

Find and Replace Tool

We've enhanced the Find and Replace tool so that you now have the ability to perform a "replace" on Links, E-mail addresses and Image references. *Please note that this enhancement currently works for the Internet only – not the intranet.*

Check the box next to the directory you wish to run the Find and Replace Utility against, and then select Action > Find and Replace.

You will then see the Find and Replace Utility screen (*figure 1*). Enter the word, phrase, URL, or numerical value you wish to find. *Note: If you attempt to search for dates, keep in mind that date fields on templates are generally segmented into separate fields, and will not be treated as a typical date value.*

Check the box for "Search links, images, and e-mail addresses only" if you plan on performing a replace in the next step. In this example, the user will be searching for "policies" (and replacing it with "policy" later).

Check the box for "Match case" if you desire to have the exact upper and lower cases to be applicable. *The second check box can be used by advanced users for matching HTML characters. In general cases, leave this box unchecked.*

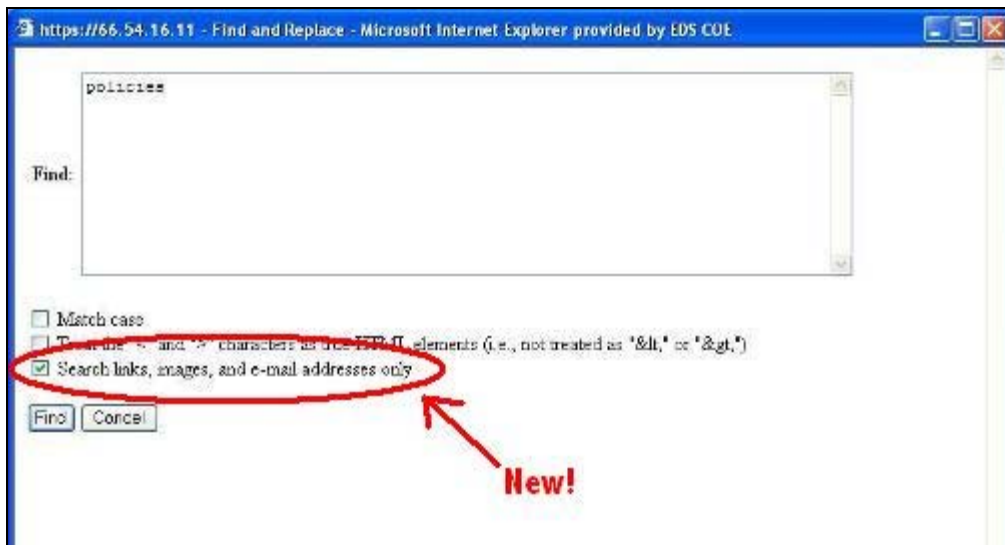


Figure 1: The new Search links, images and e-mail addresses only check box

Click the "Find" button. This will begin a process that may take a few minutes. The system will search for all instances of your word, phrase or URL. The blue bar will show you the progress of the "Finding" phase (*figure 2*).

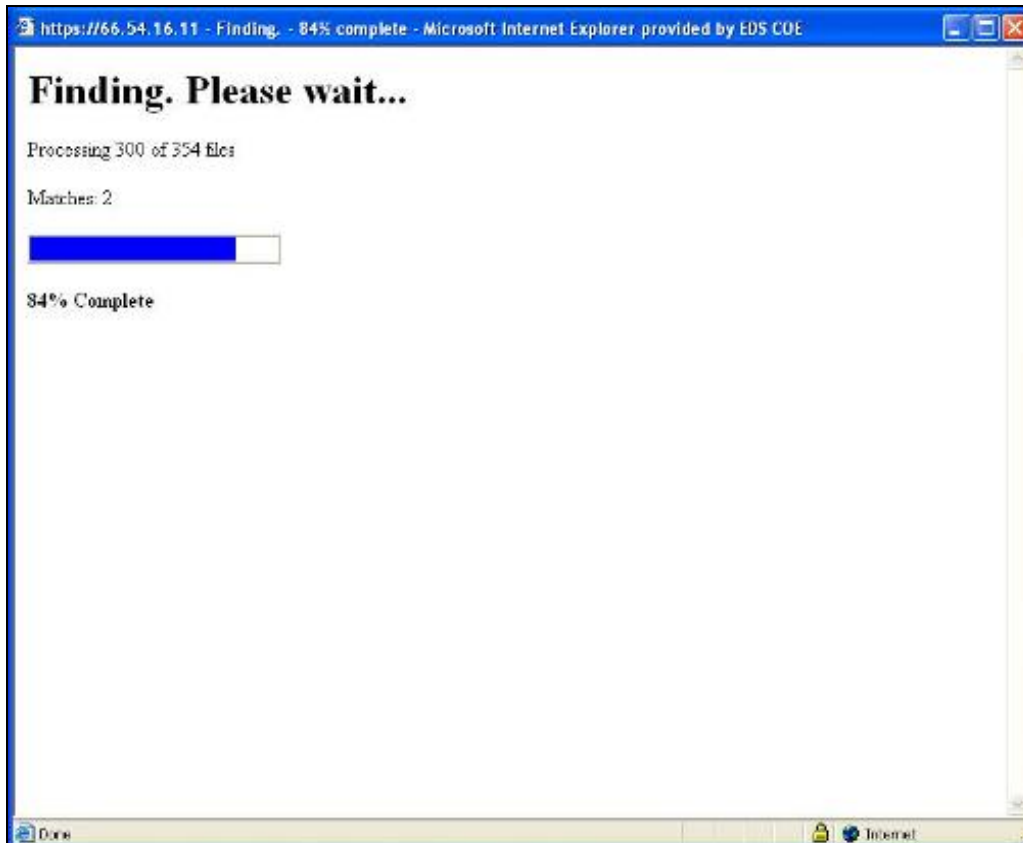


Figure 2: The blue “finding” bar

When the search has completed, a results page will be displayed (*figure 3*). In this example, you will see the system located three hits, in three files. Also, at this point, you may choose to perform a Replace or Start a Workflow.

The lower portion of the page contains links to the actual web pages that contain the term, phrase, URL, or number you searched on. The EDIT button to the right of each image will open that page in the template form. The EXPAND feature will show you a bit more information regarding that selected page.

Click the Replace button when you’re ready to perform the Replace. If you choose to perform a Replace, enter a term or number in the Replace field. Place a check next to each file you wish to perform the replace. In this example, we’re replacing the word “policies” with the word “policy”. This will replace the term in links, e-mails, and image references only.

If you choose to start a Workflow, you may combine all the pages located in the Find into one Workflow by using the Check All feature. Another option would be to edit desired pages individually and submit through normal workflow channels. *Note: if you choose to submit the files to the Workflow, your files will show as modified. The files are regenerated by the Workflow process and a change is detected due to the metadata that was previously input into the .html page.*

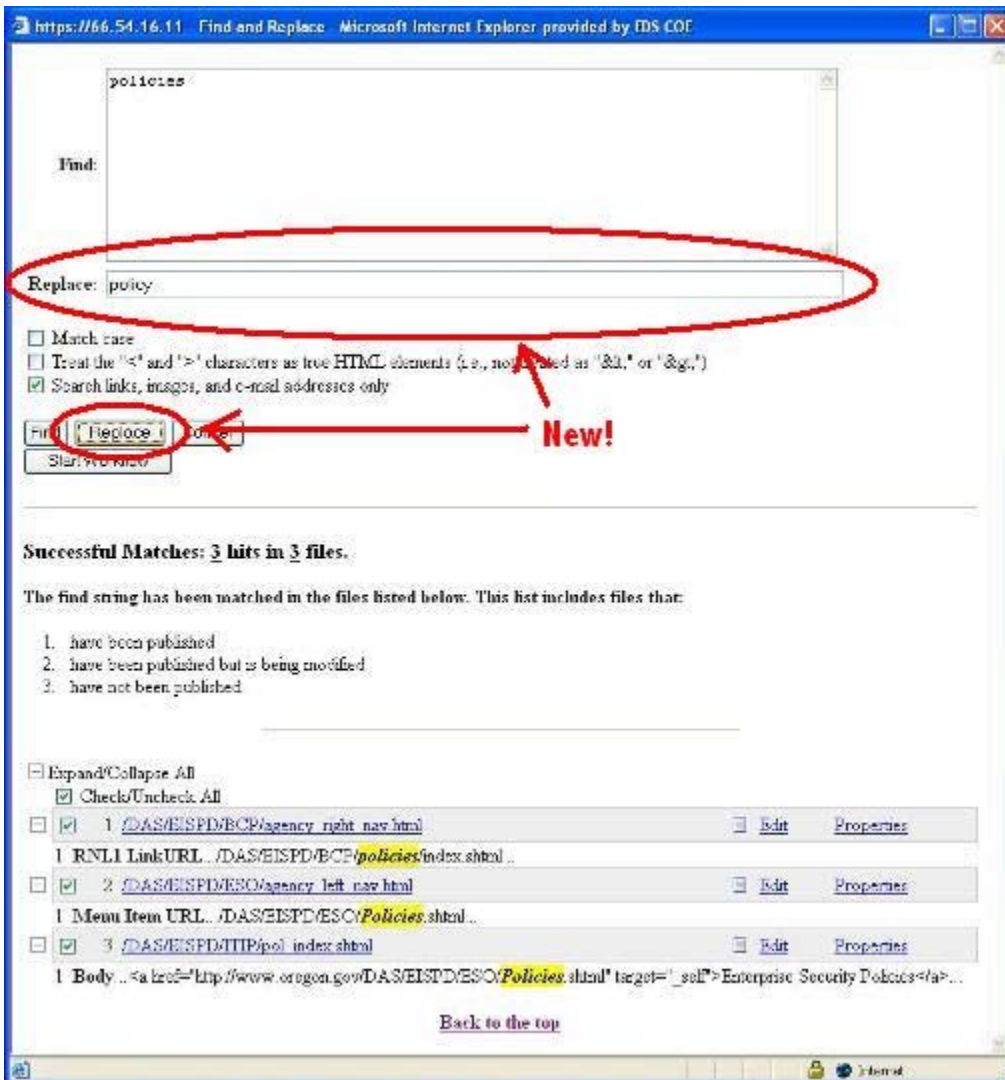


Figure 3: The replace function

Click the "Replace" button. You will be prompted to confirm your choice. Click "OK" if you're sure that you want to continue. See figure 4.

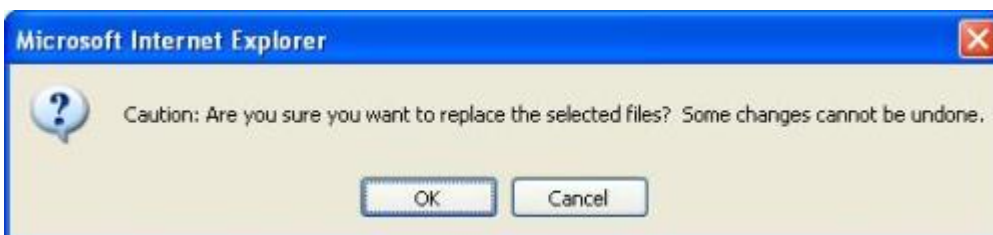


Figure 4: Confirmation, click OK

This will begin a process that may take a few minutes, depending on how many files you've selected. The system will replace all instances of the "replace" word, phrase or URL. The blue bar will show you the progress of the "Replacing" phase. See figure 5.

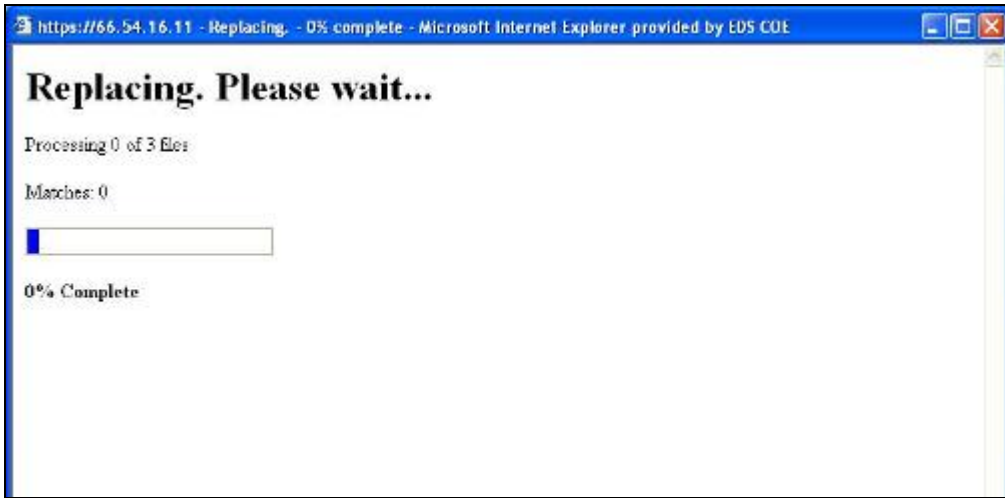


Figure 5: The blue “replacing” bar

When the “Replace” request is complete, a results page will be displayed. See figure 6. In this example, you will see the three files that were in the previous step. At this point, you may choose to publish the modified files by clicking on Start a Workflow. Unselect any files that you do not wish to submit into the workflow.



Figure 6: The “replace complete” window