Replace Text

- In this tutorial, you will learn how to REPLACE text in your document and create options to narrow the list of found words/phrases using the OPTIONS function.
- The REPLACE function is used to find specific text, then delete and replace it with new text throughout your document. You can replace text using the FIND AND REPLACE panel in the REPLACE function.

Locating the Replace Function

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

Using the Find and Replace Panel

Step 1: To REPLACE a word throughout the entire document, click the REPLACE function. The FIND AND REPLACE Panel will open automatically on the tab REPLACE.
Step 2: You type the word you want replaced in the “Find what:” block. The word you want to replace it with, type into the “Replace with:” block. 1) Click “Find Next” to move through your document to the next word online. 2) Click “Replace” to delete online and replace with COMPUTER. 3) If you want to replace all online in the document with COMPUTER, then click “Replace All”.

All online’s have been replaced with COMPUTER’s.
Step 3: To narrow the options for REPLACE, click the MORE button (which when open will read LESS) and narrow the replacement selection by choosing specific options. In this example, you “Find what:” COMPUTER and “Replace with:” ONLINE. The lower case computer did not get replaced.

Shortcut Tip! Instead of using the REPLACE button, you can click CNTL+H to open the FIND AND REPLACE PANEL.

Finish: After following the above steps, you can search a document for a word or phrase, delete it and replace it with a new word or phrase.