Macros for Editors
(and Proofreaders)
by Paul Beverley

Version 29.03.23

(At the end is a **Changes Log** *to show list sort what has changed since you last downloaded a copy.)*

Thank you!

I'm very much aware that any gift, talent or skill that I might have comes from God, and I'm very grateful to Him! And I'm very grateful, too, to my wife Sue for caring for me and being patient with me.

I also want to thank my professional colleagues in the UK's Chartered Institute of Editing and Proofreading (www.ciep.uk) for inspiring me and encouraging me to create the enclosed macros. So, thanks to everyone for giving me such joy in life!

Thank me?

If you find this book helpful and would like to say thank you, please make a gift to a charity of your choice, in your own country, and preferably one that aims to alleviate human suffering in some way. Thanks!

Contents

DocAlyse
Counting numbers as figures or as text
Analyse serial (or not) commas
Analyse different formatting of centuries
Analyse format of days and months
Analyse different types of lists
Highlight possible errors with a/an
Reveal formatting and special characters
Examine formatting and applied effects and patterns
Spelling analysis
High speed spellchecking
Count IS/IZ spellings
Count UK/US spellings
Highlight UK/US spelling errors
Spellchecking for proofreading and editing
High speed spellchecking
Spellchecking for proofreading
Spellchecking for dual languages
Checking for misspelt proper nouns
Checking for spelling variants of 'special' words
Frequency list of full names
Variations in capitalisation
Find and count repeated phrases
Spellings with varying accents
List all words containing accents
List all words = a concordance
Highlighting duplicated words
Page numbering PDFs (1)
Page numbering PDFs (2)
Word and phrase frequency
Checking for (and counting) duplicated sentences
Visualise where specific words/phrases are used
Checking hyphenation of word pairs
Transferring words from hyphenalyse to a stylesheet
Checking word pairs that are not hyphenated
Measure average sentence length
Highlight over-long sentences
Highlight over-long paragraphs
Show distribution of sentence lengths
Show distribution of word lengths
Show distribution of paragraph lengths
Count uppercase and lowercase characters
Count words that are highlighted
Copy paragraphs that contain highlighted (and coloured) text
Highlighting words not in vocabulary list
Point out repetitious use of words
Highlight repeated words in sentences
Highlight repeated words in paragraphs
Using repeated word macros avoiding track changes
List special sorts
List all words in a given font colour
List all text that is highlighted
List all URLs in a file
List all paragraphs starting with...
List all text in a given font or highlight colour
Split a document into two: coloured font or black
Making a sublist of items in a list containing a word or phrase
Making text boxes [textboxes] visible (+ odd fonts + trackchanges etc.)
Finding chronology words in context
Finding names/words/phrases in context
How many fields, and of what type?

FRedit hint – switch track changes on
FRedit hint – using FRedit on multiple selections
FRedit hint – checking your FRedit list
Scripted F&R – simplified version of FRedit
Scripted F&R – a simple FRedit-like tool
IZ to IS spelling and vice versa
German and French quotes
Ignore this text – apply strikethrough
Strikethrough and colour selected text
Strikethrough all URLs
Strikethrough all equations
Strikethrough all code sections
Highlight certain characters with attributes
Highlight all italic text
Highlight all equations
Highlight all 'equations' that are actually now bitmaps
Space out MathType equations in running text
Space out MathType equations in whole text
Convert all Equation Editor items to text
Mark all quotations
Run a FRedit list
Run a FRedit List from a menu of lists
Multifile FRedit
Quicker creation of FRedit lists
Create a FRedit list from a proper noun query list
Create a FRedit list from a text list
Lines of text into paragraphs
Text exported from PDFs (or from OCR)
Rejoining hyphenated words (1)
Rejoining hyphenated words (2)
Correcting wrongly un-hyphenated words (global)
Correcting wrongly un-hyphenated words (selective)
PDFs with missing ligatures
PDFs with missing ligatures (2)
PDFs odd ASCII codes for ligatures
For OCR/PDF, underline all spelling errors
Multifile text compilation
Multifile Word compilation
Multifile references compilation
Multifile track changes compilation
Text-only version of current document
Chopping into chapters
Chopping a file into sub-files, e.g. a book into chapters
List all files in a folder
Acronym list with frequency
Acronym list creator
Acronym finder
Create a list of acronyms and definitions
Tagged uppercase words changed to small caps
Make formatting tag invisible (hidden text)
Acronyms to small caps
Highlight incomplete paragraphs
Sort a list and remove duplicates
Sort case-sensitively
Sort blocks of text
Sort, ignoring first 'word'
Sort list of names by surname
Sort reference list that has 'ditto' lines
Sort group of citations
Alphabetic sort in-line lists within a paragraph
Sort in-line citations by year
Add item to existing list
Table stripper
Tables to tab-separated text

Callout inserter
Move all figures out into a separate file
Edit the contents of table cells
Add em dash to every table cell
Add final character (full point) to every table cell
Add initial capital to every table cell selected
Remove/restore borders and rules of table
Textbox and frame removal
List all styles used in a document
Apply styles to textboxes
Copy text out of text boxes [textboxes] into main body of text
Footnote (endnote) fiddling
Delete all endnotes
Delete all footnotes
Unembed footnotes or endnotes
Re-embed notes
Unembed endnotes by sections
Renumber all superscripts
Renumber all note numbers
Sorting out messed-up footnote numbering
Endnotes/footnotes to inline bracketed text
Convert individual footnote to endnote or vice versa
Bracketed notes to embedded footnotes
Add a footnote (endnote) but in a different style
Renumber any list
Remove numbering from all headings
Delete all bookmarks
Delete all comments
Delete all comments by a specific author/editor
Transfer comments from square brackets to bubbles
Transfer comments from square bubbles to brackets
Add (and remove) serial numbers to (from) initials in all comments
Delete all comments that don't have tags
Delete all comments that DO have a specific tag
Delete all hyperlinks
Unlink all fields except equations
Delete selected hyperlinks
Check each of the URLs
Citation and bibliography (references list) field conversion
Mendeley citations and punctuation correction
Delete all figures from a file
Delete all inline images from a file
Delete all inline images from a file and close the space
Delete all inline images from a file and add a call-out
Delete all paragraphs that are mainly italic
Convert combo boxes to text
Unbold every colon followed by roman text
Auto-lists to text
Full-out paragraph under all headings
Selective format changing
Raised/lowered text to super/subscript
Greek symbol font checker
Symbol font to unicode converter
Highlight all 'funny' fonts
Get rid of 'rogue' fonts
Get rid of 'locked' fonts
Funny font full facilities
Add thin (or other) space to units
Language selection
Highlight text not in main language
Mark long sentences
Ensure all sentences have two spaces following
Highlight all questions
Highlight all long quotations

Displaying long quotes
Highlight (and/or style) all indented paragraphs
Change the indent of specific indented paragraphs (1)
Change the indent of specific indented paragraphs (2)
Apply styles to all paragraphs except headings
Apply character style to headwords
Count the highlighted areas
Every 'Normal' paragraph to 'Body Text'
Coding (tagging) every bold heading
Adding coding (tagging) automatically
Add line space after all tables before headings
Coding (tagging) displayed quotes
Coding (tagging) bulleted list
Formatting numbered list item
Adding bold to first word of list (glossary)
Using manual line breaks in and poetry (verses) and/or lists
Adding (coloured) tags to all italic/bold text
Adding (coloured) tags to selected text or to next bold text
Adding an <ni> tag to the first line after each heading
Listing all tagged section headings
Adding full point to ends of captions
Adding styles to numbered headings
Coding the first lines of a chapter
Showing style names within text (= adding style codes)
Simple number sequence checker
Decimal number sequence checker
Number sequence checker hierarchical
Contents list creator by style or number or tags
Find mismatched brackets
Find mismatched double quotes
Find mismatched single quotes
Correct double quotes inside double quotes to singles
Section number adding
Automatic section numbering
Automatic section numbering (2)
Semi-automatic section numbering
Do 'such and such' to every 'so and so'
Multiple choice answer tidier global
Highlight all serial commas (or not serial commas)
Count the serial commas (or not serial commas)
Highlight duplicate sentences
Check and correct the hierarchy of brackets/braces/parentheses
Remove all formatting except URLs
Apply global highlighting with track changes
Apply highlights and/or colours to 'confusables'
Correct accidental double capitals
Correct spaces and punctuation on superscripted numbers

12 Editing – text change ____

Change case of next letter
Change case of initial letter of next word
Change case of initial letter of the paragraph
Paragraph to start lowercase and end with semicolon
Semicolonising a list (+ lowercase start letter)
Semicolonising a list
Lowercasing a list and no punctuation
Uppercasing a list and no punctuation
Adding full point to ends of bullet items
Type, delete or switch 'the'/'a'/'an' ('The'/'A'/'An')
Type 'a' (or 'A'), 'an' (or 'An')
Type 'that'
Type 'the'
Add accents to characters
Add a macron to the next vowel
Add (real) bullets to a list

Reducing all-capitals to initial cap
Lowercase this phrase throughout
Select current word
Select current sentence/paragraph/page
Select whole words
Delete this word
Delete the rest of the sentence
Delete to the next punctuation mark
Delete the rest of the line
Move final phrase in a sentence back to the cursor position
Remove final character of a word
Remove punctuation at end of a word
Remove quotation marks from both ends of text
Remove the punctuation nearest the cursor
Single quotes round a word
Double quotes to single quotes
Single quotes to double quotes
Non-curly quotes
Typing text into quotes for notes to publisher
Transpose (swap) adjacent letters
Transpose the punctuation characters that follow
Transpose (swap) two previous letters
Transpose (swap) words
Turn current word into a plural
Abbreviation swap
Making common punctuation changes (1)
Change punctuation between words (2)
Change punctuation between words in dialogue
Changes proper noun to personal pronoun
Numbers (figures) to text
Convert numbers (text) to figures (1–10)
Convert the next number (text) to figures (1–999)
Adjust numbering – increment and decrement
Adjust lettering – increment and decrement
Change ampersand to and
Change percent symbol to words
Change 'to do' into 'for doing' – and vice versa
Change 'filling' into 'filled' – and vice versa
Change future tense into present perfect (Dutch)
Single/double curly quote
Switch UK curly quotes on and off
Single/double curly German-style quote
Single/double curly French-style quote
Single/double prime
Letter 'x' to times/multiply character
Next space to hard (non-breaking/fixed) space
Change double quotes to guillemets
Add quotes to a phrase
Add parentheses round the current word/phrase
Add 'things' round the current word/phrase
Delete pairs of parentheses, quote marks or commas
Change quotes on a phrase – double to single
Add a comma
Hyphen to dash
Punctuation to comma
Punctuation to full point (period)
Hyphen to minus sign
Hyphen/dash/hard space to space
Dash or (hard) space to hyphen
Punctuation to hard space
Punctuation to thin space
Type a thin space
Delete next punctuation mark
Punctuation inversion

Join two words
Word pair (un)hyphenated or single word
Change or add 'that' and 'which'
Common word/phrase switch
Extending the use of MultiSwitch
Search and then MultiSwitch
Search and then change to alternate
Load text from a menu into the clipboard
Multiple clipboard
Quick word switch
Quick character switch
Quick character switch(2)
Centre text
Bulleted list item to initial uppercase
Auto-bulleted list item to initial lowercase
Highlight all lists
Highlight all paragraphs of a range of word lengths
Title case in quotes – capital on principal words only
Add quotes and title cap
Remove quotes and remove caps
Headings: sentence case
Heading: sentence case (2)
Book titles (i.e. Italic) to title case
Convert text (heading) to title case OR sentence case
All caps to title case
Superscript next note number
Apply/remove italic/bold
Removing styles and attributes from text
Italicising variables in an equation (1)
Italicising variables in an equation (2)
Romanise an existing italic
Romanise italic/bold punctuation
Make a phrase italic
Italicise biological binomial species names
Make italic text more easily visible
Applying funny underlines
Sub/superscript on/off
Italic to single (or double) quote toggle
Applying an attribute to some text
Select highlighted text
Paste as unformatted text
Getting pure text from PDFs and websites
Copy and paste styles
Unify the style of a paragraph or selection
Copy to and paste from the spike
Adding tags (codes) locally
Tagging displayed quotations
Tagging bits of text
Tagging lists
Tagging captions
Checking continuity of tags
Border off paragraphs
Find and replace apostrophes
Inserting special characters (accents)
Inserting special characters (Greek)
Inserting special characters (scientific)
Move date within reference
Add dates to reference citations
List all references in the notes (for converting to short title)
Change author forenames in references list to initials
Reinsert author name, instead of dash in references list
Check/change author/date formatting in references list
Convert uppercase surnames to initial capital
Lowercase author surnames in references list

Reduce the number of authors in a references list to three
Reduce multi-author citation to 'Bloggs et al.'
Highlight all multi-author citations in text
Change author name order in references list
Move date (year) to end of line in references list
Swap initials and surname
Swap initials and surname, move date, etc.
Check alphabetic order of references list (well, any list)
Check Vancouver reference citations
Collate all reference lists into one big list and sort it
Type in today's date
Compare two sentences
Setting space before/after paragraph to specific values
Reading and setting indents
Setting indents to specific values
Formatting current paragraph as displayed text
Format numbers – at cursor or in a selection
Selectively delete Oxford commas
Switching the ruler display on and off
Add 'However' at start of a sentence
Set a current word(s) to small caps
Replicate the edit you just made
Move selected text to start of sentence

13 Editing – information _____

Identifying the next character
Show any 'funny' codes in the text
Spellcheck a single word
Spellcheck with language warning
Spellcheck and auto change
Delete all spelling errors in a file
Show (or not) spelling errors in a file
Count this word/phrase
Count hyphen/space/single word
Count words remaining
Count italic text
Count words within sections
Count pages within chapters
List all the italic words
Multifile word counting
Totalling words from various places
Check the column totals
Check the totals of a set of consecutive numbers
What is the full filename?
Get information from Google etc
Set up your own Fetch macro (1)
Set up your own Fetch macro (2)
Fetch from multiple dictionaries
Using Google to search a specific site
Launch successive URLs from the text
Turn URL or email address into a live link
URLs to active links
Reduce the text extent of an active link
Unlink all the URLs
Email addresses to active links
Show all formatting or just paragraph marks
Show various formatting marks and hide highlighting
Show all text in a different font size

14 Editing – highlighting _____

Add and remove highlights (basic)
Red text on/off
Highlights – pick any colour!
Text font colour – pick any colour!
Remove all highlight/colouration of current colour
Remove all highlighting

Remove all highlighting except...
Remove all highlighting and colouration but not on program text
Fixed spaces (and tabs) visible
Highlight same text
Font colour same text
Remove highlight from this word
List all highlight colours used
List all highlights used
Not highlight but background colour
Highlight punctuation issues
Highlight punctuation issues (2)
Highlight roman punctuation following italic text
Highlight/colour all the words/phrases in a list
Highlight all the edits in a text
Adding borders to text
Removing borders from text
Splitting and joining paragraphs

15 Editing – navigation _____

Navigation pane customization
Open navigation pane your size and position
Temporary bookmarks
Instant find
Instant find – case sensitive
Instant replace
Instant find clipboard
Instant find particular formats
Find in another file
Find in context
Find combinations of texts
Find any of a set of searches
Copy text into the F&R box
Find within deleted text
Multi-purpose find
Old-fashioned find for Word 2007/2010
Versatile searching via wildcards
Find highlighted text
Find coloured text
Jump from (heading) style to style
Jump from (any) style to style
Jump to next applied style
Jump back to table of contents
Jump from comment to comment
Jump into and out of a comment
Jump from edit to edit
Jump from footnote to footnote
Jump between main text and footnotes/endnotes
Jump from (section) number to number
Jump down through (section) numbers
Jump to an item in an auto-numbered list
Jump to next/previous table
Jump to next/previous paragraph that has borders
List all figures/tables/boxes
Create a list of all fig/tab/box captions
Find short paragraphs (lists)
Highlight all lists
Go to page
Easier scrolling
Lost cursor – where was I?!
List of headings
List of headings by style
Show paragraph style colour + applied colour
Display and/or speak the style of a paragraph
Find any of these words

16 Editing – comment handling _____

Jump from comment to comment
Creating (modern) comments using macros
Menu-based creation of (modern) comments
List all modern comments
Delete modern comments
Author query list compilation
List all (old) comments
List all comments – with numbers
List all comments – with 'all sorts of stuff'
Add a comment
Add a comment from a menu
Add a comment from a menu
Add a comment – simple version
Add a comment from a file
Open the comment pane
List all commented paragraphs
Collect all comments in a set of files
Add or remove fixed comment initials and numbers
Add comment initials and numbers to text
Edit the initials within comments
Delete all comments
Add a comment from a list to a PDF
Add a comment from a list into the main text
Change the scope associated with a comment
Change the names associated with the comments
Solve problems when typing text into comment bubbles

17 Editing – track changes _____

Track change on/off
Don't track change this edit
Accept or reject track change
Reject track change on specific word/phrase
Track change markup showing or not
Aspects of track change markup showing or not
Track changes reminder
Accept all formatting track changes
Accept specific types of track changes
Accept/reject track changes
Accept track change of specific author/editor
Accept tracking and move on to the next
Simplify track changes
Consolidate track changes
Navigating track changes
Compare documents by using track changes
Using find and replace despite track changes being present
Count the number (of words) of track changes in a document
Create a file of all sentences containing any tracking
Lists the date and time of all track changes

18 Other tools _____

Open a split screen
Improving Word 365's Dictate
Hints & tips for Word 365's Dictate
Visible countdown
Easy loading of specific files
Rescuing a corrupt file
Rescuing a corrupt file with equations
Proof checking – file preparation
Proof checking – check page numbers
Proof checking – contents list check
Proof checking – index spot-check
Semi-automatic reference checking
Automatic reference citation checking
Semi-automatic short-title reference citation checking
Add word/text to list
Save files as PDF

Save duplicate set of files
'Save as' current file, but with index
Open the window at specific size, position and magnification
Accept track changes in a set of files
Show all hidden text in a set of files
Overtype beware!
Reverse order of list
Show/hide graphics
Unicode lister
Open the customize keyboard dialogue box
Custom keys lister
Automatically saving and restoring macros and keybindings (keystrokes)
Saving and restoring your macros and keybindings (keystrokes)
Saving and restoring all your keybindings (keystrokes)
Have you got the latest versions of the macros?
Update a macro, but keep the keystroke
Table of contents updater
Macro list indenter
Wiki page editing
Forum post editing
WhatsApp post editing
Adding elision to index
Basic indexing (1)
Basic indexing (2)
Playing card suits
Go fetch this macro
Mark file as 'final'
Maximize/minimize the ribbon
Select this macro text
Obfuscate/anonymise/enigmatize a file
Check the length of tweets
Manage your autocorrect items
Embolden first occurrence of certain words
Launch your macros from a menu
Macros for downloading macros
Use Word as a simple slideshow system
Load one (or more) of several files

19 Changes log ____

2020
2021
2022
2023

Finding the macros: Note that the macros are stored separately, in the second volume of the book: *The Macros*. The name of the macro is given at the end of each macro description. You can use that name to search through *The Macros* for the particular macro you want.

Macros can take a long time to run!

General macro warning: Some of the more complex macros can take a long time to run, so if nothing seems to be happening, **please be patient**. The **worst** thing you can do is to click on the screen to try to see if anything is happening. Word sometimes crashes when you do that.

Other notes:

Printing the book? – This is intended to be an electronic document, but if you do decide to print it, you can improve the printout page coverage: either (a) delete the two comments in the section headed 'Add a Comment', or (b) go to Review toolbar, look at Track Changes, and select 'Final', and not 'Final: Show Markup'.

Mac users start here, please

I don't own a Mac (though I did for about 12 years, starting in the days of the MacPlus (1988) with its 9″ B&W screen!), but I've done my very best to make my macros Mac-compatible. A couple of points to note:

1) **None** of these macros will work with **Word 2008** because it can't run macros written in Visual Basic.

2) With the possible exception of the multifile macros, all of the macros *should* work with **Word 2011 and later**. If you find any that cause problems, please let me know (I've had no error reports since about 2015/16).

In the Mac version of Visual Basic, the file handling has some issues with some versions of the Mac operating system, so I can't absolutely guarantee that my multifile macros will work without problems. Mac users who have used them say that it seems to work OK provided that the names of your files are relative short; best to keep them less than, say, 18 characters long.

3) One macro, *DocAlyse*, can sometimes say 'Compile error: procedure too large'. If you get this error, try using the macro, *DocAlyseForMac*. If even that gives the same error, try *DocAlyseForThinMacs*, and if even *that* gives the error, try *DocAlyseForVeryThinMacs*. Each has slightly less functionality than the previous version.

These macros are also available from:
DocAlyseForMac
DocAlyseForThinMacs
DocAlyseForVeryThinMacs

N.B. Please don't assume that, if there's an XxxxForMac macro, you **ought** to use it. You only need to use the Mac version if the generic version gives an error. In any case, the Mac version sometimes has reduced functionality, so please use the generic version if you can.