



MarkMyWords™

Professional AI-Assisted Copyediting in Microsoft Word

Jack Lyon

The Editorium™

Please read this: The reader (that's you) assumes the entire risk as to the use of the MarkMyWords software and documentation. I don't anticipate any problems, but all computers and Microsoft Word installations are different, and I can't be held responsible for what might happen with yours. To avoid problems, be sure to *back up your files* before using MarkMyWords; then you'll have something to go back to if anything goes wrong. As the lawyers say, this documentation is provided for informational purposes only and without a warranty of any kind, either express or implied, including but not limited to implied warranties of merchantability, fitness for a particular purpose, and freedom from infringement. This documentation and the software itself are subject to change at any time without warning.

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OVERVIEW

WHAT IS MARKMYWORDS?

MarkMyWords is a Microsoft Word add-in that uses Anthropic's Claude AI (Artificial Intelligence) to copyedit text directly in Microsoft Word. Claude acts as an editorial assistant, performing initial reviews and making improvements based on your specific instructions in MarkMyWords. All edits appear as tracked changes, allowing you to accept or reject each modification and maintain full control over the final content.

Editing with AI is far different from working with tools like Editor's ToolKit Plus or PerfectIt, which use Word macros and advanced find and replace to fix problems. For example, PerfectIt might find "non-fiction" and suggest that you replace it with "nonfiction" (without the hyphen). With MarkMyWords, Claude might find the same problem but simply fix it (as a tracked revision), without your having to approve the change. Claude might also include an explanation in a comment: "According to the *Chicago Manual of Style* (around 7.90), 'nonfiction' is styled as one word without a hyphen." (You can specify the style guide you want to use.)

MarkMyWords doesn't use mechanical means like macros to find and fix problems. Instead, it uses Claude AI to find and fix problems *intelligently*, with an awareness of meaning and context. For example, my test document about the life of Mark Twain says the rock group Creedence Clearwater Revival got one of their lyrics from Twain: "But I never saw the good side of the city till I hitched a ride on a riverboat queen." That, of course, is false. Claude deleted the statement and added this comment: "NOTE: The statement about Creedence Clearwater Revival contains a factual error. The quoted lyrics are from 'Proud Mary' (1969), not from Twain's *Life on the Mississippi* (1883). This sentence should be deleted or substantially revised for accuracy."

With that kind of intelligence, Claude can significantly streamline your editing workflow. Nevertheless, Claude should be viewed as a supportive tool rather than a substitute for professional editing. Human oversight remains essential for critical or complex editing tasks.

WHY NOT JUST EDIT WITH AI ONLINE?

Many AI service providers allow users to upload Word documents with specific instructions for editing. However, most online editing tools fail to properly handle such critical features as quotation marks, footnotes, endnotes, and comments. These elements are vital for maintaining the integrity and clarity of manuscripts intended for publication. Similarly, other Word add-ins (including ChatGPT for MS Word) do not handle these features. MarkMyWords addresses this gap, ensuring that all these elements are managed effortlessly and accurately, directly in Microsoft Word.

DOES USING CLAUDE'S API REQUIRE A SUBSCRIPTION?

No. MarkMyWords uses Claude's API (Application Programming Interface), which operates on a pay-as-you-go basis. Users are billed solely on the amount of text processed, without the need for a monthly subscription. This flexible pricing structure is more economical for users who require occasional or extensive editing. The rates vary depending on the specific Claude model chosen, but generally they are highly affordable.

KEY FEATURES

MarkMyWords includes numerous features to enhance your editing process:

Professional Editing Presets

- Light Editing: Minimal corrections for clean manuscripts
- Heavy Editing: Comprehensive editing for rough drafts
- Academic Editing: Scholarly writing standards
- Fiction Polish: Creative writing enhancement
- Custom Instructions: Your specific requirements

Complete Control

- All changes appear as tracked changes
- Review and accept or reject edits as needed
- Your document, your final decision

Multiple AI Models

- Haiku: Fast and economical for simple edits
- Sonnet: Balanced performance for most tasks
- Opus: Premium quality for complex work

Smart Cost Estimation

- Real-time cost preview based on selection size and AI model
- Automatically updates when you change AI models
- No surprises: see costs before processing

Flexible Processing

- Process selected text or entire document
- Cancel processing at any time

INSTALLATION

WINDOWS

1. Double-click the program installer (MarkMyWords_setup.exe).

2. Respond to the prompts on your screen.

3. After the installation is finished, close and then restart Microsoft Word. You should then see a new tab, **MarkMyWords**, on Word's Ribbon interface. Click the tab to use the program's features.

During installation, the program template, MarkMyWords.dotm, is placed in Microsoft Word's Startup folder so that MarkMyWords starts automatically every time you start Microsoft Word.

MACINTOSH

Place the program template, MarkMyWords.dotm, in Microsoft Word's Startup folder so that MarkMyWords starts automatically every time you start Microsoft Word. The startup folder is generally located here:

~/Library/Group Containers/UBF8T346G9.Office/User Content/Startup/Word

1. Copy the path above (the line beginning with "~/Library").
2. Open Finder on your Mac.
3. Press Cmd+Shift+G.
4. Paste.

The folder that opens in Finder is the Startup folder. Drag the file MarkMyWords.dotm into that folder.

Close and then restart Microsoft Word. You should then see a new tab, **MarkMyWords**, on Word's Ribbon interface. Click the tab to use the program's features.

GETTING STARTED

WHAT YOU'LL NEED

1. Microsoft Word

- Word 2016 or later with MarkMyWords installed

2. An Internet Connection

- Required for AI processing

3. An API Key from Anthropic

GETTING YOUR API KEY

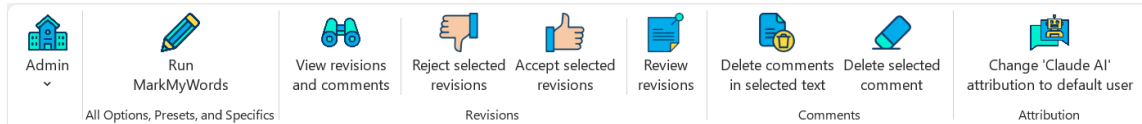
To use MarkMyWords with Claude, you'll need a free API key from Anthropic:

1. In your web browser, go to console.anthropic.com.
2. Create a developer account and sign in.

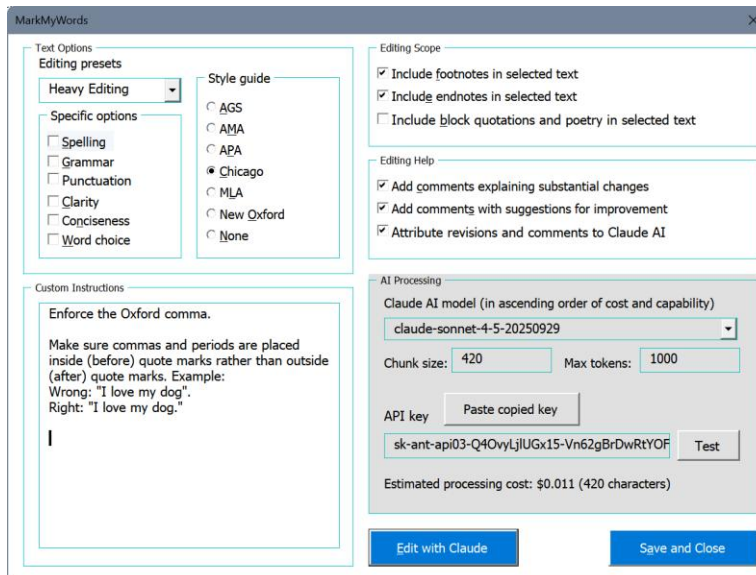
3. Save your login information in a safe place.
4. Click **Get API Key**.
5. Click **Create Key** and follow the online prompts.
6. Copy the key and save it in a safe place. If you lose the key, you won't be able to retrieve it, but you can always create another one at console.anthropic.com.
7. Click **Billing** on the left-side menu.
8. Buy credits and edit your settings for auto reload. \$10 is a good place to start and should last you a long time. You can monitor your API usage at console.anthropic.com.

FIRST-TIME SETUP

1. Click the **MarkMyWords** tab in Word's ribbon. You'll then see the MarkMyWords ribbon:



2. Click **Run MarkMyWords**. You'll then see the settings dialog:



3. Paste your Claude API key into the box labeled **API key**.
4. Click the **Test** button to see if your computer connects to Claude AI and your API key is valid.
5. Click **Save and Close** to save and exit.

Your API key is saved in your computer's registry and needs to be entered only once. *Never* share your API key with anyone else. Doing so would allow them to use funds from your Anthropic account.

USING MARKMYWORDS

BASIC WORKFLOW

STEP 1: PREPARE YOUR DOCUMENT

Open your document in Microsoft Word. You can edit:

- **Selected text:** Select the portion you want to edit.
- **Entire document:** Leave your cursor anywhere without selecting text.

If your selection already includes tracked revisions or comments, MarkMyWords will advise you to accept or reject them before proceeding.

STEP 2: CHOOSE EDITING PRESET

Click **MarkMyWords > Run MarkMyWords** (or press ALT CTRL SHIFT M anywhere in Word on PC) and select a preset from the dropdown menu:

- Light Editing
- Heavy Editing
- Academic Editing
- Fiction Polish
- Rewrite
- Simplify
- Analyze
- Custom Instructions

Or use individual checkboxes for specific corrections:

- Spelling
- Grammar
- Punctuation
- Clarity

- Conciseness
- Word Choice

STEP 3: SELECT OPTIONS AS NEEDED

Style Guide:

- AGS (Australian Government Style Manual)
- AMA (American Medical Association Manual of Style)
- APA (American Psychological Association Style Manual)
- CMOS (Chicago Manual of Style)
- MLA (Modern Language Association Style Manual)
- New Oxford Style Manual
- None. If you select this option, you can specify your own style guide or other requirements in the Custom Instructions box.

Editing Scope (you'll usually want to leave these unchecked):

- Include footnotes in selected text
- Include endnotes in selected text
- Include block quotations and poetry in selected text

Editing Help (highly recommended):

- Include comments explaining changes
- Include comments with suggestions for improvements
- Attribute revisions and comments to Claude AI

NOTE: When Claude cites a style guide in a comment, it includes a link to the style guide online. Where possible, Claude includes the *probable* section number. It can't actually access the style guide, but it still has a good idea about what's in there and where it is. If you need to look it up, hold down CTRL/CMD and click the link.

STEP 4: CHOOSE AN AI MODEL

MarkMyWords supports multiple Claude AI models with different capabilities and pricing. Click the **Refresh models** button to use the latest models as they become available.

Haiku Models (Fastest, Most Economical)

- Best for: Simple corrections, quick reviews
- Speed: Very fast
- Cost: Lowest
- Use when: Working with clean manuscripts needing light touch-ups

Sonnet Models (Balanced, Recommended)

- Best for: Most editing tasks, general copyediting
- Speed: Fast
- Cost: Moderate
- Use for: Standard editing work, balanced quality and cost

Opus Models (Highest Quality, Premium)

- Best for: Complex editing, high-stakes documents
- Speed: Slower
- Cost: Highest
- Use for: Critical documents requiring maximum attention

Recommendation: Claude Sonnet 4.5 offers the best balance of quality, speed, and cost for most users.

STEP 5: REVIEW PROCESSING SETTINGS

Chunk Size (Default: 3000-5000 characters)

- How much text to send in each API request
- Larger chunks = fewer requests = potentially lower cost
- Smaller chunks = better for complex documents with varied content
- **Recommendation:** MarkMyWords calculates the optimal chunk size based on the selected text and the settings you're using. Leave this setting at the default unless you're experiencing issues.

Max Tokens (Default: 100-4000)

- Maximum response length from AI
- Higher = more detailed explanations
- Lower = faster processing

- **Recommendation:** MarkMyWords calculates the optimal number of tokens based on the selected text and the settings you're using. Leave this setting at the default unless you're experiencing issues.

STEP 6: CHECK COST ESTIMATE

1. The MarkMyWords dialog shows the estimated processing cost near the bottom. Cost estimates are based on:
 - Amount of text selected
 - Chosen AI model

STEP 7: PROCESS

1. If you approve of the estimated cost, click **Edit with Claude**.
2. Progress window appears showing:
 - Processing status
 - Progress bar
 - Number of chunks completed
 - **Cancel** button (if you need to stop). The Cancel button is inoperable (grayed out) while Claude is working on a chunk of your document. But *between* chunks, the Cancel button briefly turns blue. If you click it then, further processing is canceled. Any previous processing is marked with tracked changes in your text.

STEP 8: REVIEW RESULTS

All edits appear as tracked changes:

- Strikethrough = deleted text
- Underline = inserted text
- Comments = explanations and suggestions (if enabled)

Review each change and accept or reject as needed.

PRESETS AND SPECIFICS

Editing presets

Heavy Editing	▼
Light Editing	
Heavy Editing	
Academic Editing	
Fiction Polish	
Rewrite	
Simplify	
Analyze	
Custom Instructions	

Specific options	
<input type="checkbox"/>	Spelling
<input type="checkbox"/>	Grammar
<input type="checkbox"/>	Punctuation
<input type="checkbox"/>	Clarity
<input type="checkbox"/>	Conciseness
<input type="checkbox"/>	Word choice

LIGHT EDITING

Purpose: Minimal corrections for manuscripts that are already in good shape.

What It Does:

- Corrects obvious spelling errors
- Fixes clear grammar mistakes
- Adjusts punctuation where necessary
- Maintains author's voice and style

When to Use:

- Clean manuscripts needing final polish
- Documents from experienced writers
- When you want to preserve maximum author voice

Cost: Lowest processing time, uses fewer tokens

HEAVY EDITING

Purpose: Comprehensive editing for manuscripts needing significant improvement.

What It Does:

- All corrections from Light Editing
- Restructures unclear sentences
- Improves word choice throughout

- Enhances overall clarity and flow
- May suggest significant rewording

When to Use:

- Rough drafts
- Non-native English speakers
- Manuscripts with structural issues
- When quality is more important than preserving exact wording

Cost: Moderate to high, depending on manuscript length

ACADEMIC EDITING

Purpose: Ensures scholarly writing meets academic standards.

What It Does:

- Applies formal academic tone
- Ensures proper citation format awareness
- Improves clarity of complex concepts
- Maintains discipline-specific conventions
- Checks for appropriate hedging language

When to Use:

- Research papers
- Dissertations and theses
- Journal article submissions
- Academic books
- Conference papers

Best Combined With: Style guide selection (APA, Chicago, MLA, etc.)

FICTION POLISH

Purpose: Enhances creative writing while preserving narrative voice.

What It Does:

- Maintains author's unique voice

- Improves dialogue naturalism
- Enhances descriptive language
- Checks narrative consistency
- Preserves intentional style choices

When to Use:

- Novels and short stories
- Creative nonfiction
- Memoirs
- Any narrative-driven work

Special Consideration: Fiction editing respects creative choices and focuses on clarity without over-correcting style.

REWRITE

Purpose: Rewrites text as needed for improved clarity or different audience.

What It Does:

- May significantly alter sentence structure
- Changes word choice extensively
- Can modify tone and style
- Aims for maximum clarity
- May shorten or lengthen text

When to Use:

- Text that's difficult to understand
- Changing target audience level
- Converting technical to general audience
- When original wording can be completely changed

Warning: This mode makes extensive changes. Use Light or Heavy Edit for preserving more original text.

SIMPLIFY

Purpose: Makes complex text easier to understand.

What It Does:

- Reduces sentence complexity
- Replaces difficult words with simpler alternatives
- Breaks up long sentences
- Improves readability score
- Maintains core meaning

When to Use:

- Technical documents for general audiences
- Educational materials
- Public-facing content
- When accessibility is important

ANALYZE

Purpose: Provides extensive feedback in Microsoft Word comments.

What It Does:

- Identifies issues
- Suggests improvements
- Points out patterns
- Provides commentary

When to Use:

- Getting feedback
- Understanding manuscript weaknesses
- Learning about writing patterns

CUSTOM INSTRUCTIONS

Tailored editing for specific requirements.

The MarkMyWords presets may do everything you need, but if you want to give Claude additional instructions, you can enter your requirements in the **Custom Instructions** text box. Your instructions are *added* to the default instructions included in the editing presets and specific options (such as Light Editing, Heavy Editing, Spelling, and Grammar). However, if you choose **Custom Instructions** as a preset, *only* your custom instructions are sent to Claude, bypassing the built-in instructions in the editing presets and specific options.

Custom Instructions

Enforce the Oxford comma.

Make sure commas and periods are placed inside (before) quote marks rather than outside (after) quote marks. Example:
Wrong: "I love my dog".
Right: "I love my dog."

Check the accuracy of statements of fact.

Writing custom instructions (or *prompts*) for AI is a skill worth acquiring. You'll find lots of help with this online. In general, AI does a better job if you include the following kinds of information in your instructions.

- AI role: "You are a highly skilled ad writer."
- Intended audience: "Your readers receive an email newsletter about editing."
- Instructions: "Punch up this ad copy for the newsletter so that it's more enticing."
- Exceptions: "IMPORTANT: Do NOT change the offer or terms in the ad copy."

The better and more specific your instructions, the better response you will get from Claude.

Writing AI instructions is an iterative process: Send your instructions, review the results, revise your instructions, try again. When you get results you like, save your instructions in a separate document for future use.

AI is both amazingly smart and frustratingly dense. It's really good at understanding your instructions, but it may not always follow them exactly. Sometimes it just does what it thinks best. In fact, resending the same instructions for the same text to be edited may produce slightly different results. In addition, as the [Claude.ai website](#) warns, "Claude is AI and can make mistakes. Please double-check responses." That is why you should never rely on Claude (or any other AI engine) to do your editing for you. You *must* review its results while doing your own editing, thus making sure your final edit is everything you want it to be.

How to Use:

1. Enter detailed instructions in the **Custom Instructions** text box.
2. Select the presets and options you want to use with your instructions. If you want to use *only* your custom instructions, select **Custom Instructions** from the dropdown presets.

With experience, you can (and should) assemble a library of instructions that help Claude do exactly what you need. If you're not sure how to phrase a custom instruction, you can go to [Claude.ai](#) and ask Claude to give you a prompt that will produce the results you want.

Example Instructions:

- Enforce the Oxford comma
- Enforce British English spelling, punctuation, and quotation marks
- Where possible, check the accuracy of quotations
- Focus on clarity rather than style
- Ensure consistent past-tense narration
- Match the editorial style of [publication name]
- Preserve numerical data exactly
- Use active voice wherever appropriate
- Avoid contractions
- Target 8th-grade reading level for general audience sections
- Enforce the following items as editorial style:
 - Capitalize a word following a colon if the word begins a complete sentence.
 - Replace such abbreviations as "i.e.," "e.g.," "etc." with a plain-English equivalent, such as "that is," "for example," "and so on."
 - Italicize names of movies, television programs, music albums, and books.
 - Form plurals of acronyms by adding a lowercase "s" without an apostrophe.

Tips for Effective Custom Instructions:

- Be specific and clear
- Specify what NOT to change
- Specify what to preserve
- State priorities (e.g., "clarity over brevity")
- Mention target audience

UNDERSTANDING COSTS

HOW COSTS ARE CALCULATED

MarkMyWords calculates the estimated cost for Claude to process the text you've selected. You'll find that information at the bottom of the AI Processing section of Claude's settings:

AI Processing

Claude AI model (in ascending order of cost and capability)

claude-sonnet-4-5-20250929

Chunk size: 2800 Max tokens: 1600

API key Paste copied key

sk-ant-api03-Q4OvyLjlUGx15-Vn62gBrDwRtYOF Test

Estimated processing cost: \$0.549 (120,105 characters)

MarkMyWords shows real-time cost estimates based on:

1. Text Length

- Number of characters in selection
- Approximately 4 characters per token
- Plus overhead for instructions

2. Approximate Editing Cost for AI Model Selected

- Haiku: \$0.005 per 1,000 tokens
- Sonnet: \$0.015 per 1,000 tokens
- Opus: \$0.025 per 1,000 tokens

All of the models are surprisingly affordable. Suppose you're editing a novel of 80,000 words with an average word length of 5 characters. That gives you a character count of 400,000. Divide that by 4 to get the number of tokens required: 100,000. Then divide that by 1,000, resulting in 100 sets of tokens so you can calculate the cost.

Using Haiku, the approximate processing cost for the 80,000-word novel would be:

- $100 \times .005 = \$0.50$

Using Sonnet:

- $100 \times .015 = \$1.50$

Using Opus:

- $100 \times .025 = \$2.50$

Claude's models and processing costs are subject to change. Always check the cost estimate before editing with Claude, and **monitor your API usage** at console.anthropic.com. You can also check the current pricing at [Anthropic's pricing page](#). The prices are listed in millions of tokens, so to calculate the price per thousand, divide the listed price by 1,000. For example, Claude Opus 4.6 is listed at \$5/Mtok (\$5 per million tokens). Divide \$5 by 1,000, resulting in 0.005. But there's no need for you to calculate cost; MarkMyWords does it for you.

MANAGING COSTS

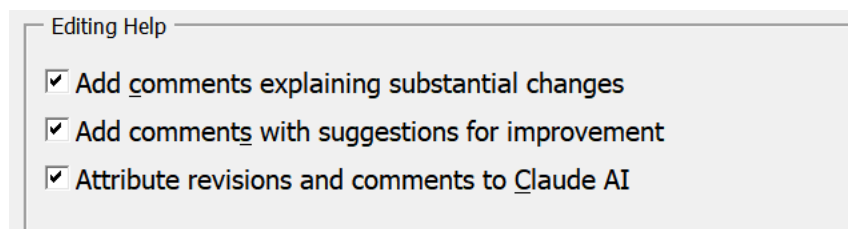
Tips to Reduce Costs:

1. **Before running MarkMyWords**, clean up your document using FileCleaner, MegaReplacer, and other features in Editor's ToolKit Plus, thus requiring less work from Claude. Learn more at www.editorium.com.
2. **Start with selections:** Test on a paragraph or two before processing entire documents.
3. **Use Haiku for simple tasks:** Correcting errors in spelling and grammar works well with the economy model.
4. **Use Sonnet for more complex tasks:** Intelligent editing that catches problems an editorial assistant might spot. Sonnet works well for everyday work.
5. **Reserve Opus for final passes:** Use Opus to check the final version of your work in detail.
6. **Process in stages:** Edit chapter by chapter rather than all at once.
7. **Review cost estimate:** Always check before clicking **Edit with Claude**.
8. **Frequently monitor your API usage** at console.anthropic.com

WORKING WITH RESULTS

UNDERSTANDING COMMENTS AND ATTRIBUTION

The MarkMyWords settings dialog has the option to include comments from Claude that explain substantial changes and provide suggestions for improvement:



Editing Help

- Add comments explaining substantial changes
- Add comments with suggestions for improvement
- Attribute revisions and comments to Claude AI

These are standard Microsoft Word comments, appearing in the task pane on the right:

Samuel Langhorne Clemens (November 30, 1835 – April 21, 1910), known by the pen name Mark Twain, was an American writer, humorist, and essayist. He was praised as the “greatest humorist the United States havehas produced,” with William Faulkner calling him “the father of American literature.” Twain’s novels include *The VenturesAdventures of Tom Sawyer* (1876) and its sequel, *Adventures of Huckleberry Finn* (1884), with the laterlatter often called the “Great American Novel” He also wrote *A Rhode-IslandConnecticut Yankee in King Arthur’s Court* (1889) and *Puddinghead Wilson* (1894) and cowrote *The GoldenGilded Age: A Tale of Today* (1873) with Charles Dudley Warner. The novelist Ernest Hemingway claimed that “All modern American literature comes from one book by Mark Twain called *Huckleberry FinFinn*

- Claude AI**
Correcting the title from “Ventures” to “Adventures.”
- Claude AI**
NOTE: The text appears to end mid-sentence (“and I”). This should be completed or marked as an intentional excerpt.
- Claude AI**
Correcting the title from “Rhode Island” to “Connecticut.”

For this to work properly, you’ll need to use the following setting in Word under **File > Options > General:**

Personalize your copy of Microsoft Office

User name:

Initials:

Always use these values regardless of sign in to Office.

- Enter your user name and initials.
- Make sure the checkbox is checked for “Always use these values regardless of sign in to Office.”
- Click OK to make these options permanent.

Then, in MarkMyWords, select the option **Attribute revisions and comments to Claude AI** to have Claude’s comments and revisions attributed to “Claude AI.” If you do not select that option, Claude’s comments and revisions are attributed to you instead.

Clicking one of Claude’s comments selects the associated revisions, which you can then accept or reject together. Claude may also place general comments (labeled as “NOTE”) at the end of the document rather than with any specific text.

MarkMyWords includes a utility to change existing “Claude AI” attributions to your name after the fact:



Change ‘Claude AI’
attribution to default user

Attribution

The utility works on selected text. If you don't make a selection, MarkMyWords selects the entire document. You have the option to cancel if you change your mind.

UNDERSTANDING TRACKED CHANGES

All of Claude's edits appear in Microsoft Word's tracked changes:

- **Strikethrough:** Deleted text (original wording being removed)
- **Underline:** Inserted text (new wording being added)
- **Comments:** Explanations and suggestions for changes (if enabled)

REVIEWING REVISIONS

Step 1: Access Review Tab

- Click the **Review** tab in Word's ribbon or the MarkMyWords **Review revisions** button.

Step 2: Navigate Changes

Use Review tab buttons:

- **Next:** Jump to next change
- **Previous:** Jump to previous change

Step 3: Accept or Reject

For each change:

- **Accept:** Keep the edit
- **Reject:** Revert to original
- **Accept All:** Keep all changes (use cautiously!)
- **Reject All:** Discard all changes

REVIEWING REVISIONS WITH KEYBOARD SHORTCUTS (WINDOWS ONLY)

Reviewing revisions is actually rather cumbersome in Word. First, you must use the mouse to click the *Previous* and *Next* icons on the *Review* tab of the Ribbon, when using keyboard shortcuts would be much easier. Second, whether the text is marked for insertion or deletion, it's still *there* on the screen. And to make it go away (or to retain it) requires a *different* action for an insertion than it does for a deletion—and therein lies the problem.

Consider: To *remove* inserted text, you must *reject* the revision. To *retain* inserted text, you must *accept* the revision.

Conversely, to *remove* deleted text, you must *accept* the revision. To *retain* deleted text, you must *reject* the revision.

How confusing! Here's a grid that shows what happens:

Revision Type	Accept	Reject
Insertion	Text retained	Text removed
Deletion	Text removed	Text retained

When reviewing revisions using this system, you actually have to make three decisions for every revision you encounter:

1. How is the text marked—as a deletion or an insertion?
2. Do you want to keep the marked text or get rid of it?
3. So do you accept the revision or reject it?

Really, all you should have to think about is number 2: Do you want to keep the marked text or get rid of it? Then Word should be smart enough to deal with your decision in the appropriate way. Unfortunately, that is not the case. But MarkMyWords includes custom keyboard shortcuts (Windows only) that fix the problem:

- ALT CTRL SHIFT RIGHT ARROW takes you to the *next* revision.
- ALT CTRL SHIFT LEFT ARROW takes you to the *previous* revision.
- ALT CTRL SHIFT UP ARROW *retains* the current revision.
- ALT CTRL SHIFT DOWN ARROW *removes* the current revision.

And it does so whether the revision is an insertion or a deletion, making those four keyboard shortcuts a nice combination. You can use them to:

- Find the next or previous revision (either insertion or deletion).
- Retain or remove the revision (as opposed to accepting or rejecting it).

This makes reviewing revisions easy, quick, and intuitive. After you've tried it, you'll wonder how you ever managed to review revisions the old way (which, of course, you can continue to do if you like).

BEST PRACTICES FOR REVIEWING

1. Review in Order

- Start at document beginning
- Work through sequentially
- Don't skip sections

2. Read Context

- See changes in surrounding text
- Ensure edits make sense
- Check for unintended changes in meaning

3. Check Comments

- Click a comment to select the associated text
- Consider the explanations and suggestions in Claude's comments
- Learn from Claude's suggestions

4. Watch for Patterns

- Note recurring issues
- Identify personal writing habits
- Apply lessons to future writing and editing

5. Trust Your Judgment

- You're the final authority
- Reject changes that alter meaning
- Accept improvements that enhance clarity

PARTIAL PROCESSING RESULTS

If necessary, you can cancel processing.

MarkMyWords displays a progress bar while processing your document. To stop processing, click the **Cancel** button on the progress bar. The Cancel button is inoperable (grayed out) while Claude is working on a chunk of your document. But *between* chunks, the Cancel button briefly turns blue. If you click it then, processing is canceled.

If You Cancel Processing:

MarkMyWords preserves all changes made before cancellation:

- First chunks: Fully edited with tracked changes
- Remaining chunks: Unprocessed
- Document remains valid and usable

KEYBOARD SHORTCUTS (WINDOWS ONLY)

MarkMyWords includes keyboard shortcuts to make your work easier:

SHORTCUTS TO REVIEW EDITING CHANGES

- ALT CTRL SHIFT RIGHT ARROW takes you to the *next* revision.
- ALT CTRL SHIFT LEFT ARROW takes you to the *previous* revision.
- ALT CTRL SHIFT UP ARROW *retains* the current revision.
- ALT CTRL SHIFT DOWN ARROW *removes* the current revision.

ADVANCED FEATURES

BLOCK TEXT FILTERING

Purpose: Exclude specific text styles from processing

Common Uses:

- Skip block quotations and poetry
- Preserve code blocks
- Exclude pull quotes
- Maintain specialized formatting

How to Use:

- Text styled as “Block Text” or “Poem” (and variations thereof) is automatically skipped during processing.

Applying Block Text Style:

1. Select text to exclude.
2. Apply “Block Text” style from Word’s Style gallery.
3. Run MarkMyWords: that text will remain unchanged.

TROUBLESHOOTING

MARKMYWORDS TAB NOT APPEARING

Cause: Add-in not properly installed or macro security blocking

Solution 1: Verify Installation

1. Check that the program file ([MarkMyWords.dotm](#)) is in Word’s STARTUP folder.
2. Close Word completely and reopen. The MarkMyWords tab should appear on Word’s ribbon.

Solution 2: Enable Add-in Manually

1. Click **File** → **Options** → **Add-ins**.
2. At bottom, select **Word Add-ins** from dropdown.
3. Click **Go**.
4. Check the box next to MarkMyWords.
5. Click **OK**.

INVALID API KEY ERROR

Cause: API key entered incorrectly or invalid

Solution:

1. Visit console.anthropic.com.
2. Verify your API key.
3. Copy entire key (starts with “sk-ant-”).
4. Open MarkMyWords settings.
5. Paste key in the API Key box (don’t type manually).
6. Click OK.

Common Mistakes:

- Missing characters when copying
- Extra spaces at beginning or end
- Using expired API key
- Using API key from wrong account

API CALL FAILED ERROR

Cause 1: No Internet Connection

- Check your network connection
- Verify firewall isn’t blocking Word

Cause 2: API Credits Depleted

- Check account at console.anthropic.com
- Add credits if balance is zero

Cause 3: Rate Limiting

- Wait a few minutes
- Process smaller chunks
- Spread processing over time

PROCESSING TAKES A LONG TIME

Cause 1: Large Document with Slow Model

- The advanced Opus models are slower than Sonnet/Haiku

- Switch to Sonnet or Haiku for faster processing

Cause 2: Internet Speed

- Large documents require uploading text
- Slower connections increase time
- Consider processing in smaller chunks

Cause 3: High API Load

- Anthropic's servers may be busy
- Wait awhile and try again
- Try during off-peak hours

CANCEL BUTTON NOT WORKING

Expected Behavior:

- Cancel takes 1–5 seconds to respond
- Finishes current chunk before stopping

If Processing Never Stops:

1. Wait 30 seconds.
2. Close progress window.
3. Close and reopen Word if necessary.

FREQUENTLY ASKED QUESTIONS

GENERAL QUESTIONS

Q: Is my document secure?

A: Yes. MarkMyWords sends your text to Anthropic's secure servers for processing, but Anthropic does not use that text for AI training purposes, and your text is not stored permanently online. You can learn more at console.anthropic.com by clicking your initials at the lower left of your browser window and selecting "Legal center."

Q: Does MarkMyWords work offline?

A: No. An internet connection is required to communicate with Claude AI servers.

Q: What languages does MarkMyWords support?

A: Claude AI has strong English capabilities and can work with many other languages, though quality varies. English editing produces best results.

Q: Can I edit multiple documents simultaneously?

A: No. Process one document or one part of a document at a time.

Q: Does MarkMyWords modify my original file?

A: Yes. All edits appear as tracked changes, which you can accept or reject. Your original text remains accessible until you explicitly accept changes. You should also keep a backup of your file before using MarkMyWords.

COST AND BILLING

Q: How am I billed?

A: Billing is through your Anthropic API account at console.anthropic.com. You're charged only for actual processing (tokens used), not for opening MarkMyWords or viewing estimated cost.

Q: Why do costs vary?

A: Costs depend on text length, AI model chosen, and whether you include comments from Claude. Longer text and premium models cost more.

Q: Can I set a spending limit?

A: Not within MarkMyWords, but you can set usage limits in your Anthropic API account at console.anthropic.com.

Q: What if I run out of credits mid-processing?

A: Processing will stop. Add credits to your account and re-run on remaining text. You can also configure your Anthropic console to automatically add additional funds if needed, with a cap on the amount.

Q: How do I see how much I've spent on processing with Claude?

A: Monitor your API usage at console.anthropic.com.

TECHNICAL QUESTIONS

Q: Why do I need to see chunk size and max tokens?

A: These control how text is divided for processing. Default values work well for most uses. Advanced users can adjust for specific needs.

Q: What's the difference between models?

A: Haiku is fastest and cheapest, Sonnet is balanced, Opus is highest quality but slowest and most expensive. Sonnet is recommended for most users.

Q: Can I use my own Claude Plus subscription?

A: No. MarkMyWords requires an API key from console.anthropic.com, which is separate from Claude.ai subscriptions. You do *not* need a Claude Plus subscription to use MarkMyWords.

Q: Does MarkMyWords store my API key?

A: Yes, in the Windows Registry. It's accessible to MarkMyWords on your computer and to Anthropic when you're using Claude for editing. Never share your key with anyone else.

USAGE QUESTIONS

Q: Should I process my entire book at once?

A: No. Processing a long document can take a long time. It's better to process chapter by chapter or in selected text. This provides better cost control and allows reviewing as you go.

Q: Can I undo processing?

A: Yes. Reject all tracked changes to return to your original text. In addition, you should always back up your documents before processing with MarkMyWords.

Q: What if Claude makes a mistake?

A: Simply reject that change in tracked changes. You have complete control over what stays and what goes.

Q: Can I use MarkMyWords with academic integrity?

A: Yes. MarkMyWords is an editing tool like a grammar checker. You're responsible for the final content. All changes are visible as tracked changes for transparency.

Q: How do I cite using MarkMyWords?

A: MarkMyWords is an editing tool. Citation depends on your institution's AI policy. Some consider it like Grammarly (no citation needed), while others may require disclosure.

ADVANCED USAGE

Q: Can I edit the add-in's code?

A: No. Nor would you want to. It's hideously complex and includes more than 12,000 lines of code. Programming in VBA is hard enough, but getting it to work with AI is extraordinarily difficult, as AI has a mind of its own! It's sometimes difficult to know if something doesn't work because the code is wrong or because your AI prompts need adjusting.

Q: Can I create custom editing modes?

A: Yes. Use the Custom Instructions box to create any editing approach you need.

Q: Can I batch process multiple files?

A: No. Process each file individually.

REGISTRATION

If you like MarkMyWords and plan to continue using it, you must purchase a license to do so. If you don't, your copy of the program is for evaluation only, and it will stop working after 45 days. After you purchase a license to use the program, you'll automatically receive a password (by email) that will unlock the program to run without limitation on time or use.

The terms of your license prohibit you from giving your program password to someone else or using it on someone else's computer. However, you may use the password for your own use on up to *three* computers. For example, you could install MarkMyWords and use your password on your computer at work, your computer at home, and your laptop. However, you may actually *run* the program on only one of your computers at a time. If you need to run the program on more than one computer at a time (for example, for concurrent use by a family member or employee), you must purchase another license and get another password for the program. This is the honest and legal thing to do. Besides that, the Editorium is a *very* small business that needs your support. Thanks for your cooperation.

GETTING A PASSWORD

Here's how to purchase a program license so you can get your password:

1. Go to www.editorium.com/register.htm and click **MarkMyWords**.

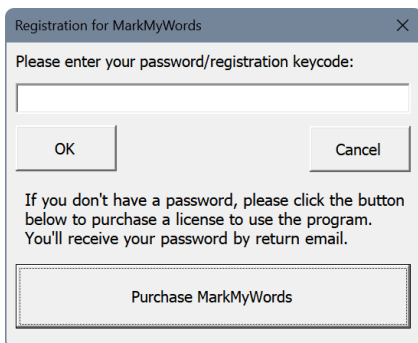
Or, in Word, click **MarkMyWords > Register MarkMyWords > Purchase MarkMyWords**.

2. Follow the online instructions.

You'll receive your password automatically by return email as soon as your payment is processed. If you're paying by credit card, you'll receive your password almost immediately. Just check your email as soon as your online registration is complete.

USING YOUR PASSWORD

Once you've received your password from the Editorium, you'll need to enter it into the MarkMyWords program. To do so, click **MarkMyWords > Register MarkMyWords**. The Registration dialog will appear on your screen:



Carefully type (or, better, paste) the password into the box labeled "Please enter your password/ registration code." Then click the **OK** button.

If you have a valid password and enter it correctly, the program will say your registration was successful. After that, the program will run without limitation on time or use.

QUESTIONS?

I hope you find MarkMyWords to be immensely useful. If you have questions, comments, or thoughts about how it could be improved, please let me know.

support@editorium.com

The Editorium provides word-processing tools for editors, writers, indexers, typesetters, and other publishing professionals. You can download fully functioning evaluation copies of these tools free of charge from the Editorium's site at www.editorium.com.

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