



*MegaReplacer 2023™*

Jack Lyon

THE EDITORIUM™

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Printed in the United States of America

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West Jordan, UT 84081-6132

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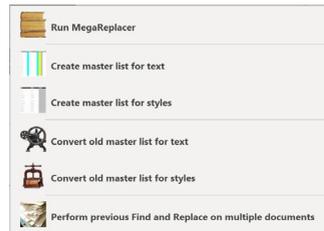
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# MegaReplacer

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MegaReplacer finds and replaces multiple text strings (characters, words, or phrases), text formatting (such as bold or italic), or styles (such as Heading 1) in multiple documents. You can use MegaReplacer to do such things as replace common misspellings throughout a manuscript or change a character's name in the chapters of a novel.

MegaReplacer is like dynamite: very powerful and thus very useful—and very dangerous if used carelessly, as it *will* make all the changes in all the documents exactly the way you tell it to. I strongly recommend that you try MegaReplacer several times on a variety of test documents until you understand fully how it works and what it can do, and that you *back up your documents* before using it.

## Creating a master list for replacing text

Before using MegaReplacer to replace text, you'll need to prepare a "master list" of the text you want to replace. (To replace text formatting only [such as bold or italic], no master list is needed.)

In previous versions of MegaReplacer, entries on a master list were a rather arcane sequence of text strings and commands that looked something like this:

```

occurance | occurrence
millenium | millennium
Department | department+c
per | according to+w
p ([0-9]@.\)) | p. \1+m
    
```

But no more. A master list is now an easy-to-use table that looks like this:

FIND	Format	REPLACE	Format	Highlight	Option	Comment
!!!!		!				
!!!		!				
!!		!				
%		percent				
&		and				
accidently		accidentally				
accomodate		accommodate				
accomodation		accommodation				
accordian		accordion				
acknowledgement		acknowledgment				
acquaintence		acquaintance				
adjacent to		next to				
albeit		though				
all of the		all the				
alot		a lot			w	
alright		all right				
amidst		amid				
amongst		among				

In addition, MegaReplacer can now find and replace text with formatting (bold, italic, etc.) and styles (Heading 1, Block, etc.). It can also mark found items with highlighting in ten different colors so you can check those items later as you work.

For those who have existing master lists, MegaReplacer includes utilities to convert those lists to the new table format.



To create a master list for text:

1. Click the MegaReplacer menu.
2. Click “Create master list for text.”

MegaReplacer will create a new document that includes the table that will hold your entries. For each entry, type the text to find in the “FIND” column and the text’s replacement in the “REPLACE” column. You must be *absolutely accurate* in typing the entries the way you want them. The entries can be the same length as a regular Word find or replace string: from 1 to 255 characters. You can have from 1 to 8,142 entries.

### ***Using comments in a master list***

You can add comments about your entries in the “Comments” column on the right side of the table. These comments are for your own reference and convenience—

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MegaReplacer will simply ignore them. You can also add more expansive comments on their own lines above and below the table.

### ***Using Word's find options***

When replacing text, you can use Word's basic Find options just as you can with Word's regular Find feature. These options are:

- Match Case.
- Find Whole Words Only.
- Use Pattern Matching (Use Wildcards).
- Sounds Like.
- Match All Word Forms.

To use these options, enter one of the following codes into the "Option" column on the table:

c	Match Case
w	Find Whole Words Only
&	Match Case and Find Whole Words Only at the same time
m	Use Pattern Matching (Use Wildcards)
l	Sounds Like
a	Match All Word Forms

You can use only one of these options per entry.

Please note that with MegaReplacer, you can't use Word's Find options to do anything you couldn't ordinarily do when searching manually. For example, using Word's Find feature manually, you can try searching a document for a carriage return (^p) with "Use Wildcards" turned on. If you do, Word will give you an error message.

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MegaReplacer won't give you an error message, but it also won't find the carriage return. In effect, it will simply ignore that find-and-replace entry. Similarly, if you put several words separated by spaces in Word's "Find What" box, the "Find Whole Words Only" option is unavailable. This is also true with MegaReplacer, even though you can't see that it is unavailable. If you have any questions about whether a find-and-replace entry will work with a certain option, you should try it manually in Word. If it won't work that way, it won't work with MegaReplacer either.

### ***Finding and replacing formatting***

You can find and replace formatted text by using the following codes in the "Format" columns of the table:

bo	bold
it	italic
ul	underline
st	strikethrough
sp	superscript
sb	subscript
sc	small caps
ac	all caps
s:stylename	style (for example, s:Heading 1)

### ***Highlighting***

You can highlight replaced text using the following codes in the "Highlight" column of the table:

A	gray
B	blue

D	dark yellow
E	teal
G	green
P	pink
R	red
T	turquoise
V	violet
Y	yellow

## Creating a master list for replacing styles

You can use MegaReplacer to replace one style with another. For example, if you have headings styled as Heading 1 but need to style them as Title instead, MegaReplacer will do that for you. Before using MegaReplacer to replace styles, you'll need to prepare a "master list" of the styles you want to replace. To do:

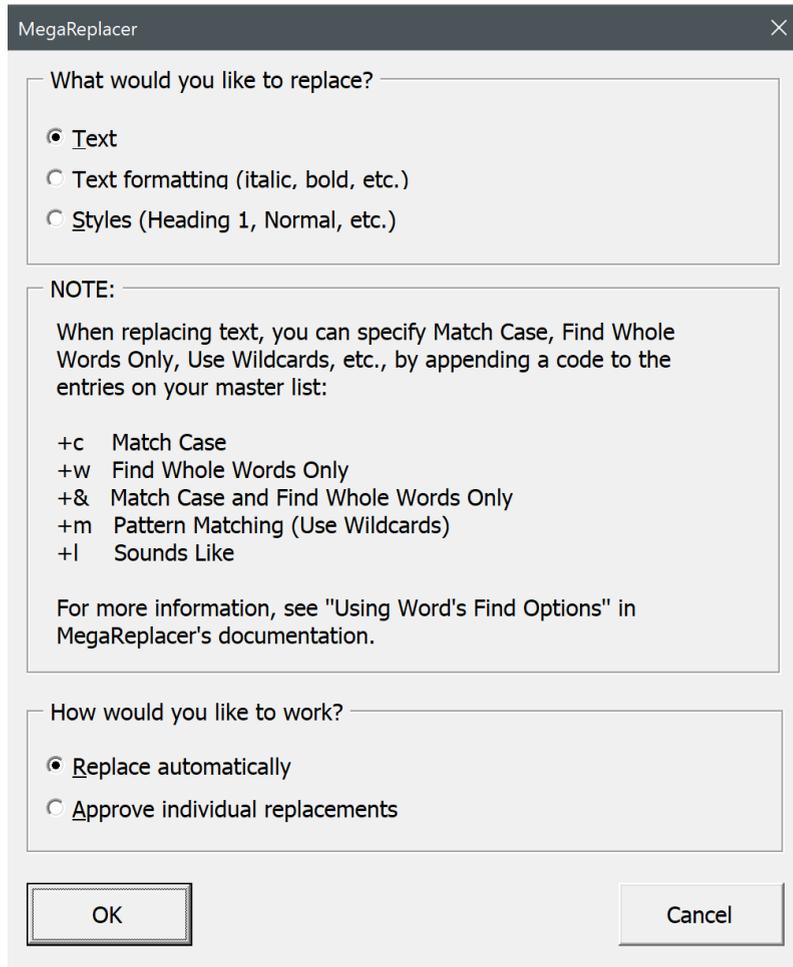
1. Click the MegaReplacer menu.
2. Click "Create master list for styles."

MegaReplacer will create a new document that includes the table that will hold your entries. For each entry, type the name of the style to find in the "FIND style" column and the style's replacement in the "REPLACE style" column. You must be *absolutely accurate* in typing the entries the way you want them. You can include comments in the "Comment" column. You can have from 1 to 8,142 entries.

Please note that MegaReplacer can't find or replace styles that don't actually *exist* in your documents. In addition, it can't find or replace styles that have been misspelled in your master list, which must be absolutely accurate.

## Running MegaReplacer

Save your master list with a name of your choice but leave it open on the screen as the active document. Click the *MegaReplacer* icon and select *MegaReplacer*. The following dialog will be displayed:



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## **What would you like to replace?**

MegaReplacer asks whether you want to replace text, text formatting, or styles. To find and replace text formatting only (such as bold or italic), no master list is needed.

## **How would you like to work?**

You can elect to replace automatically or to approve individual replacements.

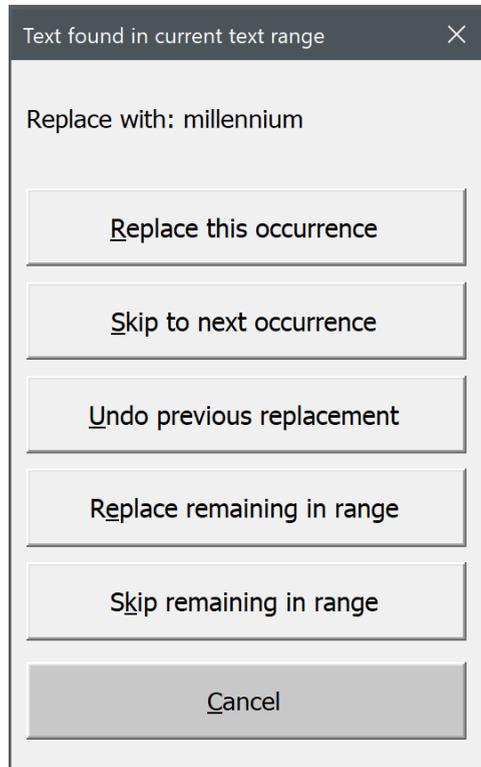
### ***Replace Automatically***

If you elect to replace automatically, MegaReplacer will make all of your replacements in the documents you specified without further intervention from you. Use this option for items you *know* will always need to be changed, such as a list of common misspellings. For example, your list could include accommodate/accommodate, supercede/supersede, millenium/millennium, and so on. For more examples, see the document named “Automatic Corrections.docx” that came with MegaReplacer in the “Goodies” folder.

### ***Approve Individual Replacements***

Use this option for items that *may* need to be replaced. The word *impact*, for example, can be used as a verb or a noun, but many editors avoid leaving it as a verb, using *affect* instead. For more examples, see the document named “Other Possible Corrections.docx” that came with MegaReplacer in the “Goodies” folder.

If you elect to approve individual replacements, you'll have the following choices each time the program finds something to replace:



- *Replace this occurrence* replaces the text that was found with the new text you specified.
- *Skip to next occurrence* skips the text that was found and searches for the next occurrence.

- *Undo previous replacement* undoes the last replacement you approved.
- *Replace remaining in range* replaces the remaining occurrences in the current text range (main document, footnotes, endnotes, etc.).
- *Skip remaining in range* skips the remaining occurrences in the current text range (main document, footnotes, endnotes, etc.).
- *Cancel* stops MegaReplacer dead in its tracks.

You can use keyboard shortcuts for each of these. In fact, all you have to do is press the letter that is underlined on each button. For example, to “Replace this occurrence,” just press the *R* key on your keyboard. To “Skip to next occurrence,” press the *S* key. And so on.

If you prefer, you can also use these keys in combination with the ALT key. Once you do that, however, you can no longer use the individual keys *without* combining them with ALT, at least not during the current session.

### ***What documents would you like to use?***

If you’re replacing *text* or *styles*, you can run MegaReplacer on:

- The first document after your master list. This is the document that would be active if you closed the master list. Be careful to get the right document. Better yet, open only *one* document besides your master list so that you don’t accidentally run MegaReplacer on the wrong one.
- All open documents except your master list.
- All documents in a folder—*unless* you’ve opted to approve individual replacements, in which case only the first two options are available. Otherwise, various problems ensue, so we’re going to avoid the whole issue.

If you’re replacing text *formatting* only, you can run MegaReplacer on:

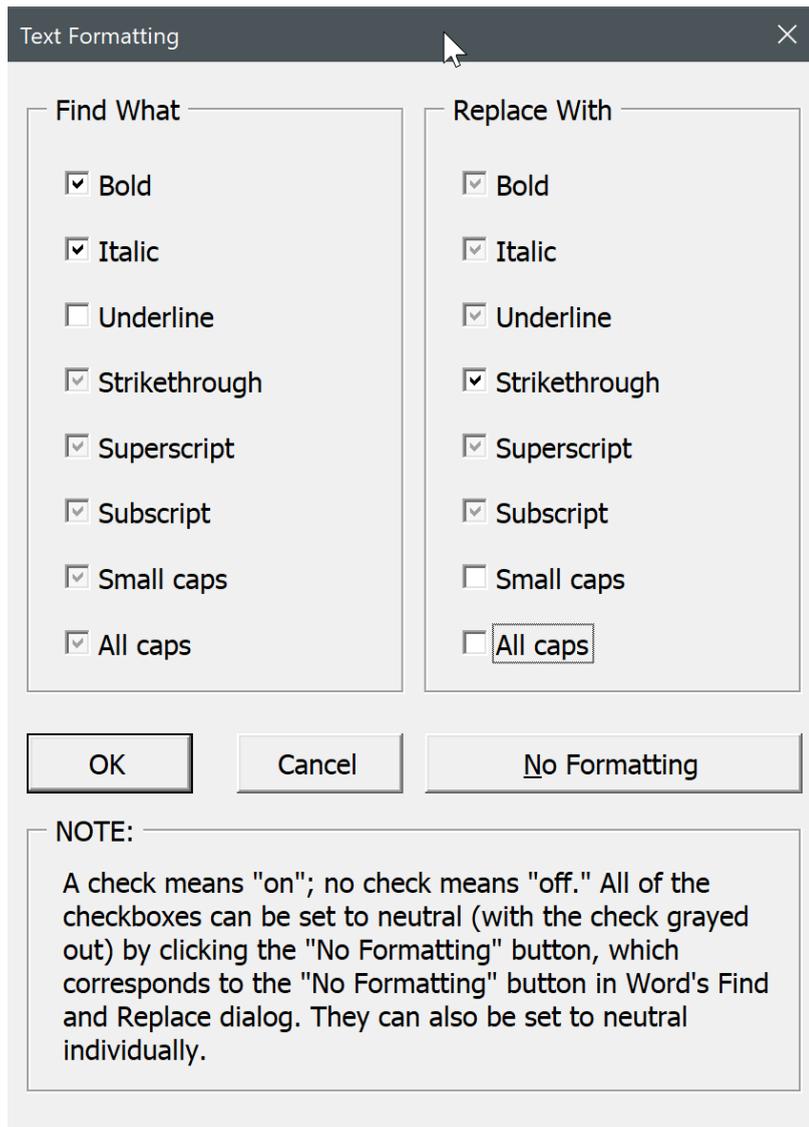
- The active document.
- All open documents.
- All documents in a folder.

### **Finding and replacing text formatting only**

“Text formatting” means the following directly applied formatting:

- Bold
- Italic
- Underline
- Strikethrough
- Superscript
- Subscript
- Small caps
- All caps

If you choose this option, the Text Formatting dialog appears. Putting a black check into a dialog checkbox tells MegaReplacer to find or replace that kind of formatting. Putting a gray check makes MegaReplacer neutral toward that kind of formatting. Leaving a checkbox blank tells MegaReplacer *not* to find or replace that kind of formatting. For example, consider the following selections:



Under “Find What,” bold is turned on, italic is turned on, underline is turned off, and the other formats are left neutral. In this case, MegaReplacer will find text that is bold *and* italic but *not* bold italic underline. It will *not* find text that is bold but not italic, or text that is italic but not bold. It will, however, find text that is bold italic strikethrough, bold italic superscript, and so on. If this isn’t clear, try experimenting with some junk text in the active document. You’ll soon understand how the process works. Basically, it corresponds to the formatting options in Word’s Find and Replace dialogs, where you can set the “Find What” box to bold, italic, and *not* underline, leaving all other formatting unspecified (to continue with our example).

Under “Replace With,” strikethrough is turned on and all caps and small caps are turned off, which means that found formatting will be replaced with strikethrough but *not* all caps or small caps. That means if something in bold italic not underline *all caps* or *small caps* is found, it will be replaced with strikethrough *not* all caps or small caps. Keeping track of all these options can be complicated, but they give you enormous control over how you find and replace text formatting.

MegaReplacer remembers your formatting choices from session to session. To reset all checkboxes to gray (neutral), click the *No formatting* button. You can also reset each option individually.

## **Performing previous Find and Replace on multiple documents**

*Perform previous Find and Replace on multiple documents* takes your previous Find and Replace options (text to find, text to replace, whole words only, formatting, and so on) and performs that Find and Replace on the active document, all open documents, or all documents in a folder. This makes it easy to set up those options with Word’s Find and Replace feature as you usually would but then run the options on multiple documents at the same time. Powerful stuff.

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## Keyboard repeat Find and Replace

This feature also uses the options from your previous Find and Replace operation but does so under your control at the keyboard.

- ALT CTRL SHIFT > = Find again forward.
- ALT CTRL SHIFT < = Find again backward.
- ALT CTRL SHIFT / = Replace the current instance of found text.

### In Summary

Thank you for using MegaReplacer! The main point of doing so is to clean up common problems and inconsistencies in a manuscript *before* you start editing, which means you won't have to deal with those problems and inconsistencies *while* you are editing. I hope the program works well for you, eases your workload, and saves you time on all of your editing projects.

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## Terms of Agreement

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By using MegaReplacer, you agree to these terms:

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