Editor's ToolKit Plus™ 2023

Welcome!

The 2023 version of Editor's ToolKit Plus includes many new features as well as updates and refinements to the program's existing features. This document describes the highlights of both. I hope you enjoy them all and find them invaluable in your editing work.

Jack Lyon

Contents

New Features

Projects

Projects provides a way to save and open all the Microsoft Word documents related to a project. For example, let's say you're editing (or writing!) a 3,000-page fantasy trilogy along the lines of *Harry Potter*. For each volume, you have the chapters themselves, plot outlines, scene lists, character profiles, maps, notes, and much more, all organized in various folders. While working, you keep several of these documents open at the same time—for example, all of the documents related to chapter 23. Using the Projects feature, you can save those documents as a named project ("Chapter 23 Documents," for example). Then the next time you need to work on chapter 23, you simply call up that project, which automatically opens all the associated documents.

You can also merge those open documents into one document, and you can delete a project after you've finished working on it. Note that deleting a project does *not* delete the files associated with the project; it simply deletes their association as a project.

	Save open documents as a project
	Open documents saved as a project
	Close documents saved as a project
	Delete a project
	Merge open documents
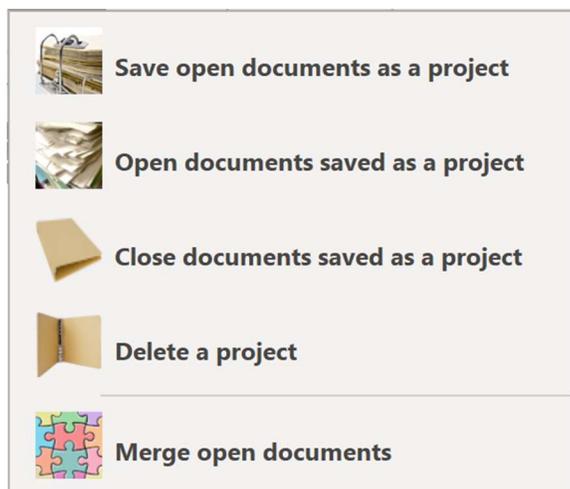
Switcheroo

Switcheroo instantly switches between words or phrases using entries from the Switcheroo file (provided). The file does *not* have to be open for Switcheroo to work.

	Switcheroo (ctrl shift F2)	>

The Switcheroo file looks like this:

|					
since	because	as			
stationary	stationery				
storey	story				
storeys	stories				
than	then	from			
their	there	they're	they are		
through	threw	thorough	though	thru	
to	too	two			
tortuous	torturous				
toward	towards				

As you can see, the entries are kept in a simple, editable table, with room for six words (or phrases) per row. There's no need to repeat word pairs in reverse order or have separate entries for capitalized words. If the word in your manuscript is capitalized, Switcheroo capitalizes its replacement, even though the word isn't capitalized in the table (although you *can* include words that are capitalized).

To run Switcheroo, put your cursor anywhere in a word you want to switch. For example, if your client has used "it's" to mean "its," place your cursor in the word "it's" and press CTRL SHIFT F2. The word will instantly switch to "its." If you then realize that "it's" was correct after all, press CTRL SHIFT F2 again to switch back. Switcheroo loops through all the words (or phrases) in the row that includes the original word.

You can use Switcheroo to switch between (or among) commonly confused words, replace contractions with spelled-out words (or vice versa), or even create a specialized thesaurus. Editor's ToolKit Plus comes with a sample file called "Switcheroo.docx" that includes words and phrases authors sometimes confuse, such as "imply" and "infer" or "loose" and "lose." To see or modify the file, click Text > Switcheroo > Create or edit Switcheroo file.


Create or edit Switcheroo file

To add a new word to the file, place your cursor on the word and press CTRL SHIFT F2 (the usual keyboard shortcut to switch words). Switcheroo will ask if you'd like to add that word to your Switcheroo file. Your choice!

Add word to Switcheroo? ✕

The selected word is not in your Switcheroo file. Would you like to add it?

Yes   No
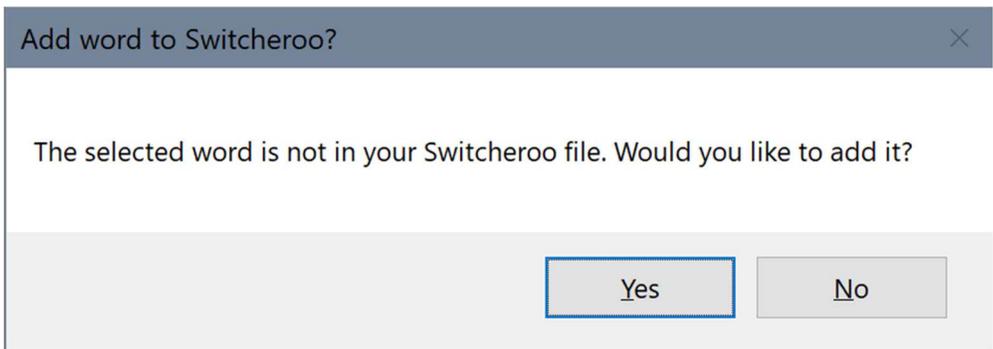
Lookups

Lookups looks up the currently selected text in online dictionaries, encyclopedias, and other reference works when you press CTRL SHIFT F3. If text is not selected, Lookups selects the current word. Lookups remembers your most recent reference work, so if Merriam-Webster is your favorite dictionary, it will already be selected the next time you use Lookups, and you can instantly look up a new word without making a new selection.
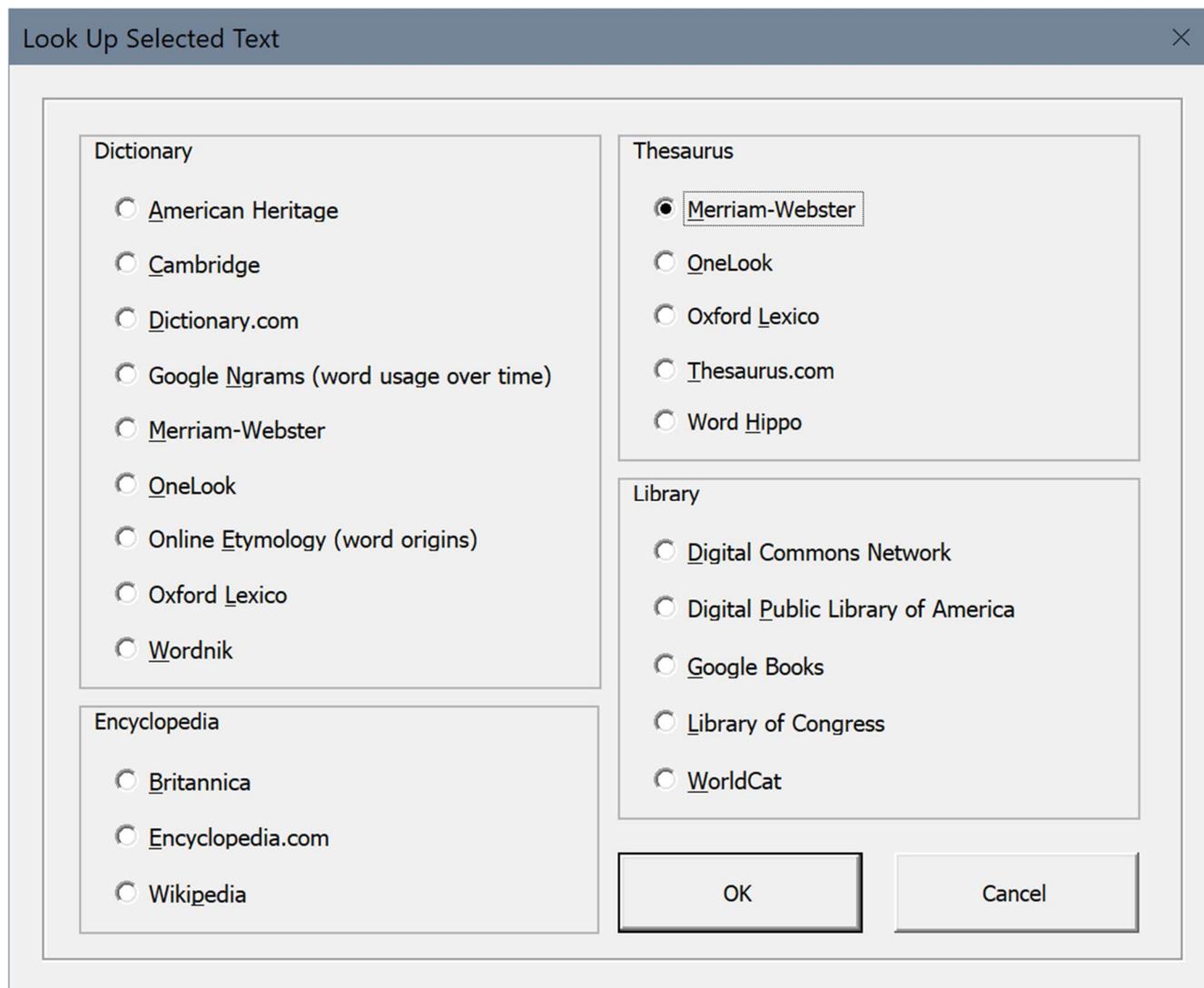
Reference library

Reference library opens selected online reference works, including editorial style guides, encyclopedias, and much more. It remembers the last reference work you used, so if Chicago is your favorite style guide, it will already be selected the next time you use Reference Library.
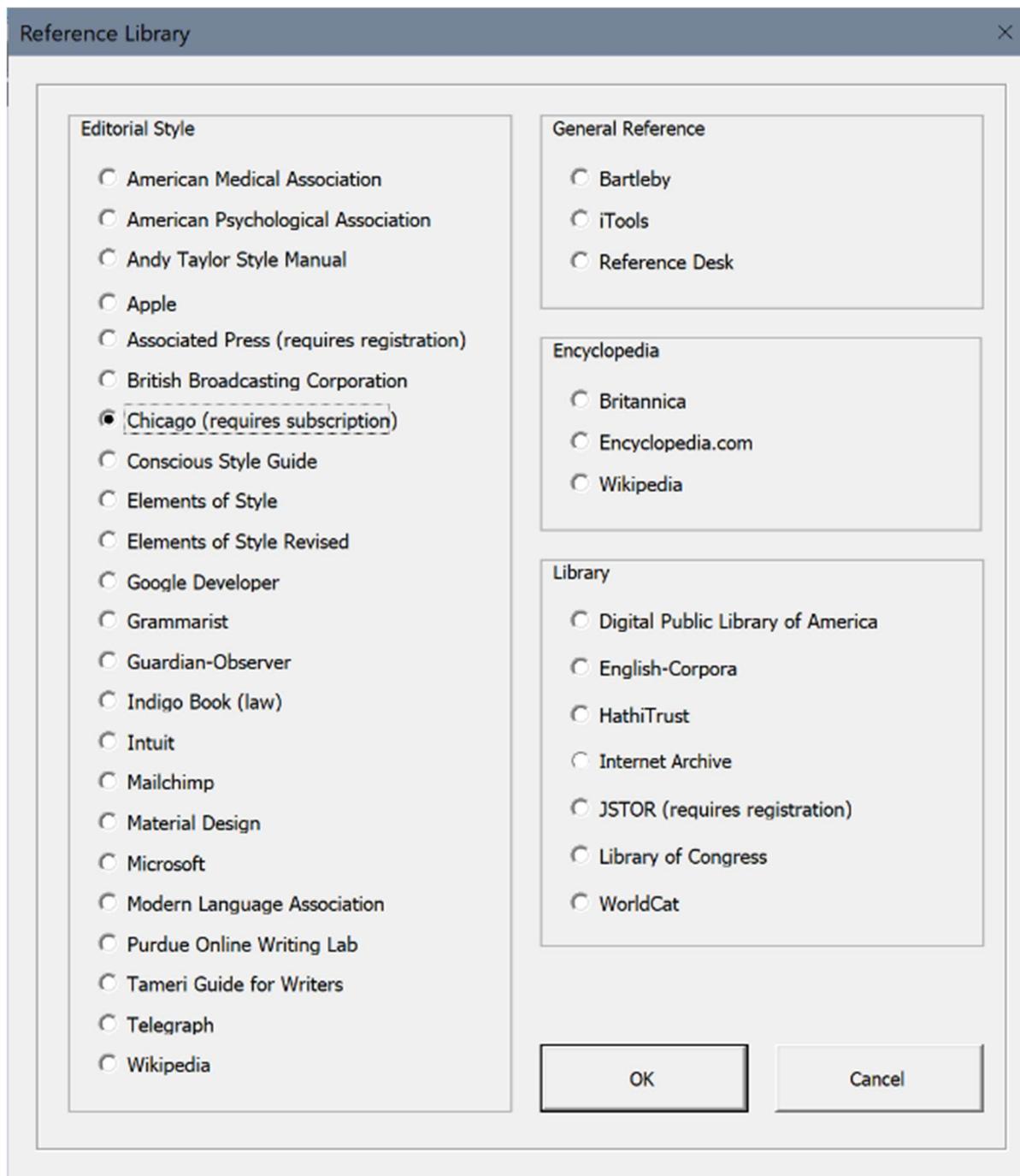
Reference Library ✕

Editorial Style

○ American Medical Association
○ American Psychological Association
○ Andy Taylor Style Manual
○ Apple
○ Associated Press (requires registration)
○ British Broadcasting Corporation
◉ Chicago (requires subscription)
○ Conscious Style Guide
○ Elements of Style
○ Elements of Style Revised
○ Google Developer
○ Grammarist
○ Guardian-Observer
○ Indigo Book (law)
○ Intuit
○ Mailchimp
○ Material Design
○ Microsoft
○ Modern Language Association
○ Purdue Online Writing Lab
○ Tameri Guide for Writers
○ Telegraph
○ Wikipedia

General Reference

○ Bartleby
○ iTools
○ Reference Desk

Encyclopedia

○ Britannica
○ Encyclopedia.com
○ Wikipedia

Library

○ Digital Public Library of America
○ English-Corpora
○ HathiTrust
○ Internet Archive
○ JSTOR (requires registration)
○ Library of Congress
○ WorldCat

[OK]   [Cancel]

Blockify and Quotify
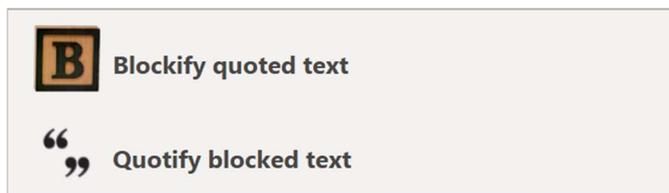
Blockify turns text in quotation marks into blocked quotations (text styled as Block Text), removing opening and closing marks and converting double marks to single and vice versa as appropriate. Different style manuals recommend different numbers of words to include in a block quotation (*Chicago* says 100), so Blockify lets you specify the number of words to convert.
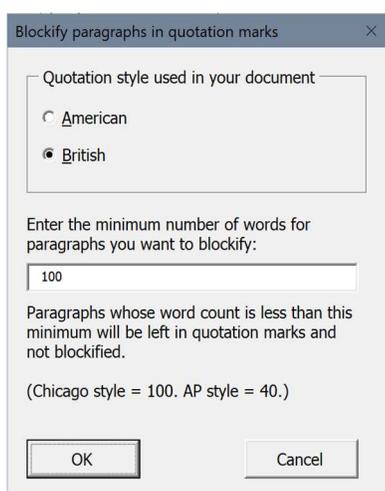

Quotify is like Blockify in reverse. It turns block quotations (text styled as Block Text) into regular text in quotation marks, adding opening and closing marks and converting double marks to single and vice versa as appropriate. Like Blockify, Quotify lets you specify the number of words to convert.
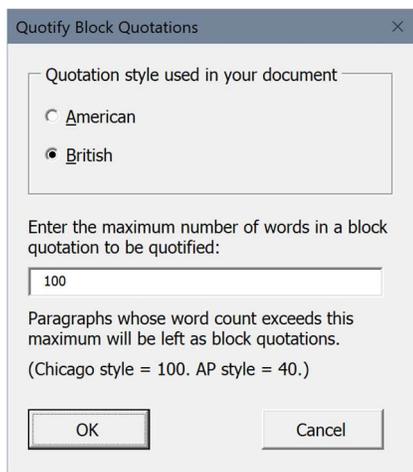
No more manually counting words or eyeballing the number of lines! No more manually styling text as Block Quote or Body Text! Blockify and Quotify take care of everything automatically for all the text in the active document.

Document converter via Pandoc

Document converter exports the active document in a different format (such as ePub or Markdown) using Pandoc, the free and open-source document converter. (You must install Pandoc from pandoc.org to use this feature.) If you need to convert a Word document into LaTeX, now you can.
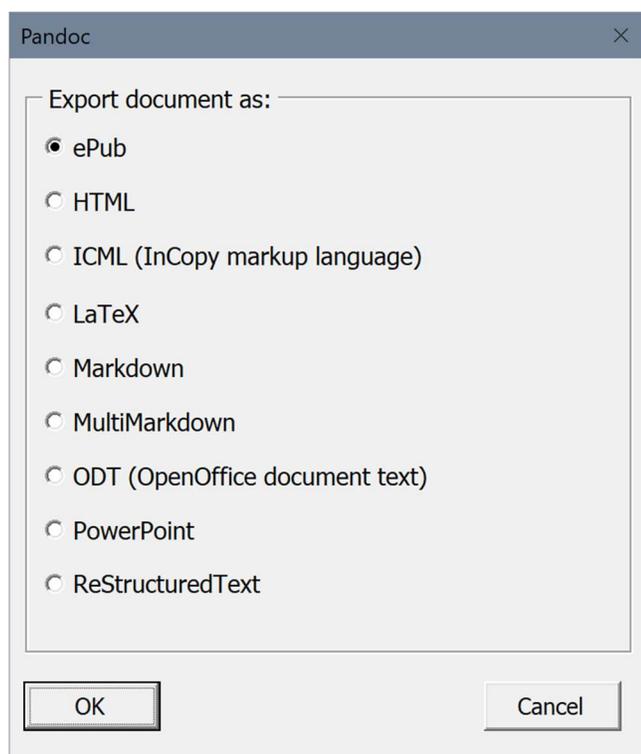
Editorial style sheet

Editorial style sheet creates or opens an editorial style sheet so you can keep track of your editorial decisions for a project. If you've selected some text, it copies that text; otherwise, it selects the current word and copies it, ready to be pasted into the style sheet if you so desire. To use this feature, place your cursor on a word you want to add to your style sheet. Then press SHIFT CTRL E. The style sheet will open, ready for your addition.

The style sheet can also be used as a MegaReplacer master list so you can enforce your decisions in future projects. The feature includes a utility to sort your style sheet alphabetically when the number of entries becomes unwieldy.

Remove highlighting

Removes all highlighting from the active document.

Convert hyperlinks

Converts all hyperlinks to regular text.

Check for updates

The program automatically checks for updates when you start Microsoft Word or Editor's ToolKit Plus. If an update is available, the program notifies you and asks if you'd like to download it. You'll never again need to wonder if you have the most recent version.
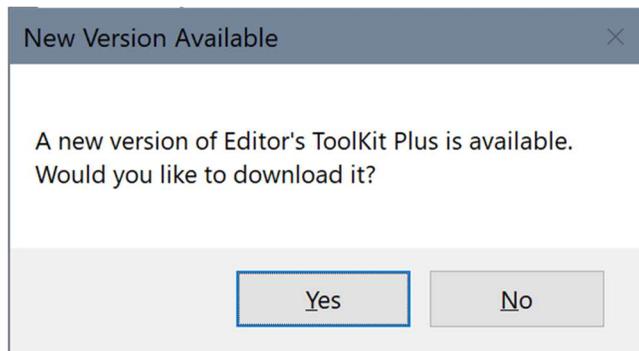
Convert tables, text boxes, and frames to regular text

Converts tables, text boxes, or frames to regular text in the active document, shading the text's background in yellow, blue, or gray so you can *see* what used to be tables, text boxes, or frames as you edit. The feature includes a utility to remove the colored shading after your review.

- Convert tables to yellow-shaded text
- Convert textboxes to blue-shaded text
- Convert frames to gray-shaded text
- Remove colored shading from converted text

Enhanced bookmarks

Microsoft Word is picky about the characters you can use in naming a bookmark. For example, you can't include a space, an ampersand, or an exclamation mark. *Add bookmark* uses the currently selected text to create a properly named bookmark and add it to the text. If no text is selected, it uses the first few words of the current paragraph.

Add bookmark

You can also now add a bookmark by pressing the CTRL key along with a number key (0-9). For example, pressing CTRL 7 adds a bookmark named "Bookmark7" to selected text or the text at your cursor position. To go *back* to that particular bookmark, press ALT CTRL plus the number key (0-9). That gives you ten bookmarks to keep track of places in your document.

Bookmark all headings

H Bookmark all headings

Bookmark all headings bookmarks all of the headings in your document (any text styled as Heading 1, Heading 2, and so on), automatically using the heading text as the basis for the bookmark name—handy for navigating a document, adding hyperlinks, or referencing index entries.

Delete bookmarks

Delete bookmarks

Microsoft Word has no easy way to delete all of the bookmarks in a document. *Delete bookmarks* solves the problem.

Check readability

Checks readability levels and other statistics in the active document.
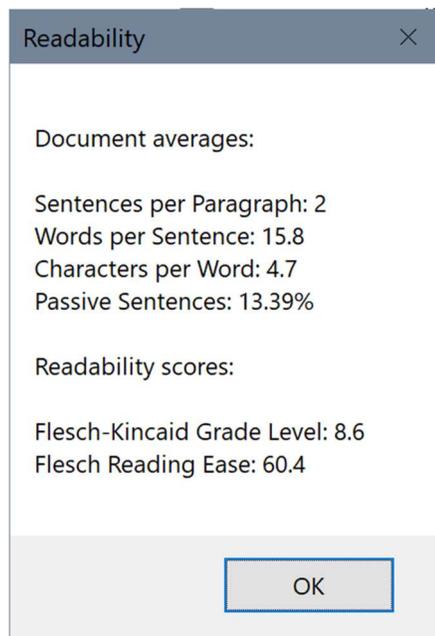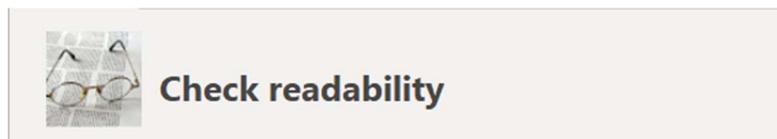
Insert generic text

Inserts generic text at your cursor position. Options include:

- Lorem ipsum (traditional).

- English text (a translation of the original Latin text from which the lorem ipsum text was taken).

You can specify the number of paragraphs to insert.
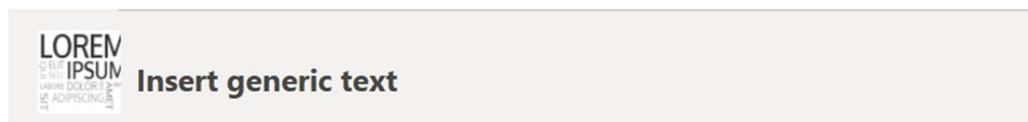
Enhancements to Existing Features

Finish edited documents

Finish edited documents has always let you turn off track changes, make revisions permanent, and so on. It now includes an additional option to remove metadata from your documents, including personal information (your name in comments, for example) along with document information and properties, so you can keep your private information private.

In addition, Finish Edited Documents now includes options that prepare your documents for import into InDesign or other layout programs. These include:

- Unlink paragraph styles and remove "Char" styles.

- Delete unused styles.

- Remove bold, italic, etc., in settings for paragraph styles.

- Convert font formatting (bold, italic, etc.) to character styles (*essential* for documents used in a layout program).

- Remove all formatting (overrides) not applied with styles.
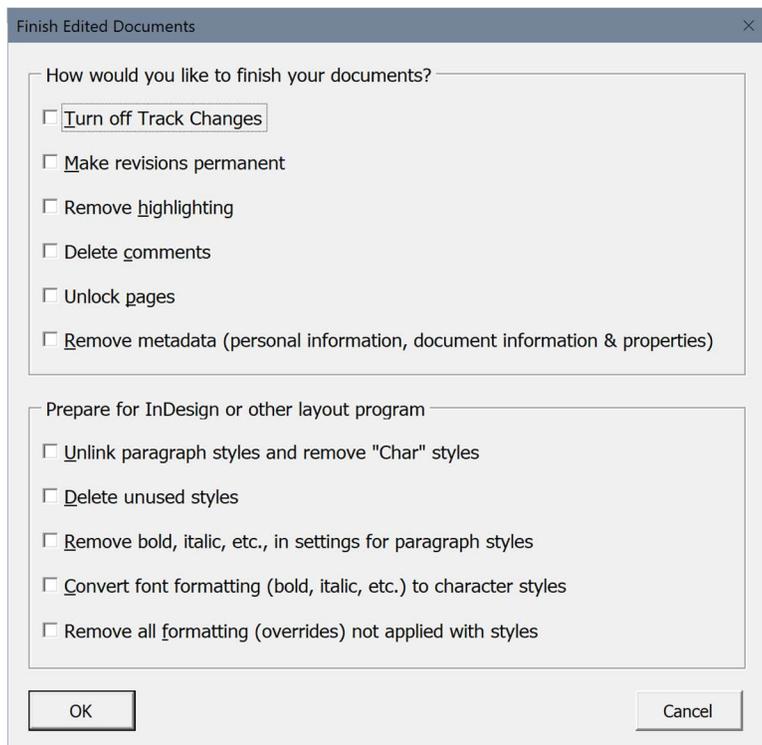
Your designer and typesetter will thank you.

FileCleaner

The previous version of *FileCleaner* allowed you to save your settings as a named "profile" that you could recall for other projects. By popular demand, FileCleaner now allows you to *delete* a saved session as well.
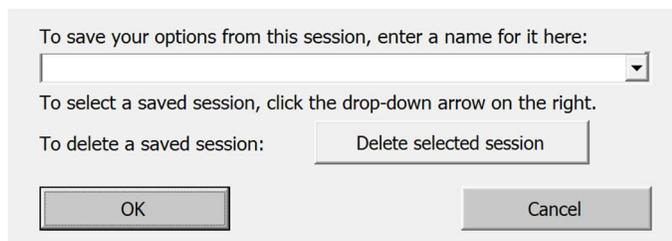
To save your options from this session, enter a name for it here:

To select a saved session, click the drop-down arrow on the right.

To delete a saved session: Delete selected session

OK   Cancel

NoteStripper

By popular demand, NoteStripper's Notes to Text feature has new, simplified note numbering options:

- Arabic numbers.

- Roman numbers.

- Letters.

- Symbols (traditional).
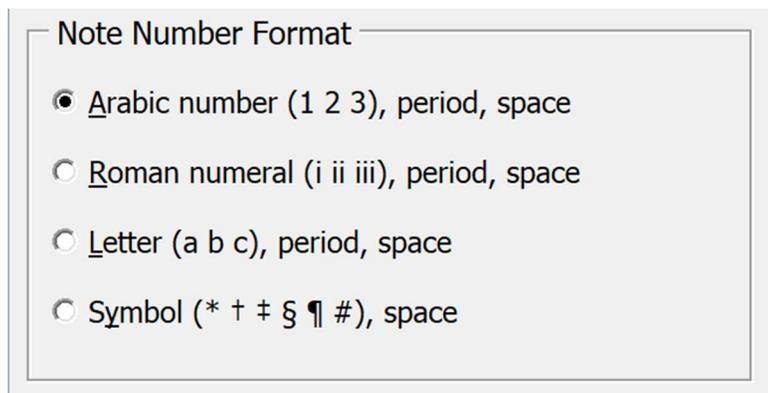
Note Number Format

- Arabic number (1 2 3), period, space

- Roman numeral (i ii iii), period, space

- Letter (a b c), period, space

- Symbol (* † ‡ § ¶ #), space

Split document

Split document now includes several options of where to split a document into separate documents:

- Manual page breaks.

- Section breaks.

- Paragraphs styled with Heading 1.

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- Paragraphs styled with any Heading level (1-9).

If you select either of the last two options, you can also opt to use the heading text for the filenames of the separate documents.
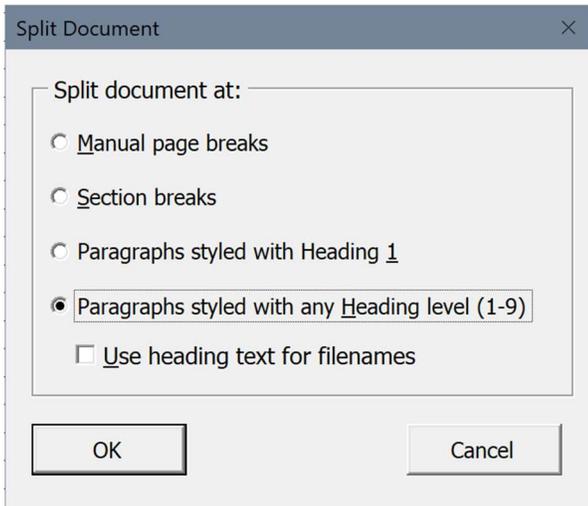
MegaReplacer

A MegaReplacer master list is now an easy-to-use table rather than an arcane sequence of text strings and commands. Also, MegaReplacer can now find and replace using formatting (bold, italic, etc.) and styles (Heading 1, Block, etc.). It can also mark found items with highlighting in ten different colors so you can check those items later as you work.

FIND	Format	REPLACE	Format	Highlight	Option	Comment
!!!!		!				
!!!		!				
!!		!				
%		percent				
&		and				
accidently		accidentally				
accomodate		accommodate				
accomodation		accommodation				
accordian		accordion				
acknowledgement		acknowledgment				
acquaintence		acquaintance				
adjacent to		next to				
albeit		though				
all of the		all the				
alot		a lot			w	
alright		all right				
amidst		amid				
amongst		among				

For those who have existing master lists, MegaReplacer includes utilities to convert those lists to the new table format.
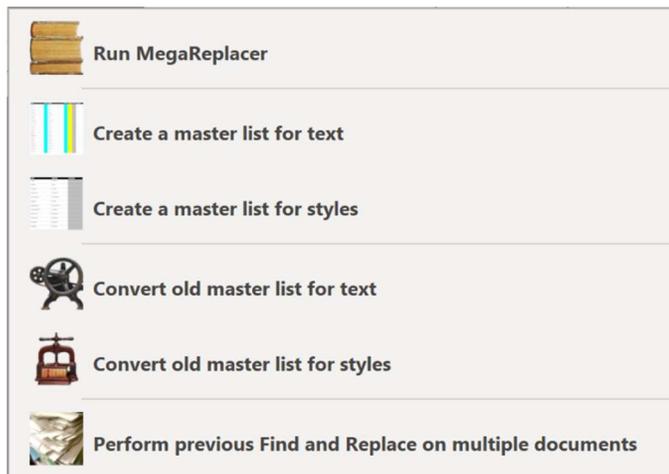
Perform previous Find and Replace on multiple documents takes your previous Find and Replace options (text to find, text to replace, whole words only, and so on) and performs that Find and Replace on the active document, all open documents, or all documents in a folder. This makes it easy to set up those options as you usually would but then run them on multiple documents at the same time. Powerful stuff.

Keyboard repeat Find and Replace

This feature also uses the options from your previous Find and Replace operation but does so in the active document under your control at the keyboard.

- ALT SHIFT CTRL > = Find again forward.

- ALT SHIFT CTRL < = Find again backward.

- ALT SHIFT CTRL / = Replace the current instance of found text.

Puller

Puller includes many new options of items to pull from your manuscript into a new, blank document. They include:

- Text styled as (choose a style from a dropdown list).

- Comments.

- Tracked revisions.

- Bookmarked text.

- Highlighted text.

- Misspellings.

- Grammar problems.

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- Headings.

- Graphics.

- Equations.

- Acronyms.

- Citations.

- Bibliography.

- Index entries.

Items to Pull ✕

What items would you like to pull?
- ○ (Items in parentheses)
- ○ [Items in square brackets]
- ⦿ <Items in angle brackets>
- ○ Items in other delimiters:

    Opening: `<`   Closing: `>`

- ○ Text styled as:

    [▼]

○ Comments	○ Headings
○ Tracked revisions	○ Graphics
	○ Equations
○ Bookmarked text	○ Acronyms
○ Highlighted text	
	○ Citations
○ Misspellings	○ Bibliography
○ Grammar problems	○ Index entries

Options
- ☑ Sort items in final list
- ☐ Delete duplicates in final list
- ☐ Include document name before all items
- ☐ Include document name after each item
- ☐ Include surrounding text with each item:
    - ○ Sentence where item appears
    - ○ Paragraph where item appears

[OK]   [Cancel]

If you need to pull any such items for later reference or for someone else to review, now you can.

In conclusion

I hope you've enjoyed this brief tour of the highlights of Editor's ToolKit Plus 2023. You can download and try it at no charge for 45 days to see if it does what you need. You'll find it at www.editorium.com. Thanks!