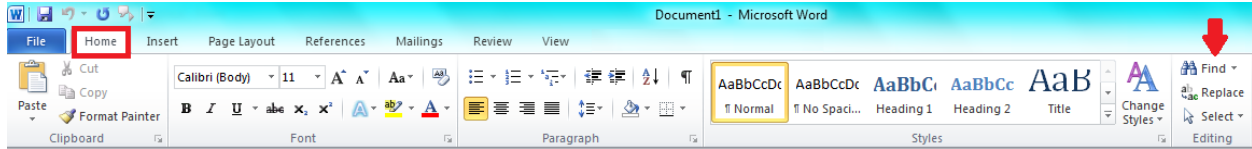
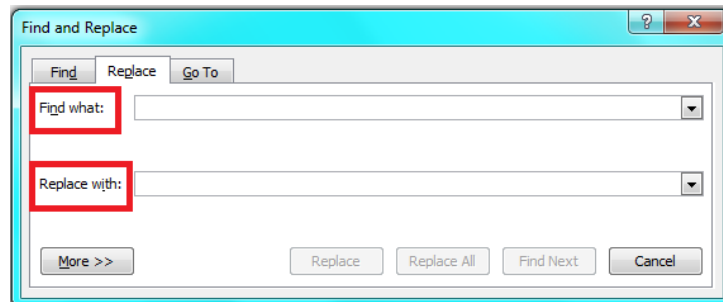


Clean Up Your Copy

Use Find/Replace to quickly fix common errors in your manuscript. I use Word 2010 so the images may vary slightly if you use a different version of Word.



On the Home Menu, click Replace on the far right of the side of menu under Find or use keyboard short cut (CTRL H on PC). The following box will appear. Use “Replace All” to globally change the document or “Find Next” and “Replace” to review changes one at a time. To use a wildcard, click More and check the Wildcard box. Turn off Track Changes to ensure the best results.



Remove all double spaces from the document:

Type <space><space> in Find and <space> in Replace

Remove all extra spaces at the end of paragraphs:

Type a <space> ^p in Find and ^p in Replace

Remove all extra spaces at the beginning of paragraphs:

Type ^p<space> in Find and ^p in Replace

Remove double line returns

Type ^p^p in Find and ^p in Replace

Change straight quotes to curly quotes

Type ' in Find and ' in Replace

Type “ in Find and “ in Replace



Change spaced hyphens to spaced en dashes

Type <space>-<space> in Find and <space>^=<space> in Replace

Change spaced hyphens to spaced em dashes

Type <space>-<space> in Find and <space>^+<space> in Replace

Change spaced hyphens to unspaced em dashes

Type <space>-<space> in Find and ^+ in Replace

Change unspaced hyphens to spaced en dashes

Type - in Find and <space>^=<space> in Replace

Change unspaced hyphens to spaced em dashes

Type - in Find and <space>^+<space> in Replace

Change unspaced hyphens to unspaced em dashes

Type - in Find and ^+ in Replace

Change spaced en dashes to unspaced em dashes

Type <space>^=<space> in Find and ^+ in Replace

Locate and remove unnecessary tabs

Type ^t in Find and [leave blank] Replace

Locate lower-case letters at the beginning of paragraphs

Check the "Use Wildcards" box then type ^013[a-z] in Find and use Find Next and Replace

Locate a paragraph that ends with no punctuation

Check the "Use Wildcards" box then type [a-z]^013 in Find and use Find Next and Replace

Locate a period followed by a lower-case letter

Check the "Use Wildcards" box then type .<space> ([a-z]) in Find and use Find Next and Replace

Remove unnecessary spaces after opening brackets (square and round) and opening quotation marks (single and double)

Check the "Use Wildcards" box then type ([[\\(\\(")]<space> in the Find box and \\1 in Replace

Remove unnecessary spaces before periods, commas, question marks, semi-colons, closing quotation marks (single and double), closing brackets (square and round), and colons

Check the "Use Wildcards" box then type <space>([.,:;\\?\\!'"\\)] in the Find box and \\1 in Replace

