

Find and Replace

You can find words or phrases in a document and replace them with other words or phrases.

Finding Text

FIND allows you to locate specific words or phrases in a document. It is particularly useful when working with long documents.

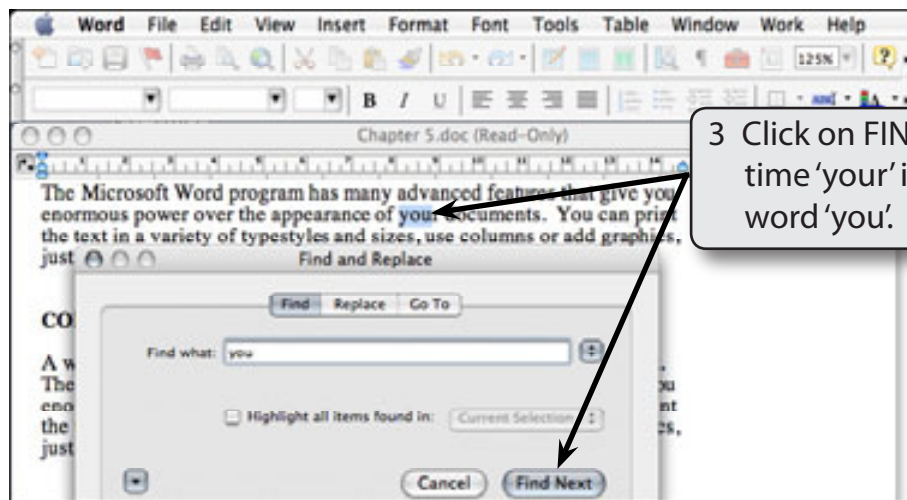
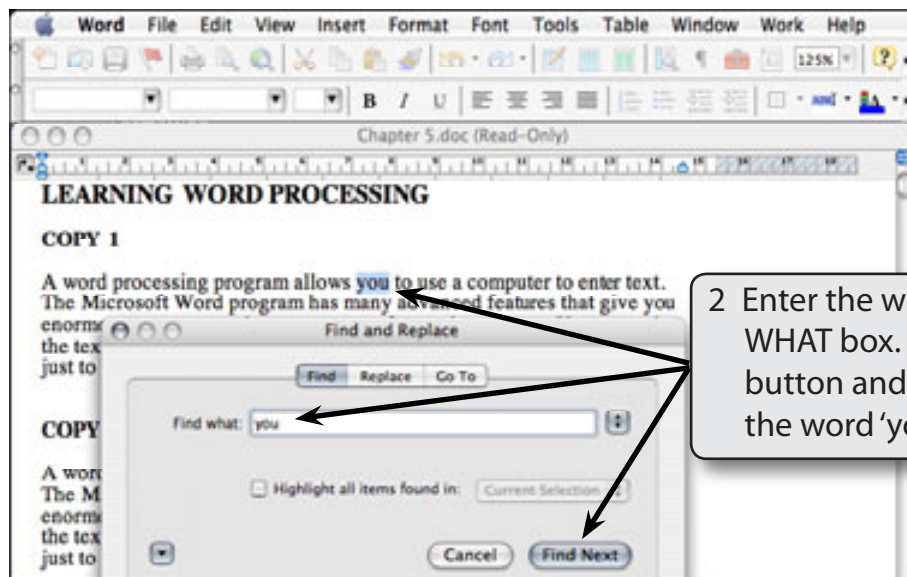
A Loading a Sample Document

A multiple page document has been prepared for you which needs to be loaded from the WORD SUPPORT FILES.

- 1 Load Microsoft Word or close the current file (selecting CLOSE from the FILE menu will achieve this).
- 2 Select OPEN from the FILE menu.
- 3 Access the WORD SUPPORT FILES folder. Refer to page 2-1 if you have forgotten how to do this.
- 4 Double click on the CHAPTER 5 folder to open it then double click on the CHAPTER 5 file to load that file.
- 5 Click on YES to open the file as a READ ONLY file.

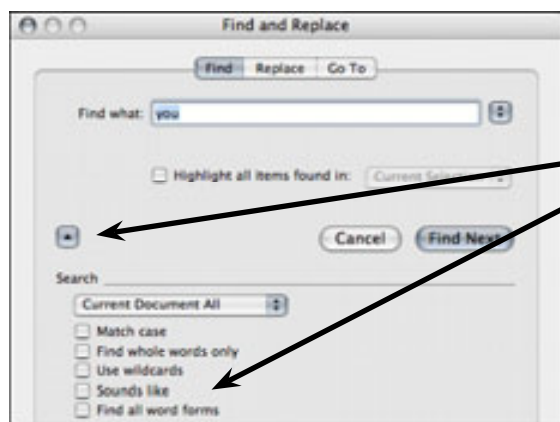
B Finding a Word

- 1 Display the EDIT menu and select FIND (⌘+F can also be pressed). You should receive the FIND AND REPLACE dialogue box.



The Find Options

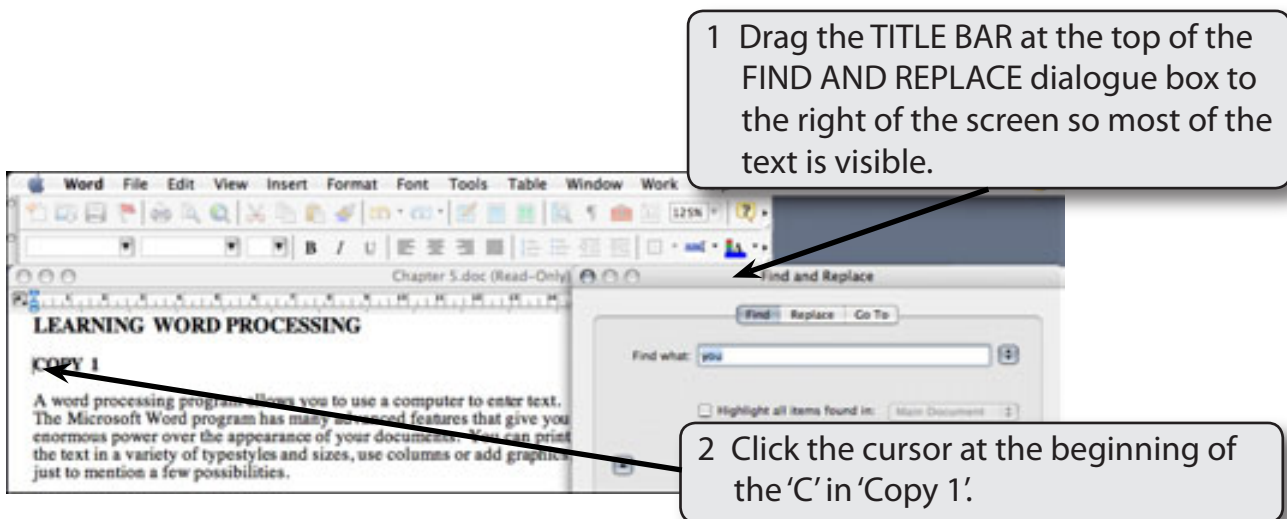
There are a number of options in the FIND AND REPLACE dialogue box.



- 2 Read through the following points for a description of the options.
 - i *Match Case*: allows you to tell the program to look at the case of words or ignore the case of words. For example, with this option off 'You' is read as the same as 'you' so both would be found. With this option selected, the words would be read as different and only the lower case word would be found.
 - ii *Find Whole Words Only*: allows you to tell the program to find just the word(s) you have entered, not parts of words. For example, with the word 'you', without using this option both 'you' and 'your' will be found as 'your' contains the word 'you'. With this option selected only 'you' will be found.
 - iii *Use Wildcards*: allows you to enter part of a word. For example, entering S?T finds SAT and SET, entering S*D finds words that start with S and end with D, SAD, SAID, SPEED, etc.
 - iv *Sounds Like*: is used to find words that sound the same as the entered word, but are spelt differently, for example, where and wear.
 - v *Find All Word Forms*: which is used to find all forms of the entered word. For example, if you entered SIT, the program will also find SITTING and SAT.

A Moving the Find and Replace Dialogue Box

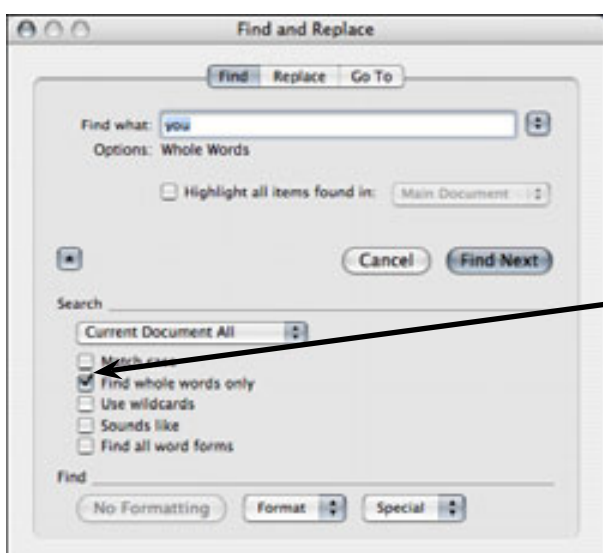
The FIND AND REPLACE dialogue box moves automatically as words are found so that the found word is displayed. However, if necessary the dialogue box can be manually moved.



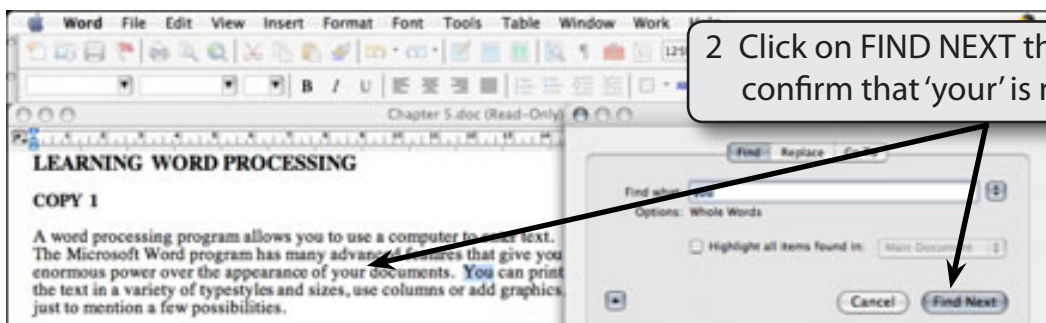
NOTE: Moving the FIND AND REPLACE dialogue box can be necessary if you wish to read more of the sentence containing the found word.

B Finding Whole Words

The find process can be made more efficient by specifying the exact word.



1 Click on the FIND AND REPLACE dialogue box and click in the box next to FIND WHOLE WORDS ONLY.



2 Click on FIND NEXT three times to confirm that 'your' is not selected.

3 Click on the CANCEL button to exit from the FIND AND REPLACE dialogue box.