Chapter 13   Find & Replace

This chapter describes GoLive CyberStudio's powerful
Find & Replace tool and gives instructions on how to use
it most efficiently.

General

GoLive CyberStudio's intelligent *Find & Replace* tool allows you to
find and replace text and HTML code elements in any text or HTML
file throughout your hard disk or any other volume currently
mounted on your Macintosh desktop. Advanced search options—
such as global search, foreign language support, and cyclic search-
ing— make retrieving information and updating files a snap—even
within a complete Web site.

Shown below is a typical screen—with the *Find & Replace* dialog box
in the foreground and windows with matches stacked "tile-style" in
the background.

Find & Replace in Source Mode

Find & Replace stacks windows with hits in the
background, if desired.

Find & Replace shows hits in document
windows, if desired.
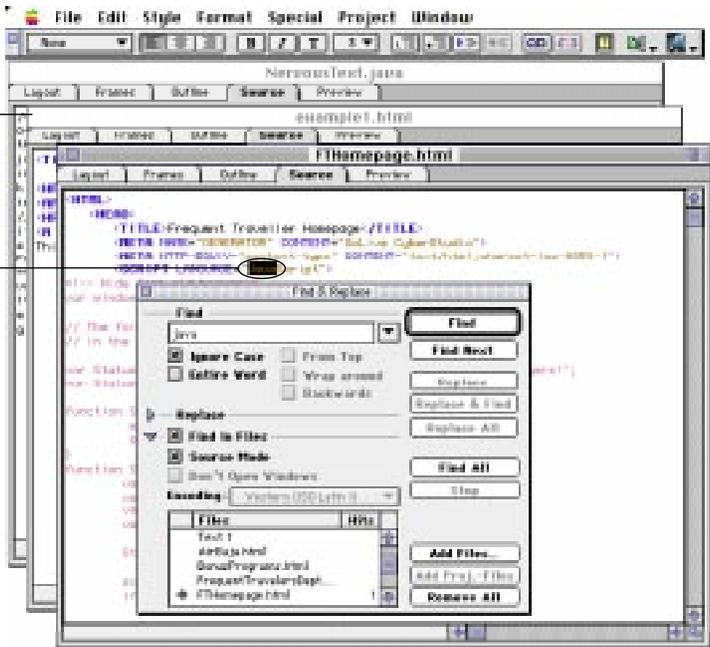
CyberStudio can also search for text in non-HTML documents.
Matches are always displayed in the *Source Editor*.

Local Search

When you are searching for text locally in the current document, *Find & Replace* acts just like the same tool in a word processor or basic text editor. You can use *Find & Replace* in the *Layout, Outline,* or *Source* modes.

Click here to type in the text you want to search your document for.

Use these options to define what type of text element to search for and how.

Use this popup menu to select text from previous searches.
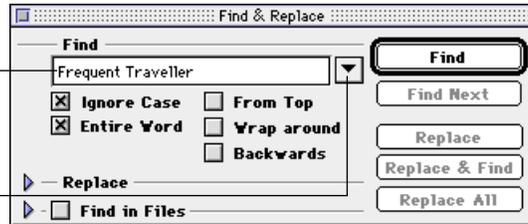
To search the current document for text, proceed as follows:

1 Go to the *Edit* menu and choose *Find* …, or press Command-F to open the *Find & Replace* dialog box.

Choosing the Find Command from the Edit Menu

2 Type in the text you want to search your document for in the *Find* text box.

3 Check the *Ignore Case* checkbox to disable case-sensitive searching, if desired.

Ignore Case lets you find words with uppercase and lowercase letters, enabling you to find, for example, both *Frequent Traveller* and *frequent traveller* (see above).

4 If desired, check the *Entire Word* checkbox to find complete words only, or leave the *Entire Word* option unchecked to find also word fragments, for example *Freq* in *Frequent* and *Frequency*.

5 Check the *From Top* checkbox to start searching at the top of your document, if desired. The search will stop at the last occurrence of the item you are looking for.

6 Check the *Wrap around* checkbox to let GoLive CyberStudio restart the search at the top upon reaching the end of the document, if desired.

7 Check the *Backwards* checkbox to search your document from the current cursor position toward the top of your document, if desired. This will change the *From top* option to *From bottom*.

8 Click the Find button or press the Return key to start searching your document.

9 GoLive CyberStudio will highlight the first match, if any.

Drag & Drop Searching

Drag & drop searching lets you select text in the document, drag it onto the *Find & Replace* dialog box, and drop it in the *Find* text box.

Find & Replace in Find-Only Mode

Click the desired text to select it.

Drag the selected text…

… and drop it in the Find text box.

To use the drag & drop search feature, proceed as follows:

1 In the document window, click the desired text to select it.

2 Drag the selected text onto the *Find & Replace* dialog box and drop it in the *Find* text box.

3 Click the Find button or press the Return key to start searching your document.

Searching Selected Text

This feature is a shortcut to simple search, available in the *Layout*, *Source*, and *Preview* modes (not in *Outline* mode). It allows for searching selected text without opening the *Find & Replace* dialog box.

GoLive CyberStudio will start looking for selected text at the current cursor position. The selection must be located within a paragraph.

To search the current document for selected text, proceed as follows:

1 Select the desired text in your document.

2 Go to the *Edit* menu and choose *Find Selection*, or press Command-H, to open the *Find & Replace* dialog box.

Find Next

The *Find Next* command is another shortcut that allows for carrying on with the last search without reopening the *Find & Replace* dialog box.

The *Find Next* command in the *Find & Replace* dialog box is only available if the *From Top* option is checked.

With the *From Top* option deselected, choosing the *Find Next* command from the menu is equivalent to clicking the *Find* button in the dialog box.

To find the next match with the *Find & Replace* dialog box closed, proceed as follows:

Choose the *Find Next* command from the *Edit* menu or press Command-G.

Global Search

Global Search permits you to find text and HTML code elements in multiple files, determining exactly which files to search. You can open the *Project* window and search all project files directly, or you can limit the search to individual files or folders.
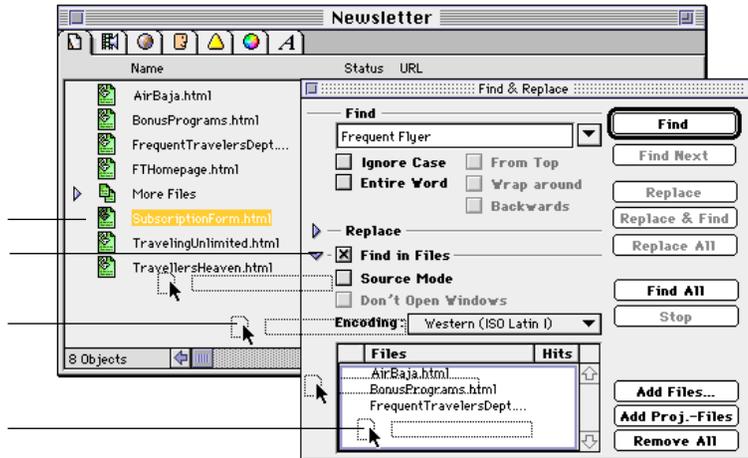
Drag & Drop Selecting a File For Searching

Click the desired file in the Project window.

Drag a file at the small triangle to open the Find in Files section, then drag & drop to add more files, if desired.

Drag your selection…
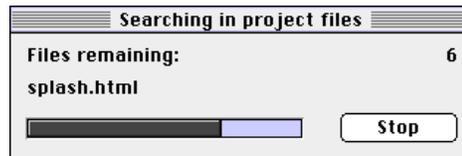
… and drop it in the Files list box.

To use *Global Search* and view all matches within documents, proceed as follows:

1 With the *Project* window open, type in the text you are looking for in the *Find* text box and select basic search options (see page 376), if required.

2 To define the scope of your search more closely, click the small triangle next to the *Find in Files* checkbox to expand the *Find in Files* section of the dialog box.

3 If you wish to limit the search to selected files, you should specify those files now. There are several ways of selecting files (for additional information see the next section on alternative ways):

- Click (Shift-click) to select the desired file(s) in the *Project* window and drag the file(s) onto the *Files* list box at the bottom of the *Find & Replace* dialog box (see screenshot above). This will check the *Find in Files* checkbox.

- You can also drag & drop to select entire folders, selecting all files in those folders in the process.

4 Check the *Source Mode* checkbox if you want to view the matches in source mode, displayed as raw HTML code.

The *Don't Open Windows* checkbox is useful only for replacing text. Leave this box unchecked.

5 Click the Find button to view the first match.

6 GoLive CyberStudio will show you the first file found containing matching text. During prolonged searches, a dialog box with a progress bar will be displayed to let the user keep track of the on-going search.

The Searching in project files Progress Bar

7 Click the Find Next button to view the next match in the same or next document.

The Current File Indicator and Hit Counter in the Files List Box

Numbers displayed in the Hits column indicate the number of matches in the respective file.

The small arrow indicates the file currently being searched.

While GoLive CyberStudio is searching selected files or folders, it will let you keep track of the search in the *Find & Replace* dialog box. A moving arrow in the *Files* list indicates the file currently being searched, while a number appearing behind the filename indicates the number of occurrences that have been found.

Alternatively, you can do the following to select files:

1 Click the Add Files button to check the *Find in Files* checkbox automatically.

2 Select the files you wish to search in the subsequent file selection dialog box.
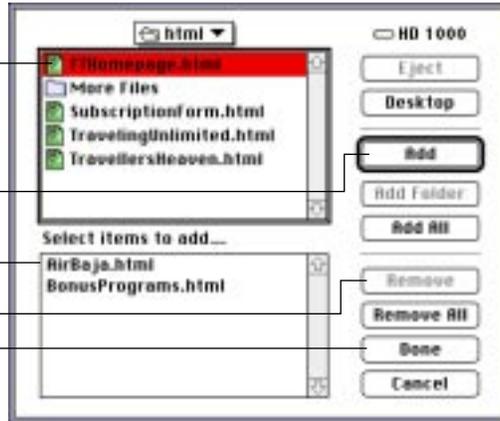
The Add Files Dialog Box

Click to select a file or folder from the list box. ——

Click Add, Add Folder or Add All to select. ——

Click here to change your selection. ——

Click Remove or Remove All to deselect files. ——
Click Done to confirm your choice. ——

You can also select the entire project and remove individual files afterward:

1 Click the Add Proj. Files button to select all searchable files found in the *Project* window.

2 Click to select the files you don't want to have searched and press the Delete or Backspace key to exclude them from the search.

To deselect files, proceed as follows:

1 To remove a selected file or folder, click in the *Files* list box to select it and press the Backspace or Delete key.

2 To remove all selected files or folders, click the Remove All button.

You can also drag & drop to add files from the Finder.

Local Find & Replace

Local Find & Replace lets you find and replace text and HTML code elements in the current document.

You can find and replace items successively and confirm all changes, or "across the board," viewing only the progress of the search.

Local Find & Replace

Click here to type in the text you want to search your document for.

Use these options to define what type of text element to search for and how.

Use this popup menu to select text from previous searches.

To find & replace text in the current document, proceed as follows:

1 Go to the *Edit* menu and choose *Find …*, or press Command-F, to open the *Find & Replace* dialog box.

2 Type in the text you want to search your document for in the *Find* text box.

3 Check the *Ignore Case* checkbox to disable case-sensitive searching, if desired.

Ignore Case lets you find words with uppercase and lowercase letters, enabling you to find, for example, both *Frequent Traveller* and *frequent traveller* (see example above).

4 If desired, check the *Entire Word* checkbox to find complete words only, or leave the *Entire Word* option unchecked to find also word fragments, for example *Freq* in *Frequent* and *Frequency*.

5 Check the *From Top* checkbox to start searching at the top of your document, if desired.

6 Check the *Wrap around* checkbox to let GoLive CyberStudio restart the search at the top of the document, if desired.

7 Check the *Backwards* checkbox to search your document from the current cursor position toward the top of your document, if desired. The search will stop at the last occurrence of the item you are looking for.

8 Click the small triangle next to the word *Replace* to expand the *Replace* section of the dialog box, if necessary.

9 Type in the text you want to replace the searched item within the *Replace* text box.

10 Click the Find button or press the Return key to start searching your document.

While searching, GoLive CyberStudio will successively highlight all occurrences in the current document. Click the Replace button in the *Find & Replace* dialog box to replace, or click Find or Find Next to go on searching without changing a matching item.

11 Alternatively, click Replace All to replace all matches with the text typed into the *Replace* text box.

Global Find & Replace

Global Find & Replace is the equivalent to global search, adding the extra capability to replace text and HTML code elements in multiple project files or selected files, even when they are not in HTML format.

Find & Replace can also work with the "Encodings" options to search your files for foreign-language text.
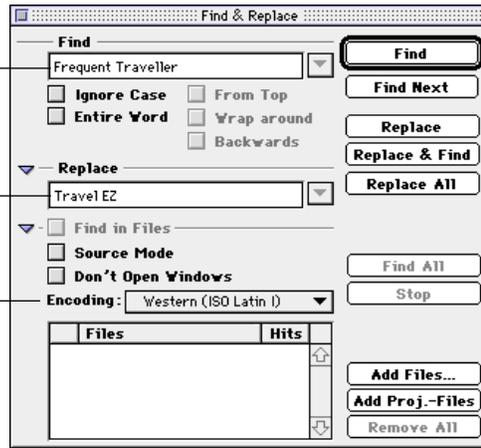
Global Find & Replace

Click here to type in the text you want to search your documents for.

Use these options to define what type of text element to search for and how.

Click here to type in the new text to be used for replacing.

Use these options to select the search mode.

Select a script system from this popup menu.

To use *Global Find & Replace* and view all matches within documents before replacing, proceed as follows:

1 With the *Project* window open, type in the text you are looking for in the *Find* text box and select the basic search options described on page 382, if required.

2 To define the scope of your search more closely, click the small triangle next to the *Find in Files* checkbox to expand the *Find in Files* section of the dialog box.

3 If you wish to limit the search to selected files, you should specify those files now. There are several ways of selecting files:

- Click or Shift-click to select the desired file or files in the *Project* window and drag them onto the *Files* list box at the bottom of the *Find & Replace* dialog box (see screenshot above). This will check the *Find in Files* checkbox.

- You can also drag & drop to select entire folders, selecting all files in those folders in the process.

- Click the Add Files… button and select the files you wish to search in the subsequent file selection dialog box.

- Click the Add Proj. Files button to add all project files and customize your selection by deleting individual items.

4   Check the *Source Mode* checkbox if you want to view the matches in source mode, displayed as raw HTML code.

⚠ Please note that *Find & Replace* is a very powerful tool, especially in source mode. Checking the *Source Mode* checkbox instructs GoLive CyberStudio to replace any occurrence of the text in the *Find* text box, regardless of whether it is visible document content or HTML code. Consequently, if you replace the word *Traveler* in all project files with the *Source Mode* option checked, GoLive CyberStudio will also replace that word in hyperlinks pointing at a file named, for example, *FrequentTraveler.html*, disrupting the links in the process.

5   Click the small triangle next to the word *Replace* to expand the *Replace* section of the dialog box, if necessary.

6   In the *Replace* text box, type in the text you want to replace the searched item with.

7   Click the Find button or press the Return key to start searching your project or selected files.

GoLive CyberStudio will now highlight the first occurrence. Click the Replace button in the *Find & Replace* dialog box to replace, or click Find or Find next to go on searching without changing a matching item.

↷ Alternatively, to find and replace in all project files or selected files in one go, proceed as follows:

1   Enter text in the *Find* and *Replace* text boxes and select the search options as appropriate.

2   Check the *Don't Open Windows* checkbox if you don't want GoLive CyberStudio to open each document window that contains matching text.

3   Click Replace All to replace all occurrences of the text in the *Find* text box with the text in the *Replace* text box.

The Replace All In Files Alert Box

> Would you like to replace 'Freqeunt' by 'Frequent' in 8 file(s)?
>
> No   Yes
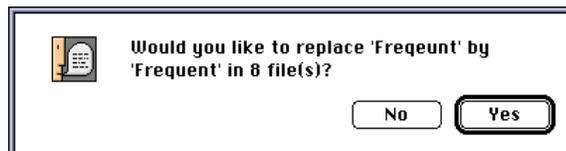
4   Before continuing, you will be prompted to confirm that you really want to replace the text in the *Find* text box. Click No if you are not sure, or click Yes to start replacing (see above).

The Searching & Replacing Progress Bar

5   When searching your project files, GoLive CyberStudio will display a dialog box with a progress bar to let the user keep track of the ongoing search.

When searching selected files or folders, the program lets you keep track of the search in the *Find & Replace* dialog box. A moving arrow in the *Files* list indicates the file currently being searched, while a number appearing behind the file name indicates the number of occurrences that have been replaced.

The Current File Indicator and
Hit Counter in the Files List Box

Numbers displayed in the Hits column indicate
the number of matches in the respective file.

The small arrow indicates the file currently
being searched.

You will receive a warning message if GoLive CyberStudio is unable to save while searching and replacing in a file. You can choose to cancel the operation or allow CyberStudio to continue.

The Replace Menu Command

The *Replace* menu command is a shortcut that allows for carrying on with a previous find & replace operation without reopening the *Find & Replace* dialog box.

The *Replace* command is only available if the item searched for was found and is still selected.

To replace the current selection with the *Find & Replace* dialog box closed, proceed as follows:

Choose the *Replace* command from the *Edit* menu or press Command-R.

The Replace & Find Next Menu Command

The *Replace & Find Next* menu command is a shortcut that allows for replacing the last selection made by a find & replace operation and finding the next occurrence of the item searched for without reopening the *Find & Replace* dialog box.

The *Replace & Find Next* command is only available if the item searched for has been found and is still selected.

To replace the current selection and search for the next match with the *Find & Replace* dialog box closed, proceed as follows:

Choose the *Replace & Find Next* command from the *Edit* menu.