

Find and Replace

Have you ever found yourself scanning a whole document only to make changes to certain words within the document? Wouldn't it be nice to go directly to the word without having to read the whole document? Well help has arrived!

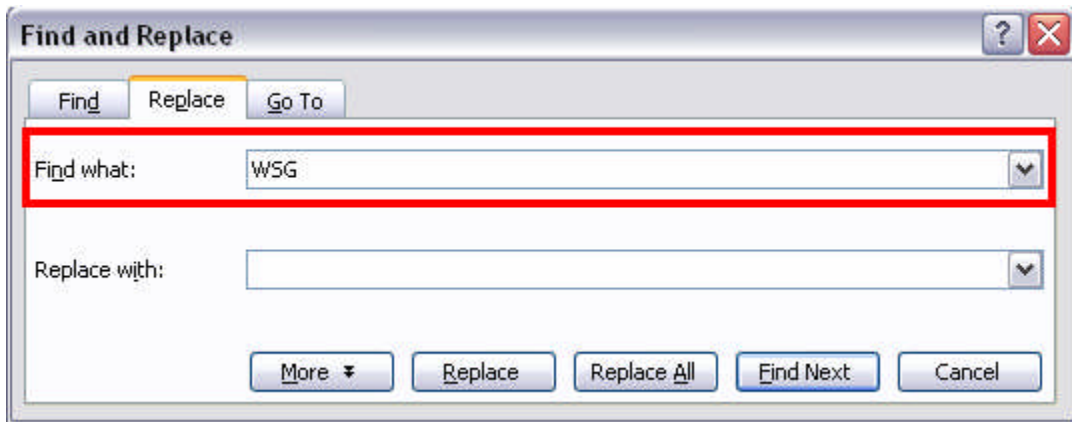
By using the **Find and Replace** option in MS Word you can save time. The instructions below will guide you through finding and replacing words and/or phrases in MS Word.

In MS Word, on your **Tools Menu** click on **Edit**

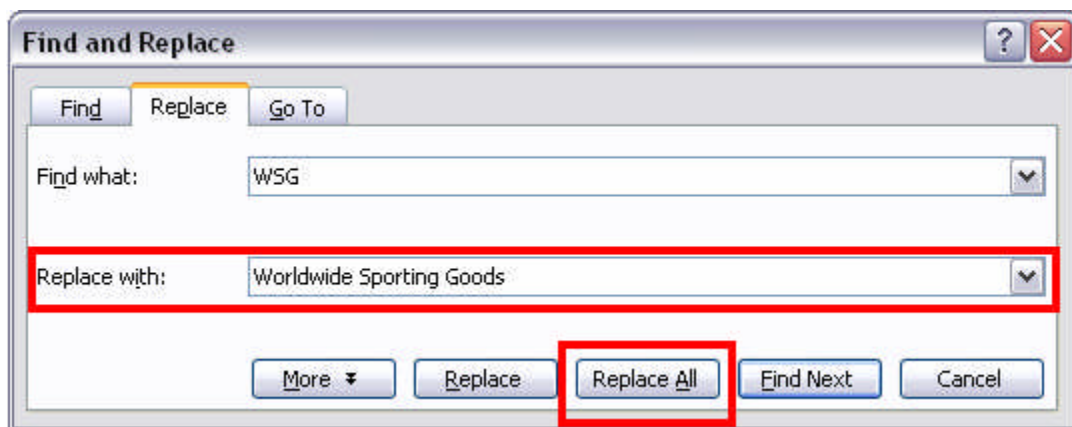
Click on **Replace**

When you click on **Replace**, the **Find and Replace** menu will open.

Type the word that you would like to find.

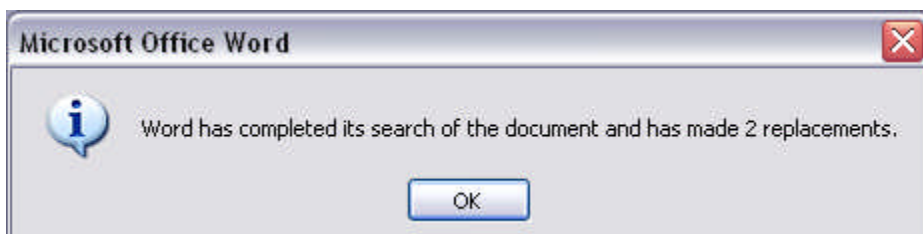


Once you have typed the word in which you would like to have replaced, tab down. In the **Replace with** box, type the word that you would like to go in place of the current word.



If you would like to replace each entry, click on **Replace All**.

You will then receive a message that tells you how many times the word was replaced.



Click OK

Your replacements will be complete.