

**SDLX™**  
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# How to perform a Global Search & Replace from the Switchboard

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## Global search and replace

This option enables you to search a selected group of ITDs and project files for all occurrences of a particular word or chunk of text (a text string). It produces a log which shows where the text occurs and how often.

If you wish, you can also specify a replacement value for the text and SDLX will automatically replace the original text with this value wherever it occurs in the selected files. A log is produced that gives details of all replacements made.

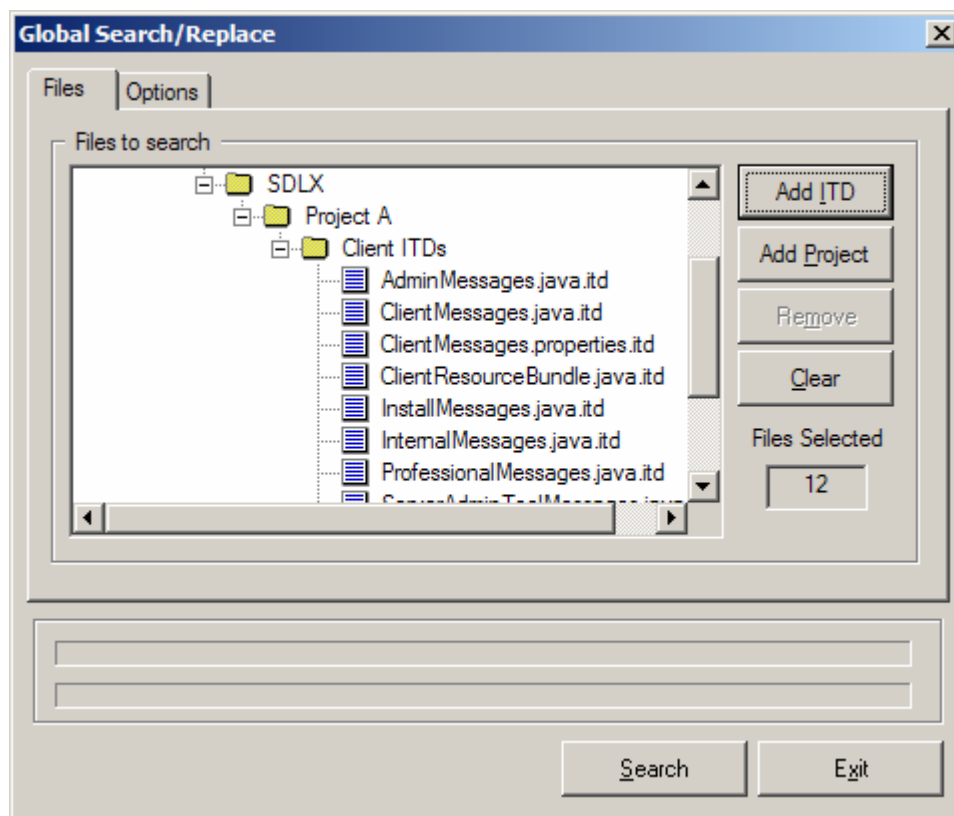
You can perform a search on both source and target language segments, but you can only replace text in target segments.

### The Global Search/Replace dialog box

When you select the **Global search and replace** option from the **Translation** menu the Global Search/Replace dialog box is displayed. It contains two tabs:

- The Files tab is used to specify which files are to be searched
- The Options tab is where you specify the text to be searched for and any replacement value.

Remember to check the on-line help for a detailed description of this dialog box.



In this example of the Global Search/Replace dialog box, several ITDs have already been selected for searching.

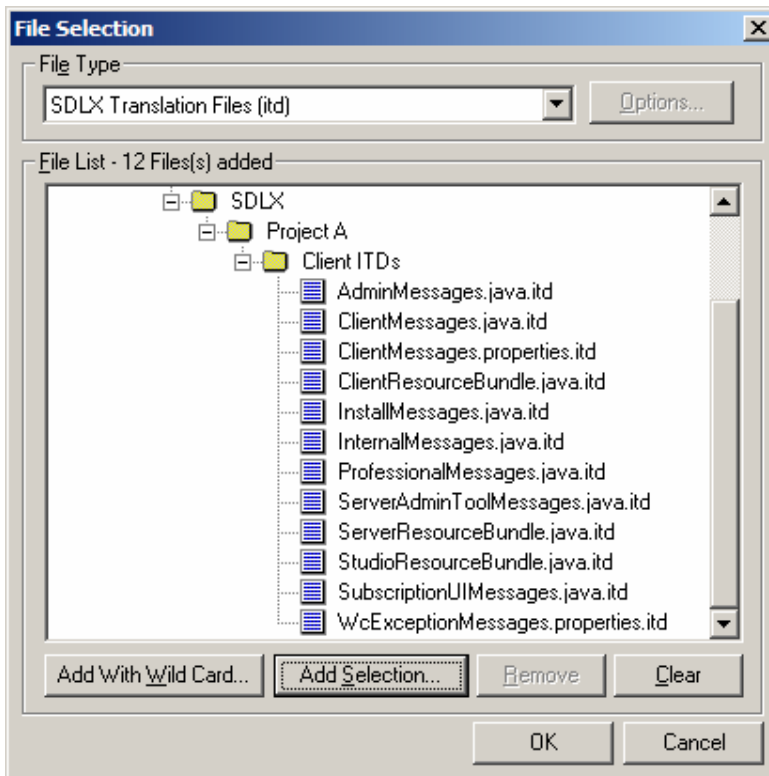
## How to perform a global search or search and replace

### Part 1 – Complete the Files tab

Display the SDLX switchboard.

Press **Ctrl/R** or select the **Global search and replace option** from the **Translate** menu. The Global Search/Replace dialog box is displayed. The Files tab is displayed by default.

Click the **Add ITD** button to display the File Selection dialog box where you can select the translated ITDs to be checked.



You can select ITDs individually or you can use a wildcard search to select all ITDs from a specified folder or set of folders.

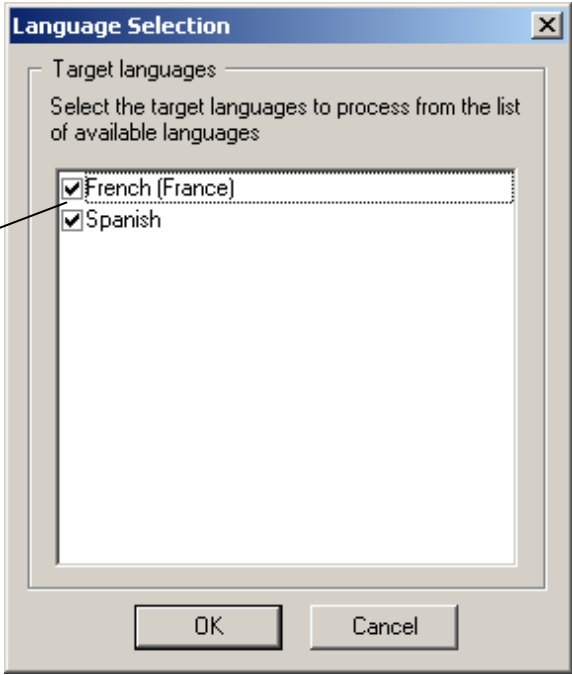
If	then
you want to select ITDs individually	<ul style="list-style-type: none"><li>• click the <b>Add Selection</b> button, the Open dialog box is displayed.</li><li>• Navigate to the ITD(s) to be included and select them.</li><li>• Click the <b>Open</b> button to add them to the Project TM.</li></ul>

<p>you want to select all ITDs from a particular location</p>	<ul style="list-style-type: none"> <li>• click the <b>Add With WildCard</b> button. The Add With WildCard dialog box is displayed:</li> <li>• Click the <b>Browse</b> button, the Browse for Folder dialog box is displayed.</li> <li>• Navigate to the folder containing the ITDs, select it and click <b>OK</b>.</li> <li>• If you want to include sub-folders in the selection, select the <b>Search Subfolders</b> check box.</li> <li>• If you want to make the search string in the <b>Search for files named</b> box more specific, edit the default entry.</li> </ul>
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If you want to include project files in the search:

- Click the **Add Project** button to display the Open dialog box.
- Navigate to a project file, select it and click **Open**, the Language Selection dialog box is displayed.
- Check the languages and de-select any that are not required
- Click **OK**.

*De-select any languages that are not required*



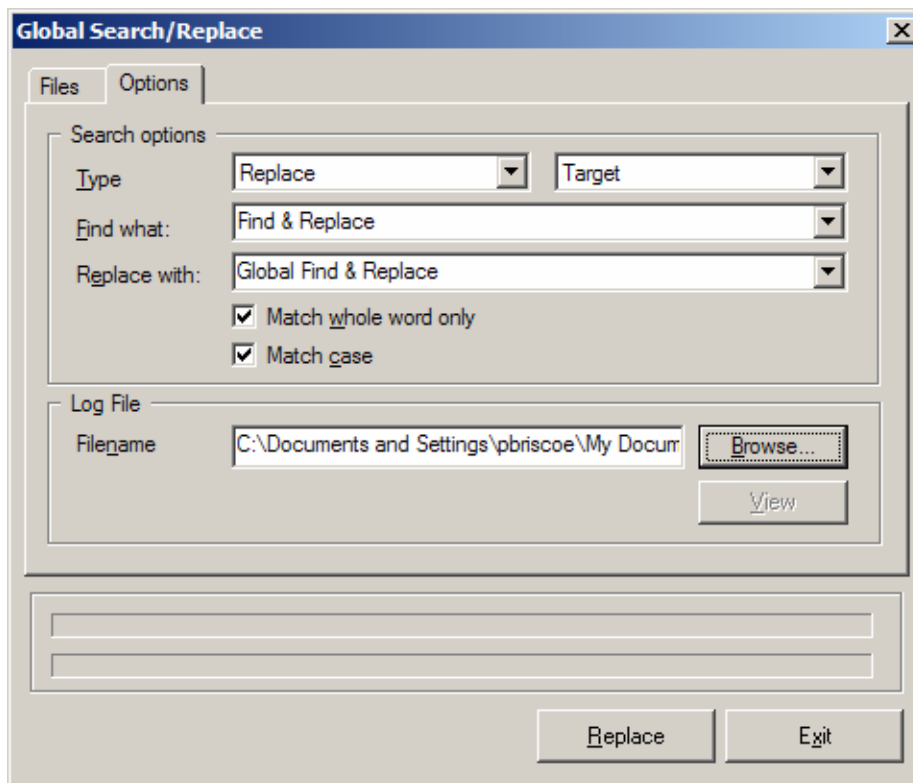
Check your file selections:

If you want to	then
add more files	click the appropriate <b>Add</b> button.
remove a file from the list	select the file and click the <b>Remove</b> button.
remove all currently selected files	click the <b>Clear</b> button.

Continue selecting ITDs and project files until the list is complete.

## Part 2 – Complete the Options tab and run the search/replace

1. Click the Options tab when you have selected all of the files to be searched.



2. Complete the first **Type** box by specifying whether you want to perform a search only or a search and replace.
3. Complete the second **Type** box by specifying which segments are to be searched (original, target or both – remember you can only replace text in target segments).
4. Enter the text to be searched for in the **Find What** box.
5. If you are performing a search and replace enter the replacement value in the **Replace with** box.
6. If you want SDLX to use exact word matching, select the **Match whole word only** check box.
7. If you want SDLX to use exact case matching, select the **Match case** check box.
8. Click the **Browse** button, the Save As dialog box is displayed. You can either create a new log file or select an existing one (the new results will overwrite the old ones).
9. Click **Save** when you have completed the Save As dialog box.
10. Click the **Search** button to start the search.
11. When the search is finished, click the **View** button to see the results log.
12. Click the **Exit** button when you have finished.