

Find Overused Words
WordPerfect Magazine
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When I was a writing tutor in college, I must have seen just about every possible writing mistake ever imagined – along with a few I would never have imagined. There was one problem that everybody (including me) seemed to have, though. People have favorite words and phrases and tend to overuse them. For example, I really have to watch how often I use the phrase "for example." See what I mean? Some people have to be careful of transition words like "however" and "therefore." If you're writing a document on a certain topic, it's likely that you'll type that topic more often than you need.

But, how do you avoid overusing words? After all, most people don't notice the problem in their own writing. The solution is in the attached macro, which lets you quickly find out exactly how often you've used a certain word or phrase in your current document. You just run the included OVERUSED.WPM macro.

Using the Macro

To use the macro, press Macro (Alt-F10), type "overused," then press (Enter). A dialog box appears, asking you to type the word or phrase you want to check. Type your text, then press (Enter).

Note: Since it uses the Search feature to find words and phrases, the macro is subject to the same rules as Search. So, when you type the word or phrase you want to count, type it in all lowercase letters so that the macro can find instances containing both uppercase and lowercase text.

The macro takes a moment while it counts the instances of that word or phrase in your document, then displays a prompt at the bottom of the screen, reporting the macro's results. Press any key to make the prompt disappear.

Note: This macro was converted from WP 5.1. Therefore, all explanations of how the macro works have been deleted.