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## **How to Remove Folio's Hidden Codes in the Second Edition Collection Using Microsoft Word**

For Original Second Edition (where Hidden Codes are at the beginning of paragraphs)

Each paragraph in the Folio collection has hidden codes to identify that paragraph. Often these codes need to be removed when the material needs to be used in other documents. Manually removing codes is easy when there are just a few paragraphs involved. This manual method becomes tedious when more paragraphs are involved. Below are steps to quickly and easily remove any number of codes.

1. Copy the desired paragraphs in the Folio collection.
2. Paste these into a Word document. Notice that paragraphs are separated with a carriage return (shaded ¶), and between the Hidden Code and the text of the paragraph there is a tab (shaded →). (If there is more than one carriage return between paragraphs, you will want to replace the multiples ones with only one. You find carriage returns by searching for "^p". You can replace two carriage returns (^p^p) with one carriage return (^p). Also if there are page breaks within the paragraphs, these may have extra tabs associated with them. You will need to clean these out first also. You find tabs by searching for "^t".
3. Use the Replace function to search for carriage returns and replace them with a nonsense string like "xxx."
4. Use the Replace function to search for the tabs and replace them with a different nonsense string like "zzz."
5. Use the Replace function with the wildcard function selected and replace "xxx\*zzz" with "^p". You will find all Hidden Codes gone and the carriage returns replaced.
6. Check the beginning and ending of your selection and clean up any items missed there.