1. Start -> Programs -> Open Office 3.3.org -> Open Office.org Writer
2. File Open -> Sample.odt
3. Menu ‘Edit -> Find & Replace’ -> search for “WANT” -> Options = “Match case” and “Whole words only” displays with check boxes to left and below line displays “More Options” -> Select [Find]
4. [OK] “Search key not found” or [Yes] for “….do you want to continue at the beginning?”
5. Close dialog with ‘Close-X’ at top right corner of dialog
6. Redo same search 3…5
7. Redo same search 3…5, but change “Backwards” option (check if unchecked)
8. All option still display via Windows 7 machine and Open Office 3.3.org Options -> “Match Case” and “Whole words only” displays with check boxes to left and below line displays “More Options”

**Screenshot 1**



**Screenshot 2**



**Screenshot 3**



**Screenshot 4**



**Screenshot 5**

