

## Using the Find and Replace dialog

To display the Find and Replace dialog (Figure 26), use any of the following methods:

- Use the keyboard shortcut *Ctrl+H* (macOS: *Cmd+Shift+F*).
- Choose **Edit > Find and Replace** on the Menu bar.
- Click the **Find and Replace** button on the Find toolbar.

When the dialog is open, click **Other options** to expand it.

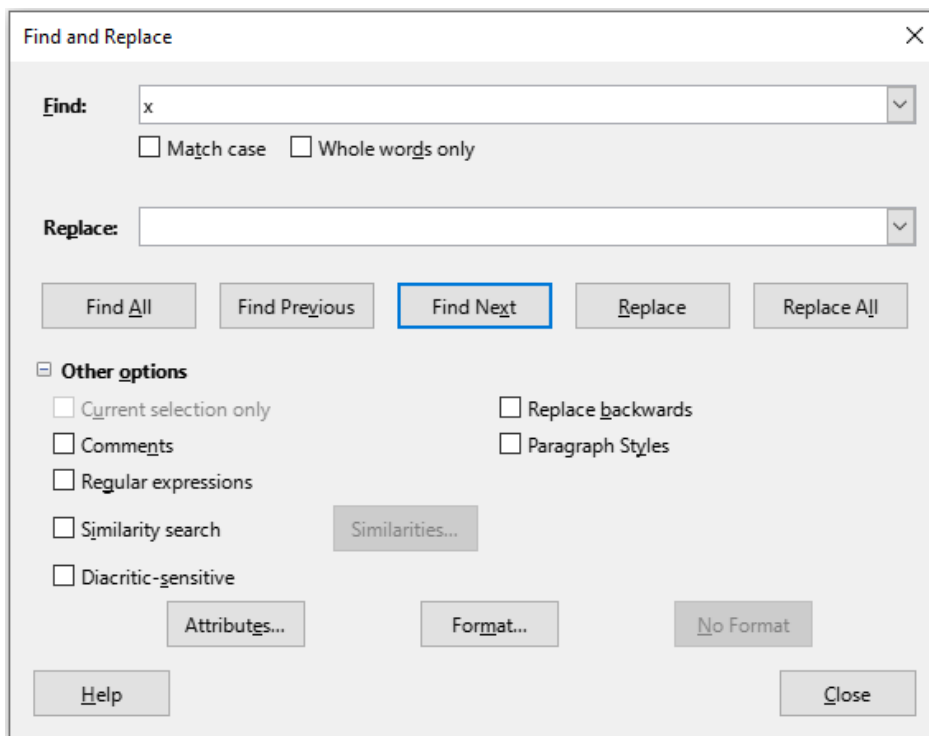


Figure 26: Expanded Find and Replace dialog

To use the Find and Replace dialog:

- 1) Type the text you want to find in the **Find** box.
- 2) To replace the text with different text, type the new text in the **Replace** box.
- 3) You can select various options, such as matching the case or matching whole words.
- 4) The other options include searching only in selected text, searching from the current cursor position backwards toward the beginning of the document, searching for similar words, searching in comments, and using regular expressions (wildcards). The use of other options is described in Chapter 3, Working with Text: Advanced.
- 5) Additional options are shown when CTL or Asian languages have been selected in **Tools > Options > Language Settings > Languages**.
- 6) When you have set up the search, click **Find Next**. As the document view moves to each found instance, you can replace the text by clicking **Replace** or skip that instance by clicking **Find Next** again.



### Tip

If you click **Find All**, Writer selects all instances of the search text in the document. Similarly, if you click **Replace All**, Writer replaces all matches, without stopping for you to accept each instance.