

08 Macro Menu – complete macro tool list

Word version for easier searching: [Click here](#). (Then check your browser's downloads.)

The aim of this section is to whet your appetite by offering a macro smorgasbord. The problem with this book is that there are far too many macros, so how do you know what's available that you might find useful for your own particular style of editing? Here I take different topics and simply state what's available related to that topic (i.e. some macros appear in multiple sections below). If something catches your fancy, place your cursor in the macro name (in *italic*) and *InstantFindDown* to search for the details.

Loads of extra (undocumented) macros

I have a huge range of macros that I have never got round to adding to this book. I have therefore added them to the ends of the sections of the menu below. However, the only information available is the single-line descriptor that every one of my macros has – there are **no written instructions...** not yet.

But each has a linked macro name, so that you can download the macro from the WMT website.

If you find a macro that looks really useful, please email me, and I'll see if I can get it written up and put in the book properly.

Hint: Notice that each of the new macros has a date – some go back to 2012. The chances are that the more recent macros are (a) better programmed and (b) likely to be more useful. [Enjoy!](#)

1. *Bookmarks*

- DeleteAllBookmarks* – Deletes all bookmarks
- BookmarkTempAdd* – Adds temporary marker
- BookmarkTempClear* – Deletes temporary markers
- BookmarkToCursorSelect* – Selects from temporary marker to cursor
- BookmarkTempFind* – Jumps to temporary marker

2. *Comments*

- CommentAdd* – Adds a comment
- CommentAddMenu* – Adds a comment off a menu
- CommentAdder* – Adds a comment off a menu
- CommentAddSimple* – Adds a new comment with a standard text item added
- CommentAddFromFile* – Adds a comment from a file of ready-made comments

Modern comments system:

- CommentCompose* – Allows you to create a new (modern) comment
- CommentComposeMenu* – Adds a comment off a menu (for modern comments only)

- CommentsModernCollect* – Extracts modern comments with format and colouring
- CommentsModernDelete* – Deletes current comment or all comments

- CommentPicker* – (similar but for PDFs) Copies a comment out of a list of comments
- CommentPickerInserter* – (ditto) Copies a comment from a list and paste into text
- CommentCopier* – Creates an author query list, with space for author's reply, plus a file of each comment's context
- CommentCollectTabulated* – Collects all comments into a table
- CommentListNumbered* – Lists all comments in file with index numbers
- CommentNumbering* – Adds or removes comment initials and numbers, e.g. [PB1]
- AddCommentMarkersInText* – Adds comment initials and numbers to text

[CommentInitialFandR](#) – Finds and replaces comment initials
[CommentInitialReplaceAll](#) – Changes all comment initials
[CommentContextCopier](#) – Copies all paragraphs containing comments into a new file
[MultiFileComment](#) – Lists all comments in a set of files

[CommentNext](#) – Jumps to next comment
[CommentPrevious](#) – Jumps to previous comment

[CommentsPane](#) – Opens and closes the comments pane
[CommentJumpInOut](#) – Jumps into and out of comment text
[CommentChangeScope](#) – Reduces or extends the scope of a comment
[CommentNameChanger](#) – Changes the name attached to comments

[CommentTextNormalise](#) – Gets rid of ‘funny effects’ in the comment boxes

[DeleteComments](#) – Deletes all comments
[DeleteCommentsSelectively](#) – Accepts track changes of specific author/editor

[CommentBracketsToBubbles](#) – Copies text in square brackets and into comment bubbles
[CommentBubblesToBrackets](#) – Copies comments into brackets in running text

[CommentsAddIndexOnInitials](#) – Adds serial number to initials in all comments
[CommentsDeleteAllNotTagged](#) – Deletes all comments NOT starting with a specific tag
[CommentsDeleteSelectively](#) – Deletes all comments that DO have a specific tag

[CommentAddAndPasteSelected](#) [22.10.22] – Copies text, adds a comment and pastes text
[CommentAddJumpBack](#) [26.02.24] – Creates a comment or jumps back to the text
[CommentSuggestText](#) [26.02.24] – Copies selected text to make a comment (Same as the one above?!)
[CommentsResolveSelected](#) [19.09.23] – Resolves all the comments in the selected area of text
[CommentDeleteMoveNext](#) [17.05.22] – Deletes current comment and moves to the next comment
[MultiFileCommentTabulated](#) [28.04.22] – Collects all comments in a set of files into one big table
[QQConvert](#) [14.06.21] – Converts QQ comments to ordinary comments
[QQUpdate](#) [28.05.21] – Renumbers QQ comments
[SectionHeadsInComments](#) [26.02.24] – Adds the heading style and text of each heading into a comment

3. Document analysis

[MegAlyse](#) – Launches a selected series of analysis macros
[UKUScount](#) – Has the author predominantly used UK or US spelling?
[UKUShighlight](#) – Marks US spellings within UK text and vice versa
[IZIScount](#) – For UK spelling, has the author predominantly used -is- or -iz- spellings?
(For editing, you can use IStoIZ and IZtoIS to implement your decision.)
[ProperNounAlyse](#) – Alerts you to possible proper noun misspellings, showing their frequency
(For editing, ProperNounToFredit can be useful.)
[FullNameAlyse](#) – Creates a frequency list of all full names, e.g. Joe Bloggs, K Smith, Paul Edward Beverley
[PreferredSpellingsAlyse](#) – Finds words similar to those in a preferred-spelling list
[SpecialWordSpellAlyse](#) – Does a ProperNounAlyse of all long ‘spelling error’ words
[SimilarWordsAlyse](#) – Analyses similar words
[HyphenAlyse](#) – Shows the frequency of word pairs in hyphenated, two-word and single-word form
(For editing, HyphenationToFredit can be useful.)
[HyphenationToStylesheet](#) – Takes items from the HyphenAlyse list, ready for the word list of a stylesheet
[WordPairAlyse](#) – Shows the frequency of word pairs that are never hyphenated (e.g. can not/cannot)
[CapitAlyse](#) – Analyses words with initial capitals (or not)
[AccentAlyse](#) – Compares words that consist of the same letters, but with different accents
[AccentedWordCollector](#) – Collects all the accented words in a text
[AAAnAlyse](#) – Highlights a/an errors: a onion, an pear, an union, a hour, a HTML, an UFO, a O, an P, a H, an U
[DocAlyse](#) – Counts past participles (-t/-ed), among(st), C/chapter, et al., i.e. etc, focus(s), Fig(ure), Eq(n) etc

[DocAlyseUser](#) – Create your own (multilingual?) document analyses

[DocAlyseForMac](#) – Counts past participles (-t/-ed), among(st), C/chapter, et al., i.e. etc, focus(s), Fig(ure), Eq(n) etc

[DocAlyseForThinMac](#) – Counts past participles (-t/-ed), among(st), C/chapter, et al., i.e. etc, focus(s), Fig(ure), Eq(n) etc

[DocAlyseForVeryThinMac](#) – Counts past participles (-t/-ed), among(st), C/chapter, et al., i.e. etc, focus(s), Fig(ure), Eq(n) etc

[NumberTextFigureCount](#) – Counts numbers as figures vs. words

[SerialCommaAlyse](#) – Highlights things that might be lists with serial commas (or not)

[CenturyAlyse](#) – Analyses how centuries are formatted in a document

[DayDateAlyse](#) – Lists words out of a proper noun frequency list

[ListAlyse](#) – Makes a list of all the 'list' items - then you can analyse them!

[FormatAlyse](#) – Highlights various formatting features to make you aware what's been used

[PlurAlyse](#) – Creates a frequency list of single/plural pairs

[PlurAlyseColour](#) – Colours/highlights all words listed by PlurAlyse

[StyleEffectDetector](#) – Reports the style and effects applied to the text

[CatchPhrase](#) – Searches for and counts repeated phrases

[DuplicateSentenceCount](#) – Counts frequency of any duplicated sentences

[WordGraph](#) – Gives a visual indication of the occurrences of a word or phrase

[PunctuationFormatChecker](#) – Variously highlights italic/roman punctuation

[HighlightOddPunctuationFormat](#) – Highlights oddly formatted punctuation marks

[RomanPunctuationHighlight](#) – Finds roman punctuation that follows italic text

[WhatChar](#) – Shows ASCII and Unicode numbers and names of character at the cursor

[Chirimbolos](#) – WhatChar in Spanish by Marcela Ronaina

[SerialCommaHighlight](#) – Highlights or underline text that appears to have a serial comma

[SerialNotCommaHighlight](#) – Highlights or underlines text that appears not to have a serial comma

[SerialCommaCounter](#) – Counts serial (or not) commas in lists

[SpecialSortsLister](#) – Creates a list of all the special sorts in a file

[SpecialCharList](#) – Creates a list of the Unicode characters in the document

[TextProbe](#) – Finds funny character codes

[FieldAlyse](#) – Counts all fields of different types

[SentenceAlyse](#) – Analyses the size of sentences

[ItalicWordList](#) – Creates a list of all words in italic

[ListofHeadings](#) – Creates a list of all headings

[ListAllHeadings](#) – Creates a list of all headings by style name

[StyleDetector](#) – Displays or speaks the current style name

[FontColourReader](#) – Reads style font colour + any applied colour

[PhraseCount](#) – Counts a series of selected phrases

[CountPhrase](#) – Counts the word or phrase selected

[HyphenSpaceWordCount](#) – Counts hyphenated word forms

[ItalicCount](#) – Counts the number of words that are in italic

[MultiFileCount](#) – Counts words in a group of files

[WordTaller](#) – Adds up word numbers in selected texts

[HighlightLongQuotesDouble](#) – Highlights all extra-long quotes (double)

[HighlightLongQuotesSingle](#) – Highlights all extra-long quotes (single)

[DisplayQuote](#) – Finds or displays a long quote

[HighlightIndentedParas](#) – Highlights all indented paragraphs

[HighlightAllQuestions](#) – Highlights all sentences ending with a question mark

[LongSentenceHighlighter](#) – Highlights all sentences more than a certain length

[LongParagraphHighlighter](#) – Highlights all paragraphs more than a certain length

[ParagraphLineLengthHighlighter](#) – Highlights any paragraphs longer than a number of lines

[LongSentenceCheck](#) – Colours long sentences

FrequencySentenceLength – Creates a histogram of sentence length

HighlightDuplicateSentences – Highlights pairs of identical sentences within a document

DuplicatedWordsHighlight – Adds a highlight to any duplicate words in a text, e.g. ‘the the’

DuplicatedWordsFind – Jumps to the next duplicated word pair: ‘the the’ and ‘and and’ etc

FindRepeatedWords – Finds words that are repeated in a given range

RepeatedWordsInSentences – Highlights any words duplicated within given sentences

RepeatedWordsInParagraphs – Highlights any words duplicated within given paragraphs

MacroRunNoTC – Runs an analysis on track-accepted text

TooDifficultWordHighlighter – Highlights any words not included in a given word list

ChronologyChecker – Copies paragraphs containing date references into a new file

IndexListItems – Finds page numbers of all the words/phrases given in a list

ChicagoNoteReferenceAlyse [31.12.21] – Helps to check note-based reference citations

HeadingLister [11.01.14] – Create a list of all coded headings

InitialCapAlyse [17.09.18] – Highlight possible capitalisation inconsistency

LongWordHighlighter [09.08.23] – Highlights all words more than a certain length

ParticipleSentenceStartShow [04.01.24] – Underlines + highlights the participles that start sentences

UnitsAlyse [07.03.22] – Counts the number of items that look like units

4. Fields

URLlink – Makes the URL/email at the cursor a clickable link

URLlinker – Finds URLs in the text and links them

URLunlinker – Unlinks all the URLs in the selection or the whole file

EmailLinker – Finds email addresses in the text and links them

URLshrinker – Reduces the extent of a URL link to just the selected text

UnlinkCitationsAndRefs – Unlinks reference citations (ignoring equations)

DeleteAllLinks – Deletes all hyperlinks

DeleteSomeLinks – Deletes hyperlinks that are not URLs

ReferenceCheckWeb – Checks whether each of the URLs in the text appears in the references list

MendeleyPunctuationCorrection – Moves punctuation marks to before the note indicator

FieldsUnlink – Unlinks all fields except equations

FieldCodesVisible – Switches between fields being visible and not visible

AutoListOff – Changes auto-bulleted listing to real bullets

CitationFieldsUnlink [27.02.14] – Selective field unlinking

DeleteAllHyperlinks [30.06.12] – Unlink all hyperlinks including footnotes

InsertFigureRefs [21.02.18] – Adds hyperlinked reference to all figures

InsertHeadingRef [18.02.18] – Adds a hyperlinked reference to a heading

InsertTableRefs [21.02.18] – Adds hyperlinked references to all tables

LinkCopy [25.01.24] – Copies the URL of the current link

LinkAdd [25.01.24] – Selects the current word(s) and adds a link from your input

LinkDelete [25.01.24] – Deletes (unlinks) the current link

ListAllCitations [28.12.23] – Alphabetically lists all fig/table/box/flowchart citations

UnlinkAllFields [30.10.12] – Unlinks all fields and hyperlinks

UnlinkSomeFields [31.10.12] – Delete hyperlinks that are not URLs

URLlinksVisible [01.05.21] – Unlinks all the URLs in the selection or the whole file

ContentControlsRemove [14.04.21] – Removes all content controls

5. Figures and tables

FigCallouts – Figures call-out inserter

FigStrip – Strips out all figures and leave a callout

DeleteAllFigures – Deletes all images that seem to have a figure caption

DeleteAllInlineImages – Deletes absolutely all images
DeleteAllImagesAndCloseUp – Deletes all images and closes the gaps
DeleteAllImagesAddCallout – Deletes all figures and leaves a callout for each
TableCallouts – Inserts table callout
TableEdit – Edits items in the cells of some or all tables
TableEmDasher – Changes empty cells and cells with hyphen/en dash to an em dash
TableStripper – Strips out all tables into a separate file
TablesToTabText – Converts all tables into tab-separated text
CellsAddChar – Checks that there is a full point ending each cell
TableCellsInitialCaps – Applies an initial capital to every cell in the selected range
TableBordersToggle – Switches table borders and rules on and off
PictureShow – Switches pictures on and off

[TablesMarkAllEmptyCells](#) [09.06.22] – Adds some dummy text into every empty cell

6. File handling

MultiFileCopier – Saves a folder full of files into a new folder, adding ‘_PB_01’ to each name
SaveAsWithIndex – Saves the current file, adding a suffix
OpenMySize – Opens the window to a particular size, position and magnification
MultiFileFRedit – Multifile version of FRedit
MultiFilePDF – Saves a folder full of files as PDFs
MultiFileText – Collects text plus simple formatting from multiple files
MultiFileTextForMac – Collects text plus simple formatting from multiple files
MultiFileWord – Concatenates multiple files (i.e. including formatting and images)
ChapterFileLinker – Rejoins all the chapters of a book
MultiFileReferenceCollator – Collects all references (or foot/endnotes) from multiple files
MultiFileShowHiddenText – Unhides hidden text in multiple files
MultiFileCount – Counts words in a group of files

CopyTextSimple – Creates a text-only copy, with some features preserved
CopyTextVerySimple – Creates a text-only copy, with no features preserved

ChapterChopper – Chops text into chapter files
FileChopper – Chops text into a number of smaller file using page breaks
FileLister – Lists all files in a folder

LinesToParagraphs – Converts lots of individual lines of text into paragraphs

TheBook – Loads two named files, and opens them on screen at a given size and zoom
LoadTheseFiles – Loads all the files listed in a file list

[BackupIndexed](#) [18.01.21] – Saves an indexed copy of the current file
[FolderAddress](#) [15.01.21] – Locates the folder of the current file
[LoadFilesInList](#) [20.06.22] – Loads a series of files in a Word file list
[MultiFilePageCount](#) [30.03.21] – Counts pages in a group of files
[MultiFileTextSimple](#) [27.06.19] – Collects text plus simple formatting from multiple files
[MultifileXML](#) [01.09.21] – Save a folder full of files as XMLs
[MultiFileDocToDocxSave](#) [12.05.23] – Save any .doc files in a folder also in .docx format
[SaveAllUnsavedDocs](#) [26.10.23] – Saves all unsaved documents
[WhatFolder](#) [10.02.21] – Loads the clipboard with the address of folder of this file

7. Formatting

StrikeSingle – Toggles strikethrough attribute on and off
StrikeAndColour – Adds strikethrough and font colour to selected text
StrikeThroughAllURLs – Strikes through all URLs to protect them from changes
EquationsStrikeThroughAll – Applies strikethrough to all equations in the text

CodeSegmentProtect – Applies strikethrough to computer code sections
EquationsHighlightAll – Highlights all maths items
SpaceEquationsInPara – Adds spaces to MathType equation in this para if necessary
EquationSpacer – Adds spaces either side of equations that butt up to some text
EquationsConvertAll – Converts all Equation Editor items to their text equivalent

QuotationMarker – Applies strikethrough to all quotes and displayed text to protect them

FontEliminate – Restores anything in one specific font to the default font
FunnyFontFind – Finds the next paragraph that has mixed fonts
FunnyFontClear – Makes all text in the selection the same font
FontHighlight – Highlights all fonts not named in the list

FontLister – Lists all font names in selected text or whole file
FontFind – Finds text in a given font name in selected text or whole file
FontFunniesClearThisOne – Makes the selected text into the default font
FontFunniesClearAll – Changes all text in this specific font into the default font
HighlightNotThisSize – Highlights all text NOT the same size as the current text

StyleCopy – Copies style
StylePaste – Pastes style

PasteWithEmphasis – Pastes with emphasis
PasteUnformatted – Pastes unformatted
ClipToText – Gets pure text from PDFs and websites

UnifyFormatBackwards – Makes start of paragraph (or selection) same format as the end
UnifyFormatForwards – Makes end of paragraph (or selection) same format as the start

JustifyOFF – Turns this format off on all paragraphs
FirstNotIndent – Removes first line on all paragraphs that follow a heading

DoubleSpaceAfterSentence – Ensures that every sentence has two spaces after it

FormatRemoveNotURLs – Removes all styles and formatting except URLs

Boldiser – Toggles bold for next character or selected text
Italiciser – Toggles italic for next character or selected text
BoldKill – Remove bold from selected text or current line
ItalicKill – Removes italic from selected text or current line
ItaliciseVariable – Runs along the line to find alpha characters and italicises them all
ItaliciseOneVariable – Runs along, finds groups of alpha chars and and italicises (or italicises a selection)
ItalicisePhrase – Selects text up to next punctuation mark and makes it italic
ItalicBinomial – Italicises biological binomial species names
Romanise – Removes italic from the next set of italic characters
NormaliseText – Sets Normal style and removes (some) formatting
PunctuationItalicOff – Un-italicises all commas, etc. not followed by italic text
PunctuationBoldOff – Un-bolds all commas, etc. not followed by bold text
UnderlineOnlyItalic – Removes all underlining, then underlines all italic text
UnderlineStyle – Changes the underline style of underlined text

SuperscriptSwitch – Toggles subscript -> superscript
SubscriptSwitch – Toggles superscript -> subscript
SuperscriptSwitchOld – Toggles superscript on/off
SubscriptSwitchOld – Toggles subscript on/off

BoldFirstOccurrence – Emboldens the first occurrence of words in a list
ListItemNumberFormatter – Formats the numbering of the current list item

[DisplayedTextFormat](#) – Removes quotes and romanises and trims trailing spaces

[ParagraphEndChecker](#) – Highlights the end of all possibly punctuation-less paragraphs

[ShowFormatting](#) – Displays all formatting or just paragraph marks

[ShowFormattingMenu](#) – Displays (or not) various formatting markers, and the highlighting

[BordersAddToText](#) – Changes underlined+highlighted text to coloured borders

[BordersAllOff](#) – Removes border attributes from some or all text

[ParaSplitJoin](#) – Splits the para after current word or joins to next para

[FormatNumbers](#) – Formats number at cursor or numbers within a selection

[RemoveNumbersFromHeadings](#) – Removes automatic numbering from headings

[SuperscriptNumberFormatter](#) – Corrects spaces + punctuation on superscripted numbers

[BackgroundColourOnOff](#) – Switches background colour on/off

[BackgroundColourOff](#) – Remove background colour

[BackgroundColourAllOff](#) – Removes background colour

[PatternClear](#) [13.03.14] – Remove shading and other funny colours!

[AllCapsToItalic](#) [08.08.22] – Finds words in all caps and makes them italic

[AllCapsToItalicNext](#) [11.08.22] – Finds next word in all caps and makes it italic

[BackgroundTest](#) [11.04.20] – Removes all background colours

[BackgroundPatternStyleChecker](#) [26.01.23] – Searches for text style with background pattern applied

[FigureCaptionSplit](#) [27.10.23] – Splits a caption into two lines, the second in italic

[FigureCaptionSplitAll](#) [30.10.23] – Splits all captions into two lines, the second in italic

[FindHashAndStyleNext](#) [19.01.23] – Finds a hash and changes the style of the following paragraph

[FindMissingPageNumbers](#) [28.09.23] – Clears trailing spaces, then highlights refs without page numbers

[FontUnify](#) [26.08.17] – Restore selection to same font size

[FormatCopy](#) [25.06.13] – Copy format of paragraph

[IndexPageOrderChecker](#) [21.11.23] – Seeks paragraphs that have number list in wrong order

[IndexPageNumberSwap](#) [21.11.23] – Swaps the page number at the cursor with the next number, e.g. 3,6,4,8,10

[ListAllStyles](#) [12.01.21] – Creates a list of all styles name

[OddQuoteSpacingCorrectAll](#) [16.11.22] – Corrects the odd spacing on quotation marks (due to RTL fonts)

[OddLanguageHighlighter](#) [12.04.23] – Highlights any characters NOT in the chosen language

[QuotesOffBothEnds](#) [03.09.22] – Removes single quotations marks from both ends of some text

[QuotesOffBothEndsDoubleAddItalic](#) [03.02.23] – Removes double quotations marks from both ends of some text + italicises

[RaiseLowerClear](#) [28.07.14] – Change weird super/subscript format to proper ones

[SigloSmallCaps](#) [24.02.22] – Finds "siglo" and small-caps the IVX following

[SpacedFontFinder](#) [19.01.23] – Finds and highlights/underlines any text with odd spacing

[StrikeItalicParagraphs](#) [04.11.22] – Add single strike to all italic paragraphs (headings)

[StrikeDouble](#) [15.08.17] – Adds or removes double strike-through

[StyleFollowingHeadings](#) [13.04.18] – Sets the style of the paragraph after each heading

[WhitenBlueParas](#) [01.06.20] – No comment!

8. Global changes

[FRedit](#) – Does scripted global find and replace

[MarkIt](#) – Applies various attributes by (wildcard) F&R

[FReditSelect](#) – Run FRedit, but only on multiply selected text

[FReditHeadingsOnly](#) – Run FRedit, but only on similarly formatted text

[FReditListRun](#) – Loads, runs and closes a specific FRedit list

[FReditListMenu](#) – Provides a menu to run different FRedit lists

[FReditCopy](#) – Copies word to make FRedit list item

FReditCopyPlus – Copies word to make FRedit list item and highlight and case insensitive

FReditCopyWholeWord – Creates FRedit item for whole-word F&R

FReditListProcess – Tidies up a FRedit list from cursor downwards

FReditSame – Creates FRedit item with ^& (i.e. replace with itself, ready for format/highlight change)

FReditSwap – Swaps the two sides of a FRedit item

FReditSimple – Performs a list of F&Rs (a FRedit trainer)

MiniFRedit – Adds attributes to certain words

FReditListChecker – Checks for possible anomalies in a FRedit list

HyphenationToFRedit – Takes items from HyphenAlyse list (or ProperNounAlyse list), ready for the FRedit list

ProperNounToFRedit – Picks up alternative spellings in a PN query list for a FRedit list

FReditListCreate – Adds text to list items and applies formatting

SpellingSuggest – Creates a FRedit list item using Word's alternate spelling

SpellingCorrect – Corrects spelling and wrong capitalisation

QuotationMarker – Applies strikethrough to all quotes and displayed text to protect them

TaggedTextToSmallCaps – Finds tagged text, lowercases it and changes to small caps

AcronymsToSmallCaps – Finds all acronyms (in text or selection) and changes to small caps

UnitSpacer – Finds all numbers with a unit and adds a thin space

SuperSubConvert – Changes weird super/subscript format to proper ones

SymbolToUnicode – Converts Symbol font characters to Unicode characters

TagsShowHide – Changes tags into hidden text and then reveals them again

MatchSingleQuotes – Checks whether single quotes match up

MatchParentheses – Checks whether brackets match up

MatchDoubleQuotes – Checks whether double quotes match up

QuoteMarkEmbedder – Changes double quotes inside double quotes to singles

EnclosureFixer – Checks and corrects the order of enclosures – brackets, braces and parentheses

ChapterChopper – Chops a book file into a set of chapter files

FileChopper – Chops text into a number of smaller file using page breaks

MultiChoiceTidierGlobal – Lowercases first word and remove end spaces and punctuation

MultiChoiceTidierSingle – Lowercases initial character of answer and remove end spaces and punctuation

FReditListRun – Loads, runs and closes a specific FRedit list

FReditListMenu – Provides a menu to run different FRedit lists

HeadingStyler – Styles all headings by depth of section number

BodyTexter – Applies 'Body Text' to every paragraph in 'Normal'

StyleBodyIndent – Adds body style generally, plus 'No indent' after headings

FormatHeadwords – Adds a character style to the first word of every para in a given style

IndentChanger – Changes paras of one indent value to another

FirstLineIndentToTab – Changes all first-line indents to a tab

TableStripper – Strips out all tables into a separate file

BoxTextIntoBody – Copies text out of textboxes, then delete the boxes

ComboBoxAccept – Finds combo boxes and replaces them with the currently selected text

MultiFileAcceptTrackChanges – Accepts track changes in multiple files

ItalicParaDelete – Deletes all paragraphs that are mainly in italic

HighlightWithTrackChange – Use allcaps, smallcaps, underline for tracking highlighting

CapitaliseUndoubler – Finds doubled capital letters and corrects them

[HardSpaceAfterSuperscriptNumbers](#) [17.11.22] – Switches space to hard space after all superscripted number

[HeadersFootersRemove](#) [11.11.22] – Removes all headers and footers in all sections

[QuoteSingleToDoubleGlobal](#) [15.01.23] – Changes single quotes to double, avoiding apostrophes

[HighlightMissingDialoguePunctuation](#) [22.09.22] – Highlights missing dialogue punctuation (from an idea by Katherine Kirk)

[OddQuoteSpacingCorrectAll](#) [09.11.22] – Corrects the odd spacing on quotation marks (due to RTL fonts)

[WelcheKorrigiere](#) [02.08.22] – Finds "welche" after a comma and corrects it

[OddQuoteSpacingCorrectDouble](#) [22.07.22] – Corrects the odd spacing on double quotation marks

[HeHisHide](#) [08.06.22] – Adds StrikeThrough to any 'He' or 'His' as first word of sentence

[ItalicSpeechToSingleQuotes](#) [04.05.22] – Finds italic text, Romanises it and adds single quotes

[OddQuoteSpacingCorrect](#) [02.09.21] – Corrects the odd spacing on single quotation marks

[TimestampRemover](#) [29.08.21] – Deletes all timestamps of the form: nn:nn:nn<sp>

[FunnyDashToEnDash](#) [06.08.21] – Changes all funny dashes to proper en dash

[FootnoteTidy](#) [30.07.21] – Checks each footnote

[CheckCapSentences](#) [18.06.21] – Forces an initial capital on every sentence

[InitialCapAllCapsWords](#) [03.06.21] – Initial caps the all-caps words in a document

[FontMixHighlight](#) [17.05.21] – Highlights paragraphs with mixed fonts, showing odd fonts

[FontMixFind](#) [16.05.21] – Finds the next paragraph that has mixed fonts

[SanthoshQuoteSelect](#) [25.01.21] – Changes existing single quotes into doubles

[EquationsAllItalic](#) [02.11.20] – Makes all equations in the current selection italic

[StrikeAllHighlightText](#) [25.10.20] – Adds strikethrough to all highlighted text

[ChatFormatter](#) [23.10.20] – Load, run and close a specific FReddit list

[CleanUp](#) [10.06.20] – Cleans up a file by F&R

[ProcessMyList](#) [17.09.18] – Italicise the first word of each paragraph

[SmallCapsToProperNoun](#) [11.02.18] – Changes every small caps word into initial cap + lowercase

[GreekHighlighter](#) [05.11.17] – Finds unicode Greek sections of text and highlights them

[ShapeShowHide](#) [29.08.17] – Makes all shapes distinguishable

[ShapeShowScrollDown](#) [30.08.17] – Makes all shapes clearly visible

[ShapeShowScrollUp](#) [30.08.17] – Makes all shapes clearly visible

[SpaceEquationsInPara](#) [08.06.17] – Adds spaces to MathType equation in this para if necessary

[HeaderToChapterTitle](#) [13.05.17] – Copies the header and make it the chapter title

[ItalicisePatternedText](#) [20.05.17] – Italicises all text in the document in current background pattern colour

[TitleConsistenciser](#) [18.05.17] – Applie general formatting of heading to tagging and section number

[SpacesInThousands](#) [29.11.16] – Changes four-figure numbers from comma to space.

[TitleCapAllItalic](#) [29.11.16] – Changes all italic titles to title capitals.

[SuperscriptHighlightSmart](#) [25.09.15] – Highlight all superscript numbers according to type

[ZeroIndentFirstLine](#) [29.03.15] – Zero indent on paragraph after heading

[TimecodeEditor](#) [22.10.14] – Increment/decrement timecode in a file

[SubscriptNumbersRoman](#) [02.08.14] – Make all subscript numbers roman

[SuperscriptMinus](#) [25.10.13] – Convert superscripted hyphens to minus signs

[FRedditOne](#) [08.11.13] – Copy one F&R to the top of the list

[StrikeAllColouredFonts](#) [23.05.13] – Add strike-through to all coloured text

[SmallBullets](#) [10.05.12] – Change auto bulleted list to small bullets

[TagALLbulletLists](#) [30.04.12] – Add tags to all bullet lists

[TabbedParasToIndent](#) [30.08.23] – Finds tabbed paras, deletes them and adds first-line indent instead

9. Text cleaning after conversion from PDF or OCR

[PDFsoftHyphenRemove](#) – Unhyphenates split words

[PDFhardHyphenRestore](#) – Hyphenates falsely concatenated words

[PDFHyphenRemover](#) – Finds all end-of-line hyphens, joining back to the next word

[PDFHyphenChecker](#) – Checks the line-end hyphenation of a converted PDF

[PDFunderlineToLigature](#) – Restores underline characters into ligatures

[PDFfunniesToLigatures](#) – Restores ligatures that have been converted to odd characters

[LigatureConverter](#) – Replaces funny codes for fi/ff/fl/ffi in converted PDF

[PDFspellAll](#) – Underlines all 'spelling errors'

[PDFspellIgnoreProperNouns](#) – Underline all spelling errors except proper nouns

PDFpageNumberer – Adds page numbers to each line of an exported PDF text

PDFrunningHeadHighlight [09.04.21] – Locates running heads and highlights/enlarges page number

PDF_LigatureConvert [20.02.17] – Replace underlines with fi/ff/fl/ffi in converted PDF

PDFsurveyor [08.11.13] – Identify PDF conversion problems

PDFpager [14.05.12] – Highlights page numbers of text from a PDF

10. Highlighting (and colouring)

HighlightMinus – Removes or add highlight in a choice of colours

HighlightPlus – Adds highlight in a choice of colours

ColourMinus – Removes or add font colour in a choice of colours

ColourPlus – Adds font colour in a choice of colours

ColourToggle – Turns red text on/off

UnHighlightAndColour – Removes all highlight/colouration of the current colour

HighlightOffIncNotes – Removes all highlights and/or colour from text and notes

UnHighlightExcept – Removes all highlights except one/two chosen colours

SelectiveUnColourUnHighlight – Removes highlighting + colouration, but only on non-program text

ClearHighlightAndColour – Removes all highlighting, colouration and (optionally) underlining

HiLightON – Adds highlight in currently selected colour

HiLightTurquoise – Adds highlight in turquoise

HiLightOFF – Removes highlight (text colour) from selected text

HiLightOffALL – Removes ALL highlights (text colour) from whole text

HiLightOffCurrentLine – Removes highlight (text colour) from selected text or current line

HighlightSame – Highlights all occurrences of this text in this colour

HighlightAndColourSame – Highlights and/or colours all occurrences of this text in this colour

HighlightOffWord – Removes highlight from all occurrences of this word

FontColourSame – Colours all occurrences of this text in this colour

HighlightFindDown – Selects the next piece of highlighted text

HighlightFindUp – Selects the previous piece of highlighted text

SelectNextHighlight – Selects the next piece of highlighted text

SelectPreviousHighlight – Selects the previous piece of highlighted text

FindColouredText – Finds coloured text

FindColouredTextUp – Finds coloured text

HighlightLister – Lists all the highlight colours used

HighlightListerDeLuxe – Lists all the highlight colours used and which are not used

HighlightWordList – Highlights (and/or colours) all the words/phrases given in a list

HighlightCertainCharacters – Highlights certain characters with attributes

HighlightAllItalic – Highlights all text in italic (including in notes)

CopyHighlightedTextSentences – Copies sentences containing highlighted text into a new file

CopyHighlightedTextParagraphs – Copies paragraphs containing highlighted text into a new file

RevisionHighlight – Highlights all the edits in a text

CountWordsInHighlightColour – Counts the number of words in a given highlight colour or all highlighted words

HighlightWithTrackChange – Use allcaps, smallcaps, underline for tracking highlighting

HideShowText – Makes body text invisible (therefore emphasises other elements, e.g. text boxes)

BordersAddToText – Changes underlined+highlighted text to coloured borders

BordersAllOff – Removes border attributes from some or all text

Confusables – Highlights/colours list of words in confusables file

[ColourPlusAttribute](#) [06.06.23] – Applies font/highlight colour plus an attribute

[HighlightComments](#) [16.11.22] – Highlights all comments with specific prefix

[HighlightToStyles](#) [03.08.21] – Finds highlighted text and does things to each colour

[HighlightOffNextWord](#) [15.05.21] – Unhighlights the next word that has some highlighting

[HighlightOffNext](#) [15.05.21] – Unhighlights the next area of highlighting

[FindNonBlackFont](#) [25.10.17] – Finds next non-black font

[HighlightEditGrey](#) [06.09.13] – Highlight current edit in light grey

[HighlightEditYellow](#) [06.09.13] – Highlight current edit in yellow

[ParticipleSentenceStartShow](#) [04.01.24] – Underlines + highlights the participles that start sentences

[SelectionRoundOff](#) [08.06.23] – Extends the existing selection to the nearest word end/start

[SelectionGrowLeft](#) [02.09.23] – Extends the selection word by word to the left

[SelectionGrowRight](#) [02.09.23] – Extends the selection word by word to the right

[TrackColourOff](#) [04.09.19] – Switch off background colour from track on/off macro

11. Internet

[URLlauncher](#) – Launches successive URLs from the text

[BibleGatewayFetch](#) – Launches Bible references on BibleGateway

[BibleHubFetch](#) – Launches Bible references or Bible quotes on BibleHub

[BLcatalogueFetch](#) – Launches selected text to the British Library catalogue

[DictionaryFetch](#) – Launches selected text to dictionary.com

[DictionaryFetchByLanguage](#) – Checks the current word in a language-related dictionary

[DictionaryMultipleFetch](#) – Launches selected text to dictionary.com and other dictionaries

[DPTMFetch](#) – Launches selected text on DPTM - Busca el texto seleccionado en el Diccionario de términos médicos

[DTMEfetch](#) – Launches selected text on DTME

[GoogleBooksFetch](#) – Launches selected text to Google Books

[GoogleFetch](#) – Launches selected text to Google

[GoogleFetchAR](#) – Argentina

[GoogleFetchAU](#) – Australia

[GoogleFetchCA](#) – Canada

[GoogleFetchChile](#) – Chile

[GoogleFetchCO](#) – Colombia

[GoogleFetchCookie](#) – Launches selected text to Google website with cookie prompt

[GoogleFetchDE](#) – Germany

[GoogleFetchEgypt](#) – Egypt

[GoogleFetchEgypt](#) – Egypt

[GoogleFetchES](#) – Spain

[GoogleFetchIE](#) – Ireland/Eire

[GoogleFetchIndia](#) – India

[GoogleFetchMX](#) – Mexico

[GoogleFetchNL](#) – Netherlands

[GoogleFetchNZ](#) – New Zealand

[GoogleFetchPE](#) – Peru

[GoogleFetchQuotes](#) – Launches selected text – with quotes – to Google

[GoogleFetchQuotesCA](#) – Canada

[GoogleFetchQuotesDE](#) – Germany

[GoogleFetchQuotesEgypt](#) – Egypt

[GoogleFetchQuotesNL](#) – Netherlands

[GoogleFetchQuotesUS](#) – USA

[GoogleFetchSA](#) – South Africa

[GoogleFetchUS](#) – USA

[GoogleMapFetch](#) – Launches selected text to Google Maps

[GoogleScholarFetch](#) – Launches selected text to Google Scholar

[GoogleTranslate](#) – Launches selected text to Google Translate

[LawDictionaryFetch](#) – Launches selected text to Dictionary.Law website

[MacquarieFetch](#) – Launches selected text to the Macquarie dictionary
[MerriamCollegiateFetch](#) – Launches selected text to Merriam-Webster collegiate website
[MerriamFetch](#) – Launches selected text to Merriam-Webster
[MerriamLegalFetch](#) – Launches selected text to Merriam-Webster legal website
[MerriamMedicalFetch](#) – Launches selected text to Merriam-Webster medical website
[MerriamThesaurusFetch](#) – Launches selected text to Merriam-Webster thesaurus website
[MerriamUnabridgedFetch](#) – Launches selected text to Merriam-Webster unabridged website
[NgramFetch](#) – Launches selected text on Google Ngram
[OneLookFetch](#) – Launches selected text to OneLook
[OEDFetch](#) – Launches selected text to OED dictionary
[OUPFetchPremium](#) – Launches selected text to OUP
[PubMedFetch](#) – Launches selected text to PubMed
[RAEfetch](#) – Launches selected text on Real Academia Española
[ThesaurusFetch](#) – Launches selected text to thesaurus.com
[WikiFetch](#) – Launches selected text to Wikipedia
[WordHippoFetch](#) – Launches selected text on Google
[WorldCatFetch](#) – Launches selected text to WorldCat

[SomethingFetch](#) – Launches selected text to Xyz website.
[SomethingFetchAlt](#) – Launches selected text to Xyz website.

[CMOSFetchAlt](#) [28.08.22] – Launches selected text to CMS website.

12. Language

[UKUShighlight](#) – Marks US spellings within UK text and vice versa
[LanguageHighlight](#) – Highlights all text not in main language
[LanguageSetUK](#) – Sets language as UK English
[LanguageSetUS](#) – Sets language as US English
[LanguageSetCanada](#) – Sets language as Canadian English

(The next four all do more or less the same! Oops!)

[LanguageToggle](#) [29.10.21] – Toggles the language setting of (part selected) text
[LanguageSetMulti](#) [07.06.23] – Toggles between different language country settings
[LanguageSwitch](#) [16.08.23] – Switches the language between two or three alternates
[LanguageUSUKswitch](#) [06.10.23] – Switches language between UK and US English

13. Lists

[SortIt](#) – Sorts the selected text
[DuplicatesRemove](#) – Removes duplicate items from a list
[SortNumberedList](#) – Sorts numbered list, ignoring the number at the beginning
[SurnameSorter](#) – Sorts a name list on surname, but allowing for postfixes
[SortOnTextAfterDelimiter](#) – Sorts the selected list based on second 'field'
[BibSortWithDittos](#) – Sorts bibliographic list including ditto marks
[CitationListSortByYear](#) – Sorts items in a citation list in the text by date
[SortListInText](#) – Sorts items in a list in the text alphabetically
[SortAndRemoveDups](#) – Sorts the selected text and removes duplicate items
[SortCaseSense](#) – Sorts into separate lists: Lcase/Ucase
[SortTextBlocks](#) – Alpha sorts blocks of text by first line
[ReverseList](#) – Reverses the order of items in a list (just the actual order, not alphabetically)

[ListBulleter](#) – Adds a bullet to every paragraph in a list
[TagBulletLists](#) – Adds tags to all bullet lists
[AutoListOff](#) – Changes auto-bulleted listing to real bullets
[ListItemNumberFormatter](#) – Format the numbering of the current list item
[AutoListLcaseAll](#) – Lowercases initial letter of all auto-bulleted/numbered list items
[AutoListLcaseOne](#) – Lowercases initial letter of one auto-bulleted/numbered list item
[VerseListFormat](#) – Formats list(s) or poem verse(s) with manual linebreaks

[BoldFirstOccurrence](#) – Emboldens the first occurrence of words in a (glossary) list

[ContentsListChecker](#) – Confirms the page numbers in the contents list

[ContentsListerByNumber](#) – Creates a contents list from numbered headings

[ContentsListerByStyle](#) – Creates a contents list from numbered heading style

[ContentsListerByTag](#) – Creates a contents list from tags, <A>, etc

[AcronymAlyse](#) – Lists all acronyms, with frequency

[AcronymLister](#) – Lists all acronyms

[AcronymFinder](#) – Finds a group of words that might match an acronym

[AcronymDefinitionLister](#) – Creates a list of acronyms with definitions

[ListAllColouredWords](#) – Creates an alphabetic list of all words in the selected font colour

[ListHighlightedText](#) – Lists alphabetically any text that is highlighted

[ListAllLinks](#) – Creates a list of all the URLs in a file, both the visible text and the underlying URL

[ListSemicolon](#) – Adds semicolons to bulleted list

[SemicolonEndPara](#) – Lowercases first character and adds semicolon at end

[ListLowercaseNoPunct](#) – Lowercases initial character and removes end punctuation

[ListUppercaseNoPunct](#) – Uppercases the initial character and removes end punctuation

[ListLowercaseSemicolon](#) – Adds semicolons to bulleted list and lowercases initial character

[FullPointOnBullets](#) – Finds bullet items and ensures they have a full point

[IndexElide](#) – Adds elision to an index

[ListHighlighter](#) – Highlights all ‘short’ paragraphs in a text in order to locate lists

[ParaWordLengthHighlighter](#) – Highlights all paragraphs of a range of word lengths

[CustomKeys](#) – Opens the Customize Keyboard dialogue box

[KeystrokeLister](#) – Creates a tabulated list of custom key allocations

[KeystrokesMacroSave](#) – Creates a list of all macro keystrokes

[KeystrokesMacroRestore](#) – Applies keystrokes from a list of macros and keystrokes

[KeystrokesSaveAll](#) – Creates a list of all user-defined keystrokes

[KeystrokesRestoreAll](#) – Creates keybindings from a list

[MacroVersionChecker](#) – Checks version dates of all your macros against MacroList

[MacroUpdater](#) – Updates to the current macro text, preserving the keystroke

[ListOfTextParas](#) – Lists all paragraphs (pure text) starting with certain text

[ListOfParas](#) – Lists all paragraphs (formatted text) starting with certain text

[ListHighlightedOrColoured](#) – Lists (alphabetically) text with font colour or highlight

[ListOfList](#) – Lists all items in a list that contain a particular text

[CopyToList](#) – Copies selected text into a list file

[CopyToListAlphabetic](#) – Copies selected text into an alphabetic list file

[AddWordToStyleList](#) – Adds the selected text to the style list file (similar but with formatting)

[AlphaHeadersOnIndex](#) – Adds alpha headers to an index

[FontColourDocumentSplit](#) – Splits a document into coloured and not coloured

[ListLowercaseComma](#) [09.02.21] – Adds commas to bulleted list + lowercase initial char

[QuoteExtractor](#) [23.03.20] – Copies paragraph that contain italic text and are indented or contain quotes

[MakeOKwordsList](#) [26.10.19] – Makes a list of all words not highlighted

[CopyToListTitles](#) [15.10.17] – Copies selected text into a list file

[CopyToSwitchList](#) [04.12.23] – Copies selected text into a switch list file for MultiSwitch

14. Notes

NotesEmbed – Embeds footnotes or endnotes

NotesUnembed – Unembeds footnotes or endnotes

NotesUnembedBySections – Unembeds endnotes that are numbered in sections

RenumberNotes – Renumbers all note numbers

NotesInlineToEmbed – Copies square bracketed notes into embedded notes

NotesCopyToInline – Copies notes into inline notes in square brackets

NoteFootEndSwitch – Switches individual footnote <-> endnote (in note or in text)

RenumberSuperscript – Renumbers all superscript numbers

ListRenumber – Makes all following numbered items in a list consecutive

NoteJumper – Jumps back and forth between notes and main text

FootnoteNext – Jumps to next footnote

FootnoteNextUp – Jumps to previous footnote

FootnoteEndnoteFiddle – Tidies up start/end of each footnote or endnote

FootnoteNumberNotItalic – Makes changes to all footnotes

NoteDeleteDblSpace – Deletes double spaces from endnotes

EndNoteFiddleSuperscript – Makes changes to superscript on all endnotes

FootnoteFiddleStartSpace – Removes initial space from each footnote

DeleteAllFootnotes – Deletes all footnotes

DeleteAllEndnotes – Deletes all endnotes

FootnoteAdd – Creates a new footnote (in a given style and/or sq. brackets)

EndnoteAdd – Creates a new endnote (in a given style and/or sq. brackets)

SuperscriptNumberFormatter – Corrects spaces + punctuation on superscripted numbers

NoteRelocator [01.02.18] – Takes footnotes out into the running text

15. Numbering and lettering

NumberDecrement – Subtracts one from the following number (or subtracts a specific number)

NumberIncrement – Adds one to the following number (or adds a specific number)

LetterDecrement – Picks up the current character and replaces with the alphabetically previous character

LetterIncrement – Picks up the current character and replaces with the alphabetically next character

NumberToFigure – Converts the next number, looking through the text, to a figure

NumberToText – Converts next number into text

NumberToTextMultiSwitch – Finds a number, then calls MultiSwitch to change it

TextToNumber – Finds numbers expressed in words + converts to figures

FigTableBoxLister – Finds figure/table/box elements and their citations, to spot missing elements

CaptionsListAll – Lists all paragraphs with bold "Figure", "Table", "Box"

ColumnTotal – Do the numbers in this column agree with the total?

NumberTaller – Sums the numbers within the selected text (or checks the sum)

AlphabeticOrderChecker – Finds any suspicious non-alphabetism

AlphaOrderChecker – Creates an alpha-sorted version of selected text showing changes

AlphabeticOrderByLine – Finds any suspicious non-alphabetism

FindNextNumber – Jumps from one number to the next – section, fig, table etc

FindPreviousNumber – Jumps back to the previous number

NumberSequenceCheckerSimple – Checks consecutivity of simple numbering

NumberSequenceCheckerDecimal – Checks consecutivity of numbering containing a decimal point

[NumberSequenceCheckerHierarchical](#) – Checks the sequence of hierarchical section numbers
[AddSectionNumber](#) – Adds indexed section number
[NumberParasAuto](#) – Adds hierarchical section numbering
[NumberParasTagged](#) – Adds numbering to first-level headings tagged with <a>
[TypeSectionNumber](#) – Adds a section number to the current heading
[FindNextBigText](#) – Searches down for a bigger than Normal font (related to above macro)

[NextNumber](#) – Finds next section number
[NextNumberPlus](#) – Finds next section number (can't remember what the difference is, sorry!)
[NextNumberPlusUp](#) – Finds previous section number
[NextNumberUp](#) – Finds previous section number

[SectionNumberChecker](#) [16.02.11] – Check the sequence of section numbers

16. References

[CitationAlyse](#) – Checks citations against references
[ParagraphShrink](#) – Shrinks the current paragraph (for use with CitationAlyse)
[ShortTitleAlyse](#) – Analyses short titles to check references against citations

[ShortTitleUnderline](#) – Underlines the current author name(s)
[CitationListSortByYear](#) – Sorts items in an in-line citation list in the text by date
[SortListInText](#) – Sorts in-line citations in a list in the text alphabetically
[VancouverCitationChecker](#) – Finds all citations and creates a list in citation order
[VancouverAllCited](#) – Creates a numerical list of all cited Vancouver reference numbers
[ShortTitleLister](#) – Creates a list of the named references in the notes

[AuthorDateFormatter](#) – Checks/corrects author/date formatting of reference list
[AuthorInitialCapitalReferences](#) – Changes author surnames in all capitals to initial capital
[EtAlElision](#) – Crops multi-authors in refs lists to a given number before 'et al'
[EtAlCitationElision](#) – Crops multi-author citation in the text to single name + 'et al'
[HighlightMultiAuthorCitations](#) – Finds and highlights all the multi-author citations in the text
[AuthorNameSwap](#) – Changes the order of author surname and initials/given name
[SwapNames](#) – Changes the order of author surname and initials/given name
[SwapNamesFullPoints](#) – Swap name and initials and add full points
[InitialPullBack](#) – Pulls author's trailing initial(s) (e.g. B. or C.D.) in front of surname
[AuthorForenamesInitialiser](#) – Changes author forenames to initials
[AuthorsNotAllCaps](#) – Changes author surnames to initial cap only (e.g. SMITH, J. to Smith, J.)
[AuthorCaseChange](#) – Lowercases author surnames (e.g. SMITH, J. to Smith, J.) in references list
[AuthorNameReinsert](#) – Replaces the dash-and-comma for the author's name (comma)
[AuthorNameReinsertParens](#) – Replaces the dash-and-comma for the author's name (parenthesis)
[YearMoveToEnd](#) – Moves the year to end of the reference
[InitialSwapper](#) – Swaps initials and surname (P.E. Beverley -> Beverley, P.E.)
[InitialSwapperReverse](#) – Swaps initials and surname (Beverley, P.E. -> P.E. Beverley)
[ReferenceNameDateMover](#) – Moves forename/initials to before surname or move year to end
[ShortTitleLister](#) – Creates a list of the named references in the notes
[ReferenceNameFinder](#) – Gets date from reference and adds after author citation
[ReferenceDateShift](#) – Moves date from end of reference to after author
[MultiFileReferenceCollator](#) – Collects all references (or foot/endnotes) from multiple files
[ReferencesCollator](#) – Finds all reference lists, and colours, collates and sorts them

[AuthorSurnameSwap](#) [19.05.21] – Moves author surname in a list to the beginning of the line
[CitExtraBits](#) [04.07.20] – Creates a list of all citations
[EtAlElisionSharman](#) [02.03.15] – Crop multi-authors to a given number before 'et al'
[EtAlReducer](#) [13.02.15] – Reduce the number of names before "et al"
[FindRefName](#) [18.07.12] – Jump to the first named Vancouver ref, e.g. [Bever09]
[FootnoteReferenceExtract](#) [11.03.17] – Extracts references from footnotes, leaving Harvard citation
[GivenNameToInitials](#) [27.03.14] – Reduce given names to initial only

[InitialiseFornamesInList](#) [10.02.20] – Changes forenames within a list to initials
[ListSurnameSwap](#) [29.01.18] – Swaps forename first to surname first in selected text
[MoveNextName](#) [02.03.15] – Jump on to the next word that could be a forename
[MultiFileLoader](#) [06.04.23] – Loads a set of files
[MultiFileReferenceCheck](#) [11.03.20] – Collects references, adds chapter labels, and sorts
[NamesReverse](#) [13.06.22] – Switches two names and adds (or removes) the comma
[NameSwitcher](#) [27.07.15] – Changes "surname, forename(s)/initials," to other way round
[NameToInitial](#) [02.03.15] – Change given name to initial, then jump on to next
[PublisherSwitch](#) [14.11.23] – Swaps "Location: Publisher Name" to "Publisher Name, Location"
[RefCitationConvert](#) [04.04.20] – Converts superscripted ref. citations to bracketed
[SurnamesAllCaps](#) [18.09.15] – Capitalise all the surnames in a refs list
[SurnamesInitialCapital](#) [18.09.15] – Initial capital all the surnames in a refs list

17. Speed editing

(Video: youtu.be/SfU0gT8VAk4)

[MultiSwitch](#) – Switches the word(s) at the cursor with the alternate from your own list
[WordSwitch](#) – Scripted single-word switching (less useful than MultiSwitch?)
[SearchThenMultiSwitch](#) – Finds one of your words, then calls MultiSwitch to change it
[SearchThenChange](#) – Finds one of the words from a list, then changes to its alternate
[CharacterSwitch](#) – Scripted character switching
[ClipboardLoader](#) – Puts text in clipboard from a menu
[ClipStore](#) – Copies the selected text into a clip list
[ClipPaste](#) – Collects and pastes an item from a clip list
[ClipPaste_1](#) – Collects and pastes a numbered item from a clip list

[TypeA](#) – Types ‘a’ or ‘A’, (or ‘an’ or ‘An’) between two words
[ArticleChanger](#) – Types, deletes or switches articles ‘the’/‘a’/‘an’

[TypeThat](#) – Types ‘that’ between two words
[ThatWhich](#) – Changes ‘that’ to ‘which’ and vice versa

[DeleteOneWord](#) – Deletes current word, but no punctuation (was called DeleteWord)

[NumberDecrement](#) – Subtracts one from the following number (or decrease the letter by one, alphabetically)
[NumberIncrement](#) – Adds one to the following number (or increase the letter by one, alphabetically)
[NumberToFigure](#) – Converts the next number, looking through the text, to a figure
[NumberToText](#) – Converts next number into text
[NumberToTextUK](#) – Converts next number into text
[NumberToText2](#) – Converts next number into text
[NumberToTextUK2](#) – Converts next number into text
[NumberToTextCMOS](#) – Converts next number into text, using e.g. "fourteen hundred"
[NumberToTextMultiSwitch](#) – Finds a number, then calls MultiSwitch to change it
[ZifferWort](#) – Converts the next number (1 to 12) into German text
[TextToNumber](#) – Finds numbers expressed in words + converts to figures

[CharToAcute](#) – Adds an acute accent to the next vowel
[CharToGrave](#) – Adds a grave acute accent to the next vowel
[CharToCircumflex](#) – Adds a circumflex to the next vowel
[CharToUmlaut](#) – Adds various accents
[CharToVariousAccents](#) – Adds various accents
[CharToMacron](#) – Adds a macron accent to the next vowel

[HighlightFindDown](#) – Selects the next piece of highlighted text
[HighlightFindUp](#) – Selects the previous piece of highlighted text
[SelectNextHighlight](#) – Selects the next piece of highlighted text
[SelectPreviousHighlight](#) – Selects the previous piece of highlighted text

SwapCharacters – Switches characters either side of cursor
SwapPunctuation – Swaps the punctuation at the end of some words
SwapPreviousCharacters – Switches the two characters in front of the caret
SwapWords – Swaps adjacent words, including formatting
SwapThreeWords – Swaps three adjacent words (chips and fish -> fish and chips)

CaseNextChar – Changes case of the next character
CaseNextWord – Changes case of initial letter of next word or selection
CaseThisWord – Changes initial case of current word and jumps to next word
CaseSecondNextWord – Changes case of next-but-one word

CapperMax – Uppercases initial letter of all major words (title case)
CapperMin – Lowercases initial letter of capitalised words (sentence case)
TitleHeadingCapper – Uppercases initial letter of all major words in heading (so-called ‘title case’)
TitleUnCapper – Uppercases initial letter of heading only on very first word (so-called ‘sentence case’)
HeadingSentenceCase – Sentence-cases this selection or paragraph (but not acronyms)
TitleInQuotesCapper – Uppercases initial letter of all major words between quote marks (so-called ‘title case’)
TitleInQuotesCapperGlobal – Uppercases initial letter of all major words between quote marks (so-called ‘title case’)
TitleInSquaresCapperFR – Title-cases words of a title between square brackets (in French or English)
AddQuotesAndTitleCap – Puts quotes on sentence, then makes it title case
TitleRemoveQuotesAndCaps – Removes quotes from current sentence, then makes it lowercase
VerbChanger – Changes “(to) splodge” <-> “(of/for) splodging”
ParticipleChanger – Toggles between past to present participles
VerbChangerNL – Changes Dutch verbs in current sentence
VerbChangerNLglobal – Changes Dutch verbs through the whole file
SpellingSuggest – Checks/corrects spellings, and for FRedit list adds suggested change
Pluralise – Converts the word at the cursor to its plural form (-s, -oes, ches and -ies)

QuotesAddDouble – Adds double quotes to the current word or phrase
QuotesAddSingle – Adds single quotes to the current word or phrase
DoubleQuotesToSingle – Changes all occurrences of a specific phrase from double to single curly quotes

CommaAdd – Adds a comma after the current word
CommaAddUSUK – Adds a comma (taking account of US/UK punctuation conventions)

PunctuationOffRight – Removes the punctuation off a word end (and quote off beginning)
PunctuationOffNearHere – Removes the punctuation near the cursor
PunctuationOff – Delete the next punctuation item
QuotesOffBothEndsDouble – Removes double quotations marks from both ends of some text
QuotesOffBothEndsSingle – Removes single quotations marks from both ends of some text
ScareQuoteAdd – Add single quotes round a word
DoubleQuotesSingleTopical – Changes double quotes around current text to singles
SingleQuotesDoubleTopical – Changes single quotes around current text to doubles
QuoteCopier – Copies text from one quote pair to the next
MoveToNextQuote – Moves cursor to the next quote pair
TypeTimesX – Types ‘(×2)’ then moves back to the number, ready to increase it
DeleteSentenceAfterQuote – Deletes rest of sentence after current quote

FinalCharDelete – Removes the final character or punct off a word
JoinTwoWords – Joins two words
WordPairPunctuate – Makes word pair hyphenated or single word

PunctuationToApostrophe – Changes next quote mark to an apostrophe
PunctuationToComma – Changes the next punctuation item to a comma
PunctuationToDoublePrime – Changes next quote mark to double prime
PunctuationToDoubleQuote – Changes next quote mark to double

PunctuationToDoubleQuoteDE – Changes next quote mark to German double
PunctuationToDoubleQuoteFR – Changes next quote mark to French double
PunctuationToEmDash – Changes next hyphen/em/en dash to an em dash
PunctuationToEnDash – Changes next hyphen/em/en dash to an en dash
PunctuationToFullPoint – Changes the next punctuation item to a full point
PunctuationToHyphen – Changes the word break punctuation to a hyphen
PunctuationToMinus – Finds punctuation and changes to minus sign
PunctuationToMultiplySign – Changes next x or X to multiplication sign
PunctuationToNonBreakingEmDash – Changes next hyphen/em/en dash to a non-breaking em dash
PunctuationToNonBreakingEnDash – Changes next hyphen/em/en dash to a non-breaking en dash
PunctuationToSinglePrime – Changes next quote mark to single prime
PunctuationToSingleQuote – Changes next quote mark to single
PunctuationToSingleQuoteDE – Changes next quote mark to German single
PunctuationToSingleQuoteFR – Changes next quote mark to French single
PunctuationToSpace – Changes the next punctuation item to a space
PunctuationToThinSpace – Changes the next punctuation item to a thin space

PunctuationSwap – Swaps the next punctuation mark
ExclamationMark – Makes adjacent words into sentence end
FullPoint – Makes adjacent words into sentence end
QuestionMark – Makes adjacent words into sentence end
Semicolon – Makes adjacent words into semicolon separated
Dash – Removes punctuation, add dash and lowercases next char
EmDashUnspaced – Removes punctuation, adds unspaced em dash and lowercases next char
Colon – Makes adjacent words into colon separated
Comma – Makes adjacent words into comma separated
CommaInDialogue – Gives adjacent words a comma link
FullPointInDialogue – Makes adjacent words into sentence end
ProperToPronoun – Changes the next proper noun to a personal pronoun
AddTextRoundText – Adds text at either end of a word or phrase (can delete punctuation)
ParenthesesAdd – Puts parentheses round the current word or phrase
ParenthesesEtcPairDelete – Removes the following pair of parentheses or quotes, etc.

AutoCurlyQuotesOFF – Switches off auto curly quotes
AutoCurlyQuotesON – Switches on auto curly quotes
FrenchQuotes – Switches UK quotes to French quotes
GermanQuotes – Switches UK quotes to German quotes

Ampersand – Changes ampersand (&) to 'and'

ColonUnbold – Romanises bold colons that are followed by roman text

ItalicQuoteToggle – Toggles between italic and single quote
NonCurlyApostrophe – Adds non-curly single quote
NonCurlyQuote – Adds non-curly double quote

SelectWord – Selects current word
SelectionStartExtend – Moves the start of the selection further out to the left (i.e. extends it)
SelectionStartShrink – Pulls the start of the selection back to the right (i.e. shrinks it)
SelectionEndExtend – Moves the end of the selection further out to the right (i.e. extends it)
SelectionEndShrink – Pulls the end of the selection back to the left (i.e. shrinks it)

SelectSentence – Selects current sentence
SelectParagraph – Selects current paragraph

TagSelectedOrItalic – Adds red tags to the selected text or italic text
TagSelectedOrBold – Adds red tags to the selected text or bold text

AllCapsToInitialCap – Initials-caps any words in all caps
DeleteRestOfSentence – Deletes from the end of the current word to the end of the sentence
DeleteToNextPunctuation – Deletes from the end of the current word to next punctuation mark
DeleteRestOfLine – Deletes from the beginning of the current word to the end of the line
FinalPhraseMoveForward – Cuts the final phrase of a sentence and pulls it to just after the cursor-word

SearchTheseWords – Finds the next occurrence of any of a list of words

CompareTexts – Compares copied text (i.e. clipboard contents) with selected text
CompareTextsOLD – Selects non-identical texts (was called IdenticalTextCheck)

OxfordCommaSelectiveDelete – Moves to next Oxford comma and/or deletes current comma first
RulersShow – Switches Word's ruler on and off
However – Starts a sentence with 'However', and removes the later "however"
SmallCapWord – Makes the current word smallcaps
MoveToStart – Move the selected text to the beginning of the sentence
ReplicateThisEdit – Replicates the change just made, through the rest of the file

AbbreviationAdd [15.06.22] – Creates an abbreviation of roughly selected text (in parenthesis)
AndToAmpersand [23.06.23] – Change the next citation from "and" to "&"
AndToAmpersandGlobal [23.06.23] – Changes all citations from "and" to "&"
AmpersandAdd [23.06.23] – Adds an ampersand in front of the current name
ApostropheS [13.06.20] – Adds an apostrophe before the s
ApostropheAdd [08.12.22] – Adds an apostrophe, highlighted
AsWellAsToAnd [24.09.22] – Changes 'as well as' to 'and', and the comma, if necessary
BoldThisWord [11.08.22] – Makes the word at the cursor bold
BorderParaOffSelective [06.08.11] – Removes the borders applied to the paragraph
BordersAddParagraphs [08.03.23] – Adds colour borders to (partly) selected paragraphs
CaseThisWordJumpNextWord – [31.01.21] – Changes case of initial letter of word and jump to next word
ColonLowercaseAll – [23.07.22] – Changes the initial letter after every colon to lowercase
ColonUppercaseAll – [23.07.22] – Changes the initial letter after every colon to uppercase
CopyIntelligent [19.12.18] – Sets up copy assuming word or paragraph
DeleteBackToSentenceStart [23.04.21] – Selects from current word to end of sentence
DeleteLine [10.10.16] – Delete current line
DeleteQuote [08.07.13] – Go to next quote mark and delete it
DeleteThisChar [26.09.17] – From the cursor, it tries to delete one of the listed characters
DeSexer [18.01.20] – Finds one of your words, then calls MultiSwitch to change it
DialoguePunctuationSwitch [12.09.19] – Switches adjacent word link between comma and full point
EditStyle [27.07.10] – Pull up Edit style dialogue box
EmailAddress [05.02.21] – Puts my email address into the clipboard
Equation [03.01.10] – Insert an equation
FindChapterFileName [09.03.21] – Looks back up, to find the chapter title
FindSamePageLine [17.12.12] – Finds the same place in another file by page and line
FindUnderline [26.02.13] – Find underlined text
FormatText [15.10.21] – Formats a word/selection of whole words
FourDigitHundreds [04.10.22] – Changes four-figure numbers to words
FullPointMissing [06.08.15] – Add a full point to the next line that doesn't have one
GermanAccusative [18.06.21] – Forces the accusative -en ending to the current word
GermanDative [18.06.21] – Forces the dative -em ending to the current word
HighlightNonRomanPunctuation [25.03.20] – Highlights non-roman punctuation
HyphenationRestore [04.02.13] – Unhyphenate split words
IncJump [27.01.17] – Adds one to the following number (or increase the letter) then jumps
IncludeBracketInSentence [24.08.12] – Move the full point to after the bracketed reference
InitialCapWord [18.09.15] – Initial capital word at cursor
InitialiseOne [24.01.19] – Initialise one word then skip one
ItaliciseVariable New [26.06.13] – Run along to find alpha chars and italicise them

[ItaliciseWord](#) [08.08.14] – Italicise current word and move on
[ItalicOffWord](#) [18.05.17] – Removes all italic and underline from selected text (or current word)
[JumpToSentenceEnd](#) [22.07.15] – Move to the end of the current sentence
[LineConvert](#) [15.07.21] – Converts 'poetry' line ends in selected text to new paragraphs
[ListItemFinderShort](#) [28.08.14] – Jump to an auto-list number
[LocalFandR](#) [26.09.17] – Does a find and replace, but only on the selected text
[LowercaseHeading](#) [06.09.11] – Lowercase caption/heading and find the next one
[NavigationPanePrepare](#) [16.06.23] – Copies text and prepares for Navigation pane (only needed for Macs)
[NonCurlyDoubleQuote](#) [01.01.10] – Type a non-curly double quote
[NoteMarkerMoveEndSentence](#) [19.04.21] – Moves the foot/endnote marker to the end of the sentence
[ParaDelete](#) [29.10.21] – Deletes the current paragraph
[ParaSplitJoin](#) [13.09.19] – Splits the para after current word or joins to next para
[PDFunderlineFR](#) [16.03.14] – Find underline word
[PluraliseDE](#) [23.05.21] – Toggles the ending plural/singular
[PunctuationAfterCitation](#) [17.10.22] – Moves the full point (period) to after the citation
[PunctOffRightGo](#) [17.09.10] – Remove the final character or punct off a word and move on
[PunctuationToTimesSign](#) [06.06.20] – Changes the next 'x' to a times sign
[SelectPara](#) [24.11.10] – Selects current paragraph
[SelectToSentenceEnd](#) [23.04.21] – Selects from current word to end of sentence
[SentenceReverse](#) [02.10.22] – Switches the order of the two sentences in the bullet point
[SpeciesAbbreviator](#) [12.03.22] – Adds genus and species to the text, pulling data off a file
[SplitLine](#) [09.06.20] – Splits an email
[TagListBulletsAll](#) [15.07.17] – Find all bullet lists and tag them
[TagListLettersAll](#) [15.07.17] – Find all lettered lists and tag them
[TagListNumbersAll](#) [15.07.17] – Find all numbered lists and tag them
[TenseChanger](#) [18.01.20] – Finds one of the words from a list, then changes to its alternate
[TickInsert](#) [07.05.22] – Adds a bold red tick
[TOCupdate](#) [16.12.13] – Update (and customise) the table of contents
[TypeBy](#) [07.11.19] – Types 'by' between two words.
[TypeThis](#) [19.12.14] – Type something and maybe highlight the line
[WordsMoveLeft](#) [15.04.21] – Moves the partly selected words one word left
[WordsMoveRight](#) [15.04.21] – Moves the partly selected words one word right

18. Speed navigating around the text

[NavPaneWidth](#) – Widens the navigation pane

[NavPaneCustomize](#) – Opens the navigation pane where and how you want

[SmartFinder](#) – Finds this text/note/page/date/heading/format etc, etc immediately

[WildcardLoader](#) – Tool for launching wildcard searches

[WildcardSave](#) – Reads the current 'Selection.Find' and saves at the top of the file

[WildcardType](#) – Reads the current 'Selection.Find' and types it in the file

[MultiSearchLoader](#) – Loads text segments into MultiSearch

[MultiSearch](#) – Searches for a set of words in proximity

[MultiSearchUp](#) – Searches for a set of words in proximity

[FindSamePlace](#) – Finds the same place in another open file

[FindInProximity](#) – Finds certain words within a given word range

[FindInContextLoad](#) – Loads name and date ready for FindInProximity macro

[FindFwd](#) – Finds next match forwards, case insensitively

[FindFwdCase](#) – Moves forward to next match, case-sensitively

[FindBack](#) – Next find backwards

[FindBackCase](#) – Next case-sensitive find backwards

[FindReplaceGo](#) – Finds, replaces and moves to the next match

[FindReplaceStay](#) – Finds and replaces but doesn't move to next

[FindClip](#) – Finds whatever is in the clipboard

FindClipTop – Jumps to the top, and finds whatever is in the clipboard

FindResetParameters – Does a dummy find to set all the parameters to default

InstantFindDown – Finds selected text (or word at the cursor) downwards, optionally leaving a bookmark

InstantFindUp – Finds selected text (or word at the cursor) upwards, optionally leaving a bookmark

InstantFindDownWild – Finds selected text downwards with wildcards set on

InstantJumpDown – Finds selected text (or word at the cursor) downwards, but not changing the Find text

InstantJumpUp – Finds selected text (or word at the cursor) upwards, but not changing the Find text

InstantFindTop – Jumps to the top and then seeks the text that was at the cursor

InstantFindBottom – Jumps to the bottom and then seeks the text that was at the cursor

PrepareToReplaceDown – Copies text into the F&R box

PrepareToReplaceFromTop – Copies text into the F&R box from top

PrepareToReplaceWithMarker – Copies text into the F&R box from top leaving marker

FindInDeletedText – Searches only the deleted (track changed) text

JumpNextAppliedStyle – Jumps to the next applied style

ToCback – Jumps back to table of contents

CommentNext – Goes to next comment

CommentPrevious – Goes to previous comment

CommentsModernCollect – Extracts modern comments with format and colouring

CommentsModernDelete – Deletes current comment or all comments

ChangeNext – Finds next edited item (but not a comment)

ChangePrevious – Finds previous edited item (but not a comment)

CommentJumpInOut – Jumps into and out of comment text

TableNext – Jumps to next table

TablePrevious – Jumps to previous table

BordersNext – Finds next paragraph with borders

BordersPrevious – Finds previous paragraph with borders

AbbrSwap – Swaps abbreviation into or out of brackets

BookmarkTempAdd – Adds temporary marker

BookmarkTempClear – Deletes temporary markers

BookmarkToCursorSelect – Selects from temporary marker to cursor

BookmarkTempFind – Jumps to temporary marker

FindNextBigText – Searches down for a bigger than Normal font

SearchTheseWords – Finds the next occurrence of any of a list of words

[FindBackWild](#) [09.01.21] – Next find wild backwards

[FindFwdWild](#) [09.01.21] – Next find wild forwards

[MoveWordLeft](#) [30.11.19] – Moves current word one word to the right

[MoveWordRight](#) [30.11.19] – Moves current word one word to the left

[NoteNext](#) [05.03.12] – Jump to next note

[NavigationPanePrepare](#) [07.06.23] – Copies text and prepares for search in the Navigation pane

[NotePrevious](#) [05.03.12] – Jump to previous note

[ReviewPaneToggle](#) [03.03.22] – Opens and closes the track change review pane

[StylesPaneCustomize](#) [29.07.22] – Moves the Styles pane where and how you want

19. Spelling

UKUScount – Has the author predominantly used UK or US spelling?

UKUShighlight – Marks US spellings within UK text and vice versa

IZIScount – For UK spelling, has the author predominantly used -is- or -iz- spellings?

(For editing, you can use *IStoIZ* and *IZtoIS* to implement your decision.)

SpellingErrorLister – Generates an alphabetic list of all the different spelling ‘errors’ (according to MS Word)

SpellAlyse – Complete spellchecking system

SpellingErrorListerBilingual – Generates an alphabetic list all the bilingual spelling 'errors'

ProperNounAlyse – Alerts you to possible proper noun misspellings, showing their frequency

(For editing, *ProperNounToFredit* can be useful.)

FullNameAlyse – Creates a frequency list of all full names, e.g. Joe Bloggs, K Smith, Paul Edward Beverley

SpecialWordSpellAlyse – Does a ProperNounAlyse of all long ‘spelling error’ words

HyphenAlyse – Shows the frequency of word pairs in hyphenated, two-word and single-word form

HyphenationToFredit – Takes items from HyphenAlyse list (or ProperNounAlyse list), ready for the Fredit list

WordPairAlyse – Shows the frequency of word pairs that are never hyphenated (e.g. can not/cannot)

AccentAlyse – Compares words that use the same letters, but with different accents

AccentedWordCollector – Collects all the accented words in a text

AAAnAlyse – Highlights a/an errors: a onion, an pear, an union, a hour, a HTML, an UFO, a H, an U

DocAlyse – Counts past participles (-t/-ed), among(st), C/chapter, et al., i.e. etc, focus(s), benefit(t), Fig(ure), Eq(n) etc

DocAlyseForMac – Counts past participles (-t/-ed), among(st), C/chapter, et al., i.e. etc, focus(s), Fig(ure), Eq(n) etc

DocAlyseForThinMac – Counts past participles (-t/-ed), among(st), C/chapter, et al., i.e. etc, focus(s), Fig(ure), Eq(n) etc

DocAlyseForVeryThinMac – Counts past participles (-t/-ed), among(st), C/chapter, et al., i.e. etc, focus(s), Fig(ure), Eq(n) etc

SpellcheckWordUK – Spellchecks single word UK

SpellcheckWordUS – Spellchecks single word US

DeleteAllSpellingErrors – Deletes all spelling errors from a file (why?!)

SpellingShowToggle – Switches visible spelling error indication on and off

[ExceptionsListEdit \[27.05.20\]](#) – Allows the user to edit, add to or replace the exceptions list

[SpellCheckerPlus \[27.05.20\]](#) – Spellchecks from cursor, using multiple languages

[SpellCorrection \[13.02.12\]](#) – Prepare highlighted word to be corrected throughout the text

[SpellListAdd \[03.06.11 modified Version 28.11.11\]](#) – Take current word and add to Fredit list

[SpellListAll \[09.05.11 modified Version 28.11.11\]](#) – Create a Fredit list for all coloured words

20. Tagging and caption formatting

(Much done globally using *Fredit*, but...)

TagList – Adds tags to a current numbered or bulleted list

TagBulletLists – Adds tags to all bullet lists

TagA – Adds a tag <A> to the current paragraph

CodeBoldParas – Tags/codes every bold heading

TableSpaceBeforeHeading – Adds a blank line where a numbered heading follows a table

AutoTagger – Automatically tags/codes all styled headings

FigTabBoxTagger – Adds tags to the captions of all figures, tables and boxes

ListOfTaggedHeadings – Lists all tagged headings, <A>, , etc

TagSelectedOrItalic – Adds red tags to the selected text or italic text

TagSelectedOrBold – Adds red tags to the selected text or bold text

ItalicBoldTagger – Adds red tags to all italic and/or bold text

TagVariousAttributes – Adds red tags to all italic/bold/sub/superscript text

TagNI – Adds an <ni> tag after every heading

TagChecker – Checks the continuity of a paired tag, e.g. ,

TagHighlighter – Highlights all of the ranges a paired tag, e.g. ,

FullPointOnCaptions – Finds captions and ensures they have a full point

[HeadingTagAndFormat](#) [02.06.18] – Tags and formats the chapter title
[RedTagger](#) [28.10.20] – Colours all tags red
[StyleCoder](#) [02.12.19] – Adds style codes to every paragraph
[TagAPlus](#) [27.05.21] – Adds a tag to the current paragraph, in bold and red

21. Textboxes

[SetTextBorderStyle](#) – Applies style to all textboxes
[TextBoxFrameCut](#) – Removes textboxes and frames
[ComboBoxAccept](#) – Finds combo boxes and replaces them with the currently selected text

22. Track changes

[TrackChangeShowHide](#) – Sets up track changes to taste
[TrackChangeDisplaySelect](#) – Cycles through track change display levels
[TrackChangeDisplaySwitch](#) – Switches track change displays: Simple <=> AllMarkup
[MarkupModeSwitch](#) – Switches between inline and in-balloon markup
[MarkupDisplaySwitch](#) – Cycles through track change display levels
[AcceptTrackedFormatChanges](#) – Accepts just the formatting track changes, leaving all other track changes
[AcceptSpecificTrackChange](#) – Accepts all occurrences of one specific track change
[AcceptTrackingSelectively](#) – Accepts track changes of specific author/editor
[TrackChangeAccept](#) – Accepts the track changes on the current line
[TrackChangeReject](#) – Rejects the track changes on the current line
[TrackAcceptMoveOn](#) – Accepts change and moves to the next
[TrackSimplifier](#) – Accepts certain types of tracked features

[MultiFileAcceptTrackChanges](#) – Accepts all track changes in multiple files
[MultifileTrackChangeReport](#) – Creates a file of sentences containing TCs in multiple files

[ShowHideAllTracking](#) – Toggles showing both track changes and comments on and off
[ShowHideTracksOnly](#) – Toggles showing just track changes on and off

[ConsolidateTracking](#) – Turns an instance of split tracking into one single change

[TrackChangeCounter](#) – Reports the numbers of track changes, plus words/characters added/deleted

[CopyAllEditedSentences](#) – Copies all sentences that have tracked edits in them
[TrackDateTimeList](#) – Lists the date and time of all track changes

[FandRdespiteTCsSelective](#) – Does current F&R despite track changes (selective)
[FandRdespiteTCsGlobal](#) – Does current F&R despite track changes (global)

[CompareNow](#) – Creates an instant comparison of two open Word files

[FindInDeletedText](#) – Searches only the deleted (track changed) text

[VisibleTrackOff](#) – Visible reminder that track changes is off
[VisibleTrackOff2](#) – Visible reminder that track changes is off – using different formatting
[VisibleTrackOff3](#) – Visible track change reminder – using wiggly lines!
[VisibleTrackOff4](#) – Visible track change reminder – using yellow background
[TrackOnOffVisible](#) – Switches tracking on/off with visible background
[TrackOnOffVisibleMac](#) – Switches tracking on/off with visible background (for Mac)
[BackgroundColourOnOff](#) – Switches background colour on/off

[BackgroundColourOff](#) – Remove background colour
[BackgroundColourAllOff](#) – Removes background colour

[CommentAddToTrackedChanges](#) [06.04.23] – Adds a blank comment to every tracked change in the selected text
[HighlightAllTrackedText](#) [15.04.22] – Highlights (and/or font colours) all tracked text
[HighlightTrackedTextAuthor](#) [02.02.24] – Highlights all tracked text by a specific author
[PatternClear](#) [13.03.14] – Remove shading and other funny colours!
[PunctuationTrackAcceptAll](#) [16.02.24] – Accepts all track changes that involve punctuation
[TrackChangeCountWords](#) [18.01.24] – Checks the track changes to count words/characters added/subtracted
[TrackChangeOptions](#) [16.07.15] – Set up track changes to taste
[TrackChangeReport](#) [27.02.18] – Creates a file of sentences containing TCs
[TracksInlineToggle](#) [07.03.22] – Toggles track change deletions between bubbles and inline
[TrackColourOff](#) [04.09.19] – Switch off background colour from track on/off macro
[ReviewPaneToggle](#) [03.03.22] – Opens and closes the track change review pane

23. Information

[AbstractAndKeywordCount](#) [09.04.21] – Counts abstract word numbers and keyword items
[CopySelectedForCompare](#) [23.10.21] – Copies the selected text to a specified file
[CountTwoPhrases](#) [28.09.20] – Counts this and that word or phrase
[CountWordsToCursor](#) [29.01.18] – Counts how many words in the paragraph up to the cursor
[FeatureCounter](#) [24.08.17] – Counts various feature of the current Word file (notes, shapes, text boxes, equations etc)
[FontNameAndSizeReader](#) [21.11.18] – Reads style font Name + any applied Name
[FontNameSizeScanAndFix](#) [13.03.23] – Assesses and lists (& optionally fixes) the font sizes & names
[HighlightAllSentences](#) [01.02.10] – Adds two font colours to show sentences
[HighlightOddQuotations](#) [25.05.20] – Marks all quotes + displayed text
[LongParagraphCheck](#) [25.03.20] – Colour long sentences
[LongParagraphHighlighterChars](#) [23.06.21] – Highlights all paragraphs more than a certain length
[LongQuoteNext](#) [01.08.20] – Jumps to the next long quotation
[maxWordsInPara](#) [03.03.13] – Count max number of words in a paragraph
[MenuItemMaker](#) [13.04.20] – Creates a histogram of paragraph length
[MultiSyllableWordsHighlight](#) [10.08.23] – Highlights words of 3, 4 or 5+ syllables
[NTaddressCopy](#) [08.02.24] – Reports the address of the folder holding the Normal template
[NTaddress](#) [26.06.20] – Locates your Normal template folder
[PageCountBySection](#) [03.04.21] – Counts the pages between section headings
[ParaSentenceLengthHighlighter](#) [16.05.19] – Highlights paragraphs with too many sentences
[PhrasesInSentences](#) [25.10.20] – Lists all sentences containing a give phrase
[QuotationMarkErrorFinder](#) [28.05.20] – Moves to the next mismatched double quotes
[SymbolShowNumber](#) [28.10.13] – Type out the 'unicode' of the symbol font character

24. Odds and sods

[SplitScreen](#) – Splits the screen

[WhatsAppTextFormat](#) – Converts text from Word to WhatsApp formatting
[ForumTextFormat](#) – Converts text from Word to CIEP Forum and vice versa
[DictaFRedit](#) – Adds features to Word 365 Dictate, and cleans up it errors
[CountDownVisible](#) – Shows a statusbar and Big Text countdown to zero
[OvertypBeep](#) – Sounds warning beep on overtyp
[OvertypBeep2](#) – Sounds warning beep on overtyp and gives visual clue
[Maggylt](#) – Creates a Maggied version of the current file
[CloneWordFile](#) – Creates a clean copy of a corrupted file, including paragraph styles plus bold, italic etc.
[CloneWithEquations](#) – Creates a clean copy of a corrupted file, including formatted equations
[TweetCheck](#) – Highlights paragraphs longer than 140 characters
[AutoCorrectItemsDeleteAdd](#) – Optionally deletes all items, then adds new items
[AutoCorrectItemsList](#) – Lists all current autocorrect items
[CountRemainder](#) – Counts words below the cursor
[CountRemainderSimple](#) – Counts words below the cursor
[AlphaHeadersOnIndex](#) – Adds alpha headers to an index
[MacroLauncher](#) – Offers a list of macros to launch (was called MacroMenu)

MacroFetch – Fetches the macro named in the clipboard or at the cursor
MacroFetchUpdate – Updates an existing, preserving the keystroke
MacroNameToLink – Makes URL for macro name in clipboard or at cursor and puts in clipboard

CountChapterPages – Counts pages in chapters of the text
CountSectionWords – Counts words in sections of text between headings
TitlesShowHide – Toggles between light grey font colour text and full colour
TitlesReveal – Switches the next light grey font colour to full colour
FixedFontRed – Sets font to an 'almost' red font colour
FixedFontBlue – Sets font to an 'almost' blue font colour
FixedFontBlack – Sets font to an 'almost' black font colour
FixedFontSwitch – Switches font colour red > blue > black > red

BinomialAdder [04.04.22] – Adds Latin binomials into a document
CopyFormattedTextNotesBoxes [09.02.19] – Creates a new document of the formatted main text + formatted notes text
DeleteBlankReports [12.06.19] – Delete any table containing a blank Teacher-comment
DeleteThisFileNOW [27.01.20] – Close file WITHOUT SAVING - BEWARE!!
DisplayWindow [23.10.20] – Displays copied screengrab of window
DocumentAdd [28.01.15] – Adds document at specific window size
DraftViewToggle [05.12.18] – Switches between draft view and print view
EmailQuoter [02.07.18] – Chops and indents quoted email
EmailSplit [02.05.20] – Splits a quoted email [not in book]
KeyBindings2 [12.04.13] – Add keybindings to macros on various keys
KeystrokesRestoreAll_Mac [26.07.17] – Creates keybindings from a list
NavPaneLoad [10.04.21] – Copies selected text into the F&R box
OpenMySize [03.11.17] – Opens the window to a particular size, position and magnification
PB_CleanUp [13.06.20] – Cleans up a file by F&R
RandomTextType [24.11.23] – Types out paragraphs of pseudo-Latin or English text
RandomTextTypeMac [24.11.23] – Types out paragraphs of pseudo-Latin or English text (Mac version)
SearchHierarchically [24.11.23] – Shell macro: Searches hierarchically for a character
SentencesToParas [17.05.21] – Splits all sentences into individual
SmartEditing [16.04.22] – Switches off Microsoft's so-called "smart" editing features
SpeakText [01.02.10] – Speaks current text
StrikeThroughFirstLastWord [25.10.19] – Underlines the first and last words of every paragraph
TheEmailFormatter [25.02.21] – Tidies up an email text and adds ">" symbols as quoting
WindowSize [05.02.15] – Size window how I like it
WordDisplay [30.03.14] – Type out word at big size
NTbackupDatedSimple [28.10.23] – Backs up the Normal template with date and time
NTbackupDated [18.01.24] – Backs up the Normal template and the VBA code with date and time