Substitution Searches for Rapid Rewrite

From Chapters 8 and 9 in *Final Edit, The Final Hours of Your Final Draft*

This page contains many of the *Final Edit* substitution word lists. Eliminate the terms you know that you never use, so that you do not waste time searching for them.

A. Disable "Use wildcards" and switch from Replace mode to Find mode (use the tabs at the top of the window, if available)
B. *Find what:* [terms from the current list (Flab, Boring, Redundancies, etc.)]
   Replace with: [empty] This field will not be visible in Find mode.
C. *Selectively search:* Press **Cmd+G** (Apple) or **Ctrl+Alt+Y** (Windows) and revise as required; then, repeat.

Note: In the following lists ... appear in multiple search lists, but not necessarily the ... and (2).
Tip: Verbs of Aware... "telling" in the sense of the maxim ...

Flab

Redundancies

Vague

a bit *	could	mostly	some
a little *	down	nearly	somehow
about	entire	now	somewhat
actually	even	perhaps	somewhat like *
almost	exactly	practically	sort of *
almost like *	fairly	pretty *	successive
already	finally	quite	then
always	here	rather	there
appears *	highly	really	truly
approximately	just	respective	up
basically	kind of	seemingly	utterly
basically	knew *	simply	very
close to *	most	slightly	would

Worst of the Worst (1)

In a rush? This list combines the worst words from the **Flab**, **Vauge**, **Boring**, and **Redundancies** word lists.

accordingly	eventually	now
almost	felt	predictably
apparently	get	previously
as of	got	rather
as to	firstly	really
	had had	some
	however	somewhat
	in order to	suddenly
	indeed	that
	ironically	that that
	it was	the fact that
	just	there was
	just then	too
	knew	truly
	lots of	unfortunately
	most	up

Verbs of ... ness

see, saw, ...
watch, wa...

Verbs of Initiation

begin, began, beginning to
start, started, starting to
commence, commenced, commencing
stood to, stood and
turned to, turned and

Worst of the Worst (2)

In a rush? This list combines the worst words from the **Verbs of Awareness** and **Verbs of Initiation** lists.

appeared	seemed
appears	seemingly
began	seems
heard	seems to
looked	started
realized	tasted
saw	thought

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Final Edit
The Final Hours ~~Weeks~~ of Your Final Draft

50 Time-Saving Editing Techniques Every Writer Needs to Know Now

Chris Yavelow

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So you've finished your book. Now what?

What if you could finish your final edit in hours instead of weeks?
What if you could automate most of the process?
What if you could do it yourself?

You can do all this and more with a little-known feature in Word called "wildcard" searches. The 50 searches detailed in *Final Edit, The Final Hours of Your Final Draft*, many of which are summarized here, use Word's powerful "wildcard" search options to scavenge your draft for thousands of errors, and fix many of them automatically.

This *Quick Reference* is designed to be used in conjunction with the first book in the Science of Writing book series: *Final Edit, The Final Hours of Your Final Draft.*

Quick Reference for Word

Rather than attempting to discern hundreds of categories of mistakes with every next word you read, *Final Edit's* approach focuses on a single type of error until every instance of that error has been resolved. Because *Final Edit's* searches take you from one error to the next error of the same type, ignoring the material in between, you will drop into your draft only where there are problems that need to be fixed. This prevents you from being distracted by your own narrative, a state of affairs that slows editing to a crawl.

Equipped with the results from twelve years of data-mining bestsellers, the author provides hard and fast rules for edit decisions that might otherwise force you to stop in your tracks while the clock is ticking.

Integrating proven techniques used by bestselling authors into one's own writing and editing is the foundation of all books in the Science of Writing Book Series. Each book in the series offers a new way for you to apply the author's ongoing research into what makes a bestseller.

How to Type Common Special Characters

Character	Mac OS	Windows (see note)
Em dash	Shift+Opt+Hyphen	Alt+0151
En Dash	Opt+Hyphen	Alt+0150
Ellipsis	Opt+Semicolon	Alt+0133
Left Single Quote	Opt+]	Alt+0145
Right Single Quote	Shift+Opt+]	Alt+0146
Left Double Quote	Opt+[	Alt+0147
Right Double Quote	Shift+Opt+[	Alt+0148

Note: The numbers following the Alt key may need to be typed on the numeric keypad when entering the special characters ... Replace box. This restriction does not ... when they appear in wildcard ... (^). For example, typing ... wildcards" enabled will ... option to "Replace ... symbols (—)" that ... three periods with ... place box.

Available Codes not visible on th...

... Character	^nnn (nnn=char... code)
	^0nnn (0=...
	nnn=characte...
	^unnn ("u" ...
	nnn=chara...

Codes requiring Field Codes to be visible

Opening field brace	^19	FW, Off
Closing field brace	^21	FW, Off

	{n}	Alt+0032
		Alt+0009
		Alt+0013
		Alt+0046
comma	^44	Alt+0044
colon	^58	Alt+0058
	^59	Alt+0059
	^39	Alt+0063
At least *n* occurrences of previous character/expression	{n,}	Alt+0033
From *n* to *m* occurrences of previous character/expression	{n,m}	Alt+0039
Parentheses = expressions of ... Wildcard characters	()	Alt+0034
	<(un)*(able)> finds unbelievable / unthinkable	

Primary Searches

From Chapters 4 thru 10 of *Final Edit, The Final Hours of Your Final Draft*

A list of all searches in the text, most with search terms. Space prohibits detailing all searches in the book. **Wildcards are enabled** unless otherwise noted.

Key to Search Box Colors

Global Searches (Replace All)	**Selective** Cmd-G (Mac) Ctrl-Alt-Y (Win)	**Gobal** or **Selective** Replacements	**Find Mode** (Replace field is hidden)

Chapter 4: P_____ _____ntences

1a, b) Global D_____

Find What	
space+^	
(wildcard_____	"space" m_____ _____haracter)

2) Global o_____ _____ Line Brea_____

Find What	Replace W_____
^l (wildc_____	^p

3) Global 3-step _____

4a, b) Global Space _____ _____placement

Find What	_____ With
_____then, ^p+s_____	
^32^13 &_____	
_____graph Term_____	

_____ With
_____p+^

6) _____Global_____

Find What	Replace W_____
space+^t then, ^t+space	space_____
or with wildcards: ^32*9 and ^9*32	^32
Next, repeat search 1. Finally, replace all tabs wi_____	

7) Selective Paragraph Capitalization Repair

Find What	
[^13][[A-Z^\^\~^13]	

8) Selective Quoted Paragraph Second Character Repair

Find What	
[^13"][[A-Z\~\...\;]	

9) Selective Sentence Capitalization Repair

Find What	
[.\?\~\...\"][^32][[A-Z\"]	
or [^46^63^151^133^148\][[^32][[A-Z^147]	

Chapter 5: Problematic Punctuation

10a) Global Sentence Terminator Repair

Find What	Replace With
([^32])[^46.?\]	\2

10b) Global Phrase and Clause Punctuation Repair

Find What	Replace With
([^32])([^48^59^44]	\2

10c) Global Sentence, Phrase, and Clause Punctuation (Combined)

Find What	Replace With
(^\\\)[^32][...]	\2
or ([^32])([^46^59^44]	

11a) Global Straight to Curly Quotes Replacement (Normal)

Find What	Replace With
single or double straight quote	same (enable autocorrect)

11b) Global or Selective Restoration of Inches and/or Feet

Find What	Replace With
([0-9])(')(*)(*[0-9]*)(")	\1^\039\3^034

12a, b, c) Global Multi-Stage Em Dash Replacement

13a, b, c) Global Multi-Stage Ellipsis Replacement

14a) Global En Dash Replacement (Numeric Ranges)

Find What	Replace With
([0-9])(-)([0-9])	\1–\3
	or \1 ^=\3

14b) Global En Dash Replacement (Negative Numbers)

Find What	Replace With
(^32)(-)([0-9])	\1–\3
or (if lists) ([^13^32])(-)([0-9])	or \1 ^=\3

14c) Global En Dash Replacement (Days of The Week)

Find What	Replace With
	\1–\3
	or \1 ^=\3

14d) Sel_____ _____ Replaceme_____ _____s of Months)

Find_____	
	_____OND])

15a) _____ Repla_____

14b) _____ ash Repl_____

15_____ _____ Plus Per_____ _____ansposition

_____ce With
	_____^44])

15c) _____ Parenthe_____ _____air

Quote P_____ _____olon Tra_____

Find_____	Replace T_____
([\:\:])([\"])	\2\1

15d) Selective 3-Step Quote _____ Punctuation

Chapter 6: Dealing with Dialo_____

Said *(The 80-20 rule and the 25-75 rule)*

Data-mining bestsellers reveals that 80% or more of your attribution_____ should use the verbs "said" or "asked." "Said" is invisible to readers and "asked" usually shares that characteristic. The other 20% of attributions should be distributed among words that can truly refer to human speech! In other words, not "she grinned" or "she grimaced" in place of "she said" because grinning and grimacing cannot produce human words.

Use "said" more than all the other attributions combined: at least twice as often as "asked" (2.33/1 is a good ratio). Acceptable attributions follow in order of preference by frequency of usage by bestselling authors.

NORMAL (80%): said, asked

EXOTIC (20%): insisted, shouted, answered, whispered, gasped, explained, demanded, cried, responded, lied, observed, murmured, stuttered, mumbled, snarled, screamed, protested, muttered, hissed, yelled, replied, groaned, begged, added, declared, confessed, railed, pleaded, conceded, whined, pointed out, and "signed"

Only 25% of your dialogue blocks should require attributions. In this sense, the term "dialogue blocks" represents any number of dialogue sentences spoken by the same character, as little as one, or as many as you like.

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16) Selective Capitalized "Said" Inspection and Repair

17) Selective "Said" with Missing Quotation Mark (Precautionary)

Find What	Replace With
([\?\!.,"—…])(^32)(said)	\1"\2\3

18a, b) Global or Selective "Said" with Character Name

19) Global "Said She" and "Said He" Transposition

20) Selective "Said" with Articles and Possessives Repair

Asked and Thought

21a, b) Global or Selective "Asked" with Character Name

Dialogue Proportions

22a, b, c) Dialogue Proportion Analysis

Alternate Dialogue Verbs

23a, b, c) Multi-Step Non-"Said" Dialogue Verb Replacements

Additional Dialogue Details

24) Selective Multi-Paragraph Dialogue Check

25) Selective Attributions Opening Paragraphs Revision

Find What	(^13)(CharName)(^32)(<[sa][as][like]{1,2}d>)(, ")
or (pronouns)	(^13)([SHhe]{2,3})(^32)(<[sa][as][like]{1,2}d>)(, ")

26) Selective Proper Use of Em Dashes & Ellipses in Dialogue Check

27) Selective Dialogue Attribution Adverbs Check

28) Selective Dialogue with Present Participles Check

29) Selective Interior Monologue Check

Chapter 7: Down for the Count

Searching to Count Occurrences (to analyze proportions)

_____ 8: Search and Rapid Rewrite

_____ aragraph Starters is/was/were/seemed (There and It)

_____3)[[Ther|It_____ ^32)([wearsi]{2,4})	

_____ aragraph_____ _____ere/seemed (He and She)

_____13)[[SH_____	

_____ Parag_____ _____rs)

_____ng Sente_____ _____were/se_____ _____It)

_____	(^3_____ _____32)([wears_____

_____ting S_____ _____was/were/_____ _____ne)

_____ What	_____^32)([was_____

_____rgeting_____ _____with it/wa_____ _____aracte_____

_____rgeting_____ _____ce Sta_____ _____30 & _____

33a) Target_____

Find _____	

33b) Ta_____ _____ction_____ _____rs (posse_____

_____	_____IO)[oietu][usr]{1,z})(^32)

33c) Target_____ _____bjectionable Paragraph Starters (conj_____

Find What	(^13)[[FANBY][onuretd{2,2})(^32)

33d) Targeting More Objectionable Paragraph Starters (misc.)

34) Targeting Chapter Openings with Variations of Search #33

35) Targeting Openings Following a Hiatus: Variations of Search #33

Power Position

36) Targeting Chapter Endings for Power Position Effect

Find What	^m or ^b or ^p^pChapter ^? or ^p^m
or (with wildcards)	^12 or ^13^13Chapter^32[A-Z0-9]

37) Targeting Section (Chunk) Endings

Find What	^p^p or ^p^p*** or ^p^m
or (with wildcards)	^13^13 or ^13^13[!*] or ^13^13***

Showing vs. Telling

38) Targeting Verbs of Awareness *[next page]*

39a) Targeting Verbs of Initiation *[next page]*

39b) Targeting Distancing Constructions *(had had; is is; that that)*

Chapter 9: Substitution Searches

40a, b) Optional "Worst of the Worst" Words and Phrases *[next page]*

41) Trim Flab Phrases *[next page]*

42a) Vanquish Vague Words *[next page]*

42b) Conquer Ambiguous Contractions *[see word list in book]*

43) Remove Redundancies *[next page]*

44) Banish the Boring *[next page]*

45) Plunder Plague Words *[see word list in book]*

Chapter 10: Advanced Searches

46) Target Nominalizations

Find What	([a-z]ing)([^32.,"—…"\?\!])

47) Target Adverbs Ending in "ly"

Find What	([a-z]ly)([^32.,"—…"\?\!])

48a) Reflexive Pronouns vs. Nominative and Objective Pronouns

48b) Capitalized Objective Case Pronouns

Fin_____	_____fie][mr]>)

49a) _____ _____sive Voice

49b_____ _____s Past Perfect

49_____ _____Word in Sentence = "had" or "was"

_____-Z][a-z]{1,15}>)(^32)([hw]a[ds])	

_____d Word in Sentence = "seemed" or "appeared"

_____<[A-Z][a-z]_____ _____oream]{3,5}ed)	

_____nrestric_____ _____uses

_____magin_____

_____ Proble_____

_____: Non_____ _____f the Wee_____

_____ What	

_____le 3: A_____

_____ple 4: _____ _____man_____

_____mple 5: _____ _____wed by a Vowe_____

Find What	_____2)[[!]][aeiou_____ iou])

Example 6: _____ _____sed _____ *_____st in book]*

Example 7: Co_____

Find What	[!\,](^_____ _____[!\,](^32or)