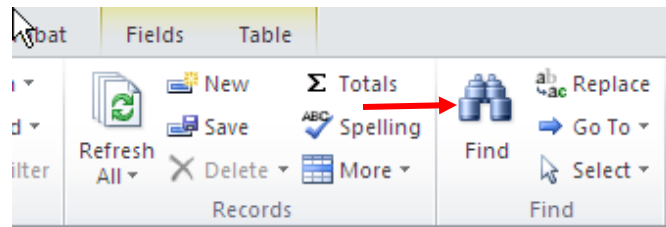


Find and Replace

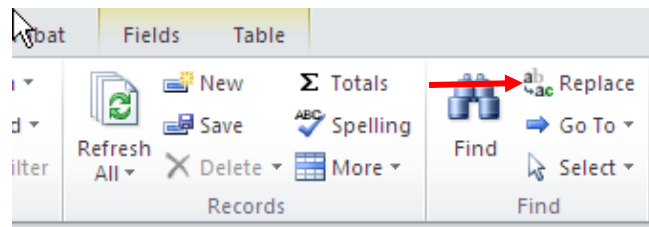
To find data:

- 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.

Find and Replace [?] [X]

Find **Replace**

Find What: [v] Find Next

Look In: Faculty List [v] Cancel

Match: Whole Field [v]

Search: All [v]

Match Case Search Fields As Formatted