**Formatting Text Files with VBA**

It is not uncommon to need to format text files in Word. For instance, you may get an e-mail message from someone that needs formatting, or you may get an ASCII file from a friend. The most common necessities in formatting such a file is to remove extra spaces or tabs from the beginning of a line, extra spaces or tabs from the end of a line, removing "reply" characters from the beginning of each line, and combining lines to make paragraphs.

Doing all this by hand is time-consuming work and can easily drive you batty, particularly if the file is very large. The following macro should make it easier for you. It accomplishes all the tasks just recounted, and does them very quickly.

Sub DoASCII()

 Selection.HomeKey Unit:=wdStory

 Selection.Find.ClearFormatting

 Selection.Find.Replacement.ClearFormatting

 With Selection.Find

 .Text = "^p^w"

 .Replacement.Text = "^p"

 .Forward = True

 .Wrap = wdFindContinue

 .Format = False

 .MatchCase = False

 .MatchWholeWord = False

 .MatchWildcards = False

 .MatchSoundsLike = False

 .MatchAllWordForms = False

 End With

 Selection.Find.Execute Replace:=wdReplaceAll

 For J = 1 To 4

 Selection.Find.Text = "^p> "

 Selection.Find.Execute Replace:=wdReplaceAll

 Next J

 Selection.Find.Text = "^p^w"

 Selection.Find.Execute Replace:=wdReplaceAll

 Selection.Find.Text = "^w^p"

 Selection.Find.Execute Replace:=wdReplaceAll

 Selection.Find.Text = "^p^p"

 Selection.Find.Replacement.Text = "[{}]"

 Selection.Find.Execute Replace:=wdReplaceAll

 Selection.Find.Text = "^p"

 Selection.Find.Replacement.Text = " "

 Selection.Find.Execute Replace:=wdReplaceAll

 Selection.Find.Text = "[{}]"

 Selection.Find.Replacement.Text = "^p"

 Selection.Find.Execute Replace:=wdReplaceAll

End Sub

You should note that this macro will replace up to four levels of "> " characters put at the beginning of a line. It also assumes that the only place you want paragraph breaks are those places where a blank line exists.