

PerfectIt

Checking Style Sheets with PerfectIt

Editing Goes Global, Toronto
(pronounce 'Tronna')

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Overview

- Objectives
- What Are House Styles?
- Using Built-In Style Sheets
- Creating Style Sheets
- Editing Settings and Style Points
- Find and Replace (Always Find and Wildcards)
- Fine-Tuning

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Objectives

- Goal is to make you comfortable with PerfectIt's Style Sheet Editor
- Comprehensive video tutorials on our website
- <http://www.intelligentediting.com/support/tips-and-user-guides/video-tutorials/>
- Demonstrations with notes on handouts

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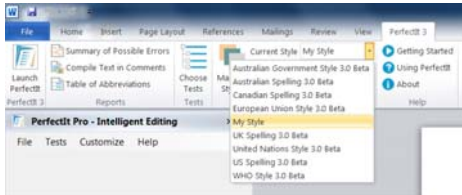
What are House Styles?

- 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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Built-In Style Sheets


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



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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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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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Wildcard Search and Replace

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

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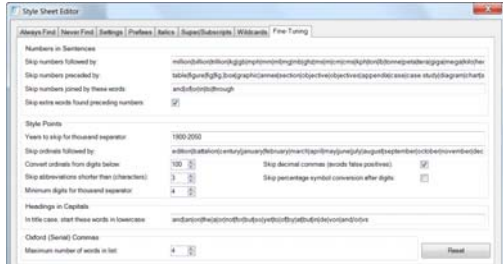
Italics, Prefixes and Superscripts

- 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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Fine-Tuning Overview

- Click the 'Fine-tuning' tab in the Style Sheet Editor
- Options to control the test of style points, numbers in sentences, headings in capitals, serial commas



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How to Add a User Note

- Click the 'Always Find' tab in the Style Sheet Editor
- In the top dropdown, click 'Hyphenation of Phrases'
- In the first test box, type 'well known'
- In the second box, type 'well-known'
- Click 'Add'
- In the style sheet editor click 'well known'.
- Scroll to the right and in the 'Style Notes' column, type 'Hyphenate if before a noun'
- Press enter and choose 'Save & Exit'

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Adding Exceptions to a User Note

- Click the 'Always Find' tab in the Style Sheet Editor
- In the top dropdown, click 'Preferred Spelling'
- In the first test box, type 'tenant'
- In the second box, type 'tenant'
- Click 'Add'
- In the style sheet editor click 'tenant'.
- Scroll to the right and in the 'Style Notes' column, type 'Except for "David Tennant"'. Note the quotation marks around the phrase to exclude.
- Press enter and choose 'Save & Exit'

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Recap

- Use built-in styles
- Create a style sheet for each client
- Edit settings and style points
- Choose words to always find in PerfectIt
- Italics, prefixes and superscripts/subscripts
- Fine-Tuning
- Add user notes and exceptions

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Questions