

**WCS Bookkeepers’ Blogs**

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# Current Forum questions/Topics:

**How to Use Find/Replace in Word**

# Solutions:

Hello to all:

I have made a dandy little discovery in Word…find/replace. Now, many of you probably already know about this spiffy little function (as did I) but I have never actually used it until today. While creating labels, I sometimes only have to change a word or number. So instead of having to manually go through each label, here is what I did. This can also be done in documents that have to be sent out to different people (employees/parents) at different schools and addresses but have the same letter body. You can use find/replace to change names, addresses and school names without having to go through the document and search for each item you need to change.

**Here is what you do:**

* **Place your cursor at the beginning of the document that you want to make adjustments in**
* In your ribbon, you will click on the **home tab, then find.** Find is located in the upper right hand corner of the ribbon and has a little pair of binoculars beside of it
* You will see a Navigation pane open on the left hand of the screen. Under the word Navigation, is a box. This is where you will type the information you need to change
* After typing in the info that you want to change, go back to the ribbon and click **replace.** Replace is located under the find option on the ribbon
* You will see another box pop up. Go to the **“Replace with”** box and type in the information you want to change **TO**
* Next you will click **replace all** which will change the entire document. If you do not want to replace the entire document, you will click **replace** and the find/replace option will go through the document and find the word you want to change and ask you if you want to change it. This will avoid changing the entire document if you only need to change a word in a few places throughout your document.



## **Additional Comments**:

**I hope you find this information helpful. Once you get the hang of it, you can save a lot of time preparing and editing your documents!**