

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).

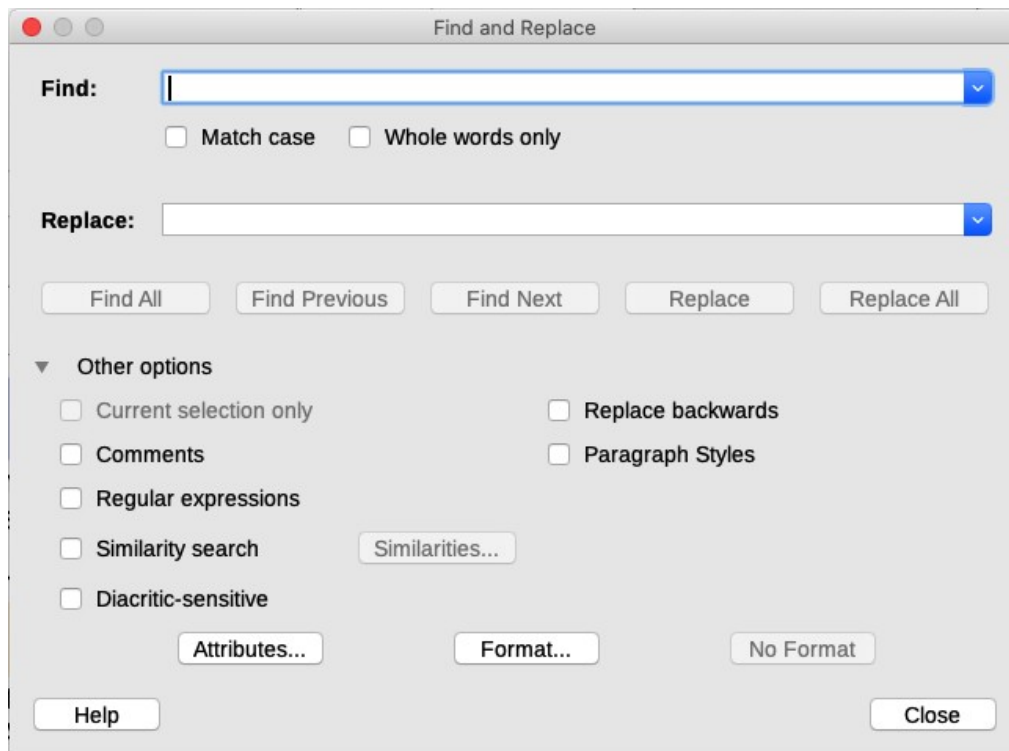


Figure 23: Expanded Find & Replace dialog