

FRedit Library

(Version dated 3.3.22)

Contents

List of Short Scripts

Standard clean-up list

Major Scripts

Bold on first word of each line/paragraph (headword)

Double quotes to singles and vice versa

Find and replace (non-)curly quotes

Single to double quotes (avoiding apostrophes)

Single to double quotes (avoiding apostrophes) (2)

Find and replace incorrect curly apostrophes

Adding effects one onto another, e.g. underlining all italic text

Effects handling

Effects and styles handling

Elision and unelision

Allison L. Goldstein has sent in this unelision script:

Highlighting/colouring as an indicator

Highlighting bracketed sections of text

Initial Capital Removal

Medical journal abbreviations: inserting full stops

Multi-digit numbers

Adding delimiters into multi-digit strings

Numbers: words to/from figures

Mark figures to be changed to numbers manually

Figures to numbers for all percentages

Spelled out percentages and numbers to figures – UK style

Centuries spelt out

Roman numerals to Arabic

Spacing of units and numbers

Tagging (coding) automatically

Adding styles/font size/font type/etc to coded text

UK to US spelling
US to UK
UK to US
Anna Sharman's US to UK
UK to US
US to UK
US states: expanding the abbreviations
Various simple conversions
Bridge characters
Finding 'Special sorts'
LaTeX colouring
Checking alphabetism of index
Formatting output of (an old-fashioned!) pdf reader
Collecting emails from a text file

Hints & Tips

Paragraph problems
Avoiding FRediting the references list
Safer creation of FRedit scripts
Quicker creation of FRedit scripts
Spacing after punctuation
Adding styles to specific lines
Showing fixed spaces
Thin space
Style changes
List all the words in a file
Delete duplicate rows
Footnotes (and endnotes) made visible
Formatting reference lists
Surnames and initials switched
US dates to UK dates and vice versa
Dates from number format to month names
Months to abbreviated version
Months to full version
Months to full version (also lowercase, also clear full points)

Text exported from PDFs

Text exported from PDFs (3)

General biomedical documents

Anonymising scripts

Applying single strikethrough

F&Rs that clash with track changes

List of Short Scripts

In this section there are a few short F&R ideas for specific things that you might want to change, globally, in your text.

Standard clean-up list

Here are a few items that you might want to include in your standard clean up script. They are just suggestions – you can edit to taste.

| rogue spaces in four places

```
^32^t|^t
```

```
^t^32|^t
```

```
^32^p|^p
```

```
^p^32|^p
```

| multiple spaces

```
~^32{2,}|^32
```

| multiple returns

```
~^13{3,}|^p^p
```

| Or to a single return:

```
| ~^13{2,}|^p
```

| number ranges (simple)

```
~([0-9])-([0-9])\|1^=\2
```

| rogue return characters

```
^13|^p
```

| manual linebreaks

```
^11|^p
```

| highlight any tabs at line start

```
^p^t|^&
```

| delete tabs on line ends

```
~^t{1,}|^13|^p
```

| space-dash-space

```
-|^=\32
```

| But first, superscripted hyphens are minus signs

```
~zeze
```

```
zeze|=-
```

Change number ranges – simple version

| (but see ‘F&Rs that clash with track changes’ below)

~([0-9])-([0-9])\|1^=\2

| number ranges – comprehensive, all situations version

| (but see ‘F&Rs that clash with track changes’ below)

~((^32,)|([0-9]@)|^=|{1,3}|([0-9]{1,})\|1\2^=\3

Or blank off BS, EN and ISOs and/or doi numbers first

Add underline to blank off

~doi:[s0-9/\-.] {3,} | ^ &

~[BSENOI]{2,3}[0-9/\-.] {3,} | ^ &

Change number ranges

~([0-9])-([0-9])\|1^=\2

Remove all underlines

Blank | ^ &

Beware! The above removes ALL underlines

inc. underlined links.

Instead, you could use the **smallcaps attribute**

~DOI:[s0-9/\-.] {3,} | ^ &

~[BSENOI]{2,3}[0-9/\-.] {3,} | ^ &

Change number ranges

~([0-9])-([0-9])\|1^=\2

Remove all smallcaps

BLANK | ^ &

Beware! The above removes ALL smallcaps!

The scripts

| AD/BC/CE in small caps

B.C.E.|BCE

C.E.|CE

B.C.|BC

A.D.|AD

~<CE>|CE

~<BCE>|BCE

~<BC>|BC

~<AD>|AD

| Chemicals

| CO₂ or SO₂

~([SC])[oO0]2|\1O;;2

| NO_x

~N[Oo][Xx]>|NO;;X

| water!

H2O|H;;2O

| NB Now change ;;<character> into subscripted character

~;;(?)|₁

| Coding automatically

| More detail in section 5 below – the following are just specific examples

^pFig|^p<FC>Fig

^pWorked example|^p<WE>Worked example

^pActivity|^p<ABOX>^pActivity

^pSelf check|^p<SC>Self check

| anything such as 3.4 followed by <tab> or <space> = A head

| and such as 3.4.5 is a B head

~^13([0-9]@).([0-9]@)[^t^32]^p<A>\1.\2^t

~^13([0-9]@).([0-9]@).([0-9]@)[^t^32]^p\1.\2.\3^t

~^13([0-9]@).([0-9]@).([0-9]@).([0-9]@)[^t^32]^p<C>\1.\2.\3.\4^t

~^13([0-9]@).([0-9]@).([0-9]@).([0-9]@).([0-9]@)[^t^32]^p<D>\1.\2.\3.\4.\5^t

| If there is no space/tab to signal the end of the section numbering, use the reverse order:

~^13([0-9]@).([0-9]@).([0-9]@).([0-9]@)^p<C>\1.\2.\3.\4^t

~^13([0-9]@).([0-9]@).([0-9]@)^p\1.\2.\3

~^13([0-9]@).([0-9]@)^p<A>\1.\2

| If you need tabbed numbers, not spaced, do this first:

| Section numbering – tabbed, not spaced

~~~^13([0-9]@)^32|^p\1^t~~

### | Colons with capitals

| To lowercase the first word after each colon, use:

- : A|: a
- : B|: b
- : C|: c
- : D|: d
- : E|: e
- : F|: f
- : G|: g
- : H|: h
- : I|: i
- : J|: j
- : K|: k
- : L|: l
- : M|: m
- : N|: n
- : O|: o
- : P|: p
- : Q|: q
- : R|: r
- : S|: s
- : T|: t
- : U|: u
- : V|: v
- : W|: w
- : X|: x

: Y|: y  
: Z|: z

### | Hyphens with capitals

| To lowercase the second half of a hyphenated word, use:

~~A|a~~  
~~B|b~~  
~~C|c~~  
~~D|d~~  
~~E|e~~  
~~F|f~~  
~~G|g~~  
~~H|h~~  
~~I|i~~  
~~J|j~~  
~~K|k~~  
~~L|l~~  
~~M|m~~  
~~N|n~~  
~~O|o~~  
~~P|p~~  
~~Q|q~~  
~~R|r~~  
~~S|s~~  
~~T|t~~  
~~U|u~~  
~~V|v~~  
~~W|w~~  
~~X|x~~  
~~Y|y~~  
~~Z|z~~

| Or a better version that avoids people's initials, e.g. J.-P. Sarte

~~~A({a-z})|a\1~~  
~~~B({a-z})|b\1~~  
~~~C({a-z})|c\1~~  
~~~D({a-z})|d\1~~  
~~~E({a-z})|e\1~~  
~~~F({a-z})|f\1~~  
~~~G({a-z})|g\1~~  
~~~H({a-z})|h\1~~  
~~~I({a-z})|i\1~~  
~~~J({a-z})|j\1~~  
~~~K({a-z})|k\1~~  
~~~L({a-z})|l\1~~  
~~~M({a-z})|m\1~~  
~~~N({a-z})|n\1~~  
~~~O({a-z})|o\1~~  
~~~P({a-z})|p\1~~  
~~~Q({a-z})|q\1~~  
~~~R({a-z})|r\1~~  
~~~S({a-z})|s\1~~  
~~~T({a-z})|t\1~~  
~~~U({a-z})|u\1~~  
~~~V({a-z})|v\1~~  
~~~W({a-z})|w\1~~  
~~~X({a-z})|x\1~~  
~~~Y({a-z})|y\1~~

~Z([a-z])|z\1

| **Commas needing spaces**

| add space after all commas that don't already have a space
~,(?! |),^32\1

| but then you get, say "12, 000" with a space, so extend it
| by saying that you don't want to change it if the comma
| is followed by a number, 0-9, either ...
~,(?! 0-9),^32\1

| **and a more refined version from Thiers Halliwell**

| insert missing space after comma – except in
| large numbers or quotations, or before foot/endnote
| marker...

~,(?!0-9^32^39^0146^0148),^32\1

| More details in section 5 below

| **Compass points**

ortheast|orth-east
outheast|outh-east
orthwest|orth-west
outhwest|outh-west

| **Contents list creation**

| Mark all yellow

Blank|^&

| Add codes to levels 1 and 2 and chapter titles

| (if not already coded)

~^13([0-9]@).([0-9]@)[^t^32]|^p<A>\1.\2zczc

~^13([0-9]@).([0-9]@).([0-9]@)[^t^32]|^p\1.\2.\3zczc

~([0-9])^t|<CH>\1zczc

zczc|^t

| Un-yellow the headings

~\<([ABC])*^13|^&

| Delete all still-yellow text

Blank|zczc

zczc|

#

| **Dashes**

| Spaced en dash

-|^32^=^32

| En dash in number ranges

| (but see 'F&Rs that clash with track changes' below

~([0-9])-([0-9])\|1^=\2

| Treble hyphen -> em dash (must come first)

---|^+

| Double hyphen -> en dash

--|^=

| **Decimal comma to decimal point** (and vice versa)

| full stop and full stop to comma

| Converts European style currency annotation to UK style

| e.g. 5,285,000.00 to 5.285.000,00

~([0-9]),([0-9])\|1<fsfsfs>\2

~([0-9]).([0-9])\|1<cmcmcm>\2

<cmcmcm>|,

<fsfsfs>|.

| and, conversely, UK to European...

| e.g. 5.285.000,00 to 5,285,000.00

~([0-9]),([0-9])\|1<fsfsfs>\2

~([0-9]).([0-9])\|1<cmcmcm>\2

<cmcmcm>|,

<fsfsfs>|.

| Oh! it's exactly the same, of course. Stupid boy!

| **Degree symbols**

| superscript degree

°|^0176

|superscript 'o'

°|^0176

|superscript 'O'

°|^0176

|superscript '0' (zero)

°|^0176

|Masculine ordinal

°|^0176

| Symbol font degree symbol

<&HF0B0>|^0176

| **Diacritics all highlighted**

| The idea is that you supply a list of characters.

| and the following FRedit line highlights them all:

~[ÿÿıçàÀáÂãÄåĂÇçèÈéÊëËëİİĩÎñòÓóôÔõöÕöøØøùÚúúÚúÛüÛüÝýß]|^&

| Duplicated words

| Word’s spellchecker will throw up occurrences such as “the the”
| so here’s the same idea but for one-, two- and three-word duplications

| To catch “the the” etc

```
~(<[a-zA-Z]{2,})[.,\!?:;]{1,}\1>|^&
```

| To catch “he said, he said” etc

```
~(<[a-zA-Z]^32[a-zA-Z@][.,\!?:;]{1,}\1>|^&
```

| To catch “as it were, as it were.” etc

```
~(<[a-zA-Z]^32[a-zA-Z]^32[a-zA-Z@][.,\!?:;]{1,}\1>|^&
```

| [More sophisticated: Highlight “the the”, “that that”, “can, can” etc.

```
~(<[a-zA-Z]{1,})[.,\!?:;]{1,}\1[.,\!?:;]{1,}>|^&
```

| But now unhighlight “e.e.” or “p.p.”

```
~(<[a-zA-Z])\1|^&
```

| Ensure a double space after every sentence

| Spaces after full point, exclamation mark and question marks

```
~([.,\!?])^32(!^32)\1^32^32\2
```

| Spaces after note-numbers

```
~([.,\!?])^2^32(!^32)\1^2^32^32\2
```

| If that doesn’t work, try this:

```
~([.,\!?])(^2)^32(!^32)\1^2^32^32\3
```

| reverse the exceptions

```
i.e.^32^32|i.e.^32
```

```
e.g.^32^32|e.g.^32
```

```
tel.^32^32|tel.^32
```

```
no.^32^32|no.^32
```

| Full point runs to ellipsis (three and only three dots)

```
~.{3,}|...
```

| Symbol font ellipsis

```
<&HF0BC>|...
```

| Give all ellipses one and only one space either side of it,

| if needed, given the other punctuation

```
...|...
```

```
.....|...
```

```
.....|...
```

```
...|...
```

```
...|...
```

```
...|...
```

```
...^32|...
```

^32...|...
...^32|...
~([a-z;'"?!\.])...|1^32...
~...([a-zA-Z])|...^32|1

| et al. – add full point

~<et al>(!.)|et al.|1

| etc – add full point

~<etc>(!.)|etc.|1

| etc – no full point

etc.| etc

| and then put full point back if before closing quotes

~etc([^\0148^\0146])|etc.|1

| or before a line end

etc^p|etc.^p

| Add an alert if it looks like a sentence end

~etc ([A-Z])|etc. \1

| feet and inches – using unsexed quotes

~([0-9])"|\1^39

~([0-9])"|\1^34

| For ‘proper’ double and single primes

| (unicode 2033<alt-x> and 2032<alt-x>) use:

~([0-9])"|\1"

~([0-9])"|\1'

or use:

~([0-9])"|\1<&H2033>

~([0-9])"|\1<&H2032>

| Glossary headwords bold

~^13([a-zA-Z]{1,}):|^pzczc\1pqpq:

~zczc(*)pqpq|\1

Or if you want a bold colon:

| Glossary headwords bold (if you want the colon bold too

~^13([a-zA-Z]{1,}):|^pzczc\1:pqpq

~zczc(*)pqpq|\1

| Lone hyphens in tables to em dash

| Method: hide all other hyphens, then restore them

| hide non-breaking hyphens

^~|qcqc

| hide hyphens

~([A-Za-z0-9])-\|1zcmc

~([A-Za-z0-9])|zcmc\1

| remaining hyphens to em dashes (with highlight)

-|^+

| Restore hyphens

zcmc|

| Restore non-breaking hyphens

qcqc|^~

| Initial single open quotes that should be apostrophes

| First put in some dummy text before the quote mark

| to fool Word into thinking it's in the middle of a word.

| N.B. AutoSmartQuotes option must be on

^0145phone|zcmc^0146phone

^0145t Hooft|zcmc^0146t Hooft

| e.g. '60s

~^0145([0-9]{2})|zcmc^0146\1

zcmc^0146|^0146

| or alternatively...

| Initial single open quotes that should be apostrophes

| First put in some dummy text before the quote mark

| to fool Word into thinking it's in the middle of a word.

^0145phone|zcmc^&

^0145t Hooft|zcmc^&

| e.g. '60s

^0145^#^#|zcmc^&

| Change all single quotes into ... single quotes

"

| Remove dummy text (next line must be not coloured)

zcmc|

| Figure in small caps (OUP style)

Figure|Figurezcmc

IGUREZCZC|IGURE

| Fiddling with the Figure captions (highlighting is significant for the F&R!)

| Find them all

~^13Figure [0-9]{1,3}. [0-9]{1,2}?^&

| Add the code

Figure<Cap>^&

| Remove any stray following full point

~([0-9].[0-9]{1,3}).\|

| Fractions

~<1/4|^0188

~<1/2|^0189
~<3/4|^0190

| Greek font characters to Unicode

| I've use blue for the ones in italic
| and green for the ones in roman
| Please adjust to taste

<&HF040>|~
<&HF044>|Δ
<&HF046>|Φ
<&HF047>|Γ
<&HF04C>|Α
<&HF053>|Σ
<&HF057>|Ω
<&HF05C>|÷
<&HF061>|α
<&HF062>|β
<&HF063>|χ
<&HF064>|δ
<&HF065>|ε
<&HF066>|φ
<&HF067>|γ
<&HF068>|η
<&HF06A>|φ
<&HF06B>|κ
<&HF06C>|λ
<&HF06D>|μ
<&HF06E>|ν
<&HF070>|π
<&HF071>|θ
<&HF072>|ρ
<&HF073>|σ
<&HF074>|τ
<&HF075>|υ
<&HF077>|ω
<&HF078>|ξ
<&HF079>|ψ
<&HF07A>|ζ
<&HF0A2>|†
<&HF0A3>|‡
<&HF0A4>|≥
<&HF0A5>|∞
<&HF0AE>|→
<&HF0B0>|°
<&HF0B1>|±
<&HF0B4>|×
<&HF0B6>|∂
<&HF0B8>|÷
<&HF0B9>|≠
<&HF0BB>|≈
<&HFF08>|(
<&HFF09>|)

| But some authors carelessly put other non-Greek
| symbols in Symbol, so you will have to tidy

| some of them up with, for example ...

```
<&HF020>|^32
<&HF028>|(|
<&HF029>|)|
<&HF02B>|+
<&HF02C>|,
<&HF02D>|+
<&HF02E>|.
<&HF030>|0
<&HF031>|1
<&HF032>|2
<&HF033>|3
<&HF034>|4
<&HF035>|5
<&HF036>|6
<&HF037>|7
<&HF038>|8
<&HF039>|9
```

| **Applying styles to headings**

| Numbered ‘Chapter 16’

```
~Chapter ([0-9]{1,2})^13|Chapter \1^p
```

| Named – e.g. ‘Chapter Sixteen’

```
~Chapter ([A-T]*)^13|Chapter \1^p
```

| **Highlighting**

| Highlight anything that is bracketed

| a) parentheses

```
~((*)\1
```

| b) square brackets

```
~([*\])\1
```

| c) angle brackets

```
~(<*\>)\1
```

| d) brace

```
~(\{*\})\1
```

| e) double square brackets

```
~(\[\*\]\)\1
```

| Alternatively, highlight bracketed text but remove brackets

```
~\{(*)\}\1
```

```
~\((*)\)\1
```

```
~\[(*)\]\1
```

```
~\(<(*)\>\1
```

```
~\[\{(*)\}\]\1
```

| Highlight all short lines (max 50 characters – adjust to taste)

| The line must consist of only those characters inside the [] – adjust to taste

```
~^13([A-Za-z,‘&-:]{1,50})^13^p\1^p
```

| **Highlight all Greek and cyrillic characters**

| First highlight the actual strings of characters

```
~[ĩ-ř]{1,}|^&
```

| Then highlight the spaces and punctuations

| between pairs of characters, using the same colour.

```
~[ĩ-ř][ ,:;\(\)]{1,}|[ĩ-ř]^&
```

| What it does is set a range of characters, i.e. like [A-Z]

| but the start character is hex 0390 (ĩ) and the

| end character of the range is hex 1FFF (ř).

| (N.B. Using this huge range means that it will highlight

| other special unicode characters too. You might prefer

| to reduce the range. Use WhatChar to find the unicode

| values for given characters.)

And here's a more comprehensive one, catching more permutations and combinations

```
~[Γ-Ϡ]{1,}|^&
```

| then to catch. e.g. δθo|σλεατ

```
~[Γ-Ϡ][ ,:;\"'\".^\s0-9\(\)]{1,}|[Γ-Ϡ]^&
```

| then to catch. e.g. αασετ|ι|θ|ασε

```
~[Γ-Ϡ] [Γ-Ϡ] [Γ-Ϡ]|^&
```

| then to catch. e.g. ατασε|ι|σ|θ|αασε

```
~[Γ-Ϡ] [Γ-Ϡ] [Γ-Ϡ] [Γ-Ϡ]|^&
```

| Hyphenated expressions

```
~tate?of?the?art|tate-of-the-art
```

```
~ne?stop?shop|ne-stop-shop
```

```
~et?top?box|et-top box
```

| Initials – spacing

| Beverley, **P.E.** to Beverley, **P. E.**

| (Doesn't work with track changes on.)

```
~<([A-Z]).([A-Z]).([A-Z]).\|1.^32\2.^32\3.
```

```
~<([A-Z]).([A-Z]).\|1.^32\2.
```

| ... and vice versa

| Beverley, **P. E.** to Beverley, **P.E.**

```
~<([A-Z).^32([A-Z).^32([A-Z).\|1.\2.\3.
```

```
~<([A-Z).^32([A-Z).\|1.\2.
```

| Is to Iz and vice versa

| See lists in section 5 - but why not use IStoIZ and IZtoIS macros – much easier!

| **Highlight (well, colour) -iz- and -yz- words**

~[a-hj-y]{1,}iz[a-z]{1,}|^&

~[a-x]{1,}yz[a-z]{1,}|^&

| **Italicise all x and y**

~<x>|x

~<y>|y

| **i.e. / e.g.**

~<ie>|i.e.

~<eg>|e.g.

| **ly's generally don't need a hyphen**

ly-|ly^32

Italy bas|Italy-bas

amily owned|amily-owned

amily run|amily-run

| **hyphens before numbers – change to minus signs**

~^32-([0-9])|^32-1

| **minus at beginning of line**

~^13-([0-9])|^p-1

| **'Much greater than' – using the correct unicode character**

| **Much less than**

<<<|<<

>>|>>

| **Multi-digit numbers**

| **Remove comma from four-digit numbers**

~<([0-9]),([0-9]{3})([!.,])\1\2\3

| **Add commas into four-figure numbers, use:**

~<([0-9])([0-9]{3})>|1,2

| **However, you might then want to follow that with:**

~<1,([789])([0-9][0-9])>|1\1\2

~<2,0([0-9][0-9])>|20\1

| which will avoid “1 July 1,997” or “Today, in 2,009...”

| **Or another way:**

| **Five/six-digit numbers first**

~<([0-9]{2,3})([0-9]{3})>|1,2

| **Add special codes into date-type numbers**

~<19([0-9]{2})>|19zczc\1

~<20([0-9]{2})>|20zczc\1

| **Add commas into the remaining four-figure numbers**

| Note citations outside punctuation

| If note citations are automatic...

```
~(^2)([.,":';!\?])\|2\1
```

| But if they are superscripted numbers, not embedded notes...

| Find all superscripted numbers

```
~(^(0-9){1,})|zcdc\1czcz
```

| Remove spaces before them

```
^32zcdc|zcdc
```

| Switch punctuation to other side of number

```
~zcdc([0-9]{1,})czcz.|.zcdc\1czcz
```

```
~zcdc([0-9]{1,})czcz,|.zcdc\1czcz
```

```
~zcdc([0-9]{1,})czcz:|.zcdc\1czcz
```

```
~zcdc([0-9]{1,})czcz;|.zcdc\1czcz
```

| Restore superscript

```
~zcdc([0-9]{1,})czcz1
```

| Option: Unsuperscript the punctuation + spaces

| *Not a good idea in certain circumstances!*

```
~(.,:;)\|1
```

| Note citations outside punctuation

| **PLUS to ensure the order:**

| (double quote) (end punctuation) (ref citation)

```
"|"
```

```
"|"
```

```
~(^2)([.,":';!\?])\|2\1
```

```
~(^2)([.,":';!\?])\|2\1
```

```
DoMacro|AutoCurlyQuotesOFF
```

```
~([.,:;!\?])"|"1
```

```
DoMacro|AutoCurlyQuotesON
```

| Numbers: figures to words

| more detail in section 5

```
~([!-])<1>\|1one
```

```
~([!-])<2>\|1two
```

```
~([!-])<3>\|1three
```

```
~([!-])<4>\|1four
```

```
~([!-])<5>\|1five
```

```
~([!-])<6>\|1six
```

```
~([!-])<7>\|1seven
```

```
~([!-])<8>\|1eight
```

```
~([!-])<9>\|1nine
```

| The ([!-]) avoids things such as Euro-5 becoming Euro-five.

| But the list above would change '1,000' into 'one,000', so how about...

```
~([!-])<1>([!-])\|1one\2
```

```
~([!-])<2>([!-])\|1two\2
```

```
~([!-])<3>([!-])\|1three\2
```

```
~([!-])<4>([!-])\|1four\2
```

```
~([!-])<5>([!-])\|1five\2
```

```
~([!-])<6>([!-])\|1six\2
```

```
~([!-])<7>([!-])\|1seven\2
```

~(!\-)<8>(!,)\1eight\2
~(!\-)<9>(!,)\1nine\2

| Exceptions

one per cent|1 per cent
two per cent|2 per cent
three per cent|3 per cent
four per cent|4 per cent
five per cent|5 per cent
six per cent|6 per cent
seven per cent|7 per cent
eight per cent|8 per cent
nine per cent|9 per cent
ten per cent|10 per cent

one million|1 million
two million|2 million
three million|3 million
four million|4 million
five million|5 million
six million|6 million
seven million|7 million
eight million|8 million
nine million|9 million

| **Okina (not apostrophe)**

| **Must be done with auto curly quotes off**

DoMacro|AutoCurlyQuotesOFF

| add okina to Hawaii to make Hawai‘i (but not in Hawaiian)

~Hawaii>|Hawai‘i

| change apostrophe to Hawai’i to make Hawai‘i

~Hawai’i>|Hawai‘i

DoMacro|AutoCurlyQuotesON

| **Page numbers – add full point**

~p-{0-9})|p.~1

~<pp^32|pp.^32

| **Quotes – making them all curly**

| If auto-quotes are ON, this should do it

"|"

"|"

| Otherwise use these

| Singles:

^39|'

| Doubles:

^34|"

| quotation marks, various

| European

«|“

»|”

<|‘

>|’

| German

“|”

„|“

| Forward tick & back tick

|’

|‘

| Curly quotes back to straight (looks odd, but it seems to work!)

’|^39

”|^34

| **Roman numerals to arabic**

| See section 5

| **Section numbering – tabbed, not spaced**

~^13([0-9.]@)^32|^p\1^t

| **Space before punctuation: remove**

~^32([.,”’;:]\\!)\?)\1

| **Square metres – lots of variations**

square metres|m::2

square meters|m::2

square meter|m::2

sq. metres|m::2

sq. meters|m::2

square-metre|m::2

square metre|m::2

sq. m|m::2

sq m|m::2

sqm|m::2

| <number>m2(or 3) -> <number><thin space>m^{2 (or 3)}

~([0-9])m([23])\1 m::\2

~([0-9]) m([23])\1 m::\2

| **NB Now change ::<character> into superscripted character**

~:(?)\1

| **Square/cube**

| change special character to real superscripted number

2|::2

3|::3

1|::1

~::(?)|¹

| **Square/cube** [Much simpler!]

| change special character to real superscripted number

2|²

3|³

1|¹

| **Unicode** characters: Highlight all

| First colour them (in an **unused** colour)

~(!^{0032-⁰²⁵⁵)|¹}

| but uncolour the common ones

⁼|[&]

⁺|[&]

[']|[&]

[?]|[&]

[“]|[&]

[”]|[&]

| then change font colour to highlight

Blank|[&]

| **Subscript variables**

| If you want, say S_m , first

| single out sm as a word, and make it all italic:

~<Sm>/Sxjxm

| Then make the m roman and subscript:

xjxm_m

| Superscripted hyphens are minus signs

z⁻eze

zeze⁻

| **Units with powers**

| Here's an example; it can be edited for other similar units.

| It uses en dash for a minus sign.

m/s²|ms⁻²::-2::

ms⁻²|ms⁻²::-2::

~::(*)::|¹

| **Negative powers of 10**

| All negative powers of ten, i.e. all superscripted hyphens,

| are changed to en dash

z⁻c-zc

zc-zc|⁰¹⁵⁰

| **Negative powers of 10**

| All negative powers of ten, i.e. all superscripted hyphens,
| are changed to minus signs

~|zC-zC
zC-zC|

| **Symbols various**

| Copyright©
(C)|©

| superscripted copyright©
(C)|[©]

| Trademark™
~<TM>|™

| Registered trademark®
(R)|®

| Registered trademark®
(R)|[®]

| Number – No.
No.|N^o

| Copyright etc superscripted
®|[®]
©|[©]

| **Tagging (see ‘coding’ above)**

| **th/st/rd/nd *not* superscript**

| First with a superscript space, then without

th |th³²

st |st³²

nd |nd³²

rd |rd³²

th|th

st|st

nd|nd

rd|rd

| And you may prefer to do

1st|first

2nd|second

3rd|third

4th|fourth

5th|fifth

6th|sixth

7th|seventh

8th|eighth

9th|ninth
10th|tenth

| **Words longer than...**

~<[a-z]{7,}>|^&

Ha ha ha!

(<[a-zA-Z]@[.,\!/?;:]@|1>

Major Scripts

Here is a library of find-and-replace (F&R) lists, or ‘scripts’ as I call them, for use with FRedit.

Bold on first word of each line/paragraph (headword)

If you have, say, a glossary, and want each headword bold, you can do it by adding a dummy line starter and then apply the bold. If every headword has a colon, you could use:

```
^p|^pzczc  
~zzc(*)|1:  
zzc|
```

(This last line must be uncoloured)

If not, and each is just a single word (no spaces), use:

```
^p|^pzczc  
~zzc([a-zA-Z]{1,})|1  
zzc|
```

(This last line must be uncoloured)

Double quotes to singles and vice versa

```
'|zzc  
"|cqcq  
| protect the general apostrophe (wasn't, boy's etc)  
~([a-zA-Z0-9])zzc([a-zA-Z])|1`2
```

```
| EITHER (A) protect the s-apostrophe (girls' books etc)  
~([a-zA-Z0-9][sS])zzc|1'  
| OR (B) don't use the above line if plural possessives  
| are in the minority (and use the equivalent A and B below)
```

```
| ONLY if they are likely to occur, protect inches, e.g. 19"  
~([0-9])cqcq|1^34
```

| change the rest

```
cqcq|'  
zzc|"
```

| EITHER (A) mark the s-apostrophe, as they might be end quotes

```
s|^&
```

S|^&

| OR (B) if plural possessives are in the minority
| mark the 's-apostrophe', that might need changing

s|^&

S|^&

Find and replace (non-)curly quotes

If you want force all quotes into their curly variety, ‘, ’, “ and ”, then as long as you have the Word’s AutoFormat Curly Quotes switched on, you can just use:

"
"

The other way around, if you want all curly quotes back as straight quotes, you have to use the ASCII codes:

^39
^34

Single to double quotes (avoiding apostrophes)

(The ‘88=88’ is just a dummy marker, that doesn’t use alpha characters – the equivalent of the ‘zczc’ that I often use.)

~([A-Za-z])'([A-Za-z])\188×88^2

~'([A-Za-z])|^1

~([A-Za-z,.\!/?])'\1"

88×88|

Single to double quotes (avoiding apostrophes) (2)

| Change all non-curly apostrophes/single end quotes to curly

| (because Word deals more ‘intelligently’ with these than with non-curly apostrophes)

"

| Open quotes first

~'([A-Za-z])|^1

| wildcard F&R that will only change an apostrophe

| if it occurs at the end of a word

~([A-Za-z,.\!/?])>^1"

| Highlight any occurrence of s" because it might be a false positive

| such as: the boys" girlfriends

s|^&

Find and replace incorrect curly apostrophes

Normally, Word will curl apostrophes the right way round: “All the G’s...”

However, if that ‘G’ is a maths expression, it sometimes gets it wrong: “All the G_i ‘s...”

The only way I've found to get Word's F&R to change it is to switch the auto curly quotes off, then do the F&R:

```
DoMacro|AutoCurlyQuotesOFF
~^0145s>|^0146s
DoMacro|AutoCurlyQuotesON
```

This assumes that you've got these two macros in your Normal template:

```
Sub AutoCurlyQuotesOFF()
    Options.AutoFormatAsYouTypeReplaceQuotes = False
End Sub

Sub AutoCurlyQuotesON()
    Options.AutoFormatAsYouTypeReplaceQuotes = True
End Sub
```

Adding effects one onto another, e.g. underlining all italic text

The problem is that the only way to do something that will work *only* on the italic text, is to make the LHS italic and the RHS roman. That's OK in that it will *find* the italic text, but in doing so it will also *remove* the italic. So the way you have to work is:

- 1) Make all italic text (a) not italic (b) some unique font colour
- 2) Make all text in that unique font colour (a) not coloured (b) back to italic and add the underline. Thus...

```
Blank|^&
Blank|^&
```

Effects handling

Suppose you have a file where the author has used loads of effects to 'format' the text, as opposed to using styles: they have made changes to font size, font name, etc. So, how do you get rid of them? Simple: select the whole text with <Ctrl-A> and click <Ctrl-Space>. The only problem with this idea is that it also gets rid of bold, italic, superscript and subscript, which you may want to preserve.

The solution is to use the following script:

| Use these (in yellow) to mark the effects

```
Blank|zcmcI^&Izcmc
```

| Clear italic spaces and returns

```
zcmcI Izcmc|^32
```

```
zcmcI^pIzcmc|^p
```

```
Blank|zcmcB^&Bzcmc
```

```
zcmcB Bzcmc|^32
```

```
zcmcB^pBzcmc|^p
```

```
Blank|zcmcU^&Uzcmc
```

```
zcmcU Uzcmc|^32
```

```
Blank|zcmcD^&Dzcmc
```

```
zcmcD Dzcmc|^32
```

```
#
```

| Use this to restore effects

```
~zcmcD(*)Dzcmc|^1
```

```
~zcmcU(*)Uzcmc|^1
```



```
~zyczB(*)Bzycz|1
~zyczI(*)Izycz|I
#
```

The first half puts markers in the text to delineate the effects you want to preserve. The second half does nothing because FRedit stops when it sees the # symbol!

However, as mentioned, we can now select the whole text with <Ctrl-A> and click <Ctrl-Space> to remove all the remaining (unwanted) effects.

Select the bottom half of the script, including the final #, and move it up to the top of the file. Running FRedit again will run just the four items that restore the wanted effects.

If you want to extend this (double) script to preserve any other effects – say, underline – note that the two lists work in reverse order, so add the extra effect to the *beginning* of one list and the *end* of the other. The reason you have to do this is that some text may have more than one effect applied to it, e.g. bold *and* italic, so the :i: markers will be inside the :b: markers, so you have to replace the :i: markers first.

N.B. Don't forget that if your text has foot/endnotes and/or text boxes, you'll need to add

```
| Footnotes = yes
| Endnotes = yes
| Textboxes = yes
```

Effects and styles handling

This pairs of scripts turns converts styles and effects to codes and then vice versa so that, in between the two, you can copy the text, open a brand new file and paste as pure text, thereby getting rid of any other rubbish in the file.

1) Convert all bold, italic, super/subscript to codes, and convert four of the styles to codes: Headings 1 to 3, plus 'HTML Sample' style.

```
| Please leave these lines
| at the top of the script
| so that FRedit knows
| that this really is a script.
```

```
| Heading 1
```

Blank

```
XJaXJ^&JXaJX
```

```
| Heading 2
```

Blank

```
XJbXJ^&JXbJX
```

```
| Heading 3
```

Blank

```
XJcXJ^&JXcJX
```

```
| 'HTML Sample' style
```

Blank

X...X^&X...X

| Use these to mark the effects

Blank|fzfd^&Dfzfd

fzfd Dfzfd|^32

Blank|fzfu^&Ufzfu

fzfu Ufzfu|^32

Blank|zczqIB^&BIqzc

Blank|fzfi^&Ifzfi

| Clear italic spaces and returns

fzfi Ifzfi|^32

fzfi^pIfzfi|^p

Blank|bxxxB^&Bxxx

bxxx Bxxx|^32

bxxxB^pBxxx|^p

bxxxB^p^pBxxx|^p^p

bxxxB^p^p^pBxxx|^p^p^p

2) Convert coded sections back to bold, italic, super/subscript, and coded styles back to actual styles.

| Please leave these lines

| at the top of the script

| so that FRedit knows

| that this really is a script.

| First do the styles

~XJaXJ(*)JXaJX|\1

~XJbXJ(*)JXbJX|\1

~XJcXJ(*)JXcJX|\1

~X...X(*)X...X|\ 1

| Use this to restore effects

~zczq**IB(*)BIqzc**/|**1**

~**bxxxB(*)Bxxx**/|\1

~fzfi(*)Ifzfi/|1

~fzfd(*)Dfzfd/|1

~fzfu(*)Ufzfu/|1

Elision and unelision

(N.B. These scripts are based on a macro version worked out by Lotika Singha.)

If you want to elide number ranges, there are different ways that you might want to do it. The various scripts below offer both elision and unelision (reversing the elision process), with or without the exception of not eliding numbers in the teens (i.e. do you want 4316–4318 to be elided to 4316–18 or 4316–8?).

First, let’s look at how to elide anything that fits the pattern of “any number range that has an en dash as the separator”, so that would include the number range in the paragraph above. Here’s the script for if we allow *all* numbers to be elided, including the teens:

| Elision
| Elide all number ranges

|two-digit numbers
~<([1-9])([0-9])^=\1([0-9])>|\1\2^=\3

|three-digit numbers
| 973–977 changes to 973–7
~<([1-9])([0-9])([0-9])^=\1\2([0-9])>|\1\2\3^=\4
| 973–984 changes to 973–84
~<([1-9])([0-9])([0-9])^=\1([0-9])([0-9])>|\1\2\3^=\4\5

| 973–76 changes to 973–6, but doesn’t change 973–96 or 913–16
~<([0-9])([02-9])([0-9])[-^=]\2([0-9])>|\1\2\3^=\4

|four-digit numbers
~<([1-9])([0-9])([0-9])([0-9])^=\1\2\3([0-9])>|\1\2\3\4^=\5
~<([1-9])([0-9])([0-9])([0-9])^=\1\2([0-9])([0-9])>|\1\2\3\4^=\5\6
~<([1-9])([0-9])([0-9])([0-9])^=\1([0-9])([0-9])([0-9])>|\1\2\3\4^=\5\6\7

Taking the first F&R as an example, you can see that it uses < and > to indicate that the number range shall be a ‘word’, i.e. it will elide the 4316–4318 mentioned above, but it will *not* recognise, say, pp4316–4318. So, to change the script above to only elide ranges of the ‘pp’ format, change it to:

| Elision
| Elide all number ranges

|two-digit numbers
~pp([1-9])([0-9])^=\1([0-9])>|pp\1\2^=\3

|three-digit numbers
| 913–917 changes to 913–7
~pp([1-9])([0-9])([0-9])^=\1\2([0-9])>|pp\1\2\3^=\4
| 973–984 changes to 973–84
~pp([1-9])([0-9])([0-9])^=\1([0-9])([0-9])>|pp\1\2\3^=\4\5

|four-digit numbers
~pp([1-9])([0-9])([0-9])([0-9])^=\1\2\3([0-9])>|pp\1\2\3\4^=\5
~pp([1-9])([0-9])([0-9])([0-9])^=\1\2([0-9])([0-9])>|pp\1\2\3\4^=\5\6
~pp([1-9])([0-9])([0-9])([0-9])^=\1([0-9])([0-9])([0-9])>|pp\1\2\3\4^=\5\6\7

(The green highlights are only so that you can see what has been changed.)

Or you might want, say, to only elide those number ranges that *ended* with a full point and a space. If so, change it as follows:

| Elision
| Elide all number ranges

|two-digit numbers

~<([1-9])([0-9])^=\1([0-9]). \|1\2^=\3.^32

|three-digit numbers

| 913–917 changes to 913–7

~<([1-9])([0-9])([0-9])^=\1\2([0-9]). \|1\2\3^=\4.^32

| 973–984 changes to 973–84

~<([1-9])([0-9])([0-9])^=\1([0-9])([0-9]). \|1\2\3^=\4\5.^32

|four-digit numbers

~<([1-9])([0-9])([0-9])([0-9])^=\1\2\3([0-9]). \|1\2\3\4^=\5.^32

~<([1-9])([0-9])([0-9])([0-9])^=\1\2([0-9])([0-9]). \|1\2\3\4^=\5\6.^32

~<([1-9])([0-9])([0-9])([0-9])^=\1([0-9])([0-9])([0-9]). \|1\2\3\4^=\5\6\7.^32

If you don't want teen elision then the main elision script is:

| Elision

| Elide all number ranges in the text,

| but no teen elision

|two-digit numbers (start from 20, not 10)

~<([2-9])([0-9])^=\1([0-9])>\|1\2^=\3

|three-digit numbers

| Deal with the teens first

| 913–917 changes to 913–17

~<([1-9])([0-9])([0-9])^=\11([0-9])>\|1\2\3^=\1\4

| Other elision

| 973–977 changes to 913–77

~<([1-9])([0-9])([0-9])^=\1\2([0-9])>\|1\2\3^=\4

| 973–984 changes to 973–84

~<([1-9])([0-9])([0-9])^=\1([0-9])([0-9])>\|1\2\3^=\4\5

|four-digit numbers

| Teen elision

~<([1-9])([0-9])([0-9])([0-9])^=\1\21([0-9])>\|1\2\3\4^=\1\5

| Other elision

~<([1-9])([0-9])([0-9])([0-9])^=\1\2\3([0-9])>\|1\2\3\4^=\5

~<([1-9])([0-9])([0-9])([0-9])^=\1\2([0-9])([0-9])>\|1\2\3\4^=\5\6

~<([1-9])([0-9])([0-9])([0-9])^=\1([0-9])([0-9])([0-9])>\|1\2\3\4^=\5\6\7

Just to give you some more examples to work from, here's the same no-teen-elision list but set up so that it will only recognise number ranges that start with a colon:

| Elision

| Only those number ranges starting with a colon

| No teen elision

|two-digit numbers

~:([2-9])([0-9])^=\1([0-9])>\|1\2^=\3

|three-digit numbers

| Deal with the teens first

~:([1-9])([0-9])([0-9])^=\11([0-9])>\|1\2\3^=\1\4

| Other elision

~:([1-9])([0-9])([0-9])^=\1\2([0-9])>\|1\2\3^=\4

~:([1-9])([0-9])([0-9])^=\1([0-9])([0-9])>\|1\2\3^=\4\5

|four-digit numbers

| Teen elision

~<([1-9])([0-9])([0-9])([0-9])^=\1\21([0-9])>:\1\2\3\4^=1\5

| Other elision

~<([1-9])([0-9])([0-9])([0-9])^=\1\2\3([0-9])>:\1\2\3\4^=\5

~<([1-9])([0-9])([0-9])([0-9])^=\1\2([0-9])([0-9])>:\1\2\3\4^=\5\6

~<([1-9])([0-9])([0-9])([0-9])^=\1([0-9])([0-9])([0-9])>:\1\2\3\4^=\5\6\7

And here's one where we only elide number ranges that have a full stop and a new line (don't forget, you have to find ^13, not ^p as it's a wildcard F&R.)

| Elision

| Only those number ranges ending with full stop

| No teen elision

~<([2-9])([0-9])^=\1([0-9]).^13\1\2^=\3.^p

|three-digit numbers

| Deal with the teens first

~<([1-9])([0-9])([0-9])^=\11([0-9]).^13\1\2\3^=1\4.^p

| Other elision

| 973–977 changes to 913–77

~<([1-9])([0-9])([0-9])^=\1\2([0-9]).^13\1\2\3^=\4.^p

| 973–984 changes to 973–84

~<([1-9])([0-9])([0-9])^=\1([0-9])([0-9]).^13\1\2\3^=\4\5.^p

|four-digit numbers

| Teen elision

~<([1-9])([0-9])([0-9])([0-9])^=\1\21([0-9]).^13\1\2\3\4^=1\5.^p

| Other elision

~<([1-9])([0-9])([0-9])([0-9])^=\1\2\3([0-9]).^13\1\2\3\4^=\5.^p

~<([1-9])([0-9])([0-9])([0-9])^=\1\2([0-9])([0-9]).^13\1\2\3\4^=\5\6.^p

~<([1-9])([0-9])([0-9])([0-9])^=\1([0-9])([0-9])([0-9]).^13\1\2\3\4^=\5\6\7.^p

Unelision

If the author has elided the number ranges, but your client does not want them elided, you can undo them in a trice: (N.B. Trouble is, track changes will scramble this. See below for a better version.)

| Unelision - Any elided number ranges

~<([0-9])([0-9])^=([0-9])>\1\2^=\1\3

~<([0-9])([0-9])([0-9])^=([0-9])>\1\2\3^=\1\2\4

~<([0-9])([0-9])([0-9])^=([0-9]{2})>\1\2\3^=\1\4

~<([0-9])([0-9])([0-9])([0-9])^=([0-9])>\1\2\3\4^=\1\2\3\5

~<([0-9])([0-9])([0-9])([0-9])^=([0-9]{2})>\1\2\3\4^=\1\2\5

~<([0-9])([0-9])([0-9])([0-9])^=([0-9]{3})>\1\2\3\4^=\1\5

Remember that the < and > mean that it will only unelide number ranges that are complete 'words' such as 234–56 or 5670–8, so if it's, say, pp234–56 and pp5670–8, you'll have to use:

| Unelision - Only number ranges starting with pp

~pp([0-9])([0-9])^=([0-9])>pp\1\2^=\1\3

~pp([0-9])([0-9])([0-9])^=([0-9])>pp\1\2\3^=\1\2\4

~pp([0-9])([0-9])([0-9])^=([0-9]{2})>pp\1\2\3^=\1\4

~pp([0-9])([0-9])([0-9])([0-9])^=([0-9])>pp\1\2\3\4^=\1\2\3\5

~pp([0-9])([0-9])([0-9])([0-9])^=([0-9]{2})>pp\1\2\3\4^=\1\2\5

~pp([0-9])([0-9])([0-9])([0-9])^=([0-9]{3})>pp\1\2\3\4^=\1\5

And here's the same thing but where you're expecting each number range to have a comma and a space following it:

| Unelision - Only number ranges ending with a comma-space

```
~<([0-9])([0-9])^=([0-9]), \|1\2^=\1\3,^32  
~<([0-9])([0-9])([0-9])^=([0-9]), \|1\2\3^=\1\2\4,^32  
~<([0-9])([0-9])([0-9])^=([0-9]{2}), \|1\2\3^=\1\4,^32  
~<([0-9])([0-9])([0-9])([0-9])^=([0-9]), \|1\2\3\4^=\1\2\3\5,^32  
~<([0-9])([0-9])([0-9])([0-9])^=([0-9]{2}), \|1\2\3\4^=\1\2\5,^32  
~<([0-9])([0-9])([0-9])([0-9])^=([0-9]{3}), \|1\2\3\4^=\1\5,^32
```

No elision for year ranges

Now suppose that you are eliding number ranges but you want dates to remain in full – i.e. you want 1945–1948 to stay as it is, and not be elided to 1945–8. The best way is to use the usual elision script and then reverse it back for any four-figure numbers starting 19 or 20. Here is the reversing back part of the script:

| Unelision for dates

```
~<19([0-9])([0-9]^=)([0-9])>|19\1\219\1\3  
~<19([0-9])([0-9]^=)([0-9]{2})>|19\1\219\3  
~<20([0-9])([0-9]^=)([0-9])>|20\1\220\1\3  
~<20([0-9])([0-9]^=)([0-9]{2})>|20\1\220\3
```

Allison L. Goldstein has sent in this unelision script:

| Unelision - Any elided number ranges

```
~<([0-9])([0-9])(^=)([0-9])>|1\2\3\1\4  
~<([0-9])([0-9])([0-9])(^=)([0-9])>|1\2\3\4\1\2\5  
~<([0-9])([0-9])([0-9])(^=)([0-9]{2})>|1\2\3\4\1\5  
~<([0-9])([0-9])([0-9])([0-9])(^=)([0-9])>|1\2\3\4\5\1\2\3\6  
~<([0-9])([0-9])([0-9])([0-9])(^=)([0-9]{2})>|1\2\3\4\5\1\2\6  
~<([0-9])([0-9])([0-9])([0-9])(^=)([0-9]{3})>|1\2\3\4\5\1\6
```

Highlighting/colouring as an indicator

You can have items in your FRedit script that don't actually *change* anything but simply highlight the words to draw your attention to them as you read through the text.

```
Johnson|Johnson  
Jackson|Jackson
```

| or in colour...

```
Johnson|Johnson  
Jackson|Jackson
```

So the above two F&Rs simply highlight all occurrences of the names but don't change them.

If you want to highlight something longer, remember that ^& means 'that which has been found', so you can use, for example:

```
a long line to be highlighted|^&
```

I use this technique when doing plain English jobs where they have no-no words and phrases:

```
~commence|^&  
~communicate|^&
```

~consequently|^&
~currently|^&
~deliverables|^&
~due to the fact that|^&
~during the course of|^&
~eliminate|^&
~engage|^&
~essential|^&
~facilitate|^&

(The funny symbol at the front of each line means “do this F&R case-insensitively”, i.e. to catch both “Commence” and “commence”, or even “COMMENCE”).

Highlighting bracketed sections of text

If you want to highlight all the items in the text that are within, say, braces (curly brackets), use:

```
~(\{*\})\|1
```

and simply highlight the line in whatever colour you want it to appear in the text. Note that it doesn't actually change the text; it simply finds it and highlights it.

You can do the same with other types of brackets:

| parentheses

```
~((*)\)\|1
```

| square brackets

```
~([*\])\|1
```

| angle brackets

```
~(<*\>)\|1
```

| brace

```
~(\{*\})\|1
```

| double square brackets

```
~([\[*\]\])\|1
```

(The characters to be found have to have a backslash in front, e.g. \[to avoid them being mistaken as having their special meanings within a wildcard F&R.)

If you want to both highlight the text *and* remove the braces/brackets etc, use:

```
~\{(*)\}\|1
```

```
~\((*)\)\|1
```

```
~\[(*)\]\|1
```

```
~\<(*)\>\|1
```

```
~\[\[*\]\]\|1
```

Initial Capital Removal

I work in an area (construction) where Authors seem to Love to make lots of Words really Special by unnecessarily adding an Initial Capital. Well, I've now got a more drastic approach – a FRedit script that downcases every unnecessary initial capital (i.e. where it's not at the start of a sentence or paragraph), and then you can add, at the end of the script, those words/phrases that you *do* want to have initial caps.

I realise that in some applications there might be just too many initial cap words to make this worthwhile, but the tool is available here; it's up to you if you think it's worth using.

The best way to use it is to work on a copy of one of the files, run this FRedit script and then look through what it has changed. If you use the FindHighlight macro, you can skip from one green highlight to the next looking for words/phrases that have been decapitalated that you then want to add to the exceptions list.

Tidy up spaces

```
~^32{2,}|^32
```

Remove unnecessary single spaces

```
^32^p|^p  
^p^32|^p  
^t^32|^t  
^32^t|^t
```

Mark all cases where a single cap is followed by a lowercase character as candidates for being downcased

```
~^32[A-Z][a-z]|^&  
~/[A-Z][a-z]|^&  
~"[A-Z][a-z]|^&  
~'[A-Z][a-z]|^&  
~"[A-Z][a-z]|^&  
~'[A-Z][a-z]|^&  
~-[A-Z][a-z]|^&
```

Remove the turquoise from those cases where we do *not* want downcasing.

Catch section numbers

```
~^13[0-9.]{1,}|^32[A-Z][a-z]|^&
```

Double-spaced sentences

```
~[!|.?.|^32^32[A-Z][a-z]|^&
```

Single-spaced sentences

```
~[!|.?.|^32[A-Z][a-z]|^&
```

After a colon (use is debatable)

```
~:|^32[A-Z][a-z]|^&
```

Now 'grey out' any words that must keep their initial caps:

```
Hung|^&  
Hom|^&  
Road|^&  
Rd|^&  
Rd North|^&  
Road North|^&  
Tak|^&  
Siu|^&  
~Man>|^&  
~On>|^&  
~St>|^&  
People Based Safety|^&  
the Client|^&  
Joint Venture|^&  
Jan|^&  
Feb|^&  
~Mar>|^&  
March|^&  
Apr|^&
```


May|^&
Jun|^&
Jul|^&
Aug|^&
Sep|^&
Oct|^&
Nov|^&
Dec|^&
Whampoal|^&
No.|^&
Tenzar|^&

| Then lowercase all remaining turquoise
| caps using a different highlight colour
| to make them unique and searchable

Aa
Bb
Cc
Dd
Ee
Ff
Gg
Hh
Ii
Jj
Kk
Ll
Mm
Nn
Oo
Pp
Qq
Rr
Ss
Tt
Uu
Vv
Ww
Xx
Yy
Zz

Medical journal abbreviations: inserting full stops

~<Acad>|Acad.
~<Am>|Am.
~<Ann>|Ann.
~<Arch>|Arch.
~<Arterioscler>|Arterioscler.
~<Biochem>|Biochem.
~<Biochim>|Biochim.
~<Biol>|Biol.
~<Biophys>|Biophys.
~<Can>|Can.
~<Cardiol>|Cardiol.

~<Cardiovasc>|Cardiovasc.
 ~<Clin>|Clin.
 ~<Circ>|Circ.
 ~<Coll>|Coll.
 ~<Commun>|Commun.
 ~<Crit>|Crit.
 ~<Curr>|Curr.
 ~<Endocrinol>|Endocrinol.
 ~<Engl>|Engl.
 ~<Epidemiol>|Epidemiol.
 ~<Eur>|Eur.
 ~<Exp>|Exp.
 ~<Faseb>|FASEB.
 ~<Geriatr>|Geriatr.
 ~<Haemost>|Haemost.
 ~<Horm>|Horm.
 ~<Hypertens>|Hypertens.
 ~<Immunol>|Immunol.
 ~<Int>|Int.
 ~<Intern>|Intern.
 ~<Interv>|Interv.
 ~<Invest>|Invest.
 ~<J>|J.
 ~<Lett>|Lett.
 ~<Metab>|Metab.
 ~<Med>|Med.
 ~<Mol>|Mol.
 ~<N>|N.
 ~<Nat>|Nat.
 ~<Natl>|Natl.
 ~<Neurochem>|Neurochem.
 ~<Neuroendocrinol>|Neuroendocrinol.
 ~<Oxf>|Oxf.
 ~<Orthop>|Orthop.
 ~<Pathol>|Pathol.
 ~<Pharmacol>|Pharmacol.
 ~<Physiol>|Physiol>|Physiol.
 ~<Proc>|Proc.
 ~<Radiol>|Radiol.
 ~<Res>|Res.
 ~<Rev>|Rev.
 ~<Sci>|Sci.
 ~<Soc>|Soc.
 ~<Surg>|Surg.
 ~<Thromb>|Thromb.
 ~<Vasc>|Vasc.
 ~<U S A>|U. S. A.
 | But you'll end up with some double dots, so follow with...
 ..|.

Multi-digit numbers

To change four-digit numbers having a comma, to four-figure numbers not having a comma, you can use:

~<([0-9]),([0-9]{3})>|1\2

If you want to **add commas** into four-figure numbers, use:

~<([0-9])([0-9]{3})>|1,\2

However, you might then want to follow that with:

~<1,9([0-9]{2})>|19\1

~<2,0([0-9]{2})>|20\1

which will avoid “1 July 1,997” or “Today, in 2,010...”

If you want to use hard spaces instead of commas, you can use:

~([0-9]),([0-9]{3})>|\1^s\2

~([0-9]),([0-9]{3})>|\1^s\2

~<([0-9])^s([0-9]{3})>|\1\2

Using just the first line would leave you with numbers such as ‘64 000,000’, so you have to run the same search again to catch the second comma (or three times if you need to go to 1 000 000 000). The third line will remove the spaces from four-figure numbers.

Adding delimiters into multi-digit strings

Request: “What I need to do is to insert thousand separators into all numbers of my novel.” i.e.

1234.56 should become 1'234.56

12345.67 should become 12'345.67

123456.78 should become 123'456.78

1234567.89 should become 1'234'567.89

12345678.90 should become 12'345'678.90

123456789.99 should become 123'456'789.99

Answer: OK, here’s your script:

| nine-figure numbers

~<([0-9]{3})([0-9]{3})([0-9]{3})>|\1zcdc\2zcdc\3

| eight-fig

~<([0-9]{2})([0-9]{3})([0-9]{3})>|\1zcdc\2zcdc\3

| seven-fig etc

~<([0-9])([0-9]{3})([0-9]{3})>|\1zcdc\2zcdc\3

~<([0-9]{3})([0-9]{3})>|\1zcdc\2

~<([0-9]{2})([0-9]{3})>|\1zcdc\2

~<([0-9])([0-9]{3})>|\1zcdc\2

zcdc|,

The final line is to change the ‘zcdc’s into a comma or a thin space (type: 2009<Alt-x>) or whatever you want in your final text as a thousands delimiter.

Numbers: words to/from figures

This list assumes that your client wants one to ten in words and 11 upwards in figures, with no comma in four-digit numbers, and figures rather than words for, e.g. 4 per cent, 2 million, 5 billion. Obviously, you can add and remove items in the list according to your client’s style.

~ <thousand>|,000

a,000|1000

~<hundred>|00
a00|100

~([!-])<1>\|1one
~([!-])<2>\|1two
~([!-])<3>\|1three
~([!-])<4>\|1four
~([!-])<5>\|1five
~([!-])<6>\|1six
~([!-])<7>\|1seven
~([!-])<8>\|1eight
~([!-])<9>\|1nine
~([!-])<10>\|1ten

| The ([!-]) above avoids things such as
| Euro-5 becoming Euro-five.

one,000|1,000
two,000|2,000
three,000|3,000
four,000|4,000
five,000|5,000
six,000|6,000
seven,000|7,000
eight,000|8,000
nine,000|9,000

one00|100
two00|200
three00|300
four00|400
five00|500
six00|600
seven00|700
eight00|800
nine00|900

~<eleven>|11
~<twelve>|12
~<thirteen>|13
~<fourteen>|14
~<fifteen>|15
~<sixteen>|16
~<seventeen>|17
~<eighteen>|18
~<nineteen>|19

twentieth|20th
twenty-first|21st

-one|zczc1
-two|zczc2
-three|zczc3
-four|zczc4
-five|zczc5
-six|zczc6
-seven|zczc7

-eight|zczc8
-nine|zczc9

twentyzczc|2
thirtyzczc|3
fortyzczc|4
fiftyzczc|5
sixtyzczc|6
seventyzczc|7
eightyzczc|8
ninetyzczc|9

twenty|20
thirty|30
forty|40
fifty|50
sixty|60
seventy|70
eighty|80
ninety|90

| Correct, say, 300 and 45 to 345
~([0-9])00 and |\1

| Remove comma: n,000 ->n000
~<([1-9]),([0-9][0-9][0-9])\1\2

| Exceptions to the rules above

one per cent|1 per cent
two per cent|2 per cent
three per cent|3 per cent
four per cent|4 per cent
five per cent|5 per cent
six per cent|6 per cent
seven per cent|7 per cent
eight per cent|8 per cent
nine per cent|9 per cent
ten per cent|10 per cent

one million|1 million
two million|2 million
three million|3 million
four million|4 million
five million|5 million
six million|6 million
seven million|7 million
eight million|8 million
nine million|9 million
ten million|10 million

one billion|1 billion
two billion|2 billion
three billion|3 billion
four billion|4 billion
five billion|5 billion
six billion|6 billion
seven billion|7 billion
eight billion|8 billion

nine billion|9 billion
ten billion|10 billion

A further thought is what happens if the foot/endnotes are manual, superscripted numbers? Answer: they get turned into words! But if you had:

This is evidenced by Bloggs⁵ and Brown.⁶

you would find that, with the above FRedit list, the ‘5’ was preserved, but the ‘6’ was converted. Why? Try double-clicking each of the two names, and you’ll find that the ‘Bloggs⁵’ is selected, i.e. the ‘5’ is part of a bigger word, and not a word in itself – that’s because of the <5> in the first main set of wildcard F&Rs:

```
~([!\-])<1>\1one  
~([!\-])<2>\1two  
~([!\-])<3>\1three  
~([!\-])<4>\1four  
~([!\-])<5>\1five  
~([!\-])<6>\1six  
~([!\-])<7>\1seven  
~([!\-])<8>\1eight  
~([!\-])<9>\1nine  
~([!\-])<10>\1ten
```

Solution: Specify that numbers 1–9 should only be changed if they *don’t* come after punctuation (in other word, change numbers to words unless they follow punctuation):

```
~([!\-.,;:\?!\])<1>\1one  
~([!\-.,;:\?!\])<2>\1two  
~([!\-.,;:\?!\])<3>\1three  
~([!\-.,;:\?!\])<4>\1four  
~([!\-.,;:\?!\])<5>\1five  
~([!\-.,;:\?!\])<6>\1six  
~([!\-.,;:\?!\])<7>\1seven  
~([!\-.,;:\?!\])<8>\1eight  
~([!\-.,;:\?!\])<9>\1nine  
~([!\-.,;:\?!\])<10>\1ten
```

Mark figures to be changed to numbers manually

Or you might just want to highlight those words that might need changing to figures:

```
eleven|^&  
twelve|^&  
thirteen|^&  
fourteen|^&  
fifteen|^&  
sixteen|^&  
seventeen|^&  
eighteen|^&  
nineteen|^&  
twenty|^&  
thirty|^&  
forty|^&  
fifty|^&  
sixty|^&  
seventy|^&
```

eighty|^&
ninety|^&
hundred|^&
thousand|^&

Figures to numbers for all percentages

This script was contributed by Thiers Halliwell.

“After some more thinking about my requirement I came up with the following adaptation of your ‘Numbers: words to/from figures’ library script (above) for converting the various forms of percentages to numerals, i.e. compound numbers hyphenated or not, and per cent open or closed up. I had to add the 'y' to the first group to make sure the non-hyphenated compounds were handled correctly.”

|percentages to numerals

| UK style - if US style needed, swap all occurrences of
| 'percent' and 'per cent'

~<percent>|per cent

|spelled out percentages to numerals

~ty per cent|tyzycz0%

~ty[-]one per cent|tyzycz1%

~ty[-]two per cent|tyzycz2%

~ty[-]three per cent|tyzycz3%

~ty[-]four per cent|tyzycz4%

~ty[-]five per cent|tyzycz5%

~ty[-]six per cent|tyzycz6%

~ty[-]seven per cent|tyzycz7%

~ty[-]eight per cent|tyzycz8%

~ty[-]nine per cent|tyzycz9%

|in following lines ~ prevents full conversion of uppercase number at sentence start

~twentyzycz|2

~thirtyzycz|3

~fortyzycz|4

~fiftyzycz|5

~sixtyzycz|6

~seventyzycz|7

~eightyzycz|8

~ninetyzycz|9

~one per cent|1%

~two per cent|2%

~three per cent|3%

~four per cent|4%

~five per cent|5%

~six per cent|6%

~seven per cent|7%

~eight per cent|8%

~nine per cent|9%

~ten per cent|10%

~eleven per cent|11%

~twelve per cent|12%

~thirteen per cent|13%

~fourteen per cent|14%

~fifteen per cent|15%

~sixteen per cent|16%

~seventeen per cent|17%
~eighteen per cent|18%
~nineteen per cent|19%
~one[-]hundred per cent|100%
~a hundred per cent|100%

|now restore partly converted sentence-start percentages back to words

~tyzycz0%|ty per cent
~tyzycz1%|ty-one per cent
~tyzycz2%|ty-two per cent
~tyzycz3%|ty-three per cent
~tyzycz4%|ty-four per cent
~tyzycz5%|ty-five per cent
~tyzycz6%|ty-six per cent
~tyzycz7%|ty-seven per cent
~tyzycz8%|ty-eight per cent
~tyzycz9%|ty-nine per cent

Spelled out percentages and numbers to figures – UK style

(Another from Thiers Halliwell...)

FRedit – Spelt-out percentages and numbers to figures – UK style

The correction script below is designed to be used mainly with technical manuscripts; it will convert to figures, all spelt-out numbers and percentages (10–999,999) that occur in mid-sentence, i.e. with no initial capital. Converted numbers are highlighted yellow to assist detection of possible errors. Inexact references to ‘hundred’ and ‘thousand’ are also highlighted yellow to alert the user to the possible need for editing. Numbers that are expressed in the US style (two hundred thirty) are changed to the UK style (two hundred **and** thirty). Ordinal numbers such as *twenty-first* are not converted but those without hyphens are corrected.

Some common text patterns are protected from unwanted conversion, but it is inevitable that some numbers will be changed unnecessarily; for example, *half past ten* will change to *half past 10*, and the saying *nineteen to the dozen* will become *19 to the dozen*. Fortunately, Paul Beverley’s WordSwitch macro makes it very easy to fix these with a convenient hotkey combination, but if the manuscript is likely to contain many of these informal phrases and few significant spelt-out numbers, using the correction script could be more of a nuisance than a benefit. It may be worth checking the manuscript with DocAlyse to get an idea of how many spelt-out numbers are present before using the script.

As it is not possible to anticipate every context in which a spelt-out number might appear, users should be alert for unexpected text changes, and if necessary protect any ‘sensitive’ text (e.g. references) by applying ‘~~strikethrough~~’ as described by Paul Beverley in the FRedit instructions. It would be helpful if any unexpected results could be reported back to thiers@mydigimail.net along with a copy of the affected piece of text.

~<percent>|per cent
|protect numeric spans such as ‘between 22,000 and 30,000 years ago’
~(00) and ([0-9])\1qqqq\2
|protect phone numbers containing ‘00’ such as 1800 22 4444, 1 800 500 245
|and unpunctuated references such as JAMA 2000 64 152
~([0-9]{1,2})(0{1,}) ([0-9]{2,4})\1\2pqqq\3
~([0-9]{1,2})(0{1,}) ([0-9]{2,4})\1\2pqqq\3
|protect text such as ‘the dirty ones’ ‘empty one’s rubbish’
~(ty) (one[’s]{1,})\1pqqq\2
|protect spelt-out ordinals
~<([EFNSTefnst])([efghinorvwx]{2,4})(ty)[-](first)|czcz\1\2\3hghq\4
~<([EFNSTefnst])([efghinorvwx]{2,4})(ty)[-](second)|czcz\1\2\3hghq\4

~<([EFNSTefnst])([efghinorvwx]{2,4})(ty)[-](third)|zcz\1\2\3hqq\4
~<([EFNSTefnst])([efghinorvwx]{2,4})(ty)[-](fourth)|zcz\1\2\3hqq\4
~<([EFNSTefnst])([efghinorvwx]{2,4})(ty)[-](fifth)|zcz\1\2\3hqq\4
~<([EFNSTefnst])([efghinorvwx]{2,4})(ty)[-](sixth)|zcz\1\2\3hqq\4
~<([EFNSTefnst])([efghinorvwx]{2,4})(ty)[-](seventh)|zcz\1\2\3hqq\4
~<([EFNSTefnst])([efghinorvwx]{2,4})(ty)[-](eighth)|zcz\1\2\3hqq\4
~<([EFNSTefnst])([efghinorvwx]{2,4})(ty)[-](ninth)|zcz\1\2\3hqq\4

|convert 'compounded' units digits and insert marker

~ty[-]one>|ty1zczc
~ty[-]two>|ty2zczc
~ty[-]three>|ty3zczc
~ty[-]four>|ty4zczc
~ty[-]five>|ty5zczc
~ty[-]six>|ty6zczc
~ty[-]seven>|ty7zczc
~ty[-]eight>|ty8zczc
~ty[-]nine>|ty9zczc

|partly convert 'a hundred and . . . ' numbers (UK then US)

~<a hundred(and [efnst])|100zczc\1
~<a hundred([efnst])|100zczc\1

|partly convert 'a thousand and . . . ' numbers (UK then US)

~<a thousand(and [efnst])|1000zczc\1
~<a thousand([efnst])|1000zczc\1

|convert 'compounded' tens digits

~<twenty([1-9]zczc)|2\1
~<thirty([1-9]zczc)|3\1
~<forty([1-9]zczc)|4\1
~<fifty([1-9]zczc)|5\1
~<sixty([1-9]zczc)|6\1
~<seventy([1-9]zczc)|7\1
~<eighty([1-9]zczc)|8\1
~<ninety([1-9]zczc)|9\1

|convert 'whole' tens and insert marker

~<twenty|20zczc
~<thirty|30zczc
~<forty|40zczc
~<fifty|50zczc
~<sixty|60zczc
~<seventy|70zczc
~<eighty|80zczc
~<ninety|90zczc

|convert 10–19 and insert marker

~<ten>|10zczc
~<eleven>|11zczc
~<twelve>|12zczc
~<thirteen>|13zczc
~<fourteen>|14zczc
~<fifteen>|15zczc
~<sixteen>|16zczc
~<seventeen>|17zczc
~<eighteen>|18zczc
~<nineteen>|19zczc

|convert 100s and insert marker

~<one[-]hundred|100zczc
~<two[-]hundred|200zczc
~<three[-]hundred|300zczc
~<four[-]hundred|400zczc
~<five[-]hundred|500zczc

~<six[-]hundred|600zczc
~<seven[-]hundred|700zczc
~<eight[-]hundred|800zczc
~<nine[-]hundred|900zczc

highlight imprecise occurrences of 'hundred' for possible editing

~<a hundred>|^&
~<hundred>|^&

convert 1000s and insert marker

~<one[-]thousand|1000zczc
~<two[-]thousand|2000zczc
~<three[-]thousand|3000zczc
~<four[-]thousand|4000zczc
~<five[-]thousand|5000zczc
~<six[-]thousand|6000zczc
~<seven[-]thousand|7000zczc
~<eight[-]thousand|8000zczc
~<nine[-]thousand|9000zczc
~([0-9])zczc[-]thousand>|1,000zczc

highlight imprecise occurrences of 'thousand' for possible editing

~<a thousand>|^&
~<thousand>|^&

Restore Spelt-Out U/C Numbers 21–99

~([EFNST])([efghinorvwx]{2,4})ty(1)zczc|1\2ty-one
~([EFNST])([efghinorvwx]{2,4})ty(2)zczc|1\2ty-two
~([EFNST])([efghinorvwx]{2,4})ty(3)zczc|1\2ty-three
~([EFNST])([efghinorvwx]{2,4})ty(4)zczc|1\2ty-four
~([EFNST])([efghinorvwx]{2,4})ty(5)zczc|1\2ty-five
~([EFNST])([efghinorvwx]{2,4})ty(6)zczc|1\2ty-six
~([EFNST])([efghinorvwx]{2,4})ty(7)zczc|1\2ty-seven
~([EFNST])([efghinorvwx]{2,4})ty(8)zczc|1\2ty-eight
~([EFNST])([efghinorvwx]{2,4})ty(9)zczc|1\2ty-nine

change US-style numbers to UK style, e.g. One hundred seven → One hundred **and** seven

~(thousand)(one)|1and \2
~(thousand)(two)|1and \2
~(thousand)(three)|1and \2
~(thousand)(four)|1and \2
~(thousand)(five)|1and \2
~(thousand)(six)|1and \2
~(thousand)(seven)|1and \2
~(thousand)(eight)|1and \2
~(thousand)(nine)|1and \2
~(hundred)(one)|1and \2
~(hundred)(two)|1and \2
~(hundred)(three)|1and \2
~(hundred)(four)|1and \2
~(hundred)(five)|1and \2
~(hundred)(six)|1and \2
~(hundred)(seven)|1and \2
~(hundred)(eight)|1and \2
~(hundred)(nine)|1and \2

remove markers from thousands

~(ty)1,000zczc|1 one thousand
~(ty)2,000zczc|1 two thousand
~(ty)3,000zczc|1 three thousand
~(ty)4,000zczc|1 four thousand
~(ty)5,000zczc|1 five thousand
~(ty)6,000zczc|1 six thousand
~(ty)7,000zczc|1 seven thousand

~(ty)8,000zczc\|1 eight thousand

~(ty)9,000zczc\|1 nine thousand

remove markers from l/c percentages

~([0-9]{2,3})zczc per cent\|1%

remove markers from l/c numbers

~([0-9]{2,3})zczc\|1

convert spelt-out l/c hundred/thousand and one–nine to numbers

~(00)([and]{1,5})one\|1\201

~(00)([and]{1,5})two\|1\202

~(00)([and]{1,5})three\|1\203

~(00)([and]{1,5})four\|1\204

~(00)([and]{1,5})five\|1\205

~(00)([and]{1,5})six\|1\206

~(00)([and]{1,5})seven\|1\207

~(00)([and]{1,5})eight\|1\208

~(00)([and]{1,5})nine\|1\209

combine hundreds, tens and units – UK style then US (no ‘and’ present)

~([1-9])00 and ([0-9]{2})\|1\2

~([1-9])00 ([0-9]{2})>\|1\2

combine thousands and hundreds (e.g. 6000 243 to 6243)

~([1-9])000 ([0-9]{3})\|1\2

combine thousands and tens/units (e.g. 6000 and 43 to 6043)

~([1-9])000 and ([0-9]{2})\|10\2

~([1-9])000 ([0-9]{2})\|10\2

remove number protection

~pppq|^32

~qqqq|^32and^32

~hghq|-

~zczc|

Restore Spelt-Out U/C Numbers >109

restore thousand and hundreds

~(thousand)([0-9])00\|1hzhz\2

~(thousand)([0-9])([0-9])>\|1and tztz\2uzuz\3

~(thousand)([0-9])([0-9])([0-9])\|1hzhz\2 and tztz\3uzuz\4

~(thousand and)([0-9])([0-9])\|1tztz\2uzuz\3

~hzhz1|one hundred

~hzhz2|two hundred

~hzhz3|three hundred

~hzhz4|four hundred

~hzhz5|five hundred

~hzhz6|six hundred

~hzhz7|seven hundred

~hzhz8|eight hundred

~hzhz9|nine hundred

restore tens and units

~(hundred and)([0-9])([0-9])\|1tztz\2uzuz\3

~(hundred)([0-9])([0-9])\|1and tztz\2uzuz\3

~tztz1uzuz0|ten

~tztz1uzuz1|eleven

~tztz1uzuz2|twelve

~tztz1uzuz3|thirteen

~tztz1uzuz4|fourteen

~tztz1uzuz5|fifteen

~tztz1uzuz6|sixteen

~tztz1uzuz7|seventeen

~tztz1uzuz8|eighteen

~tztz1uzuz9|nineteen

~tztz2uzuz0|twenty
~tztz3uzuz0|thirty
~tztz4uzuz0|forty
~tztz5uzuz0|fifty
~tztz6uzuz0|sixty
~tztz7uzuz0|seventy
~tztz8uzuz0|eighty
~tztz9uzuz0|ninety

~tztz2|twenty-
~tztz3|thirty-
~tztz4|forty-
~tztz5|fifty-
~tztz6|sixty-
~tztz7|seventy-
~tztz8|eighty-
~tztz9|ninety-

~uzuz1|one
~uzuz2|two
~uzuz3|three
~uzuz4|four
~uzuz5|five
~uzuz6|six
~uzuz7|seven
~uzuz8|eight
~uzuz9|nine

replace iatrogenic multiple spaces with single space before stopping
~^32{2,}|^32

(*'iatrogenic'* is apparently a medical term to do with side effects. :-)

Centuries spelt out

Another from Thiers Halliwell...

spell out and lower case century/centuries

~<1st [Cc]entur([iesy]{1,3})>|first centur\1
~<2nd [Cc]entur([iesy]{1,3})>|second centur\1
~<3rd [Cc]entur([iesy]{1,3})>|third centur\1
~<4th [Cc]entur([iesy]{1,3})>|fourth centur\1
~<5th [Cc]entur([iesy]{1,3})>|fifth centur\1
~<6th [Cc]entur([iesy]{1,3})>|sixth centur\1
~<7th [Cc]entur([iesy]{1,3})>|seventh centur\1
~<8th [Cc]entur([iesy]{1,3})>|eighth centur\1
~<9th [Cc]entur([iesy]{1,3})>|ninth centur\1
~<10th [Cc]entur([iesy]{1,3})>|tenth centur\1
~<11th [Cc]entur([iesy]{1,3})>|eleventh centur\1
~<12th [Cc]entur([iesy]{1,3})>|twelfth centur\1
~<13th [Cc]entur([iesy]{1,3})>|thirteenth centur\1
~<14th [Cc]entur([iesy]{1,3})>|fourteenth centur\1
~<15th [Cc]entur([iesy]{1,3})>|fifteenth centur\1
~<16th [Cc]entur([iesy]{1,3})>|sixteenth centur\1
~<17th [Cc]entur([iesy]{1,3})>|seventeenth centur\1
~<18th [Cc]entur([iesy]{1,3})>|eighteenth centur\1
~<19th [Cc]entur([iesy]{1,3})>|nineteenth centur\1
~<20th [Cc]entur([iesy]{1,3})>|twentieth centur\1
~<21st [Cc]entur([iesy]{1,3})>|twenty-first centur\1

~<22nd [Cc]entur([iesy]{1,3})>|twenty-second centur\1

Roman numerals to Arabic

This list works for uppercase Roman numerals, but would be a tad dangerous with lowercase – for example, “I’m in a fix” would be turned into “I’m in a f9”! But I suppose that if you a

If you need to convert lowercase Roman numerals for numbered lists, you’d be safer to use the second list shown below.

~IX>|9

~<X>|10

~X>|0

~VIII>|8

~VII>|7

~VI>|6

~IV>|4

~V>|5

~III>|3

~II>|2

~I>|1

~XC([1-9])|9\1

~XC>|90

~LXXX([1-9])|8\1

LXX0|80

~LXX([1-9])|7\1

LX0|70

~LX([1-9])|6\1

L0|60

~XL([1-9])|4\1

~XL>|40

~L([1-9])|5\1

~L>|50

~XXX([1-9])|3\1

XX0|30

~XX([1-9])|2\1

X0|20

~X([1-9])|1\1

~C([0-9]{2})|1\1

~C([0-9])|10\1

~<i>|1

~<ii>|2

~<iii>|3

~<iv>|4

~<v>|5

~<vi>|6

~<vii>|7

~<viii>|8

~<ix>|9

~<x>|10

~<xi>|11

~<xii>|12

~<xiii>|13

~<xiv>|14

~<xv>|15

~<xvi>|16
~<xvii>|17
~<xviii>|18
~<xix>|19
~<xx>|20
~<xxi>|21

| and continue further if needed.

Spacing of units and numbers

If your client wants numbers and their units to be separated by a thin space, then one way would be to use a non-breaking space (NBS) in Word, and then ask the typesetter to change all NBSs into thin spaces in whatever package they use.

So you could have a series of F&Rs such as:

~~Hz|^sHz~~
~~ns|^sns~~
~~p({A-Zm})|^sp\1~~
~~n({A-Zm})|^sn\1~~
~~k({A-Zm})|^sk\1~~
~~m({A-Zm})|^sm\1~~
~~s>|^ss~~
~~em|^sem~~
~~{(0-9)} dB|1^sdB~~
~~{(0-9)} V|1^sV~~
~~{(0-9)} G|1^sG~~
~~{(0-9)} M|1^sM~~
~~{(0-9)} W>|1^sW~~
~~{(0-9)} A>|1^sA~~
~~{(0-9)} S>|1^sS~~
~~eV|^seV~~
~~MeV|^sMeV~~
~~keV|^skeV~~

Or with thin spaces...

~~Hz|Hz~~
~~ns|ns~~
~~p({A-Z})|p\1~~
~~n({A-Z})|n\1~~
~~k({A-Z})|k\1~~
~~m({A-Zm})|m\1~~
~~s>|s~~
~~em|em~~
~~{(0-9)} dB|1 dB~~
~~{(0-9)} V|1 V~~
~~{(0-9)} G|1 G~~
~~{(0-9)} M|1 M~~
~~{(0-9)} W>|1 W~~
~~{(0-9)} A>|1 A~~
~~{(0-9)} S>|1 S~~
~~eV|eV~~
~~MeV|MeV~~
~~keV|keV~~
~~{(0-9)} °|1°~~

| or a more general one...

~([0-9])([kKcmMNgAV])\|1^s\2

~([0-9]) ([kKcmMNgAV])\|1^s\2

If you need NBSs for other purposes in the text, you'll have to think again. You could perhaps use the degree symbol if your text doesn't use those anywhere else.

Hz|°Hz

MHz|°MHz

GHz|°GHz

| etc...

and then ask the typesetter to change all the degree symbols to thin spaces.

Or use a unique code:

Hz|<ts>Hz

MHz|<ts>MHz

GHz|<ts>GHz

| etc...

Tagging (coding) automatically

Depending on how your text is set out, it might be possible to add tags automatically to the different levels of headings and, of course, to specific headings such as figure captions. For example:

^pFig|^p<FC>Fig

^pWorked example|^p<WE>Worked example

^pActivity|^p<ABOX>^pActivity

^pSelf check|^p<SC>Self check

If the text has numbered headings, it may prove possible to tag them automatically. For example, if anything such as 3.4 is an A head and 3.4.5 is a B head then you could use something like the following:

~^13([0-9]@).([0-9]@)[^t^32]^p<A>\1.\2^t

~^13([0-9]@).([0-9]@).([0-9]@)[^t^32]^p\1.\2.\3^t

~^13([0-9]@).([0-9]@).([0-9]@).([0-9]@)[^t^32]^p<C>\1.\2.\3.\4^t

The first F&R is looking for anything of the format:

<newpara><one or more digits>.<one or more digits><tab or space>

If you don't use the space/tab to signal the end of the section number then you should use:

~^13([0-9]@).([0-9]@).([0-9]@)^p\1.\2.\3

~^13([0-9]@).([0-9]@)^p<A>\1.\2

You have to do the B-level headings *first* because, for example, the second one would find the '3.4' within '3.4.5' and add an <A> to it. Once the s have been added, it becomes '3.4.5', so it is not changed again, because the pattern no longer matches.

A slightly more sophisticated figure and table tagging is as follows. It avoids tagging paragraphs that happen to begin with 'Figure 2.4 shows blah blah blah' because it only tags it if it's followed by a capital letter or a number.

~^13Figure ([0-9]@).([0-9]@) ([A-Z0-9])^p<CAP>Figure \1.\2 \3

~^13Table ([0-9]@).([0-9]@) ([A-Z0-9])^p<CAP>Table \1.\2 \3

Adding styles/font size/font type/etc to coded text

~\<PH>*^13|^&

~\<CH>*^13|^&

~\<A>*^13|^&

~\*^13|^&

~\<C>*^13|^&

UK to US spelling

The following script changes common US spelling forms to the UK equivalent or vice versa (more or less; some of these changes might be more specific to specific house styles than language versions, so read through them first!). These are very far from complete, so please add any others you can think of. Please remember that the macro works from top to bottom, so although alphabetical order might be easier to follow, it may not be possible in all cases.

US to UK

(N.B. this is relatively untried and untested, but see Anna Sharman's one below.)

~<aging>|ageing

~<photoaging>|photoageing

~<anatomic>|anatomical

~<analog>|analogue

~<anatomic>|anatomical

anemia|anaemia

anemic|anaemic

cecal|caecal

cecum|caecum

celiac|coeliac

cholesterolemia|cholesterolaemia

cholesterolemic|cholesterolaemic

color|colour

counseling|counselling

counseled|counselled

~<dermatologic>|dermatological

~<edema>|oedema

~<etiol>|aetiol

~<esophageal>|oesophageal

~<esophagus>|oesophagus

favorable|favourable

favor|favour

fiber|fibre

gastroesophageal|gastro-oesophageal

gray|grey

~<gynecologic>|gynaecological

~<gynecological>|gynaecological

~<hematoxylin>|haematoxylin

~<haematologic>|haematological

harbor|harbour

~<histologic>|histological

~<histopathologic>|histopathological

~<homolog>|homologue
~<ischem|ischaem
labeling|labelling
labeled|labelled
leukemia|leukaemia
leukemic|leukaemic
leuko|leuco
<liter>|litre
maneuver|manoeuvre
<milliliter>|millilitre
<meter>|metre
<millimeter>|millimetre
modeling|modelling
morphea|morphoea
~<morphologic>|morphological
~<ortholog>|orthologue
~<ophthalmologic>|ophthalmological
~<ortholog>|orthologue
~<pathologic>|pathological
~<practice>|^&
| This is just highlighted as it depends on context
~<practicing>|practising
~<program>|programme
~<programs>|programmes
~<radiologic>|radiological
seborrheic|seborrhoeic
~<serologic>|serological
signaled|signalled
signaling|signalling
~<symmetric>|symmetrical
~<asymmetric>|asymmetrical
sulf|sulph
titer|titre
traveling|travelling
traveled|travelled
tumor|tumour

UK to US

aemi|emi
¬ aesth| esth
¬ aetiol| etiol
ageing| aging
¬behaviour|behavior

bour|bor

The 'bor' exceptions

Luxemborg|Luxembourg

centre|center

colour|color

defence|defense

elled|eled

The 'eled' exceptions

compeled|compelled

propeled|propelled

sweled|swelled

elling|eling

The 'eling' exceptions

compeling|compelling

dweling|dwelling

propeling|propelling

seling|selling

speling|spelling

sweling|swelling

endeavour|endeavor

favour|favor

grey|gray

haemo|hemo

hoea|hea

litre|liter

llment|lment

metre|meter

neighbour|neighbor

oedema|edema

oes|es

oestr|estr

ogue|og

|put back 'og' exceptions

catalogd|catalogued

ideolog|ideologue

rog|rogue

vog|vogue

paed|ped

sulphur|sulfur

tumour|tumor

Anna Sharman's US to UK

|yellow highlight means not changed but just highlighted

|blue means changed

|green means exceptions put back

|NB only works if the default colour of the text in this file is Automatic, not black

eling|elling

|Exceptions

-feelling|feeling

-hirelling|hireling

-peelling|peeling

-reelling|reeling

-fledgelling|fledgeling

-kneelling|kneeling

-nurselling|nurseling

-parallelling|paralleling

-steelling|steeling

-unfeelling|unfeeling

-unreelling|unreeling

-wheelling|wheeling

aling|alling

|exceptions

→dealling|dealing
→descalling|descaling
→exhalling|exhaling
→healling|healing
→impalling|impaling
→inhalling|inhaling
→pealling|pealing
→regalling|regaling
→repealling|repealing
→resealling|resealing
→revealling|revealing
→scalling|scaling
→sealling|sealing
→squealling|squealing
→stealling|stealing
→unsealling|unsealing
→concealling|concealing
→congealling|congealing
→unappealling|unappealing
→unrevealling|unrevealing

eled|elled

| exceptions

→heelled|heeled
→peelled|peeled
→reelled|reeled
→kneelled|kneeled
→steelled|steeled
→wheelled|wheeled
→unpeelled|unpeeled
→reheelled|reheeled
→paralleled|paralleled
→unparalleled|unparalleled

elment|llment

|logic to ogical

~<anatomic>|anatomical
~<gynecologic>|gynaecological
~<gynecological>|gynaecological
~<dermatologic>|dermatological
~<haematologic>|haematological
~<histologic>|histological
~<histopathologic>|histopathological
~<morphologic>|morphological
~<ophthalmologic>|ophthalmological
~<pathologic>|pathological
~<radiologic>|radiological
~<serologic>|serological
~<symmetric>|symmetrical
~<asymmetric>|asymmetrical

~<aging|ageing

~<Aging|Ageing

→defense|defence

→gray|grey

Acknowledgments|Acknowledgements

→mollusk|mollusc

→mold|mould

~molt|moult
~maneuver|manoeuvre
~<practicing>|practising

emi|aemi

~<etiolo|aetiolo
~<Etiolo|Aetiolo
~<ped|paed
~<Ped|Paed
~<esth|aesth
~<Esth|Aesth
~<hemo|haemo
~<Hemo|Haemo
~hea>|hoea
~<estr|oestr
~<Estr|Oestr
~edema|oedema
~cesium|caesium
~gynecology|gynaecology
~esophagus|oesophagus
~<estr|oestr
~<Estr|Oestr
cecal|caecal
cecum|caecum
celiac|coeliac
seborrheic|seborrhoeic

|put back exceptions

~rostrict|restrict
~acadaemic|academic
~doestr|destr
quoestr|questr
~ooe|oe
~systaemic|systemic
~chaem|chem
~ischemi|schaemi
~aemission|emission
~aemit|emit
aaemi|aemi
raeminiscent|reminiscent
~saemi|semi
~haemisphere|hemisphere
~seaemingly|seemingly
~raemind|remind
~orchoestra|orchestra

|Highlight words that should be kept the same in some UK styles but not others

|fetal|^&
|fetus|^&
|~sulfur|^&
~color|colour
~behavior|behaviour
~odor|odour
~tumor|tumour
~favor|favour
~endeavor|endeavour

|Exceptions

→odourant|odorant
→colourectal|colorectal
Colourado|Colorado
bor|bour

|Exceptions

→bourder|border
→labourator|laborator
bourn|born
→elabourate|elaborate
→collabouration|collaboration
→bourough|borough
Götebourg|Göteborg
→labouratory|laboratory
→boure|bore

|er to re

~<meter>|metre
~<picometer>|picometre
~<nanometer>|nanometre
~<micrometer>|micrometre
~<millimeter>|millimetre
~<centimeter>|centimetre
~<decimeter>|decimetre
~<dekameter>|dekametre
~<hectometer>|hectometre
~<kilometer>|kilometre
~<megameter>|megametre
~<liter>|litre
~<nanoliter>|nanolitre
~<microliter>|microlitre
~<milliliter>|millilitre
~<centiliter>|centilitre
~<deciliter>|decilitre
→theater|theatre
→titer|titre
→caliber|calibre
→center|centre
centered|centred
fiber|fibre

|Exceptions

→centreed|centred

og|ogue

|put back exceptions

gueen|gen
troguelodytes|troglodytes
guen|gn
oguey|ogy
ogueies|ogies
oguera|ogra
progueress|progress
→togueether|together
ogueical|logical
melanogueaster|melanogaster
gaeminal|geminal
→Nanogue|Nanog
→interroguat|interrogat

ogueon|ogon
guelob|glob
dogue|dog
-abrogeat|abrogate
homologueue|homologue
homologueous| homologous
-analogueous|analogous
-logueistic|logistic
-neurologueic|neurologic
-neurologueist|neurologist
-epidaemiological|epidemiological
-epidaemiology|epidemiology
microguelial|microglial
dendroguelial|dendroglial
-surrogeate|surrogate
-ologueist|ologist
-analogueue|analogue
-nitroguelycerin|nitroglycerin
-hypogueeusia|hypogeusia
-logueic|logic
~<fogue>|fog

And the next two lists are nicked off a website, but no claims as to whether they are right or not!

UK to US

accoutrements|accouterments
aeon|eon
aeons|eons
aerogramme|aerogram
aerogrammes|aerograms
aeroplane|airplane
aeroplanes|airplanes
aesthete|esthete
aesthetes|esthetes
aesthetic|esthetic
aesthetically|esthetically
aesthetics|esthetics
aetiology|etiology
ageing|aging
almanack|almanac
almanacks|almanacs
aluminium|aluminum
amphitheatre|amphitheater
amphitheatres|amphitheaters
anaemia|anemia
anaemic|anemic
anaesthesia|anesthesia
anaesthetic|anesthetic
anaesthetics|anesthetics
anaesthetist|anesthetist
anaesthetists|anesthetists
analogue|analog
analogues|analog
analyse|analyze
analysed|analyzed
analyses|analyzes
analysing|analyzing

appal|appall
appals|appalls
arbour|arbor
arbours|arbors
archaeological|archeological
archaeologically|archeologically
archaeologist|archeologist
archaeologists|archeologists
archaeology|archeology
ardour|ardor
armour|armor
armoured|armored
armourer|armorer
armourers|armorers
armouries|armories
armoury|armory
artefact|artifact
artefacts|artifacts
axe|ax
backpedalled|backpedaled
backpedalling|backpedaling
bannister|banister
bannisters|banisters
battleaxe|battleax
baulk|balk
balked|balked
baulking|balking
baulks|balks
bedevilled|bedeviled
bedevilling|bedeviling
behaviour|behavior
behavioural|behavioral
behaviourism|behaviorism
behaviourist|behaviorist
behaviourists|behaviorists
behaviours|behaviors
behove|behoove
behoved|behooved
behoves|behooves
bejewelled|bejeweled
belabour|belabor
belaboured|belabored
belabouring|belaboring
belabours|belabors
bevelled|beveled
bevies|bevy
bevvy|bevy
biassed|biased
biassing|biasing
bingeing|binging
bougainvillaea|bougainvillea
bougainvillaeas|bougainvilleas
breathalyse|breathalyze
breathalysed|breathalyzed
breathalyser|breathalyzer
breathalysers|breathalyzers
breathalyses|breathalyzes
breathalysing|breathalyzing

buses|busses
busing|bussing
caesarean|cesarean
caesareans|cesareans
calibre|caliber
calibres|calibers
calliper|caliper
callipers|calipers
callisthenics|calisthenics
cancellation|cancelation
cancellations|cancelations
cancelled|canceled
cancelling|canceling
candour|candor
carolled|caroled
carolling|caroling
catalogue|catalog
catalogued|cataloged
catalogues|catalogs
cataloguing|cataloging
catalyse|catalyze
catalysed|catalyzed
catalyses|catalyzes
catalysing|catalyzing
cavilled|caviled
cavilling|caviling
centigramme|centigram
centigrammes|centigrams
centilitre|centiliter
centilitres|centiliters
centimetre|centimeter
centimetres|centimeters
centre|center
centred|centered
centrefold|centerfold
centrefolds|centerfolds
centrepiece|centerpiece
centrepieces|centerpieces
centres|centers
channelled|channeled
channelling|channeling
cheque|check
chequebook|checkbook
chequebooks|checkbooks
chequered|checkered
cheques|checks
chilli|chili
chimaera|chimera
chimaeras|chimeras
chiselled|chiseled
chiselling|chiseling
clamour|clamor
clamoured|clamored
clamouring|clamoring
clamours|clamors
clangour|clangor
clarinettist|clarinetist
clarinettists|clarinetists

colour|color
colourant|colorant
colourants|colorants
coloured|colored
coloureds|coloreds
colourful|colorful
colourfully|colorfully
colouring|coloring
colourless|colorless
colours|colors
connexion|connection
connexions|connections
cosier|cozier
cosies|cozies
cosiest|coziest
cosily|cozily
cosiness|coziness
cosy|cozy
councillor|councilor
councillors|councilors
counselled|counseled
counselling|counseling
counsellor|counselor
counsellors|counselors
crenellated|crenelated
crueller|crueler
cruellest|cruellest
cudgelled|cudgeled
cudgelling|cudgeling
cypher|cipher
cyphers|ciphers
defence|defense
defenceless|defenseless
defences|defenses
demeanour|demeanor
dialled|dialed
dialling|dialing
dialogue|dialog
dialogues|dialogs
diarrhoea|diarrhea
~disc>|disk
discolour|discolor
discoloured|discolored
discolouring|discoloring
discolours|discolors
~discs>|disks
disembowelled|disemboweled
disembowelling|disemboweling
disfavour|disfavor
dishevelled|disheveled
dishonour|dishonor
dishonourable|dishonorable
dishonourably|dishonorably
dishonoured|dishonored
dishonouring|dishonoring
dishonours|dishonors
~distil>|distill
distils|distills

draught|draft
draughtboard|draftboard
draughtboards|draftboards
draughtier|draftier
draughtiest|draftiest
draughts|drafts
draughtsman|draftsman
draughtsmanship|draftsmanship
draughtsmen|draftsmen
draughtswoman|draftswoman
draughtswomen|draftswomen
draughty|drafty
drivelled|driveled
drivelling|driveling
duelled|dueled
duelling|dueling
edoema|edema
enamelled|enameled
enamelling|enameling
enamoured|enamored
encyclopaedia|encyclopedia
encyclopaedias|encyclopedias
encyclopaedic|encyclopedic
endeavour|endeavor
endeavoured|endeavored
endeavouring|endeavoring
endeavours|endeavors
enrol|enroll
enrols|enrolls
enthral|enthrall
enthrals|enthralls
epaulette|epaulet
epaulettes|epaulets
epicentre|epicenter
epicentres|epicenters
epilogue|epilog
epilogues|epilogs
faecal|fecal
faeces|feces
favour|favor
favourable|favorable
favourably|favorably
favoured|favored
favouring|favoring
favourite|favorite
favourites|favorites
favouritism|favoritism
favours|favors
fervour|fervor
fibre|fiber
fibreglass|fiberglass
fibres|fibers
fillet|filet
filleted|fileted
filleting|fileting
fillets|filets
flautist|flutist
flautists|flutists

flavour|flavor
flavoured|flavored
flavouring|flavoring
flavourings|flavorings
flavourless|flavorless
flavours|flavors
flavoursome|flavorsome
foetal|fetal
foetid|fetid
foetus|fetus
foetuses|fetuses
fulfil|fulfill
fulfilment|fulfillment
fulfils|fulfills
funnelled|funneled
funnelling|funneling
gambolled|gamboled
gambolling|gamboling
gaol|jail
gaolbird|jailbird
gaolbirds|jailbirds
gaolbreak|jailbreak
gaolbreaks|jailbreaks
gaoled|jailed
gaoler|jailer
gaolers|jailers
gaoling|jailing
gaols|jails
gases|gasses
gauge|gage
gauged|gaged
gauges|gages
gauging|gaging
gipsies|gypsies
glamour|glamor
glueing|gluing
goitre|goiter
goitres|goiters
gonorrhoea|gonorrhea
gramme|gram
grammes|grams
gravelled|graveled
grey|gray
greyed|grayed
greying|graying
greyish|grayish
greyness|grayness
greys|grays
grovelled|groveled
grovelling|groveling
groyne|groin
groynes|groins
gruelling|grueling
gruellingly|gruelingly
gryphon|griffin
gryphons|griffins
gynaecological|gynecological
gynaecologist|gynecologist

gynaecologists|gynecologists
gynaecology|gynecology
haematological|hematological
haematologist|hematologist
haematologists|hematologists
haematology|hematology
haemoglobin|hemoglobin
haemophilia|hemophilia
haemophiliac|hemophiliac
haemophiliacs|hemophiliacs
haemorrhage|hemorrhage
haemorrhaged|hemorrhaged
haemorrhages|hemorrhages
haemorrhaging|hemorrhaging
haemorrhoids|hemorrhoids
harbour|harbor
harboured|harbored
harbouring|harboring
harbours|harbors
homoeopath|homeopath
homoeopathic|homeopathic
homoeopaths|homeopaths
homoeopathy|homeopathy
honour|honor
honourable|honorable
honourably|honorably
honoured|honored
honouring|honoring
honours|honors
humour|humor
humoured|humored
humouring|humoring
humourless|humorless
humours|humors
impanelled|impaneled
impanelling|impaneling
imperilled|imperiled
imperilling|imperiling
inflexion|inflection
inflexions|inflections
initialled|initialed
initialling|initialing
instal|install
instalment|installment
instalments|installments
instals|installs
instil|instill
instils|instills
jewelled|jeweled
jeweller|jeweler
jewellers|jewelers
jewellery|jewelry
judgement|judgment
kilogramme|kilogram
kilogrammes|kilograms
kilometre|kilometer
kilometres|kilometers
labelled|labeled

labelling|labeling
labour|labor
laboured|labored
labourer|laborer
labourers|laborers
labouring|laboring
labours|labors
lacklustre|lackluster
leukaemia|leukemia
levelled|leveled
leveller|leveler
levellers|levelers
levelling|leveling
libelled|libeled
libelling|libeling
libellous|libelous
licence|license
licenced|licensed
licences|licenses
licencing|licensing
litre|liter
litres|liters
louvre|louver
louvred|louvered
louvres|louvers
lustre|luster
manoeuvrability|maneuverability
manoeuvrable|maneuverable
manoeuvre|maneuver
manoeuvred|maneuvered
manoeuvres|maneuvers
manoeuvring|maneuvering
manoeuvrings|maneuverings
marshalled|marshaled
marshalling|marshaling
marvelled|marveled
marvelling|marveling
marvellous|marvelous
marvellously|marvelously
meagre|meager
mediaeval|medieval
metre|meter
metres|meters
micrometre|micrometer
micrometres|micrometers
milligramme|milligram
milligrammes|milligrams
millilitre|milliliter
millilitres|milliliters
millimetre|millimeter
millimetres|millimeters
minibuses|minibusses
misbehaviour|misbehavior
misdemeanour|misdemeanor
misdemeanours|misdemeanors
misspelt|misspelled
mitre|miter
mitres|miters

modelled|modeled
modeller|modeler
modellers|modelers
modelling|modeling
monologue|monolog
monologues|monologs
mould|mold
moulded|molded
moulder|molder
mouldered|moldered
mouldering|moldering
moulders|molders
mouldier|moldier
mouldiest|moldiest
moulding|molding
mouldings|moldings
moulds|molds
mouldy|moldy
moult|molt
moulted|molted
moulting|molting
moults|molts
moustache|mustache
moustached|mustached
moustaches|mustaches
moustachioed|mustachioed
multicoloured|multicolored
neighbour|neighbor
neighbourhood|neighborhood
neighbourhoods|neighborhoods
neighbouring|neighboring
neighbourliness|neighborliness
neighbourly|neighborly
neighbours|neighbors
odour|odor
odourless|odorless
odours|odors
oesophagus|esophagus
oesophaguses|esophaguses
oestrogen|estrogen
offence|offense
offences|offenses
omelette|omelet
omelettes|omelets
organisational|organizational
orthopaedic|orthopedic
orthopaedics|orthopedics
outmanoeuvre|outmaneuver
outmanoeuvred|outmaneuvered
outmanoeuvres|outmaneuvers
outmanoeuvring|outmaneuvering
paederast|pederast
paederasts|pederasts
paediatric|pediatric
paediatrician|pediatrician
paediatricians|pediatricians
paediatrics|pediatrics
paedophile|pedophile

paedophiles|pedophiles
paedophilia|pedophilia
palaeolithic|paleolithic
palaeontologist|paleontologist
palaeontologists|paleontologists
palaeontology|paleontology
panelled|paneled
panelling|paneling
panellist|panelist
panellists|panelists
paralyse|paralyze
paralysed|paralyzed
paralyses|paralyzes
paralysing|paralyzing
parcelled|parceled
parcelling|parceling
parlour|parlor
parlours|parlors
pedalled|pedaled
pedalling|pedaling
pencilled|penciled
pencilling|penciling
pharmacopoeia|pharmacopeia
pharmacopoeias|pharmacopeias
philtre|filter
philtres|filters
plough|plow
ploughed|plowed
ploughing|plowing
ploughman|plowman
ploughmen|plowmen
ploughs|plows
ploughshare|plowshare
ploughshares|plowshares
pouffe|pouf
pouffes|poufs
practise|practice
practised|practiced
practises|practices
practising|practicing
praesidium|presidium
praesidia|presidia
pretence|pretense
pretences|pretenses
primaeval|primeval
programme|program
programmes|programs
prologue|prolog
prologues|prologs
psychoanalyse|psychoanalyze
psychoanalysed|psychoanalyzed
psychoanalyses|psychoanalyzes
psychoanalysing|psychoanalyzing
pummelled|pummeled
pummelling|pummeled
pyjama|pajama
pyjamas|pajamas
pzazz|pizzazz

quarrelled|quarreled
quarrelling|quarreling
rancour|rancor
ravelled|raveled
ravelling|raveling
recognisably|recognizably
recognisance|recognizance
reconnoitre|reconnoiter
reconnoitred|reconnoitered
reconnoitres|reconnoiters
reconnoitring|reconnoitering
refuelled|refueled
refuelling|refueling
remodelled|remodeled
remodelling|remodeling
remould|remold
remoulded|remolded
remoulding|remolding
remoulds|remolds
revelled|reveled
reveller|reveler
revellers|revelers
revelling|reveling
rigour|rigor
rigours|rigors
rivalled|rivaled
rivalling|rivaling
rumour|rumor
rumoured|rumored
rumours|rumors
sabre|saber
sabres|sabers
saltpetre|saltpeter
saviour|savior
saviours|saviors
savour|savor
savoured|savored
savouries|savories
savouring|savoring
savours|savors
savoury|savory
sceptic|skeptic
sceptical|skeptical
sceptically|skeptically
scepticism|skepticism
sceptics|skeptics
sceptre|scepter
sceptres|scepters
sepulchre|sepulcher
sepulchres|sepulchers
sheikh|sheik
shovelled|shoveled
shovelling|shoveling
shrivelled|shriveled
shrivelling|shriveling
signalled|signaled
signalling|signaling
smoulder|smolder

smouldered|smoldered
smouldering|smoldering
smoulders|smolders
snivelled|sniveled
snivelling|sniveling
snorkelled|snorkeled
snorkelling|snorkeling
snowplough|snowplow
snowploughs|snowplow
sombre|somber
spectre|specter
spectres|specters
spiralled|spiraled
spiralling|spiraling
splendour|splendor
splendours|splendors
squirrelled|squirreled
squirreling|squirreling
stencilled|stenciled
stencilling|stenciling
storey|story
storeys|stories
succour|succor
succoured|succored
succouring|succoring
succours|succors
sulphate|sulfate
sulphates|sulfates
sulphide|sulfide
sulphides|sulfides
sulphur|sulfur
sulphurous|sulfurous
swivelled|swiveled
swivelling|swiveling
syphon|siphon
syphoned|siphoned
syphoning|siphoning
syphons|siphons
tasselled|tasseled
technicolour|technicolor
theatre|theater
theatregoer|theatergoer
theatregoers|theatergoers
theatres|theaters
tonne|ton
tonnes|tons
towed|toweled
towelling|toweling
toxaemia|toxemia
tranquillity|tranquility
tranquilly|tranquility
travelled|traveled
traveller|traveler
travellers|travelers
travelling|traveling
travelogue|travelog
travelogues|travelogs
trially|tried

trailing|trialing
tricolour|tricolor
tricolours|tricolors
tumour|tumor
tumours|tumors
tunnelled|tunneled
tunnelling|tunneling
tyre|tire
tyres|tires
unequaled|unequaled
unfavourable|unfavorable
unfavourably|unfavorably
unravelled|unraveled
unravelling|unraveling
unrivalled|unrivalled
unsavoury|unsavory
untrammelled|untrammeled
valour|valor
vapour|vapor
vapours|vapors
videodisc|videodisk
videodiscs|videodisks
vigour|vigor
waggon|wagon
waggon|wagons
watercolour|watercolor
watercolours|watercolors
weaselled|weaseled
weaselling|weaseling
woollen|woolen
woollens|woolens
woollies|woolies
woolly|wooly
yodelled|yodeled
yodelling|yodeling
yoghourt|yogurt
yoghurts|yogurts
yoghurt|yogurt
yoghurts|yogurts

US to UK

accouterments|accoutrements
eon|aeon
eons|aeons
aerogram|aerogramme
aerograms|aerogrammes
airplane|aeroplane
airplanes|aeroplanes
esthete|aesthete
esthetes|aesthetes
esthetic|aesthetic
esthetically|aesthetically
esthetics|aesthetics
etiology|aetiology
aging|ageing

almanac|almanack
almanacs|almanacks
aluminum|aluminium
amphitheater|amphitheatre
amphitheaters|amphitheatres
anemia|anaemia
anemic|anaemic
anesthesia|anaesthesia
anesthetic|anaesthetic
anesthetics|anaesthetics
anesthetist|anaesthetist
anesthetists|anaesthetists
analog|analogue
analog|analogue
analog|analogue
analog|analogue
analog|analogue
analog|analogue
analyze|analyse
analyzed|analysed
analyzes|analyses
analyzing|analysing
appall|appal
appalls|appals
arbor|arbour
arbors|arbours
archeological|archaeological
archeologically|archaeologically
archeologist|archaeologist
archeologists|archaeologists
archeology|archaeology
ardor|ardour
armor|armour
armored|armoured
armorer|armourer
armorers|armourers
armories|armouries
armory|armoury
artifact|artefact
artifacts|artefacts
ax|axe
backpedaled|backpedalled
backpedaling|backpedalling
banister|bannister
banisters|bannisters
battleax|battleaxe
balk|baulk
balked|balked
balking|balking
balks|balks
bedeviled|bedevilled
bedeviling|bedevilling
behavior|behaviour
behavioral|behavioural
behaviorism|behaviourism
behaviorist|behaviourist
behaviorists|behaviourists
behaviors|behaviours
behoove|behove
behooved|behoved
behooves|behoves
bejeweled|bejewelled

belabor|belabour
belabored|belaboured
belaboring|belabouring
belabors|belabours
beveled|bevelled
bevies|bevies
bevy|bevy
biased|biased
biasing|biasing
binging|bingeing
bougainvillea|bougainvillea
bougainvilleas|bougainvilleas
breathalyze|breathalyse
breathalyzed|breathalysed
breathalyzer|breathalyser
breathalyzers|breathalysers
breathalyzes|breathalyses
breathalyzing|breathalysing
busses|buses
bussing|busing
cesarean|caesarean
cesareans|caesareans
caliber|calibre
calibers|calibres
caliper|calliper
calipers|callipers
calisthenics|callisthenics
cancelation|cancellation
cancelations|cancellations
canceled|cancelled
canceling|cancelling
candor|candour
caroled|carolled
caroling|carolling
catalog|catalogue
cataloged|catalogued
catalogs|catalogues
cataloging|cataloguing
catalyze|catalyse
catalyzed|catalysed
catalyzes|catalyses
catalyzing|catalysing
caviled|cavilled
caviling|cavilling
centigram|centigramme
centigrams|centigrammes
centiliter|centilitre
centiliters|centilitres
centimeter|centimetre
centimeters|centimetres
center|centre
centered|centred
centerfold|centrefold
centerfolds|centrefolds
centerpiece|centrepiece
centerpieces|centrepieces
centers|centres
channeled|channelled

channeling|channelling
check|cheque
checkbook|chequebook
checkbooks|chequebooks
checkered|chequered
checks|cheques
chili|chilli
chimera|chimaera
chimeras|chimaeras
chiseled|chiselled
chiseling|chiselling
clamor|clamour
clamored|clamoured
clamoring|clamouring
clamors|clamours
clangor|clangour
clarinetist|clarinettist
clarinetists|clarinettists
color|colour
colorant|colourant
colorants|colourants
colored|coloured
coloreds|coloureds
colorful|colourful
colorfully|colourfully
coloring|colouring
colorless|colourless
colors|colours
connection|connexion
connections|connexions
cozier|cosier
cozies|cosies
coziest|cosiest
cozily|cosily
coziness|cosiness
cozy|cosy
councilor|councillor
councilors|councillors
counseled|counselled
counseling|counselling
counselor|counsellor
counselors|counsellors
crenelated|crenellated
crueler|crueller
cruellest|cruellest
cudged|cudgelled
cudgeling|cudgelling
cipher|cypher
ciphers|cyphers
defense|defence
defenseless|defenceless
defenses|defences
demeanor|demeanour
dialed|dialled
dialing|dialling
dialog|dialogue
dialogs|dialogues
diarrhea|diarrhoea

disk|disc
discolor|discolour
discolored|discoloured
discoloring|discolouring
discolors|discolours
disks|discs
disemboweled|disembowelled
disemboweling|disembowelling
disfavor|disfavour
disheveled|dishevelled
dishonor|dishonour
dishonorable|dishonourable
dishonorably|dishonourably
dishonored|dishonoured
dishonoring|dishonouring
dishonors|dishonours
distil|distill
distils|distills
draft|draught
draftboard|draughtboard
draftboards|draughtboards
draftier|draughtier
draftiest|draughtiest
drafts|draughts
draftsman|draughtsman
draftsmanship|draughtsmanship
draftsmen|draughtsmen
draftswoman|draughtswoman
draftswomen|draughtswomen
drafty|draughty
driveled|drivelled
driving|drivelling
dueled|duelled
dueling|duelling
edema|edoema
enameled|enamelled
enameling|enamelling
enamored|enamoured
encyclopedia|encyclopaedia
encyclopedias|encyclopaedias
encyclopedic|encyclopaedic
endeavor|endeavour
endeavored|endeavoured
endeavoring|endeavouring
endeavors|endeavours
enroll|enrol
enrolls|enrols
enthrall|enthrall
enthralls|enthralls
epaulet|epaulette
epaulets|epaulettes
epicenter|epicentre
epicenters|epicentres
epilog|epilogue
epilogs|epilogues
fecal|faecal
feces|faeces
favor|favour

favorable|favourable
favorably|favourably
favored|favoured
favoring|favouring
favorite|favourite
favorites|favourites
favoritism|favouritism
favors|favours
fervor|fervour
fiber|fibre
fiberglass|fibreglass
fibers|fibres
filet|fillet
fileted|filleted
fileting|filleting
filets|fillets
flutist|flautist
flutists|flautists
flavor|flavour
flavored|flavoured
flavoring|flavouring
flavorings|flavourings
flavorless|flavourless
flavors|flavours
flavorsome|flavoursome
fetal|foetal
fetid|foetid
fetus|foetus
fetuses|foetuses
fulfill|fulfil
fulfillment|fulfilment
fulfills|fulfils
funneled|funnelled
funneling|funnelling
gamboled|gambolled
gamboling|gambolling
jail|gaol
jailbird|gaolbird
jailbirds|gaolbirds
jailbreak|gaolbreak
jailbreaks|gaolbreaks
jailed|gaoled
jailer|gaoler
jailers|gaolers
jailing|gaoling
jails|gaols
gasses|gases
gage|gauge
gaged|gauged
gages|gauges
gaging|gauging
gypsies|gipsies
glamor|glamour
gluing|glueing
goiter|goitre
goiters|goitres
gonorrhea|gonorrhoea
gram|gramme

grams|grammes
graveled|gravelled
gray|grey
grayed|greyed
graying|greying
grayish|greyish
grayness|greyiness
grays|greys
groveled|grovelled
groveling|grovelling
groin|groyne
groins|groynes
grueling|gruelling
gruelingly|gruellingly
griffin|gryphon
griffins|gryphons
gynecological|gynaecological
gynecologist|gynaecologist
gynecologists|gynaecologists
gynecology|gynaecology
hematological|haematological
hematologist|haematologist
hematologists|haematologists
hematology|haematology
hemoglobin|haemoglobin
hemophilia|haemophilia
hemophiliac|haemophiliac
hemophiliacs|haemophiliacs
hemorrhage|haemorrhage
hemorrhaged|haemorrhaged
hemorrhages|haemorrhages
hemorrhaging|haemorrhaging
hemorrhoids|haemorrhoids
harbor|harbour
harbored|harboured
harboring|harbouring
harbors|harbours
homeopath|homoeopath
homeopathic|homoeopathic
homeopaths|homoeopaths
homeopathy|homoeopathy
honor|honour
honorable|honourable
honorably|honourably
honored|honoured
honoring|honouring
honors|honours
humor|humour
humored|humoured
humoring|humouring
humorless|humourless
humors|humours
impaneled|impanelled
impaneling|impanelling
imperiled|imperilled
imperiling|imperilling
inflection|inflexion
inflections|inflexions

initialed|initialled
initialing|initialling
install|instal
installment|instalment
installments|instalments
installs|instals
instill|instil
instills|instils
jeweled|jewelled
jeweler|jeweller
jewelers|jewellers
jewelry|jewellery
judgment|judgement
kilogram|kilogramme
kilograms|kilogrammes
kilometer|kilometre
kilometers|kilometres
labeled|labelled
labeling|labelling
labor|labour
labored|laboured
laborer|labourer
laborers|labourers
laboring|labouring
labors|labours
lackluster|lacklustre
leukemia|leukaemia
leveled|levelled
leveler|leveller
levelers|levellers
leveling|levelling
libeled|libelled
libeling|libelling
libelous|libellous
license|licence
licensed|licenced
licenses|licences
licensing|licencing
liter|litre
liters|litres
louver|louvre
louvered|louvred
louvers|louvres
luster|lustre
maneuverability|manoeuvrability
maneuverable|manoeuvrable
maneuver|manoeuvre
maneuvered|manoeuvred
maneuvers|manoeuvres
maneuvering|manoeuvring
maneuverings|manoeuvrings
marshaled|marshalled
marshaling|marshalling
marveled|marvelled
marveling|marvelling
marvelous|marvellous
marvelously|marvellously
meager|meagre

medieval|mediaeval
meter|metre
meters|metres
micrometer|micrometre
micrometers|micrometres
milligram|milligramme
milligrams|milligrammes
milliliter|millilitre
milliliters|millilitres
millimeter|millimetre
millimeters|millimetres
minibusses|minibuses
misbehavior|misbehaviour
misdemeanor|misdemeanour
misdemeanors|misdemeanours
misspelled|misspelt
miter|mitre
miters|mitres
modeled|modelled
modeler|modeller
modelers|modellers
modeling|modelling
monolog|monologue
monologs|monologues
mold|mould
molded|moulded
molder|moulder
moldered|mouldered
moldering|mouldering
molders|moulders
moldier|mouldier
moldiest|mouldiest
molding|moulding
moldings|mouldings
molds|moulds
moldy|mouldy
molt|moult
molted|moulted
molting|moulting
molts|moults
mustache|moustache
mustached|moustached
mustaches|moustaches
mustachioed|moustachioed
multicolored|multicoloured
neighbor|neighbour
neighborhood|neighbourhood
neighborhoods|neighbourhoods
neighboring|neighbouring
neighborliness|neighbourliness
neighborly|neighbourly
neighbors|neighbours
odor|odour
odorless|odourless
odors|odours
esophagus|oesophagus
esophaguses|oesophaguses
estrogen|oestrogen

offense|offence
offenses|offences
omelet|omelette
omelets|omelettes
organizational|organisational
orthopedic|orthopaedic
orthopedics|orthopaedics
outmaneuver|outmanoeuvre
outmaneuvered|outmanoeuvred
outmaneuvers|outmanoeuvres
outmaneuvering|outmanoeuvring
pederast|paederast
pederasts|paederasts
pediatric|paediatric
pediatrician|paediatrician
pediatricians|paediatricians
pediatrics|paediatrics
pedophile|paedophile
pedophiles|paedophiles
pedophilia|paedophilia
paleolithic|palaeolithic
paleontologist|palaeontologist
paleontologists|palaeontologists
paleontology|palaeontology
paneled|panelled
paneling|panelling
panelist|panellist
panelists|panellists
paralyze|paralyse
paralyzed|paralysed
paralyzes|paralyses
paralyzing|paralysing
parceled|parcelled
parceling|parcelling
parlor|parlour
parlors|parlours
pedaled|pedalled
pedaling|pedalling
penciled|pencilled
penciling|pencilling
pharmacopeia|pharmacopoeia
pharmacopeias|pharmacopoeias
filter|philtre
filters|philtres
plow|plough
plowed|ploughed
plowing|ploughing
plowman|ploughman
plowmen|ploughmen
plows|ploughs
plowshare|ploughshare
plowshares|ploughshares
pouf|pouffe
poufs|pouffes
practice|practise
practiced|practised
practices|practises
practicing|practising

presidium|praesidium
presidiums|praesidiums
pretense|pretence
pretenses|pretences
primeval|primaeval
program|programme
programs|programmes
prolog|prologue
prologs|prologues
psychoanalyze|psychoanalyse
psychoanalyzed|psychoanalysed
psychoanalyzes|psychoanalyses
psychoanalyzing|psychoanalysing
pummel|pummelled
pummeled|pummelling
pajama|pyjama
pajamas|pyjamas
pizzazz|pzazz
quarreled|quarrelled
quarreling|quarrelling
rancor|rancour
raveled|ravelled
raveling|ravelling
recognizably|recognisably
recognizance|recognisance
reconnoiter|reconnoitre
reconnoitered|reconnoitred
reconnoiters|reconnoitres
reconnoitering|reconnoitring
refueled|refuelled
refueling|refuelling
remodeled|remodelled
remodeling|remodelling
remold|remould
remolded|remoulded
remolding|remoulding
remolds|remoulds
reveled|revelled
reveler|reveller
revelers|revellers
reveling|revelling
rigor|rigour
rigors|rigours
rivald|rivalled
rivaling|rivalling
rumor|rumour
rumored|rumoured
rumors|rumours
saber|sabre
sabers|sabres
saltpeter|saltpetre
savior|saviour
saviors|saviours
savor|savour
savored|savoured
savories|savouries
savoring|savouring
savors|savours

savory|savoury
skeptic|sceptic
skeptical|sceptical
skeptically|sceptically
skepticism|scepticism
skeptics|sceptics
scepter|sceptre
scepters|sceptres
sepulcher|sepulchre
sepulchers|sepulchres
sheik|sheikh
shoveled|shovelled
shoveling|shovelling
shriveled|shrivelled
shriveling|shrivelling
signaled|signalled
signaling|signalling
smolder|smoulder
smoldered|smouldered
smoldering|smouldering
smolders|smoulders
sniveled|snivelled
sniveling|snivelling
snorkeled|snorkelled
snorkeling|snorkelling
snowplow|snowplough
snowplow|snowploughs
somber|sombre
specter|spectre
specters|spectres
spiraled|spiralled
spiraling|spiralling
splendor|splendour
splendors|splendours
squirreled|squirrelled
squirreling|squirrelling
stenciled|stencilled
stenciling|stencilling
story|storey
stories|storeys
succor|succour
succored|succoured
succoring|succouring
succors|succours
sulfate|sulphate
sulfates|sulphates
sulfide|sulphide
sulfides|sulphides
sulfur|sulphur
sulfurous|sulphurous
swiveled|swivelled
swiveling|swivelling
siphon|syphon
siphoned|syphoned
siphoning|syphoning
siphons|syphons
tasseled|tasselled
technicolor|technicolour

theater|theatre
theatergoer|theatregoer
theatergoers|theatregoers
theaters|theatres
ton|tonne
tons|tonnes
toweled|towed
toweling|towel
toxemia|toxaemia
tranquility|tranquillity
tranquility|tranquilly
traveled|travelled
traveler|traveller
travelers|travellers
traveling|travelling
travelog|travelogue
travelogs|travelogues
trialed|trialled
trialing|trailing
tricolor|tricolour
tricolors|tricolours
tumor|tumour
tumors|tumours
tunneled|tunnelled
tunneling|tunnelling
tire|tyre
tires|tyres
unequaled|unequalled
unfavorable|unfavourable
unfavorably|unfavourably
unraveled|unravelled
unraveling|unravelling
unrivalled|unrivalled
unsavory|unsavoury
untrammeled|untrammelled
valor|valour
vapor|vapour
vapors|vapours
videodisk|videodisc
videodisks|videodisks
vigor|vigour
wagon|waggon
wagons|waggon
watercolor|watercolour
watercolors|watercolours
weaseled|weasel
weaseling|weaselling
woolen|woollen
woolens|woollens
woolies|woollies
wooly|woolly
yodeled|yodelled
yodeling|yodelling
yogurt|yoghurt
yogurts|yoghurts
yogurt|yoghurt
yogurts|yoghurts

US states: expanding the abbreviations

This particular list will only work with entries that have “, USA” after them, but should be easily adaptable by a simple F&R to your particular needs. At the very least, you won't have to type it all out again!

AL, USA|Alabama, USA
AK, USA|Alaska, USA
AR, USA|Arkansas, USA
AZ, USA|Arizona, USA
AS, USA|American Samoa, USA
AZ, USA|Arkansas, USA
CA, USA|California, USA
CO, USA|Colorado, USA
CT, USA|Connecticut, USA
DC, USA|District of Columbia, USA
DE, USA|Delaware, USA
FL, USA|Florida, USA
GA, USA|Georgia, USA
GU, USA|Guam, USA
HI, USA|Hawaii, USA
ID, USA|Idaho, USA
IL, USA|Illinois, USA
IN, USA|Indiana, USA
IA, USA|Iowa, USA
KS, USA|Kansas, USA
KY, USA|Kentucky, USA
LA, USA|Louisiana, USA
ME, USA|Maine, USA
MD, USA|Maryland, USA
MA, USA|Massachusetts, USA
MI, USA|Michigan, USA
MN, USA|Minnesota, USA
MS, USA|Mississippi, USA
MO, USA|Missouri, USA
MT, USA|Montana, USA
NE, USA|Nebraska, USA
NV, USA|Nevada, USA
NH, USA|New Hampshire, USA
NJ, USA|New Jersey, USA
NM, USA|New Mexico, USA
NY, USA|New York, USA
NC, USA|North Carolina, USA
ND, USA|North Dakota, USA
OH, USA|Ohio, USA
OK, USA|Oklahoma, USA
OR, USA|Oregon, USA
PA, USA|Pennsylvania, USA
PR, USA|Puerto Rico, USA
RI, USA|Rhode Island, USA
SC, USA|South Carolina, USA
SD, USA|South Dakota, USA
TN, USA|Tennessee, USA
TX, USA|Texas, USA
UT, USA|Utah, USA
VT, USA|Vermont, USA
VA, USA|Virginia, USA
WA, USA|Washington, USA

WV, USA|West Virginia, USA
WI, USA|Wisconsin, USA
WY, USA|Wyoming, USA

Or to go the other way:

~Alabama>|AL
~Alaska>|AK
~Arkansas>|AR
~Arizona>|AZ
~American Samoa>|AS
~Arkansas>|AZ
~California>|CA
~Colorado>|CO
~Connecticut>|CT
~District of Columbia>|DC
~Delaware>|DE
~Florida>|FL
~Georgia>|GA
~Guam>|GU
~Hawaii>|HI
~Idaho>|ID
~Illinois>|IL
~Indiana>|IN
~Iowa>|IA
~Kansas>|KS
~Kentucky>|KY
~Louisiana>|LA
~Maine>|ME
~Maryland>|MD
~Massachusetts>|MA
~Michigan>|MI
~Minnesota>|MN
~Mississippi>|MS
~Missouri>|MO
~Montana>|MT
~Nebraska>|NE
~Nevada>|NV
~New Hampshire>|NH
~New Jersey>|NJ
~New Mexico>|NM
~New York>|NY
~North Carolina>|NC
~North Dakota>|ND
~Ohio>|OH
~Oklahoma>|OK
~Oregon>|OR
~Pennsylvania>|PA
~Puerto Rico>|PR
~Rhode Island>|RI
~South Carolina>|SC
~South Dakota>|SD
~Tennessee>|TN
~Texas>|TX
~Utah>|UT
~Vermont>|VT
~Virginia>|VA
~Washington>|WA

~West Virginia>|WV
~Wisconsin>|WI
~Wyoming>|WY

Various simple conversions

Commas needing spaces

If you have an author who keeps using commas without spaces, i.e. like this, you could use:

```
~,([! ])|,^32\1
```

but you would end up with numbers such as 12, 345 with a space in the middle. To avoid this, use:

```
~,([! 0-9])|,^32\1
```

Feet and inches

If you want the double and single primes (" and ') for measurements in feet and inches, but the author has used curly quotes, try:

```
~([0-9])"|\1^34
```

```
~([0-9])"|\1^39
```

If you want 'proper' double and single primes (unicode 2033<alt-x> and 2032<alt-x>) use:

```
~([0-9])"|\1"
```

```
~([0-9])"|\1'
```

or:

```
~([0-9])"|\1<&H2033>
```

```
~([0-9])"|\1<&H2032>
```

Footnotes and punctuation (1)

You can use this F&R to move footnote markers outside punctuation. One problem though is that sometimes, apparently randomly, either the punctuation mark with which the footnote marker has been transposed or the space following the marker will get changed to a superscript character. So make sure that you highlight the changes.

```
~(^2)([.,":;!\)\?])\2\1
```

Explanation: ^2 is the footnote marker, the characters in the square brackets are the different punctuation marks that might be associated with the footnote marker. Within that list, the \! is used to mean just '!' because the exclamation mark has a special meaning in such lists, and similarly \) is for just the closing parenthesis. Then the \2 and \1 in the Replace string simply reverse the order of the two items specified within the parentheses in the Find string.

You might get more than one punctuation mark, such as “,;”, in which case, you could try adding {1,}:

```
~(^2)([.,":;!\)\?]){1,}\2\1
```

Footnotes and punctuation (2)

If, however, the footnote markers are actual superscripted numbers and not automatic footnotes then this script should do the trick.

| Identify all superscripted numbers, but make them normal text

```
~([0-9]{1,})|zycz\1zycz
```

| Switch the positions of the numbers and the punctuation marks

```
~(zczc[0-9]{1,}zczc)([.,;'\!)\?])\2\1
```

| Superscript the numbers, and lose the markers

```
~zczc([0-9]{1,})zczc\1
```

Explanation: The first line finds any set of one-or-more superscripted numbers and puts unique markers around them. Then it finds any of those numbers-with-markers that are followed by a punctuation mark in the list given, switches the two items (numbers and punctuation) into the reverse order, but without the markers. Finally, it removes any of the unique markers that have been left behind.

Footnotes and punctuation (3)

Someone else wanted also to cope with, e.g. blah, blah^{5,7}, blah blah, i.e. with superscripted commas, so here's what I produced (she wanted the note numbers *inside* the punctuation, so I've done both as options):

| Disguise the superscript commas with a marker

```
^|qqq  
qqq|^&
```

| Disguise the superscript dashes with a marker

```
^|jjj  
jjj|^&
```

| put 'zczc' markers around all superscripted numbers, dashes and commas

```
~(^(0-9qj|{1,})|zczc\1zczc
```

| remove the space before any superscripted numbers

```
~(zczc[0-9qj]{1,}zczc)\1
```

| move superscripted numbers *inside* the punctuation

```
~([.,;'\!)\?])(zczc[0-9qj]{1,}zczc)\2\1
```

| move superscripted numbers *outside* the punctuation

```
~(zczc[0-9qj]{1,}zczc)([.,;'\!)\?])\2\1
```

| remove the temporary markers

```
qqq|,  
jjj|–  
~zczc(*)zczc|^1
```

Full points off

If you use FRedit to remove the full points off 'Ltd.', for example, it will give a false positive if it's the last word of a sentence (ditto with 'etc').

Ltd.|Ltd

Ltd^p|Ltd.^p

```
~Ltd^32([A-Z])|Ltd.^32\1
```

etc.|etc

etc^p|etc.^p

```
~etc^32([A-Z])|etc.^32\1
```

Full point to 'etc'

If it doesn't already have a full point after 'etc', you can add one with:

```
~<etc>([!])|etc.\1
```

Explanation: the [!.] means ‘any character except a full point’, so if ‘etc’ is already followed by a full point, the F&R just ignores it.

Multiple spaces to tabs

```
~^32{3,}|^t  
^32^32|^32
```

This list changes three or more spaces into a tab, and then any remaining double spaces into singles.

Removing multiple returns

To replace all multiple returns by a single return, you can use:

```
~^13{2,}|^p
```

Beware: if the space after paragraph is set to zero, newline characters will look like returns so you may want to preface the above with:

```
^11^p|^p  
^p^11|^p
```

And remember too that seemingly blank lines may contain spaces, so it might be worth also first doing:

```
~^32{2,}|^32  
^p^32|^p
```

Short-line text into paragraphs

If your text consists of a whole series of short lines with a blank line (i.e. a double return) to mark the end of each paragraph (i.e. as in some text-only emails), and you want to combine the sets of short lines into individual paragraphs, but with no blank lines in between, this short script will do the trick:

```
^p^p|zczc  
^p|^32  
zczc|^p
```

It changes all double returns into some unique code. Then it changes all other returns into single spaces (^32). Finally, it changes those unique codes into returns to restore the paragraph ends.

Straight quotes to curly quotes

```
^39|^0146  
^32^0146|^32^0145  
^p^0146|^p^0145  
^t^0146|^t^0145
```

The first line changes all unsexed single quotes (' = ^39) into sexed single closing quotes (^0146) – and that is what you want for apostrophes as well. The trouble is that you also get closing single quotes at the beginnings of words, so the next three lines change any closing quote that comes after a space, or after a new line, or after a tab, into an opening quote (^0145).

You can do the same for double quotes:

```
^34|^0148  
^32^0148|^32^0147  
^p^0148|^p^0147  
^t^0148|^t^0147
```

However, if you have the automatic curly quotes option switched on, all you need is:

```
"|"  
"|"
```

and it will curl them automatically.

The US(A)

If your client wants “the USA” rather than “the US”, you can use:

```
~the US(!A)|the USA\1
```

although you’ll then have to reverse it by hand where it’s adjectival: “the USA economy”.

Alternatively, just use:

US|US

This simply highlights ‘US’ and you can then add an A or not, as required.

Unwanted space before punctuation

```
~^32([.,”’:;]\!)\?)\1
```

This is similar to the footnotes example above but with a few more punctuation marks included. For ‘]’, you have to use ‘\]’.

Various odd symbols

| spaced x into multiply
x |^32^0215^32

| three hyphens to an em dash
---|^+

| two hyphens to an en dash
--|^=

| Fractions
~<1/4|^0188
~<1/2|^0189
~<3/4|^0190

Bridge characters

| 2665 = heart symbol
| 2666 = diamond symbol

| Hand display

```
^p<&H2665>|^pzczc<&H2665>  
^p<&H2666>|^pzczc<&H2666>  
^t<&H2665>|^tzczc<&H2665>  
^t<&H2666>|^tzczc<&H2666>
```

```
~zczc<&H2665>|^13|^&  
~zczc<&H2666>|^13|^&  
zczc|
```

```
~10<&H2665>|^&  
~10<&H2666>|^&  
~[1-9]<&H2665>|^&
```

~[1-9]<&H2666>|^&

~<&H2665>[AKQJ-x]{1,}|^&

~<&H2666>[AKQJ-x]{1,}|^&

Result:

Dealer N

| | | |
|--------------|----------------|-----------|
| | ♠ 9 2 | |
| | ♥ J 9 7 6 5 4 | |
| | ♦ 6 4 | |
| | ♣ 9 3 2 | |
| ♠ A J 8 6 4 | | ♠ K Q 7 3 |
| ♥ 10 | | ♥ A 8 3 |
| ♦ 9 2 | | ♦ 8 7 3 |
| ♣ K J 10 8 6 | | ♣ A 5 4 |
| | ♠ 10 5 | |
| | ♥ K Q 2 | |
| | ♦ A K Q J 10 5 | |
| | ♣ Q 7 | |

The bidding

Room 1

| West | North | East | South |
|----------------|---------------|---------------|------------|
| <i>Charlie</i> | <i>Stuart</i> | <i>Sbeila</i> | <i>Ian</i> |
| | Pass | 1♣ | Dbl |
| 1♠ | Pass | 2♠ | 3♦ |
| 4♠ | All pass | | |

Room 2

| West | North | East | South |
|------------|---------------|---------------|------------|
| <i>Sam</i> | <i>Donnie</i> | <i>Gordon</i> | <i>Ann</i> |
| | Pass | 1♠ | Dbl |
| 4♠ | Pass | Pass | 5♦ |
| 5♠ | All pass | | |

Finding 'Special sorts'

Within any text there may be special characters that you want to know about. This script highlights the whole text and then gradually unhighlights things we know about, hopefully leaving the remaining 'funny' characters. Then, if necessary, we can use the WhatChar macro to see what these specials are.

N.B. This list needs a FRedit version July 2011 or later.

| highlight everything

Blank|^&

| unhighlight main alpha characters + punctuation

~[a-zA-Z0-9,. ^39^34;:<>|\\(|)[!]?=+x÷/%\$£&½]|^&

| more punctuation

~[...^0145^0146^0147^0148^=^+^s^m^t^_ ^2]|^&

| more punctuation

~[-°•€™©®\@]|^&

| paragraphs

^p|^p

| main diacritics

~[èéêëíîñóôäääöääâçâîððβüùúýÿ]|^&

| foreign punctuation

~[¿¡‹›«»]|^&

| and anything else you don't want highlighting

~[ç]|^&

| If you want what remains to be big and bold, use this:

Blank|^&

| Back to yellow?

Blank|^&

LaTeX colouring

| make lines of actual text more visible

~^13[a-zA-Z.,\]{2,}^32|^&

| Make some LaTeX coding *less* visible

~\\[a-zA-Z]{1,}|^&

| but make some LaTeX coding *more* visible

~\\caption\{*\}|^&

~\\subfigure\{*\}|^&

{}|^&

{}|^&

~\\label\{*\}|^&

~\\bibliographystyle\{*\}|^&

~\\bibliography\{*\}|^&

~\\idM\{*\}|^&

~\\idF\{*\}|^&

~\\cite\{*\}|^&

~\\ref\{*\}|^&

\\caption|^&

itemize|^&

Checking alphabetism of index

Formatting output of (an old-fashioned!) pdf reader

| Rogue linefeeds + page breaks

^10|^p

^12|^p

| These two line were to show up the page number

~Comp. by*^13|

~**Date:*Page Number: (*)^13|1**

Split lines after page number

```
~([0-9])^32\|1^p  
~^13{2,}|^p
```

Then use macro: [IndexChecker](#)

Collecting emails from a text file

Suppose you have a web page with a load of email addresses in to that you want (e.g. the email addresses of all donors on a sponsorship page). Copy the whole web page, and paste it as pure text (text only) into a new Word file. (As a check, select one of the '@' symbols and run CountPhrase, or use F&R, to find out how many there are altogether; after running the script, check again.) Then use this script:

```
|Switch all to italic  
~*/^&
```

```
| Make all emails not italic but bold  
~[a-zA-Z_0-9]{2,}\|[a-zA-Z_0-9]{2,}|^&
```

```
| Make anything italic into an underlined colon  
~*|:
```

```
| tidy up the list  
:|^p  
^t|^p  
~^13{2,}|^p
```

Hints & Tips

Paragraph problems

It's important to realise that Word is *very* fussy about the use of ^p and ^13 in find and replace. Here are the rules you must obey:

1) Never use ^p in a **wildcard Find** – only ever use ^13. (In fact, FRedit will see this and will warn you that what you have done is wrong.)

2) Never **ever** use ^13 in any **Replace** – only ever use ^p.

The reason for (2) is that the '^p' is the thing that holds the formatting information about the paragraph. If you use '^13', you're saying, 'create the start of a new paragraph, but give the paragraph the same style/format as the paragraph that follows.'

Avoiding FRediting the references list

Thanks to Tina Allen for this little trick: I discovered recently that it's possible to cut out the refs list (or whatever), run FRedit, and then paste the refs list back in again without having to store it somewhere else first – the macro doesn't affect the clipboard, unlike some Word macros.

Safer creation of FRedit scripts

When you copy something from a text, in order to paste it into your script, first of all remember that if the Normal font of the FRedit script is different from that of the file you're copying from, it may be worth using the PasteUnformatted macro rather than just Ctrl-V. However, you may want the bold/italic/super/ subscript to come across, so the PasteWithEmphasis macro is useful there.

Quicker creation of FRedit scripts

(N.B. See my macro book for more macros to speed up FRedit list creation.)

Again, when cutting and pasting to create your FRedit script, or even if you're adding something manually, this macro might help.

```
Sub FReditItemCopy()  
' Version 10.01.11  
' Shift-Ctrl-Alt-f5  
Selection.HomeKey Unit:=wdLine  
Selection.EndKey Unit:=wdLine, Extend:=wdExtend  
Selection.MoveEnd wdCharacter, -1  
Selection.Copy  
Selection.EndKey Unit:=wdLine  
Selection.TypeText Text:=Chr(124)  
Selection.Paste  
End Sub
```

So, if you have typed or pasted, say:

hemoglobin

then running the macro makes it

hemoglobin|hemoglobin

ready for you to change the right-hand side to 'haemoglobin' or whatever. Only a small timesaver, but every little helps.

```
Sub FReditSame()  
' Version 13.01.11  
' Shift-Alt-f5  
Selection.EndKey Unit:=wdLine  
Selection.TypeText Text:=Chr(124) & "^&"  
Selection.MoveRight Unit:=wdCharacter, Count:=1  
End Sub
```

And this even simpler one just adds "|^&" to the end of the line and jumps on to the next line, so if you've got:

this
that
the other

the click, click, click makes it:

this|^&
that|^&
the other|^&

Spacing after punctuation

Explanation: Changes single or multiple spaces to double spaces after sentences that end in a full point, question mark or exclamation point (but not sentences that end in a quote mark).

```
~^32{2,}|^32  
~([\.\?!]) \|1^32^32
```

Adding styles to specific lines

If you want to add styles to all lines beginning with a particular word, you have to use a two-stage process. First use a non-wildcard F&R to add a unique code to the beginning of the lines in question, and then use a wildcard, two-line F&R to change the style from what it was to what you require.

```
^pFigure|^pzczcFigure  
~zczc(*)^13  
|^
```

Showing fixed spaces

It's sometimes useful to be able to see at a glance whether spaces are ordinary or fixed. It only takes a second to create a new FRedit script:

```
^s|^s
```

with a dark highlighting colour. And then, without switching on Show Formatting, you can see the fixed spaces.

(There is also a macro to switch this fixed-space highlighting on and off: ShowFixedSpaces.)

Thin space

You can actually F&R thin spaces (and other unicodes):

```
^=|^=
```

| There's a unicode 2009 either side of the en dash on the RHS there – you can verify it by using WhatChar.

Or you can use:

```
^=|^<&H2009>|^=<&H2009>
```

Style changes

If you want to use style changes in FRedit, load one of the files you are going to be working on and do a Save-As with a name like 'myFReditScript' or whatever. Then select all the text and delete it and start to create your FRedit script.

What's the point? If you were to create your FRedit script simply by creating a new blank file (i.e. with <Ctrl-N>), it wouldn't have any of the styles in it that you're going to want to use for your FRedit script.

List all the words in a file

```
| preserve all hyphens  
-|zczc
```

```
| preserve apostrophes
```

```
~^0146([a-zA-Z])|pqpq\1
```

| put carriage returns either side of every word

```
~<*>|^p^&^p
```

| get rid of anything that's not either an

| alphabetic character or a CR

```
~[!a-zA-Z^13]
```

| reduce all multiple CRs to one

```
~^13{1,}|^p
```

| restore the hyphens

```
zczc|-
```

| restore the apostrophes

```
pqpq|^0146
```

Then sort (non-case-sensitively?), before using the next F&R ...

(Probably better to use the macro `DuplicatesRemove`.)

(Or better still, add `DoMacro|SortAndRemoveDups` to the list above to do it all in one go!)

Delete duplicate rows

Theoretically, this deletes duplicate rows, so if you have a list of words, say, with one word on each line, if you first sort it into alphabetical order then run this F&R, you'll end up with only one occurrence of each (different) word.

The only trouble is that it also deletes duplicate *patterns* of rows, and so, on a long list, it can go on for ages! For every line in the file it checks every other combination of multiple lines, right through the whole file i.e., it asks: does Line 1 twice occur anywhere in the file? does line 1 + line 2 twice occur anywhere? does line 1 + 2 + 3 occur again? line 1+2+3+4? etc, etc, then it starts at line 2! Or maybe it's not *quite* that bad. Try it and see – it's certainly not a complex F&R, as you can see!

```
~>(*^13)\1|1
```

Footnotes (and endnotes) made visible

If you find footnotes¹ (^f) (or ^e for endnotes) and replace them with themselves (^&), then you can make the footnotes more easily visible by highlighting them and/or giving them a bigger **2** font size.

```
^f|^&
```

But don't forget to turn them all back again when the document is ready to send back to the client!

```
^f|^&
```

And just in case some might have lost their highlight, use:

```
^f|^&
```

Formatting reference lists

| Format refs list

~([A-Z])([A-Z])([A-Z])([A-Z])\1.\2.\3.\4.
~([A-Z])([A-Z])([A-Z])\1.\2.\3.
~([A-Z])([A-Z])\1.\2.
~([A-Z])\1.
~([A-Z]),\1.,
~\([0-9]{4})\1.
~([a-z])([A-Z])\1,\2

| correcting over-periodisation

...|,

| For no serial commas:

, and, | and^32

#

| Or with serial commas:

and, | and^32

Before:

Keawcharoen J, van de Broek J, Bouma A, Tiensin T, and Osterhaus ADME and Heesterbeek H

Keawcharoen, J., van de Broek, J., Bouma, C.V.A., Tiensin, G.T., Osterhaus, A. D. M. E., and Heesterbeek, H.

Keawcharoen J, van de Broek J, Bouma A, Tiensin T, Osterhaus ADME, (2011)

After:

Keawcharoen, J., van de Broek, J., Bouma, A., Tiensin, T. and Osterhaus, A. D. M. E. and Heesterbeek, H.

Keawcharoen, J., van de Broek, J., Bouma, C. V. A., Tiensin, G. T., Osterhaus, A. D. M. E. and Heesterbeek, H.

Keawcharoen, J., van de Broek, J., Bouma, A., Tiensin, T., Osterhaus, A. D. M. E., 2011.

Surnames and initials switched

Here's the script...

```
~([A-Z]).([A-Z]).([A-Z]). ([A-Za-z^45]@), |4 |1|2|3|^32  
~([A-Z]).([A-Z]). ([A-Za-z^45]@), |3 |1|2|^32  
~([A-Z]). ([A-Za-z^45]@), |2 |1|^32
```

and this is what it changes. This ...

replace A.E.X. Hunter, Blah
replace A. Hunter, to
replace A.E. Hunter, to
replace A.E. Hunter-Smith, to

to this ...

replace Hunter AEX, Blah
replace Hunter A, to
replace Hunter AE, to
replace Hunter-Smith AE, to

US dates to UK dates and vice versa

Replace US dates e.g. 4/10/2002 with 10 April 2002

```
~ 1/([0-9]{1,2})/| \1 January^32  
~ 2/([0-9]{1,2})/| \1 February^32  
~ 3/([0-9]{1,2})/| \1 March^32  
~ 4/([0-9]{1,2})/| \1 April^32  
~ 5/([0-9]{1,2})/| \1 May^32  
~ 6/([0-9]{1,2})/| \1 June^32  
~ 7/([0-9]{1,2})/| \12 July^32  
~ 8/([0-9]{1,2})/| \1 August^32  
~ 9/([0-9]{1,2})/| \1 September^32  
~ 10/([0-9]{1,2})/| \1 October^32  
~ 11/([0-9]{1,2})/| \1 November^32  
~ 12/([0-9]{1,2})/| \1 December^32
```

Replace US dates e.g. January 3 with 3 January

```
~January ([0-9]{1,2})([!0-9])\1 January\2  
~February ([0-9]{1,2})([!0-9])\1 February\2  
~March ([0-9]{1,2})([!0-9])\1 March\2  
~April ([0-9]{1,2})([!0-9])\1 April\2  
~May ([0-9]{1,2})([!0-9])\1 May\2  
~June ([0-9]{1,2})([!0-9])\1 June\2  
~July ([0-9]{1,2})([!0-9])\1 July\2  
~August ([0-9]{1,2})([!0-9])\1 August\2  
~September ([0-9]{1,2})([!0-9])\1 September\2  
~October ([0-9]{1,2})([!0-9])\1 October\2  
~November ([0-9]{1,2})([!0-9])\1 November\2  
~December ([0-9]{1,2})([!0-9])\1 December\2
```

For '1 January 2008' to 'January 1, 2008' etc

```
~(<[0-9]{1,2}>) (<[ADFJMNOS][a-z]@[ehlrty]>) ([0-9]{4})\2 |1, |3
```

For '1 January 2008' to 'January 1st, 2008' etc

~(<[0-9]{1,2}>) (<[ADFJMNS][a-z]@[ehlrty]>) ([0-9]{4})\|2 \|1thzcdc, \|3

1thzcdc|1st

2thzcdc|2nd

3thzcdc|3rd

zcdc|

For 'January 1, 2008' to '1 January 2008' etc

~(<[ADFJMNS][a-z]@[ehlrty]>) (<[0-9]{1,2}>), ([0-9]{4})\|2 \|1 \|3

For '2008, January 1' to 'January 1, 2008' etc (from Margaret Hunter)

~([0-9]{4}), (<[ADFJMNS][a-z]@[ehlrty]>) (<[0-9]{1,2}>)\|3 \|2 \|1

Dates from number format to month names

Replace dates e.g. 10.4.02 with 10 April 2002

.1.| January 20

.01.| January 20

.2.| February 20

.02.| February 20

.3.| March 20

.03.| March 20

.4.| April 20

.04.| April 20

.5.| May 20

.05.| May 20

.6.| June 20

.06.| June 20

.7.| July 20

.07.| July 20

.8.| August 20

.08.| August 20

.9.| September 20

.09.| September 20

.10.| October 20

.11.| November 20

.12.| December 20

209| 199

208| 198

207| 197

Months to abbreviated version

January|Jan

February|Feb

March|Mar

April|Apr

June|Jun

July|Jul

August|Aug

September|Sep

October|Oct

November|Nov

December|Dec

Months to full version

~<Jan>|January
~<Feb>|February
~<Mar>|March
~<Apr>|April
~<Jun>|June
~<Jul>|July
~<Aug>|August
~<Sep>|September
~<Oct>|October
~<Nov>|November
~<Dec>|December

Months to full version (also lowercase, also clear full points)

~<jan>|Januaryxcxc
~<feb>|Februaryxcxc
~<mar>|Marchxcxc
~<apr>|Aprilxcxc
~<jun>|Junexcxc
~<jul>|Julyxcxc
~<aug>|Augustxcxc
~<sep>|Septemberxcxc
~<oct>|Octoberxcxc
~<nov>|Novemberxcxc
~<dec>|Decemberxcxc
~<Jan>|Januaryxcxc
~<Feb>|Februaryxcxc
~<Mar>|Marchxcxc
~<Apr>|Aprilxcxc
~<Jun>|Junexcxc
~<Jul>|Julyxcxc
~<Aug>|Augustxcxc
~<Sep>|Septemberxcxc
~<Oct>|Octoberxcxc
~<Nov>|Novemberxcxc
~<Dec>|Decemberxcxc
xcxc.|
xcxc|

Putting fixed spaces in dates

If you want non-breaking spaces in all your dates, here's one method:

~([0-9]{1,2}) January ([0-9]{4})\|1^sJanuary^s\2
~([0-9]{1,2}) February ([0-9]{4})\|1^sFebruary^s\2
~([0-9]{1,2}) March ([0-9]{4})\|1^sMarch^s\2
~([0-9]{1,2}) April ([0-9]{4})\|1^sApril^s\2
~([0-9]{1,2}) May ([0-9]{4})\|1^sMay^s\2
~([0-9]{1,2}) June ([0-9]{4})\|1^sJune^s\2
~([0-9]{1,2}) July ([0-9]{4})\|1^sJuly^s\2
~([0-9]{1,2}) August ([0-9]{4})\|1^sAugust^s\2
~([0-9]{1,2}) September ([0-9]{4})\|1^sSeptember^s\2
~([0-9]{1,2}) October ([0-9]{4})\|1^sOctober^s\2
~([0-9]{1,2}) November ([0-9]{4})\|1^sNovember^s\2
~([0-9]{1,2}) December ([0-9]{4})\|1^sDecember^s\2

Or you could try an all-in-one version, though I suppose it might give the odd false positive:

```
~([0-9]{1,2}) ([ADFJMNOS][abceghilmnoprstuvy]{2,}) ([0-9]{4})\|1^s\2^s\3
```

Text exported from PDFs

As you may have noticed, when text is exported from a pdf there are sometimes two problems:

- (a) Some words areruntogether and you couldn't easilyseparate them
- (b) ligatures come out as different letters, perhaps capital V and capital W

I'm pleased to say that (for my current job only) I have solved both problems.

(a) is sometimes solved (or reduced, at least) by saying to the client, "The lo-res pdfs you sent aren't good enough quality. Please would you send me hi-res pdfs?"

The text scraped out of the new file still has a few joinedup words, but nothing that a quick spell-check won't sort out.

(b) is solved courtesy of FRedit and a bit of patient working out of the necessary wildcard F&Rs.

(Interestingly, in the pdf for which I generated this script, all the 'fl's did actually come out as 'fi'. It was only the 'fi' and the 'ff' that were converted to W and V respectively.)

So here's the script I used:

```
~W([bcdfgijklmnpqstvwxyz])|fi\1  
~V([bcdfgijklmnpqstvwxyz])|ff\1  
~([a-z])W|\1fi  
~([a-z])V|\1ff  
~Wr(!io)|fir\1
```

While this has worked for this particular job, another job might have slightly different issues and require a slightly different FRedit script. What I suggest is that you examine where the problems lie, try a script something like this, start to spellcheck the resultant file and see what hasn't worked. Then refine the script and try again.

Text exported from PDFs (3)

Sometimes you get loads of underlines. If so, here's a starter for some of the words you might find:

```
di_us|diffus  
e_cien|efficien  
cuto_|cutoff  
oe_ci|oefici  
e_or|effor  
e_ec|effec  
di_c|diffic  
di_er|differ  
u_c|uffic  
a_ect|affect  
_rst|first  
-o_|-off  
o_-| off-
```

General biomedical documents

| Changes useful for general biomedical documents
| from Anna Sharman 16.03.2011 to add to FEdit library
| yellow highlight means not changed but just highlighted
| blue means changed
| green means exceptions put back
| pink means formatting changed
| grey means simple changes

| Highlight things that should perhaps be made italic and spacing adjusted
| NB this list could probably be condensed with the same effect

P <|^&

P <|^&

P >|^&

p <|^&

p >|^&

p =|^&

P =|^&

P =|^&

p =|^&

n <|^&

n >|^&

n =|^&

n <|^&

n >|^&

n =|^&

r <|^&

r >|^&

r =|^&

r <|^&

r >|^&

r =|^&

in vivo|^&

in vitro|^&

in silico|^&

in situ|^&

| Correct a common misspelling of milliliters

mL|ml

| add spaces before units if missing

| NB many publishers require thin spaces not spaces - if so, use ^s not space

~([0-9])(mm)\|1 \|2

~([0-9])(nm)\|1 \|2

~([0-9])(cm)\|1 \|2

~([0-9])(km)\|1 \|2

~([0-9])(m/s)\|1 \|2

~([0-9])(ml)\|1 \|2

~([0-9])(g)\|1 \|2

~([0-9])(mg)\|1 \|2

~([0-9])(kg)\|1 \|2

~([0-9])(ng)\|1 \|2

~([0-9])(ms)\|1 \|2

~([0-9])(M)\|1 \|2

~([0-9])(bp)\|1 \|2

~([0-9])(kb)\|1 \|2

~([0-9])(Mb)\|1 \|2

~([0-9])(Hz)\|1 \|2

~([0-9])(MHz)\|1 \|2
~([0-9])(GHz)\|1 \|2
~([0-9])(V)\|1 \|2
~([0-9])(mV)\|1 \|2

|These two cause more problems than the rest and need to be checked carefully

~([0-9])(m)\|1 \|2
~([0-9])(s)\|1 \|2

| any unit starting with μ (symbol inserted not m converted to symbol font)

~([0-9])(^0181)\|1 \|2

|Put back exceptions

1 st|1st

|Highlight primes (the ASCII ones, not the proper unicode ones)

^0180|^&

|The symbol below came up in one article and looks the same as prime
|though in Times it is meant to be a cent sign

^0162|'

|This is often used instead of micromolar, so highlight it

uM|^&

|Things that need changing in most biomed house styles

degrees Celsius|^0176

-amongst|among

-whilst|while

-utilize|use

-utilizing|using

|Highlight style things that might need changing in depending on house style

e.g.|^&

i.e.|^&

Figure|^&

et al|^&

the authors|^&

and colleagues|^&

and coworkers|^&

-available on request|^&

http|^&

in press|^&

unpublished|^&

-data set|^&

-dataset|^&

percent|^&

per cent|^&

scale bar|^&

|Grammar things that many publishers don't like

n't|^&

however|^&

However|^&

, and|^&

|Words that some publishers don't like

-while|^&

Additionally|^&
¬appear|^&
allow for|^&
lab|^&

|Frequently misused words to highlight and check

compliment|^&
allowed for|^&
¬allowing for|^&
employ|^&
impact|^&
Note|^&
¬in spite of|^&
¬represents|^&
¬exist|^&
¬present|^&
¬fairly|^&
¬a number of|^&
¬relative|^&
¬quite|^&
¬where|^&
¬ though|^&
¬since|^&
¬which|^&
¬post-|^&
¬may|^&
¬sacrific|^&
¬euthanase|^&
¬compar|^&
¬as well as|^&
¬hence|^&
¬display|^&
¬possess|^&
¬lower organis|^&
¬lower eukaryote|^&
¬lower animal|^&
¬lower plant|^&
¬higher organis|^&
¬higher eukaryote|^&
¬higher animal|^&
¬higher plant|^&
¬able to|^&
¬like|^&
¬alike|^&
¬unlike|^&
¬respective|^&
¬prior|^&
¬based|^&
¬demonstrat|^&
¬virtually|^&
¬due to|^&
¬exhibit|^&
¬indicative|^&
¬both|^&
¬of importance|^&
¬underline|^&
¬underscore|^&
¬highlight|^&

¬permit|^&
¬harbor|^&
¬to date|^&
¬fashion|^&
¬persons|^&
¬of note|^&
plays|^&
play|^&
¬upon|^&

|Highlight written-out numbers

twenty|^&
thirty|^&
forty|^&
fifty|^&
sixty|^&
seventy|^&
eighty|^&
ninety|^&
hundred|^&
thousand|^&
eleven|^&
twelve|^&
thirteen|^&
fourteen|^&
fifteen|^&
sixteen|^&
seventeen|^&
eighteen|^&
nineteen|^&

|termini

N-terminal|^&
N-terminus|^&
N terminus|^&
N terminal|^&
amino-terminal|^&
amino terminus|^&
amino terminal|^&
amino-terminus|^&

C-terminal|^&
C-terminus|^&
C terminus|^&
C terminal|^&
carboxy-terminal|^&
carboxyl terminus|^&
carboxy terminus|^&
carboxy terminal|^&

Anonymising scripts

This is a bit of a rarity, but it's something I use occasionally. If people have a problem with a Word file and I offer to help if they will send me a copy of the rogue file, the reply is sometimes that there are confidentiality problems. What I do then is send them the following script:

¬e|zczc
¬i|e

¬a|i
¬o|a
¬u|o
¬z|z|c|u
¬s|z|c|c
¬n|s
¬r|n
¬t|r
¬z|z|c|t

It switches round loads of letters in the script and makes it totally unreadable. However, it maintains the upper and lowercase, and hence the sentence structure, and of course all the fonts, styles, punctuation etc stay the same.

Applying single strikethrough

If you want to apply the strikethrough attribute to some of the text (e.g. URLs), in order to protect it from further F&Rs, you can do this with a find and replace. The FRedit macro knows that if you apply the double strikethrough to an F&R, what you mean is “Please apply single strikethrough to everything you find.”

Here’s a wildcard F&R that will apply single strikethrough to all URLs:

```
[https]{3,5}[.:][a-zA-Z0-9_\-/]{3,}^&
```

Obviously, you have to do this as a separate FRedit list, so the best way is to put this at the beginning of your script, followed by a ‘#’, to halt the F&R sequence at that point. Then you can move that part of the list out of the way and run the rest of the list, thus:

```
| Textboxes = yes  
| Footnotes = yes  
| Endnotes = yes  
[https]{3,5}[.:][a-zA-Z0-9_\-/]{3,}^&  
#  
  
| Rest of the FRedit list starts here  
  
|^32  
-|^=^32  
| etc, etc
```

F&Rs that clash with track changes

Suppose you want to use FRedit to put dashes into number ranges, i.e. change 6-8 into 6–8, and suppose too that the client *insists* that all changes are tracked.

The standard F&R for number ranges is...

```
~([0-9])-([0-9])\1^=\2
```

However, as I’m sure you know, if track changes is ON, what you will get for ‘6-8’ is not ‘6–8’ but:

68–

This is nothing to do with FRedit; it’s a ‘feature’ of Word’s F&R with track changes.

There is a way round it. You use three F&Rs, two ‘hidden’, i.e. with TC off, and just the one visible one:

~([0-9])~([0-9])\|1zeze~2
zczc-|zczc^=
zeze|

The way it works is that the first F&R identifies those hyphens that need to be changed to dashes, by adding a unique 'code', i.e. some text that can be guaranteed not to occur anywhere else in the text.

Then you (visibly) change those hyphens to dashes.

Then you (invisibly) delete the codes.

And here's another one, for adding a space either side of a solidus:

~([A-Za-z])/([A-Za-z])|^&
|^32/^32
Blank|^&

(I've used both bold and underline, to make it easier to see the technique, but just underline would do – assuming that you don't use underline for anything else in the document. But of course just bold would *not* do!)

Enigmatise / anonymise / obfuscate a text F&Rs that clash with track changes

If you want to do a public demonstration of working on a Word file, you can't use a file belonging to a client (well, certainly not without their permission). However, if you first use a randomize function, you can make the text totally unrecognisable, even if you give the student a machine-readable copy of the file to use for an exercise.

You could use the macro, *Enigmatizer*, But on long files, it takes so long that I developed a FRedit version:

| Enigmatiser

~a|ù
~e|a
~i|e
~o|i
~ù|o

~t|ù
~n|t
~s|n
~h|s
~r|h
~d|r
~l|d
~c|l
~m|c
~f|m
~w|f
~g|w
~p|g
~b|p
~ù|b
^32E'| a
^pE'^pE
^32E | a^32
o | a^32
gg|ll
ii|oo
aa|ee

dd|nn
mm|ss

(But this, of course, could be decyphered, in theory!)