

It's Not Me, It's You: Improving Your Relationship With Your Computer

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Intelligent Editing

Signs of a Failing Relationship

Do these sound familiar?

- "they're afraid to try new things"
- "they won't spend any money on me"
- "they have no time to spend working on our relationship"
- "they don't know how to turn me on"

Investing in Your Relationship

- Invest in your computer
- Use a variety of software
- Keep learning new skills
- Payoff is in your bottom line

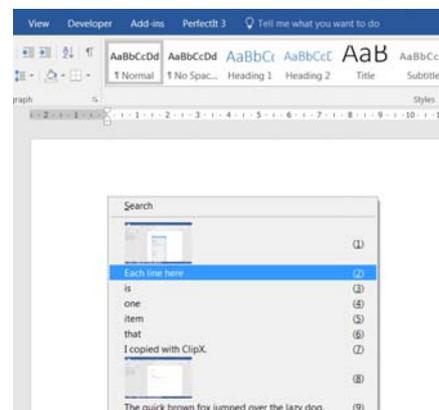
Outline

- ClipX
- PerfectIt basics
- PerfectIt advanced skills
- WordRake
- Edifix
- FileCleaner
- Other programs
- Making a commitment

ClipX

- Why have a clipboard that holds just one item?
- With ClipX, instead of typing Ctrl+V, type Ctrl+Shift+V
- See the last 25 items in the clipboard
- Paste unformatted
- Saves time switching windows
- Free
- <http://bluemars.org/clipx/>

Demo



PerfectIt

PerfectIt Basics

- 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

PerfectIt

Why Use PerfectIt

- Consistency mistakes are difficult to find.
- Spotting consistency mistakes is time-consuming.
- Write your way – no templates, forms or markers
- Enormous time saving
- Leaves you in control of each change
- Top software among professional editors

PerfectIt

Demo

The screenshot shows the PerfectIt Pro - Intelligent Editing window. Annotations with red boxes and arrows point to specific features:

- Error description:** Points to the 'Error description (1 of 2)' section, which states: 'The following phrases appear with and without a hyphen.'
- Choose preferred form:** Points to the 'Choose preferred phrase' section, where 'high interest [found 3 times]' is selected over 'high interest [found 2 times]'.
- Each line represents a location in the document:** Points to a list of 2 locations to check, such as 'system high interest of oil tanked at very high interest rates?'.
- Important exceptions and other style guide advice:** Points to a 'Style Tip' at the bottom: 'Change like this is correct: the long term plan' and the plan in the long term.'

PerfectIt

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

The screenshot shows the PerfectIt 3 interface with the 'Style Sheets' dropdown menu open. The menu lists various style sheets including 'My Style', 'American Legal Style 3.0', 'Australian Government Style 3.0', 'Australian Spelling 3.0', 'Canadian Spelling 3.0', 'European Union Style 3.0', 'UK Spelling 3.0', 'United Nations Style 3.0', 'US Spelling 3.0', and 'WHO Style 3.0'.

PerfectIt

Creating and Editing Style Sheets

- Set PerfectIt to check multiple style manuals
- One style sheet for each
- Comprehensive video tutorials on YouTube:
 - <https://www.youtube.com/IntelligentEditing>

PerfectIt

Demo

- PerfectIt's style sheet editor

The screenshot shows the 'Style Sheet Editor' window. It features a table with columns for 'Test Name', 'Find', and 'Revised'. The table lists various style rules such as 'Abbreviation format', 'Currency symbols', 'Checklist', 'Decimal mark', 'Hyphens used to separate', 'Non-breaking spaces with dashes', 'Non-breaking spaces with measurement abbrev.', 'Number 5000', 'Ordinal', 'Percent symbol', and 'Quote with punctuation'. Each rule has a 'Do not test' checkbox.

PerfectIt

WordRake

- Simplify writing
- Legal writing and plain English
- Very easy to learn
- Makes suggestions in tracked changes
- Review each change

PerfectIt

Demo

- We ~~stand in agreement~~ agree ~~that~~ this section ~~has pertinence to~~ pertains to any contract.
- If ~~it is your intention~~ you intend to cause delay, we will oppose you.
- The manager may ~~have some suspicion with respect to~~ suspect the customer's honesty.
- ~~There are three~~ Three principles ~~that~~ help to resolve this issue.

PerfectIt

Edifix

- Formats references
- Copy/paste, then checks online
- Links to PubMed and Crossref
- Styles of formatting:
 - AMA
 - APA
 - Chicago
 - CSE (aka Scientific Style and Format)
 - ISO-690
 - ICMJE (aka Citing Medicine/NLM)
 - MLA

PerfectIt

Demo

References Only | References + Links/Comments | Show Changes

- Molter, Colin, Joseph O'Neill, Yoko Yamaguchi, Hajime Hirase, and Xavier Leinekugel. "Rhythmic modulation of θ oscillations supports encoding of spatial and behavioral information in the rat hippocampus." *Neuron* 75, no. 5 (Sep 6, 2012): 889-903. doi:10.1016/j.neuron.2012.06.036. PMID:22958828.
- Molter, Colin, Joseph O'Neill, Yoko Yamaguchi, Hajime Hirase, and Xavier Leinekugel. "Rhythmic modulation of θ oscillations supports encoding of spatial and behavioral information in the rat hippocampus." *Neuron* 75, no. 5 (Sep 6, 2012): 889-903.
- Baron, R. M., and D. A. Kenny. "The moderator-mediator variable distinction in social psychological research: Conceptual, strategic, and statistical considerations." *Journal of Personality and Social Psychology* 51, no. 6 (Dec 1986): 1173-82. doi:10.1037/0022-3514.51.6.1173. PMID:3806354.
- Baron, R. M., and D. A. Kenny. "The moderator-mediator variable distinction in social psychological research: Conceptual, strategic, and statistical considerations." *Journal of Personality and Social Psychology* 51, no. 6 (Dec 1986): 1173-1182.
- Van Luit, Johannes E H, and Mariët J Van der Moelen. "The effectiveness of Korean number naming on insight into numbers in Dutch students with mild intellectual disabilities." *Research in Developmental Disabilities* 32, no. 5 (Sep-Oct 2011): 1822-8. doi:10.1016/j.ridd.2011.03.014. PMID:21498042.

Copy References to Clipboard | Select File Type | Export

Job Name: | My File Job | Update

Editorial Style: Chicago (Bibliography)

Statistics	References
Submitted	4
Passed	4
Linked to Crossref	4
Linked to PubMed	4
Blotable	0

Unscripted results? Find answers and solutions in the Edifix FAQ.

PerfectIt

FileCleaner

- Corrects messy documents
- Fixes common typesetting problems
 - multiple spaces
 - multiple returns
 - unnecessary tabs
 - improperly typed ellipses
 - double hyphens into em dashes,
 - hyphens between numerals into en dashes.

PerfectIt

Demo

FileCleaner

Character Formatting

- Put abbreviations in small caps: A.M., P.M., etc.
- Change underlining to italic
- Change raised text (3 points) to superscript

Spaces, Tabs, and Returns

- Delete extraneous tabs
- Replace multiple spaces with single spaces
- Delete spaces around returns
- Replace multiple returns with single returns
- Fix spacing around ellipses

Quotation Marks and Punctuation

- Change straight quotation marks to curly ones
- Fix commas and periods outside quotation marks
- Fix punctuation marks outside italics

Dashes

- Change double hyphens to em dashes
- Change hyphens between numerals to en dashes
- Delete spaces around dashes

Incorrect Characters

- Change ellis used as ones to ones
- Change Os used as zeroes to zeroes

Document Formatting

- Remove font formats
- Remove paragraph formats
- Remove style formats

OK | Cancel | Clear All | Select All

Pricing

- ClipX (free)
- PerfectIt (\$99)
- WordRake (\$129 per year)
- Edifix (\$40 per month)
- FileCleaner (\$30)

Other Programs/Concepts

- ReferenceChecker
- StyleWriter
- Editor's Toolkit
- EditTools
- Contract Tools
- Macros
- Wildcards
- Shortcut keys

Making a Commitment

How to fix your relationship in 12 months

- Try one new program every three months
- Spend two hours on each new program