



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

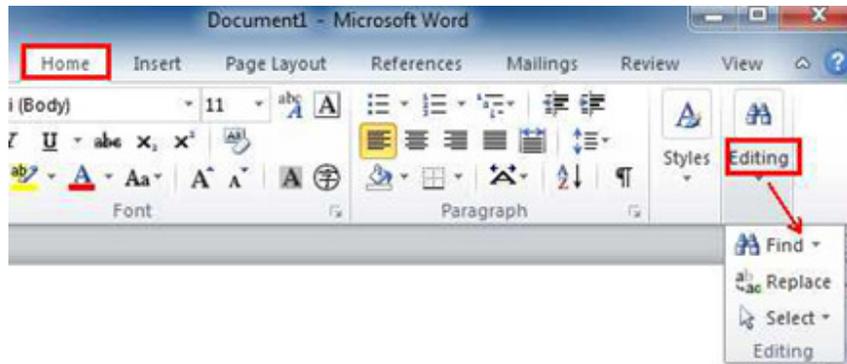
Word/Writer

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

Instantly Replace Words within a Document

MS Word 2007

1. Open the document that you want to replace a word with Microsoft Word. From **Home** menu click **Editing**.



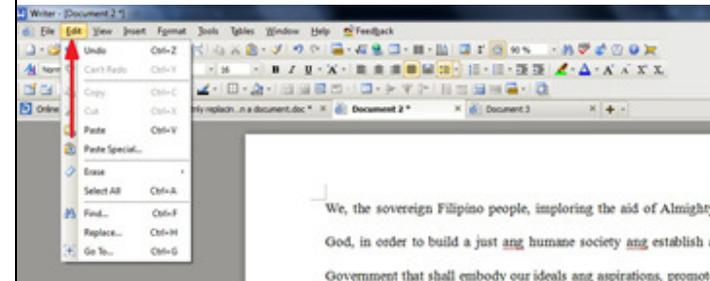
2. Click **Replace**.



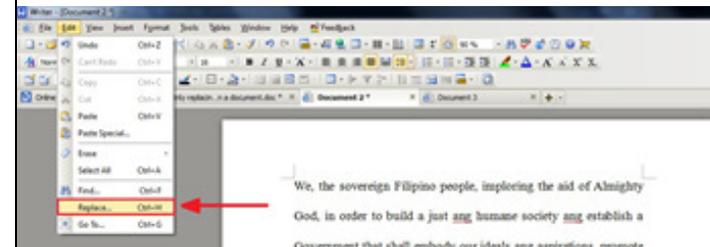
3. Upon clicking **Replace**, the **Find and Replace** dialog box will appear. On the **Replace** tab, type the word that you want to search for in the "**Find what:**" dropdown field.

Kingsoft Writer 2013

1. Open the document that you want to replace a word with Kingsoft Writer. Click **Edit** menu.



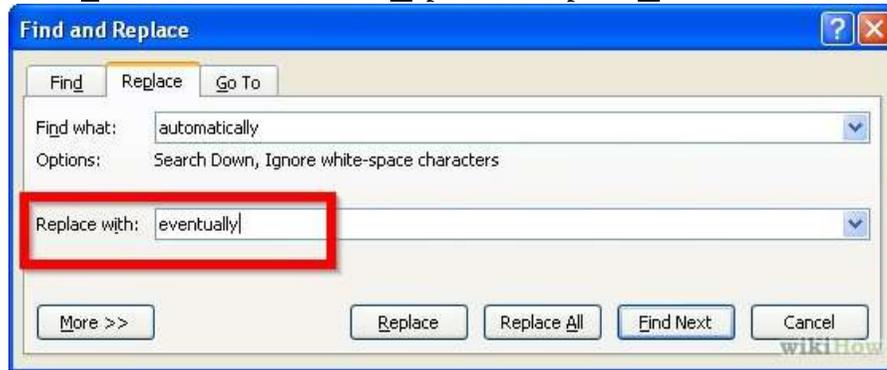
2. Click **Replace...**



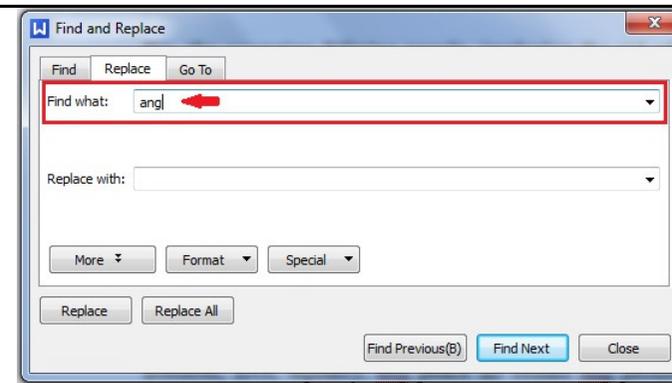
3. Upon clicking **Replace...**, the **Find and Replace** dialog box will appear. On the **Replace** tab, type the word that you want to search for in the "**Find what:**" dropdown field.



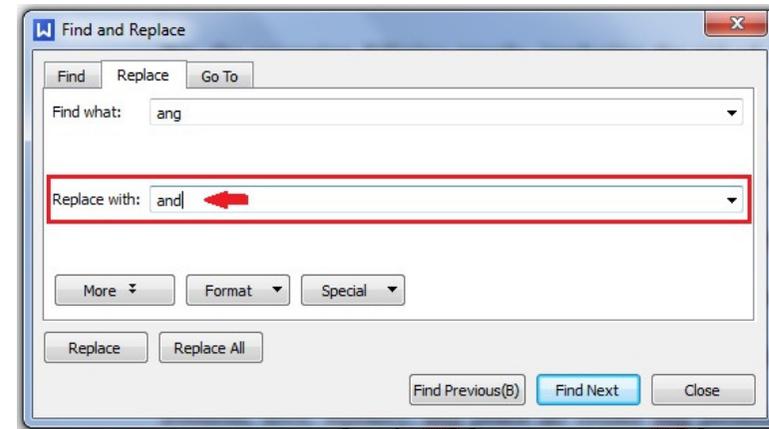
4. Enter a text in the **Replace with:** field to replace the text or word in the **Find what:** field then click **Replace** or **Replace All**.



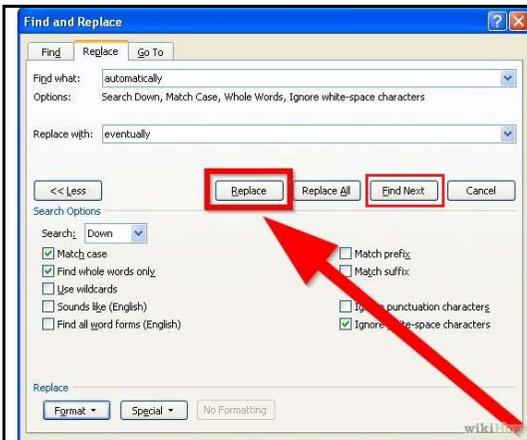
5. Click **Find Next** to find the first instance of the text to be replaced, then click **Replace** to replace that text. Repeat the procedure for each instance you wish to replace.



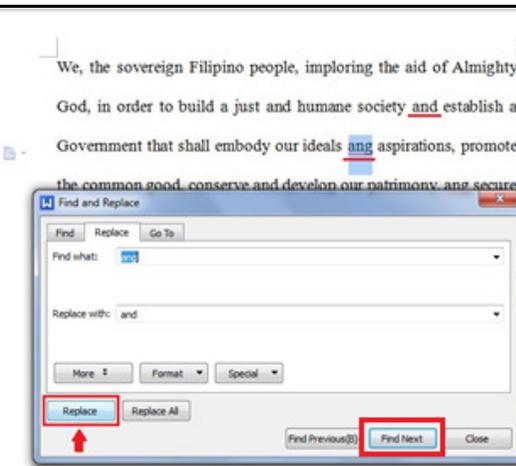
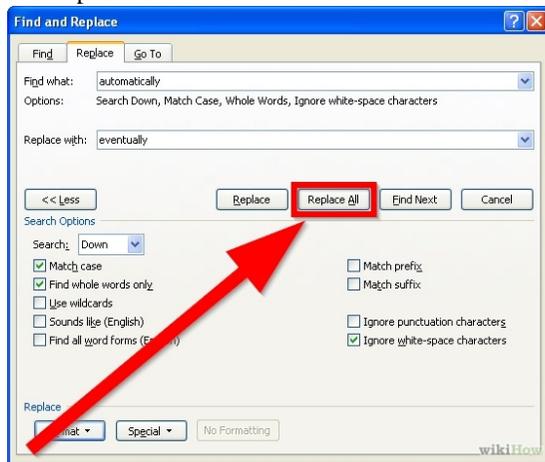
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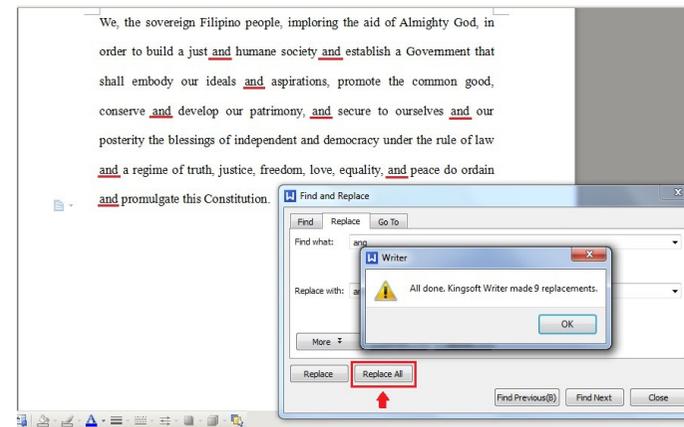
5. Click **Find Next** to find the first instance of the text to be replaced, then click **Replace** to replace that text. Repeat the procedure for each instance you wish to replace.



- You can click **Replace All** to replace every instance of the text to be replaced with the new text.



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