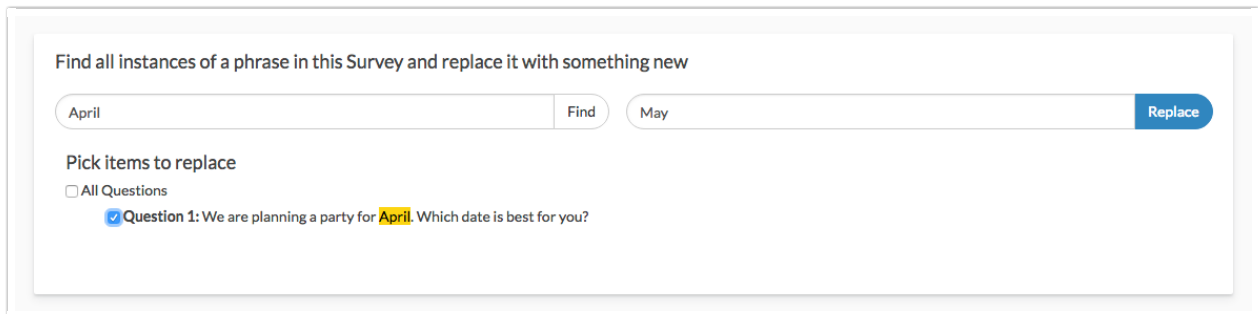


Find & Replace

Using our Find & Replace feature you can quickly fix all instances of a typo in a survey or make other bulk changes.

1. Go to **Tools > Find & Replace**.
2. Enter the word or phrase (case sensitive) you are looking for in the **Find** field and click **Find**.
3. Enter the text you would like to replace in the **Replace** field.
4. Select all items you want to update in the list below.
5. Click **Replace**. Rinse and repeat as needed!



The screenshot shows a 'Find & Replace' interface. At the top, it says 'Find all instances of a phrase in this Survey and replace it with something new'. Below this, there are two input fields: 'Find' containing 'April' and 'Replace' containing 'May'. To the right of the 'Replace' field is a blue button labeled 'Replace'. Below the input fields, it says 'Pick items to replace'. There are two checkboxes: 'All Questions' (unchecked) and 'Question 1: We are planning a party for April. Which date is best for you?' (checked). The word 'April' in the question text is highlighted in yellow.

Please note the Find and Replace function will only search the default language for a survey, which is generally English.

Related Articles