

How to run a replace

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After you [run a find and replace search](#), the **Replace** section appears with your search term displayed. Use it to replace or delete all matches across your content.

Authors with the default Editor or Writer role can create article versions. If you're using a [custom role](#), you'll need to have the **Tools > Find and replace custom author role permission** to **Run replace jobs**.

To replace your searched phrase with new content or remove your searched phrase completely:

1. Review your search results carefully. Replace runs on all results at once and there's no way to select individual results.
2. Enter your replacement text in the **Replace** box. You can replace up to a maximum of 200 characters.
 - a. To delete all matches instead of replacing them, leave the replacement text box empty.
 - b. If you searched for raw HTML, be sure you replace with raw HTML. (For example, if you searched for `<div class="alert alert-success">`, replace with another div, such as `<div class="alert alert-info">`).
3. Select **Run replace**. The **Run replace?** confirmation modal appears.
4. Review the modal to confirm that the searched phrase and the replacement phrase are correct.
5. Select **Run replace** to confirm and begin the replacement. Refer to [What content fields are replaced](#) for more information about which fields will be updated.



Be absolutely sure

Once you confirm a replace, we can't undo it. Review your search results carefully before running.

6. A progress bar displays while the replace runs. Once your replacement is complete, a confirmation message displays the number of objects we updated as part of the replacement.
 - a. PDFs and search indexes may not update immediately with these replacement changes.
7. Select **Download change log** to download a CSV record of the replace (recommended!). Refer to [What's in the find and replace change log?](#) for more information on working with the change log CSV.

If you'd like to do another search to find and/or replace, select **New search** to start over.
