# FIND AND REPLACE TEXT

Find is used to locate words or phrases in a text frame or story. To find a word and then replace it with other text, use the Replace command. When this command is used, it is possible to review each occurrence and decide whether to replace the highlighted text or not. Another alternative is to replace all the occurrences of the word input into the dialog box at one time.

Find Text
✛ Click the **Home Tab**.
✛ In the **Editing Group**, click the **Find** button (see illustration below).
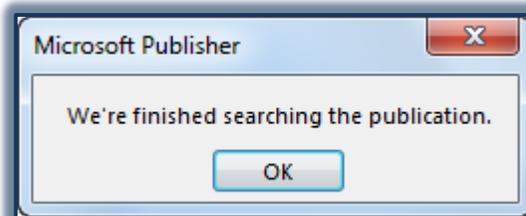✛ The **Find and Replace Task Pane** will display (see illustration below).
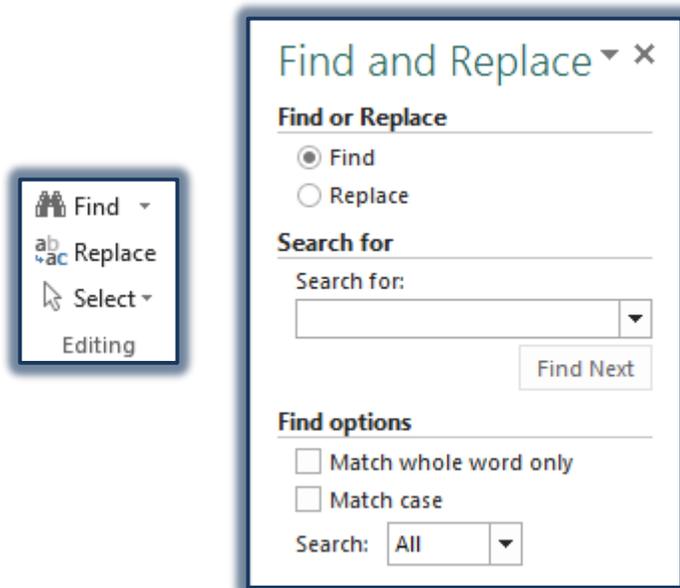
✛ The **Find** option button should be selected.
✛ Type the text that needs to be found in the **Search for** box.
✛ Click one of the following options, if desired.
   ❊ **Match whole word only** – This option will find occurrences of a word that has a space before and after it, not occurrences of words within other words. For instance, the word **or** would not be found as part of another word, but as a word by itself.
   ❊ **Match case** – If a word is typed in caps and lower case the Find feature will only locate those words that are input in caps and lower case, not those without. For instance, if Heights were input into a document with both a capital **H** and a lower case **H**, if **Match Case** was chosen, only the word Heights (with a capital H) would be found.
✛ It is possible to search either forward or backward in a document. This is done by choosing either the **Up** or **Down** option in the **Search** list in the **Find** dialog box.
✛ Click **Find Next** to find the first occurrence of the word or phrase.
✛ The text that is being searched for will become highlighted.

Replace Each Occurrence of Text
✛ Click the **Home Tab**.
✛ In the **Editing Group**, click the **Replace** button (see illustration on next page).
✛ The **Find and Replace Task Pane** will display (see illustration on next page).
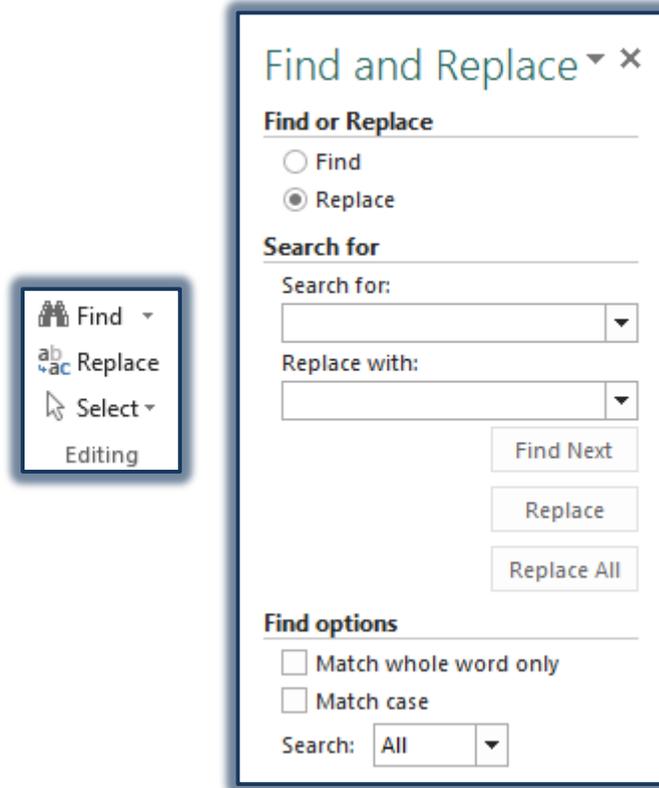✛ The **Replace** option button should be selected.
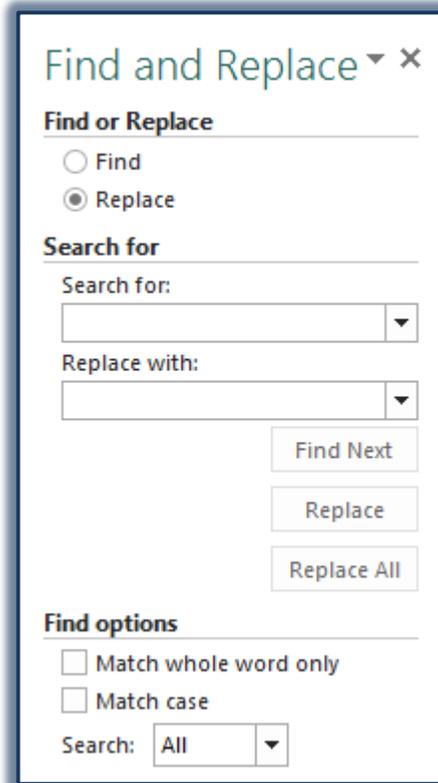
- Type the text or phrase that is to be replaced in the **Search for** box.
- In the **Replace with** box, input the text or phrase that is to replace the information in the **Search for** box.
- Choose one of the following options, if necessary.
    - **Match whole word only** – This option will find occurrences of a word that has a space before and after it, not occurrences of words within other words. For instance, the word **or** would not be found as part of another word, but as a word by itself.
    - **Match case** – If a word is typed in caps and lower case the Find feature will only locate those words that are input in caps and lower case, not those without. For instance, if Heights were input into a document with both a capital **H** and a lower case **H**, if **Match Case** was chosen, only the word Heights (with a capital H) would be found.
- Click **Find Next** to locate the first occurrence of the word or phrase.
- Click **Replace** to replace the selected occurrence of the text.
- Click **Find Next** to **Skip** the selected occurrence and locate the next occurrence.
- If Publisher can't find any more occurrences of the text or phrase, the dialog box shown in the illustration below will display.

- If this happens, click the **OK** button and then click the **Close** button.

Replace All Occurrences of Text

✠ Click the **Home Tab**.
✠ In the **Editing Group**, click the **Replace** button (see illustration below).
✠ The **Find and Replace Task Pane** will display (see illustration below).

✠ Type the text that is to be replaced in the **Search for** box.
✠ Input the new text in the **Replace with** box.
✠ Click **Replace All** to globally replace every occurrence of the text or phrase.

Find and Replace Special Characters

With the Find and Replace feature, it is possible to locate special characters and replace them. The table below shows what to type into the Find What box to find or replace a special character.

Type this	To find or replace
^- (hyphen)	A manual hyphen
^~ (tilte)	A nonbreaking hyphen
^m	All forms of the word
^n	A line break
^p	A paragraph mark
^s	A nonbreakng space
^t	A tab
^w	Any blank space (spaces and tabs) between characters.