

Using Find and Replace

Don't waste time scanning through your document to find text and replace it with something new: Word's find and replace commands can do this for you with just a few clicks of your mouse.

Find text

Find makes it very easy to find specific words and phrases in a document.

1. Click the **Home** tab on the Ribbon and click the **Find** button in the Editing group.

The Find tab of the Find and Replace dialog box appears.

- **Other Ways to Find Text:**
Press <Ctrl> + <F>.

2. Type the text you want to find in the "Find what" text box.
3. Choose what you want to do with text that matches your find request:

- **Reading Highlight**
Click the button to select "Highlight All", which highlights each instance of the word or phrase in the document.

- **Find in options**
Current Selection: Search for the text within the currently selected text.

Main Document: Search for the text throughout the main document.

Comments: Search for the text within comment balloons inserted in the document.

- **Find Next**
Search through the document one item at a time.

4. When you're finished, click **Close**.

Replace text

Replace finds specific words and phrases, and then replaces them with something else.

1. Click the **Home** tab on the Ribbon and click the **Replace** button in the Editing group.

The Replace tab of the Find and Replace dialog box appears.

- **Other Ways to Replace Text:**
Press <Ctrl> + <H>.

Exercise

- **Exercise File:** CompanyMeeting3-2.docx
- **Exercise:** Highlight all instances of the word "Explore" in the document. Clear the highlighting. Then replace all instances of the word "Explore" with "Travel".

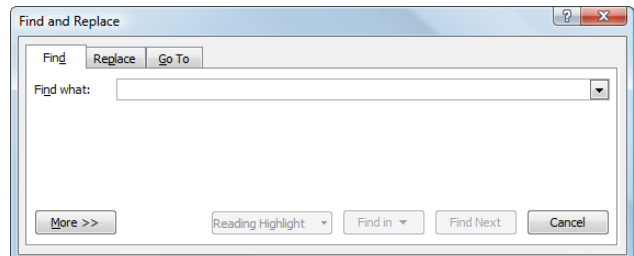


Figure 3-3: The Find tab of the Find and Replace dialog box.

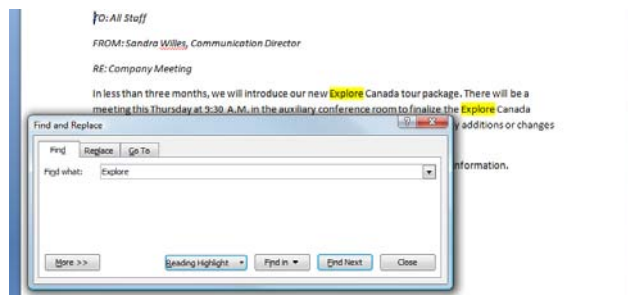


Figure 3-4: Using the Reading Highlight feature.

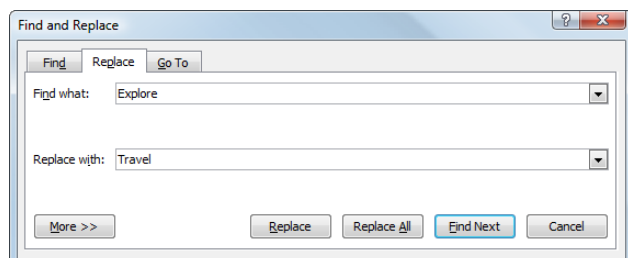


Figure 3-5: The Replace tab of the Find and Replace dialog box.

2. Type the text you want to be replaced in the “Find what” text box.
 3. Type the replacement text in the “Replace with” text box.
 4. Click **Find Next**.
- The first occurrence of the “Find what” text is highlighted.

5. Choose how you want to replace the text:
 - **Replace:** Click to replace the current item.
 - **Replace All:** Click to replace each item found in the document. Use this command with caution: you might replace something you didn’t want to replace.

Search options

Use Word’s search options to change how Word searches in the document.

- Click the **More** button in the Find and Replace dialog box to specify how to search for text.

The table below describes the Search Options available under the Find and Replace tabs.

- **Trap:** If you specify Search Options, make sure to turn them off when you are finished. Otherwise, subsequent find or replace commands will use the same search options.

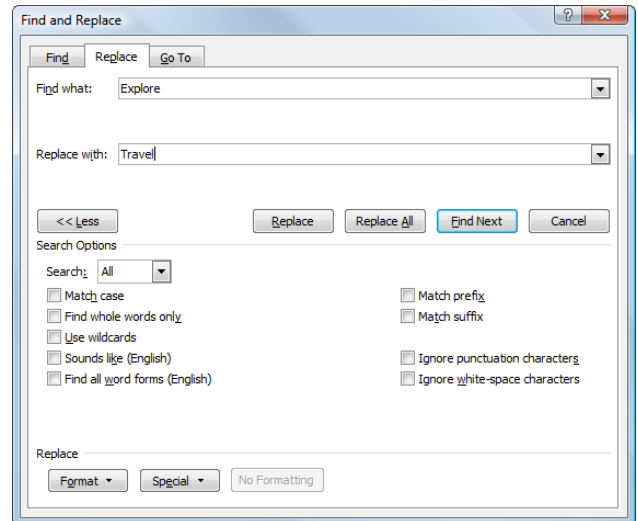


Figure 3-6: The Find and Replace dialog box with all options displayed.

Table 3-1: Find and Replace Search Options

Search	Choose whether to search up, down, or the entire document from the current location.
Match case	Search only for text that matches the capitalization entered.
Find whole words only	For example, if you’re looking for “son”, selecting this option will skip over words that contain “son”, such as Hanson, lesson, or sonic.
Use wildcards	Search for wildcards, special characters, or special search operators as added in the “Find what” box. To add wildcards, click Special and select the item, or type the item. If this check box is cleared, Word considers the wildcards and operators to be plain text.
Sounds like (English)	Words that sound the same as the Find what text, but are spelled differently.
Find all word forms (English)	Searches for all forms of the word.
Match prefix	Searches for the text in the Find what box at the beginning of the word.
Match suffix	Searches for the text in the Find what box at the end of the word.
Ignore punctuation	Does not account for punctuation when searching for entered text.
Ignore white-space characters	Does not account for characters that add white space, such as spaces or empty paragraph marks.
Format button	Specify formatting characteristics you want to find attached to the text in the Find what text box.
Special button	Allows you to search by special characters such as Paragraph marks or Em-dashes. Inserts special characters in the “Find what” or “Replace with” boxes.