

The Proof Angel Quick Guide

Fixing your Format in Word

- Back up before you start.
- Have the whole project in one large document.
- Leave design elements like fancy fonts until after the editing stage.
- Work out your structure.
- Set your styles, & see the document as Word sees it by clicking the ¶.
- Convert automatic paragraph numbers to typed numbers:
 - Open a **Microsoft Visual Basic** screen (Alt and F11 together).
 - Choose **View, Immediate Window**, & put in:
Selection.Range.ListFormat.ConvertNumbersToText
 - Replace the tabs with a space.
- Apply the standard styles you have set up.
- Put page breaks where needed.
- Take out extra characters:

Remove double spaces between sentences: **Find** two spaces (tap the space bar twice), **Replace** one space.

Remove tabs (small arrows): **Find** ^t (shift and 6, followed by lower case t), **Replace** leave it empty.

Remove extra spaces at the beginning of lines: **Find** ^p followed by a space (space bar), **Replace** ^p.

Remove spaces at the end of lines: **Find** space followed by ^p
Replace ^p.

Remove extra lines: **Find** ^p^p **Replace** ^p.

Remove soft line breaks: **Find** d^l (that's L for line) **Replace** leave empty.



The Proof Angel is the trading name of Sarah Perkins, freelance editor and proofreader.

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