



QUICK GUIDES

Find and replace

OVERVIEW



Find and replace allows you to find multiple occurrences of a given string of text in the source or target column, and replace them in translated segments either one-by-one or all at once.

STEP BY STEP



1. To access **Find and replace**, click on the magnifying glass icon or press **Ctrl+Alt+F**. A pop-up menu will open with options to search in the source or target columns.
2. To search in the source text, select **source column**.
3. Enter the text you want to find in the **Find** field, and use the **Previous** and **Next** buttons to find occurrences one by one.
4. To search in your translation, select **target column**.
5. Enter the text you want to replace in the **Find** field, and the replacement text in the **Replace with** field.
6. Use the **Previous** and **Next** buttons to find occurrences one by one. Click on **Replace** to replace the highlighted occurrence, or **Replace all** to replace all occurrences with one click. The segments where text was replaced will be marked as **tentative**.
7. To exit Find and replace, press **ESC** or click on **Close**.



To make your search case sensitive, select the **Match case** option.