

PerfectIt

Using PerfectIt to Check Consistency and House Style

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Intelligent Editing

PerfectIt

Part 1: Consistency

- What is PerfectIt
- Who uses PerfectIt
- PerfectIt's tests
- Why use PerfectIt
- Demo and walkthrough
- Built-in Styles

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What Is PerfectIt?

- MS Word add-in for PCs (PerfectIt 3)
- Mac-compatible if using Office 2016 (PerfectIt Cloud)
- Runs from the toolbar / ribbon
- Consistency checker
 - Hyphenation
 - Abbreviations
 - Numbers
 - Spelling
 - Capitalization
 - Lists
 - Headers
- Customizable to check style guides

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Who Uses PerfectIt?

- Professional editors
 - Over 500 members of SfEP
 - Members of EAC, SENSE, EASE, MET, EFA.
- Professional translators
 - Over 450 members of the ProZ translation community
- Major Companies
 - United HealthCare
 - Cessna Aircraft
- Government Institutions
 - Council of Europe
 - Australian National University
 - European Space Agency
 - OECD

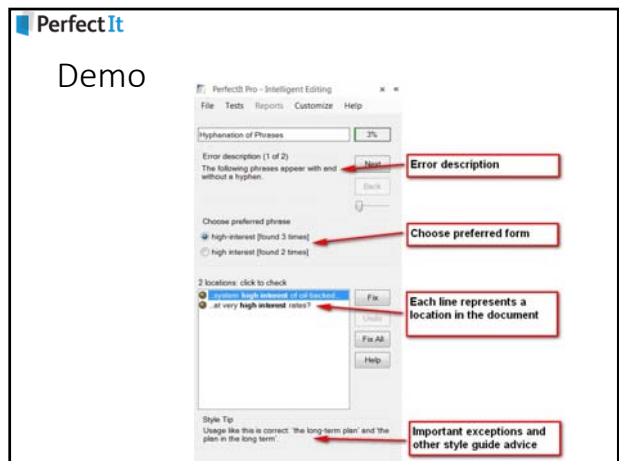
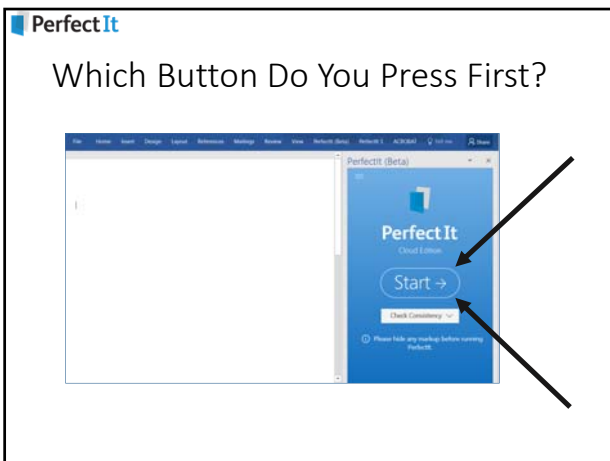
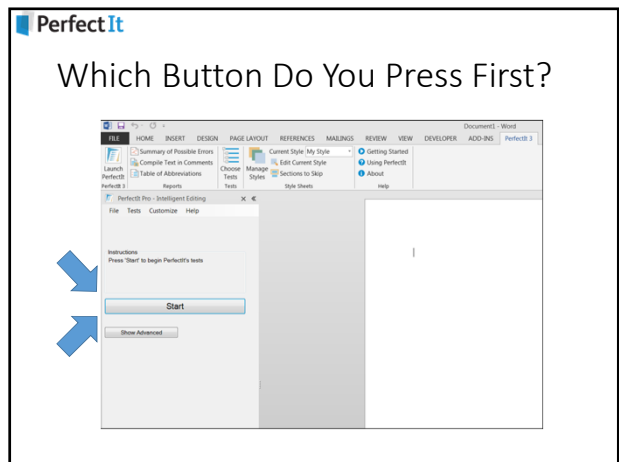
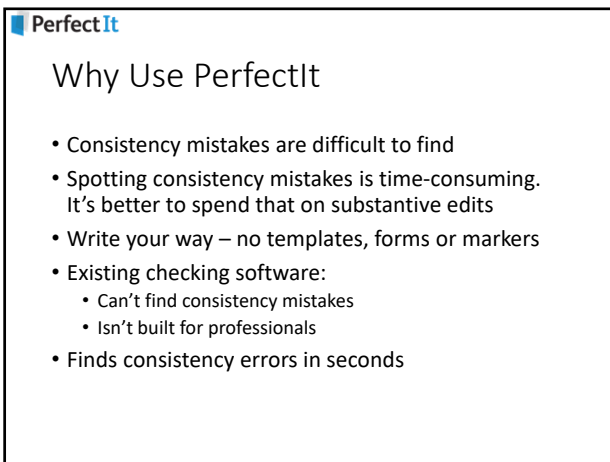
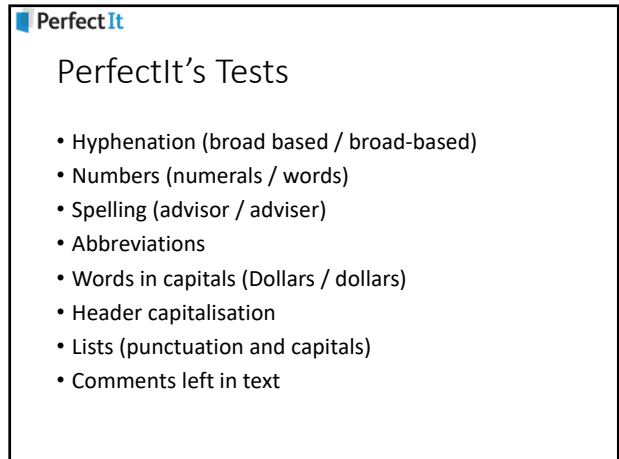
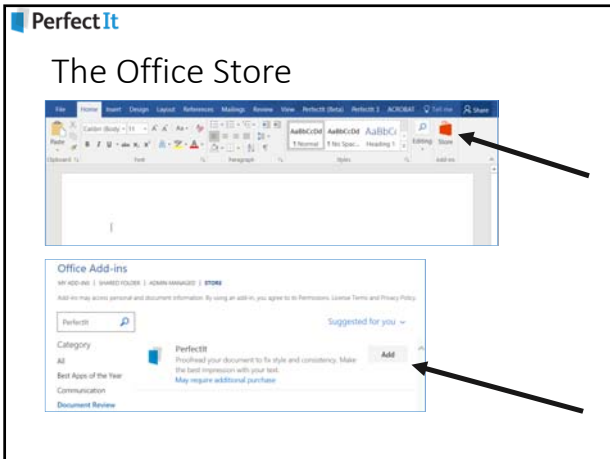
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Mac or PC?

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PerfectIt Cloud v Version 3

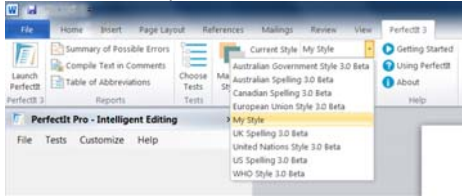
- Cloud
 - Faster to use
 - Simpler interface
 - Works across all devices
- Version 3
 - Finds more errors (footnotes)
 - Customizable
 - No internet access required



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Built-In Style Sheets

- Style sheets available in PerfectIt 3:
 - UK, US, Canadian, and Australian Spelling
 - EU, UN, WHO, and Australian Government Styles
 - American Legal Style
- Select from the dropdown list



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Part 2: Enforcing House Style

- Objectives
- What Are House Styles?
- Creating Style Sheets
- Editing Settings and Style Points
- Find and Replace (Always Find and Wildcards)
- Sections to Skip
- Sharing Style Sheets
- User Notes
- Pricing

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Objectives

- Goal is to make you comfortable with PerfectIt's Style Sheet Editor
- Comprehensive video tutorials on YouTube:
 - <https://www.youtube.com/IntelligentEditing>
- No need to write anything!

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What are House Styles?

- Wide variety
- PerfectIt can check
 - Spelling
 - Hyphenation
- PerfectIt cannot check
 - Grammar
 - References
- PerfectIt can sometimes check
 - Numbers
 - Bullets
 - Personal titles
 - Capitalization

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How to Create a Style Sheet

- Open Word
- Click the PerfectIt Ribbon
- Click 'Manage Styles'
- Click 'New'
- Give the style sheet a name



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PerfectIt's Style Sheet Editor

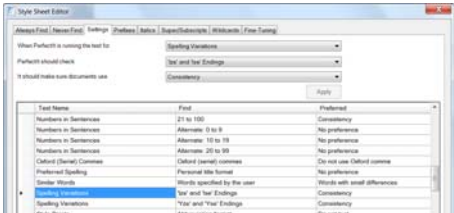
- Select your style, click 'Edit Current Style'
- The tool for editing style sheets



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How to Edit Settings

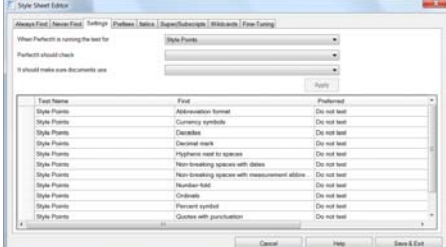
- Click the 'Settings' tab in the Style Sheet Editor
- Scroll down to 'Spelling Variations'
- Click on 'Ise' and 'Ize' Endings
- Choose 'Prefer S', then 'Apply', then 'Save & Exit'



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Set Preferences for Style Points

- Same controls as editing settings
- Choose abbreviation format, currency preferences, decades, decimals, en dashes, ordinals, and more.



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Italics, Prefixes and Superscripts

- Click the 'Italics' tab in the Style Sheet Editor
- Set preferences for each word
- Add new words
- Functionality the same for italics, prefixes, and superscripts/subscripts.

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Find / Replace

- Click the 'Always Find' tab in the Style Sheet Editor
- In the top dropdown, click 'Spelling variations'
- In the first test box, type 'adviser'
- In the second box, type 'advisor'
- Click 'Add'
- Then 'Save & Exit' and then 'OK'
- One find/replace match per line
- Each match needs to be linked to a test

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Wildcards



- Wildcard Cookbook for Microsoft Word by Jack Lyon
- Graham Mayor reference list: <http://word.mvps.org/faq/general/usingwildcards.htm>

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Wildcard Search and Replace

- Click the 'Wildcards' tab
- Enter in all your wildcard F&R patterns at once

