

Microsoft Word's Built-in Codes

Character	Find What	Replace With
Annotation Mark (comment)	^a	
Any character	^?	
Any digit	^#	
Any letter	^\$	
Caret character	^^	^^
Clipboard contents		^c
Column break	^n	^n
Contents of the Find What box		^&
Em dash	^+	^+
En dash	^=	^=
Endnote	^e	
Field	^d	
Footnote	^f	
Graphic	^g	
Line break	^l	^l
Manual page break	^m	^m
Nonbreaking hyphen	^~	^~
Nonbreaking space	^s	^s
Optional hyphen	^-	^-
Paragraph mark	^p	^p
Section break	^b	
Tab character	^t	^t
White space	^w	

Commonly Needed ANSI Codes

^002	Footnote or endnote
^009	Tab
^012	Page break or section break
^013	Carriage return Macintosh [^\013]

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Wildcards Use \ to “escape” ? * ! @ < > ^ () [] { } \

?	Finds any single character: “c?t” finds “cat,” “cut,” and “cot”
*	Finds any string of characters: “b*d” finds “bewitched,” “bothered,” and “bewildered”
[]	Finds one of the specified characters: “b[ai]t” finds “bat” and “bit” but not “bet”
[-]	Finds any single character in the specified range (which must be in ascending order): “[l-r]ight” finds “light,” “might,” “night,” and “right” (and “oight,” “pight,” and “qight,” if they exist)
[!]	Finds any single character except those specified: “m[!u]st” finds “mist” and “most” but not “must”; “t[!ou]ck” finds “tack” and “tick” but not “tock” or “tuck”
{n}	Finds exactly n occurrences of the previous character or expression: “re{2}d” finds “reed” but not “red”
{n,}	Finds at least n occurrences of the previous character or expression: “re{1,}d” finds “red” and “reed”
{n,m}	Finds from n to m occurrences of the previous character or expression: 10{1,3} finds “10,” “100,” and “1000”
@	Finds one or more occurrences of the previous character or expression: “me@t” finds “met” and “meet”
<	Finds the beginning of a word: “<inter” finds “interest” and “interrupt” but not “splinter”
>	Finds the end of a word: “in>” finds “in” and “main” but not “inspiring”

Ranges

[a-e]	Finds any occurrence of a, b, c, d, or e
[0-9]	Finds any digit
[a-z]	Finds any occurrence of a lowercase letter
[A-Z]	Finds any occurrence of an uppercase letter
[!x-z]	Finds any character <i>except</i> those specified: “t[!a-m]ck” finds “tock” and “tuck” but not “tack” or “tick”

Groups

()	Use parentheses to create wildcard groups
\1	Inserts text found by the first wildcard group
\2	Inserts text found by the second wildcard group (etc.)

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