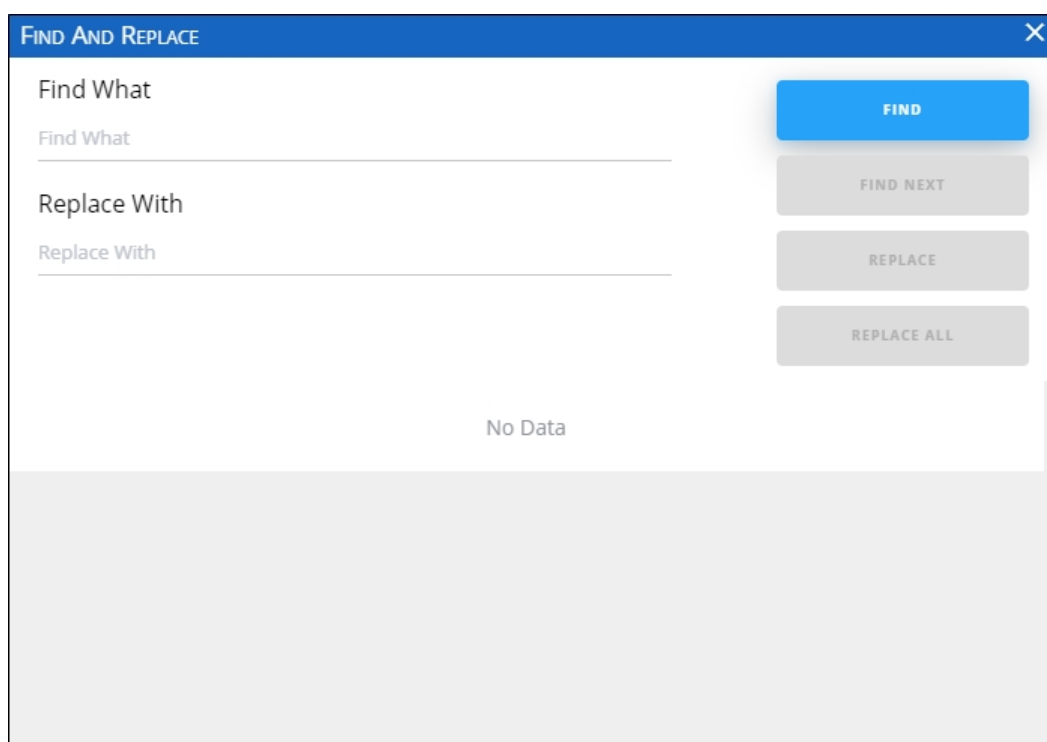


Find and replace

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:



The image shows a 'FIND AND REPLACE' dialog box with a blue header bar containing the title and a close button. The main area is divided into two sections: 'Find What' and 'Replace With'. Each section has a text input field with a placeholder label. To the right of these fields is a vertical stack of four buttons: 'FIND' (blue), 'FIND NEXT' (gray), 'REPLACE' (gray), and 'REPLACE ALL' (gray). Below the input fields, the text 'No Data' is displayed. The bottom half of the dialog box is a large, empty gray area.

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:

FIND AND REPLACE

Find What

demand

Replace With

Replace With

Winter Collection

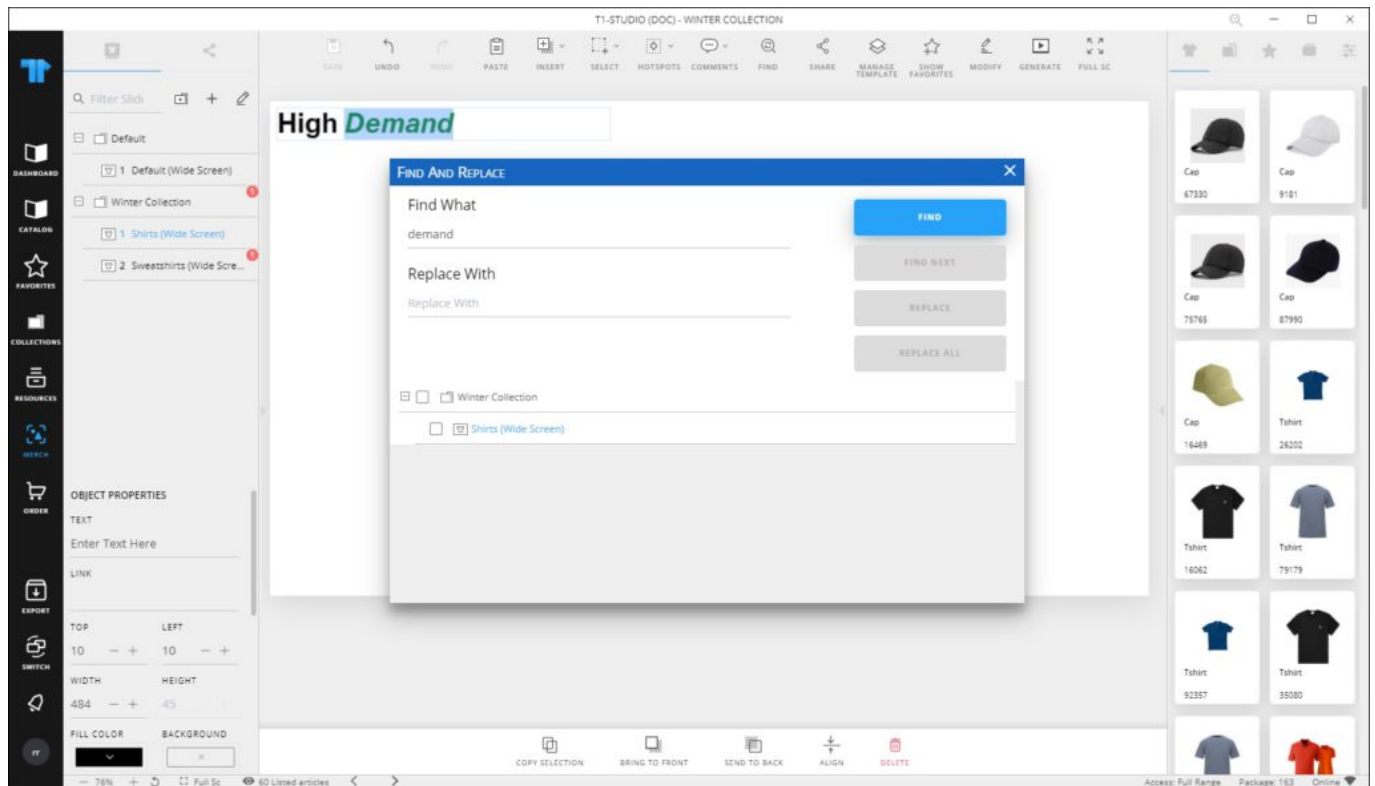
FIND

FIND NEXT

REPLACE

REPLACE ALL

3. Click the folder to expand it and show the slides, when the slide is clicked, the text is displayed in green and italic as shown in the below example:



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.