#### IMPORTANT: Do not delete or change the number of columns in the table!

#### You may edit the table to replace the example texts and/or enter your find and replace text pairs.

Enter the text to find and the text to be replaced in the second and subsequent rows of the table below.

Enter Y in the WC column to indicate the use of a wildcard search .

If wildcard is not used, enter Y in the match whole word column 'WWO' to process whole word only.

To omit the pair from the replacements, enter 'Y' in the last column.

When the 'Find and replace (with table formatting)' option is selected, the 'WC' and 'WWO' options are invalid. The option always sets Match Case as true, 'WC' as 'N' and 'WWO' as 'Y'. The replacement text is formatted with the format applied in the second column of the table and could include an in-line graphic.

Note: When a wildcard is used for a defined pair, match whole word is ignored and the case is always matched. Whole words can be matched using wildcard options - <http://www.gmayor.com/replace_using_wildcards.htm>

Tab out of the last cell to create a new line. Save and close the document after making your changes.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Find this text | Replace with this text | WC | WWO | OMIT |
| Lorem | Lorem | N |  | Y |
| ipsum | ipsum | N |  | Y |
| dolor | dolor |  |  |  |