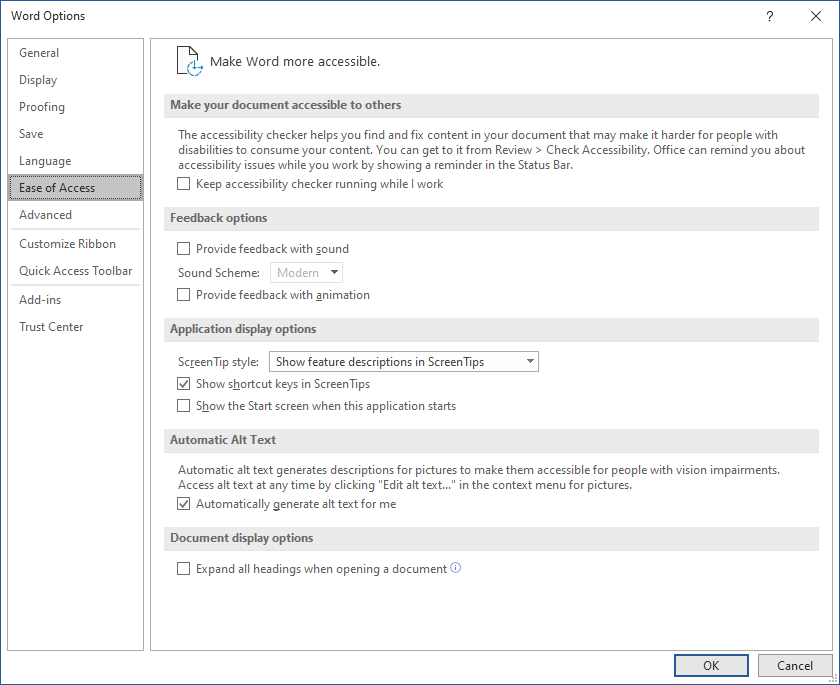
Automatic alt text generates descriptions for pictures to make them accessible for people with vision impairments.

Access alt text at any time by clicking “Edit alt text…” in the context menu for pictures.

Automatically generate alt text for me.

**Document display options**

Expand all headings when opening a document



**Advanced Called Preferences on a Mac**

**(Command-Comma)**

*Advanced options for working with Word*

**Editing options**

Typing replaces selected text

**When selecting, automatically select entire word <− My advice: switch this off!**

Allow text to be dragged and dropped

Use CTRL + Click to follow hyperlink

Automatically create drawing canvas when inserting AutoShapes

**Use smart paragraph selection <− My advice: switch this off!**

**Use smart cursoring <− My advice: switch this off!**

Use the Insert key to control overtype mode

Use overtype mode

Prompt to update style

Use Normal style for bulleted or numbered lists

Keep track of formatting

Mark formatting inconsistencies

Updating style to match selection: [menu]

Enable click and type

Default paragraph style: [menu]

Show AutoComplete suggestions

Do not automatically hyperlink screenshot

**Cut, copy, and paste (none of these selected)**

Pasting within the same documents: [menu]

Pasting between documents: [menu]

Pasting between documents when style definitions conflict: [menu]

Pasting from other programs: [menu]

Insert/paste pictures as: [menu]

Keep bullets and numbers when pasting text with Keep Text Only option

Use the Insert key for paste

Show Paste Options button when content is pasted

**Use smart cut and paste <− My advi****ce: switch this off!**

Use default options for [menu]

Individual options

Adjust sentence and word spacing automatically

Adjust paragraph spacing on paste

Adjust table formatting and alignment on paste

Smart style behaviour

Merge formatting when pasting from Microsoft PowerPoint

Adjust formatting when pasting from Microsoft Excel

Merge pasted lists with surrounding lists

**Link handling**

Open supported hyperlinks to Office files in Office desktop apps

**Pen**

Used pen to select and interact with content by default

**Image size and quality**

Discard editing data

Do not compress images in file

Default resolution: [menu]

**Chart**

Properties follow chart data point

**Show document content**

Show background colors and images in Print Layout view

Show text wrapped within the document window

Show picture placeholders

Show drawings and text boxes on screen

Show bookmarks

Show text boundaries

Show crop marks

Show field codes instead of their values

Field shading: [menu]

Use draft font in Draft and Outline views

Name: [menu]

Size: [menu]

**Font substitution**

Expand all headings when opening a document

**Display**

Show this number of recent documents [menu]

Quickly access the number of recent documents

Show this number of unpinned recent folders

Show measurements in units of [menu]

Style area pane width in Draft and Outline views [menu]

Show pixels for HTML features

Show shortcut keys in ScreenTips

Show horizontal scroll bar

Show vertical scroll bar

Show vertical ruler in Print Layout view

Optimize character positioning for layout rather than readability

Disable hardware graphics acceleration

Update document content while dragging

Use subpixel positioning to smooth fonts on screen

Show pop-up buttons for adding rows and columns in tables

**Print**

Use draft quality

Print in background

Print pages in reverse order

Print XML tags

Print field codes instead of their values

Allow fields containing track changes to update before printing

Print on front of the sheet for duplex printing

Print on back of the sheet for duplex printing

Scale contents for A4 or 8.5 × 11″ paper sizes

Default tray: [menu]

**When printing this document**

Print PostScript over text

Print only the data from a form

**Save**

Prompt before saving Normal template

Always create backup copy

Copy remotely stored files onto your computer, and update the remote file when saving

Allow background saves

**Preserve fidelity when sharing this document** [menu]

Save form data as delimited text file

Embed linguistic data

**General**

Confirm file format conversion on open

Update automatic links at open

Allow opening a document in Draft view

Enable background repagination

Show add-in user interface errors

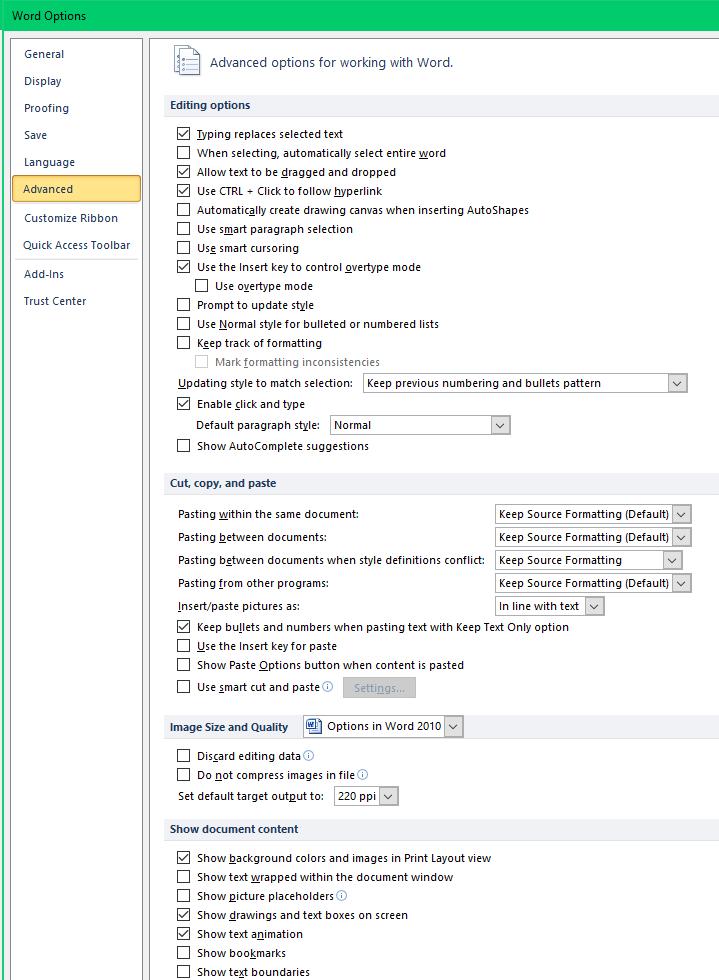
Mailing address: [input box]

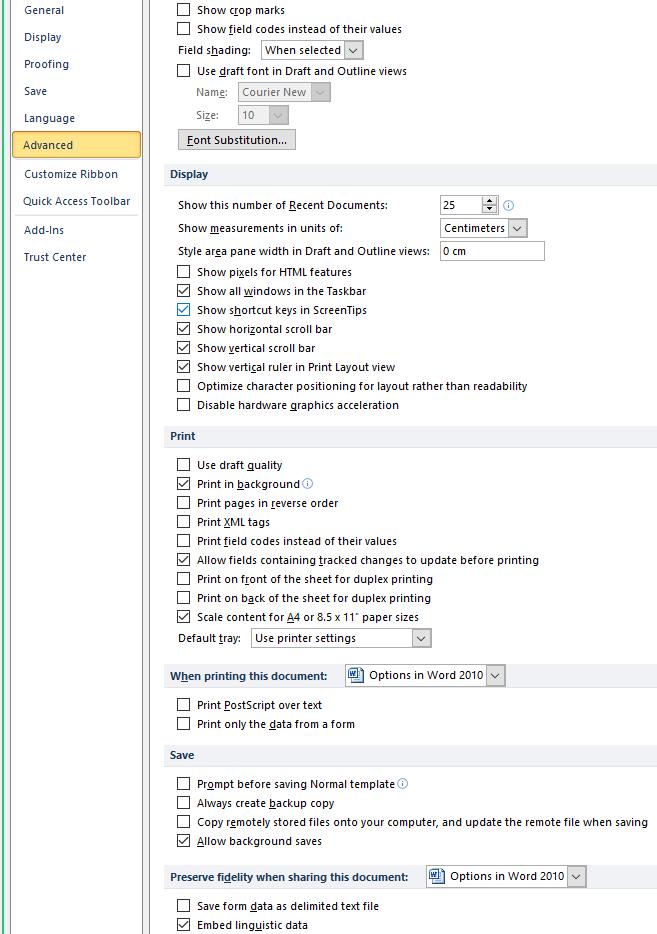
File locations: [menu]

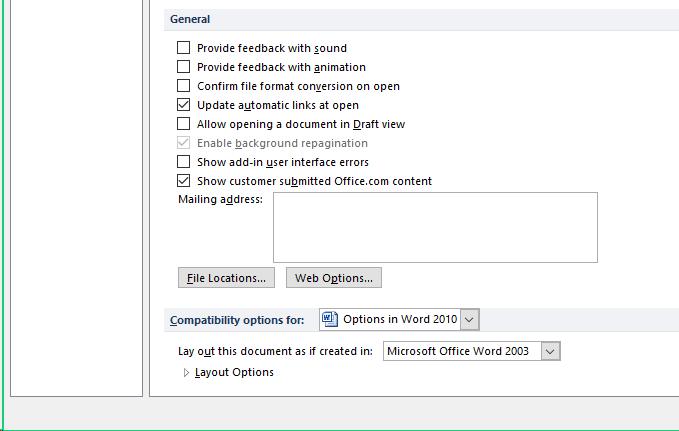
Web options: [menu] (Too many to type out, sorry!)

Compatibility options for: [menu]

Lay out this document as if created in: [menu]







**Trust Center**

Help keep your documents safe and your computer secure and healthy.

**Security & more**

Visit Office.com to learn more about protecting your privacy and security.

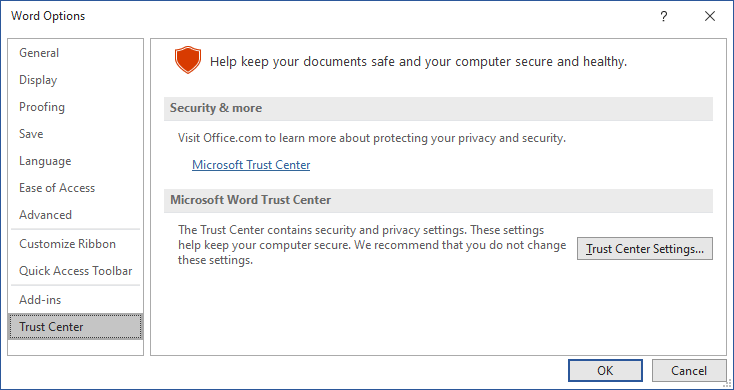
Microsoft Trust Center

**Microsoft Word Trust Center**

The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings.

*(In which case, there’s no point in my typing them out for you!)*

**Trust Centre Settings** [menu]



**Macro Settings**

**Disable all macros without notification <− My advice:** *Leave this as the selected item. It refers to incoming*

*macros. To run your own macros (or mine!) on your*

*computer you don’t need to change this setting*.

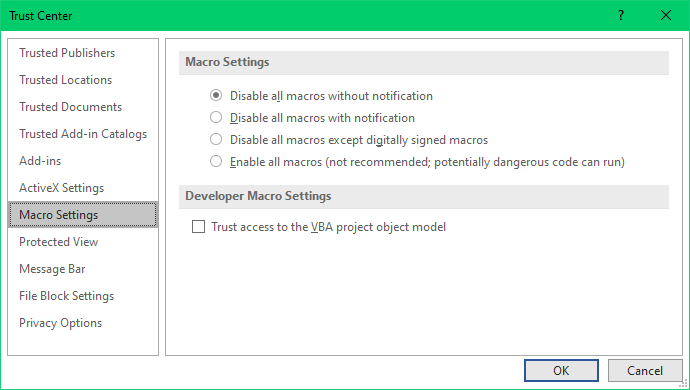
Disable all macros with notification

Disable all macros except digitally signed macros

Enable all macros (not recommended; potentially dangerous code can run)

**Developer Macro Settings**

Trust access to the VBA project object model



## Removing personal information

N.B. First save a copy of your file, in case you want to revert to it!

Click the File tab, and then click Info.

Click the third box “Check for Issues”, where it also says “Inspect Document”.

Select the Inspect Document option.

In the Document Inspector dialog box, click Inspect.

If there is personal information, an exclamation mark will indicate the fact.

DON’T click to remove Comments, Revisions, and Versions (you want to keep the comments, presumably) but DO click on Document Properties and Personal Information.

All the comments should now just say “Author”.

# Appendix 10 – Word 365 menu items

The idea here, as with the Word 365 Options above, is that if you are struggling to find where a particular function is located, you can use Word’s Find function to locate it in the following list.

## “Work in Progress”

*(And if you want to help, how about completing it for me? :-)*

## Home

**Clipboard**

Paste

Format

Painter

**Font**

**Paragraph**

**Styles**

**Editing**

Find

Replace

Select

**Dictate**

Voice

Main

**Insert**

**Pages**

Cover page

Blank page

Page break

**Editor**

**Insert**

Cover page

Blank page

Page break

**Tables**

Tables

**Illustrations**

Pictures

Shapes

Icons

3D models

Smart art

Chart

Screenshot

**Adens**

Get adens

My adens

Wikipedia

**Media**

Online video

**Links**

Link

Bookmark

Cross reference

**Comments**

Comment

**Header**

& footer header

Footer

Page number

**Text**

Text box

Quick parts

Word art

Drop cap

Signature line

Date time

Object

**Symbols**

Equation

Symbol main

**Design**

Themes colours fonts

Paragraph spacing

Effects

Set as default

**Page**

Background watermark

Page colour

Page borders main

**Layout**

**Page**

Setup margins

Orientation

Size

Columns

Breaks

Line numbers

Hyphenation

**Paragraph**

Indent

Spacing

**Range**

Position

Wrap text

Bring forward

Send backward

Selection pane

Align

Group

Rotate

## References

Table of contents

Add text

Update table

**Footnotes**

Insert footnote

Insert endnote

Next footnote

Show notes

## Research

Smart look up

Researcher

**Citations & bibliography**

Insert citation

Manage sources

Styles

Bibliography

**Captions**

Insert caption

Insert table of figures

Update table

Cross reference

**Index**

Mark entry

Insert index

Update index

**Table of authorities**

Mark citation

Insert table of authorities

Update table

## Mailings

**Create**

Envelopes

Labels

**Mail merge**

Mail merge

Select recipients

Edit recipient list

**Right**

**Insert fields**

Highlight merge fields

Address block

Greeting line

Insert merge field

Rules

Match fields

Update labels

**Preview results**

Preview results

Find recipient

Check for errors

**Finish**

Finish

Merge

## Review

**Proofing**

Editor

Thesoras

Word count

**Speech**

Word aloud

**Accessibility**

Check accessibility

**Language**

Translate

Language

**Comments**

New comment

Delete

Previous

Next

Show comments

**Tracking**

Track changes all markup show markup

Reviewing pain

**Changes**

Accept

Reject

Previous

Next

**Compare**

Compare

**Protect**

Block authors

Restrict editing

**Ink**

Hidingg

**CV**

CV assistant

## View

**Views**

Read mode

Print layout And web layout

# Appendix 11 – Word 2010 options

(I’ve highlighted the 2010 options in grey so that if you’re searching for a particular option and you get to a grey highlighted area, you know that this is relevant only to Word 2010, and not 365.)

When I want to change one of the options, I can never find it in all the various menus and submenus! So I have typed out all the options, so that they are searchable. Then if I want to change, say, automatic smart quotes, I just search for ‘smart’ and find that it’s not in the main options, but in one of the sections within Proofing–AutoCorrect options.

I know this list is for Word 2010, but I’m guessing that it’s similar in most other versions of Word. And it’s better than nothing, anyway! :-)

**General**

***General options for working with Word***

**User Interface options**

Show Mini Toolbar on selection

Enable Live Preview

Color scheme: [menu]

ScreenTip style: [menu]

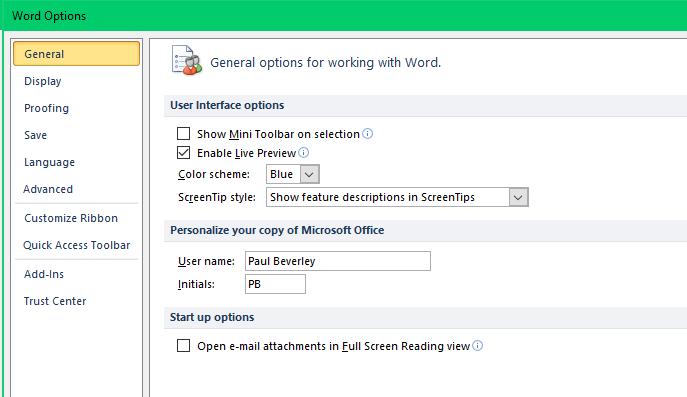
**Personalize your copy of Microsoft Office**

User name: [menu]

Initials: [menu]

**Start up options**

Open e-mail attachments in Full Screen Reading view



**Display**

***Change how document content is displayed on the screen and when printed***

**Page display options**

Show white space between pages in Print Layout view

Show highlighter marks

Show document tooltips on hover

**Always show these formatting marks on the screen**

Tab characters

Spaces

Paragraph marks

Hidden text

Optional hyphens

Object anchors

Show all formatting marks

**Printing options**

Print drawings created in Word

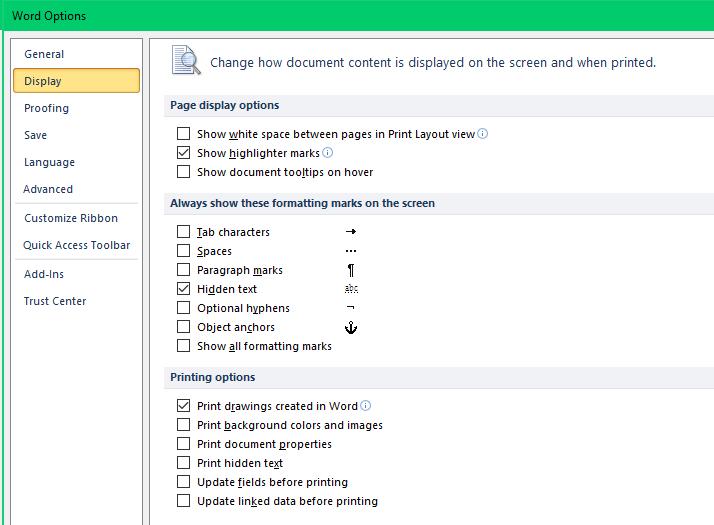
Print background colors and images

Print document properties

Print hidden text

Update fields before printing

Update linked data before printing



**Proofing**

***Change how Word corrects and formats your text***

**AutoCorrect options**

Change how Word corrects and formats the text as you type [**AutoCorrect options**]

**AutoCorrect options**

***1) AutoFormat***

**Apply**

Built-in Heading styles Automatic bulleted lists

List styles Other paragraph styles

**Replace**

"Straight quotes" with “smart quotes”

Ordinals (1st) with superscript

Fractions (1/2) with fraction character (½)

Hyphens (--) with dash (–)

\*Bold\* and \_italic\_ with real formatting

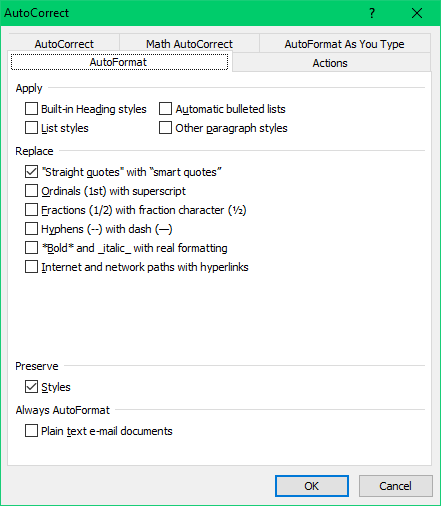
Internet and network paths with hyperlinks

**Preserve**

Styles

**Always AutoFormat**

Plain text email documents



***2) Actions***

Word can provide additional actions, for certain words or phrases in your document, through the right-click menu.

Enable additional actions in the right-click menu

**Available actions:**

Address (English)

Financial Symbol (XML)

Instant Messaging Contacts (English)

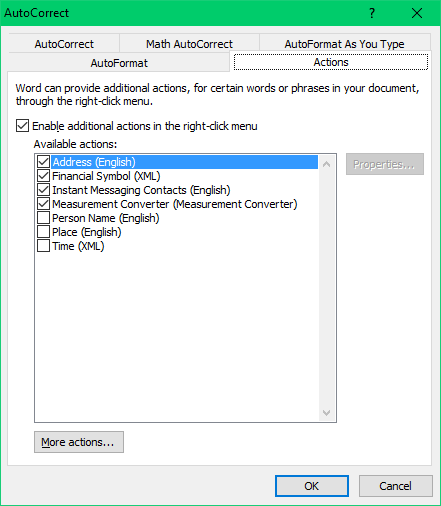
Measurement Converter (Measurement Converter)

Person Name (English)

Place (English)

Time (XML)

**More actions** [via internet]



***3) AutoCorrect***

Show AutoCorrect Options buttons

Correct TWo INitial CApitals

Capitalize first letter of sentences

Capitalize first letter of table cells

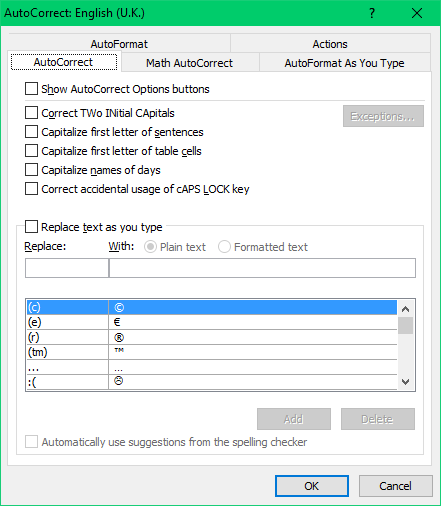
Capitalize names of days

Correct accidental usage of cAPS LOCK key

Automatically use suggestions from the spelling checker

Replace as you type

[list]



***4) Math AutoCorrect***

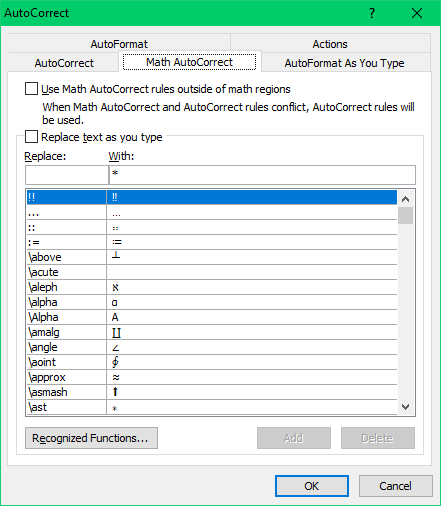
Use Math AutoCorrect rules outside of math regions

When Math AutoCorrect and AutoCorrect rules conflict, AutoCorrect rules will be used.

Replace text as you type [menu]

Recognized Functions [menu]

acos, acosh, acot ... sup, tan, tanh.



***5) AutoFormat as you type***

**Replace as you type**

"Straight quotes" with “smart quotes” Ordinals (1st) with superscript

Fractions (1/2) with fraction character (½) Hyphens (--) with dash (–)

\*Bold\* and \_italic\_ with real formatting

Internet and network paths with hyperlinks

**Apply as you type**

Automatic bulleted lists Automatic numbered lists

Border lines Tables

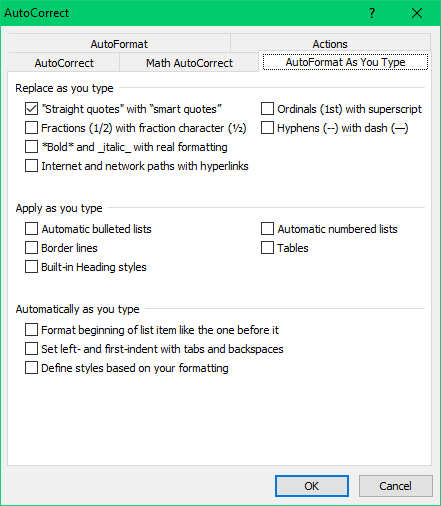
Built-in Heading styles

**Automatically as you type**

Format beginning of list item like the one before it

Set left- and first-indent with tabs and backspaces

Define styles based on your formatting



**Proofing (cont’d)**

**When correcting spelling in Microsoft Office programs**

Ignore words in UPPERCASE

Ignore words that contain numbers

Ignore internet and file addresses

Flag repeated words

Enforce accented In French

Suggest from main dictionary only

Custom dictionaries [menu]

French modes [menu]

Spanish modes [menu]

**When correcting spelling and grammar in Word**

Check spelling as you type

Use contextual spelling

Mark grammar errors as you type

Check grammar with spelling

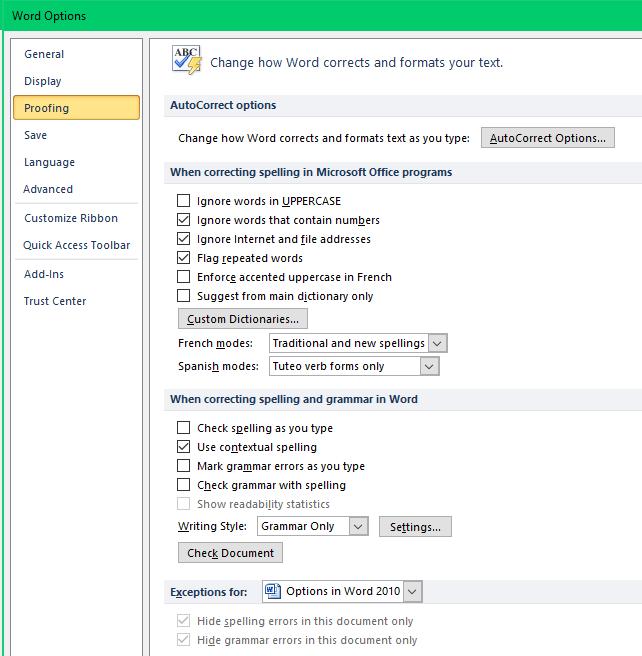
Show readability statistics

Writing style [menu]

**Exceptions for** [menu]

Hide spelling errors in this document only

Hide grammar errors in this document only



**Advanced**

*Advanced options for working with Word*

**Editing options**

Typing replaces selected text

When selecting, automatically select entire word

Allow text to be dragged and dropped

Use CTRL + Click to follow hyperlink

Automatically create drawing canvas when inserting AutoShapes

Use smart paragraph selection

Use smart cursoring

Use the Insert key to control overtype mode

Use overtype mode

Prompt to update style

Use Normal style for bulleted or numbered lists

Keep track of formatting

Mark formatting inconsistencies

Updating style to match selection: [menu]

Enable click and type

Default style: [menu]

Show AutoComplete suggestions

**Cut, copy, and paste**

Pasting within the same documents: [menu]

Pasting between documents: [menu]

Pasting between documents when style definitions conflict: [menu]

Pasting from other programs: [menu]

Insert/paste pictures as: [menu]

Keep bullets and numbers when pasting text with Keep Text Only option

Use the Insert key for paste

Show Paste Options button when content is pasted

Use smart cut and paste

**Image Size and Quality** (sic – note different capitalization!)

Discard editing data

Do not compress images in file

Set default target output to: [menu]

**Show document content**

Show background colors and images in Print Layout view

Show text wrapped within the document window

Show picture placeholders

Show drawings and text boxes on screen

Show text animation

Show bookmarks

Show text boundaries

Show crop marks

Show field codes instead of their values

Field shading: [menu]

Use draft font in Draft and Outline views

Name: [menu]

Size: [menu]

Font substitution

**Display**

Show this number of Recent Documents [menu]

Show measurements in units of [menu]

Style area pane width in Draft and Outline views [menu]

Show pixels for HTML features

Show all windows in the Taskbar

Show shortcut keys in ScreenTips

Show horizontal scroll bar

Show vertical scroll bar

Show vertical ruler in Print Layout view

Optimize character positioning for layout rather than readability

Disable hardware graphics acceleration

**Print**

Use draft quality

Print in background

Print pages in reverse order

Print XML tags

Print field codes instead of their values

Allow fields containing track changes to update before printing

Print on front of the sheet for duplex printing

Print on back of the sheet for duplex printing

Scale contents for A4 or 8.5 × 11" paper sizes

Default tray: [menu]

**When printing this document**

Print PostScript over text

Print only the data from a form

**Save**

Prompt before saving Normal template

Always create backup copy

Copy remotely stored files onto your computer, and update the remote file when saving

Allow background saves

**Preserve fidelity when sharing this document** [menu]

Save form data as delineated text file

Embed linguistic data

**General**

Provide feedback with sound

Provide feedback with animation

Confirm file format conversion on open

Update automatic links at open

Allow opening a document in Draft view

Enable background pagination

Show add-in user interface errors

Show customer submitted Office.com content

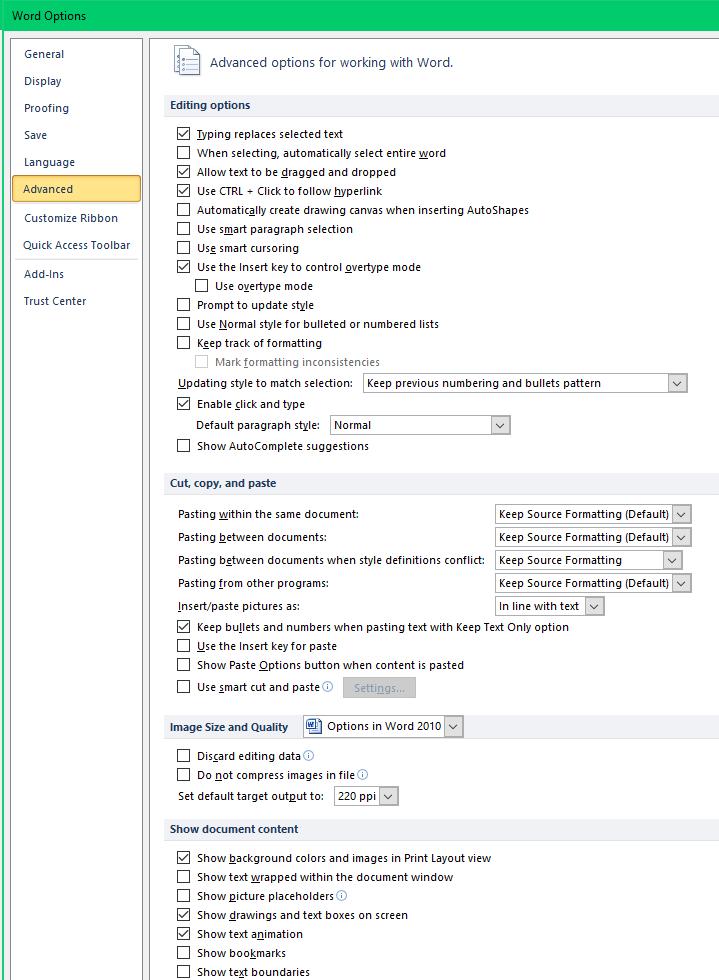
Mailing address: [input box]

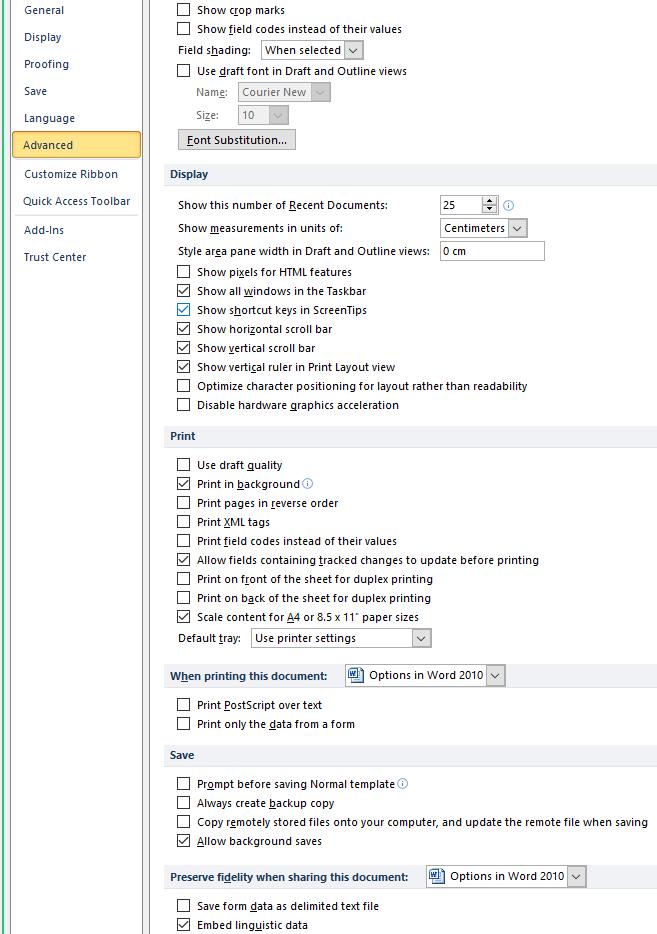
File locations: [menu] Web options: [menu]

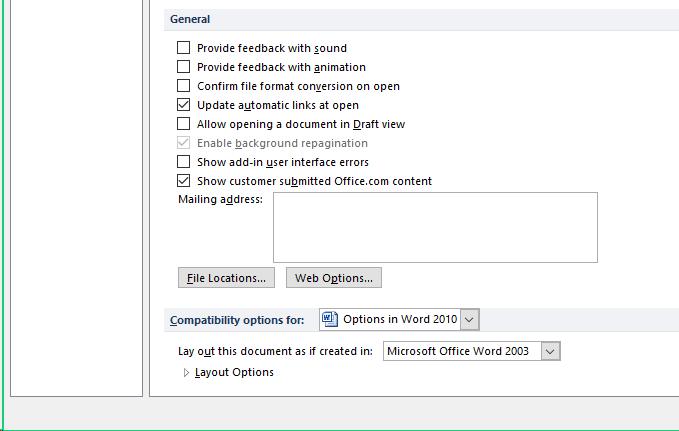
Compatibility options for: [menu]

Lay out this document as if created in: [menu]

Layout options







**Trust Center**

Help keep your documents safe and your computer secure and healthy.

**Protecting your privacy**

Microsoft cares about your privacy. For more information about how Microsoft Word helps to protect your privacy, please see the privacy statements.

Show the Microsoft Word privacy statement

Office.com privacy statement

Customer Experience Improvement Program

**Security & more**

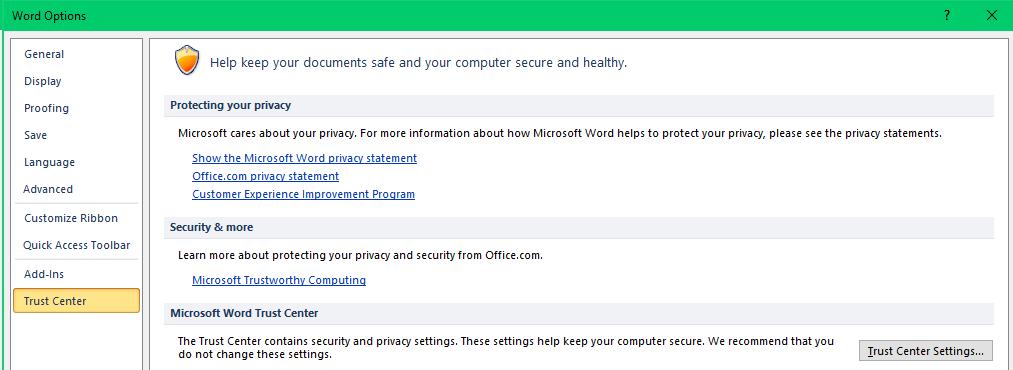
Learn more about protecting your privacy and security from Office.com

Microsoft Trustworthy Computing

Microsoft Word Trust Center

The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings.

**Trust Centre Settings** [menu]



**Macro settings**

Disable all macros without notification

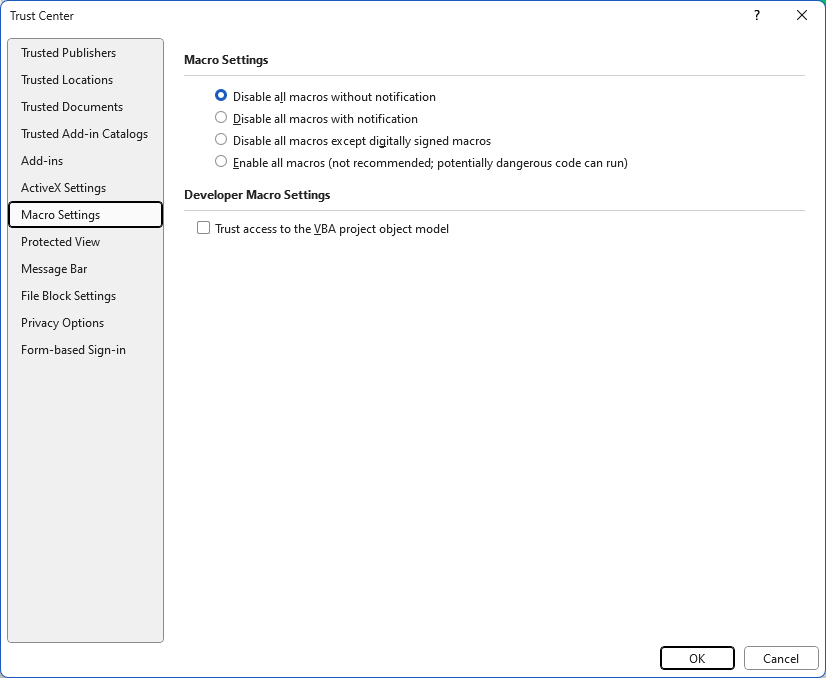
Disable all macros with notification

Disable all macros except digitally signed macros

Enable all macros (not recommended; potentially dangerous code can run)

**Developer Macro Settings**

Trust access to the VBA project object model



# Appendix 12 – Backing up the Normal Template

### **First on a Mac**

### **(thanks to Jennifer Yankopolus)**

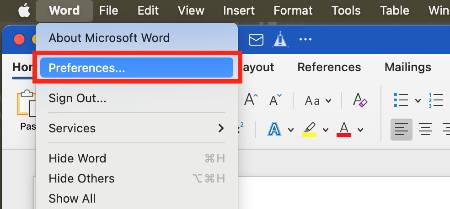
**How to back up the Normal template – Mac**

This method of backing up your Normal template will back up not only your macros but also your keyboard shortcuts. Get in the habit of backing up your Normal template *every time* you install a new shortcut or assign a new keyboard shortcut.

***One-time setup instructions***

First, follow these instructions for setting up a folder alias to make it quick and easy to regularly back up your Normal template. **Note: You will perform these steps only once.**

1. In the menu along the top of the window, select Word > Preferences > File Locations.

                Graphical user interface, application, Word

Description automatically generated

2. Under **File Types**, double-click on **User templates**.

Graphical user interface, application

Description automatically generated

3. Right-click anywhere inside the newly opened window and select **Show in Finder**. (What you see on your screen will vary based on the view settings; two possibilities are shown throughout the steps.)

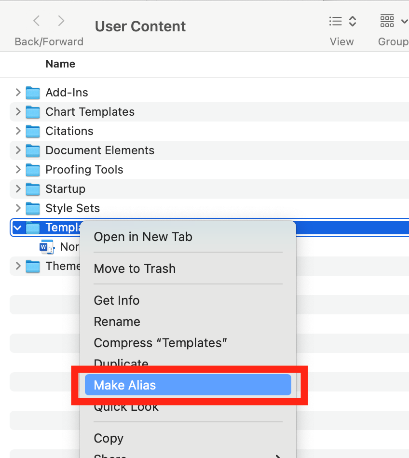
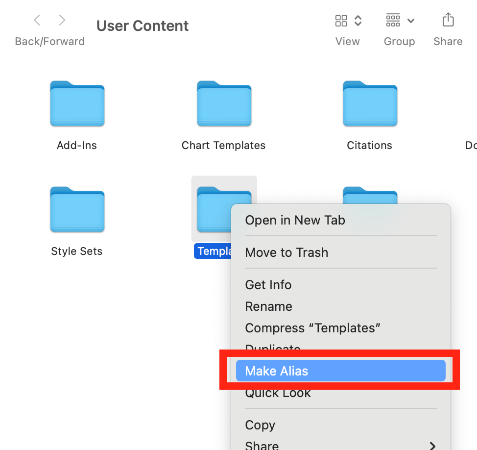
Graphical user interface, application

Description automatically generated                            Graphical user interface, text, application

Description automatically generated

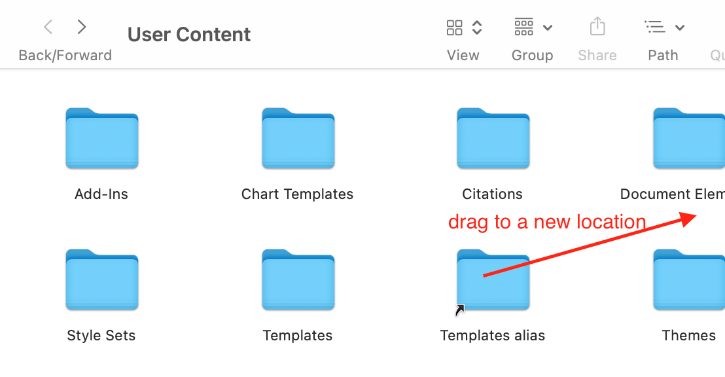
4. In the new window that opens, right-click the **Templates** folder and a drop-down menu will open. Select **Make Alias**.

**Note**: By making an alias you’re simply making an easy way to **link** to the folder in question; you’re not creating a copy of it.

5. Drag the new **Templates alias** folder to somewhere on your computer where it will be easy for you to regularly access it, such as the Desktop or a macros backup folder.

Graphical user interface, text, application

Description automatically generated                            

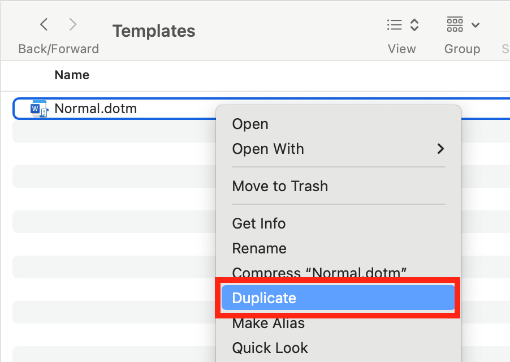
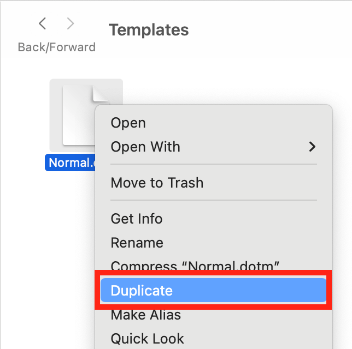
Now you are ready to back up your Normal template – in seconds, any time you think of it.

***Instructions for backing up the Normal template***

1. Quit Word.

2. Click on the **Templates alias** folder.

3. Right-click on the file called **Normal** and select **Duplicate**.

**Job done!** You’ve just backed up your Normal template. Isn’t that easy?

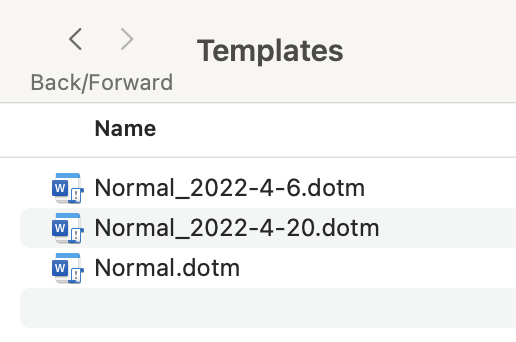
**🡪** **Tip:** If you back up the Normal template regularly, you will end up with a folder looking a bit like this:

Graphical user interface, application

Description automatically generated                       Graphical user interface, application, Teams

Description automatically generated

Word automatically names the duplicated files, with the largest number being the most recent one, **Normal copy 2** in this example. You may prefer to rename the backup file by adding a date to make it easier to locate the most recent one should you ever have to restore your macros:

                            Graphical user interface, application, Teams

Description automatically generated

***Instructions for restoring your macros***

Follow these instructions if you ever need to restore your macros – say Microsoft does an upgrade and all your macros disappear.

1. Quit Word.

2. Click on the **Templates alias** folder.

3. Move the current **Normal** file to the Trash. You can drag it to the Trash icon or right-click the mouse and select **Move to Trash**.

4. Empty the Trash by right-clicking on the Trash icon and selecting **Empty Trash**.

5. In the **Templates alias** folder, right-click on the most recent backup file (i.e., **Normal copy 2** and **Normal\_2022-4-20** in the above examples) and select **Duplicate**.

6. Right-click on this new file, select **Rename**, and change the name to **Normal**. (Leave the file extension as **.dotm**; depending on your settings, the file extensions may be invisible.)

7. Open Word. All your macros and keyboard shortcuts will be restored.

*Version 4 Jan 2024*

### **Now on a PC**

### 

### **Finding the loca****tion (pathname) of the Normal template**

**Note: You will perform this first set of steps only once. The actual regular backup (see below) is much simpler.**

Your Normal template is held in a Templates folder, set up on your computer by Microsoft. If you don’t know where that is then click File–Options, then click on ‘Save’, and you’ll get this window:

Graphical user interface, text, application

Description automatically generated

In the middle of that window is something like:

**Default personal templates location: C:\Users\Paul\AppData\Roaming\Microsoft\Templates**

If that doesn’t produce the required line, you can run this macro:

Sub NTaddress()

Documents.Add

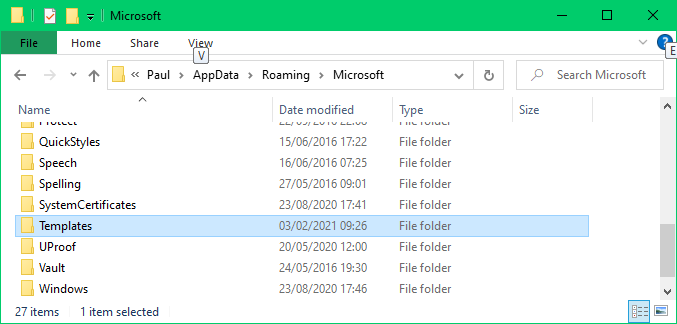
Selection.InsertAfter Text:=NormalTemplate.Path

End Sub

It creates a new file with the address typed out for you.

Now select that address and copy it, then open a new filer window, click in the address line and paste in that address.

If you then go up one level by clicking on ‘Microsoft’ in the address line (or click the up-arrow to the left of the address) you will get this window:



Right-click on the ‘Templates’ folder and click: ‘Create shortcut’. Then if you drag that shortcut file onto your desktop, you will be able to open the Templates folder at a moment’s notice.

### **Backing up the Normal Template**

**Having set up the Templates shortcut, as above, doing a backup takes just a few seconds...**

Double-click on the Templates shortcut to open the folder, and then:

– click on the file ‘Normal’

– click Ctrl-C to copy it

– click Ctrl-V to paste it

**Job done!**

If you do this regularly, you will end up with a folder looking a bit like this, where ‘Normal - Copy (38)’ is the latest backup version:

Graphical user interface, application, email, Excel

Description automatically generated

**Hint**: Change the setting of the Templates folder so that it’s sorted by date, and the most recent file is at the top. That makes it quicker and easier when you’ve got 30+ backups in the same folder.

### **Restoring your macros**

If you ever need to restore your macros – say Microsoft does an upgrade and all your macros disappear – then move the current ‘Normal’ file into the waste bin, click on your latest backup copy (i.e. ‘Normal - Copy (38)’ in the example above) and Ctrl-C and Ctrl-V. This will create a new file, say, ‘Normal - Copy (38) - Copy’, so click on it and then press F2, and rename the resulting file as just ‘Normal’.

### **Quicker and easier backups**

In the Templates folder, create a folder called Backup. Then you can use the macro: *NTbackupDatedSimple*. Each time you run it, it creates a file such as: Normal 2023-11-13-10-10 so that was at 10 past 10 on 13th Nov. OK?

<https://www.wordmacrotools.com/macros/N/NTbackupDatedSimple>

# Appendix 13–16 – See separate files

# Appendix 17 – Sample switch list

Here’s a copy of an individual user’s switch list. It’s mainly for *MultiSwitch*, but there are also section for use with *CommentAddMenu*, *CharacterSwitch* and *FindInContext*.

FIContext AS-F

main = "key"

near1 = "list"

near3 = ""

distance =12

H2O

H2O

h2

H2O

CO2

CO2

t

^p~^p^p

main

me

4

for

2

to

to

two

two

too

too

2

perfect it

PerfectIt

36

Word 365

ll

=lorem(5,10)

ee

=rand(5,10)

...

…

1

one

2

two

3

three

4

four

5

five

6

six .

(1)

1.

(2)

2.

(3)

3.

(4)

4.

(5)

5.

(6)

6.

@@@@

@@@@

<

<&H~>

(a)

1.

(b)

2.

(c)

3.

(d)

4.

(e)

5.

(f)

6.

a)

1.

b)

2.

c)

3.

d)

4.

e)

5.

f)

6.

@@@@

@@@@

i)

(a)

ii)

(b)

iii)

(c)

iv)

(d)

v)

(e)

@@@@

@@@@

i)

1.

ii)

2.

iii)

3.

iv)

4.

v)

5.

@@@@

@@@@

i.

1.

ii.2.

2.

iii.

3.

iv.

4.

v.

5.

@@@@

@@@@

vb

vertical bar

volts

! V

volt

! V

(i)

(a)

(i)

(1)

(ii)

(b)

(ii)

(2)

(iii)

(c)

(iii)

(3)

(iv)

(4)

(v)

(5)

On the contrary

By contrast

On the other hand

However

It

This

x

×

x

(×~)

xx

×

for

of

for example

such as

for example

e.g.

a

AccentAlyse

above

earlier

Accordingly,

So

Albeit

Although

albeit

although

accordingly,

so

ad hoc

occasional

adf

AuthorDateFormatter

additional

extra

Additional

Further

additionally

also

Additionally

Also

al

alphabetic

alp

alphabetically

allow to

allow us to

allowed

made it possible

allows

makes it possible

along

around

also

and

alternate

alternative

among

between

Among

Between

amount

number

amounts

numbers

and

or

analog

analogue

an

the

&

and

And

Also,

ap

Archive Publications

apo

apostrophe

applied

used

Apparently

Clearly

arc

archaeology~

are to

have to

are

is

as a result of

due to

as well as

and

as well

also

As well

Also

as

because

As

Because

assure

ensure

assured

ensured

Assure

Ensure

assuring

ensuring

assures

ensures

At last

Finally

atm

at the moment

au

automatically

aus

Australia

az

([a-zA-Z]{1,})

b

because

B

Because

be

because

becausr

because

before

earlier

Besides

Also

big

large

major

bo

Bordeaux

Britain

the UK

bt

By the way,

BT

By the way,

but

however,

But

However,

buy

by

ca

CapitAlyse

called

referred to as

can

may

capacitance

capacitive

cc

ChronologyChecker

clc

CitationListChecker

cl

CitationLister

ccc

CitationLister and CitationListChecker

certain

particular

ch

chapter

Ch.

Chapter

Ch

Chapter

cha

character~

Chapter

Section

cheques

checks

cheque

check

ci

citations

cie

the Chartered Institute of Editing and Proofreading

cm

Christmas~

cn

Christian~

coma

!,

commence

start

commenced

started

commences

starts

commencing

starting

compliment

complement

complimented

complemented

compliments

complements

complimentary

complementary

comprise

consist

comprises

consists

comprised

composed

con

conference~

c

CopyTextSimple

cv

CopyTextVerySimple

co

conference~

considers

might involve

cons

construction

Continual

Continuous

continual

continuous

Continually

Continuously

continually

continuously

Continuous

Continual

continuous

continual

Continuously

Continually

continuously

continually

c

CopyTextSimple

cv

CopyTextVerySimple

could

can

cp

(confidentiality permitting)

cr

cross references

cs

ClipStore

criteria

criterion

criterion

criteria

d

DocAlyse

d9

Donorcard99

degrees of freedom

DOFs

degree of freedom

DOF

degree

!°

degrees

!°

de

demonstrat

dem

demonstration

depending

dependent

df

DictaFRedit

dir

directory

di

Dictate

dic

dictation

dict

*DictateExtra*~

da

*DictateExtra*

dash

–

different

differing

differing

different

dm

DoMacro|

do

document

doc

documentation

dr

http://www.archivepub.co.uk/doctor

Due

Owing

due

owing

dummy

dummy

e.g.,

such as

E.g.

For example,

e.g.:

such as

e.g.

~such as

e.g.

~for example

eg

for example

eight

8

eighteen

18

eighteenth

18th

eighth

8th

eighties

1980s

eighty

80

eighty-eight

88

eighty-five

85

eighty-four

84

eighty-nine

89

eighty-one

81

eighty-seven

87

eighty-six

86

eighty-three

83

eighty-two

82

eleven

11

eleventh

11th

Else

Otherwise

else

otherwise

em

paul@archivepub.co.uk~

emw

paul@wordmacrotools.com

ewm

paul@wordmacrotools.com

em2

paulbev@livtech.co.uk

em3

archivepub@gmail.com

en

English

ep

English Plus

eq

equation

equation

Eq.

eqs

equations

Eq.

Equation

Equ.

Equation

Equation

Eq.

Eqs

Equations

Equations

Eqs

Eqs.

Equations

Eqns

Equations

Eqns.

Eqs

esl

English as a second language

etc.

and so on

et

editing tools

Exceptions

dummy

extra

further

exist

are

exists

is

f

FRedit

fb

Facebook

fa

facility

fast

quickly

fe

!, for example,

fewer

less

fi

find and replace

fifties

1950s

fifteen

15

fifteenth

15th

fifth

5th

fifty

50

fifty-eight

58

fifty-five

55

fifty-four

54

fifty-nine

59

fifty-one

51

fifty-seven

57

fifty-six

56

fifty-three

53

fifty-two

52

Figure

Fig.

Fig.

Figure

Figs.

Figures

Fig

Figure

filed

field

final

previous

five

5

fd

Flying Doctor approach

first

1st

fl

FRedit list~

fli

FRedit library~

fna

FullNameAlyse

for example

such as

form

from

Forward

Foreword

forties

1940s

forty

40

forty-eight

48

forty-five

45

forty-four

44

forty-nine

49

forty-one

41

forty-seven

47

forty-six

46

forty-three

43

forty-two

42

found

found to be

four

4

fourteen

14

fourteenth

14th

fourth

4th

fr

freelance

fre

http://www.archivepub.co.uk/documents/FRedit.zip

Fred it

FRedit

from

of

fs

FindSamePlace

fundamental

basic

g

Google

gc

grandchild

gd

granddaughter

gets

becomes

get

become

go

Gordon

got

obtained~

gp

Grandpa

great

large

h

HyphenAlyse

has

have

have

has

he

he’d

she

she’d

he/she

they

hence

therefore

hh

Hope that helps.

hi

highlight

high

large

higher

larger

his/her

their

his

their

ho

However,

Ho

however,

Holland

the Netherlands

however,

but~

however

but~

hth

Hope that helps.

hy

hyphenation

i.e.,

that is,

i.e.:

that is

i.e.

that is,

ie

that is

if

whether

whether

If so, that’s fine.

iff

If so, that’s fine.

im

intended meaning

include:

include the following:

including:

including the following:

inc

inconsistency

In addition to

As well as

in addition

also

In addition

Also

In case of

For

In the case that

When

In the case of

For

in the case of

for

in

information

inf

information

ins

instructions~

instance

example

inst

instantaneously~

instantaneously

instantly

instantly

instantaneously

is

are

is to

should

has to

IS

IStoIZ/IZtoIS

its

their

IZ

IStoIZ/IZtoIS

je

Jennifer

kb

keybindings

keeps

takes

keep

take

keeping

taking

kept

taken

knew

new

known

seen

ks

keystroke

l

LaTeX

la

language

large

major

large

high

last

past

lately

recently

latter

last

lay

lie

lays

lies

lb

Love and best wishes,

lead

led

less

fewer

less

fewer

licence

license

licences

licenses

licencing

licensing

license

licence

licenses

licences

Like

As with

like

such as

likely

probably

little

small

loose

lose

looses

loses

loosing

losing

lo

Louise

lower

less

m

*MultiSwitch*

manner

way

Many times

Often

maximal

maximum

may

can

ma

MegAlyse

me

macro editing tools

mc

http://wordmacrotools.com/macros/

mf

MacroFetch

mfu

MacroFetchUpdate

mft

MultiFileText

mfw

MultiFileWord

might

could

mi

MacroInstaller

mime

mimic

mio

million

media

medium

mr

MegaReplacer

mtt

macro tools

mmm

https://www.wordmacrotools.com/pdfs/08\_Macro\_Menu\_\_complete\_macro\_tool\_list.pdf

mt

Many thanks.

mtrr

http://www.archivepub.co.uk/documents/Macros\_by\_the\_tourist\_route

mtr

Macros by the Tourist Route

might

may

minimal

minimum

mob

07780-917589

monotonously

monotonically

ms

Microsoft

msp

Macro Starter Pack

mt

Many thanks.

much

very

must

has to

named

referred to as

nd

Nightingale Drive

needed

necessary

next

following

nevertheless

but

ni

Nightingale Drive

nine

9

nineteen

19

nineteenth

19th

nineth

9th

ninth

9th

nineties

1990s

ninety

90

ninety-eight

98

ninety-five

95

ninety-four

94

ninety-nine

99

ninety-one

91

ninety-seven

97

ninety-six

96

ninety-three

93

ninety-two

92

NONE

ALL

ALL

NONE

nt

Normal template

number

figure

numbers

figures

obviously

markedly

ob

obsessive problem-solver

obtained

obtained by

obtained

acquired

oc

of course

of

to

ohm

! Ω

ohms

! Ω

on

to

|one

we

one should

we have to

one must

we have to

one must

it is necessary to

one has

we have

one may

we can

operation

operating

optimal

optimum

Owing to

As a result of

owing

due

p

ProperNounAlyse

pa

paragraph

par

parentheses

passive

positive

past

final

pb

Paul Beverley

pe

pre-editors

per annum

!/year

per cent

!%

percent

!%

permits

allows

pf

proofreading

phenomenon

phenomena

pi

PerfectIt

pm

proper minus sign~

pn

proper nouns

pov

point of view

pp

Powerpoint

pr

proofreader

practice

practise

principal

principle

principals

principles

principle

principal

providing

provided

program

programme

programs

programmes

proper

appropriate

ps

PostScript

pub

http://www.archivepub.co.uk

pu

punctuation

pv

principal verb

qm

quotation mark

qu

queries

quickly

rapidly

quite

fairly

r

respectively

rc

ReferenceChecker

re

reference

referred to as

called

rel

relationship

ri

RISC OS

rl

references list

s

CIEP

sb

suebev3@gmail.com

sc

screencast

sp

spellcheck

se

sentence

sel

SpellingErrorLister

seh

SpellingErrorHighlighter

second

2nd

Section

Chapter

Section

Subsection

since

because

seven

7

seventeen

17

seventeenth

17th

seventh

7th

seventies

1970s

seventy

70

seventy-eight

78

seventy-five

75

seventy-four

74

seventy-nine

79

seventy-one

71

seventy-seven

77

seventy-six

76

seventy-three

73

seventy-two

72

six

6

sixteen

16

sixth

6th

sixteenth

16th

sixties

1960s

sixty

60

sixty-eight

68

sixty-five

65

sixty-four

64

sixty-nine

69

sixty-one

61

sixty-six

66

sixty-seven

67

sixty-three

63

sixty-two

62

sf

straightforward

sfe

http://www.sfep.org.uk

sss

SpellingErrorLister and SpellingErrorHighlighter

sh

SpellingErrorHighlighter

should be

has to be

shall

will

must

has to

have to

shall

have to

shall

will

sl

SpellingErrorLister

str

strikethrough

structure

structural

so

therefore

so

thus

software

software packages

spa

Starter Pack

square feet

sq.ft

ss

stylesheet

st

straightaway

storeys

stories

structure health monitoring

SHM

structural health monitoring

SHM

sub

subscript

such as

for example

such as

as with

such

this

Such

This

sup

superscript~

sw

software

ta

Thanks again.

take

such as

Taylor

tailor

tb

http://www.archivepub.co.uk/book

tm

http://www.archivepub.co.uk/macros/

tc

track change~

the

a

there

their

three

3

two

2

tr

training

tra

translators

true

real

tt

Many thanks

tu

turquoise

tv

Taverham

twelve

12

twelfth

12th

twenties

1920s

twentieth

20th

twenty

20

twenty-eight

28

twenty-first

21st

twenty-five

25

twenty-four

24

twenty-nine

29

twenty-one

21

twenty-seven

27

twenty-six

26

twenty-three

23

twenty-two

22

two

2

ty

typesetting

tyr

typesetter

un

Unfortunately,

under

at

Un

Unfortunately,

undated

n.d.

United Kingdom

UK

United States

USA

U.S.

US

usage

use

utilised

used

utilise

use

utilises

uses

utilising

using

utilized

used

utilize

use

utilizes

uses

utilizing

using

varying

various

varied

various

via

vs.

w

WordPairAlyse

wa

WhatsApp

was

were

way

direction

wc

wildcard

well

easily

were

was

what

which

when

where

weather

whether

, which

that

that

which

that

which

which

that

Which

This

Where

We’re

Weather

Whether

where

we’re

wi

window

Wi

Windows

will stop

!.

will

must

with

to

would be

is

wop

WordPress

would

will

wp

wordprocessor

wpc

WordsPhrasesInContext

x

×

y

YouTube

you

we

You

We

yt

https://www.youtube.com/channel/UC6J6ZPMJQ0T5eMIcX3tKh2g

°

degrees

09

([0-9]{1,})

07

07780-917589

1st

first

2nd

second

3

III

3rd

third

4

IV

4th

fourth

5th

fifth

68

01362-680019

6th

sixth

72

01603-722544

7th

seventh

86

01603-864 464

8th

eighth

9

([0-9])

A

([A-Z])

a

([a-z])

a1

([a-z]{1,})

9th

ninth

zz

zzSwitchList

46

46 Nightingale Drive, Taverham^tNR8 6TR

46 Nightingale Drive,^pTaverham,^pNorwich^pNR8 6TR^p

46 Nightingale Drive,^pNorwich^p**NR8 6TR^p**

Archive Publications, 46 Nightingale Drive, Norwich NR8 6TR, UK

## Quick-find word changes

<Alt-1>

this is just my “numbers” (both ways!) macro, really,

plus I use it for US to USA

US>USA

twenty>0

thirty>30

forty>40

fifty>50

sixty>60

seventy>70

eighty>80

ninety>90

checkForeign1 = F

foreignLanguage1 = opposite

checkForeign2 = F

foreignLanguage2 = wdFrench

makeFReditList = F

List:

<Cap>

<

.^p

here>^p

[g] ‘<>’ is not defined in the glossary.{Not in glossary.}

.[t] ‘<>’ does not appear in this chapter. OK?{Not in chapter.}

[l] ‘<>’ is not in the references list. {Not in the references list.}

[ll] ‘<>’ is not in the references list. (But ][ is.) {Not in the references list. But xxx is.}

[h] ‘<>’ – Have I caught the intended meaning?{Have I caught meaning?}

[m] ‘<>’ – I’m having difficulty working out what this means. What does “<>” mean? {Meaning?}

[rr] ‘<>’ – Will readers know what ‘][’ refers to? If so, that’s fine. {Readers know?}

[a] ‘<>’ – Will the readers know this acronym? If so, fine. (It’s not defined anywhere that I can see.) {Acronym}

[s] ‘<>’ – Sorry, but I can’t work out the intended meaning here. Is it something like “<>”? {Sorry?}

[3] OK?{OK?}

[c] Doesn’t seem to be cited in the text. {Not cited}

[v] ‘<>’ – This sentence has no principal verb, so I can’t work out the meaning, sorry. {No verb}

[t] ‘<>’ – Does not appear in the text of this chapter. OK? {No verb}

[q] ‘<>’ – {Quote only}

['] ‘<>’ – {Quote only}

[.] ‘<>’ – {Quote only}

[0] {Blank}

[t] [T/S: Please ensure that the bold characters here are just bold and NOT bold-italic.] {T/S comment}

[tt] [T/S: ditto] {T/S}

<age>

<Age>

Figure

Table

Equation

Eqn

¬chapter

¬section

Eqn

Eqns

¬chapter

¬chapters

¬section

¬sections

Context words:

place

## Quick-find character changes

## <Alt-Num+>

## <Alt-2>

## (long range)

°\_ degrees

%\_ per cent

and this autochanges to ‘percent’ if lang = US

;\_ and

&\_and

x\_×

z\_s

Quotes: single to double and vice versa

‘\_“

’\_”

”\_’

“\_‘

+\_ +

em dash to en dash

^+\_^=

en dash to hyphen

^=\_-

hyphen to (spaced) en dash

-\_ ^=^32

/\_and

2003

wm

wordmacrotools.com

wmt

Word Macro Tools~

see iep

CIEP

iep

CIEP

ws

worksheet

doc allies

DocAlyse