**How to replace text with a graphic or an object**

Word 2016 <https://www.officetooltips.com/word_2016/tips/how_to_replace_text_with_a_graphic_or_an_object.html>

Note: there are multiple tutorials and YouTube videos on doing this – just Google search “Find Replace Graphic”. Although the **Find and Replace** dialog box does not directly support replacing text with pictures or objects, you can efficiently perform this action using the **Clipboard** and the **^c** wildcard.

This is a handy feature to insert a graphic, like a signature, after the closing line, or before the typed signature line. To perform this procedure, follow these steps:

**1.** Determine the text you want to replace like “sincerely,”

**2.** Copy the graphic or component you want to insert into the document onto your **Clipboard**. (click on the graphic and Ctrl+c or click Copy from the menu). This puts your graphic on the clipboard as the last item you copied.

**3.** From the Home ribbon, click Replace from the Editing box to get the Find/Replace box. (or press **Ctrl+H** to display the **Replace box**.

**4.** In the **Find what** box, type the placeholder text (such as “sincerely,”)

**5.** In the **Replace with** text box, enter **^c** to indicate the last item copied to the **Clipboard**. To insert a paragraph space between the text and the graphic – add ^p before the ^c- (which means insert paragraph marker)



**6.** Click **Find Next** and then click **Replace**, or click **Replace All**.

Although the **Find and Replace** dialog box does not directly support replacing text with pictures or objects, you can efficiently perform this action using the **Clipboard** and the **^c** wildcard.

There are other formats and choices you can make from the Special drop down list or the format drop down list. Open the drop down lists to check them out.

**Replacing special characters**

Word 2016 (<https://www.officetooltips.com/word_2016/tips/replacing_special_characters.html>

In addition to searching for and replacing text, you can search for and replace Word's special characters, such as paragraph and tab marks.

To find and replace special characters, follow these steps:

**1.** On the **Home** tab, in the **Editing** group, click **Replace**:



**2.** In the **Find and Replace** dialog box, click the **More > >** button:



**3.** Click the **Special** button, and select the special character or item you want to find and any text for which you want to search.

**4.** Position the insertion point in the **Replace With** text box.

**5.** Click the **Special** button, and select the special character or item to add to the **Replace With** text box. You can add more than one special character to the text box, and you can also add text before or after a special character in the **Replace With** text box.

**6.** Make sure that the **All** option is selected in the **Search** list box. If you want to limit the search to text before or after the insertion point, choose the **Up** or **Down** option in the **Search** box.

**7.** Do one of the following:

* To confirm each replacement on a one-by-one basis, click **Find Next**. Then click **Replace** to replace the text or **Find Next** to skip to the next occurrence.
* To replace all occurrences of the search text without confirmation, click **Replace All**.

**8.** When the replace session for the entire document is complete, a dialog box informs you how many replacements were made. Click **OK** or press **Enter** to close the dialog box.

**9.** Click **Close** in the **Find and Replace** dialog box to end the session.

Characters in the Special Menu



* **^p** - Paragraph Mark
* **^t** - Tab Character
* **^?** - Any Character
* **^#** - Any Digit
* **^$** - Any Letter
* **^^** - Caret Character
* **^u** - Section Character
* **^v** - Paragraph Character
* **^c** - Clipboard Contents
* **^n** - Column Break
* **^+** - Em Dash
* **^=** - En Dash
* **^e** - Endnote Mark
* **^d** - Field
* **^&** - Find What Text
* **^f** - Footnote Mark
* **^g** - Graphic
* **^l** - Manual Line Break
* **^m** - Manual Page Break
* **^~** - Nonbreaking Hyphen
* **^s** - Nonbreaking Space
* **^-** - Optional Hyphen
* **^b** - Section Break
* **^w** - White Space