

# Using Find and Replace in Word

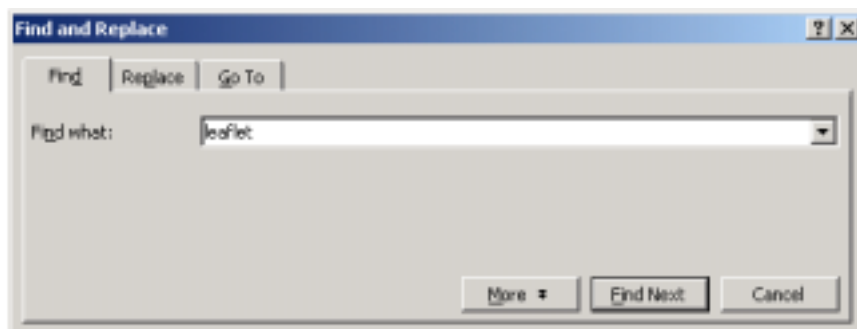
The Find and Replace menu options are very powerful tools that can save you a lot of time and effort.

From the **Edit** menu in Word you can select two options: **Find** or **Replace**. These can be used to:

- Search for occurrences of certain items of text and, optionally, to change them.
- Search for any text that has certain formatting (e.g. bold text, or text in one of the heading styles).
- Find and change special symbols, such as paragraph marks and tabs.
- Find tab marks, footnote references, or fields.

Find and Replace affect the current document and work from the current position of the cursor.

When you select the **Find** option the window shown below will appear on the screen. Type the text you want to find in the **Find what** box. In this example it is "leaflet". Every time you click **Find Next** the next occurrence of the string will be highlighted. There are additional features available, for example, you can search up the file rather than downwards. Click on the **More** button to see these additional options.



It is easy to change between searching and replacing text. Just click on the **Replace** tab if you decide you want to replace the text.

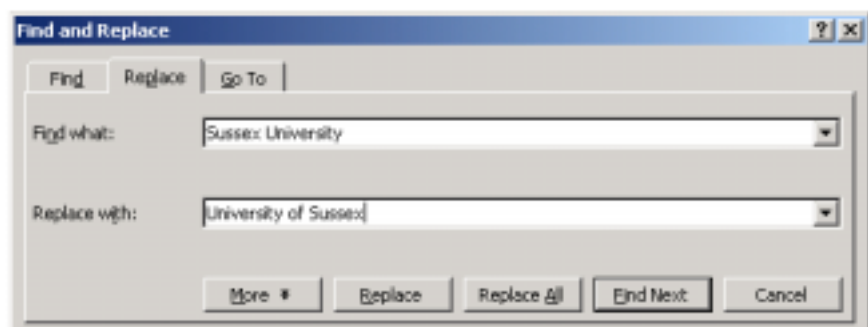
## Replacing text

Using Replace you can find each occurrence of, say, a name, word, or acronym that you have typed many times in a document and change it. You type the current text in the **Find what** box and the new text in the **Replace with** box and click on **Replace All**. The illustration, at the bottom of the page, will replace occurrences of "Sussex University" with "University of Sussex"

If the cursor is not at the beginning of the document you will be asked, when the end is reached, if you wish to continue from the beginning.

The **Replace All** option should be used carefully as it might make unwanted changes. For example, if you change all occurrences of "cat" to "dog" you can easily also change "category" to "dogegory" and "education" to "edudogion"!

A safer option is to use Replace to move occurrence by occurrence through the document. You make the change by clicking on **Replace** and skip over any occurrence of the text you do not want to change by clicking on **Find Next**.



## Reformatting text using Replace and special characters

The following example illustrates the power of Replace and the use of special characters.

Sometimes you have some text that needs reformatting, for example text you have found on the Web or references that you have copied from a bibliographic database. In both these cases, you will find that the text layout is unsatisfactory due to “hard returns” at the end of every line. To allow your text to flow you will need to carry out a series of Find and Replace commands that involve special characters.

If you simply replaced each of the “hard returns” with a space or nothing, then the entire document would become one long paragraph. Instead you need to carry out the following sequence of Replace commands. As the steps are altering format rather than text, you can safely use the Replace All button:

- Find **^p^p** and replace with **{ }**  
**^p** is the special character code representing *paragraph marks*. This command will replace every double occurrence. We chose to replace them with brackets as these are unlikely to appear anywhere in the text file.
- Find **^p** and replace with a **space**  
This command searches for single paragraph marks and replaces them with spaces.
- Find **{ }** and replace with **^p^p**  
This command searches for the brackets and converts them back to double paragraph marks.
- Find all double spaces and replace with single spaces.

## Tips

**Q:** How can I repeat the Replace operation after closing the dialogue box?

**A:** Press the **F4** key. You will find this key at the top of the keyboard.

**Q:** I made a mistake. How do I change it back?

**A:** To undo the effects of the Replace command, from the **Edit** menu choose **Undo** as the first action after completing the change. Word reverses only the last change if you clicked on Replace and all the changes you made if you clicked on Replace All.

**Q:** How do I get rid of every occurrence of some text?

**A:** To replace the search text with nothing, make sure the **Replace With** box is empty by deleting the contents of the box.

**Q:** How do I search for the text I have copied to the clipboard?

**A:** Click on the **Find what** box, hold down the **Ctrl** key and press **V** to paste the text in.

**Q:** How can I replace text or graphics with a graphic or formatted text in the clipboard?

**A:** Type **^c** in the **Replace with** box.

**Q:** How do I find the occurrences of the text as a whole word (no partial words)?

**A:** Tick the **Find whole words only** option.

**Q:** How can I specify that I want just those occurrences of the text that have the same pattern of uppercase and lowercase letters as I specified (in Find What)?

**A:** Tick the **Match case** option.

**Q:** If I replace a word in the body of my document, will it also be replaced in the headers, footers, and footnotes?

**A:** Yes

