

Figure 22: Docked position of Find toolbar

To use the Find toolbar, click in the text input box and type your search text, then press *Enter* to find the next occurrence of that term from the current cursor position. Click the **Find Next** or **Find Previous** buttons as needed.

Click the **Find All** button to select all instances of the search term within the document. Select **Match Case** to find only the instances that exactly match the use of upper and lower case letters in the search term. Click the icon next to *Match Case* to open the Find and Replace dialog.

To close the Find toolbar, click the X button on the left, or press *Esc* on the keyboard when the text cursor is in the search box.

Using the Find and Replace dialog

To display the Find and Replace dialog (Figure 23), use any of the following methods:

- Use the keyboard shortcut *Ctrl+H*,
- Choose **Edit > Find and Replace** on the Menu bar.
- Click the **Find and Replace** button on the Find toolbar. When the dialog is open, optionally click **Other Options** to expand it (see Figure 23).

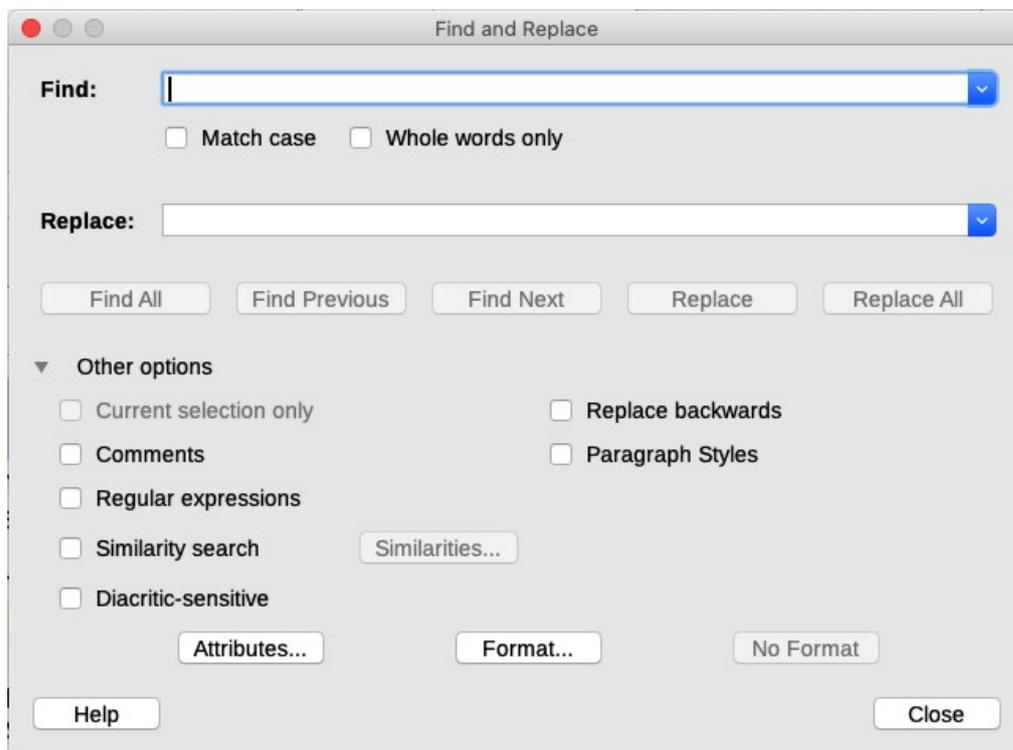


Figure 23: Expanded Find & Replace dialog