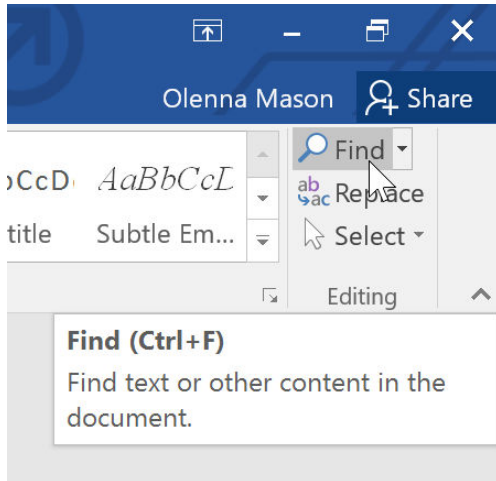


Using Find and Replace

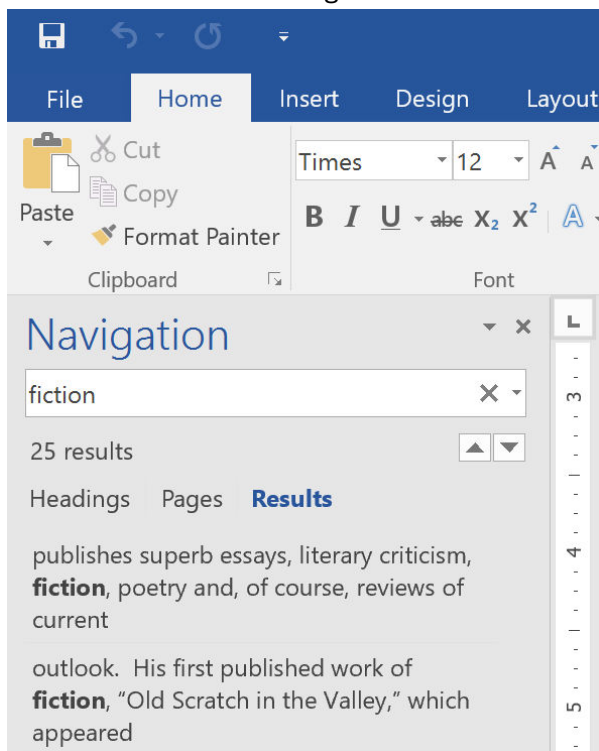
To find text:

In our example, we've written an academic paper and will use the Find command to locate all instances of a particular word.

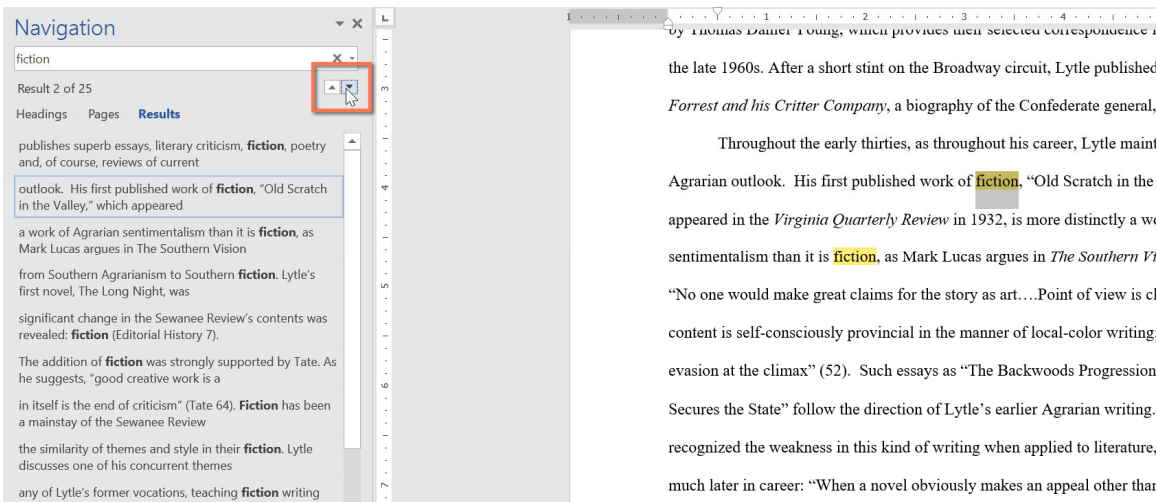
1. From the **Home** tab, click the **Find** command. You can also press **Ctrl+F** on your keyboard.



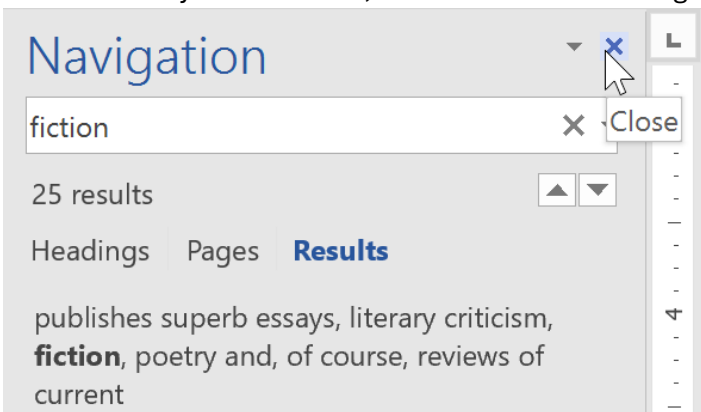
2. The **navigation pane** will appear on the left side of the screen.
3. Type the text you want to find in the field at the top of the navigation pane. In our example, we'll type the word we're looking for.



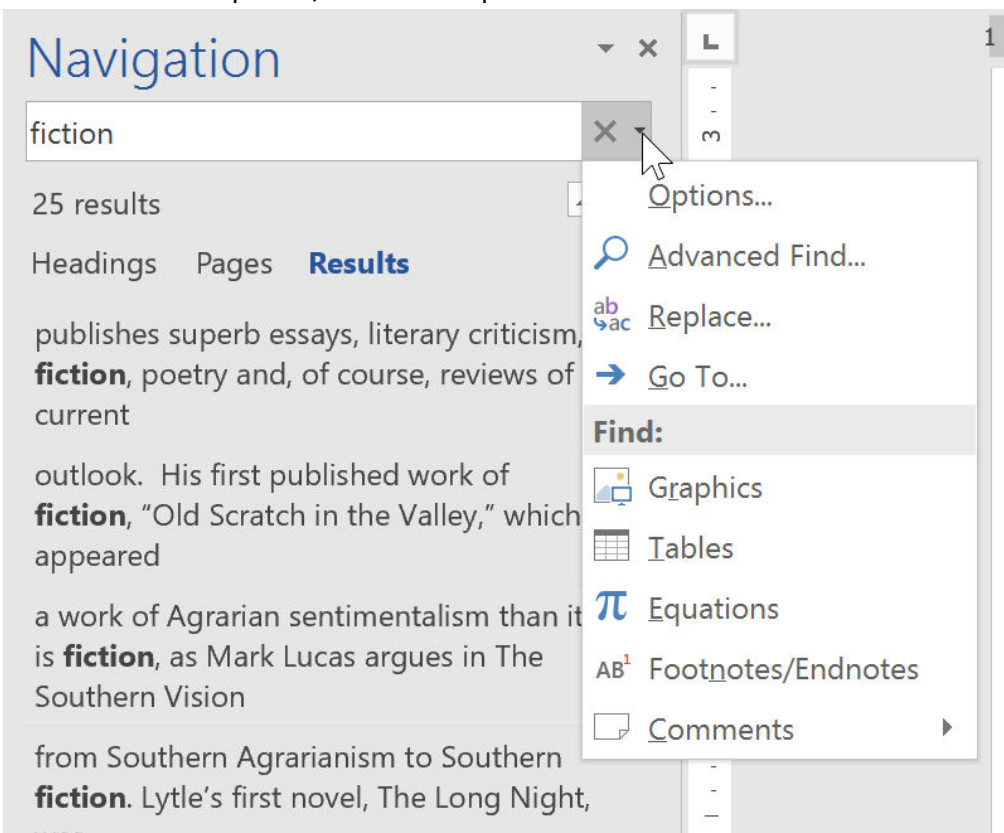
4. If the text is found in the document, it will be highlighted in yellow and a **preview of the results** will appear in the **navigation pane**. You can also click one of the results below the arrows to jump to it.



5. When you're finished, click **X** to close the navigation pane. The highlight will disappear.



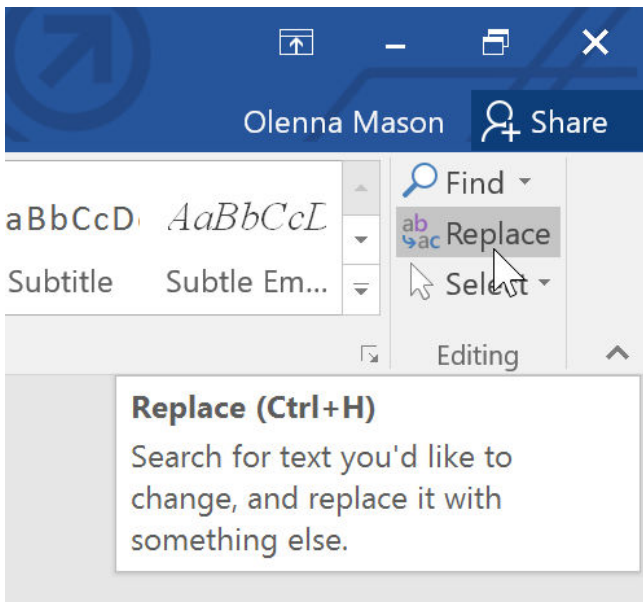
For more search options, click the drop-down arrow next to the search field.



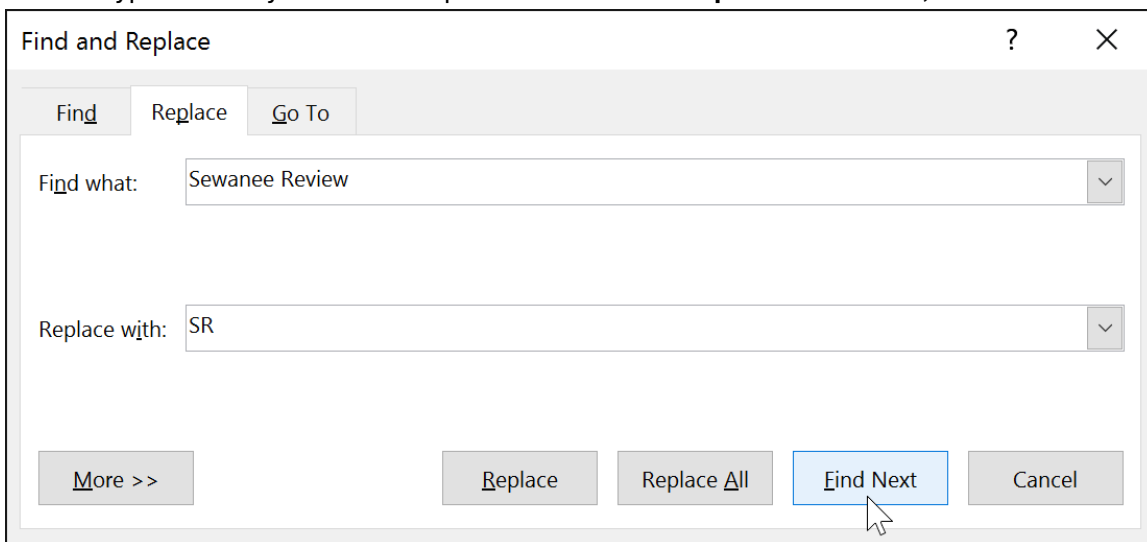
To replace text:

You may discover that you've made a mistake repeatedly throughout your document, like misspelling someone's name, or that you need to exchange a particular word or phrase for another. You can use Word's **Find and Replace** feature to quickly make revisions. In our example, we'll use Find and Replace to change the title of a magazine so it is abbreviated.

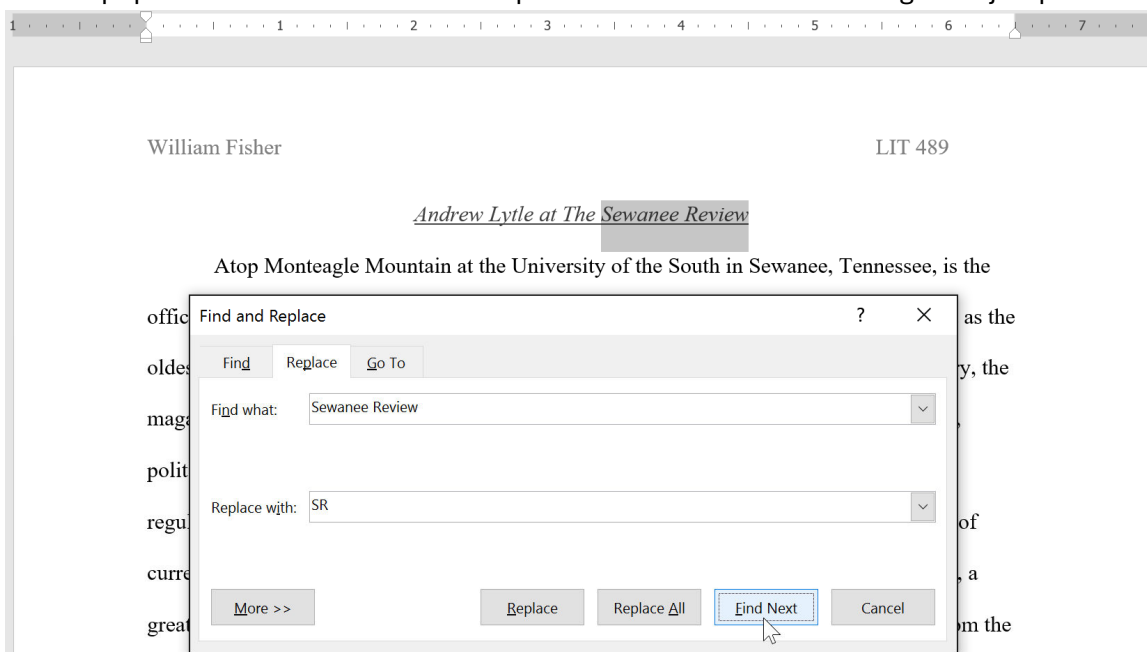
1. From the **Home** tab, click the **Replace** command. You can also press **Ctrl+H** on your keyboard.



2. The **Find and Replace** dialog box will appear.
3. Type the text you want to find in the **Find what:** field.
4. Type the text you want to replace it with in the **Replace with:** field, then click **Find Next**.



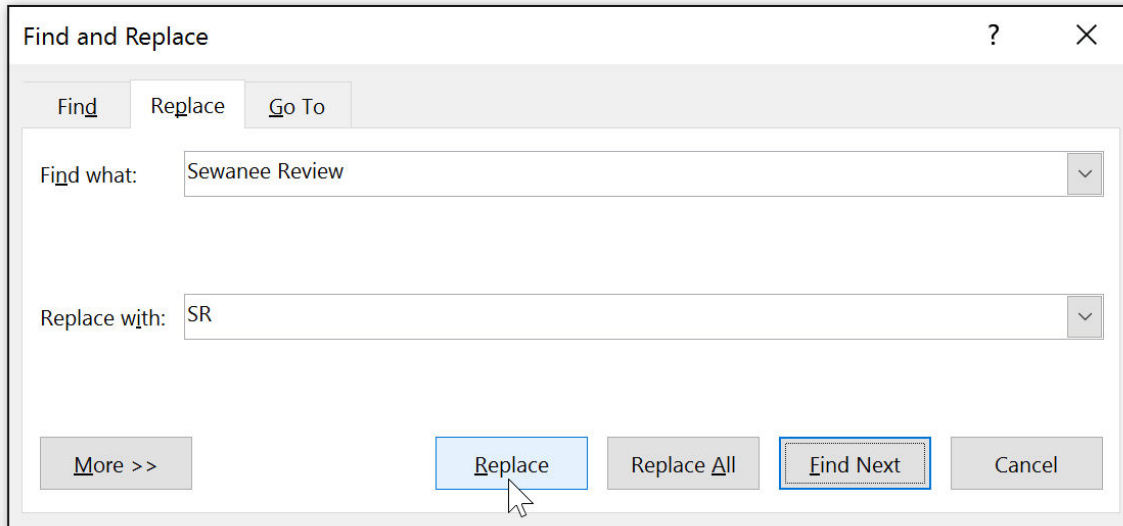
5. Word will find the first instance of the text and **highlight** it in gray.
6. **Review** the text to make sure you want to replace it. In our example, the text is part of the title of the paper and does not need to be replaced. We'll click **Find Next** again to jump to the next instance.



7. If you want to replace it, you can click **Replace** to change individual instances of text. You can also click **Replace All** to replace every instance of the text throughout the document.

Atop Monteagle Mountain at the University of the South in Sewanee, Tennessee, is the office of *The Sewanee Review*. Founded in 1892, the *Sewanee Review* (SR) has never missed an issue, distinguishing it as the oldest continuously published quarterly review in the United States.

For its first half-century, the magazine existed as a general journal of the Humanities, featuring



8. The text will be replaced.

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great deal of the magazine's continued excellence has depended on its editors, v

SR would not have been able to solicit and select the excellent writers that have

pages during these past decades. For the last seventy-six years, the office of the

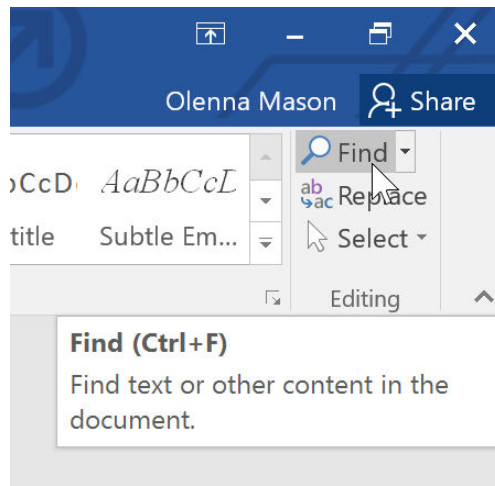
9. When you're done, click **Close** or **Cancel** to close the dialog box.

For additional search options, click **More** in the Find and Replace dialog box. From here, you can select additional options, like matching case and ignoring punctuation.

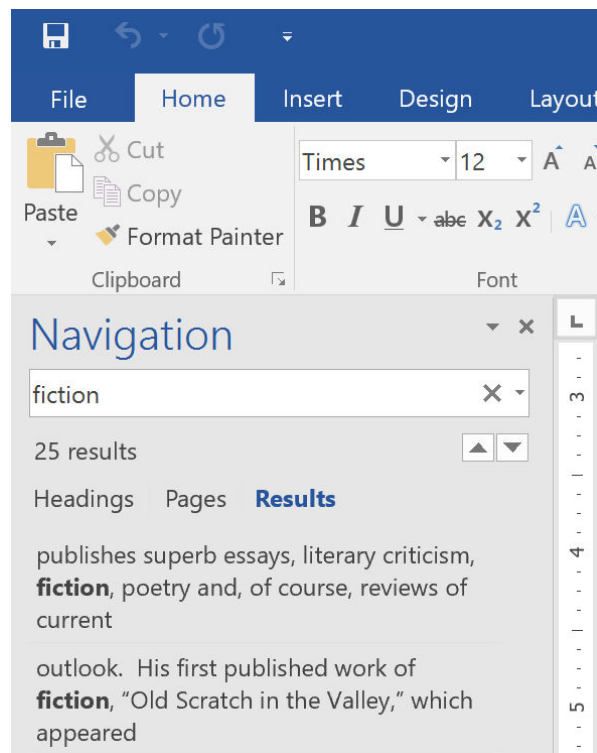
To find text:

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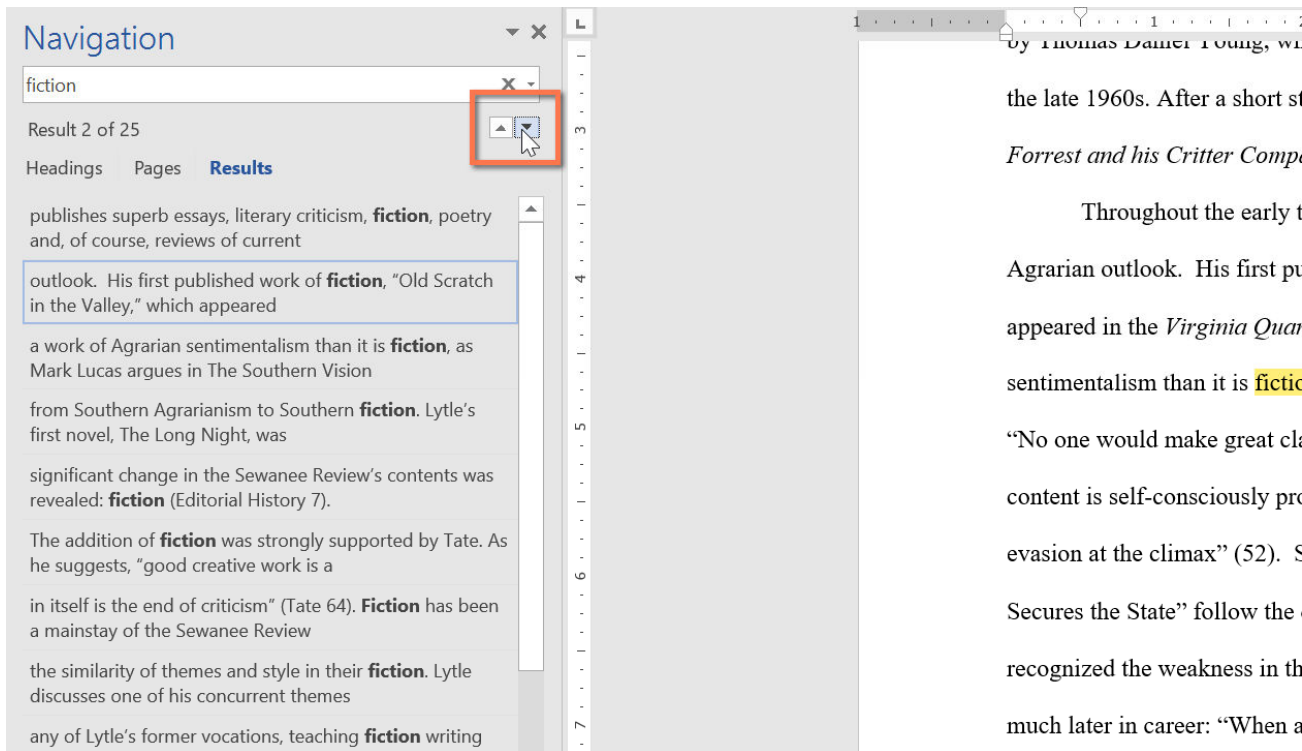
1. From the **Home** tab, click the **Find** command. You can also press **Ctrl+F** on your keyboard.



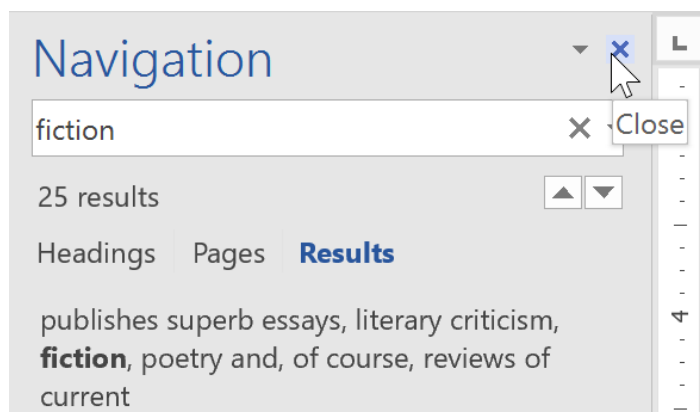
2. The **navigation pane** will appear on the left side of the screen.
3. Type the text you want to find in the field at the top of the navigation pane. In our example, we'll type the word we're looking for.



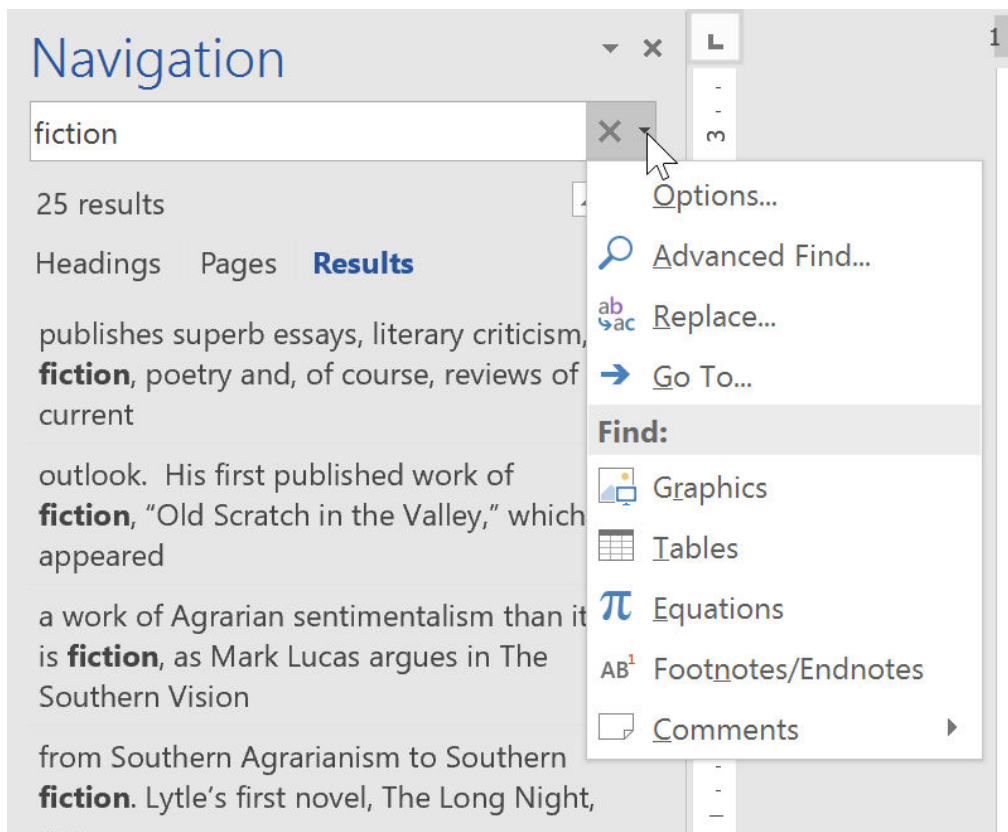
4. If the text is found in the document, it will be highlighted in yellow and a **preview of the results** will appear in the **navigation pane**. You can also click one of the results below the arrows to jump to it.



5. When you're finished, click **X** to close the navigation pane. The highlight will disappear.



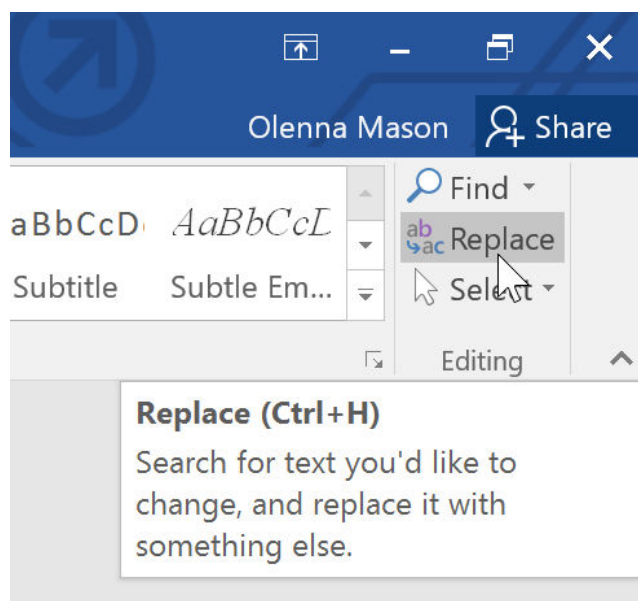
For more search options, click the drop-down arrow next to the search field.



To replace text:

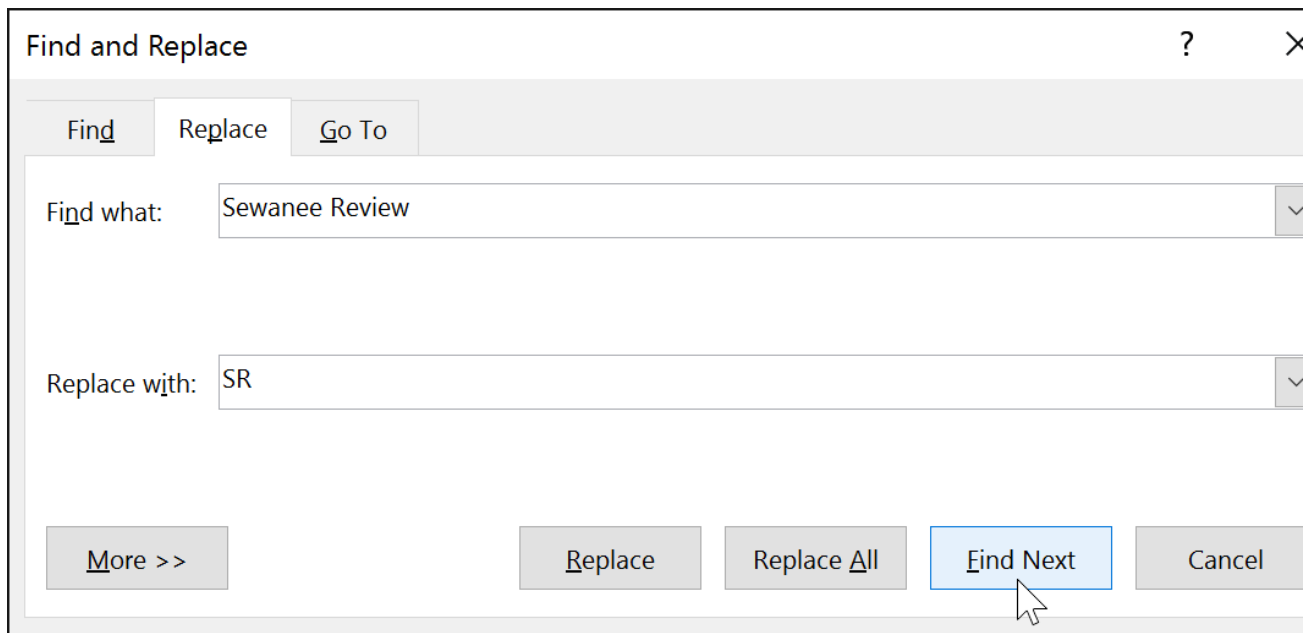
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1. From the **Home** tab, click the **Replace** command. You can also press **Ctrl+H** on your keyboard.

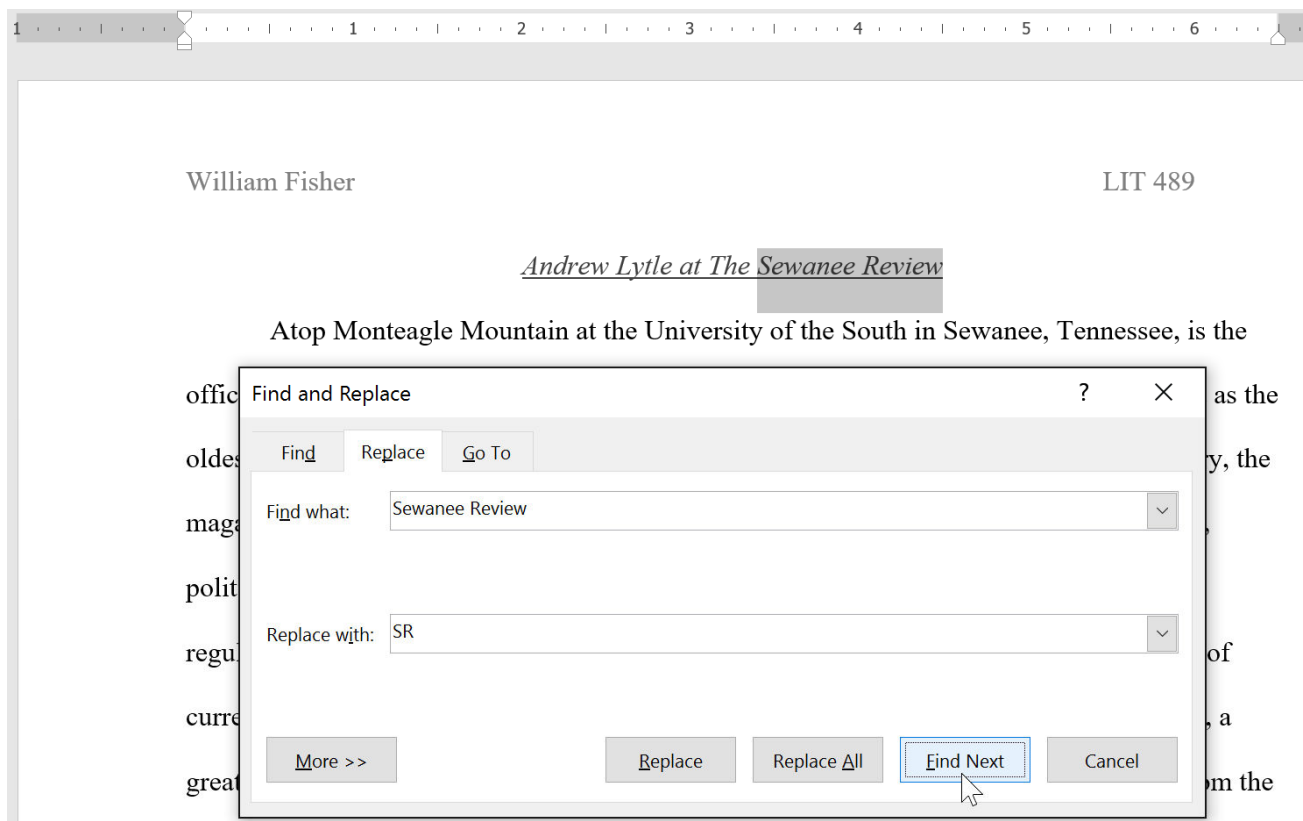


2. The **Find and Replace** dialog box will appear.

3. Type the text you want to find in the **Find what:** field.
4. Type the text you want to replace it with in the **Replace with:** field, then click **Find Next**.

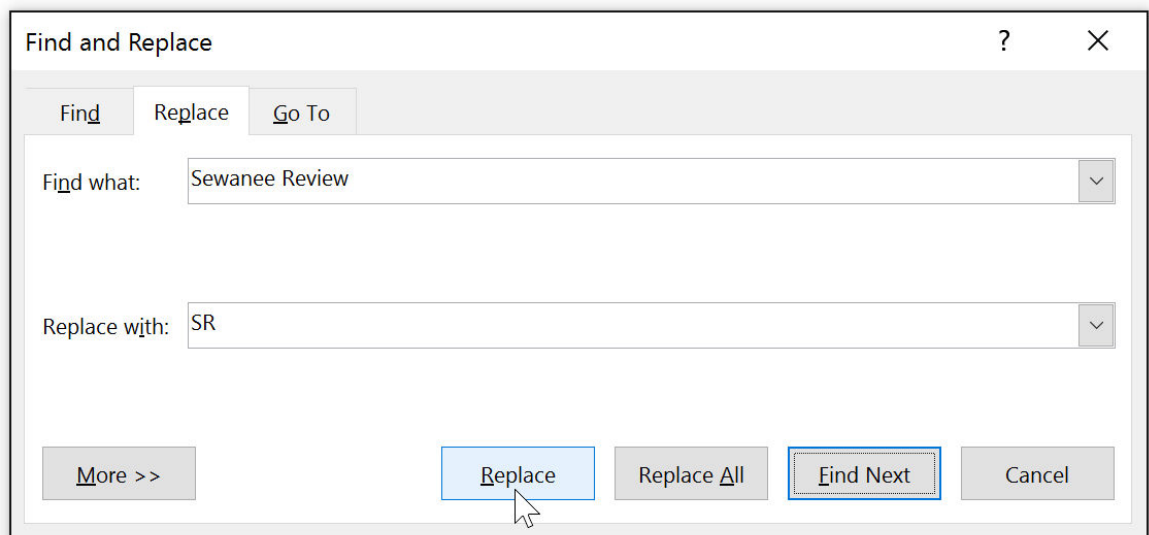


5. Word will find the first instance of the text and **highlight** it in gray.
6. **Review** the text to make sure you want to replace it. In our example, the text is part of the title of the paper and does not need to be replaced. We'll click **Find Next** again to jump to the next instance.



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SR would not have been able to solicit and select the excellent writers that have
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For additional search options, click **More** in the Find and Replace dialog box. From here, you can select additional options, like matching case and ignoring punctuation.


Page Layout


Page orientation

Word offers two-page orientation options: **landscape** and **portrait**. Compare our example below to see how orientation can affect the appearance and spacing of text and images.

- Landscape means the page is oriented **horizontally**.

EMPLOYMENT APPLICATION





APPLICANT INFORMATION					
Last Name	First Name	H.I.	Date		
Street Address			Apartments/Unit #		
City	State	ZIP			
Phone		E-mail Address			
Date Available	Social Security No.		Desired Salary		
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	
				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain.	

PREVIOUS EMPLOYMENT					
Company			Phone		
Address			Supervisor		
Job Title	Starting Salary	\$	Ending Salary	\$	
Responsibilities					
From	To	Reason for Leaving			
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Company			Phone		
Address			Supervisor		
Job Title	Starting Salary	\$	Ending Salary	\$	
Responsibilities					
From	To	Reason for Leaving			
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Company			Phone		
Address			Supervisor		
Job Title	Starting Salary	\$	Ending Salary	\$	
Responsibilities					
From	To	Reason for Leaving			
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>		

- Portrait means the page is oriented **vertically**.

EMPLOYMENT APPLICATION



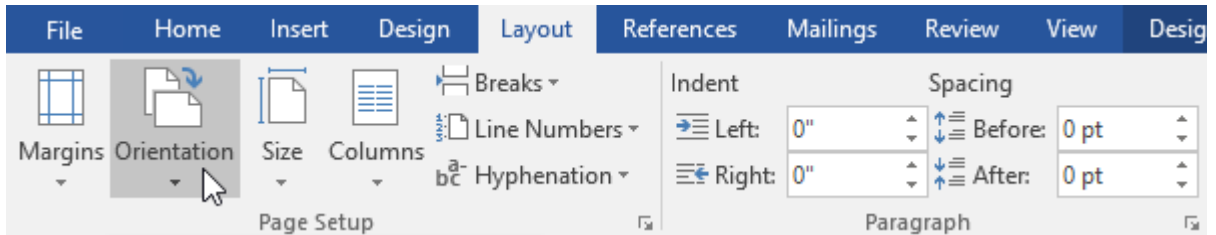


APPLICANT INFORMATION					
Last Name	First Name	H.I.	Date		
Street Address			Apartments/Unit #		
City	State	ZIP			
Phone		E-mail Address			
Date Available	Social Security No.		Desired Salary		
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	
				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain.	

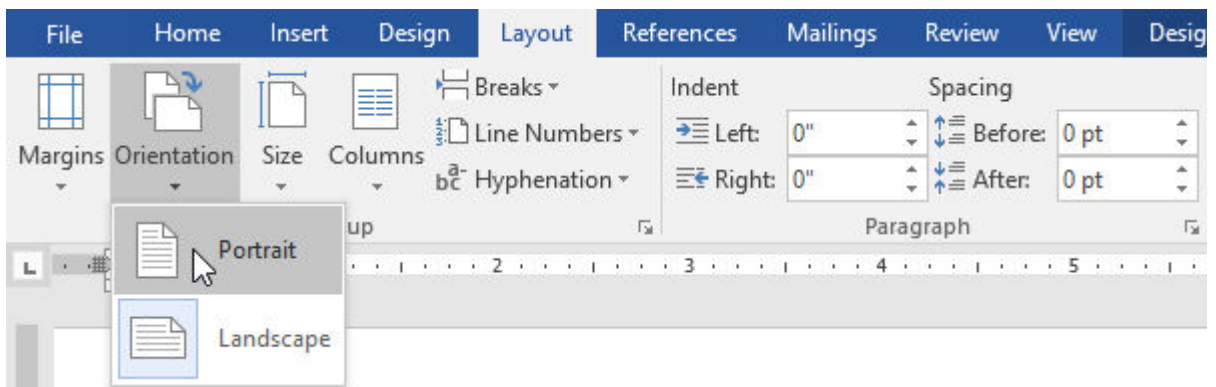
PREVIOUS EMPLOYMENT					
Company			Phone		
Address			Supervisor		
Job Title	Starting Salary	\$	Ending Salary	\$	
Responsibilities					
From	To	Reason for Leaving			
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Company			Phone		
Address			Supervisor		
Job Title	Starting Salary	\$	Ending Salary	\$	
Responsibilities					
From	To	Reason for Leaving			
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Company			Phone		
Address			Supervisor		
Job Title	Starting Salary	\$	Ending Salary	\$	
Responsibilities					
From	To	Reason for Leaving			
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>		

To change page orientation:

1. Select the **Layout** tab.
2. Click the **Orientation** command in the Page Setup group.



3. A drop-down menu will appear. Click either **Portrait** or **Landscape** to change the page orientation.



4. The page orientation of the document will be changed.

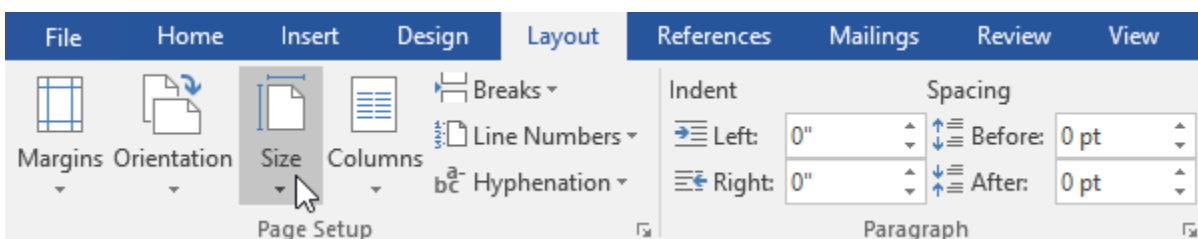
Page size

By default, the **page size** of a new document is 8.5 inches by 11 inches. Depending on your project, you may need to adjust your document's page size. It's important to note that before modifying the default page size, you should check to see which page sizes your printer can accommodate.

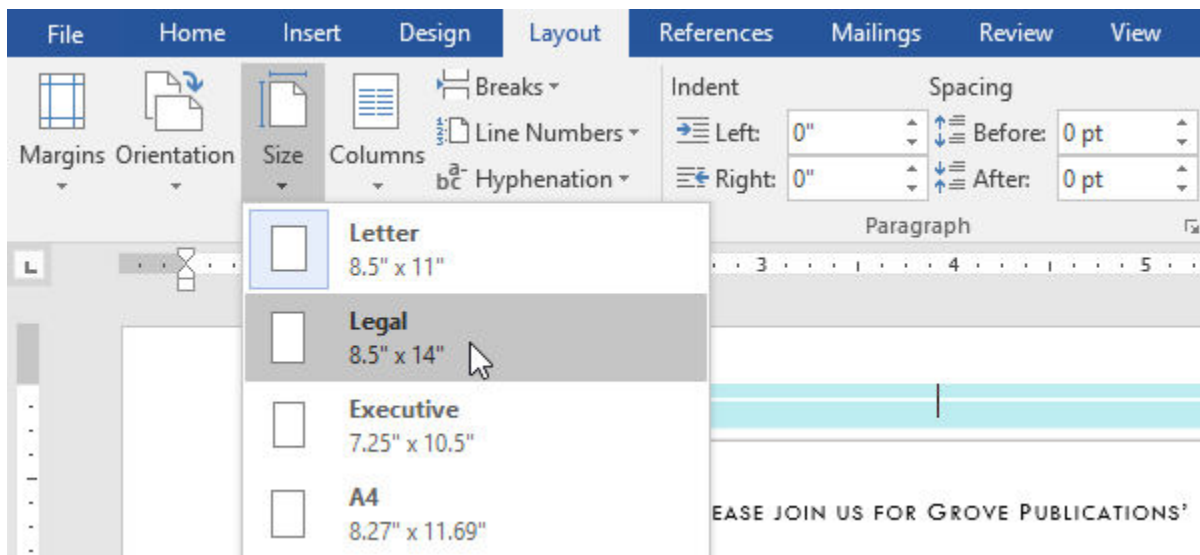
To change the page size:

Word has a variety of **predefined page sizes** to choose from.

1. Select the **Layout** tab, then click the **Size** command.



2. A drop-down menu will appear. The current page size is highlighted. Click the desired **predefined page size**.

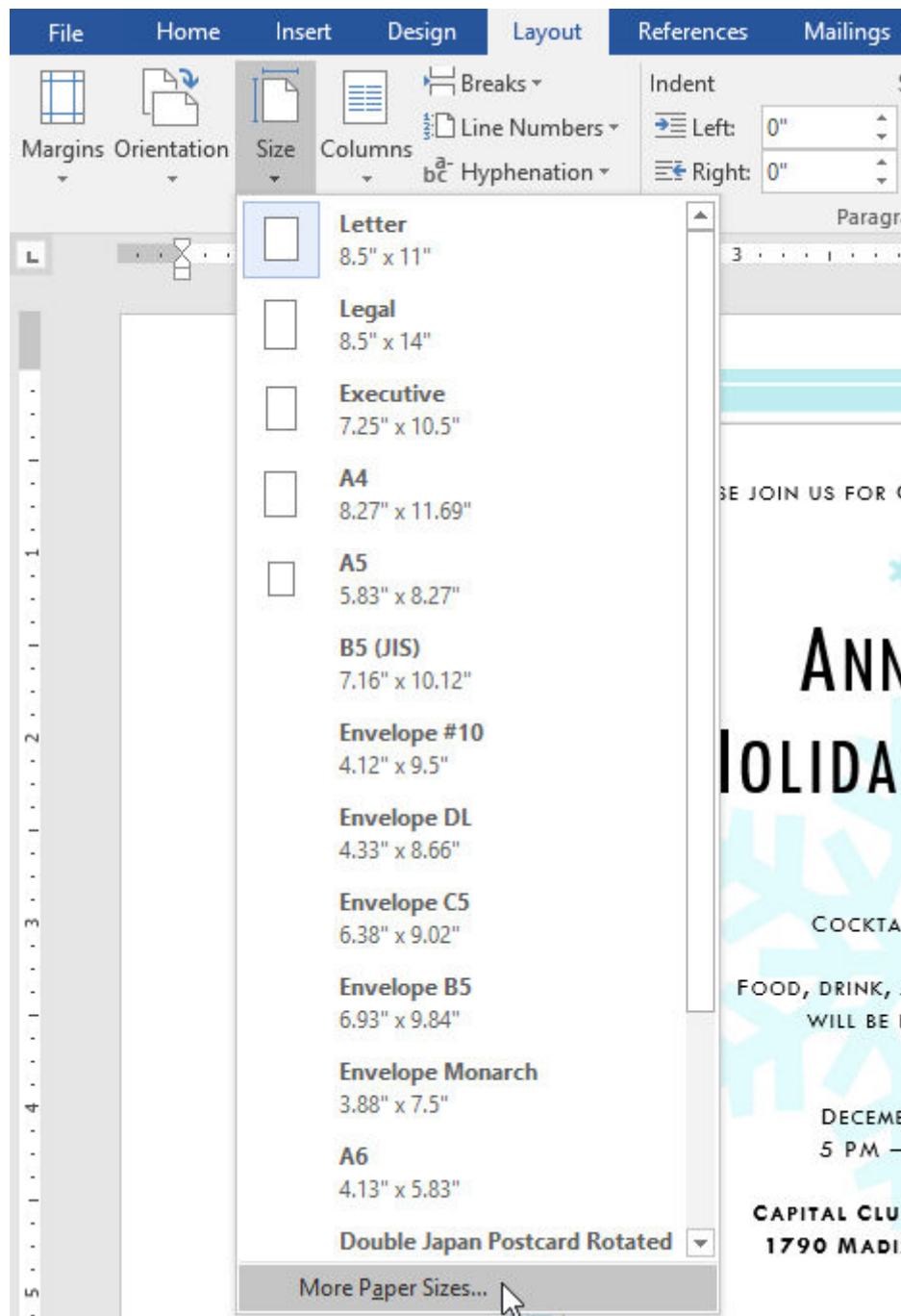


3. The page size of the document will be changed.

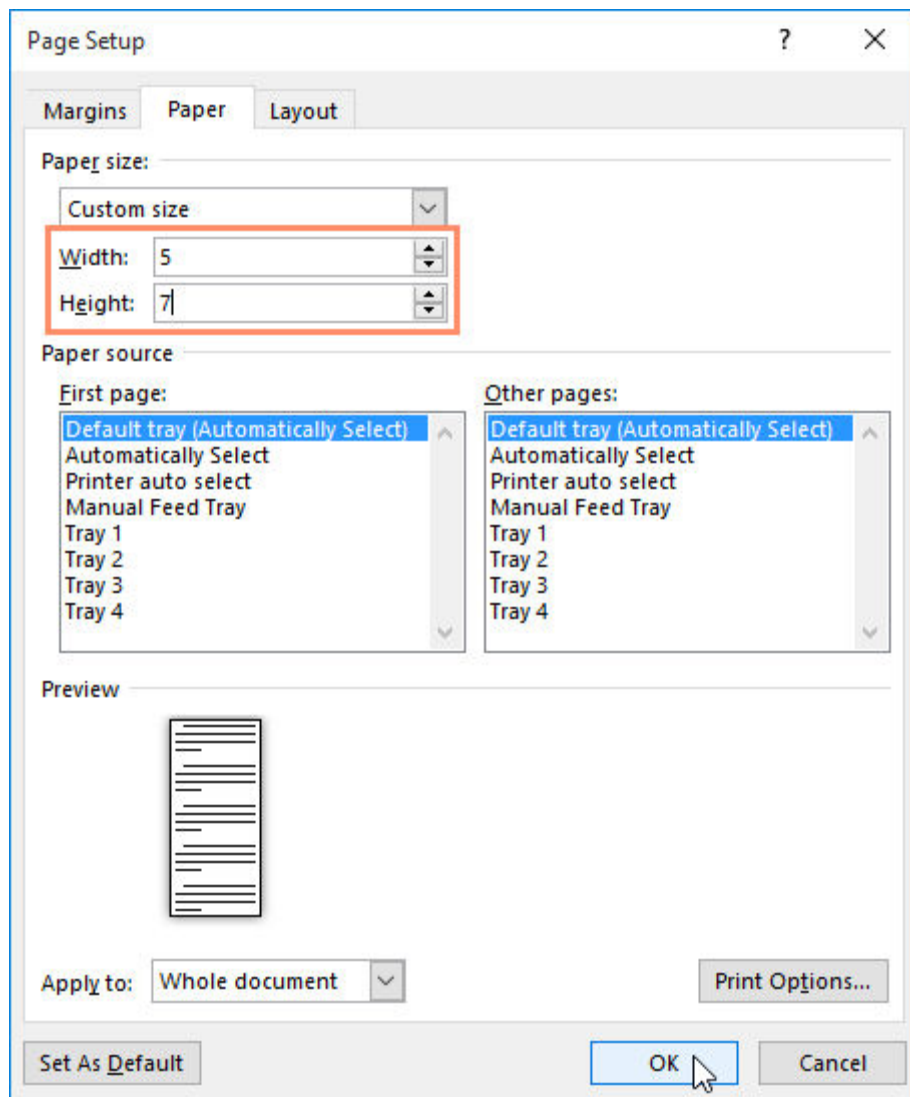
To use a custom page size:

Word also allows you to customize the page size in the **Page Setup** dialog box.

1. From the **Layout** tab, click **Size**. Select **More Paper Sizes** from the drop-down menu.



2. The **Page Setup** dialog box will appear.
3. Adjust the values for **Width** and **Height**, then click **OK**.



4. The page size of the document will be changed.

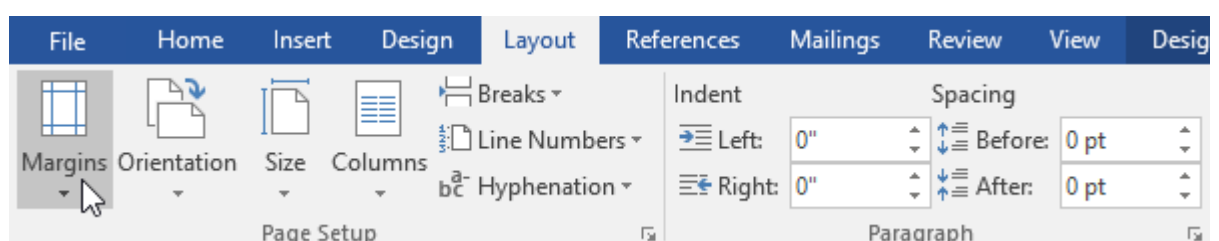
Page margins

A **margin** is the **space** between the text and the edge of your document. By default, a new document's margins are set to **Normal**, which means it has a one-inch space between the text and each edge. Depending on your needs, Word allows you to change your document's margin size.

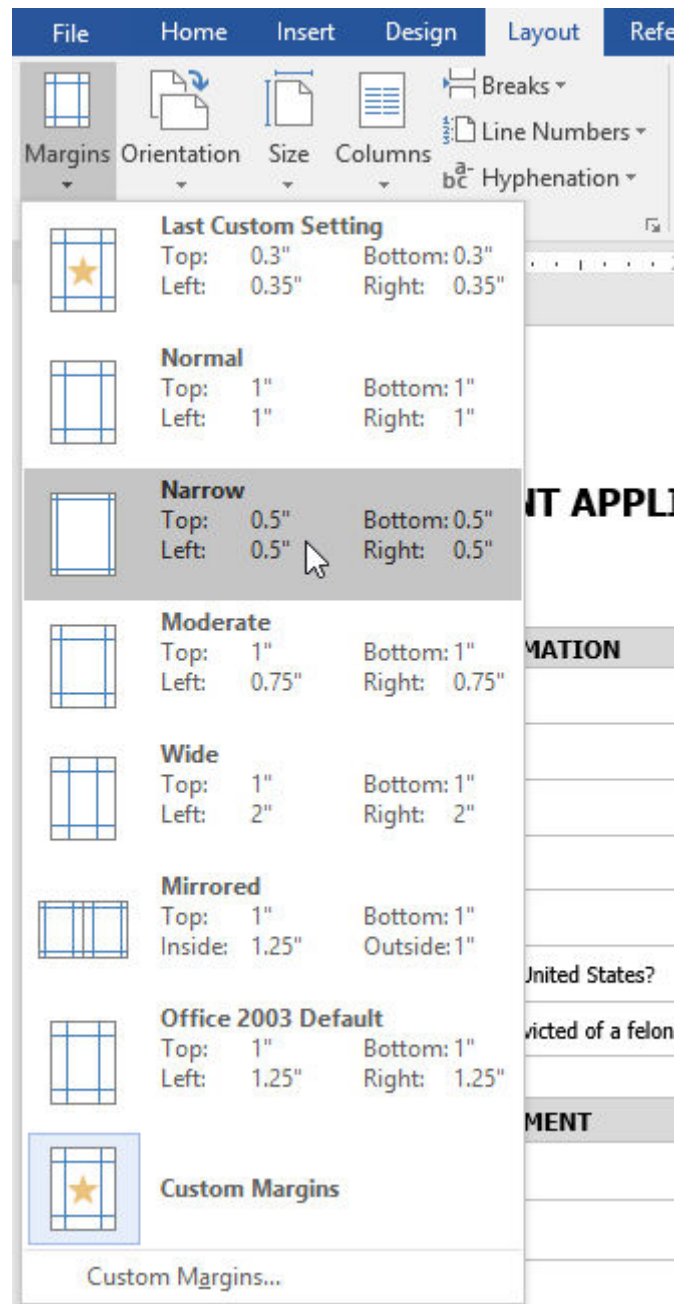
To format page margins:

Word has a variety of **predefined margin sizes** to choose from.

1. Select the **Layout** tab, then click the **Margins** command.



2. A drop-down menu will appear. Click the **predefined margin size** you want.

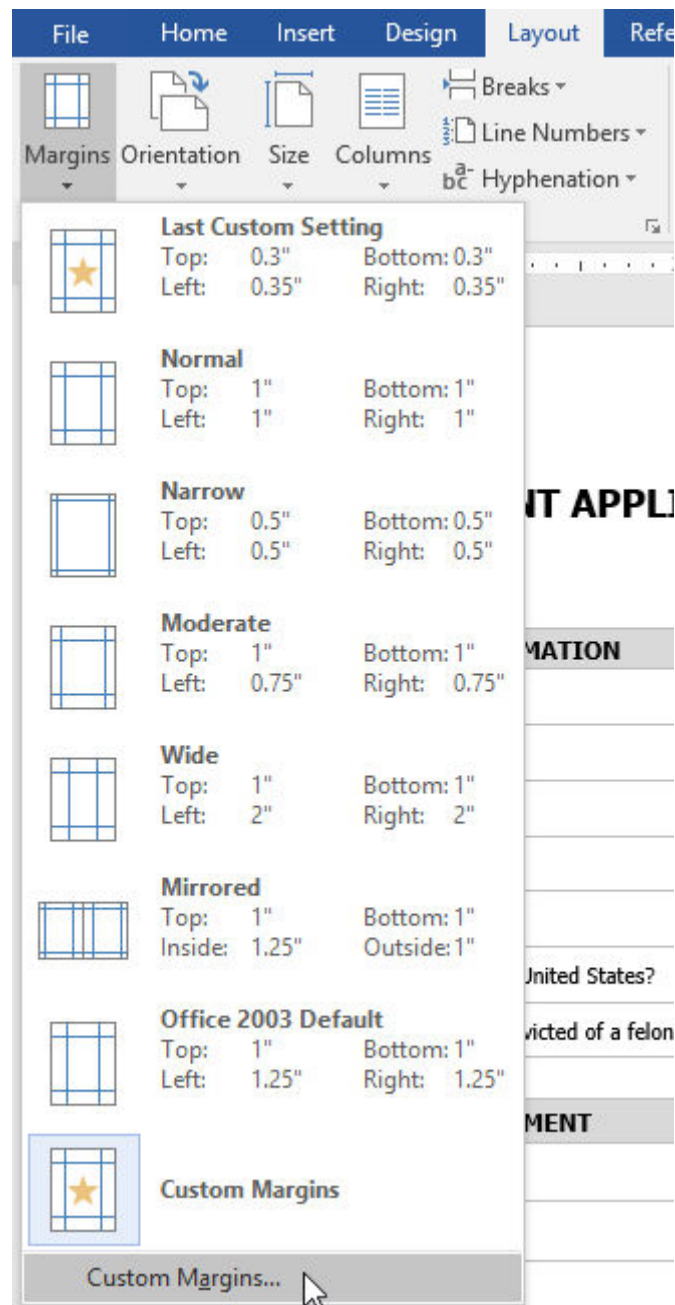


3. The margins of the document will be changed.

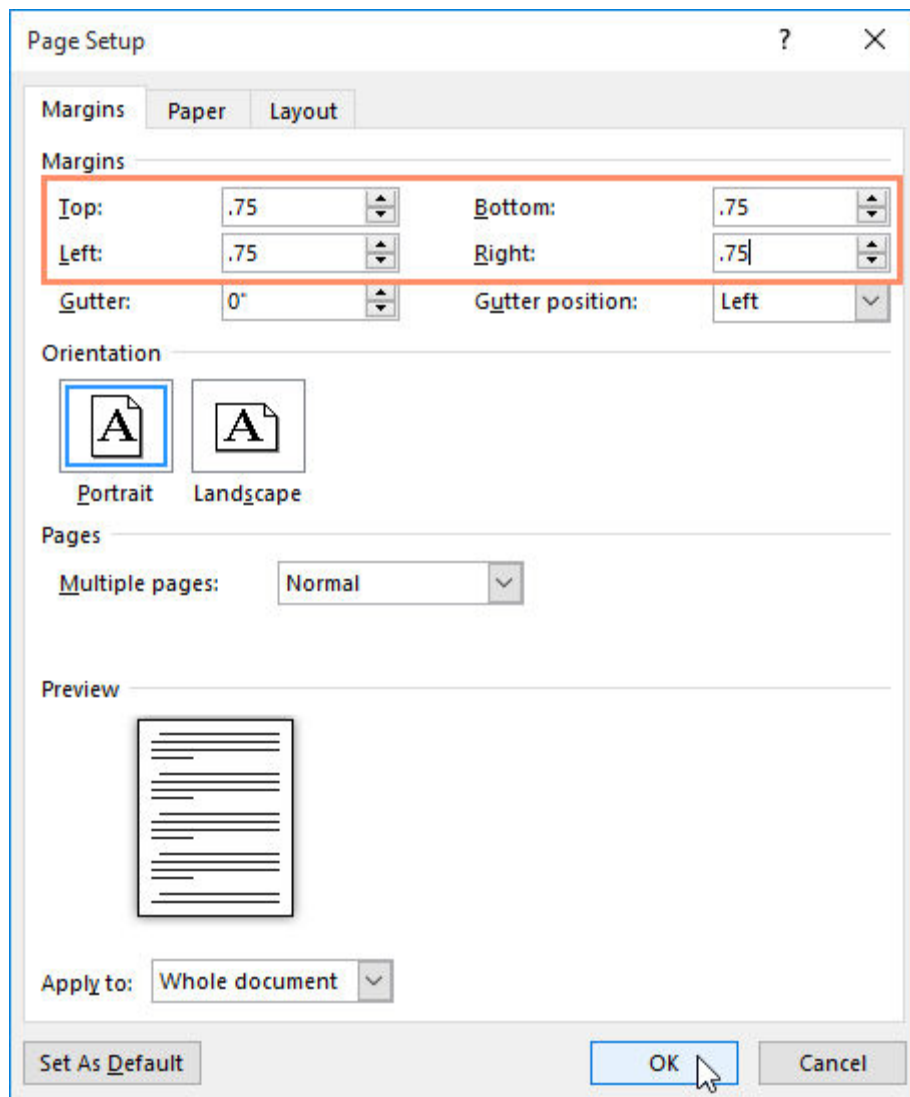
To use custom margins:

Word also allows you to customize the size of your margins in the **Page Setup** dialog box.

1. From the **Layout** tab, click **Margins**. Select **Custom Margins** from the drop-down menu.

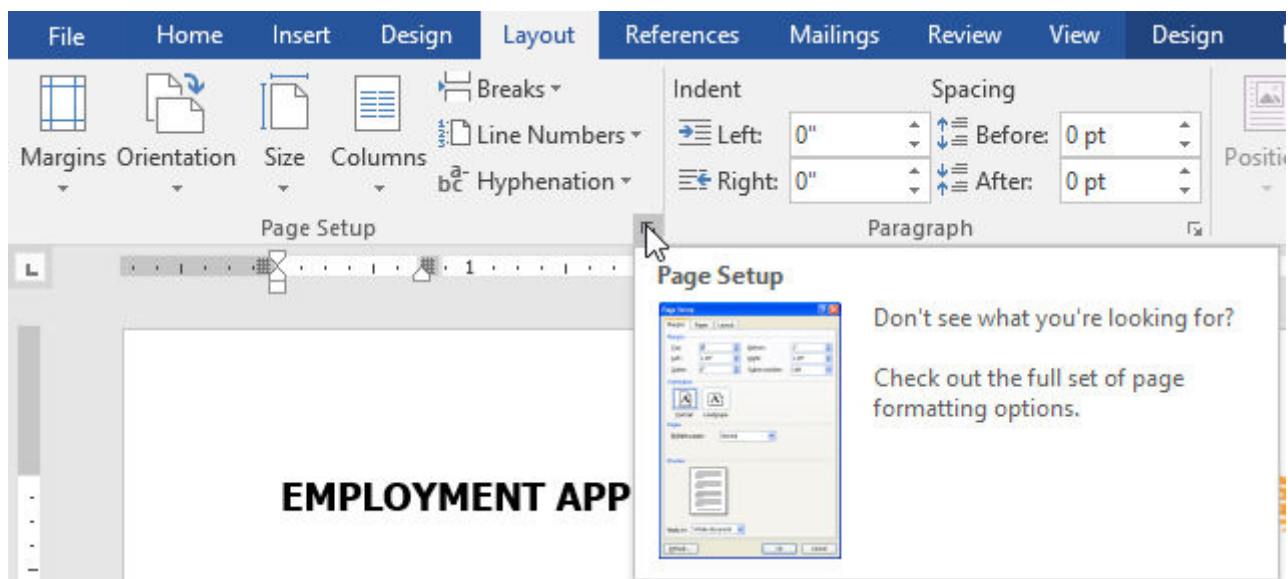


2. The **Page Setup** dialog box will appear.
3. Adjust the values for each margin, then click **OK**.



4. The margins of the document will be changed.

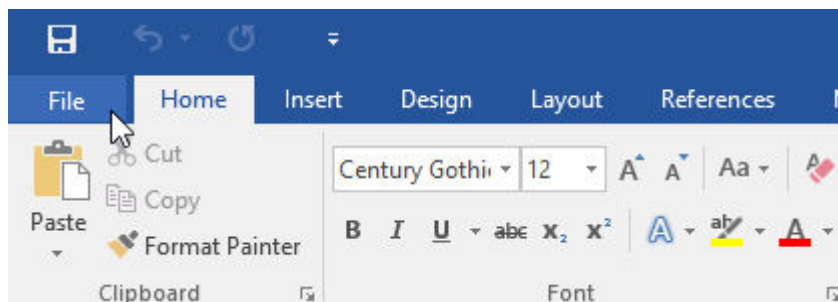
You can also open the Page Setup dialog box by navigating to the Layout tab and clicking the small **arrow** in the bottom-right corner of the **Page Setup** group.



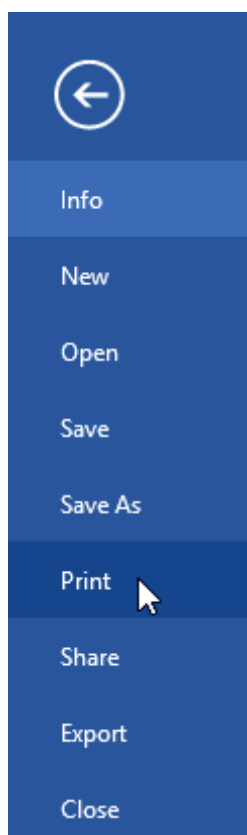
Printing Documents

To access the Print pane:

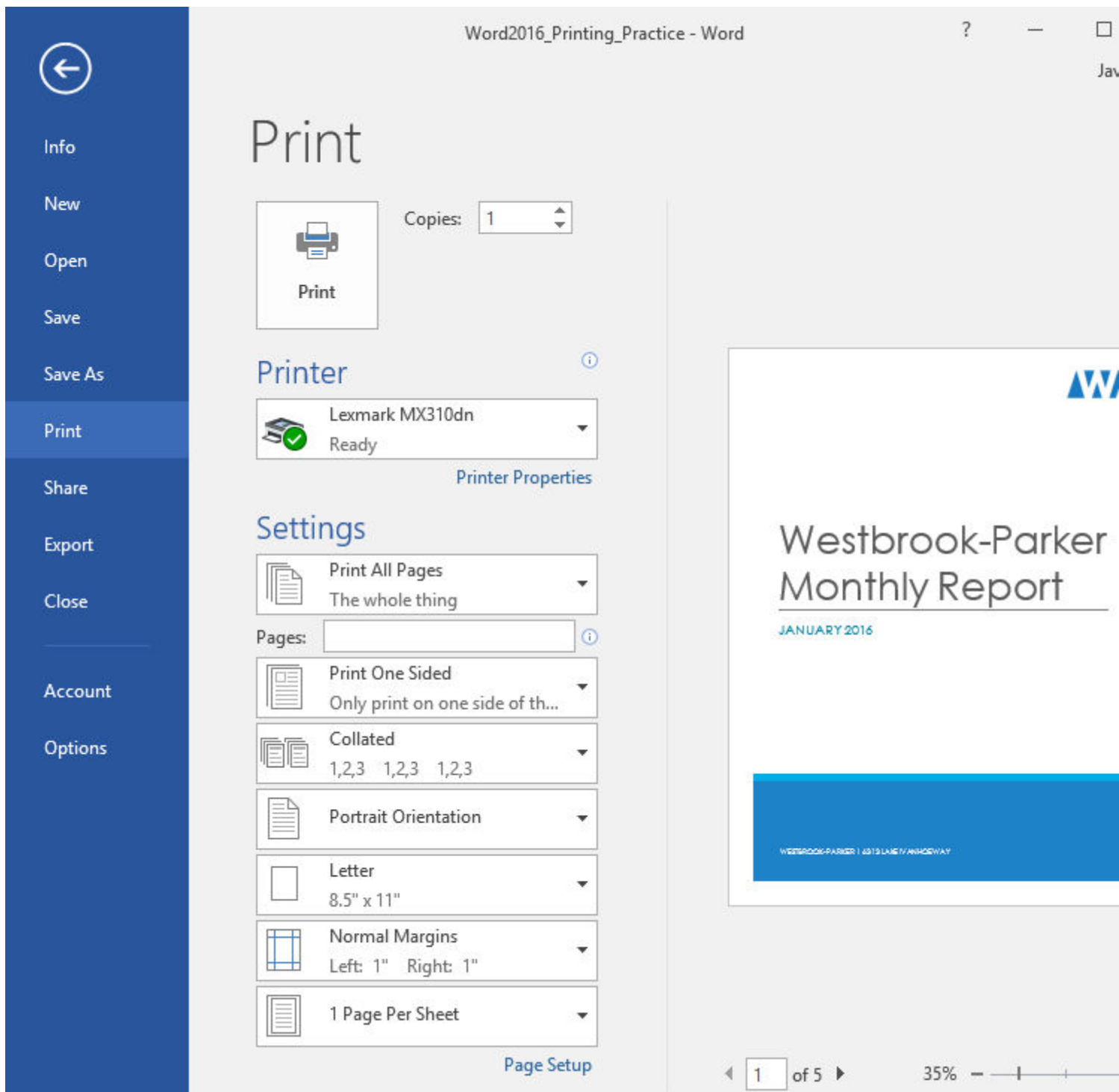
1. Select the **File** tab. **Backstage view** will appear.



2. Select **Print**. The **Print** pane will appear.



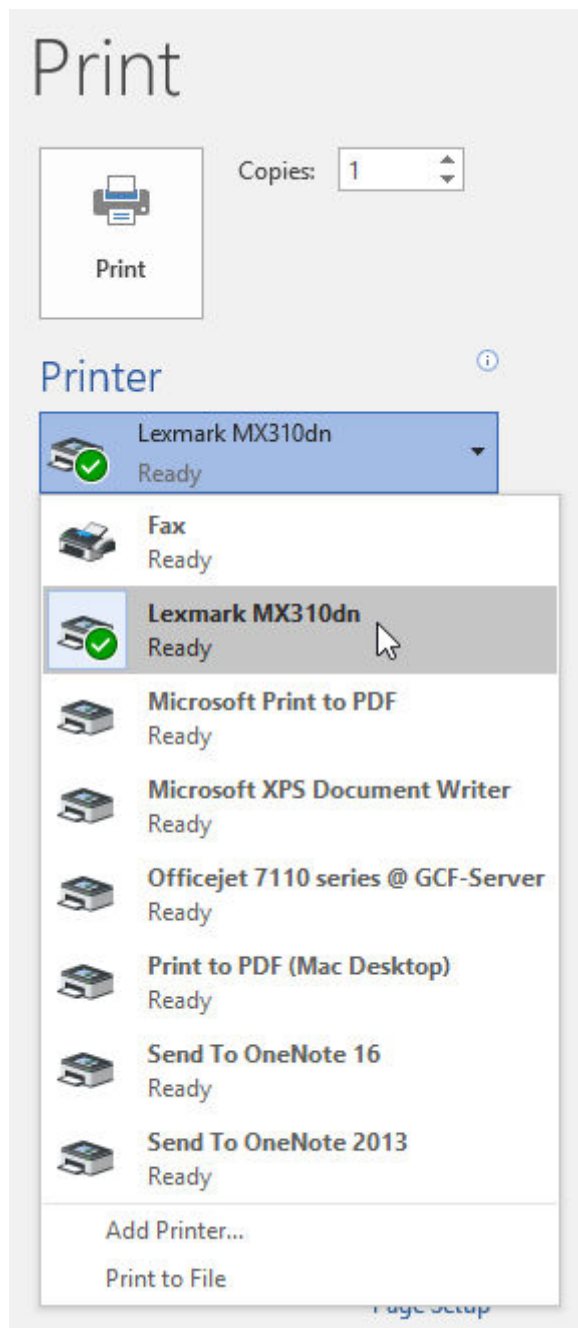
Click the buttons in the interactive below to learn more about using the Print pane.



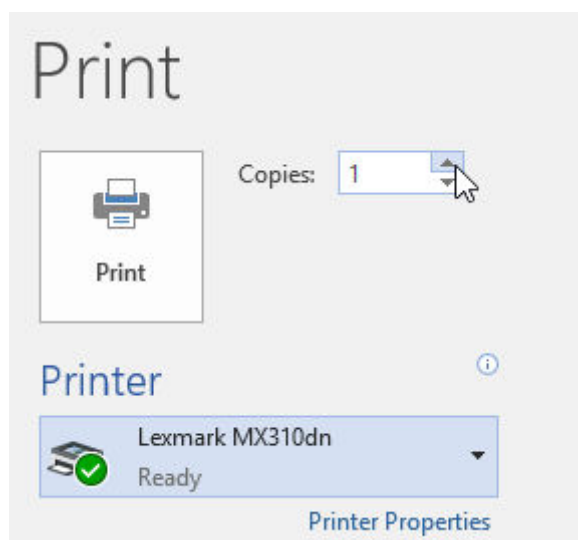
You can also access the Print pane by pressing **Ctrl+P** on your keyboard.

To print a document:

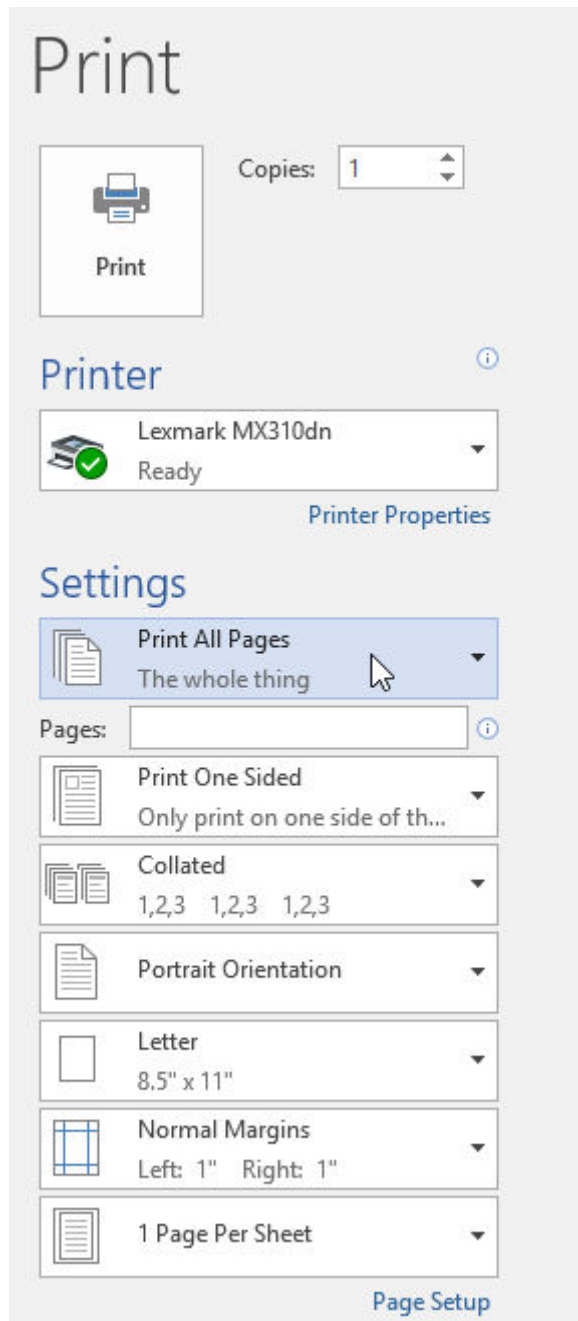
1. Navigate to the **Print** pane, then select the desired **printer**.



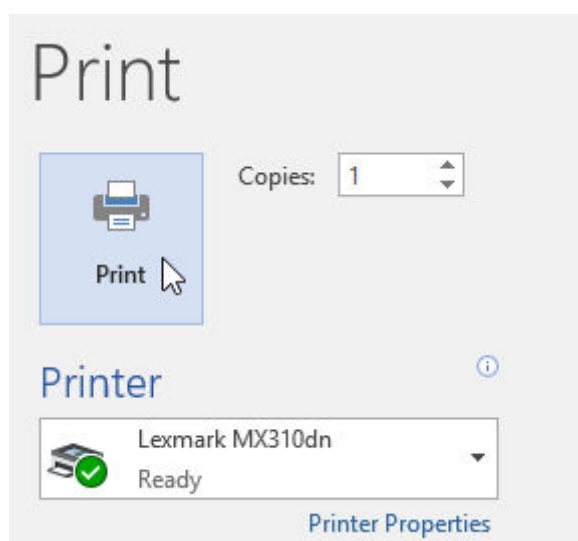
2. Enter the number of **copies** you want to print.



3. Select any additional **settings** if needed.



4. Click **Print**.



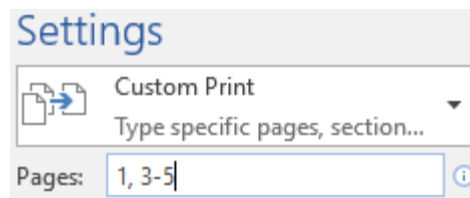
Custom printing

Sometimes you may find it unnecessary to print your entire document, in which case **custom printing** may be more suited for your needs. Whether you're printing **several individual pages** or a **range of pages**, Word allows you to **specify** exactly which pages you'd like to print.

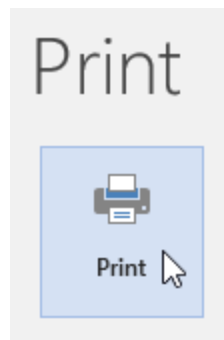
To custom print a document:

If you'd like to print individual pages or page ranges, you'll need to separate each entry with a **comma** (1, 3, 5-7, or 10-14 for example).

1. Navigate to the **Print** pane.
2. In the **Pages:** field, enter the pages you want to print.



3. Click **Print**.

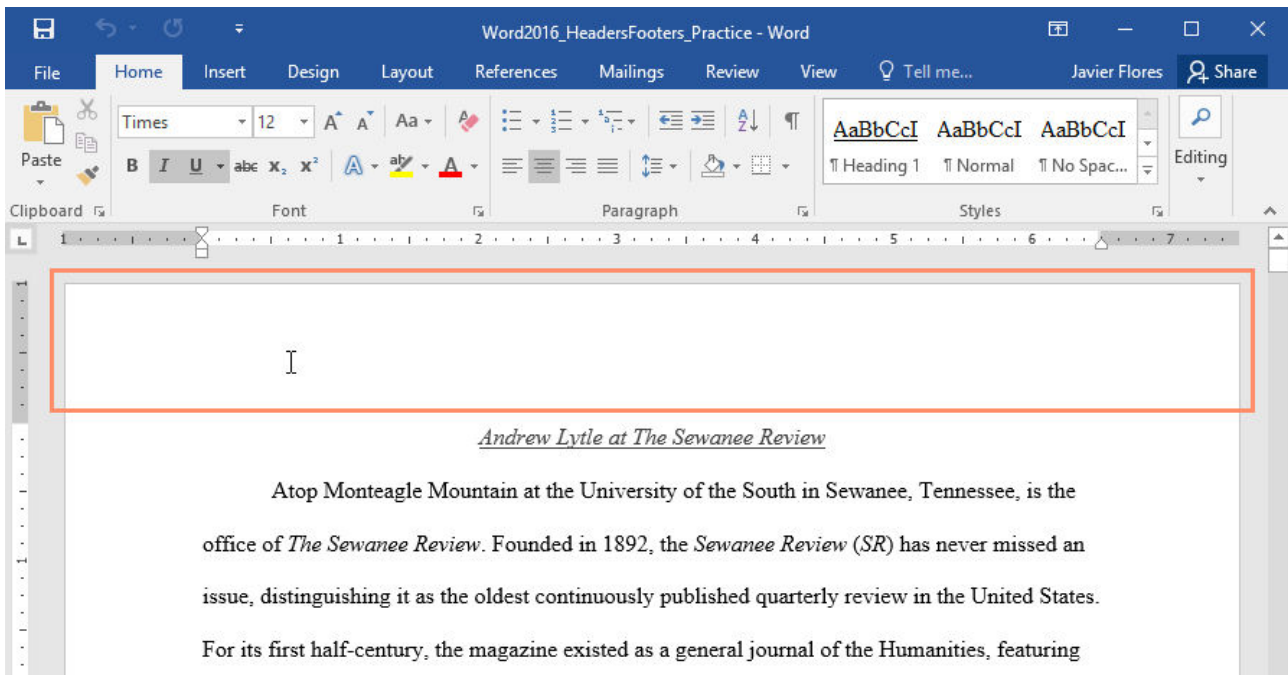


Headers and Footers

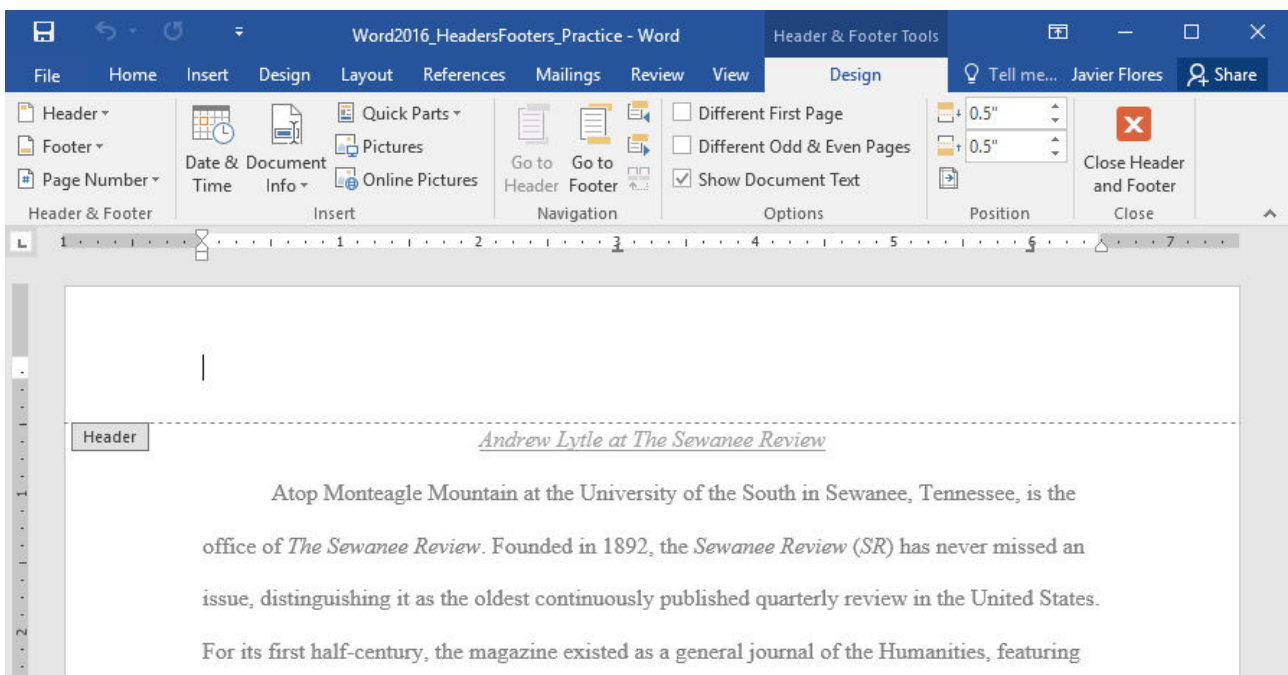
To create a header or footer:

In our example, we want to display the author's name at the top of each page, so we'll place it in the header.

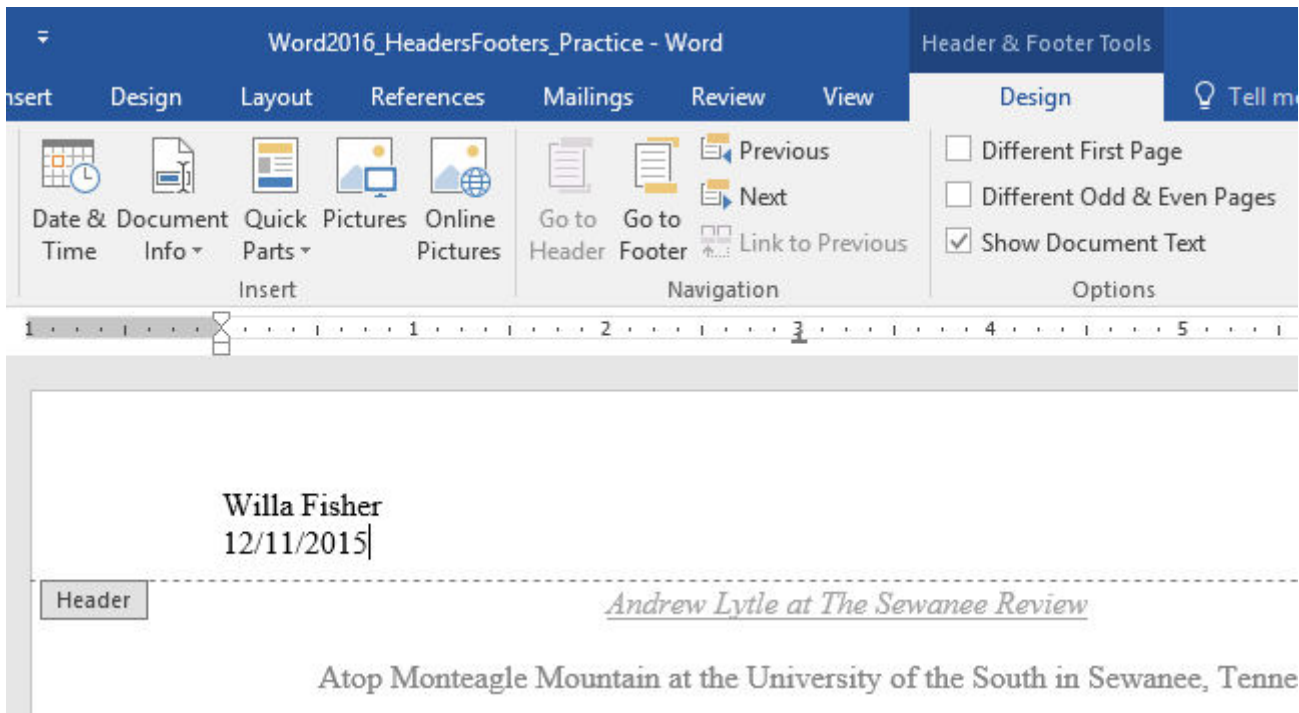
1. Double-click anywhere on the **top or bottom margin** of your document. In our example, we'll double-click the top margin.



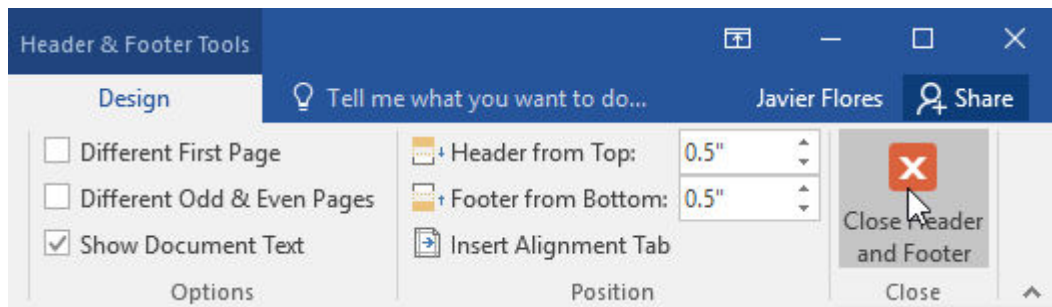
2. The header or footer will open, and a **Design** tab will appear on the right side of the **Ribbon**. The insertion point will appear in the header or footer.



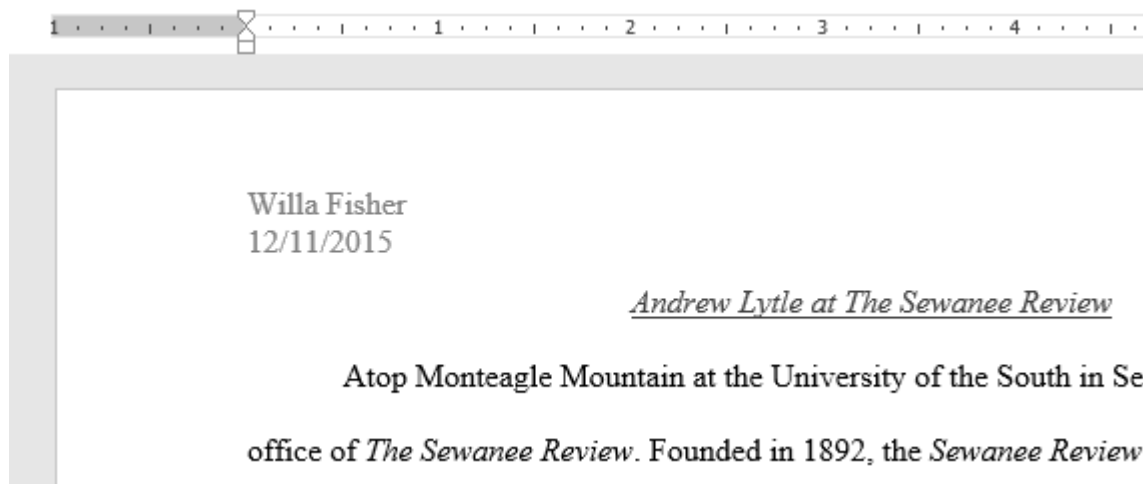
3. Type the **desired information** into the header or footer. In our example, we'll type the author's name and the date.



4. When you're finished, click **Close Header and Footer**. You can also press the **Esc** key.



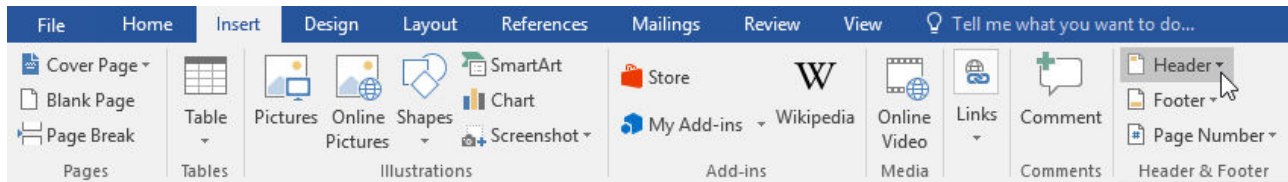
5. The header or footer text will appear.



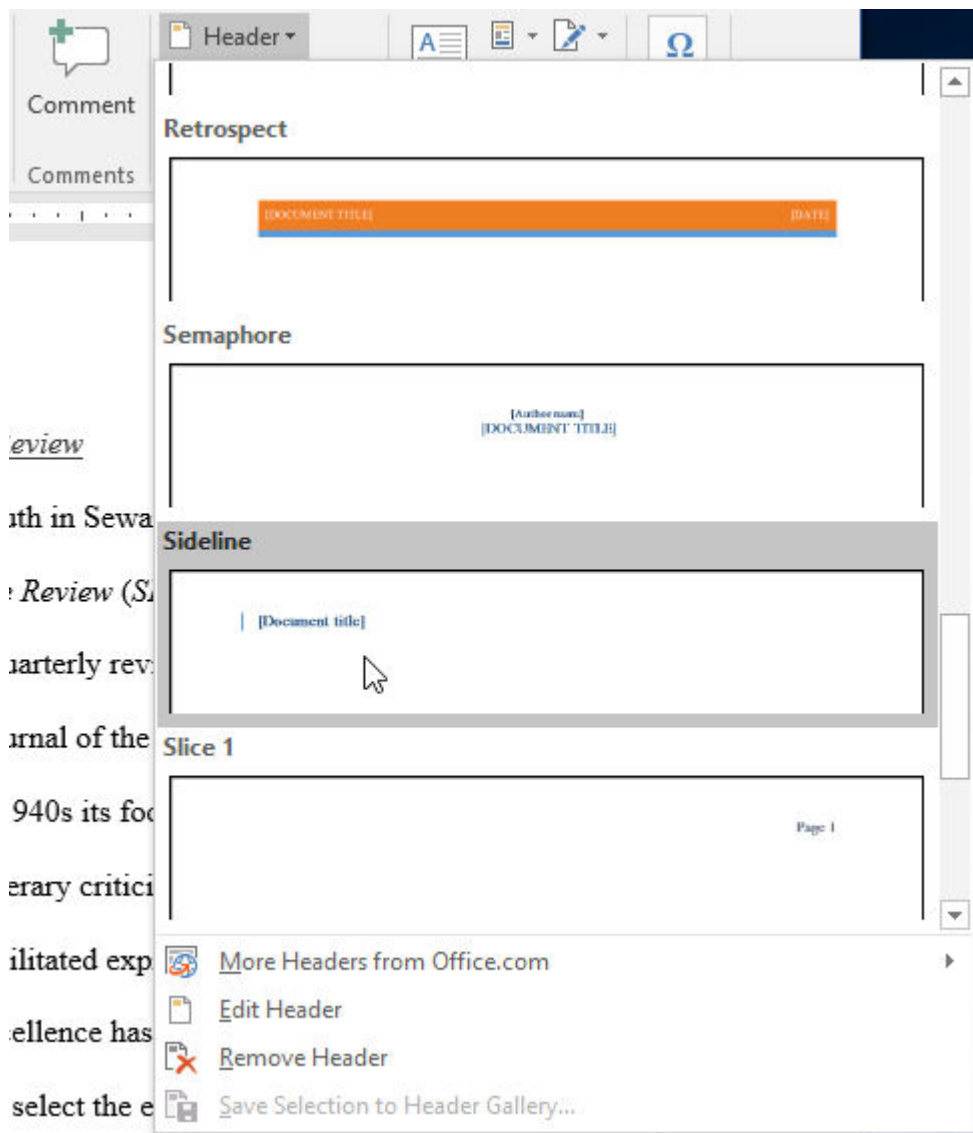
To insert a preset header or footer:

Word has a variety of **preset headers and footers** you can use to enhance your document's design and layout. In our example, we'll add a preset header to our document.

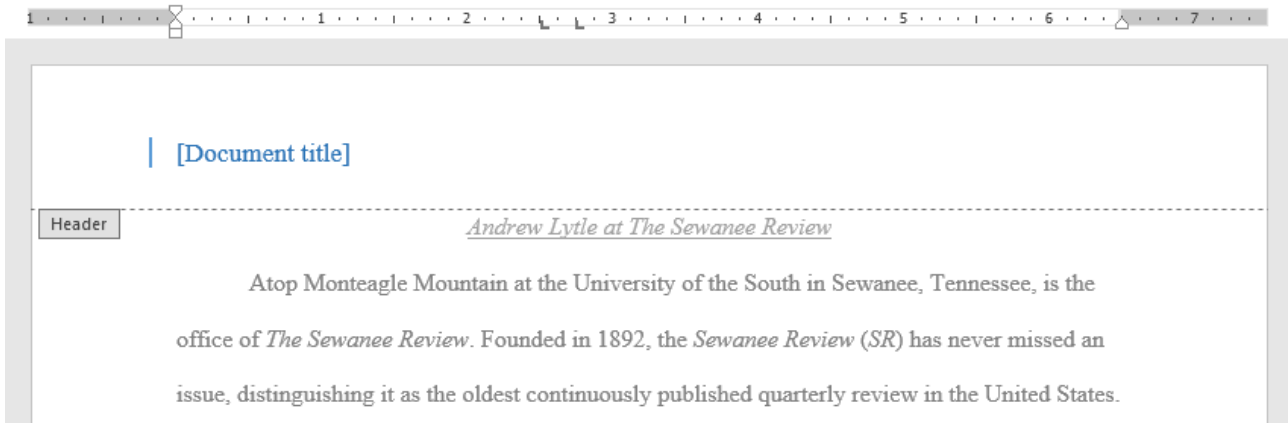
1. Select the **Insert** tab, then click the **Header** or **Footer** command. In our example, we'll click the **Header** command.



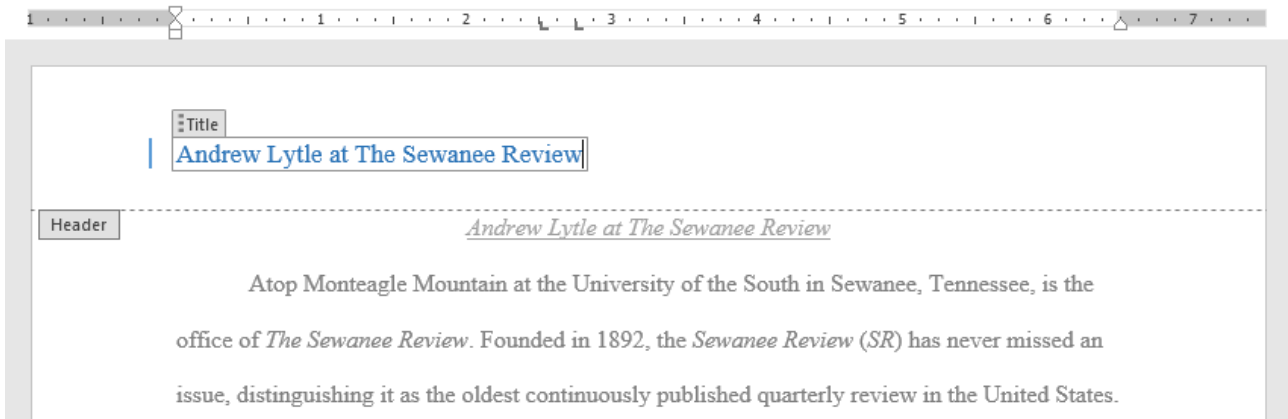
2. In the menu that appears, select the desired **preset header or footer**.



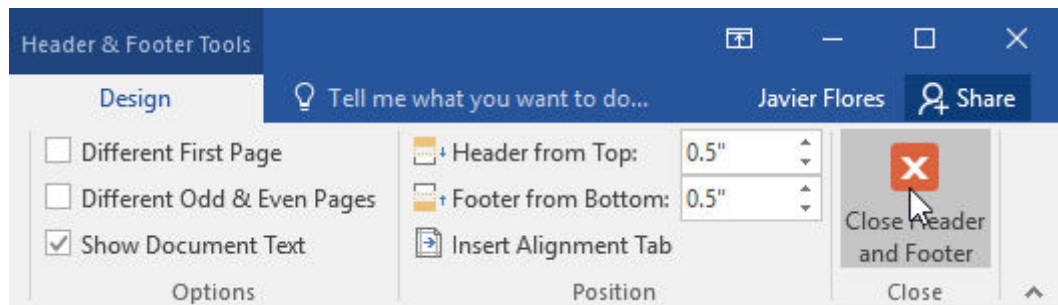
3. The header or footer will appear. Many preset headers and footers contain text placeholders called **Content Control** fields. These fields are good for adding information like the document title, author's name, date, and page number.



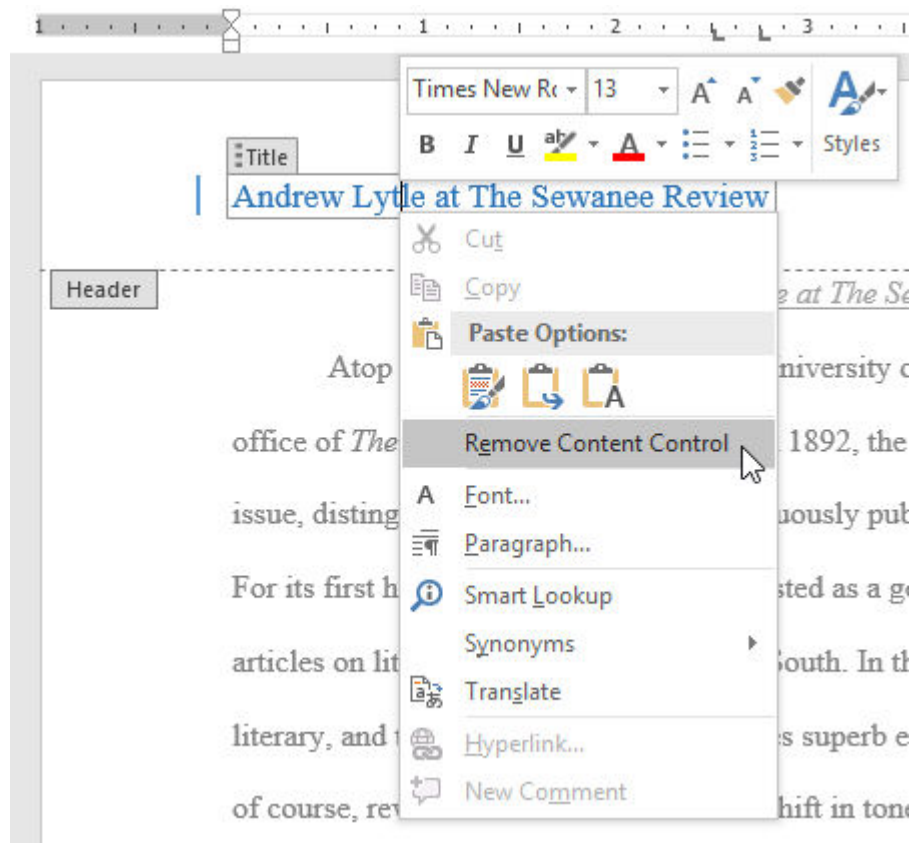
4. To edit a Content Control field, click it and type the **desired information**.



5. When you're finished, click **Close Header and Footer**. You can also press the **Esc** key.

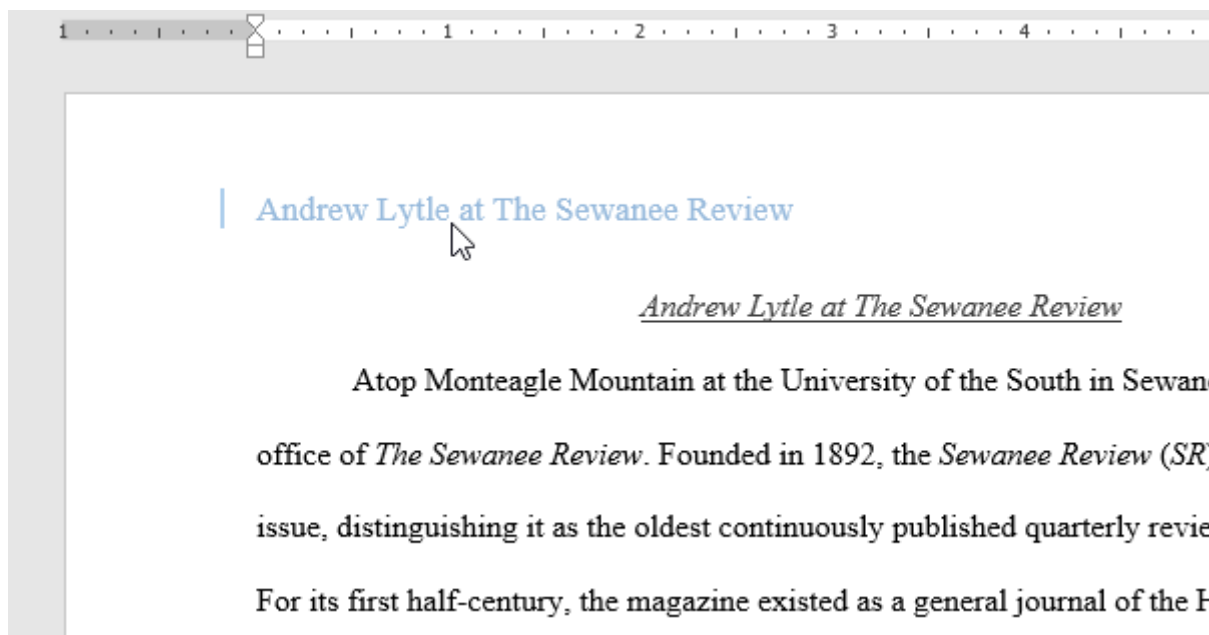


If you want to delete a Content Control field, right-click it and select **Remove Content Control** from the menu that appears.



Editing headers and footers

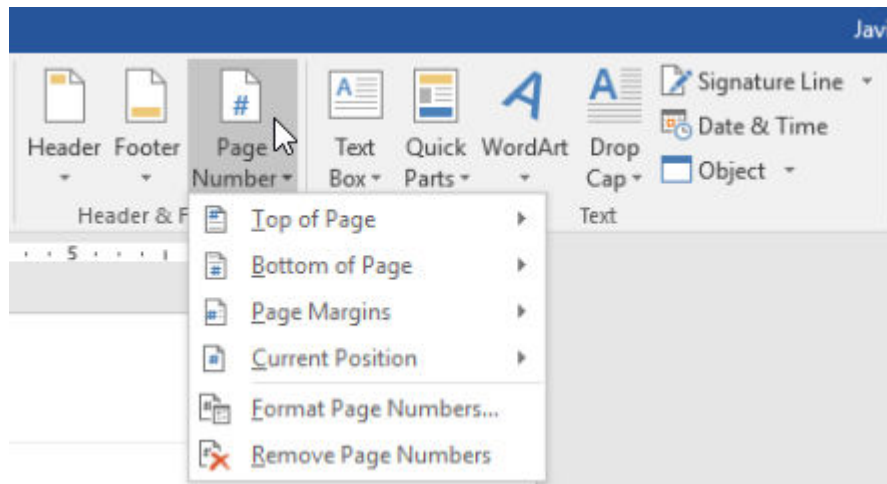
After you close the header or footer, it will still be visible, but it will be **locked**. Simply double-click a header or footer to **unlock** it, which will allow you to edit it.



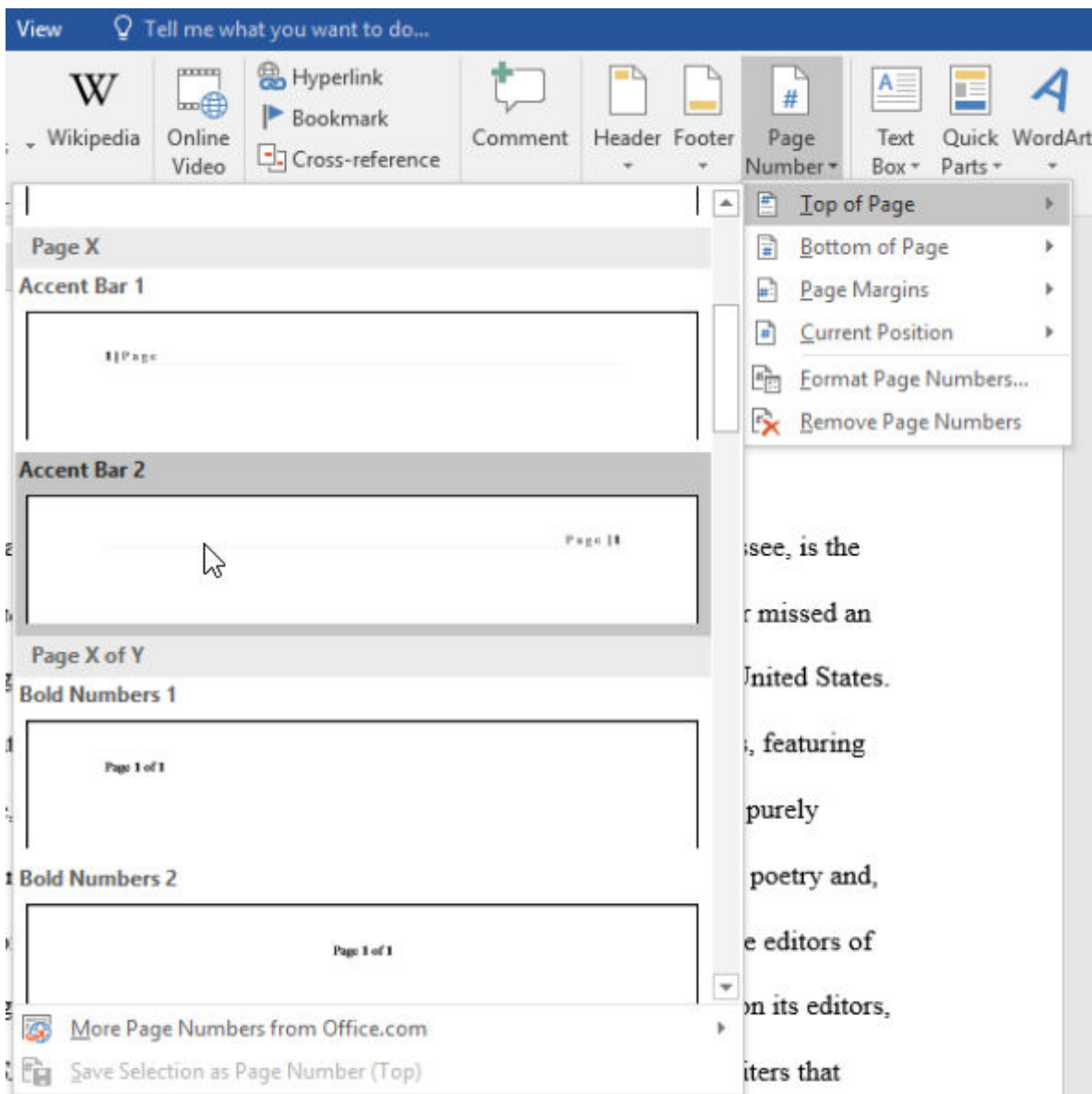
To add page numbers:

Word can automatically label each page with a page number and place it in a header, footer, or side margin. If you have an existing header or footer, it will be removed and replaced with the page number.

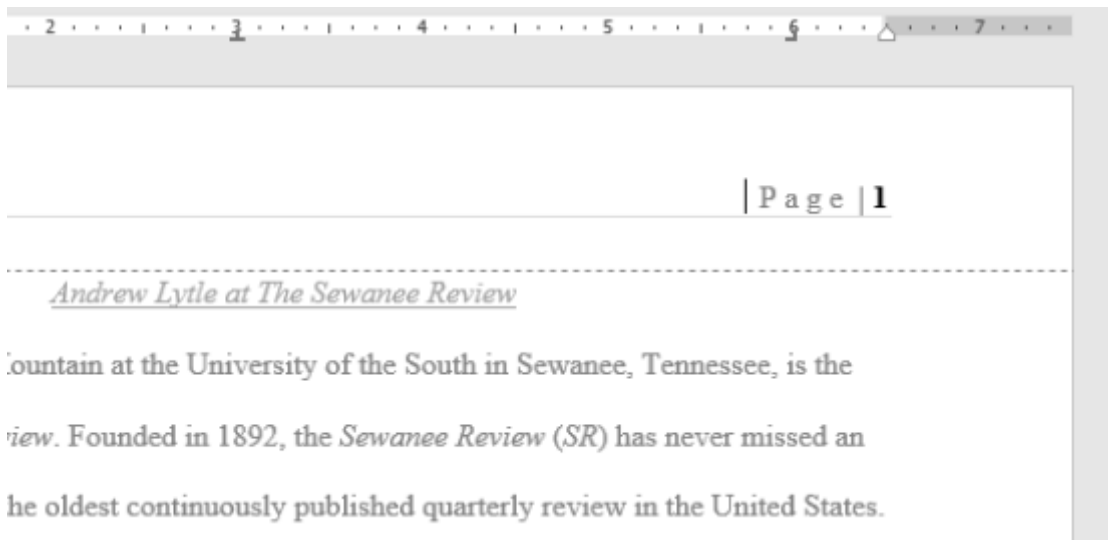
1. On the **Insert** tab, click the **Page Number** command.



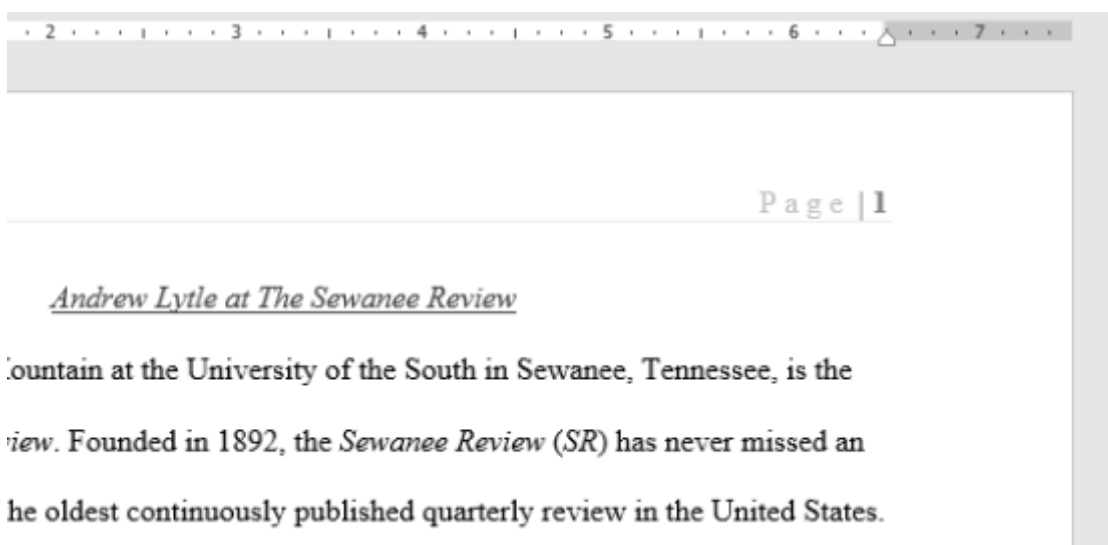
2. Open the **Top of Page**, **Bottom of Page**, or **Page Margins** menu, depending on where you want the page number to be positioned, then select the desired style of header.



3. Page numbering will appear.



4. Press the **Esc** key to lock the header and footer.



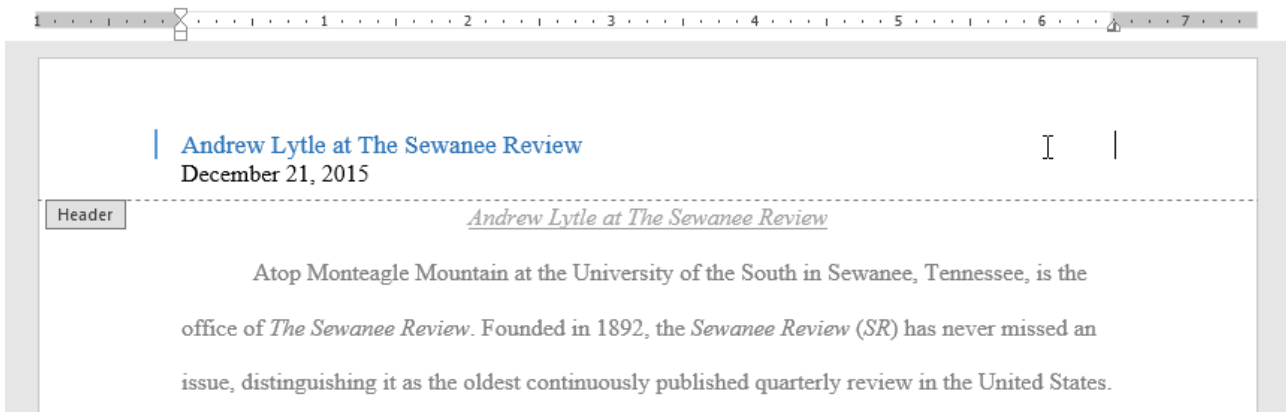
5. If you need to make any changes to your page numbers, simply double-click the header or footer to unlock it.

If you've created a page number in the **side margin**, it's still considered part of the **header** or **footer**. You won't be able to select the page number unless the header or footer is selected.

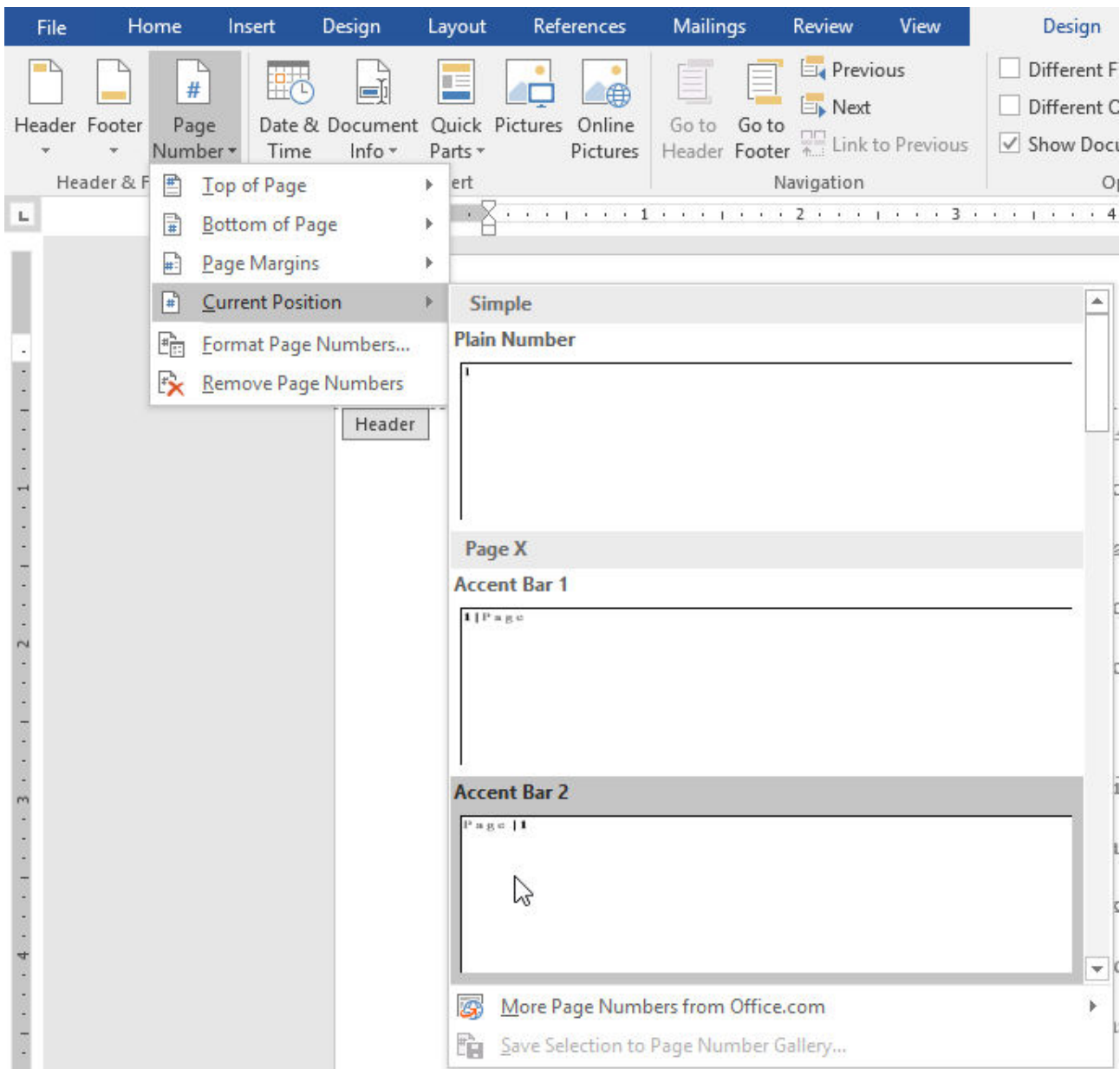
To add page numbers to an existing header or footer:

If you already have a header or footer and you want to add a page number to it, Word has an option to automatically insert the page number into the existing header or footer. In our example, we'll add page numbering to our document's header.

1. Double-click anywhere on the **header** or **footer** to **unlock** it.



2. On the **Design** tab, click the **Page Number** command. In the menu that appears, hover the mouse over **Current Position** and select the desired **page numbering style**.



3. Page numbering will appear.

Andrew Lytle at The Sewanee Review

Atop Monteagle Mountain at the University of the South in Sewanee, Tennessee, is the office of *The Sewanee Review*. Founded in 1892, the *Sewanee Review* (SR) has never missed an issue, distinguishing it as the oldest continuously published quarterly review in the United States.

4. When you're finished, press the **Esc** key.

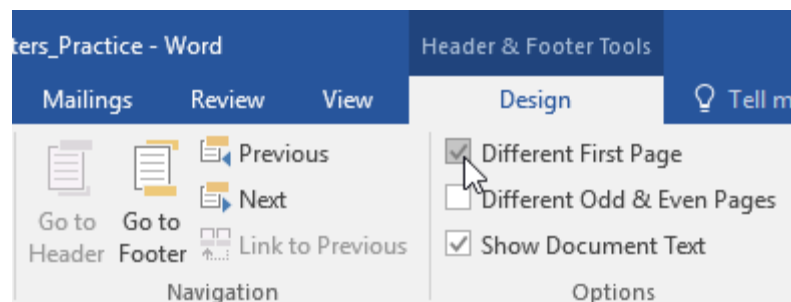
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To hide the page number on the first page:

In some documents, you may not want the first page to show the page number. You can **hide the first page number** without affecting the rest of the pages.

1. Double-click the header or footer to unlock it.
2. From the Design tab, place a checkmark next to **Different First Page**. The header and footer will disappear from the first page. If you want, you can type something new in the header or footer, and it will only affect the first page.



If you're unable to select **Different First Page**, it may be because an object within the header or footer is selected. Click an empty area within the header or footer to make sure nothing is selected.

To restart page numbering:

Word allows you to restart page numbering on any page of your document. You can do this by inserting a section break and selecting the number you want to restart the numbering with. In our example, we'll restart the page numbering for our document's **Works Cited** section.

1. Place the **insertion point** at the **top of the page** you want to restart page numbering for. If there is text on the page, place the insertion point at the **beginning of the text**.



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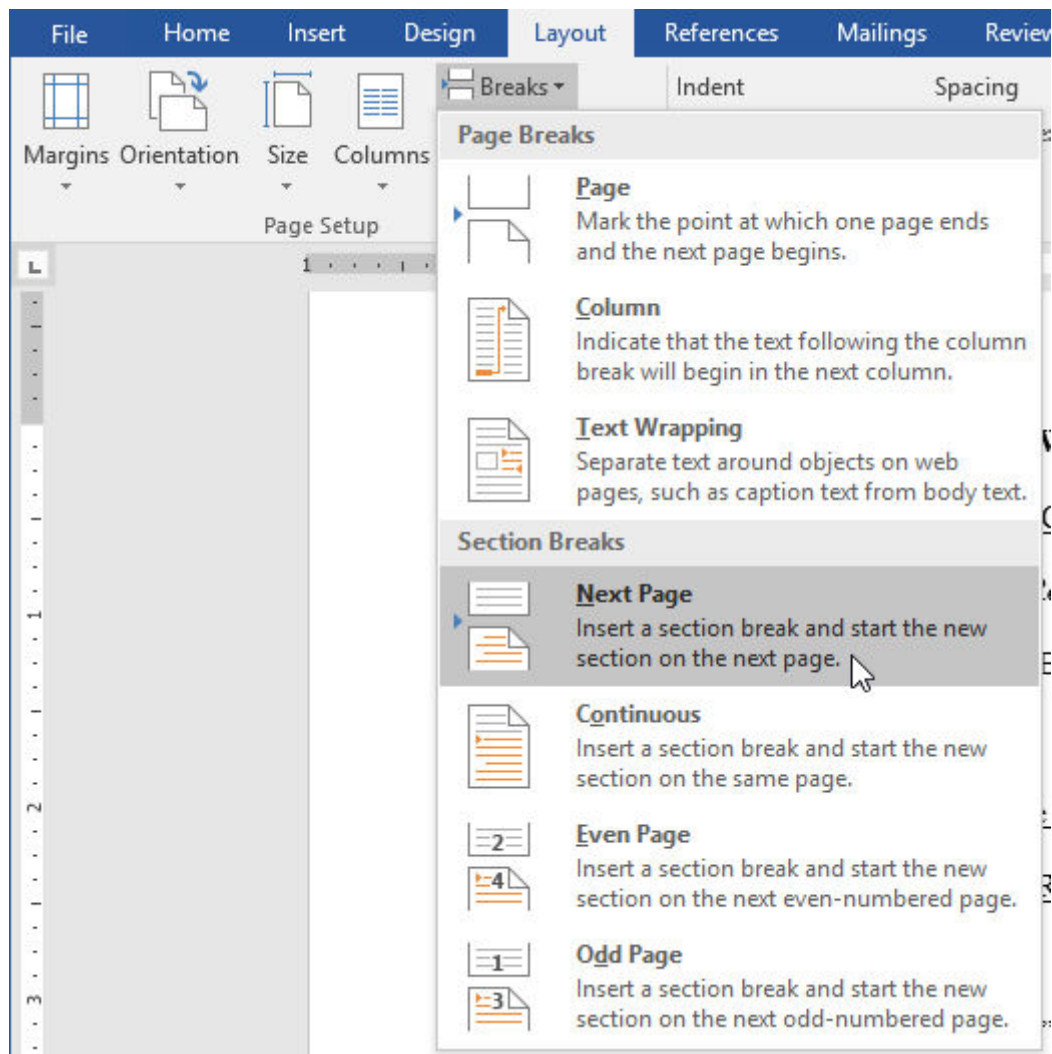
I | **Works Cited**

otte. The Fugitive Legacy: A Critical History. Baton Rouge: LSU Press, 2001.

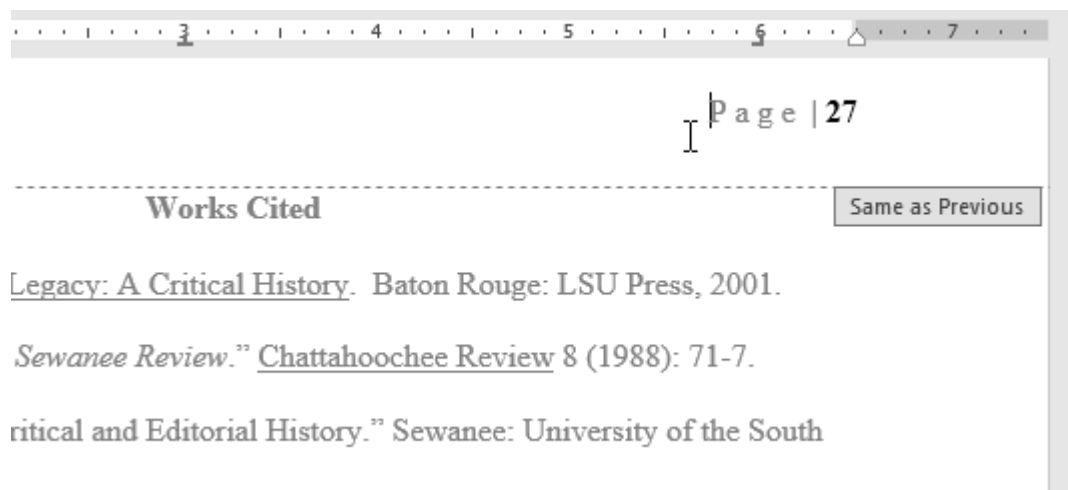
ge. "Remaking *The Sewanee Review*." Chattahoochee Review 8 (1988): 71-7.

wanee Review: A Critical and Editorial History." Sewanee: University of the South

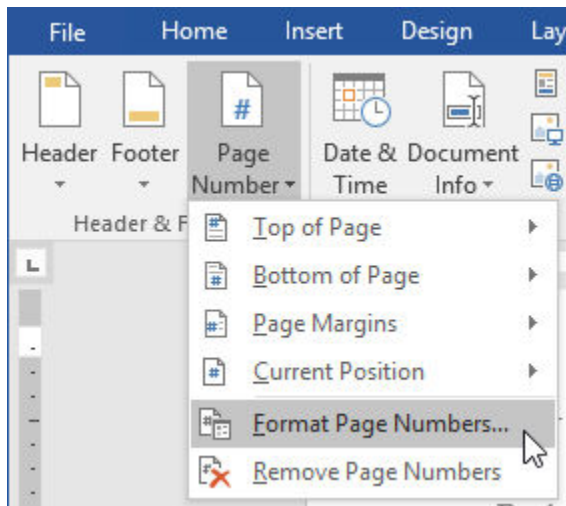
2. Select the **Layout** tab, then click the **Breaks** command. Select **Next Page** from the drop-down menu that appears.



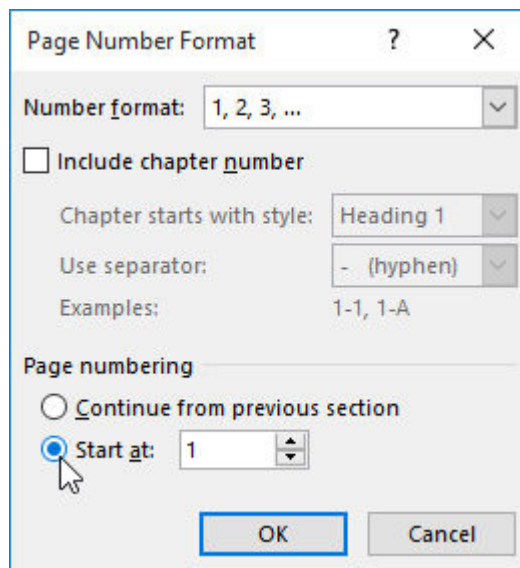
3. A section break will be added to the document.
4. Double-click the **header or footer** containing the page number you want to restart.



5. Click the **Page Number** command. In the menu that appears, select **Format Page Numbers**.



6. A dialog box will appear. Click the **Start at:** button. By default, it will start at **1**. If you want, you can change the number. When you're done, click **OK**.



7. The page numbering will restart.

