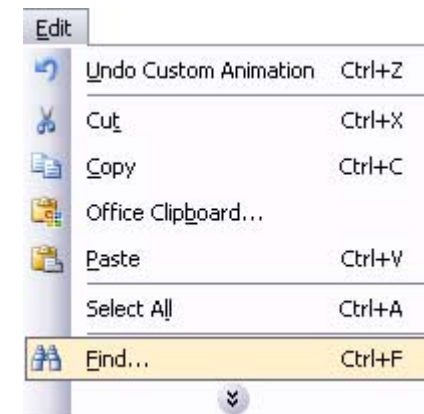
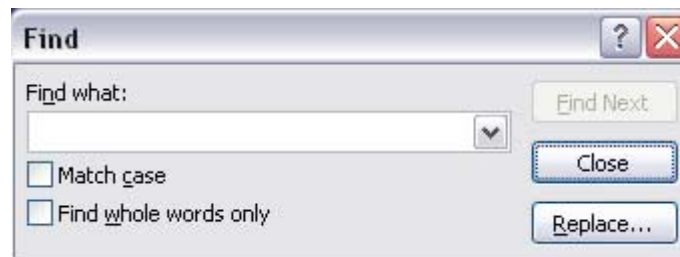


The 'Find and Replace' Command

In large or complex presentations the 'Find and Replace' command is invaluable.

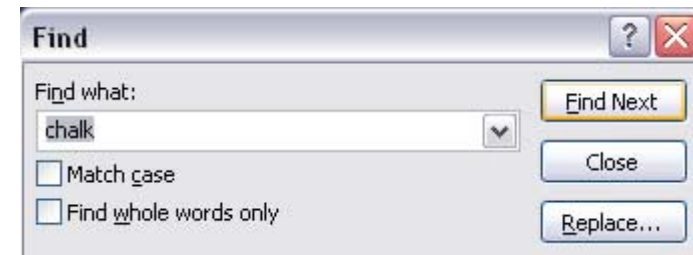
In the **Edit** menu, click 'Find'.

The 'Find' dialog box will open.



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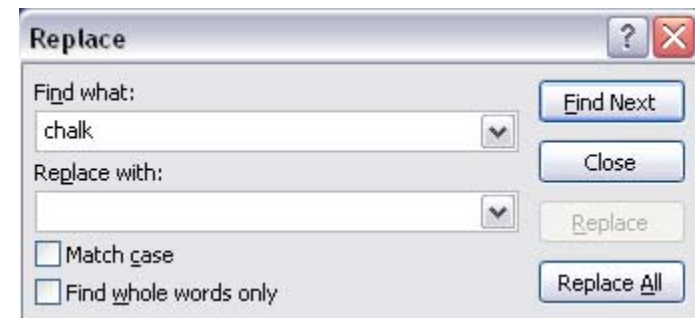
In the 'Find what:' box, type the **text** you are trying to find, and click on the 'Find Next' button.



The search will begin from the location of the cursor to the end of the presentation, so if the text you are trying to find appears before the present location of the cursor you may be prompted to search again from the beginning.

To replace text, click the 'Replace...' button in the dialog box.

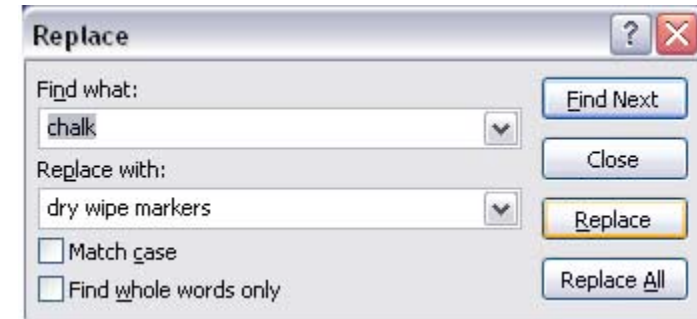
In the 'Find what:' box, type the **text** you wish to locate, and click on the 'Find Next' button.



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Once you have found your text, **type** in the **'Replace with:'** box what you wish to replace it with.

Click the **'Replace'** button to replace your text.



If your text appears more than once in the presentation and you wish to replace all the instances at once, then **click** **'Replace All'**.

A dialog box will appear telling you how many instances have been replaced.

