

## Re: Automating a list of aronyms from an existing document

**Source:**

<http://www.tech-archive.net/Archive/Word/microsoft.public.word.docmanagement/2004-05/0833.html>

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**From:** Greg Maxey (*gmaxey\_at\_whamspammvps.org*)

**Date:** 05/07/04

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DeRobertis,

A better way may come around.

I don't know how you could completely automate this task, but you could simplify it by automarking your acronyms using Insert>Reference>Index>Automark.

First we have to create a Automark file. This file needs to be an alphabetical listing of your acronyms. You indicated that they were dispersed throughout your document in ALL CAPS.

Save your document as new file (Call it Automark). Lets use Edit>Replace and wild cards to see if we can eliminate everything in this new document except the words in ALL CAPS. Click the More button and check use wildcards.

In the find what field, type [!A-]  
In the replace with field type +  
Select Replace All

Now lets get rid of single CAP letters.

In the find what field, type +[!+]+  
In the replace field, type =  
Select Replace All  
Delete the first single letter at the beginning of the document.

Next lets make a list of the words separated with paragraph marks

In the find what field, type +{1,}  
In the replace with field, type ^p  
Select Replace All

Next sort the list.

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Select the list

Table>Sort>By Paragraphs>Text>Ascending

Finally lets elliminate duplicates

In the find what field, type (\*^13){1,}

In the replace with field, type \1

Select Replace All

Save your AutoMark file

Now you can use this file to automark the acronyms in your document to create and index.

HTH

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Greg Maxey

A peer in "peer to peer" support

Rockledge, FL

To e-mail, edit out the "w...spam" in gmaxey@whamspammvps.org

DeRobertis wrote:

> I have a long document with extensive use of acronyms. I am required

> to generate an acronym list at the end of the document. Is there a

> way to automate that process (the acronyms will be all caps,

> obviously, if that helps)? Is there a way to ensure that each

> acronym is shown only once in the acronym list?

>

> Thanks.