# Appendix 14 – 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*.

FIContext 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

(×~)

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~

see iep

CIEP

iep

CIEP

ws

worksheet

doc allies

DocAlyse