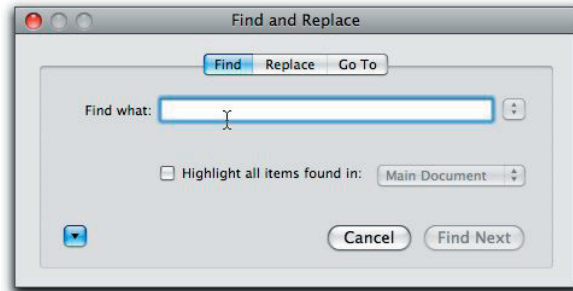




Finding Text

To find a word or string of words quickly, use the Find and Replace feature. For example:

- Choose Find under the Edit menu or press <command + F>



- Type the word for which you are searching in the “Find what” field
- Click the **Find Next** button
- Click the arrow button to the right of the “Find what” field to select a word you have searched for previously

The arrow button on the bottom left of the window provides a variety of options to define criteria that will “fine-tune” your search for specific text or formatting.

- Click the arrow button
- Select additional criteria
- Click the **Find Next** button



Find and Replace

The Find and Replace function can be quite useful. For example, if you misspell a name or term a number of times throughout a document, you can use Find and Replace instead of searching through the document and correcting the mistakes one by one. Find and Replace is also a convenient way to add accents or special characters to words without inserting them each time while typing the document.

To replace a word or string with another:

- Make sure to be at the beginning of the document
- Choose Replace under the Edit menu or press <shift + command + H>

The Find and Replace box appears.

- In the “Find what” field, type the word you want to replace
- In the “Replace with” field, type in the replacement word or string
- Click the **Replace All** button and click the **OK** button, then the **Close** box

