



## Find and Replace Points

### Command Description

The Find and Replace Points command enables you to Search for, select, and optionally rename points by Point ID or Feature Code.

Find and Replace Points

Find Replace

Find: [ ]

Search type:

Point ID:  Feature code:  Search Selection

Options

Match case  
 Whole word  
 Word start

Find All

Highlight matches

To **find** point ID's and feature codes:

1. Select the **Find** tab.
2. In the **Find** field, enter the point ID or feature code you want to find.
3. Select the appropriate **Search Type** option.
4. To search the whole project, leave the **Search Selection** box unticked or tick this box and select a group of points to search through.
5. Check the appropriate check boxes in the **Options** group to refine your search.
6. Do either of the following:
  - If you want to select all point ID's or feature codes that match your search criteria, check the **Highlight Matches** check box and click **Find All**.
  - If you want to select point ID's or feature codes that match your search criteria one at a time, click the **Find Previous** or **Find Next** button

To **replace** point ID's and feature codes:

1. Select the **Replace** tab
2. In the **Find** field, enter the point ID or feature code you want to find and replace.

3. In the **Replace** field, enter the point ID or feature code you want to use to replace the existing name or code.
4. Select the appropriate **Search Type** option.
5. To search the whole project, leave the **Search Selection** box unticked or tick this box and select a group of points to search through.
6. Check the appropriate check boxes in the **Options** group to refine your search.
7. For Point ID's only you can replace the text and add an incremental number at the end using the **Replace & Increment Point ID** option.
8. Do either of the following:
  - If you want to replace all point ID's or feature codes that match your search criteria with the replacement ID or code, click **Replace All**.
  - If you want to select point ID's or feature codes that match your search criteria one at a time, click the **Find Previous** or **Find Next** button. To replace the current selection with the name or code displayed in the **Replace** field, click the **Replace** button.