

# ClearWriter



## WRITING IMPROVEMENT PRODUCTS

## CLEAREDITS CLEAN UP USER GUIDE

### **Instructor-led workshops**

### **Web-based courses**

### **ClearEdits software**

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[www.clearwriter.com](http://www.clearwriter.com)

ClearEdits® Clean Up™ is a utility that lets writers work with documents containing ClearEdits' writing improvement advice that they received from coworkers, colleagues, professors, and others. With ClearEdits Clean Up, writers can review, act on, and then remove ClearEdits' suggestions, without a license to use ClearEdits. ClearEdits Clean Up is available as a free download from <http://www.clearwriter.com>.

ClearEdits®—a software tool that works with Microsoft® Word and Outlook®—applies powerful editing techniques to a document, suggesting improvements in clarity and readability in a fraction of the time it takes to edit without assistance. ClearEdits' intuitive interface allows writers to move quickly from suggestion to suggestion—on word choice, sentence length, and more. Far more than a grammar checker, ClearEdits enables writers at all levels to increase the clarity and impact of their communications with a click of the mouse.

And writers can configure ClearEdits to catch the problems that plague their writing most, to get highly relevant feedback. Based on time-tested techniques for improving business and professional writing, ClearEdits helps writers learn while they work.

ClearEdits is part of the ClearWriter® suite of writing improvement products. ClearWriter includes instructor-led workshops, web-based courses, and editing software.

Visit [www.clearwriter.com](http://www.clearwriter.com) to learn more about ClearWriter.

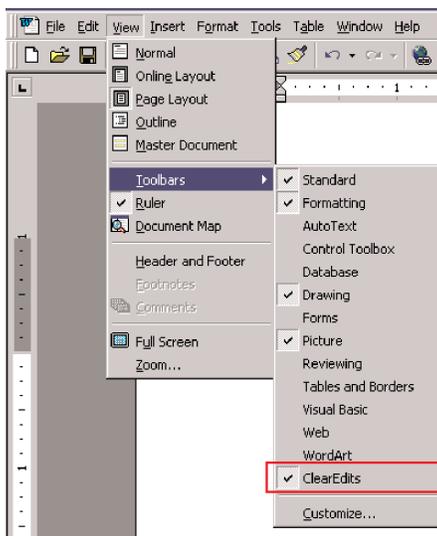
This document has four sections:

- Using ClearEdits Clean Up
- Tips for using ClearEdits Clean Up
- Note on ClearEdits editing categories
- Terms of use

## **USING CLEAREDITS CLEAN UP**

When you install ClearEdits Clean Up, two buttons—"Clean Up" and "Display PDF Manual"—will be placed on your Word toolbar in Word 2003 and older.





If this toolbar does not appear, you can select it by going to “View” and then “Toolbars,” and then checking ClearEdits. In Word 2007, the buttons will appear on the “Add-ins” tab.

### Reviewing ClearEdits’ suggestions

For Word 2002 and newer the comments should appear on the margins of your pages. For Word 2000 and older, comments will appear when you move your mouse pointer over the highlighted text. You work directly in the document to quickly assess whether to accept each suggestion.

Consider ClearEdits’ suggestions carefully—depending on how you have used a word, not all suggestions will be appropriate in all circumstances. As you edit your document following ClearEdits’ writing improvement tips, don’t worry if your new text is in color or has an outline—that will disappear when you run “Clean Up.”

### Clean Up

After you have reviewed ClearEdits’ suggestions you can remove all the editing marks by selecting “Clean Up.” This will not undo the changes you have made to your document; it removes only the boxes, colors, comments, and highlighting.

### ClearEdits Clean Up User Guide

If you have questions while using ClearEdits Clean Up, click on the “Display PDF Manual” link on the Clean Up toolbar to view this ClearEdits Clean Up User Guide.

## TIPS FOR USING CLEAREDITS CLEAN UP

You must enable “screen tips” and “animated text” in Microsoft® Word for ClearEdits’ suggestions to display in your document. For Word 2003 and older, go to the “Tools” menu, then select “Options,” then select the “View” tab. Ensure these options are turned on under the “Show” category. In Word 2007, click the Microsoft Office button. Select the tab for “Popular.” Under “Screen-Tip” style, choose “Show feature descriptions in “Screen-Tips.” Now select the tab for “Advanced.” Under the “Show document content” heading, ensure that “Show animated text” is checked.

For Word 2003 or newer, set Word to use balloons in Print and Web layout. For Word 2002 and 2003, select “use balloons” under “Tools,” “Options,” “Track Changes” tab. If you see balloons related to formatting after you run ClearEdits (a balloon indicating the font color, for example), you can turn them off. Go to the “View” menu, then select “Toolbars,” then select “Reviewing” to activate the toolbar. Then on the toolbar deselect “Formatting” from the drop-down menu for “Show.” For Word 2007, under the “Review” tab, select “Balloons.” Make sure that either “Show Revisions in Balloons” or “Show Only Comments and Formatting in Balloons” is checked.

For Word 2000 and older, ClearEdits’ suggestions will be in a comment balloon that is displayed when you move your mouse pointer over a highlighted word or phrase. For Word 2002 or newer, ClearEdits’ comments will appear in balloons in the margin of your page if you are in Print Layout

view (select this option from “View”).

For additional support and troubleshooting, or to purchase a copy of ClearEdits 3.1, visit our web site at [www.clearwriter.com](http://www.clearwriter.com).

## NOTE ON CLEAREDITS EDITING CATEGORIES

ClearEdits flags suggestions in a number of editing categories (selected by the writer). The text that follows describes the possible editing categories.

### Standard Edits: Core Edits

**Unnecessary words (to cut).** Unnecessary words draw a reader’s attention from the important words and ideas.

Examples:      actually, basically, namely, mainly

**Dubious words (to change).** Dubious (abstract) words or phrases are less effective than words or phrases that are more concrete, more familiar, or more conventional.

Examples:      latter → last, second  
                    ergo → so, thus, therefore

**Overweight words (to lighten).** Overweight words obscure. Lightening the text can give prominence to important words and ideas.

Examples:      are capable of → can  
                    for the purpose of → for, to

**Weak verbs (to strengthen).** Weak verbs—idle, common verbs such as “do,” “have,” “make,” “provide,” and “serve”—often supplant a working verb, which becomes a noun. ClearEdits suggests transforming that noun or another word later in the sentence into a stronger verb.

Examples:      do a study of → study  
                    make changes in → change

**“-ion” words (to switch to verbs or concrete nouns).** Words ending in “-ion” often mark phrases that have manipulated a simple verb into a cumbersome noun construction. For example, ClearEdits suggests changing “The repetition of a word increases its power in the sentence” to “Repeating a word increases its power in the sentence.”

### Standard Edits: More Edits

**Compare seeming synonyms.** Seeming synonyms are often-misused words. ClearEdits helps you select the right word for your intended meaning.

Examples:      comprise vs. include  
                    which vs. that

**Flag too many “Ands.”** Sentences with many “Ands” might be too long or too complicated. ClearEdits inserts a comment at the end of sentences that deserve a second look.

## Vector Edits

Vector Edits direct you to words and suffixes that signal some of the most common changes to consider in your writing. They point you to “and,” “-ed,” “of,” “which,” and “-ion.” When combined with the Standard Edits, Vector Edits suggest nearly 90% of the changes that experienced editors make in a first editorial pass, before getting down to the substance.

### Search for “AND”

#### Leave as is or consider one of the following

- **Trim a word or phrase**

From: first **and** foremost

To: first

- **Break a long sentence in two**

From: The speaker, though paid \$15,000 to attend the conference, probably felt that the egg on his face was not worth it, **and he** must still be wondering how a person once all-powerful could have been subjected to such ignominy.

To: The speaker, though paid \$15,000 to attend the conference, probably felt that the egg on his face was not worth it. **He** must still be wondering how a person once all-powerful could have been subjected to such ignominy.

- **Make phrases parallel**

From: Aides on Capitol Hill talk about running the country **and** the manipulation of constituents.

To: Aides on Capitol Hill talk about **running the country** and **manipulating constituents**.

- **Arrange series from short to long**

From: Pieces of eight, Venetian ducats, **and** doubloons poured onto the floor.

To: **Doubloons, Venetian ducats,** and **pieces of eight** poured onto the floor.

- **Convert what follows one verb to a leading part**

From: She **is** pragmatic and determined **and has** plenty of experience helping run opera houses in Britain and France.

To: **Pragmatic and determined, she has** plenty of experience helping run opera houses in Britain and France.

- **Convert one clause to a leading part**

From: **Americans are struck by** an annual outbreak of filial sentiment on Mother’s Day, **and they make** more long-distance calls on Mother’s Day than on any other day of the year.

To: **Struck by an annual outbreak of filial sentiment, Americans make** more long-distance calls on Mother’s Day than on any other day of the year.

### Search for “-ED”

#### Leave as is or consider one of the following

- **Trim fat**

From: People **who are located** in towns Or: people **located** in towns

To: People in towns

- **Simplify an adjective**

From: centralized**ed** control

To: central control

- **Switch to a comparative adjective**

From: increased **ed** effort

To: **more** effort

- **Switch from participle to verb**

From: is engaged **ed** in

To: **engages** in

- **Switch from passive voice to active**

From: That book was published **ed by** Knopf.

To: **Knopf published** that book.

- **Switch from passive voice to leading (-ing) form**

From: The election of new civilian governments at municipal, state, and national levels was capped **ed** by the election of Olusegun Obasanjo as president.

To: **Capping** the election of new civilian governments at municipal, state, and national levels was the election of Olusegun Obasanjo as president.

### Search for “OF”

#### Leave as is or consider one of the following

- **Switch to a possessive**

From: the contents **of the book**

To: **the book’s** contents

- **Delete it, possibly THE as well**

From: some **of the** countries

To: some countries

- **Switch abstract noun to verb form**

From: **the** production **of** steel

To: producing steel

- **Superfluous nouns**

From: **The purpose of** this report is to review

To: This report reviews

### Search for “WHICH”

#### Leave as is or consider one of the following

- **Switch to THAT for a defining clause**

From: The software **which** the company just released is likely to be a big improvement.

To: The software **that** the company just released is likely to be a big improvement.

- **Punctuate the WHICH clause (if it’s adding information about the noun but not defining it)**

From: The new software **which** the company has been developing since 1999 is now available.

To: The new software, **which** the company has been developing since 1999, is now available.

- **Delete WHICH and the verb**

From: A good solution, **which is** known as ellipsis, is to delete the which and the auxiliary verb—**which is** a solution that works best with is and are.

To: A good solution, **known as ellipsis**, is to delete the which and the auxiliary verb—a solution that works best with is and are.

- **Pull the WHICH clause to the front of the sentence (without WHICH and its verb)**

From: The software, **which was just released**, is likely to be a big improvement.

To: **Just released**, the software is likely to be a big improvement.

- **Delete the WHICH clause (if it adds little)**

From: The main problem, **which** remarkably few writers are aware of, is failing to set off a dispensable clause by punctuation.

To: The main problem is failing to set off a dispensable clause by punctuation.

- **Simplify a heavy construction**

From: the manner **in which**

To: the way that

- **Switch a sentence-opening WHICH to THAT**

From: **Which** is why some commentators have come down hard on lax corporate governments.

To: **That** is why some commentators have come down hard on lax corporate governments.

### Search for “-ION”

#### Leave as is or consider one of the following

- **Switch from Latinate abstraction to Anglo-Saxon equivalent**

From: nictitation

To: wink

- **Switch to an -ING word, dropping THE and OF**

From: The collection of

To: collecting

- **Switch from a weak verb and abstract noun to a stronger verb**

From: serves to make reductions

To: reduces

### My Edits

Writers (or organizations) can add entries from their personal or corporate style guides and customize ClearEdits to suit their needs. And they can preface My Edits with a word or phrase for easy identification (for example, “Bruce’s rules”).

**For further support, please contact us at [support@clearwriter.com](mailto:support@clearwriter.com).**

## TERMS OF USE

ClearEdits® Clean Up™

### Definitions

ClearWriter® is a family of writing improvement products that includes an online course library, instructor-led workshops, and ClearEdits editing software. ClearWriter products were created and are wholly owned by Communications Development Incorporated.

“ClearEdits” is software that applies powerful editing techniques to electronic documents and scores writing on clarity and conciseness. ClearEdits works with Microsoft® Word and Outlook®. “ClearEdits Clean Up” is software that removes ClearEdits’ suggestions from a document even if the computer does not have ClearEdits installed. “User” means each person who uses ClearEdits Clean Up.

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