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## 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:

> 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

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:

🤣 Find / Repl	ace Text		×
	1 Fi	eld Works: Print Title	~
	2 Fi	nd Opus	
	3	<ul> <li>Match entire field</li> <li>Match any part of field</li> <li>Match beginning of field</li> <li>Case Sensitive</li> </ul>	
4	Replace w	th Op.	
-	5	<ul> <li>Replace matching part of the string only</li> <li>Replace entire content</li> </ul>	
		OK <u>C</u> ancel	

[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.

	Find / Replace Text						
For example, this:	Fiel	ld Wor Id SYM	′ks: M IPHOI	laster Title NY NO. 1			
			Match Match Match Case	entire field any part of fi beginning of Sensitive	eld field		
	Doplaco u	List		Main	Instrumen	tation	Addi <u>t</u> iona
	-	Comp	oser		Master 1	<u>itle</u>	
would affect these	Actor, Lee			SYMPHON	SYMPHONY NO. 1		
		Alwyn, William		SYMPHON	SYMPHONY NO. 1 SYMPHONY NO. 1		
		Asia, Daniel					SYMPHON
		Ben-H	aim, P	aul	SYMPHON	IY NO. 1	
but not these:	-	Bolcom	, Will	am	SYMPHON	IY NO. 1	
List Main Insl	trumentation Additional Data	-	Ellio	t	SYMPHON	IY NO. 1	
Composer Ma	aster Title	-	d, Aa	iron	SYMPHON	IY NO. 1	
Boyce, William SY	MPHONY NO. 1, B-FLAT MAJOR	_		lobp	SYMPHON	IV NO. 1	
Walton, William SY	MPHONY NO. 1, B-FLAT MINOR	_					
Arne, Thomas SY	'MPHONY NO. 1, ⊂ MAJOR		-		~~~1C.~ 10H/04	1V-NA	مرهب محمد بمالعه
Balakirev, Mily SY	SYMPHONY NO. 1, C MAJOR						
Bizet, Georges SY	MPHONY NO. 1, ⊂ MAJOR						
Clementi, Muzio SY	MPHONY NO. 1, ⊂ MAJOR						
Gounod, Charles SY	MPHONY 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-	File Edit Record	Main Data Background Data	Window System ?	▼ 🖌	<u>v</u> 🔏	
Program area	BASIC SEARCH:	Date - Program 1				
for work	List	<u>M</u> ain	Instrumentation	Library	To_Do List	
performances	Work	×		Code	Load from Works	in
	Master Title			6	Season	< ···
any given	Print Title			C	08-09 🗸	
Season:	Alt. Title				Project	
	Arrangement				✓	
	Genre	· · · · ·	Catalogue		Date	
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ime 08:00 PM 0:00 AM 0:00 A 02:00 F 02:00 F 03:00 F	Project MasterWorks 1 MasterWorks 1 elect Function all hange / Set String Co hange Work	Concert Concert Rehearsal	Composer Ryan, Jeffrey Berlioz, Hector	Title       THE LINEARITY OF LIGHT       SYMPHONIE FANTASTIQUE, OP.14 (FANT       ized
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				Start Function
12:00 1	.oad Data	Replace Text		
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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:

