Searching - as of December 2018

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Merlin Project Express offers you an built-in **Find** function to search for **content** within projects.

Use the keyboard shortcut **cmd + F** to open the **search box** at the top of the **active view**.

You will find all the **search options** together with the relevant **keyboard shortcuts** under the menu item **Edit → Find**.

If you enter a **term** in the **search box**, all **hits** will be **highlighted** automatically in the view, making them easy to spot.

You will find the **magnifying glass icon** on the left in the **search box**. Click it and a **menu** will appear with the options shown.
Click **Insert Pattern** and a further menu will open. There you will find a selection of pre-defined patterns. These patterns make it easier to search.

For example, if you select the option **Word**, individual **characters of a word** are marked automatically as **hits**.
If you enter a letter before the word, e.g. an N, all words starting with N will be found in the project.

The right-hand corner of the search box displays the number of search hits and includes an x to delete the current search.

To the right of the search box are buttons for navigating the search results.

If there is more than one search hit, use the arrows to the left and right. This takes you to the next (→) or previous (←) search hit.

Click the Done button to exit the search and hide the search box again.

If you tick the checkbox next to the option Replace, another box appears. Now you can find and replace terms in the project.

**Replace**

The Replace function is very easy to use. Enter the word(s) to replace in the upper search box. In the lower box, enter the word you want to replace the hits with.

On the right next to the Replace box you will find three buttons:

- **Replace** (_replaces search terms step by step)_
- **All** (_replaces all search terms at once)_
- **Done** (_finishes replacing_)
Find menu

In the menu item Edit → Find you will find all the search options described above as well as the following ones.

![Find menu](image)

Using a selection for searching

Use Selection For Find lets you additionally search through hits.

Use the **keyboard shortcut cmd + E** for the option.

Jump to Selection

Jump to Selection lets you jump to a previously made selection, such as a selected activity or several items of selected content in the project.

Use the **keyboard shortcut cmd + J** for the option.

Jump to Current Date

Jump to Current Date lets you find the current day in the project quickly.

Use the keyboard shortcut **cmd + D** keys for the option.

Jump to...

Jump to... lets you jump quickly to individual project rows.

[This feature is particularly useful for very large projects.]

Use the keyboard shortcut **cmd + L** keys for the option.
The **Jump to** box will appear in the active **view**. Enter the desired **row number** into the box.

By clicking the **triangle** you set your preferred **numbering**:

- #
- Code
- WBS Code

💡 If you also use custom **Code** or **WBS Code** in addition to the default # numbering, you should display the corresponding columns.