

## Find and replace function

### Find text

1. On the Edit menu, click Find. (Or use one of the shortcuts – Ctrl +F or double click on the page number in the status bar and click the find tab.)
2. In the Find what box, enter the text that you want to search for. Select any other options that you want.
3. Click Find Next or Find All.

To select all instances of a specific word or phrase at once, select the **Highlight all items found in** check box, and then select which portion of the document you want to search in by clicking in the **Highlight all items found in list**.

### Replace text

You can automatically replace text — for example, you can replace "Any" with "All."

1. On the Edit menu, click Replace. (Or use one of the shortcuts – Ctrl +H or double click on the page number in the status bar and select the Replace tab.)
2. In the Find what box, enter the text that you want to search for.
3. In the Replace with box, enter the replacement text. Select any other options that you want.
4. Click Find Next, Replace, or Replace All.

**GENERAL WORD TIP**  
For Help on an option, click the question mark in the top right of the dialog box and then click the option.  
To cancel a search in progress, press ESC.

### Find and replace specific formatting

You can search for and replace or remove character formatting. For example, find a specific word or phrase and change the font color, or find specific formatting such as bold and remove or change it.

1. On the **Edit** menu, click **Find**.
2. If you don't see the **Format** button, click **More**.
3. In the **Find what** box, do one of the following:

To search for text without specific formatting, enter the text.

To search for text with specific formatting, enter the text, click Format, and then select the formats you want. To search for specific formatting only, delete any text, click Format, and then select the formats you want. Select the **Highlight all items found in** check box to find all instances of the word or phrase, and then select which portion of the document you want to search in by clicking in the **Highlight all items found in list**.

4. Click **Find All**.  
*All instances of the word or phrase are highlighted.*
5. Click **Close**.
6. On the **Formatting Toolbar**, click buttons to make changes. For example, select a different font color, click **Bold**, and then click **Italic**.

The changes you make are applied to all the highlighted text. Click anywhere in the document to remove highlighting from the text.

## Find and replace function

### Find and replace paragraph marks, page breaks, and other items

You can easily search for and replace special characters and document elements such as page breaks and tabs.

1. On the **Edit** menu, click **Find** or **Replace**.
2. If you don't see the **Special** button, click **More**.
3. In the **Find what** box, do one of the following:
  - o To choose the item from a list, click **Special**, and then click the item you want.
  - o Type a code for the item directly in the **Find what** box.
4. If you want to replace the item, enter what you want to use as a replacement in the **Replace with** box.
5. Click **Find Next**, **Replace**, or **Replace All**.

**TIP** For a quick way to find items such as graphics or comments click **Select Browse Object** on the vertical scroll bar, and then click the item you want. You can click **Next** or **Previous** to find the next or previous item of the same type.

### Find and replace noun or adjective forms or verb tenses

You can search for:

Singular and plural noun forms

*For example, replace "apple" with "orange" at the same time that you replace "apples" with "oranges".*

All adjective forms

*For example, replace "worse" with "better" at the same time that you replace "worst" with "best".*

All tenses of a root verb

*For example, replace "sit" with "stand" at the same time that you replace "sat" with "stood".*

1. On the **Edit** menu, click **Find** or **Replace**.
2. If you don't see the **Find all word forms** check box, click **More**.
3. Select the **Find all word forms** check box.
4. In the **Find what** box, enter the text you want to find.
5. If you want to replace the text, enter the replacement text in the **Replace with** box.
6. Click **Find Next**, **Replace**, or **Replace All**.

If the replacement text is ambiguous, click the word that best matches the meaning you want.

For example, "saw" can be both a noun and a verb; click "saws" to replace nouns, or click "sawing" to replace verbs.

If you're replacing text, it's a good idea to click **Replace** instead of **Replace All**; that way, you can confirm each replacement to make sure it's correct.

Use the same part of speech and tense for both the search and replacement text. For example, search for "see" and replace it with "observe" (both are verbs in the present tense).

### Search by using wildcards

For example, use the asterisk (\*) wildcard to search for a string of characters ("s\*d" finds "sad" and "started").

On the **Edit** menu, click **Find** or **Replace**.

1. If you don't see the **Use wildcards** check box, click **More**.
2. Select the **Use wildcards** check box.
3. Enter a wildcard character in the **Find What** box. Do one of the following:
  - o To choose a wildcard character from a list, click **Special**, click a wildcard character, and then type any additional text in the **Find what** box.
  - o Type a wildcard character directly in the **Find what** box.
4. If you want to replace the item, enter what you want to use as a replacement in the **Replace with** box.
5. Click **Find Next**, **Replace**, or **Replace All**.

## Find and replace function

When the **Use wildcards** check box is selected, Word finds only the exact text you specify. (Notice that the **Match case** and **Find whole words only** check boxes are unavailable (dimmed) to indicate that these options are automatically on; you can't turn off these options.)

To search for a character that's defined as a wildcard, type a backslash (\) before the character. For example, type \? to find a question mark.

### To find:

#### Any single character

Type ? For example, s?t finds "sat" and "set".

#### Any string of characters

Type \* For example, s\*d finds "sad" and "started".

#### The beginning of a word

Type < For example, <(inter) finds "interesting" and "intercept", but not "splintered".

#### The end of a word

Type > For example, (in)> finds "in" and "within", but not "interesting".

#### One of the specified characters

Type [ ] For example, w[io]n finds "win" and "won".

#### Any single character in this range

Type [-] For example, [r-t]ight finds "right" and "sight". Ranges must be in ascending order.

#### Any single character except the characters in the range inside the brackets

Type [!x-z] For example, t[!a-m]ck finds "tock" and "tuck", but not "tack" or "tick".

#### Exactly n occurrences of the previous character or expression

Type {n } For example, fe{2}d finds "feed" but not "fed".

#### At least n occurrences of the previous character or expression

Type {n,} For example, fe{1,}d finds "fed" and "feed".

#### From n to m occurrences of the previous character or expression

Type {n,m} For example, 10{1,3} finds "10", "100", and "1000".

#### One or more occurrences of the previous character or expression

Type @ For example, lo@t finds "lot" and "loot".

You can use parentheses to group the wildcard characters and text and to indicate the order of evaluation. For example, type <(pre)\*(ed)> to find "presorted" and "prevented".

You can use the \n wildcard to search for an expression and then replace it with the rearranged expression. For example, type (Newton) (Christie) in the **Find what** box and \2\1 in the **Replace with** box. Word will find "Newton Christie" and replace it with "Christie Newton".