← ⌂ Search help 🔍

(/en-
us/client/results?
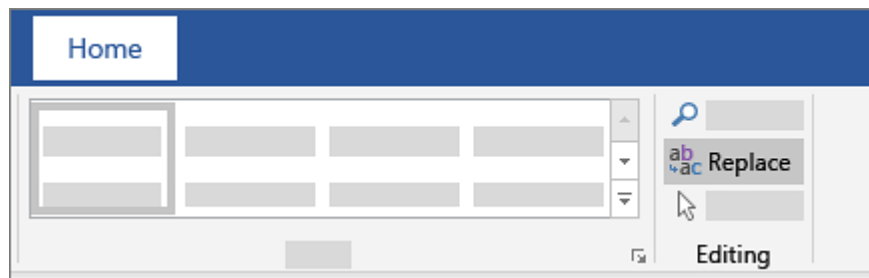ns=WINWORD&version=90&shownav=true&theme=fluent&uilcid=1033)

Find and replace text

▶ VIDEO: Find and replace text ⤢

Find and replace lets you locate a word or phrase and replace it with new text.

1. On the **Home** tab, choose **Replace**.
   Or, press Ctrl+H.

2. In the **Find what** box, enter the word or phrase you want to locate.

3. In the **Replace with** box, enter your new text.

4. Select **Find Next** until you come to the instance you want to update.

5. Choose **Replace**. Or, to update all instances without stopping at each one, choose **Replace All**.

   Tip: To specify only upper or lowercase in your search, select **More** > **Match case**.