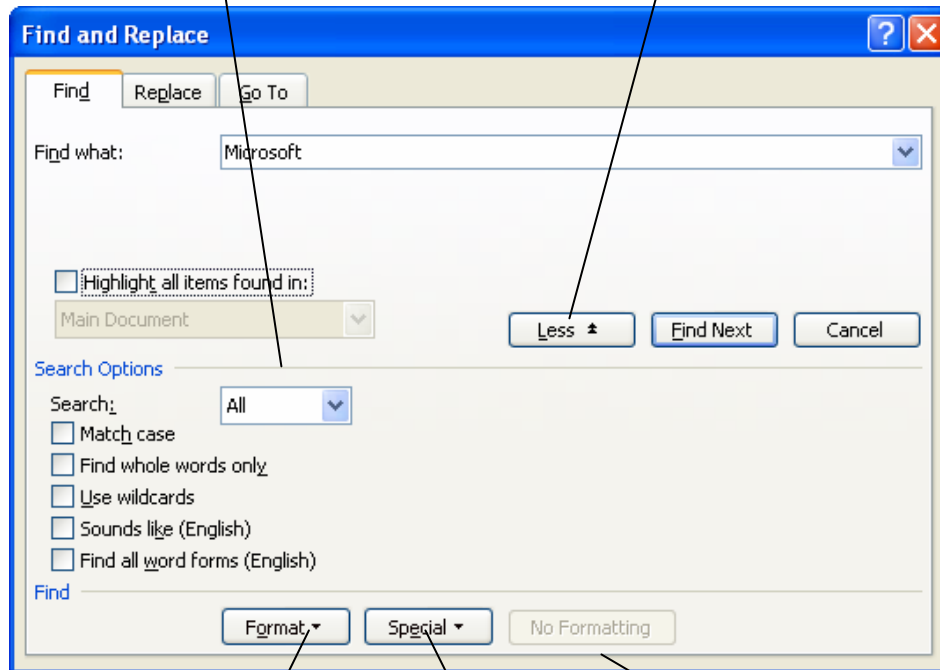


FINDING AND REPLACING TEXT

The Find command makes it easy to locate text or formulas in a document. The Replace feature makes it possible to Replace one and/or all instances of a particular word or phrase. The dialog boxes for the Find and Replace feature vary slightly from one program to another. However, the commands work essentially the same in all programs. The dialog box in the illustration is available in the Word program.

Can choose from All, Down, or Up. Clicking all searches the whole document

Click to reduce the size of the dialog box and change the button to More



Click to open dialog boxes where you can specify formatting to be located.

Click to remove any formatting settings for the search text.

Click to select special characters and symbols that need to be located, such as paragraph marks, page breaks, or tab characters.

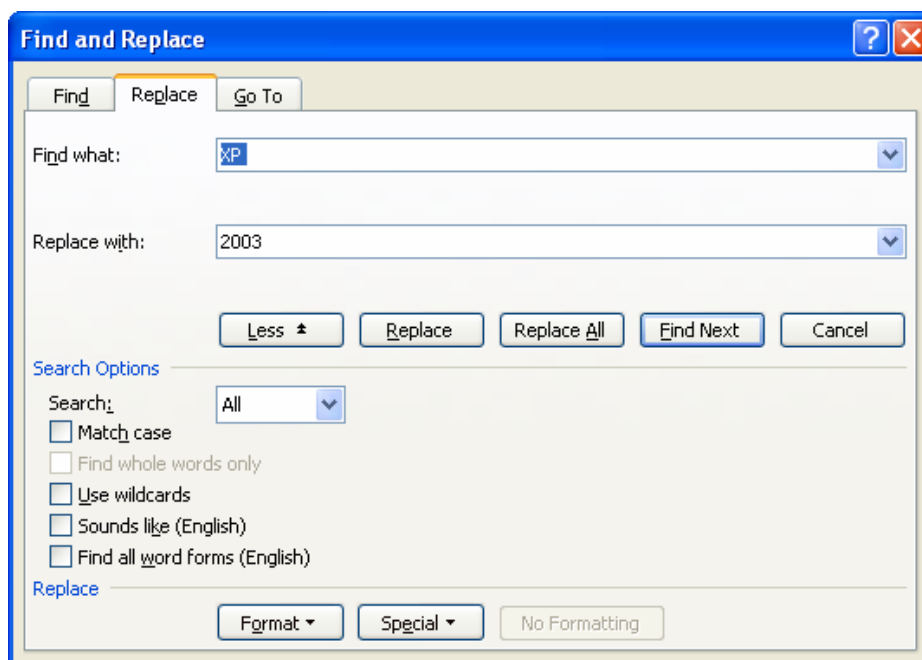
Finding Text

- ✦ Click at the beginning of the document.
 - ✦ Click **Edit** on the **Menu Bar**.
 - ✦ Click **Find** from the list of choices.
- or
- ✦ Hold down the **Ctrl** key and then press **F** on the keyboard.
 - ✦ The **Find and Replace** dialog box will display with the **Find** tab selected.
 - ✦ In the **Find What** box, type the text that needs to be located.
 - ✦ In Word, click the **More** button to display additional options.
 - ✦ Click any of the check boxes under **Search**. These include:

- ✦ **Match Case** – This option can be chosen if the only words to be found are all in the same case of the information input into the **Find what** textbox. This means that if Microsoft is input, all the words that are located will begin with a capital letter.
 - ✦ **Find whole words only** – When this option is selected, Word would have to find the complete text that has been input, not just partial text.
 - ✦ **Use wildcards** – This option can be used when you are not sure of the whole word. Wild cards are things like an asterisk or a question mark.
 - ✦ **Sounds like (English)** – Use this option to look for text that sounds like the specified text. This option is only available when the information input is in English.
 - ✦ **Find all word forms (English)** – Select this option to search for all word forms of the text that was input into the Find What textbox. This means that the program will find the word whether it is a noun, an adjective, or a verb. This option is only available when English words are used.
- ✦ Select other options as appropriate. For additional information on using these options search the Help system
 - ✦ Click **Find Next** until the specified text is highlighted.
 - ✦ When the last occurrence has been found, a dialog box will appear saying Find has finished searching the document.
 - ✦ Click **OK**.
 - ✦ When the search is completed, click the **Close** or **Cancel** button.

Replacing Text

- ✦ Click at the beginning of the document.
- ✦ Click **Edit** on the **Menu Bar**.
- ✦ Click **Replace** from the list of choices.
 - ✦ Or
- ✦ Hold down the **Ctrl** key and then press **H** on the keyboard.
- ✦ The **Find and Replace** dialog box will display with the **Replace** tab selected. For an explanation of the features in this dialog box, please see the illustration on the previous page.



- ✚ In the **Find What** box, type the text that needs to be replaced.
- ✚ In Word, click the **More** button to display additional options.
- ✚ Click any of the check boxes under **Search**. These include:
 - ✦ **Match Case** – This option can be chosen if the only words to be found are all in the same case of the information input into the **Find what** textbox. This means that if Microsoft is input, all the words that are located will begin with a capital letter.
 - ✦ **Find whole words only** – When this option is selected, Word would have to find the complete text that has been input, not just partial text.
 - ✦ **Use wildcards** – This option can be used when you are not sure of the whole word. Wild cards are things like an asterisk or a question mark.
 - ✦ **Sounds like (English)** – Use this option to look for text that sounds like the specified text. This option is only available when the information input is in English.
 - ✦ **Find all word forms (English)** – Select this option to search for all word forms of the text that was input into the Find What textbox. This means that the program will find the word whether it is a noun, an adjective, or a verb. This option is only available when English words are used.
- ✚ Select other options as appropriate. For additional information on using these options, search the Help system
- ✚ Click **Find Next** until the specified text is highlighted.
- ✚ Click **Replace** to substitute the replacement text for each occurrence.
 - ✦ Click **Replace All** to substitute the text throughout the entire document.
 - ✦ To locate the next instance of the text without replacing it, click **Find Next**.
- ✚ When the program has finished replacing text, a message box will appear.
- ✚ Click **OK**.
- ✚ Click **Close** or **Cancel** to close the dialog box and exit the Find or Replace option.