

Tip: S.M.I.L.E.: Software Makes Intentional Language Easy

Predictive text in software programs can be very handy when it is right :-) ☺ however, predictive text is often incorrect regarding technical terms. Rather than outlining detailed instructions for any particular software, this tip is given as a reminder of the existence of word replacement features that can be found in many different brands of software. These features can be customized with specialized conservation phrases and save tremendous amounts of time in the long run with an up-front investment. This system is especially worthwhile when faced with large scale projects.

Each artwork and problem is unique in its own way, but the language used to describe condition is standardized, technical and often lengthy. Word processing software allows for the customizing of autotext - so lengthy phrases can be filled into reports in a fraction of a second - sans typos. Before populating data in the word processing program, the originating data is tracked in a spreadsheet format. Tracking common phrases and their keystroke shortcuts on a spreadsheet makes reference and standardization easy. Column headings could include: Code, materials, location/degree, condition detail, condition general, descriptor. Choosing a leading symbol to use before every code is an optional convenience to ensure codes are quickly tracked while typing in a word processing document. The spreadsheet can be populated with commonly used phrases, avoiding duplication of codes. Instructions for inserting phrases into software programs can be found in the help feature or on the web. These may change with each software upgrade.

| | A | B | C | D | E | F |
|----|---------|---|-------------------|------------------|-------------------|------------------------|
| 1 | CODE @+ | materials | location / degree | condition detail | condition general | descriptor |
| 2 | edl2 | | extensive | | delamination | from secondary support |
| 3 | ldl2 | | localized | | delamination | from secondary support |
| 4 | lpd | | localized | planar | distortion | |
| 5 | opd | | overall | planar | distortion | |
| 6 | shd | | slight | hinge | distortion | |
| 7 | pm2 | | perimeter | | mounted | to a secondary support |
| 8 | ect | | extensive | complex | tears | |
| 9 | mcf | Culminal™ MC 2000 S Methylcellulose, Ashland | | | | |
| 10 | mc | methylcellulose | | | | |

Within a word processing document after typing a leading symbol followed by a code - the replacement text will appear with whatever lengthy phrase has been typed into AutoCorrect. @wsp could represent “wheat starch paste” in the body of a document, and footnotes related to materials can be followed by the letter f, so that @wspf would provide a lengthy footnote version identifying the source of the product. @empf would result in: Mars Plastic Eraser – a soft plastic eraser made from polyvinyl chloride Staedtler Mars GmbH & Co. KG, Schreib- und Zeichengeräte-Fabriken, Moosackerstraße 3, 90427 Nürnberg (09 11 93 65 0)

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