

08 Macro Menu – complete macro tool list

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(The macros **highlighted in yellow** are the 50 most recently dated – either added or updated.)

The aim of this section is to whet your appetite by offering a macro smorgasbord. The problem with this book is that there are far too many macros, so how do you know what's available that you might find useful for your own particular style of editing? Here I take different topics and simply state what's available related to that topic (i.e. some macros appear in multiple sections below). If something catches your fancy, place your cursor in the macro name (in *italic*) and ***InstantFindDown*** to search for the details.

Loads of extra (undocumented) macros

I have a huge range of macros that I have never got round to adding to this book. I have therefore added them to the ends of the sections of the menu below. However, the only information available is the single-line descriptor that every one of my macros has – there are **no written instructions...** not yet.

But each has a linked macro name, so that you can download the macro from the WMT website.

If you find a macro that looks really useful, please email me, and I'll see if I can get it written up and put in the book properly.

Hint: Notice that each of the new macros has a date – some go back to 2012. The chances are that the more recent macros are (a) better programmed and (b) likely to be more useful. **Enjoy!**

1. Bookmarks

- DeleteAllBookmarks* – Deletes all bookmarks
- BookmarkTempAdd* – Adds temporary marker
- BookmarkTempClear* – Deletes temporary markers
- BookmarkToCursorSelect* – Selects from temporary marker to cursor
- BookmarkTempFind* – Jumps to temporary marker

2. Comments

- CommentAdd* – Adds a comment
- CommentAdd2* – Adds a comment
- CommentAddMenu* – Adds a comment off a menu
- CommentAdder* – Adds a comment off a menu
- CommentAddSimple* – Adds a new comment with a standard text item added
- CommentAddFromFile* – Adds a comment from a file of ready-made comments
- CommentAddAndPasteSelected* [22.10.22] – Copies text, adds a comment and pastes text
- CommentAddJumpBack* [26.02.24] – Creates a comment or jumps back to the text
- CommentSuggestText* [26.02.24] – Copies selected text to make a comment (Same as the one above?!)

Modern comments system:

- CommentCompose* – Allows you to create a new (modern) comment
- CommentComposeMenu* – Adds a comment off a menu (for modern comments only)
- QQConvert* [14.06.21] – Converts QQ comments to ordinary comments
- QQUpdate* [28.05.21] – Renumbers QQ comments

CommentsModernCollect – Extracts modern comments with format and colouring

CommentsModernDelete – Deletes current comment or all comments

CommentPicker – (similar but for PDFs) Copies a comment out of a list of comments

CommentPickerInserter – (ditto) Copies a comment from a list and paste into text

CommentCopier – Creates an author query list, with space for author's reply, plus a file of each comment's context

CopyAllComments – Copies all the comments into a new document

CopyCommentsAndSave – Create a list of all the comments

CommentCollectTabulated – Collects all comments into a table

MultiFileCommentTabulated [28.04.22] – Collects all comments in a set of files into one big table

CommentListNumbered – Lists all comments in file with index numbers

CommentNumbering – Adds or removes comment initials and numbers, e.g. [PB1]

AddCommentMarkersInText – Adds comment initials and numbers to text

CommentInitialFandR – Finds and replaces comment initials

CommentInitialReplaceAll – Changes all comment initials

CommentContextCopier – Copies all paragraphs containing comments into a new file

MultiFileComment – Lists all comments in a set of files

CommentNext – Jumps to next comment

CommentPrevious – Jumps to previous comment

CommentsPane – Opens and closes the comments pane

CommentJumpInOut – Jumps into and out of comment text

CommentChangeScope – Reduces or extends the scope of a comment

CommentNameChanger – Changes the name attached to comments

CommentTextNormalise – Gets rid of 'funny effects' in the comment boxes

DeleteAllComments – Deletes all comments

DeleteCommentsSelectively – Accepts track changes of specific author/editor

CommentsResolveSelected [19.09.23] – Resolves all the comments in the selected area of text

CommentBracketsToBubbles – Copies text in square brackets and into comment bubbles

CommentBubblesToBrackets – Copies comments into brackets in running text

CommentsAddIndexOnInitials – Adds serial number to initials in all comments

CommentsDeleteAllNotTagged – Deletes all comments NOT starting with a specific tag

CommentsDeleteSelectively – Deletes all comments that DO have a specific tag

CommentDeleteMoveNext [17.05.22] – Deletes current comment and moves to the next comment

SectionHeadsInComments [26.02.24] – Adds the heading style and text of each heading into a comment

HighlightComments [16.11.22] – Highlights all comments with specific prefix

3. Document analysis

MegAlyse – Launches a selected series of analysis macros

UKUSCount – Has the author predominantly used UK or US spelling?

UKUShighlight – Marks US spellings within UK text and vice versa

IZIScount – For UK spelling, has the author predominantly used -is- or -iz- spellings?

(For editing, you can use IStoIZ and IZtoIS to implement your decision.)

ProperNounAlyse – Alerts you to possible proper noun misspellings, showing their frequency

(For editing, ProperNounToFredit can be useful.)

FullNameAlyse – Creates a frequency list of all full names, e.g. Joe Bloggs, K Smith, Paul Edward Beverley

PreferredSpellingsAlyse – Finds words similar to those in a preferred-spelling list

SpecialWordSpellAlyse – Does a ProperNounAlyse of all long 'spelling error' words

[SimilarWordsAlyse](#) – Analyses similar words

[HyphenAlyse](#) – Shows the frequency of word pairs in hyphenated, two-word and single-word form

(For editing, HyphenationToFRedit can be useful.)

[HyphenationToStylesheet](#) – Takes items from the HyphenAlyse list, ready for the word list of a stylesheet

[WordPairAlyse](#) – Shows the frequency of word pairs that are never hyphenated (e.g. can not/cannot)

[CapitAlyse](#) – Analyses words with initial capitals (or not)

[AccentAlyse](#) – Compares words that consist of the same letters, but with different accents

[AccentedWordCollector](#) – Collects all the accented words in a text

[AAnAlyse](#) – Highlights a/an errors: a onion, an pear, an union, a hour, a HTML, an UFO, a O, an P, a H, an U

[DocAlyse](#) – Counts past participles (-t/-ed), among(st), C/chapter, et al., i.e. etc, focus(s), Fig(ure), Eq(n) etc

[DocAlyseUser](#) – Create your own (multilingual?) document analyses

[DocAlyseForMac](#) – Counts past participles (-t/-ed), among(st), C/chapter, et al., i.e. etc, focus(s), Fig(ure), Eq(n) etc

[DocAlyseForThinMac](#) – Counts past participles (-t/-ed), among(st), C/chapter, et al., i.e. etc, focus(s), Fig(ure), Eq(n) etc

[DocAlyseForVeryThinMac](#) – Counts past participles (-t/-ed), among(st), C/chapter, et al., i.e. etc, focus(s), Fig(ure), Eq(n) etc

[SimilarWordsAlyse](#) – Analyses similar words

[PreferredSpellingsAlyse](#) – Finds words similar to those in a preferred-spelling list

[GenusSpeciesAlyse](#) – Checks the abbreviation of genus/species names

[SpeciesAbbreviator](#) [12.03.22] – Adds genus and species to the text, pulling data off a file

[NumberTextFigureCount](#) – Counts numbers as figures vs. words

[e-](#) – Highlights things that might be lists with serial commas (or not)

[CenturyAlyse](#) – Analyses how centuries are formatted in a document

[DayDateAlyse](#) – Lists words out of a proper noun frequency list

[ListAlyse](#) – Makes a list of all the ‘list’ items - then you can analyse them!

[FormatAlyse](#) – Highlights various formatting features to make you aware what’s been used

[PlurAlyse](#) – Creates a frequency list of single/plural pairs

[PlurAlyseColour](#) – Colours/highlights all words listed by PlurAlyse

[ChicagoNoteReferenceAlyse](#) [31.12.21] – Helps to check note-based reference citations

[InitialCapAlyse](#) [17.09.18] – Highlight possible capitalisation inconsistency

[ParticipleSentenceStartShow](#) [04.01.24] – Underlines + highlights the participles that start sentences

[UnitsAlyse](#) [07.03.22] – Counts the number of items that look like units

[StyleEffectDetector](#) – Reports the style and effects applied to the text

[CatchPhrase](#) – Searches for and counts repeated phrases

[DuplicateSentenceCount](#) – Counts frequency of any duplicated sentences

[WordGraph](#) – Gives a visual indication of the occurrences of a word or phrase

[PunctuationFormatChecker](#) – Variously highlights italic/roman punctuation

[HighlightOddPunctuationFormat](#) – Highlights oddly formatted punctuation marks

[RomanPunctuationHighlight](#) – Finds roman punctuation that follows italic text

[WhatChar](#) – Shows ASCII and Unicode numbers and names of character at the cursor

[Chirimbolos](#) – WhatChar in Spanish by Marcela Ronaina

[SerialCommaHighlight](#) – Highlights or underline text that appears to have a serial comma

[SerialNotCommaHighlight](#) – Highlights or underlines text that appears not to have a serial comma

[SerialCommaCounter](#) – Counts serial (or not) commas in lists

[SpecialSortsLister](#) – Creates a list of all the special sorts in a file

[SpecialCharList](#) – Creates a list of the Unicode characters in the document

[TextProbe](#) – Finds funny character codes

[FieldAlyse](#) – Counts all fields of different types

[SentenceAlyse](#) – Analyses the size of sentences

[ItalicWordList](#) – Creates a list of all words in italic

[ListofHeadings](#) – Creates a list of all headings

[ListAllHeadings](#) – Creates a list of all headings by style name

[HeadingLister](#) [11.01.14] – Create a list of all coded headings

StyleDetector – Displays or speaks the current style name
FontColourReader – Reads style font colour + any applied colour
PhraseCount – Counts a series of selected phrases
CountPhrase – Counts the word or phrase selected
HyphenSpaceWordCount – Counts hyphenated word forms
ItalicCount – Counts the number of words that are in italic
MultiFileCount – Counts words in a group of files
WordTallier – Adds up word numbers in selected texts
LongWordHighlighter [09.08.23] – Highlights all words more than a certain length

HighlightLongQuotesDouble – Highlights all extra-long quotes (double)
HighlightLongQuotesSingle – Highlights all extra-long quotes (single)
DisplayQuote – Finds or displays a long quote

HighlightIndentedParas – Highlights all indented paragraphs
HighlightAllQuestions – Highlights all sentences ending with a question mark
LongSentenceHighlighter – Highlights all sentences more than a certain length
LongParagraphHighlighter – Highlights all paragraphs more than a certain length
ParagraphLineLengthHighlighter – Highlights any paragraphs longer than a number of lines
LongSentenceCheck – Colours long sentences
FrequencySentenceLength – Creates a histogram of sentence length
HighlightDuplicateSentences – Highlights pairs of identical sentences within a document

DuplicatedWordsHighlight – Adds a highlight to any duplicate words in a text, e.g. ‘the the’
DuplicatedWordsFind – Jumps to the next duplicated word pair: ‘the the’ and ‘and and’ etc
DuplicatedWordsFind2 – Finds next consecutive two-word duplicate
DuplicatedWordsFind3 – Find next consecutive three-word duplicate
FindRepeatedWords – Finds words that are repeated in a given range
RepeatedWordsInSentences – Highlights any words duplicated within given sentences
RepeatedWordsInParagraphs – Highlights any words duplicated within given paragraphs
MacroRunNoTC – Runs an analysis on track-accepted text
TooDifficultWordHighlighter – Highlights any words not included in a given word list

ChronologyChecker – Copies paragraphs containing date references into a new file

IndexListItems – Finds page numbers of all the words/phrases given in a list

4. Fields

URLlink – Makes the URL/email at the cursor a clickable link
URLlinker – Finds URLs in the text and links them
URLUnlinker – Unlinks all the URLs in the selection or the whole file
EmailLinker – Finds email addresses in the text and links them that
URLshrinker – Reduces the extent of a URL link to just the selected text
UnlinkCitationsAndRefs – Unlinks reference citations (ignoring equations)
DeleteAllLinks – Deletes all hyperlinks
DeleteSomeLinks – Deletes hyperlinks that are not URLs
DeleteAllHyperlinks [30.06.12] – Unlink all hyperlinks including footnotes
UnLinkAllFields [30.10.12] – Unlinks all fields and hyperlinks
UnlinkSomeFields [31.10.12] – Delete hyperlinks that are not URLs
ReferenceCheckWeb – Checks whether each of the URLs in the text appears in the references list
MendeleyPunctuationCorrection – Moves punctuation marks to before the note indicator
FieldsUnlink – Unlinks all fields except equations
CitationFieldsUnlink [27.02.14] – Selective field unlinking

FieldCodesVisible – Switches between fields being visible and not visible
URLlinksVisible [01.05.21] – Unlinks all the URLs in the selection or the whole file

[AutoListOff](#) – Changes auto-bulleted listing to real bullets
[InsertFigureRefs](#) [21.02.18] – Adds hyperlinked reference to all figures
[InsertHeadingRef](#) [18.02.18] – Adds a hyperlinked reference to a heading
[InsertTableRefs](#) [21.02.18] – Adds hyperlinked references to all tables
[ListAllCitations](#) [28.12.23] – Alphabetically lists all fig/table/box/flowchart citations

[LinkCopy](#) [25.01.24] – Copies the URL of the current link
[LinkAdd](#) [25.01.24] – Selects the current word(s) and adds a link from your input
[LinkDelete](#) [25.01.24] – Deletes (unlinks) the current link

[ContentControlsRemove](#) [14.04.21] – Removes all content controls

5. Figures and tables

[FigCallouts](#) – Figures call-out inserter
[FigStrip](#) – Strips out all figures and leave a callout
[DeleteAllFigures](#) – Deletes all images that seem to have a figure caption
[DeleteAllInlineImages](#) – Deletes absolutely all images
[DeleteAllImagesAndCloseUp](#) – Deletes all images and closes the gaps
[DeleteAllImagesAddCallout](#) – Deletes all figures and leaves a callout for each
[TableCallouts](#) – Inserts table callout
[TableEdit](#) – Edits items in the cells of some or all tables
[TableEmDasher](#) – Changes empty cells and cells with hyphen/en dash to an em dash
[TableStripper](#) – Strips out all tables into a separate file
[TablesToTabText](#) – Converts all tables into tab-separated text
[CellsAddChar](#) – Checks that there is a full point ending each cell
[TableCellsInitialCaps](#) – Applies an initial capital to every cell in the selected range
[TableBordersToggle](#) – Switches table borders and rules on and off
[PictureShow](#) – Switches pictures on and off

[TablesMarkAllEmptyCells](#) [09.06.22] – Adds some dummy text into every empty cell

6. File handling

[MultiFileCopier](#) – Saves a folder full of files into a new folder, adding ‘_PB_01’ to each name
[SaveAsWithIndex](#) – Saves the current file, adding a suffix
[OpenMySize](#) – Opens the window to a particular size, position and magnification
[MultiFileFRedit](#) – Multifile version of FRedit
[MultiFilePDF](#) – Saves a folder full of files as PDFs
[MultiFileText](#) – Collects text plus simple formatting from multiple files
[MultiFileTextForMac](#) – Collects text plus simple formatting from multiple files
[MultiFileWord](#) – Concatenates multiple files (i.e. including formatting and images)
[ChapterFileLinker](#) – Rejoins all the chapters of a book
[MultiFileReferenceCollator](#) – Collects all references (or foot/endnotes) from multiple files
[MultiFileShowHiddenText](#) – Unhides hidden text in multiple files
[MultiFileCount](#) – Counts words in a group of files
[MultiFilePageCount](#) [30.03.21] – Counts pages in a group of files
[MultiFileTextSimple](#) [27.06.19] – Collects text plus simple formatting from multiple files
[MultifileXML](#) [01.09.21] – Save a folder full of files as XMLs
[MultiFileDocToDocxSave](#) [12.05.23] – Save any .doc files in a folder also in .docx format

[SaveAllUnsavedDocs](#) [26.10.23] – Saves all unsaved documents

[CopyTextSimple](#) – Creates a text-only copy, with some features preserved
[CopyTextVerySimple](#) – Creates a text-only copy, with no features preserved

[ChapterChopper](#) – Chops text into chapter files

FileChopper – Chops text into a number of smaller file using page breaks

FileLister – Lists all files in a folder

LinesToParagraphs – Converts lots of individual lines of text into paragraphs

TheBook – Loads two named files, and opens them on screen at a given size and zoom

LoadTheseFiles – Loads all the files listed in a file list

LoadFilesInList [20.06.22] – Loads a series of files in a Word file list

BackupIndexed [18.01.21] – Saves an indexed copy of the current file

FolderAddress [15.01.21] – Locates the folder of the current file

WhatFolder [10.02.21] – Loads the clipboard with the address of folder of this file

ChapterChopper – Chops a book file into a set of chapter files

FileChopper – Chops text into a number of smaller file using page breaks

7. Formatting

StrikeSingle – Toggles strikethrough attribute on and off

StrikeAndColour – Adds strikethrough and font colour to selected text

StrikeThroughAllURLs – Strikes through all URLs to protect them from changes

EquationsStrikeThroughAll – Applies strikethrough to all equations in the text

CodeSegmentProtect – Applies strikethrough to computer code sections

EquationsHighlightAll – Highlights all maths items

SpaceEquationsInPara – Adds spaces to MathType equation in this para if necessary

EquationSpacer – Adds spaces either side of equations that butt up to some text

EquationsConvertAll – Converts all Equation Editor items to their text equivalent

CentreText – Centres the text

QuotationMarker – Applies strikethrough to all quotes and displayed text to protect them

FontEliminate – Restores anything in one specific font to the default font

FunnyFontFind – Finds the next paragraph that has mixed fonts

FunnyFontClear – Makes all text in the selection the same font

FontHighlight – Highlights all fonts not named in the list

FontMixHighlight [17.05.21] – Highlights paragraphs with mixed fonts, showing odd fonts

FontMixFind [16.05.21] – Finds the next paragraph that has mixed fonts

FontLister – Lists all font names in selected text or whole file

FontFind – Finds text in a given font name in selected text or whole file

FontFunniesClearThisOne – Makes the selected text into the default font

FontFunniesClearAll – Changes all text in this specific font into the default font

HighlightNotThisSize – Highlights all text NOT the same size as the current text

StyleCopy – Copies style

StylePaste – Pastes style

ListAllStyles [12.01.21] – Creates a list of all paragraph styles name

StyleLister [18.04.24] – Lists all paragraph and character styles used in a document

PasteWithEmphasis – Pastes with emphasis

PasteUnformatted – Pastes unformatted

ClipToText – Gets pure text from PDFs and websites

UnifyFormatBackwards – Makes start of paragraph (or selection) same format as the end

UnifyFormatForwards – Makes end of paragraph (or selection) same format as the start

JustifyOFF – Turns this format off on all paragraphs

FirstNotIndent – Removes first line on all paragraphs that follow a heading

DoubleSpaceAfterSentence – Ensures that every sentence has two spaces after it

FormatRemoveNotURLs – Removes all styles and formatting except URLs

Boldiser – Toggles bold for next character or selected text

Italiciser – Toggles italic for next character or selected text

BoldKill – Remove bold from selected text or current line

ItalicKill – Removes italic from selected text or current line

ItaliciseVariable – Runs along the line to find alpha characters and italicises them all

ItaliciseOneVariable – Runs along, finds groups of alpha chars and and italicises (or italicises a selection)

ItalicisePhrase – Selects text up to next punctuation mark and makes it italic

ItalicBinomial – Italicises biological binomial species names

Romanise – Removes italic from the next set of italic characters

NormaliseText – Sets Normal style and removes (some) formatting

PunctuationItalicOff – Un-italicises all commas, etc. not followed by italic text

PunctuationBoldOff – Un-bolds all commas, etc. not followed by bold text

UnderlineOnlyItalic – Removes all underlining, then underlines all italic text

UnderlineStyle – Changes the underline style of underlined text

BoldItalicToStyle [27.03.24] – Changes bold, italic and bold-italic applied directly, into character styles

FontMixHighlight [17.05.21] – Highlights paragraphs with mixed fonts, showing odd fonts

FontMixFind [16.05.21] – Finds the next paragraph that has mixed fonts

SuperscriptSwitch – Toggles subscript -> superscript

SubscriptSwitch – Toggles superscript -> subscript

SuperscriptSwitchOld – Toggles superscript on/off

SubscriptSwitchOld – Toggles subscript on/off

BoldFirstOccurrence – Emboldens the first occurrence of words in a list

ListItemNumberFormatter – Formats the numbering of the current list item

DisplayedTextFormat – Removes quotes and romanises and trims trailing spaces

ParagraphEndChecker – Highlights the end of all possibly punctuation-less paragraphs

ShowFormatting – Displays all formatting or just paragraph marks

ShowFormattingMenu – Displays (or not) various formatting markers, and the highlighting

BordersAddToText – Changes underlined+highlighted text to coloured borders

BordersAllOff – Removes border attributes from some or all text

ParaSplitJoin – Splits the para after current word or joins to next para

FormatNumbers – Formats number at cursor or numbers within a selection

RemoveNumbersFromHeadings – Removes automatic numbering from headings

SuperscriptNumberFormatter – Corrects spaces + punctuation on superscripted numbers

SuperscriptHighlightSmart [25.09.15] – Highlight all superscript numbers according to type

BackgroundColourOnOff – Switches background colour on/off

BackgroundColourOff – Remove background colour

BackgroundColourAllOff – Removes background colour

TrackColourOff [04.09.19] – Switch off background colour from track on/off macro

BackgroundTest [11.04.20] – Removes all background colours

BackgroundPatternStyleChecker [26.01.23] – Searches for text style with background pattern applied

PatternClear [13.03.14] – Remove shading and other funny colours!

ItalicisePatternedText [20.05.17] – Italicises all text in the document in current background pattern colour

[AynHamzaFormat](#) [26.03.24] – Corrects formatting of ayns and hamzas
[OddQuoteSpacingCorrectAll](#) [16.11.22] – Corrects the odd/weird/funny spacing on quotation marks (from RTL fonts)
[LtrRestore](#) [29.03.24] – Restores text direction to left-to-right
[OddQuoteSpacingCorrectDouble](#) [22.07.22] – Corrects the odd spacing on double quotation marks

[OddLanguageHighlighter](#) [12.04.23] – Highlights any characters NOT in the chosen language
[SpacedFontFinder](#) [19.01.23] – Finds and highlights/underlines any text with odd spacing

[ChapterStartBreak](#) [05.03.23] – Finds all chapter titles (by style), adds page break and removes multi-newlines
[FigureCaptionSplit](#) [27.10.23] – Splits a caption into two lines, the second in italic
[FigureCaptionSplitAll](#) [30.10.23] – Splits all captions into two lines, the second in italic
[FindHashAndStyleNext](#) [19.01.23] – Finds a hash and changes the style of the following paragraph
[FindMissingPageNumbers](#) [28.09.23] – Clears trailing spaces, then highlights refs without page numbers

[FontUnify](#) [26.08.17] – Restore selection to same font size
[FormatCopy](#) [25.06.13] – Copy format of paragraph

[QuotesOffBothEnds](#) [03.09.22] – Removes single quotations marks from both ends of some text
[QuotesOffBothEndsDoubleAddItalic](#) [03.02.23] – Removes double quotations marks from both ends of some text + italicises
[SanthoshQuoteSelect](#) [25.01.21] – Changes existing single quotes into doubles
[RaiseLowerClear](#) [28.07.14] – Change weird super/subscript format to proper ones
[SigloSmallCaps](#) [24.02.22] – Finds "siglo" and small-caps the IVX following
[StrikeItalicParagraphs](#) [04.11.22] – Add single strike to all italic paragraphs (headings)
[StrikeDouble](#) [15.08.17] – Adds or removes double strike-through

[StyleFollowingHeadings](#) [13.04.18] – Sets the style of the paragraph after each heading
[WhitenBlueParas](#) [01.06.20] – No comment!

[HardSpaceAfterSuperscriptNumbers](#) [17.11.22] – Switches space to hard space after all superscripted number
[EquationsAllItalic](#) [02.11.20] – Makes all equations in the current selection italic
[TitleConsistenciser](#) [18.05.17] – Applies general formatting of heading to tagging and section number
[SpacesInThousands](#) [29.11.16] – Changes four-figure numbers from comma to space.
[TitleCapAllItalic](#) [29.11.16] – Changes all italic titles to title capitals.

8. Global changes

[FRedit](#) – Does scripted global find and replace

[MarkIt](#) – Applies various attributes by (wildcard) F&R

[FReditSelect](#) – Run FRedit, but only on multiply selected text

[FReditHeadingsOnly](#) – Run FRedit, but only on similarly formatted text

[FReditListRun](#) – Loads, runs and closes a specific FRedit list

[FReditListMenu](#) – Provides a menu to run different FRedit lists

[FReditCopy](#) – Copies word to make FRedit list item

[FReditCopyPlus](#) – Copies word to make FRedit list item and highlight and case insensitive

[FReditCopyWholeWord](#) – Creates FRedit item for whole-word F&R

[FReditListProcess](#) – Tidies up a FRedit list from cursor downwards

[FReditSame](#) – Creates FRedit item with ^& (i.e. replace with itself, ready for format/highlight change)

[FReditSwap](#) – Swaps the two sides of a FRedit item

[FReditSimple](#) – Performs a list of F&Rs (a FRedit trainer)

[MiniFRedit](#) – Adds attributes to certain words

[FReditListChecker](#) – Checks for possible anomalies in a FRedit list

[HyphenationToFRedit](#) – Takes items from HyphenAlyse list (or [ProperNounAlyse](#) list), ready for the FRedit list

[ProperNounToFRedit](#) – Picks up alternative spellings in a PN query list for a FRedit list

[FReditListCreate](#) – Adds text to list items and applies formatting

[FReditOne](#) [08.11.13] – Copy one F&R to the top of the list

SpellingSuggest – Creates a FRedit list item using Word's alternate spelling

SpellingCorrect – Corrects spelling and wrong capitalisation

FReditListTidy [24.04.24] – Tidies up a FRedit list

SpellAlyseToFRedit [23.04.24] – Corrects spelling and wrong capitalisation

CleanUp [10.06.20] – Cleans up a file by F&R

QuotationMarker – Applies strikethrough to all quotes and displayed text to protect them

TaggedTextToSmallCaps – Finds tagged text, lowercases it and changes to small caps

AcronymsToSmallCaps – Finds all acronyms (in text or selection) and changes to small caps

AllCapsToItalic [08.08.22] – Finds words in all caps and makes them italic

AllCapsToItalicNext [11.08.22] – Finds next word in all caps and makes it italic

InitialCapAllCapsWords [03.06.21] – Initial caps the all-caps words in a document

UnitSpacer – Finds all numbers with a unit and adds a thin space

SuperSubConvert – Changes weird super/subscript format to proper ones

SymbolToUnicode – Converts Symbol font characters to Unicode characters

TagsShowHide – Changes tags into hidden text and then reveals them again

MatchSingleQuotes – Checks whether single quotes match up

MatchParentheses – Checks whether brackets match up

MatchSquareBrackets – Check whether square brackets match up

MatchDoubleQuotes – Checks whether double quotes match up

QuoteMarkEmbedder – Changes double quotes inside double quotes to singles

EnclosureFixer – Checks and corrects the order of enclosures – brackets, braces and parentheses

QuotesOffBothEnds [03.09.22] – Removes single quotations marks from both ends of some text

QuotesOffBothEndsDoubleAddItalic [03.02.23] – Removes double quotations marks from both ends of some text + italicises

QuoteSingleToDoubleGlobal [15.01.23] – Changes single quotes to double, avoiding apostrophes

HighlightMissingDialoguePunctuation [22.09.22] – Highlights missing dialogue punctuation (from an idea by Katherine Kirk)

ChapterChopper – Chops a book file into a set of chapter files

FileChopper – Chops text into a number of smaller file using page breaks

MultiChoiceTidierGlobal – Lowercases first word and remove end spaces and punctuation

MultiChoiceTidierSingle – Lowercases initial character of answer and remove end spaces and punctuation

FReditListRun – Loads, runs and closes a specific FRedit list

FReditListMenu – Provides a menu to run different FRedit lists

HeadingStyler – Styles all headings by depth of section number

BodyTexter – Applies 'Body Text' to every paragraph in 'Normal'

StyleBodyIndent – Adds body style generally, plus 'No indent' after headings

FormatHeadwords – Adds a character style to the first word of every para in a given style

IndentChanger – Changes paras of one indent value to another

FirstLineIndentToTab – Changes all first-line indents to a tab

TableStripper – Strips out all tables into a separate file

BoxTextIntoBody – Copies text out of textboxes, then delete the boxes

ComboBoxAccept – Finds combo boxes and replaces them with the currently selected text

MultiFileAcceptTrackChanges – Accepts track changes in multiple files

MultiFileLoader [06.04.23] – Loads a set of files

[MultiFileReferenceCheck](#) [11.03.20] – Collects references, adds chapter labels, and sorts

[ItalicParaDelete](#) – Deletes all paragraphs that are mainly in italic

[HighlightWithTrackChange](#) – Use allcaps, smallcaps, underline for tracking highlighting

[SmallCapsToProperNoun](#) [11.02.18] – Changes every small caps word into initial cap + lowercase

[CapitaliseUndoubler](#) – Finds doubled capital letters and corrects them

[HeadersFootersRemove](#) [11.11.22] – Removes all headers and footers in all sections

[WelcheKorrigiere](#) [02.08.22] – Finds "welche" after a comma and corrects it

[HeHisHide](#) [08.06.22] – Adds StrikeThrough to any 'He' or 'His' as first word of sentence

[ItalicSpeechToSingleQuotes](#) [04.05.22] – Finds italic text, Romanises it and adds single quotes

[TimestampRemover](#) [29.08.21] – Deletes all timestamps of the form: nn:nn:nn<sp>

[FunnyDashToEnDash](#) [06.08.21] – Changes all funny dashes to proper en dash

[FootnoteTidy](#) [30.07.21] – Checks each footnote

[CheckCapSentences](#) [18.06.21] – Forces an initial capital on every sentence

[InitialCapAllCapsWords](#) [03.06.21] – Initial caps the all-caps words in a document

[StrikeAllHighlightText](#) [25.10.20] – Adds strikethrough to all highlighted text

[ChatFormatter](#) [23.10.20] – Load, run and close a specific FReddit list

[ProcessMyList](#) [17.09.18] – Italicise the first word of each paragraph

[ZeroIndentFirstLine](#) [29.03.15] – Zero indent on paragraph after heading

[GreekHighlighter](#) [05.11.17] – Finds unicode Greek sections of text and highlights them

[ShapeShowHide](#) [29.08.17] – Makes all shapes distinguishable

[ShapeShowScrollDown](#) [30.08.17] – Makes all shapes clearly visible

[ShapeShowScrollUp](#) [30.08.17] – Makes all shapes clearly visible

[SpaceEquationsInPara](#) [08.06.17] – Adds spaces to MathType equation in this para if necessary

[HeaderToChapterTitle](#) [13.05.17] – Copies the header and make it the chapter title

[TimecodeEditor](#) [22.10.14] – Increment/decrement timecode in a file

[SubscriptNumbersRoman](#) [02.08.14] – Make all subscript numbers roman

[SuperscriptMinus](#) [25.10.13] – Convert superscripted hyphens to minus signs

[StrikeAllColouredFonts](#) [23.05.13] – Add strike-through to all coloured text

[SmallBullets](#) [10.05.12] – Change auto bulleted list to small bullets

[TagALLbulletLists](#) [30.04.12] – Add tags to all bullet lists

[TabbedParasToIndent](#) [30.08.23] – Finds tabbed paras, deletes them and adds first-line indent instead

9. Text cleaning after conversion from PDF or OCR

[PDFsoftHyphenRemove](#) – Unhyphenates split words

[PDFhardHyphenRestore](#) – Hyphenates falsely concatenated words

[PDFHyphenRemover](#) – Finds all end-of-line hyphens, joining back to the next word

[PDFHyphenChecker](#) – Checks the line-end hyphenation of a converted PDF

[PDFunderlineToLigature](#) – Restores underline characters into ligatures

[PDFfunniesToLigatures](#) – Restores ligatures that have been converted to odd characters

[LigatureConverter](#) – Replaces funny codes for fi/ff/fl/ffi in converted PDF

[PDFspellAll](#) – Underlines all 'spelling errors'

[PDFspellIgnoreProperNouns](#) – Underline all spelling errors except proper nouns

[PDFpageNumberer](#) – Adds page numbers to each line of an exported PDF text

[PDFrunningHeadHighlight](#) [09.04.21] – Locates running heads and highlights/enlarges page number

[PDF_LigatureConvert](#) [20.02.17] – Replace underlines with fi/ff/fl/ffi in converted PDF

[PDFsurveyor](#) [08.11.13] – Identify PDF conversion problems

[PDFpager](#) [14.05.12] – Highlights page numbers of text from a PDF

10. Highlighting (and colouring)

HighlightMinus – Removes or adds highlight in a choice of colours

HighlightPlus – Adds highlight in a choice of colours

HighlightYellow – Highlights the selected text (or a word or a paragraph)

HighlightBrightGreen – Highlights the selected text (or a word or a paragraph)

HighlightEditGrey [06.09.13] – Highlight current edit in light grey

HighlightEditYellow [06.09.13] – Highlight current edit in yellow

HighlightRemovePerColour [03.04.24] – Removes highlight of one colour from selection or whole text

ColourMinus – Removes or add font colour in a choice of colours

ColourPlus – Adds font colour in a choice of colours

ColourToggle – Turns red text on/off

ColourPlusAttribute [06.06.23] – Applies font/highlight colour plus an attribute

HighlightOrColourRemove [15.04.24] – Removes the current highlight or font colour from the whole text

HighlightOffIncNotes – Removes all highlights and/or colour from text and notes

UnHighlightExcept – Removes all highlights except one/two chosen colours

SelectiveUnColourUnHighlight – Removes highlighting + colouration, but only on non-program text

ClearHighlightAndColour – Removes all highlighting, colouration and (optionally) underlining

HiLightON – Adds highlight in currently selected colour

HiLightTurquoise – Adds highlight in turquoise

HiLightOFF – Removes highlight (text colour) from selected text

HiLightOffALL – Removes ALL highlights (text colour) from whole text

HiLightOffCurrentLine – Removes highlight (text colour) from selected text or current line

HighlightSame – Highlights all occurrences of this text in this colour

HighlightAndColourSame – Highlights and/or colours all occurrences of this text in this colour

FontColourSame – Colours all occurrences of this text in this colour

HighlightOffWord – Removes highlight from all occurrences of this word

HighlightOffNext [15.05.21] – Unhighlights the next area of highlighting

HighlightOffNextWord [15.05.21] – Unhighlights the next word that has some highlighting

HighlightFindDown – Selects the next piece of highlighted text

HighlightFindUp – Selects the previous piece of highlighted text

SelectNextHighlight – Selects the next piece of highlighted text

SelectPreviousHighlight – Selects the previous piece of highlighted text

FindColouredText – Finds coloured text

FindColouredTextUp – Finds coloured text

FindNonBlackFont [25.10.17] – Finds next non-black font

HighlightLister – Lists all the highlight colours used

HighlightListerDeLuxe – Lists all the highlight colours used and which are not used

HighlightWordList – Highlights (and/or colours) all the words/phrases given in a list

HighlightCertainCharacters – Highlights certain characters with attributes

HighlightAllItalic – Highlights all text in italic (including in notes)

CopyHighlightedTextSentences – Copies sentences containing highlighted text into a new file

CopyHighlightedTextParagraphs – Copies paragraphs containing highlighted text into a new file

RevisionHighlight – Highlights all the edits in a text

CountWordsInHighlightColour – Counts the number of words in a given highlight colour or all highlighted words

CountHighlightColour – Count how many times a highlight colour occurs

HighlightWithTrackChange – Use allcaps, smallcaps, underline for tracking highlighting

HideShowText – Makes body text invisible (therefore emphasises other elements, e.g. text boxes)

[BordersAddToText](#) – Changes underlined+highlighted text to coloured borders
[BordersAllOff](#) – Removes border attributes from some or all text
[BorderParaOffSelective](#) [06.08.11] – Removes the borders applied to the paragraph
[BordersAddParagraphs](#) [08.03.23] – Adds colour borders to (partly) selected paragraphs

[Confusables](#) – Highlights/colours list of words in confusables file
[HighlightComments](#) [16.11.22] – Highlights all comments with specific prefix
[HighlightTrackedTextAuthor](#) [02.02.24] – Highlights all tracked text by a specific author
[HighlightAllTrackedText](#) [15.04.22] – Highlights (and/or font colours) all tracked text
[HighlightToStyles](#) [03.08.21] – Finds highlighted text and does things to each colour
[ParticipleSentenceStartShow](#) [04.01.24] – Underlines + highlights the participles that start sentences
[HighlightInContext](#) [30.03.24] – Highlights a word or phrase in its context in a sentence/paragraph

11. Internet

[URLlauncher](#) – Launches successive URLs from the text

[BibleGatewayFetch](#) – Launches Bible references on BibleGateway
[BibleHubFetch](#) – Launches Bible references or Bible quotes on BibleHub
[BLcatalogueFetch](#) – Launches selected text to the British Library catalogue
[DictionaryFetch](#) – Launches selected text to dictionary.com
[DictionaryFetchByLanguage](#) – Checks the current word in a language-related dictionary
[DictionaryFetchDE](#) – Launches selected text to [duden.de](http://www.duden.de)
[DictionaryFetchNL](#) – Launches selected text to <https://www.vandale.nl>
[DictionaryMultipleFetch](#) – Launches selected text to dictionary.com and other dictionaries
[DPTMFetch](#) – Launches selected text on DPTM - Busca el texto seleccionado en el Diccionario de términos médicos
[DTMEfetch](#) – Launches selected text on DTME
[GoogleBooksFetch](#) – Launches selected text to Google Books
[GoogleFetch](#) – Launches selected text to Google
[GoogleFetchAR](#) – Argentina
[GoogleFetchAU](#) – Australia
[GoogleFetchCA](#) – Canada
[GoogleFetchChile](#) – Chile
[GoogleFetchCO](#) – Colombia
[GoogleFetchCookie](#) – Launches selected text to Google website with cookie prompt
[GoogleFetchDE](#) – Germany
[GoogleFetchEgypt](#) – Egypt
[GoogleFetchEgypt](#) – Egypt
[GoogleFetchES](#) – Spain
[GoogleFetchIE](#) – Ireland/Eire
[GoogleFetchIndia](#) – India
[GoogleFetchMX](#) – Mexico
[GoogleFetchNL](#) – Netherlands
[GoogleFetchNZ](#) – New Zealand
[GoogleFetchPE](#) – Peru
[GoogleFetchQuotes](#) – Launches selected text – with quotes – to Google
[GoogleFetchQuotesCA](#) – Canada
[GoogleFetchQuotesDE](#) – Germany
[GoogleFetchQuotesEgypt](#) – Egypt
[GoogleFetchQuotesNL](#) – Netherlands
[GoogleFetchQuotesUS](#) – USA
[GoogleFetchSA](#) – South Africa
[GoogleFetchUS](#) – USA
[GoogleMapFetch](#) – Launches selected text to Google Maps
[GoogleScholarFetch](#) – Launches selected text to Google Scholar
[GoogleTranslate](#) – Launches selected text to Google Translate
[LawDictionaryFetch](#) – Launches selected text to Dictionary.Law website

MacquarieFetch – Launches selected text to the Macquarie dictionary
MerriamCollegiateFetch – Launches selected text to Merriam-Webster collegiate website
MerriamFetch – Launches selected text to Merriam-Webster
MerriamLegalFetch – Launches selected text to Merriam-Webster legal website
MerriamMedicalFetch – Launches selected text to Merriam-Webster medical website
MerriamThesaurusFetch – Launches selected text to Merriam-Webster thesaurus website
MerriamUnabridgedFetch – Launches selected text to Merriam-Webster unabridged website
NgramFetch – Launches selected text on Google Ngram
OneLookFetch – Launches selected text to OneLook
OEDFetch – Launches selected text to OED dictionary
OUPFetchPremium – Launches selected text to OUP
PubMedFetch – Launches selected text to PubMed
RAEfetch – Launches selected text on Real Academia Española
ThesaurusFetch – Launches selected text to thesaurus.com
WikiFetch – Launches selected text to Wikipedia
WordHippoFetch – Launches selected text on Google
WorldCatFetch – Launches selected text to WorldCat

SomethingFetch – Launches selected text to Xyz website.
SomethingFetchAlt – Launches selected text to Xyz website.

CMOSFetchAlt [28.08.22] – Launches selected text to CMS website.

12. Language

UKUShighlight – Marks US spellings within UK text and vice versa
LanguageHighlight – Highlights all text not in main language
LanguageSetUK – Sets language as UK English
LanguageSetUS – Sets language as US English
LanguageSetCanada – Sets language as Canadian English

(The next four all do more or less the same! Oops!)

LanguageToggle [29.10.21] – Toggles the language setting of (part selected) text
LanguageSetMulti [07.06.23] – Toggles between different language country settings
LanguageSwitch [16.08.23] – Switches the language between two or three alternates
LanguageUSUKswitch [06.10.23] – Switches language between UK and US English

13. Lists

SortIt – Sorts the selected text
DuplicatesRemove – Removes duplicate items from a list
SortNumberedList – Sorts numbered list, ignoring the number at the beginning
SurnameSorter – Sorts a name list on surname, but allowing for postfixes
SortOnTextAfterDelimiter – Sorts the selected list based on second 'field'
BibSortWithDittos – Sorts bibliographic list including ditto marks
CitationListSortByYear – Sorts items in a citation list in the text by date
CitationListSortByName – Sorts items in a citation list in the text by name.
SortListInText – Sorts items in a list in the text alphabetically
SortAndRemoveDups – Sorts the selected text and removes duplicate items
SortCaseSense – Sorts into separate lists: Lcase/Ucase
SortTextBlocks – Alpha sorts blocks of text by first line
ReverseList – Reverses the order of items in a list (just the actual order, not alphabetically)

ConcordanceMaker – Creates a concordance list

BasicIndexer – Does basic indexing
BasicIndexer2 – Also does basic indexing

ListBulleter – Adds a bullet to every paragraph in a list

TagBulletLists – Adds tags to all bullet lists

AutoListOff – Changes auto-bulleted listing to real bullets

AutoListOffSimple – Changes auto-lists to text

ListItemNumberFormatter – Format the numbering of the current list item

NumberSelectedList [12.03.24] – Applies (or corrects the existing) numbering on the selected text paragraphs

AutoListLcaseAll – Lowercases initial letter of all auto-bulleted/numbered list items

AutoListLcaseOne – Lowercases initial letter of one auto-bulleted/numbered list item

VerseListFormat – Formats list(s) or poem verse(s) with manual linebreaks

BoldFirstOccurrence – Emboldens the first occurrence of words in a (glossary) list

ContentsListChecker – Confirms the page numbers in the contents list

ContentsListerByNumber – Creates a contents list from numbered headings

ContentsListerByStyle – Creates a contents list from numbered heading style

ContentsListerByTag – Creates a contents list from tags, <A>, etc

AcronymAlyse – Lists all acronyms, with frequency

AcronymLister – Lists all acronyms

AcronymFinder – Finds a group of words that might match an acronym

AcronymDefinitionLister – Creates a list of acronyms with definitions

ListAllColouredWords – Creates an alphabetic list of all words in the selected font colour

ListHighlightedText – Lists alphabetically any text that is highlighted

ListAllLinks – Creates a list of all the URLs in a file, both the visible text and the underlying URL

ListSemicolon – Adds semicolons to bulleted list

SemicolonEndPara – Lowercases first character and adds semicolon at end

ListLowercaseNoPunct – Lowercases initial character and removes end punctuation

ListUppercaseNoPunct – Uppercases the initial character and removes end punctuation

ListLowercaseSemicolon – Adds semicolons to bulleted list and lowercases initial character

ListLowercaseComma [09.02.21] – Adds commas to bulleted list + lowercase initial char

ColonLowercaseAll – [23.07.22] – Changes the initial letter after every colon to lowercase

ColonUppercaseAll – [23.07.22] – Changes the initial letter after every colon to uppercase

FullPointOnBullets – Finds bullet items and ensures they have a full point

IndexElide – Adds elision to an index

IndexPageOrderChecker [21.11.23] – Seeks paragraphs that have number list in wrong order

IndexPageNumberSwap [21.11.23] – Swaps the page number at the cursor with the next number, e.g. 3,6,4,8,10

ListHighlighter – Highlights all ‘short’ paragraphs in a text in order to locate lists

ParaWordLengthHighlighter – Highlights all paragraphs of a range of word lengths

CustomKeys – Opens the Customize Keyboard dialogue box

KeystrokeLister – Creates a tabulated list of custom key allocations

KeystrokesMacroSave – Creates a list of all macro keystrokes

KeystrokesMacroRestore – Applies keystrokes from a list of macros and keystrokes

KeystrokesSaveAll – Creates a list of all user-defined keystrokes

KeystrokesRestoreAll – Creates keybindings from a list

MacroVersionChecker – Checks version dates of all your macros against MacroList

MacroUpdater – Updates to the current macro text, preserving the keystroke

ListOfTextParas – Lists all paragraphs (pure text) starting with certain text

ListOfParas – Lists all paragraphs (formatted text) starting with certain text
ListHighlightedOrColoured – Lists (alphabetically) text with font colour or highlight
ListOfList – Lists all items in a list that contain a particular text

CopyToList – Copies selected text into a list file

CopyToListAlphabetic – Copies selected text into an alphabetic list file

(No idea why the next is different.)

CopyToListTitles [15.10.17] – Copies selected text into a list file

CopyToSwitchList [04.12.23] – Copies selected text into a switch list file for MultiSwitch

AddWordToStyleList – Adds the selected text to the style list file (similar but with formatting)

AlphaHeadersOnIndex – Adds alpha headers to an index

FontColourDocumentSplit – Splits a document into coloured and not coloured

ProcessMyList [17.09.18] – Italicise the first word of each paragraph

MakeOKwordsList [26.10.19] – Makes a list of all words not highlighted

QuoteExtractor [23.03.20] – Copies paragraph that contain italic text and are indented or contain quotes

CopyIntelligent [19.12.18] – Sets up copy assuming word or paragraph

DeleteBackToSentenceStart [23.04.21] – Selects from current word to end of sentence and deletes

DeleteLine [10.10.16] – Delete current line

DeleteQuote [08.07.13] – Go to next quote mark and delete it

DeleteThisChar [26.09.17] – From the cursor, it tries to delete one of the listed characters

DeSexer [18.01.20] – Finds one of your words, then calls MultiSwitch to change it

14. Notes

NotesEmbed – Embeds footnotes or endnotes

NotesUnembed – Unembeds footnotes or endnotes

NotesUnembedBySections – Unembeds endnotes that are numbered in sections

RenumberNotes – Renumbers all note numbers

NotesInlineToEmbed – Copies square bracketed notes into embedded notes

NotesCopyToInline – Copies notes into inline notes in square brackets

FootnoteTidy [30.07.21] – Checks each footnote

NoteFootEndSwitch – Switches individual footnote <-> endnote (in note or in text)

RenumberSuperscript – Renumbers all superscript numbers

ListRenumber – Makes all following numbered items in a list consecutive

NoteJumper – Jumps back and forth between notes and main text

FootnoteNext – Jumps to next footnote

FootnoteNextUp – Jumps to previous footnote

FootnoteEndnoteFiddle – Tidies up start/end of each footnote or endnote

FootnoteNumberNotItalic – Makes changes to all footnotes

NoteDeleteDbfSpace – Deletes double spaces from endnotes

EndNoteFiddleSuperscript – Makes changes to superscript on all endnotes

FootnoteFiddleStartSpace – Removes initial space from each footnote

DeleteAllFootnotes – Deletes all footnotes

DeleteAllEndnotes – Deletes all endnotes

FootnoteAdd – Creates a new footnote (in a given style and/or sq. brackets)

EndnoteAdd – Creates a new endnote (in a given style and/or sq. brackets)

SuperscriptNumberFormatter – Corrects spaces + punctuation on superscripted numbers

NoteRelocater [01.02.18] – Takes footnotes out into the running text

15. Numbering and lettering

NumberDecrement – Subtracts one from the following number (or subtracts a specific number)

NumberIncrement – Adds one to the following number (or adds a specific number)

LetterDecrement – Picks up the current character and replaces with the alphabetically previous character

LetterIncrement – Picks up the current character and replaces with the alphabetically next character

NumberToFigure – Converts the next number, looking through the text, to a figure

NumberToText – Converts next number into text

NumberToTextMultiSwitch – Finds a number, then calls MultiSwitch to change it

TextToNumber – Finds numbers expressed in words + converts to figures

FigTableBoxLister – Finds figure/table/box elements and their citations, to spot missing elements

CaptionsListAll – Lists all paragraphs with bold "Figure", "Table", "Box"

ColumnTotal – Do the numbers in this column agree with the total?

NumberTaller – Sums the numbers within the selected text (or checks the sum)

AlphabeticOrderChecker – Finds any suspicious non-alphabetism

AlphaOrderChecker – Creates an alpha-sorted version of selected text showing changes

AlphabeticOrderByLine – Finds any suspicious non-alphabetism

FindNextNumber – Jumps from one number to the next – section, fig, table etc

FindPreviousNumber – Jumps back to the previous number

NumberSequenceCheckerSimple – Checks consecutivity of simple numbering

NumberSequenceCheckerDecimal – Checks consecutivity of numbering containing a decimal point

NumberSequenceCheckerHierarchical – Checks the sequence of hierarchical section numbers

AddSectionNumber – Adds indexed section number

NumberParasAuto – Adds hierarchical section numbering

NumberParasTagged – Adds numbering to first-level headings tagged with <a>

TypeSectionNumber – Adds a section number to the current heading

FindNextBigText – Searches down for a bigger than Normal font (related to above macro)

NextNumber – Finds next section number

NextNumberPlus – Finds next section number (can't remember what the difference is, sorry!)

NextNumberPlusUp – Finds previous section number

NextNumberUp – Finds previous section number

SectionNumberChecker [16.02.11] – Check the sequence of section numbers

16. References

CitationAlyse – Checks citations against references

ParagraphShrink – Shrinks the current paragraph (for use with CitationAlyse)

ShortTitleAlyse – Analyses short titles to check references against citations

ShortTitleUnderline – Underlines the current author name(s)

CitationListSortByYear – Sorts items in an in-line citation list in the text by date

CitationListSortByName – Sorts items in a citation list in the text by name.

SortListInText – Sorts in-line citations in a list in the text alphabetically

VancouverCitationChecker – Finds all citations and creates a list in citation order

VancouverAllCited – Creates a numerical list of all cited Vancouver reference numbers

FindRefName [18.07.12] – Jump to the first named Vancouver ref, e.g. [Bever09]

ShortTitleLister – Creates a list of the named references in the notes

AuthorDateFormatter – Checks/corrects author/date formatting of reference list

AuthorInitialCapitalReferences – Changes author surnames in all capitals to initial capital

EtAlElision – Crops multi-authors in refs lists to a given number before 'et al'

EtAlCitationElision – Crops multi-author citation in the text to single name + 'et al'

[EtAlElisionSharman \[02.03.15\]](#) – Crop multi-authors to a given number before 'et al'
[EtAlReducer \[13.02.15\]](#) – Reduce the number of names before "et al"
[HighlightMultiAuthorCitations](#) – Finds and highlights all the multi-author citations in the text
[AuthorNameSwap](#) – Changes the order of author surname and initials/given name
[SwapNames](#) – Changes the order of author surname and initials/given name
[SwapNamesFullPoints](#) – Swap name and initials and add full points
[AuthorSurnameSwap \[19.05.21\]](#) – Moves author surname in a list to the beginning of the line
[ListSurnameSwap \[29.01.18\]](#) – Swaps forename first to surname first in selected text
[InitialPullBack](#) – Pulls author's trailing initial(s) (e.g. B. or C.D.) in front of surname
[AuthorForenamesInitialiser](#) – Changes author forenames to initials
[AuthorsNotAllCaps](#) – Changes author surnames to initial cap only (e.g. SMITH, J. to Smith, J.)
[AuthorCaseChange](#) – Lowercases author surnames (e.g. SMITH, J. to Smith, J.) in references list
[AuthorNameReinsert](#) – Replaces the dash-and-comma for the author's name (comma)
[AuthorNameReinsertParens](#) – Replaces the dash-and-comma for the author's name (parenthesis)
[NamesReverse \[13.06.22\]](#) – Switches two names and adds (or removes) the comma
[NameSwitcher \[27.07.15\]](#) – Changes "surname, forename(s)/initials," to other way round
[NameToInitial \[02.03.15\]](#) – Change given name to initial, then jump on to next
[GivenNameToInitials \[27.03.14\]](#) – Reduce given names to initial only
[InitialiseFornamesInList \[10.02.20\]](#) – Changes forenames within a list to initials
[YearMoveToEnd](#) – Moves the year to end of the reference
[InitialSwapper](#) – Swaps initials and surname (P.E. Beverley -> Beverley, P.E.)
[InitialSwapperReverse](#) – Swaps initials and surname (Beverley, P.E. -> P.E. Beverley)
[PublisherSwitch \[14.11.23\]](#) – Swaps "Location: Publisher Name" to "Publisher Name, Location"
[ReferenceNameDateMover](#) – Moves forename/initials to before surname or move year to end
[ShortTitleLister](#) – Creates a list of the named references in the notes
[ReferenceNameFinder](#) – Gets date from reference and adds after author citation
[ReferenceDateShift](#) – Moves date from end of reference to after author
[MultiFileReferenceCollator](#) – Collects all references (or foot/endnotes) from multiple files
[ReferencesCollator](#) – Finds all reference lists, and colours, collates and sorts them
[CitExtraBits \[04.07.20\]](#) – Creates a list of all citations
[FootnoteReferenceExtract \[11.03.17\]](#) – Extracts references from footnotes, leaving Harvard citation
[MoveNextName \[02.03.15\]](#) – Jump on to the next word that could be a forename
[RefCitationConvert \[04.04.20\]](#) – Converts superscripted ref. citations to bracketed
[SurnamesAllCaps \[18.09.15\]](#) – Capitalise all the surnames in a refs list
[SurnamesInitialCapital \[18.09.15\]](#) – Initial capital all the surnames in a refs list
[MultiFileReferenceCheck \[11.03.20\]](#) – Collects references, adds chapter labels, and sorts

17. Speed editing

(Video: youtu.be/SfU0gT8VAk4)

[MultiSwitch](#) – Switches the word(s) at the cursor with the alternate from your own list
[WordSwitch](#) – Scripted single-word switching (less useful than [MultiSwitch?](#))
[SearchThenMultiSwitch](#) – Finds one of your words, then calls [MultiSwitch](#) to change it
[SearchThenChange](#) – Finds one of the words from a list, then changes to its alternate
[CharacterSwitch](#) – Scripted character switching
[ClipboardLoader](#) – Puts text in clipboard from a menu
[ClipStore](#) – Copies the selected text into a clip list
[ClipPaste](#) – Collects and pastes an item from a clip list
[ClipPaste_1](#) – Collects and pastes a numbered item from a clip list
[ClipPasteTextOnly](#) – Collects and pastes an item from a clip list
[ClipToTextWithEmphasis](#) – Get pure text from pdfs and websites

[TypeA](#) – Types 'a' or 'A', (or 'an' or 'An') between two words

[ArticleChanger](#) – Types, deletes or switches articles 'the'/'a'/'an'

[TypeThat](#) – Types 'that' between two words

ThatWhich – Changes ‘that’ to ‘which’ and vice versa

TickInsert [07.05.22] – Adds a bold red tick

TypeBy [07.11.19] – Types 'by' between two words.

TypeThis [19.12.14] – Type something (e.g. "this") and maybe highlight the line

AccentPicker – Call up the Insert Symbol window set to accented characters

GreekPicker – Call up the Insert Symbol window set to Greek characters

SciMarkPicker – Call up the Insert Symbol window set to Greek characters

DeleteOneWord – Deletes current word, but no punctuation (was called DeleteWord)

NumberDecrement – Subtracts one from the following number (or decrease the letter by one, alphabetically)

NumberIncrement – Adds one to the following number (or increase the letter by one, alphabetically)

IncJump [27.01.17] – Adds one to the following number (or increase the letter) then jumps

NumberToFigure – Converts the next number, looking through the text, to a figure

NumberToText – Converts next number into text

NumberToTextUK – Converts next number into text

NumberToText2 – Converts next number into text

NumberToTextUK2 – Converts next number into text

NumberToTextCMOS – Converts next number into text, using e.g. "fourteen hundred"

NumberToTextMultiSwitch – Finds a number, then calls MultiSwitch to change it

ZifferWort – Converts the next number (1 to 12) into German text

TextToNumber – Finds numbers expressed in words + converts to figures

FourDigitHundreds [04.10.22] – Changes four-figure numbers to words

CharToAcute – Adds an acute accent to the next vowel

CharToGrave – Adds a grave acute accent to the next vowel

CharToCircumflex – Adds a circumflex to the next vowel

CharToUmlaut – Adds various accents

CharToVariousAccents – Adds various accents

CharToMacron – Adds a macron accent to the next vowel

HighlightFindDown – Selects the next piece of highlighted text

HighlightFindUp – Selects the previous piece of highlighted text

SelectNextHighlight – Selects the next piece of highlighted text

SelectPreviousHighlight – Selects the previous piece of highlighted text

SwapCharacters – Switches characters either side of cursor

SwapPunctuation – Swaps the punctuation at the end of some words

DialoguePunctuationSwitch [12.09.19] – Switches adjacent word link between comma and full point

IncludeBracketInSentence [24.08.12] – Move the full point to after the bracketed reference

SwapPreviousCharacters – Switches the two characters in front of the caret

SwapWords – Swaps adjacent words, including formatting

SwapThreeWords – Swaps three adjacent words (chips and fish -> fish and chips)

CaseNextChar – Changes case of the next character

CaseNextWord – Changes case of initial letter of next word or selection

CaseThisWord – Changes initial case of current word and jumps to next word

CaseSecondNextWord – Changes case of next-but-one word

CaseThisWordJumpNextWord – [31.01.21] – Changes case of initial letter of word and jump to next word

CaseNextPara – Changes case of initial letter of the paragraph

CapperMax – Uppercases initial letter of all major words (title case)

CapperMin – Lowercases initial letter of capitalised words (sentence case)

TitleHeadingCapper – Uppercases initial letter of all major words in heading (so-called ‘title case’)

TitleUnCapper – Uppercases initial letter of heading only on very first word (so-called ‘sentence case’)

HeadingSentenceCase – Sentence-cases this selection or paragraph (but not acronyms)

[LowercaseHeading \[06.09.11\]](#) – Lowercase caption/heading and find the next one
[TitleInQuotesCapper](#) – Uppercases initial letter of all major words between quote marks (so-called ‘title case’)
[TitleInQuotesCapperGlobal](#) – Uppercases initial letter of all major words between quote marks (so-called ‘title case’)
[TitleInSquaresCapperFR](#) – Title-cases words of a title between square brackets (in French or English)
[AddQuotesAndTitleCap](#) – Puts quotes on sentence, then makes it title case
[TitleRemoveQuotesAndCaps](#) – Removes quotes from current sentence, then makes it lowercase
[InitialCapWord \[18.09.15\]](#) – Initial capital word at cursor
[InitialiseOne \[24.01.19\]](#) – Initialise one word then skip one
[ItaliciseVariable New \[26.06.13\]](#) – Run along to find alpha chars and italicise them
[ItaliciseWord \[08.08.14\]](#) – Italicise current word and move on
[ItalicOffWord \[18.05.17\]](#) – Removes all italic and underline from selected text (or current word)
[VerbChanger](#) – Changes “(to splodge” <-> “(of/for splodging”
[TenseChanger \[18.01.20\]](#) – Finds one of the words from a list, then changes to its alternate
[ParticipleChanger](#) – Toggles between past to present participles
[VerbChangerNL](#) – Changes Dutch verbs in current sentence
[VerbChangerNLglobal](#) – Changes Dutch verbs through the whole file
[SpellingSuggest](#) – Checks/corrects spellings, and for FRedit list adds suggested change
[SpellListAdd \[03.06.11 modified Version 28.11.11\]](#) – Take current word and add to FRedit list
[SpellListAll \[09.05.11 modified Version 28.11.11\]](#) – Create a FRedit list for all coloured words
[Pluralise](#) – Converts the word at the cursor to its plural form (-s, -oes, ches and -ies)

[QuotesAddDouble](#) – Adds double quotes to the current word or phrase
[QuotesAddSingle](#) – Adds single quotes to the current word or phrase
[DoubleQuotesToSingle](#) – Changes all occurrences of a specific phrase from double to single curly quotes

[CommaAdd](#) – Adds a comma after the current word
[CommaAddUSUK](#) – Adds a comma (taking account of US/UK punctuation conventions)
[CommaAddPrevious](#) – Adds a comma before the current word
[DialoguePunctuationSwitch \[12.09.19\]](#) – Switches adjacent word link between comma and full point
[DoublePrime](#) – Adds double prime
[SinglePrime](#) – Adds single prime
[PunctuationOffRight](#) – Removes the punctuation off a word end (and quote off beginning)
[PunctuationOffNearHere](#) – Removes the punctuation near the cursor
[PunctuationOff](#) – Delete the next punctuation item
[QuotesOffBothEndsDouble](#) – Removes double quotations marks from both ends of some text
[QuotesOffBothEndsSingle](#) – Removes single quotations marks from both ends of some text
[ScareQuoteAdd](#) – Add single quotes round a word
[DoubleQuotesSingleTopical](#) – Changes double quotes around current text to singles
[SingleQuotesDoubleTopical](#) – Changes single quotes around current text to doubles
[QuoteCopier](#) – Copies text from one quote pair to the next
[MoveToNextQuote](#) – Moves cursor to the next quote pair
[TypeTimesX](#) – Types ‘(×2)’ then moves back to the number, ready to increase it
[DeleteSentenceAfterQuote](#) – Deletes rest of sentence after current quote
[JumpToSentenceEnd \[22.07.15\]](#) – Move to the end of the current sentence

[FinalCharDelete](#) – Removes the final character or punct off a word
[PunctOffRightGo \[17.09.10\]](#) – Remove the final character or punct off a word and move on
[JoinTwoWords](#) – Joins two words
[WordPairPunctuate](#) – Makes word pair hyphenated or single word

[PunctuationToApostrophe](#) – Changes next quote mark to an apostrophe
[ApostropheS \[13.06.20\]](#) – Adds an apostrophe before the s
[ApostropheAdd \[08.12.22\]](#) – Adds an apostrophe, highlighted
[PunctuationToComma](#) – Changes the next punctuation item to a comma
[PunctuationToDoublePrime](#) – Changes next quote mark to double prime
[PunctuationToDoubleQuote](#) – Changes next quote mark to double
[PunctuationToDoubleQuoteDE](#) – Changes next quote mark to German double
[PunctuationToDoubleQuoteFR](#) – Changes next quote mark to French double

[PunctuationToEmDash](#) – Changes next hyphen/em/en dash to an em dash
[PunctuationToEnDash](#) – Changes next hyphen/em/en dash to an en dash
[PunctuationToFullPoint](#) – Changes the next punctuation item to a full point
[FullPointMissing](#) [06.08.15] – Add a full point to the next line that doesn't have one
[PunctuationAfterCitation](#) [17.10.22] – Moves the full point (period) to after the citation
[PunctuationToHyphen](#) – Changes the word break punctuation to a hyphen
[PunctuationToMinus](#) – Finds punctuation and changes to minus sign
[PunctuationToMultiplySign](#) – Changes next x or X to multiplication sign
[PunctuationToNonBreakingEmDash](#) – Changes next hyphen/em/en dash to a non-breaking em dash
[PunctuationToNonBreakingEnDash](#) – Changes next hyphen/em/en dash to a non-breaking en dash
[PunctuationToSinglePrime](#) – Changes next quote mark to single prime
[PunctuationToSingleQuote](#) – Changes next quote mark to single
[PunctuationToSingleQuoteDE](#) – Changes next quote mark to German single
[PunctuationToSingleQuoteFR](#) – Changes next quote mark to French single
[PunctuationToSpace](#) – Changes the next punctuation item to a space
[PunctuationToThinSpace](#) – Changes the next punctuation item to a thin space
[PunctuationToTimesSign](#) [06.06.20] – Changes the next 'x' to a times sign
[HyphenationRestore](#) [04.02.13] – Unhyphenate split words

[PunctuationSwap](#) – Swaps the next punctuation mark
[ExclamationMark](#) – Makes adjacent words into sentence end
[FullPoint](#) – Makes adjacent words into sentence end
[QuestionMark](#) – Makes adjacent words into sentence end
[Semicolon](#) – Makes adjacent words into semicolon separated
[Dash](#) – Removes punctuation, add dash and lowercases next char
[EmDashUnspaced](#) – Removes punctuation, adds unspaced em dash and lowercases next char
[Colon](#) – Makes adjacent words into colon separated
[Comma](#) – Makes adjacent words into comma separated
[CommaInDialogue](#) – Gives adjacent words a comma link
[FullPointInDialogue](#) – Makes adjacent words into sentence end
[ProperToPronoun](#) – Changes the next proper noun to a personal pronoun
[AddTextRoundText](#) – Adds text at either end of a word or phrase (can delete punctuation)
[ParenthesesAdd](#) – Puts parentheses round the current word or phrase
[ParenthesesEtcPairDelete](#) – Removes the following pair of parentheses or quotes, etc.

[AutoCurlyQuotesOFF](#) – Switches off auto curly quotes
[AutoCurlyQuotesON](#) – Switches on auto curly quotes
[CurlyQuotesToggle](#) – Switches on auto curly quotes on and off

[FrenchQuotes](#) – Switches UK quotes to French quotes
[GermanQuotes](#) – Switches UK quotes to German quotes

[Ampersand](#) – Changes ampersand (&) to 'and'
[AndToAmpersand](#) [23.06.23] – Change the next citation from "and" to "&"
[AndToAmpersandGlobal](#) [23.06.23] – Changes all citations from "and" to "&"
[AmpersandAdd](#) [23.06.23] – Adds an ampersand in front of the current name
[AsWellAsToAnd](#) [24.09.22] – Changes 'as well as' to 'and', and the comma, if necessary

[ColonUnbold](#) – Romanises bold colons that are followed by roman text
[BoldThisWord](#) [11.08.22] – Makes the word at the cursor bold
[HighlightNonRomanPunctuation](#) [25.03.20] – Highlights non-roman punctuation

[ItalicQuoteToggle](#) – Toggles between italic and single quote
[NonCurlyApostrophe](#) – Adds non-curly single quote
[NonCurlyQuote](#) – Adds non-curly double quote
[ApplyAttribute](#) – Apply attribute to current cell, row, column, paragraph, sentence, word or selection

[SelectWord](#) – Selects current word

SelectionStartExtend – Moves the start of the selection further out to the left (i.e. extends it)

SelectionStartShrink – Pulls the start of the selection back to the right (i.e. shrinks it)

SelectionEndExtend – Moves the end of the selection further out to the right (i.e. extends it)

SelectionEndShrink – Pulls the end of the selection back to the left (i.e. shrinks it)

SelectionRoundOff [08.06.23] – Extends the existing selection to the nearest word end/start

SelectionGrowLeft [02.09.23] – Extends the selection word by word to the left

SelectionGrowRight [02.09.23] – Extends the selection word by word to the right

SelectSentence – Selects current sentence

SelectParagraph – Selects current paragraph

TagSelectedOrItalic – Adds red tags to the selected text or italic text

TagSelectedOrBold – Adds red tags to the selected text or bold text

AllCapsToInitialCap – Initials-caps any words in all caps

DeleteRestOfSentence – Deletes from the end of the current word to the end of the sentence

DeleteToNextPunctuation – Deletes from the end of the current word to next punctuation mark

DeleteRestOfLine – Deletes from the beginning of the current word to the end of the line

SelectToSentenceEnd [23.04.21] – Selects from current word to end of sentence

FinalPhraseMoveForward – Cuts the final phrase of a sentence and pulls it to just after the cursor-word

ParaDelete [29.10.21] – Deletes the current paragraph

ParaSplitJoin [13.09.19] – Splits the para after current word or joins to next para

SearchTheseWords – Finds the next occurrence of any of a list of words

CompareTexts – Compares copied text (i.e. clipboard contents) with selected text

CompareTextsOLD – Selects non-identical texts (was called IdenticalTextCheck)

OxfordCommaSelectiveDelete – Moves to next Oxford comma and/or deletes current comma first

RulersShow – Switches Word's ruler on and off

However – Starts a sentence with 'However', and removes the later "however"

SmallCapWord – Makes the current word smallcaps

MoveToStart – Move the selected text to the beginning of the sentence

ReplicateThisEdit – Replicates the change just made, through the rest of the file

WordsMoveLeft [15.04.21] – Moves the partly selected words one word left

WordsMoveRight [15.04.21] – Moves the partly selected words one word right

MoveWordLeft [30.11.19] – Moves current word one word to the right

MoveWordRight [30.11.19] – Moves current word one word to the left

EditStyle [27.07.10] – Pull up Edit style dialogue box

EmailAddress [05.02.21] – Puts my email address into the clipboard

Equation [03.01.10] – Insert an equation

FindChapterFileName [09.03.21] – Looks back up, to find the chapter title

FindUnderline [26.02.13] – Find underlined text

FormatText [15.10.21] – Formats a word/selection of whole words

GermanAccusative [18.06.21] – Forces the accusative -en ending to the current word

GermanDative [18.06.21] – Forces the dative -em ending to the current word

PluraliseDE [23.05.21] – Toggles the ending plural/singular (German)

LineConvert [15.07.21] – Converts 'poetry' line ends in selected text to new paragraphs

ListItemFinderShort [28.08.14] – Jump to an auto-list number

LocalFandR [26.09.17] – Does a find and replace, but only on the selected text

NonCurlyDoubleQuote [01.01.10] – Type a non-curly double quote

NoteMarkerMoveEndSentence [19.04.21] – Moves the foot/endnote marker to the end of the sentence

PageBreakColour [14.03.24] – Colours/highlights the lines either side of each page break

SentenceReverse [02.10.22] – Switches the order of the two sentences in the bullet point

SplitLine [09.06.20] – Splits an email

[TagListBulletsAll](#) [15.07.17] – Find all bullet lists and tag them

[TagListLettersAll](#) [15.07.17] – Find all lettered lists and tag them

[TagListNumbersAll](#) [15.07.17] – Find all numbered lists and tag them

[TOCupdate](#) [16.12.13] – Update (and customise) the table of contents

[WordCopierDown](#) [25.03.24] – Copies the word from the beginning of the selection to the end

[WordCopierUp](#) [25.03.24] – Copies the word from the end of the selection to the beginning

[ShiftUp](#) – Moves a list item up

[ShiftDown](#) – Moves a list item down

[ShiftOut](#) – Moves items out into a separate list

[ShiftIn](#) – Moves items from the list back into the current document

18. Speed navigating around the text

[NavigationPanePrepare](#) [16.06.23] – Copies text and prepares for Navigation pane (only needed for Macs)

[NavPaneWidth](#) – Widens the navigation pane

[NavPaneCustomize](#) – Opens the navigation pane where and how you want

[FindFwdAll](#) – Moves forward to next match: text > notes > comments

[SmartFinder](#) – Finds this text/note/page/date/heading/format etc, etc immediately

[WildcardLoader](#) – Tool for launching wildcard searches

[WildcardSave](#) – Reads the current 'Selection.Find' and saves at the top of the file

[WildcardType](#) – Reads the current 'Selection.Find' and types it in the file

[MultiSearchLoader](#) – Loads text segments into MultiSearch

[MultiSearch](#) – Searches for a set of words in proximity

[MultiSearchUp](#) – Searches for a set of words in proximity

[FindThisOrThat](#) – Find the next occurrence of certain specific words

[FindThisOrThatSetUp](#) – Set-up for finding the next occurrence of certain specific words

[FindSamePlace](#) – Finds the same place in another open file

[FindSamePlaceBack](#) – Finds the same place in another open file in reverse order

[FindSamePageLine](#) [17.12.12] – Finds the same place in another file by page and line

[FindInProximity](#) – Finds certain words within a given word range

[FindInContextLoad](#) – Loads name and date ready for FindInProximity macro

[FindFwd](#) – Finds next match forwards, case insensitively

[FindFwdCase](#) – Moves forward to next match, case-sensitively

[FindBack](#) – Next find backwards

[FindBackCase](#) – Next case-sensitive find backwards

[FindReplaceGo](#) – Finds, replaces and moves to the next match

[FindReplaceStay](#) – Finds and replaces but doesn't move to next

[FindClip](#) – Finds whatever is in the clipboard

[FindClipTop](#) – Jumps to the top, and finds whatever is in the clipboard

[FindBackWild](#) [09.01.21] – Next find wild backwards

[FindFwdWild](#) [09.01.21] – Next find wild forwards

[FontMixFind](#) [16.05.21] – Finds the next paragraph that has mixed fonts

[FindResetParameters](#) – Does a dummy find to set all the parameters to default

[InstantFindDown](#) – Finds selected text (or word at the cursor) downwards, optionally leaving a bookmark

[InstantFindUp](#) – Finds selected text (or word at the cursor) upwards, optionally leaving a bookmark

[InstantFindDownWild](#) – Finds selected text downwards with wildcards set on

[InstantJumpDown](#) – Finds selected text (or word at the cursor) downwards, but not changing the Find text

[InstantJumpUp](#) – Finds selected text (or word at the cursor) upwards, but not changing the Find text

InstantFindTop – Jumps to the top and then seeks the text that was at the cursor

InstantFindBottom – Jumps to the bottom and then seeks the text that was at the cursor

PrepareToReplaceDown – Copies text into the F&R box

PrepareToReplaceFromTop – Copies text into the F&R box from top

PrepareToReplaceWithMarker – Copies text into the F&R box from top leaving marker

FindInDeletedText – Searches only the deleted (track changed) text

JumpNextAppliedStyle – Jumps to the next applied style

FindStyleOld – Find text in this style

FindStyleOldUp – Find text in this style

FindStyle – Finds text in this style

ToCback – Jumps back to table of contents

CommentNext – Goes to next comment

CommentPrevious – Goes to previous comment

CommentsModernCollect – Extracts modern comments with format and colouring

CommentsModernDelete – Deletes current comment or all comments

ChangeNext – Finds next edited item (but not a comment)

ChangePrevious – Finds previous edited item (but not a comment)

CommentJumpInOut – Jumps into and out of comment text

PDFunderlineFR [16.03.14] – Find underline word

TableNext – Jumps to next table

TablePrevious – Jumps to previous table

BordersNext – Finds next paragraph with borders

BordersPrevious – Finds previous paragraph with borders

BorderParaOff – Remove the borders applied to the paragraph

AbbrSwap – Swaps abbreviation into or out of brackets

AbbreviationAdd [15.06.22] – Creates an abbreviation of roughly selected text (in parenthesis)

BookmarkTempAdd – Adds temporary marker

BookmarkTempClear – Deletes temporary markers

BookmarkToCursorSelect – Selects from temporary marker to cursor

BookmarkTempFind – Jumps to temporary marker

FindNextBigText – Searches down for a bigger than Normal font

SearchTheseWords – Finds the next occurrence of any of a list of words

NoteNext [05.03.12] – Jump to next note

NotePrevious [05.03.12] – Jump to previous note

NavigationPanePrepare [07.06.23] – Copies text and prepares for search in the Navigation pane

ReviewPaneToggle [03.03.22] – Opens and closes the track change review pane

StylesPaneCustomize [29.07.22] – Moves the Styles pane where and how you want

CommentAddToTrackedChanges [06.04.23] – Adds a blank comment to every tracked change in the selected text

19. Spelling

UKUScount – Has the author predominantly used UK or US spelling?

UKUShighlight – Marks US spellings within UK text and vice versa

IZIScount – For UK spelling, has the author predominantly used -is- or -iz- spellings?

(For editing, you can use *IStoIZ* and *IZtoIS* to implement your decision.)

SpellingErrorLister – Generates an alphabetic list of all the different spelling ‘errors’ (according to MS Word)

SpellAlyse – Complete spellchecking system

ExceptionsListEdit [27.05.20] – Allows the user to edit, add to or replace the exceptions list

SpellCheckerPlus [27.05.20] – Spellchecks from cursor, using multiple languages

SpellCorrection [13.02.12] – Prepare highlighted word to be corrected throughout the text

SpellingErrorListerBilingual – Generates an alphabetic list all the bilingual spelling 'errors'

ProperNounAlyse – Alerts you to possible proper noun misspellings, showing their frequency

(For editing, ProperNounToFredit can be useful.)

FullNameAlyse – Creates a frequency list of all full names, e.g. Joe Bloggs, K Smith, Paul Edward Beverley

SpecialWordSpellAlyse – Does a ProperNounAlyse of all long 'spelling error' words

HyphenAlyse – Shows the frequency of word pairs in hyphenated, two-word and single-word form

HyphenationToFredit – Takes items from HyphenAlyse list (or ProperNounAlyse list), ready for the Fredit list

WordPairAlyse – Shows the frequency of word pairs that are never hyphenated (e.g. can not/cannot)

AccentAlyse – Compares words that use the same letters, but with different accents

AccentedWordCollector – Collects all the accented words in a text

AAAnAlyse – Highlights a/an errors: a onion, an pear, an union, a hour, a HTML, an UFO, a H, an U

DocAlyse – Counts past participles (-t/-ed), among(st), C/chapter, et al., i.e. etc, focus(s), benefit(t), Fig(ure), Eq(n)

DocAlyseForMac – Counts past participles (-t/-ed), among(st), C/chapter, et al., i.e. etc, focus(s), Fig(ure), Eq(n) etc

DocAlyseForThinMac – Counts past participles (-t/-ed), among(st), C/chapter, et al., i.e. etc, focus(s), Fig(ure), Eq(n)

etc

DocAlyseForVeryThinMac – Counts past participles (-t/-ed), among(st), C/chapter, et al., i.e. etc, focus(s), Fig(ure),

Eq(n) etc

SpellcheckWordUK – Spellchecks single word UK

SpellcheckWordUS – Spellchecks single word US

DeleteAllSpellingErrors – Deletes all spelling errors from a file (why?!)

SpellingShowToggle – Switches visible spelling error indication on and off

20. Tagging and caption formatting

(Much done globally using Fredit, but...)

TagList – Adds tags to a current numbered or bulleted list

TagBulletLists – Adds tags to all bullet lists

TagA – Adds a tag <A> to the current paragraph

CodeBoldParas – Tags/codes every bold heading

TableSpaceBeforeHeading – Adds a blank line where a numbered heading follows a table

AutoTagger – Automatically tags/codes all styled headings

FigTabBoxTagger – Adds tags to the captions of all figures, tables and boxes

ListOfTaggedHeadings – Lists all tagged headings, <A>, , etc

CodeIndentedParas – Add codes to indented paragraphs

TagSelectedOrItalic – Adds red tags to the selected text or italic text

TagSelectedOrBold – Adds red tags to the selected text or bold text

ItalicBoldTagger – Adds red tags to all italic and/or bold text

TagVariousAttributes – Adds red tags to all italic/bold/sub/superscript text

TagNI – Adds an <ni> tag after every heading

TagChecker – Checks the continuity of a paired tag, e.g. ,

TagHighlighter – Highlights all of the ranges a paired tag, e.g. ,

TagListBulletsAll [15.07.17] – Find all bullet lists and tag them

TagListLettersAll [15.07.17] – Find all lettered lists and tag them

TagListNumbersAll [15.07.17] – Find all numbered lists and tag them

FullPointOnCaptions – Finds captions and ensures they have a full point

HeadingTagAndFormat [02.06.18] – Tags and formats the chapter title

RedTagger [28.10.20] – Colours all tags red

StyleCoder [02.12.19] – Adds style codes to every paragraph

TagAPlus [27.05.21] – Adds a tag to the current paragraph, in bold and red

21. Textboxes

SetTextBorderStyle – Applies style to all textboxes

TextBoxFrameCut – Removes textboxes and frames

ComboBoxAccept – Finds combo boxes and replaces them with the currently selected text

22. Track changes

TrackChangeShowHide – Sets up track changes to taste

TrackChangeDisplaySelect – Cycles through track change display levels

TrackChangeDisplaySwitch – Switches track change displays: Simple <=> AllMarkup

MarkupModeSwitch – Switches between inline and in-balloon markup

MarkupDisplaySwitch – Cycles through track change display levels

AcceptTrackedFormatChanges – Accepts just the formatting track changes, leaving all other track changes

AcceptSpecificTrackChange – Accepts all occurrences of one specific track change

AcceptTrackingSelectively – Accepts track changes of specific author/editor

TrackChangeAccept – Accepts the track changes on the current line

TrackChangeReject – Rejects the track changes on the current line

TrackAcceptMoveOn – Accepts change and moves to the next

TrackSimplifier – Accepts certain types of tracked features

ChangeNotTracked – Changes (or add) some text, but don't track the change

MultiFileAcceptTrackChanges – Accepts all track changes in multiple files

MultifileTrackChangeReport – Creates a file of sentences containing TCs in multiple files

ShowHideAllTracking – Toggles showing both track changes and comments on and off

ShowHideTracksOnly – Toggles showing just track changes on and off

ConsolidateTracking – Turns an instance of split tracking into one single change

TrackChangeCounter – Reports the numbers of track changes, plus words/characters added/deleted

CopyAllEditedSentences – Copies all sentences that have tracked edits in them

TrackDateTimeList – Lists the date and time of all track changes

FandRdespiteTCsSelective – Does current F&R despite track changes (selective)

FandRdespiteTCsGlobal – Does current F&R despite track changes (global)

CompareNow – Creates an instant comparison of two open Word files

FindInDeletedText – Searches only the deleted (track changed) text

VisibleTrackOff – Visible reminder that track changes is off

VisibleTrackOff2 – Visible reminder that track changes is off – using different formatting

VisibleTrackOff3 – Visible track change reminder – using wiggly lines!

VisibleTrackOff4 – Visible track change reminder – using yellow background

TrackOnOffVisible – Switches tracking on/off with visible background

TrackOnOffVisibleMac – Switches tracking on/off with visible background (for Mac)

BackgroundColourOnOff – Switches background colour on/off

BackgroundColourOff – Remove background colour

BackgroundColourAllOff – Removes background colour

CommentAddToTrackedChanges [06.04.23] – Adds a blank comment to every tracked change in the selected text

HighlightAllTrackedText [15.04.22] – Highlights (and/or font colours) all tracked text

PunctuationTrackAcceptAll [16.02.24] – Accepts all track changes that involve punctuation

TrackChangeCountWords [18.01.24] – Checks the track changes to count words/characters added/subtracted

[TrackChangeOptions](#) [16.07.15] – Set up track changes to taste
[TrackChangeReport](#) [27.02.18] – Creates a file of sentences containing TCs
[TracksInlineToggle](#) [07.03.22] – Toggles track change deletions between bubbles and inline
[TrackColourOff](#) [04.09.19] – Switch off background colour from track on/off macro
[ReviewPaneToggle](#) [03.03.22] – Opens and closes the track change review pane

23. Information

[AbstractAndKeywordCount](#) [09.04.21] – Counts abstract word numbers and keyword items
[CopySelectedForCompare](#) [23.10.21] – Copies the selected text to a specified file

[CountTwoPhrases](#) [28.09.20] – Counts this and that word or phrase
[CountWordsToCursor](#) [29.01.18] – Counts how many words in the paragraph up to the cursor
[CountCase](#) – Count the numbers of upper and lowercase characters

[FrequencyParagraphLength](#) – Creates a histogram of paragraph length
[FrequencyWordLength](#) – Creates a histogram of word lengths
[FrequencySentenceLength](#) – Creates a histogram of sentence length
[CountHighlightColour](#) – Count how many times a highlight colour occurs

[FullFileNameCopy](#) – Copy the full file name of the current file to the clipboard
[FullNameType](#) – Types out the full filename of the open file

[FeatureCounter](#) [24.08.17] – Counts various feature of the current Word file (notes, shapes, text boxes, equations etc)
[FontNameAndSizeReader](#) [21.11.18] – Reads style font Name + any applied Name
[FontNameSizeScanAndFix](#) [13.03.23] – Assesses and lists (& optionally fixes) the font sizes & names
[HighlightAllSentences](#) [01.02.10] – Adds two font colours to show sentences
[HighlightOddQuotations](#) [25.05.20] – Marks all quotes + displayed text
[LongParagraphCheck](#) [25.03.20] – Colour long sentences
[LongParagraphHighlighterChars](#) [23.06.21] – Highlights all paragraphs more than a certain length
[LongQuoteNext](#) [01.08.20] – Jumps to the next long quotation
[maxWordsInPara](#) [03.03.13] – Count max number of words in a paragraph
[MenuItemMaker](#) [13.04.20] – Creates a histogram of paragraph length
[MultiSyllableWordsHighlight](#) [10.08.23] – Highlights words of 3, 4 or 5+ syllables
[NTaddressCopy](#) [08.02.24] – Reports the address of the folder holding the Normal template
[NTaddress](#) [26.06.20] – Locates your Normal template folder
[PageCountBySection](#) [03.04.21] – Counts the pages between section headings
[ParaSentenceLengthHighlighter](#) [16.05.19] – Highlights paragraphs with too many sentences
[PhrasesInSentences](#) [25.10.20] – Lists all sentences containing a give phrase
[QuotationMarkErrorFinder](#) [28.05.20] – Moves to the next mismatched double quotes
[SymbolShowNumber](#) [28.10.13] – Type out the 'unicode' of the symbol font character

24. Odds and sods

[SplitScreen](#) – Splits the screen

[WhatsAppTextFormat](#) – Converts text from Word to WhatsApp formatting
[ForumTextFormat](#) – Converts text from Word to CIEP Forum and vice versa
[DictaFRedit](#) – Adds features to Word 365 Dictate, and cleans up it errors
[CountDownVisible](#) – Shows a statusbar and Big Text countdown to zero
[OvertimeBeep](#) – Sounds warning beep on overtime
[OvertimeBeep2](#) – Sounds warning beep on overtime and gives visual clue
[MaggyIt](#) – Creates a Maggied version of the current file
[CloneWordFile](#) – Creates a clean copy of a corrupted file, including paragraph styles plus bold, italic etc.
[CloneWithEquations](#) – Creates a clean copy of a corrupted file, including formatted equations
[TweetCheck](#) – Highlights paragraphs longer than 140 characters
[AutoCorrectItemsDeleteAdd](#) – Optionally deletes all items, then adds new items
[AutoCorrectItemsList](#) – Lists all current autocorrect items
[CountRemainder](#) – Counts words below the cursor

[CountRemainderSimple](#) – Counts words below the cursor
[AlphaHeadersOnIndex](#) – Adds alpha headers to an index
[MacroLauncher](#) – Offers a list of macros to launch (was called MacroMenu)
[MacroFetch](#) – Fetches the macro named in the clipboard or at the cursor
[MacroFetchUpdate](#) – Updates an existing, preserving the keystroke
[MacroNameToLink](#) – Makes URL for macro name in clipboard or at cursor and puts in clipboard

[CountChapterPages](#) – Counts pages in chapters of the text
[CountSectionWords](#) – Counts words in sections of text between headings
[TitlesShowHide](#) – Toggles between light grey font colour text and full colour
[TitlesReveal](#) – Switches the next light grey font colour to full colour
[FixedFontRed](#) – Sets font to an 'almost' red font colour
[FixedFontBlue](#) – Sets font to an 'almost' blue font colour
[FixedFontBlack](#) – Sets font to an 'almost' black font colour
[FixedFontSwitch](#) – Switches font colour red > blue > black > red

[Enigmatizer](#) – Obfuscates/anonymises the current file

[BinomialAdder](#) [04.04.22] – Adds Latin binomials into a document
[CopyFormattedTextNotesBoxes](#) [09.02.19] – Creates a new document of the formatted main text + formatted notes text
[DeleteBlankReports](#) [12.06.19] – Delete any table containing a blank Teacher-comment
[DeleteThisFileNOW](#) [27.01.20] – Close file WITHOUT SAVING - BEWARE!!
[DisplayWindow](#) [23.10.20] – Displays copied screengrab of window
[DocumentAdd](#) [28.01.15] – Adds document at specific window size
[DraftViewToggle](#) [05.12.18] – Switches between draft view and print view
[EmailQuoter](#) [02.07.18] – Chops and indents quoted email
[EmailSplit](#) [02.05.20] – Splits a quoted email [not in book]
[KeyBindings2](#) [12.04.13] – Add keybindings to macros on various keys
[KeystrokesRestoreAll](#) [Mac](#) [26.07.17] – Creates keybindings from a list
[NavPaneLoad](#) [10.04.21] – Copies selected text into the F&R box
[OpenMySize](#) [03.11.17] – Opens the window to a particular size, position and magnification
[PB_CleanUp](#) [13.06.20] – Cleans up a file by F&R
[RandomTextType](#) [24.11.23] – Types out paragraphs of pseudo-Latin or English text
[RandomTextTypeMac](#) [24.11.23] – Types out paragraphs of pseudo-Latin or English text (Mac version)
[SearchHierarchically](#) [24.11.23] – Shell macro: Searches hierarchically for a character
[SentencesToParas](#) [17.05.21] – Splits all sentences into individual
[SmartEditing](#) [16.04.22] – Switches off Microsoft's so-called "smart" editing features
[SpeakText](#) [01.02.10] – Speaks current text
[StrikeThroughFirstLastWord](#) [25.10.19] – Underlines the first and last words of every paragraph
[TheEmailFormatter](#) [25.02.21] – Tidies up an email text and adds ">" symbols as quoting
[EmailFormatter](#) – Formats paragraphs in an email
[WindowSize](#) [05.02.15] – Size window how I like it
[WordDisplay](#) [30.03.14] – Type out word at big size
[NTbackupDatedSimple](#) [28.10.23] – Backs up the Normal template with date and time
[NTbackupDated](#) [18.01.24] – Backs up the Normal template and the VBA code with date and time