推荐一款批量文档内容的查找替换软件，打开office-tool.com网站，点击"Batch Find and Replace Content of Documents"选项可以。然后点下载可以得到这个软件，

它可以将指定目录下所有的word，txt文档的内容进行批量的查找替换。

下载完之后解压无需安装，直接运行Batch Find and Replace Content of Documents.exe，软件就运行起来了。

好，我准备了很多word的文档用来做实验，这是一些销售合同文档，

我想要批量的将这些销售合同文档内的“销售合同”替换为“购买合同”。并且把“法人代表”替换为“业务员”，

好，回到软件界面，第一步先选中这些文档所在文件夹。

第二步，配置批量查找替换关键字，这一列输入我们想要查找的文本：“销售合同”，第二列输入替换文本：“购买合同”

好，下一行，我还想把“法人代表”替换为“业务员”，如果想要查找替换更多内容，可以继续在下面行添加。

好，点击开始。软件遍历所有的word文档的内容并逐个查找替换

好，已经全都查找替换完了。我们打开一个看一看，

我们可以看到软件已经把刚才的“销售合同”替换为了“购买合同”。“法人代表”替换为了：“业务员”，

然后再打开一个看一下。这个文档也被查找替换了。这些全都是全都被查找替换了。

注意，原文档不会被改变，软件只把查找替换后文档副本复制到了新的文件夹下，原文档没有任何改变。

好，这个软件非常的好用，大家可以到office-tool.com下载使用

Hello everyone I all show your A software that can batch find and replace documents. open website [office-tool.com](http://office-tool.com/) and clicking on the "Batch Find and Replace Content of Documents" option, you can download this software.

With this software you can batch find and replace content in all Word.Excel, txt documents within a specified directory.

After downloading, unzip the package and run "Batch Find and Replace Content of Documents.exe" directly without installation. The software will then start.

I've prepared several Word and Excel documents, which are sales contract documents.

I want to batch replace " **SALES CONTRACT** " with "purchase contract" And, I want to replace " **Contract Number** " with "ID Number".

Returning to the software interface, the first step is to select the folder containing these documents.

In the second step, configure the batch find and replace keywords. In the first column, enter the text we want to find: "sales contract", and in the second column, enter the replacement text: "purchase contract".

For the next row, I also want to replace "legal representative" with "salesperson". If you want to find and replace more content, you can continue adding rows below.

Click "Start". The software will iterate through the content of all Word documents and find and replace them one by one.

The process is now complete. Let's open one of the documents to check.

As you can see, the software has successfully replaced "sales contract" with "purchase contract" and "legal representative" with "salesperson".

Now let's open another document. This document has also been found and replaced. All documents have been processed.

Note that the original documents will not be changed. The software only creates copies of the modified documents in a new folder, leaving the original documents unchanged.

This software is very useful. You can download and use it from [office-tool.com](http://office-tool.com/).