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How to clean up an electronic manuscript for typesetting

You can download a program called FileCleaner free of charge from **www.editorium.com**. FileCleaner cleans up common problems in electronic manuscripts, including multiple spaces, multiple returns, unnecessary tabs, improperly typed ellipses, ells used as ones, and so on. Full instructions are provided.

FileCleaner ✕

Character Formatting
- ☑ Put abbreviations in small caps: A.M., P.M., etc.
- ☑ Change underlining to italic
- ☑ Change raised text (3 points) to superscript

Spaces, Tabs, and Returns
- ☑ Delete extraneous tabs
- ☑ Replace multiple spaces with single spaces
- ☑ Delete spaces around returns
- ☑ Replace multiple returns with single returns
- ☑ Fix spacing around ellipses

Quotation Marks and Punctuation
- ☑ Change straight quotation marks to curly ones
- ☑ Fix commas and periods outside quotation marks
- ☑ Fix punctuation marks outside italics

Dashes
- ☑ Change double hyphens to em dashes
- ☑ Change hyphens between numerals to en dashes
- ☑ Delete spaces around dashes

Incorrect Characters
- ☐ Change ells used as ones to ones
- ☐ Change Os used as zeroes to zeroes

Document Formatting
- ☑ Remove font formats
- ☑ Remove paragraph formats
- ☐ Remove style formats

[OK] [Cancel] ☐ Clear All ☐ Select All