

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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