Word 2019 with JAWS
Finding and Replacing Text

Word 2019 allows you to search for strings of text and replace them with others in one single action. This can be extremely useful if multiple occurrences of a particular word or string need to be changed.

To find and then replace a string of text in Microsoft Word 2019, in conjunction with JAWS, follow these suggested steps:

1.   Press **CTRL and HOME. Upon doing this, the cursor will be moved to the top of your document.**

2.   Press **CTRL and H**. Upon doing this, the **Replace** page of the **Find and Replace** dialog box will be displayed. Focus will be in an edit box labelled **Find what**.

3.   In the **Find what** edit box, type exactly the word/s you would like Word 2019 to find.

4.   Press **TAB** once to move the selection cursor to the **Replace with** edit box.

5.   In the **Replace with** edit box, type exactly the word/s you wish Word 2019 to use instead.

6.   Finally, press **TAB** until the **Replace All** button is selected and press **ENTER**. Upon doing this, Word 2019 will find the specified string of text and will replace it with the new string of text.

7.   When the replace operation has been completed, you will receive a message box stating how many replacements were made. Press **ENTER** to accept this message and return focus to the **Find and Replace** dialog box.

If the message states no replacements were made, it is likely that the string you typed is incorrectand cannot be found in your document. If this is the case, press **ESCAPE** twice and start again.

Note: When you use the Find and Replace dialog box for a second time, Microsoft Word remembers the last string of text typed into the Find what edit box and the last string of text typed into the Replace with edit box. To specify a new search, simply overtype the text or delete it beforetyping the new string.