


Bulk editing

The Curator gives you the opportunity to edit several documents at the same time. Keep reading to find out more about this topic.

The "Search and replace" function allows you to make changes to several objects in the **Curator** in one go. Systematic filtering – and a visual check of the changes to be introduced – help to ensure that the changes are implemented as desired.

 Experience has shown that it's a good idea to define the objects – in which search & replace is to be performed – in advance via the normal search or a filter.

A dialog then appears:

Please select the properties, search criteria and target property values.

<input type="checkbox"/> Case sensitive	<input type="checkbox"/> Use regular expressions
<input type="checkbox"/> Search for whole word only	<div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #f0f0f0; padding: 2px;">English (US) ▼</div> <div style="padding: 2px;">All languages</div> <div style="padding: 2px;">Basque</div> <div style="padding: 2px;">Brazilian Portuguese</div> <div style="padding: 2px;">Bulgarian</div> <div style="padding: 2px;">Catalan</div> <div style="padding: 2px;">Chinese (simplified)</div> <div style="padding: 2px;">Chinese (traditional)</div> <div style="padding: 2px;">Croatian</div> <div style="padding: 2px;">Czech</div> <div style="padding: 2px;">Danish</div> <div style="padding: 2px;">Dutch</div> <div style="background-color: #007bff; color: white; padding: 2px;">English (US)</div> <div style="padding: 2px;">Finnish</div> </div>
Search and replace in text attributes	
Search:	
<input style="width: 100%;" type="text"/>	
<input type="checkbox"/> Title	
<input type="checkbox"/> Author	
<input type="checkbox"/> Description	
<input type="checkbox"/> Keywords	
<input type="checkbox"/> qaContext	
<input type="checkbox"/> Transaction code	


A default filter is set automatically – this means that only documents in the editing language that is currently set will be taken into account. To include all documents in the operation, change the language setting to "All languages".

<input type="checkbox"/> Case sensitive	<input type="checkbox"/> Use regular expressions
<input type="checkbox"/> Search for whole word only	<div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #f0f0f0; padding: 2px;">English (US) ▼</div> </div>

The following options can be used to refine the search:

- **Case sensitive:** If this option is activated, the operation will differentiate between words such as "doc" and "Doc".

- Search for whole word only: If this option is activated, no parts of words will be found – the search term "how" will not locate the word "shows", for example.
- **Use regular expressions:** If this option is activated, regular expressions can be entered into the search field.

 You can also specify the text attributes in which search and replace is to be performed. Document titles are searched by default – but the search can be extended to include additional attributes by selecting the appropriate fields.

Search and replace in all other attributes

Content language

Search:

English (US) ▼

Replace:

English (US) ▼

Owner

Assigned to

Document type

The "Search and replace in all other attributes" category allows you to define precisely what is to be searched and how it is to be replaced.

Please select the objects that are to be changed.

	Title	Old value	New value
<input checked="" type="checkbox"/>	Example (Document)		
	- Title (en-us)	Example	Example1

In the second-last step, all objects – whose properties are to be changed – will be displayed. Every attribute that is to be changed will be listed.

This step allows you to click the "Back" button in order to change the search criteria in the event that the changes on display are not those that you expected.

The view of a deselected object is automatically reduced to a single line. If you now click "Next", the desired replacement will be implemented for all selected objects.

Once all replacements have been carried out, the last step will display the link [Changed_object_properties.xls](#) via which you can download a report on this procedure in the Excel format.