

Using PerfectIt to Check Consistency

Editing Goes Global, Toronto
(pronounce 'Tronna')

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Intelligent Editing

Overview

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

What Is PerfectIt?

- MS Word add-in for PCs
- Runs from the toolbar / ribbon
- Consistency checker
 - Hyphenation
 - Abbreviations
 - Numbers
 - Spelling
 - Capitalization
 - Lists
 - Headers
- Customizable to check style guides

Who Uses PerfectIt?

- Professional editors
 - Over 400 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

PerfectIt's Tests

- Hyphenation (broad based / broad-based)
- Numbers (numerals / words)
- Spelling (advisor / adviser)
- Abbreviations
- Words in capitals (Dollars / dollars)
- Header capitalisation
- Lists (punctuation and capitals)
- Comments left in text

Why Use PerfectIt

- Consistency mistakes are difficult to find
- Spotting consistency mistakes is time-consuming. It's better to spend that on substantive edits
- Write your way – no templates, forms or markers
- Existing checking software:
 - Can't find consistency mistakes
 - Isn't built for professionals
- Finds consistency errors in seconds

PerfectIt

Which Button Do You Press First?

PerfectIt

Demo

PerfectIt

Styles (Advanced Class Preview)

- Select a style sheet from PerfectIt's ribbon
- PerfectIt turns into a house style enforcer
- Add and edit styles
- One style sheet for each client

PerfectIt

Pricing

- Free trial (30 days)
- Pricing in US Dollars:
 - Single license: \$99
 - Two licenses: \$158
 - Five licenses: \$337
 - Twenty licenses: \$980
 - Site license: \$1969
- Discount for EAC Members (15% with coupon code 'EAC-Member')

PerfectIt

Questions