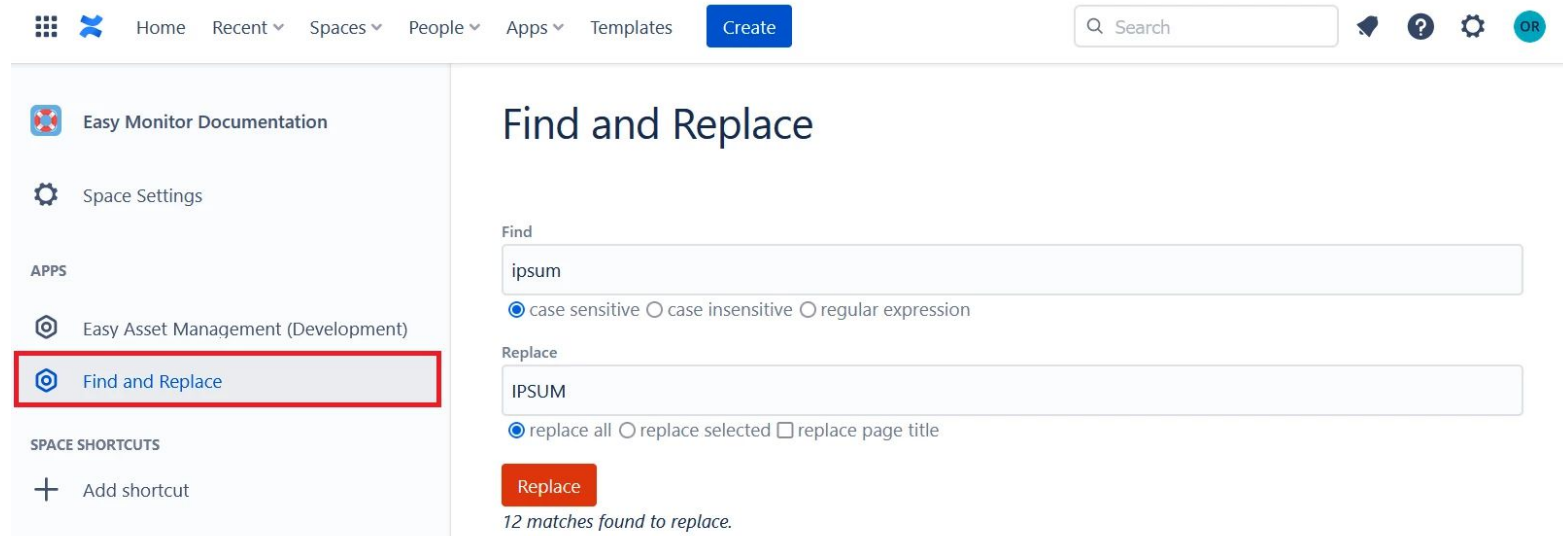


Easy Find and Replace

User Guide

- How to access Easy Find and Replace
- How to search in your space
- How to replace text

How to Access Easy Find and Replace



The screenshot displays the Confluence Cloud user interface. At the top, there is a navigation bar with a grid icon, a blue 'X' icon, and menu items for 'Home', 'Recent', 'Spaces', 'People', 'Apps', and 'Templates'. A blue 'Create' button is positioned to the right of these items. A search bar with the placeholder text 'Search' and a magnifying glass icon is located on the far right of the navigation bar. Below the navigation bar, a sidebar on the left contains several menu items: 'Easy Monitor Documentation', 'Space Settings', 'APPS', 'Easy Asset Management (Development)', and 'Find and Replace'. The 'Find and Replace' item is highlighted with a red rectangular border. Below the sidebar, there are 'SPACE SHORTCUTS' and an 'Add shortcut' button. The main content area on the right is titled 'Find and Replace'. It features a 'Find' input field containing the text 'ipsum'. Below this field are three radio button options: 'case sensitive' (which is selected), 'case insensitive', and 'regular expression'. A 'Replace' input field contains the text 'IPSUM'. Below this field are three radio button options: 'replace all' (which is selected), 'replace selected', and 'replace page title'. A red 'Replace' button is located below the 'Replace' field. At the bottom of the main content area, the text '12 matches found to replace.' is displayed.

1. Click on the Confluence Cloud Space you want to edit
2. Click on **Easy Find and Replace** under **Apps**

How to search in your space

Apps Templates Create ? ? ? ?

Find and Replace

Find

ipsum **Type your search query here**

case sensitive case insensitive regular expression

Replace

IPSUM

replace all replace selected replace page title

Replace

12 matches found to replace.

Lorem ipsum

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

ipsum

ipsum

The search result automatic-ally updates while you type your search query

How to replace text in your space

Find and Replace

Find

ipsum **Type your search query here**

case sensitive case insensitive regular expression

Replace

IPSUM **Type your replace text here**

replace all replace selected replace page title

Replace ← **Click on Replace Button to do the replacement**

12 matches found to replace.

The search result will empty itself, as more and more pages will replace the **search query** with the **replace text**.

You can verify if the replacement was successful by searching for your **replace text**.