

MICROSOFT WORD

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Using
Find & Replace

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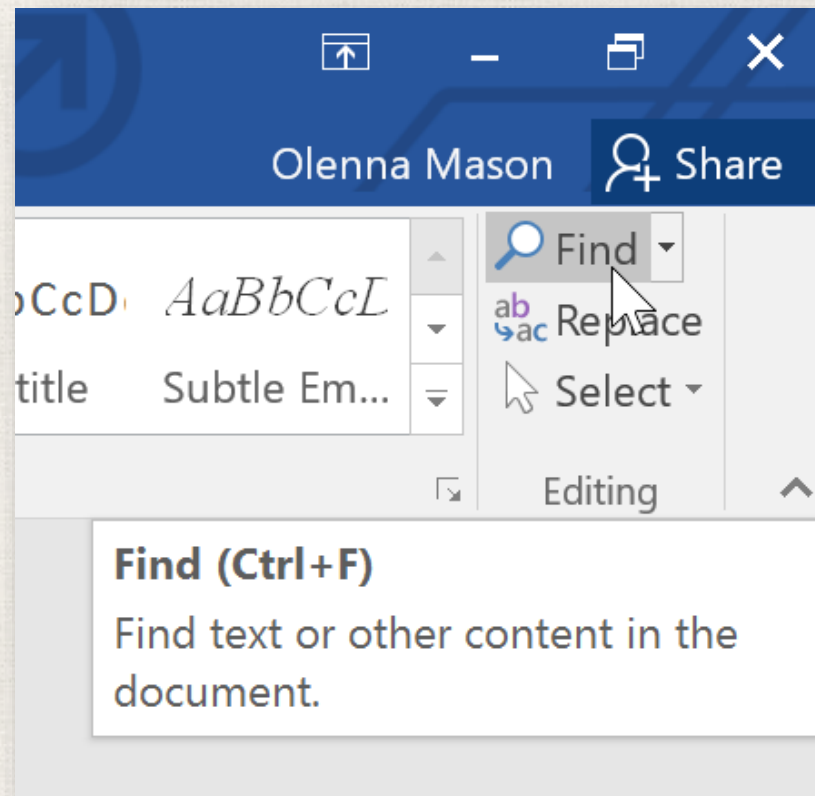
Introduction

- ▶ When you're working with longer documents, it can be difficult and time consuming to locate a specific word or phrase. Word can automatically search your document using the **Find** feature, and it allows you to quickly change words or phrases using **Replace**.

Finding text

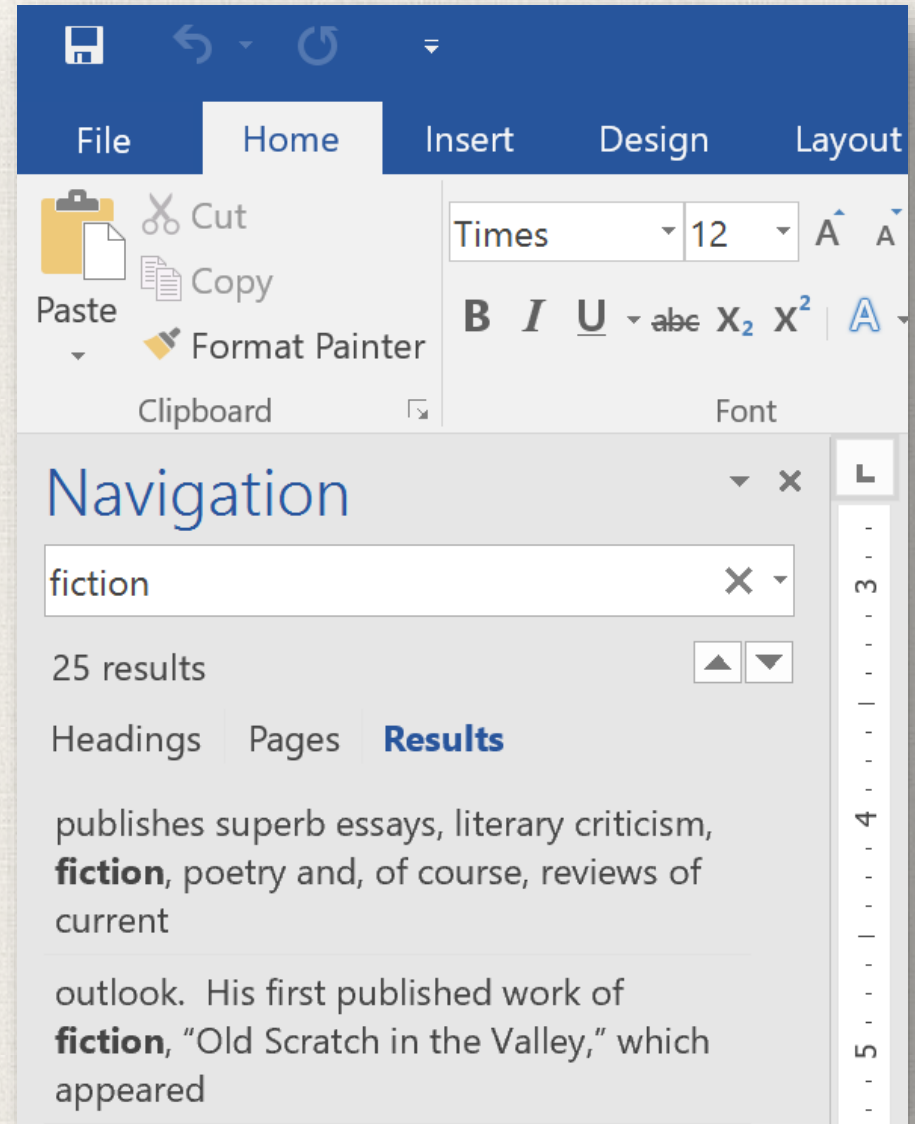
In our example, we've written an academic paper and will use the Find command to locate all instances of a particular word.

- From the **Home** tab, click the **Find** command. Alternatively, you can press **Ctrl+F** on your keyboard.



Finding text

2. The **navigation pane** will appear on the left side of the screen.
3. Type the text you want to find in the field at the top of the navigation pane. In our example, we'll type the word we're looking for.



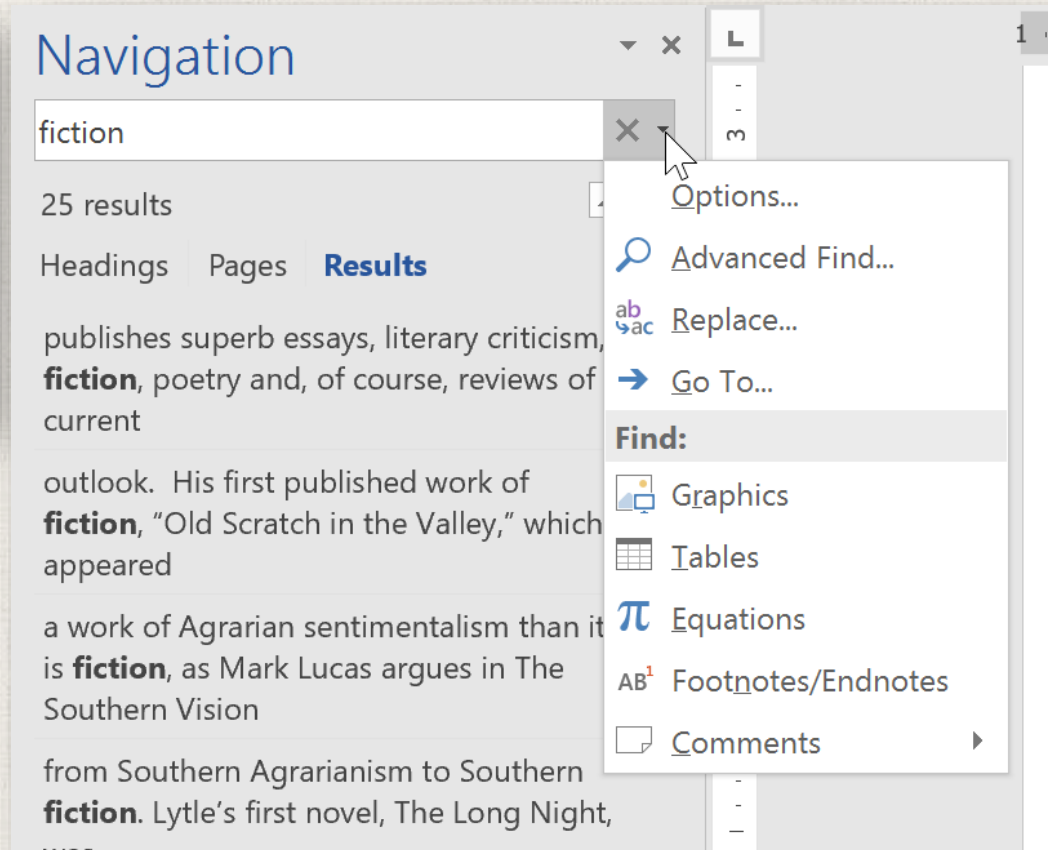
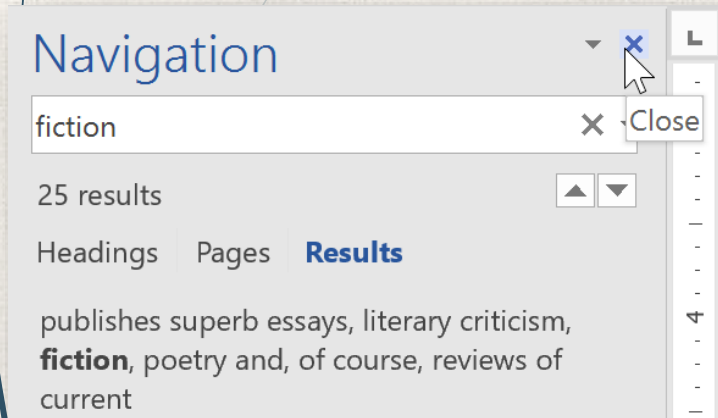
Finding text

4. If the text is found in the document, it will be highlighted in yellow and a **preview of the results** will appear in the **navigation pane**. Alternatively, you can click one of the results below the arrows to jump to it.

The screenshot shows a document viewer interface. On the left, a 'Navigation' pane is open, displaying search results for the term 'fiction'. The search bar contains 'fiction' and shows 'Result 2 of 25'. Below the search bar, there are tabs for 'Headings', 'Pages', and 'Results', with 'Results' selected. A list of search results is shown, with the second result highlighted in blue. A red box highlights a set of navigation arrows (up, down, and search) next to the search bar. The main document area on the right shows a page of text with several instances of the word 'fiction' highlighted in yellow. The text includes phrases like 'publishes superb essays, literary criticism, **fiction**, poetry and, of course, reviews of current outlook. His first published work of **fiction**, "Old Scratch in the Valley," which appeared a work of Agrarian sentimentalism than it is **fiction**, as Mark Lucas argues in *The Southern Vision* from Southern Agrarianism to Southern **fiction**. Lytle's first novel, *The Long Night*, was significant change in the *Sewanee Review's* contents was revealed: **fiction** (Editorial History 7). The addition of **fiction** was strongly supported by Tate. As he suggests, "good creative work is a in itself is the end of criticism" (Tate 64). **Fiction** has been a mainstay of the *Sewanee Review* the similarity of themes and style in their **fiction**. Lytle discusses one of his concurrent themes any of Lytle's former vocations, teaching **fiction** writing

Finding text

5. When you are finished, click the **X** to close the navigation pane. The highlight will disappear.



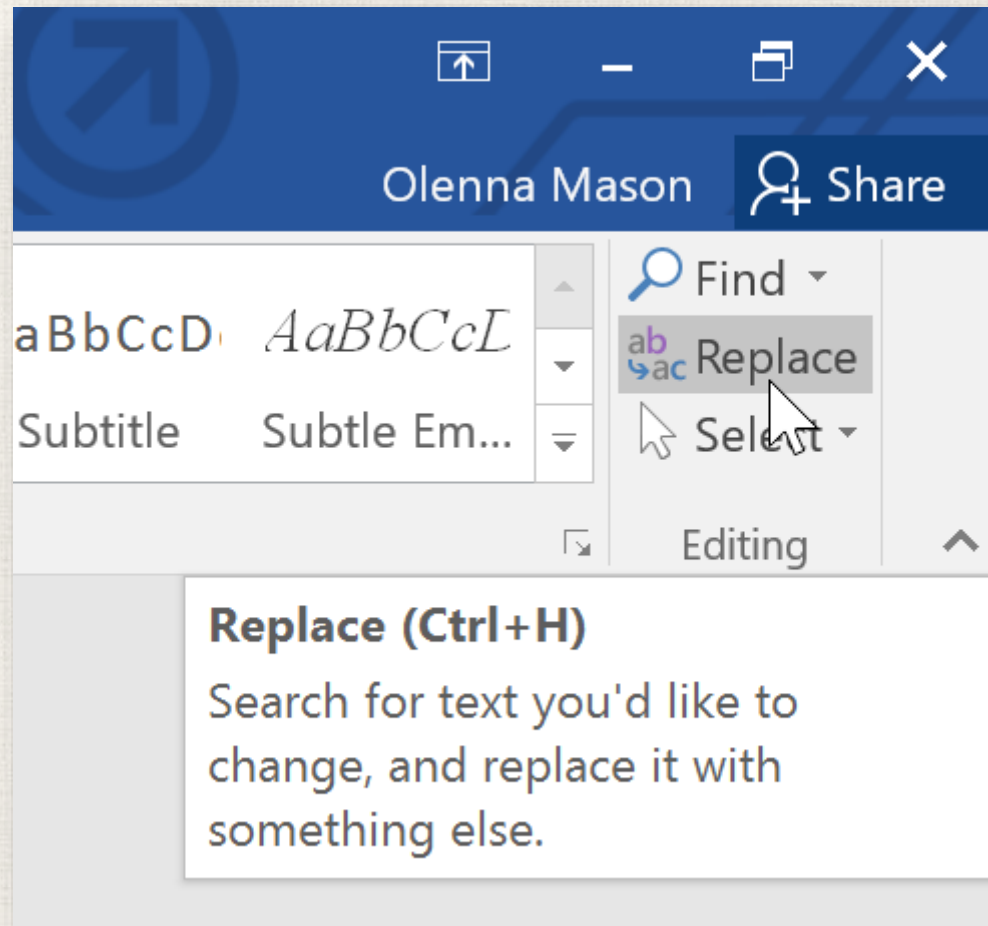
For more search options, click the drop-down arrow next to the search field.

Replacing text

- At times, you may discover that you've made a mistake repeatedly throughout your document—such as misspelling a person's name—or that you need to exchange a particular word or phrase for another. You can use Word's **Find and Replace** feature to quickly make revisions. In our example, we'll use Find and Replace to change the title of a magazine so it is abbreviated.

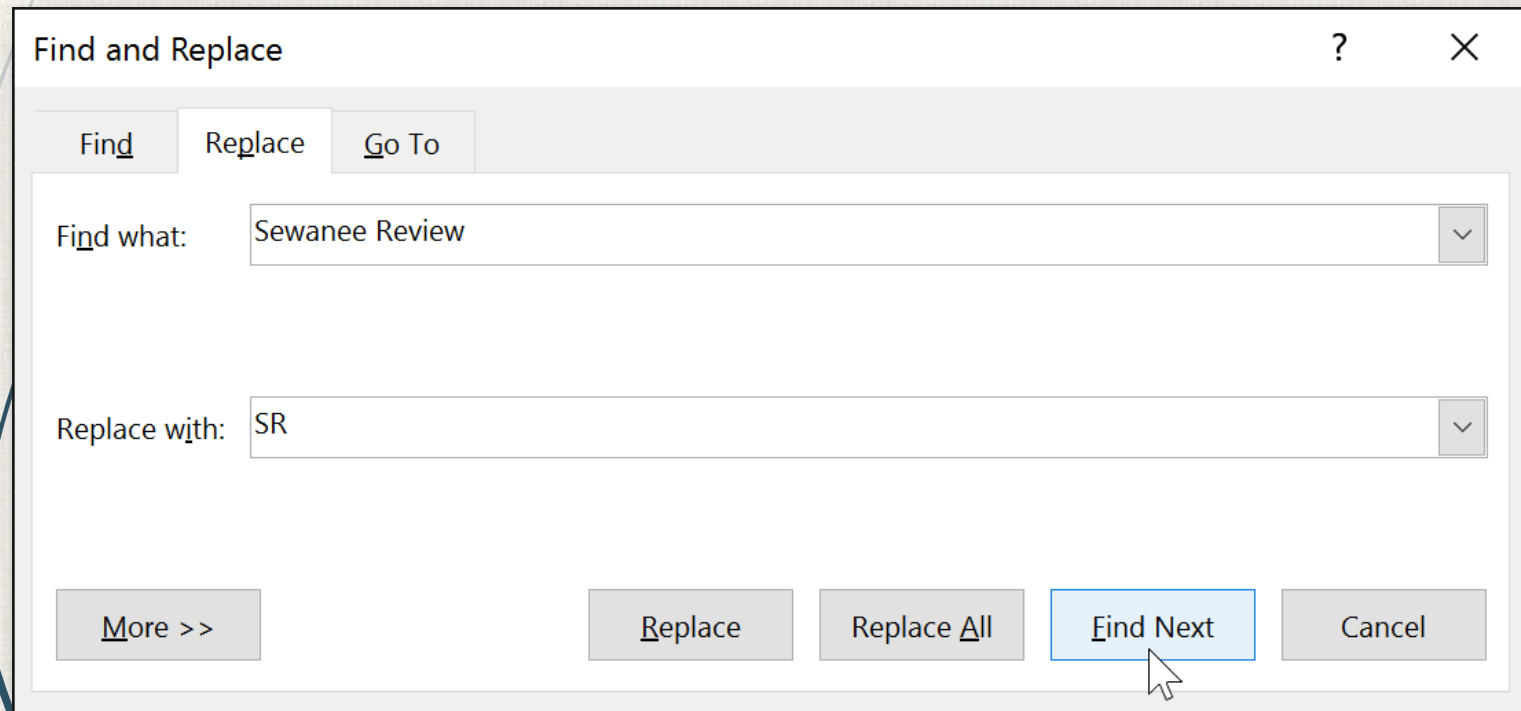
Replacing text

1. From the **Home** tab, click the **Replace** command. Alternatively, you can press **Ctrl+H** on your keyboard.



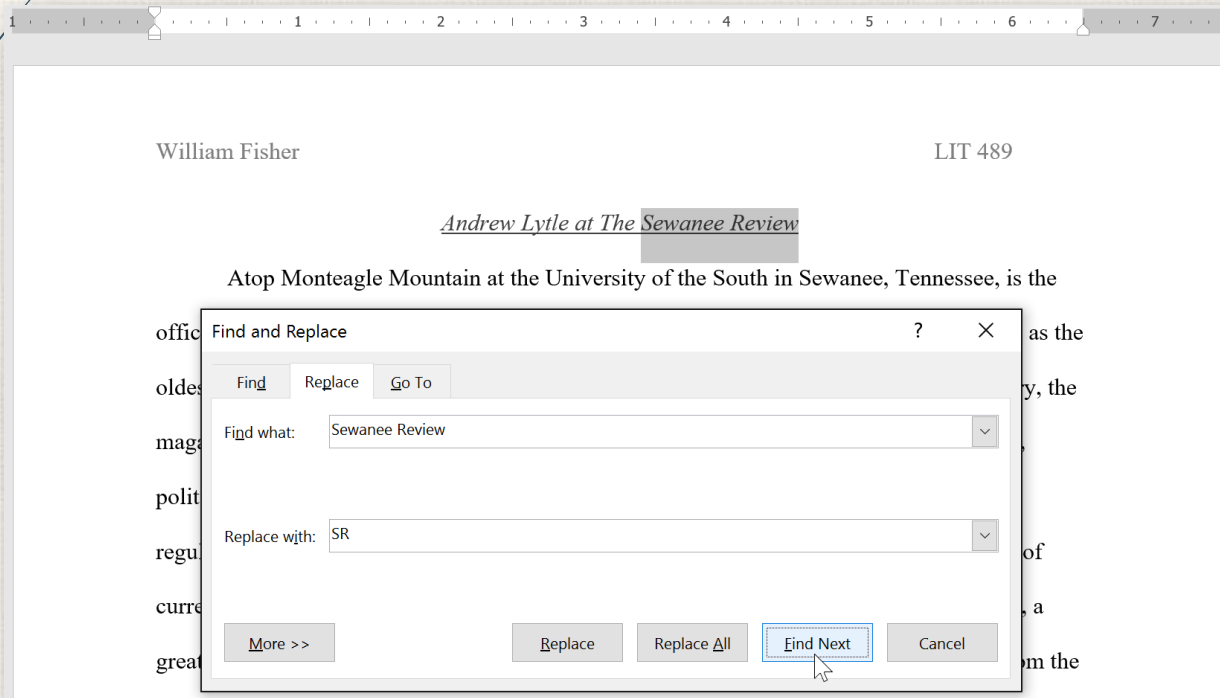
Replacing text

2. The **Find and Replace** dialog box will appear.
3. Type the text you want to find in the **Find what:** field.
4. Type the text you want to replace it with in the **Replace with:** field. Then click **Find Next**.



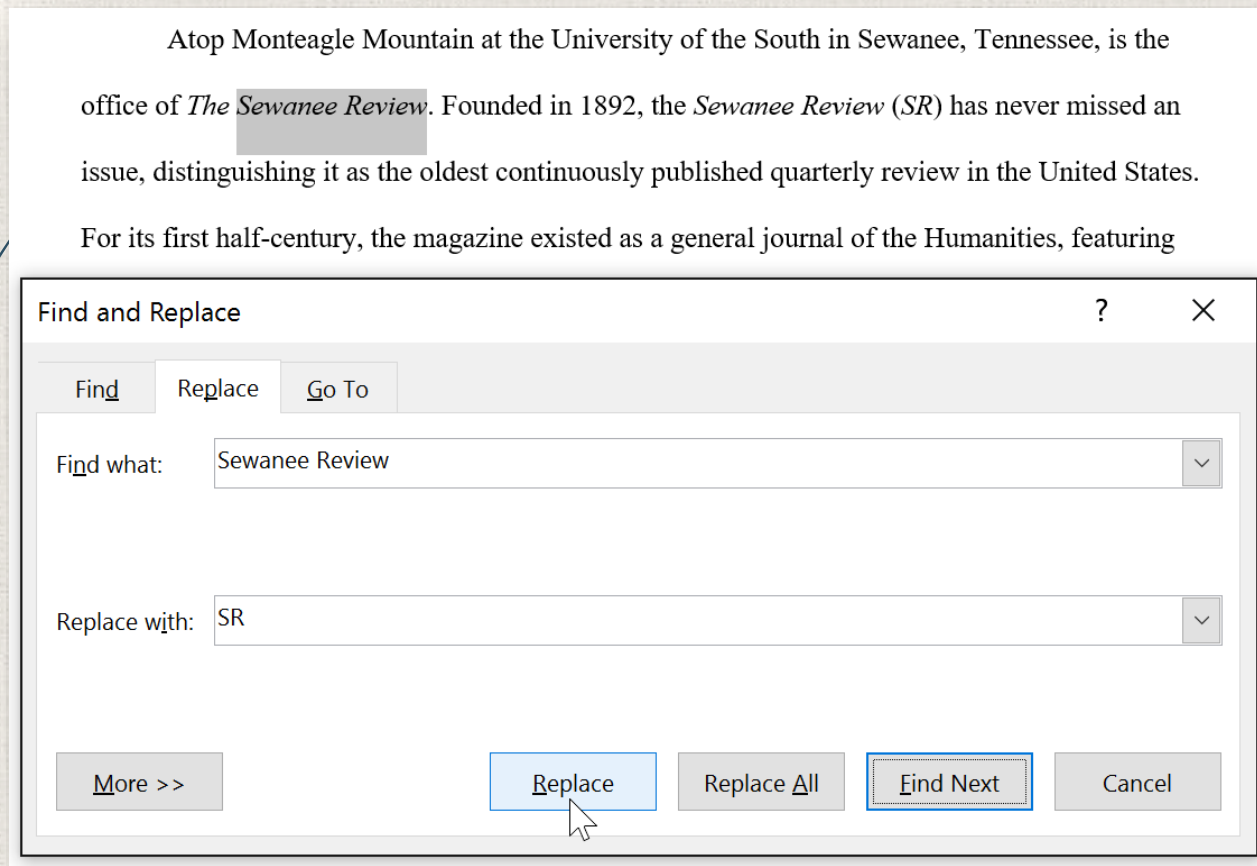
Replacing text

5. Word will find the first instance of the text and **highlight** it in gray.
6. **Review** the text to make sure you want to replace it. In our example, the text is part of the title of the paper and does not need to be replaced. We'll click **Find Next** again to jump to the next instance.



Replacing text

7. If you want to replace it, you can click **Replace** to change individual instances of text. Alternatively, you can click **Replace All** to replace every instance of the text throughout the document.



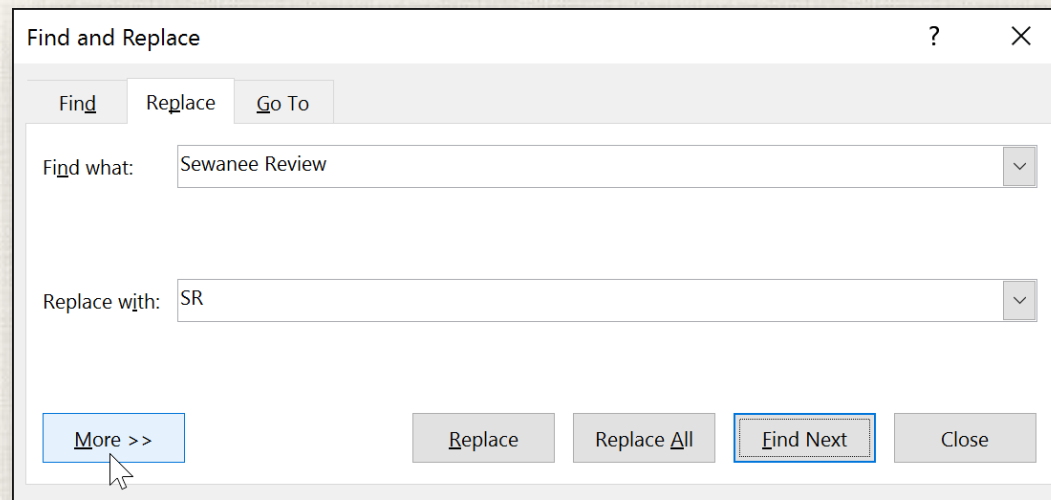
Replacing text

8. The text will be replaced.

current books. This shift in tone was facilitated expressly by the editors of the t
great deal of the magazine's continued excellence has depended on its editors, v
SR would not have been able to solicit and select the excellent writers that have
pages during these past decades. For the last seventy-six years, the office of the

Replacing text

- For more search options, click **More** in the Find and Replace dialog box. From here, you can select additional search options, such as matching case and ignoring punctuation.



- When it comes to using **Replace All**, it's important to remember that it could find matches you didn't anticipate and that you might not actually want to change. You should only use this option if you're absolutely sure it won't replace anything you didn't intend it to.

Practice

- Open our **practice document**.
- Using the **Find** feature, determine which pages mention **Caroline Gordon**.
- The name T.S. Eliot is misspelled. Replace all instances of **Elliot** with **Eliot**. When you're finished, you should have made three replacements.
- Allen Tate's name is also misspelled. **Find and Replace** Alan with Allen.

Hint: Do not use **Replace All**. Otherwise, you might accidentally replace the word **balance**.

The image features a light beige background with a fine, woven texture. On the left side, there are several thin, dark blue lines that curve upwards and outwards, resembling stylized grass or reeds. The text 'THE END' is centered in a bold, dark blue, sans-serif font. The letters have a slight 3D effect with a shadow on the right side. Below the text is a faint, semi-transparent reflection of the same text.

THE END

THE END