03 Favourite tools of editors

(Possibly useful video: youtu.be/MN3ceX3J9rg)

Here's a list of a dozen or so of the most productive tools according to various editors; these are the macro tools that people feel will save you the most time as an editor and enable you to produce a better quality of work. However, all editors work in different ways, so there may be other different tools that you find more useful than these. The aim of this list is just to give you a feel of the sort of macros that are available.

1) **FRedit** is the biggest timesaver. Unfortunately, it uses a concept that is new to many editors: scripted find and replace. It sounds complicated, but it isn't. However, within this book I have only provided a brief introduction to the concept, because *FRedit* has its own set of instructions, plus a library of tools for you to use for a range of different jobs. (www.archivepub.co.uk/documents/FRedit.zip)

2) **HyphenAlyse** and **DocAlyse** give me valuable information to help me to prepare my stylesheet for a job. They tell me what conventions the author has used (more or less consistently). This information helps me to decide what conventions to use for punctuation and spelling etc. Because I do this *before* I start reading, it saves me a lot of time.

3) **SpellingErrorLister** produces an alphabetic list of all the different words in the document that Word's spelling checker **thinks** are spelling errors. You can decide which are or are not spelling errors. You can then use *SpellingErrorHighlighter* to highlight some of the words for your attention as you edit, or it can change the spelling errors for you automatically.

If I also run **ProperNounAlyse**, the computer will produce a list of pairs of proper nouns that look as if they might be variant spellings of one another, e.g. Beverly/Beverley.

4) **IStoIZ** and **IZtoIS** change and/or highlight all the words in a file that need switching to whichever convention your client wants. (This is only applies to English language documents.)

5) **Highlighting** macros – There are several macros for applying highlights of different colours, (selectively) removing highlights, and searching for text that is highlighted in different colours.

6) **InstantFindDown(Up)** – If you want to look at the previous or next occurrence of a word or phrase, InstantFind will take you straight to it – with one single click. The macro also loads this word/phrase into the Find box, so that you can use Word's own Ctrl-PageUp and Ctrl-PageDown to go through the various occurrences of this text. And the other very powerful find macro (**FindSamePlace**) is where you want to compare the text in two documents. You select some text in one document, and the macro switches to the other file, goes up to the top of the document and finds the first occurrence of this text.

7) **Text editing** macros – This refers to macros for various text editing actions, as you actually read the text. For example, one macro will change the next number from numerals into words (and another one changes words to numerals). There are dozens of the text editing macros, so decide which editing actions you use most often, and find a macro for each of them. You'll find them in the section: 'Editing: Text Change'.

8) **Scripted word switching** – *MultiSwitch*, *WordSwitch* and *CharacterSwitch* are three very powerful and, more importantly, flexible ways of editing the text. I won't bother explaining here; just have a look at the three sections following the heading: 'Common Word/Phrase Switch'.

9) **CitationLister** and **CitationListChecker** – With this pair of macros, I first create a list of all the citations of references that occur in the text, and then the second macro tries to pair up the citations with the references within the list. I can then see if there are any citations that don't have a corresponding reference in the list, or any references in the list that are not cited in the text. (Often the reference/citation *is* there, but there's a spelling error or a mistake in the date etc.)

10) **CommentAddMenu** and **CommentCopier** – Select some text, and *CommentAdd* copies it, creates a new comment for an author query, adds 'AQ:' and pastes the text inside quotes, ready for you to type in your query. Or *CommentAddMenu* does the same sort of thing, but offers you a menu of different standard comments you might want to use (you can obviously edit this menu of comments according to your own style). Then CommentCopier copies all the comments in the file, puts them into a separate file and adds an 'Answer:' line in between each query and the next,

ready for the author to type in a response. It also creates a 'Context' file, a compilation of all paragraphs that contain one or more comments.

11) **WhatChar** – For example, you come to something that *looks* like a degree symbol, but you suspect that it might not be. *WhatChar* checks the ANSI code (a degree is 176), but it also spells out in words what the character actually is. So, for example, it tells you what each of the following, highly confusable, characters (printed here in Century Gothic, to illustrate the problem) are: l|I1°ºνʊνʊ. They are: lowercase letter-L, vertical bar, uppercase letter-I and the number one, then a proper degree symbol, a masculine ordinal (as used in Nº) and a superscripted lowercase letter-O.

12) **CountPhrase** allows you to select a word or phrase and it tells you how often this occurs in the text. This helps you to maintain consistency because, for example, you can very quickly check if something is spelt in either of two variant ways. But it also does both case-sensitive and case-insensitive counts, so you can see if it is capitalised differently in different parts of the document. (Also, the macro, **HyphenSpaceWordCount**, counts the number of occurrences of, say, cow-bell, cowbell and cow bell.)