

Find and Replace

Hints and Tips

Perhaps you have been writing a tale about a particular character and when you proof read the document you find that you have consistently miss spelled their name. Instead of having to go through the document on the screen and make the changes you can ask Word to do this for you whilst keeping control over which changes you make.

1. Click on the Edit Menu
2. Click Find – or press Command and F
3. Type the word you wish to find into the box provided



4. Click on the Replace Tab and type the word you wish to substitute



5. Click Find Next to find the next instance of the word and then Click Replace if you wish to replace the original word with your chosen replacement



The story has now been replaced with tale.

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