

## More advanced uses of Find and Replace

### Making selected text 'disappear'

Say you wish to make all the words in a document that have not been highlighted invisible. This will mean finding those words and then changing them to a white font.



Go to 'Find and Replace' and click on 'More'. Put your cursor in the 'Find what' box. From the enlarged dialog box, select 'Format', which will bring up choices including 'Highlight'. Select this and 'Highlight' will appear below the box. Now repeat the process and when you select 'Highlight' again it will toggle to 'Not Highlight'.

The 'Find and Replace' dialog box is shown with the 'Find' tab selected. The 'Find what' field is empty, and the 'Format' dropdown is set to 'Not Highlight'. The 'Replace with' field is also empty, and the 'Format' dropdown is set to 'Not Highlight'. The 'Search Options' section includes checkboxes for 'Match case', 'Find whole words only', 'Use wildcards', 'Sounds like (English)', 'Find all word forms (English)', 'Match prefix', 'Match suffix', 'Ignore punctuation characters', and 'Ignore white-space characters'. The 'Replace' section has buttons for 'Format', 'Special', and 'No Formatting'. The 'Find Next' button is highlighted in blue.

Now place your cursor in the 'Replace with' box. Open the 'Format' menu again and this time choose 'Font'. Click in the little down arrow next to 'No colour' and select white. (Don't think that 'No colour' means white; it means no colour has been selected.)

The 'Find Font' dialog box is shown with the 'Font' tab selected. The 'Font' dropdown is set to 'No Color'. The 'Font style' dropdown is set to 'Regular'. The 'Size' dropdown is set to '8'. The 'Font color' dropdown is set to 'No Color'. The 'Underline style' dropdown is set to 'No Underline'. The 'Underline color' dropdown is set to 'No Color'.

Click on 'Replace All' and the non-highlighted words should disappear! If you want them to reappear, select the whole text and use the standard Word menu bar to select black (Automatic) or any other colour.

This procedure seems convoluted at first but is worth getting used to as the technique can be used for other purposes. For example:

### **Found Poems**

Choose a descriptive text which has interesting words, phrases, comparisons and so on. Ask students to highlight the words and phrases they like best. There can be no wrong answers! Remove the text which has not been highlighted and arrange the remainder in whatever way seems pleasing. This can also be done with students' own writing if you come across a specially suitable piece.

See also 'To Collapse a Text into Alphabetical Order'; 'To Create an Interactive Word Wall'; 'Immersed Texts' and 'Text Mapping' in Resources > Techniques.