

Find and Replace

Find and Replace are in the Edit menu.

These facilities enable you to search for something throughout a whole document quickly.

You can find

- individual letters, characters and codes
- words
- typefaces
- attributes such as italicise
- formats or styles, i.e. linking to style sheets

The computer will find exactly what you have asked for, so if it doesn't find something you know is there it is probably because you haven't asked for what you think you've asked for!

In Find the search stops when the item is found and the cursor will be in the item. You can continue to search for the next occurrence or close the facility and continue work on the document.

Replace is very similar to Find, the difference being that you not only find the item but then replace it. This facility is sometimes called a global search.

Hint

Highlighted text remains highlighted even when you switch to the other document so it is easy to find your place.

You can either replace everything at one keystroke throughout the document, or you can check each occurrence individually and decide whether to change it.

There are of course limits to what you can search and replace and it is often difficult to give a specific single search which will never have exceptions. You may think you want to change all the initial lower case 't' in the word 'table' to upper case to standardise your cross-references to 'see Table 3.2', for example – but what will happen to 'comfortable' and 'we sat at the table'?

You will probably develop a series of searches that you do to all disks for a general clean up as you identify the common, consistent errors. Searches can be linked together into a sequence by using macros (see page 83). For example, you could make a macro to search for all double spaces after full stops, replacing them by single spaces, which is automatically followed by a search for all double returns, replacing them by single returns.

Marking text

One of the uses of Find is to find places in a document where you need to do further editorial work. You can insert flags, e.g. ZZZ to herald places where you have problems and {Q1} or [[Q1]] to identify author queries.

You just need to be careful that a character used in this way will not be used in the text itself, or have another function. If you use square brackets within the text to show stage

directions or a gap in dialogue, you will be confused if you also use them to flag your queries. The flags are removed by the Replace facility.

What the dialogue boxes do

Choose Edit/Find and then select the relevant tab, i.e. Find or Replace. Access to the full range of options is via Edit/Find/More.

Find what

You must ensure that the cursor is in this box before you key in what you want to find or select anything to search for.

Find Next

This appears only when something is in the Find what box. Clicking here starts the search and continues it.

Search

This tells you where the search will be made. The search is taken from the position of the cursor in the document, i.e. up or down from the cursor. All means all the document and Selection means text that is selected in the document.

Match whole words only

This is active when the box has a tick by it – clicking into the tick will remove it. If this is active the search will only identify your word only when it is a whole word. For example, if you are searching for ‘the’, it will ignore the letters ‘the’ when they are within the word ‘theatre’. If it is inactive ‘the’ would be picked up within the word ‘theatre’.

Match case

When ticked the search will match the capitalisation of the word keyed into a Find what or Replace with box. For example, if the search is for Cat, CAT and cat will be ignored with Match case active, but picked up with it inactive.

Special

Ensure the cursor is in a Find what or Replace with box before using this. Click to expose a list of items, any of which you select by clicking into it. Selecting an item will place the relevant code in the Find what or Replace with box.

Format

This is very similar to the Special box and enables you to search for particular formats. Click it to expose what you can search for here.

No Formatting

Click into this box to prevent the search including formatting, i.e. to clear it. When active the name of the format selected appears under the Find what or Replace with box.

Replace with

Key in or select whatever should replace the item found in Find what.

Hint

Think about what you would enter into the Find what box when you want to find

- a word with an initial capital letter,
- a word whether or not the first letter is capitalised,
- a word only when it is not part of another word (table is part of comfortable),
- a word when it is part of another word (finding both singular and plural).

Using Find to find words

- 1 Open the document.
- 2 Choose Edit/Find.
- 3 Key in the characters or words you want to find in the Find what box. Be careful not to include any extra spaces, e.g. before the first character.
- 4 Look at the Search box to check that the correct area is being searched, i.e. all the document or only text beyond the cursor. (Click into More if the All box isn't visible.)
- 5 Click into Find Next to start the search.

The search can be made more specific by using the Match case or Match whole words only boxes.

Using Find to find formats

- 1 Open the document.
- 2 Choose Edit/Find.
- 3 Place the cursor in the Find what box.
- 4 Click into More/Format.
- 5 Select the format option you want, e.g. Font.
- 6 Click into OK.
- 7 Look at the Find dialogue box and notice how the format is described just below the Find what box.
- 8 Click into Find Next to begin the search.

Using Find to find special characters

Follow the same sequence as for finding formats above, but click into Special instead of Format at step 4.

Notice that a series of characters appears in the Find what box when you select a special character from the list. This is the code for the character.

Exercise – Using Format to find your place

This exercise shows how to use Find to move quickly from one key word (identified by being emboldened) to the next.

- 1 Open your copy of A01.
- 2 Choose Edit/Find/Format/Font to move from one emboldened word to the next.
- 3 Close but do not save.

Hint

Bookmarks are another way to identify places in the document.

Ensure that you check the boxes carefully in complex searches like this where there are so many options. It is all too easy to be searching for something more specific than you intended. For example, if you do the search above and in fact you are searching for a particular bold typeface, such as Helvetica bold, this search will not find the words 'the solitary chick' because they are in a different typeface. Similarly, if the boxes specify that the size of type is 14 point, then you would not find the first line of italic.

Hint

To remove a code, e.g. a footnote code, insert the code in the Find what box and make sure the Replace with box is empty and No Formatting is grey. You will then find the code and replace it by nothing.

Hint

You can remove a strange character, i.e. one that is not listed in Special by copying it in the document and pasting it into the Find what box. You can then decide what you want to replace it with and enter this in the Replace with box.

Efficient editing

Replace routines are one of the most useful facilities for on-screen editing. We spend a lot of time standardising spelling, spacing, capitalisation etc. If you make a note of all the items you could standardise by finding the alternatives and replacing them by the standard you will save a lot of time. For more uses of the Replace facility look at the Replace routines in Macros see page 90.

Before passing a disk on you should ensure it doesn't contain any unused codes, such as those for Bookmarks (see page 17) or Hidden text (see page 71). Compile a list of such codes if you use them so you can be sure to remove them with one of your Replace routines. It is worth exploring the replacements that can be made with the Format and Special searches. Two useful ones are:

- ^? 'any character'
- ^& 'the contents of the Find box'

The exercises below show how they work.

Exercise – Changing superior to normal numbers

- 1 Open P01.
- 2 Place the cursor in the Find what box.
- 3 Choose Special/Any Character.
- 4 Choose Format/Font/Superscript.
- 5 Click into the Replace with box and ensure it is empty.
- 6 Choose Format/Font and click into the Superscript box until it is white, i.e. empty. (Note that underneath the Replace with box are the words Not superscript/subscript.)
- 7 Click into Replace all.