

Changing All Capitals to Lower Case

For the uninitiated, A PARAGRAPH OR TWO OF TEXT WRITTEN IN ALL CAPITALS IS VERY HARD TO READ, as well as being bad form.

Sometimes we may accidentally hit the Caps Lock key as we're typing, and if we don't notice right away, we can end up with a lot of retyping to do.

Fortunately, there are two simple solutions.

1. If you use a PC with Microsoft Word:

<http://www.lockergnome.com/griffin/2007/11/27/how-to-change-all-caps-to-lowercase-we-all-needed-it-at-one-point/>.

In Microsoft Word on a Windows-based PC, all you have to do is

- ◆ Highlight all the words you want to change.
- ◆ Press **Shift + F3**. This will convert everything to lower case. For example,

Text:

I JUST REALIZED I'VE BEEN TYPING IN CAPS THIS WHOLE TIME. NOW
I GOTTA REDO EVERYTHING!

Shift + F3:

i just realized i've been typing in caps this whole time. now i gotta redo everything!

- ◆ Then you must recapitalize the first words of sentences, proper nouns, and the pronoun I. *

2. If you use a different word processing program, or if you use a Macintosh:

<http://www.convertcase.net/> is a *free* website that will correct the problem for you.

- ◆ In your document, just highlight the all-caps text you want to convert. Then ***copy*** the text and ***paste*** it into the space on the website.
- ◆ Choose the kind of conversion you want to do. For this situation, the choice is ***Sentence Text***.
- ◆ Click the ***Convert*** button.
- ◆ Highlight, copy and paste the newly converted text back into your document.
- ◆ The first word of every sentence will be capitalized for you, but you must manually capitalize proper nouns and the pronoun I. *

* Running spell check will catch most of the words requiring capitalization, but it may miss a few that are also acceptable in lower case. An example is "david brown," where "david" will be caught, but "brown" will not.