

## 07 Tools for different aspects of editing

There are very many different things that macros can do, so I have divided them up into sections to try to make it easier for you to find the macro(s) that you want for any given job.

### *Textual analysis – preparing your stylesheet*

There are only a few macros under this heading, but they are some of the most powerful, for both proofreaders and editors. Their purpose is to help you to assess the script before starting work on it. The aim is to help you make decisions about spelling, hyphenation, punctuation styles etc *before* you start to read. This can save you a lot of time. (Editors may like to run some of these macros again on the finished files to pick up any remaining inconsistencies.)

### *Pre-editing tools*

If you are editing a text, there can be a lot of changes to be made to the file before you actually start reading, and many of these involve repetitive tasks – just the sort of thing that computers are good at. The most powerful tool here, *FRedit*, provides ‘scripted find and replace’, a concept that is new to some editors, for which there’s only a brief introduction in this book. *FRedit* has its own, separate documentation. This macro can be very useful even if is used very simply, but it can also do some extremely time-saving tasks if you are willing to learn to use its more powerful aspects. The *FRedit* package comes with a library of tools that other people have developed. This is especially helpful because many of these special tools use wildcard find and replace.

Other macros in this section do various editing jobs on: tables, frames, textboxes, footnotes and endnotes, bookmarks, comments and styles. For example, there are macros that pull all the tables and/or figures out into a separate file, and a macro that creates a list of all the acronyms in a file etc, etc.

### *Editing: text change*

As you are reading through the text, you do lots of minor editing actions: adding a comma, hyphenating two words, switching the order of two words, changing numerals 1–9 (or 10) into words etc. Using these macros can speed up the editing process but, more importantly, they enable you to make those minor changes without taking your attention off the meaning of the text that you are reading.

### *Editing: information*

These macros provide useful bits of information about the piece of text you are working on.

### *Editing: highlighting*

Coloured highlighting can provide another set of tools to aid the editor: you (or a macro) can use different colours to highlight different things. These macros allow you to add highlights of whatever colour, and then to move around the text, looking at the text in the different colours. Also, you can get rid of the highlighting, either in a given area of text, or selectively by colour; you can remove, say, all the green highlighting while leaving all the rest of the highlighting intact.

### *Editing: navigation*

When working with text, you want to be able to move around the text, quickly and easily, looking at various bits, checking them and changing them. So, by using macros, you can jump instantly to, say, another heading of the same type, to another occurrence of the selected text, to another comment, to the same place in a different file – plus a whole load of other ways of jumping around the text.

### *Editing: comment handling*

Word’s comment facility can be useful for making notes for yourself or others, and macros can help with adding comments. It can also collate the comments afterwards to pass on to the author or the typesetter or the client – especially useful if it’s a multifile job.

### *Other tools*

This final section is just a miscellany of macros – ones that didn’t fit into any other category.

