Find / Replace Text for Compositions

OPAS's Find/Replace tool operates in the same manner as the tool you use in Word, Excel and other Windows® programs. The utility searches the field you specify for a certain word or text string, and replaces it with any other word or text string.

Suppose, for example, your organization wishes to replace the word "Opus" in all print titles with the word "Op." so when printing programs you see:

<div align="center">

Concerto No. 1 in D major for Violin and Orchestra, Op. 19
… instead of …
Concerto No. 1 in D major for Violin and Orchestra, Opus 19

</div>

The Find / Replace function allows you to make that change to every work in the database at once.

Changing Work Records

Open the Works area and select the compositions

Open the **Works** area and filter for the records you wish to change. You may want to change compositions one composer at a time, or restrict changes by other criteria. To change every work in the database, press the F9 key on your keyboard and click YES to the prompt.

At the LIST screen (displaying all the works to be changed) click the function icon and choose "Find / Replace Text". fill out the dialog as follows:
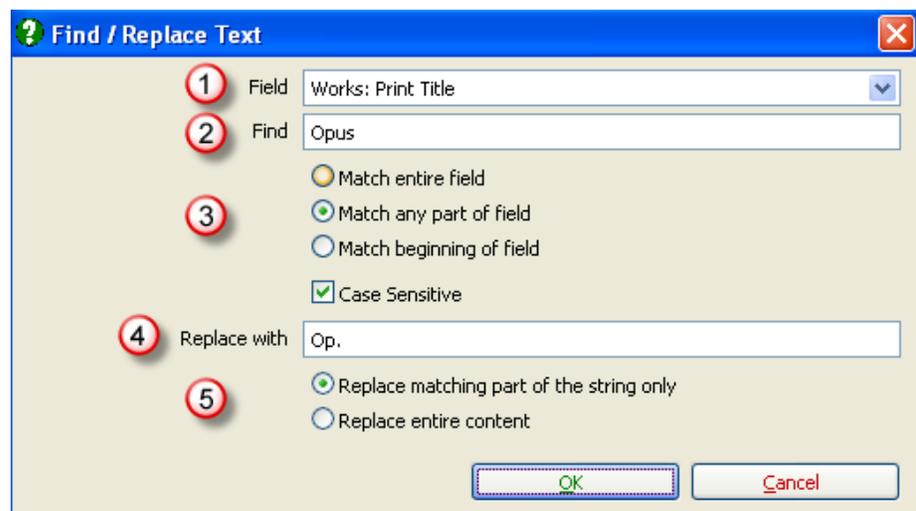
[1] The field to be searched -- OPAS will search text and note fields only.

[2] The text to be found (do not include quotes or wildcard characters)

[3] Indicate if the text should be found anywhere in the field, or if the text should constitute the entire field. Unlike 'green screen' searches, the OPAS find/replace tool does not use wildcards.

For example, this:

Find / Replace Text

Field: Works: Master Title
Find: SYMPHONY NO. 1

- (●) Match entire field
- (○) Match any part of field
- (○) Match beginning of field
- [✓] Case Sensitive
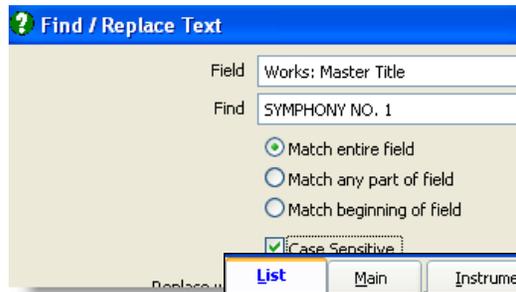
… would affect these works…

List	Main	Instrumentation	Additiona
Composer	**Master Title**		
Actor, Lee	SYMPHONY NO. 1		
Alwyn, William	SYMPHONY NO. 1		
Asia, Daniel	SYMPHONY NO. 1		
Ben-Haim, Paul	SYMPHONY NO. 1		
Bolcom, William	SYMPHONY NO. 1		
Elliott	SYMPHONY NO. 1		
d, Aaron	SYMPHONY NO. 1		
no, John	SYMPHONY NO. 1		

… but not these:

List	Main	Instrumentation	Additional Data
Composer	**Master Title**		
Boyce, William	SYMPHONY NO. 1, B-FLAT MAJOR		
Walton, William	SYMPHONY NO. 1, B-FLAT MINOR		
Arne, Thomas	SYMPHONY NO. 1, C MAJOR		
Balakirev, Mily	SYMPHONY NO. 1, C MAJOR		
Bizet, Georges	SYMPHONY NO. 1, C MAJOR		
Clementi, Muzio	SYMPHONY NO. 1, C MAJOR		
Gounod, Charles	SYMPHONY NO. 1, D MAJOR		

[4] Indicate the text that should replace the found text

[5] Indicate whether the 'replacement text' should replace only the 'found text', or if the 'replacement text' should become the entire contents of the field.

Click the green **OK** button execute the search-and-replace

Changing Work Performances

Run the function from the Date-Works area

Often changes to compositions need to apply to *performances* of those compositions as well as the works themselves. For instance, if your organization decides that "major" and "minor" designations should be capatilized for all programs, you will need to change the Print Title for work performances.

The Find / Replace function operates in exactly the same way in the Date-Works area of OPAS. So you could search the Date-Program area for work performances any given Season:

File Edit Record Main Data Background Data View Window System ?

BASIC SEARCH: Date - Program 1

List	Main	Instrumentation	Library	To-Do List
Work			Code	Load from Works
Master Title				Season
Print Title				08-09
Alt. Title				Project
Arrangement				
Genre			Catalogue	Date
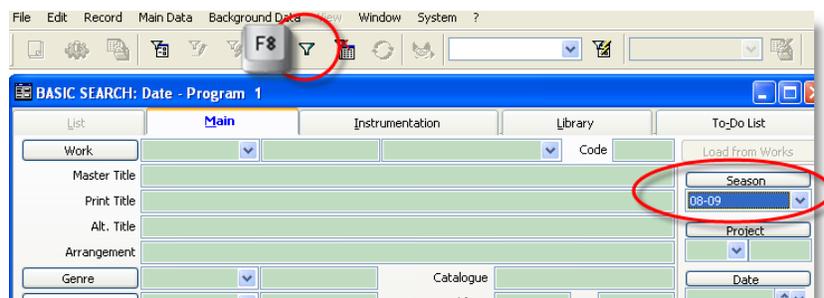
in

And from the list of resulting works replace "minor" with "Minor", etc:
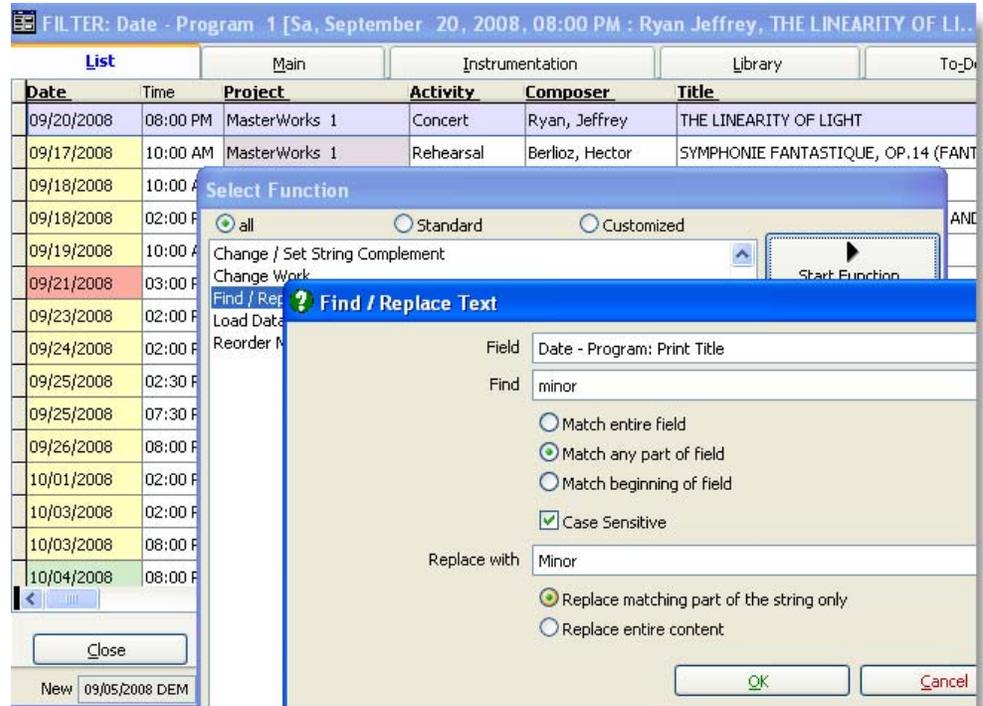
Using the function to 'empty' a field

As with other Windows® programs, the Find / Replace function can be used to clear or empty fields by leaving the "Replace" text field empty.

For example, if you wished to clear or delete all instances of "1,2" in the Flute Text field, the function dialog would look like this: