

MCINTOSHFORMS™

User instructions

About MCINTOSHFORMS™ Pedagogical Editing Solutions

MCINTOSHFORMS™ Pedagogical Editing Solutions are **educational** and **grammatical modules** that can help you perform grammatical editing by identifying and/or addressing errors, irregularities or ambiguities in manuscripts.

About MCINTOSHFORMS™

MCINTOSHFORMS™ are an **educational** and **grammatical method** that uses **customized search parameters** that include regular expressions (regexes) to edit manuscripts.

Using the Advanced Find tool in a Microsoft (MS) Word document, MCINTOSHFORMS™ construct search parameters that involve **regular expressions** (regexes), **grammatical forms** (whole words or linguistic units, such as morphemes, etc.) and **orthographic items** (hyphenation that forms compound words, and punctuation that divide text into sentences, clauses, etc.). A parameter may be used to isolate **morphological structures** (i.e., participles, gerunds, infinitives, etc.), **syntactic structures** (i.e., prepositional phrases) or **orthographic structures** (i.e., question marks in question tags, or quotation marks in direct speech).

Distinguishing the search parameters

A combination of regexes, grammatical forms and orthographic structures may be used to customize a search parameter. In such cases, the search parameter is identified as **regex**. Conversely, a search parameter may use only grammatical forms or orthography, in which case the search-parameter *type* property is identified as **morphological/text**.

A distinguishing element of a regex search is that you must select *Use wildcards* under Search Options of the Find and Replace window in MS Word to execute a search.

Function and purpose of MCINTOSHFORMS™

As a **method**, MCINTOSHFORMS™ address various English language subject matters to achieve grammatical editing of manuscripts. The method builds a grammatical **case** and presents examples to support it. Thus, MCINTOSHFORMS™ are intended to be an *educational component* of **grammatical editing for manuscripts**. As part of this component, some or all of the following *areas* of grammar will be discussed: **grammatical constituents**, **grammatical form and grammatical function**, and **grammatical rules**.

Finally, MCINTOSHFORMS™ provide **instructions** to enable the user to perform a particular grammatical search of a manuscript.

Once executed, the result of a search is highlighted for the user to identify and/or address any errors, irregularities or ambiguities in the text. A grammatical search is defined by a

search parameter that utilizes **grammatical form, morphological structure, syntactic structure** or **orthographic structure**.

Each subject matter and case(s) is composed of the following sections:

MS Word instructions

These are a set of step-by-step instructions about how to perform a customized search

Search parameter properties

This section defines whether the search is **morphological/text** or **regex** and provides the item(s) to use to define the search.

Search parameter and legends

This includes the specific **characters** of the search property for the user to execute the search with the guidance of legends.

Frequently used terms and their equivalent meanings

- Grammatical form: parts of speech (“what a word, phrase, or clause looks like”)
- Grammatical function: role (“what a word, phrase, or clause does”)
- Syntactic function: grammatical relationship (the position/arrangement of the words)
- Syntactic role: grammatical relation

Important notice about the use of regexes for wildcards searches

First, always save your MS Word document before you perform a wildcards search. In the Find and Replace dialog that appears after you click the Advanced Find button, you may click the Reading Highlight button and then click Highlight All after entering your criterion in the *Find what* field. However, some regular regexes may cause the application to not respond. If this happens, reopen the document and use the Find Next button to move through the document.

The MCINTOSHFORMS™

MS Word-user instructions

1. Select the Advanced Find tool to open the Find and Replace dialog.
2. If the search-parameter property type is morphological/text, skip this step. Otherwise, expand the Move>> button to show the Search Options and select Use wildcards.
3. Copy the **search parameter** provided below and paste it into the *Find what* field.
4. Observe any **placeholder square brackets with the word *item* ([ITEM])** within the search parameter and take the necessary steps to modify the parameter according to the **legend** mentioned under the *Use of MCINTOSHFORMS™* sections above.
5. Click the Find Next button to move through (select) each highlighted constituent. Alternatively, instead of clicking the results individually, you may just want to highlight all of them at once (perhaps to get an idea of the quantity). To do so while you are still in the Find and Replace dialog, click the Reading Highlight button and then select Highlight All.

Search parameter properties

Type: []

Item: []

Search parameter and legends

- Placeholder **square brackets with the word *item* ([ITEM])** indicate a **parameter item** with which to overwrite the placeholder, including the square brackets themselves.
- Placeholder items in **parentheses ()** indicate where a linguistic unit, i.e., a morpheme or word, is optional.
- Placeholder **underscore (_)** indicates where a typographical space is obligatory.