# Find and Replace

**Find whole words only**

When finding or replacing a word that could form part of another word, be sure to consider whether to use the **Find whole words only** option. An example would be replacing *man* with *human.* You do not want to change the string of letters *man* in *mandate, mandibles, command,* and many other words. Observe how Word treats "man," (man), man's, and man1.

Another example would be cat. Suppose you wrote a memo about cats, then needed an identical memo about dogs. Watch how the Search and Replace function treats these instances of *cat*:

cat catalogue catatonic cats cat's "cat" "Cat, cat,"

If you wanted to replace cat with dog, you would have to do one replacement for cat. Then you would have to search for the plural *cats* and change it to *dogs*.

**Match case**

What if the document has a capitalization problem? Let's say PHD is sometimes all caps, PhD is sometimes mixed. That's PHD versus PhD. Correcting this problem requires the Match Case setting.

**Context characters**

Technical documents may contain statistics or math, and the various symbols may need special treatment. For example, in statistics, a lowercase p is used for probability. A capital P may also be used in the same document to mean something else. The statistic looks like this: p < .05. However, the author has accidentally typed capital P for the statistics in a number of places, like this: P < .10, or P < .005. You need to lowercase the Ps when they are statistics, but not when the P is standing alone. You must use the Match Case setting, as well as context characters, to solve this problem.

**Formatting**

You can change formatting either with or without including a specific word or letter in the search. For example, you can search for the lowercase letter p when it stands alone as a whole word and italicize every instance. You can also search for all underlined words and change them to italics, and vice versa, just by leaving the Find and Replace with fields empty.

**Special characters**

This document has extra returns between paragraphs. Use the Special tool to search for special characters such as paragraph marks and tabs.

**Symbols**

Other symbols may include Greek letters such as omega that are inserted into the document from the Symbol tool. You can use find and replace to substitute the omega symbol for the word for omega throughout a document. Thus omega will be replaced with the symbol every time it occurs. Other symbols of this type include accented letters as in the word resume. Preparing a resume is a time-consuming and nerve-wracking venture. You certainly don’t want to spell resume wrong by omitting the accent.

**Match prefix/Match suffix and limit the search to one paragraph**

Suppose you have a set of instructions that students must follow during the pretest, and a very similar list that they must follow during the posttest. You could write the instructions once, make a copy, and use the match prefix setting to replace pre with post throughout. That would change pretest to posttest automatically. However, since many words other than pretest start with pre, you would need to either limit your search to just one part of the document or use the Find next and Replace tools instead of Replace All.

This pretest is intended to assess your skills. Use a number 2 pencil throughout this pretest. Do not exceed the time limit, or your pretest results will be invalid.

The Match prefix and Match suffix setting are new with Word 2007 and are handy for finding, well, prefixes and suffixes. They can also help you find words where you know only the beginning or end, but these searches select only the prefix or suffix, not the entire word. The Use wildcards setting will help if you need to select the entire word.

**Wild Card Characters**

Suppose you need to replace a word or name, but you are not sure how to spell it. If you know some of the letters, you can use wild cards to find the word or name. Wild card searches are case sensitive. If you know a name starts with Pat… but you don’t know how to spell the rest, you can search for any capitalized word beginning with Pat. Because you can use the wild card search to select the entire word, not just the prefix, you can use wild cards to replace entire words. Suppose you need to replace guaifenesin (a type of cold medicine), and you cannot spell it. You can search for and replace guaifenesin by using wild card characters.

**Find all word forms**

There are many ways to use the word build: They are building the building at the construction site. The owner often builds buildings near sites where other buildings have been built. Where will they build the next one? Find them all with Find all word forms.

Changing utilize to use is a good editorial decision. But what about other word forms such as utilizes, utilized, and utilizing? We will utilize the Word Forms setting to judge its utility. In other words, what use is it?

**Sounds like**

Often documents contain misspellings of proper names. You might be able to fix the problems with the Sounds Like setting. What if the document contains Patterson, Paterson, Pattersen, and Pattarson. The correct spelling is Peterson.

**Ignore Punctuation Characters**

What if you need to search for the Writer’s Conference, which has possibly been punctuated several different ways: Writers Conference, Writers’ Conference, or Writer’s Conference. You need a search that will ignore the apostrophe and find them all, and replace them all with the correct punctuation.

**Ignore White-Space Characters**

Here is a situation where you need to ignore different numbers of spaces in order to correct the spelling of the Plane Company:

The Plain Company, the Plain Company, the Plain Company, the Plain Company