



Chartered
Institute of
Editing and
Proofreading

CIEP conference 2020



Tuesday 3 November

14.00–14.50

Macros for beginners

Karen Cox

You can't be a proofreader or editor for long before you come across people talking about macros; are they magical tools that will miraculously increase your hourly rate or are they scary, technical mumbo jumbo and best avoided?

This session aims to answer these questions, and to give you the courage to get started (or restarted) on making macros work for you.

The session is for:

- everyone who doesn't already use macros, or doesn't use them very much
- both editors and proofreaders, working with Word or PDFs.

You will learn what a macro is, what macros can do for you, gain an overview of the different types and examples of each and watch a demonstration of macros in action. You will see how to load your first macros onto your computer and run them.

By the end of the session, you should have the confidence to take your next step, whether that is installing and running your first ever macro, starting to use macros you have already downloaded, or increasing the range of macros that you use.

Karen works as a freelance copyeditor and proofreader and is a Professional Member of the CIEP. She specialises in academic non-fiction, general non-fiction and children's fiction. Although she has lived in Cardiff for two thirds of her life, she is still proud of being born and bred in West Yorkshire.

After studying music at university, Karen worked as a computer programmer for six years before having children, and then switched to music teaching (mainly piano and theory of music, with some classroom teaching). She eventually fancied a change and trained as a proofreader and copyeditor, and particularly enjoys the supportive environment of the CIEP forums. She is delighted that she can draw upon her experience in computing, teaching and editing to present her conference session on macros.

