



☒ Introducing Find and replace

Last Modified on 04/30/2026 2:55 pm EDT



Custom role updates

This change may require updates to existing custom role permissions.

If you've used our Advanced search tool before, you'll want to know: it's finally realized its biggest dreams and it's been renamed. Advanced search is now **Find and Replace**, and it's gotten a meaningful upgrade. You can now do exactly what the name suggests: find all matching content and replace it in one go.

The tool is available to all Editor and Writer author standard roles. You'll have to explicitly add the ability to replace to **custom author roles**. You may want to roll out custom author role permissions or refine existing custom author role permissions to prevent misuse.



Use with caution

Find and replace has no undo or rollback abilities. We strongly encourage you to review your results to ensure your search is properly scoped and your replace is exactly the text you want and to download the change log after you finish a replace so you have a record of everything that was updated.

Why find and replace exists

When you search in your live knowledge base or in Manage, you're running a text search. That works great for most things! But sometimes you need to search the underlying HTML of your content, to track down a specific URL, a color hex code, a CSS class, or a snippet merge code. That's what our previous Advanced Search tool offered, a full search of your knowledge base.

You can search across your articles, some categories, snippets, **Customize > Homepage**, and even your **Customize > Style HTML and CSS**.

The most common reason for these thorough searches was to pull up all occasions of something that needed to change, like: new brand colors, an updated name of a feature, or new terminology adopted by your company. When these changes happen, they might seem manageable to the marketing team, but in a well-documented product that can lead to countless small tweaks. And thus: Find and Replace is here.

Try it out

As the name implies, the process has only a few steps:

1. Run a search to find the occurrences of the text you want to update. Refer to [Run a search](#) for more detailed instructions.
 2. Review your results to be sure your search returned only what you wanted. This search is VERY powerful and it may take some tweaking to get just what you need.
 3. Enter the text you want to replace it with. You can leave this field blank to delete all occurrences of your search term.
 4. Run your replace. Refer to [Replace content](#) for more detailed instructions.
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