



Word: Find and Replace

To use the find and replace facility

- Click on the **Edit** menu
- Click on **Find** or **Replace**

The shortcut keys are **CTRL+F** for **Find**
CTRL+H for **Replace**

Find

- **Type** the text to be found in the **Find what** box
- Click on **Find Next** or press **Enter**

If any text is found it is highlighted on screen

The Find and Replace box does not go away until you press Cancel or Escape

If the text is not found this message appears:

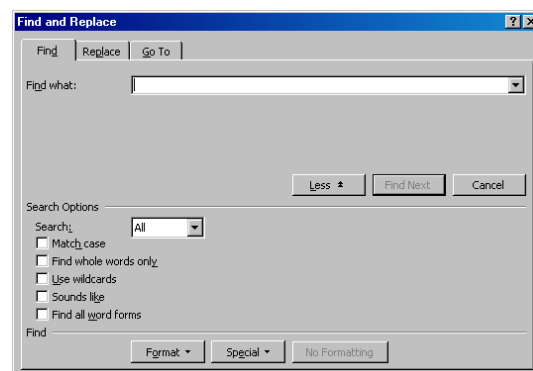
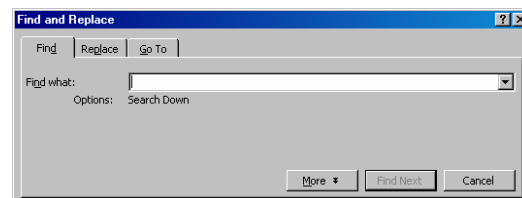
Word has finished searching the document. The search item was not found.

To carry out a more detailed search

- Click **Edit, Find**
- Click on **More**

This enables searches that let you match case, whole words, use wildcards, or find words that sound similar

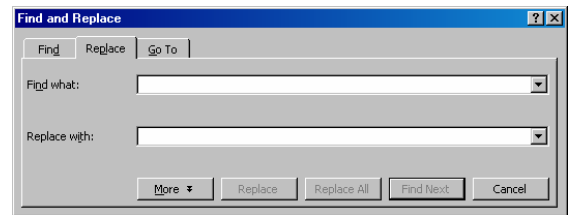
- Click on the **Special** button to search for special characters like hyphens, page breaks, paragraph marks, etc



Replace

This operation finds text and replaces it with something else

- **Click on Edit, Replace**
- In the **Find what** box, **type** the text you want to **find**
- In the **Replace** box, **type** the text that you want to use to **replace the original text**
- **Click on More**
- **Click on Format** to search for fonts, paragraphs, styles, etc. You can replace the same word or phrase with new formatting



To check each word before you replace it

- **Click on Find Next** and Word pauses at each occurrence of the text

To replace everything instantly

- **Click on the Replace All** button

If you began the replace operation in the middle of a document, this message appears at the end of your document:

Word has reached the end of the document. Do you want to continue searching at the beginning?

- **Click the Yes** button to continue

When the finding and replacing operation has finished, this message appears:

Word has completed its search of the document and has made XXX replacements

The number of replacements will depend on your search criteria

REMEMBER TO SAVE YOUR CHANGES