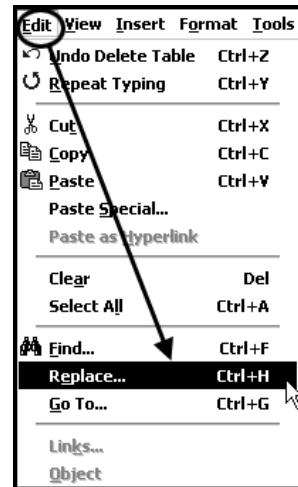


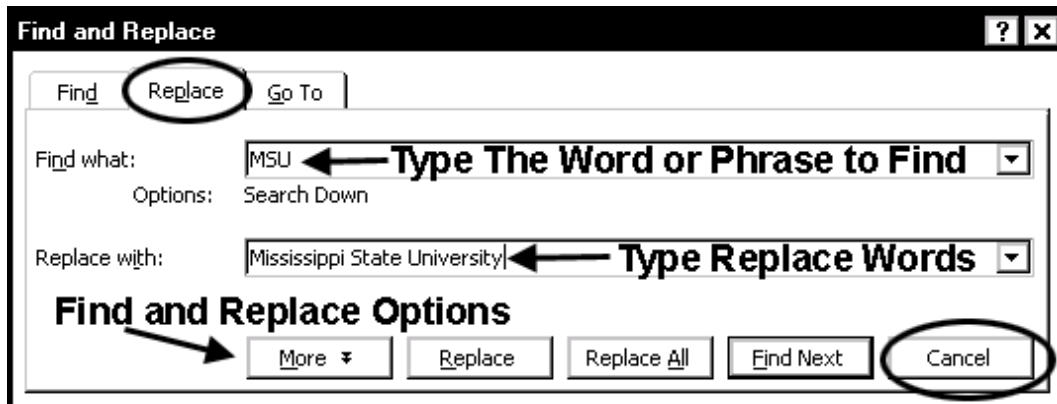
Replacing Text in Microsoft Word 2000®

Finding and replacing text in Microsoft Word 2000 is a common and efficient way to update a document by replacing words or phrases automatically. The find and replace feature also speeds up editing.

1. Go to the **Edit** pull down menu and select **Replace**.



2. The **Replace** dialog box will appear.



3. Type in the word or phrase that you want to find. Type in the replacement word or phrase.
4. Click the **Find Next** button.
5. Click **Replace** to have Word replace this occurrence. To replace all occurrences of the original text, click the **Replace All** button.
6. When completed, click **Cancel** to close the Find and Replace dialog box.

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