

# How to hunt for typos using Microsoft Word

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This document will give you the steps to help track down easy wins in your writing.

You will learn how to track down and fix citations, reference lists, acronyms and double spaces in seconds.

Use the boxes below to navigate through the document. You can return to this page via the link at the top of each page.

Once you have got what you needed from this document, please move on to the document entitled 'Some further resources to help' to find other resources which will help you proofread more effectively.

Use the link to  
navigate to the  
section on

[citations](#)

Use the link to  
navigate to the  
section on

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section on

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## Tracking down: Citations

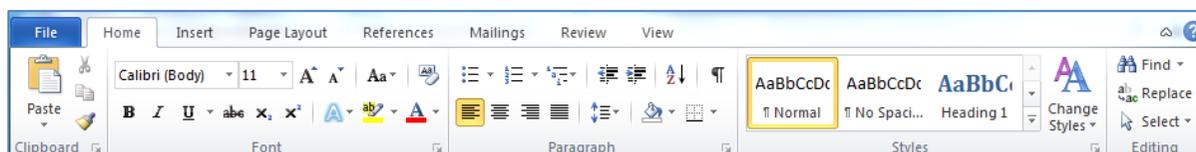
### Information

This walkthrough will help with referencing systems using parentheses/citations such as Harvard and APA. We are going to show you how to search for years, brackets and incorrect citations after the full-stop or punctuation in a sentence.

### What to do

Follow these steps in Word to eliminate these errors:

Go to the 'Find' function in Word, normally in the top right hand side of the Home tab. Alternatively you can bring this option by typing CTRL+F.



This will open the 'Navigation' pane to the left of your document.

Now you simply need to type in what you want to look for.

- Type "(" to go to the beginning of all your bracketed citations. This will help you to check the citations themselves and the punctuation around them.
- Type "19" or "20" to go to all of the times you have presented years in your work. This will help you to check citations, but also ensure that dates are presented correctly as part of the sentence or inside brackets. For earlier dates just change the two numbers.
- Type ". (" to specifically search for any citations incorrectly placed after the punctuation, as we saw in the proof reading test document.

## Tracking down: Out of order reference lists

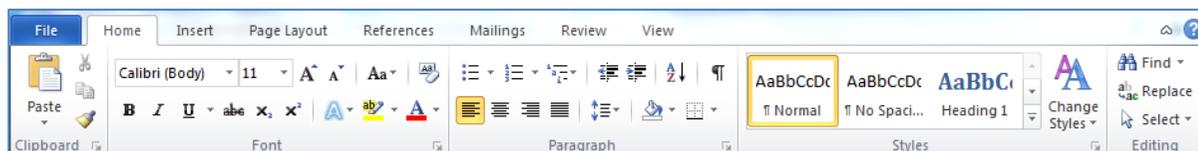
### Information

This walkthrough will help with referencing systems using parentheses/citations such as Harvard and APA. These systems utilise reference lists/bibliographies which are arranged in ascending alphabetical order. Often we can submit assignments with the odd reference out of alphabetical order, we will now show you how to sort your references into A-Z order in seconds!

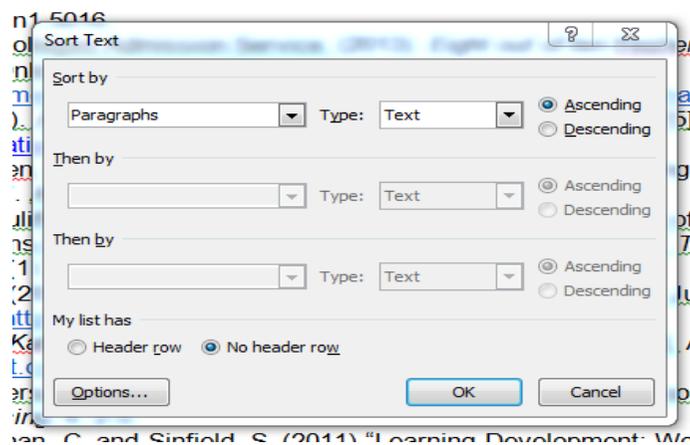
### What to do

Go to your reference list/bibliography and highlight all of the references, regardless of current alphabetical order.

Next, select the 'A-Z' function, usually found in the centre of the 'Home' tab in Word.



When you click this function, a dialogue box will appear, as shown below:



Click 'OK' and your reference list will now be in correct alphabetical order, based off the first word in each reference line – simple!

## Tracking down: Acronyms

### Information

Acronyms are initialled abbreviations of things such as conditions, chemicals, theories or professional bodies. Example can include the NHS, DNA, even KFC!

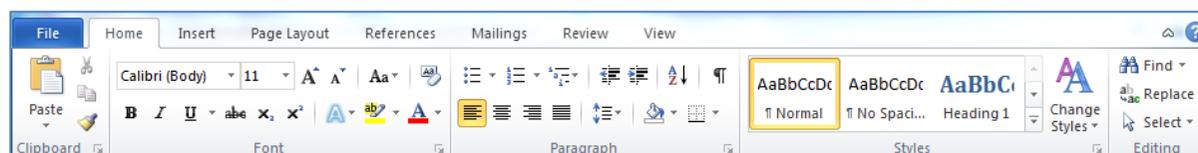
Acronyms should always be explained fully then abbreviated, for example, Kentucky Fried Chicken (KFC)...

Often students either forget to do this or do it the other way around. They can often have missed capitals too.

### What to do

Follow these steps in Word to eliminate these errors:

Go to the 'Find' function in Word, normally in the top right hand side of the Home tab. Alternatively you can bring this option by typing CTRL+F.



This will open the 'Navigation' pane to the left of your document.

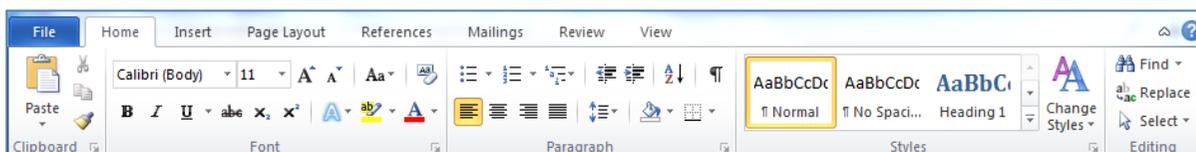
Now you simply need to type in what you want to look for.

We would advise you keep a record of the acronyms used in your essay and search for their first use as part of your proof read. Simply type the initialled form, "KFC" for example, into the navigation pane to go to your first use and check it is correctly explained.

## Advanced acronym checking

### What to do

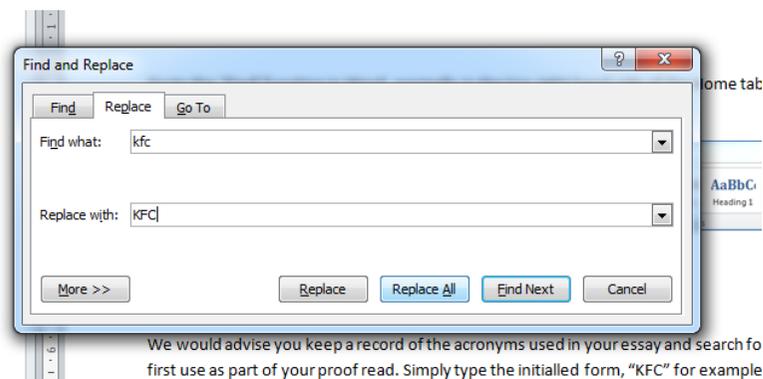
You can ensure all acronyms are fully capitalised using the 'Find and Replace' function in Microsoft Word. Go to the 'Replace' function, directly below the 'Find' function, normally in the top right hand side of the Home tab. Alternatively you can bring this option by typing CTRL+H.



This will open the 'Find and Replace' dialogue box.

Now you need to type in your acronym into the 'Find what' box.

Next type the acronym, fully capitalised, into the 'Replace with' box. This is demonstrated below.



This will ensure that all uses of KFC are fully capitalised throughout your document – easy!

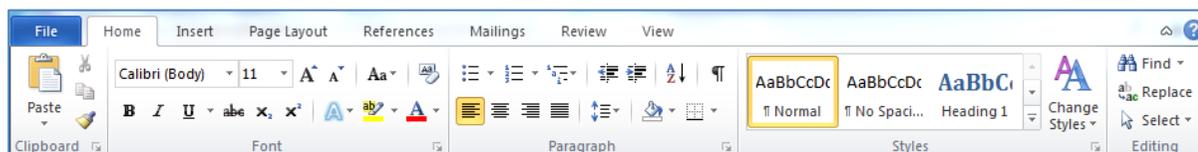
## Tracking down: Double spaces

### Information

Double spaces can appear in the middle of sentences, often with no reason. Use the 'Find and Replace' function to ensure you have no accidental double spaces throughout your work.

### What to do

As before, go to the 'Replace' function, directly below the 'Find' function, normally in the top right hand side of the Home tab. Alternatively you can bring this option by typing CTRL+H.



This will open the 'Find and Replace' dialogue box.

Now you need to type in two spaces into the 'Find what' box.

Next type a single space into the 'Replace with' box. This is demonstrated below.



This will ensure that all double spaces are replaced with single spaces throughout the assignment!