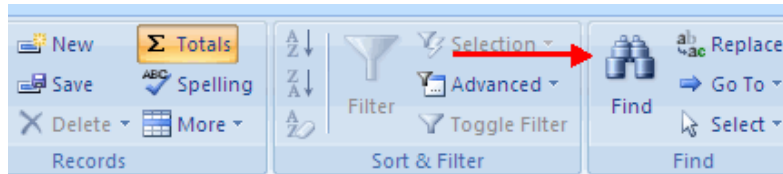


Find and Replace

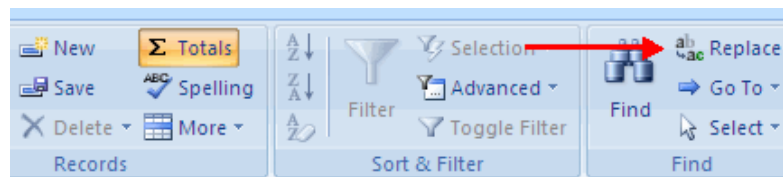
To find data:

- Click the **Find** button on the Home tab



To find and replace data:

- Click the **Replace** button on the Home tab



When you are searching for data for a find, replace or go to, you have several options in the Find Dialog Box. These options are:

Find What Text Box	Type the text you wish to find
Link in Drop Drop-Down List	Use the drop-down list to specify a table or a column to search
Match Drop-Down List	Use the drop-down list to narrow down the search to a field or the beginning of a field
Search Drop-Down List	Use this drop-down to specify the direction to search.
Match Case Check Box	Use this check box to specify whether to search by the same upper and lower case letters.

