

Advanced find and replace techniques

In addition to finding and replacing words and phrases (described in Chapter 2), you can use Writer's Find and Replace dialog to find and replace paragraph styles and text formatting.

Find and replace paragraph styles

Combining material from several sources may result in unwanted paragraph styles in your document. To quickly change all the paragraphs from one style to another (preferred) style:

- 1) On the **Find and Replace** dialog with **Other Options** displayed, select **Paragraph Styles**. The **Find** and **Replace** boxes now contain a list of paragraph styles in use in the document.

If you have text formats or attributes specified, this option is labeled **Including Styles**. Select **No Format** to remove any attributes and return the option to **Paragraph Styles**.

- 2) Select the styles you want to search for and replace.
- 3) Click **Find**, **Find All**, **Replace**, or **Replace All**.

Repeat steps 2 and 3 for each style that you want to replace.

Find and replace text formatting

To clear any previous search criteria, place the cursor in the **Find** box and then click the **No Format** button. To clear the selected **Replace** options, place the cursor in the **Replace** box and click the **No Format** button.

Unlike Find and Replace for Paragraph Styles described above, the formats or attributes to be searched for do not appear inside the **Find** or **Replace** box. Instead, the formats or attributes to be found or replaced appear below the **Find** and **Replace** boxes (Figure 45). Clicking on the down-arrow to the right does not bring up options.

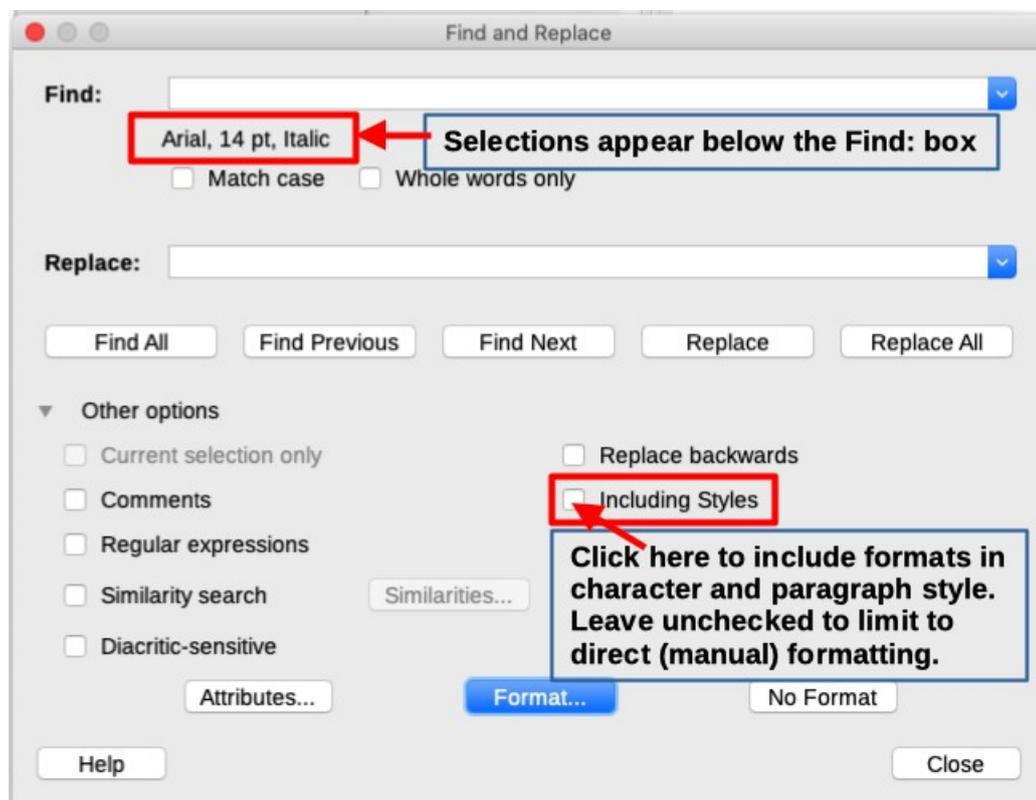


Figure 45: Find and replace formatting