

# 08 Macro Menu – complete macro tool list

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

## 1. Bookmarks

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

## 2. Comments

*CommentAdd* – Adds a comment  
*CommentAddMenu* – Adds a comment off a menu  
*CommentAdder* – Adds a comment off a menu  
*CommentAddSimple* – Adds a new comment with a standard text item added  
*CommentPicker* – (similar but for PDFs) Copies a comment out of a list of comments  
*CommentPickerInserter* – (ditto) Copies a comment from a list and paste into text  
*CommentCopier* – Creates an author query list, with space for author's reply, plus a file of each comment's context  
*CommentCollectTabulated* – Collects all comments into a table  
*CommentListNumbered* – Lists all comments in file with index numbers  
*CommentNumbering* – Adds or removes comment initials and numbers, e.g. [PB1]  
*AddCommentMarkersInText* – Adds comment initials and numbers to text  
*CommentInitialFandR* – Finds and replaces comment initials  
*CommentInitialReplaceAll* – Changes all comment initials  
*CommentContextCopier* – Copies all paragraphs containing comments into a new file  
*MultiFileComment* – Lists all comments in a set of files

*CommentNext* – Jumps to next comment  
*CommentPrevious* – Jumps to previous comment  
*CommentsPane* – Opens the comments pane  
*CommentJumpInOut* – Jumps into and out of comment text  
*CommentChangeScope* – Reduces or extends the scope of a comment

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

*DeleteComments* – Deletes all comments  
*DeleteCommentsSelectively* – Accepts track changes of specific author/editor

*CommentBracketsToBubbles* – Copies text in square brackets and into comment bubbles  
*CommentBubblesToBrackets* – Copies comments into brackets in running text

*CommentsAddIndexOnInitials* – Adds serial number to initials in all comments  
*CommentsDeleteAllNotTagged* – Deletes all comments NOT starting with a specific tag  
*CommentsDeleteSelectively* – Deletes all comments that DO have a specific tag

## 3. Document analysis

*MegAnalyse* – 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

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

(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

CenturyAlyse – Analyses how centuries are formatted in a document

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

StyleEffectDetector – Reports the style and effects applied to the text

CatchPhrase – Searches for and counts repeated phrases

DuplicateSentenceCount – Counts frequency of any duplicated sentences

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

PunctuationFormatChecker – Variously highlights italic/roman punctuation

HighlightOddPunctuationFormat – Highlights oddly formatted punctuation marks

RomanPunctuationHighlight – Finds roman punctuation that follows italic text

WhatChar – Shows ASCII and Unicode numbers and names of character at the cursor

Chirimbolos – WhatChar in SPANISH by Marcela Ronaina

SerialCommaHighlight – Highlights or underline text that appears to have a serial comma

SerialNotCommaHighlight – Highlights or underlines text that appears not to have a serial comma

SerialCommaCounter – Counts serial (or not) commas in lists

SpecialSortsLister – Creates a list of all the special sorts in a file

SpecialCharList – Creates a list of the Unicode characters in the document

TextProbe – Finds funny character codes

FieldAlyse – Counts all fields of different types

SentenceAlyse – Analyses the size of sentences

ItalicWordList – Creates a list of all words in italic

ListofHeadings – Creates a list of all headings

ListAllHeadings – Creates a list of all headings by style name

StyleDetector – Displays or speaks the current style name

FontColourReader – Reads style font colour + any applied colour

PhraseCount – Counts a series of selected phrases

CountPhrase – Counts the word or phrase selected

WordSectionCounter – Counts words in sections of text between headings

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

HighlightLongQuotesDouble – Highlights all extra-long quotes (double)

HighlightLongQuotesSingle – Highlights all extra-long quotes (single)

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

LongSentenceCheck – Colours long sentences

FrequencySentenceLength – Creates a histogram of sentence length

HighlightDuplicateSentences – Highlights pairs of identical sentences within a document

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

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

FindRepeatedWords – Finds words that are repeated in a given range

RepeatedWordsInSentences – Highlights any words duplicated within given sentences

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

ChronologyChecker – Copies paragraphs containing date references into a new file

#### 4. Fields

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

URLlinker – Finds URLs in the text and links them

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

EmailLinker – Finds email addresses in the text and links them

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

UnlinkCitationsAndRefs – Unlinks reference citations (ignoring equations)

DeleteAllLinks – Deletes all hyperlinks

DeleteSomeLinks – Deletes hyperlinks that are not URLs

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

MendeleyPunctuationCorrection – Moves punctuation marks to before the note indicator

FieldsUnlink – Unlinks all fields except equations

#### 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

#### 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

MultiFileWord – Concatenates multiple files (i.e. including formatting and images)

MultiFileReferenceCollator – Collects all references (or foot/endnotes) from multiple files

MultiFileShowHiddenText – Unhides hidden text in multiple files

MultiFileCount – Counts words in a group of files

CopyTextSimple – Creates a text-only copy, with some features preserved

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

ChapterChopper – Chops text into chapters

ChapterMarker – For use with ChapterChopper

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

## 7. Formatting

StrikeSingle – Toggles strikethrough attribute on and off

StrikeAndColour – Adds strikethrough and font colour to selected text

EquationsStrikeThroughAll – Applies strikethrough to all equations in the text

CodeSegmentProtect – Applies strikethrough to computer code sections

EquationsHighlightAll – Highlights all maths items

SpaceEquationsInPara – Adds spaces to MathType equation in this para if necessary

EquationSpacer – Adds spaces either side of equations that butt up to some text

EquationsConvertAll – Converts all Equation Editor items to their text equivalent

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

FontEliminate – Restores anything in one specific font to the default font

FunnyFontFind – Finds the next paragraph that has mixed fonts

FunnyFontClear – Makes all text in the selection the same font

FontHighlight – Highlights all fonts not named in the list

FontLister – Lists all font names in selected text or whole file

FontFind – Finds text in a given font name in selected text or whole file

FontFunniesClearThisOne – Makes the selected text into the default font

FontFunniesClearAll – Changes all text in this specific font into the default font

HighlightNotThisSize – Highlights all text NOT the same size as the current text

StyleCopy – Copies style

StylePaste – Pastes style

ListAllStyles – Creates a list of all styles name

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 next character or selected text bold

Italiciser – Toggles next character or selected text italic

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 to find the next single alpha char and italicises (or italicises a selection)

ItalicisePhrase – Selects text up to next punctuation mark and makes it italic

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

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

## 8. Global changes

FRedit – Does scripted global find and replace

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 the HyphenAlyse list, ready for the FRedit list

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

FReditListCreate – Adds text to list items and applies formatting

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

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

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

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

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

SuperSubConvert – Changes weird super/subscript format to proper ones

SymbolToUnicode – Converts Symbol font characters to Unicode characters

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

MatchSingleQuotes – Checks whether single quotes match up

MatchBrackets – Checks whether brackets match up

MatchDoubleQuotes – Checks whether double quotes match up

QuoteMarkEmbedder – Changes double quotes inside double quotes to singles

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

ChapterChopper – Chops text into chapters

ChapterMarker – For use with ChapterChopper

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

MultiChoiceTidierGlobal – Lowercases first word and remove end spaces and punctuation

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

FReditListRun – Loads, runs and closes a specific FRedit list

FReditListMenu – Provides a menu to run different FRedit lists

HeadingStyler – Styles all headings by depth of section number

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

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

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

IndentChanger – Changes paras of one indent value to another

FirstLineIndentToTab – Changes all first-line indents to a tab

TableStripper – Strips out all tables into a separate file

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

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

MultiFileAcceptTrackChanges – Accepts track changes in multiple files

ItalicParaDelete – Deletes all paragraphs that are mainly in italic

HighlightWithTrackChange – Use allcaps, smallcaps, underline for tracking highlighting

CapitaliseUndoubler – Finds doubled capital letters and corrects them

## 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

## 10. Highlighting (and colouring)

HighlightMinus – Removes or add highlight in a choice of colours

HighlightPlus – Adds highlight in a choice of colours

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

ColourPlus – Adds font colour in a choice of colours

ColourToggle – Turns red text on/off

Un – Removes highlight and font colour of this colour

UnHighlightAndColour – Removes all highlight/colouration of the current colour

HighlightAllOff – Removes all highlighting, including in boxes

unHighlightExcept – Removes all highlights except one/two chosen colours

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

ClearHighlightAndColor – Removes all highlighting, colouration and 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  
HighlightOffWord – Removes highlight from all occurrences of this word  
FontColourSame – Highlights all occurrences of this text in this colour

HighlightFindDown – Selects the next piece of highlighted text  
HighlightFindUp – Selects the previous piece of highlighted text  
SelectNextHighlight – Selects the next piece of highlighted text  
SelectPreviousHighlight – Selects the previous piece of highlighted text

FindColouredText – Finds coloured text  
FindColouredTextUp – Finds coloured text

HighlightLister – Lists all the highlight colours used  
HighlightListerDeLuxe – Lists all the highlight colours used and which are not used  
HighlightWordList – Highlights (and/or colours) all the words/phrases in a list  
HighlightCertainCharacters – Highlights certain characters with attributes  
HighlightAllItalic – Highlights all text in italic  
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  
CountChapterPages – Counts pages in chapters of the text  
CountSectionWords – Counts words in sections of text between headings  
HighlightWithTrackChange – Use allcaps, smallcaps, underline for tracking highlighting

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

BordersAddToText – Changes underlined+highlighted text to coloured borders  
BordersAllOff – Removes border attributes from some or all text

Confusables – Highlights/colours list of words in confusables file

## 11. Internet

URLlauncher – Launches successive URLs from the text  
BLcatalogueFetch – Launches selected text to the British Library catalogue  
DictionaryFetch – Launches selected text to dictionary.com  
GoogleFetch – Launches selected text to Google  
GoogleFetchQuotes – Launches selected text – with quotes – to Google  
GoogleMapFetch – Launches selected text to Google Maps  
GoogleTranslate – Launches selected text to Google Translate  
LawDictionaryFetch – Launches selected text to Dictionary.Law website  
MacquarieFetch – Launches selected text to the Macquarie dictionary  
MerriamFetch – Launches selected text to Merriam-Webster  
MerriamFetch2 – Launches selected text to Merriam-Webster unabridged  
MerriamLegalFetch – Launches selected text to Merriam-Webster legal website  
OneLookFetch – Launches selected text to OneLook  
OUPFetch – Launches selected text to OUP  
PubMedFetch – Launches selected text to PubMed  
ThesaurusFetch – Launches selected text to thesaurus.com  
WikiFetch – Launches selected text to Wikipedia

## 12. Language

UKUShighlight – Marks US spellings within UK text and vice versa  
LanguageHighlight – Highlights all text not in main language  
LanguageSetUS, LanguageSetUK – Sets language for whole document

## 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  
BibSortWithDittos – Sorts bibliographic list including ditto marks  
CitationListSortByYear – Sorts items in a citation list in the text by date  
SortListInText – Sorts items in a list in the text alphabetically  
SortAndRemoveDups – Sorts the selected text and removes duplicate items  
SortCaseSense – Sorts into separate lists: Lcase/Ucase  
SortTextBlocks – Alpha sorts blocks of text by first line  
ReverseList – Reverses the order of items in a list (just the actual order, not alphabetically)

ListBulleter – Adds a bullet to every paragraph in a list  
TagBulletLists – Adds tags to all bullet lists  
ListItemNumberFormatter – Format the numbering of the current list item  
AutoListLcaseAll – Lowercases initial letter of all auto-bulleted/numbered list items  
AutoListLcaseOne – Lowercases initial letter of one auto-bulleted/numbered list item  
VerseListFormat – Formats list(s) or poem verse(s) with manual linebreaks  
BoldFirstOccurrence – Emboldens the first occurrence of words in a (glossary) list

ContentsListChecker – Confirms the page numbers in the contents list  
ContentsListerByNumber – Creates a contents list from numbered headings  
ContentsListerByStyle – Creates a contents list from numbered heading style  
ContentsListerByTag – Creates a contents list from tags, <A>, <B> etc

AcronymLister – Lists all acronyms  
AcronymFinder – Finds a group of words that might match an acronym  
AcronymDefinitionLister – Creates a list of acronyms with definitions

ListAllColouredWords – Creates an alphabetic list of all words in the selected font colour  
ListHighlightedText – Lists alphabetically any text that is highlighted  
ListAllLinks – Creates a list of all the URLs in a file, both the visible text and the underlying URL

ListSemicolon – Adds semicolons to bulleted list  
SemicolonEndPara – Lowercases first character and adds semicolon at end  
ListLowercaseNoPunct – Lowercases initial character and removes end punctuation  
ListUppercaseNoPunct – Uppercases the initial character and removes end punctuation  
ListLowercaseSemicolon – Adds semicolons to bulleted list and lowercases initial character  
FullPointOnBullets – Finds bullet items and ensures they have a full point  
IndexElide – Adds elision to an index

ListHighlighter – Highlights all ‘short’ paragraphs in a text in order to locate lists  
ParaWordLengthHighlighter – Highlights all paragraphs of a range of word lengths

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  
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

## 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

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

FootnoteFiddle – Makes changes to all footnotes

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

## 15. Numbering and lettering

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

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

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

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

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

NumberToText – Converts next number into text

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

TextToNumber – Finds numbers expressed in words + converts to figures

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

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

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

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

## 16. References

CitationLister – Creates a list of all citations in the text

CitationListTrimmer – Tidies up 'funny' items in a citation list

CitationListChecker – Tries to match citations with references, leaving un matched items highlighted

CitationListCheckerChecker – Rechecks citations against references, esp. Chicago-type

CitationListSortByYear – Sorts items in an in-line citation list in the text by date

SortListInText – Sorts in-line citations in a list in the text alphabetically

VancouverCitationChecker – Finds all citations and creates a list in citation order

VancouverAllCited – Creates a numerical list of all cited Vancouver reference numbers

ShortTitleLister – Creates a list of the named references in the notes

AuthorDateFormatter – Checks/corrects author/date formatting of reference list

AuthorInitialCapitalReferences – Changes author surnames in all capitals to initial capital

EtAlElision – Crops multi-authors in refs lists to a given number before 'et al'

EtAlCitationElision – Crops multi-author citation in the text to single name + 'et al'

HighlightMultiAuthorCitations – Finds and highlights all the multi-author citations in the text

AuthorNameSwap – Changes the order of author surname and initials/given name

SwapNames – Changes the order of author surname and initials/given name

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)

AuthorNameReinsert – Replaces the dash-and-comma for the author's name (parenthesis)

YearMoveToEnd – Moves the year to end of the reference

InitialSwapper – Swaps initials and surname

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

MultifileTrackChangeReport – Creates a file of sentences containing TCs in multiple files

## 17. Speed editing

(Video: [youtu.be/SfU0gT8VAk4](https://youtu.be/SfU0gT8VAk4))

MultiSwitch – Switches the word(s) at the cursor with the alternate from your own list

WordSwitch – Scripted single-word switching (less useful than MultiSwitch?)

SearchThenMultiSwitch – Finds one of your words, then calls MultiSwitch to change it

SearchThenChange – Finds one of the words from a list, then changes to its alternate

CharacterSwitch – Scripted character switching

ClipboardLoader – Puts text in clipboard from a menu

ClipStore – Copies the selected text into a clip list

ClipPaste – Collects and pastes an item from a clip list

ClipPaste 1 – Collects and pastes a numbered item from a clip list

TypeA – Types 'a' or 'A', (or 'an' or 'An') between two words

ArticleChanger – Types, deletes or switches articles 'the'/'a'/'an'

TypeThat – Types 'that' between two words

ThatWhich – Changes 'that' to 'which' and vice versa

DeleteWord – Deletes current word, but no punctuation

NumberDecrement – Subtracts one from the following number (or decrease the letter by one, alphabetically)

NumberIncrement – Adds one to the following number (or increase the letter by one, alphabetically)

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

NumberToText – Converts next number into text

NumberToTextUK – Converts next number into text

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

ZifferWort – Converts the next number (1 to 12) into German text

TextToNumber – Finds numbers expressed in words + converts to figures

CharToAcute – Adds an acute accent to the next vowel

CharToGrave – Adds a grave acute accent to the next vowel

CharToCircumflex – Adds a circumflex to the next vowel

CharToUmlaut – Adds various accents

CharToVariousAccents – Adds various accents

CharToMacron – Adds a macron accent to the next vowel

HighlightFindDown – Selects the next piece of highlighted text

HighlightFindUp – Selects the previous piece of highlighted text

SelectNextHighlight – Selects the next piece of highlighted text

SelectPreviousHighlight – Selects the previous piece of highlighted text

SwapCharacters – Switches characters either side of cursor

SwapPunctuation – Swaps the punctuation at the end of some words

SwapPreviousCharacters – Switches the two characters in front of the caret

SwapWords – Swaps adjacent words, including formatting

SwapThreeWords – Swaps three adjacent words (chips and fish -> fish and chips)

CaseNextChar – Changes case of the next character

CaseNextWord – Changes case of initial letter of next word or selection

CaseSecondNextWord – Changes case of next-but-one word

TitleHeadingCapper – Uppercases initial letter of all major words in heading (so-called ‘title case’)

TitleUnCapper – Uppercases initial letter of heading only on very first word (so-called ‘sentence case’)

HeadingSentenceCase – Sentence-cases this selection or paragraph (but not acronyms)

TitleInQuotesCapper – Uppercases initial letter of all major words between quote marks (so-called ‘title case’)

TitleInQuotesCapperGlobal – Uppercases initial letter of all major words between quote marks (so-called ‘title case’)

TitleInSquaresCapperFR – Title-cases words of a title between square brackets (in French or English)

AddQuotesAndTitleCap – Puts quotes on sentence, then makes it title case

TitleRemoveQuotesAndCaps – Removes quotes from current sentence, then makes it lowercase

VerbChanger – Changes “(to) splodge” <-> “(of/for) splodging”

VerbChangerNL – Changes Dutch verbs in current sentence

VerbChangerNLglobal – Changes Dutch verbs through the whole file

SpellingSuggest – Checks/corrects spellings, and for FRedit list adds suggested change

Pluralise – Converts the word at the cursor to its plural form (-s, -oes, ches and -ies)

Hyphenate – Hyphenates two words

PunctuationToSingleQuote – Changes next quote mark to single

PunctuationToDoubleQuote – Changes next quote mark to double

CurlyQuotesToggle – Switches on auto curly quotes on and off

PunctuationToSingleQuoteDE – Changes next quote mark to German single

PunctuationToDoubleQuoteDE – Changes next quote mark to German double

PunctuationToSingleQuoteFR – Changes next quote mark to French single

PunctuationToDoubleQuoteFR – Changes next quote mark to French double

PunctuationToSinglePrime – Changes next quote mark to single prime

PunctuationToDoublePrime – Changes next quote mark to double prime

AddQuotesDouble – Adds double quotes to the current word or phrase

AddQuotesSingle – Adds single quotes to the current word or phrase

DoubleQuotesToSingle – Changes all occurrences of a specific phrase from double to single curly quotes

CommaAdd – Adds a comma after the current word

CommaAddUSUK – Adds a comma (taking account of US/UK punctuation conventions)

PunctuationOffRight – Removes the punctuation off a word end (and quote off beginning)

PunctuationOffNearHere – Removes the punctuation near the cursor

PunctoffBothEnds – Removes punctuation from both ends of a word

ScareQuoteAdd – Add single quotes round a word

DoubleQuotesSingleTopical – Changes double quotes around current text to singles

QuoteCopier – Copies text from one quote pair to the next

MoveToNextQuote – Moves cursor to the next quote pair

TypeTimesX – Types '(×2)' then moves back to the number, ready to increase it

DeleteSentenceAfterQuote – Deletes rest of sentence after current quote

FinalCharDelete – Removes the final character or punct off a word

JoinTwoWords – Joins two words

WordPairPunctuate – Makes word pair hyphenated or single word

PunctuationToDash – Changes next hyphen/em/en dash to an em/en dash

PunctuationToHyphen – Changes the word break punctuation to a hyphen

PunctuationToMinus – Finds punctuation and changes to minus sign

PunctuationToSpace – Changes the next punctuation item to a space

PunctuationToThinSpace – Changes the next punctuation item to a thin space

PunctuationToComma – Changes the next punctuation item to a comma

PunctuationToFullPoint – Changes the next punctuation item to a full point

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

Colon – Makes adjacent words into colon separated

Comma – Makes adjacent words into comma separated

CommaInDialogue – Gives adjacent words a comma link

FullPointInDialogue – Makes adjacent words into sentence end

ProperToPronoun – Changes the next proper noun to a personal pronoun

AddTextRoundText – Adds text at either end of a word or phrase (can delete punctuation)

ParenthesesEtcPairDelete – Removes the following pair of parentheses or quotes, etc.

AutoCurlyQuotesOFF – Switches off auto curly quotes

AutoCurlyQuotesON – Switches on auto curly quotes

FrenchQuotes – Switches UK quotes to French quotes

GermanQuotes – Switches UK quotes to German quotes

Ampersand – Changes ampersand (&) to 'and'

ColonLowerCase – Changes the initial letter after a colon to lowercase

ColonUpperCase – Changes the initial letter after a colon to uppercase

ColonUnbold – Romanises bold colons that are followed by roman text

ItalicQuoteToggle – Toggles between italic and single quote

NonCurlyApostrophe – Adds non-curly single quote

NonCurlyQuote – Adds non-curly double quote

SelectWord – Selects current word

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

DeleteRestOfLine – Deletes from the beginning of the current word to the end of the line

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

## 18. Speed navigating around the text

NavPaneWidth – Widens the navigation pane

NavPaneCustomize – Opens the navigation pane where and how you want

SmartFinder – Finds this text/note/page/date/heading/format etc, etc immediately

FindSamePlace – Finds the same place in another open file

FindInContext – Finds certain words within a given word range

FindInContextLoad – Loads name and date ready for FindInContext 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

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

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

InstantFindDownWild – Finds selected text downwards with wildcards set on

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

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

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

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

PrepareToReplaceDown – Copies text into the F&R box

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

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

FindInDeletedText – Searches only the deleted (track changed) text

JumpNextAppliedStyle – Jumps to the next applied style

ToCback – Jumps back to table of contents

CommentNext – Goes to next comment

CommentPrevious – Goes to previous comment

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

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

CommentJumpInOut – Jumps into and out of comment text

TableNext – Jumps to next table

TablePrevious – Jumps to previous table

BordersNext – Finds next paragraph with borders

BordersPrevious – Finds previous paragraph with borders

AbbrSwap – Swaps abbreviation into or out of brackets

BookmarkTempAdd – Adds temporary marker

BookmarkTempClear – Deletes temporary markers

BookmarkToCursorSelect – Selects from temporary marker to cursor

BookmarkTempFind – Jumps to temporary marker

FindNextBigText – Searches down for a bigger than Normal font

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

## 19. Spelling

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

UKUShighlight – Marks US spellings within UK text and vice versa

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

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

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

SpellingErrorHighlighter – Adds various highlights to words in the list that are (or could be) spelling errors

(For editing, *SpellingSuggest*, *FReditCopy*, *FReditSame* and *FReditListProcess*, *SpellingListProcess* can be useful.)

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 – Creates a FRedit list from a HyphenAlyse file

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

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), benefit(t), Fig(ure), Eq(n)

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>, <B>, etc

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

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

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

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

TagNI – Adds an <ni> tag after every heading

TagChecker – Checks the continuity of a paired tag, e.g. <em>, </em>

TagHighlighter – Highlights all of the ranges a paired tag, e.g. <em>, </em>

FullPointOnCaptions – Finds captions and ensures they have a full point

## 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

AcceptFormatting – Accepts just the formatting track changes, leaving all other track changes

AcceptFormatting365 – 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

TrackSimplifier – Accepts certain types of tracked features

MultiFileAcceptTrackChanges – Accepts all track changes in multiple files

MultifileTrackChangeReport – Creates a file of sentences containing TCs in multiple files

ShowHideAllTracking – Toggles showing both track changes and comments on and off

ShowHideTracksOnly – Toggles showing just track changes on and off

ConsolidateTracking – Turns an instance of split tracking into one single change

TrackChangeAccept – Accepts the track changes on the current line

TrackChangeReject – Rejects the track changes on the current line

TrackChangeCounter – Counts all the edits in a document

CopyAllEditedSentences – Copies all sentences that have tracked edits in them

TrackDateTimeList – Lists the date and time of all track changes

FandRdespiteTCsSelective – Does current F&R despite track changes (selective)

FandRdespiteTCsGlobal – Does current F&R despite track changes (global)

CompareNow – Creates an instant comparison of two open Word files

FindInDeletedText – Searches only the deleted (track changed) text

VisibleTrackOff – Visible reminder that track changes is off

VisibleTrackOff2 – Visible reminder that track changes is off – using different formatting

VisibleTrackOff3 – Visible track change reminder – using wiggly lines!

VisibleTrackOff4 – Visible track change reminder – using yellow background

TrackOnOffVisible – Switches tracking on/off with visible background

TrackOnOffVisibleMac – Switches tracking on/off with visible background (for Mac)

BackgroundColourOnOff – Switches background colour on/off

## 23. Odds and sods

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

OvertimeBeep – Sounds warning beep on overtime

OvertimeBeep2 – Sounds warning beep on overtime and gives visual clue

Maggylt – Creates a Maggied version of the current file

CloneWordFile – Creates a clean copy of a corrupted file, including paragraph styles plus bold, italic etc.

CloneWithEquations – Creates a clean copy of a corrupted file, including formatted equations

TweetCheck – Highlights paragraphs longer than 140 characters

AutoCorrectItemsDeleteAdd – Optionally deletes all items, then adds new items

AutoCorrectItemsList – Lists all current autocorrect items

CountRemainder – Counts words below the cursor

CountRemainderSimple – Counts words below the cursor

AlphaHeadersOnIndex – Adds alpha headers to an index

MacroMenu – Offers a list of macros to launch

MacroFetch – Fetches the macro named in the clipboard or at the cursor

MacroFetchUpdate – Updates an existing, preserving the keystroke

MacroNameToLink – Makes URL for macro name in clipboard or at cursor and puts in clipboard

TitlesHide – Switches all full colour font to light grey font

TitlesShow – Switches all the light grey font colour text to full colour

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