



ARTICHO

The Microsoft Word add-in for copyediting

www.articho.eu

This document presents Articho, the Microsoft Word add-in for print and digital publishers. Illustrated with numerous screenshots, this guide offers a complete overview of Articho's functions.

We recommend that you install the trial version of Articho in order to test it out. It is free of charge and fully functional for 30 days.

Download here: <https://articho.eu/en/download>.

If you have any questions, please email us at contact@articho.eu.

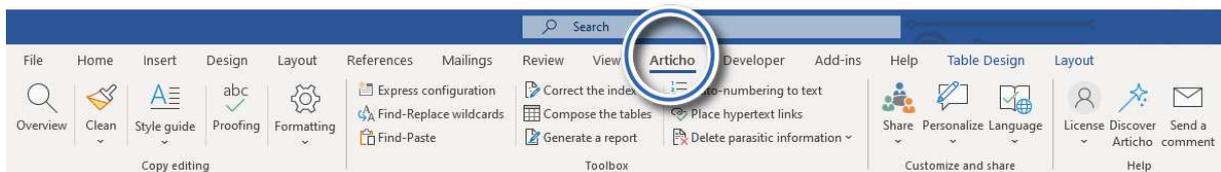
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1. Overview

Complete solution for copyediting

Articho is an add-in that enhances Microsoft Word with functions that simplify and speed up manuscript preparation for print and digital publication.

User-friendly and flexible, Articho fits easily into your publishing process.



Cost and time saving

In addition to spell checking and style compliance, correct formatting is a key issue in meeting deadlines and controlling costs in print and digital publishing.

Articho automates the repetitive and time-consuming tasks of manuscript preparation to create a smoother publishing process:

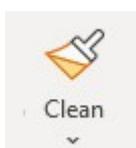
- facilitating **adherence to the style guide** helps to meet deadlines
- **formatting the copy** and deleting unwanted characters and information speed up and secure the layout process and digital production
- **editing tools** simplify the daily work of copyeditors and proofreaders

Copyediting

Articho has five main functions that help to optimize and speed up the essential steps of manuscript preparation prior to layout and digital production.



Generate a technical report listing the specificities of a manuscript that need special attention during copyediting and layout (e.g., presence of footnotes, tables, index marks, fields, paragraph and character styles used, etc.).



Automatically delete unwanted characters from all text, including body copy, footnotes, and tables, to free yourself from a tedious step of manuscript preparation.

1. Présentation



Apply Articho's Style Guide rules (based on *The Chicago Manual of Style*) to ensure that the correct and desired style is followed in a manuscript, and to ensure stylistic conformity among manuscripts. Additionally, modify Articho's default style guide to your specific stylistic needs.



Apply Microsoft Word's various spelling and grammar checks at once, for quick and easy proofreading.

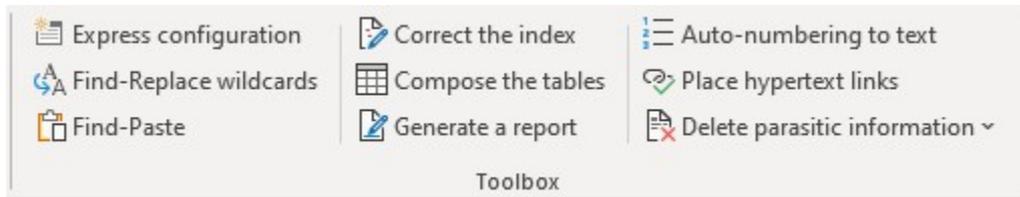


Automatically apply character styles and delete extraneous information to speed up the layout and the production of digital formats.

The **Style Guide** and **Formatting** functions are detailed in Appendices 1 and 2.

Toolbox

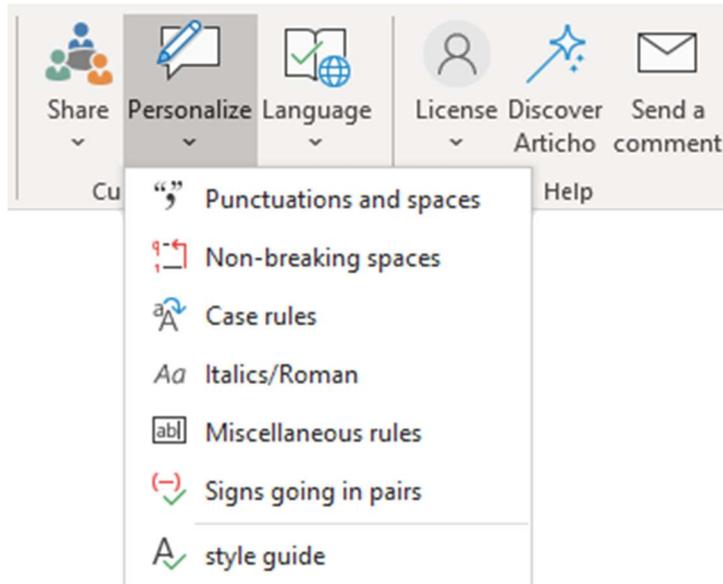
Articho enhances Word with powerful **Tools** for copyediting.



All tools are presented in detail in Appendix 3.

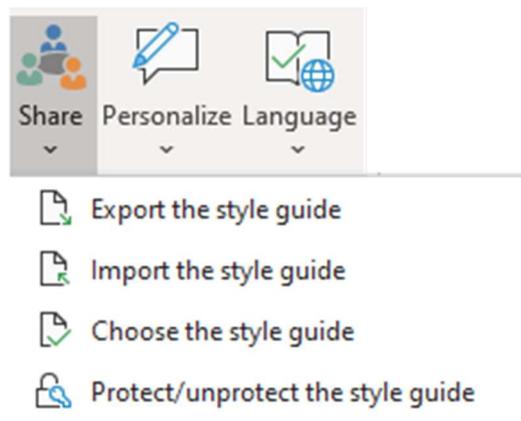
Customization

Articho's default style guide follows the rules of *The Chicago Manual of Style*. However, you can easily modify the style guide to adapt it to your specific stylistic needs.



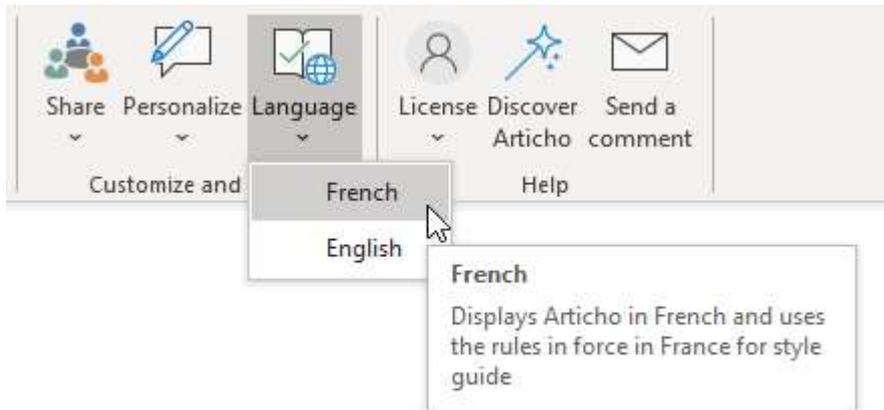
Sharing

Articho allows you to create an unlimited number of style guides and to share them with others, both internally and with external collaborators. This ability to share style guides helps to maintain stylistic consistency among manuscripts, which contributes to a smoother production process.



French version

Articho is available in both French and English. Use the **Language** command to switch instantly between the two languages. Importantly, when set to English, the program follows *The Chicago Manual of Style*, and when set to French, it follows the *Lexique des règles typographiques en usage à l'Imprimerie nationale*.

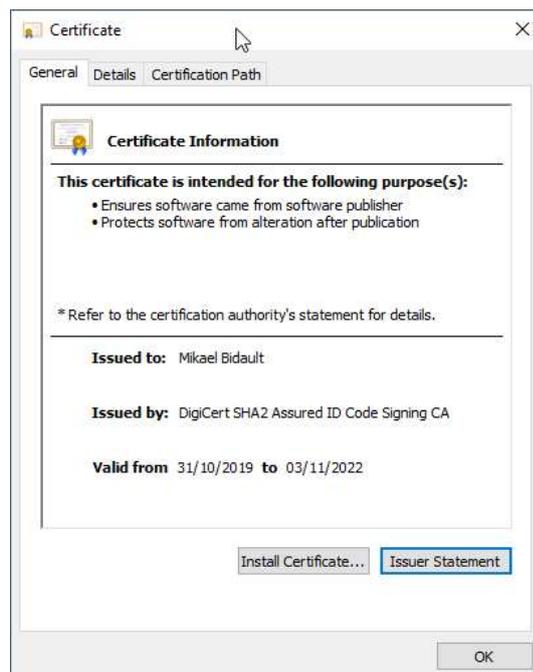
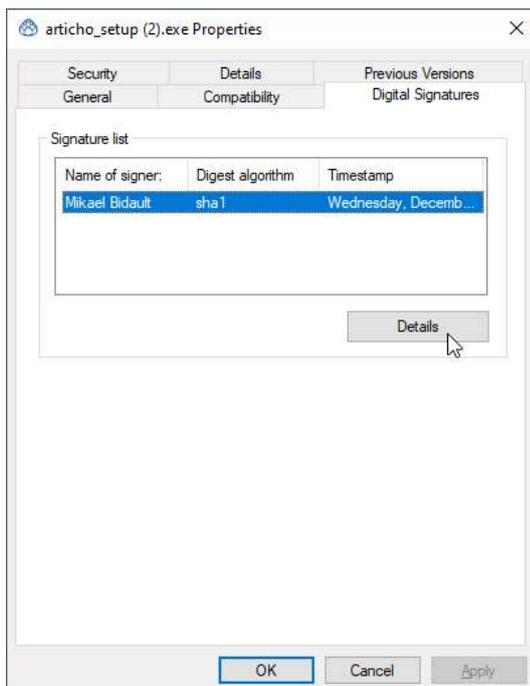


Certification



Articho is fully certified by DigiCert, an international certification and security organization.

To view the Articho certificate, right-click on the setup program after downloading it, then choose **Properties** and select the **Signatures** tab.

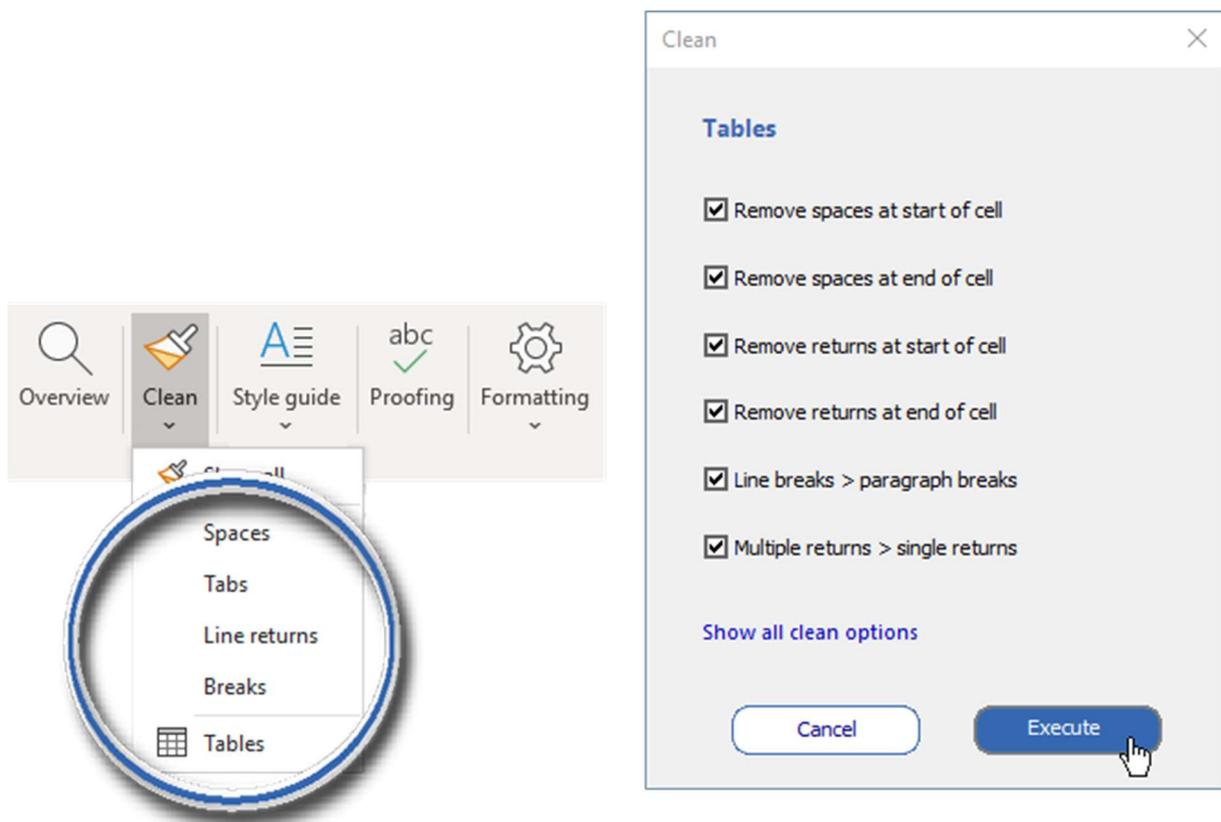


2. Cleaning

Delete unwanted characters from text, tables, and footnotes

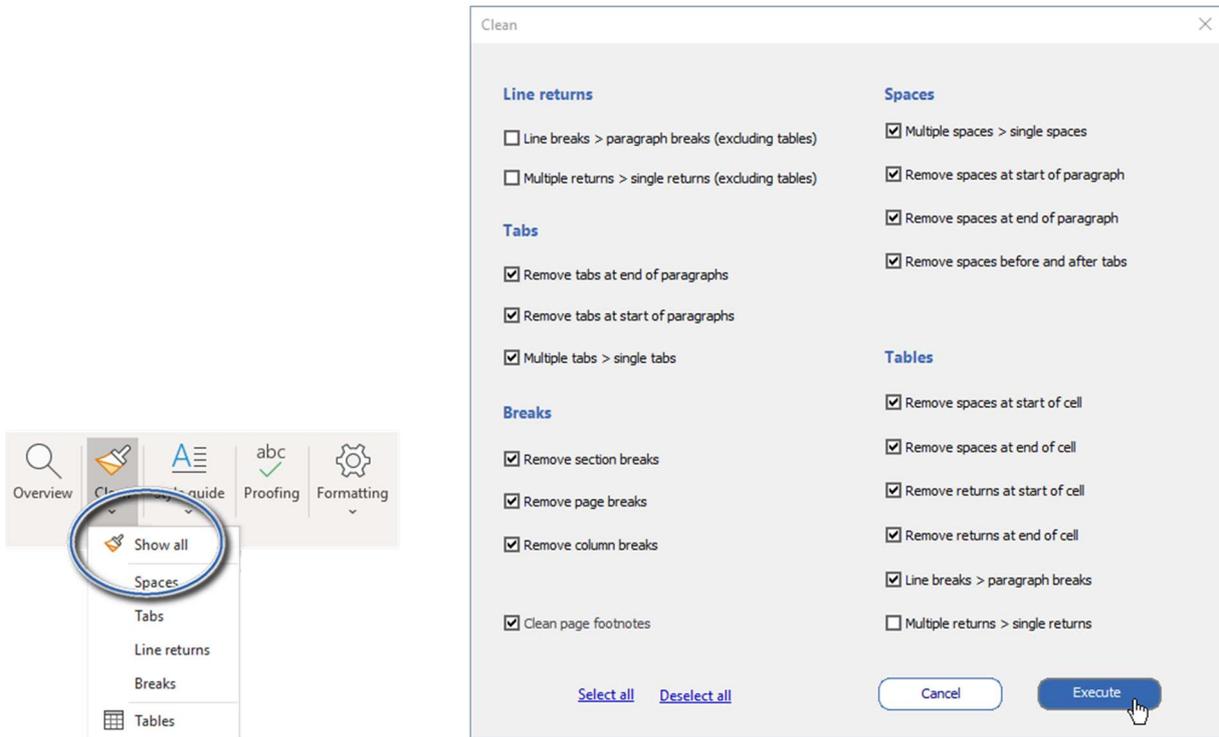
A tab at the end of a paragraph, a space or a paragraph break at the beginning or end of a cell, an inappropriate paragraph break at the end of a footnote... Articho's **Cleaning** function tracks down and removes all unwanted characters.

To remove unwanted characters from anywhere in the manuscript, including the main text, tables, and footnotes, select the type of character or characters to be removed in the **Cleaning** command.



2. Nettoyage

... or click on *Show all* to display all options at once. This enables you to choose all of the unwanted characters you want removed, and to remove them all in one click.

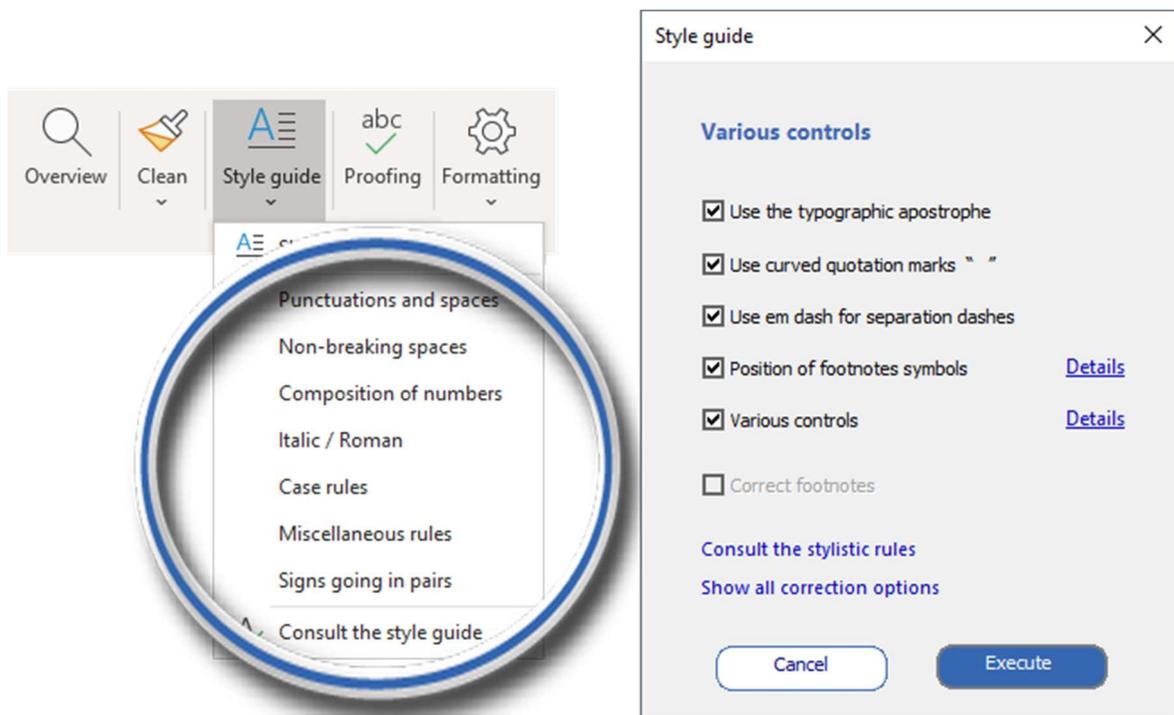


3. Style Guide

Chicago Manual of Style

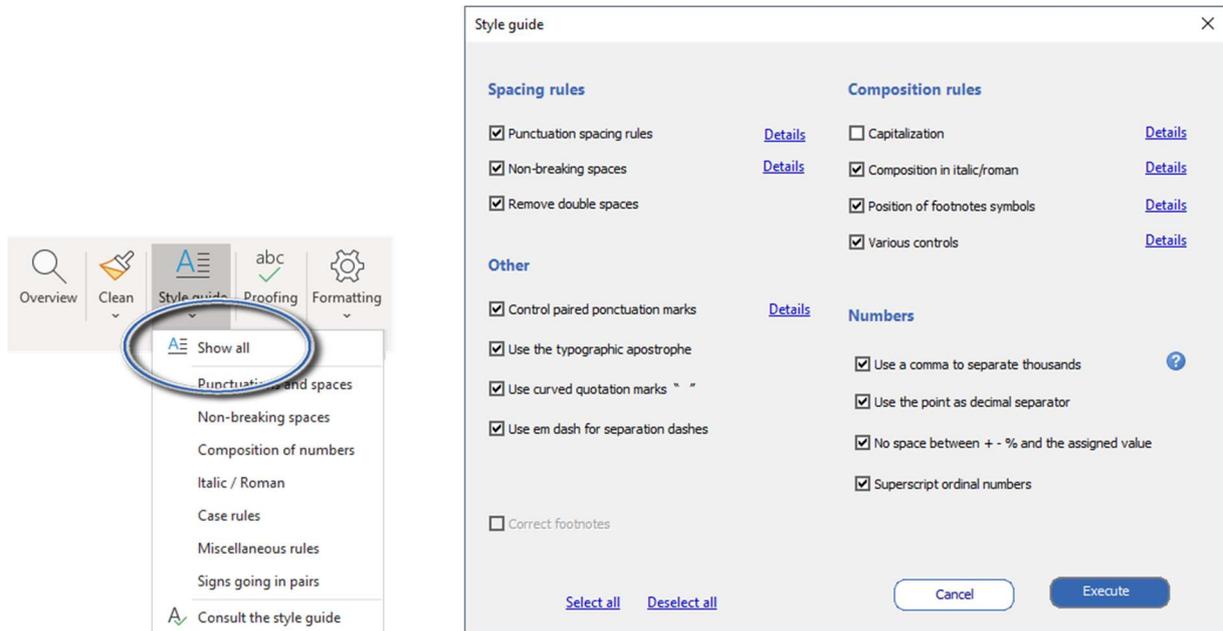
Articho’s template style guide follows *The Chicago Manual of Style*, the reference style guide for publishing professionals. However, you can easily customize these rules to adapt Articho to your specific stylistic needs.

To correct stylistic errors in the text, choose the category of rules you want.

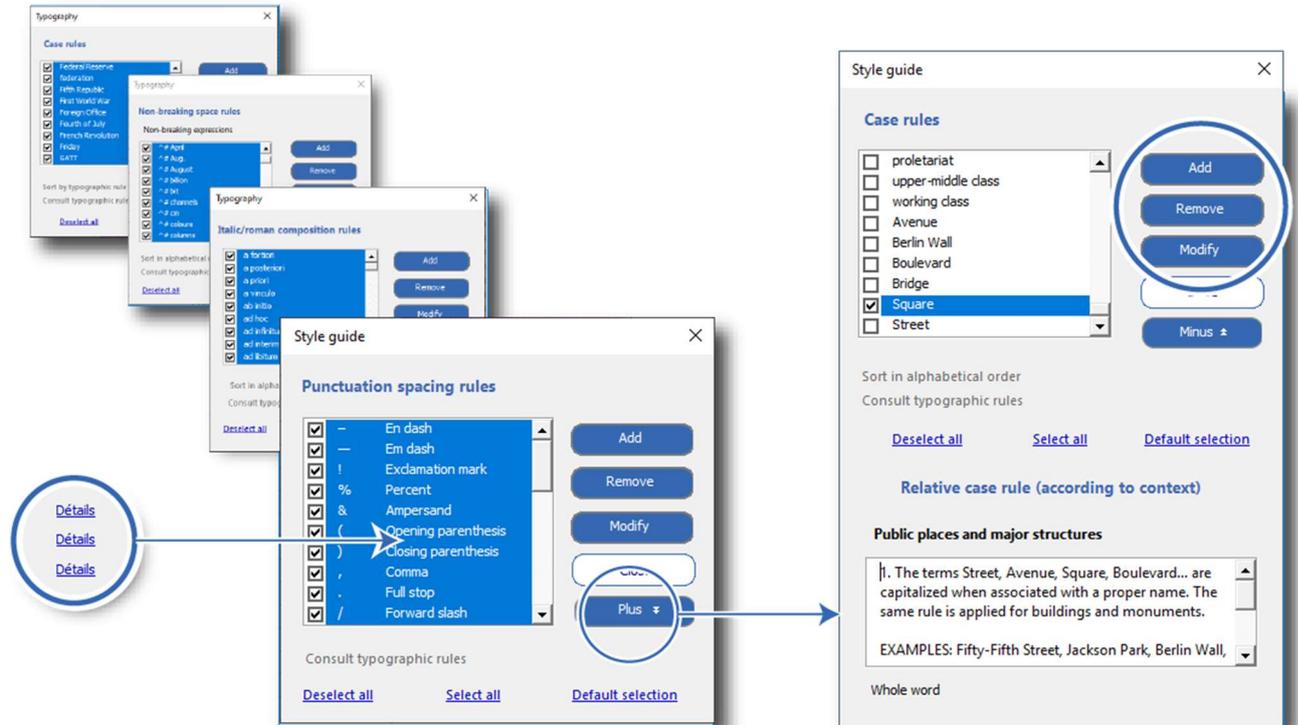


3. Typographie

... or click on *Show all* to display all options at once. This enables you to choose all of the style rules that you want applied, and to apply them all in one click.



Click on the *Details* link located to the right of each category to view and edit the stylistic rules of a specific category.



3. Typographie

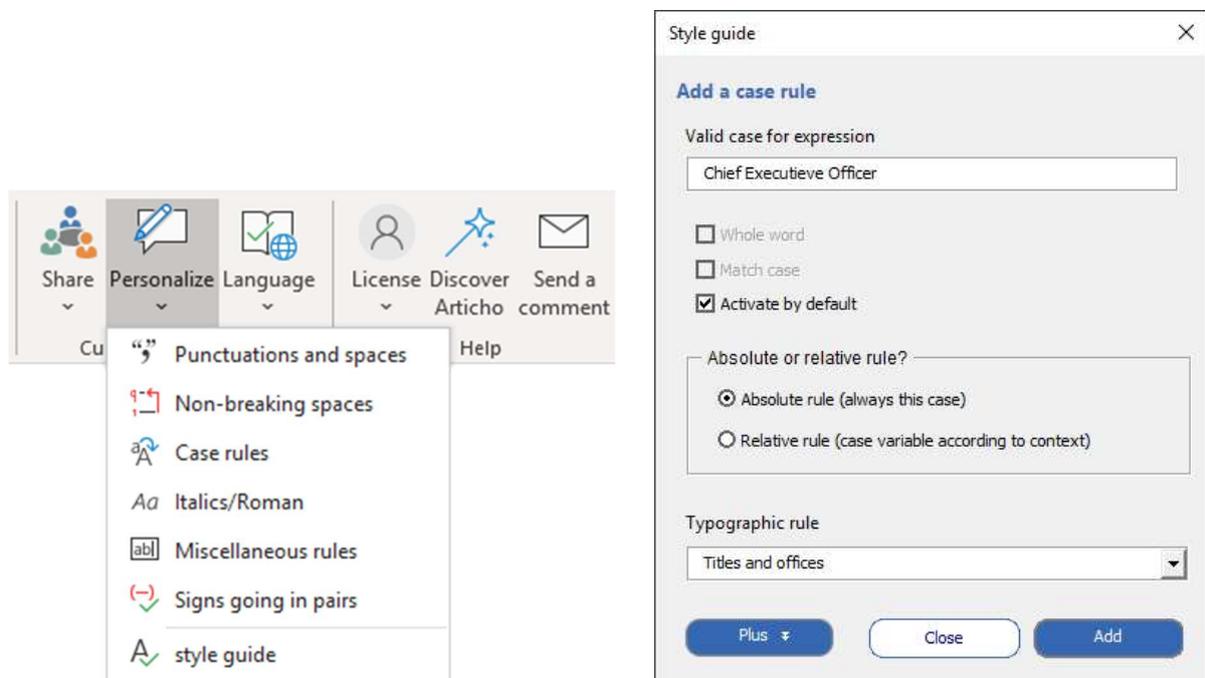
FIND AND REPLACE

Articho’s “Find and Replace” tool provides two features that are not possible with Microsoft Word alone:

1. The **use of wildcards in replacement text** (any digit, any letter, any character);
2. The **Whole Word(s)** option, which allows a phrase to be designated as a complete phrase, to keep Articho from stopping on a phrase that contains the searched-for phrase. For example, when searching for the phrase *a priori*, checking the **Whole word(s)** option will keep the program from stopping on the phrase *a priority*.

Customization

Easily customize the rules of Articho’s style guide to your stylistic needs.



CUSTOMIZATION EXAMPLES

- In a manuscript about the universe, capitalizing the first letter of each word in “Solar System” is preferred. Adding this rule to Articho ensures that all mentions of this phrase are written in the preferred style.
- It is the house style to italicize all Latin phrases. Use the *Italic/Roman* option to set this rule.

Decision guidance

Upon applying the rules of the style guide, Articho will highlight each perceived error and allow the user to choose from seven options in determining how to proceed:

Ignore all: ignores all occurrences of this specific error

Ignore: ignores this one specific occurrence of the error

3. Typographie

Correct: corrects this one specific occurrence of the error

Correct all: corrects all occurrences of the error

Highlight: highlights the error in the text without making any changes

Ignore rule: ignores the specific rule being applied and moves on to the next one

Abandon: abandons the application of the style guide

The price is \$500,49

or something like that (...) and then



Use the **More** button to consult the associated rule and its examples.

The world war II was one of the most



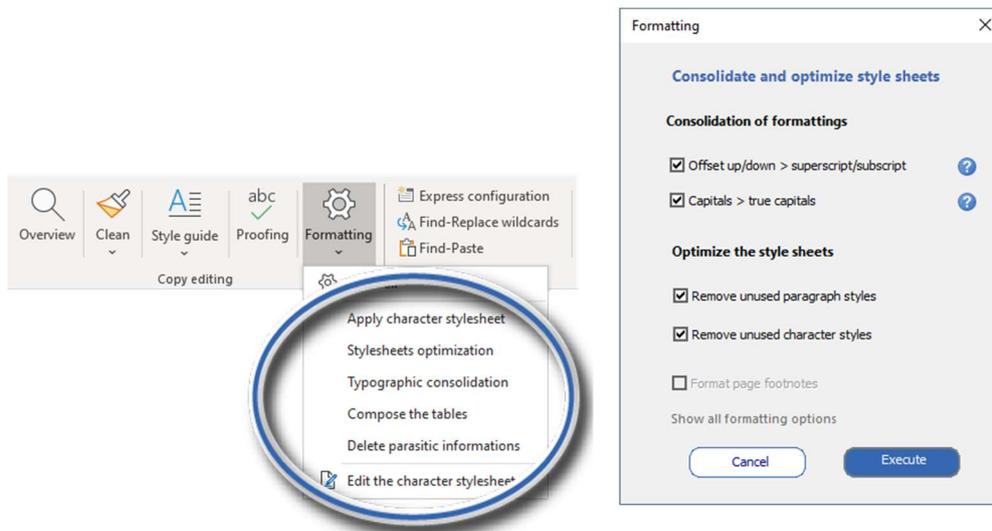
The specific functions of the **Style Guide** command are detailed in Appendix 1.

4. Formatting

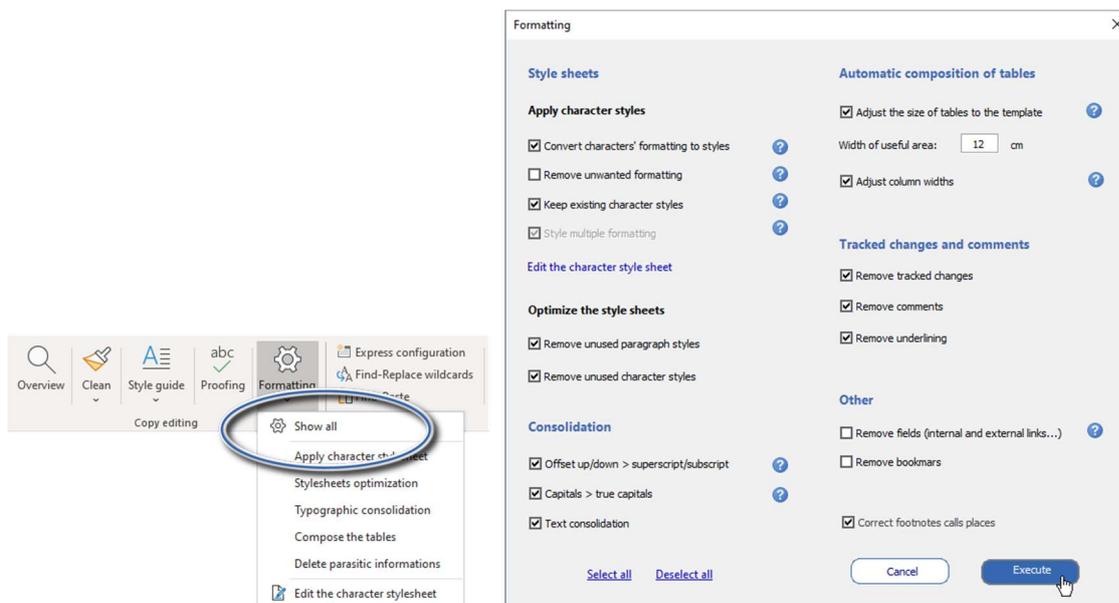
Manuscript optimization for print and digital production

Articho standardizes the layout of manuscripts to facilitate a faster production process and avoid the potential for loss of information.

Select a drop-down option in the **Formatting** command...



... or click on *Show all* to display all formatting options at once. This enables you to choose all of the formatting options that you want applied, and to apply them all in one click.

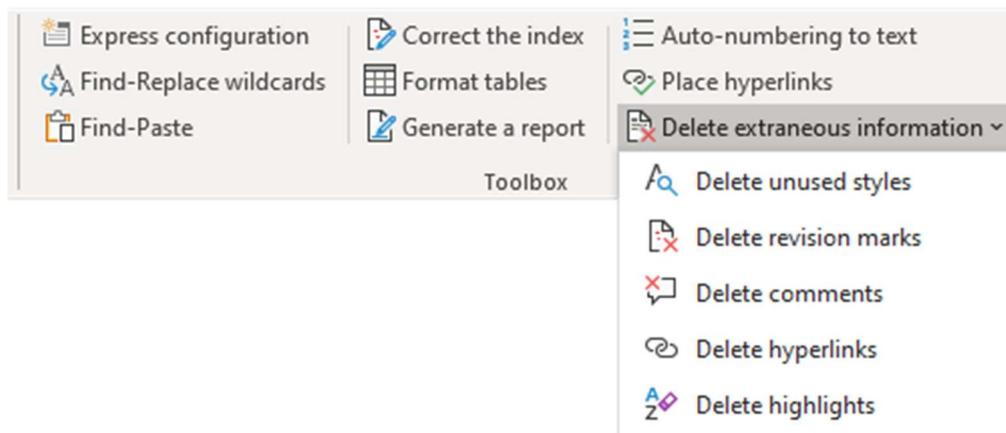


The **Formatting** functions are detailed in Appendix 2.

5. Toolbox

Simplify and save time on a daily basis

Articho's **Toolbox** enhances Word with professional tools for copyeditors and proofreaders.



Express configuration. Groups into one window Word's key editing tools to enable the user to apply multiple editing functions in one click.

Find and Replace wildcards. Extends the possibilities of Word's find and replace function with the ability to use wildcards in replacement text.

Find and Paste. Enables text to be replaced with special characters, such as super and subscripts, and italicized and bold copy.

Correcting the index. While corrections to an index generated by Word have no effect on the index marks of the manuscript (which are used by all types of layout software to generate an index), the corrections made to an index generated by Articho are applied simultaneously to the corresponding fields in the manuscript.

Formatting tables. This function automatically balances columns and formats tables to fit a prespecified width on the page, enhancing legibility during manuscript preparation and freeing the typesetter from this task.

Generate a report. This function produces a detailed summary that lists the technical specificities of the manuscript, such as character count and character and paragraph styles used, and the features the manuscript contains (e.g., images, equations, index marks, fields, etc.).

Auto-numbering to text. Converts auto-numbering to regular text to prevent numbering errors when importing a file into desktop publishing software.

5. Outils

Place hyperlinks. Articho automatically detects URLs and offers to hyperlink them to their corresponding websites.

Delete extraneous information. Automatically remove extraneous information to clean up the manuscript and prepare it for production.

The **Toolbox** is presented in detail in Appendix 3.

6. Customize and share

Share your style guides within a network or with external collaborators

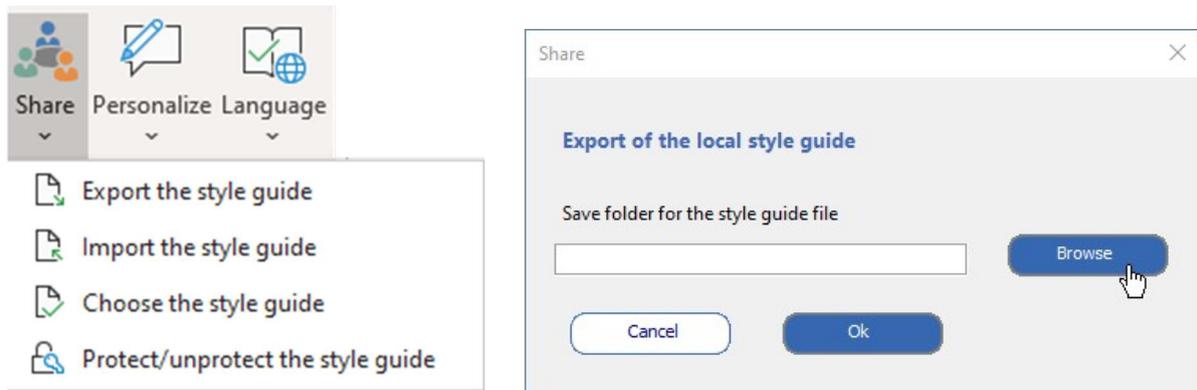
The use of a customized style guide guarantees a tailored editorial preparation. Sharing style guides ensures editorial consistency across publications.

Creating and sharing style guides

The rules of Articho’s style guide and character style sheet can be easily revised to fit your own stylistic needs.

During installation, Articho installs its own default style guide. You can customize this style guide and/or create as many style guides as you want (by topic, client, etc...), for your own use or to share them within an internal network or with external collaborators.

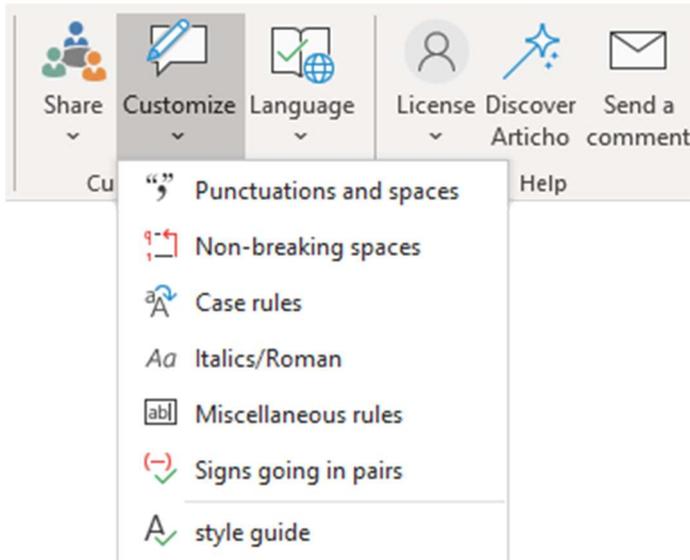
To create or share a style guide, export Articho’s style guide to the location of your choice, then set it as the active style guide to enable Articho to load it.



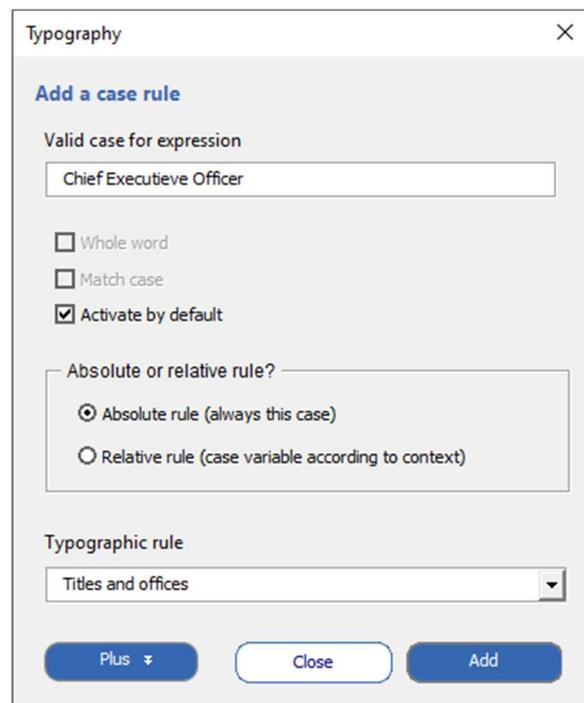
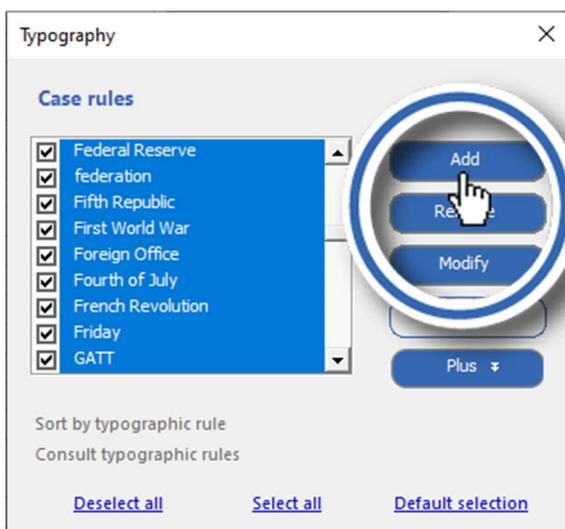
Customize the rules of the style guide before sharing it. When a style guide is shared within an internal network, changes made to it are effective for all who use it.

Customization of style guides

The ease of adapting the rules of the style guide by either modifying them or adding new rules is a major asset of Articho. Simply choose a drop-down option in the **Customize** command to see that option's rules, and click on **Add**, **Remove**, or **Modify** to make a desired stylistic change.

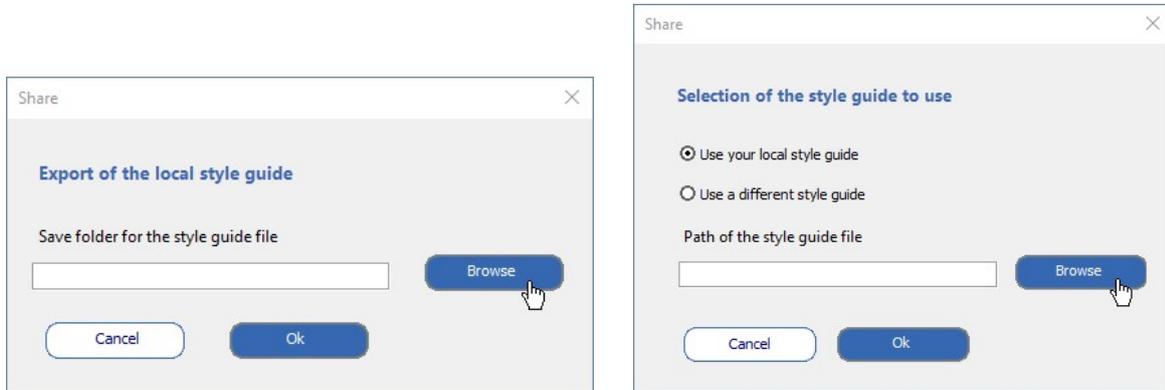


For example, you can create a rule to write Latin phrases in a specific font type, such as italic or roman, set spacing rules for punctuations and symbols, and stipulate how specific words should be capitalized.



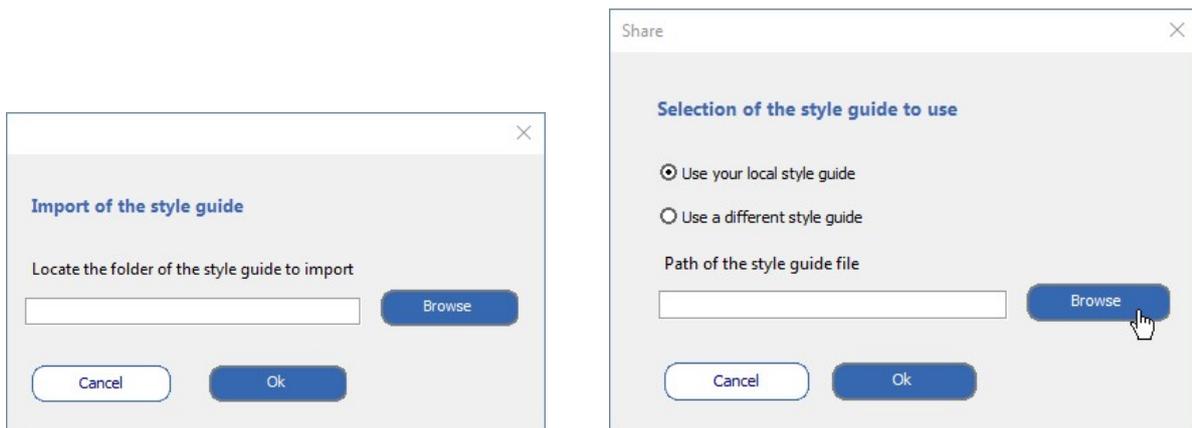
Share style guides internally and with external collaborators

To share the style guide, choose *Export the style guide* in the **Share** command. To share it within a private network, simply save it to the shared server. To share it with external collaborators, save the style guide and then email it to them or upload it to the cloud.



To set the shared style guide as the default, recipients, whether internal or external collaborators, can import the shared style guide into Articho by clicking on *Import the style guide* in the **Share** command.

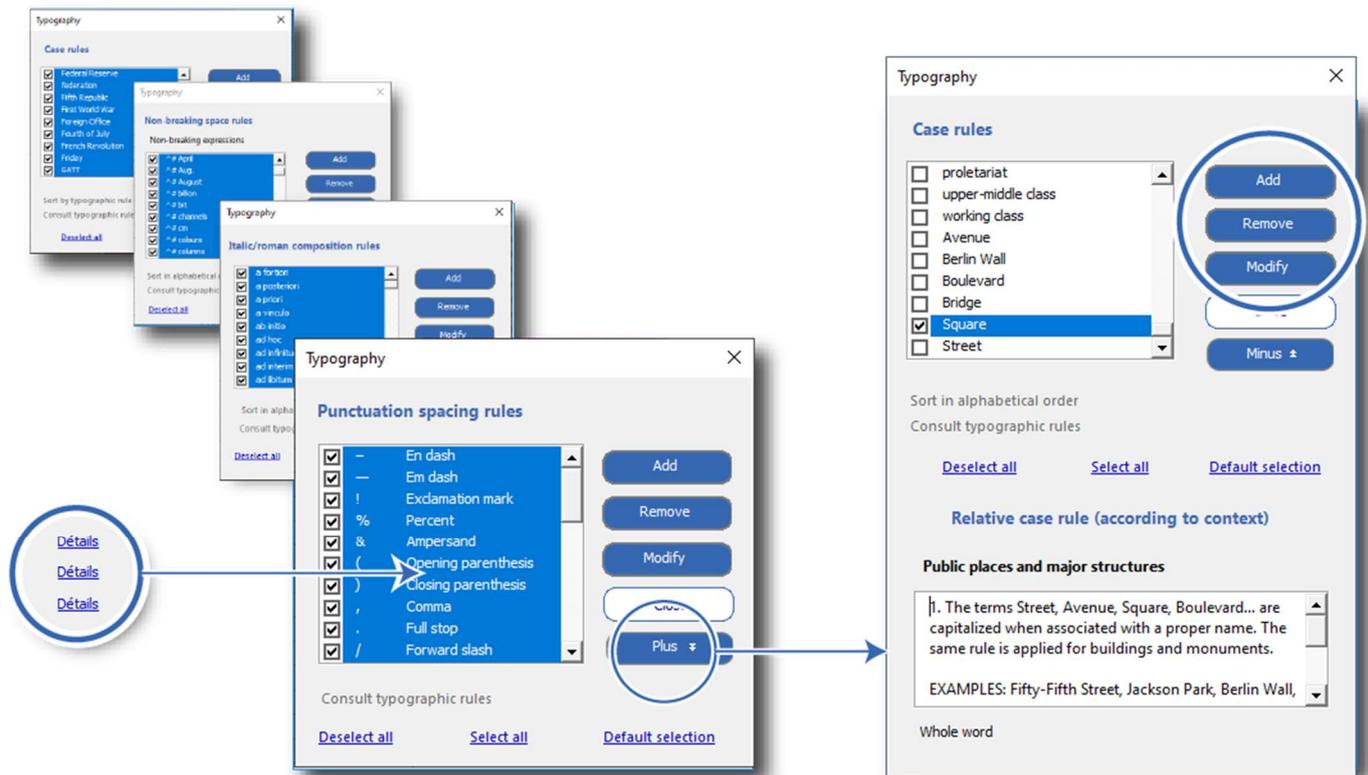
To retain their own style guide in Articho, but also have access to the shared style guides, recipients should save the shared style guides to a preferred location. This way their own style guide will remain the default style guide in Articho, but they will be able to choose another style guide as the active style guide through Articho, by clicking on *Choose the style guide* in the **Share** command.



You can customize the active style guide either through the **Style Guide** or the **Customize** command.

Within either command, click on a stylistic category from the drop-down options (e.g., *Italic/Roman*, *Punctuation and spaces*). To remove or modify an existing rule, select it, and click on **Remove** or **Modify**. To add a new rule, simply click on **Add**.

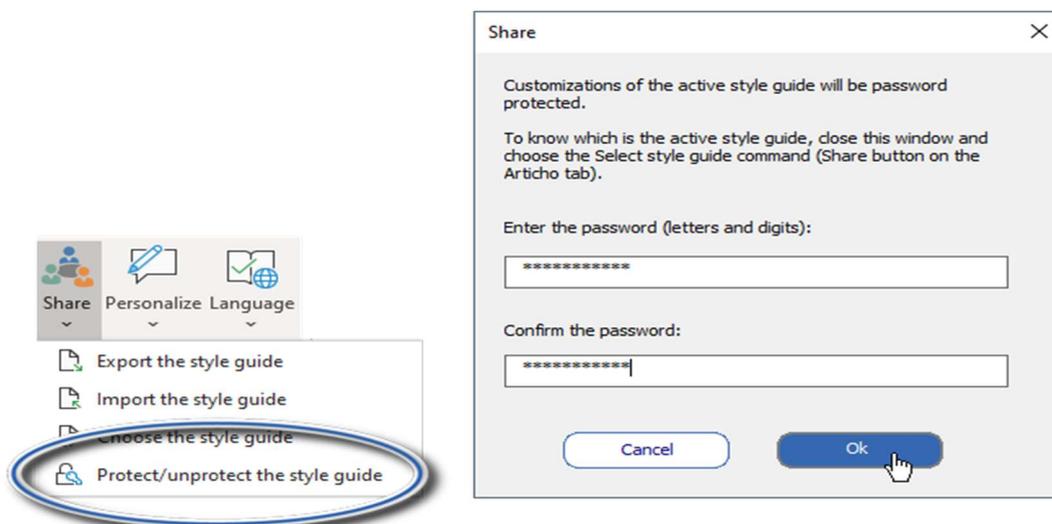
6. Personnalisation et partage



Password protection

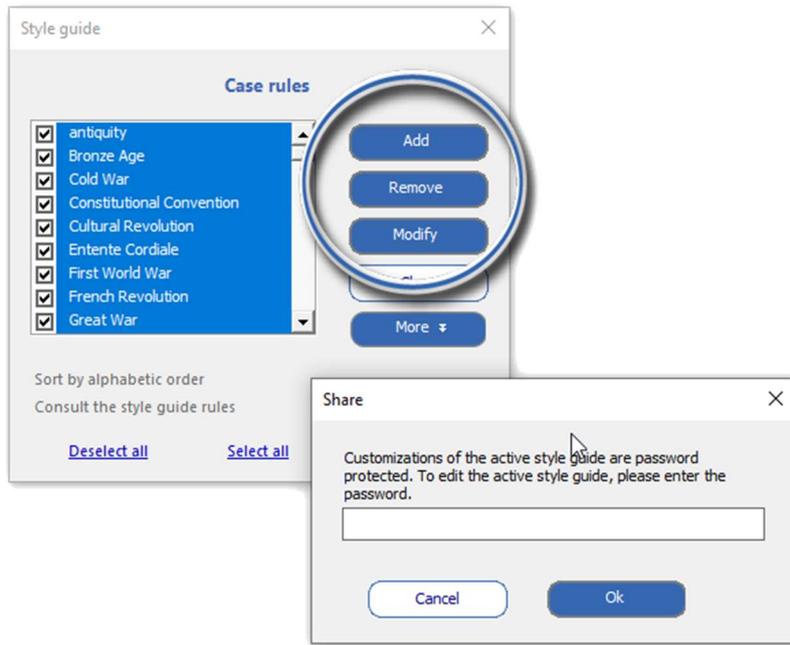
The password protection feature makes it possible to limit the editing rights of a style guide to authorized persons only. A password-protected style guide remains locked even when it is shared externally. An external recipient will need the password to edit the style guide.

To password-protect a style guide, click on the **Share** command, and choose *Password Protection*. This will prompt you to enter a password.



6. Personnalisation et partage

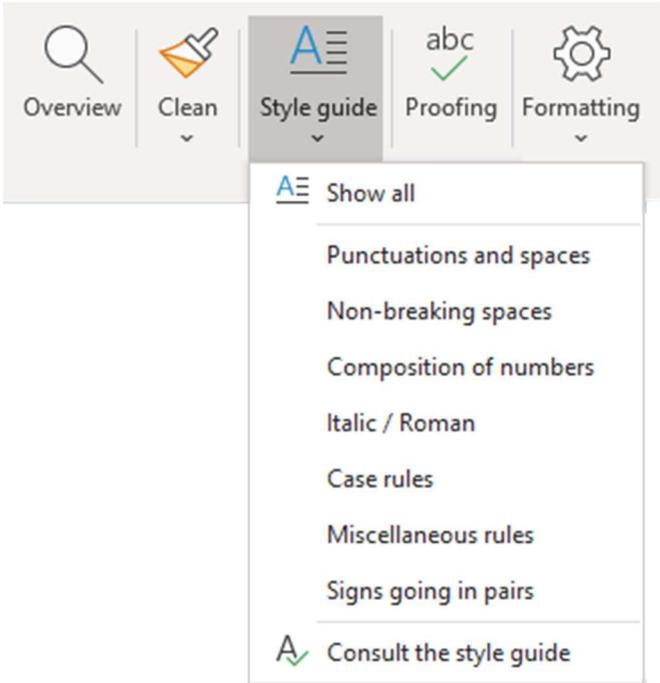
Once a style guide is password-protected, any changes to it will prompt the user to enter the password.



To remove the password protection, choose **Share**→*Password protection*. You are prompted to enter the password to remove the protection.

Appendix 1

Style Guide functions



- Spacing rules 21
- Numbers 25
- Italic/Roman 28
- Capitalization 30
- Miscellaneous rules 34
- Paired punctuation marks 37
- Consult the style guide 38

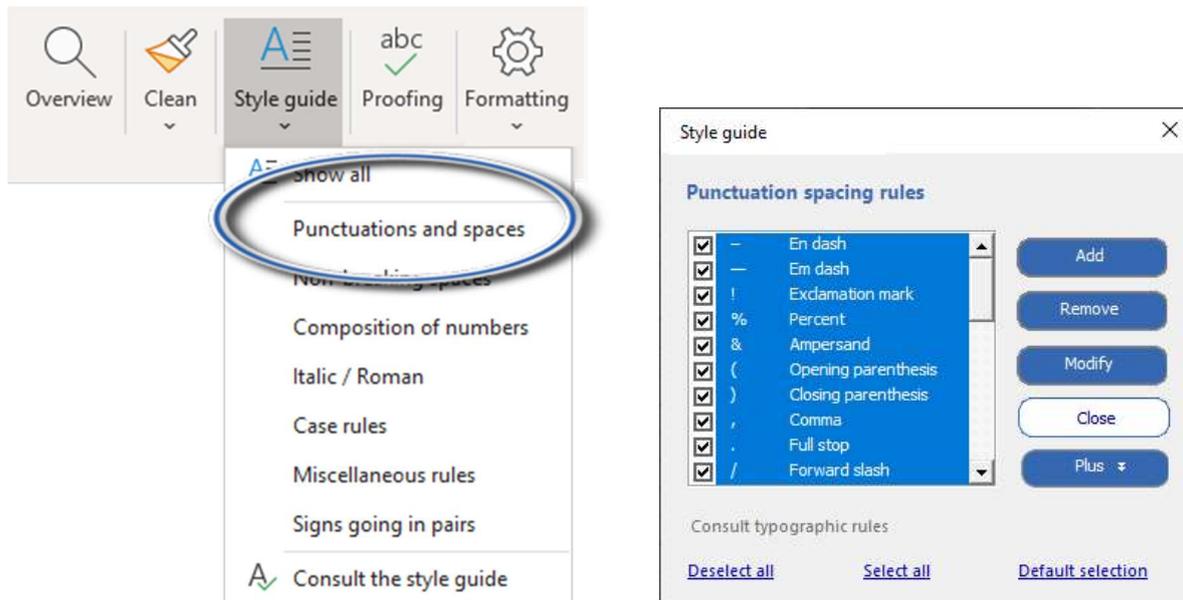
Spacing rules

Fixing problems with spaces and placing non-breaking spaces

Correcting spacing errors is an essential step in preparing a manuscript and optimizing it for layout. Articho corrects the following types of spacing problems in text, tables, and footnotes:

- punctuation spacing rules
- non-breaking spaces
- deletes unwanted spaces

Punctuation spacing rules



This function checks that the spacing rule before and after a punctuation mark (and more broadly, any character of your choice) is followed. A spacing rule consists of assigning one of the following three possibilities before and after the punctuation mark:

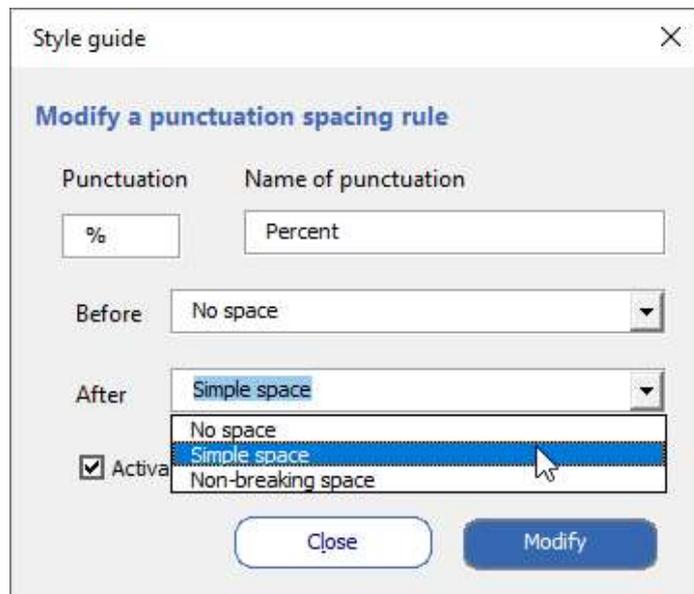
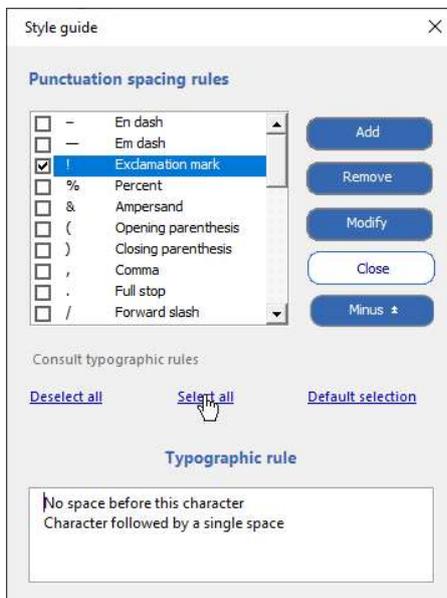
- no space
- a space
- a non-breaking space

If the rule is not followed, the user is prompted to make the correction.

The CIA (Central Intelligence



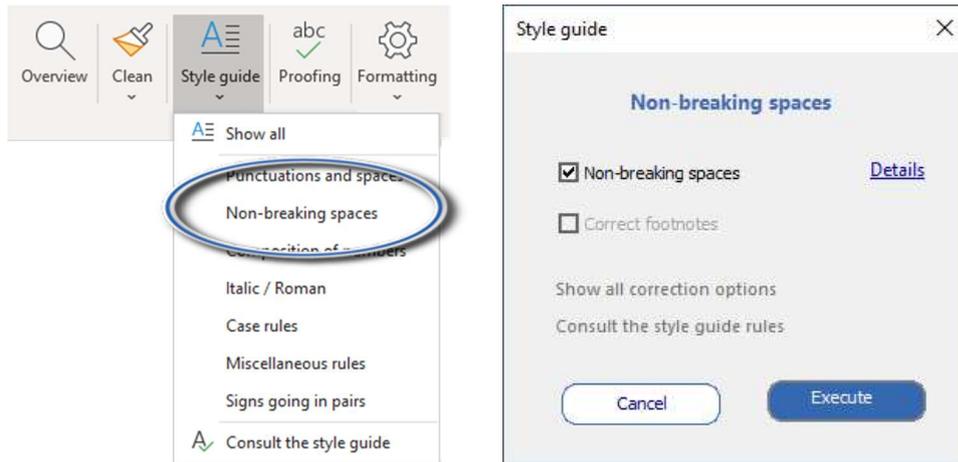
By default, Articho follows “standard” spacing rules. You can modify these rules to adapt them to your preferences and stylistic needs.



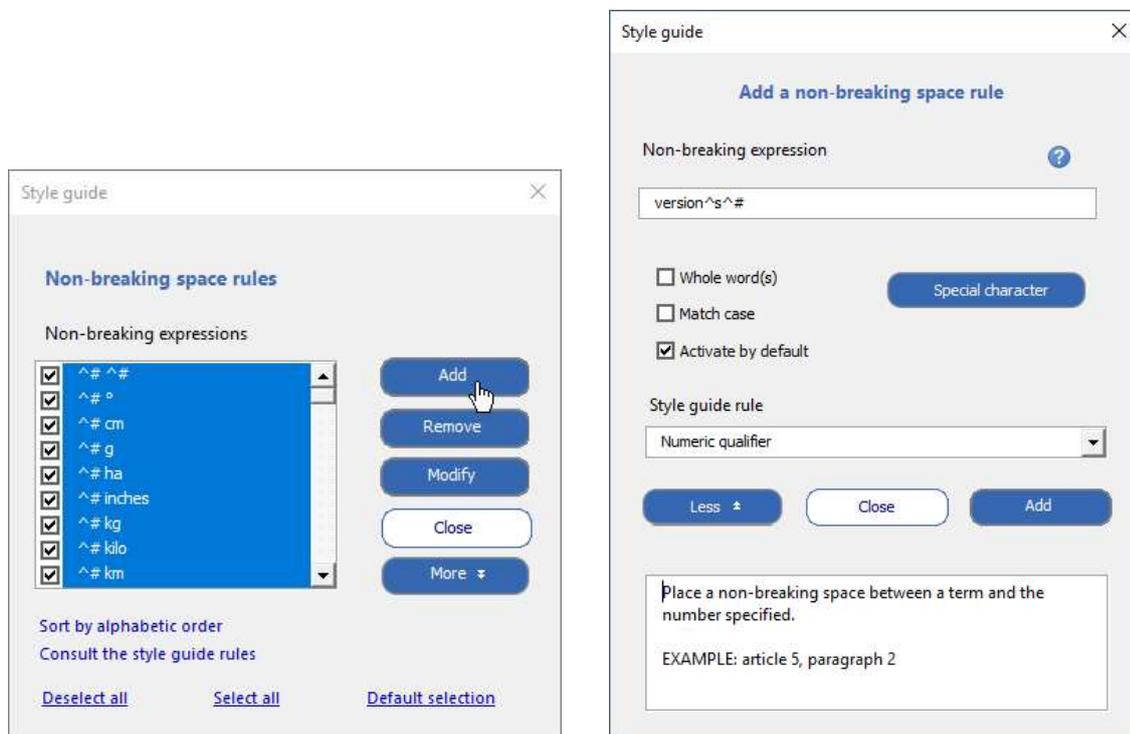
Non-breaking spaces

Articho can automatically place non-breaking spaces, which prevent unwanted line breaks from occurring, thereby reducing the work of the typesetter and copyeditor. To place non-breaking spaces into an existing manuscript, go to the **Style Guide** command, either choose the *non-breaking spaces* drop-down option, or choose *Show all* and check the *non-breaking spaces* box in the **Typography** pop-up window, and then click on **Execute**.

Annexe 1. Typographie



To see all the non-breaking space rules, click on *Details*. This *Details* window will also allow you to **Add**, **Modify**, and **Remove** non-breaking space rules.

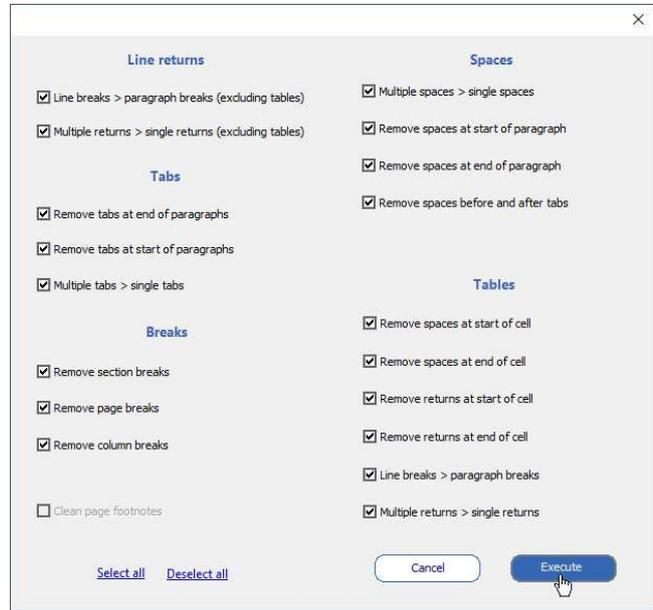
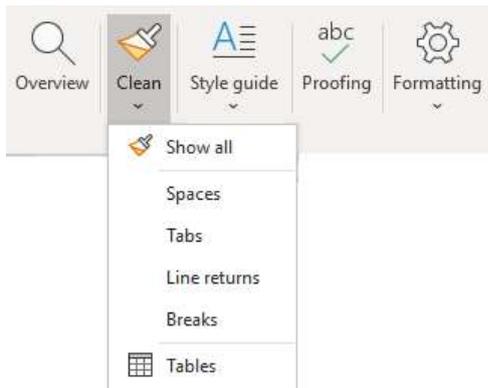


CUSTOMIZATION EXAMPLE

To add a non-breaking space, click on the **Add** button, enter the desired rule in the *Non-breaking expression* field, and click **Add**. For example, in a book about airplanes, if you wish to keep the phrase Boeing 747 on one line, then enter Boeing ^# into the *Non-breaking expression* field, and click **Add**. (NOTE: ^# means “any number”; use the *Special character* button to insert this type of wildcard symbol). Once this rule has been added, if you run the non-breaking space rule function on a manuscript, Articho will move all instances of Boeing 747 (as well as all mentions of Boeing followed by any number) onto one line.

Delete unwanted non-printable characters

Use the **Cleaning** command to remove all unwanted spaces, tabs, line returns, and breaks in text, tables and footnotes (such as at the beginning or end of a paragraph or a cell, or before or after a tab).



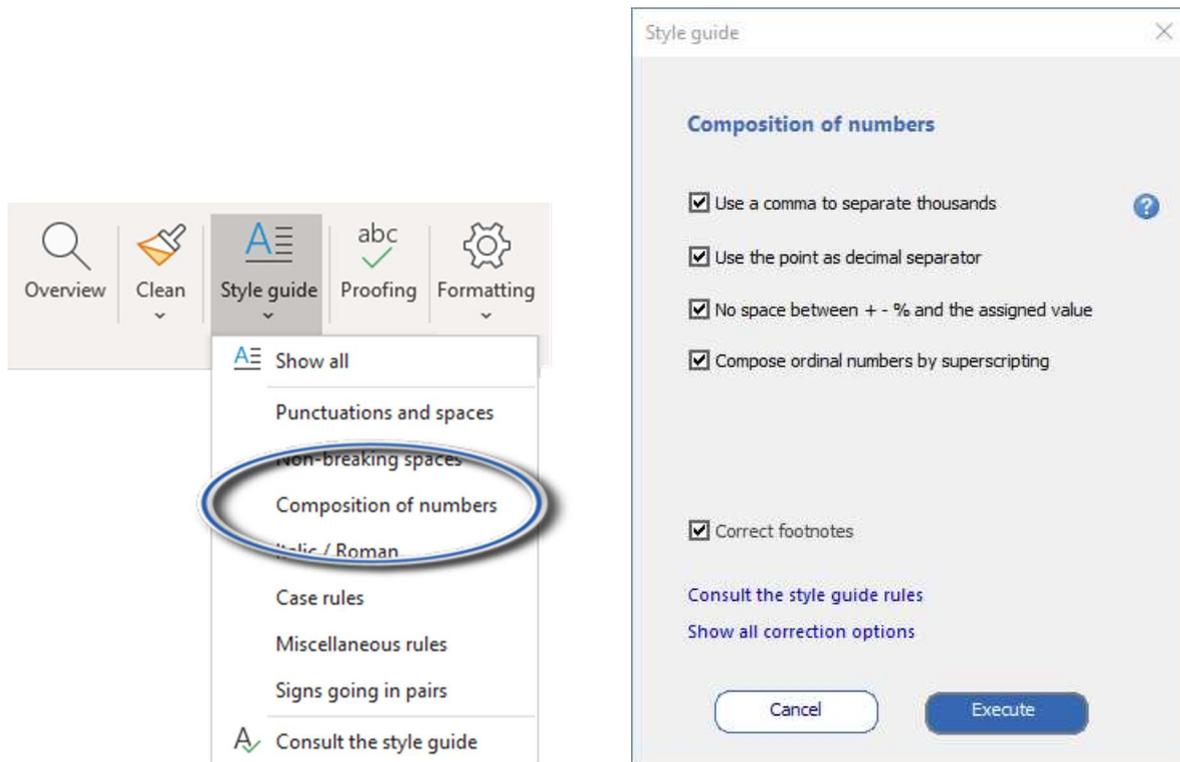
Numbers

Cardinal and ordinal numbers

Articho controls how cardinal and ordinal numbers are written. Specifically, it can set the following types of rules:

- separating numbers containing at least 4 digits with a comma (when Articho is set to English) or a non-breaking space (when Articho is set to French)
- representing the decimal with a comma (when Articho is set to French) or a period (when Articho is set to English)
- whether or not to superscript ordinal numbers
- spacing around the plus (+), minus (-), and percent (%) signs

To set these rules, select the **Style Guide** command, choose the *Numbers* drop-down option, select the desired rule or rules, and click on **Execute**.



Using the comma to separate the digits of a number

This function suggests inserting a comma every three digits in numbers consisting of four or more digits.

... 24520 new customers



FRENCH RULES

To use a non-breaking space to separate four or more digits, switch Articho to French via the **Language** command before executing the command.

LIMIT UNNECESSARY STOPS

When running this function, to keep Articho from stopping on numbers representing years, check the **Ignore numbers between** box and add a range of numbers representing years (e.g., 2000 to 2020). This will prompt Articho to ignore all 4 digits numbers that fall within this range.

You can also keep Articho from stopping on subsequent mentions of a year (e.g., 1789 in a book about the French Revolution) by clicking on **Ignore all**.

Using the period to represent the decimal

This function verifies that the period is used to represent the decimal.

The price is \$500,49



FRENCH RULES

To use the comma to represent the decimal, switch Articho to French via the **Language** command before executing the command.

Ordinal numbers

Articho controls whether or not ordinal numbers are superscripted (e.g., 1st or 1st), and how the ordinal is written (e.g., 2nd/2nd and not 2d/2^d).

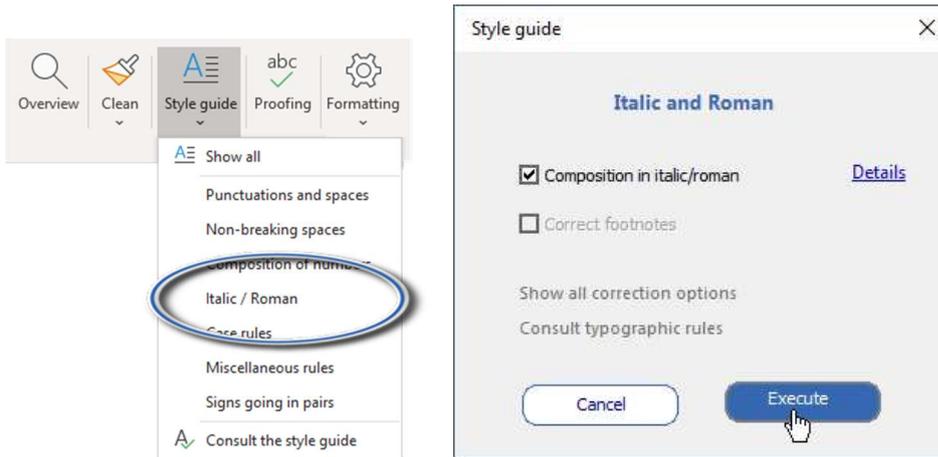
[...] january 1st, october



Italics/Roman

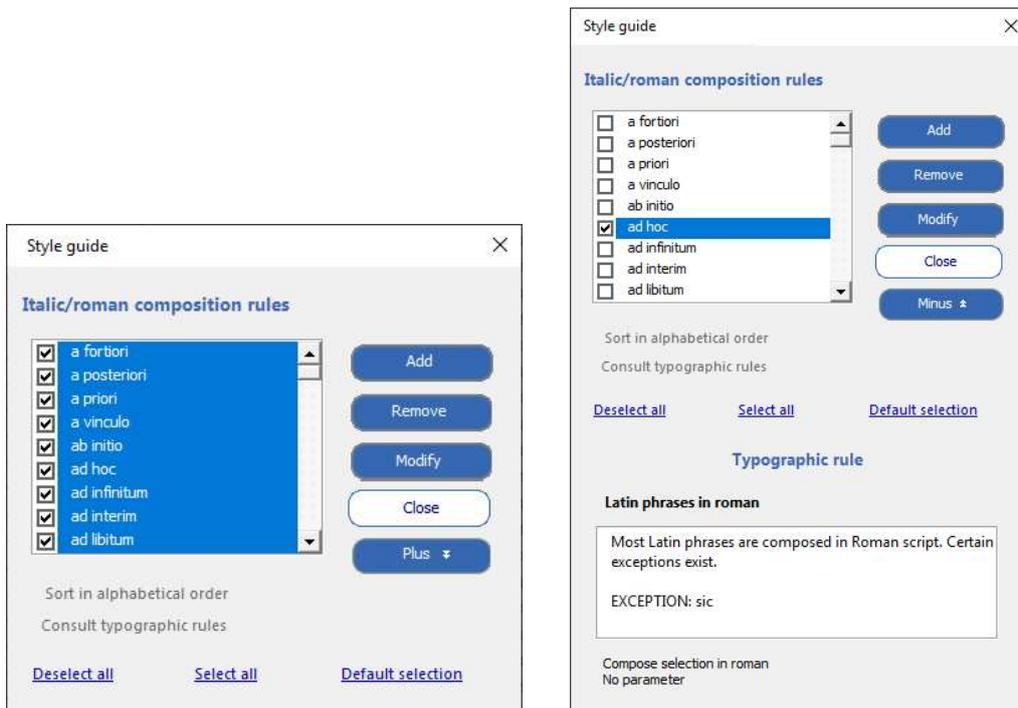
Italic vs roman font

Articho applies italic or roman font to words according to the rules of the style guide. By default, the italic/roman composition of words follows the rules of *The Chicago Manual of Style*.



However, the font rule for a word can be changed by going to **Style Guide**—>*Italic/Roman*, clicking on *Details*, selecting the desired term, and clicking on **Modify**, or by using the **Customize** command.

To add a new word and assign an italic/roman rule to it, click on the **Add** button.



THE WHOLE WORD(S) OPTION OF ARTICHO

Unlike Word's "Find and Replace" tool, Articho allows you to use the Whole Word(s) option for expressions containing several words. When adding a new word or expression, remember to check the **Whole Word(s)** option to designate the new word or expression as a whole word and avoid inappropriate stops (e.g., *a priori* vs. *a priority*, *sun* vs. *sunny*) when running the italic/roman function on your manuscript.

NOTE: Articho does not consider text that is naturally italicized because of a paragraph style to be italicized (e.g., the Quote paragraph style is in italics by default). In such cases, if a word or phrase would normally be italicized, Articho will propose to set the word or phrase in roman font.

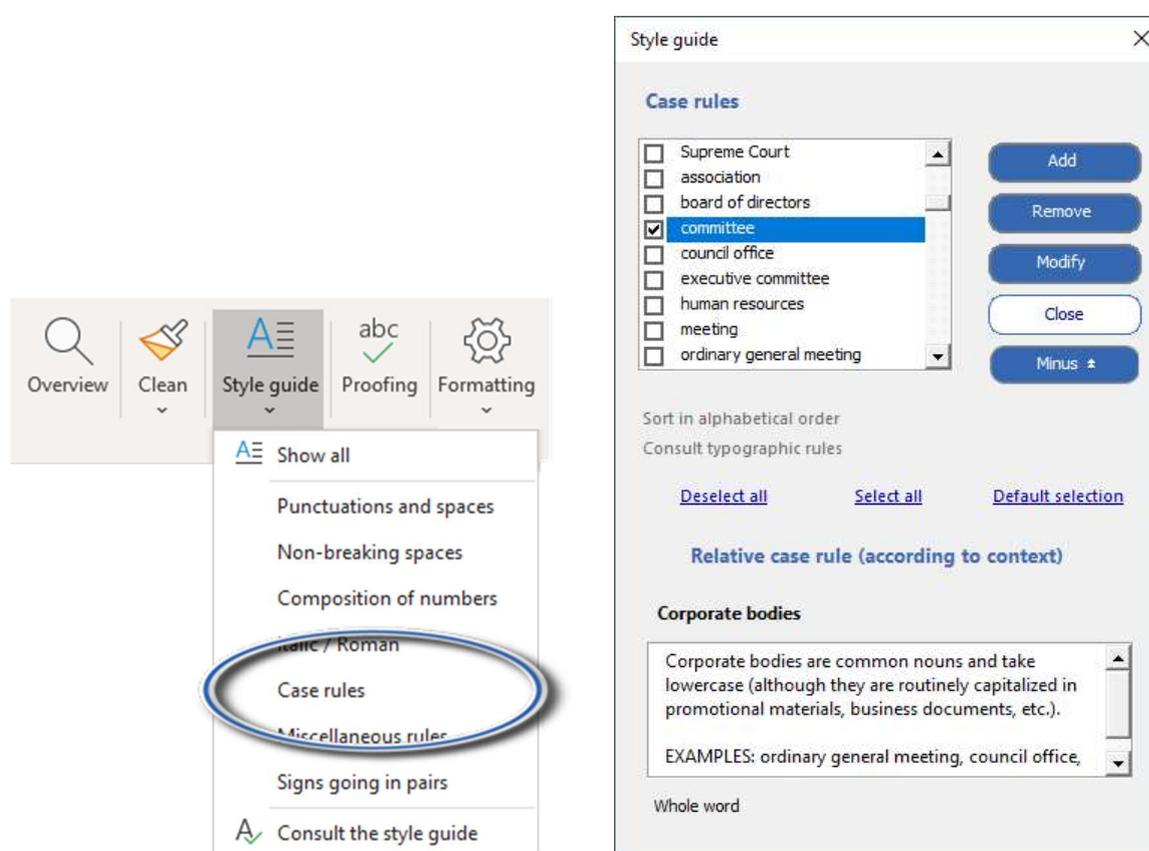
Capitalization

Lowercase vs. uppercase

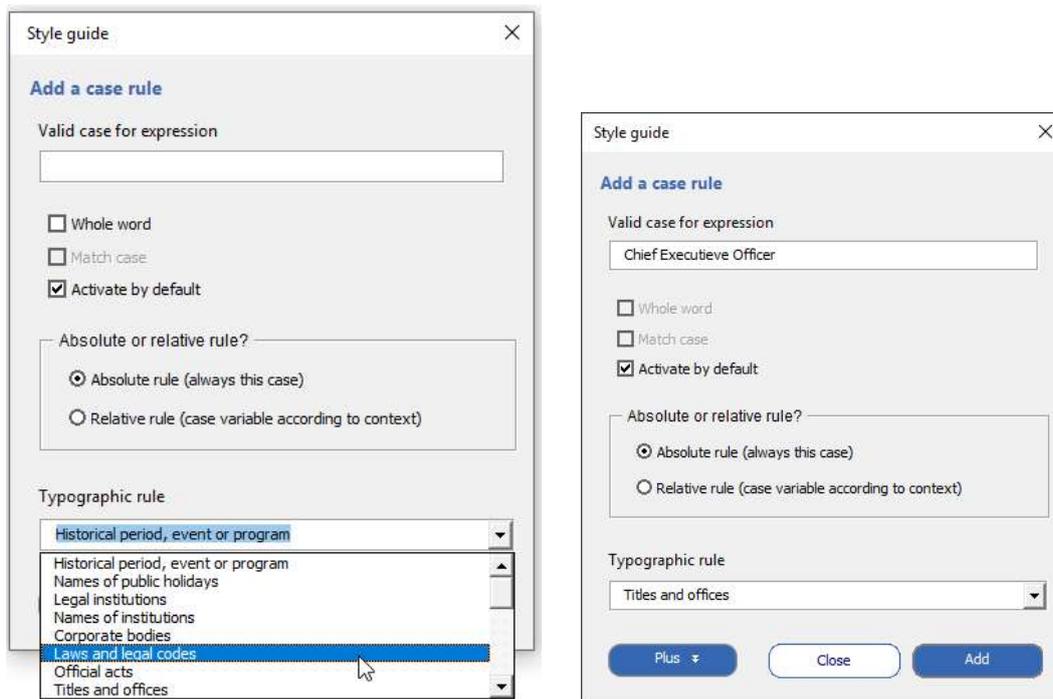
The *Capitalization* function ensures that words are capitalized according to the rules of the style guide. A list of words, each designated a specific capitalization style, is included with Articho. To view the list, go to **Style Guide**—>*Capitalization*, and click on *Details*.

To change a capitalization style for a word, select that word and click on **Modify**.

To add a new word and assign a capitalization style to it, go to **Style Guide**—>*Capitalization*—>*Details*, and click on **Add**.



When modifying or adding a word, you also assign a stylistic category to it, which helps to identify the correct capitalization style for the word. For example, if adding “Labor Day”, then choose the stylistic rule “Names of public holidays”.



Absolute rule and relative rule

Each existing word and each new word being added to the capitalization style guide is designated an **absolute** or **relative** capitalization rule.

An **absolute rule** is one where the word is always capitalized a certain way. For example, “World War II” or “Bronze Age” are always written with the first letter of each word capitalized. For a word designated an absolute capitalization rule, Articho stops on all instances of the word that do not follow the absolute rule and suggests the correct format, with a few exceptions, such as when a word that is set to be all lowercase begins a sentence and thus has an initial capital.

The second World War begun on the



Annexe 1. Typographie

When Articho encounters an expression with an absolute capitalization rule, it memorizes the location of the expression and does not stop on any words within this expression during another search. For example, if the capitalization style “executive committee” is set as an absolute rule, then Articho will not stop on this expression during a capitalization search of just “executive” or “committee”.

A **relative rule** is one where the capitalization style depends on the context. For example, when using the term Dalai Lama as a pronoun to refer to the individual who holds this position, the term is always written with the first letter of each word capitalized. But when referring to just the position, as in “the previous dalai lama”, the word is lowercased.

For a word designated a relative capitalization rule, Articho stops on all instances of the word and asks whether to keep the current capitalization style or to modify it, with a few exceptions, such as when a word begins a sentence.

The Committee decided to



NOTE: When searching for a relative rule, the “Correct all” button is not available, because the decision whether or not capitalize the word will depend on each specific context in which the word appears.

Guidance

Click the **More** button to consult the capitalization rule.

The world war II was one of the most

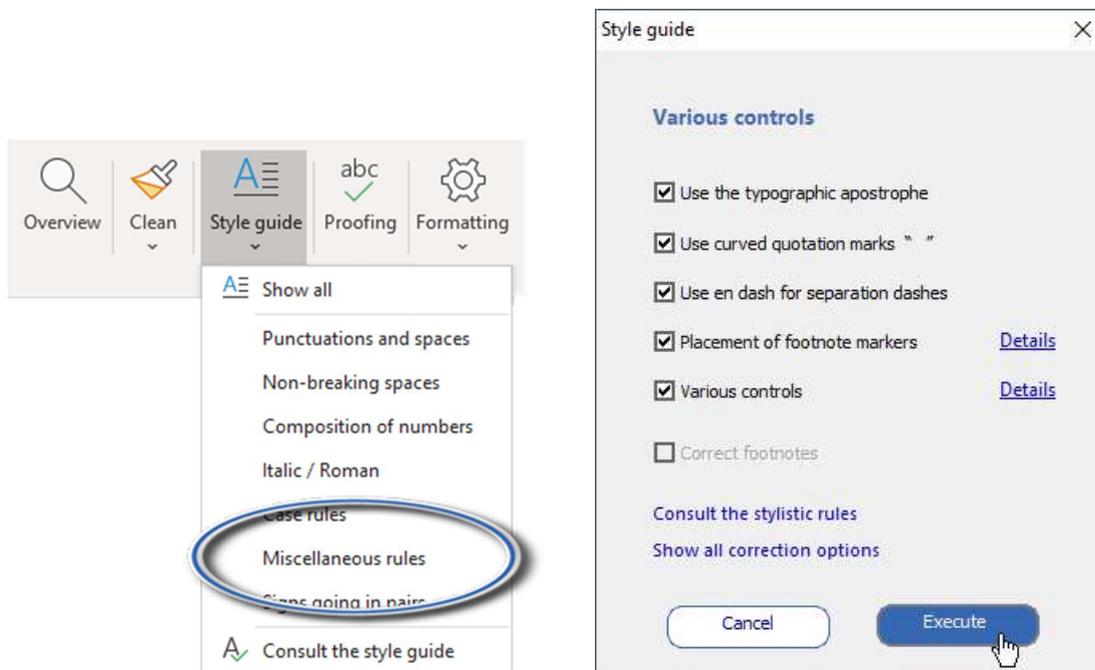


Miscellaneous rules

Quotation marks, dashes, footnote symbols, frequent errors...

The *Miscellaneous rules* category performs the following checks:"

- use of the typographic apostrophe
- use of typographic quotation marks
- use of the en dash
- location of footnote symbols
- miscellaneous errors (customizable function)



Apostrophe and quotation marks

The typographic apostrophe and quotation marks are a curved apostrophe and quotation marks, which are preferred over the straight apostrophe or quotation marks for text composition.

The conversion of quotation marks to typographic quotation marks replaces straight quotation marks (" ... ") and French quotation marks (« ... ») with English quotation marks (“...”). To do the reverse—convert all quotation marks to French quotation marks—switch Articho to French and execute the command.

Use of the em dash to mark a break in a sentence

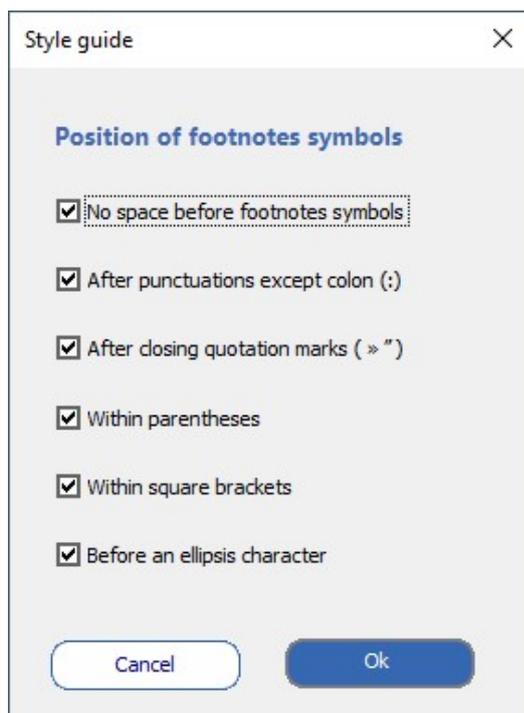
This rule detects incorrect break dashes and proposes to correct them by using an em dash, and if appropriate, by closing up the space before and after the em dash.

decided—after consulting...to·¶



Location of footnote symbols

This function applies the rules for the location of footnote symbols as recommended by *The Chicago Manual of Style*. Click the *Details* link to view the options and uncheck the ones you do not want to run.



Les chiffres sont édifiants : 8975 euros¹ sont est reporté (au congrès du 8 juin)² pour raison les personnes concernées.³
« Je ne parlerai pas »⁴ déclare-t-il

Les chiffres sont édifiants : 8975 euros¹ sont est reporté (au congrès du 8 juin)² pour raison les personnes concernées.³
« Je ne parlerai pas »⁴ déclare-t-il

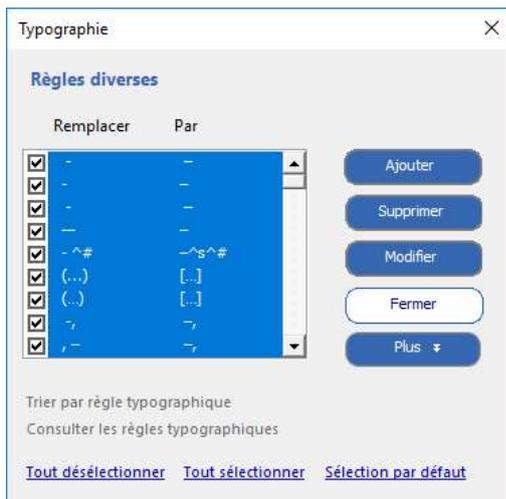
Miscellaneous errors

The use of three dots instead of an ellipsis, hyphens in neologisms, a comma placed inside a break—this category groups together errors that do not fall into any specific category.

or something like that (...) and then



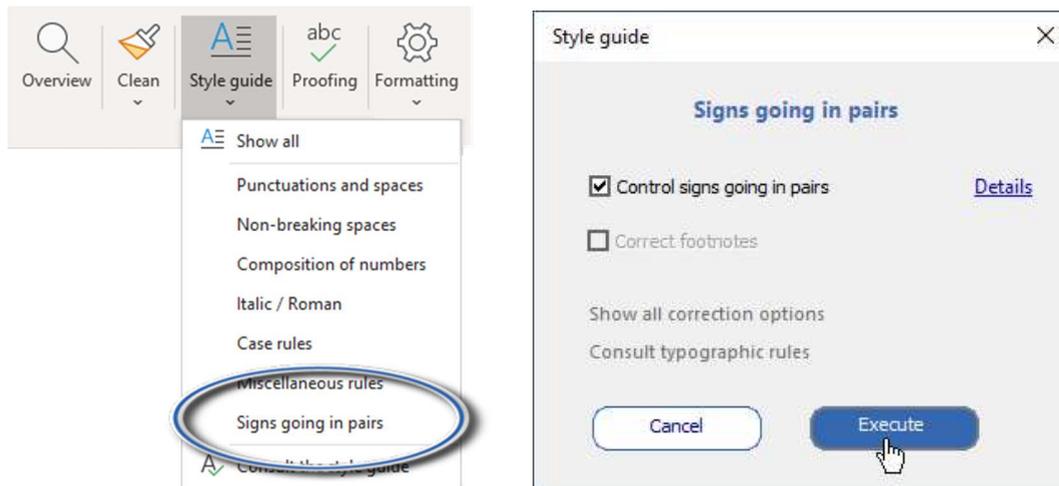
It consists of a “find and replace” list covering the most common errors. You can add new rules or modify/delete/deactivate existing ones to customize this list to your stylistic needs.



Paired punctuation marks

Identifying orphaned punctuation marks

This function ensures that marks that come in pairs, such as parentheses and quotation marks, have a corresponding opening or closing mark in the text.



By default, Articho checks for the following pairs:

- French quotation marks « »
- English quotation marks “ ”
- parentheses ()
- square brackets []
- braces { }

However, this list can be easily modified or expanded by clicking on *Details*.

After this function has been executed, Articho highlights in green every orphaned mark, to notify the user that a needed pair to the mark may be missing.

Les chiffres sont édifiants : 8 975 euros sont
est reporté [au congrès du 8 juin. pour raison
les personnes concernées.

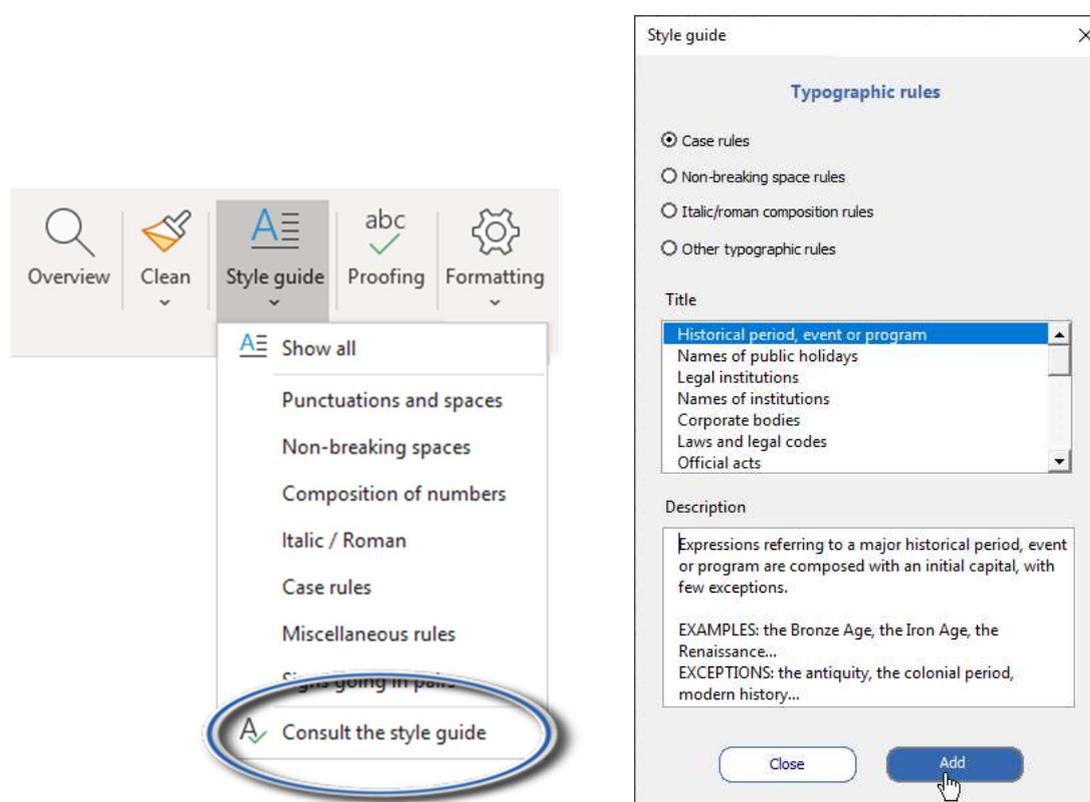
« Je ne parlerai pas déclare-t-il ensuite

L'articho surligne les signes orphelins

Consult the Style Guide

View and add new rules by category

Each option of the **Style Guide** command includes descriptions of specific stylistic rules, descriptions that are there to aid the user in deciding what stylistic rule to follow in case of doubt. To view these descriptions, go to **Style Guide**—>*Consult the style guide*, and choose one of the four main rules (Capitalization, Non-breaking spaces, Italic/Roman, and Other stylistic rules). Each rule includes descriptions of various stylistic categories specific to that rule.



You can also access these descriptions by going to the **Customize** command and choosing the last drop-down option.

Anytime you modify or add a rule in the **Style Guide**, choose a stylistic category to associate with it. To add a new stylistic category, go to **Style Guide**—>*Consult the style guide*, choose one of the four main rules, and click on the **Add** button.

Annexe 1. Typographie

Style guide

Add a case rule

Valid case for expression

Whole word
 Match case
 Activate by default

Absolute or relative rule?

Absolute rule (always this case)
 Relative rule (case variable according to context)

Typographic rule

Historical period, event or program

- Historical period, event or program
- Names of public holidays
- Legal institutions
- Names of institutions
- Corporate bodies
- Laws and legal codes**
- Official acts
- Titles and offices

Style guide

Add a typographic rule

Category

Composition in italics

Title (60 characters maximum)

Description (500 caractères)

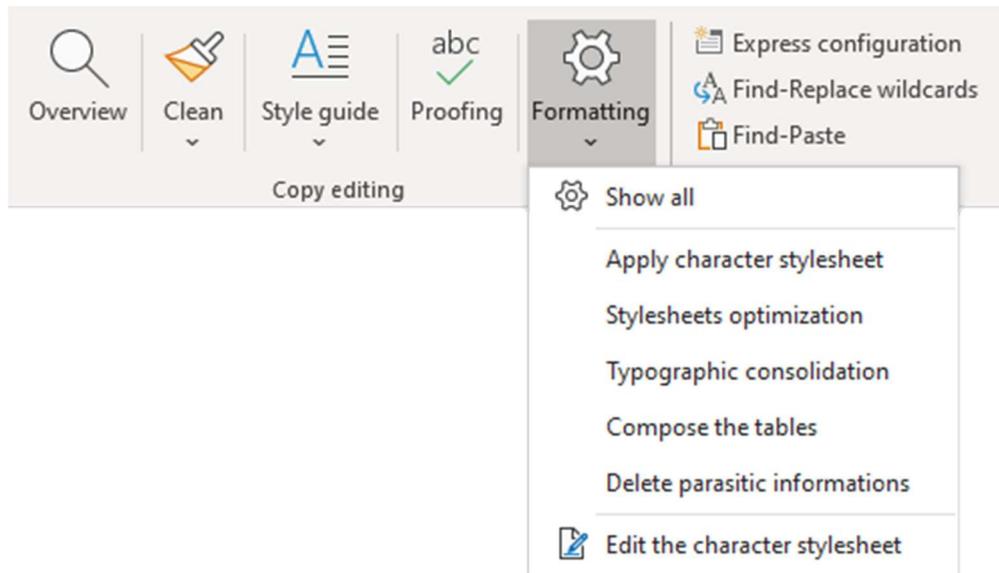
Use the keys Alt+Enter on your keyboard to execute a line return.
It is recommended to provide example(s).
To consult existing typographic rules, click the link below.

[Consult existing typographic rules](#)

Close Add

Appendix 2

Formatting functions

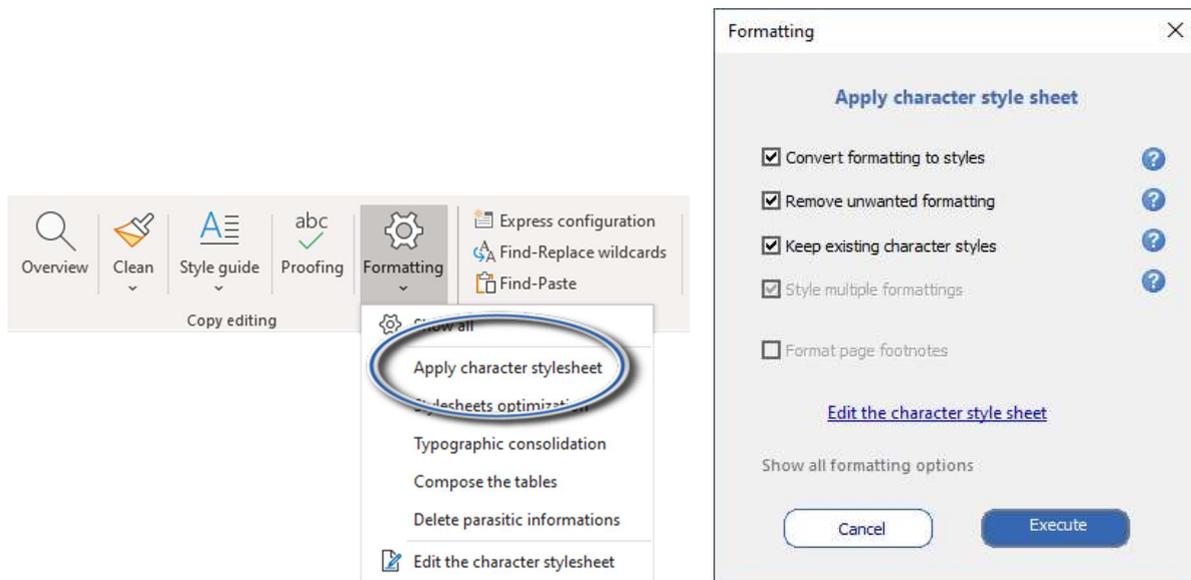


Applying character styles.....	41
Stylesheet optimization	43
Stylistic consolidation.....	45
Automated table formatting.....	46
Delete extraneous information.....	47

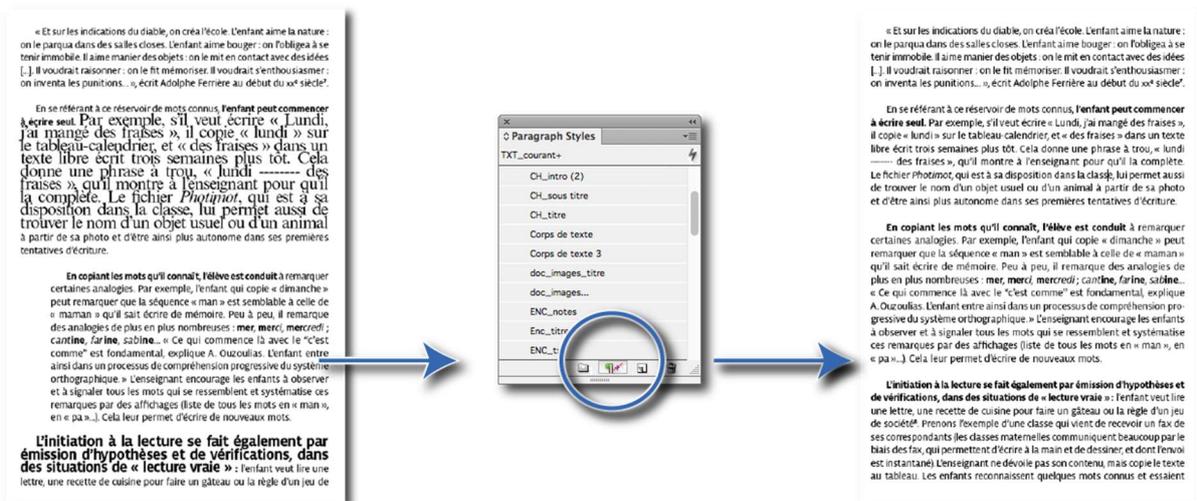
Applying character styles

Reliable and intelligent application of character styles

- Character styles are applied only to relevant and appropriate text. For example, Articho will not apply the italic character style to any copy that is set in an italicized paragraph style (e.g., Quote)
- Articho applies only the character styles that exist in its character stylesheet
- A character style that consists of more than 1 formatting style (e.g., bold and italic) is created by combining the relevant style names (e. g., tx_bolditalic, tx_boldunderline).

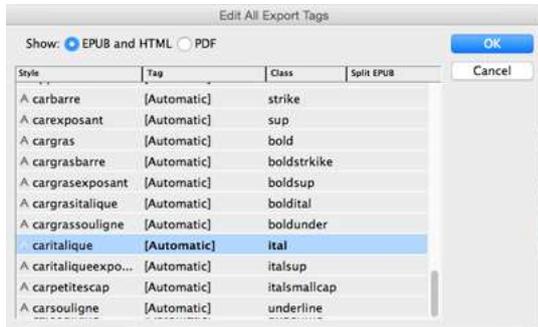


The application of character styles simplifies the work of layout designers and typesetters, because it allows them to remove unwanted formatting in one click, so that only relevant and desired character styles are retained in the manuscript.



Annexe 3. Outils

The application of character styles also automates digital production by linking character styles with the appropriate XML tags (mapping).

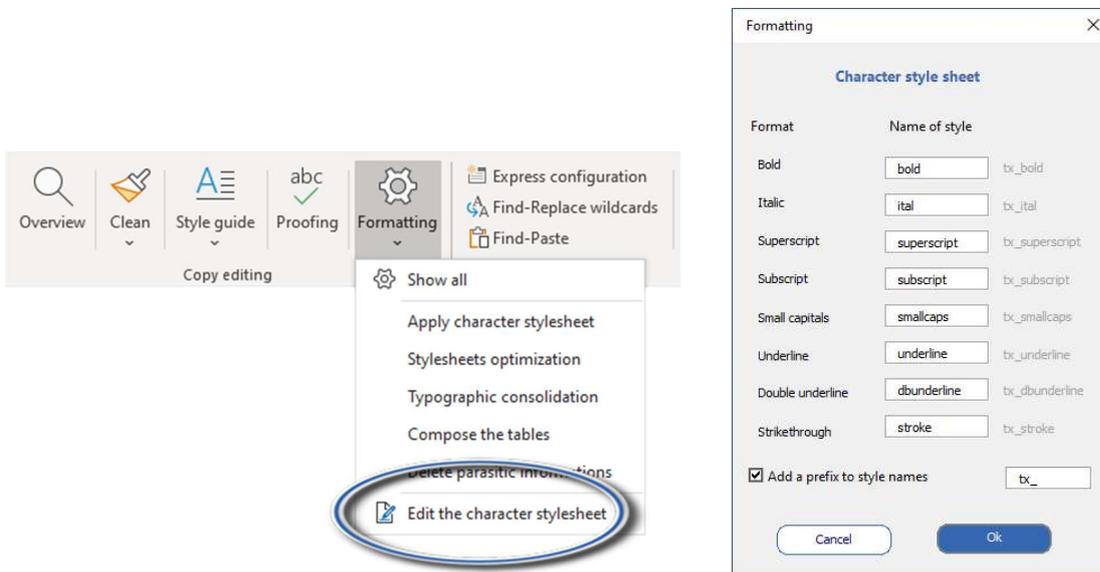


Customizing the character stylesheet

Sharing Articho style guides ensures that all collaborators use the same stylesheet (and thus apply the same style names). You can customize the stylesheet to your liking. Changes are effective for all users of the style guide.

Edit the character stylesheet in one of two ways:

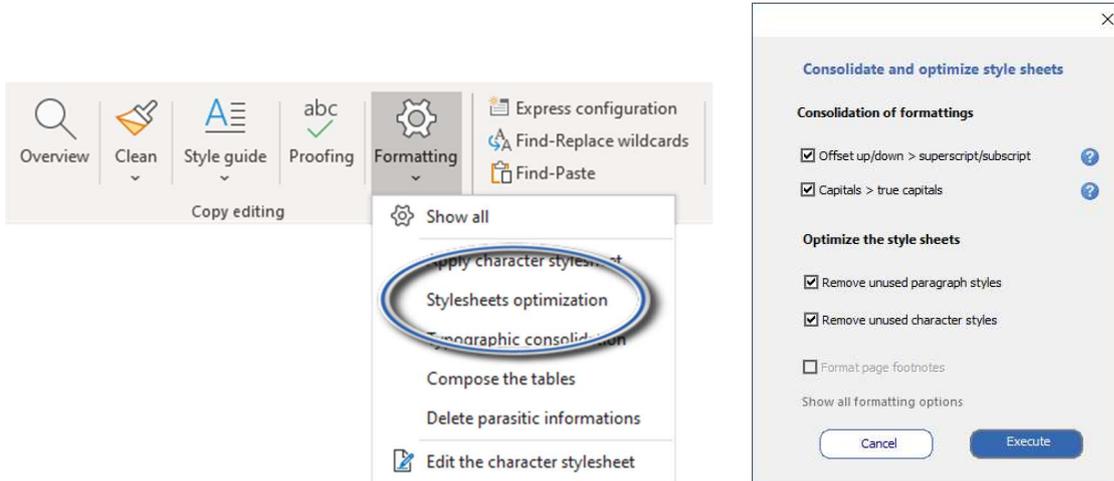
- **Formatting**—> *Edit the character stylesheet*
- **Formatting**—> *Apply the character stylesheet*—> Edit the character stylesheet



Stylesheet optimization

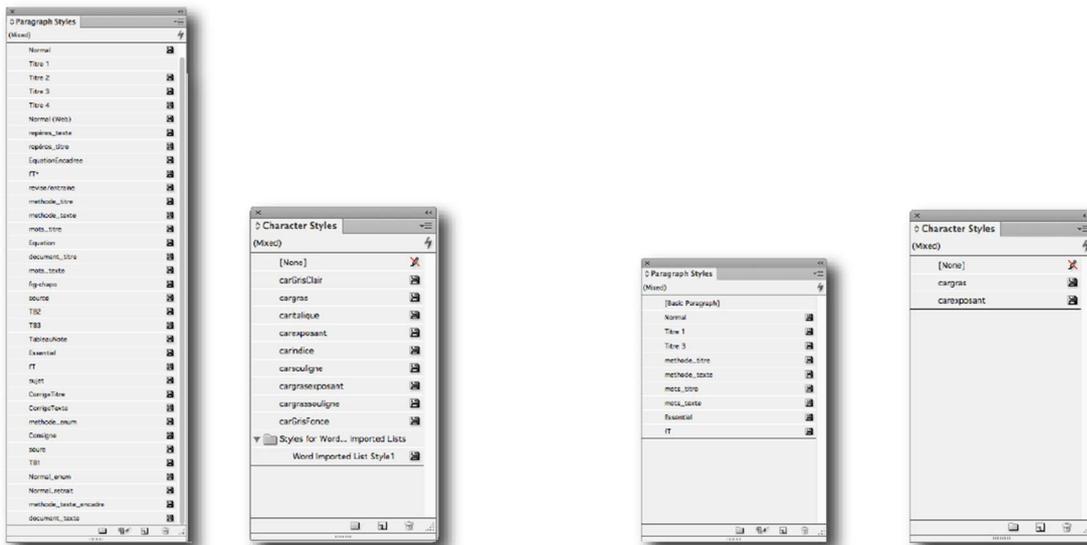
Consolidate formatting and delete unused styles

Optimize the stylesheet to ensure optimal manuscript readability for desktop publishers.



Delete unused styles

Deleting unused character and paragraph styles from the stylesheet ensures that only those styles that are used in a manuscript are imported into InDesign or other desktop publishing software. This simplifies manuscript interpretation and template creation during production.



Styles importés dans InDesign sans passage de l'articho

Styles importés dans InDesign après passage de l'articho

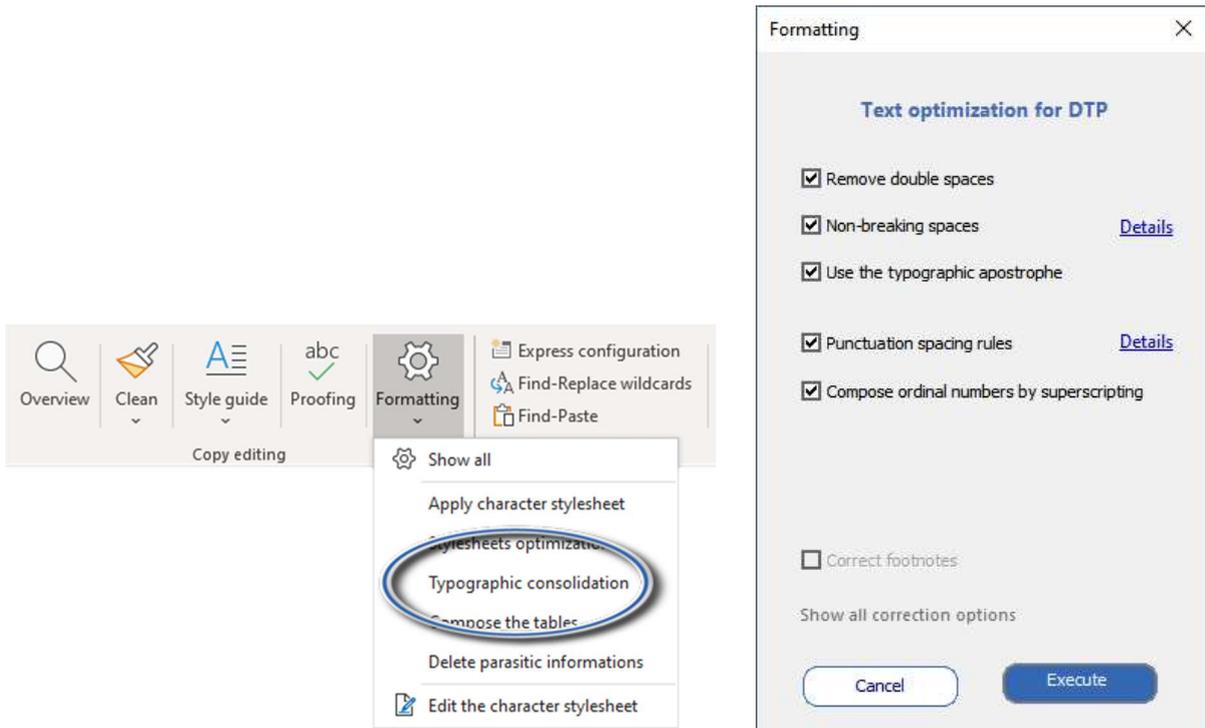
Consolidate character formatting

Articho allows you to format all text that is in the raised or lowered position as superscripted or subscripted text. Similarly, all fonts that are styled as Upper Case will be converted into true capitals. This consolidation of character formatting prevents the manuscript from losing typesetting information when importing it into a desktop publishing software.

Stylistic consolidation

Non-breaking spaces and essential style guide rules

Stylistic consolidation reduces errors and inconsistencies by ensuring that the text conforms to essential style guide rules – space rules for punctuation and number composition – and by placing non-breaking spaces to avoid inappropriate line breaks during typesetting.

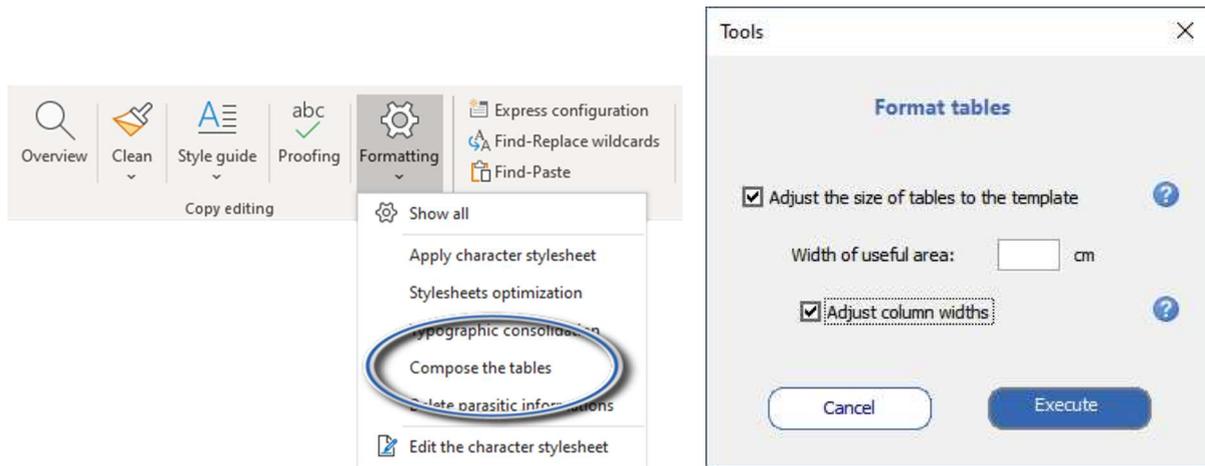


For more information, please see Appendix 1. Style Guide functions.

Automated table formatting

Saves time on layout

Well-formatted tables ensure reading comfort and legibility, and free the desktop publisher from this time-consuming task.

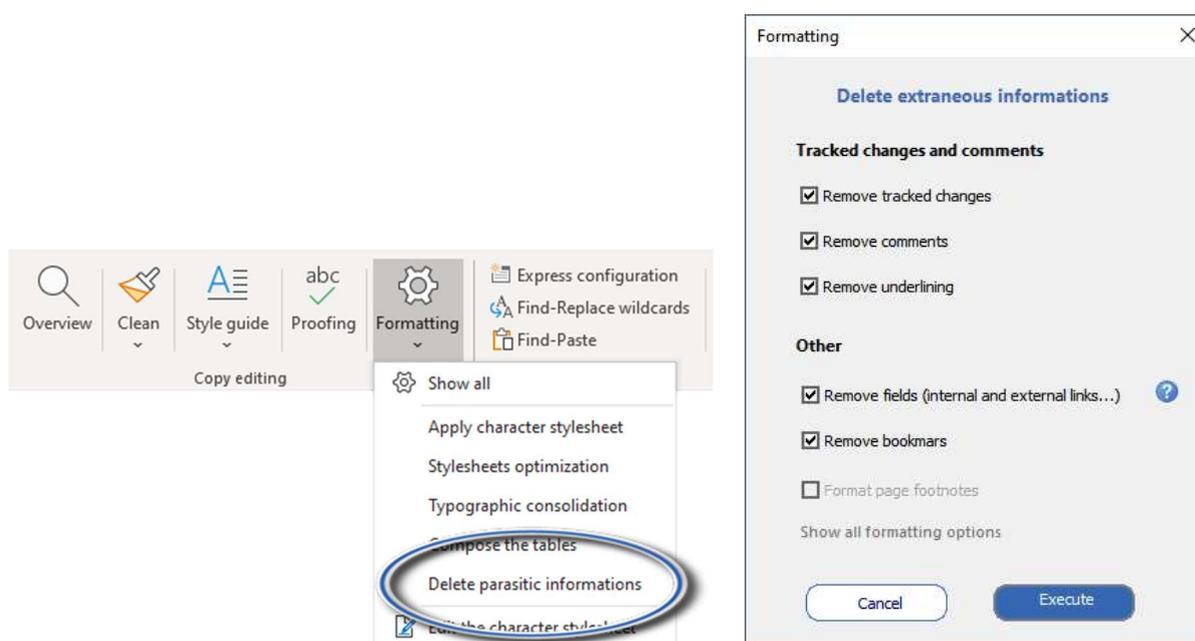


Specify the width of your choice in the layout template. All tables will be formatted to this width, and columns will be automatically balanced.

Delete extraneous information

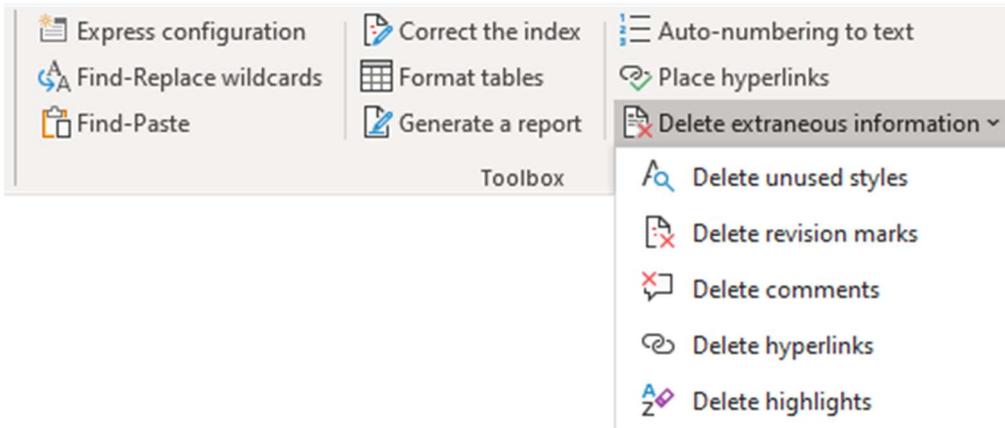
Preparing the manuscript for typesetting

Removing extraneous information from a manuscript helps to prevent misinterpretations of its content when importing the manuscript into InDesign or another desktop publishing software. This function also makes it possible to easily and quickly delete comments and track changes mark-ups from a manuscript before passing it to a collaborator.



Appendix 3

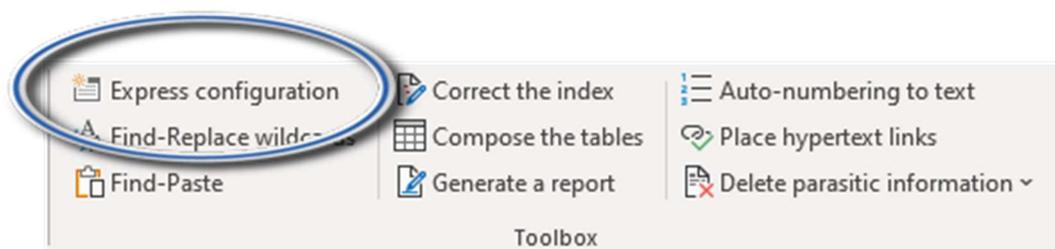
Toolbox



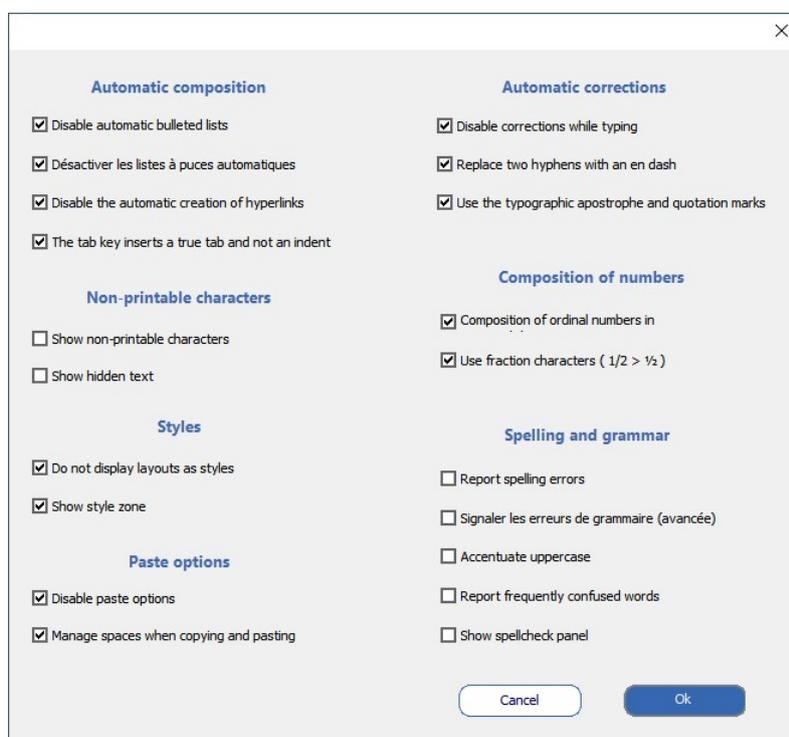
Express configuration	49
Find-replace wildcards	50
Find-paste	52
Correcting the index	53
Formatting tables	56
Generate a report.....	57
Auto-numbering to text.....	58
Place hyperlinks	59
Delete extraneous information.....	60

Express configuration

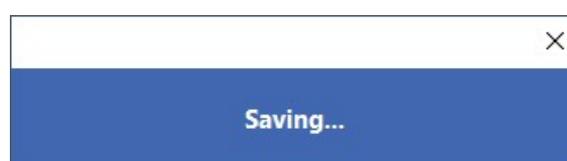
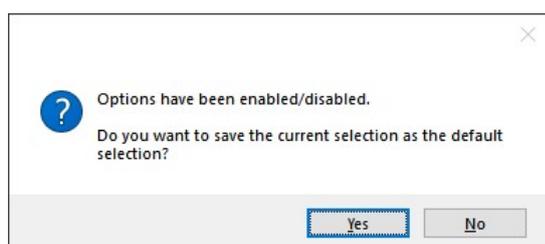
Optimize Word for copyediting



Express configuration brings together in a single window all the options needed to make Word behave in a way that is suitable for professional proofreading and copy preparation.

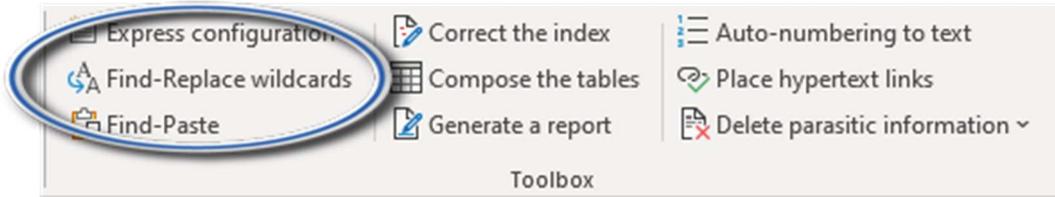


When you change the options in the window, you are prompted to save them as the default configuration.



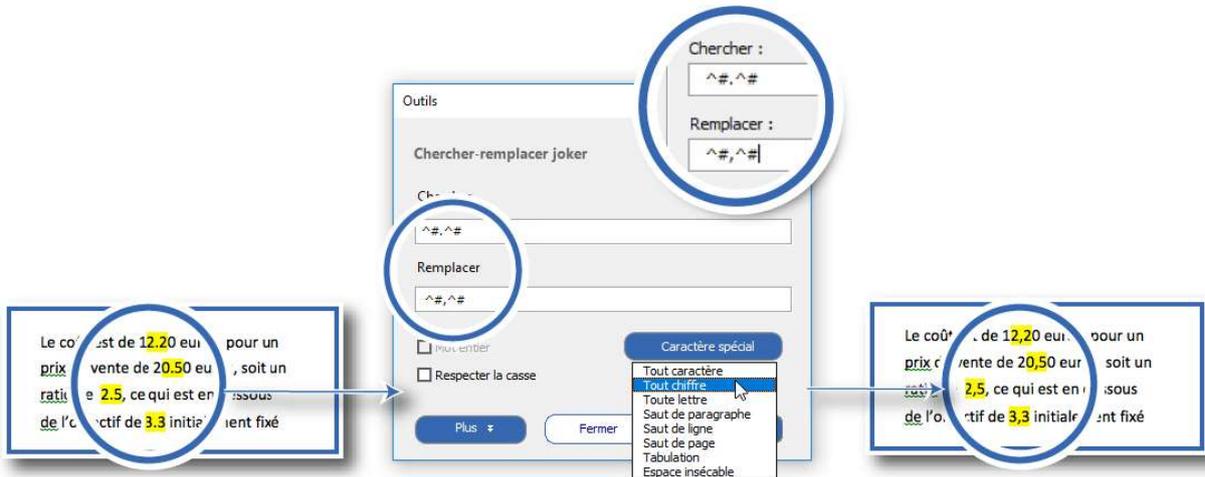
Find-replace wildcards

Extend the possibilities of Word's find and replace function

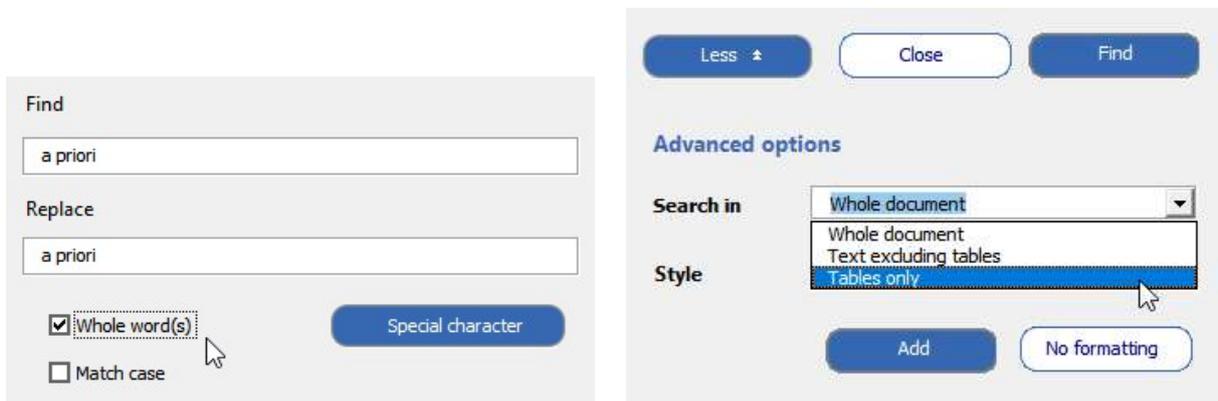


Articho's **Find-replace wildcards** function simplifies manuscript correction by providing the following possibilities:

- using wildcards as replacement text

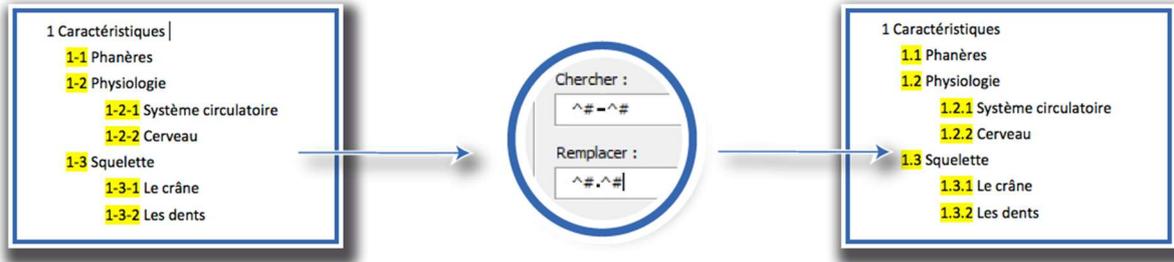


- using the Whole Word(s) option for expressions containing several words (e.g., a search of *a priori* will not stop on *a priority*)
- applying the find-replace search either only to text within tables or only to text not in tables



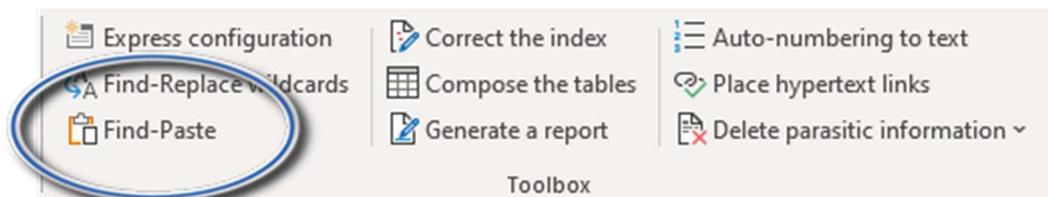
Annexe 3. Outils

As with the Word's Find and Replace function, you can limit corrections to a paragraph style.



Find-paste

Using the contents of the clipboard as replacement text



The **find-paste** function replaces text with the contents of the clipboard, thus allowing you to make replacements that contain any type of content (e.g., notes, tables, images) and character formatting (e.g., bold, italic, superscript). You can thus search for and replace “CO2” with “CO₂”.



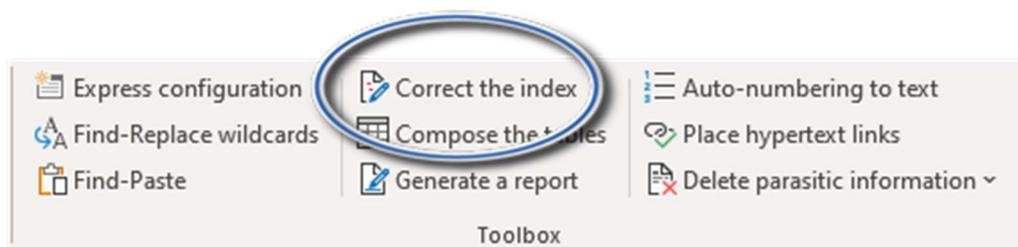
Le CO2 est utilisé par l'anabolisme [...]
 Le CO2 est libéré, à travers le [...] Le CO2
 [...] la production de CO2. [...]
 significatives de CO2 sont par ailleurs [...]



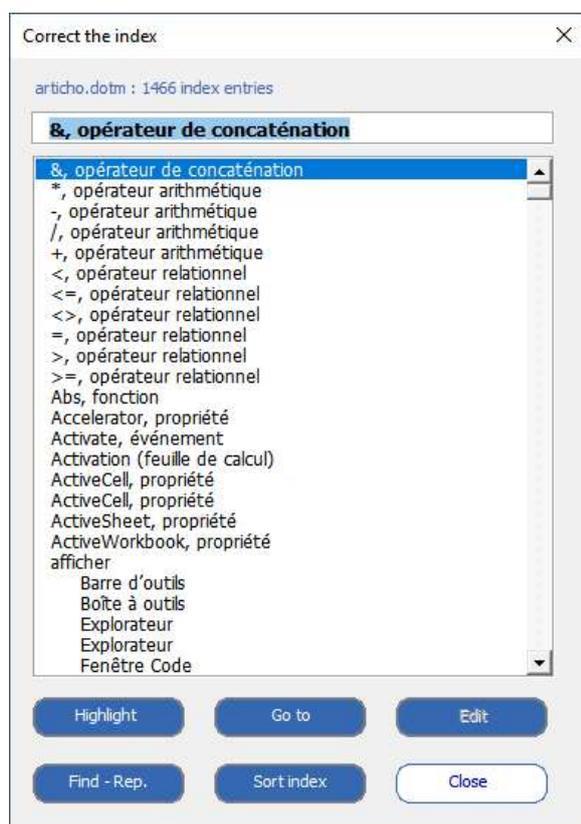
Le CO₂ est utilisé par l'anabolisme [...]
 Le CO₂ est libéré, à travers le [...] Le CO₂
 [...] la production de CO₂. [...]
 significatives de CO₂ sont par ailleurs [...]

Correcting the index

Correct index marks in WYSIWYG mode



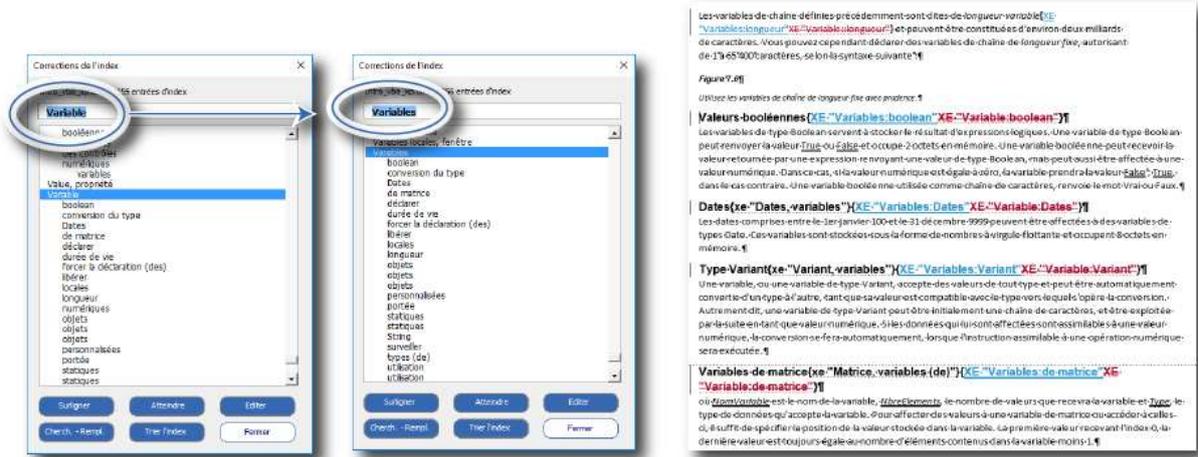
While the index generated by Word is independent of the index marks in the manuscript, Articho generates an index linked to the index marks distributed in the manuscript.



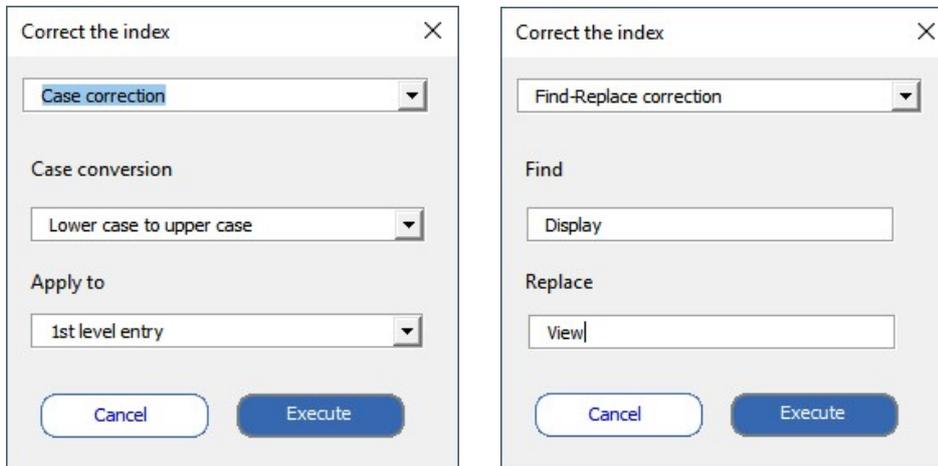
The corrections you make to the index generated by Articho are applied to the index marks of the manuscript. This way you can easily correct the index before layout. Moreover, you also cut down on the time needed for proofreading, and reduce the amount of changes that need to be applied by the typesetter.

When a correction affects several index marks (in the example below, the correction from “Variable” to “Variables”), all associated index marks are corrected simultaneously.

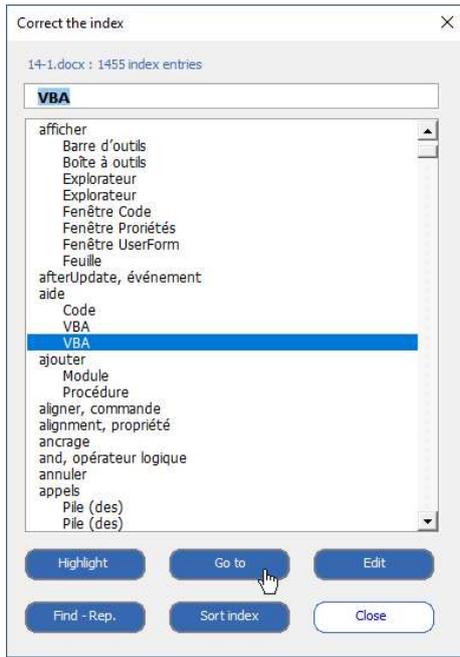
Annexe 3. Outils



You can also perform capitalization corrections (conversion from lower to uppercase and vice versa on the index levels you want) and execute find-replace operations on the index marks.



To view the index mark in context, use the **Go to** button.



Afficher, masquer et déplacer une barre d'outils {XE-"afficher:Barre-d'outils"}{XE-"barre-d'outils:Afficher/masquer"}¶

Cliquez-droit sur une barre d'outils ou encore sélectionnez-la à afficher (cochée) ou masquer (décochée).

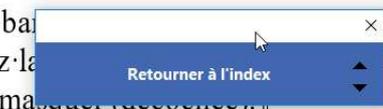
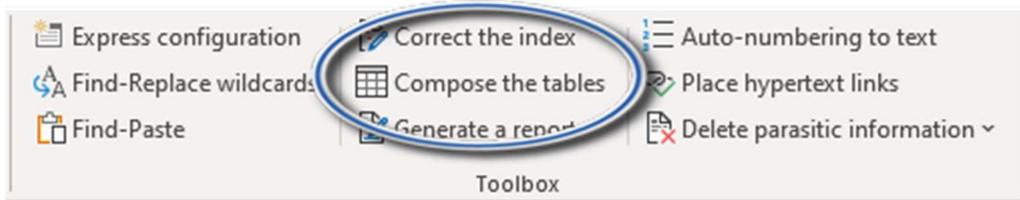


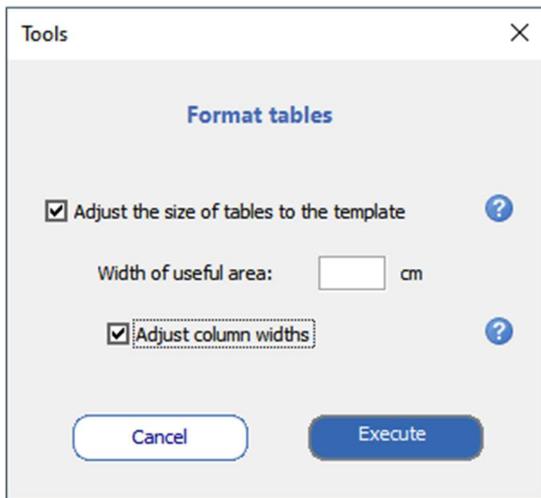
Figure 4-41 -- Le menu contextuel Barre d'outils. ¶

Formatting tables

Format tables according to the layout template



The automated formatting of tables ensures optimal reading comfort of the manuscript during correction and frees the typesetter from this time-consuming task. You choose the desired width according to the layout template and Articho formats all tables, balancing the column widths according to their content.



Les marques et modèles en France

Le coût d'un brevet est le même jusqu'à la 10^e revendication. Signalez qu'une réduction de 50 % sur les principales redevances de procédure est accordée aux personnes physiques; aux PME de moins de 1 000 salariés, dont le capital n'est pas détenu à plus de 25 % par une entité ne remplissant pas ces premières conditions; aux organismes à but non lucratif (OBNL) du secteur de l'enseignement ou de la recherche. Les PME et les OBNL doivent en faire la demande dans le délai du paiement de la redevance de dépôt (1 mois au maximum) en joignant une attestation d'appartenance à l'une de ces catégories.

Le tableau ci-après synthétise le coût d'une marque française (INPI, 2014).

Tableau 2: Le coût du dépôt d'une marque française (INPI, 2014)

Dépôt papier	225 €	Si vous désignez des produits et/ou services appartenant à une, deux ou trois classes
Dépôt électronique	200 €	
Classe supplémentaire	40 € pour chaque classe de produits et/ou services supplémentaire	
Paiement	Vous devez payer vos redevances le jour du dépôt. Attention: en cas de dépôt par télécopie, une redevance supplémentaire de 100 € devra être payée.	

Le tableau ci-après synthétise le coût d'un dessin et modèle en France (INPI, 2014).

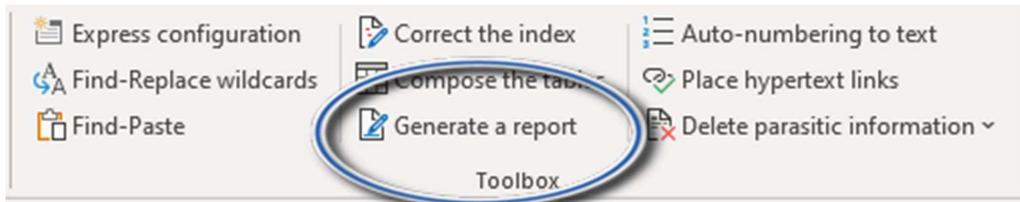
Tableau 3: Le coût d'un dessin ou modèle français

Dépôt	38 €	Ces redevances forfaitaires sont indépendantes du nombre de dessins ou modèles que vous protégez. Elles doivent être payées au moment du dépôt, que votre dépôt soit classique ou simplifié.
	50 € supplémentaires si vous souhaitez directement protéger vos dessins ou modèles pour une période de 10 ans.	
Reproductions	22 € par reproduction fournie en noir et blanc	Cette redevance doit être payée uniquement dans le cas d'un dépôt classique, que vous ayez demandé ou non un ajustement de publication. Vous pouvez la payer au moment du dépôt. En cas de dépôt simplifié, cette redevance doit être payée au moment de votre demande de publication.
	45 € par reproduction fournie en couleurs	

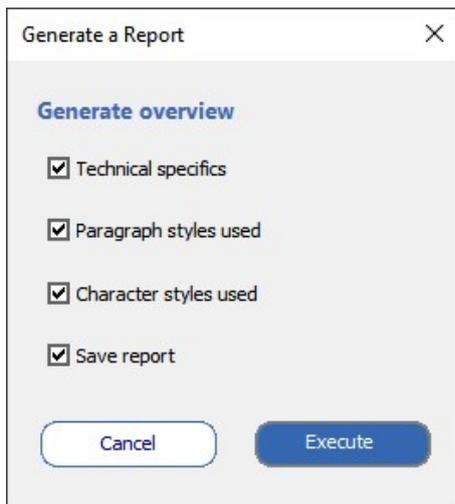
Attention: en cas de dépôt par télécopie, une redevance supplémentaire de 75 € devra être payée.

Generate a report

Technical analysis of the document



This function generates a detailed report of the technical specifics of the Word document. This enables you to communicate the contents of the Word document to others, for example, when transferring it to the typesetter.



ETAT DES LIEUX DE : XL VBA 2019.docx
_____STATISTIQUES_____

Nbre de signes (espaces compris) : 769311

_____SPECIFICITES TECHNIQUES / CONTENUS_____

Surlignages : Oui

Tableaux : 52

Entrées d'index : 1456

Champs (autres que liens, entrées d'index et renvois) : 8

_____STYLES DE PARAGRAPHES UTILISES_____

[No Paragraph Style]

Ancrage tableau (Ancrages)

ChapitreNumero (Corps)

ChapitreTitre (Corps)

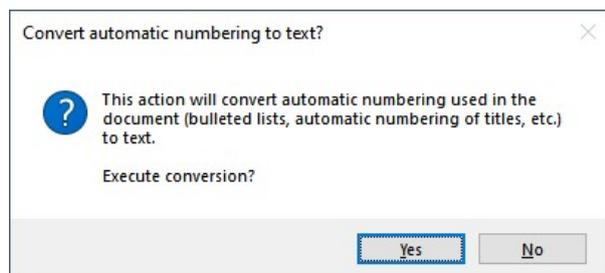
Code (Code)

Auto-numbering to text

Prevent numbering errors

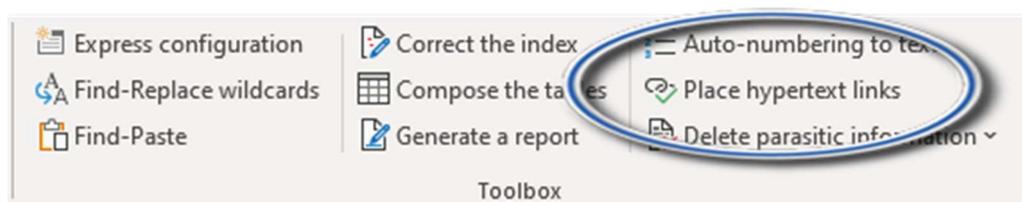


Converting Word's automatic numbering to text followed by tabbing prevents misinterpretation of the numbering when editing text or importing it into InDesign or other desktop publishing software.



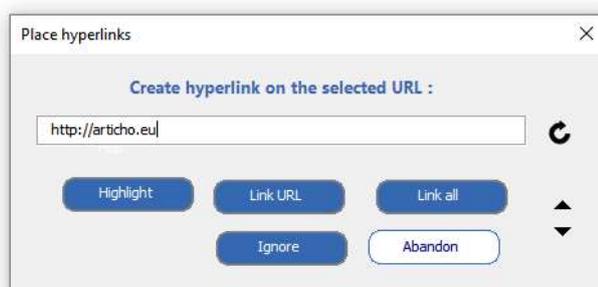
Place hyperlinks

Preparing manuscripts for digital publishing



The automated creation of hyperlinks is a valuable tool for the production of digital formats. This function automatically detects URLs and offers to place the appropriate hyperlinks.

Please consult our website articho.eu.



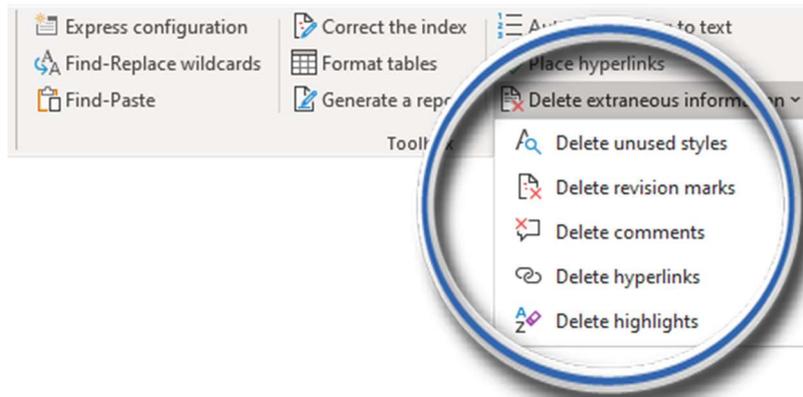
<https://en.wikipedia.org/wiki/Typography#Evolution>



If the publication is not intended to be distributed in digital form, remove all hyperlinks in the manuscript by going to **Toolbox**→*Delete extraneous information*→Delete hyperlinks.

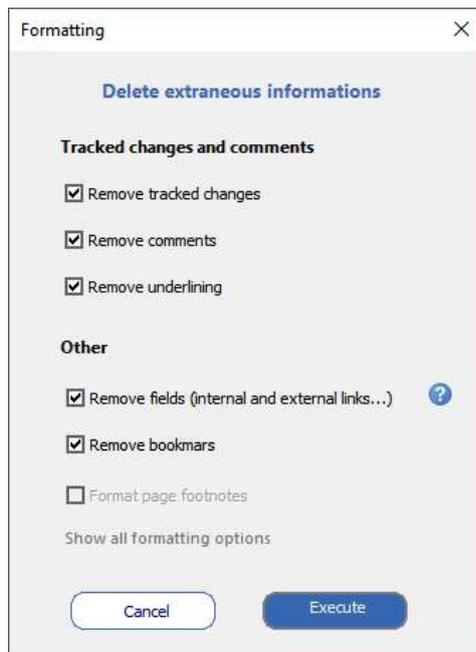
Delete extraneous information

Preparing the manuscript for production



Removing extraneous information from a manuscript helps to prevent misinterpretations of its content when importing the manuscript into InDesign or another desktop publishing software. This function also makes it possible to easily and quickly delete comments and track changes mark-ups from a manuscript before passing it to a collaborator.

To delete all extraneous information in one click, go to **Formatting** → *Delete extraneous information* and click on **Execute**.



A short history of Articho

Articho is a team with complementary skills who live in Paris, Marseille, Douarnenez, Brest, Rennes, London and New York. I designed Articho and developed it for VBA programming. Grégory Hatey is the webmaster of the Articho website. Clément Bascouard takes care of programming. Sandrine Henry is a proofreader and participated in adapting Articho to the stylistic rules in use in the UK. Laura Halegraves is the translator of the software into English. Rita Beck is the editor of the English version of the website and User Guide.

A long maturation process

The foundations of Articho were planted in 1996, when I started developing additional functions for Word. Head of the Proofreading Department at Pearson Education France, my objective was to **automate recurring and repetitive corrections** in order to cope with a large volume of publications within a small team.

Editorial coordinator from 1998, I continued to develop complementary functions for Word with the objective, this time, of **simplifying communication between editors and typesetters** by optimizing manuscripts for production.

Since 2005, I have been offering my services in editorial coordination, copyediting, and print and digital layout as a freelancer. With the arrival of digital publishing, formatting has become a key issue in manuscript preparation for controlling production deadlines and costs. As a result, I started to develop formatting functions adapted to the needs of multimedia publishing and to the evolution of desktop publishing software.

In 2015, I decided to share the tools I had been thinking about and developing for my own needs. Thus, Articho was launched.

My friends and I, we cultivate Articho with passion and are happy to share with you its bountiful harvest.

Artichotly

Mikaël Bidault