

Tips and Tricks with MS Word

High Tech Center Training Unit

21050 McClellan Rd. Cupertino, CA 95014

www.htctu.net



Foothill – De Anza Community College District
California Community Colleges

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Tips and Tricks with MS Word

10:00 a.m.

Introduction

Expectations

Setting up to Format

Quick Start Menu: Speak Command

Formatting Basics

AutoCorrect settings

Show/Hide feature / Views (draft/outline)

Down with text boxes: just say NO

Understanding, applying, and creating styles

Understanding and adjusting fonts

Saving and Moving Styles: templates and organizer functions

11:45

Lunch

1:00 p.m.

Formatting for Special Purposes

Braille: styles, template

Large Print: fonts, templates

LD Students: font and margin adjustments; color

MP3!

2:30

Break

2:45

Advanced Search and Replace

Basics

Styles

Wild cards

Macros

Macro recorder

Word to DAISY

Disclaimer

Downloading and using the plug-in

4:30

Complete Evaluations

Objectives

Participants will be able to do the following:

1. create styles for specific needs
2. save templates
3. use advanced search and replace techniques
4. prep a document for braille

Tips and Tricks with MS Word

High Tech Center Training Unit

of the California Community Colleges at the
Foothill-De Anza Community College District

21050 McClellan Road
Cupertino, CA 95014
(408) 996-4636

www.htctu.net



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Formatting E-text in Word

Checklist of General Tips

Change the AutoCorrect settings, and work with Show/Hide turned on (Ctrl + SHIFT + 8 to show invisibles).	
Do not use spaces to move words, use tabs.	
Do not use tabs to create columns, use the "column" feature under formats or create a table.	
Use one tab only for spacing. Adjust tabs with the ruler.	
Do not use hard returns to add space, adjust the spacing of the paragraph.	
Do not make adjustments to the appearance of a paragraph by hand, instead use styles.	
Do not use underlining.	
When using tables, mark the header row; if going out to PDF, also mark column heads as needed.	
To take the document into braille, use only the following styles: Normal/default paragraph/body text Heading 1 Heading 2 Heading 3 List/ List Bullet/ List Number Index (levels 1–9)	
For braille, remember, do not space around dashes/hyphens or other punctuation; use four hyphens for a blank line	

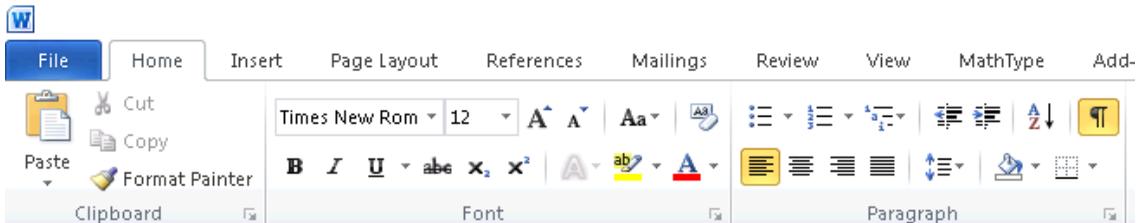
Knowing What Word Is Up To

MS Word has a number of features intended to help less knowledgeable users format documents easily. Although these features appear to make life easier, when you are using a document for multiple purposes, they actually create problems. Setting the options below will give you more control over your document.

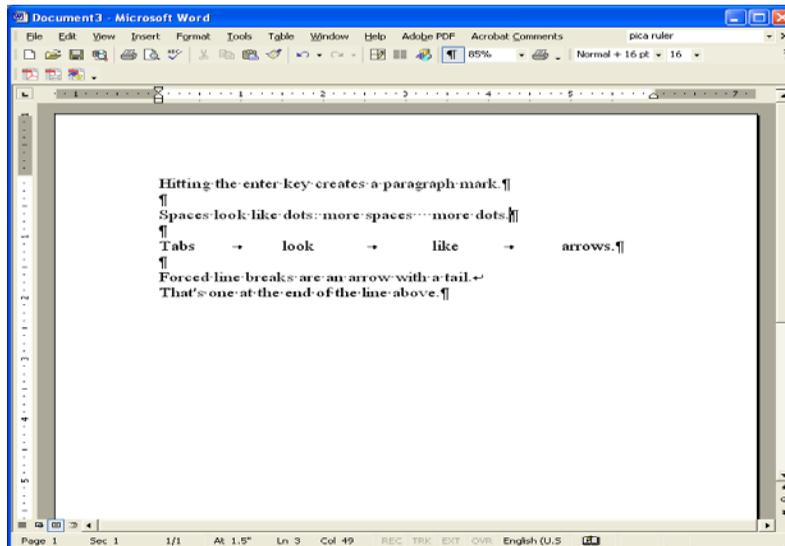
1. Work with the "Show Hidden" option turned on (Ctrl + Shift + 8).

Word 2007/2010: Home tab > Paragraph group > ¶ symbol

Also in Word 2007/2010, hold down the alt key to see the keyboard shortcuts (Esc turns off)



Word 2003: The ¶ symbol on the standard toolbar.

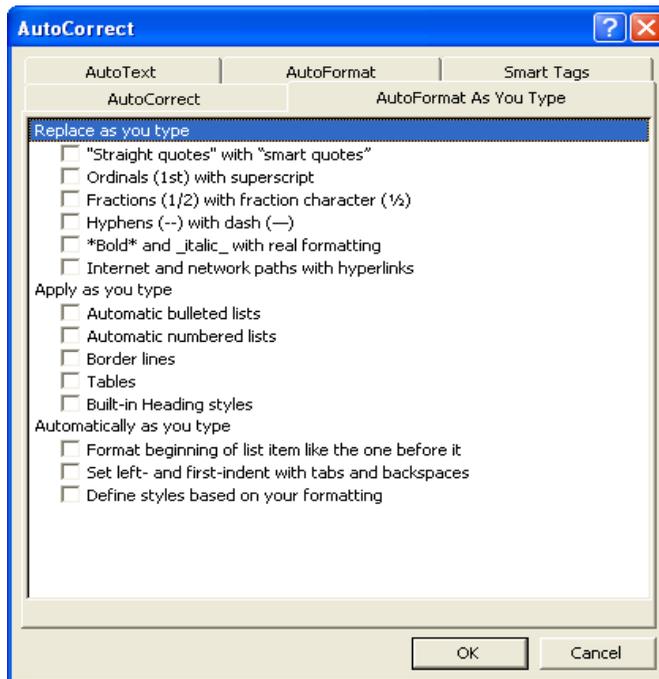


2. Turn off Word's "autoformat as you type" correct features

Word 2010: File > Options > Proofing > Autocorrect Options Button

Word 2007: (Office Button > Word Options > Proofing > Auto Correct) Leave on the "Define styles based on your formatting," but uncheck all the others.

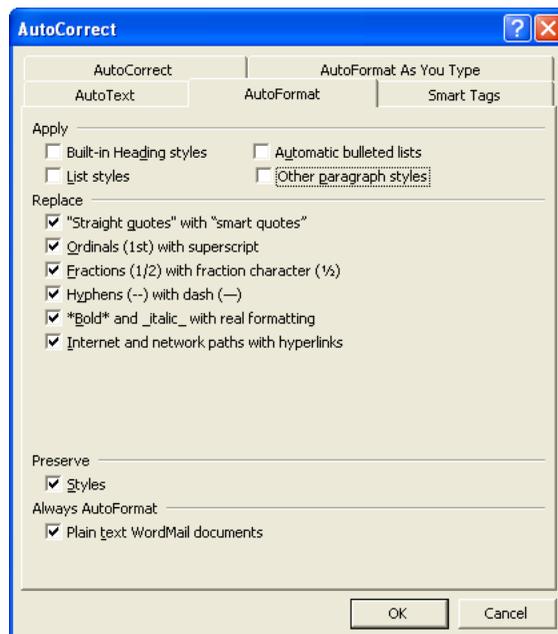
Word 2003: (Tools > Autocorrect) Leave on the "Define styles based on your formatting," but uncheck all the others.



Making the Changes When You Want Them

Although you need to turn off the AutoFormat As You Type features, leave the AutoFormat features turned on. These features you apply at your discretion.

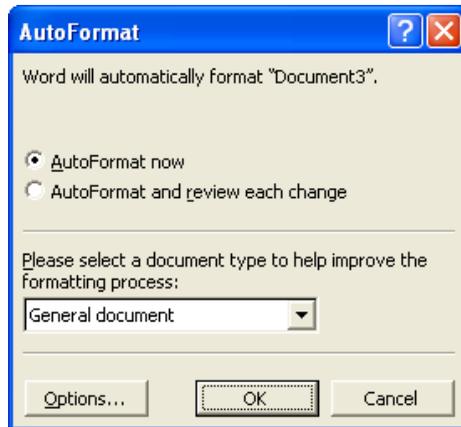
1. You can leave the replace features checked under AutoFormat.



2. Apply the changes manually if/when you choose.

Word 2007: To access this option, go under the Office Button > Word Options > Customize > All Commands > AutoFormat. You will add it to the Quick Access Toolbar and can use it from there.

Word 2003: To access this option, go under Format on the menu bar and choose AutoFormat.



Understanding Styles

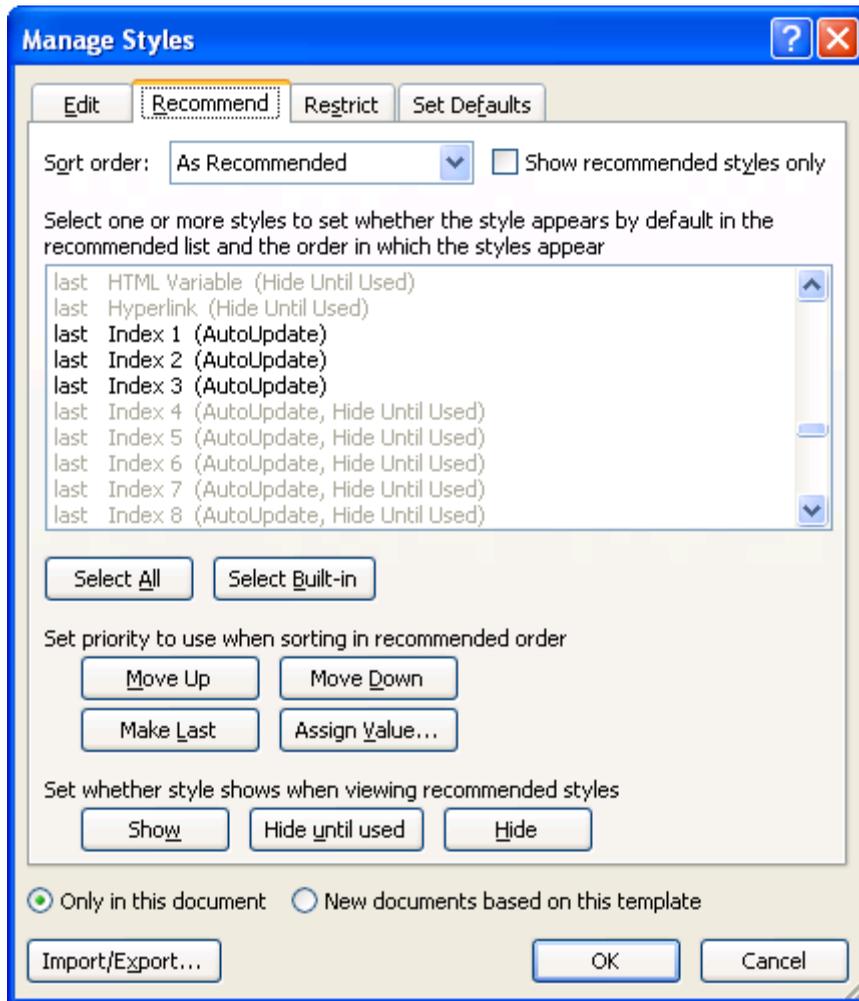
Styles contain information about how a paragraph is to be formatted. You set options for the font, including which font, its size, its style, and special effects. You also set options for the paragraph as a whole, including alignment, amount of indent, spacing before and after, borders and shading, etc.

The wonderful benefit of styles is that they allow you to take one e-text document seamlessly into a number of applications: Duxbury, PDF, html, etc. They also allow you to make global changes to a document when you need to make slight modifications for various e-text uses.

Limiting Styles

Word 2007 and 2010 have a nice new feature that allows you to choose which styles to show on the list in the Styles Pane.

Go under the Home Tab to the Styles Group and click on the bottom right corner to bring up the Styles dialogue box (Ctrl + Alt + Shift + S). Then click on the Manage Styles button (third button). You can choose to show only the styles that you want used in the document. To hide a style, go to the Recommend tab, click on a style you do not want listed, then choose “Hide Until Used.”



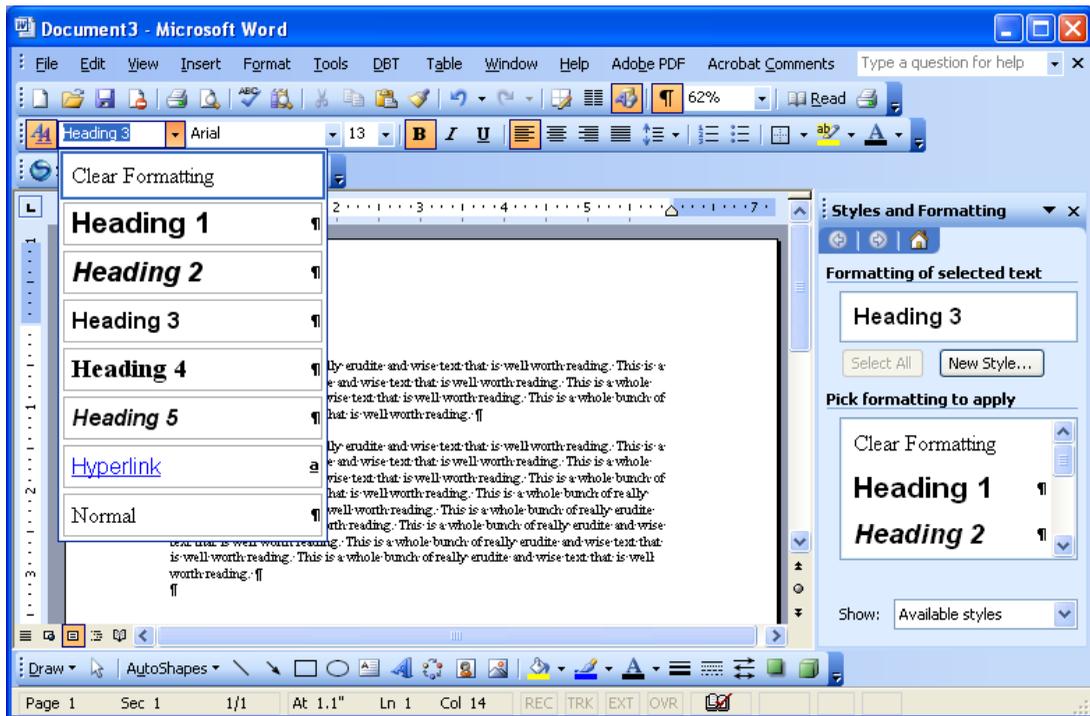
Applying Paragraph Styles

To apply a paragraph style, you simply need to be clicked in the paragraph that you want to format and choose the appropriate style.

Word 2007/2010: Pick from the styles list on the Home tab of the Ribbon. Use the Styles dialogue box on the Quick Access Toolbar. Open the Styles and Formatting Pane: Ctrl + Alt + Shift + S; or open the Apply Styles task pane: Ctrl + Shift + S.

Word 2003: Pick from the formatting list—either from the Style menu on the Formatting toolbar or from the list on the Styles and Formatting pane.

Note that the Style drop-down list on the menu bar is keyboard sensitive, while the list in the Styles and Formatting pane is not.



VERY IMPORTANT: If you want to retain font styles (bold, italic, underline) within a paragraph when you are changing its style, you must click in the paragraph and **NOT** highlight any of the text. Highlight will change characters; applying paragraph styles without highlighting leaves the characters alone.

Format Painter

If you already have styles in your document, you can easily apply the style of one paragraph to another by using the Format Painter tool.

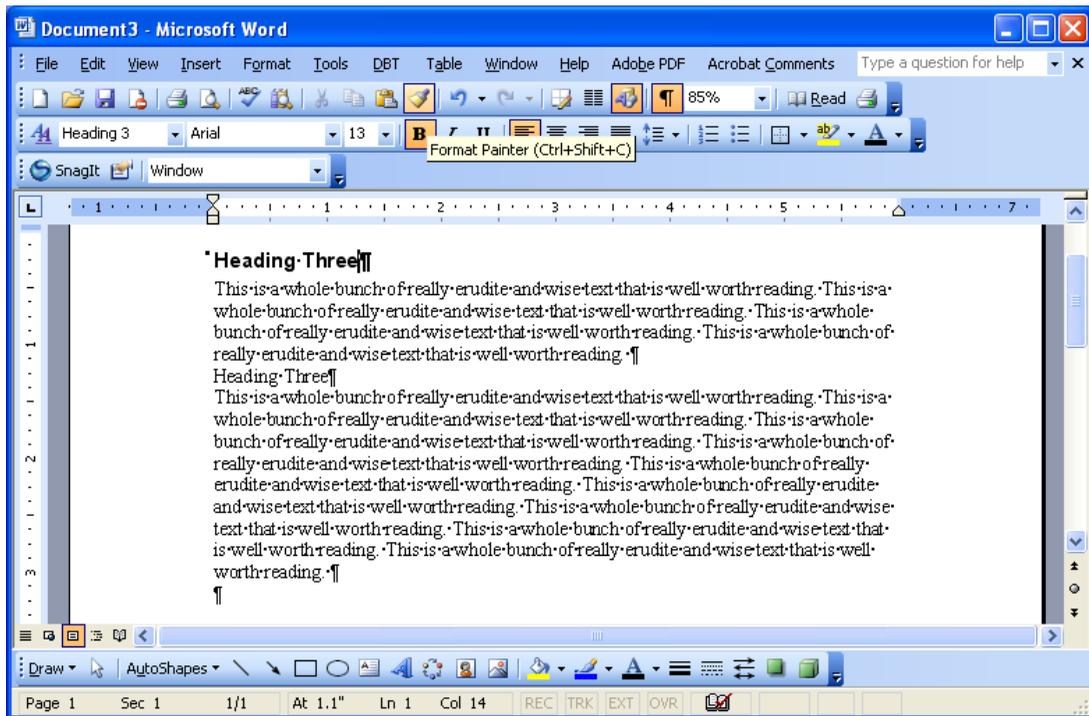
Click in the paragraph that has the style that you want to transfer. Choose the Format Painter tool and then click on the paragraph that you want to transfer the style to. This text will now take on the style of the paragraph you had originally chosen.

Note that single clicking on the Format Painter will allow one transfer if the style. Double-clicking on the Format Painter will allow the cursor to retain that style until you click again on the Format Painter tool.

Word 2010: The format painter is on the Home tab in the Clipboard subgroup.

Word 2007: Right click anywhere in the text, the format painter is on the Mini Toolbar.

Word 2003: The Format Painter is on the Formatting toolbar and looks like a paint brush.



Keyboard Shortcuts

The following styles have built-in keyboard shortcuts:

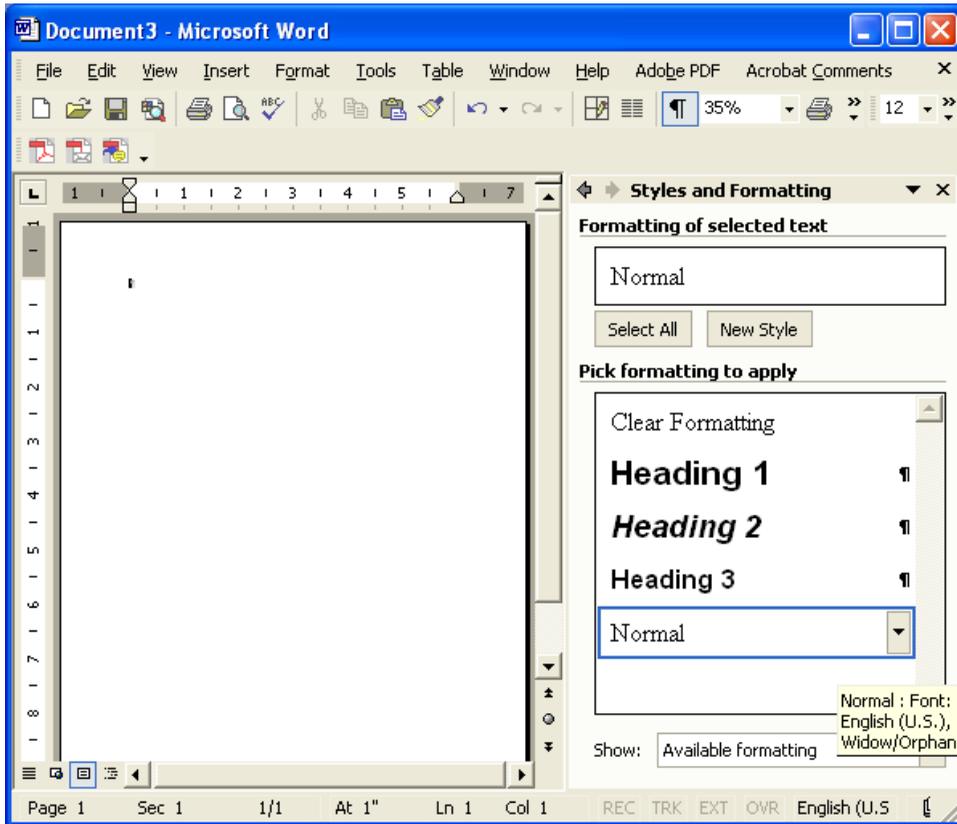
- Heading One = Ctrl + Alt + 1
- Heading Two = Ctrl + Alt + 2
- Heading Three = Ctrl + Alt + 3
- Remove manual formatting = Ctrl + Spacebar
- Normal style = Ctrl + Shift + N
- Change case = Shift + F3

Modifying Styles

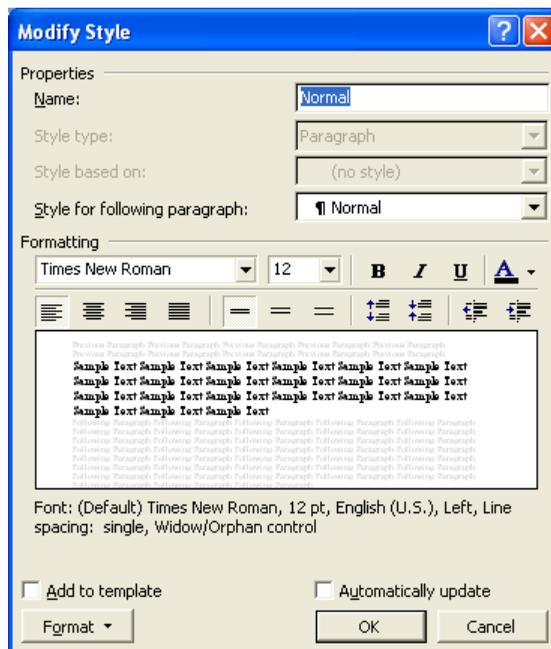
Styles are preset attributes for paragraphs or characters. Using styles is a powerful way of ensuring that the formatting you create carries into other programs.

Word 2007/2010: Go to the Home tab > Styles command group. Click the Dialog Box launcher icon in the lower right corner of the title pane of the Styles command group (Ctrl + Alt + Shift + S). Use the Styles Pane the same way that you do in 2003. (Or use Ctrl + Shift + S to open the Apply Styles window.)

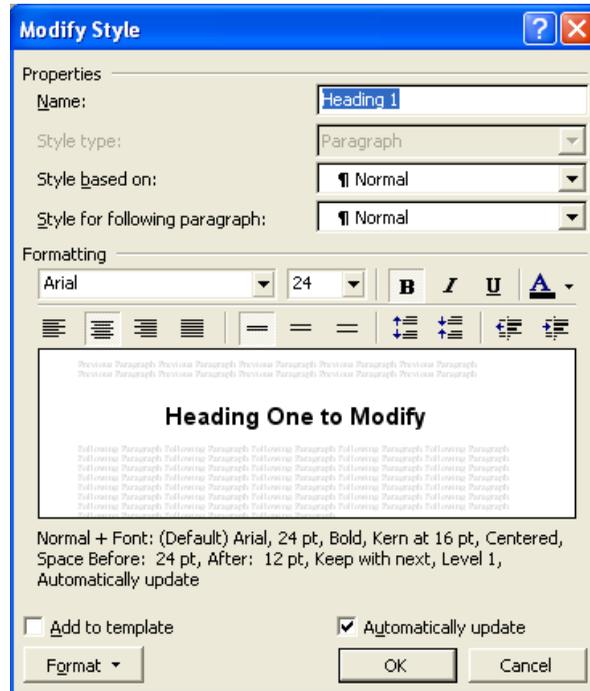
Word 2003: Styles can be accessed in the styles and formatting task pane (Format > Styles and Formatting):



Right clicking on the down arrow next to a style's name allows you to access the option to modify the style. Selecting the modify option will access another window that allows you to choose whether you want to modify the font, the paragraph, the borders, etc.



If you wish to adjust the style manually, working in the regular document, you can use the "Automatically update" to change the style so that your modifications will be applied globally. Note that this feature does not work with the "Normal" style.



Make sure, however, that once you have finished making your changes, you uncheck the "Automatically update" box.

Note that you can add the style to your template by clicking on the "Add to template" checkbox in the lower left-hand corner of the Modify Style box.

Using “Clear Formatting”

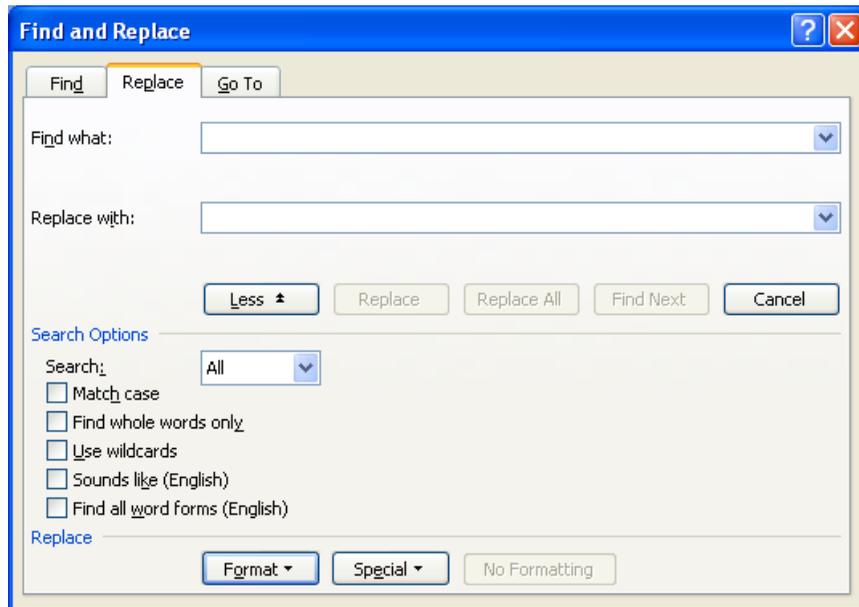
Sometimes when you try to apply a style the paragraph does not react the way you expect it to. There may be embedded formatting in the paragraph. One way to get rid of all the formatting on a paragraph is to select the paragraph and choose “Clear Formatting” from the formatting menu. Clear Formatting is always the first choice on the list.

Changing Styles with Search and Replace

Sometimes you have a document that uses styles that you do not want or that you want to replace with a different style.

One way to change these styles is to use the Replace feature. You can actually search for a particular style and replace it with another style.

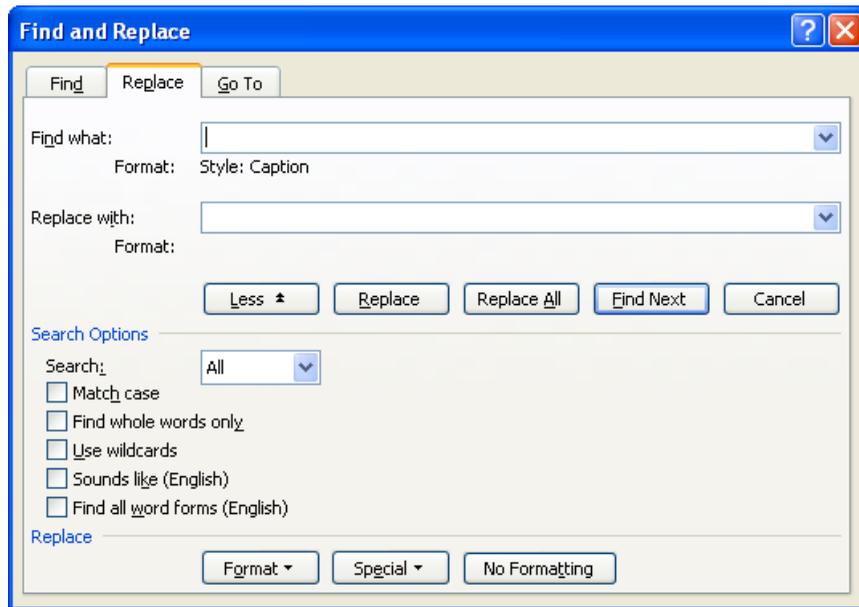
Use Ctrl + H (“H” for hunt—because we’re going on a hunt for something) to bring up the find and replace window. Click on the More button to expand the window so that you can see the Format and Special buttons. Select the Format button.



While clicked in the Find what box, choose Format and then Style. The Find Style window will open.

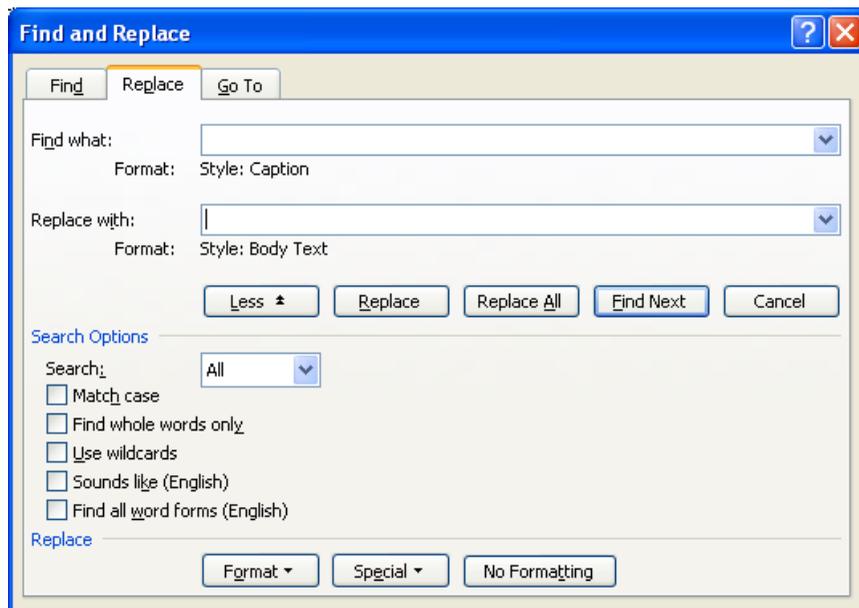


Choose the style you want to replace. Note that this window is keyboard sensitive, so you can quickly find the style you want by typing its first letter on the keyboard.



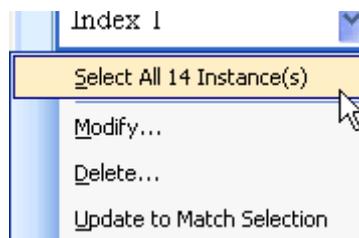
Note that the Find What box remains empty, and the style you have selected appears below the bar.

Tab down to the Replace with box and again choose Format, Style, and the style that you want instead.



To clear the styles you have selected, you can choose the No Formatting button while you are clicked in either the Find What or Replace With bars.

To globally replace a style, select all occurrences of the style in the Styles and Formatting pane.



Once all the instances have been selected, click on the name of the replacement style.

Formatting Individual Words/Phrases

Sometimes individual words or phrases need to be bold or italic. In those cases, you will manually select the text to change then use the Strong style for **bold** and the Emphasis style for *italic*.

Selecting Text

Text can be selected in quite a few ways other than swiping with the mouse.

- Double click on individual words to select them.

- Triple click on a paragraph to select it.

- Use the right- or left-arrow keys while holding the shift key to select individual characters.

- Use the up- or down-arrow keys while holding the shift key to select lines.

- Hold the shift key and tap home or end to select a line from the cursor point to the beginning (home) or to the end (end).

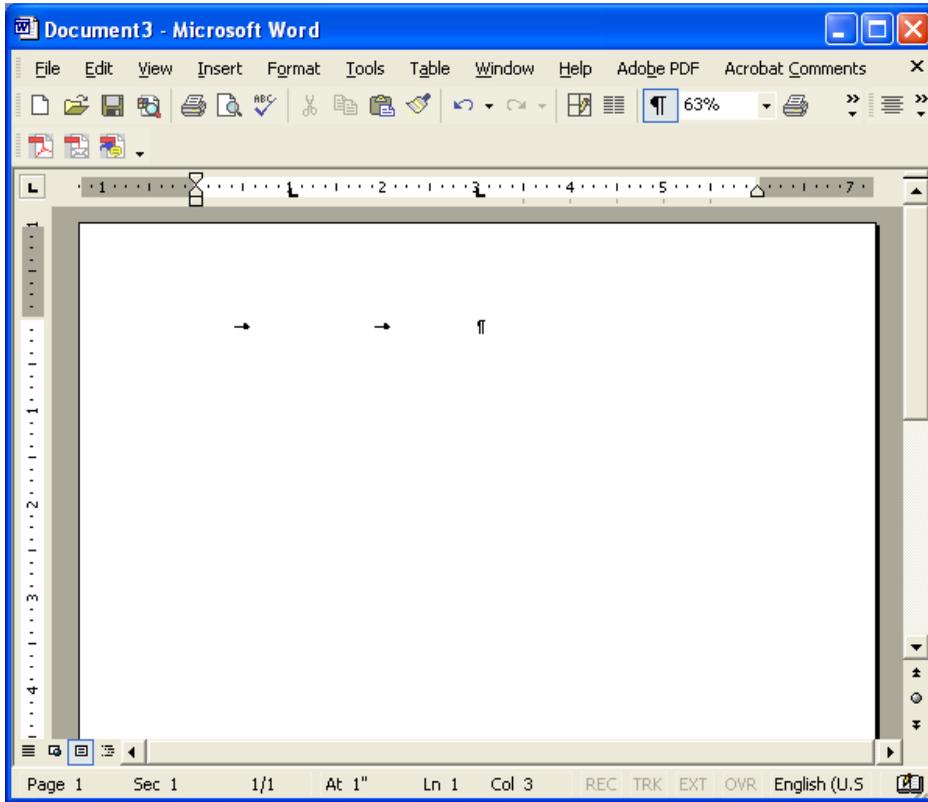
- Use shift page up or page down to select from the cursor point up or down a page.

- Use the "shift-click" technique to select text between two points.

Formatting for Layout

Formatting with the Ruler

You can use the ruler to change the spacing for the tabs, as well as the indent for the paragraph.



To open the ruler in Word 2007, click on the icon at the top of the scroll bars.

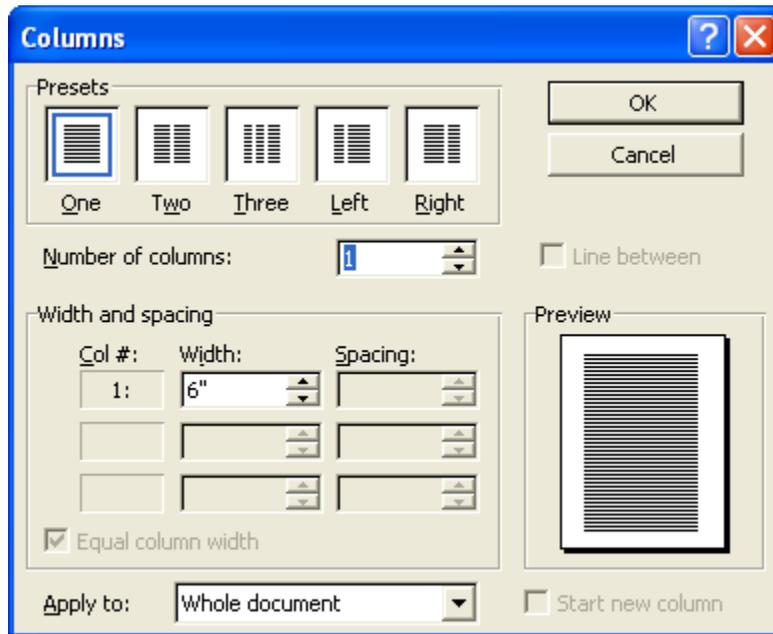
Columns

If you need to use columns, it is crucial that you work with either tables or the column setting. Do not, under any circumstances, use tabs or spaces to get columns.

Word 2007/2010: Go under Page Layout and look on the Page Setup group.



Word 2003: Go under the menu to Format > Columns and choose the number of columns you wish.



Columns look better if the text is justified, a setting that you can select for the alignment of the paragraph.

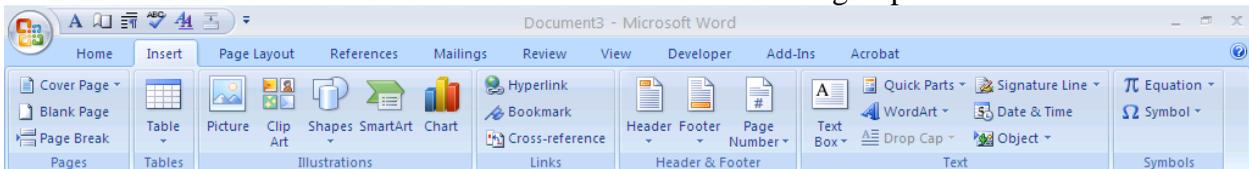
Tables

Simple tables have become a very convenient option in e-text. JAWS now reads them quite well, Duxbury can handle them, and you can convert them easily into PDF or HTML. With a little planning, they're not even too bad going into ASCII.

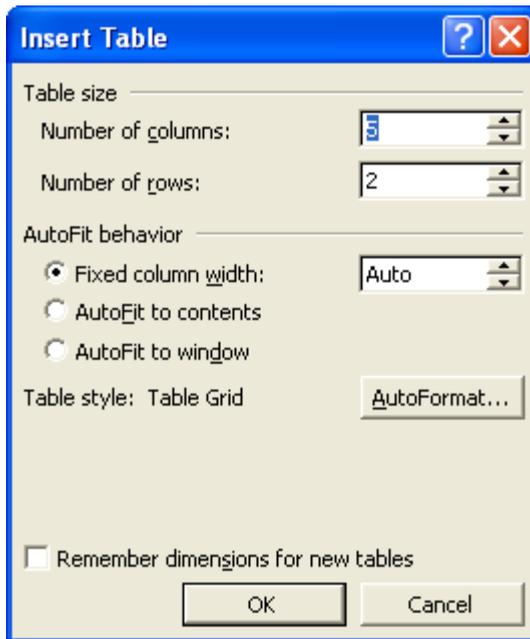
Inserting Tables

If you know how many rows and columns you want in your table, you can insert a table directly. Please note:

Word 2007/2010: Go to the Insert Tab and look under the Table group.



Word 2003: Go to Table > Insert > Table and select the options for the number of rows and columns you want.

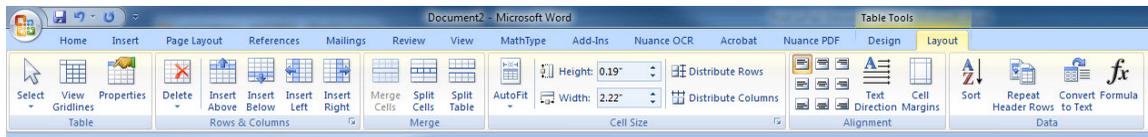


Ensuring Table Accessibility

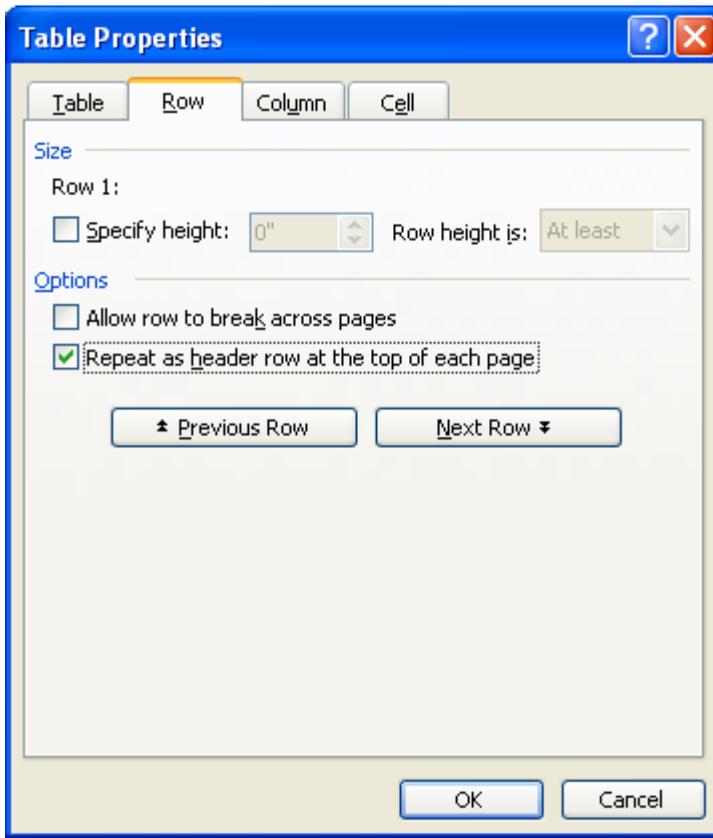
The simpler the table, the easier it will be for someone to read using a screen reader. Tables where cells are combined or “nested” become increasingly difficult for a screen reader user to follow. In addition, to allow the screen reader software to understand which row is used for the column headers, it needs to be marked in the table.

Please note: The keyboard shortcut for accessing table properties is Alt + A, R. Select the table (or area of the table) first, and then use the keyboard shortcut.

Word 2007/2010: With the first row of the table selected, look under the Table tools > Layout > Properties. Choose the Row tab and check “Repeat as header row at the top of each page.”



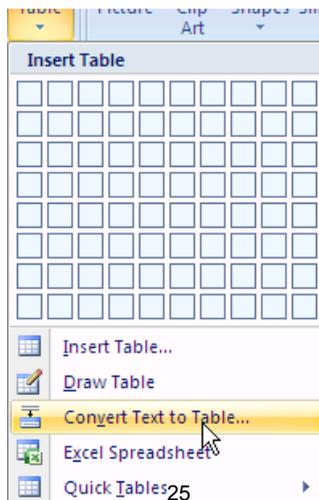
Word 2003: Go to Table > Table Properties > Row and check “Repeat as header row at the top of each page.”



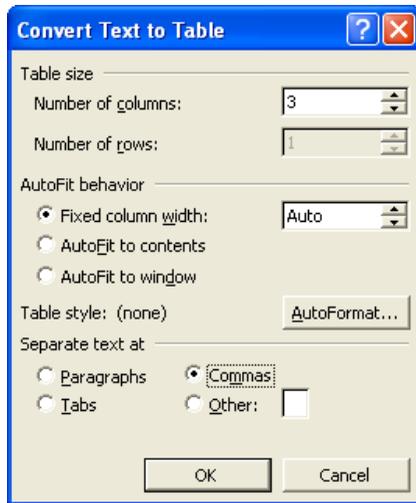
Converting Text to Table

You can also create a table from existing text. Make sure to use tabs, commas, or some other standard symbol between columns; for example, enter the text for the first column, hit the tab key, and enter the text for the next column, etc. The keyboard shortcut to insert a table is Alt + A, V, X. Select the text you wish to convert before using the keyboard shortcut.

Word 2007/2010: Go to the Insert Tab > Tables > Table > Convert Text to Table

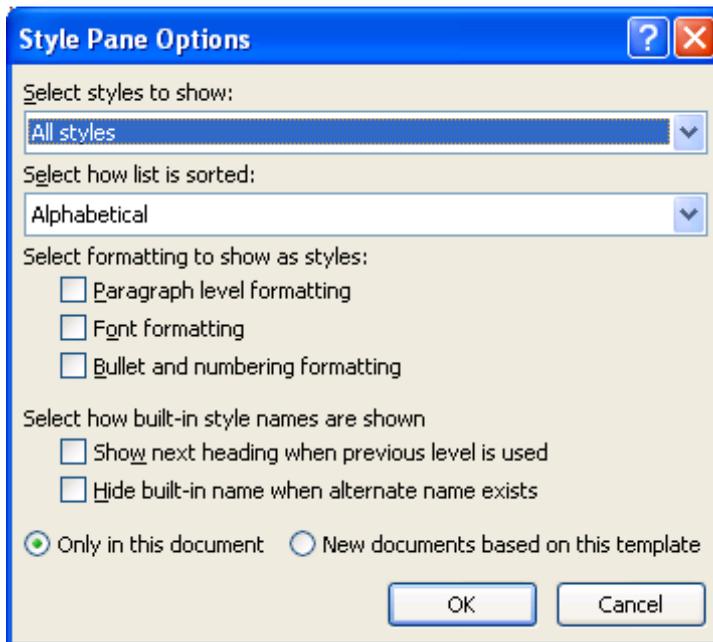


Word 2003: Select the text and choose Table > Convert > Text to Table.



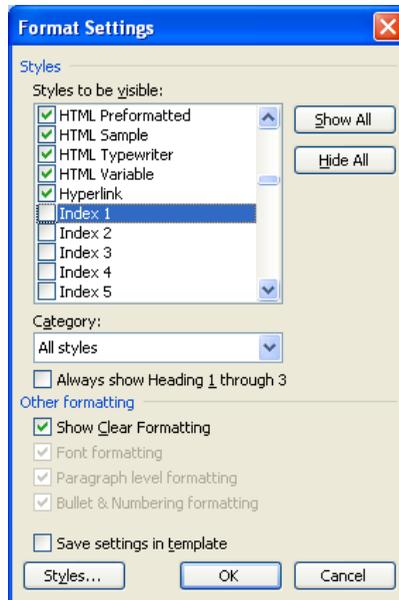
A handy trick for converting a table into text that is easier for some TTS (text-to-speech) engines to read is to use index styles to format the table and then convert the table to text.

Word 2007/2010: In the Styles Pane, choose Options and set the styles to select to All Styles.

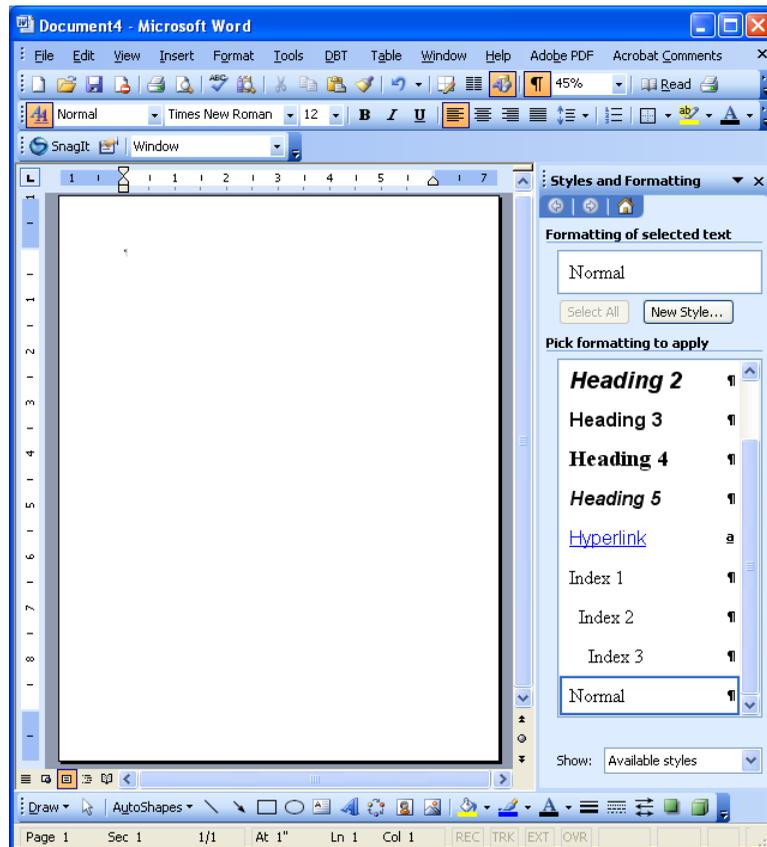


Word 2003: In order to use the Index style, you have to first add it to the styles list. Open the Styles and Formatting pane. At the bottom, under Show, select Custom.

You will launch the Format Settings window.



Make sure the Category (middle of the window) is set to All styles. Click in the “Styles to be visible” list and tap the letter “I” on the keyboard. This will take you to the Index styles. Check the same number of Index styles as your table has columns (i.e., for a three-column table, you will need Index 1, 2, and 3; max 7), and say OK. Change the setting in the Styles and Formatting pane back to Available Styles. The Index styles will now show on the list.



The table below has Index 1 applied to column one; Index 2 applied to column two, etc.

Law	Application	Mandates
Section 504	Anyone receiving federal funds	Opportunity for disabled students to participate must be as effective as that provided to others
Title II	Public entities	Equal information access, including print and computer-based information
Section 508	Federal entities	Provide access to electronic and information technology
Title 5	Anyone receiving California state funds	Distance education courses must be accessible
SB 105	California state entities	Applies section 508 guidelines to state
AB 422	Postsecondary-textbook publishers	Must provide print-disabled students with e-text of textbooks

After selecting the table, we go under Table > Convert > Table to text. We get a window asking how to separate the text, and in this case, we separate it by paragraph marks.



This process results in the table changing to the style shown below.

Law

Application
Mandates

Section 504

Anyone receiving federal funds

Opportunity for disabled students to participate must be as effective as that provided to others

Title II

Public entities

Equal information access, including print and computer-based information

Section 508

Federal entities

Provide access to electronic and information technology

Title 5

Anyone receiving California state funds

Distance education courses must be accessible

SB 105

California state entities

Applies section 508 guidelines to state

AB 422

Postsecondary-textbook publishers

Must provide print-disabled students with e-text of textbooks

Templates

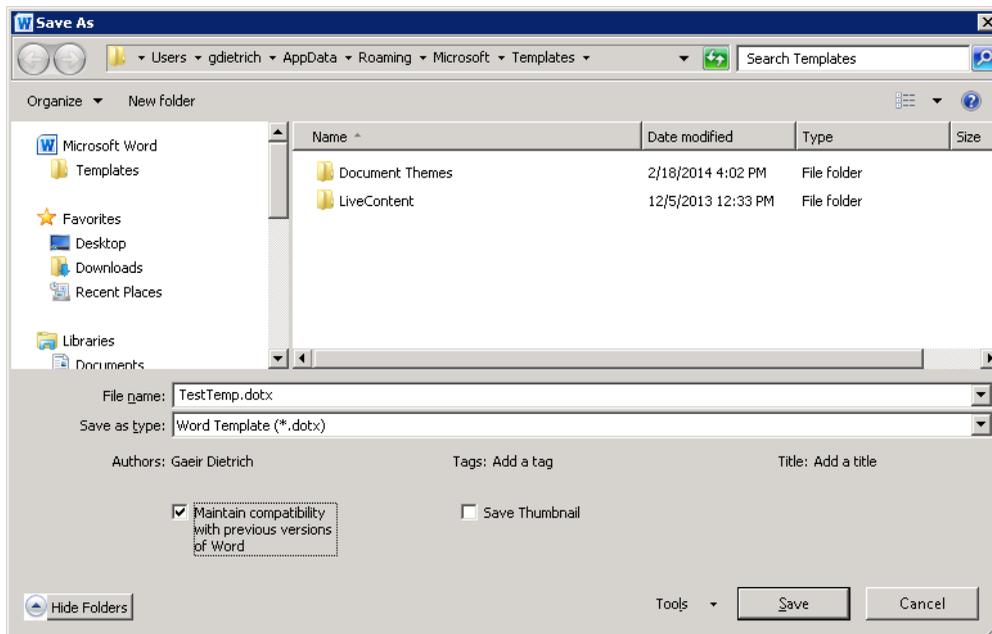
Creating a Template in Word 2010

You can start with a blank document and save it as a template, or you can create a template that is based on an existing document or template. Either way, make sure the document itself is blank. Any content in the document will stay in the template

Start with a blank template

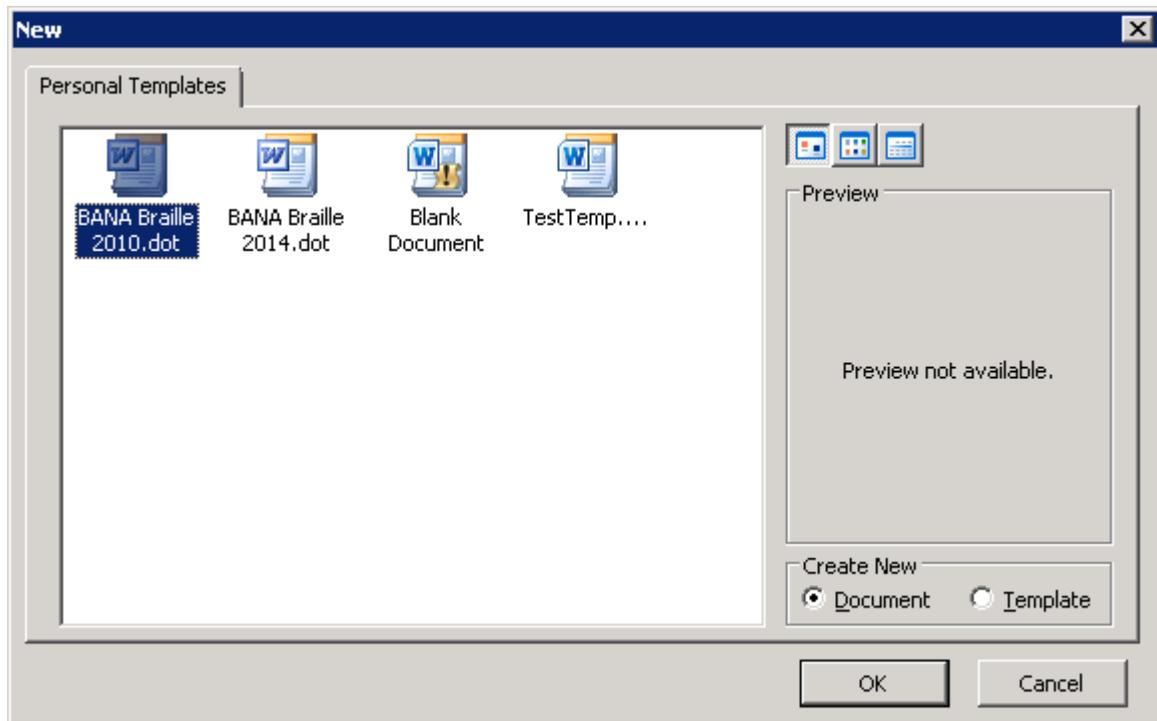
1. Click the File, and then click New.
2. Click My Templates, choose the radio button for Template and then click Create.
3. Make the changes that you want to the margin settings, page size and orientation, styles, and other formats. You can also add instructional text, content controls such as a date picker, and graphics that you want to appear in all new documents that you base on the template.
4. Click File, and then click Save As.
5. In the Save As dialog box, give the new template a name and choose .dotx or .dot from the dropdown list..
6. Close the template.

The next time you need your template, go to File > New > My Templates. Your template will now be in the list.



Create a template based on an existing document

1. Click File, and then click Open.
2. Open the document that you want.
3. Click File, and then click Save As.
4. From the drop down, choose .dot or .dotx. Make sure to rename the file!
5. Make the changes that you want to appear in all new documents that you base on the template. Remember that if there is content still in the document, it will become part of your template.
6. Click File, and then click Save.
7. Close the template.
8. To use the template, go to File > New > My Templates.



Creating a Template in Word 2007

You can start with a blank document and save it as a template, or you can create a template that is based on an existing document or template.

Start with a blank template

1. Click the Microsoft Office Button , and then click New.
2. Click Blank document, and then click Create.

3. Make the changes that you want to the margin settings, page size and orientation, styles, and other formats. You can also add instructional text, content controls such as a date picker, and graphics that you want to appear in all new documents that you base on the template.
4. Click the Microsoft Office Button, and then click Save As.
5. In the Save As dialog box, click Trusted Templates.
6. Give the new template a file name, select Word Template in the Save as type list, and then click Save.
7. Close the template.

Create a template based on an existing document

1. Click the Microsoft Office Button, and then click Open.
2. Open the document that you want.
3. Click the Microsoft Office Button, and then click Save As.
4. Make the changes that you want to appear in all new documents that you base on the template.
5. In the Save As dialog box, click Trusted Templates.
6. Give the new template a file name, select Word Template in the Save as type list, and then click Save.
7. Close the template.

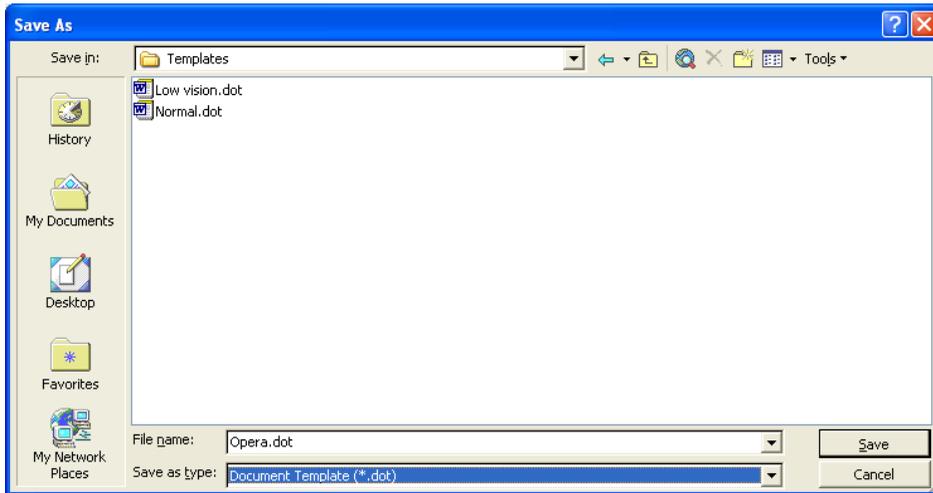
NOTE You can also save the template as a Word Macro-Enabled Template (.dotm file) or a Word 97-2003 Template (.dot file).

Creating a Template in Word 2003

Once you have modified styles in Word to fit your needs, you may want to create a template so that you always have access to those styles.

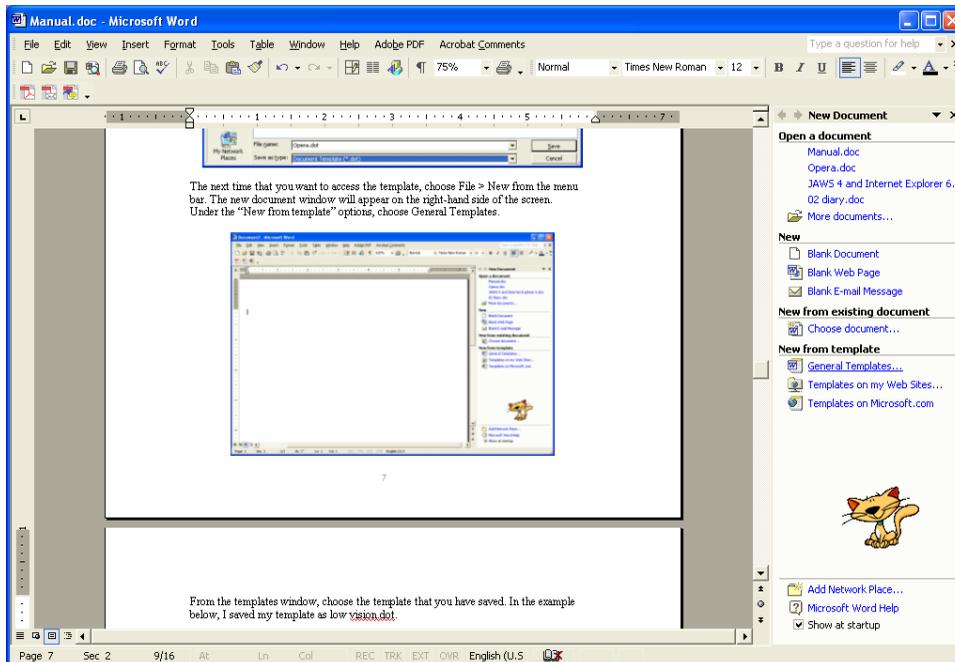
To create a template, begin with a copy of a Word document that contains the styles as you wish them to appear. Delete all the text from the document.

Go to File > Save As. In the “Save as type” bar, choose Document Template.

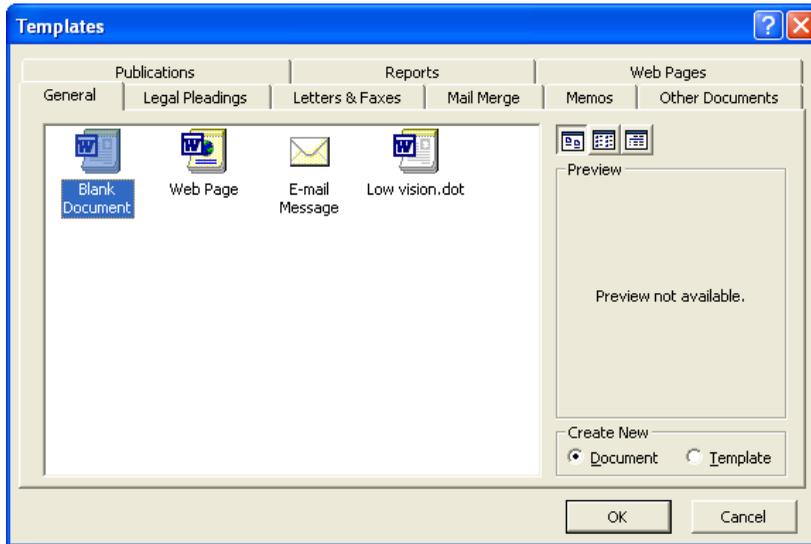


The next time that you want to access the template, choose File > New from the menu.

The new document window will appear on the right-hand side of the screen. Under the “New from template” options, choose General Templates.



From the templates window, choose the template that you have saved. In the example below, I saved my template as low vision.dot.

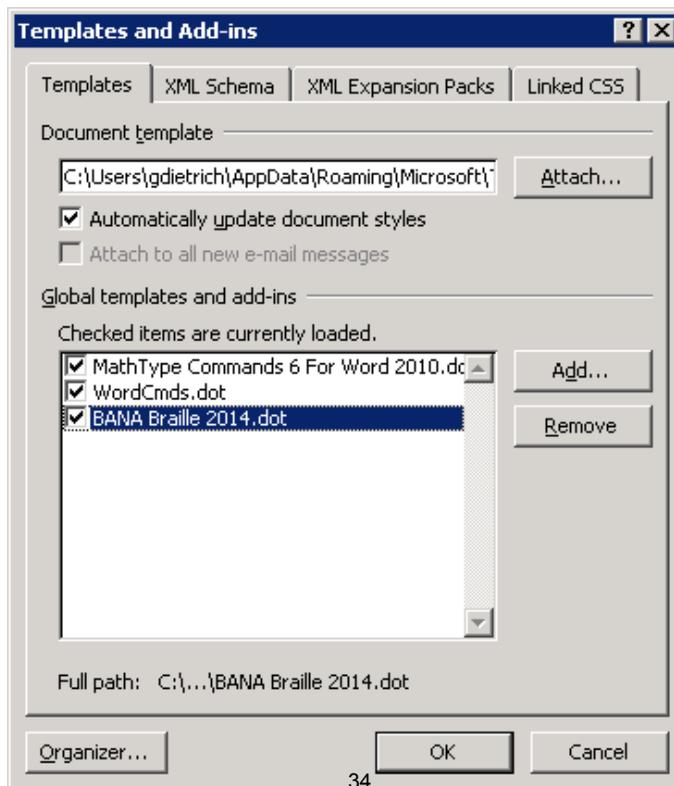


When you open your template, you will find that it contains all the styles that you have modified or created.

Attaching an Existing Template

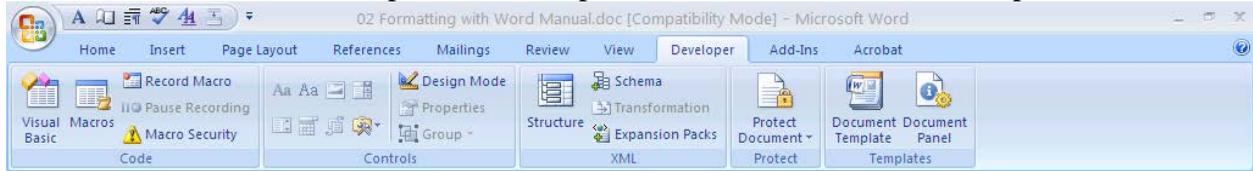
You can attach a preexisting template to the current document.

Word 2010: Go to File > Options > Add-Ins and then from the Manage dropdown, choose Templates. Click Go.

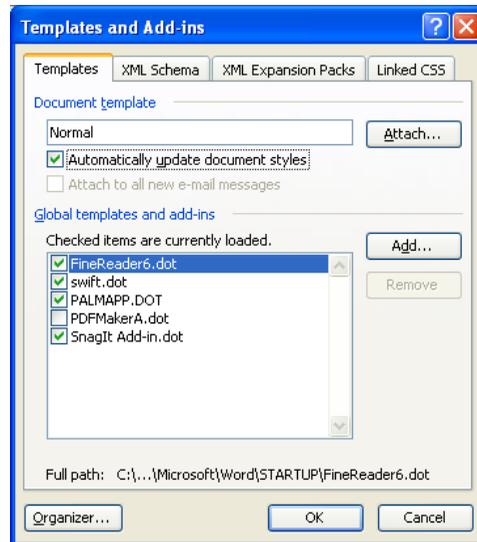


Click on Attach... and choose the template that you need. Make sure that you check the "Automatically update" checkbox or you will not see the new styles apply. If you would like the template to be loaded into the ones you regularly use, choose Add... and select the template you would like.

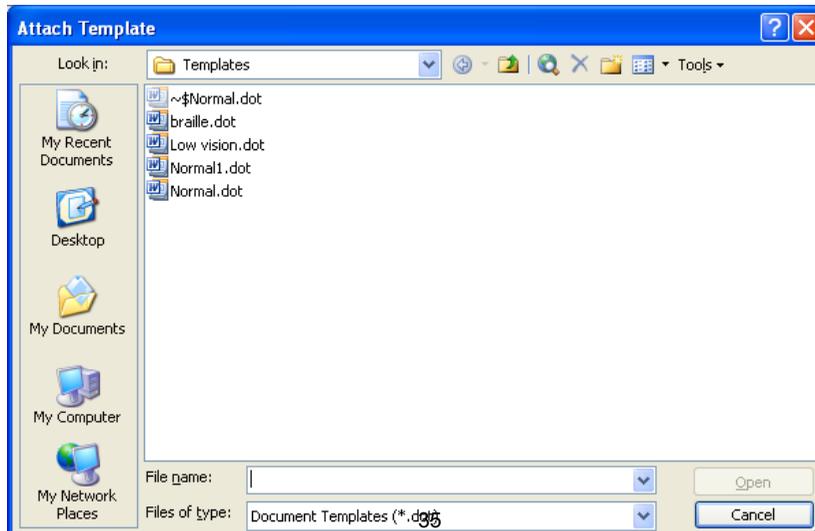
Word 2007: Go to the Developer Tab > Templates and choose Document Template.



Word 2003: Go to Tools > Templates and Add-ins. Check the Automatically update document styles box.



Click on Attach, select the template, then choose Open.



Formatting Specifically for Duxbury Braille Software (DBT Win)

Apply Styles

1. Use styles!

Duxbury doesn't care how you format your styles to look in Word. When you take your document into Duxbury, they have very specific meanings.

- * Headings may be "heading 1," "heading 2," or "heading 3" only.
- * Regular paragraphs should be "normal" or "default paragraph."
- * Lists, numbered lists, and bulleted lists should all be the first level of the "list" style.
- * For multiple levels of any sort of list, use the various "index" levels.

The Following Styles Transfer to Duxbury:

Normal/default paragraph/body text

Heading 1

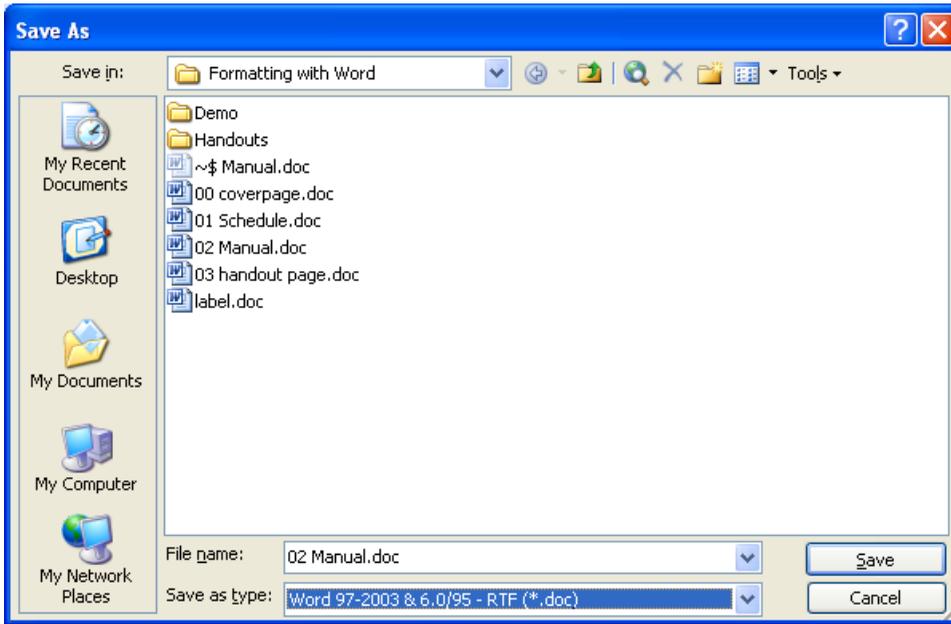
Heading 2

Heading 3

List/List Bullet/List Number

Index (levels 1–9)

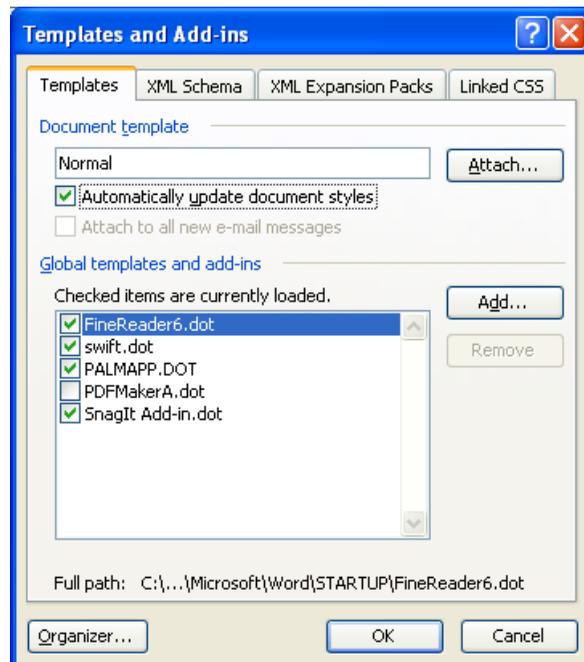
2. Use can use Strong for bold and Emphasis for italic, or use can use the standard font styles applied directly to the characters.
3. Make sure you use the Courier font only for Web and e-mail addresses. Duxbury expects Courier to be computer Braille.
4. If working with an older version of Duxbury, you will likely need to save the Word document as an older version of Word. Go to File > Save As and under Save as Type, choose an older version of Word.



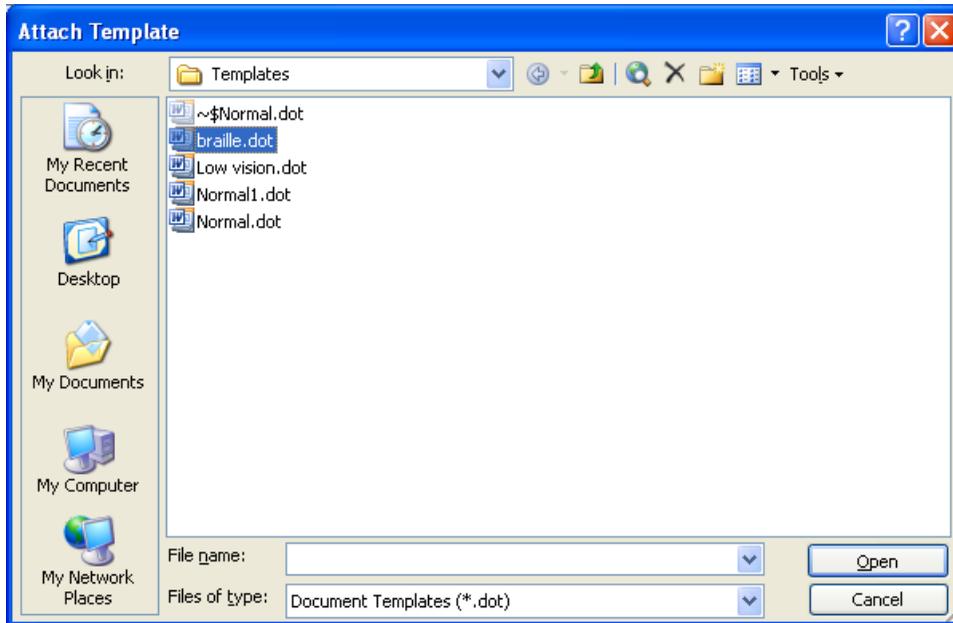
Attaching the Braille Template—Word 2003-and Later

If you are working with Duxbury 10.5 or later, you can use the Braille template to make formatting easier. Make sure that when Duxbury is installed, the Braille template is installed. A question appears during the installation process asking if you want to include the Braille template. Make sure to say “yes.” Make sure to use the latest template. (They are dated.)

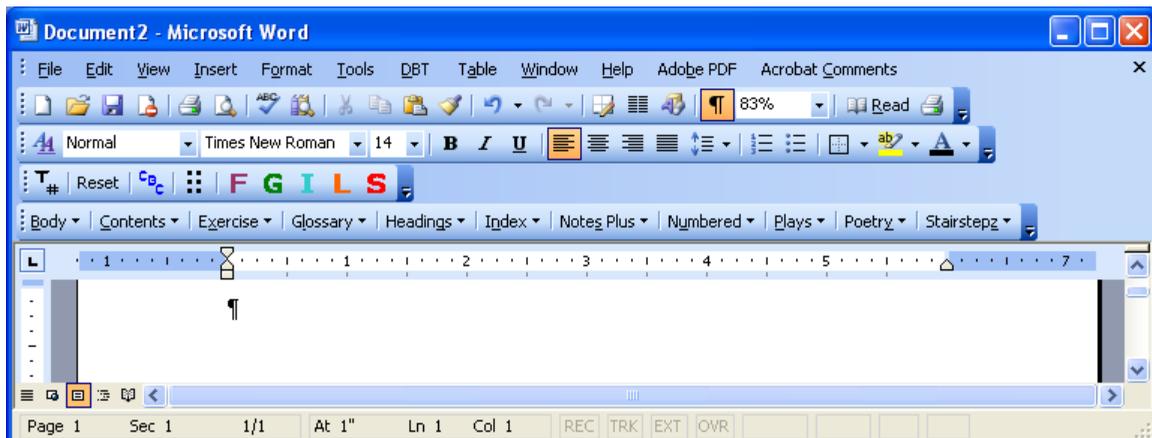
When you attach the template, Make sure to check Automatically update document styles.



Click on Attach, select the braille.dot template, then choose Open.



The Braille template will add two additional toolbars to your Word document: the Braille Character and Braille Style bars.



Note that there is a third toolbar, the Braille Nemeth toolbar, that you can choose to show by going to View > Toolbars.

You can use the paragraph styles by being clicked in a paragraph and then choosing the style name from the men. To use the character styles (the colored letters on the toolbar), you have to select the text to which you want to apply the style then choose the style.

Formatting Specifically for Large Print

You have a number of choices when going into large print, but all of them will work best if you apply styles.

Changing to APFont (pronounced Ay'-font)

American Printing House for the Blind (APH) has created a font specifically for individuals who have low vision. The font “embodies characteristics that have been shown to enhance reading speed, comprehension, and comfort for large print users.” APFont has the following characteristics:

- More even spacing between letters.
- Higher crossbars.
- No serifs (i.e., curlicues on the letters).
- Wider letters.
- Heavier letters.
- Underslung "j" and "q".
- Letters more open.
- Larger punctuation marks.

This is a sample of APFont Regular
(nonbold):

The quick brown fox jumped
over the lazy dog.

a b c d e f g h i j k l m n o p q r s
t u v w x y z

A B C D E F G H I J K L M N O P Q
R S T U V W X Y Z

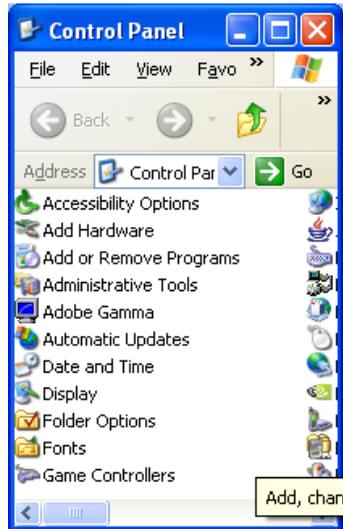
1 2 3 4 5 6 7 8 9 0

Punctuation . , ; : " " ' ' ? ! @ # * &

Underslung "j" - adjust
Underslung "q" - aqueduct
"ill" combination - willow

APHont can be downloaded free from the APH Web site:
<http://sun1.aph.org/products/aphont.html>

Once the font has been placed in the Fonts Folder (Go to Start > Control Panel > Fonts to find the folder), you can use it as you would any other font.



Adjusting Styles

You can change the font type and size in the format styles window (Format > Styles). Standard large print sets the body text size at 16-18 points and the headings correspondingly larger; for example, heading 3 at 20, heading 2 at 24, heading 3 at 28. These standards are a guideline, and you can adjust the size for individual students. I would not, however, take the body text size much over 28–32 point. Past a certain point, you get too few words on a page, and the student will be better served using the large print with a CCTV.

A really simple technique to "grow the font" for individual preference is to select the text and use CTRL + SHIFT + >. This keyboard shortcut will increase font sizes proportionally and is a quick and easy way to adjust the font size.

You can also change the color scheme to white text on a blue background by going to Tools > Options > General > Blue text on white background.

Formatting Specifically for Students with Learning Disabilities

Some students with learning disabilities find that adjusting the font can make reading easier. Different students will find different adjustments helpful, so it is good to have a few samples to try and to teach students to experiment on their own.

Typical adjustments include the following:

- Using a sans serif font (APFont, Arial, Avant Garde, Helvetica, etc.)
- Increasing the font size
- Increasing the spacing between lines (aka leading)
- Increasing the spacing between letters (expanding the font)
- Increasing the page margin (thereby decreasing the words in a line)

Sample: Standard Font and Spacing

Each holon, or unit of reality that is both a whole and a part of a larger whole, has an interior and an exterior. It also exists as an individual and (assuming more than one of these entities exists) as a collective. Observing the holon from the outside constitutes an exterior perspective on that holon. Observing it from the inside is the interior perspective, and so forth. If you map these four perspectives into quadrants, you have four quadrants, or dimensions (these are unrelated to the three spatial dimensions).

—*Ken Wilber (from his discussion on Integral Theory)*

Sample: Modified Font and Spacing

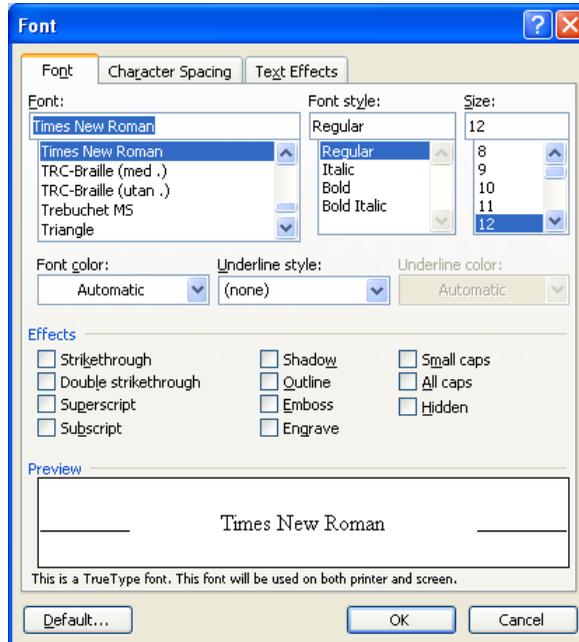
Each holon, or unit of reality that is both a whole and a part of a larger whole, has an interior and an exterior. It also exists as an individual and (assuming more than one of these entities exists) as a collective. Observing the holon from the outside constitutes an exterior perspective on that holon. Observing it from the inside is the interior perspective, and so forth. If you map these four perspectives into quadrants, you have four quadrants, or dimensions (these are unrelated to the three spatial dimensions).

—*Ken Wilber (from his discussion on Integral Theory)*

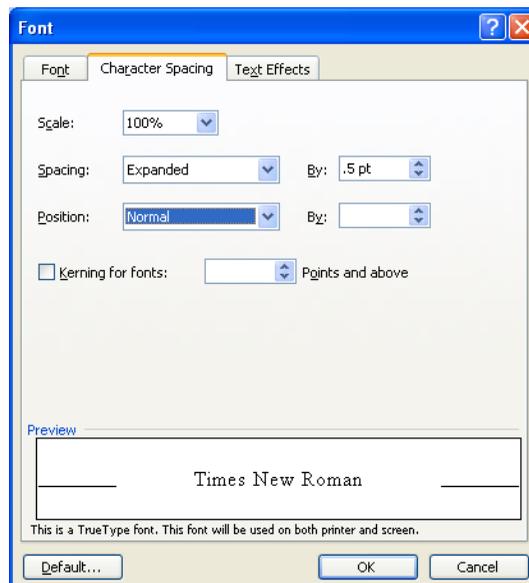
Adjusting Fonts

To adjust a font in an individual instance, go to the Font Dialogue box.
Word 2007/2010: Home Tab > Font group (or use the Quick Access Tools).

Word 2003: Format > Font or use the shortcut Ctrl + D. (Note that you can adjust the font for a style through the Modify choice in the Styles and Formatting pane.)



The font, font style, and size are set under the Font tab. To adjust the spacing between letters, go to the Character Spacing tab.



To increase the spacing between letters, choose Expanded in the Spacing drop-down box and adjust the number of points by which to expand the font.

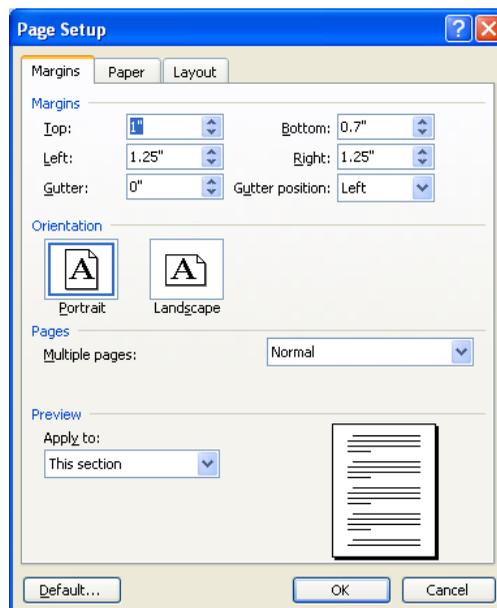
Increase the spacing between lines by adjusting the line spacing of the paragraph.

Word 2007/2010: Home tab > Paragraph group (or use the Quick Access Tools)

Word 2003: Format > Paragraph.



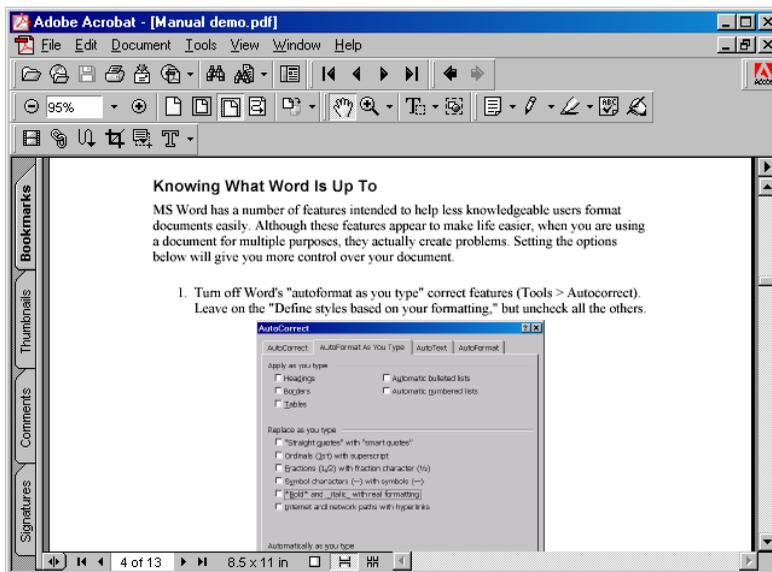
Note that you can adjust the margin for an individual paragraph by changing the left and right indent. You can adjust the margins for an entire document under File > Page Setup > Margins.



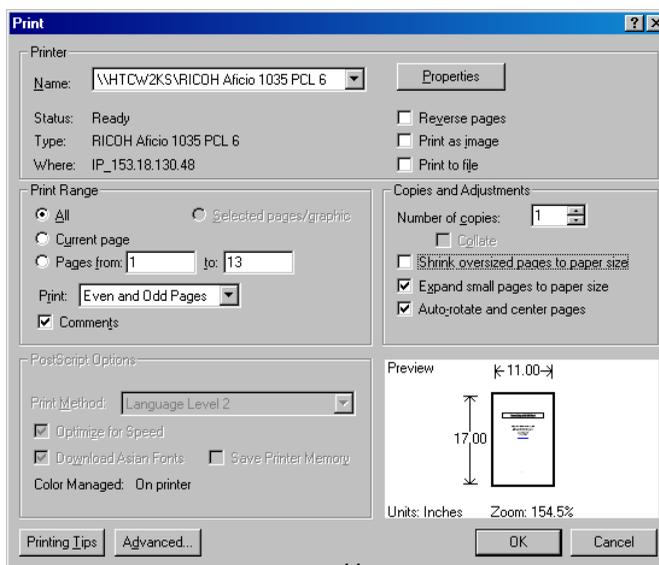
Creating a PDF

If you have used styles and you have the full version of Adobe Acrobat, you can convert your document into PDF format. If you use Adobe v. 5 or later, it will add a tag structure.

If you use graphics in Word, you can add text descriptions that will be retained when you convert to PDF (or HTML) and will be read with screen readers. Right click on your picture and go to Format Picture > Web. There is a box in which you can add a text description. When you save as PDF, the description will be retained with the graphic.



If you have a printer that will print 11" x 17" paper, you can choose that paper size (select Properties > Paper) and then select the "Expand small page to paper size" option. This option automatically takes your 8.5" x 11" page to the larger paper size.



HTML Documents

If you have used styles and added text descriptions, all that information will be retained when you save to HTML. Be sure that you save as "Web page filtered." That will strip out extra Word formatting that is not needed.

Adding Alt Tags

Word 2007/2010: The location of the alt text varies depending on how the picture was put into the document.

Pictures that were inserted into the document

- Right click on the picture to open it's context menu.
- Click "Size."
- You'll see an option for alternate text that you can fill in.

Pictures that were pasted into the document

- Right click on the picture to open it's context menu.
- You'll see a tab for alternate text.

Word 2003

- Right click on the picture to open it's context menu.
- Click "format picture."
- Click the Web Tab.
- Fill in the box for alternate text.

Formatting Specifically for Captioning

When you are preparing an e-text transcript of a video, do not use hard returns unless you are changing speakers. In other words, as long as a particular person is talking, all the text will be in the same paragraph. When the speaker changes, press the enter key.

If a narrator is speaking, everything the narrator says should be in one paragraph, regardless of the length of the paragraph.

Note with captions that the only formatting you might do of the transcript is putting the text in all caps, if that is required by the particular system. Bold, italics, etc. will be added during the actual captioning process. RapidText likes two spaces after periods.

Please note: If you are using Dragon to create the transcript by listening to the video content and then repeating, it is best to work in DragonPad and then later copy and paste the text into MS Word for formatting.

More Advanced Search and Replace

We have already seen that the Word replace feature can be used with formatting and styles, as well as individual words and symbols. As well as letters and numbers, we sometimes used codes (e.g., ^p for paragraph) to tell Word what we were looking for.

What Is a Wildcard?

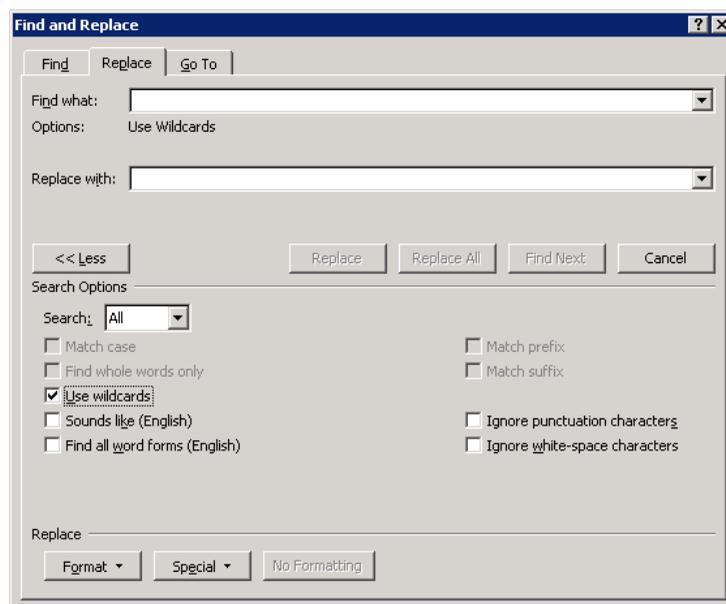
Sometimes a document will be filled with many similar, but not identical terms. We can write a series of replace strings to remove all of these artifacts, but there is a simpler way. These situations are where learning to use wildcards for search and replace can save an enormous amount of time.

Wildcards are characters that can be used to create instructions (wildcard expressions) that detail very powerful search and replace functions. Wildcard expressions usually contain two sort of characters:

- (1) *literal characters*, which are alphanumeric (letters and numbers) characters (sometimes in sets or sequences) that are meant to stand for themselves and
- (2) *metacharacters*, which are other symbols on the keyboard (brackets, slashes, parentheses, etc.) that are meant to provide instruction about what to do.

But what if you want to search for a metacharacter? You can put a backslash in front of a metacharacter to indicate that you want to find that character. The period, for instance, is a metacharacter. If you wish to search for a period, you must put a backslash in front of it (\.)

To begin using wildcards in Word, you have to enable them in the replace window (Ctrl + H). Once you open the replace window, click on “More” so that you can see the checkboxes. You will need to check the box for wildcards.



TO FIND	TYPE	EXAMPLE
Any single character	?	s?t finds sat and set
Any string of characters	*	s*d finds sad and started
The beginning of a word	<	<(inter) finds interesting and intercept, but not splintered
The end of a word	>	(in)> finds in and within, but not interesting
One of the specified characters	[]	w[io]n finds win and won
Any single character in this range	[-]	[r-t]ight finds right and sight. Ranges must be in ascending order [a-z] will find all lower case letters [a-zA-Z0-9] will find all letters and numbers
Any single character except the characters in the range inside the brackets	[!x-z]	t[!a-m]ck finds tock and tuck, but not tack or tick
Exactly <i>n</i> occurrences of the previous character or expression	{n}	fe{2}d finds feed but not fed
At least <i>n</i> occurrences of the previous character or expression	{n,}	fe{1,}d finds fed and feed
From <i>n</i> to <i>m</i> occurrences of the previous character or expression	{n,m}	10{1,3} finds 10, 100, and 1000 <i>n</i> is the minimum, <i>m</i> is the maximum
One or more occurrences of the previous character or expression	@	lo@t finds lot and loot
Treat the metacharacter (see below) as a literal character ([] { } < > () - @ ? ! * \) Backslash also used when reordering sequences	\	\. will find the periods (John) (Smith) replaced by \2 \1 will produce Smith John
Group characters	()	Parentheses group characters or strings; groups or parentheses always read left to right
Wildcard for the paragraph mark	^13	for finding hard returns

Although some codes (the ^ codes) can be used at the same time as wildcards, many cannot, or they can be used in only either the replace field or the find field. It is easier in the beginning to separate the codes from the wildcards. If you need a character type that you were using codes for, look for a Unicode equivalent. Instead of ^p for the paragraph mark, for example, we can use ^13.

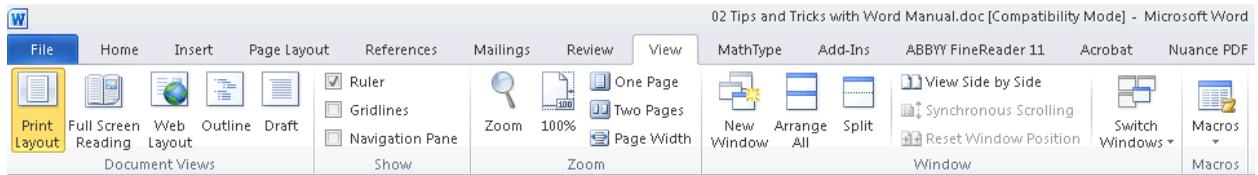
Once you have learned the characters for a few wildcards, the trickiest aspect of using them is learning how to conceptualize what the wildcards are doing.

When you are writing wildcards, try to find patterns and then try to imagine all the ways that the wildcard you have come up with might be interpreted (or misinterpreted). In the beginning, it is wise to use Find Next to ensure that the wildcard is finding what you hope it will. If you are especially nervous, you can always test your wildcards on a copy of your document. Even if you do use Find All and make a mess, Word's undo (Ctrl + Z) works with Find and Replace, and fortunately, Word has a long memory!

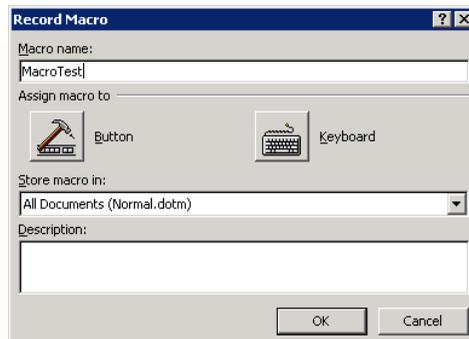
Macros

Although you can write extremely sophisticated macros for MS Word using Visual Basic, a necessary prerequisite is, well, actually knowing Visual Basic! Fortunately, for the non-coders among us, there is a simpler solution. Word also allows you to create macros by recording a series of actions that you perform in Word.

1. From the View tab on the ribbon, choose Macros > Record Macro.

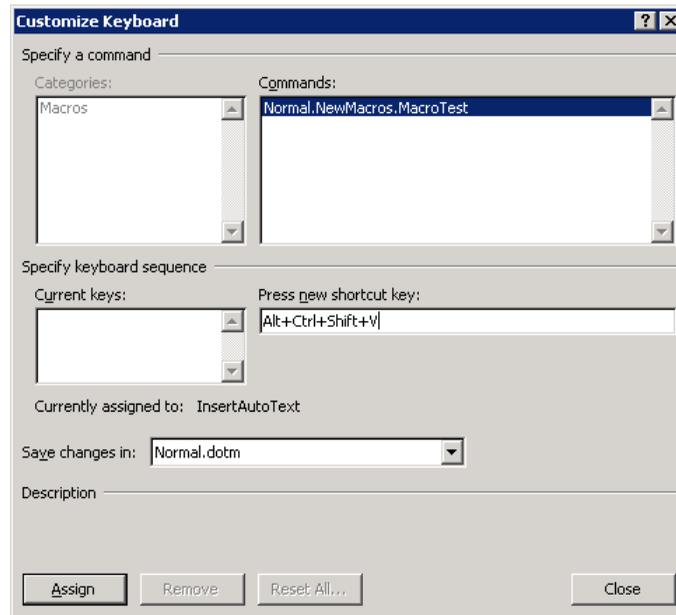


2. Name your macro, and if necessary include a brief description.



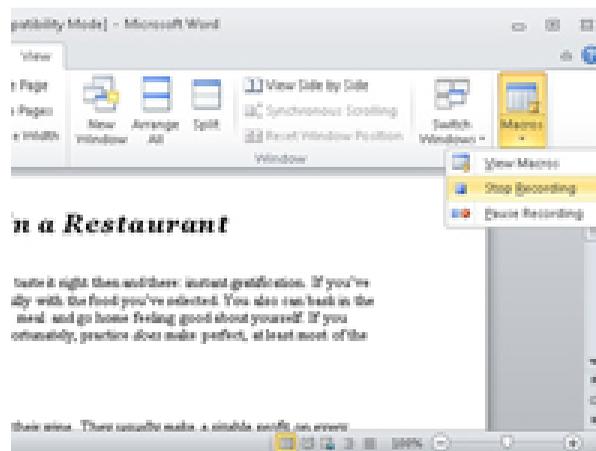
3. Click Keyboard to assign a keyboard shortcut and then type a keyboard combination into the Press new shortcut key box.

Word already uses many simple shortcuts. You might need to try Ctrl + Alt + a letter or even Ctrl + Alt + Shift + letter.

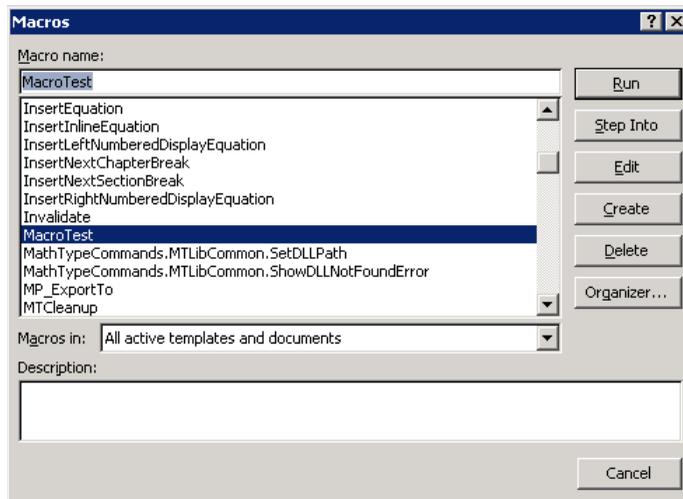


4. Click the Close button.

You're now recording a macro in Word. Everything you do is recorded, from typing text to choosing commands and setting options.



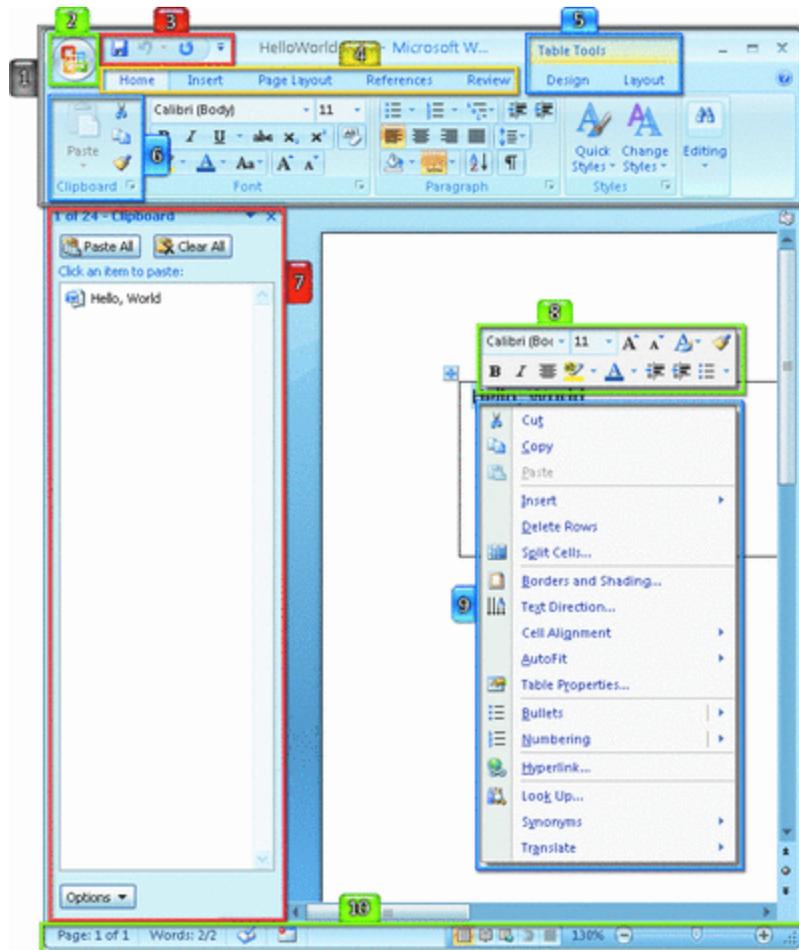
5. Stop recording by going back to the Macro button and, choosing Macros > Stop Recording. The macro is saved automatically.
6. To play back the macro, press the keyboard shortcut you assigned.
7. To review macros you've made, choose Macros > View Macros. You can manually run a macro from the Macros dialog box, or you can rename, edit, or delete the macros.



Handouts

High Tech Center Training Unit
21050 McClellan Rd. Cupertino, CA 95014
www.htctu.net

Elements of the Word 2007 Interface



1. Ribbon

The large rectangular region above the document is known as the ribbon. It contains the title bar, the Office Button, the Quick Access Toolbar, and the Tabs.

2. Office Button

This button drops the Office Menu, which is the rough equivalent of the File menu in previous releases of Office. The Office Menu contains commands that act on documents rather than on the contents of documents.

3. Quick Access Toolbar

This toolbar contains commonly used commands and is the main location for end-user customizations. Users can add any ribbon control to the Quick Access Toolbar. It's meant to be the space that "belongs" to the end user.

4. Tabs

The tabs make up the main content of the ribbon and contain UI controls that deal with the contents of the document at hand.

5. Contextual Tabsets

When objects such as pictures or tables are selected inside the document, contextual tabsets appear and contain all the UI elements for dealing with those objects.

6. Groups

Tabs contain sets of groups, which in turn contain individual UI controls. Groups optionally have dialog box launchers in the corner that display dialogs relevant to the group (such as the Font or Paragraph dialogs).

7. Task Panes

Several task panes still exist in the 2007 Office system, and it's now possible to have more than one open at a time.

8. MiniToolbar

The MiniToolbar is a collection of common formatting commands that appears above text selections and right-click context menus.

9. Context Menus

These are the same right-click context menus that we all know and love from previous versions of Office.

10. Status Bar

The status bar contains several handy new controls, such as word count and the view slider.

Where the H* Did Everything Go?**

<http://office.microsoft.com/en-us/word/HA100744321033.aspx>

Command Name	Modifiers	Key	Menu
All Caps	Ctrl+Shift+	A	
Annotation	Alt+Ctrl+	M	Insert
App Maximize	Alt+	F10	
App Restore	Alt+	F5	
Apply Heading1	Alt+Ctrl+	1	
Apply Heading2	Alt+Ctrl+	2	
Apply Heading3	Alt+Ctrl+	3	
Apply List Bullet	Ctrl+Shift+	L	
Auto Format	Alt+Ctrl+	K	
Auto Text		F3	
Auto Text	Alt+Ctrl+	V	
Bold	Ctrl+	B	
Bold	Ctrl+Shift+	B	
Bookmark	Ctrl+Shift+	F5	Insert
Browse Next	Ctrl+	Page Down	
Browse Prev	Ctrl+	Page Up	
Browse Sel	Alt+Ctrl+	Home	
Cancel		Esc	
Center Para	Ctrl+	E	
Change Case	Shift+	F3	
Char Left		Left	
Char Left Extend	Shift+	Left	
Char Right		Right	
Char Right Extend	Shift+	Right	
Clear		Del	Clear
Close Document	Ctrl+	w	
Close or Exit	Alt+	F4	
Close Pane	Alt+Shift+	C	
Column Break	Ctrl+Shift+	Return	
Column Select	Ctrl+Shift+	F8	
Copy	Ctrl+	C	
Copy	Ctrl+	Insert	
Copy Format	Ctrl+Shift+	C	

Command Name	Modifiers	Key	Menu
Copy Text	Shift+	F2	
Create Auto Text	Alt+	F3	
Customize Add Menu Shortcut	Alt+Ctrl+	=	Tools
Customize Keyboard Shortcut	Alt+Ctrl+	Num +	
Customize Remove Menu Shortcut	Alt+Ctrl+	-	
Cut	Ctrl+	X	
Cut	Shift+	Del	
Date Field	Alt+Shift+	D	
Delete Back Word	Ctrl+	Backspace	
Delete Word	Ctrl+	Del	
Distribute Para	Ctrl+Shift+	J	
Do Field Click	Alt+Shift+	F9	
Doc Close	Ctrl+	W	
Doc Close	Ctrl+	F4	
Doc Maximize	Ctrl+	F10	
Doc Move	Ctrl+	F7	
Doc Restore	Ctrl+	F5	
Doc Size	Ctrl+	F8	
Doc Split	Alt+Ctrl+	S	Window
Double Underline	Ctrl+Shift+	D	
End of Column	Alt+	Page Down	
End of Column	Alt+Shift+	Page Down	
End of Doc Extend	Ctrl+Shift+	End	
End of Document	Ctrl+	End	
End of Line		End	
End of Line Extend	Shift+	End	
End of Row	Alt+	End	
End of Row	Alt+Shift+	End	
End of Window	Alt+Ctrl+	Page Down	
End of Window Extend	Alt+Ctrl+Shift+	Page Down	
Endnote Now	Alt+Ctrl+	D	
Extend Selection		F8	

Command Name	Modifiers	Key	Menu
Field Chars	Ctrl+	F9	
Field Codes	Alt+	F9	
Find	Ctrl+	F	
Font	Ctrl+	D	
Font	Ctrl+Shift+	F	
Font Size Select	Ctrl+Shift+	P	
Footnote Now	Alt+Ctrl+	F	
Go Back	Shift+	F5	
Go Back	Alt+Ctrl+	Z	
Go To	Ctrl+	G	Edit
Go To		F5	Edit
Grow Font	Ctrl+Shift+	.	
Grow Font One Point	Ctrl+]]	
Hanging Indent	Ctrl+	T	
Header Footer Link	Alt+Shift+	R	
Help		F1	
Hidden	Ctrl+Shift+	H	
Hyperlink	Ctrl+	K	
Indent	Ctrl+	M	
Italic	Ctrl+	I	
Italic	Ctrl+Shift+	I	
Justify Para	Ctrl+	J	
Left Para	Ctrl+	L	
Line Down		Down	
Line Down Extend	Shift+	Down	
Line Up		Up	
Line Up Extend	Shift+	Up	
List Num Field	Alt+Ctrl+	L	
Lock Fields	Ctrl+	3	
Lock Fields	Ctrl+	F11	
Macro	Alt+	F8	
Mail Merge Check	Alt+Shift+	K	
Mail Merge Edit Data Source	Alt+Shift+	E	

Command Name	Modifiers	Key	Menu
Mail Merge to Doc	Alt+Shift+	N	
Mail Merge to Printer	Alt+Shift+	M	
Mark Citation	Alt+Shift+	I	
Mark Index Entry	Alt+Shift+	X	
Mark Table of Contents Entry	Alt+Shift+	O	
Menu Mode		F10	
Merge Field	Alt+Shift+	F	
Microsoft Script Editor	Alt+Shift+	F11	
Microsoft System Info	Alt+Ctrl+	F1	
Move Text		F2	
New	Ctrl+	N	File
Next Field		F11	
Next Field	Alt+	F1	
Next Misspelling	Alt+	F7	
Next Object	Alt+	Down	
Next Window	Ctrl+	F6	
Next Window	Alt+	F6	
Normal	Alt+Ctrl+	N	View
Normal Style	Ctrl+Shift+	N	
Normal Style	Alt+Shift+	Clear (Num 5)	
Open	Ctrl+	O	
Open	Ctrl+	F12	
Open	Alt+Ctrl+	F2	
Open or Close Up Para	Ctrl+	0	
Other Pane		F6	
Other Pane	Shift+	F6	
Outline	Alt+Ctrl+	O	
Outline Collapse	Alt+Shift+	-	
Outline Collapse	Alt+Shift+	Num -	
Outline Demote	Alt+Shift+	Right	
Outline Expand	Alt+Shift+	=	
Outline Expand	Alt+Shift+	Num +	
Outline Move Down	Alt+Shift+	Down	

Command Name	Modifiers	Key	Menu
Outline Move Up	Alt+Shift+	Up	
Outline Promote	Alt+Shift+	Left	
Outline Show First Line	Alt+Shift+	L	
Overtyp		Insert	
Page	Alt+Ctrl+	P	View
Page Break	Ctrl+	Return	
Page Down		Page Down	
Page Down Extend	Shift+	Page Down	
Page Field	Alt+Shift+	P	
Page Up		Page Up	
Page Up Extend	Shift+	Page Up	
Para Down	Ctrl+	Down	
Para Down Extend	Ctrl+Shift+	Down	
Para Up	Ctrl+	Up	
Para Up Extend	Ctrl+Shift+	Up	
Paste	Ctrl+	V	
Paste	Shift+	Insert	
Paste As Hyperlink			Edit
Paste Format	Ctrl+Shift+	V	
Prev Field	Shift+	F11	
Prev Field	Alt+Shift+	F1	
Prev Object	Alt+	Up	
Prev Window	Ctrl+Shift+	F6	
Prev Window	Alt+Shift+	F6	
Print	Ctrl+	P	
Print	Ctrl+Shift+	F12	
Print Preview	Ctrl+	F2	
Print Preview	Alt+Ctrl+	I	
Proofing		F7	
Redo	Alt+Shift+	Backspace	
Redo or Repeat	Ctrl+	Y	Edit
Redo or Repeat		F4	Edit
Redo or Repeat	Alt+	Return	Edit

Command Name	Modifiers	Key	Menu
Reject All Changes in Doc			Reject
Reject All Changes Shown			Reject
Repeat Find	Shift+	F4	
Repeat Find	Alt+Ctrl+	Y	
Replace	Ctrl+	H	Edit
Reset Char	Ctrl+	Space	
Reset Char	Ctrl+Shift+	Z	
Reset Para	Ctrl+	Q	
Revision Marks Toggle	Ctrl+Shift+	E	
Right Para	Ctrl+	R	
Save	Ctrl+	S	
Save	Shift+	F12	
Save	Alt+Shift+	F2	
Save As		F12	File
Select All	Ctrl+	A	Edit
Select All	Ctrl+	Clear (Num 5)	Edit
Select All	Ctrl+	Num 5	Edit
Select Table	Alt+	Clear (Num 5)	Toolbar 32778
Show All	Ctrl+Shift+	8	
Show All Headings	Alt+Shift+	A	
Show All Headings	Alt+Shift+	A	
Show Heading1	Alt+Shift+	1	
Show Heading2	Alt+Shift+	2	
Show Heading3	Alt+Shift+	3	
Show Heading4	Alt+Shift+	4	
Show Heading5	Alt+Shift+	5	
Show Heading6	Alt+Shift+	6	
Show Heading7	Alt+Shift+	7	
Show Heading8	Alt+Shift+	8	
Show Heading9	Alt+Shift+	9	
Shrink Font	Ctrl+Shift+	,	
Shrink Font One Point	Ctrl+	[
Shrink Selection	Shift+	F8	

Command Name	Modifiers	Key	Menu
Small Caps	Ctrl+Shift+	K	
Space Para1	Ctrl+	1	
Space Para15	Ctrl+	5	
Space Para2	Ctrl+	2	
Spike	Ctrl+Shift+	F3	
Spike	Ctrl+	F3	
Start of Column	Alt+	Page Up	
Start of Column	Alt+Shift+	Page Up	
Start of Doc Extend	Ctrl+Shift+	Home	
Start of Document	Ctrl+	Home	
Start of Line		Home	
Start of Line Extend	Shift+	Home	
Start of Row	Alt+	Home	
Start of Row	Alt+Shift+	Home	
Start of Window	Alt+Ctrl+	Page Up	
Start of Window Extend	Alt+Ctrl+Shift+	Page Up	
Style	Ctrl+Shift+	S	
Style Separator	Alt+Ctrl+	Return	
Subscript	Ctrl+	=	
Superscript	Ctrl+Shift+	=	
Symbol Font	Ctrl+Shift+	Q	
Thesaurus	Shift+	F7	Language
Time Field	Alt+Shift+	T	
Toggle Character Code	Alt+	X	
Toggle Field Display	Shift+	F9	
Toggle Master Subdocs	Ctrl+	\	
Tool	Shift+	F1	
Translate Pane	Alt+Shift+	F7	Language
Un Hang	Ctrl+Shift+	T	
Un Indent	Ctrl+Shift+	M	
Underline	Ctrl+	U	
Underline	Ctrl+Shift+	U	
Undo	Ctrl+	Z	

Command Name	Modifiers	Key	Menu
Undo	Alt+	Backspace	
Unlink Fields	Ctrl+	6	
Unlink Fields	Ctrl+Shift+	F9	
Unlock Fields	Ctrl+	4	
Unlock Fields	Ctrl+Shift+	F11	
Update Auto Format	Alt+Ctrl+	U	
Update Fields		F9	
Update Fields	Alt+Shift+	U	
Update Source	Ctrl+Shift+	F7	
VBCode	Alt+	F11	
Web Go Back	Alt+	Left	
Web Go Forward	Alt+	Right	
Word Count List	Ctrl+Shift+	G	
Word Count Recount	Ctrl+Shift+	R	
Word Left	Ctrl+	Left	
Word Left Extend	Ctrl+Shift+	Left	
Word Right	Ctrl+	Right	
Word Right Extend	Ctrl+Shift+	Right	
Word Underline	Ctrl+Shift+	W	

Shortcuts with WINDOWS Key

WINDOWS Key	Start Menu (toggles)
WINDOWS Key + M	minimizes all your running applications, bringing up the Desktop
WINDOWS Key + SHIFT + M	restores your minimized applications
WINDOWS Key + D	brings up your Desktop
WINDOWS + PAUSE / BREAK*	opens the System Properties Dialog Box
WINDOWS Key + TAB	brings your focus to the Task Bar

* PAUSE / BREAK Key is usually located on the top row of your keyboard on the right hand side, three keys to the right of the F12 Key.

Insert an international character by using the following shortcut keys:

To insert	Press
à, è, ì, ò, ù À, È, Ì, Ò, Ù	CTRL+` (ACCENT GRAVE), <i>the letter</i>
á, é, í, ó, ú, ý Á, É, Í, Ó, Ú, Ý	CTRL+' (APOSTROPHE), <i>the letter</i>
â, ê, î, ô, û Â, Ê, Î, Ô, Û	CTRL+SHIFT+^ (CARET), <i>the letter</i>
ã, ñ, õ Ã, Ñ, Õ	CTRL+SHIFT+~ (TILDE), <i>the letter</i>
ä, ë, ï, ö, ü, ÿ Ä, Ë, Ì, Ö, Ü, ÿ	CTRL+SHIFT+: (COLON), <i>the letter</i>
å, Å	CTRL+SHIFT+@, a or A
æ, Æ	CTRL+SHIFT+&, a or A
œ, Œ	CTRL+SHIFT+&, o or O
ç, Ç	CTRL+, (COMMA), c or C
ð, Ð	CTRL+' (APOSTROPHE), d or D
ø, Ø	CTRL+/, o or O
ı	ALT+CTRL+SHIFT+?
ı	ALT+CTRL+SHIFT+!
ß	CTRL+SHIFT+&, s

Short Cut Keys

SHIFT+ENTER	A line break
CTRL+ENTER	A page break
CTRL+SHIFT+ENTER	A column break
CTRL+HYPHEN	An optional hyphen
CTRL+SHIFT+HYPHEN	A nonbreaking hyphen
CTRL+SHIFT+SPACEBAR	A nonbreaking space
ALT+CTRL+C	The copyright symbol
ALT+CTRL+R	The registered trademark symbol
ALT+CTRL+T	The trademark symbol
ALT+CTRL+period	An ellipsis

Character and paragraph formatting

Copy formatting

CTRL+SHIFT+C	Copy formatting from text
CTRL+SHIFT+V	Apply copied formatting to text

Change or resize the font

CTRL+SHIFT+F	Change the font
CTRL+SHIFT+P	Change the font size
CTRL+SHIFT+>	Increase the font size
CTRL+SHIFT+<	Decrease the font size
CTRL+]	Increase the font size by 1 point
CTRL+[Decrease the font size by 1 point

Apply character formats

CTRL+D	Change the formatting of characters (Font command, Format menu)
SHIFT+F3	Change the case of letters
CTRL+SHIFT+A	Format letters as all capitals
CTRL+B	Apply bold formatting
CTRL+U	Apply an underline
CTRL+SHIFT+W	Underline words but not spaces
CTRL+SHIFT+D	Double-underline text
CTRL+SHIFT+H	Apply hidden text formatting
CTRL+I	Apply italic formatting
CTRL+SHIFT+K	Format letters as small capitals

CTRL+EQUAL SIGN	Apply subscript formatting (automatic spacing)
CTRL+SHIFT+PLUS SIGN	Apply superscript formatting (automatic spacing)
CTRL+SPACEBAR	Remove manual character formatting
CTRL+SHIFT+Q	Change the selection to the Symbol font

View and copy text formats

CTRL+SHIFT+* (asterisk)	Display nonprinting characters
SHIFT+F1 (then click the text whose formatting you want to review)	Review text formatting
CTRL+SHIFT+C	Copy formats
CTRL+SHIFT+V	Paste formats

Set line spacing

CTRL+1	Single-space lines
CTRL+2	Double-space lines
CTRL+5	Set 1.5-line spacing
CTRL+0 (zero)	Add or remove one line space preceding a paragraph

Align paragraphs

CTRL+E	Center a paragraph
CTRL+J	Justify a paragraph
CTRL+L	Left align a paragraph
CTRL+R	Right align a paragraph
CTRL+M	Indent a paragraph from the left
CTRL+SHIFT+M	Remove a paragraph indent from the left
CTRL+T	Create a hanging indent
CTRL+SHIFT+T	Reduce a hanging indent
CTRL+Q	Remove paragraph formatting

Apply paragraph styles

CTRL+SHIFT+S	Apply a style
ALT+CTRL+K	Start AutoFormat
CTRL+SHIFT+N	Apply the Normal style
ALT+CTRL+1	Apply the Heading 1 style
ALT+CTRL+2	Apply the Heading 2 style
ALT+CTRL+3	Apply the Heading 3 style
CTRL+SHIFT+L	Apply the List style

Search and Replace

SUMMARY

You can use the following control codes and special characters in Microsoft Word with the Find and Replace commands on the Edit menu (the Search menu in versions 1.x).

MORE INFORMATION

NOTE: The caret character (^) must be typed. The caret is created by pressing SHIFT+6. (Don't confuse this symbol with the CTRL key.)

```
Characters String Matches -----  
  
^1 Picture (Except pictures with Float Over Text property, Word 98  
Macintosh Edition)  
  
^2 Auto-referenced footnotes  
  
^3 Word 1.x: Footnote separator all other versions of Word: this  
control character is not used  
  
^5 Annotation mark  
  
^9 Tab  
  
^10 Word 1.x: Linefeed all other versions of Word: this control  
character is not used  
  
^11 New line  
  
^12 Page OR section break  
  
^13 Carriage return  
  
^14 Column break  
  
^19 Opening field brace (when the field braces are visible)  
  
^21 Closing field brace (when the field braces are visible) ? Word  
1.x: Any single character (not valid in the Replace box) all other  
versions of Word: Question Mark  
  
^? Word 1.x - Word 2.x: Question mark Word 6.x and later: Any  
single character (not valid in the Replace box)  
  
^- Optional hyphen  
  
^~ Non-breaking hyphen  
  
^^ Caret character  
  
^# Word 6.x and later: Any digit  
  
^$ Word 6.x and later: Any letter
```

^& Word 6.x and later: Contents of Find What box (Replace box only)
 ^+ Word 6.x and later: Em Dash (not valid in the Replace box)
 ^= Word 6.x and later: En Dash (not valid in the Replace box)
 ^u8195 Word 98 Macintosh Edition: Em Space Unicode character value search (not valid in the Replace box)
 ^u8194 Word 98 Macintosh Edition: En Space Unicode character value search (not valid in the Replace box)
 ^a Word 6.x - Word 7.0: Annotation (not valid in the Replace box)
 Word 98 Macintosh Edition: Comment (not valid in the Replace box)
 ^b Word 6.x and later: Section Break (not valid in the Replace box)
 ^c Replace with Clipboard contents (Replace box only)
 ^d Word 1.x - 2.x: Section mark Word 6.x and later: Field
 ^e Word 6.x and later: Endnote Mark (not valid in the Replace box)
 ^f Word 6.x and later: Footnote Mark (not valid in the Replace box)
 ^g Word 6.x and later: Graphic
 ^l New line
 ^m Word 1.x - 2.x: Duplicates search text (replace only) Word 6.x and later: Manual Page Break

 ^n Word 1.x - Word 2.x: Linefeed (new line) Word 6.x and later: Column break
 ^t Tab
 ^p Paragraph mark
 ^s Non-breaking space
 ^w White space (space, non-breaking space, tab; not valid in the Replace box)
 ^nnn Where "n" is an ASCII character number
 ^Onnn Same as above, but uses ANSI characters (ALT+nnn PC only) (Produces ASCII on Macintosh)
 ^unnnn Word 98 Macintosh Edition Unicode character search where "n" is a decimal number corresponding to the Unicode character value.

^19<field name>

When you work with either the Search or Replace command in versions 1.x of Word for Windows, you can use the CTRL key to search or replace the following:

```
CTRL+F = Fonts CTRL+P = Points CTRL+U = Underline CTRL+I = Italic
CTRL+K = Small capitals CTRL+W = Underline characters only CTRL+D =
Double underline CTRL+PLUS = Subscript SHIFT+CTRL+PLUS =
Superscript CTRL+L = Left-aligned text CTRL+R = Right-aligned text
CTRL+C = Centered text CTRL+J = Justified (all text) CTRL+SPACEBAR
= Clears above selections
```

REFERENCES

In Word 98 Macintosh Edition, for more information about finding and replacing special characters, on the Help menu click "Contents and Index" next click the Index button and then type:
special characters, finding and replacing

In Word 7.0, for more information about finding and replacing special characters, click the Index tab in Help, and type:
special characters, finding

Double-click the selected topic to go to the "Special characters I can find and replace" topic.

For more information about finding and replacing formatting or special characters in versions 2.0, 2.0a, 2.0a-CD, and 2.0b of Word for Windows, refer to pages 260-266 of the "Microsoft Word for Windows User's Guide."

Advanced Find and Replace in Microsoft Word

Jack M. Lyon

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Preface

This document is a compilation of articles that originally appeared in my email newsletter, *Editorium Update*. Microsoft Word’s advanced search features are extremely powerful, but they’re also virtually undocumented. Most explanations of their use have been limited to a simple table of various wildcards. I wrote these articles to remedy that situation.

As you read these articles, you may want to actually try the techniques in Microsoft Word, using some junk documents that you no longer need. Doing so will help you learn more than just reading the instructions.

I hope these articles will help you understand how useful Word’s advanced search features can be and how much time they can save you. Using these features, you can quickly fix repetitive problems that would take hours to correct by hand.

Enjoy!

Searching with Codes

Why should you, as an editor, writer, or publisher, care about something as “technical” as searching with codes? Because they make it possible to find and replace things you ordinarily couldn’t, such as paragraph breaks, dashes, and symbols. This can be a big help in cleaning up all kinds of editorial and typographical problems that you’d otherwise have to fix by hand.

There are actually two different kinds of codes:

1. Microsoft Word’s built-in codes (such as ^p for paragraph breaks and ^t for tabs).
2. ANSI character codes (such as ^013 for paragraph breaks and ^009 for tabs).

Both kinds of codes are useful, but the list of ANSI codes includes every character (not including Unicode characters) you can use in Microsoft Word. Later I’ll provide a list of these codes and explain how to use them.

Microsoft Word’s Built-in Codes

First, I’ll give you a list of Word’s built-in codes, which you can use in Microsoft Word’s Find and Replace dialog (Edit/Replace). For example, if you wanted to find an em dash, you’d enter the following code in the “Find what” box: ^+

To replace it with an en dash, you’d enter this in the “Replace with” box: ^=

You can also insert Word’s built-in codes by clicking the Special button in the Find and Replace dialog and then selecting the item you need. Please note that you can use some of the codes only in finding text, others only in replacing, and others in either one.

You can also use combinations of codes. For example, you could search for tabs followed by paragraph breaks (^t^p) and replace them with paragraph breaks alone (^p).

And now, here’s the list.

Note

For easy reference, all the code lists are also included at the end of this document.

Codes You Can Use in the “Find What” and “Replace With” Boxes

Character	Find What	Replace With
Annotation Mark (comment)	^a	
Any character	^?	
Any digit	^#	
Any letter	^\$	
Caret character	^^	^^
Clipboard contents		^c
Column break	^n	^n
Contents of the Find What box		^&
Em dash	^+	^+
En dash	^=	^=
Endnote mark	^e	
Field	^d	
Footnote mark	^f	
Graphic	^g	
Line break	^l	^l
Manual page break	^m	^m
Nonbreaking hyphen	^~	^~
Nonbreaking space	^s	^s
Optional hyphen	^-	^-
Paragraph mark	^p	^p
Section break	^b	
Tab character	^t	^t
White space	^w	

Searching for Special Characters

As I said above, Microsoft Word has ANSI character codes you can use to find certain items that are not usually visible in the text:

- For a carriage return, you can use ^013.
- For a section break, you can use ^012.
- For a word space, you can use ^032.

Of course, you can also use Word’s built-in codes from the table above, which you can insert into the Find dialog’s “Find what” box by clicking the “Special” button:

- For a carriage return, you can use ^p.
- For a section break, you can use ^b.
- For a word space, you can use ^w
(actually, any white space).

So why would you want to use the first codes?

Because if you’re finding something by using wildcards, the second ones won’t work. For example, let’s say that (for some reason) you’re searching for “wh” followed by any other

character (the wildcard for which is “?”), followed by a carriage return. In the Find dialog’s “Find what” box, you enter this: wh?^p

And to make Word search for the wildcard rather than an actual question mark, you put a check in the box labeled “Use wildcards.”

Finally, you click the Find button. What happens? You get an error message:

^p is not a valid special character for the Find What box or is not supported when the Use Wildcards check box is selected.

“Well then, how,” you politely ask your computer, “am I supposed to find what I’m looking for?” As usual, it doesn’t reply, but here’s the answer anyway. In the “Find what” box, you enter this: wh?^013

And that will do the job. (On a PC. On a Macintosh, using numeric codes may not work when using wildcards. Here’s a little trick, however. Try enclosing the code in square brackets, and precede the code with a backslash. For example, to find a carriage return on a Mac, try using [^\013].)

Ordinarily, you should probably use Word’s built-in codes, such as ^p and ^b. But when those don’t work, now you’ve got an alternative.

ANSI Character Codes

You can also search for any characters using numeric character codes (technically ANSI numbers). I’m including the list at the end of this document, with codes for both PC and Macintosh, although I make no guarantees about how the characters themselves will show up.

Also, you’ll notice that I haven’t included the codes for such ordinary characters as letters of the alphabet, since you can search for these by using the characters themselves. No code is needed.

To use the codes for finding or replacing special characters, simply insert them, preceded by a caret and a zero, in the “Find what” or “Replace with” boxes in Microsoft Word’s Find and Replace dialog box.

For example, if you wanted to find a u with an umlaut, you’d enter the following code in the “Find what” box on a PC: ^0252 On a Macintosh, you’d enter this: ^0159

You can also use many of the codes to insert special characters into your documents. To do so:

1. Turn on Num Lock for the numeric keypad.
2. Hold down the ALT key.
3. On the numeric keypad, type a zero followed by the code.
4. Release the ALT key.

The character will be inserted into your document.

WARNING:

Use numeric codes to replace paragraph returns and section breaks only when absolutely necessary, because Word stores formatting information in these characters. Try to stick to Word’s built-in codes when you can. Also, be aware that some fonts assign different characters to the numeric codes. The list below should be accurate for Times New Roman on a PC and Times on a Macintosh.

What's That Character?

But what if you're trying to find and replace some obscure character in an unusual font? Here's the scenario: You open a giant document from a client and start looking through it. But what's this? The same odd character at the beginning of every paragraph. Must be some kind of file translation error. Odder still, Microsoft Word won't let you paste the character into its Find and Replace dialog, so how are you going to get rid of them all? By hand? Horrors!

If you knew the character's numeric code, you could search for it. But this character isn't on the usual list. How can you find out its numeric code? By using our trusty NextCharacter macro:

For Microsoft Word 6 or 7 (95):

```
'Macro starts here
NextChar$ = Str$(Asc(Selection$()))
MsgBox "The code for the next character is " \ + NextChar$ + ".", "Next Character"
'Macro ends here
```

For Microsoft Word 8 (97 or 98) or 9 (2000 or 2001)

```
'Macro starts here
Dim NextChar$
NextChar$ = Str(Asc(WordBasic.[Selection$]()))
WordBasic.MsgBox _ "The code for the next character is " + NextChar$ + ".", _ "Next
Character"
'Macro ends here
```

To Create the Macro

1. Copy the appropriate macro from this newsletter.
2. Click the "Tools" menu at the top of your Word window.
3. Click "Macro."
4. In Word 97, 98, 2000, or 2001, click "Macros."
5. Make sure "Macros Available In" shows "Normal.dot."
6. Type a name for the macro in the "Macro Name" box--"NextCharacter" should do nicely.
7. Click "Create."
8. Paste the macro at the current insertion point.
9. In Word 6 or 7, click "File," then "Close," then "Yes." In Word 97, 98, 2000, or 2001, click "File," then "Close and Return to Microsoft Word."

To Run the Macro:

1. Put your cursor in front of the character whose numeric code you want to know.
2. Click the "Tools" menu at the top of your Word window.
3. Click "Macro."
4. In Word 97, 98, 2000, or 2001, click "Macros."
5. Make sure "Macros Available In" shows "Normal.dot."
6. Select the macro (probably "NextCharacter") in the "Macro Name" box.

7. Click "Run."

After you run the macro, a message box will appear on your screen with the numeric code you need.

Replacing with “Find What Text”

If you're faced with a complex task using Microsoft Word's Find and Replace feature, the “Find What Text” replacement code may come in handy. For example, let's say you need to add the HTML italic tags `<I>` and `</I>` around anything formatted with italic. (If you don't understand HTML, don't worry. You'll soon see the point of this example.) You might think you'd need a macro to add the tags, but you don't. You can easily do it like this:

1. Open the document you want to tag.
2. Open the Find and Replace dialog (click on the Edit menu; then click “Replace”).
3. With your cursor in the “Find What” box, turn on italic formatting (CTRL+I) so that the word “Italic” is displayed below the box. Make sure the box itself is empty.
4. In the “Replace With” box, enter “`<I>^&</I>`” (if you want, you can also set this box to “Not Italic” by pressing CTRL+I a couple of times).
5. Click the “Replace All” button. Any italicized text will be surrounded by the HTML italic tags.

The `^&` code in the “Replace With” box represents the text you specified in the “Find What” box. In this case, that's any text with italic formatting. What you're saying is, “Find any text in italic and replace it with itself surrounded by HTML italic codes.” As a specific example, let's take the following line,

“This is a test to *see* what will happen.”

When you use the Find and Replace procedure above, you'll get the following result:

“This is a test to `<I>see</I>` what will happen.”

You can use the same principle to manipulate text in a variety of ways:

- Put quotation marks around the titles of magazine articles that an author has italicized.
- Insert a bullet in front of every paragraph formatted with Heading 3 style. (You knew you could find style formatting, right? In the Find or Replace dialog, click the “More” button [if available], then “Format,” and then “Style.”)
- Insert “Chapter” in front of every number formatted with Heading 1 style.

And so on. Any time you need to add something to unspecified text that's formatted in a specific way, try using “Find What Text.”

Example: Formatting Note Numbers

I'll show you how to use the "Find What Text" feature to change the format of note numbers. I'm going to use footnotes as an example, but you can do the same thing with endnotes.

When you create footnotes in Microsoft Word (Insert menu | Footnotes | Footnote), the footnote numbers are formatted in superscript, like this (I'm using carats [`^`] to indicate superscript formatting):

`^1^` This is the text of note 1.

^2^ This is the text of note 2.

And so on. But sometimes you might want your footnote numbers to have regular formatting and be followed by a period, like this:

1. This is the text of note 1.
2. This is the text of note 2.

Microsoft Word has no numbering option that will do this. Nevertheless, there **is** a way to do it, using "Find What Text":

1. Open a document containing footnotes (be sure to keep a backup copy of the document, just in case).
2. Make sure you're viewing the document in Normal mode (View menu/Normal).
3. Open the footnote pane (View menu/Footnotes).
4. Make sure your cursor is at the top of the footnote pane.
5. Open the Find and Replace dialog (Edit menu/Replace).
6. In the "Find what" box, enter "^{^02}"(don't include the quotation marks). ^{^02} is the code that represents a footnote number.
7. In the "Replace with" box, enter "^{^&.}" (don't include the quotation marks). Be sure to include the period after the ampersand. Also, in earlier versions of Word, you may need to follow the period with a space. The ^{^&} code itself represents any text that was found, or in other words, the "Find What Text."
8. With your cursor in the "Replace with" box, click the "Format" button. (You may need to click the "More" button first.)
9. Click "Font."
10. In the Find Font dialog, clear the "Superscript" checkbox so that the replacement text won't be formatted in superscript.
11. Click the "OK" button to close the dialog.
12. In the Find and Replace dialog, click the "Replace All" button.

Your footnotes will now be formatted like this:

1. This is the text of note 1.
2. This is the text of note 2.

Pretty neat! Remember, however, that if you now add another footnote, its number will be formatted in the superscript default, and you'll have to fix it by hand. To do so:

1. Select the number.
2. Press CTRL+SPACE to remove the superscript format.
3. Type a period after the number.

WARNING:

Be careful not to delete a note number or type a note number by hand. Microsoft Word uses a special code to represent a note number, and if you fool around with this code, you risk corrupting your file. You can, however, delete or move a note **reference** number that appears in the **body** of your document, like this,^{^3^} and Microsoft Word will automatically renumber your notes, leaving their new formatting intact.

I ordinarily advise people not to mess around with automatic note numbers, because it's fairly easy to corrupt a document by doing so. If you know what you're doing, however, you can at least change the formatting of the note numbers if you really need to. Now you know how!

Using Wildcards

The Basics

When I was in the fifth grade in wintry Idaho, rather than venturing out into the cold, some fellow students and I often spent recess playing poker. (Did our teacher know about this? I can't remember.) Being *extremely* sophisticated players, we often designated jokers, deuces, *and* one-eyed jacks as wild cards—that is, they could represent any card in the deck. With the help of these wild cards, we had plenty of royal flushes, hands with five aces, and so on. Now that was poker!

Microsoft Word, too, has a bunch of “wild cards” (which Microsoft spells as one word) that you can use to find various combinations of characters in a document. Wildcards can get pretty complicated, but this week we'll cover just the basics.

The simplest wildcard is the question mark (?), which represents any single character. If you want to see how it works, try this:

1. Open a document with some text that you can play around with.
2. Click the “Edit” menu.
3. Click “Find.”
4. In the “Find What” box, enter a question mark (?).
5. Put a checkmark in the “Use wildcards,” or “Use Pattern Matching” box. (You may need to click the “More” button first.) Checking this box tells Microsoft Word that you're going to use a wildcard. If you didn't check the box, Microsoft Word would assume you were trying to find a question mark.
6. Click the “Find” button.

Microsoft Word will find the first character after your cursor position. Click the “Find” button again. Microsoft Word will find the next character. And so on.

That doesn't seem very useful, but let's suppose you're editing a document that was scanned from a magazine article and is riddled with typos. You notice that the word “but” shows up in various ways, including “bat” and “bet.” Let's say that this is a technical article with no references to baseball, winged mammals, or games of chance, so you decide to use the ? wildcard to find “bat” and “bet” and replace them in a single pass. Here's the procedure:

1. Click the “Edit” menu.
2. Click “Replace.”
3. Enter “b?t” in the “Find What” box.
4. Enter “but” in the “Replace With” box.
5. Put a checkmark in the “Use Pattern Matching Box.”
6. Click the “Replace All” button.

Both “bat” and “bet” will be replaced with “but.” The problem is, so will “bit.” And, unfortunately, since you can't specify “Find Whole Words Only” when the “Use Pattern Matching” box is checked, Microsoft Word will replace “better” with “butter,” “combat” with “combut,” and who knows what else. So, instead of clicking the “Replace All” button, you should click the “Replace” button for each individual item as needed.

Now you begin to see the power—and the danger—of using wildcards. Like cut-throat poker, they are not for the faint of heart. But if you know what you’re doing, they can be very useful. Unfortunately, they won’t help much in the “Replace With” box. In fact (with one exception that we’ll discuss in the future), you can’t use them there at all. Why? Because Word has no way of knowing what you want them to represent.

Let’s say you want to find “but” and replace it with either “bet” or “bat,” so you put “b?t” in the “Replace With” box and click the “Replace All” button. Word doesn’t know whether you want to replace “but” with “bet” or “bat,” so it just replaces it with the actual text “b?t.” So, basically, the only thing you can use in the “Replace With” box is actual text or certain built-in codes, mentioned earlier.

Here’s a list of wildcards for you to play with (on some junk text—don’t use a real document):

?	Finds any single character: “c?t” finds “cat,” “cut,” and “cot.”
*	Finds any string of characters: “b*d” finds “bad,” “bread,” and “bewildered.”
[]	Finds one of the specified characters: “b[ai]t” finds “bat” and “bit” but not “bet.”
[-]	Finds any single character in the specified range (which must be in ascending order): “[l-r]ight” finds “light,” “might,” “night,” and “right” (and “oight,” “pight,” and “qight,” if they exist).
[!]	Finds any single character except those specified: “m[!u]st” finds “mist” and “most” but not “must.” “t[!ou]ck” finds “tack” and “tick” but not “tock” or “tuck.”
[!x-z]	Finds any single character except those in the specified range: “t[!a-m]ck” finds “tock” and “tuck” but not “tack” or “tick.”
{ n }	Finds exactly n occurrences of the previous character or expression: “re{2}d” finds “reed” but not “red.”
{ n, }	Finds at least n occurrences of the previous character or expression: “re{1,}d” finds “red” and “reed.”
{ n,m }	Finds from n to m occurrences of the previous character or expression: “10{1,3}” finds “10,” “100,” and “1000.”
@	Finds one or more occurrences of the previous character or expression, if there are any: “me@t” finds “met” and “meet.”
<	Finds the beginning of a word: “<inter” finds “interest” and “interrupt” but not “splinter.”
>	Finds the end of a word: “in>” finds “in” and “main” but not “inspiring.”

Wildcard Combinations

Now let’s talk about how to combine wildcards, which will let you get pretty fancy about the stuff you want to find. Basically, you just need to know that you *can* combine wildcards. Then you can get as crazy as you like.

Earlier we used the “?” wildcard to find every three-letter combination starting with b and ending with t—“bet,” “but,” “bit,” “bat,” and so on—by searching for “b?t” with “Use Pattern Matching” turned on in the Find dialog box.

Now let’s say we wanted to find the same characters but add others as well. For example, we might want to find every three-letter combination starting with b and ending with d—“bed,” “bud,” “bid,” “bad,” and so on—in addition to the combinations ending in t. Can we really do that? Sure!

After bringing up the Find dialog (Edit > Find) and turning on “Use Pattern Matching,” we’ll start by entering the letter b into the “Find What” box, telling Microsoft Word to find that letter.

Next, we’ll enter the ? wildcard, which tells Microsoft Word to find any single character.

Finally, we'll enter a new wildcard: [td]. Microsoft Word will find any one of the characters specified in the brackets.

Altogether, the string of characters looks like this – b?[td] – and there we are, doing wildcard combinations! This particular combination tells Microsoft Word to find the letter b followed by any other single character followed by t or d.

How will something like this help you in editing? Suppose you're working on a manuscript in which the author has misspelled a name in nearly every way possible. You could comb through the manuscript over and over, hoping to catch all the variations. Or, you could be sure to catch them all by searching with wildcards. For example, let's say your manuscript is a book about India and the name in question is Gandhi. Your author has misspelled it as "Ghandi," "Gahndi," and "Ganhdi." (Not possible? Hah!) You can find every last one of them with the following string:

G[andh][andh][andh][andh]i

Then, if you've put the correct spelling, "Gandhi," in the "Replace With" box, you can find and replace each wrong spelling with the right one in a single pass, which is much more efficient than finding and replacing each variation separately.

You may be wondering why you couldn't just use the * wildcard to represent the whole string of letters, like this: G*i

You could. But remember, the * wildcard represents any string of characters—including spaces. It's not limited to characters within a word (and neither are other wildcards). That means, in addition to finding the misspelled names, it will find the first 14 characters of the following phrase: "Go to the officer's hall." So be careful, especially if you're planning to use "Replace All" rather than finding and replacing one item at a time.

There is a way to simplify the wildcard combination, however. Consider this string:

G[andh]{3}i

It's functionally the same as:

G[andh][andh][andh][andh]i.

The {3} tells Word to find exactly three more occurrences of the previous "expression," which is [andh].

But now a complication: Suppose that our slapdash author has also spelled Gandhi's name as "Gandi." Uh-oh. Our original string won't catch that, because this new misspelling is one character shorter than our string specifies. But consider this:

G[andh]{2,3}i

The {2,3} tells Word to find from 2 to 3 occurrences of the previous expression, so this string will catch all of our misspelled variations so far.

What if we want to allow for more or fewer characters, being particularly unsure of our author? We can use this string:

G[andh]@i

The @ wildcard tells Microsoft Word to find one or more occurrences of the previous expression, if there are any. That ought to cover nearly anything our author throws at us. If we want to get a little more specific, we can use {2,}, which tells Word to look for at least two occurrences of the previous expression.

Here's a tip: What would happen if we put a lowercase g rather than a capital G at the beginning of our string? Word wouldn't find the misspelled names. Why? Because with "Use Pattern Matching" turned on, Word automatically matches case—a useful thing to know.

Wildcard Ranges

Wildcard ranges are fairly simple. You just use the [-] wildcard to tell Microsoft Word what to find. Let's continue with our example from above: `b?[td]`

As you probably recall, this tells Word to find the letter b followed by any single character followed by either t or d. In other words, it will find "bet," "but," "bit," "bat," "bed," "bud," "bid," "bad," and so on.

But what if we wanted to find "bat," "bad," "bet," and "bed" but *not* "bit," "bid," "bud," and "but"? After bringing up the Find dialog (Edit > Find) and turning on "Use Pattern Matching" (you may need to click the "More" button before this is available), we could use this wildcard combination in the "Find What" box: `b[a-e][td]`

This tells Word to find the letter b followed by any letter from a to e (in other words, a, b, c, d, or e) followed by t or d. (The range must be in ascending order—in other words, from a "lower" letter [such as a] to a "higher" letter [such as z].)

Here's another way to approach this:

`b[!f-z][td]`

Notice the exclamation mark at the front of the "range" wildcard. The exclamation mark tells Word to find every character except those specified—in this case, the letters f through z. This wildcard combination, too, will find "bat," "bad," "bet," and "bed" but not "bit," "bid," "bud," and "but."

Here's a range that I use all the time: `[0-9]` This little beauty finds any occurrence of a digit. What's that good for? Let's say you're editing a document with lots of numbered lists, like this:

1. Lorem ipsum dolor sit amet.
- 2 Ut wisi enim ad minim veniam.
3. Duis autem vel eum iriure dolor.

Did you notice that the number 2 has no period? Good! You must have "the eye." But if you have several long lists, you might want to let Word find these problem numbers for you. To do so, try this wildcard string:

`^013[0-9][!.]`

Pretty cryptic. But if you've been reading so far, you can probably figure this out:

- `^013` is the numeric code for a carriage return. (Note: Using ANSI codes with wildcard searches may not work on a Macintosh.)
- `[0-9]` represents any digit.
- `@` tells Word to find one or more occurrences of the previous expression, if there are any (in this case, any digit). This is necessary in case you have lists with two-digit (or longer) numbers.
- `[!.]` tells Word to find any character except a period.

Piece of cake! Here are two other wildcard ranges you might find useful:

`[a-z]` represents any occurrence of a lowercase letter.

[A-Z] represents any occurrence of an uppercase letter.

Remember, too, that you can use the [] wildcard (without a hyphen) to specify a whole group of characters without using a range. For example, this wildcard will find various kinds of punctuation:

```
[.,:;\?\\!]
```

You may be wondering about the backslash (\) in front of the question and exclamation marks. The backslash tells Word to treat the following character as a character and not as a wildcard. (Remember, ? is the wildcard for a single character, and ! is the wildcard for “except.”)

Don’t be afraid to try all of these wildcard combinations and ranges for yourself (on some junk text, of course). As you experiment, you’ll better understand what works and what doesn’t. Then, when the need to use wildcards arises (which it will), you’ll be ready.

Wildcard Grouping

For the past few weeks we’ve been talking about using wildcards to find and replace text in Microsoft Word. This week we’ll discuss wildcard grouping, which is simply a way of telling Word that you want certain wildcards to be used together as a unit.

Continuing with our example from above, let’s say that you’re editing a document with lots of numbered lists, like this:

1. Lorem ipsum dolor sit amet.
2. Ut wisi enim ad minim veniam.
3. Duis autem vel eum iriure dolor.

Now let’s say that you want to replace the space after each number and period with a tab. After calling up the Replace dialog (Edit > Replace) and putting a check in the “Use wildcards” or “Use Pattern Matching” box, you could enter the following string of characters into the “Find What” box:

```
^013[0-9]@.
```

(You can’t see it, but there’s a space on the end of that string, and it needs to be included.) As you probably recall, this tells Microsoft Word to do the following:

- (^013) Find a paragraph mark
- ([0-9]) followed by a number
- (@) followed by one or more numbers,
if there are any
- (.) followed by a period
- () followed by a space

But that still won’t let us replace that space with a tab. Why? Because there’s no way to replace the space independently of the rest of the string—whatever the string finds *includes* the space.

So let’s try this: (^013[0-9]@.)()

Notice that we’ve grouped the wildcards and other characters together with parentheses. (In case you can’t tell, that’s our uncooperative space between the last two parentheses.) Such groups, for reasons known only to the mathematically minded, are called “expressions,” and in this case there are two of them:

1. (^013[0-9]@.)
2. ()

Grouping things together like this makes it possible to refer to each group independently in the “Replace With” box—a wonderful thing! So in the “Replace With” box, we’ll enter this string:
\1^t

That “\1” is an example of the little-known “Find What Expression” wildcard, which lives deep in the wilds of Redmond, Washington, and only comes out at night. It’s a backslash followed by the number one, and it tells Word to replace whatever is found by the first expression – (^013[0-9]@.) – with whatever the first expression finds. (Yes, you read that correctly.) In other words, Word replaces whatever the first expression finds with *itself*. That seems strange, but it means we can treat the second expression – () – as an independent unit, which is exactly what we need to do. (By the way, “Find What Expression” wildcards are the only wildcards that can be used in the “Replace With” box. They are simply a backslash followed by a number.) The ^t, of course, is the code for a tab.

You’ll notice that we haven’t included a “\2” code, which would replace something with whatever is found by our *second* expression, the space in the parentheses. Since we haven’t included that code, the space will be replaced by nothing—in other words, it will be *deleted* during the Find and Replace. So the relationship between the wildcards in the “Find What” string and the “Replace With” string is something like this:

Find What:	Replace With:
(^013[0-9]@.)	\1 (followed by a tab: ^t)
()	[nothing]

Now let’s try using them:

1. Start the Replace dialog (Edit > Replace).
2. Put a check in the “Use wildcards” or “Use Pattern Matching” box (you may need to click the “More” button before this is available).
3. In the “Find What” box, enter this:
(^013[0-9]@.)()
4. In the “Replace With” box, enter this: \1^t
5. Click the “Replace All” button.

Presto! All of the spaces after your numbers will be replaced with tabs, and your list will now look like this:

- 1.<tab>Lorem ipsum dolor sit amet.
- 2.<tab>Ut wisi enim ad minim veniam.
- 3.<tab>Duis autem vel eum iriure dolor.

To me, this is like magic, and it comes in handy more often than you might think. I hope you’ll find it useful

Using the “Find What Expression” Wildcard

We’ve been talking about using wildcards to find and replace text in Microsoft Word. I introduced the “Find What Expression” wildcard (n) and now I want to show you how to use it to move things around.

Let’s say you’ve got a list of authors, like this:

Emily Dickinson
Ezra Pound
Willa Cather
Ernest Hemingway

and you need to put last names first, like this:

Dickinson, Emily
Pound, Ezra
Cather, Willa
Hemingway, Ernest

You can use the “Find What Expression” wildcard to do this in a snap.

Start the Replace dialog (Edit > Replace) and put a check in the “Use wildcards” or “Use Pattern Matching” box (you may need to click the “More” button before this is available). Then, in the “Find What” box, enter this:

```
^013([A-z]@) ([A-z]@)^013
```

By now, you’ll probably understand these codes and wildcards:

^013 represents a paragraph mark.

[A-z] represents any single alphabetic character, from uppercase A to lowercase z.

@ represents any additional occurrences of the previous character—in this case, any single alphabetic character, from uppercase A to lowercase z.

() groups [A-z]@ together as an “expression” representing an author’s first name. (This grouping is the key to using the “Find What Expression” wildcard in the “Replace With” box.)

The space after the first ([A-z]@) expression represents the space between first name and last name.

The next ([A-z]@) group represents the author’s last name.

The final ^013 represents the paragraph mark after the name.

Now, in the “Replace With” box, enter this:

```
^p\2, \1^p
```

The ^p codes represent paragraph marks. “Wait a minute,” you say. “You just used ^013 for a paragraph mark. Why the change?”

Excellent question. The answer has two parts:

1. If we could use ^p in the “Find What” box, we would. But since Word won’t let us do that when using wildcards (it displays an error message), we have to resort to the ANSI code, ^013, instead.
2. If we use ^p in the “Replace With” box, Word retains the formatting stored in the paragraph mark (a good thing). If we use ^013, Word loses the formatting for the paragraph (a bad thing). In a list of author names, this probably doesn’t matter, but you’ll need to know this when finding and replacing with codes in more complicated settings.

Continuing with our example, ^p\2, \1^p:

\2 is the “Find What Expression” wildcard for our *second* expression (hence the 2) in the

“Find What” box—in other words, it represents the last name of an author in our list.

- , The comma follows this wildcard because we want a comma to follow the author’s last name.

A space follows the comma because we don’t want the last and first names mashed together, like this: “Pound,Ezra.”

- \1 is the “Find What Expression” wildcard for our *first* expression (hence the 1) in the “Find What” box—in other words, it represents the first name of an author in our list.

Now click the “Replace All” button. The authors’ names will be transposed:

Dickinson, Emily
Pound, Ezra
Cather, Willa
Hemingway, Ernest

You’ve always wondered how to do that, right? But now you’re wondering about middle initials. And middle names. And Ph.D.s.

All of those make things more complicated. But here, in a nutshell, are the Find and Replace strings you’ll need for some common name patterns (first last, first middle last, first initial last, and so on). First comes the name pattern, then the Find string, and finally the Replace string, like this:

NAME PATTERN
FIND WHAT
REPLACE WITH

William Shakespeare
^013([A-z]@) ([A-z]@)^013
^p\2, \1^p

Alfred North Whitehead
^013([A-z]@) ([A-z]@) ([A-z]@)^013
^p\3, \1 \2^p

Philip K. Dick
^013([A-z]@) ([A-Z].) ([A-z]@)^013
^p\3, \1 \2^p

L. Frank Baum
^013([A-Z].) ([A-z]@) ([A-z]@)^013
^p\3, \1 \2^p

G. B. Harrison, Ph.D.
^013([A-Z].) ([A-Z].) ([A-z]@,) (*)
^013
^p\3 \1 \2, \4^p

J.R.R. Tolkien
^013([A-Z].)([A-Z].)([A-Z].) ([A-z]@)^013
www.htcu.net

`^p\4, \1\2\3^p`

That list doesn't show every pattern you'll encounter, but it should provide enough examples so you'll understand how to create new patterns on your own—which is the whole point. Once you've created all of the patterns you need, you could record all of that finding and replacing in a single macro that you could run whenever you need to transpose names in a list.

Wildcards in the Real World

You might be interested in seeing some of the wildcard combinations I've used recently in a few actual editing projects. Maybe you'll find them useful too.

Example 1

The manuscript I've been working on has lots of parenthetical references like this:

(Thoreau, Walden, p 10.)

You'll notice that there's no period after the p. To fix these references, I used the following string in Microsoft Word's "Find What" box in the Replace dialog (Edit > Replace), with "Use Wild Cards" (or "Use Pattern Matching") turned on: `p ([0-9]@.\)`

That's an odd-looking thing with its double parentheses, but its meaning becomes clear when you consider that the first closing parenthesis represents the closing parenthesis of the reference. The backslash in front of it tells Word to treat it as a character rather than the end of a group "expression." So the whole string says this:

1. Find a p followed by a space.
2. Find, as a group, one or more digits followed by a period followed by a closing parenthesis.

I put this in the "Replace With" box: `p. \1`

And that string says this:

1. Replace the p followed by a space with p followed by a period and a space.
2. Replace the rest of the "Find What" string (the group in parentheses) with itself.

When I was finished finding and replacing, the references looked like this:

(Thoreau, Walden, p. 10.)

Example 2

Here's another example from the manuscript I've been working on:

(Genesis 8:26)

You'll notice that there's no period before the closing parenthesis. Wanting to fix these, I put this string in the "Find What" box: `([0-9]@[0-9]@)\)`

It says:

1. Find, as a group, any number of digits followed by a colon followed by any number of digits.
2. Find a closing parenthesis character.

I put this in the “Replace With” box: \1.)

And that string says:

1. Replace the group with itself.
2. Replace the closing parenthesis with a period and a closing parenthesis.

When I was finished finding and replacing, the references looked like this:

(Genesis 8:26.)

“Why,” you may be wondering, “did you have to use wildcards? Why didn’t you just find a closing parenthesis and replace it with a closing parenthesis and a period, like this: Find What:)
Replace With: .)”

I couldn’t do that because the manuscript had other parenthetical items (like this one) that didn’t need a period. Using wildcards makes it possible to find exactly the items you want and ignore those you don’t.

Example 3

The manuscript had Bible references that looked like this:

II Corinthians

II John

II Kings

I wanted them to look like this:

2 Corinthians

2 John

2 Kings

I put this in the “Find What” box: II ([A-Z])

– which says:

1. Find I followed by I followed by a space.
2. Find any capital letter.

And I put this in the “Replace With” box: 2 \1 – which says:

1. Replace the II with a 2.
2. Replace the capital letter with itself.

Worked like a charm.

“Why,” you ask, “didn’t you just replace II with 2 throughout the manuscript rather than use wildcards?” Well, I could have. But I was also thinking about other entries like these:

I Corinthians

I John

I Kings

Obviously, I couldn’t just replace I with 1 throughout the manuscript, so I used – I ([A-Z]) – in the “Find What” box and – 1 \1 – in the “Replace With” box and that took care of the problem.

I hope you’re beginning to see how powerful wildcards can be and how much time they can save while you’re editing a manuscript. Using wildcards, you can quickly fix repetitive problems

that would take hours to correct by hand. I highly encourage you to try them, but I also urge you to back up your documents and experiment on some junk text before using wildcards in the “real world.” Also, try finding and replacing items individually before replacing all of them globally. Then you’ll know that the wildcards you’re using actually do what you need to have done.

Two-Step Searching

While editing in Microsoft Word, I often need to find something that’s *partially* formatted and replace it with something else. For example, let’s say a manuscript has a bunch of superscript note numbers preceded by a space that’s **not** in superscript. Here’s an example (with carets indicating superscript):

Lorem ipsum dolor sit amet. ^1^

I’d like to have Word find all such spaces and replace them with nothing (in other words, delete them), so that the result looks like this:

Lorem ipsum dolor sit amet.^1^

Unfortunately, that doesn’t seem possible. I can open Word’s Replace dialog (Edit > Replace) and set the “Find What” box to superscript, but the space isn’t superscript, and the manuscript has thousands of spaces that *don’t* precede a superscript number. It also has numbers that aren’t superscript (like 2001), so I can’t just find spaces preceding numbers. What’s an editor to do?

Find and replace the spaces in two steps rather than one:

1. Mark the superscript with codes.
2. Delete the spaces and codes.

Step 1

To mark the superscript with codes, do this:

1. Open Word’s Replace dialog by clicking the “Edit” menu and then “Replace.”
2. Put your cursor in the “Find What” box and make sure the box is empty.
3. Click the “Format” button.
(You may need to click the “More” button first.)
4. Click “Font.”
5. Put a checkmark in the “Superscript” box.
6. Click the “OK” button. The “Find What” box should now be set to superscript.
7. Put your cursor in the “Replace With” box.
8. Type the following string in the “Replace With” box: <S>^&
9. Click “Replace All.”

All of your superscript numbers will be replaced with themselves, preceded by <S>, which is a code I just made up to indicate superscript. In other words, your sentences will now look like this:

Lorem ipsum dolor sit amet. ^<S>1^

Feel free to make up your own codes for whatever you need (italic, bold, paragraph styles, and so on).

The other code in the “Replace With” box, ^&, is Microsoft Word’s “Find What Text” code (discussed earlier), which represents the text that was found (the superscript numbers).

Step 2

To delete the spaces and codes, do this:

1. Open Word’s Replace dialog by clicking the “Edit” menu and then “Replace.”
2. Type <S> in the “Find What” box. (You can’t see it very well in here, but there’s a space in front of that code, and it needs to be there.)
3. Click the “No Formatting” button so you’re no longer finding superscript, which is now represented by the <S> code.
4. Put your cursor in the “Replace With” box and make sure the box is empty.
5. Click “Replace All.”

All of the spaces in front of the codes (and thus in front of the superscript numbers) will be deleted, as will the codes themselves, leaving your sentences looking like this:

 Lorem ipsum dolor sit amet.^1^

You can use this little two-step trick any time you need to find and replace partially formatted text. Now that you know how, that will probably be quite often.

Reference

Codes You Can Use in the “Find What” and “Replace With” Boxes

Character	Find What	Replace With
Annotation Mark (comment)	^a	
Any character	^?	
Any digit	^#	
Any letter	^\$	
Caret character	^^	^^
Clipboard contents		^c
Column break	^n	^n
Contents of the Find What box		^&
Em dash	^+	^+
En dash	^=	^=
Endnote mark	^e	
Field	^d	
Footnote mark	^f	
Graphic	^g	
Line break	^l	^l
Manual page break	^m	^m
Nonbreaking hyphen	^~	^~
Nonbreaking space	^s	^s
Optional hyphen	^-	^-
Paragraph mark	^p	^p
Section break	^b	
Tab character	^t	^t
White space	^w	

Wildcards

?	Finds any single character: “c?t” finds “cat,” “cut,” and “cot.”
*	Finds any string of characters: “b*d” finds “bad,” “bread,” and “bewildered.”
[]	Finds one of the specified characters: “b[ai]t” finds “bat” and “bit” but not “bet.”
[-]	Finds any single character in the specified range (which must be in ascending order): “[l-r]ight” finds “light,” “might,” “night,” and “right” (and “oight,” “pight,” and “qight,” if they exist).
[!]	Finds any single character except those specified: “m[!u]st” finds “mist” and “most” but not “must.” “t[!ou]ck” finds “tack” and “tick” but not “tock” or “tuck.”
{n}	Finds exactly n occurrences of the previous character or expression: “re{2}d” finds “reed” but not “red.”
{n,}	Finds at least n occurrences of the previous character or expression: “re{1,}d” finds “red” and “reed.”
{n,m}	Finds from n to m occurrences of the previous character or expression e.g. 10{1,3} finds “10,” “100,” and “1000.”
@	Finds one or more occurrences of the previous character or expression, if there are any: “me@t” finds “met” and “meet.”
<	Finds the beginning of a word: “<inter” finds “interest” and “interrupt” but not “splinter.”
>	Finds the end of a word: “in>” finds “in” and “main” but not “inspiring.”

Ranges

[a-e]	Finds any of a, b, c, d or e
[0-9]	Finds any digit
[a-z]	Finds any occurrence of a lowercase letter.
[A-Z]	Finds any occurrence of an uppercase letter.
[!x-z]	Finds any single character except those in the specified range: “t[!a-m]ck” finds “tock” and “tuck” but not “tack” or “tick.”

Groups

()	Creates a wildcard group
\1	Inserts the contents of the first wildcard group in the “Replace With” text.
\2	Inserts the contents of the second wildcard group in the “Replace With” text; etc.

Character Codes

Character	Name	Mac	PC
	footnote reference	2	2
	tab	9	9
	line break	11	11
	page/section break	12	12
	paragraph break	13	13
	column break	14	14
-	nonbreaking hyphen	30	30
	optional hyphen	31	31
	space	32	32
,	comma	226	130
f	folio	196	131
„	double comma	227	132
...	ellipses	201	133
†	dagger	160	134
‡	double dagger	224	135
^	caret	246	136
‰	per thousand	228	137
Š	cap S hacek		138
<	open angle bracket	220	139
Œ	capital oe diphthong	206	140
‘	open single quote	212	145
’	close single quote	213	146
“	open double quote	210	147
”	close double quote	211	148
•	bullet	165	149
—	en dash	208	150
—	em dash	209	151
~	tilde	247	152
™	trademark	170	153
š	l/c s hacek		154
>	close angle bracket	221	155
œ	l/c oe diphthong	207	156
ÿ	cap Y umlaut	217	159
	non-breaking space	160	160
!	inverted exclamation	193	161
¢	cent	162	162
£	pound	163	163
¤	cell	219	164
¥	yen	180	165
	pipe	124	166
§	section	164	167
¨	umlaut	172	168
©	copyright	169	169
^a	ordinal, feminine	187	170
«	left chevrons	199	171
¬	not	194	172
-	soft hyphen	248	173
®	registered	168	174
ˉ	macron	248	175
°	degree	161	176
±	plus or minus	177	177
²	superscript 2	50	178
³	superscript 3	51	179
ˆ	acute accent	171	180
μ	micro	181	181
¶	paragraph	166	182
·	middle dot	225	183

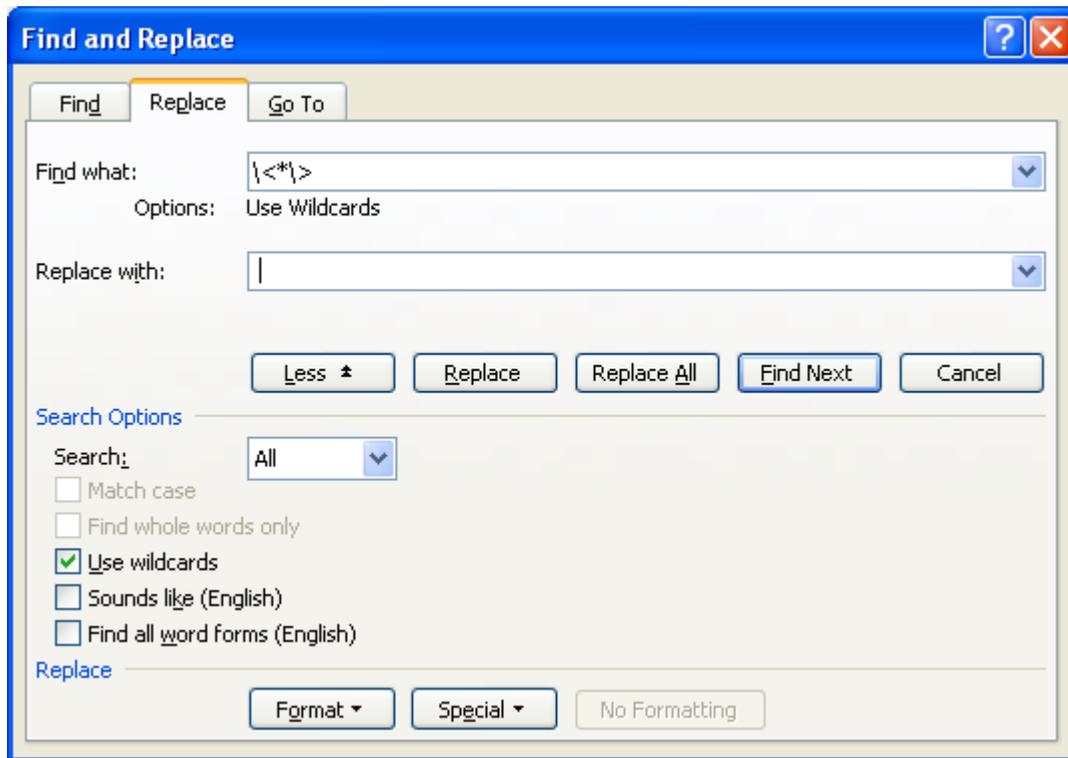
Character	Name	Mac	PC
¸	cedilla	252	184
¹	superscript 1	49	185
º	ordinal, masculine	188	186
»	right chevrons	200	187
¼	one-fourth		188
½	one-half	189	189
¾	three-fourths	190	190
¿	inverted question	192	191
À	cap A, grave	203	192
Á	cap A, acute	231	193
Â	cap A, circumflex	229	194
Ã	cap A, tilde	204	195
Ä	cap A, umlaut	128	196
Å	cap A, angstrom	129	197
Æ	cap AE, diphthong	174	198
Ç	cap C, cedilla	130	199
È	cap E, grave	233	200
É	cap E, acute	131	201
Ê	cap E, circumflex	230	202
Ë	cap E, umlaut	232	203
Ì	cap I, grave	237	204
Í	cap I, acute	234	205
Î	cap I, circumflex	235	206
Ï	cap I, umlaut	236	207
Ð	cap eth		208
Ñ	cap N, tilde	132	209
Ò	cap O, grave	241	210
Ó	cap O, acute	238	211
Ô	cap O, circumflex	239	212
Õ	cap O, tilde	205	213
Ö	cap O, umlaut	133	214
×	multiply	120	215
Ø	cap O, slash	175	216
Ù	cap U, grave	244	217
Ú	cap U, acute	242	218
Û	cap U, circumflex	243	219
Ü	cap U, umlaut	134	220
Ý	cap Y, acute	89	221
Þ	cap thorn		222
ß	sharp s	167	223
à	l/c a, grave	136	224
á	l/c a, acute	135	225
â	l/c a, circumflex	137	226
ã	l/c a, tilde	139	227
ä	l/c a, umlaut	138	228
å	l/c a, angstrom	140	229
æ	l/c ae, diphthong	190	230
ç	l/c c, cedilla	141	231
è	l/c e, grave	143	232
é	l/c e, acute	142	233
ê	l/c e, circumflex	144	234
ë	l/c e, umlaut	145	235
ì	l/c i, grave	147	236
í	l/c i, acute	146	237
î	l/c i, circumflex	148	238
ï	l/c i, umlaut	149	239
ð	l/c eth		240
ñ	l/c n, tilde	150	241
ò	l/c o, grave	152	242
ó	l/c o, acute	151	243

Character	Name	Mac	PC
ô	l/c o, circumflex	153	244
õ	l/c o, tilde	155	245
ö	l/c o, umlaut	154	246
÷	divide	214	247
ø	l/c o, slash	191	248
ù	l/c u, grave	157	249
ú	l/c u, acute	156	250
û	l/c u, circumflex	158	251
ü	l/c u, umlaut	159	252
ý	l/c y, acute	121	253
þ	l/c thorn		254
ÿ	l/c y, umlaut	216	255

Search and replace for HTML code:

Check use wildcards.

Enter: \<*\>



Unicode options

- If you know the character code for a Unicode character, you do not need to open the **Symbol** dialog box. Type the Unicode hexadecimal character code in the document, and then press ALT+X.
- You can toggle a character that is already in your document to display its Unicode hexadecimal character code by placing the insertion point directly after the character and pressing ALT+X.
- To display the character code based on the local code page, type **x** before the character, place the insertion point after the character, and then press ALT+X. This process will work only if the character is represented in the local code page.
- You can convert a hexadecimal value from the local code page into a character. Type **x** before a hexadecimal value, place the insertion point after the value, and then press ALT+X.

Replacing Empty Boxes in Converted Text

Okay, this sounds strange but it seems to work. I suggest you use a copy to test this process.

Open your Word doc.

Use Save As and choose Web page, Filtered.

In MS word, choose File > Open and browse to the Web page you just created.

Open the Web page, go to Save As and save it as a Word doc.

Open the transformed Word doc.

The spaces will look strange, but you can fix that by using Search and Replace. Search for a space; replace with a space. Sounds weird, but it works.

If you still want the tabs (which will have been lost), just search on multiple spaces (looks like maybe 6 spaces or so ought to do it) and replace with a tab. I am not certain that JAWS recognizes tabs, so you may actually be better off with the spaces. JAWS won't announce them (unless you have it set to high verbosity), but it will slow down, which is probably what you want.

If you want to deal with the tabs to make it look nice, you can use the following searches to clean it up:

- * Search for tab space, replace with tab (continue running until you hit zero)
- * Search for space tab, replace with tab (continue running until you hit zero)
- * Search on multiple tabs (^t^t) and replace with a single tab. Keep searching to zero.

That should do it. You will have one tab between each set of words.

This method was the best I could come up with, but I'll keep my eyes open to see if I can find anything better. It's still faster than removing the pesky things by hand...

Replacing Hard Returns at End of Every Line

Here is one of the problems I've come across, especially in items copied from e-mail and the internet. Sentences will break in the middle of a line when they don't need to. There will be two or three words on one line then the rest of the sentence will break to the next line. There can be two items causing this, either the paragraph mark (the most common) or the line break. Below is the code I use to fix this problem.

First open the Replace window (Ctrl + H) and click More and the check Use Wild Cards, or this will not work.

In the find edit field, I put (without quotes):
"^(^13)([a-z])"

This tells Word to look for any paragraph mark (^13) followed by any lower case character ([a-z]). The assumption is that if a paragraph mark is followed by a lower case character, then it most likely is not supposed to be a new paragraph or it would be an upper case character.

In the replace with field, I put a space followed by backslash 2 (without quotes):
" \2"

This tells Word to put a blank space (so the words are not connected when the second line is brought up), followed by the second expression of the Find field ([a-z]), which is the lower case letter.

So when I click OK, Word basically replaces the paragraph mark with a blank space and the broken paragraph becomes one. Why is this important? The paragraph mark in places where it shouldn't be can cause text-to-speech to not read sentences smoothly. Plus, when reformatting to large print, lines will begin to go really crazy and space will be wasted.

I have fallen in love with the find and replace feature in Word. I use it extensively to save time and keystrokes. I even create macros to run some of the most common replacement tasks that I use.

Thank you to Robert Lee Beach, Assistive Technology Specialist. Kansas City Kansas Community College

Wildcard Search / Find & Replace

To find:

What to find	What to type	Example
Any single character	Type ?	For example, s?t finds "sat" and "set".
Any string of characters	Type *	For example, s*d finds "sad" and "started".
The beginning of a word	Type <	For example, <(inter) finds "interesting" and "intercept", but not "splintered".
The end of a word	Type >	For example, (in)> finds "in" and "within", but not "interesting".
One of the specified characters	Type []	For example, w[io]n finds "win" and "won".
Any single character in this range	Type [-]	For example, [r-t]ight finds "right" and "sight". Ranges must be in ascending order.
Any single character except the characters in the range inside the brackets	Type [!x-z]	For example, t[!a-m]ck finds "tock" and "tuck", but not "tack" or "tick".
Exactly <i>n</i> occurrences of the previous character or expression	Type {n}	For example, fe{2}d finds "feed" but not "fed".
At least <i>n</i> occurrences of the previous character or expression	Type {n,}	For example, fe{1,}d finds "fed" and "feed".
From <i>n</i> to <i>m</i> occurrences of the previous character or expression	Type {n,m}	For example, 10{1,3} finds "10", "100", and "1000".
One or more occurrences of the previous character or expression	Type @	For example, lo@t finds "lot" and "loot".

Notes

- You can use parentheses to group the wildcard characters and text and to indicate the order of evaluation. For example, type <(pre)*(ed)> to find "presorted" and "prevented".
- You can use the \n wildcard to search for an expression and then replace it with the rearranged expression. For example, type (Newton) (Christie) in the Find what box and \2 \1 in the Replace with box. Word will find "Newton Christie" and replace it with "Christie Newton".

Search by using codes

Use codes to find and replace

- On the Edit menu, click Find or Replace.
- If you don't see the Special button, click More.
- Enter a code in the Find What box. Do one of the following:
- To choose a code from a list, click Special, click a character, and then type any additional text in the Find what box.
- Type a code directly in the Find what box.
- For example, type ^p to find a paragraph mark.
- If you want to replace the item, enter what you want to use as a replacement in the Replace with box.
- Click Find Next, Replace, or Replace All.
- To cancel a search in progress, press ESC.

Codes for items you want to find and replace

As specified, some codes work only if the Use wildcards option is on or off.

Codes that work in the Find what or Replace with box

Paragraph mark (¶)	Type ^p (doesn't work in the Find what box when wildcards are on)
Tab character (→)	Type ^t
ANSI or ASCII characters	Type ^0nnn, where nnn is the character code
Em dash (—)	Type ^+
En dash (–)	Type ^=
Caret character	Type ^^
Manual line break (☐)	Type ^l
Column break	Type ^n
Manual page break	Type ^m (also finds or replaces section breaks when wildcards are on)
Nonbreaking space (°)	Type ^s
Nonbreaking hyphen (-)	Type ^~
Optional hyphen (☐)	Type ^-

Code that works in the Find what box only (when wildcards are on)

Graphic	Type ^g
---------	---------

Codes that work in the Find what box only (when wildcards are off)

Any character	Type ^?
Any digit	Type ^#
Any letter	Type ^\$
Footnote mark	Type ^f
Endnote mark	Type ^e
Field	Type ^d
Section break	Type ^b
White space	Type ^w (any combination of regular and nonbreaking spaces, and tab characters)

Codes that work in the Replace with box only

Windows Clipboard contents	Type ^c
Contents of the Find what box	Type ^&

Notes

If you include the optional hyphen code, Word finds only text with optional hyphens in the position you specified. If you omit the optional hyphen code, Word finds all matching text, including text with optional hyphens.

If you're searching for fields, you must display field codes. To switch between displaying field codes and field results, click the field, and press SHIFT+F9. To show or hide field codes for all fields in the document, press ALT+F9.

If you're searching for graphics, Word finds only inline graphics; Word does not find floating graphics. By default, Word inserts imported graphics as inline graphics, but you can change a floating graphic to an inline graphic.

Macro to Go from All Upper Case to Lower Case

Note: the macro only affects words in all upper case. Words with initial caps are ignored.

Sub Caps2Lower()

Set myRange = ActiveDocument.Content

With myRange.Find

.Text = "<[A-Z]{1,50}>"

.Forward = True

.Wrap = wdFindContinue

.Format = False

.MatchCase = True

.MatchWholeWord = False

.MatchByte = False

.MatchAllWordForms = False

.MatchSoundsLike = False

.MatchFuzzy = False

.MatchWildcards = True

End With

Do

myRange.Find.Execute

If myRange.Find.Found = True Then myRange.Case = wdLowerCase

Loop Until myRange.Find.Found = False

End Sub

SUGGESTIONS FOR REMOVING TABLES

COVERT TO HTML AND SAVE BACK TO WORD

- Save the word doc as a web page (.html).
- Go to the menu and click View then html source (another editor window will open).
- Click ctrl + h
- Type the word "table" in the Find text box and put a "p" in the Replace With box
- Save the html editor doc and close it.
- Save the now html doc with no tables as an MS Word doc or .txt

This will have the effect of reading row 1 column 1, 2, 3 etc. Row 2 column 1, 2, 3 etc.

Thanks to Scott James from Santiago Canyon College

BROWSE TO OBJECT

I'd love to know how to do it an easier way, but I "jump" from table to table and fix each one in a not too painful way.

Here's what I do in Word 2002, I'm not sure, but I think it will probably work in Word 2003.

- Use Alt + Ctrl + Home to open the Select Browse Object box, or click on the little circle below the vertical scroll bar.
- Press down arrow once to select "browse by table"
- Then I convert the first table from a table to text. Begin by positioning the blinky insertion point anywhere in the first table,
- Click on the Table menu (Alt A)
- Select Convert (V)
- Table to Text (B)
- Then enter a space in the Other field (O then space)
- Then move to the next table by using Ctrl + Page Down or by clicking on the double down arrow under the vertical scroll bar.
- Now, remember, MS Word remembers the last "Command" you did, and by pressing CTRL + Y, it will do it again, -- that means it is now "primed" to convert every table to text with a simple CTRL + Y.
- So, press CTRL + Y to convert this table to text
- Then CTRL + Page Down
- And keep repeating until there are not tables left.

Thanks to Katrina Ostby

Download and install the Open XML to DAISY XML Translator

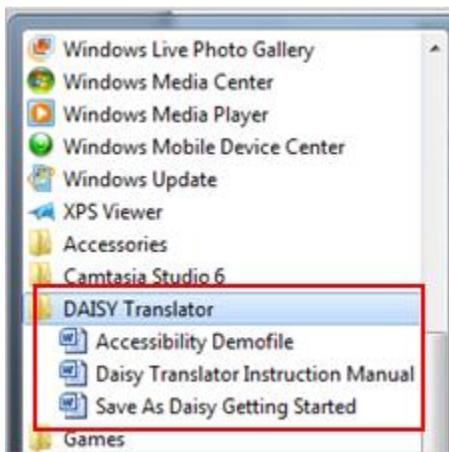
Download and install the add-in

Before you install the add-in, close all Office applications. Download the add-in from [Open XML to DAISY XML Translator](#), and then follow the installation instructions on your screen.

Get additional information

When you install the add-in, the DAISY Translator folder is added to your Start menu with the Instruction Manual as well as a Getting Started tutorial. To access these documents, do the following:

1. Click Start, and then click All Programs.
2. Click DAISY Translator



[↑ Top of Page](#)

Download a free reader

Before you can listen to the content you created, you need to install a free software playback tool (or software reader). There are several available for download on the DAISY web site: [DAISY Software playback tools](#).

[↑ Top of Page](#)

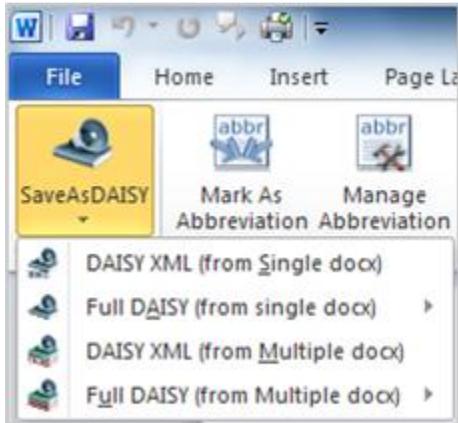
Save As DAISY features

After you have installed the Office XML to DAISY XML Translator add-in, an Accessibility tab is added to the ribbon.



To save your file as a DAISY XML file, do the following:

1. On the **Accessibility** tab, in the **Save as Daisy** group, click **Save as Daisy**.



2. Point to **Full DAISY (from single docx)**, and then click **Narrator-DtBookToDaisy**.
3. Give your work a title, choose where you want to save the finished files, and then click **Translate**.

Additional information about DAISY XML Translator, as well as a complete Instruction Guide, can be found at the [DAISY Consortium web site](http://www.daisy.org/).

<http://office.microsoft.com/en-us/support/using-the-save-as-daisy-add-in-for-word-HA102540323.aspx>

rand

SUMMARY

Microsoft Word allows you to quickly insert sample text into a document. To do this, type **=rand()** in the document where you want the text to appear, and then press ENTER.

The inserted sample text appears similar to the following:

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.¶

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.¶

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.¶

NOTE!!

This feature is turned on by default, and is disabled when the **Replace text as you type** option is turned off. To turn this option on or off, click **AutoCorrect** on the **Tools** menu, click the **AutoCorrect** tab, and then click to select or clear the **Replace text as you type** check box.

To view the paragraph marks (¶) in your Word document, do one of the following:

- On the **Standard** toolbar, click **Show/Hide (¶)**.
- On the **Tools** menu, click **Options**. On the **View** tab, click to select the **All** check box, and then click **OK**.

Note Word will not insert sample text when the insertion point immediately follows either a PAGE BREAK or a COLUMN BREAK.

MORE INFORMATION

By default, the sample text contains three paragraphs, with each paragraph containing five sentences. You can control how many paragraphs and sentences appear by adding numbers inside the parentheses.

The **=rand()** function has the following syntax

=rand(*p*,*s*)

where *p* is the number of paragraphs and *s* is the number of sentences that you want to appear in each paragraph.

Examples:

=rand(1) inserts one five-sentence paragraph of text

=rand(1,1) inserts one one-sentence paragraph of text.

=rand(1,2) inserts one two-sentence paragraph of text

=rand(2) inserts two five-sentence paragraphs of text

=rand(2,1) inserts two one-sentence paragraphs of text

=rand(10) inserts 10 five-sentence paragraphs of text

=rand(10,1) inserts 10 one-sentence paragraphs of text

=rand(10,10) inserts 10 ten-sentence paragraphs of text

Note When you omit the second number, the default is five sentences of text. The maximum number that can be used inside the parenthesis is 200 (this number may be lower depending on the number of paragraphs and sentences specified).