



MS Word

Word with Screen Reader

Finding and Replacing Text

Shortcut commands let you find and replace text in Microsoft Word documents.

With a few keyboard commands, you can find all instances of a word, letter, or phrase, and easily replace them. **Try it out!**

Finding Text

1. Press CTRL + F to bring up the Navigation pane.
2. This pane contains an edit field. It may be empty, or it may contain a highlighted word from a previous search.
3. Type in the word you want to find now.
4. The cursor moves to the first occurrence of this word. The word is highlighted, and the screen reader announces the word.

The Navigation Pane

- **Tab** through the controls to explore the instances of the word in the document, and to listen to the word in context.
- The screen reader reads the line and a portion of the next line in which the word appears.

If you're using **JAWS**:

5. Press the **Tab** key to move to the word.
6. Press the **spacebar** to hear each instance of the word in context.
7. If there are no instances of the word, a dialog box appears, and the screen reader announces no matches.
8. Press **ESC** to return to the document.
9. The navigation toolbar closes, and the focus is on the word you found.
10. To move to the next occurrence of the word: Press **CTRL + Page Down**.
11. To move to the previous occurrence of the word: Press **CTRL + Page Up**.

12. When the focus is on a result, the text is selected.
13. After the last result, or finding of the word, Word displays a dialog box that says you are at the end of the document.
14. You are then asked if you want to continue searching from the beginning of the document.
 - Press **Y** or the **spacebar** to select “Yes.”
 - Or Tab to “No,” or press the letter **N**. Your selected words are still highlighted in the document.
15. To end the search: Press the letter **N**.
16. To unselect highlighted words: Press the **Left arrow** key.

The Go To Feature

This lets you jump to a specific location in a document:

17. Open the **Find and Replace** dialog box: Press **CTRL + G**.

19. You'll find three tabs: **Find**, **Replace**, and **Go To**.
20. For the **Go To** tab: Press **CTRL + G**.
21. Here there are 13 elements from which you can choose, including Page, Field, and Heading.
22. The default element is Page, and you initially land in the **inter-page number** edit field.
23. To go to a specific page: Type the page number in the edit field.
24. Press **Enter**.
25. To close the dialog box: Press the **ESC** key.
26. The cursor will be at the top of the desired page.

The Go To What List

Suppose you want to search using an element other than a page, such as a heading. For example, suppose you want to search by **Heading**:

27. **Tab** to the **Go to what** list.
28. Use the **arrow** keys, or first letter navigation, to select the **Heading** element.

29. **Tab** to the **inter-heading number** edit field.
30. Type in the heading number you want.
31. Press **Enter**.
32. Press the **ESC** key to close the dialog box.
33. Your cursor is at the beginning of the desired heading.
34. Press **ESC** to exit **Find and Replace**.

Replacing Text

To find and replace text:

35. Press **CTRL + H**.
36. This command opens the same Find and Replace dialog box you used with the Go To command. But the focus lands on the **Replace** tab. The cursor is in the **Find what** edit field.
37. Type the word or phrase you want to find in the **Find what** edit field.
38. **Tab** to the **Replace with** edit field.
39. Type the new text in the **Replace with** edit field.

Refining the Search

To refine your search:

- 40. **Tab** to the next control, **More**.
- 41. To open the **More** control: Press the **spacebar**.
Or press **ALT + M**.
- 42. This expands a dialog box with various search options, such as matching case, upper or lower, finding whole words only, and matching prefix or suffix. These options are check boxes.
- 43. To select or un-select an option: Press the **spacebar**.
- 44. If you want fewer choices, or to close the **More** control: Press **ALT + L**.

The Replace Control

- 45. **Tab** to the next control: **Replace**.
- 46. This control commands Word to replace one instance of a word with the replacement word.
- 47. To replace the original text with the new text one time: Press **ALT + R**.

Tip: Unless you are replacing a unique word, it's a good idea to select options such as Find Whole Words Only and Match Case. Otherwise, if the word you are replacing is also a character string in another word, those characters will be replaced as well. For example, if you wanted to replace all instances of the word *eat* with *ate* and didn't select Find Whole Words Only, you would also replace the character string e-a-t in other words, like *treat*, *feature*, etc.

Replace All

This control replaces all occurrences of the word in the document with the new word:

48. Press **ALT + A**.
49. Word tells you how many replacements were made in the document.
50. To close the dialog box: Press **ESC**.

Tip: Replace All is particularly helpful if you have incorrectly written a proper name or term throughout a document. You can change many typos with one simple command.

Find Next

This control lets you move to each instance of the word until you find the one you want to update.

- To move to each instance of the word: Press **ALT + F**.

Cancel

This button lets you exit out of the **Find and Replace** dialog box without making any changes.

With these tips, you can use Windows shortcuts to find and replace text in documents. Give it a try! Then try our workshop on switching applications.

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