

Find and Replace

“Find and Replace” helps you to make typographical adaptations that your document will benefit from. The menu can be activated by going to “Edit” → “Replace” or by Ctrl+F. “Find and Replace” is often used for:

Replacing a hyphen by an en-dash¹:

Input “**Find What**”: *Space-Space*

Input “**Replace With**”: *Space–Space*

And “**Replace All**”

En dashes can be inserted by *Ctrl+minus* (control pad) or by *Alt+0150* or by going to “More” → “Special” → “En dash”.

Replacing a Space by a Nonbreaking Space (i.e. between footnote-numbers and the first word):

First step:

Input “**Find What**”: “More” → “Special” → “Footnote Reference” *Space*

Input “**Replace With**”: “Special” → “Find What Text” and “Special” → “Format” → “Font” → “Font color: red”

And “**Replace All**”

Second Step²:

Input “**Find What**”: *Space* and “Special” → “Format” → “Font” → “Font color: red”

Input “**Replace With**”: “Special” → “Nonbreaking Space”

And “**Replace All**”

Third step²:

Input “**Find What**”: “Special” → “Format” → “Font” → “Font color: red”

Input “**Replace With**”: “Special” → “Format” → “Font” → “Font color: automatic”

And “**Replace All**”

Replacing a short hyphen meaning “up to” by an en-dash:

First step:

Input “**Find What**”: “More” → “Special” → “Any Digit” *hyphen* “Any Digit”

Input “**Replace With**”: → “Special” → “Find What Text” and “Special” → “Format” → “Font” → “Font color: red”

And “**Replace All**”

Second step²:

Input “**Find What**”: *hyphen* and “Special” → “Format” → “Font” → “Font color: red”

Input “**Replace With**”: “Special” → *En dash*

And “**Replace All**”

Third step²:

Input “**Find What**”: “Special” → “Format” → “Font” → “Font color: red”

Input “**Replace With**”: “Special” → “Format” → “Font” → “Font color: automatic”

And “**Replace All**”

¹ Words in italics mean actuating the corresponding key.

² Make sure to delete the input of the previous step.