FIND AND REPLACE TEXT

This feature is used to locate text in a document. It is also possible to replace the specified text one time or every time the text appears in the document.

Find Text

† Click the Home Tab, if necessary.
† In the Editing Group, click the Find button.
† The Find dialog box will appear.

† In the Find what box, enter the text to be searched for.
† Click the Match Case check box if the text is to match the case exactly during the search.
† Click the Find Whole Words Only check box to have the program search only words that match the text exactly.
† Click Find Next to find the first occurrence of the word or words.
† Continue to click Find Next until all occurrences of the word have been found.
† When Find has finished searching the document, a dialog box will appear as shown in the illustration.

† Click OK to exit the dialog box.
† To cancel a search before it is finished, press the ESC key.

Replace Text

† Click the Home Tab, if necessary.
† In the Editing Group, click the Replace button.
† The Replace dialog box will display.
In the **Find what** box, enter the text to be found.

In the **Replace with** box, enter the text that is to replace the text specified in the **Find What** box.

- To search for the next occurrence of the text, click **Find Next**.
- To replace the word that is selected, click **Replace**.
- To replace all occurrences of the text, click **Replace All**.

When **Find** and **Replace** is finished, a message will appear as shown in the illustrations below.

- If **Replace** was selected each time the matching word was found, the message on the left will display.
- If **Replace All** was selected after the first word was found, the message on the right will display.

Click **OK** to close the dialog box.

To cancel a search before it is finished, press **ESC**.