Find and Replace Text

You can use the **find and replace** feature to find a word and then replace it with another word. In this exercise, you practice replacing multiple occurrences of a company name and a person’s name in the informational document. Using the find and replace in a case like this ensures that you find all instances of the name or word you want to replace.

1. Open the document, Perfect Paint located on [www.classjump.com/axtell](http://www.classjump.com/axtell)
2. Save the file as PERFECT.
3. Make sure you start the find and replace operations at the top of the document.
4. Find each occurrence of **James** and replace it with **Jack.**
	1. Careful! Replace on the personal name, not the letters James in the city name.
	2. You also can specify the replacement text use different formatting than the original text.
5. Find each occurrence of **Perfect Paint** and replace it with **Picture Perfect**. You should have replaced 11 occurrences.
	1. Be sure to replace possessive versions of the company, too.
	2. You can choose to replace all occurrences of the phrase simultaneously or to review each phrase and determine whether or not to replace it.
6. Add your name to the document
7. Save the edited document file.
8. Print and turn into the drawer.

**Perfect Paint Restoration & Painting**

**James Mitchell**

**Thomas Ford**

Do you own one of the many century-old (or older) residences here in Jamestown? If so, you have probably by now wrestled with the issue such as flaking and peeling paint, dirty surfaces, failed flashings, crumbling brickwork, faulty gutters, dry rot, and termite damage.

If you’re thinking about abandoning your historic home in favor of a condo on a golf course – stop! Perfect Pain can help you restore the exterior of your home to its original condition. Perfect Pain (owned and operated by James Mitchell and Thomas Ford) has restored and painted over 50 homes in the historic neighborhoods in Jamestown. You’ve seen Perfect Paint properties on Jamestown House Tours for the past five years – you historic house could be on the Tour next year.

Perfect Paint takes a step-by-step approach to rescuing historic properties from years of neglect and indifferent paint jobs.

1. **Inspecting.** James Mitchell makes a thorough inspection of the house to locate trouble signs such as paint blistering, bubbling, and peeling and to identify areas needing repair. Thomas Ford prepares a plan of action for the remainder of the job.
2. **Washing.** After sealing the house and setting scaffolding as necessary, Perfect Paint specialist wash and clean the house to remove dirt, mildew, fungus, chalking, and rain salts to improve the surface for painting.
3. **Stripping.** When necessary, old paint is stripped using Perfect Paint’s own chemical strippers or tools such as a torch or heat gun.
4. **Sanding.** After stripping, Perfect Paint workers sand to remove any remaining paint residue. Where existing paint finishes have not failed, sanding may be used to dull surfaces to ensure a good bond with the new paint.
5. **Second inspections.** A second inspection at this point lets Perfect Paint specialist identify structural problems that might have been obscured by the paint. James Mitchell contracts as necessary with carpenters, roofers, and masonry experts to restore exterior elements.
6. **Priming**. The first coat of primer is applied to provide a smooth, binding foundation for the finish coat. At this stage, Perfect Paint painters also calk and putty gaps and holes in the surface. A second coat of primer may be applied to stripped or new wood.
7. **Finish coat.** Painting the finish coat is the easiest part of the job. After the homeowners chooses colors, James Mitchell prepares a color “template” on the house to guide Perfect Paint painters in the final coat. After painting, final details such as gold leaf or faux marbling may be applied to add the finishing touches to the house.