Manuscript Prep Checklist

	To Do	How to do it
☐	Clear Pages doc of all tab stops and indents before export to Word	
☐	Always use Windows Doc not Docx	
☐	Set margins to 1" all around, remove gutter	In layout page
☐	Set paper size Letter	In layout page
☐	Header .5 Footer .5	In layout page
☐	Remove all headers, footers and page numbering	In document elements
☐	Convert entire document to Courier 12	In home page, select all and convert
☐	Turn on Word invisibles	Hit little ¶ sign in top menu
☐	Check special indent First line .5 (auto indent)	Format→Indents and Spacing
☐	Line and Page Breaks - deselect all of the checked boxes	Format→Paragraph→Line and Page Breaks
☐	Find and replace tabs	Open Find and Replace window. Enter ^t in find box leave replace blank. Replace all.
☐	Find and replace double spaces with single	Enter 2 spaces in Find box, click in replace box and hit space bar 1x. Click replace all. Repeat until 0.
☐	Find and replace spaces in paragraphs	Enter ^p and a space in find box. Enter ^p only in replace box. Replace all until 0.
☐	Find and replace space and paragraph	Repeat process putting the space in front of the ^p-trailing paragraphs.
☐	Find and replace double hyphens with an emdash. For future reference, in Mac, **shift+option+hyphen = em dash**	Type two hyphens into find box and ^+ in Replace. Do a replace all.
☐	Search for use of endash (^=) instead of emdash (^+). Endash is used between times 1–2 p.m. In Mac, **option+hyphen = en dash**	Find ^= and replace with ^+, then do it with space before and trailing
☐	Find and replace ellipses. To make ellipses in Mac use option+;	Find . . . and Replace with ... (option+;)
☐	Remove all section breaks	Search with ^b and then for manual section breaks use ^m
☐	If possible, remove all colons, semi-colons, ampersands, percent signs, parentheses, brackets, braces, back and forward slashes	These symbols don't convert very well into html so avoid if possible