

# Macros for Editors

(and Proofreaders)

*by Paul Beverley*

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(At the end is a **Changes Log** to show what has changed since you last downloaded a copy.)

## **Thank you!**

I'm very much aware that any gift, talent or skill that I might have comes from God, and I'm very grateful to Him! And I'm very grateful, too, to my wife Sue for caring for me and being patient with me.

I also want to thank my professional colleagues in the UK's Chartered Institute of Editing and Proofreading (www.ciep.uk) for inspiring me and encouraging me to create the enclosed macros. So, thanks to everyone for giving me such joy in life!

## **Thank me?**

If you find this book helpful and would like to say thank you, please make a gift to a charity of your choice, in your own country, and preferably one that aims to alleviate human suffering in some way. Thanks! But if you prefer to make a donation to me – or through me – I have a PayPal account with my email address paul@archivepub.co.uk.

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## DocAlyse

- Analyse different formatting of centuries
- Analyse different types of lists
- Highlight possible errors with a/an
- Reveal formatting and special characters
- Examine formatting and applied effects and patterns
- Spelling analysis
  - Count IS/IZ spellings
  - Count UK/US spellings
  - Highlight UK/US spelling errors
- Spellchecking for proofreading and editing
- Spellchecking for proofreading
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- Visualise where specific words/phrases are used
- Checking hyphenation of word pairs
- Transferring words from hyphenanalyse to a stylesheet
- Checking word pairs that are not hyphenated
- Measure average sentence length
- Highlight over-long sentences
- Highlight over-long paragraphs
- Show distribution of sentence lengths
- Show distribution of word lengths
- Show distribution of paragraph lengths
- Count uppercase and lowercase characters
- Count words that are highlighted
- Copy paragraphs that contain highlighted (and coloured) text
- Highlighting words not in vocabulary list
- Point out repetitious use of words
- Highlight repeated words in sentences
- List special sorts
- List all words in a given font colour
- List all text that is highlighted
- List all URLs in a file
- List all paragraphs starting with...
- List all text in a given font or highlight colour
- Split a document into two: coloured font or black
- Making a sublist of items in a list containing a word or phrase
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- Finding chronology words in context
- Finding names/words/phrases in context
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- FRedit hint – switch track changes on
- FRedit hint – using FRedit on multiple selections
- FRedit hint – checking your FRedit list
- Scripted F&R – simplified version of FRedit
- Scripted F&R – a simple FRedit-like tool
- IZ to IS spelling and vice versa
- German and French quotes
- Ignore this text – apply strikethrough

Strikethrough and colour selected text  
Strikethrough all URLs  
Strikethrough all equations  
Strikethrough all code sections  
Highlight certain characters with attributes  
Highlight all italic text  
Highlight all equations  
Highlight all 'equations' that are actually now bitmaps  
Space out MathType equations in running text  
Space out MathType equations in whole text  
Convert all Equation Editor items to text  
Mark all quotations  
Run a FRedit list  
Run a FRedit List from a menu of lists  
Multifile FRedit  
Quicker creation of FRedit lists  
Create a FRedit list from a proper noun query list  
Create a FRedit list from a text list  
Lines of text into paragraphs  
Text exported from PDFs (or from OCR)  
Rejoining hyphenated words (1)  
Rejoining hyphenated words (2)  
Correcting wrongly un-hyphenated words (global)  
Correcting wrongly un-hyphenated words (selective)  
PDFs with missing ligatures  
PDFs with missing ligatures (2)  
PDFs odd ASCII codes for ligatures  
For OCR/PDF, underline all spelling errors  
Multifile text compilation  
Multifile Word compilation  
Multifile references compilation  
Multifile track changes compilation  
Text-only version of current document  
Chopping into chapters  
Chopping a file into sub-files, e.g. a book into chapters  
List all files in a folder  
Acronym list creator  
Acronym finder  
Create a list of acronyms and definitions  
Tagged uppercase words changed to small caps  
Make formatting tag invisible (hidden text)  
Acronyms to small caps  
Highlight incomplete paragraphs  
Sort a list and remove duplicates  
Sort case-sensitively  
Sort blocks of text  
Sort, ignoring first 'word'  
Sort list of names by surname  
Sort reference list that has 'ditto' lines  
Sort group of citations  
Alphabetic sort in-line lists within a paragraph  
Sort in-line citations by year  
Add item to existing list  
Table stripper  
Tables to tab-separated text  
Callout inserter  
Move all figures out into a separate file  
Edit the contents of table cells  
Add em dash to every table cell  
Add final character (full point) to every table cell  
Add initial capital to every table cell selected  
Remove/restore borders and rules of table  
Textbox and frame removal  
List all styles used in a document

Apply styles to textboxes  
Copy text out of text boxes [textboxes] into main body of text  
Footnote (endnote) fiddling  
Delete all endnotes  
Delete all footnotes  
Unembed footnotes or endnotes  
Re-embed notes  
Unembed endnotes by sections  
Renumber all superscripts  
Renumber all note numbers  
Sorting out messed-up footnote numbering  
Endnotes/footnotes to inline bracketed text  
Bracketed notes to embedded footnotes  
Add a footnote (endnote) but in a different style  
Renumber any list  
Remove numbering from all headings  
Delete all bookmarks  
Delete all comments  
Delete all comments by a specific author/editor  
Transfer comments from square brackets to bubbles  
Transfer comments from square bubbles to brackets  
Add (and remove) serial numbers to (from) initials in all comments  
Delete all comments that don't have tags  
Delete all comments that DO have a specific tag  
Delete all hyperlinks  
Unlink all fields except equations  
Delete selected hyperlinks  
Check each of the URLs  
Citation and bibliography (references list) field conversion  
Mendeley citations and punctuation correction  
Delete all figures from a file  
Delete all inline images from a file  
Delete all inline images from a file and close the space  
Delete all inline images from a file and add a call-out  
Delete all paragraphs that are mainly italic  
Convert combo boxes to text  
Unbold every colon followed by roman text  
Auto-lists to text  
Full-out paragraph under all headings  
Selective format changing  
Raised/lowered text to super/subscript  
Greek symbol font checker  
Symbol font to unicode converter  
Highlight all 'funny' fonts  
Get rid of 'rogue' fonts  
Get rid of 'locked' fonts  
Funny font full facilities  
Add thin (or other) space to units  
Language selection  
Highlight text not in main language  
Mark long sentences  
Ensure all sentences have two spaces following  
Highlight all questions  
Highlight all long quotations  
Displaying long quotes  
Highlight (and/or style) all indented paragraphs  
Change the indent of specific indented paragraphs (1)  
Change the indent of specific indented paragraphs (2)  
Apply styles to all paragraphs except headings  
Apply character style to headwords  
Count the highlighted areas  
Every 'Normal' paragraph to 'Body Text'  
Coding (tagging) every bold heading  
Adding coding (tagging) automatically

- Add line space after all tables before headings
- Coding (tagging) displayed quotes
- Coding (tagging) bulleted list
- Formatting numbered list item
- Using manual line breaks in and poetry (verses) and/or lists
- Adding (coloured) tags to all italic/bold text
- Adding (coloured) tags to selected text or to next bold text
- Adding an <ni> tag to the first line after each heading
- Listing all tagged section headings
- Adding full point to ends of captions
- Adding styles to numbered headings
- Coding the first lines of a chapter
- Showing style names within text (= adding style codes)
- Simple number sequence checker
- Decimal number sequence checker
- Number sequence checker hierarchical
- Contents list creator by style or number or tags
- Find mismatched brackets
- Find mismatched double quotes
- Find mismatched single quotes
- Correct double quotes inside double quotes to singles
- Section number adding
- Automatic section numbering
- Automatic section numbering (2)
- Semi-automatic section numbering
- Do 'such and such' to every 'so and so'
- Multiple choice answer tidier global
- Highlight all serial commas (or not serial commas)
- Count the serial commas (or not serial commas)
- Highlight duplicate sentences
- Check and correct the hierarchy of brackets/braces/parentheses
- Remove all formatting except URLs
- Apply global highlighting with track changes
- Apply highlights and/or colours to 'confusables'
- Correct accidental double capitals
- Correct spaces and punctuation on superscripted numbers

## 12 Editing – text change \_\_\_\_\_

- Change case of next letter
- Change case of initial letter of next word
- Change case of initial letter of the paragraph
- Paragraph to start lowercase and end with semicolon
- Semicolonising a list (+ lowercase start letter)
- Semicolonising a list
- Lowercasing a list and no punctuation
- Uppercasing a list and no punctuation
- Adding full point to ends of bullet items
- Type, delete or switch 'the'/'a'/'an' ('The'/'A'/'An')
- Type 'a' (or 'A'), 'an' (or 'An')
- Type 'that'
- Add accents to characters
- Add a macron to the next vowel
- Add (real) bullets to a list
- Reducing all-capitals to initial cap
- Lowercase this phrase throughout
- Select current word
- Select current sentence/paragraph/page
- Select whole words
- Delete this word
- Delete the rest of the sentence
- Delete the rest of the line
- Remove final character of a word
- Remove punctuation at end of a word
- Remove punctuation from both ends of a word
- Remove the punctuation nearest the cursor

Single quotes round a word  
Double quotes to single quotes  
Single quotes to double quotes  
Non-curly quotes  
Typing text into quotes for notes to publisher  
Transpose (swap) adjacent letters  
Transpose the s that follows  
Transpose (swap) two previous letters  
Transpose (swap) words  
Turn current word into a plural  
Abbreviation swap  
Change punctuation between words (1)  
Change punctuation between words in dialogue  
Changes proper noun to personal pronoun  
Numbers (figures) to text  
Convert numbers (text) to figures (1–10)  
Convert the next number (text) to figures (1–100)  
Adjust numbering – increment and decrement  
Adjust lettering – increment and decrement  
Change ampersand to and  
Change percent symbol to words  
Change ‘e’ to ‘e’-acute  
Change ‘to do’ into ‘for doing’ – and vice versa  
Change future tense into present perfect (Dutch)  
Single/double curly quote  
Switch UK curly quotes on and off  
Single/double curly German-style quote  
Single/double curly French-style quote  
Single/double prime  
Letter ‘x’ to times/multiply character  
Change double quotes to guillemets  
Add quotes to a phrase  
Add parentheses round the current word/phrase  
Add ‘things’ round the current word/phrase  
Delete pairs of parentheses, quote marks or commas  
Change quotes on a phrase – double to single  
Add a comma  
Hyphenate  
Hyphen to dash  
Punctuation to comma  
Punctuation to full point (period)  
Hyphen to minus sign  
Hyphen/dash/hard space to space  
Dash or (hard) space to hyphen  
Punctuation to thin space  
Type a thin space  
Delete next punctuation mark  
Punctuation inversion  
Join two words  
Word pair (un)hyphenated or single word  
Change or add ‘that’ and ‘which’  
Common word/phrase switch  
Extending the use of MultiSwitch  
Search and then MultiSwitch  
Search and then change to alternate  
Load text from a menu into the clipboard  
Multiple clipboard  
Quick word switch  
Quick character switch  
Quick character switch(2)  
Centre text  
Bulleted list item to initial uppercase  
Auto-bulleted list item to initial lowercase  
Highlight all lists

Highlight all paragraphs of a range of word lengths  
Title case in quotes – capital on principal words only  
Add quotes and title cap  
Remove quotes and remove caps  
Headings: sentence case  
Heading: sentence case (2)  
Book titles (i.e. Italic) to title case  
All caps to title case  
Superscript next note number  
Apply/remove italic/bold  
Normalising an area of text  
Italicising variables in an equation (1)  
Italicising variables in an equation (2)  
Romanise an existing italic  
Romanise italic/bold punctuation  
Make a phrase italic  
Make italic text more easily visible  
Applying funny underlines  
Sub/superscript on/off  
Italic to single (or double) quote toggle  
Applying an attribute to some text  
Select highlighted text  
Paste as unformatted text  
Getting pure text from PDFs and websites  
Copy and paste styles  
Unify the style of a paragraph or selection  
Copy to and paste from the spike  
Adding tags (codes) locally  
Tagging displayed quotations  
Tagging bits of text  
Tagging lists  
Tagging captions  
Checking continuity of tags  
Border off paragraphs  
Find and replace apostrophes  
Inserting special characters (accents)  
Inserting special characters (Greek)  
Inserting special characters (scientific)  
Move date within reference  
Add dates to reference citations  
List all references in the notes (for converting to short title)  
Change author forenames in references list to initials  
Reinsert author name, instead of dash in references list  
Check/change author/date formatting in references list  
Convert uppercase surnames to initial capital  
Lowercase author surnames in references list  
Reduce the number of authors in a references list to three  
Reduce multi-author citation to ‘Bloggs et al.’  
Highlight all multi-author citations in text  
Change author name order in references list  
Move date (year) to end of line in references list  
Swap initials and surname  
Check alphabetic order of references list (well, any list)  
Check Vancouver reference citations  
Collate all reference lists into one big list and sort it  
Type in today’s date  
Compare two sentences  
Setting space before/after paragraph to specific values  
Reading and setting indents  
Setting indents to specific values  
Formatting current paragraph as displayed text  
Format numbers – at cursor or in a selection  
Selectively delete Oxford commas  
Switching the ruler display on and off

### 13 Editing – information \_\_\_\_\_

- Identifying the next character
- Show any 'funny' codes in the text
- Spellcheck a single word
- Spellcheck with language warning
- Spellcheck and auto change
- Delete all spelling errors in a file
- Show (or not) spelling errors in a file
- Count this word/phrase
- Count hyphen/space/single word
- Count words remaining
- Count italic text
- Count words within sections
- List all the italic words
- Multifile word counting
- Totalling words from various places
- Check the column totals
- What is the full filename?
- Get information from Google etc
- Using Google to search a specific site
- Launch successive URLs from the text
- Turn URL or email address into a live link
- URLs to active links
- Reduce the text extent of an active link
- Unlink all the URLs
- Email addresses to active links
- Show all formatting or just paragraph marks
- Show various formatting marks and hide highlighting
- Show all text in a different font size

### 14 Editing – highlighting \_\_\_\_\_

- Add and remove highlights (basic)
- Red text on/off
- Highlights – pick any colour!
- Text font colour – pick any colour!
- Remove all highlight/colouration of current colour
- Remove all highlighting
- Remove all highlighting except...
- Remove all highlighting and colouration but not on program text
- Fixed spaces (and tabs) visible
- Highlight same text
- Font colour same text
- Remove highlight from this word
- List all highlight colours used
- List all highlights used
- Not highlight but background colour
- Highlight punctuation issues
- Highlight punctuation issues (2)
- Highlight roman punctuation following italic text
- Highlight/colour all the words/phrases in a list
- Highlight all the edits in a text
- Adding borders to text
- Removing borders from text
- Splitting and joining paragraphs

### 15 Editing – navigation \_\_\_\_\_

- Navigation pane customization
- Open navigation pane your size and position
- Temporary bookmarks
- Instant find
- Instant find – case sensitive
- Instant replace
- Instant find clipboard
- Instant find particular formats
- Find in other file
- Find in context



- Find any of a set of searches
- Copy text into the F&R box
- Find within deleted text
- Multi-purpose find
- Old-fashioned find for Word 2007/2010
- Find highlighted text
- Find coloured text
- Jump from (heading) style to style
- Jump from (any) style to style
- Jump to next applied style
- Jump back to table of contents
- Jump from comment to comment
- Jump into and out of a comment
- Jump from edit to edit
- Jump from footnote to footnote
- Jump between main text and footnotes/endnotes
- Jump from (section) number to number
- Jump down through (section) numbers
- Jump to an item in an auto-numbered list
- Jump to next/previous table
- Jump to next/previous paragraph that has borders
- List all figures/tables/boxes
- Create a list of all fig/tab/box captions
- Find short paragraphs (lists)
- Highlight all lists
- Go to page
- Easier scrolling
- Lost cursor – where was I?!
- List of found
- List of headings
- List of headings by style
- Show paragraph style colour + applied colour
- Find any of these words

## 16 Editing – comment handling \_\_\_\_\_

- Add a comment
- Add a comment from a menu
- Add a comment from a menu
- Add a comment from a menu
- Open the comment pane
- Author query list compilation
- List all comments
- List all comments – with numbers
- List all comments – with ‘all sorts of stuff’
- List all commented paragraphs
- Collect all comments in a set of files
- Add or remove fixed comment initials and numbers
- Add comment initials and numbers to text
- Edit the initials within comments
- Delete all comments
- Add a comment from a list to a PDF
- Add a comment from a list into the main text
- Change the scope associated with a comment
- Solve problems when typing text into comment bubbles

## 17 Editing – track changes \_\_\_\_\_

- Track change on/off
- Don't track change this edit
- Accept or reject track change
- Reject track change on specific word/phrase
- Track change markup showing or not
- Aspects of track change markup showing or not
- Track changes reminder
- Accept all formatting track changes
- Accept specific track changes
- Accept track change of specific author/editor

- Simplify track changes
- Consolidate track changes
- Navigating track changes
- Comparing documents by using track changes
- Using find and replace despite track changes being present
- Count the number of track changes in a document
- Create a file of all sentences containing any tracking
- Lists the date and time of all track changes

## 18 Other tools \_\_\_\_\_

- Improving Word 365's Dictate
- Hints & tips for Word 365's Dictate
- Visible Countdown
- Easy loading of specific files
- Rescuing a corrupt file
- Rescuing a corrupt file with equations
- Proof checking – file preparation
- Proof checking – check page numbers
- Proof checking – contents list check
- Proof checking – index spot-check
- Semi-automatic reference checking
- Semi-automatic reference checking
- Semi-automatic reference citation checking
- Add word/text to list
- Save files as PDF
- Save duplicate set of files
- 'Save as' current file, but with index
- Open the window at specific size, position and magnification
- Accept track changes in a set of files
- Show all hidden text in a set of files
- Overtyping beware!
- Reverse order of list
- Show/hide graphics
- Unicode lister
- Open the customize keyboard dialogue box
- Custom keys lister
- Automatically saving and restoring macros and keybindings (keystrokes)
- Saving and restoring your macros and keybindings (keystrokes)
- Saving and restoring all your keybindings (keystrokes)
- Have you got the latest versions of the macros?
- Update a macro, but keep the keystroke
- Table of contents updater
- Macro list indenter
- Wiki page editing
- Forum post editing
- WhatsApp post editing
- Adding elision to index
- Basic indexing (1)
- Basic indexing (2)
- Playing card suits
- Go fetch this macro
- Mark file as 'final'
- Maximize/minimize the ribbon
- Select this macro text
- Obfuscate/anonymise/enigmatize a file
- Check the length of tweets
- Manage your autocorrect items
- Embolden first occurrence of certain words
- Launch your macros from a menu
- Macros for downloading macros
- Use Word as a simple slideshow system
- Load one (or more) of several files

## 19 Changes log \_\_\_\_\_

2020

**Finding the macros:** Note that the macros are stored separately, in the second volume of the book: *The Macros*. The name of the macro is given at the end of each macro description. You can use that name to search through *The Macros* for the particular macro you want.

## Macros can take a long time to run!

**General macro warning:** Some of the more complex macros can take a long time to run, so if nothing seems to be happening, **please be patient**. The **worst** thing you can do is to click on the screen to try to see if anything is happening. Word sometimes crashes when you do that.

### Other notes:

**Printing the book?** – This is intended to be an electronic document, but if you do decide to print it, you can improve the printout page coverage: either (a) delete the two comments in the section headed ‘Add a Comment’, or (b) go to Review toolbar, look at Track Changes, and select ‘Final’, and not ‘Final: Show Markup’.

## Mac users start here, please

I don’t own a Mac (though I did for about 12 years, starting in the days of the MacPlus (1988) with its 9” B&W screen!), but I’ve done my very best to make my macros Mac-compatible. A couple of points to note:

- 1) **None** of these macros will work with **Word 2008** because it can’t run macros written in Visual Basic.
- 2) With the possible exception of the multifile macros, all of the macros *should* work with **Word 2011 and later**. If you find any that cause problems, please let me know (I’ve had no error reports since about 2015/16).

In the Mac version of Visual Basic, the file handling has some issues with some versions of the Mac operating system, so I can’t absolutely guarantee that my multifile macros will work without problems. Mac users who have used them say that it seems to work OK provided that the names of your files are relative short; best to keep them less than, say, 18 characters long.

- 3) One macro, *DocAlyse*, can sometimes say ‘Compile error: procedure too large’. If you get this error, try using the macro, *DocAlyseForMac*. If even that gives the same error, try *DocAlyseForThinMacs*, and if even *that* gives the error, try *DocAlyseForVeryThinMacs*. Each has slightly less functionality than the previous version.

These macros are also available from:

<http://www.archivepub.co.uk/LongMacros/DocAlyseForMac>

<http://www.archivepub.co.uk/LongMacros/DocAlyseForThinMac>

<http://www.archivepub.co.uk/LongMacros/DocAlyseForVeryThinMacs>

*N.B. Please don’t assume that, if there’s an XxxForMac macro, you ought to use it. You only need to use the Mac version if the generic version gives an error. And the Mac version sometimes has reduced functionality, so please use the generic version if you can.*