

## How to Use the Find and Replace Inspector

CorelDRAW's **Find and Replace** inspector makes it easy to scour a document to find objects with specific properties, names or styles. Once you have found the objects or text it is easy to adjust their properties in the **Objects** inspector.

In this tutorial we'll use this greeting card template to demonstrate. It is comprised of multiple circles and polygons of different colors, all of which have transparency-blended fills.

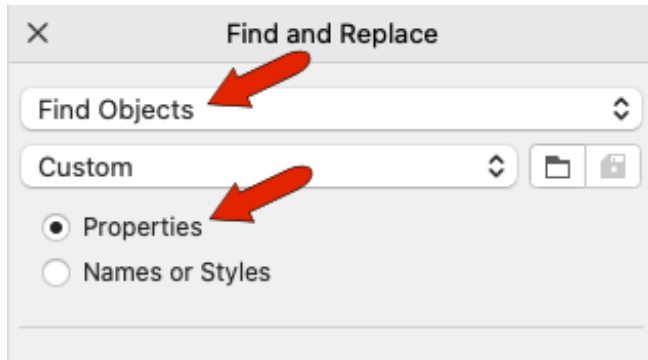


If you are using CorelDRAW 2019 or later versions, **Find and Replace** is now in its own inspector. To display the inspector:

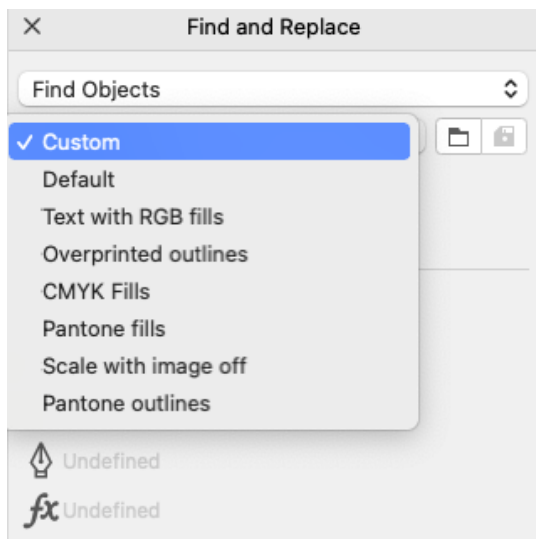
- go to **Window > Inspectors** or
- go to **Edit > Find and Replace** or
- press **Cmd + F**.

### Find Objects by Properties

Let's start with the first option, **Find Objects** using search by **Properties**. In the **Find and Replace** inspector, choose **Find Objects** from the list box at the top of the inspector and enable the **Properties** option.



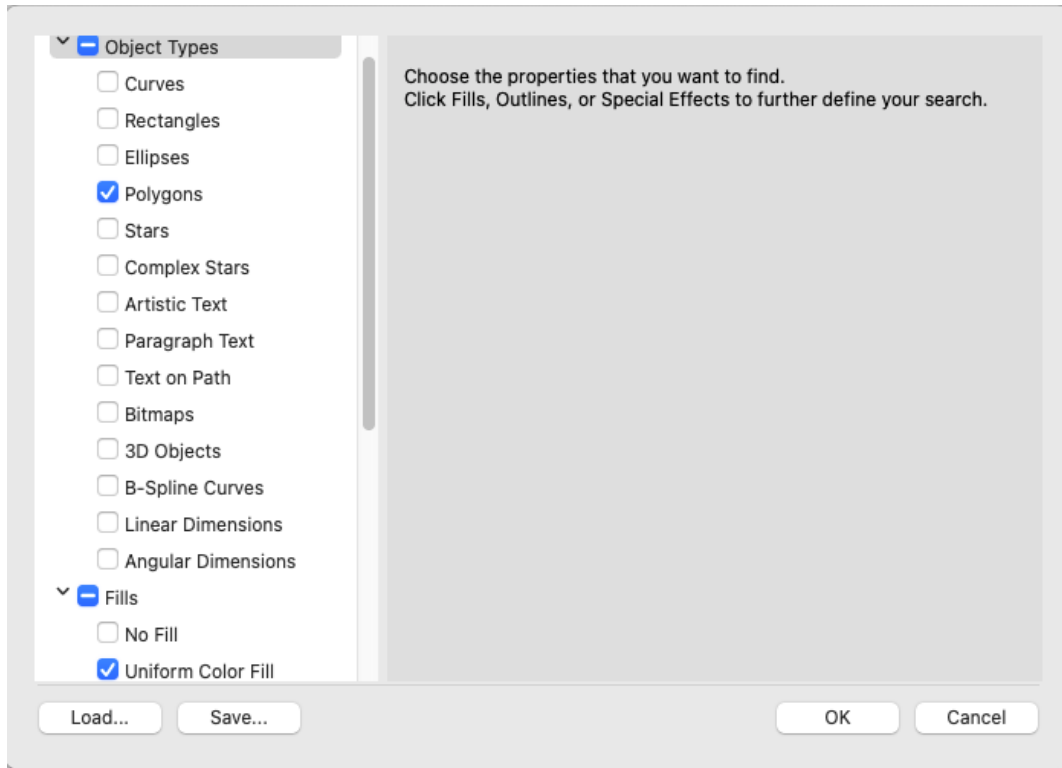
The dropdown lists some commonly used searches, such as **Overprinted outlines** and **Text with RGB fills**.



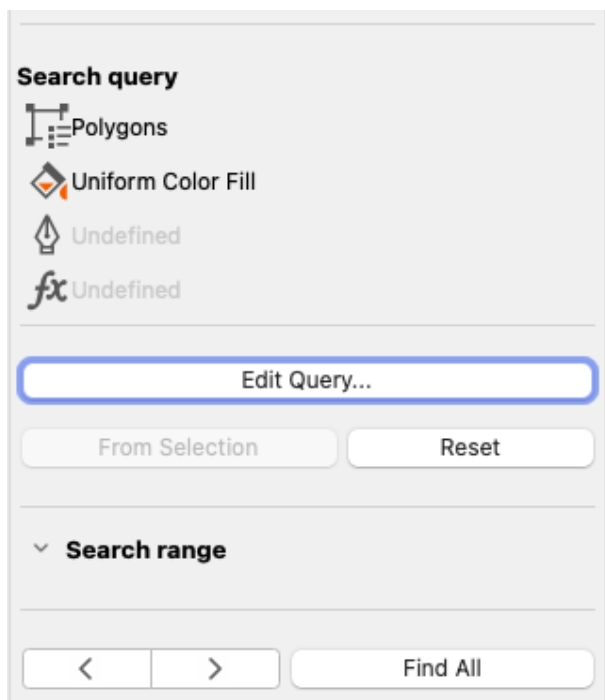
Clicking the **Folder** icon next to the drop-down list opens the folder where these searches are stored. This searchable list of files can come in handy if the list of saved searches is long.

## Creating a Search Query

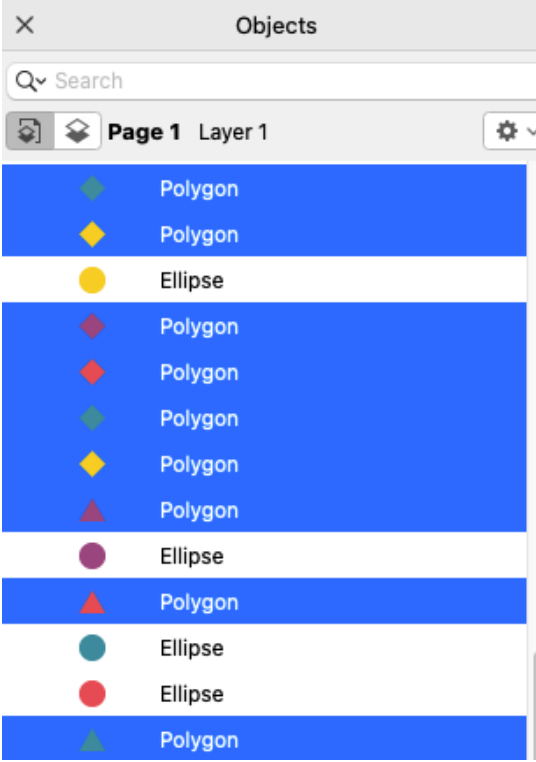
To create a custom search, click **Add Query** to open the **Find Objects** window. Here you can specify object types and properties such as fills, outlines or special effects. In this example we will search for **Polygons** with a **Uniform Color Fill**.



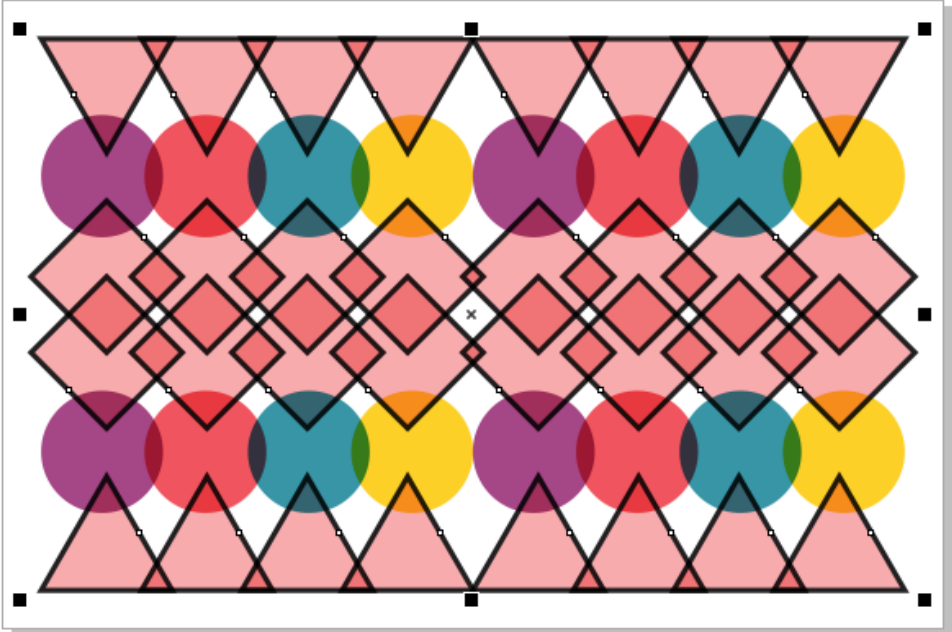
Once you have selected your query properties, click **OK** and you will see the search criteria listed in the inspector. You can click the **Find Next** arrow to scroll through every filled polygon or click **Find All** to select them all at once.



Once you have run the search query, all the polygons with a uniform color fill will be selected in the **Objects** inspector (go to **Window > Inspectors > Objects** to open).



With objects selected, you can change the fill color or add an outline.

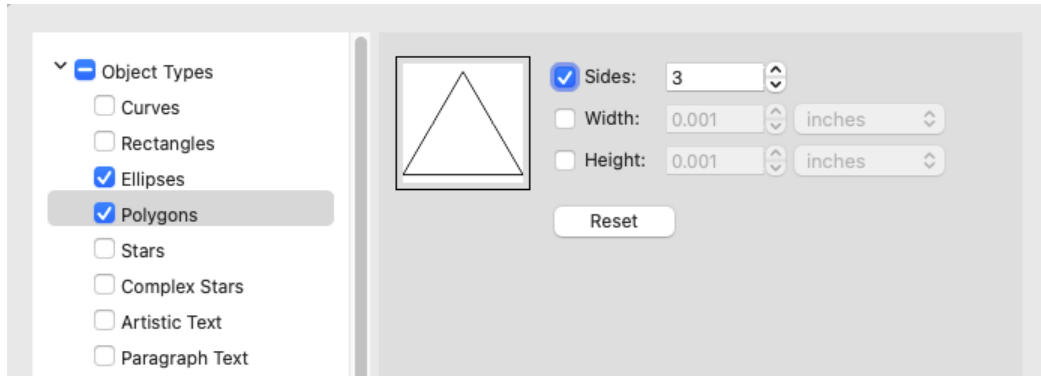


## Editing a Search Query

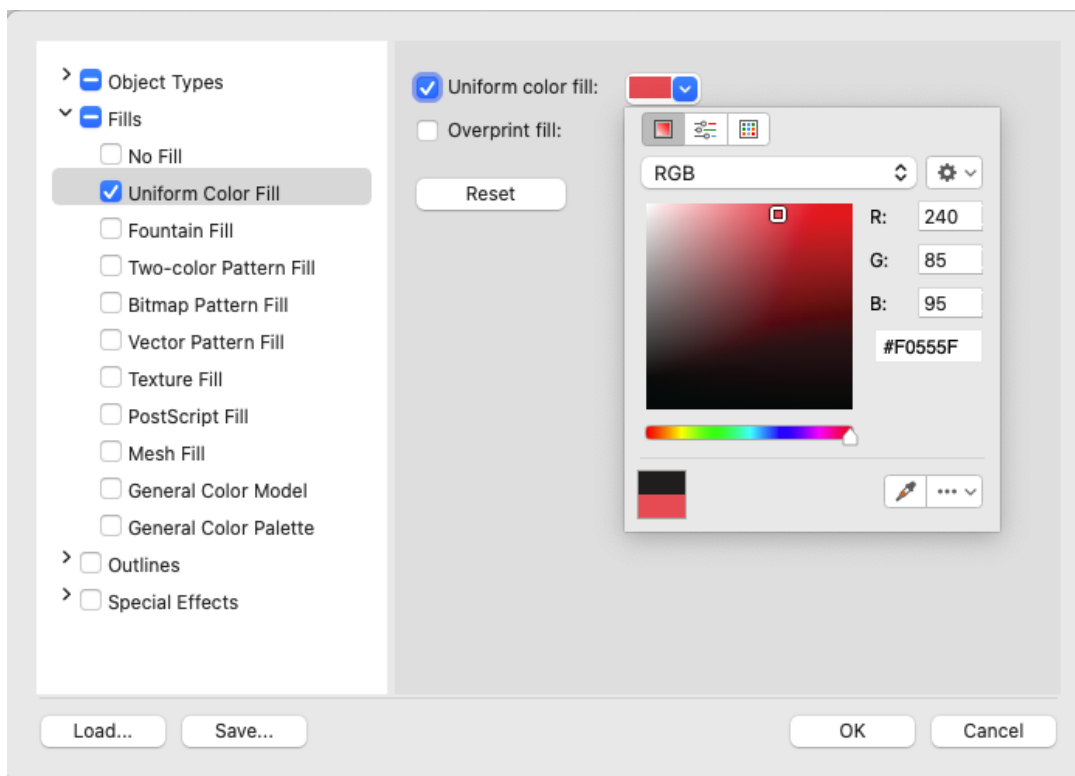
You can narrow the search with additional object properties. To change the current query click **Edit Query**, and then modify the object types or properties in the **Find Objects** window.

For example, we want to narrow our search query to find only the red triangles and circles. In the **Find Objects** window, check **Polygons** then click on the **Polygons** object type to see additional properties. Check **Sides** and enter **3**.

Check the **Ellipses** object type as well, so that the circles will be included in the search.



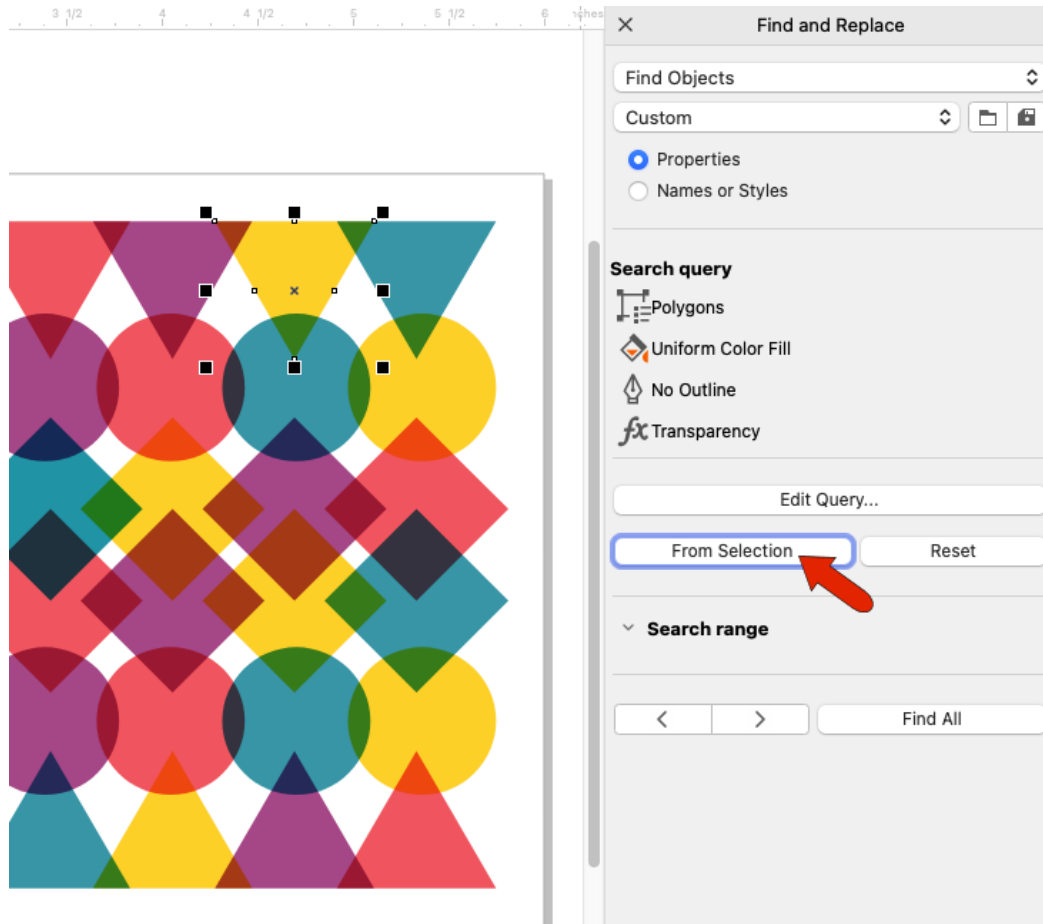
In the **Fills** section, check **Uniform Color Fill** then click on it to display additional search options. Check **Uniform color fill** and then open the color picker window. Use the **Eyedropper** to select the red fill color from the document.



Click **OK** and then click **Find All**. Now all the red triangles and red circles will be selected in the **Objects** inspector and you can add an outline or make other modifications to object properties.

## Searching by Selections

You can also perform a search query by using a selected object in the document. In this example we will search for yellow triangles. Select a yellow triangle in the document, then click **From Selection** in the **Search query** section of the **Find and Replace** inspector.

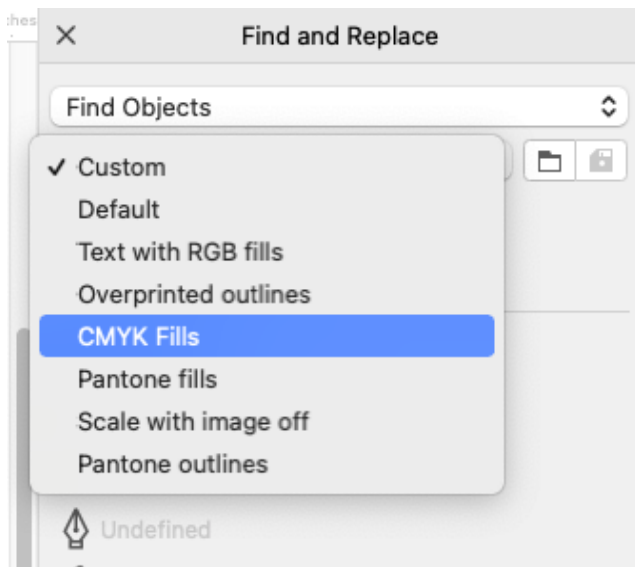


After clicking **Find All**, all identical objects which share all the same properties will be found and appear selected in the **Objects** inspector, where again you can add an outline or modify other object properties.

## Saving Search Queries

To demonstrate how searches can be saved, we will create a new query that will find all CMYK fills. First click **Reset** in the **Search query** section and then click **Add Query**. In the **Find Objects** window, check **General Color Model** under **Fills** then click on it and check **CMYK**. Click **OK**.

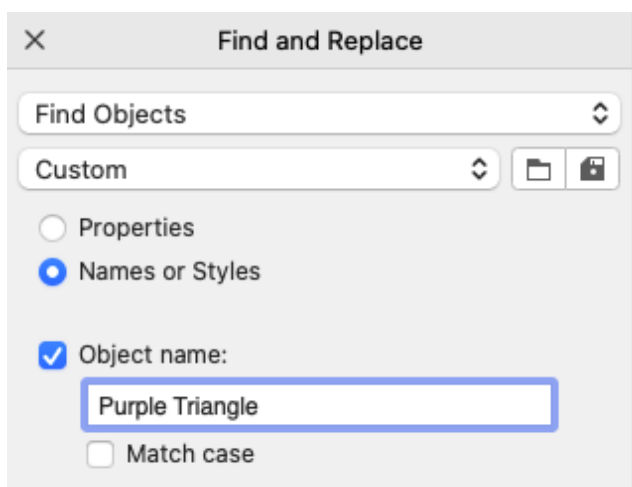
In the **Find and Replace** inspector, click the **Save** icon to save this search and name it **CMYK Fills**. This new search will now be listed in the dropdown menu.



Click **Find All** to perform the search and any objects with CMYK fills will be found and selected. Then you can use the **Properties** inspector (**Window > Inspectors > Properties** or press **Alt + Enter**) to change all CMYK fill to RGB, for example.

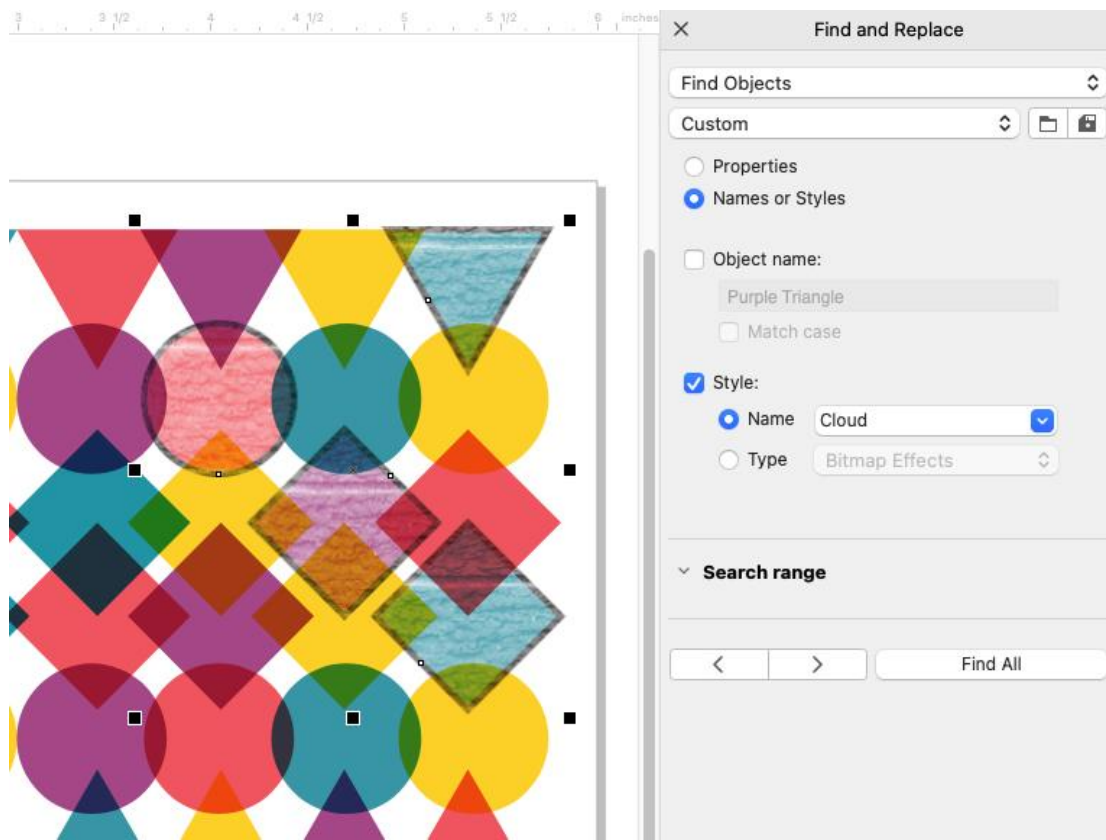
## Searching by Names or Styles

In addition to searching by **Properties**, you can also search by **Names** or **Styles**. A name search finds objects that are assigned a name, not objects listed by the generic names assigned when created. In this example, we named one of the polygons "Purple Triangle." Select **Names or Styles**, check **Object name** and then enter the name in the box.



To demonstrate a search by style, we changed the transparency of one of the triangles to a bitmap pattern. We then saved this transparency as a style named “Cloud” and applied it to several other objects in the document.

In the **Find and Replace** inspector, uncheck **Object name** and check **Style**. The new Cloud style is listed in the **Name** dropdown list, and when we click **Find All**, all cloud-style objects are found and appear selected in the **Objects** inspector.

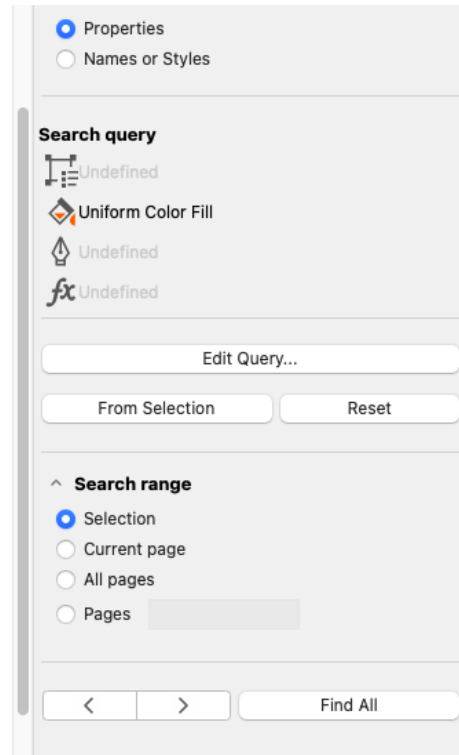
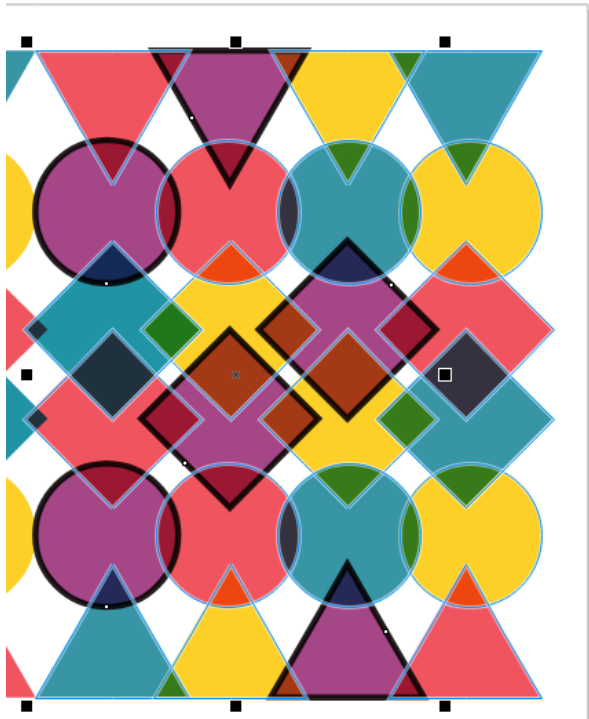


## Adjusting the Search Range

In the **Search Range** section of the **Find and Replace** inspector, you can search only on the current page (which is the default), all pages, or specific pages. When you are using the **All pages** search range, use the **Find Next** arrow to go to each found object one by one, on all pages.

New in CoreIDRAW 2021, you now have the option to also search a selection only. In this example we selected all objects on the right side of the document. We set the query to search for all purple fills, and the purple objects within the selection set are found. The rest of the selected objects are highlighted in light blue, to indicate the selection set.



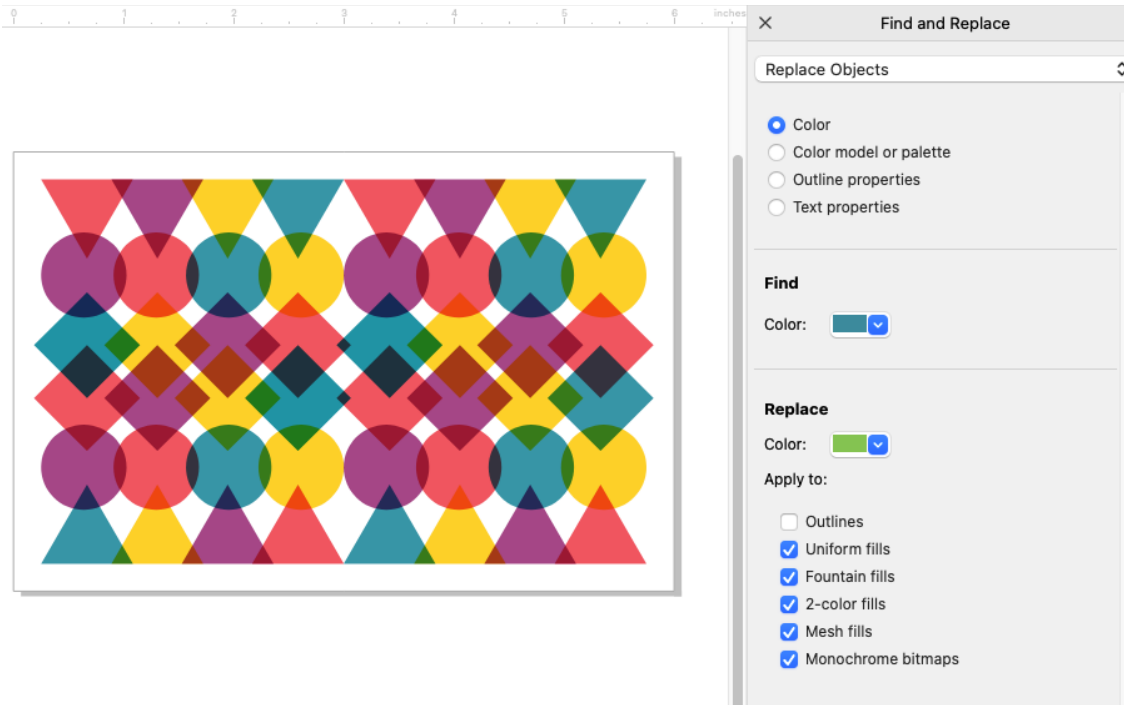


## Replacing Objects by Color

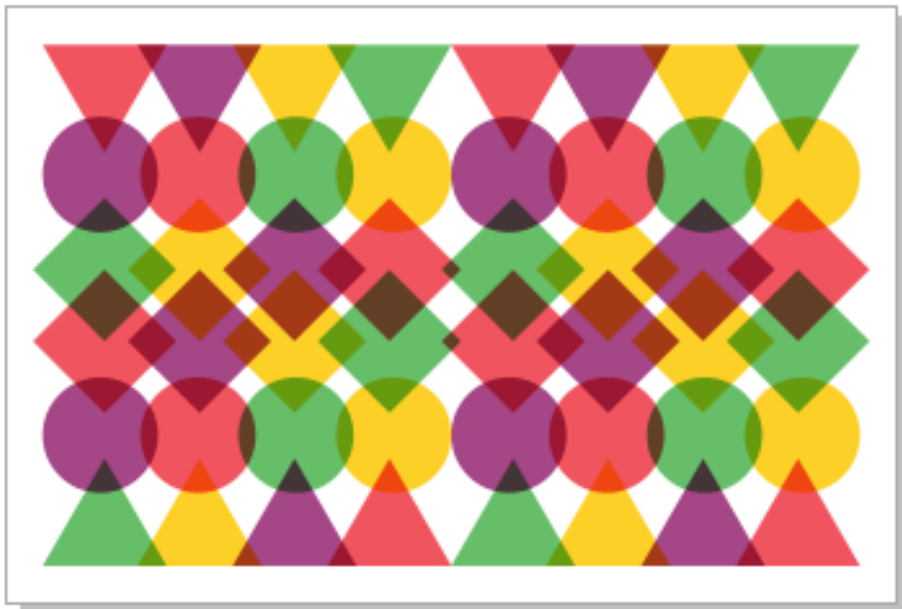
Now let's look at replacing objects. In this example, we will find objects with blue fill and replace them with green fill.

In the **Find and Replace** inspector, select **Replace Objects** and then select **Color**. In the **Find** section, choose **Fills** and open the **Color** window to use the **Eyedropper** to select the blue color in the document.

In the **Replace** section, open the **Color** window to select a green color.



You can click the **Find Previous** or **Find Next** arrows to find individual objects and then click **Replace** to change the color one by one. Or you can click **Replace All** to change all blue objects to green at once.



**TIP:** you can also replace objects by **Color model or palette**, as an easy way to make a page-wide change from CMYK to RGB, for example.

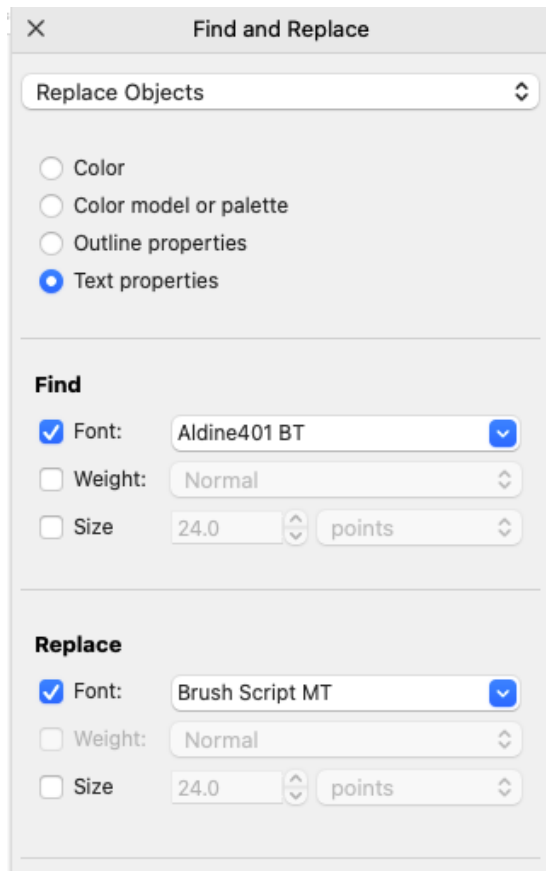
## Replacing Objects by Outline or Text Properties

You can also replace objects by outline properties, or text properties. In this example we will replace everything that has Aldine401 BT font.



In the **Find and Replace** inspector, select **Text properties**. In the **Find** section, check **Font** and then select the font from the dropdown list. You can narrow the search query by also specifying font weight and/or size. If you leave these blank, the search query will find everything with this font.

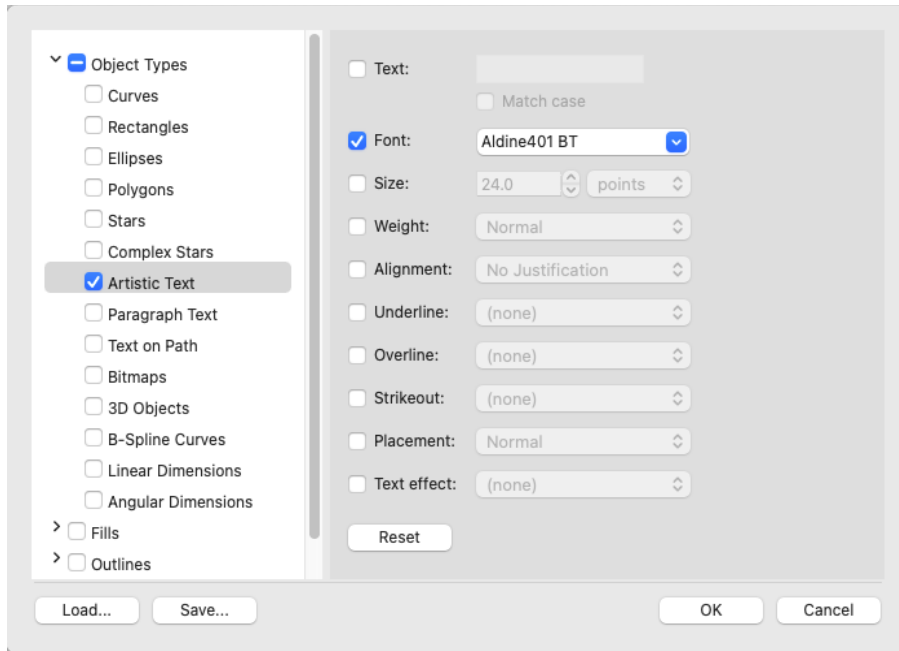
In the **Replace** section, check **Font** and select the replacement font.



This works for both paragraph and artistic text, and you can replace one text object at a time, or all at once, as demonstrated above with replace color. You can use the **Search Range** options to find and replace on the current page or all pages.

## Replacing Text Color

If you want to change the color of the text, you need to use **Find Objects**. Click **Add Query**, and in the **Find Objects** window check **Artistic Text** and **Paragraph Text**. Check **Font** and then select the font from the dropdown list.



Click **OK** and then click **Find All**. Now you can change the color by clicking on a new swatch in the **Color** palette or using the **Eyedropper** to sample color from the document.

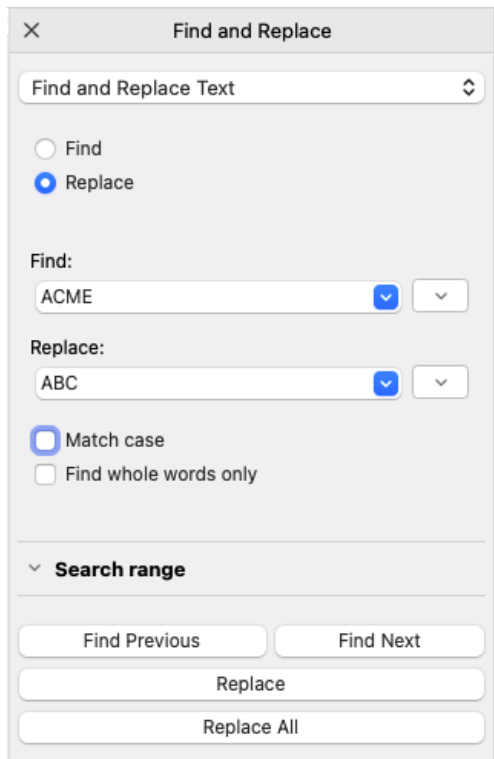
## Replacing Text

The last option on the inspector is **Find and Replace Text**, which can be used to find all instances of a specific text string. This works across all pages of a document. In this example, we want to replace the company name ACME with ABC.

Select **Find and Replace Text** and then select **Replace**. Enter the original text in the **Find** field and the new text in the **Replace** field.

If you want to find the exact case of the text that you specified, enable the **Match case** check box.

If you want to find only whole words, enable the **Find whole words only** check box.



Becoming familiar with the settings in the **Find and Replace** inspector will enable you to find objects more easily, and quickly make document-wide changes to object properties.