

# Special Characters for Find and Replace in Microsoft Word

Extracted from: <http://support.microsoft.com/kb/214204>

NOTE: The caret character (^) in the following tables must be typed. The caret character is created by pressing SHIFT+6 on most keyboards. (Do not confuse this character with the CTRL key.)

- ["Find what" Box Only](#)
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## "Find what" Box Only

The following characters can only be used in the Find what box.

Character	String
^1 or ^g	Picture (inline pictures only)
^2, ^f (footnote), or ^e (endnote)	Auto-referenced footnotes or endnotes
^5 or ^a	Annotation/comment mark
^19 or ^d	Opening field brace (Use only when you are viewing field codes.) (Selects whole field, not just opening brace.)
^21 or ^d	Closing field brace (Use only when you are viewing field codes.) (Selects whole field, not just closing brace.)
^?	Any single character
^#	Any digit
^\$	Any letter
^u8195	Em space Unicode character value search
^u8194	En space Unicode character value search
^b	Section break
^w	White space (space, nonbreaking space, tab)
^unnnn	Word 2000 Unicode character search, where "n" is a decimal number corresponding to the Unicode character value

## "Replace with" Box Only

The following characters can only be used in the Replace with box.

Character	String
^&	Contents of the "Find what" box
^c	Replace with the Clipboard contents

## Both "Find what" and "Replace with" Boxes

The following characters can be used in both the Find what and Replace with boxes.

Character	String
^9 or ^t	Tab
^11 or ^l	New line
^12	Page or section break (Replaces a section break with a page break)
^13 or ^p	Carriage return/paragraph mark
^14 or ^n	Column break
?	Question mark
^-	Optional hyphen
~	Nonbreaking hyphen
^	Caret character
^-	Em dash
=	En dash
^m	Manual page break
^s	Nonbreaking space
^nnn	Where "n" is an ASCII character number
^0nnn	Where "n" is an ANSI character number

## Example: Replacing paragraph breaks in MS Word

**PROBLEM:** How do I replace paragraph breaks in a text file or MS Word document?

**SOLUTION:** Using the *Find and Replace* dialog, use the escape character sequence ^p (shift-6 p) to search for or insert paragraph breaks.

