

08 Macro Menu – complete macro tool list

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

(In the separate Macro Menu file – both the pdf and the Word version – the macros **highlighted in yellow** are the 50 most recently dated, i.e. either newly added or updated.)

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* or *FRselective* 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, but I have therefore added them to the macro menu below. However, the only information available is the single-line descriptor that each of my macros has – there are **no written instructions...** not yet, sorry.

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) more likely to be 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
- CommentAdd2* – 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
- 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?!)

Modern comments system:

- CommentCompose* – Allows you to create a new (modern) comment
- CommentComposeMenu* – Adds a comment off a menu (for modern comments only)
- QQConvert* [14.06.21] – Converts QQ comments to ordinary comments
- QQUpdate* [28.05.21] – Renumbers QQ comments

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

CopyAllComments – Copies all the comments into a new document

CopyCommentsAndSave – Create a list of all the comments

CommentCollectTabulated – Collects all comments into a table

CommentCollector – Creates a table of all comments

MultiFileCommentTabulated [28.04.22] – Collects all comments in a set of files into one big 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

CommentNameChangerWithReplies – Changes the name attached to comments

CommentTextNormalise – Gets rid of 'funny effects' in the comment boxes

DeleteAllComments – Deletes all comments

DeleteCommentsSelectively – Accepts track changes of specific author/editor

CommentsResolveSelected [19.09.23] – Resolves all the comments in the selected area of text

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

CommentDeleteMoveNext [17.05.22] – Deletes current comment and moves to the next comment

SectionHeadsInComments [26.02.24] – Adds the heading style and text of each heading into a comment

HighlightComments [16.11.22] – Highlights all comments with specific prefix

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

SpellcheckingOffForTurquoiseWords [30.09.24] – Set any words in turquoise to not be spellchecked

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

AAnAlyse – 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

N.B. Mac users can and should use DocAlyse, and **not** the Mac-specific versions below. The following macros should **only** be used if you get an error: “*Compile error: procedure too large*”, and no-one has reported that for years now, anyway. Also, the Mac versions have reduced capability compare to the main DocAlyse.

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

DocAlyseUser – Create your own (multilingual?) document analyses

PreferredSpellingsAlyse – Finds words similar to those in a preferred-spelling list

GenusSpeciesAlyse – Checks the abbreviation of genus/species names

SpeciesAbbreviator [12.03.22] – Adds genus and species to the text, pulling data off a file

NumberTextFigureCount – Counts numbers as figures vs. words

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

SimilarWordsAlyse – Analyses similar words

DateFormatAlyse – Counts the occurrences of different date formats

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

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

InitialCapAlyse [17.09.18] – Highlight possible capitalisation inconsistency

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

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

PhraseAlyse – Lists phrases that are duplicated

StyleEffectDetector – Reports the style and effects applied to the text

CatchPhrase – Searches for and counts repeated phrases

DuplicateSentenceCount – Counts frequency of any duplicated sentences

DuplicateSentencesFind – Lists any sentences that are duplicated, with a frequency

DuplicatePhrasesFind – Lists any sentences that are duplicated

WordGraph – Gives a visual indication of the occurrences of a word or phrase

PunctuationFormatChecker – Various 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

FindSpecialCharacters – Finds next group of special characters, e.g. Chinese/Arabic

SentenceAlyse – Analyses the size of sentences

WordFrequency – Counts the frequency of words in a document

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

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

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

WordTotaller – Adds up word numbers in selected texts

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

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

DuplicatedWordsFind2 – Finds next consecutive two-word duplicate

DuplicatedWordsFind3 – Find next consecutive three-word duplicate

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

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

[DeleteAllHyperlinks](#) [30.06.12] – Unlink all hyperlinks including footnotes

[UnLinkAllFields](#) [30.10.12] – Unlinks all fields and hyperlinks

[UnlinkSomeFields](#) [31.10.12] – Delete hyperlinks that are not URLs

[ReferenceCheckWeb](#) – Checks whether each of the URLs in the text appears in the references list

[MendelyPunctuationCorrection](#) – Moves punctuation marks to before the note indicator

[FieldsUnlink](#) – Unlinks all fields except equations

[CitationFieldsUnlink](#) [27.02.14] – Selective field unlinking

[FieldCodesVisible](#) – Switches between fields being visible and not visible

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

[AutoListOff](#) – Changes auto-bulleted listing to real bullets

[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

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

[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

[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
[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
[MultiFileBackgroundColourChange](#) [03.07.24] – Changes the background colour of all files in a list

[SaveAllUnsavedDocs](#) [26.10.23] – Saves all unsaved documents

[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
[LoadFilesInList](#) [20.06.22] – Loads a series of files in a Word 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
[WhatFolder](#) [10.02.21] – Loads the clipboard with the address of folder of this file

[ChapterChopper](#) – Chops a book file into a set of chapter files
[FileChopper](#) – Chops text into a number of smaller file using page breaks

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

[CentreText](#) – Centres the text

[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
[FontMixHighlight](#) [17.05.21] – Highlights paragraphs with mixed fonts, showing odd fonts
[FontMixFind](#) [16.05.21] – Finds the next paragraph that has mixed fonts

[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
ListAllStyles [12.01.21] – Creates a list of all paragraph styles name
StyleLister [18.04.24] – Lists all paragraph and character styles used in a document

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
BoldItalicToStyle [27.03.24] – Changes bold, italic and bold-italic applied directly, into character styles
FontMixHighlight [17.05.21] – Highlights paragraphs with mixed fonts, showing odd fonts
FontMixFind [16.05.21] – Finds the next paragraph that has mixed fonts

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

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

BackgroundColourOnOff – Switches background colour on/off

BackgroundColourOff – Remove background colour

BackgroundColourAllOff – Removes background colour

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

BackgroundTest [11.04.20] – Removes all background colours

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

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

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

AynHamzaFormat [26.03.24] – Corrects formatting of ayns and hamzas

OddQuoteSpacingCorrectAll [16.11.22] – Corrects the odd/weird/funny spacing on quotation marks / apostrophes (from RTL fonts)

LtrRestore [29.03.24] – Restores text direction to left-to-right

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

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

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

ChapterStartBreak [05.03.23] – Finds all chapter titles (by style), adds page break and removes multi-newlines

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

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

SanthoshQuoteSelect [25.01.21] – Changes existing single quotes into doubles

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

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

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!

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

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

TitleConsistenciser [18.05.17] – Applies 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.

8. Global changes

FRedit – Does scripted global find and replace

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

[**IZtoIS**](#) – Corrects text to give -is-, -ys- spellings

[**IStoIZ**](#) – Corrects text to give -iz-, -yz- spellings

[**FRselective**](#) – Sets up various finds and F&Rs

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

[FRstay](#) – Finds and replaces but don't move to next

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

[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

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

[FReditCommentToggle](#) [17.04.24] – Adds or removes the vertical bar that turns FRedit items into comments

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

[SpellingSuggest](#) – Creates a FRedit list item using Word's alternate spelling

[SpellingCorrect](#) – Corrects spelling and wrong capitalisation

[FReditListTidy](#) [24.04.24] – Tidies up a FRedit list

[SpellAlyseToFRedit](#) [23.04.24] – Corrects spelling and wrong capitalisation

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

[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

[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

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

[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

[MatchSquareBrackets](#) – Check whether square 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

[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

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

[QuoteSingleDoubleSwitchGlobal](#) [15.05.24] – Changes double quotes to single and vice versa, avoiding apostrophes

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

[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

[MultiFileLoader](#) [06.04.23] – Loads a set of files

[MultiFileReferenceCheck](#) [11.03.20] – Collects references, adds chapter labels, and sorts

[ItalicParaDelete](#) – Deletes all paragraphs that are mainly in italic

[HighlightWithTrackChange](#) – Use allcaps, smallcaps, underline for tracking highlighting

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

[CapitaliseUndoubler](#) – Finds doubled capital letters and corrects them

[FourDigitFixer](#) [10.05.24] – Adds a delimiter to four-digit numbers, but not dates

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

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

[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

[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

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

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

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

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

[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

[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

[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

[PDFLigatureConvert](#) [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

[TextHoover](#) – Collects text from a series of text areas

10. Highlighting (and colouring)

[HighlightMinus](#) – Removes or adds highlight in a choice of colours

[HighlightPlus](#) – Adds highlight in a choice of colours

[HighlightYellow](#) – Highlights the selected text (or a word or a paragraph)

[HighlightBrightGreen](#) – Highlights the selected text (or a word or a paragraph)

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

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

[HighlightRemovePerColour](#) [03.04.24] – Removes highlight of one colour from selection or whole text

[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

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

[HighlightOrColourRemove](#) [15.04.24] – Removes the current highlight or font colour from the whole text

[HighlightingRemoveAll](#) – Remove all highlighting, including in notes, boxes & comments

[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

[FontColourSame](#) – Colours all occurrences of this text in this colour

[HighlightOffWord](#) – Removes highlight from all occurrences of this word

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

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

[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

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

[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

[CountHighlightColour](#) – Count how many times a highlight colour occurs

[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

[BorderParaOffSelective](#) [06.08.11] – Removes the borders applied to the paragraph

[BordersAddParagraphs](#) [08.03.23] – Adds colour borders to (partly) selected paragraphs

[Confusables](#) – Highlights/colours list of words in confusables file

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

[HighlightTrackedTextAuthor](#) [02.02.24] – Highlights all tracked text by a specific author

[HighlightAllTrackedText](#) [15.04.22] – Highlights (and/or font colours) all tracked text

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

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

[HighlightInContext](#) [30.03.24] – Highlights a word or phrase in its context in a sentence/paragraph

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

[DictionaryFetchDE](#) – Launches selected text to dudende

[DictionaryFetchNL](#) – Launches selected text to <https://www.vandale.nl>
[DictionaryMultipleFetch](#) – Launches selected text to [dictionary.com](https://www.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
[GoogleFetchSpecificBrowser](#) – Launches selected text to Google using a specified browser
[GoogleFetchIncognito](#) [12.08.24] – Launches selected text to Google Chrome (or other browser) but incognito

[GoogleMapFetch](#) – Launches selected text to Google Maps
[GoogleScholarFetch](#) – Launches selected text to GoogleScholar
[GoogleScholarFetchQuotes](#) – Launches selected text in quotes to GoogleScholar

[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
[OUPFetchPremiumMac](#) – Launches selected text to OUP Premium website on a Mac
[OxfordPremiumThesaurusFetch](#) – Launches selected text on OUP Premium thesaurus

[PubMedFetch](#) – Launches selected text to PubMed
[RAEfetch](#) – Launches selected text on Real Academia Española
[ThesaurusFetch](#) – Launches selected text to [thesaurus.com](https://www.thesaurus.com)
[WikiFetch](#) – Launches selected text to Wikipedia
[WordHippoFetch](#) – Launches selected text on Google

WorldCatFetch – Launches selected text to WorldCat

CollinsFetch [25.09.24] – Launches selected text on Google

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

UKUShighlght – 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

CitationListSortByName – Sorts items in a citation list in the text by name.

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)

ConcordanceMaker – Creates a concordance list

BasicIndexer – Does basic indexing

BasicIndexer2 – Also does basic indexing

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

AutoListOffSimple – Changes auto-lists to text

ListItemNumberFormatter – Format the numbering of the current list item

NumberSelectedList [12.03.24] – Applies (or corrects the existing) numbering on the selected text paragraphs

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

[FullPointOnBullets](#) – Finds bullet items and ensures they have a full point
[IndexElide](#) – Adds elision to an index
[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

[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

(No idea why the next ones are different, sorry.)

[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**
[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

[ProcessMyList \[17.09.18\]](#) – Italicise the first word of each paragraph
[MakeOKwordsList \[26.10.19\]](#) – Makes a list of all words not highlighted
[QuoteExtractor \[23.03.20\]](#) – Copies paragraph that contain italic text and are indented or contain quotes
[CopyIntelligent \[19.12.18\]](#) – Sets up copy assuming word or paragraph
[DeleteBackToSentenceStart \[23.04.21\]](#) – Selects from current word to end of sentence and deletes
[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

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

[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
[NumberToTextUS](#) – Converts next number into text, using e.g. "two hundred forty-two"
[NumberToTextUK](#) – Converts next number into text, eg "two hundred and forty-two"
[NumberToTextUS2](#) – Converts next (comma/space separated) number into text: "two hundred forty-two"
[NumberToTextUK2](#) – Converts next (comma/space separated) number into text: "two hundred and forty-two"
[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
CitationListSortByName – Sorts items in a citation list in the text by name.
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
[FindRefName \[18.07.12\]](#) – Jump to the first named Vancouver ref, e.g. [Bever09]
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'
[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"
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
[AuthorSurnameSwap \[19.05.21\]](#) – Moves author surname in a list to the beginning of the line
[ListSurnameSwap \[29.01.18\]](#) – Swaps forename first to surname first in selected text
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)
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
GivenNameToInitials [27.03.14] – Reduce given names to initial only
InitialiseFornamesInList [10.02.20] – Changes forenames within a list to initials
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)
PublisherSwitch [14.11.23] – Swaps "Location: Publisher Name" to "Publisher Name, Location"
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
CitExtraBits [04.07.20] – Creates a list of all citations
FootnoteReferenceExtract [11.03.17] – Extracts references from footnotes, leaving Harvard citation
MoveNextName [02.03.15] – Jump on to the next word that could be a forename
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
MultiFileReferenceCheck [11.03.20] – Collects references, adds chapter labels, and sorts

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
ClipPasteTextOnly – Collects and pastes an item from a clip list
ClipToTextWithEmphasis – Get pure text from pdfs and websites

JumpScroll – Scrolls current line to the top of the page
JumpPage [19.07.24] – Jumps to the head of the next page
JumpPageUp [19.07.24] – Jumps to the head of the previous page

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
TickInsert [07.05.22] – Adds a bold red tick
TypeBy [07.11.19] – Types 'by' between two words.
TypeThis [19.12.14] – Type something (e.g. "this") and maybe highlight the line

AccentPicker – Call up the Insert Symbol window set to accented characters
GreekPicker – Call up the Insert Symbol window set to Greek characters

SciMarkPicker – Call up the Insert Symbol window set to Greek characters

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)

IncJump [27.01.17] – Adds one to the following number (or increase the letter) then jumps

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

NumberToTextUS – Converts next number into text (e.g. four hundred thirty-six)

NumberToTextUK – Converts next number into text (e.g. four hundred and thirty-six)

NumberToTextUS2 – Converts next (comma/space separated) number into text

NumberToTextUK2 – Converts next (comma/space separated) 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

FourDigitHundreds [04.10.22] – Changes four-figure numbers to words

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

DialoguePunctuationSwitch [12.09.19] – Switches adjacent word link between comma and full point

IncludeBracketInSentence [24.08.12] – Move the full point to after the bracketed reference

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

CaseThisWordJumpNextWord – [31.01.21] – Changes case of initial letter of word and jump to next word

CaseNextPara – Changes case of initial letter of the paragraph

MidSentenceCapitalRemove – Finds initial caps within sentences and offers to lowercase

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)

LowercaseHeading [06.09.11] – Lowercase caption/heading and find the next one

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

[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)
[VerbChanger](#) – Changes “(to) splodge” <-> “(of/for) splodging”
[TenseChanger \[18.01.20\]](#) – Finds one of the words from a list, then changes to its alternate
[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
[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
[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)
[CommaAddPrevious](#) – Adds a comma before the current word
[DialoguePunctuationSwitch \[12.09.19\]](#) – Switches adjacent word link between comma and full point
[DoublePrime](#) – Adds double prime
[SinglePrime](#) – Adds single prime
[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
[JumpToSentenceEnd \[22.07.15\]](#) – Move to the end of the current sentence

[FinalCharDelete](#) – Removes the final character or punct off a word
[PunctOffRightGo \[17.09.10\]](#) – Remove the final character or punct off a word and move on
[JoinTwoWords](#) – Joins two words
[WordPairPunctuate](#) – Makes word pair hyphenated or single word

[PunctuationToApostrophe](#) – Changes next quote mark to an apostrophe
[ApostropheS \[13.06.20\]](#) – Adds an apostrophe before the s
[ApostropheAdd \[08.12.22\]](#) – Adds an apostrophe, highlighted
[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
[FullPointMissing \[06.08.15\]](#) – Add a full point to the next line that doesn't have one
[PunctuationAfterCitation \[17.10.22\]](#) – Moves the full point (period) to after the citation
[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
[PunctuationToTimesSign](#) [06.06.20] – Changes the next 'x' to a times sign
[HyphenationRestore](#) [04.02.13] – Unhyphenate split words

[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
[PeriodInDialogue](#) – 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
[CurlyQuotesToggle](#) – Switches on auto curly quotes on and off

[FrenchQuotes](#) – Switches UK quotes to French quotes
[GermanQuotes](#) – Switches UK quotes to German quotes

[Ampersand](#) – Changes ampersand (&) to 'and'
[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
[AsWellAsToAnd](#) [24.09.22] – Changes 'as well as' to 'and', and the comma, if necessary

[ColonUnbold](#) – Romanises bold colons that are followed by roman text
[BoldThisWord](#) [11.08.22] – Makes the word at the cursor bold
[HighlightNonRomanPunctuation](#) [25.03.20] – Highlights non-roman punctuation

[ItalicQuoteToggle](#) – Toggles between italic and single quote
[NonCurlyApostrophe](#) – Adds non-curly single quote
[NonCurlyQuote](#) – Adds non-curly double quote
[ApplyAttribute](#) – Apply attribute to current cell, row, column, paragraph, sentence, word or selection

[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)
[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 left

[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
[SelectToSentenceEnd](#) [23.04.21] – Selects from current word to end of sentence
[FinalPhraseMoveForward](#) – Cuts the final phrase of a sentence and pulls it to just after the cursor-word
[ParaDelete](#) [29.10.21] – Deletes the current paragraph
[ParaSplitJoin](#) [13.09.19] – Splits the para after current word or joins to next para

[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

[WordsMoveLeft](#) [15.04.21] – Moves the partly selected words one word left
[WordsMoveRight](#) [15.04.21] – Moves the partly selected words one word right
[MoveWordLeft](#) [30.11.19] – Moves current word one word to the right
[MoveWordRight](#) [30.11.19] – Moves current word one word to the left

[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
[FindUnderline](#) [26.02.13] – Find underlined text
[FormatText](#) [15.10.21] – Formats a word/selection of whole words
[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
[PluraliseDE](#) [23.05.21] – Toggles the ending plural/singular (German)
[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
[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
[PageBreakColour](#) [14.03.24] – Colours/highlights the lines either side of each page break
[SentenceReverse](#) [02.10.22] – Switches the order of the two sentences in the bullet point

[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
[TOCupdate](#) [16.12.13] – Update (and customise) the table of contents
[WordCopierDown](#) [25.03.24] – Copies the word from the beginning of the selection to the end

[WordCopierUp](#) [25.03.24] – Copies the word from the end of the selection to the beginning

[ShiftUp](#) – Moves a list item up

[ShiftDown](#) – Moves a list item up

[ShiftOut](#) – Moves items out into a separate list

[ShiftIn](#) – Moves items from the list back into the current document

[KerningAdjustShortest](#) – Kerns selected text or selects the shortest line in the paragraph

18. Speed navigating around the text

[NavigationPanePrepare](#) [16.06.23] – Copies text and prepares for Navigation pane (only needed for Macs)

[NavPaneWidth](#) – Widens the navigation pane

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

[FindFwdAll](#) – Moves forward to next match: text > notes > comments

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

[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

[FindThisOrThat](#) – Find the next occurrence of certain specific words

[FindThisOrThatSetUp](#) – Set-up for finding the next occurrence of certain specific words

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

[FindSamePlaceBack](#) – Finds the same place in another open file in reverse order

[FindSamePageLine](#) [17.12.12] – Finds the same place in another file by page and line

[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

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

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

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

[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

FindTwoWords – Finds two words within a paragraph

FindTwoWordsSwap – Finds two words in the opposite order within a paragraph

FindInDeletedText – Searches only the deleted (track changed) text

JumpNextAppliedStyle – Jumps to the next applied style

FindStyleOld – Find text in this style

FindStyleOldUp – Find text in this style

FindStyle – Finds text in this style

ToCback – Jumps back to table of contents

CommentNext – Goes to next comment

CommentPrevious – Goes to previous comment

CommentGoTo [19.08.24] – Moves to a specific numbered 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

PDFunderlineFR [16.03.14] – Find underline word

TableNext – Jumps to next table

TablePrevious – Jumps to previous table

BordersNext – Finds next paragraph with borders

BordersPrevious – Finds previous paragraph with borders

BorderParaOff – Remove the borders applied to the paragraph

AbbrSwap – Swaps abbreviation into or out of brackets

AbbreviationAdd [15.06.22] – Creates an abbreviation of roughly selected text (in parenthesis)

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

NoteNext [05.03.12] – Jump to next note

NotePrevious [05.03.12] – Jump to previous note

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

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

CommentAddToTrackedChanges [06.04.23] – Adds a blank comment to every tracked change in the selected text

GoToTop [31.05.24] – Moves the cursor to the top of the document (for Mac users)

GoToBottom [31.05.24] – Moves the cursor to the bottom of the document (for Mac users)

SelectToTop [31.05.24] – Selects all the text from the cursor to the top of the document (for Mac users)

SelectToBottom [31.05.24] – Selects all the text from the cursor to the bottom of the document (for Mac users)

Actually these macros are not needed! To find out if your Mac has the equivalent of Ctrl-End (Home):

– Tools—Customize Keyboard

- in the LH column, select AllCommands
- in the RH column click on EndOfDocument (StartOfDocument)
- the keystroke is shown in Current keys.

Well, you're there if your keyboard actually has the keystrokes it names!

If not, you can use Customize Keyboard to allocate your own choice of keys to EndOfDocument (StartOfDocument).

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.)

IZtoIS – Corrects text to give -is-, -ys- spellings

IStoIZ – Corrects text to give -iz-, -yz- spellings

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

SpellAlyse – Complete spellchecking system

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

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

AAlyse – 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)

DocAlyseMedical – Analyses the use of various abbreviations in a medical document

N.B. Mac users can and should use DocAlyse, and **not** the Mac-specific versions below. The following macros should **only** be used if you get an error: “*Compile error: procedure too large*”, and no-one has reported that for years now, anyway. Also, the Mac versions have reduced capability compare to the main DocAlyse.

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

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

CodeIndentedParas – Add codes to indented paragraphs

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. ,

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

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

ChangeNotTracked – Changes (or add) some text, but don't track the change

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

N.B. Mac users *may* be able to use TrackOnOffVisible. The following macro is the only way I can think of providing something like the same functionality.

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

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

CountCase – Count the numbers of upper and lowercase characters

FrequencyParagraphLength – Creates a histogram of paragraph length

FrequencyWordLength – Creates a histogram of word lengths

FrequencySentenceLength – Creates a histogram of sentence length

CountHighlightColour – Count how many times a highlight colour occurs

FullFileNameCopy – Copy the full file name of the current file to the clipboard

FullNameType – Types out the full filename of the open file

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

[MacroMenuSearch](#) – Searches the Macro Menu (or The Book) for two (parts of) words

[MacroMenuSearchUp](#) – Searches the Macro Menu (or The Book) (upwards)

[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 its 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

[MaggyIt](#) – Creates a Maggyed 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

[DocumentCleaner](#) – Removes all styles and fonts, preserving bold, italic, highlights and font colours

[TextHoover](#) – Collects all the text from a complex range of text areas

[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 (word list)

[MacroLauncher](#) – Offers a list of macros to launch (was called MacroMenu)

[MacroFetch](#) – Fetches the macro named in the clipboard or at the cursor

[MacroFetchPlus](#) [17.06.24] – Fetches the macro named in the clipboard or at the cursor, and it loads the URL into the clipboard. If on a blank line, it uses the clipboard text as the name.

[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

[Enigmatizer](#) – Obfuscates/anonymises the current file

(The FRedit library has a better way of doing it.)

[BinomialAdder](#) [04.04.22] – Adds Latin binomials into a document

[ClipboardSave](#) [15.06.24] – Saves contents of clipboard as a new file in your temp folder

[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

[DocumentAddMyBlank](#) [20.04.24] – Adds document at specific window size, based on my template

[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

[EmailFormatter](#) – Formats paragraphs in an email

[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