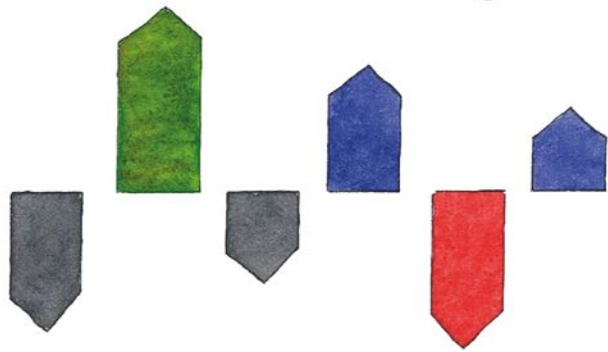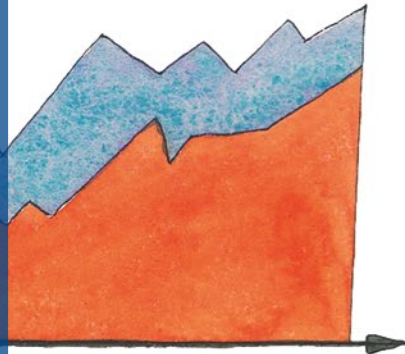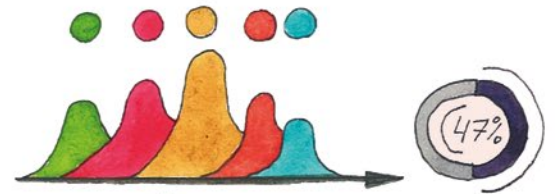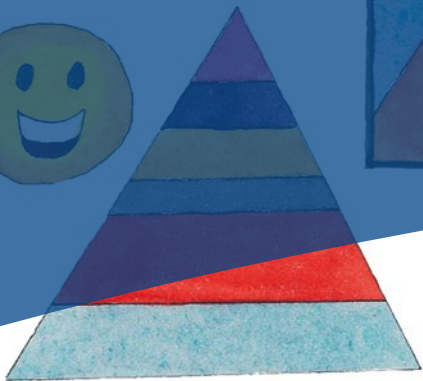# Communicator

The Institute of Scientific and Technical Communicators
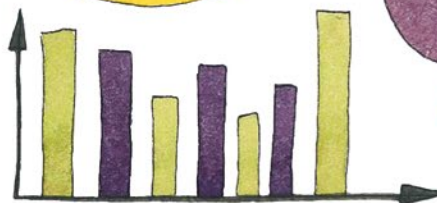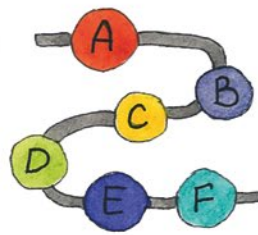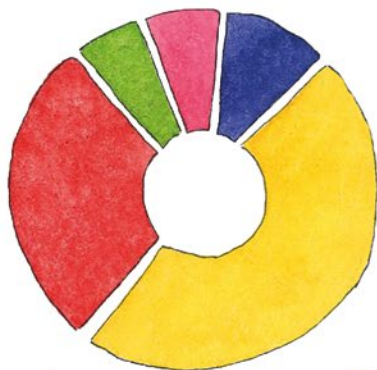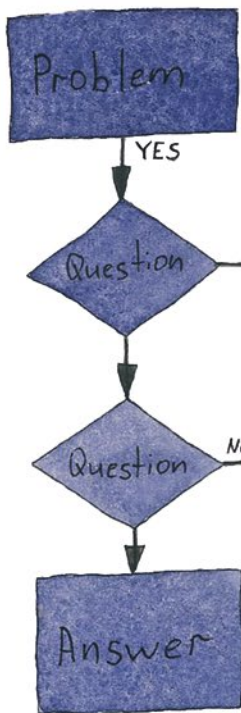
Winter 2021

Communicating visually

- The appeal of infographics
- Can you communicate music?
- The enduring power of legible typography
- UKTC Awards

The Chicago Manual of Style for PerfectIt

Reviewed by Warren Singer.

Rating: ★ ★ ★ ★

What is PerfectIt?

PerfectIt is a professional proofreading software application from intelligentediting.com, that can be installed as a Microsoft Word plug-in and now includes automated checks based on *The Chicago Manual of Style*. You can run it on any Word document, to check for consistency, locate undefined abbreviations, capitalisation, typos, spelling and grammar errors and enforce style rules.

The tool can be run using UK, US, Canadian and Australian spelling, and can be customised to support in-house style rules.

The application is supported on both Windows and MacOS Operating Systems.

Running a Trial version

You can download and install a 14-day free trial version at the following site:
https://intelligentediting.com/download/choose-trial/
Follow the instructions provided on the website.

Launching PerfectIt

To start PerfectIt 5, open Microsoft Word and open the document that you want to check. In the ribbon, click the **PerfectIt 5 tab**. Then click **Launch PerfectIt.**
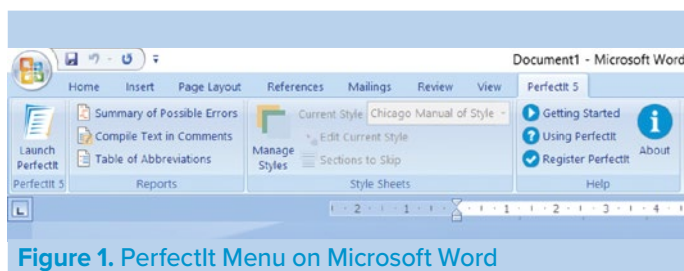

Figure 1. PerfectIt Menu on Microsoft Word

To run checks based on *the Chicago Manual of Style*, select **The Chicago Manual of Style** from the drop-down and click **Start**.

Running the checks

PerfectIt runs through a number of rule checks. You can run PerfectIt with all of its checks, or you can choose specific checks (click the **Choose Checks** button to select which checks PerfectIt should include).

When the application finds a potential issue, it presents the user with the preferred style or a choice of options, if available. It provides details of the rule that has been broken, as defined by *The Chicago Manual of Style*.

You can click the **Fix** or **Fix All** buttons to automatically fix in the document. To continue, click **Next**.
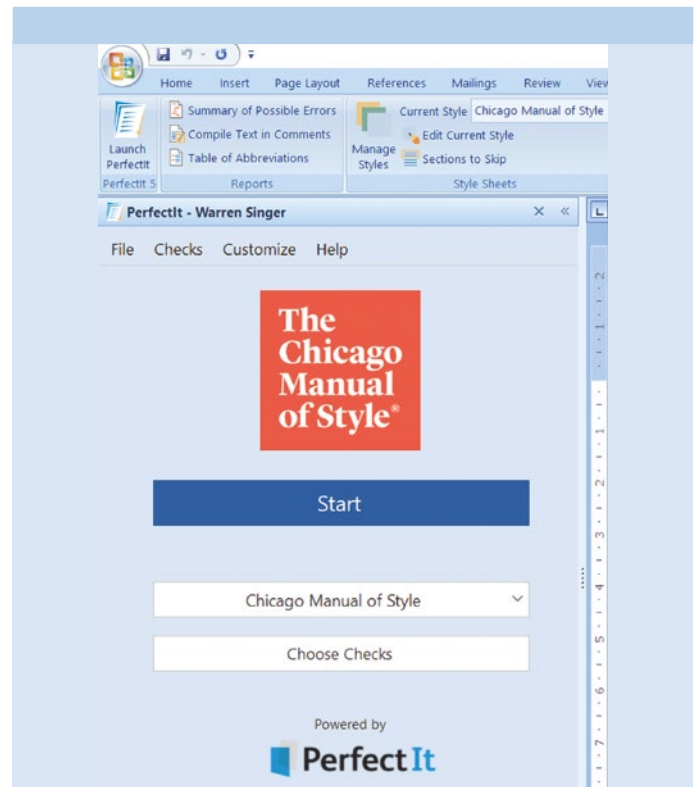

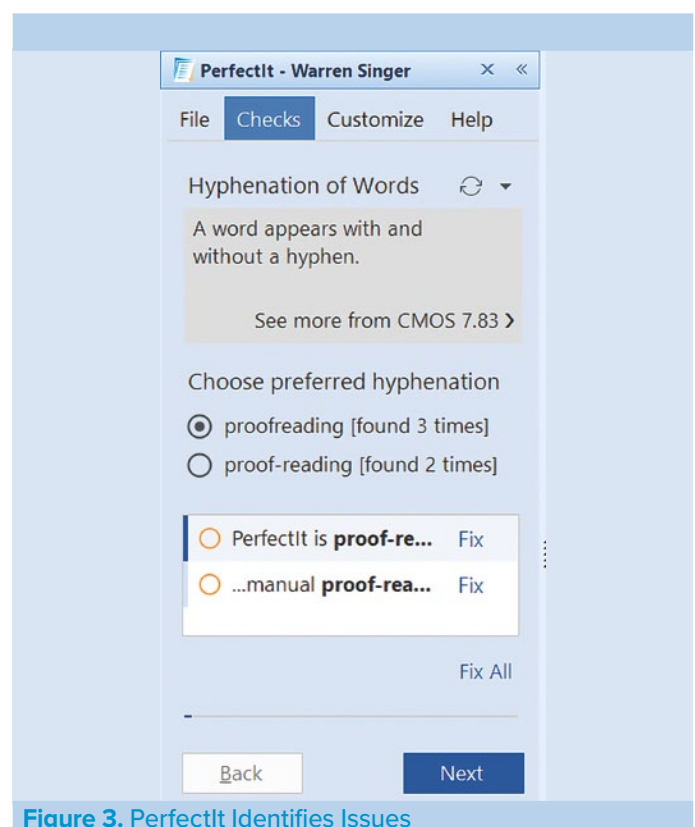**Figure 2.** PerfectIt Chicago Manual of Style Check

Figure 3. PerfectIt Identifies Issues

How much does it cost?

PerfectIt can be purchased as an annual subscription. For more information on costs, see: https://intelligentediting.com/pricing/

Evaluation

I ran PerfectIt on a number of different Word documents, using both *The Chicago Manual of Style* and other style checks. The results were both useful and informative. The automated checks were quick to run, and helped to pick up issues that I had not spotted in previous manual proofreading of the documents.

It would have been really useful to have a plug-in that works on formats other than Microsoft Word, such as HTML or PDF documents.

You should be aware that *The Chicago Manual of Style* provides US spelling and grammar. For a UK audience, you can choose to ignore US spelling suggestions.

The variety of checks available is useful. The application is reasonably priced if you are using it for business purposes.

Conclusion

This is a useful tool to support your editing and proofreading of Word documents. If you have multiple members in your team, the tool can be used to help ensure consistency in writing styles across different writers. If you are the sole writer, the automated checks can help you to spot lack of consistency and other issues.
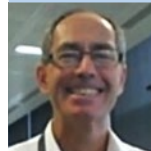
The automated checks can save you a considerable amount of time when compared to doing manual proofreading, and help to identify consistency and other issues that may otherwise have been missed.

I would recommend that you try it out for yourself and see if it can help improve the consistency and accuracy of your content.

More Information

You can find out more about PerfectIt at the following website: https://intelligentediting.com/. ∎

Warren Singer MISTC

E: warrens@technical-communicators.com
W: www.technical-communicators.com