

Various uses for Word's Find and Replace Feature

Replace two spaces with a single space

Quickly replace two spaces with one:

1. Press **Ctrl+H** to open the Find And Replace dialog box or find the command on **Home > Editing**
2. Click inside the Find What control, delete any existing contents, and enter two spaces (just two).
3. Click inside the Replace With control, delete any existing contents, and enter one space.
4. Click Replace All or use the Replace and Find Next buttons to find (and replace — or not) each occurrence individually.

These settings will find all occurrences of two spaces, not just those at the end of a sentence.

Replace multiple spaces with a tab

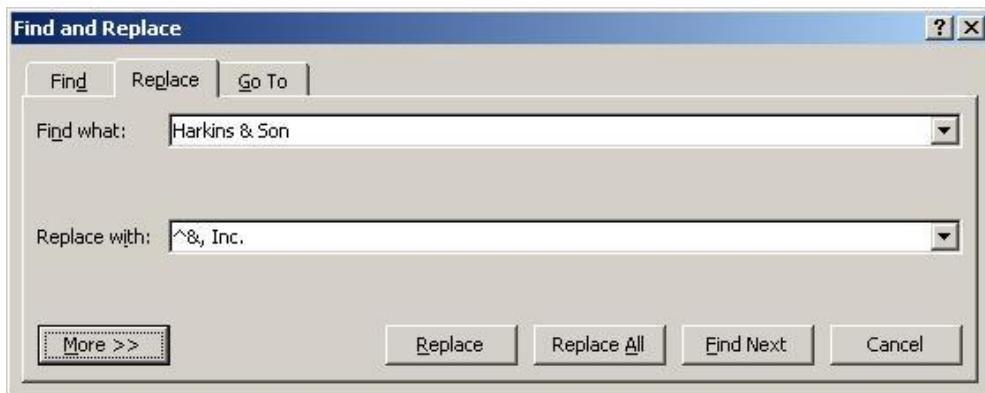
One of the biggest mistakes novice Word users make is to enter multiple spaces instead of using a tab to position text on the page. Fortunately, you can replace them with a tab mark by using the {} code, as follows:

1. Press **Ctrl+H**.
2. In the Find What control, enter a single space, followed by {2,}.
3. In the Replace With control, enter ^t, which represents a single tab mark.
4. Click the More button and check the Use Wildcards option.
5. Click Replace All.

Insert new text

Inserting new text without deleting anything is a little tricky. For instance, suppose you want to insert the text “, Inc.” to each occurrence of a company name. You can update each individually or you can use the ^& code as follows:

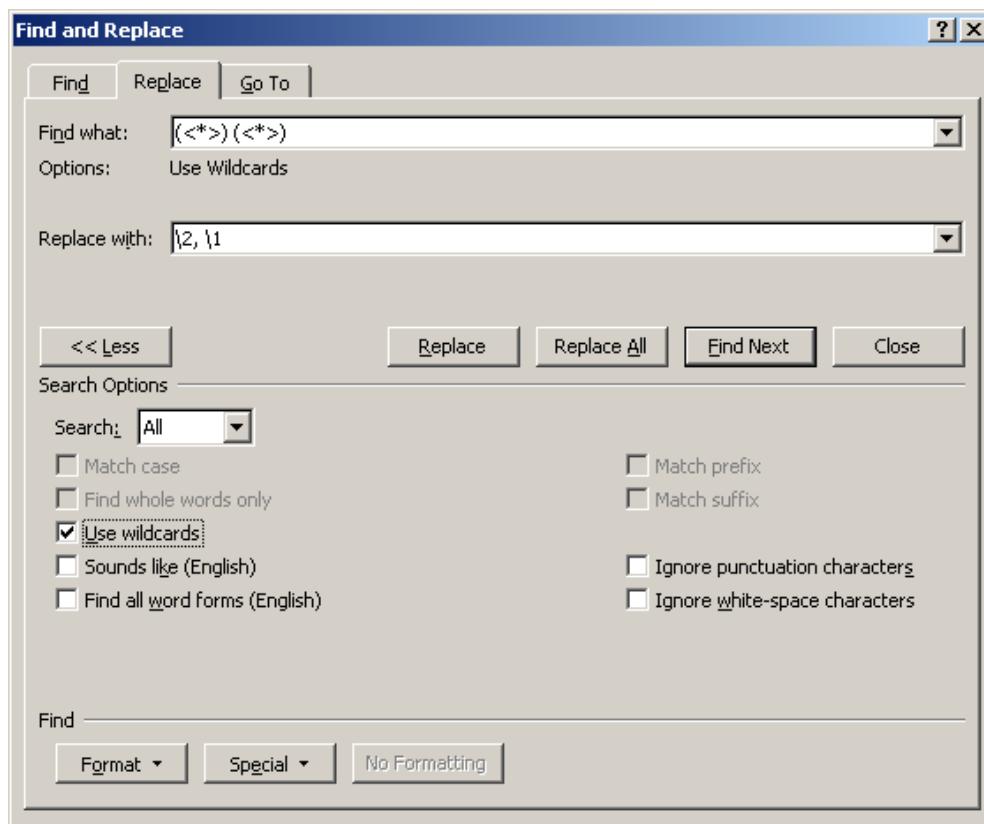
1. Press **Ctrl+H**.
2. In the Find What control, enter the name of the company, *Harkins and Son*.
3. In the Replace With control, enter ^&, Inc.
4. Click Replace All.



Transpose data

Using Find and Replace, you can quickly transpose data. This is an example of how to transpose a list of names in *first name last name* format into *last name, first name* format.

1. Select the list.
2. Press **Ctrl+H**.
3. In the Find What control, enter `(<*>)(<*>)` (Note: There's a space between the two wildcard sets).
4. In the Replace With control, enter `\2, \1` (with a space between the two wildcard sets).
5. Click the More button and check the Use Wildcards option.
6. Click Replace All.



Here's how the wildcard components work:

- The brackets (`<>`) denote the beginning and ending of a word or phrase.
- The `*` character refers to any characters.
- The parentheses indicate a pattern.
- The slash (`\`) replaces characters and the number after it indicates the position of a bracketed component.