PRODUCTIV

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Instantly Replace Words within a Document

Are there instances when you finished typing an article and realized that you typed a wrong word and you used it several times? Don't waste your time looking for all those words one by one just to replace it. Kingsoft Writer also provides feature where you can replace those words instantly.

Click here to know how to replace words within a document

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

Word/Writer



Find and Replace	Find and Replace
Find Replace Go To Find what: automatically Image: Search Down, Ignore white-space characters Options: Search Down, Ignore white-space characters	Find Replace Go To Find what: ang • Replace with: •
Replace with: Image: Cancel State of the	More V Format V Special V Replace Replace All Find Previous(B) Find Next Close
 4. Enter a text in the Replace with: field to replace the text or word in the Find what: field then click Replace or Replace All. Find and Replace Go To Place All Cancel Go To Place Go To Plac	4. Enter a text in the Replace with: field to replace the text or word in the Find what: field then click Replace or Replace All. Image: Find and Replace Go To Find what: ang Image:
	then click Replace to replace that text. Repeat the procedure for each instance you wish to replace.

Find and Replace Pind Find And Replace Image: Construction of the state of the	We, the sovereign Filipino people, imploring the aid of Almighty God, in order to build a just and humane society and establish a Government that shall embody our ideals and aspirations, promote the common good conserve and develop our patrimony, and secure Find and Replace Find and Replace Find what: Replace with: and Replace with: and Replace With: and Replace With: and Replace Replace Find Heat Replace Replace Find Heat Replace
• You can click Replace <u>All</u> to replace every instance of the text to be replaced with the new text.	 You can click Replace <u>All</u> to replace every instance of the text to be replaced with the new text. We, the sovereign Filipino people, imploring the aid of Almighty God, in order to build a just and humane society and establish a Government that shall embody our ideals and aspirations, promote the common good, conserve and develop our patrimony, and secure to ourselves and our posterity the blessings of independent and democracy under the rule of law and a regime of truth, justice, freedom, love, equality, and peace do ordain and promulgate this Constitution.

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