

04 Favourite tools of proofreaders

'*But I'm not an editor – I just do proofreading*', you say. Nevertheless, you too can gain both speed and consistency through the use of certain of the macros in this book. Personally, I would *never* accept a proofreading job without also being given the text in electronic format (most commonly in PDF format).

To gain advantage from macros, you first need to copy and paste the text out of the PDF file(s) and into Word. You can, of course, search for things in PDF files, but once the text is in a Word file, you can use the following macros:

1) **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.

2) **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.

Also, I can run **WordPairAlyse** to spot, say, cow bell/cowbell, which wouldn't be spotted if the text didn't also have 'cow-bell'.

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

4) **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: | | | | ° √ ∅ ∅ ∅. 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 N^o) and a superscripted lowercase letter-O.

5) **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.)

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.