Finding Text

- In this tutorial, you will learn how to FIND text in your document and create options to narrow the list of found words/phrases using the FIND function.
- The FIND function is used to find text throughout your document. You can search for text using the Navigation Panel in the FIND function.

Locating the Find Function

To locate the FIND function click on the home tab of the ribbon. The FIND function is found under the Editing section.

Using the Find Function Navigation Pane

Step 1: To search the entire document for a word or phrase, click the FIND function drop-down and choose FIND.
Step 2: The Navigation panel will appear. Here is where you can type a word or phrase to search your document. You can then toggle between RESULTS and PAGES.

Step 3: RESULTS:
A) Type your phase into the Navigation pane, here you used “regardless of where”.
B) Under the tab RESULTS, you will see a list of the places in your document where this phase can be seen. This list shows your phase in bold with some text surrounding in order to identify it better. This is a hyperlink that will move your document to the place where this statement is found.
C) Your phase is highlighted throughout the document.
Step 4: PAGES:
A) Type your phrase into the Navigation pane, here you used “student”.
B) Under the tab PAGES, you will see a list of the pages in your document with the word highlighted. This is a hyperlink that will move your document to the page you select.
C) Your phase is highlighted throughout the document.

Moving the Find Function Navigation Pane

Step 1: With the Navigation pane open, click the drop down arrow next to the word Navigation. From here, you can move, size and close your Navigation pane.
Shortcut Tip! Instead of using the FIND button, you can click **CNTL+F** to open the Navigation Pane.

Finish: After following the above steps, you can search a document for a word using **FIND**, and move and size the Navigation pane to any area/size on your computer screen.

**Next, How to FIND Using OPTIONS to Narrow the Search for a word or phrase in a document.**