

Appendix 17 – Sample switch list

Here's a copy of an individual user's switch list. It's mainly for *MultiSwitch*, but there are also section for use with *CommentAddMenu*, *CharacterSwitch* and *FindInContext*.

```
FContext AS-F
main = "key"
near1 = "list"
near3 = ""
distance =12
```

```
H2O
H2O
```

```
h2
H2O
```

```
CO2
CO2
```

```
t
^p~^p^p
```

```
main
me
```

```
4
for
```

```
2
to
```

```
to
two
```

```
two
too
```

```
too
2
```

```
perfect it
PerfectIt
```

```
36
Word 365
```

ll
=lorem(5,10)

ee
=rand(5,10)

...
...

1
one

2
two

3
three

4
four

5
five

6
six .

(1)
1.

(2)
2.

(3)
3.

(4)
4.

(5)
5.

(6)
6.

@@@@
@@@@

<
<&H~>

(a)
1.

(b)

2.

(c)

3.

(d)

4.

(e)

5.

(f)

6.

a)

1.

b)

2.

c)

3.

d)

4.

e)

5.

f)

6.

@@@@

@@@@

i)

(a)

ii)

(b)

iii)

(c)

iv)

(d)

v)

(e)

@@@@

@@@@

i)

1.

ii)

2.

iii)

3.

iv)

4.

v)

5.

@@@@

@@@@

i.

1.

ii.2.

2.

iii.

3.

iv.

4.

v.

5.

@@@@

@@@@

vb

vertical bar

volts

! V

volt

! V

(i)

(a)

(i)

(1)

(ii)

(b)

(ii)

(2)

(iii)

(c)

(iii)

(3)

(iv)

(4)

(v)

(5)

On the contrary

By contrast

On the other hand

However

It

This

x

×

x

(x~)

xx

×

for

of

for example

such as

for example

e.g.

a

AccentAlyse

above

earlier

Accordingly,

So

Albeit

Although

albeit

although

accordingly,

so

ad hoc

occasional

adf

AuthorDateFormatter

additional
extra

Additional
Further

additionally
also

Additionally
Also

al
alphabetic

alp
alphabetically

allow to
allow us to

allowed
made it possible

allows
makes it possible

along
around

also
and

alternate
alternative

among
between

Among
Between

amount
number

amounts
numbers

and
or

analog
analogue

an
the

&
and

And
Also,

ap
Archive Publications

apo
apostrophe

applied
used

Apparently
Clearly

arc
archaeology~

are to
have to

are
is

as a result of
due to

as well as
and

as well
also

As well
Also

as
because

As
Because

assure
ensure

assured
ensured

Assure
Ensure

assuring
ensuring

assures
ensures

At last
Finally

atm
at the moment

au
automatically

aus
Australia

az
([a-zA-Z]{1,})

b
because

B
Because

be
because

becausr
because

before
earlier

Besides
Also

big
large
major

bo
Bordeaux

Britain
the UK

bt
By the way,

BT
By the way,

but
however,

But
However,

buy
by

ca
CapitAlyse

called
referred to as

can
may

capacitance
capacitive

cc
ChronologyChecker

clc
CitationListChecker

cl
CitationLister

ccc
CitationLister and CitationListChecker

certain
particular

ch
chapter

Ch.
Chapter

Ch
Chapter

cha
character~

Chapter
Section

cheques
checks

cheque
check

ci
citations

cie
the Chartered Institute of Editing and Proofreading

cm

Christmas~

cn
Christian~

coma
!,

commence
start

commenced
started

commences
starts

commencing
starting

compliment
complement

complimented
complemented

compliments
complements

complimentary
complementary

comprise
consist

comprises
consists

comprised
composed

con
conference~

c
CopyTextSimple

cv
CopyTextVerySimple

co
conference~

considers
might involve

cons
construction

Continual
Continuous

continual
continuous

Continually
Continuously

continually
continuously

Continuous
Continual

continuous
continual

Continuously
Continually

continuously
continually

c
CopyTextSimple

cv
CopyTextVerySimple

could
can

cp
(confidentiality permitting)

cr
cross references

cs
ClipStore

criteria
criterion

criterion
criteria

d
DocAlyse

d9
Donorcard99

degrees of freedom
DOFs

degree of freedom
DOF

degree
!°

degrees
!°

de
demonstrat

dem
demonstration

depending
dependent

df
DictaFRedit

dir
directory

di
Dictate

dic
dictation

dict
DictateExtra~

da
DictateExtra

dash
—

different
differing

differing
different

dm
DoMacro|

do
document

doc
documentation

dr
<http://www.archivepub.co.uk/doctor>

Due

Owing

due
owing

dummy
dummy

e.g.,
such as

E.g.
For example,

e.g.:
such as

e.g.
~such as

e.g.
~for example

eg
for example

eight
8

eighteen
18

eighteenth
18th

eighth
8th

eighties
1980s

eighty
80

eighty-eight
88

eighty-five
85

eighty-four
84

eighty-nine
89

eighty-one
81

eighty-seven
87

eighty-six
86

eighty-three
83

eighty-two
82

eleven
11

eleventh
11th

Else
Otherwise

else
otherwise

em
paul@archivepub.co.uk~

emw
paul@wordmacrotools.com

ewm
paul@wordmacrotools.com

em2
paulbev@livtech.co.uk

em3
archivepub@gmail.com

en
English

ep
English Plus

eq
equation

equation
Eq.

eqs
equations

Eq.
Equation

Equ.
Equation

Equation
Eq.

Eqs
Equations

Equations
Eqs

Eqs.
Equations

Eqns
Equations

Eqns.
Eqs

esl
English as a second language

etc.
and so on

et
editing tools

Exceptions
dummy

extra
further

exist
are

exists
is

f
FRedit

fb
Facebook

fa
facility

fast
quickly

fe
!, for example,

fewer

less

fi
find and replace

fifties
1950s

fifteen
15

fifteenth
15th

fifth
5th

fifty
50

fifty-eight
58

fifty-five
55

fifty-four
54

fifty-nine
59

fifty-one
51

fifty-seven
57

fifty-six
56

fifty-three
53

fifty-two
52

Figure
Fig.

Fig.
Figure

Figs.
Figures

Fig
Figure

filed
field

final
previous

five
5

fd
Flying Doctor approach

first
1st

fl
FRedit list~

fli
FRedit library~

fna
FullNameAlyse

for example
such as

form
from

Forward
Foreword

forties
1940s

forty
40

forty-eight
48

forty-five
45

forty-four
44

forty-nine
49

forty-one
41

forty-seven
47

forty-six
46

forty-three
43

forty-two
42

found
found to be

four
4

fourteen
14

fourteenth
14th

fourth
4th

fr
freelance

fre
<http://www.archivepub.co.uk/documents/FRedit.zip>

Fred it
FRedit

from
of

fs
FindSamePlace

fundamental
basic

g
Google

gc
grandchild

gd
granddaughter

gets
becomes

get
become

go

Gordon

got
obtained~

gp
Grandpa

great
large

h
HyphenAlyse

has
have

have
has

he
he'd

she
she'd

he/she
they

hence
therefore

hh
Hope that helps.

hi
highlight

high
large

higher
larger

his/her
their

his
their

ho
However,

Ho
however,

Holland
the Netherlands

however,
but~

however
but~

hth
Hope that helps.

hy
hyphenation

i.e.,
that is,

i.e.:
that is

i.e.
that is,

ie
that is

if
whether

whether
If so, that's fine.

iff
If so, that's fine.

im
intended meaning

include:
include the following:

including:
including the following:

inc
inconsistency

In addition to
As well as

in addition
also

In addition
Also

In case of
For

In the case that
When

In the case of
For

in the case of
for

in
information

inf
information

ins
instructions~

instance
example

inst
instantaneously~

instantaneously
instantly

instantly
instantaneously

is
are

is to
should
has to

IS
IStoIZ/IZtoIS

its
their

IZ
IStoIZ/IZtoIS

je
Jennifer

kb
keybindings

keeps
takes

keep
take

keeping
taking

kept
taken

knew
new

known
seen

ks
keystroke

l
LaTeX

la
language

large
major

large
high

last
past

lately
recently

latter
last

lay
lie

lays
lies

lb
Love and best wishes,

lead
led

less
fewer

less
fewer

licence
license

licences

licenses

licencing
licensing

license
licence

licenses
licences

Like
As with

like
such as

likely
probably

little
small

loose
lose

looses
loses

loosing
losing

lo
Louise

lower
less

m
MultiSwitch

manner
way

Many times
Often

maximal
maximum

may
can

ma
MegAlyse

me
macro editing tools

mc
<http://wordmacrotools.com/macros/>

mf
MacroFetch

mfu
MacroFetchUpdate

mft
MultiFileText

mfw
MultiFileWord

might
could

mi
MacroInstaller

mime
mimic

mio
million

media
medium

mr
MegaReplacer

mtt
macro tools

mmm
https://www.wordmacrotools.com/pdfs/08_Macro_Menu__complete_macro_tool_list.pdf

mt
Many thanks.

mtrr
http://www.archivepub.co.uk/documents/Macros_by_the_tourist_route

mtr
Macros by the Tourist Route

might
may

minimal
minimum

mob
07780-917589

monotonously
monotonically

ms
Microsoft

msp
Macro Starter Pack

mt
Many thanks.

much
very

must
has to

named
referred to as

nd
Nightingale Drive

needed
necessary

next
following

nevertheless
but

ni
Nightingale Drive

nine
9

nineteen
19

nineteenth
19th

nineth
9th

ninth
9th

nineties
1990s

ninety
90

ninety-eight

98

ninety-five
95

ninety-four
94

ninety-nine
99

ninety-one
91

ninety-seven
97

ninety-six
96

ninety-three
93

ninety-two
92

NONE
ALL

ALL
NONE

nt
Normal template

number
figure

numbers
figures

obviously
markedly

ob
obsessive problem-solver

obtained
obtained by

obtained
acquired

oc
of course

of
to

ohm
! Ω

ohms
! Ω

on
to

|one
we

one should
we have to

one must
we have to

one must
it is necessary to

one has
we have

one may
we can

operation
operating

optimal
optimum

Owing to
As a result of

owing
due

p
ProperNounAlyse

pa
paragraph

par
parentheses

passive
positive

past
final

pb
Paul Beverley

pe
pre-editors

per annum
!/year

per cent
!%

percent
!%

permits
allows

pf
proofreading

phenomenon
phenomena

pi
PerfectIt

pm
proper minus sign~

pn
proper nouns

pov
point of view

pp
Powerpoint

pr
proofreader

practice
practise

principal
principle

principals
principles

principle
principal

providing
provided

program
programme

programs

programmes

proper
appropriate

ps
PostScript

pub
<http://www.archivepub.co.uk>

pu
punctuation

pv
principal verb

qm
quotation mark

qu
queries

quickly
rapidly

quite
fairly

r
respectively

rc
ReferenceChecker

re
reference

referred to as
called

rel
relationship

ri
RISC OS

rl
references list

s
CIEP

sb
suebev3@gmail.com

sc
screencast

sp
spellcheck

se
sentence

sel
SpellingErrorLister

seh
SpellingErrorHighlighter

second
2nd

Section
Chapter

Section
Subsection

since
because

seven
7

seventeen
17

seventeenth
17th

seventh
7th

seventies
1970s

seventy
70

seventy-eight
78

seventy-five
75

seventy-four
74

seventy-nine
79

seventy-one
71

seventy-seven
77

seventy-six
76

seventy-three
73

seventy-two
72

six
6

sixteen
16

sixth
6th

sixteenth
16th

sixties
1960s

sixty
60

sixty-eight
68

sixty-five
65

sixty-four
64

sixty-nine
69

sixty-one
61

sixty-six
66

sixty-seven
67

sixty-three
63

sixty-two
62

sf

straightforward

sfe

<http://www.sfep.org.uk>

sss

SpellingErrorLister and SpellingErrorHighlighter

sh

SpellingErrorHighlighter

should be

has to be

shall

will

must

has to

have to

shall

have to

shall

will

sl

SpellingErrorLister

str

strikethrough

structure

structural

so

therefore

so

thus

software

software packages

spa

Starter Pack

square feet

sq.ft

ss

stylesheet

st

straightaway

storeys

stories

structure health monitoring
SHM

structural health monitoring
SHM

sub
subscript

such as
for example

such as
as with

such
this

Such
This

sup
superscript~

sw
software

ta
Thanks again.

take
such as

Taylor
tailor

tb
<http://www.archivepub.co.uk/book>

tm
<http://www.archivepub.co.uk/macros/>

tc
track change~

the
a

there
their

three
3

two
2

tr
training

tra
translators

true
real

tt
Many thanks

tu
turquoise

tv
Taverham

twelve
12

twelfth
12th

twenties
1920s

twentieth
20th

twenty
20

twenty-eight
28

twenty-first
21st

twenty-five
25

twenty-four
24

twenty-nine
29

twenty-one
21

twenty-seven
27

twenty-six
26

twenty-three

23

twenty-two
22

two
2

ty
typesetting

tyr
typesetter

un
Unfortunately,

under
at

Un
Unfortunately,

undated
n.d.

United Kingdom
UK

United States
USA

U.S.
US

usage
use

utilised
used

utilise
use

utilises
uses

utilising
using

utilized
used

utilize
use

utilizes
uses

utilizing
using

varying
various

varied
various

via
vs.

w
WordPairAlyse

wa
WhatsApp

was
were

way
direction

wc
wildcard

well
easily

were
was

what
which

when
where

weather
whether

, which
that

that
which

that
which

which
that

Which
This

Where
We're

Weather
Whether

where
we're

wi
window

Wi
Windows

will stop
!.

will
must

with
to

would be
is

wop
WordPress

would
will

wp
wordprocessor

wpc
WordsPhrasesInContext

x
×

y
YouTube

you
we

You
We

yt
<https://www.youtube.com/channel/UC6J6ZPMJQ0T5eMIcX3tKh2g>

◦
degrees

09

([0-9]{1,})

07
07780-917589

1st
first

2nd
second

3
III

3rd
third

4
IV

4th
fourth

5th
fifth

68
01362-680019

6th
sixth

72
01603-722544

7th
seventh

86
01603-864 464

8th
eighth

9
([0-9])

A
([A-Z])

a
([a-z])

a1
([a-z]{1,})

9th
ninth

zz
zzSwitchList

46
46 Nightingale Drive, Taverham^tNR8 6TR
46 Nightingale Drive,^pTaverham,^pNorwich^pNR8 6TR^p
46 Nightingale Drive,^pNorwich^p**NR8 6TR**^p
Archive Publications, 46 Nightingale Drive, Norwich NR8 6TR, UK

Quick-find word changes

<Alt-1>
this is just my “numbers” (both ways!) macro, really,
plus I use it for US to USA

US>USA
twenty>0
thirty>30
forty>40
fifty>50
sixty>60
seventy>70
eighty>80
ninety>90

checkForeign1 = F
foreignLanguage1 = opposite
checkForeign2 = F
foreignLanguage2 = wdFrench

makeFReditList = F

List:

<Cap>
<

^p
here>^p

[g] ‘<>’ is not defined in the glossary. {Not in glossary.}
. [t] ‘<>’ does not appear in this chapter. OK? {Not in chapter.}
[l] ‘<>’ is not in the references list. {Not in the references list.}
[ll] ‘<>’ is not in the references list. (But][is.) {Not in the references list. But xxx is.}
[h] ‘<>’ – Have I caught the intended meaning? {Have I caught meaning?}
[m] ‘<>’ – I’m having difficulty working out what this means. What does “<>” mean? {Meaning?}

[rr] ‘<>’ – Will readers know what ‘[]’ refers to? If so, that’s fine. {Readers know?}
[a] ‘<>’ – Will the readers know this acronym? If so, fine. (It’s not defined anywhere that I can see.) {Acronym}
[s] ‘<>’ – Sorry, but I can’t work out the intended meaning here. Is it something like “<>”? {Sorry?}
[3] OK?{OK?}
[c] Doesn’t seem to be cited in the text. {Not cited}
[v] ‘<>’ – This sentence has no principal verb, so I can’t work out the meaning, sorry. {No verb}
[t] ‘<>’ – Does not appear in the text of this chapter. OK? {No verb}
[q] ‘<>’ – {Quote only}
['] ‘<>’ – {Quote only}
[.] ‘<>’ – {Quote only}
[0] {Blank}
[t] [T/S: Please ensure that the bold characters here are just bold and NOT bold-italic.] {T/S comment}
[tt] [T/S: ditto] {T/S}

<age>
<Age>

Figure
Table
Equation
Eqn
¬chapter
¬section
Eqn
Eqns
¬chapter
¬chapters
¬section
¬sections

Context words:
place

Quick-find character changes

<Alt-Num+>

<Alt-2>

(long range)

°_ degrees
%_ per cent
and this autochanges to ‘percent’ if lang = US

;-_and
&_and

x_×

z_s

Quotes: single to double and vice versa

'_“

'_”

”_’

“_‘

-_+

em dash to en dash

^+_^=

en dash to hyphen

^=_-

hyphen to (spaced) en dash

-_^=^32

/_and

2003

wm

wordmacrotools.com

wmt

Word Macro Tools~