

SESSION | formation continue

Automate Your Editing

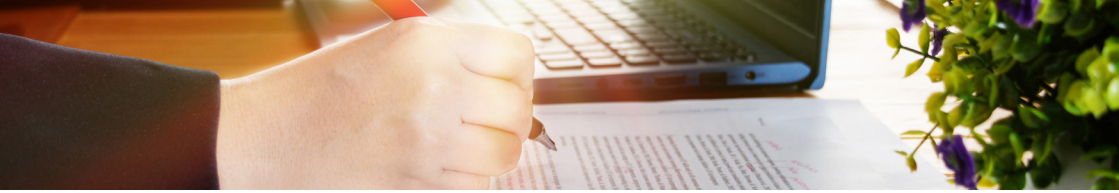
Monday, 5 June 2023



FACULTY OF TRANSLATION AND INTERPRETING | FTI



UNIVERSITÉ
DE GENÈVE



Introduction

You glance through the document. It's a hundred pages long and your Swiss colleague has put apostrophes instead of commas (e.g. CHF 100'000); an American colleague has ignored the house style and formatted all of the dates as MM/DD/YYYY; the French author has put superscript numbers before the comma instead of afterwards (i.e. like they do in French¹, rather than like we do in English¹). Your head droops. There are *hundreds* of these things to fix.

If you're the kind of person who groans – and then makes all those changes manually – this workshop is for you. It's time to automate your editing. This workshop will show you how.

Objectives

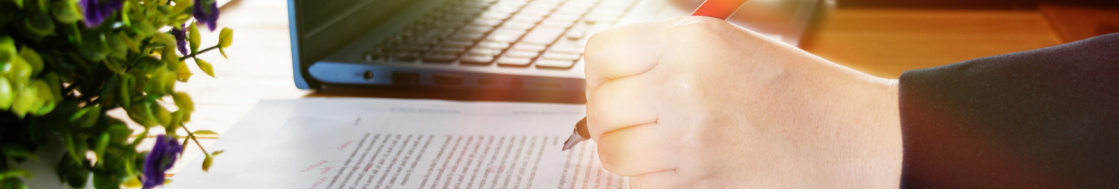
The workshop will help you to automate certain editing tasks to save time on big documents.

Structure

The workshop will comprise presentations and practical exercises. Handouts will be provided for you to learn more at your own pace after the workshop is over.

Public

The workshop is aimed at editors who have little or no knowledge of how to use advanced find and replace, wildcards, macros and hotkeys in Microsoft Word.



Direction

- **Prof. Susan Pickford**, head of the English Unit, Faculty of Translation and Interpreting, University of Geneva

Coordination

- **Véronique Sauron**, Continuing Education Programme Coordinator, FTI

Speaker

- **Stuart Coe**, editor and translator at the International Committee of the Red Cross, Geneva

Content

The workshop is an introduction to:

- Advanced find and replace in Microsoft Word
- Wildcards
- Macros
- Hotkeys

Technical Requirements

Participants should have a very good command of English and must use a PC. This workshop is not suitable for Macs. The workshop may be difficult to follow on a small laptop screen.

Schedule

Monday, 5 June 2023, from 4:00pm to 5:30pm (Central European Time).

Practical Information

Registration

Please send the registration form before **31 May 2023** to:

Véronique Sauron

Université de Genève

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www.unige.ch/formcont/en/courses/automate-editing

Tuition Fees

CHF 150 to be paid upon receipt of the letter confirming your registration.

Location

The workshop will be given online via Zoom.

For Further Information

FTI – Université de Genève

40 bd du Pont-d'Arve – 1211 Genève 4

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