

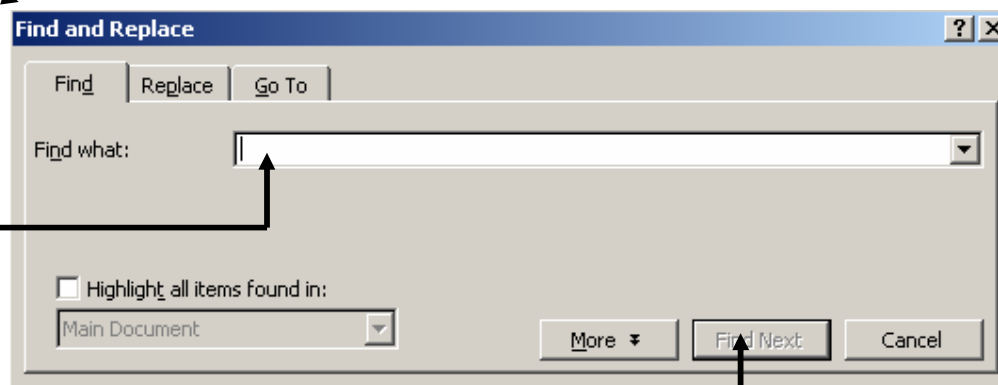
FIND AND REPLACE

Use Microsoft Word to find and replace text.

FIND TEXT

You can quickly search for every occurrence of a specific word or phrase.

1. On the **Edit** menu, click **Find**.
2. The **Find and Replace** box will appear:



3. In the **Find what** box, enter the text that you want to search for.
4. Click **Find Next** or **Find All**.

To cancel a search in progress, press ESC.

REPLACE TEXT

You can automatically replace text — for example, you can replace "Acme" with "Apex."

1. On the **Edit** menu, click **Replace**.
2. The **Find and Replace** box will appear:
3. In the **Find what** box, enter the text that you want to search for.
4. In the **Replace with** box, enter the replacement text.
5. Click **Find Next**, **Replace**, or **Replace All**.

To cancel a search in progress, press ESC.

