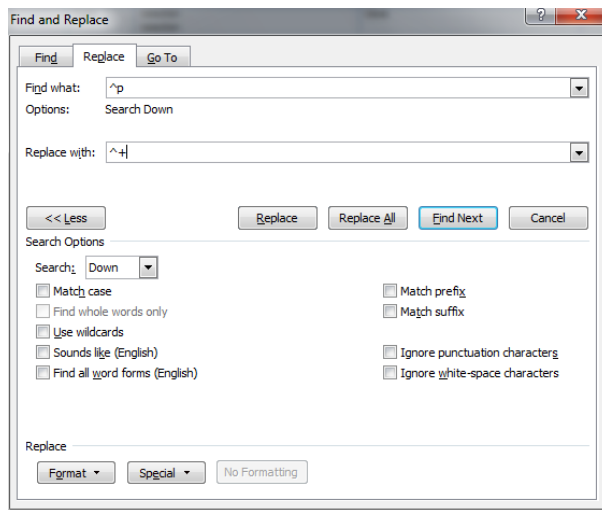

Color Review Recovery Phase / Transferring Information to the Score Card

When the B documents are completed, the information is copied and pasted into the appropriate worksheet in the Score Card workbook. You want to replace Breaking Paragraph Marks and Manual Line Breaks prior to copying the data from the tables.

Replacing Breaking Paragraph Marks with a Hyphen

Prior to copying text from the B document, you should replace all Breaking Paragraph Marks with a hyphen or other non-breaking symbol.

Press CTRL + H to open the Find and Replace dialog box. Using the special items choose a Paragraph Mark.



Replacing Manual Line Breaks with a Hyphen

Using the special items choose a Manual Line Break and replace it with a hyphen.

