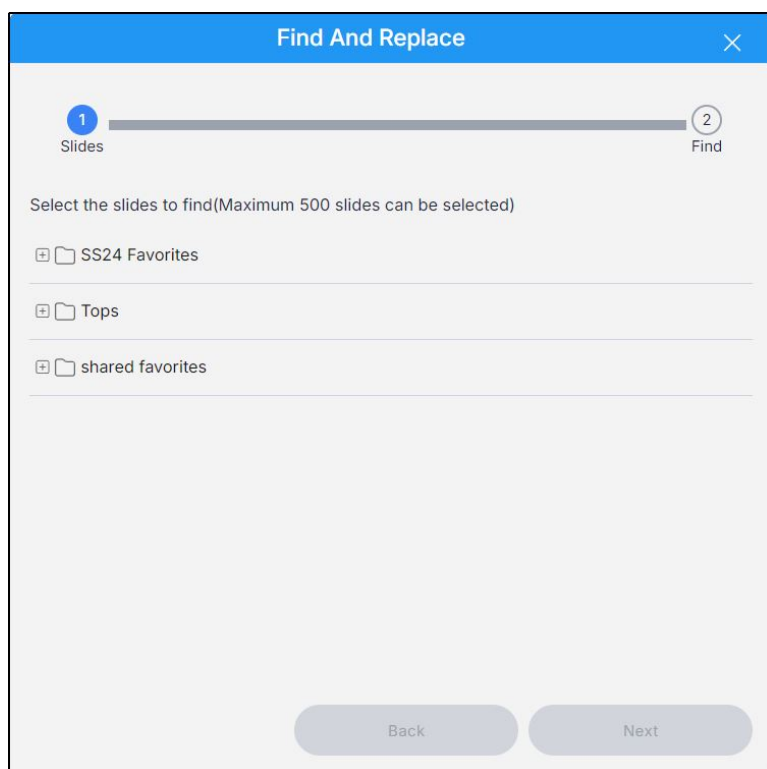


## Find and replace

You can use the **Find** button to find specific text in the article details box or any textboxes on slides. Also, you can replace text in a textbox (not article details) with new text. To find text, follow these steps:

1. Click **Find** from the toolbar, the following window appears:



2. Select the slides you want to search then click **Next**, the following window appears:

Find And Replace

×

1

Slides

2

Find

FIND WHAT

REPLACE WITH

Find

Find Next

Replace

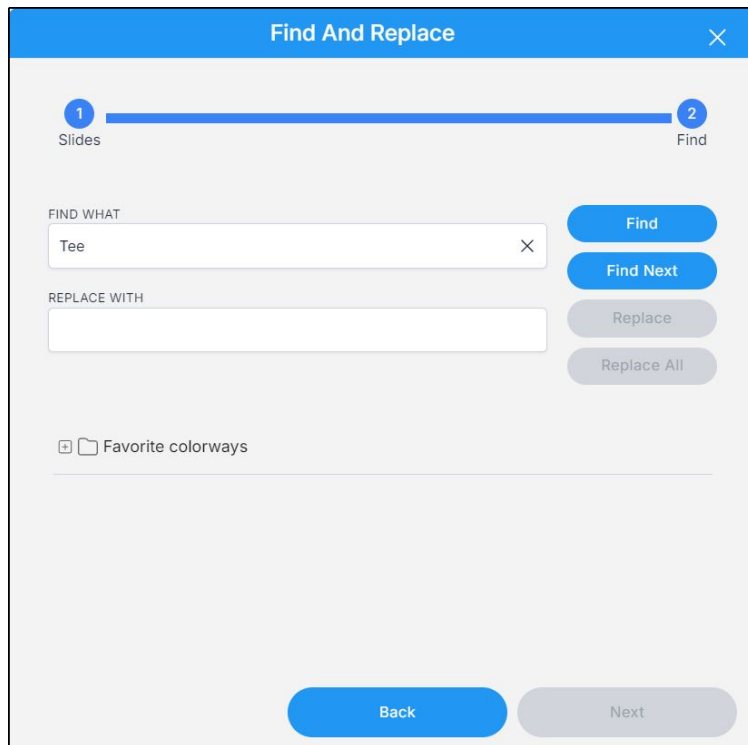
Replace All

No items available

Back

Next

2. Enter the text you want to find in the respective field, then click **Find**, the folders which contain slides with the entered text are displayed as shown in the below example:



3. Select the folder or the slide you want, the **Find Next** button is activated and you can find the text in other slides within the selected folder or slide.

To replace the text, follow these steps:

1. Enter the text with which you want to replace the found text,
2. Click the checkbox next to the slide which you want to then click **Replace** to replace the text of the highlighted occurrence, or **Replace All** to replace the text in all the slides in which the text is found.