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Search

For finding content in projects the built-in search in Merlin Project is responsible.

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

![Search Field](image1)

In the menu Edit → Search you will find all Search options together with the corresponding Keyboard shortcuts.

![Search Options](image2)

If you enter a term in the search field, all hits in the colored view automatically appear and are therefore easy to recognize.

On the left in the search field is the loupe symbol. With a mouse click on it the Menu appears with the options shown.
The function *Insert pattern* opens another menu. There you will find a selection of *prefabricated samples*. These *patterns* facilitate the *search*.

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

In the right corner of the search field is the display for the number of search hits and the x to delete the current search.

To the right of the search field are buttons for navigation in 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.

A click on the button Done ends the search and hides the search field again.

If you check the option Replace, another field appears. Now you can search 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 field. In the field below, enter the word to replace the search.

To the right of the replace field are three buttons:

- Replace (replaces addiction terms step by step)
- All (replaces all search terms at once)
- Done (finishes replacing)
Search menu

In the menu **Edit → Search** you will find all the search options described above and the following ones.

**Search selection**

With **selection search** search results can be searched additionally.

Use the **Keyboard shortcut** consisting of the keys `cmd + E` for the option.

**Show selection**

With **Show selection** you jump to a previously made selection. For example, a selected activity or several selected contents in the project.

Use the **Keyboard shortcut** consisting of the keys `cmd + J` for the option.

**Display current date**

With **current date** you can quickly find the current day in the project.

Use the keyboard shortcut consisting of the `cmd + D` keys for the option.

**Go to ...**

With **Go to...** you get quickly to single lines in the project.

This feature is particularly useful for very large projects.

Use the keyboard shortcut consisting of the `cmd + L` keys for the option.
In the active View the Jump to field appears. Enter the desired line number in the field.

With a mouse click on the triangle you determine which numbering you prefer:

- #
- Code
- WBS code

If you also use your own Code or WBS-Code in addition to the standard numbering #, you should display the corresponding columns.