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

און Click the Home Tab, if necessary.  
און In the Editing Group, click the Find button.  
און The Find dialog box will appear (see illustration).

🐤 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.  
 elems? To continue to click Find Next until all occurrences of the word have been found.  
 elems? To cancel a search before it is finished, press the ESC key.

Replace Text

און Click the Home Tab, if necessary.  
און In the Editing Group, click the Replace button.  
AlmostEqual The Replace dialog box will display (see illustration).

🐤 In the Find what box, enter the text that is to replace the text specified in the Find What box.  
leftrightarrow To search for the next occurrence of the text, click Find Next.  
leftrightarrow To replace the word that is selected, click Replace.  
leftrightarrow 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**.