

# FRedit Library

(Version dated 6.1.22)

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## 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

`zēze  
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**

| CO<sub>2</sub> or SO<sub>2</sub>  
~([SC])[oO0]2|\1O;;2

| NO<sub>x</sub>  
~N[Oo][Xx]>|NO;;X

| water!  
H2O|H;;2O

| NB Now change ;;<character> into subscripted character  
~;;(?)|<sub>1</sub>

### | **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<B>\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<B>\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|e~~  
~~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

outeast|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.\2zcmc  
~^13([0-9]@).([0-9]@).([0-9]@)[^t^32]^p<B>\1.\2.\3zcmc  
~([0-9])^t|<CH>\1zcmc  
zcmc|^t

| Un-yellow the headings  
~\<([ABC])\*^13|^&

| Delete all still-yellow text  
Blank|zcmc  
zcmc|  
#

| **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:

```
~[ÿÿıçàÀáÁÂãÄåĂăĄąÇçèÈéÉêËëĚěİíÎîÏĩÎĩÑñòÓóôÔõöÖöøØøùÚúÚúÛüÜüýÝýß]^&
```

| **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\1pqqq:  
~zczc(\*)pqqq\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:pqqq  
~zczc(\*)pqqq\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])-\1zczc

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

| remaining hyphens to em dashes (with highlight)

-|^+

| Restore hyphens

zczc|-

| 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|zczc^0146phone  
^0145t Hooft|zczc^0146t Hooft  
| e.g. '60s  
~^0145([0-9]{2})|zczc^0146\1  
zczc^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|zczc^&  
^0145t Hooft|zczc^&

| e.g. '60s

^0145^#^#|zczc^&

| Change all single quotes into ... single quotes

"

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

zczc|

| Figure in small caps (OUP style)

Figure|Figurezczc

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}).\1

### | 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

```
~[F-龠]{1,}|^&
```

| then to catch. e.g. δθσ|σολεατ

```
~[F-龠][,;:"'^s0-9\(\)]{1,}[F-龠]^&
```

| then to catch. e.g. αασετ|ι|θ|ασε

```
~[F-龠] [F-龠] [F-龠]^&
```

| then to catch. e.g. ατασε|ι|σ|θ|ασε

```
~[F-龠] [F-龠] [F-龠] [F-龠]^&
```

### | 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

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

| Finally, take out the codes

zczc|

(I haven't tried this, but I think it should work!)

| Use hard spaces instead of commas

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

| Do it again in case there are numbers over a million

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

| Now take the hard space out again for four-figure numbers (do it twice)

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

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

| **Multiple spaces - run one or the other**

| **Either** reduce each one to a single space...

| (two or more to one)

`~^32{2,}^32`

| **...or** make multiple spaces into tabs

| i.e. three or more to tab, two to one

`~^32{3,}^t`

`^32^32^32`

| **Multiply sign**

`x | x^32`

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

| Symbol font

`<&HF0B4>|<&H00D7>`

`*+*`

`*+*`

`*+*`

| **Negative indexes with hyphens** → en dashes

`~([1-9])|cscs-\1`

| Yes, authors sometimes use an underline character for minus!

`~([1-9])|cscs-\1`

`~cscs-([1-9])|^{-1}`

| **Negative indexes with hyphens** → proper unicode minus signs

`~([1-9])|cscs-\1`

| Yes, authors sometimes use an underline character for minus!

`~([1-9])|cscs-\1`

`~cscs-([1-9])|^{-1}`

| **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,})|zczc\1czcz
```

| Remove spaces before them

```
^32zczc|zczc
```

| Switch punctuation to other side of number

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

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

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

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

| Restore superscript

```
~zczc([0-9]{1,})czcz|^1
```

| 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<sup>2 (or 3)</sup>

~([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>/Sxjxjm

| Then make the m roman and subscript:

xjxjm|<sub>m</sub>

| Superscripted hyphens are minus signs

z<sup>-</sup>eze

zeze<sup>-</sup>

### | Units with powers

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

| It uses en dash for a minus sign.

m/s<sup>2</sup>|ms<sup>-2</sup>::

ms-2|ms<sup>-2</sup>::

~::(\*)::|<sup>1</sup>

### | **Negative powers of 10**

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

~|zc-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)|<sup>©</sup>

| Trademark™

~<TM>|^™

| Registered trademark®

(R)|®

| Registered trademark®

(R)|<sup>®</sup>

| Number – No.

No.|N<sup>o</sup>

| Copyright etc superscripted

®|^<sup>®</sup>

©|^<sup>©</sup>

### | **Tagging (see ‘coding’ above)**

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

| First with a superscript space, then without

th|th<sup>32</sup>

st|st<sup>32</sup>

nd|nd<sup>32</sup>

rd|rd<sup>32</sup>

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  
~zczc(\*)|\1:  
zczc|**

(This last line must be uncoloured)

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

**^p|^pzczc  
~zczc([a-zA-Z]{1,})|\1  
zczc|**

(This last line must be uncoloured)

*Double quotes to singles and vice versa*

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

| EITHER (A) protect the s-apostrophe (girls' books etc)

~([a-zA-Z0-9][sS])zczc\|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|'

zczc|''

| 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-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-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<sub>i</sub>'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|zczcI^&Izczc**

| Clear italic spaces and returns

zczcI Izczc|^32

zczcI^pIzczc|^p

**Blank|zczcB^&Bzczc**



```
zyczB Bzcz|32
zyczB^pBzcz|^p
Blank|zyczU^&Uzcz
zyczU Uzcz|^32
Blank|zyczD^&Dzcz
zyczD Dzcz|^32
#
```

| Use this to restore effects

```
~zyczD(*)Dzcz|1
~zyczU(*)Uzcz|^1
~zyczB(*)Bzcz|1
~zyczI(*)Izcz|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|fzfdD^&Dfzfd

fzfdD Dfzfd|^32

Blank|fzfdU^&Ufzfd

fzfdU Ufzfd|^32

**Blank**|zczqIB^&BIqczc

*Blank*|fzfdI^&Ifzfd

| Clear italic spaces and returns

fzfdI Ifzfd|^32

fzfdI^pIfzfd|^p

**Blank**|bxxxB^&Bxxx

bxxxB 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

~zczqIB(\*)BIqczc|1

~bxxxB(\*)Bxxx|1

~fzI(\*)Ifz|1

~fzD(\*)Dfz|1

~fzU(\*)Ufz|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])>|pp1\2^=1\3
~pp([0-9])([0-9])([0-9])^=([0-9])>|pp1\2\3^=1\2\4
~pp([0-9])([0-9])([0-9])^=([0-9]{2})>|pp1\2\3^=1\4
~pp([0-9])([0-9])([0-9])([0-9])^=([0-9])>|pp1\2\3\4^=1\2\3\5
~pp([0-9])([0-9])([0-9])([0-9])^=([0-9]{2})>|pp1\2\3\4^=1\2\5
~pp([0-9])([0-9])([0-9])([0-9])^=([0-9]{3})>|pp1\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|^&

Whamboa|^&

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})>|\1zczc\2zczc\3  
| eight-fig  
~<([0-9]{2})([0-9]{3})([0-9]{3})>|\1zczc\2zczc\3  
| seven-fig etc  
~<([0-9])([0-9]{3})([0-9]{3})>|\1zczc\2zczc\3  
~<([0-9]{3})([0-9]{3})>|\1zczc\2  
~<([0-9]{2})([0-9]{3})>|\1zczc\2  
~<([0-9])([0-9]{3})>|\1zczc\2  
zczc|,
```

The final line is to change the 'zczc'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 Bloggs<sup>5</sup> and Brown.<sup>6</sup>

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 'Bloggs<sup>5</sup>' 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|tyzczc0%

~ty[ -]one per cent|tyzczc1%

~ty[ -]two per cent|tyzczc2%

~ty[ -]three per cent|tyzczc3%

~ty[ -]four per cent|tyzczc4%

~ty[ -]five per cent|tyzczc5%

~ty[ -]six per cent|tyzczc6%

~ty[ -]seven per cent|tyzczc7%

~ty[ -]eight per cent|tyzczc8%

~ty[ -]nine per cent|tyzczc9%

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

~twentyzczc|2

~thirtyzczc|3

~fortyzczc|4

~fiftyzczc|5

~sixtyzczc|6

~seventyzczc|7

~eightyzczc|8

~ninetyzczc|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

~tyzczc0%|ty per cent

~tyzczc1%|ty-one per cent

~tyzczc2%|ty-two per cent

~tyzczc3%|ty-three per cent

~tyzczc4%|ty-four per cent

~tyzczc5%|ty-five per cent

~tyzczc6%|ty-six per cent



~tyzc7%|ty-seven per cent

~tyzc8%|ty-eight per cent

~tyzc9%|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\2pqpq\3

~([0-9]{1,2})(0{1,}) ([0-9]{2,4})\1\2pqpq\3

|protect text such as ‘the dirty ones’ ‘empty one’s rubbish’

~(ty) (one[’s]{1,})\1pqpq\2

|protect spelt-out ordinals

~<([EFNSTefnst])([efghinorvwx]{2,4})(ty)[ -](first)|zcz\1\2\3hghq\4

~<([EFNSTefnst])([efghinorvwx]{2,4})(ty)[ -](second)|zcz\1\2\3hghq\4

~<([EFNSTefnst])([efghinorvwx]{2,4})(ty)[ -](third)|zcz\1\2\3hghq\4

~<([EFNSTefnst])([efghinorvwx]{2,4})(ty)[ -](fourth)|zcz\1\2\3hghq\4

~<([EFNSTefnst])([efghinorvwx]{2,4})(ty)[ -](fifth)|zcz\1\2\3hghq\4

~<([EFNSTefnst])([efghinorvwx]{2,4})(ty)[ -](sixth)|zcz\1\2\3hghq\4

~<([EFNSTefnst])([efghinorvwx]{2,4})(ty)[ -](seventh)|zcz\1\2\3hghq\4

~<([EFNSTefnst])([efghinorvwx]{2,4})(ty)[ -](eighth)|zcz\1\2\3hghq\4

~<([EFNSTefnst])([efghinorvwx]{2,4})(ty)[ -](ninth)|zcz\1\2\3hghq\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 [efnost])|100zczc\1

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

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

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

~<a thousand( [efnost])|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

~hqhq|-

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

Or with thin spaces...

~~Hz~~|Hz  
~~ns~~|ns  
~p({A-Z})|p|<sup>1</sup>  
~n({A-Z})|n|<sup>1</sup>  
~k({A-Z})|k|<sup>1</sup>  
~m({A-Zm})|m|<sup>1</sup>  
~s>|s  
~~cm~~|cm  
~([0-9]) dB|<sup>1</sup> dB  
~([0-9]) V|<sup>1</sup> V  
~([0-9]) G|<sup>1</sup> G  
~([0-9]) M|<sup>1</sup> M  
~([0-9]) W>|<sup>1</sup> W  
~([0-9]) A>|<sup>1</sup> A  
~([0-9]) S>|<sup>1</sup> 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<B>\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<B>\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 <B>s have been added, it becomes '<B>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|^&
```

```
~\|<B>*^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|elment

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  
-wheeling|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

~<roestrict>|restrict

~<acadaemic>|academic

~<doestr>|destr

quoestr|questr

~<ooe>|oe

~<systaemic>|systemic

~<chaem>|chem

~<ischemi>|ischaemi

~<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

ourn|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  
-centred|centred

og|ogue  
|put back exceptions  
guen|gen  
trogelodytes|troglodytes  
guen|gn  
oguey|ogy  
ogueies|ogies  
oguera|ogra  
progueress|progress  
-togueether|together  
ogueical|ogical  
melanogueaster|melanogaster  
gaeminal|geminal  
-Nanogue|Nanog  
-interroguat|interrogat  
ogueon|ogon  
guelob|glob  
dogue|dog  
-abroguat|abrogate  
homologueue|homologue  
homologueous| homologous  
-analogueous|analogous  
-logueistic|logistic  
-neurologueic|neurologic  
-neurologueist|neurologist  
-epidaemiological|epidemiological  
-epidaemiology|epidemiology  
microguelial|microglial  
dendroguelial|dendroglial  
-surroguate|surrogate  
-ologueist|ologist  
-analogueue|analogue  
-nitroguelycerin|nitroglycerin  
-hypogueueusia|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  
balking|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|bevies  
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  
praesidiums|presidiums  
pretence|pretense  
pretences|pretenses  
primaeval|primeval  
programme|program  
programmes|programs  
prologue|prolog  
prologues|prologs  
psychoanalyse|psychoanalyze  
psychoanalysed|psychoanalyzed  
psychoanalyses|psychoanalyzes  
psychoanalysing|psychoanalyzing  
pummelled|pummel  
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|rivald  
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|snowplows  
sombre|somber  
spectre|specter  
spectres|specters  
spiralled|spiraled  
spiralling|spiraling  
splendour|splendor  
splendours|splendors  
squirrelled|squirreled  
squirrelling|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  
towing|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  
waggons|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  
analogs|analogues  
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|behave  
behooved|behoved  
behooves|behoves  
bejeweled|bejewelled  
belabor|belabour  
belabored|belaboured  
belaboring|belabouring  
belabors|belabours  
beveled|bevelled  
bevies|bevies  
bevy|bevvy  
biased|biassed  
biasing|biassing  
binging|bingeing  
bougainvillea|bougainvillaea  
bougainvilleas|bougainvillaeas  
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  
cruelst|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  
driveling|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|greyness  
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  
rivaled|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|towelled  
toweling|towelling  
toxemia|toxaemia  
tranquility|tranquillity  
tranquility|tranquilly  
traveled|travelled  
traveler|traveller  
travelers|travellers  
traveling|travelling  
travelog|travelogue  
travelogs|travelogues  
trialed|trialled  
trialing|trialling  
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|videodiscs  
vigor|vigour  
wagon|waggon  
wagons|waggon  
watercolor|watercolour  
watercolors|watercolours  
weaseled|weaselled  
weaseling|weaselling  
woolen|woollen  
woolens|woollens  
woolies|woollies  
wooly|woolly  
yodeled|yodelled  
yodeling|yodelling  
yogurt|yoghurt  
yogurts|yoghourts  
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,})|zcmc\1zcmc

| Switch the positions of the numbers and the punctuation marks

~(zcmc[0-9]{1,}zcmc)([.,":';\!\)\?])\2\1

| Superscript the numbers, and lose the markers

~zcmc([0-9]{1,})zcmc|\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<sup>5,7</sup>, 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 'zcdc' markers around all superscripted numbers, dashes and commas

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

| remove the space before any superscripted numbers

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

| move superscripted numbers *inside* the punctuation

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

| move superscripted numbers *outside* the punctuation

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

| remove the temporary markers

```
qqq|  
jjj|  
~zcdc(*)zcdc\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;:\<>\\(\)\[\]!\|?+=×÷/%\$£&½]|^&

| more punctuation

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

| more punctuation



~[-°••€™©®\@]|^&

| paragraphs

^p|^p

| main diacritics

~[èêëîíñóôääåöääãçâîðøßüüûýÿ]|^&

| 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 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
```

```
~zycz(*)^13
```

```
!1^p
```

### *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
```

```
-|zycz
```

```
| preserve apostrophes
```

```
~^0146([a-zA-Z])|pqqq|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 footnotes<sup>1</sup> (^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.^s\2.^s\3.^s\4.
```

```
~([A-Z])([A-Z])([A-Z])\1.^s\2.^s\3.
```

```
~([A-Z])([A-Z])\1.^s\2.
```

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

```
~([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, CVA., Tiensin, GT., 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][ehlry]>) ([0-9]{4})\2 \1, \3

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

~(<[0-9]{1,2}> (<[ADFJMNOS][a-z][ehlry]>) ([0-9]{4})\2 \1thzczc, \3

1thzczc|1st  
2thzczc|2nd

3thzc|3rd  
zc|

For 'January 1, 2008' to '1 January 2008' etc  
~(<[ADFGJMNOS][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}), (<[ADFGJMNOS][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|

*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 'fl'. 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 FRedit 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 =|^&  
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  $\mu$  (symbol inserted not m converted to symbol font)

~([0-9])(<sup>0181</sup>)\|1 \|2

[Put back exceptions

1 st|1st

[Highlight primes (the ASCII ones, not the proper unicode ones)

<sup>0180</sup>|^&

[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

<sup>0162</sup>|'

|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  
¬zczc|u  
¬s|zczc  
¬n|s  
¬r|n  
¬t|r  
¬zczc|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}[[:.]]{1}[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}[[:.]]{1}[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])\|1zezc\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!)