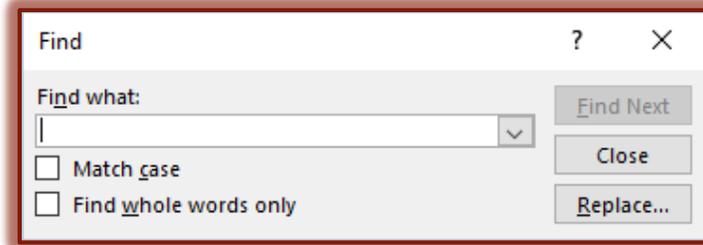


## FIND AND REPLACE TEXT

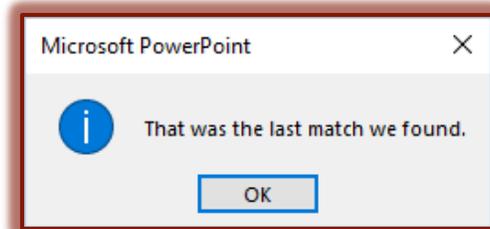
This feature is used to locate text in a document. It is also possible to replace the specified text one time or every time the text appears in the document.

### Find Text

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



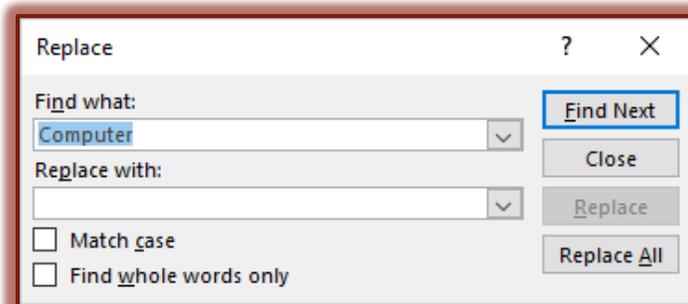
- ✦ In the **Find what** box, enter the text to be searched for.
- ✦ Click the **Match Case** check box if the text is to match the case exactly during the search.
- ✦ Click the **Find Whole Words Only** check box to have the program search only words that match the text exactly.
- ✦ Click **Find Next** 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.



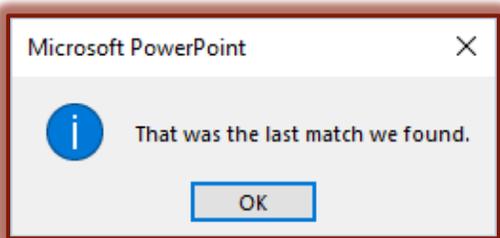
- ✦ Click **OK** to exit the dialog box.
- ✦ To cancel a search before it is finished, press the **ESC** key.

### Replace Text

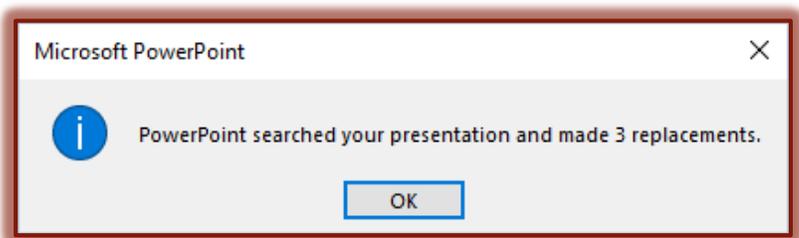
- ✦ Click the **Home Tab**, if necessary.
- ✦ In the **Editing Group**, click the **Replace** button.
- ✦ The **Replace** dialog box will display.



- ✦ 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.



**Replace Message**



**Replace All Message**

- ✦ Click **OK** to close the dialog box.
- ✦ To cancel a search before it is finished, press **ESC**.