

## Lesson 2-8: Finding and Replacing Text

**Figure 2-12**

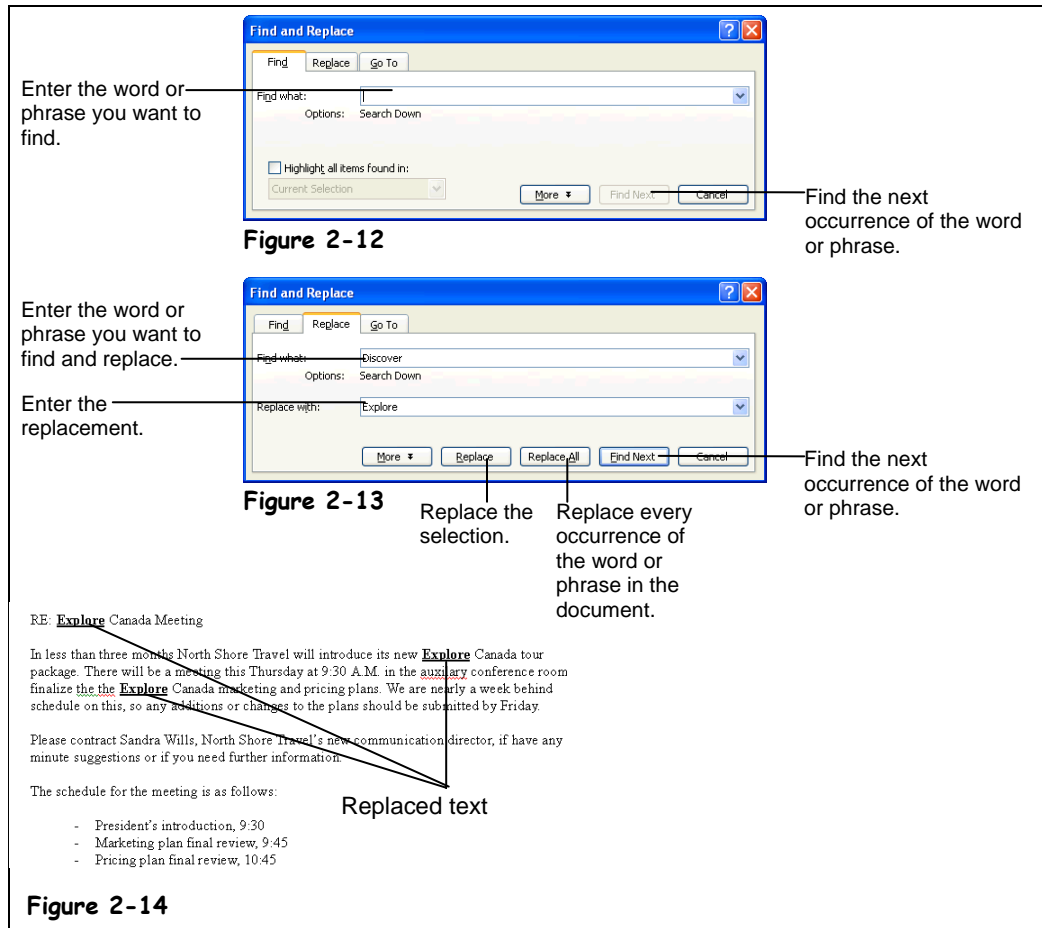
The Find tab of the Find and Replace dialog box.

**Figure 2-13**

The Replace tab of the Find and Replace dialog box.

**Figure 2-14**

Replaced text.



Imagine you are working on a very important 50-page report about flying squirrels. You're almost finished when you realize that you've mistakenly referred to flying squirrels not by their proper scientific name, "Sciuridae Glaucomys", but by the scientific name of the common gray squirrel, "Sciuridae Sciurus." Yikes! It will take hours to go back and find every instance of "Sciuridae Sciurus" and replace it with "Sciuridae Glaucomys." On the other hand, if you use Word's find and replace function it will take you less than a minute.

This lesson explains how to find specific words and phrases, and how to automatically replace words and phrases.

1. Press **<Ctrl> + <Home>** to move to the beginning, or top of the document.
2. Select **Edit** → **Replace** from the menu.

The Find and Replace dialog box opens with the Replace tab already selected, as shown in Figure 2-13.

**3. In the Find what box, type Discover.**

You want to replace every occurrence of the word “Discover” with the word “Explore” in the current document.

**4. Click in the Replace with box.****5. Type Explore in the “Replace with” box.****6. Click the Replace All button.**

Word finds all occurrences of the word “Discover” in the document and replaces them with the word “Explore.” A dialog box appears, telling you how many instances were found and changed in the document (it should be three in this exercise).

**NOTE:** Think carefully before using the Replace All button—you might not want it to replace every instance of a word! You can find and replace individual occurrences of a word or phrase by clicking the Find Next button and then clicking the Replace button to replace the text. Otherwise, click the Find Next button to leave the text alone and move on to the next occurrence.

**7. Click OK.**

The dialog box closes and you’re back at the Find and Replace dialog box.

**8. Click dialog box’s Close button.**

The Find and Replace dialog box disappears and you’re back to your document. Notice that all occurrences of the word “Discover” have been replaced by “Explore.”

Other Ways to Find Text:

- Press <Ctrl> + <F>.

Other Ways to Replace Text:

- Press <Ctrl> + <H>.

 **Quick Reference**

To Find Text:

1. Select **Edit** → **Find** from the menu.  
Or...  
Press <Ctrl> + <F>.
2. Type the text you want to find in the Find what box and click the **Find Next button**.

To Replace Text:

1. Select **Edit** → **Replace** from the menu.  
Or...  
Press <Ctrl> + <H>.
2. Type the text you want to find in the Find what box and the text you want to replace it with in the Replace with box.
3. Click either **Find Next** and then **Replace** to find and then replace each occurrence of the text, or click **Replace All** to replace every occurrence of the text in the document all at once.