Find – Replace strings for TextEditing module, Version 2.2

For latest update see <http://www.editordie.com.au/editorkae>

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[Remove highlighting and shading](#_Toc385577183R)

Remove all highlighting and shading from selected text or whole document. No prompts will be given.

"NO HIGHLIGHT"

" "

[Highlight numbers](#_Toc385577184R)

The numbers can have comma or period separators or can be preceded by a $ character. To highlight only numbers starting with $ then change to "$<[0-9,.]\*[^13^32^09]"

"<[0-9,.]\*[^13^32^09]"

"HIGHLIGHT"

[Highlight acronyms or other selected text](#_Toc385577185R)

Finds words of three or more capitals and highlight them. Could also use with different criteria, for example "<Fred>" would highlight occurrences of the word Fred. "<[F,f]red>" would highlight Fred and fred

"<[A-Z]{3,}>"

"HIGHLIGHT"

[Spelling & words](#_Toc385577186R)

[American to British spelling, common words, lower case](#_Toc385577187R)

There are many other words that could be added to this list.

"<airplane>","<aging","<aluminium>","<annex>","<artifact>","<carburetor>","<color>","<cozy>","<dike>". "<draft>","<flavor>", "<furor>", "<gage>","<harbor>","<honor>","labor","<licorice>","<mustache>", "<molt>","<neighbor>","<oriented>","<rumor","<theater>", "<smolder>", "<specialty>","<sulfate>", "<sulfur>","<thru>"

"aeroplane","ageing","aluminium","annexe","artefact", "carburettor", "colour","cosy","dyke","draught", "flavour","furore","gauge","harbour","honour","labour","liquorice","moustache", "moult","neighbour","orientated", "rumour","theatre", "smoulder", "speciality","sulphate","sulphur","through"

[American to British spelling, common words, sentence case](#_Toc385577188R)

There are many other words that could be added to this list.

"<Airplane>","<Aging","<Aluminium>","<Annex>","<Artifact>","<Carburetor>", "<Color>","<Cozy>","<Dike>". "<Draft>","<Flavor>", "<Furor>", "<Gage>","<Harbor>", "<Honor>","Labor","<Licorice>","<Mustache>", "<Molt>","<Neighbor>","<Oriented>","<Rumor","<Theater>", "<Smolder>", "<Specialty>","<Sulfate>", "<Sulfur>","<Thru>"

"Aeroplane","Ageing","Aluminium","Annexe","Artefact", "Carburettor", "Colour","Cosy","Dyke","Draught", "Flavour","Furore","Gauge","Harbour","Honour","Labour","Liquorice","Moustache", "Moult","Neighbour","Orientated", "Rumour","Theatre", "Smoulder", "Speciality","Sulphate","Sulphur","Through"

[American ize to ise, zation to sation, zing to sing, yze to yse](#_Toc385577189R)

Ignores ize words of less than 6 characters eg size, prize. Also ignores the word zing. There are many exceptions so prompt all changes should be used.

"([a-z,A-Z][a-z][a-z])ize>","zation>","([a-z,A-Z])zing>","yze>"

"\1ise","sation","\1sing","yse"

[American word endings or to our, er to re, se to ce](#_Toc385577190R)

Words must have at least five characters. Lowercase only. There are many exceptions so prompt all changes should be used.

"([a-z][a-z][a-z])or>", "([a-z][a-z][a-z])er>", "([a-z][a-z][a-z])se>"

"\1our","\1re","\1ce"

[British to American spelling, lower case](#_Toc385577191R)

Reciprocal to American to British

"<aeroplane>","<aluminium>","<annexe>","<artefact>","<carburettor>","colour","<cosy>", "<dyke>","<draught>", "<furore>","<gauge>","<liquorice>","<moustache>", "<moult>","<orientated>", "<theatre>","<smoulder>","<speciality>","<sulphate>","<sulphur>","<through>"

"airplane","aluminium","annex","artifact","carburetor","color","cozy","dike". "draft","furor", "gage","licorice","mustache", "molt","oriented","theater","smolder", "specialty","sulfate","sulfur","thru"

[Common words. List 1](#_Toc385577192R)

Needs wildcards on because "<" and ">" Will be case sensitive.

"alright","<cnr>", "cost benefit", "cost effect","cutoff", "day to day", " Departments", "< Dept>", "<desk top>", "<different than>", "<different to>"," E.G. ", " e.g ", " E.g. ", " e.g. ", " eg "," eg. ", "et al.", "et al.,", "et. al.", " etc", "first-aid", "firstly", "focuss", "follow up","full time","high-risk", "home based", "however "

"all right","corner", "cost-benefit", "cost-effect","cut-off", "day-to-day", " departments", "Department", "desktop", "different from", "different from"," for example, ", " for example, ", " for example, ", " for example, ", " for example, "," for example, ", "et al,", "et al,", "et al,", ", etc", "first aid", "first", "focus", "follow-up","full-time","high risk", "home-based", "however,"

[Common words. List 2](#_Toc385577193R)

Needs wildcards on because "<" and ">" Will be case sensitive.

" I.E. ", " I.e "," i.e ", " i.e. ", " I.e. ", " IE ","internet","judgement","life style", "long term","low-risk","market place", "medium term","nineth","non verbal", "nonverbal", " O.K ", " O.K. ", " o.k ", " o.k. "," ok ", "on going", "on-going", "one and a half", " one off ","<out-sourc", "over represent", "over riding", "over-riding",

" that is, ", " that is, "," that is, ", " that is, ", " that is, ", " that is, ","Internet","judgment","lifestyle", "long-term","low risk","marketplace", "medium-term", "ninth","non-verbal", "non-verbal", " okay ", " okay ", " okay ", " okay "," okay ", "ongoing", "ongoing", "one-and-a-half", " one-off ","outsourc", "over-represent", "overriding", "overriding",

[Common words. List 3](#_Toc385577194R)

Needs wildcards on because "<" and ">" Will be case sensitive.

"part time", " percent ", " pp. ", "pre school", "pre-school","Pty. Ltd", "Pty.Ltd", "purpose built", "ready to eat","see section", "short term", "side effect", "state wide", "state-wide", "sub committee","sub contract", "sub-committee", "sub-contract", "<Tel ", "<Tel. ","time frame","time-frame", " try and", "two and a half", "user friendly", "web site", "web-site", "well being","well-being", " whilst", " yrs>"

"part-time", " per cent ", " pp ", "preschool", "preschool", "Pty Ltd", "Pty Ltd", "purpose-built", "ready-to-eat","see Section", "short-term", "side-effect", "statewide", "statewide", "subcommittee","subcontract", "subcommittee", "subcontract", "Phone ", "Phone: ","timeframe","timeframe", " try to", "two-and-a-half", "user-friendly", "website", "website", "wellbeing","wellbeing", " while", " years"

[Minor title capitalisation. eg This to this](#_Toc385577195R)

"This" to "this" if leading space and does not start a sentence." this" to "This" if at start of sentence.

"([!.] )<This>", ". this>", "([!.] )<At>", ". at>", "([!.] )<That>", ". that>", "([!.] )<And>", ". and>","([!.] )<With>", ". with>", "([!.] )<By>", ". by>", "([!.] )<To>", ". to>", "([!.] )<The>", ". the>", "([!.] )<For>", ". for>", "([!.] )<As>", ". as>", "([!.] )<Of>", ". of>", "([!.] )<From>", ". from>", "([!.] )<Or>", ". or>","([!.] )<In>", ". in>", "([!.] )<A>", ". a>", "([!.] )<An>", ". an>", "([!.] )<On>", ". on>"

"\1this", ". This", "\1at", ". At", "\1that", ". That", "\1and", ". And","\1with", ". With", "\1by", ". By", "\1to", ". To", "\1the", ". The", "\1or", ". For","\1as", ". As", "\1of", ". Of", "\1from", ". From", "\1or", ". Or","\1in", ". In", "\1a", ". A", "\1an", ". An", "\1on", ". On"

[Fractions 1/4 to ¼, 1/2 to ½, 3 /4 to ¾](#_Toc385577196R)

Uses the special characters

"<1/4>","<1/2>","<3/4>"

"^0188","^0189","^0190"

[US dates 4/30/2014 to 30 April 2014](#_Toc385577197R)

Will work with shortened years eg 4/30/14 to give 30 April 14

"<1/([0-9]{1,2})/","< 2/([0-9]{1,2})/","< 3/([0-9]{1,2})/","< 4/([0-9]{1,2})/","< 5/([0-9]{1,2})/","< 6/([0-9]{1,2})/"," <7/([0-9]{1,2})/","< 8/([0-9]{1,2})/"," <9/([0-9]{1,2})/","< 10/([0-9]{1,2})/","< 11/([0-9]{1,2})/","< 12/([0-9]{1,2})/"

" \1 January^32"," \1 February^32"," \1 March^32"," \1 April^32"," \1 May^32"," \1 June^32"," \1 July^32"," \1 August^32"," \1 September^32"," \1 October^32"," \1 November^32"," \1 December^32"

[European dates 30/4/2014 to 30 April 2014 and 30/4/14 to 30 April 14](#_Toc385577198R)

Will work with both 2 and 4 digit years

"<([0-9]{1,2})>/1/","<([0-9]{1,2})>/2/","<([0-9]{1,2})>/3/","<([0-9]{1,2})>/4/", "<([0-9]{1,2})>/5/", "<([0-9]{1,2})>/6/","<([0-9]{1,2})>/7/","<([0-9]{1,2})>/8/","<([0-9]{1,2})>/9/","<([0-9]{1,2})>/10/","<([0-9]{1,2})>/11/","<([0-9]{1,2})>/12/"

" \1 January^32"," \1 February^32"," \1 March^32"," \1 April^32"," \1 May^32"," \1 June^32"," \1 July^32", " \1 August^32"," \1 September^32"," \1 October^32"," \1 November^32"," \1 December^32"

[Extend shortened dates 15Sep14 to 15 September 2014.](#_Toc385577199R)

Year must be 2 digit. Dates must be above 2000, eg not 15Sep99

"<([0-9]{1,2})Jan([0-9][0-9])>", "<([0-9]{1,2})Feb([0-9][0-9])>", "<([0-9]{1,2})Mar([0-9][0-9])>", "<([0-9]{1,2})Apr([0-9][0-9])>", "<([0-9]{1,2})May([0-9][0-9])>", "<([0-9]{1,2})Jun([0-9][0-9])>", "<([0-9]{1,2})Jul([0-9][0-9])>", "<([0-9]{1,2})Aug([0-9][0-9])>", "<([0-9]{1,2})Sep([0-9][0-9])>", "<([0-9]{1,2})Oct([0-9][0-9])>", "<([0-9]{1,2})Nov([0-9][0-9])>", "<([0-9]{1,2})Dec([0-9][0-9])>"

" \1 January 20\2"," \1 February 20\2"," \1 March 20\2"," \1 April 20\2"," \1 May 20\2"," \1 June 20\2"," \1 July 20\2", " \1 August 20\2"," \1 September 20\2"," \1 October 20\2"," \1 November 20\2"," \1 December 20\2"

[Extend dates in period format 10.4.14 to 10 April 2014](#_Toc385577200R)

Must be no spaces in date. For years 2000 to 2039

".1.([0-3][0-9])>",".01.([0-3][0-9])>",".2.([0-3][0-9])>",".02.([0-3][0-9])>",".3.([0-3][0-9])>",".03.([0-3][0-9])>", ".4.([0-3][0-9])>",".04.([0-3][0-9])>",".5.([0-3][0-9])>",".05.([0-3][0-9])>",".6.([0-3][0-9])>", ".06.([0-3][0-9])>",".7.([0-3][0-9])>",".07.([0-3][0-9])>", ".8.([0-3][0-9])>",".08.([0-3][0-9])>",".9.([0-3][0-9])>",".09.([0-3][0-9])>",".10.([0-3][0-9])>",".11.([0-3][0-9])>",".12.([0-3][0-9])>"

" January 20\1"," January 20\1"," February 20\1"," February 20\1"," March 20\1"," March 20\1"," April 20\1"," April 20\1"," May 20\1"," May 20\1"," June 20\1"," June 20\1"," July 20\1"," July 20\1"," August 20\1"," August 20\1"," September 20\1"," September 20\1"," October 20\1"," November 20\1"," December 20\1"

[Change date format from January 4, 2014 to 4 January 2014](#_Toc385577201R)

Must be in the format above with capitalised month and four character year.

"([JFMASOND][a-z]@) ([0-9]{1,2}), ([0-9]{4})"

"\2 \1 \3"

[Find but not replace acronyms - capitalised words of >3 char](#_Toc385577202R)

Find but do not replace.

"<[A-Z]{3,}>"

""

[Person's name](#_Toc385577203R)

[Switch surnames and initials: A.B. Smith, to Smith AB, A. Smith, to Smith A,](#_Toc385577204R)

One, two or three uppercase characters followed by periods are initials and the next word followed by comma then space or return is the surname. Surname must have first character capitalised.

"<([A-Z]).([A-Z]).([A-Z]). ([A-Za-z^45]@),([^32^13])","<([A-Z]).([A-Z]). ([A-Za-z^45]@),([^32^13])","<([A-Z]). ([A-Za-z^45]@),([^32^13])"

"\4 \1\2\3,\5","\3 \1\2,\4","\2 \1,\3"

[Switch surnames and initials: A B Smith, to Smith AB, A Smith, to Smith A,](#_Toc385577205R)

One, two or three uppercase characters followed by spaces are initials and the next word followed by comma is the surname.

"<([A-Z]) ([A-Z]) ([A-Z]) ([A-Z])([a-z^45]@),([^32^13])","<([A-Z]) ([A-Z]) ([A-Z])([a-z^45]@),([^32^13])","<([A-Z]) ([A-Z])([a-z^45]@),([^32^13])"

"\4\5 \1\2\3,\6","\3\4 \1\2,\5","\2\3 \1,\4"

[Switch surnames and initials: AB Smith, to Smith AB, A Smith, to Smith A,](#_Toc385577206R)

Assumes that one, two or three uppercase characters are initials and the next word followed by comma is the surname.

"<([A-Z])([A-Z])([A-Z]) ([A-Z])([a-z^45]@),([^32^13])","<([A-Z])([A-Z]) ([A-Z])([a-z^45]@),([^32^13])","<([A-Z]) ([A-Z])([a-z^45]@),([^32^13])"

"\4\5 \1\2\3,\6","\3\4 \1\2,\5","\2\3 \1,\4"

[Universal name switch: A.B. and A B and AB Smith, to Smith AB,](#_Toc385577207R)

Initials may be in various formats. Surname must be followed by comma. Should be run in sequence. Surname must have first character capitalised.

"<([A-Z]).([A-Z]).([A-Z]). ([A-Za-z^45]@),([^32^13])","<([A-Z]).([A-Z]). ([A-Za-z^45]@),([^32^13])","<([A-Z]). ([A-Za-z^45]@),([^32^13])","<([A-Z])([A-Z])([A-Z]) ([A-Z])([a-z^45]@),([^32^13])","<([A-Z])([A-Z]) ([A-Z])([a-z^45]@),([^32^13])","<([A-Z]) ([A-Z])([a-z^45]@),([^32^13])", "<([A-Z]) ([A-Z]) ([A-Z]) ([A-Z])([a-z^45]@),([^32^13])","<([A-Z]) ([A-Z]) ([A-Z])([a-z^45]@),([^32^13])","<([A-Z]) ([A-Z])([a-z^45]@),([^32^13])"

"\4 \1\2\3,\5","\3 \1\2,\4","\2 \1,\3","\4\5 \1\2\3,\6","\3\4 \1\2,\5","\2\3 \1,\4","\4\5 \1\2\3,\6","\3\4 \1\2,\5","\2\3 \1,\4"

[Switch surnames and initials no trailing comma: AB Smith to Smith AB](#_Toc385577208R)

Finds one, two or three uppercase characters followed by a word that has the first character capitalised.

"<([A-Z][A-Z][A-Z]) ([A-Z])([a-z]@)>", "<([A-Z][A-Z]) ([A-Z])([a-z]@)>","<([A-Z]) ([A-Z])([a-z]@)>"

"\2\3 \1","\2\3 \1","\2\3 \1"

[Remove trailing initials: Smith AB, to Smith, Smith A, to Smith,](#_Toc385577209R)

Assumes surname followed by one or two capital letters followed by comma and space or return.

"<([A-Z])([a-z^45]@) ([A-Z])([A-Z]),([^32^13])","<([A-Z])([a-z^45]@) ([A-Z]),([^32^13])"

"\1\2,\5 ","\1\2,\4"

[Change trailing to leading initials: Smith AB, to AB Smith,](#_Toc385577210R)

Surname followed by one or two capital letters followed by comma and space.

"<([A-Z])([a-z^45]@) ([A-Z])([A-Z]),([^32^13])","<([A-Z])([a-z^45]@) ([A-Z]),([^32^13])"

"\3\4 \1\2,\5 ","\3 \1\2,\4"

[Remove periods from initials or acronyms eg H.G. to HG](#_Toc385577211R)

For 2 to 6 upper case alphabetic characters that are preceded and followed by space or para char

"([^13^32])([A-Z]).([A-Z]).([A-Z]).([A-Z]).([A-Z]).([A-Z]).", "([^13^32])([A-Z]).([A-Z]).([A-Z]).([A-Z]).([A-Z]).([^13^32])", "([^13^32])([A-Z]).([A-Z]).([A-Z]).([A-Z]).([^13^32])", "([^13^32])([A-Z]).([A-Z]).([A-Z]).([^13^32])", "([^13^32])([A-Z]).([A-Z]).([^13^32])"

"\1\2\3\4\5\6\7","\1\2\3\4\5\6\7","\1\2\3\4\5\6","\1\2\3\4\5","\1\2\3\4"

[Punctuation](#_Toc385577212R)

[Multiple spaces to single space and remove space before para](#_Toc385577213R)

First item reduces multiple spaces to single space. Second item removes remaining space before paragraph mark

"[^32]{2,}"," ^13"

"^32","^p"

[Soft return to single space](#_Toc385577214R)

Run sequentially to give only one space if soft return is preceded or followed by one or more spaces

" {1,}^11 {1,}", "^11 {1,}", " {1,}^11","^11"

"^32","^32","^32","^32"

[Soft return to hard return & multiple returns to single return](#_Toc385577215R)

Run sequentially to first convert soft returns to hard returns then remove multiple hard returns

"^11","[^13]{2,}]"

"^p","^p"

[General punctuation errors](#_Toc385577216R)

Such as spaces before punctuation characters, two colons, semicolon followed by comma, spaces between round or square brackets and text. Must be run with wildcards on.

" /", "/ ", "::", " :", ":.", "\?.", "..", " -- ", " - - ", " ^= ", "^+^+", "^+ ^+", "-^+", " .", ". \?", "$ ", " ,", " ^t", " \!", ",,", ", ,", ";,", ",;", ", ;", ", .", ",.", ";.", "\( ", " \)","\[ "," \]"

"/", "/", ":", ":", ":", "?", "."," ^+ ", " ^+ ", " ^+ ", "^+", "^+", "^+", ".", "?", "$", ",", "^t", "!", ",", ",", ";", ";", ";", ".", ".", ".", "(", ")","[","]"

[Remove period after salutations Dr. Mr. Ms. Mrs. Prof.](#_Toc385577217R)

Will work for Dr., or Dr.) etc

"<**([DM][rs]{1,2}).>","<Prof.>"**

**"\1","Prof"**

[Make sure that the first word after a colon is not capitalised](#_Toc385577218R)

Straight forward

": 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"

[Straight double quotes to curly double quotes](#_Toc385577219R)

Needs Auto curly quotes turned on

"^34"

"""

[Curly single quotes to straight single quotes](#_Toc385577220R)

Needs Auto curly quotes turned off

”‘”,“’”

**"**'**","**'**"**

[Curly double quotes to double straight quotes](#_Toc385577221R)

Needs Auto curly quotes turned off

"“","”"

""","""

[Interchange double and single quotes](#_Toc385577222R)

Straight or curly double quotes to single quotes and single straight or curly quotes to double quotes. If Auto curly quotes is on then resultant quotes should be curly, otherwise they will be straight. Must be run sequentially.

"“","”",""","'",“‘”,“’”,“qw$$qw”,“qw$qw”

“qw$$qw”,”qw$$qw”,”qw$$qw”,”qw$qw”,”qw$qw”,”qw$qw”,"'","""

[Remove a space before a punctuation or end bracket character](#_Toc385577223R)

Works with normal, square or curly end brackets

"^32([.,^148:’;\!\)\]\}\?])"

"\1"

[Replace dash in numbers with en dash, eg 20-30 to 20–30](#_Toc385577224R)

Between any two number characters

"([0-9])-([0-9])"

"\1^=\2"

[Reduce multiple dots to three to give ellipsis](#_Toc385577225R)

To the special ellipse character

".{3,}"

"^0133"

[Give three dot ellipses one and only one space either side](#_Toc385577226R)

Note: three dot ellipses, not the ellipse character

"^0133","^32^32"

"^32^0133^32","^32"

[Feet and inches or Latitude/Longitude – use straight quotes](#_Toc385577227R)

For when curly quotes have crept into dimensions.

"([0-9])'","([0-9])""

"\1^39","\1^34"

[Delete single or multiple tabs at end of lines](#_Toc385577228R)

Tabs preceding paragraph mark

“^t{1,}^13”

“^p”

[Numbers](#_Toc385577229R)

[Numbers to words eg 1 to one but not 1, 1. 1) or 1% also 11th](#_Toc385577230R)

Will not change numbering such as 9.1.3. or 5)

" <1>([!%,.\)])", "<10th>", "<11th>", "<12 hour", "<12th>", "<13th>", "<14th>", "<15th", "<16th>", "<17th>","<18th>", "<19th>", "<1st>", " <2>([!%,.\)])", "<20th>", "<21st>", "<24 hour", "<2nd>", " <3>([!%,.\)])", "<3rd>", " <4>([!%,.\)])", "<4th>", " <5>([!%,.\)])","<5th>", " <6>([!%,.\)])", "<6th>", " <7>([!%,.\)])", "<7th>", " <8>([!%,.\)])", "<8th", " <9>([!%,.\)])", "<9th>"

" one\1", "tenth", "eleventh", "12-hour", "twelfth", "thirteenth", "fourteenth", "fifteenth", "sixteenth", "seventeenth", "eighteenth", "nineteenth", "first", " two\1", "twentieth", "twenty-first", "24-hour", "second", " three\1", "third"," four\1", "fourth", " five\1", "fifth", " six\1", "sixth", " seven\1", "seventh", " eight\1", "eighth", " nine\1", "ninth"

[Words to numbers. one to 1, two to 2 etc.](#_Toc385577231R)

Beware: will change *seventy five* to *seventy 5*

"<one>","<two>","<three>","<four>","<five>","<six>","<seven>","<eight>","<nine>"

"1","2","3","4","5","6","7","8","9"

[Upper case Roman numerals to Arabic, 2-9 only](#_Toc385577232R)

May give unexpected results for words such as VI. I is not converted because of conflict with the pronoun I

"<IX>","<X>","<X>","<VIII>","<VII>","<VI>","IV>","<V>","<III>","<II>"

"9","10","0","8","7","6","4","5","3","2"

[Lower case Roman numerals to Arabic, 1 to 21 only](#_Toc385577233R)

May give unintended results for words such as vi and lowercase i

"<i>","<ii>","<iii>","<iv>","<v>","<vi>","<vii>","<viii>","<ix>","<x>","<xi>","<xii>","<xiii>","<xiv>","<xv>","<xvi>","<xvii>","<xviii>","<xix>","<xx>","<xxi>"

"1","2","3","4","5","6","7","8","9","10","11","12","13","14","15","16","17","18","19","20","21"

[Group numbers by thousands eg 1340000 to 1,340,000](#_Toc385577234R)

Will also change numbers with $ prefix and cents. Eg $4563.75 becomes $4,563.75. Maximum 12 numeric digits. Beware, four digit years such as 2014 will be converted to 2,014.

"<([0-9])([0-9]{3})>","<([0-9]{2})([0-9]{3})>","<([0-9]{3})([0-9]{3})>", "<([0-9])([0-9]{3})([0-9]{3})>", "<([0-9]{2})([0-9]{3})([0-9]{3})>", "<([0-9]{3})([0-9]{3})([0-9]{3})>","<([0-9])([0-9]{3})([0-9]{3})([0-9]{3})>" ,"<([0-9]{2})([0-9]{3})([0-9]{3})([0-9]{3})>","<([0-9]{3})([0-9]{3})([0-9]{3})([0-9]{3})>"

"\1,\2","\1,\2","\1,\2","\1,\2,\3","\1,\2,\3","\1,\2,\3","\1,\2,\3,\4","\1,\2,\3,\4","\1,\2,\3,\4"

[Add leading zero to decimals eg .123 to 0.123](#_Toc385577235R)

Number must be preceded by a space, tab or paragraph mark. Will not work if number is at top of table cell or textbox and there is no leading tab or space.

"([ ^13^09]).([0-9])"

" \10.\2"

[European decimal delimiter to comma. eg 75.000.000 to 75,000,000](#_Toc385577236R)

May give unintended results if paragraph numbering uses periods

"([0-9]).([0-9])"

“\1,\2”

[Comma to European decimal. eg 75,000,000 to 75.000.000](#_Toc385577237R)

May give unintended results if numbering scheme uses commas

"([0-9]),([0-9])"

“\1.\2”

[Physical units](#_Toc385577238R)

[Weight, distance, time, data](#_Toc385577239R)

May give unintended results if the abbreviations are used for other purposes

" k.g ", " k.g. ", " k.m>", " kgs ","([0-9])(kg)>", " k.m. ", " kms >","([0-9])(km)>","c.m>","c.m. ","([0-9])(cm)>", "m.m. ", " mms ", "m.m>", "m.ms>","([0-9])(mm)>", "m.l>", "m.l.>" , " ml >", " mls >","([0-9])(ml)>", " p.m >", " p.m. >", " a.m >", " a.m. >","([0-9])(am)>","([0-9])(pm)>", "[Kk][Hh][Zz]>", "[Mm][Hh][Zz]>", "[Gg][Hh][Zz]>", "[Kk]([Bb])ps>", "[Mm]([Bb])ps>", "[Gg]([Bb])ps>","Kbytes>"

" kg", " kg", " km", " kg","\1 \2", " km ", " km ","\1 \2","cm","cm","\1 \2", "mm", " mm ", "mm", "mm","\1 \2", "mL", "mL", " mL "," mL ","\1 \2", " pm ", " pm ", " am ", " am ","\1 \2","\1 \2","kHz","MHz","GHz", "k\1ps", "M\1ps","G\1ps","kbytes"

[Degrees to ° symbol. 16 degrees to 16°, 1 degree to 1° etc](#_Toc385577240R)

Uses special character for degrees. Will also work if there is no space after the numeral

"([0-9])degrees>","([0-9]) degrees>","([0-9])degree>","([0-9]) degree>"

"\1^0176","\1^0176","\1^0176","\1^0176"

[° to degrees. Thus 16°becomes 16 degrees, 1° becomes 1 degree](#_Toc385577241R)

Warning. Will give plural for single digit numbers greater than 1. Run in sequence.

"<([0,1])^0176","([0-9])^0176"

"\1 degree","\1 degrees"

[Appendix](#_Toc385577242R)

[Instructions for use with Text Editing module](#_Toc385577243R)

Select four paragraphs starting with the description, then click the From open document button. Hint: you only need to select the description paragraph; the macro will then select this and the next three paragraphs.

If CTRL/Click is turned off then clicking the description paragraph will return to the Table of Contents. To select the description paragraph, click in the margin to the left of the paragraph.

Wildcards and Case sensitive.

If a find string contains wildcards then the Wildcards option must be turned on otherwise the search will include the wildcard operators themselves. **MOST OF THE EXAMPLES REQUIRE WILDCARDS OPTION TO BE ON**

Wildcard and Case sensitive options are mutually exclusive. If you need to have case sensitivity with wildcards Then the case selection can be built in to the wildcard commands. For example "[F]red " will find Fred but not fred. "[Ff]red" will find both

^P cannot be used in find strings when invoking wildcards (use ^13 instead of ^p). However in replace strings ^p must be used for a paragraph mark. This is an oddity of Word's Find and Replace.

In some cases the items should be run sequentially and not individually. For example in the replace multiple spaces example the first item changes all multiple spaces to a single space then the second item removes a single spaces that precedes a paragraph mark.

Some replacements may give unexpected results. It is suggested that prompt be used for each replacement.

[Testing of data using Word's Find and Replace](#_Toc385577244R)

The data can be pasted into Word's Find and Replace. However, only one pair at a time can be run and the quote characters must be removed. The Use Wildcards option must be checked.

[Wild card usage](#_Toc385577245R)

For discussion on wild cards see:

<http://www.gmayor.com/replace_using_wildcards.htm>

<http://word.mvps.org/FAQs/General/UsingWildcards.htm>

<http://www.funduc.com/regexp.htm>

Notes on wildcard usage

If you are testing with Word's Find & Replace then make sure that the Use Wildcards option is on. If Search Options is not displayed, click the More button.

If the wildcards setting is on then searches are always case sensitive. If Wildcards is off then only text searches can be made and the case sensitivity depends on the Case Sensitivity setting.

The following examples assume that the Wildcards setting is on.

"ant" will find the word ant as well as words such as pendant, antipasto but not Ant.

"Ant" will find the word Ant as well as words such as Antipasto but not ant.

" ant " will find the word ant in a sentence but not " ant.", " ant)", " ant!" or " Ant "

Angle brackets

Angle brackets refer to the start and end of a word. A left angle bracket means the start of a word, a right angle bracket is the end of a word . When both brackets are used then it means that a whole word is to be chosen. Note that a word is started when there is a preceding space or paragraph character. A word is terminated if there is a following space, full stop, exclamation mark, closing bracket or paragraph mark. Hence, " ant " is an unsatisfactory way of finding all occurrences of the word ant because it will not find the word at the start of a paragraph or at the end of a sentence.

"<ant>" will find the words "ant" "ant.", "Ant)"," ant!" but not Ant or ANT or longer words containing ant

"ant>" will find the word ant as well as pendant but not antipasto. This is useful for finding word endings

"[a-z]ant" will find words ending in ant eg pendant but not the single word ant. Four characters are highlighted.

"<[Aa]nt>" will find the words ant and Ant but not ANT

"<[Aa][Nn][Tt]>" will find ant, ant), ant!, Ant and ANT as well as aNt but not words containing ant

Square brackets

Square brackets enclose instructions to find a single character

"[A]" will find uppercase A as well as Antler

"[Aa]" will find A and a. Thus "[Aa]nt" will find Ant, ant as well as antler

"[A-Z]" will find any uppercase character

"[A-Za-z]" will find any alphabetic character

"[A-z]" will find any character in the ASCII range A to z which includes characters such as [\]^\_'

"[0-9]" will find any numeric character

"[^34]" will find the double quote character - 34 is the ASCII value of the character

Multiple instances

The wildcard "@" indicates single or multiple instances of the preceding character.

"lo@p" will find lop, loop, looop etc

"[A-Za-z^32]@ will find multiple upper and lower case characters and spaces until a non-alphabetic character such as a full stop or paragraph mark is reached.

"<[A-Z][a-z]@>" will find a word of any length that has the first character capitalised.

"lo@" does not work as expected. It will not find loo but will find the first two characters of lop.

Any characters (? And \*)

The wildcard "?" represents any single character including punctuation characters and carriage returns.

"s?t" will find sat, sit and set. It will also find s:t and s/t

The wildcard "\*" will find multiple unspecified characters up to the next specified character including zero characters. There are traps with using this wild card. For example "<\*top" will find from the start of the next word after the current cursor position to the next occurrence of the characters "top" which might be several paragraphs away. The practical uses of this wildcard are to find words starting with a specified character string or for finding phrases. For example:

"bak\*> will bake, baker and clambake

"<bak\*>" will find the whole word bake but not clambake

"<The quick brown\*lazy dog>" will find a string of words such as The quick brown fox jumps over the lazy dog

"t\*p" will find vesting all variations of rapidly.

Not operator

The character "!" acts as a not operator on the character following.

"[!A]" will find any character except capital A

"[!0-9]" will find any character except a numeral

"[!A-Za-z]" will find any non-alphabetic character

"([!.] )<This>" will look for 6 characters, the first character is anything except a full stop, the second character must be a space and the last four characters must be the word "This". If the replacement command is "\1this" then it will replace using the first two characters found followed by the word "this"

Curly brackets

The curly brackets {} are used to give a multiplier to the preceding character or group of characters. {3} means repeat the preceding three times. {2,4} means repeat two, three or four times. {3,} means repeat three or more times.

For example "[A]{3}" will find AAA. "[A-C]{3}" will find AAA and BBB and ABC. "<[0-9]{1,3}>" will find one, two or three digit numbers, the angle brackets ensure that larger numbers are not found. Curly brackets can also give a multiplier to characters grouped by round brackets, for example "(abc){3} will find abcabcabc.

There is an anomaly (bug?) in using curly brackets. Suppose you want to find any three four or five digit numbers that end in a 7. The search string "[0-9]{2,4}7" should theoretically work but is will only find five digit numbers ending in 7. Yet "[0-9]{2,4}a" will find 12a 123a and 1234a.

Curly brackets can be used to find repeating strings contained in round brackets. For example (abc){1,3} will find the strings ant antant and antantant. However, if a square bracket selection is included then odd things happen. For example suppose that you want to find repeated words ending in a numeric character such as "any1 any2 " or "any7 any8 any5" then one would try "(any[0-9] ){1,3}". This search command will not do what you expect.

Replacement strings

Replacement strings can use round brackets to group search commands. Pairs of round brackets can be referred in the replacement command by \1 or \2 etc. For example "([A-Z])" will find any uppercase alphabetic character. If the replace command is "\1b" then A will be replaced with Ab, B will be replaced with Bb etc.

To change spoons to spoon, then the find string would be "(spoon)s" and the replace string "\1". This would also change teaspoons to teaspoon To make sure only the word spoons is found use "<(spoon)s>".

To change John Smith to Smith John then the find string is "(John)(Smith)" and the replace is"\2 \1" note the space characters in the strings. More correct would be (John)(Smith)> the angle bracket would prevent Smithers from being selected. If there is a comma after the name and you want a comma after the transposed name then find would be "(John)(Smith)>," and replace would be "\2 \1,"

Case sensitivity

When wildcards are used case insensitive searches cannot be made directly. Instead it is necessary to specify case in the search commands. "<round>" will not find the word Round however, "<[Rr]ound>" will find Round and round. If you want to also find ROUND then the search string would need to be "<[Rr][Oo][Uu][Nn][Dd]>". Even this may give unanticipated results – for example it would find the word RoUnd. To overcome this it would be necessary to carry out three searches "<round>", "<Round>" and "<ROUND>".

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