



WESTERN AUSTRALIAN EXPLORATION

**Guidelines to
Check
for
Proscribed Words
using the
WAEDP Dictionary**

Version

This version is dated:

1 March 2015

and supersedes all previous versions.

Please overwrite previous versions on your hard drive with this version. You will be emailed when this document is updated, however, as a precaution you should visit the WAEDP website to download the latest version before commencing any new work.



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Contents

Introduction	2
Instructions for Mac and PC	3
Preparation	3
Instructions for Mac	4
Locating the Proscribed Words	4
Removing the Proscribed Words	4
Instructions for PC	5
Locating the Proscribed Words	5
Removing the Proscribed Words	5

Introduction

This Guideline explains how to check that the text of contemporary writing is in accordance with the *WAEDP Dictionary* or, more particularly, that it does not contain any words that are proscribed in the Dictionary.

To do this manually would be tedious and time consuming with no guarantee that every instance of every proscribed word would be located. This automated process is fast and simple to perform.

This is an adaptation of the process generally used to index documents using a Concordance File. It will identify 'offending' words in red.

This process is only required for contemporary writing (Foreword, Preface, Introduction, Synopses, Footnotes, List of References Cited, Biographical Information, Appendixes, and Indexes) and not for historical text.

Note that this process searches the entire document, including Footnotes.

Instructions for Mac and PC

Preparation

1. Access the Admin area of the WAEDP website, locate the document 'ProscribedWords.doc', ascertain it is the latest version, and download it. This is a list of approximately 450 words in the WAEDP Dictionary that have been determined as 'proscribed words' (stripped of the definitions, explanations, and comments). You do not need to update or amended this file. It is 'ready to go'. Note that there is only one ProscribedWords.doc document.
2. Save it in your Editing folder (or some other meaningful location).
3. Open the document that you wish to check for Proscribed Words (for this exercise the name 'NewVolume.doc' will be used)
4. Copy NewVolume.doc and name it NewVolumeCopy.doc. It is recommended that you save it in a different location from where NewVolume.doc is stored to avoid possible confusion. Always work on a copy, never the original. If for some reason you need to repeat this procedure use another copy of the original - not the first copy, nor the original.

Instructions for Mac

Locating the Proscribed Words

1. Go to the end of NewVolumeCopy.doc.
2. Place cursor at end of document – after the last full stop on the last page.
3. Go to Insert on the Menu Bar and from the drop down menu select Indexes and Tables.
4. In the Dialog Box that opens select Index from the choices across the top, then select the Auto Mark button.
5. In the Dialog Box that opens (a listing of your Folders and Documents) locate, highlight and open ProscribedWords.doc. (it should be in your Editing folder).

Removing the Proscribed Words

6. Word will 'index' and highlight in red all words in NewVolumeCopy.doc that match words in the Concordance File (ProscribedWords.doc). Be aware that this process is performed quickly. So quickly in fact that you may not realise that it has been completed.
7. Go to the beginning of NewVolumeCopy.doc and scroll through your document. You will see the proscribed words highlighted in red.

To explain this further see the sample text below. It contains multiple 'proscribed words'.

At about 11.00 am the party found themselves amongst a grove of approx forty hectares where they selected a campsite.

Once this sentence is processed by the ProscribedWords.doc concordance file the 'offending' words will be displayed as nonprinting characters, thus:

At about{ XE "At about" } 11.00 am{ XE "am" } the party found themselves amongst{ XE "amongst" } a grove of approx{ XE "approx" } forty hectares where they selected a campsite{ XE "campsite" }.

8. Replace the words highlighted in red in NewVolumeCopy.doc. Refer to the WAEDP Dictionary to determine the correct word to be used.
9. Save NewVolumeCopy.doc

Instructions for PC

Locating the Proscribed Words

1. Go to the end of NewVolumeCopy.doc.
2. Place cursor at end of document – after the last full stop on the last page.
3. Go to Insert on the Menu Bar and from the drop down menu select Indexes and Tables.
4. In the Dialog Box that opens select Index from the choices across the top, then select the Auto Mark button.
5. In the Dialog Box that opens (a listing of your Folders and Documents) locate, highlight and open ProscribedWords.doc. (it should be in your Editing folder).

Removing the Proscribed Words

6. Word will 'index' and highlight in red all words in NewVolumeCopy.doc that match words in the Concordance File (ProscribedWords.doc). Be aware that this process is performed quickly. So quickly in fact that you may not realise that it has been completed.
7. Go to the beginning of NewVolumeCopy.doc and scroll through your document. You will see the proscribed words highlighted in red.

To explain this further see the sample text below. It contains multiple 'proscribed words'.

At about 11.00 am the party found themselves amongst a grove of approx forty hectares where they selected a campsite.

Once this sentence is processed by the ProscribedWords.doc concordance file the following will be displayed:

At about 11.00 am the party found themselves amongst a grove of approx forty hectares where they selected a campsite.

8. Replace the words highlighted in red in NewVolumeCopy.doc. Refer to the WAEDP Dictionary to determine the correct word to be used.
9. Save NewVolumeCopy.doc