



FORMATTING WITH FIND AND REPLACE

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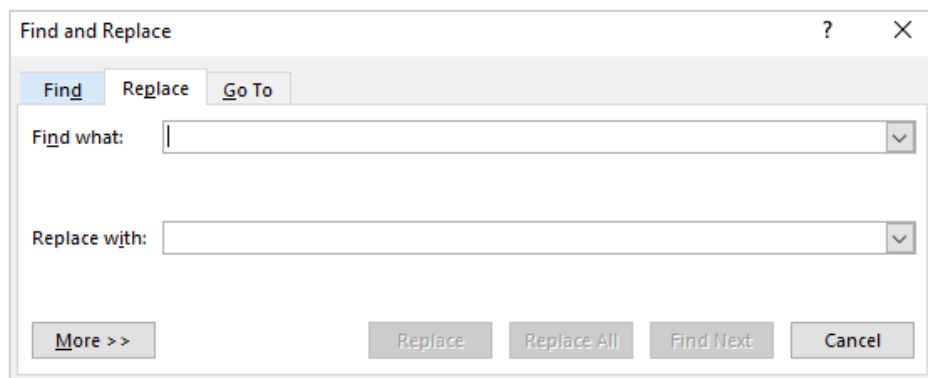
Remove unnecessary spaces before or after punctuation

A word on wildcards

When carrying out wildcard searches, it's best to ensure that Track Changes is switched off. Track Changes can interfere with the find/replace function such that your code strings won't be able to locate the problems, or, if they do, won't make changes in the correct format.

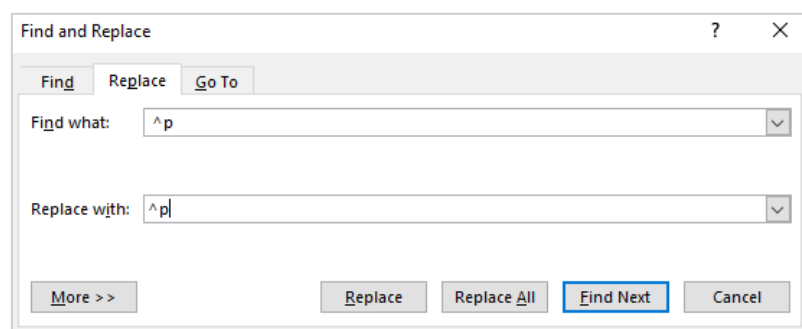
Remove double spaces

- Open FIND AND REPLACE (Ctrl H on PC).
- Type two spaces in the FIND WHAT box and one space in the REPLACE WITH box.
- You can then globally change all double spaces to single, or move through your document, reviewing each instance as you go and deciding whether to amend.



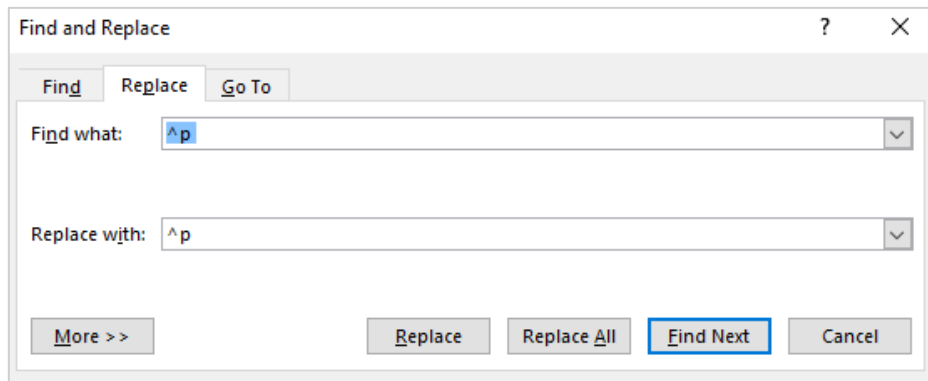
Remove all rogue spaces at the beginning and end of paragraphs

- Open FIND AND REPLACE (Ctrl H on PC).
- Type a space followed by ^p in the FIND WHAT box, and ^p in the REPLACE WITH box.



To remove all rogue spaces at the beginning of paragraphs:

- Open FIND AND REPLACE (Ctrl H on PC).
- Type ^p followed by a space in the FIND WHAT box, and ^p in the REPLACE WITH box.



Remove double line returns

- Open FIND AND REPLACE (Ctrl H on PC)
- Text for FIND WHAT box: ^p^p
- Text for REPLACE WITH box: ^p

Change hyphens used as parentheses to dashes

Spaced hyphens to spaced en dashes

- Text for FIND WHAT box: <space>-<space>
- Text for REPLACE WITH box: <space>^=<space>



Spaced hyphens to spaced em dashes

- Text for FIND WHAT box: <space>-<space>
- Text for REPLACE WITH box: <space>^+<space>

Spaced hyphens to unspaced em dashes

- Text for FIND WHAT box: <space>-<space>
- Text for REPLACE WITH box: ^+

Unspaced hyphens to spaced en dashes

- Text for FIND WHAT box: -
- Text for REPLACE WITH box: <space>^=<space>

Unspaced hyphens to spaced em dashes

- Text for FIND WHAT box: -
- Text for REPLACE WITH box: <space>^+<space>

Unspaced hyphens to unspaced em dashes

- Text for FIND WHAT box: -
- Text for REPLACE WITH box: ^+

Spaced en dashes to unspaced em dashes

- Text for FIND WHAT box: <space>^=<space>
- Text for REPLACE WITH box: ^+

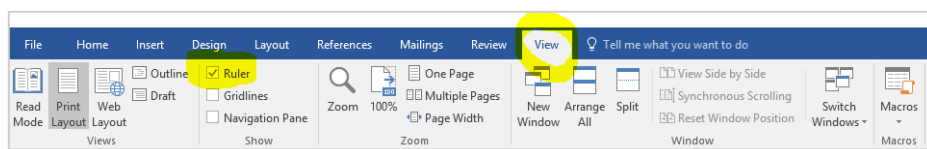
Change tabbed paragraph indents to proper line indents (using Word's 'Styles')

Locate and remove unnecessary tabs

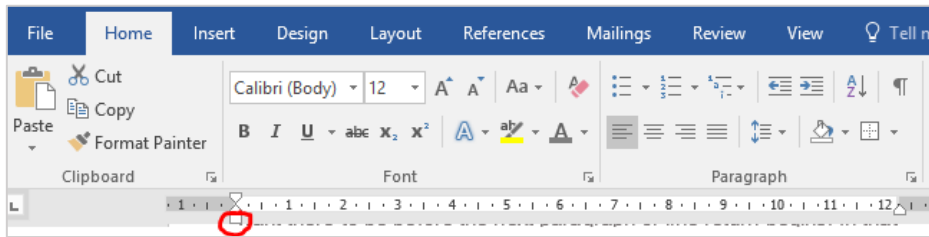
- Open FIND AND REPLACE (Ctrl H on PC)
- Text for FIND WHAT box: ^t
- Text for REPLACE WITH box: [leave blank]

Create an indented paragraph style

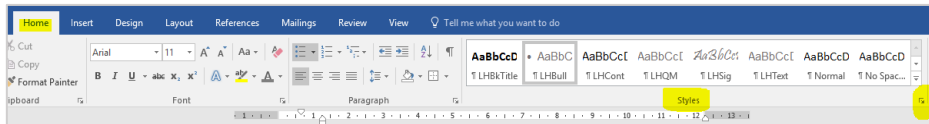
- Make sure the ruler is showing in your document (in later versions of Word on a PC, this is found in the 'View' tab)



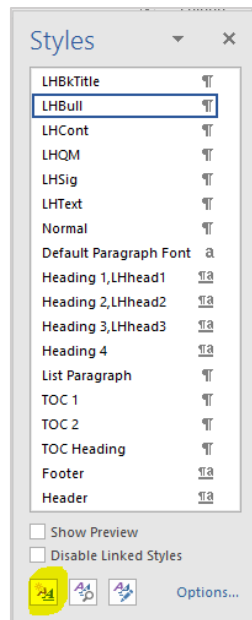
- Click somewhere in the paragraph
- Slide the bottom square section of the tool to the right until you're happy with the size of the indent



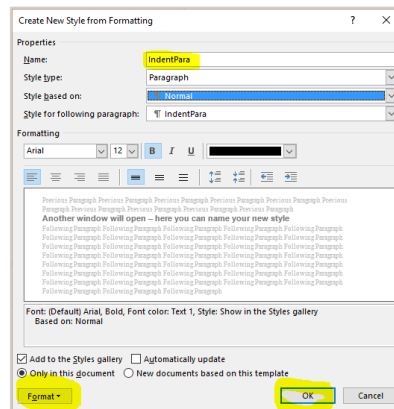
- Go to the 'Home' tab so that the 'Styles' pane is visible



- Double click on a word in the now-indented paragraph
- Click on the small arrow in the bottom-right-hand corner of the 'Styles' pane
- A window will open. Click on the 'Create New Style' button highlighted below



- Another window will open – here you can name your new style, and define any properties via the 'Format' button



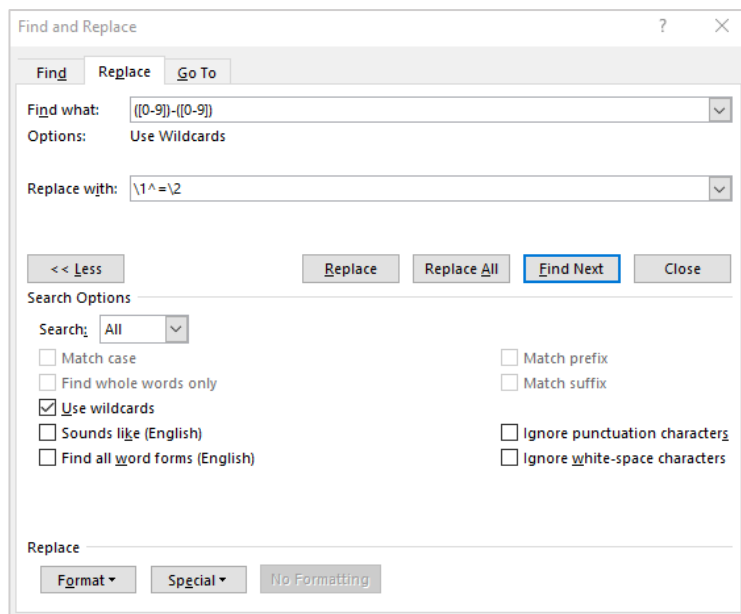
If you decide to change the font, letter size, spacing, colour, indentation, etc., of a particular text element, you need only do so once – by amending the style rather than the individual lines of text in your document.

Change a hyphen in a number span

- Ensure Track Changes is switched off
- Open FIND AND REPLACE (Ctrl H on PC)
- Check the use wildcards box
- Text for FIND WHAT box: `([0-9])-([0-9])`
- Text for REPLACE WITH box: `\1^=\2`

Here's a quick explanation of what those find/replace strings mean:

- FIND WHAT box: 'Find any number between 0 and 9, followed by a hyphen, followed by any other number between 0 and 9.'
- REPLACE WITH box: 'Keep the information you found in the first set of round brackets, replace the hyphen with an en dash, and keep the information you found in the second set of round brackets.'



Find lower-case letters at the beginning of paragraphs

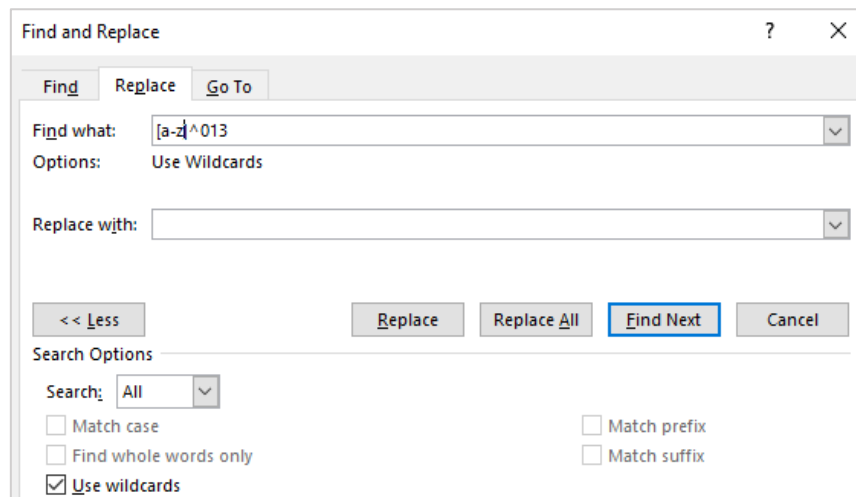
- Ensure Track Changes is switched off
- Open FIND AND REPLACE (Ctrl H on PC)
- Check the use wildcards box

- Text for FIND WHAT box: ^013[a-z]
- Use the 'Find Next' button to check every instance

Find a paragraph that ends with no punctuation

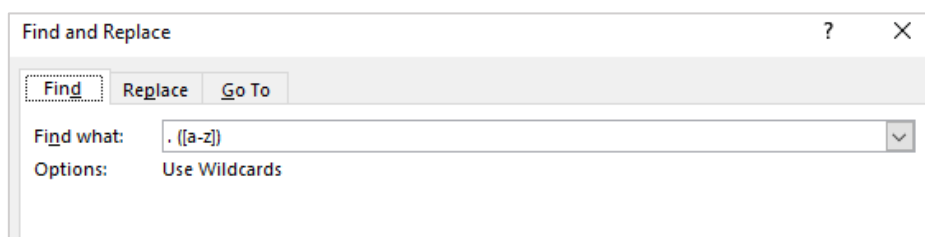
If you have bulleted lists in your document, your chosen style may not ask for full points. It's nice to be able to check though, just in case you've accidentally omitted closing punctuation:

- Ensure Track Changes is switched off
- Open FIND AND REPLACE (Ctrl H on PC)
- Check the use wildcards box
- Text for FIND WHAT box: [a-z]^013
- Use the 'Find Next' button to check every instance



Find a full point followed by a lower-case letter

- Ensure Track Changes is switched off
- Open FIND AND REPLACE (Ctrl H on PC)
- Check the use wildcards box
- Text for FIND WHAT box: . ([a-z])
- Use the 'Find Next' button to check every instance



Add or remove spaces between initial capital letters in names

Your style guide may ask for spaces between cited authors' initials. Here's how to locate and amend instances of closed-up initials:

- Ensure Track Changes is switched off
- Open FIND AND REPLACE (Ctrl H on PC)
- Check the use wildcards box
- Text for FIND WHAT box: ([A-Z]).([A-Z])
- Text for REPLACE WITH box: \1. \2
- Use the 'Find Next' button to check every instance



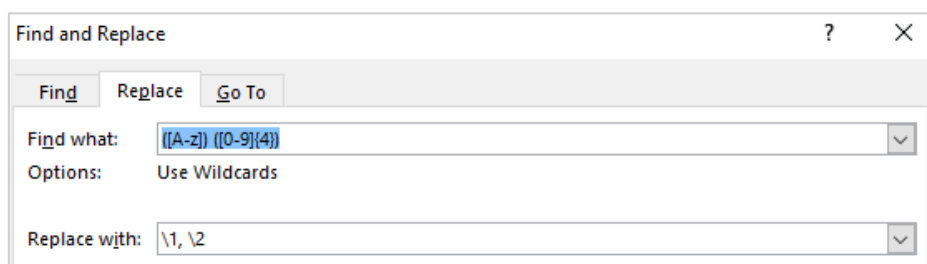
If your style requires closed-up initials, the find/replace strings are as follows:

- Text for FIND WHAT box: ([A-Z]). ([A-Z]).
- Text for REPLACE WITH box: \1.\2.
- Use the FIND NEXT button to check every instance

Find, add or remove commas in bracketed citations

To add a comma in a bracketed reference, e.g. so that Harnby 2016a becomes Harnby, 2016a:

- Text for FIND WHAT box: ([A-z]) ([0-9]{4})
- Text for REPLACE WITH box: \1, \2
- Use the FIND NEXT button to check every instance



To do the reverse, and change Harnby, 2016a to Harnby 2016a:

- Text for FIND WHAT box: , ([0-9]{4})
- Text for REPLACE WITH box: type a space followed by \1
- Use the 'Find Next' button to check every instance

Changing date styles with wildcard searches

Here are some simple find/replace strings you can use to identify and amend dates that aren't rendered according to your preferred style. Make sure USE WILDCARDS is ticked:

7th August 2001 to 7 August 2001

- Text for FIND WHAT box: ([0-9]{1,2})([dhnrst]{2}) (<[AFJMNSOD]*>) ([0-9]{4})
- Text for REPLACE WITH box: \1 \3 \4

August 7 2001 to 7 August 2001

- Text for FIND WHAT box: (<[AFJMNSOD]*>) ([0-9]{1,2}) ([0-9]{4})
- Text for REPLACE WITH box: \2 \1 \3

August 7, 2001 to 7 August 2001

- Text for FIND WHAT box: (<[AFJMNSOD]*>) ([0-9]{1,2}), ([0-9]{4})
- Text for REPLACE WITH box: \2 \1 \3

August 7th 2001 to 7 August 2001

- Text for FIND WHAT box: (<[AFJMNSOD]*>) ([0-9]{1,2})([dhnrst]{2}) ([0-9]{4})
- Text for REPLACE WITH box: \2 \1 \4

August 7th, 2001 to 7 August 2001

- Text for FIND WHAT box: (<[AFJMNSOD]*>) ([0-9]{1,2})([dhnrst]{2}), ([0-9]{4})
- Text for REPLACE WITH box: \2 \1 \4

Author in-text citations: and or &

Some style guides ask for ampersands between author names in bracketed in-text citations. If you want to check that you've used ampersands consistently, try the following find/replace strings, designed for two- and three-author bracketed citations. Make sure USE WILDCARDS is ticked:

Two authors: changing (Smith and Harnby, 2016) to (Smith & Harnby, 2016)

- Text for FIND WHAT box: [^40]([A-z]@) and ([A-z]@), ([0-9]{4})[^41]
- Text for REPLACE WITH box: (\1 & \2, \3)

Three authors: changing (Smith, Ramesh and Harnby, 2016) to (Smith, Ramesh & Harnby, 2016)

- Text for FIND WHAT box: `[^40]([A-z]@), ([A-z]@) and ([A-z]@), ([0-9]{4})[^41]`
- Text for REPLACE WITH box: `(\1, \2 & \3, \4)`

Even simpler, if you have a file with a mixture of two, three or more authors, this string will enable you to ignore everything but the final two:

- Text for FIND WHAT box: `([A-z]@) and ([A-z]@), ([0-9]{4})[^41]`
- Text for REPLACE WITH box: `\1, \2 & \3)`

Change straight quotes to curly

Make sure Track Changes is switched off. Then select all the text in your document. Now use the following find/replace strings for single and double quotation marks respectively:

- Text for FIND WHAT box: `'`
- Text for REPLACE WITH box: `'`

and

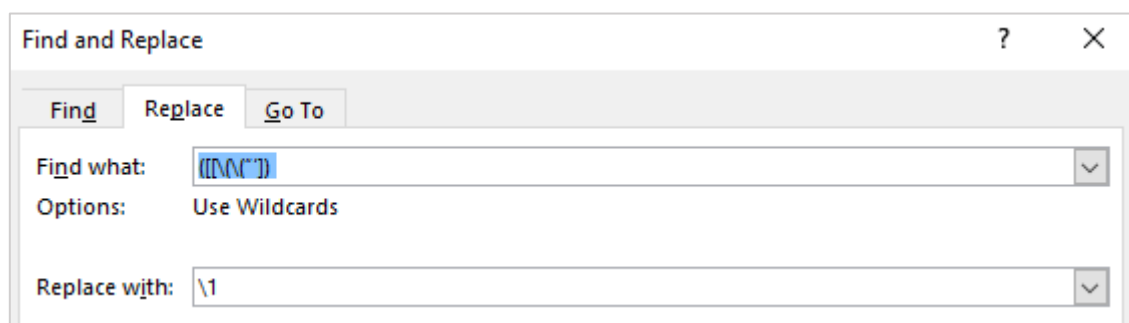
- Text for FIND WHAT box: `"`
- Text for REPLACE WITH box: `"`

Remove unnecessary spaces before or after punctuation

You can locate rogue spaces before and after a range of punctuation marks – in one fell swoop. Make sure USE WILDCARDS is selected:

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

- Text for FIND WHAT box: `([([(\(""]<space>`
- Text for REPLACE WITH box: `\1`



Find spaces before full points, commas, question marks, semi-colons, closing quotation marks, (single and double), closing brackets (square and round), and colons

- Text for FIND WHAT box: <space>([.,;:\?!\'"`])
- Text for REPLACE WITH box: \1

