

## Preparing the Text Editing Guide

Make sure the template has the desired set of paragraph and character styles for an initial design for editing.

### **Find and Replace workflow to prepare OCR text for editing**

*Note:* \_ indicates a space character

#### ***Initial Find and Replace steps to reset the paragraph breaks in OCR text***

- \_^p to \_\_ → works for many OCR documents to get rid of the line by line paragraph breaks, when that paragraph break has a space in front of it. Otherwise, just replace each ^p with a double space, then continue with the following steps.
- Multiple space to single space
- \_^p to ^p^p → remove the space before paragraph break. Do this and the following steps to fix the extra space without causing style problems to paragraphs (an InDesign bug)
- Multiple return to single return

#### ***Additional Find and Replace steps to fix OCR text***

- Straight double or single quotes to typographer's double or single quotes
- ^p\_ to ^p → remove space at beginning of paragraph
- ^t to blank → to get rid of all tabs
- -\_ to blank → gets rid of extra hyphens from OCR hyphenated lines. May need to watch for lost hyphens in text, but this saves a lot of work.

#### ***Spaces before punctuation***

- \_ . to .
- \_, to ,
- \_ ; to ;
- \_ ! to !
- \_ ? to ?
- \_ : to :
- etc.