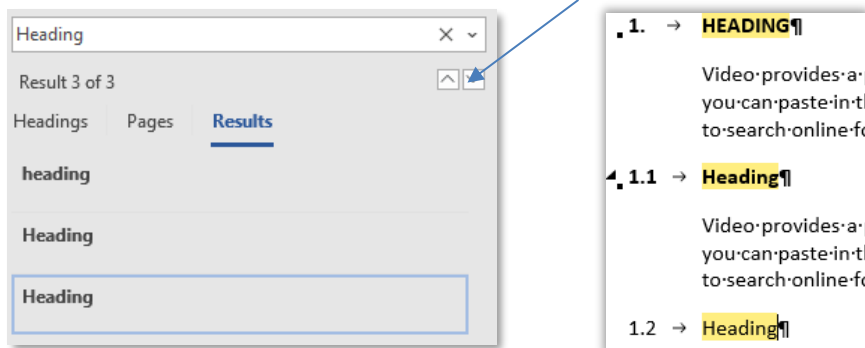
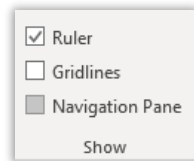


## Application: Word – Navigation Pane – Finding Text (Search)

The Navigation Pane allows you to find Text in a Word Document.

1. Select **View** tab > **Show group** and select **Navigation Pane**, or press **CTRL+F**.
2. Type a character, a word or phrase into the navigation box.
3. Select **Results** to highlight instances of the specified text in the document.
4. Navigate to the relevant instance of the text using the arrows or select the required instance in the Navigation Pane.



5. Click into the document to edit it.

**Tip:** If you now click back into Navigation Box it will remember the text you searched for previously. Either press **ENTER** to search again or type in new text.

6. When you have finished using the Navigation Pane close it using the cross at top right-hand side.

