

**From:** dopmannouncement

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**To:** DOPM All Users <DOPMAILUsers@uabmc.edu>

**Subject:** Computer Tip of the Week -- How to use Find and Replace in Microsoft Word

## How to use Find and Replace in Microsoft Word

Brought to you by

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- one of the Student Techs in MT-403



### Situation:

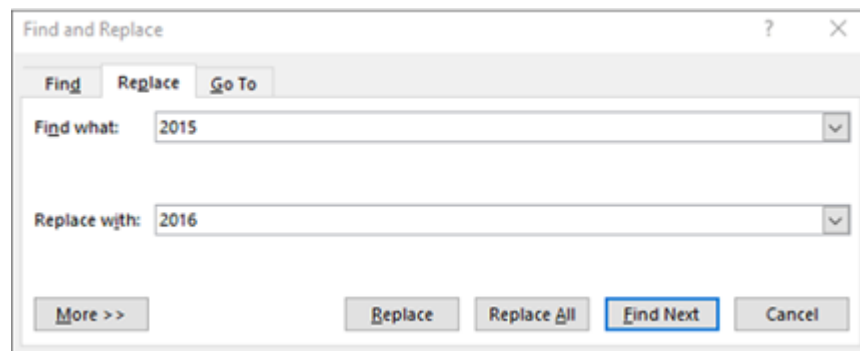
Need to change or replace specific words or numbers? Want to improve your writing ability by quickly replacing simple words with more descriptive, concise words? Need to find all instances of a specific word or words? Here's how:

### Solution

On the **Home** tab, in the **Editing** group, choose **Replace**. Or press **Ctrl+H** on your keyboard.

In the **Find what** box, type the text that you want to search for.

In the **Replace with** box, type the replacement text.



Choose **Find Next**, and then do one of the following:

To replace the highlighted text, click **Replace**. This will replace only that instance of the highlighted portion.

To replace all instances of the text in your document, click **Replace All**. This will replace all instances of the highlighted portion

To skip this instance of the text and proceed to the next instance, click **Find Next**.

If you click **More >>** additional options that will help you accurately find any specific word or

<< Less      Replace      Replace All      Find Next      Cancel

Search Options

Search: All

Match case       Match prefix

Find whole words only       Match suffix

Use wildcards

Sounds like (English)       Ignore punctuation characters

Find all word forms (English)       Ignore white-space characters

Replace

Format      Special      No Formatting

phrase.

**Match case** will match the exact case, upper & lower, of the word or string you are searching for.

**Whole words only** finds whole words versus a string of letters that could be part of another word.

**Sounds like English** allows you to find only words in English.

**Find all word forms (English)** will find all forms of the word (run, runs, ran, running).

**Match Prefix and Match Suffix** will find all forms of the word with specific prefixes or suffixes.

**Ignore Punctuation** and **Ignore white space characters** will find words whilst ignoring specific punctuations and spaces between characters.

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?  
Let us know at [dopmHelp@uabmc.edu](mailto:dopmHelp@uabmc.edu)

To see an archive of past Tips of the Week: <http://www.uab.edu/medicine/dopm/help/totw>