



WordPerfect Office: How to delete codes in WordPerfect using Find and Replace

- WordPerfect Office Suite
- WordPerfect Home & Student

Problem:

A formatting code is found in multiple places throughout a WordPerfect document and needs to be removed. Finding each instance manually would take a long time.

This can be used to remove all Font changes, all Font sizes, all page numbering codes, all delay codes and much more.

Resolution:

Use WordPerfect's built-in Find & Replace feature to find the target code and replace it with nothing:

1. Click at the top of the document
 2. Click Edit, Find and Replace
 3. In the Find and Replace dialog, click the Options menu and make sure that "Wrap at Beg./End of document" is enabled. If it's not enabled, click on it to enable it.
 4. Click in the Find field
 5. Erase anything in the Find Field.
 6. Click Match menu, Codes
 7. In the codes window, double on the code you wish to delete. It will appear in the find field.
 8. Click Close on the Codes window.
 9. Make sure that the Replace window still says <Nothing> (that is the default value)
 10. Click "Replace All" to replace all instances, or use Find Next and Replace to step through the document and replace them on a per-case basis.
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