



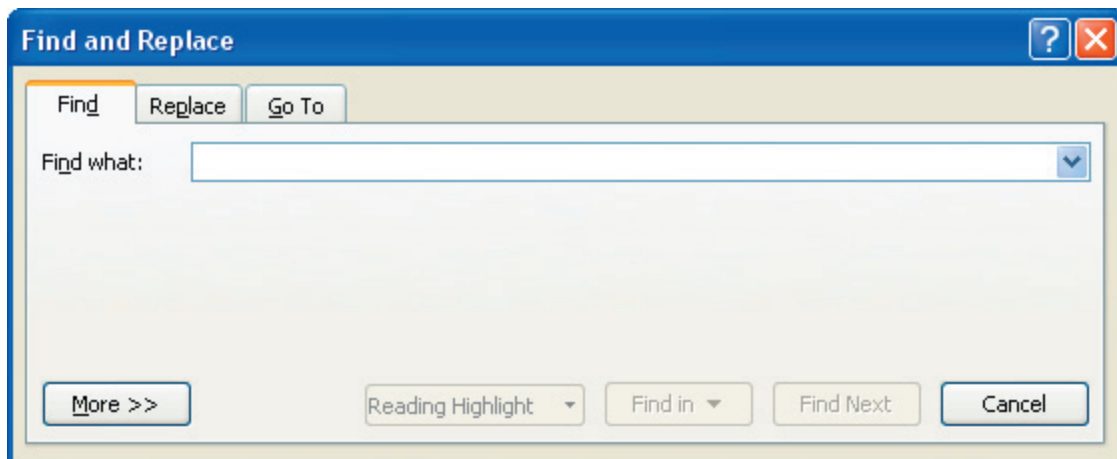
## Finding Text

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

- Go to the **Home** tab and select the **Find or Replace** button in the Editing group



- Type the word for which you are searching in the "Find what" field



- Click the **Find Next** button or press the <Enter> key
- Click the down-arrow button to the right of the "Find what" field to select a word you have searched for previously

The **More** button provides option to define criteria that will "fine-tune" your search for specific text or formatting.

- Click the **More** button

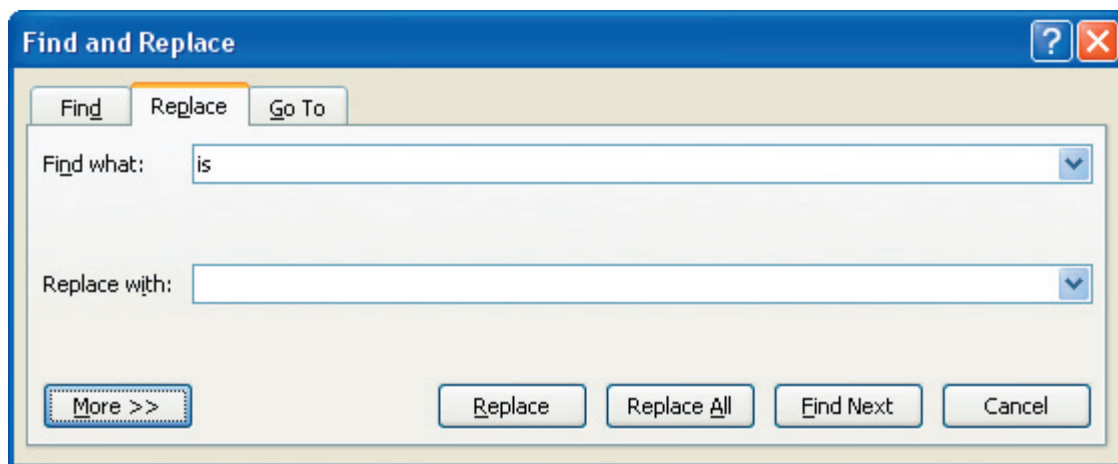
You can also click the **Less** button to hide the extra options.

Note: the button labeled "Reading Highlight" can be used to Highlight All instances of a search word in the file.

## Replacing

To replace a word or string with another:

- Make sure the cursor is placed at the beginning of the document
- Click the **Replace** button in the Editing group



- 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

If a window appears asking to continue searching at the beginning of the document, click the **Yes** button. Finally click the **OK** button, then the **Close** button.

