

- 1) To find a type of formatting in the document, ensure **Other options** is selected.
- 2) Click the **Format** button to open the Search for Formatting dialog, which looks much like the Character dialog. Select a format from any of the tabs (for example: bold, 14 pt, Spacing above paragraph).
- 3) To find this format that has been applied only by direct formatting, leave the **Including Styles** box unchecked. To find this format also applied inside a character or paragraph style, select the **Including Styles** box.
- 4) Choose **Find All** to have all formats found highlighted. Choose **Find Previous** or **Find Next** to find one format instance at a time.
- 5) To replace the chosen format, click inside the **Replace** box, then choose **Format** and choose a replacement from the tabbed options.
- 6) Replace the formats one at a time using **Find Previous > Replace** or **Find Next > Replace**. Use **Replace All** to change all formats at once.

If you want to change the formatting for a specific word or phrase in a document:

- 1) Type the word or phrase in the **Find** box.
- 2) In the **Replace** box, type in the new text you want to use and choose the formats you would like to change. However, if you want to keep the same word or phrase and only change its format, ensure you also type the word or phrase in the **Replace** box. Otherwise, Writer will remove the word or phrase from the document.
- 3) Replace the words and formats one at a time using **Find Previous > Replace** or **Find Next > Replace**. Use **Replace All** to change all words and formats at once.

Similarity search

This option finds terms that are similar to the *Find*: text. For example, a similarity search can find words that differ by two characters.

Select *Similarity search* and click the **Similarities** button to open a dialog where you can modify the text search by length and number of characters different from the search term (Figure 46).

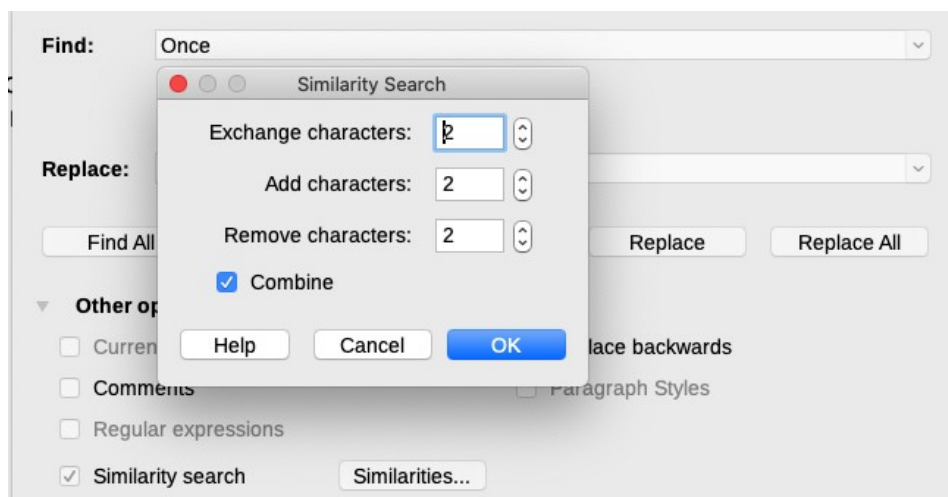


Figure 46: Similarity search dialog

Exchange characters

Enter the number of characters in the search term that can be exchanged. For example, if you specify 2 exchanged characters, "black" and "crack" are considered similar.

Add characters

Enter the maximum number of characters by which a word can exceed the number of characters in the search term.