



EDITING IN MS Word (365) 101

By Rachel E. Newman

LESSON #6

Editing PDFs and Advanced Find & Replace

We have reached the last week of our class. I hope you have learned a lot so far and feel more confident in the value of the services you offer your clients. This week we have another information-packed lesson.

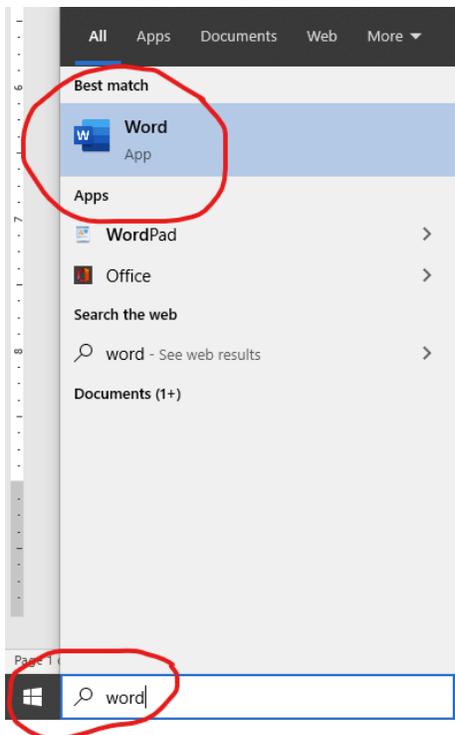
Editing PDFs

We'll start with learning what to do if a client has to send you a manuscript as a PDF and they want you to edit and return it as a PDF. There are some software programs you can purchase that will allow you to edit the PDF directly. But if you don't have one of these programs, you can still edit the *document* in Word. You just have to convert it to a Word document and then, once you are finished editing it, export it as a PDF.

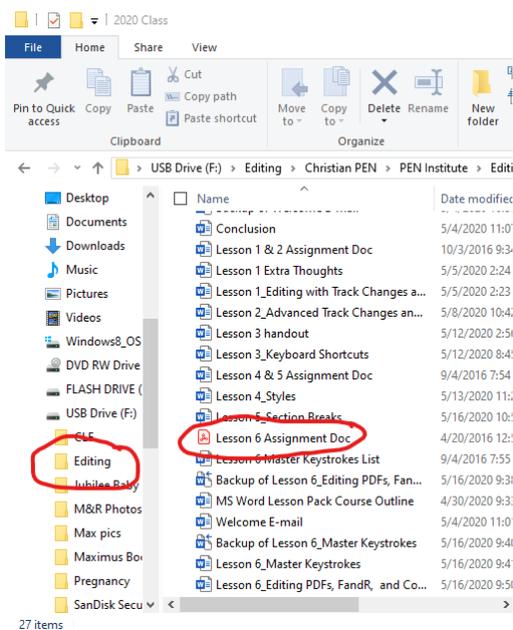
First, save the PDF from your email to your computer in the appropriate location for that client's materials. Once it is saved, there are a few different ways to open the file in Word.

If You Already Have Word Open: Click on the File tab. Select Open. Select Browse. Then locate the PDF on your computer and click Open.

If Word Is Not Open—Option 1: Open Word using the Start menu icon at the bottom left-hand corner of your screen: . After clicking on the Start menu icon, use the keyboard to type "Word." It should automatically search your computer and bring up the option for Word App. Select "Word App." After Word opens, proceed with the above instructions for "If You Already Have Word Open."

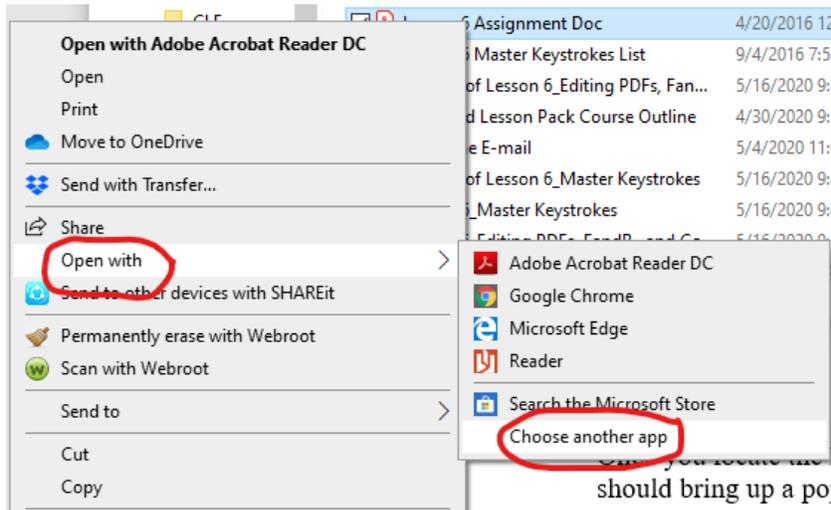


If Word Is Not Open—Option 2: Use Windows Explorer to locate your file. The Windows Explorer icon looks like a file folder. It should be located on your menu bar at the bottom of the screen: . When you click it, it will open the Windows Explorer window. The following screenshot shows where I've saved the PDF we'll be using in this lesson.

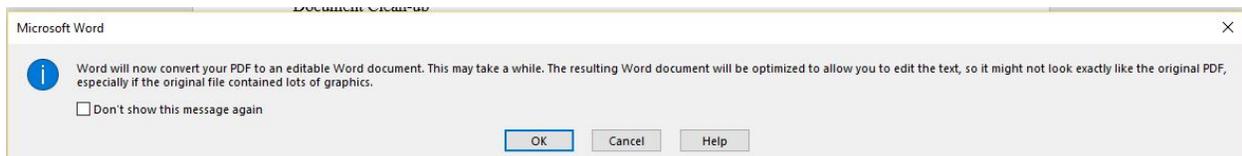


Once you locate the PDF using Windows Explorer, use your mouse to right click the PDF. This should bring up a pop-up menu. Hover the mouse cursor over “Open with” on the pop-up menu.

If Word is not already an option, click on “Choose another app.” Then scroll down until you can click on Word, and click OK.



Regardless of which method you use, once you select the PDF, Word will give you the following message saying it’s going to convert your PDF to an editable Word document. And the Word document might not look exactly like the PDF, especially if the PDF had a lot of graphics.

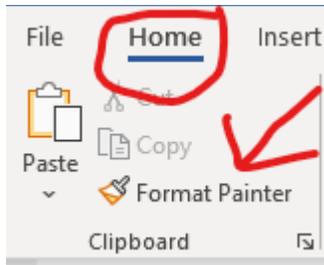


When you select OK, the PDF will open as a Word document.

One big problem that often occurs when converting a PDF document to a Word document is that it ends up with an extra line space between paragraphs. If you have a manuscript with six hundred pages, you don’t need to spend the time it would take to manually delete all those line spaces. So you can tell Word to find and replace all those line spaces for you. Press Ctrl + H to open your Find and Replace box. Tell Word to find ^p^p and replace it with ^p. And voilà! You’ve gotten rid of all those pesky line spaces.

Sometimes when you open a PDF document using Word (or if you open a document that was created in an earlier version of Word, or the client has converted it from some other word-processing software), there are hidden codes worked into the manuscript that cause it to behave mysteriously. If you haven’t yet encountered this, you will.

There are a couple of ways to handle this when it occurs. One way is to use your Format Painter to copy the formatting of one area of text and apply it to another area of text. Your Format Painter is located in your Home-tab ribbon in the Clipboard area.



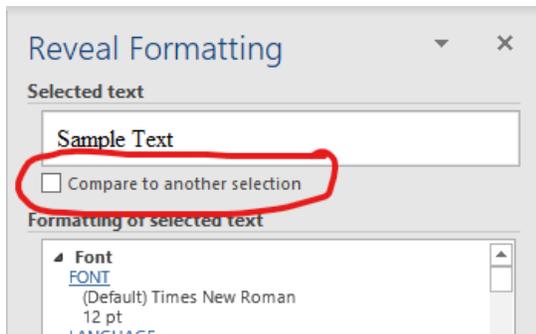
First, select the text with the formatting you want to keep. Then click on your Format Painter button. Next, select the text you want to change. The formatting of the first selection of text will now be applied to the second selection.

Another way to handle mysterious, hidden codes is to highlight the offending text and open your Reveal Formatting (RF) pane. The only way to open the RF pane is to press Shift + F1, so you'll want to memorize that. This is an invaluable tool when you run into those maddening formatting problems that seem to have no solution. The RF pane will appear along the right side of your screen.



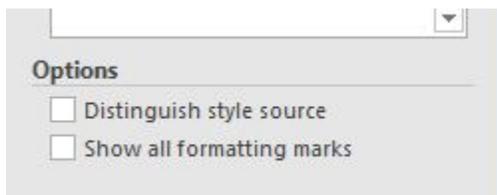
You can see that the text that was selected will appear in the box under "Selected text." It shows you all the formatting parameters for the text in the large box below it. If you need to change any of the formatting options, click on the blue, underlined, all-caps words, and Word will open their respective dialog boxes so you can make changes.

You'll notice under your selected text there is a box you can check to "Compare to another selection."



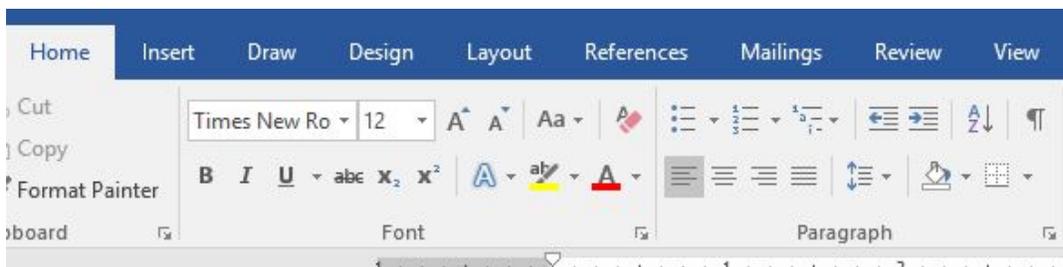
This will allow you to highlight another section of text, and the RF pane will identify the differences between the two selections. This is particularly useful if you think you've formatted two areas of text the same, but you can't figure out why they are behaving differently.

You'll also notice that at the bottom of the RF pane, you have two options with empty checkboxes.



If you check "Distinguish style source," it will identify which style from the Styles box has been applied to this particular text.

If you check "Show all formatting marks," it will turn on your Show/Hide feature throughout the document. This will reveal paragraph marks and section breaks as well as some other formatting marks that may be helpful. You learned about the Show/Hide toggle button in the last lesson.



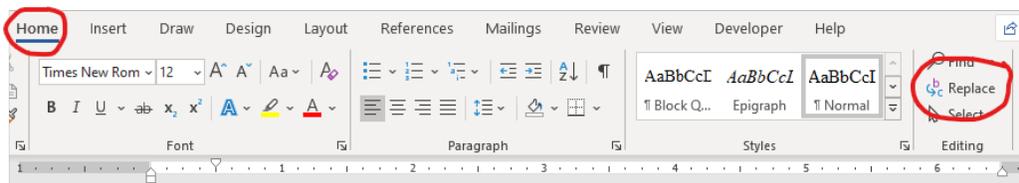
Advanced Find & Replace

When you're working with a manuscript that's been converted from a PDF, things can get messy pretty quickly. There can be random lines, wonky images, tables gone wrong, etc. Sometimes these issues are difficult to spot.

You also may run into a scenario where a client asks you to clean up a manuscript to prepare it for editing.

Times like these are when your advanced find features can help a whole lot. You can open your Find and Replace dialog box the long way or the short way.

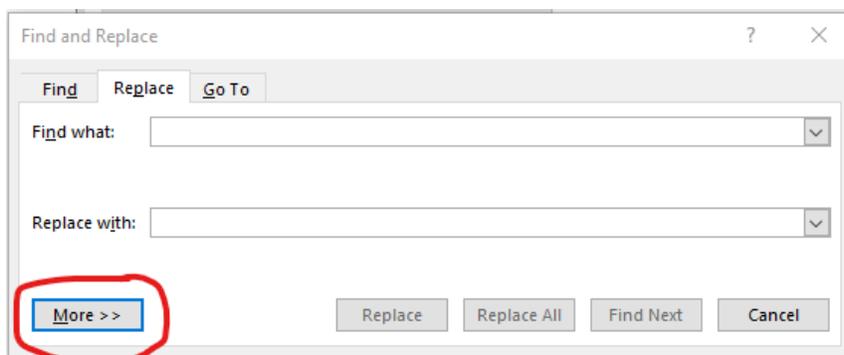
The Long Way: Click the Replace button in the Editing section of your Home tab.



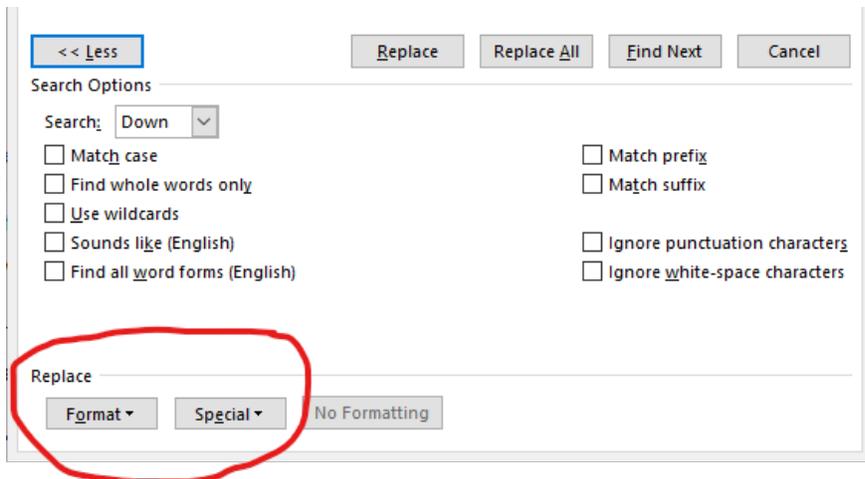
The Short Way: Press Ctrl + H.

From here you can simply find and replace words. You can also type two spaces in the “Find what” area and replace it with a single space in the “Replace with” area. This is always one of the first things I do with manuscripts I receive that need to be cleaned up.

Beyond this simple feature is a whole host of options for finding and replacing text in your manuscript. To access them, click on the “More >>” button.



This will show you several options for things like matching the case, finding whole words, finding words that sound like a certain word, and ignoring punctuation. You'll notice in the lower “Replace” section, you can click on two drop-down buttons, “Format” and “Special.”



The Format button will let you find or replace the formatting of fonts (bold, italics, etc.), paragraphs, tabs, highlighting, etc. The Special button will allow you to find or replace paragraph marks, tab characters, any character or digit, em dashes, en dashes, breaks, white space, etc.

Here are some common issues you can search for when cleaning up a document:

Issue	Search with
Search for a space before an ending quotation mark; use the code to search specifically for a right-leaning quotation mark.	Space + alt + 0148
Search for a space after an opening quotation mark; use the code to search specifically for a left-leaning quotation mark.	Space + alt + 0147
Search for spaces before a period.	^\$. ^\$
Search for hyphens that should be en dashes in a number range.	^#-^#
Search for sentences that have no space between the period and the first word of the next sentence.	^\$.^\$
Find random spaces before paragraphs and remove them.	Find: ^p (caret + p + space) Replace with: ^p (leave off the space)
Find Word's glyph "... " so you can change it to an appropriately formatted ellipsis.	Alt + 0133

Here's a bonus note about creating proper ellipses. To insert a nonbreaking space between periods, hold down Ctrl + Shift when you press the spacebar.

Conclusion

We've come to the end of our class, Editing in Microsoft Word 101. I hope that you have all enjoyed learning about some of the features Microsoft Word has to offer and found them easy to

implement into your editing. I've attached a master list of the keystrokes we've used throughout the course. Feel free to add any you've assigned as well as any macros you've recorded.

Please complete the course evaluation. It's the only way I can know what worked well and what didn't. I'm very grateful to any of you who will take the time to give me some feedback so I can make this class even better next year.

Thanks again for spending the last six weeks with me.

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LESSON #6 ASSIGNMENTS

To receive a Certificate of Completion, you must successfully complete a designated number of assignments per lesson. For this lesson, you must complete at least two assignments.

Assignment #1

Convert the attached PDF to an editable Word document. Tell the class about your experience.

Assignment #2

In the editable Word document you just created, compare two sections of differently formatted text using the Reveal Formatting pane. Look at the document and turn on your Show/Hide feature. Do you find the RF pane to be more helpful than the Show/Hide feature? Can you see the advantages of having both options? Tell the class about your experience.

Assignment #3

In one of the current manuscripts you're editing, use the Find and Replace feature to find the common issues listed in this lesson. Tell the class about your experience.

Assignment #4

Create a checklist for yourself of things to find and replace before returning manuscripts to your clients. If you feel like sharing your work product with the rest of the class, attach your checklist with your assignment response. If you prefer, you can send the checklist privately to me.