
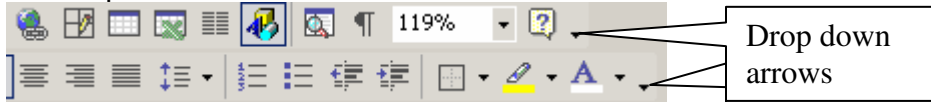


# Using Find and Replace with Highlight to Extract Text

## To use the Highlighter

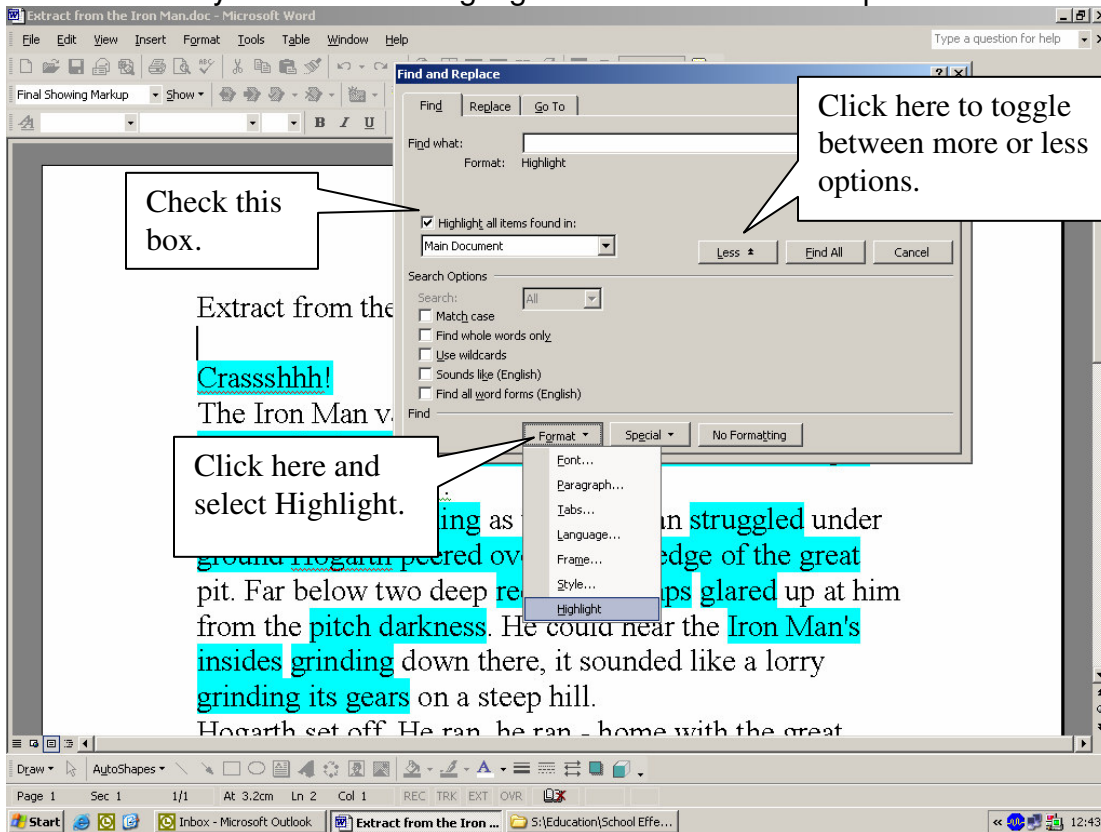
Ensure that the highlighter tool  is on one of the tool bars. If not, you may need to locate it in the additional buttons box which is accessed by clicking on the drop-down arrow at the end of the toolbars.



Choose an appropriate colour and then highlight text according to your objective (e.g. powerful verbs, descriptive phrases etc).

## Using Find and Replace

1. Click on the **EDIT** menu and select **FIND...**
2. Click on the **MORE** button to expand the selection box.
3. Click on **FORMAT** at the bottom and select Highlight.
4. Ensure you check the "Highlight all items found in" option.



5. Click on **Find All**.

This then highlights and selects all your highlighted text.

Now you can copy and paste these highlights into a new document to work with.