What’s New

Editor’s ToolKit Plus 2018 has, for the most part, been rewritten from the ground up for greater speed and efficiency. It includes many powerful new features and capabilities (and many subtle improvements as well), including:

- Runs in Microsoft Word 2016 on both Macintosh and Windows.

- With MacroVault, runs your own macros on the active document, all open documents, or all documents in a folder, with the option of selecting which parts of a document to use (main text, footnotes, endnotes, text boxes, headers, footers, and comments).
• During batch processing, saves documents with the proper extension.

• Removes document corruption with AutoMaggie.

• Converts directly applied formatting (bold, italic, and so on) into character styles, which can be used during typesetting in InDesign or QuarkXPress.

• Sets formatting keys (CTRL + I for italic, CTRL + B for bold, and so on) to automatically and transparently apply character styles (singly or in combination) rather than directly applied formatting.

• Promotes or demotes heading levels, individually or all at once.

• Automatically and properly title-cases all text formatted with heading styles.

• Unlinks paragraph styles and deletes “Char” character styles.
• Removes extraneous formatting from paragraph styles.

• Automatically applies paragraph styles to an unformatted document, including part numbers, chapter numbers, section numbers, part titles, chapter titles, section titles, subheadings, and block quotations.

• Repairs missing note numbers in footnotes and endnotes.

• Removes extraneous carriage returns and spaces in text, footnotes, endnotes, and table cells.

• Combines paragraph lines improperly broken with hard or soft returns.

• Provides numerous tools for improving word breaks and hyphenation, including the use of a hyphenation exceptions list.
Includes numerous new improvements and document cleanup features in FileCleaner.

**Breaks, Returns, Spaces, Tabs**
### Dashes

<table>
<thead>
<tr>
<th>Formatting</th>
<th>Text</th>
<th>Punctuation</th>
<th>Miscellaneous</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breaks, Returns, Spaces, Tabs</td>
<td>Dashes</td>
<td></td>
<td>Hyphenation</td>
</tr>
</tbody>
</table>

- double or triple hyphens > em dash
- space en-dash space > em dash
- em dash > space en-dash space
- space hyphen space > em dash
- space hyphen space > space en-dash space
- hyphen between digits > en dash
- en dash between digits > hyphen
- put thin spaces around em dashes
- delete thin spaces around em dashes
- put regular spaces around em dashes
- delete regular spaces around all dashes

### Hyphenation

<table>
<thead>
<tr>
<th>Formatting</th>
<th>Text</th>
<th>Punctuation</th>
<th>Miscellaneous</th>
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</thead>
<tbody>
<tr>
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<td></td>
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<td>Hyphenation</td>
</tr>
</tbody>
</table>

- apply hyphenation exception list
- remove op--tional hyphens
- remove spu-rious hyphens
- space hyphen > hyphen
- don't break words that follow hyphens or dashes
- don't break last word in paragraph
- keep last two words in paragraph together
- make URLs & pathnames breakable
### Formatting

- remove font format overrides (but preserve bold, italic, etc.)
- remove paragraph format overrides (leaving style setting only)
- apply Normal style to all text
- font formatting (bold, italic, etc.) > character styles
- unlink paragraph styles and delete “Char” styles
- remove bold, italic, etc., in settings for paragraph styles
- delete unused styles
- remove all formatting not applied with styles
- set font of heading styles to that of Heading 1 style
- set font of text styles to that of Normal style
- reapply paragraph styles
- reapply character styles
- abbreviations > small caps: A.M., P.M., etc.
- underlining > italic
- bold > italic
- raised/lowered > superscript/subscript
- superscript ordinals > not superscript

### Text

- properly title-case heading styles (Heading 1, 2, custom, etc.)
- x between digits > multiplication sign
- superscript o after digit > degree sign
- letters (I, O, O) used as digits > digits (1, 0)
- quotes after digits > primes
- romanize “et al.” “i.e.” “e.g.” “et al” “ie” “eg”
- italicize “et al.” “i.e.” “e.g.” “et al” “ie”
- add period after “et al” if not at sentence end
- remove period after “et al.” if not at sentence end
- add comma after “et al.” or “et al” if not at sentence end
- standardize “sic”
- open initials (A. B. C.) > closed (A.B.C.)
- closed initials (A.B.C.) > open (A. B. C.)
- regular page ranges (123-124) > Chicago style (123-24)
- Chicago page ranges (123-24) > regular style (123-124)
**Punctuation**

- Allows you to save your FileCleaner settings for a particular client or type of document.

**Miscellaneous**

- Repair missing note numbers in footnotes and endnotes
- Unlink headers & footers
- Delete headers & footers
- Delete comments
- Delete bookmarks
- Accept tracked revisions
- Fields > Text
- Textboxes > Text
- Delete & tag graphics
- Set language of paragraph styles to language of Normal style

To save all of your selected settings, enter a name for them here:

<table>
<thead>
<tr>
<th>My settings</th>
</tr>
</thead>
</table>

To select a saved setting, click the drop-down arrow on the right.
Features like FileCleaner and MegaReplacer now work in all of Word’s text ranges or "stories" except comments (which need to be left alone). That is, they run in the main text, footnotes, endnotes, textboxes, headers, and footers (except for a very few items that should run only in the main text). And of course, they still do batch processing, working on the active document, all open documents, or all documents in a folder.

In addition, Editor’s ToolKit Plus now includes two new programs:

- Puller, which copies delimited items (such as parenthetical source citations or typesetting codes) from the active document, all open documents, or all documents in a folder. It pastes the items into a new document, sorts them alphabetically, and deletes duplicates, leaving you with a comprehensive list of the delimited items in your project. You can use the list to compile a bibliography, create a typesetting spec sheet, and so on, depending on the delimited items you specify.

- WordCounter, which counts the number of words, pages, and characters in the documents you specify. If you bill by the page or just need to get a handle on the size of your projects, you’ll find WordCounter indispensable. WordCounter can also give you a list of all the words in your documents, along with the number of times each word occurs.

There really is much, much more, all designed to help you edit more effectively and efficiently. I hope you enjoy the new Editor’s ToolKit Plus 2018.

Best wishes,
Jack Lyon
The Editorium