



# Find and replace text within an article

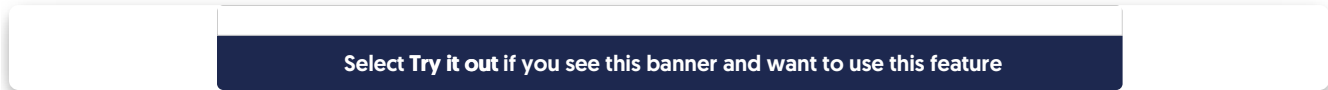
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If you need to update text in articles, you can do a find and replace in one of two ways:

1. To update visible text within a single article, use the editor **Find and replace** option. This page provides more detailed instructions on using editor find and replace.
2. To update visible text or underlying HTML like hyperlinks, classes, or styles within multiple articles, use **Tools > Find and replace**. Refer to [Find and replace feature overview](#) for more detailed information on this global option.

## Before you begin

The editor Find and replace option is only available in the new article editor. If you see this callout at the top of the editor, you'll need to select **Try it out** to use this feature:

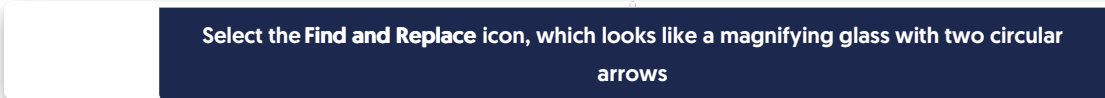
A dark blue rectangular banner with white text that reads: "Select Try it out if you see this banner and want to use this feature".

Select Try it out if you see this banner and want to use this feature

## How to use the editor find and replace

To use the editor **Find and replace** feature:

1. Open the article you want to update for editing.
2. Select **Find and replace** (the magnifying glass with circular arrows icon) from the editor toolbar:

A dark blue rectangular banner with white text that reads: "Select the Find and Replace icon, which looks like a magnifying glass with two circular arrows".

Select the **Find and Replace** icon, which looks like a magnifying glass with two circular arrows

The **Find and Replace** modal opens:

A dark blue rectangular banner with white text that reads: "Sample Find and Replace modal".

Sample **Find and Replace** modal

3. Enter the text you want to search for in the **Find** textbox.
4. *Optional:* Use the **Advanced Options** to refine the search more:
  - a. The editor **Find** ignores case when it looks for matches. Select **Match case** to match the casing of the searched word or phrase exactly.
  - b. The editor **Find** will look for your word or phrase in any part of another word. For example, if you

search for **row**, it will highlight "row" in words like burrow or tomorrow. Select **Whole words only** if you want **Find** to match on the whole word rather than these partial matches.

5. Select **Find**. The modal updates to include a count of the number of matches found. Use the up and down arrows to the right of the count to navigate through the matches:

Once you **Find** a word or phrase, the count displays. Use the arrows to navigate through found matches.

The current highlighted match is highlighted in **orange**; previous or next matches are highlighted in **yellow**.

6. If you'd like to replace the found text with new text, enter the new text in the **Replace with** text box.
7. Select **Replace** to replace the current highlighted found match or select **Replace All** to replace all found matches.

## What gets found and replaced

The editor **Find and replace** will find and replace text that is visible in the editor.

It won't find or replace text that's in the underlying HTML, such as hyperlinks, colors for text or backgrounds, etc. To find and replace matches in the underlying HTML rather than visible text, use **Tools > Find and replace**. Refer to [Find and replace feature overview](#) for more detailed information on using the knowledge base Find and replace tool.

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