

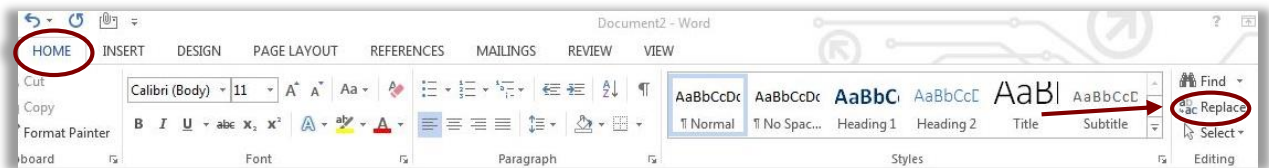
## Finding and Replacing Text in Word or a PDF file

The following directions are for PC users. Finding and replacing text in a word document or PDF file makes it easier to locate and change words all at once.

[Replacing Text in Word](#) | [Replacing Text in a PDF](#) | [MS Word instructions for Mac/other](#)

### Replacing Text in Word

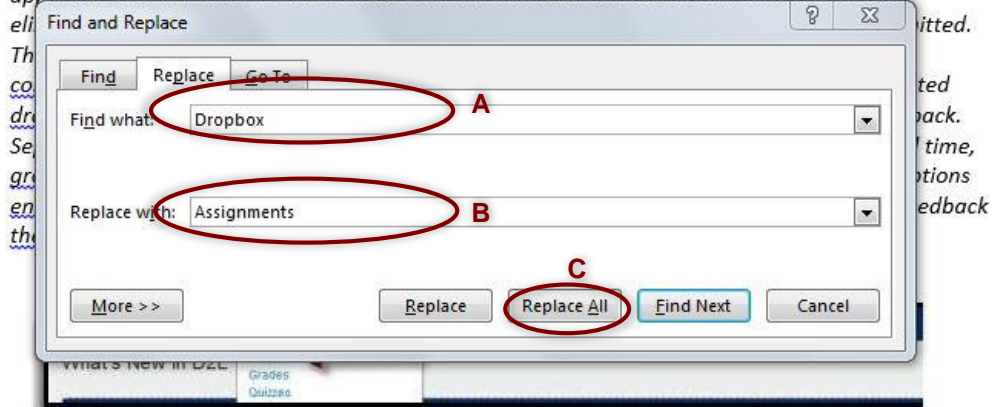
1. Open up the document in Microsoft Word
2. On the **Home tab**, click **Replace** in the **Editing group**



3. The **'Find and Replace'** window will pop up
  - a. Type the word you want to find in **'Find what;'** box
  - b. Type the word you want to replace it with in **'Replace with:'** box
  - c. Click **Replace All** button

### Dropbox

The dropbox tool enables users to submit assignments through the learning environment, eliminating the need to mail, fax, or email assignments. Simply upload the assignment to the appropriate folder. You can set up folders that users can submit their assignments to. This eliminates the need to email assignments back.




## Examples of Before and After Using Replace in Word

1 Learning Technology Center | Faculty Dropbox | July 13, 2015

**Dropbox** ← **Before Using Replace**

*The dropbox tool enables users to submit assignments through the learning environment, eliminating the need to mail, fax, or email assignments. Simply upload the assignment to the appropriate folder. You can set up folders that users can submit their assignments to. This eliminates the need to collect assignments and helps you track when assignments are submitted. The dropbox tool allows you to see users' submission times, download assignments to your computer, view submissions with the document viewer on the leave feedback page, associated dropbox folders to rubrics and competencies, and return submissions with grades and feedback. Separate dropbox folders for each assignment and restrict access to the folders by date and time, group membership, or special access permissions. Each dropbox folder's search and filter options enable you to find users' submitted files by username, submission history, and amount of feedback they have received.*




The screenshot shows the D2L navigation menu with the 'Assessment' dropdown menu open. The 'Dropbox' option is highlighted, and a red arrow points from the 'Before Using Replace' box to it.

1 Learning Technology Center | Faculty Assignments | July 13, 2015

**Assignments** ← **After Using Replace**

*The Assignments tool enables users to submit assignments through the learning environment, eliminating the need to mail, fax, or email assignments. Simply upload the assignment to the appropriate folder. You can set up folders that users can submit their assignments to. This eliminates the need to collect assignments and helps you track when assignments are submitted. The Assignments tool allows you to see users' submission times, download assignments to your computer, view submissions with the document viewer on the leave feedback page, associated Assignments folders to rubrics and competencies, and return submissions with grades and feedback. Separate Assignments folders for each assignment and restrict access to the folders by date and time, group membership, or special access permissions. Each Assignments folder's search and filter options enable you to find users' submitted files by username, submission history, and amount of feedback they have received.*



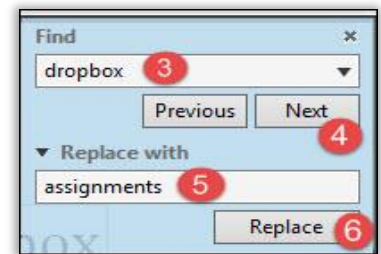
The screenshot shows the D2L navigation menu with the 'Assessment' dropdown menu open. The 'Assignments' option is highlighted, and a red arrow points from the 'After Using Replace' box to it.

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## Finding and Replacing Text in a PDF

Note: If you do not have Acrobat Pro, you can open up a PDF in Word 2013 (Windows) or later and follow the instructions in this document for Find/Replace using MSWord. First, open your Word application, then, File > Open and navigate to the .pdf.

1. Open up the PDF in Adobe Acrobat Pro
2. Click on **'Edit'** and then **'Find'**
3. Type the word you want to find in **'Find'** box
4. Click the **Next button** (You should now see the selection that will be changed highlighted in the pdf)
5. Click the arrow next to **'Replace with'** and then type you word you would like to replace it with
6. Click the **'Replace'** button
7. Continue this pattern until all instances of the word are found and changed by clicking the **Next button** to continue moving throughout the document
  - a. **NOTE:** You will need to change the capitalization as necessary in the PDF as you are moving through the document. Pay attention to the word that is highlighted so you know if the replacement should be capitalized.



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## Finding and Replacing in a Word Document Links

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### Instructions for Mac 2016:

<https://support.office.com/en-US/article/Find-or-replace-text-or-formatting-in-Word-2016-for-Mac-ac12f262-e3cd-439a-88a0-f5a59875dcea>

### Instructions for Windows 2016:

<https://www.lynda.com/Word-tutorials/Finding-replacing-text/378044/432779-4.html>

### Instructions for Windows 2011:

<https://support.office.com/en-US/article/Find-and-replace-text-and-other-data-in-a-Word-document-c6728c16-469e-43cd-afe4-7708c6c779b7>

### Instructions for Mac 2011:

<https://support.office.com/en-us/article/Find-and-replace-text-or-formatting-4225674b-4e08-46a2-b0fa-2d3b217d2611>

### Instructions for Windows 2013:

<https://www.lynda.com/Office-tutorials/Finding-replacing-text/115862/121445-4.html>

### Instructions for Mac 2013:

<https://www.lynda.com/Office-Mac-tutorials/Finding-replacing-text/73560/75768-4.ht>

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