Finding Text in Italics in Microsoft Word

In Word 2007 start at point 2 below. In Word 2019 start at point 1 below. Most versions of Word support this feature but how you find the starting point may vary to the description below.

1)   To start the search to find text that is in italics.

Either **a)** Choose Home, then use the Find drop-down menu and choose Advanced find.
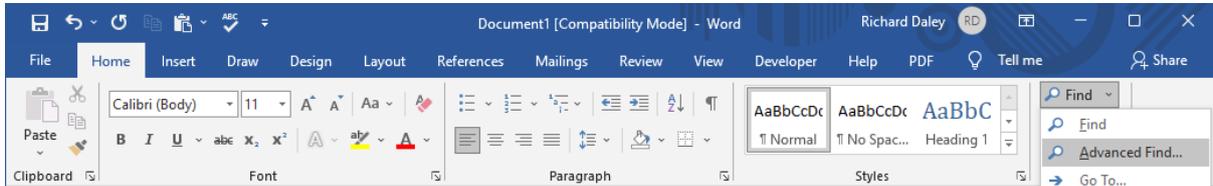
Or **b)** Use the keyboard shortcut Ctrl -F (hold the Ctrl key and the f key down at the same time) and the Navigation option will appear.
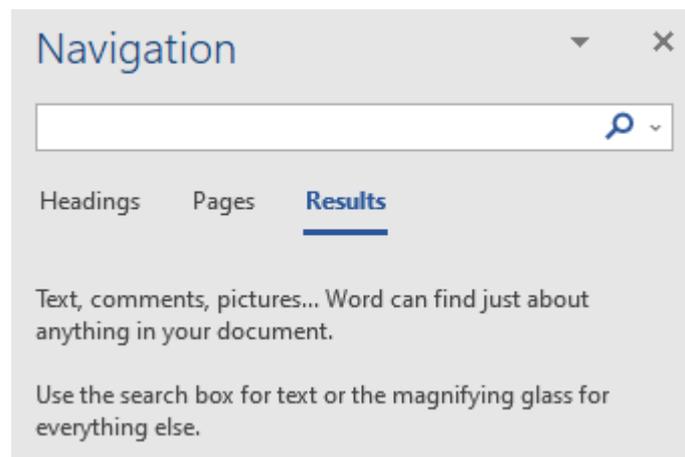
In the text entry field, you would normally enter the text you would be searching for. In this case there is a drop-down menu to the right of the magnifying glass.
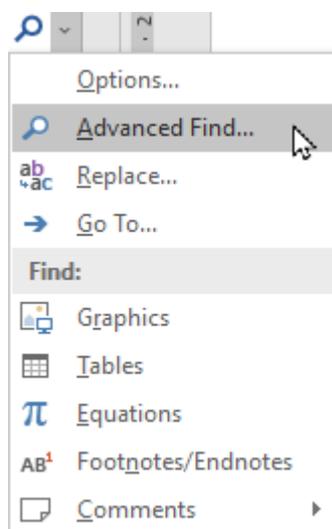
Choose the Advanced Find… option.

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2)   Either 1 a) or 1 b) will open the Find and Replace dialogue window:

Find and Replace	? ✕

Find   Re**p**lace   **G**o To

Fi**n**d what:

More >>   Reading Highlight ▼   Find In ▼   Find Next   Cancel
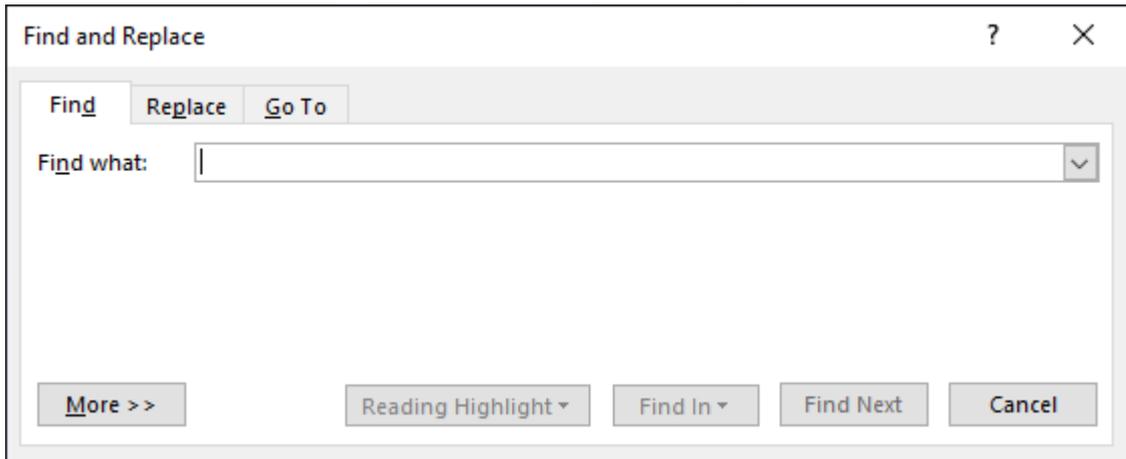
In the bottom left of the dialogue there is a button labelled **More > >**

Select this and the dialogue window will show more options:

Find and Replace	? ✕

Find   Re**p**lace   **G**o To

Fi**n**d what:

<< **L**ess   Reading Highlight ▼   Find In ▼   Find Next   Cancel

Search Options

Search: All

☐ Mat**c**h case   ☐ Match pre**f**ix
☐ Find whole words onl**y**   ☐ Ma**t**ch suffix
☐ **U**se wildcards
☐ Sounds li**k**e (English)   ☐ Ignore punctuation character**s**
☐ Find all **w**ord forms (English)   ☐ Ignore white-sp**a**ce characters

Find

Format ▼   Sp**e**cial ▼   No Formatting
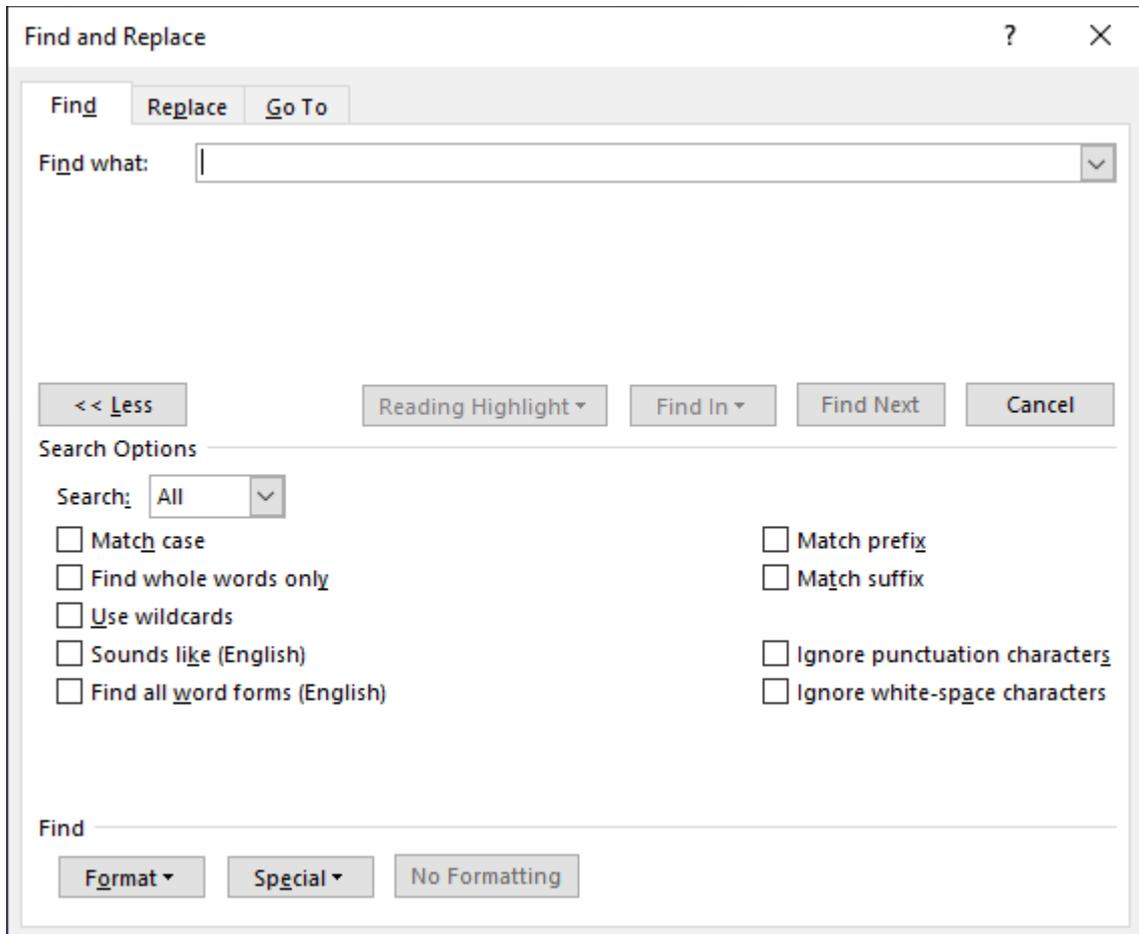
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3) There are quite a few useful options on this dialogue window, such as being able to require the search to find text that only matches the case. However, choose the drop-down menu **Format** in the bottom left of the dialogue and select **Font…**
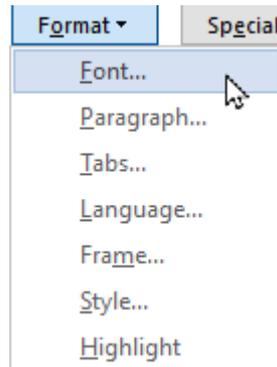
4) Another dialogue window will appear:
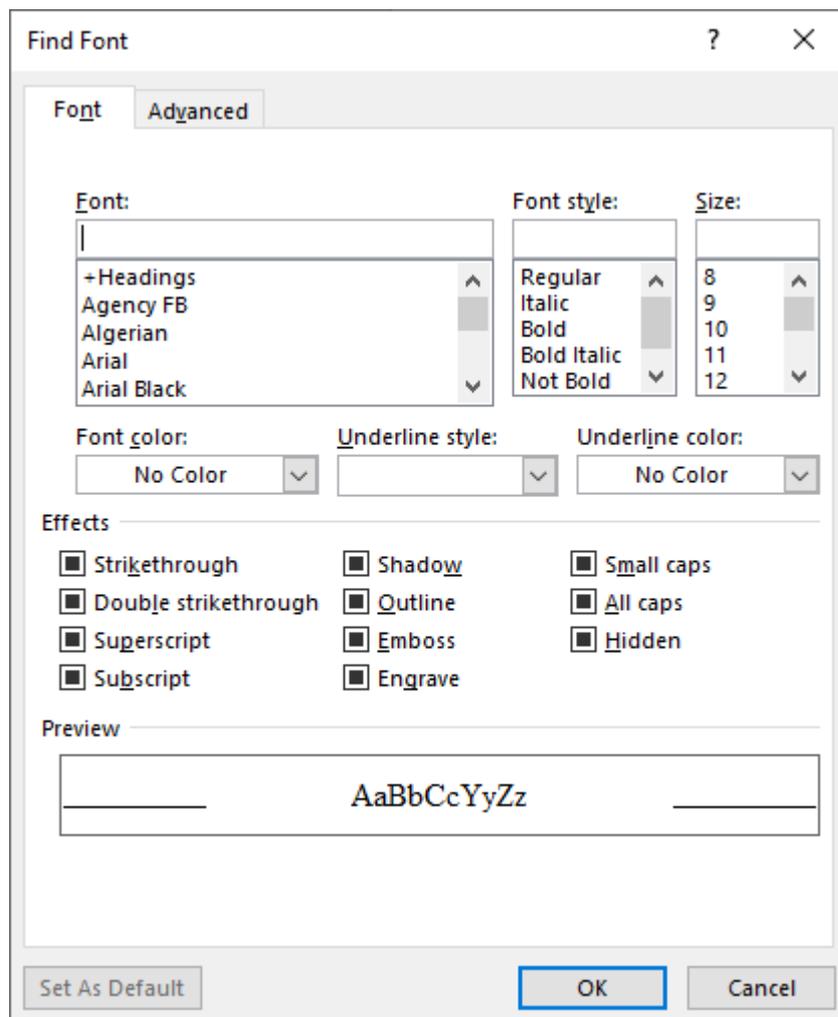
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5)   Select Italic in the Font style box as shown below:
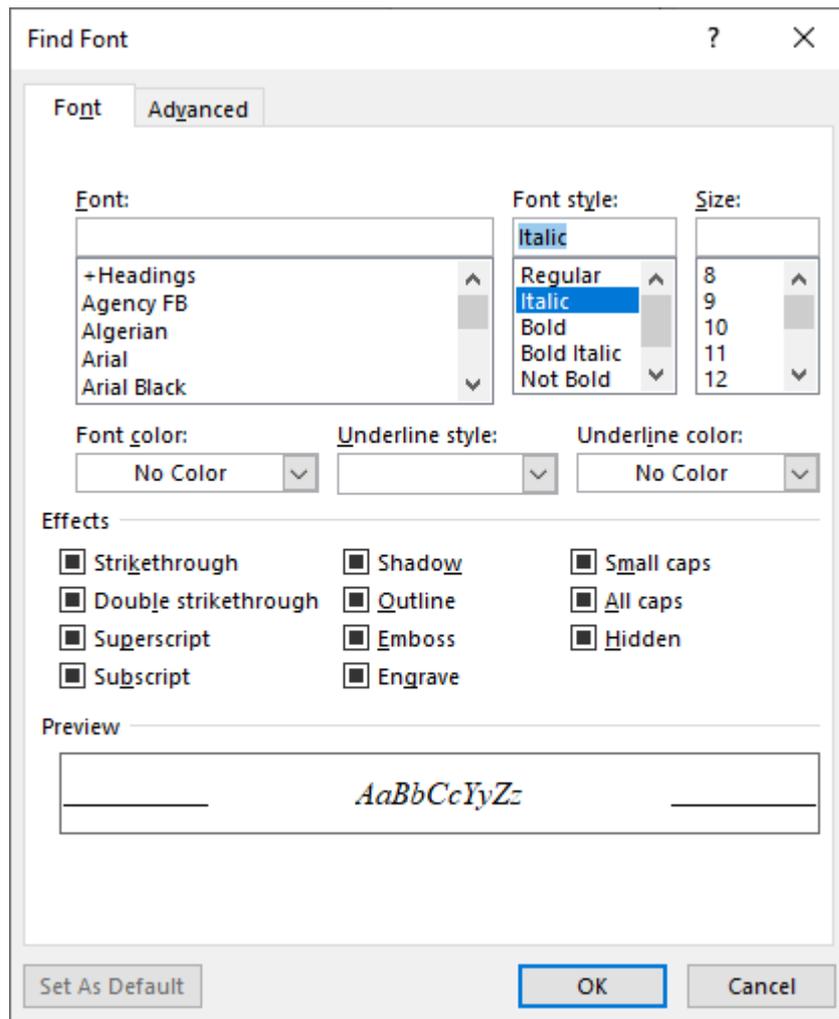
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6) Now click on OK and this dialogue window closes and you are returned to the preceding dialogue window:
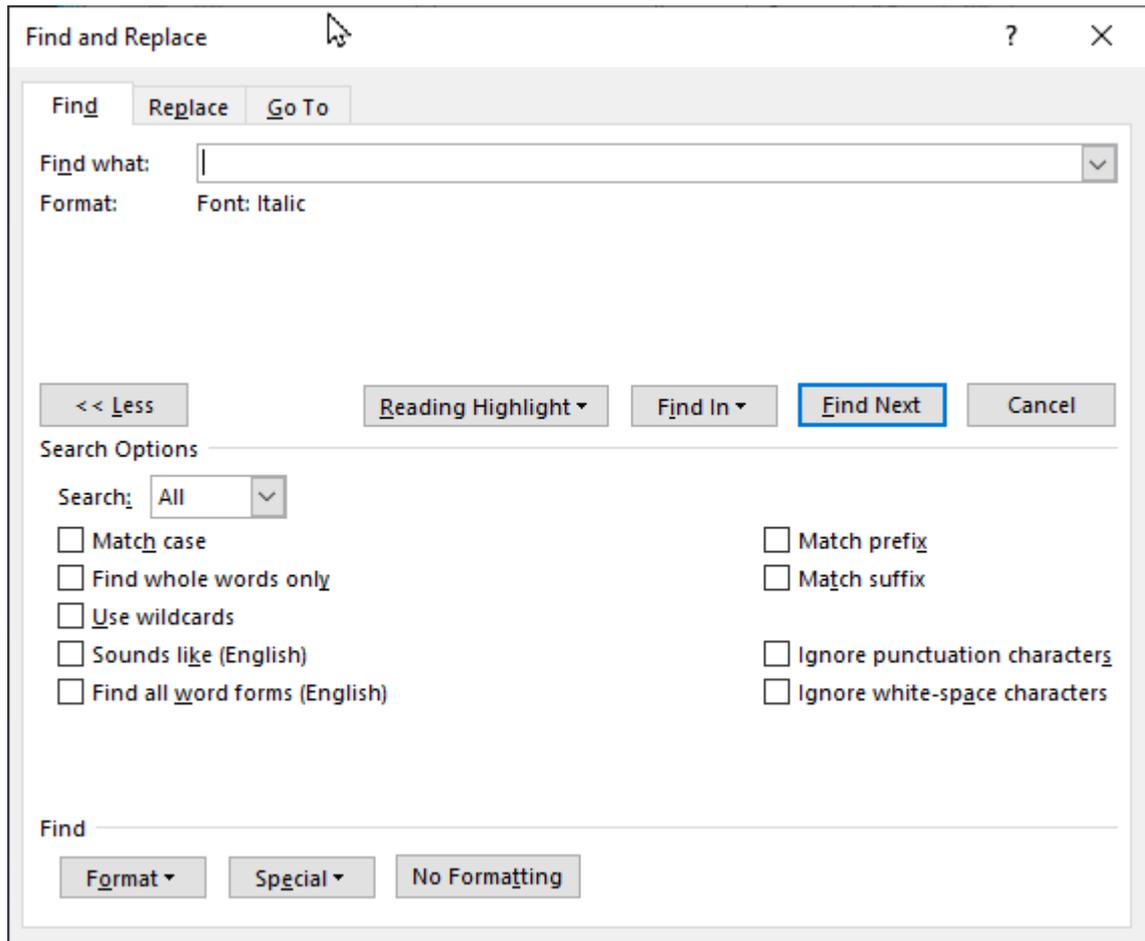
Below **Find what:** (which you leave empty) it says Format: Font: Italic.

7) Now click on **Find Next** and you will be taken to the first text that is in italics. Click **Find next** again to be taken to the second piece of text that is in italics and so on.