# CLEARING CHANGES (FONT FEATURES) IN DoD ISSUANCES

1. INCORPORATING CHANGES. DoD issuances are living documents. That's why the DoD Issuances Program offers the option to change up to 25 percent of your issuance at a time, as many times as you need to, as long as your issuance is less than 10 years old. The Change Standards explain how to apply red font features. But what do you do when the issuance has already been changed and there is already red text there? You must incorporate the red text into the document before applying any new changes to the documents. The tips in this guide show you how do to so.

2. PRE-MAY 2015 FORMATTING. You will use the "Find and Replace" feature to update changed text.
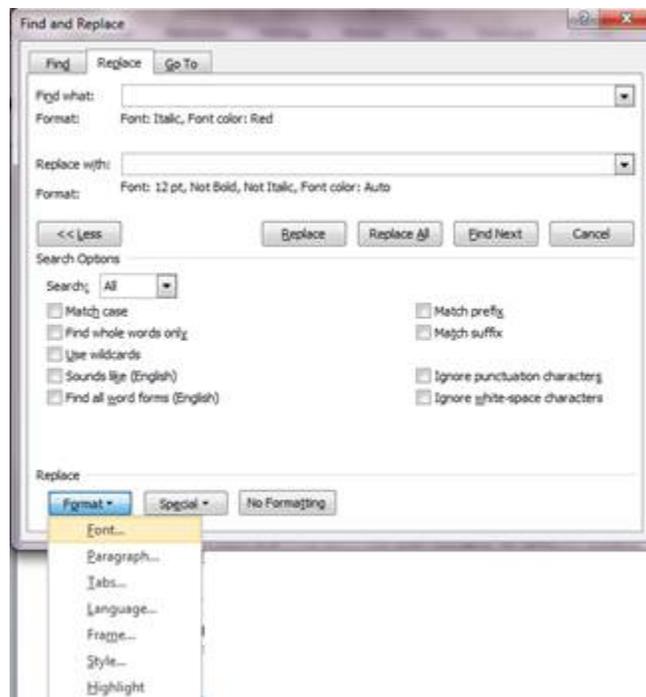
    a. Contact the Directives Division for an MS Word copy of the current version online.

   b. Open the current version; from the Home tab, select "Replace," or use the keyboard shortcut CTRL + H.
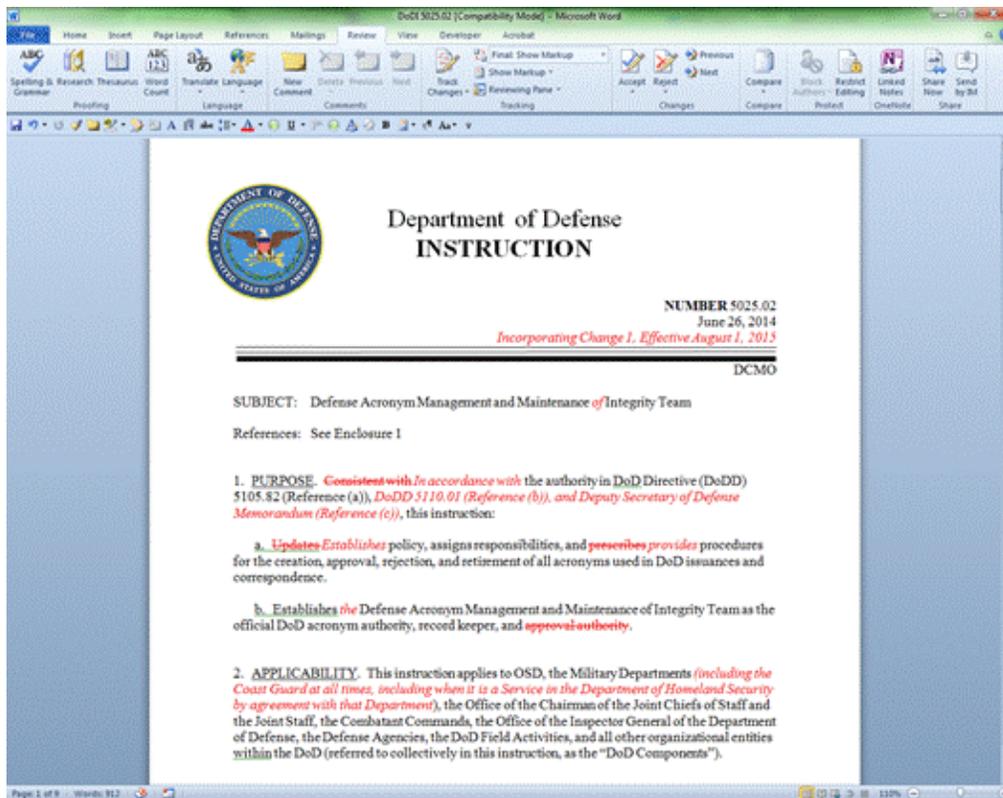
c. Select "More."
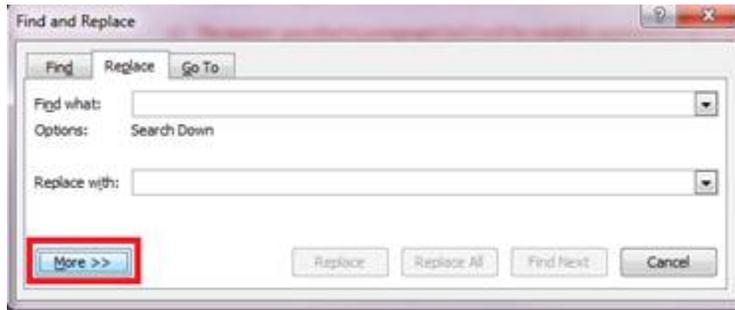
d. Make sure the "Find what:" field is blank and all search options are unselected; select "Format" drop down menu, and then select "Font."


e. Select the color selection palette under "Font Color," and select red. Then select "Strikethrough" under "Effects." The preview screen will show the text features you are searching for. Select "OK."
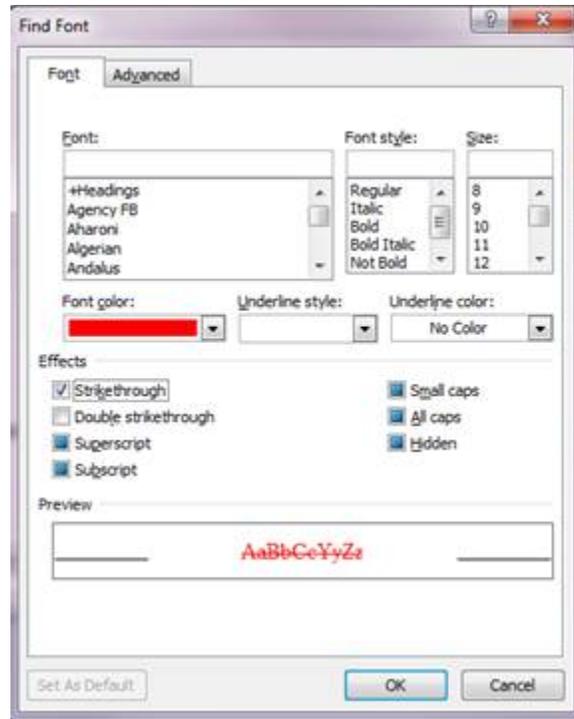
f. Beneath the "Find what" field, a "Format" field should show the font features you are searching for. The "Replace with" field should be empty. Check that there are no miscellaneous spaces in this field or format features below this field.

g. Select "Replace" to go through each instance of the red strikethrough text one by one or "Replace All" to delete all red strikethrough text at once.
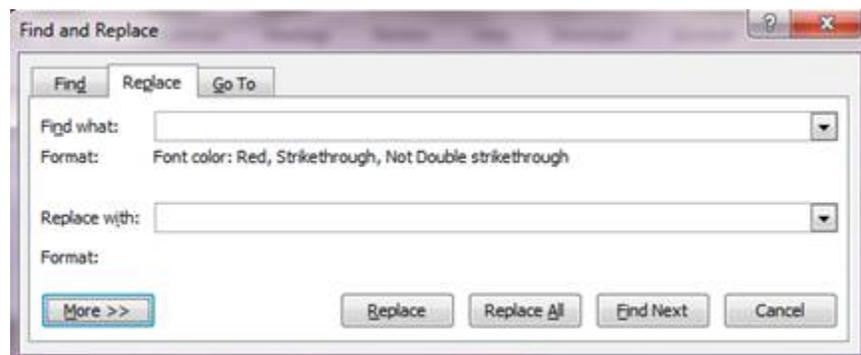

h. There are two options available to change all red italic text to regular text:
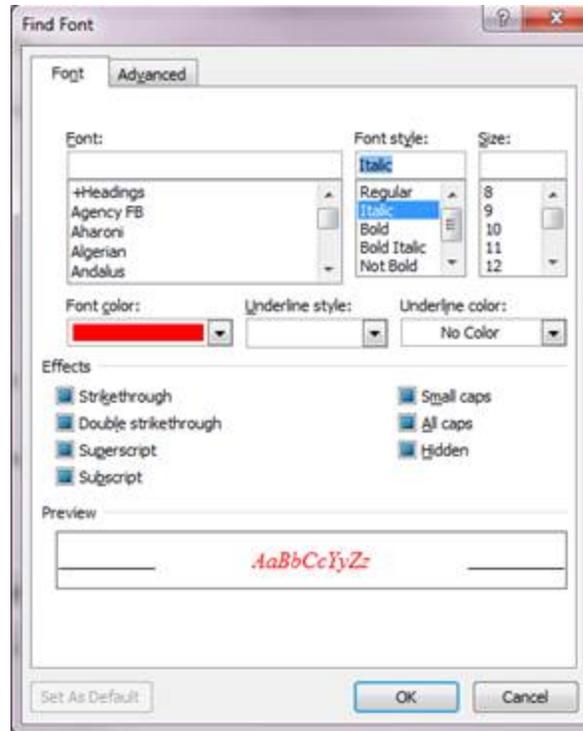
(1) Option 1.

(a) Use a similar process to change all red italic text to regular text. For the "Find what" field, select Replace → More →Format → Font. Select "italic" in "Font style" and the red color in "Font color". For the "Replace with" field, select "Times New Roman" for font, "Regular" for font style, "12" for size, and "No color" for the font color.

(b) Select "Replace" to go through each instance of the red italic text one by one or "Replace All" to replace all red italic text with standard text at once.
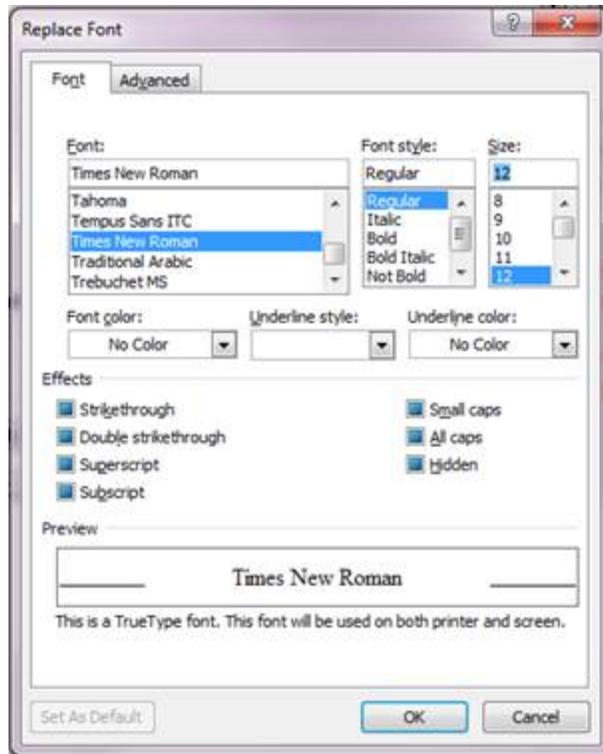
(2) Option 2.

(a) Use "CTRL+A" to select all of the text and then right click to select "Font." Set the font color to Black (Automatic) and set the Font Style to "Regular." Click OK and the entire issuance will be updated at once. [Caution: This method will change any bold or italic type that is not a change.]

(b) Be sure to change the header on the first page and the footer of Page 2 and subsequent pages to reflect the proposed change number; the date will be a placeholder until the change is approved and published.
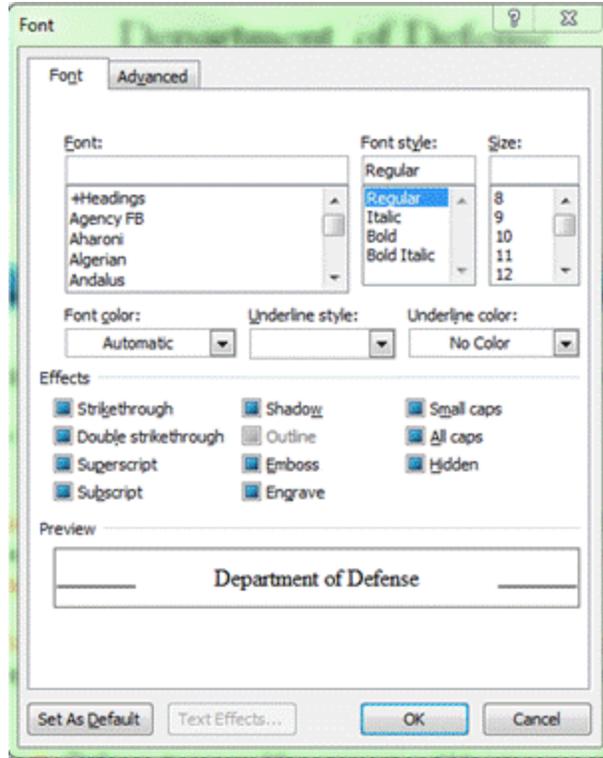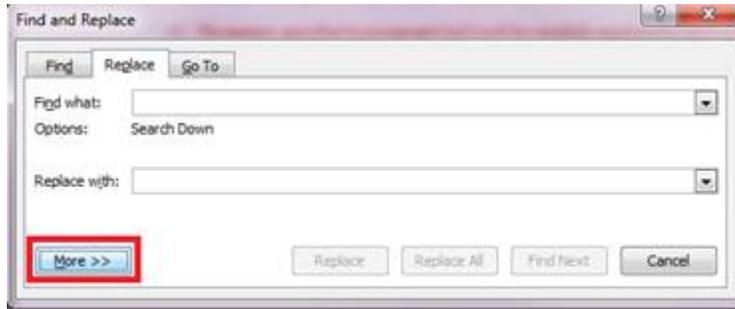
i. Begin noting the new changes in your issuance in accordance with the Change Standards on our website.
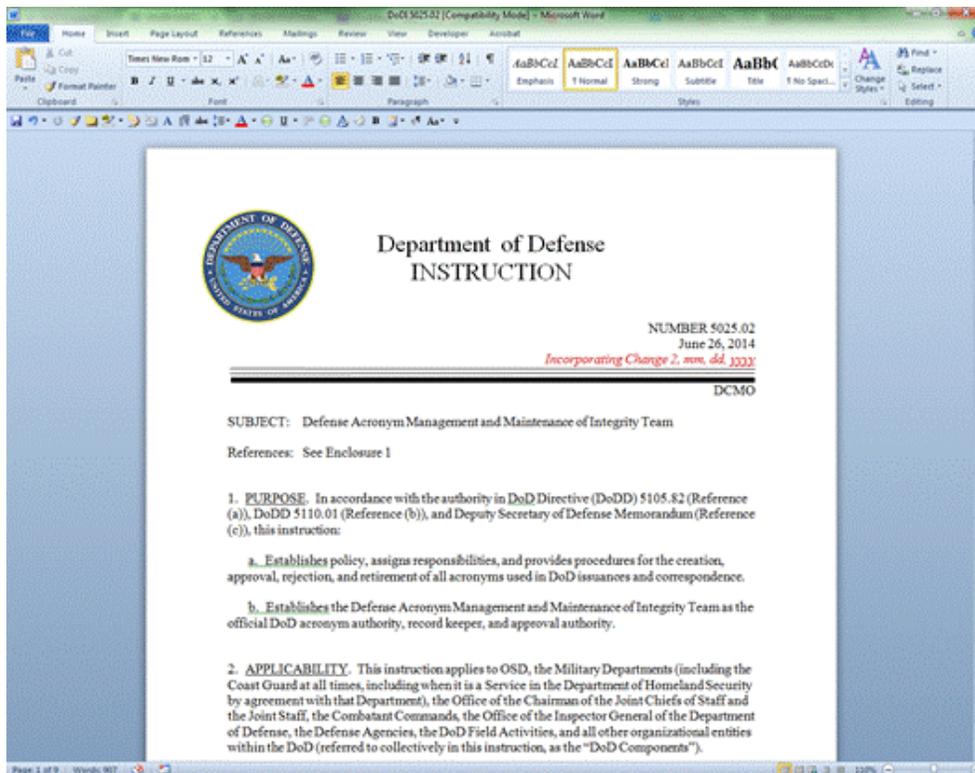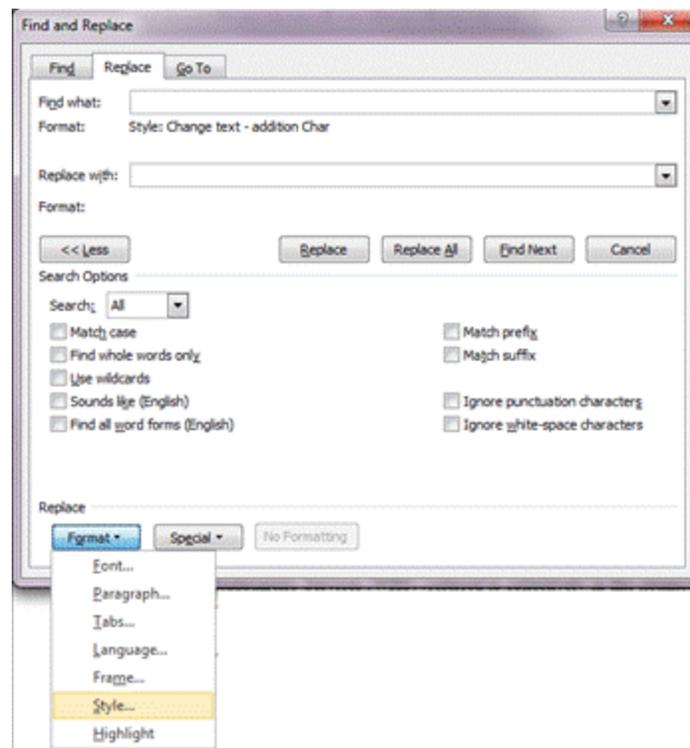
3. FOR CHANGES IN THE MAY 2015 TEMPLATE.

   a. Contact the Directives Division for a MS Word copy of the current version online.

   b. Open the current version; from the Home tab, select "Replace," or use the keyboard shortcut CTRL + H.

   c. Select "More".


   d. Make sure the "Find what:" field is blank and all search options are unselected; select "Format" drop down menu, and then select "Style."


   e. Select the "Change text – deletion Char" style from the selection window, and select "OK."

   f. The "Replace with" field should be empty. Check that there are no miscellaneous spaces in this field or format features below this field.

g. Select "Replace" to go through each instance of the red strikethrough text one by one or "Replace All" to replace all red italic text with standard text at once.
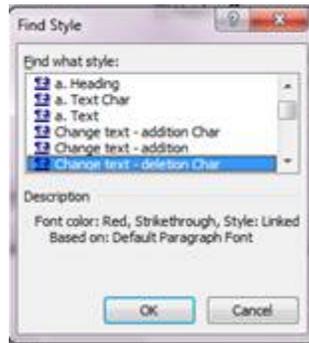
h. Select the "Change text – addition Char" style from the selection window, and select "OK."
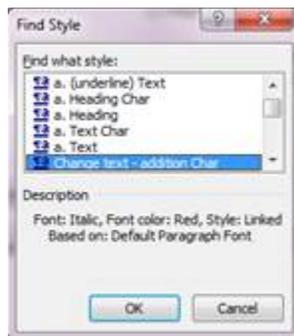
h. For the "Replace with" field, select "Times New Roman" for font, "Regular" for font style, "12" for size, and "No color" for the font color.

i. Select "Replace" to go through each instance of the red italic text one by one or "Replace All" to replace all red italic text with standard text at once.

j. Double check the entire document to make sure there are no red text changes. These may have been selected if another style was added over the change style. (Be sure to check the cover page and headers.)