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# Quick Guide

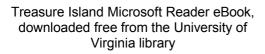
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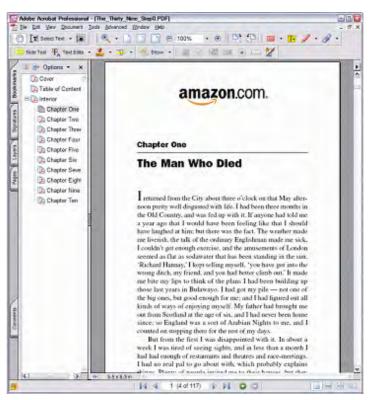
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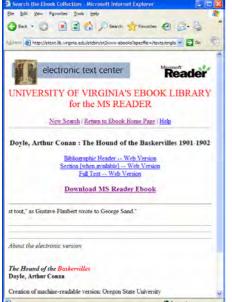
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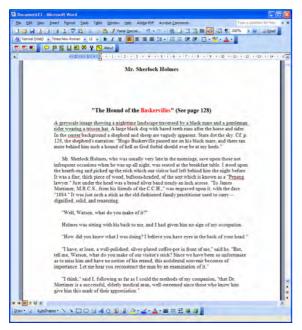
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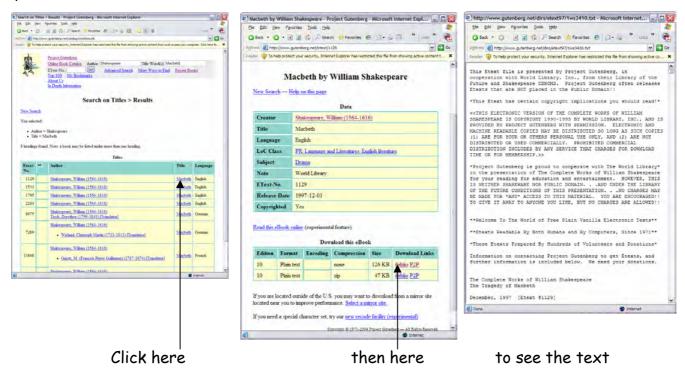
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Find and Replace

Search Options

Replace

Match case

Sounds like
Find all word forms

Find Replace Go To

Replace with: XXXXXXXXXXX

Options: Search Down

? X

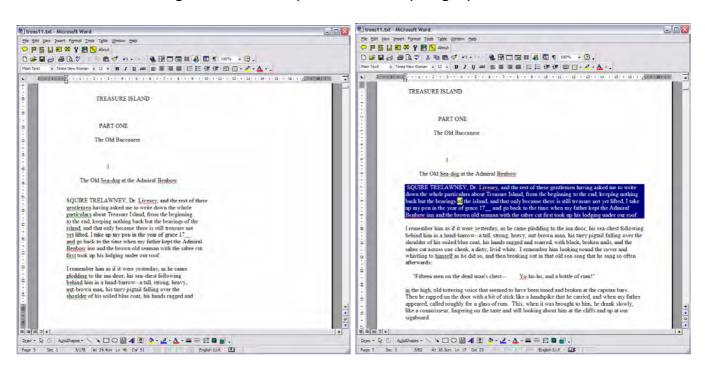
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Less & Replace Replace All Find Next Cancel

Format ▼ Special ▼ 10 Formatting

- Select the text you want to edit (or Edit>Select All to select the entire text)
- Click Edit>Replace, then click the More button
- Click on Special, and click twice on Paragraph Mark to put a double mark into 'Find What'
- Now type an unusual string of letters into 'Replace with', e.g. XXXXXXXXX
- Click Replace All and Word will replace
   all the double carriage returns with XXXXXXXXX
- Now use Find and Replace again to replace all single carriage returns with a single space



Treasure Island original, with carriage returns between lines

With returns between lines removed

The advantage of the original format is that it replicates the layout of the original book, and so by deleting single carriage returns you will inevitably change the layout, and also you will find that some lists of text, such as contents, are now shown on the same line. However, by removing these returns the speech will flow more naturally - see for example Treasure Island above. It's probably worth keeping copies of the original and also the edited files.

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As you can see, you can download audio books - either digital recordings of the book being read, or a recording of the book being read by the computer. This means that students could support their reading by listening to the book on their iPod, MP3 player, PDA or computer. Like documents, sound files come in different formats - the most common is probably 'MP3'. Some are free, and some cost, but in all cases note that the sound files are usually very large! The Apple iTunes web site now sells audio books (including, for example, the Harry Potter books) that you can download and listen to on your iPod.

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