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 only.

   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, and searching in comments. The use of other options is described in Chapter 3, Working with Text: Advanced.

   Additional options are shown automatically when CTL or Asian languages have been selected in **Tools > Options > Language Settings > Languages**.

4) 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.

> ℹ️ **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.

> ⚠️ **Caution**
>
> Use **Replace All** with caution; otherwise, you may end up with mistakes that you won't be able to undo later on if you save and close the file. A mistake with **Replace All** might require a manual, word-by-word, search to fix. (*Ctrl+Z* works only before the file is saved.)

Inserting special characters

A special character is one not found on a basic English keyboard. For example, © ¾ æ ç Ł ñ ö ø ¢ are all special characters.

To insert one or more special characters, place the cursor in the position where you want the characters to appear. Then do one of the following:

- Click the **Special Character** icon in the Standard toolbar to open a list of favorite and recently used characters and click on the one you wish to insert (see Figure 24). You can also open the Special Characters dialog (Figure 25) by clicking the **More Characters** button on this list.
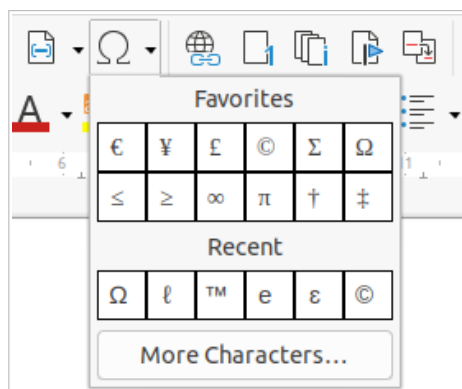

Figure 24: Insert Special Characters in the standard toolbar