

SEARCH MULTIPLE DOCUMENTS



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Click on the blue, underlined text to go to its linked reference.¹

WordPerfect permits you to search for a word or words in multiple documents. It will not only search the current folder, but it will search all subordinate folders. Here's how to do it.

1. In WordPerfect, select File ► Open (Figure 1).

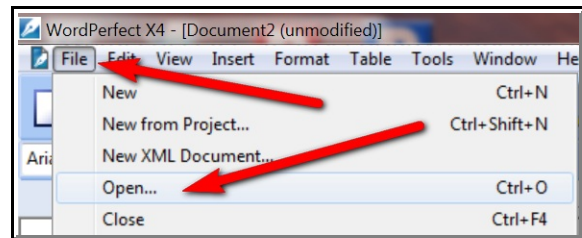


Figure 1

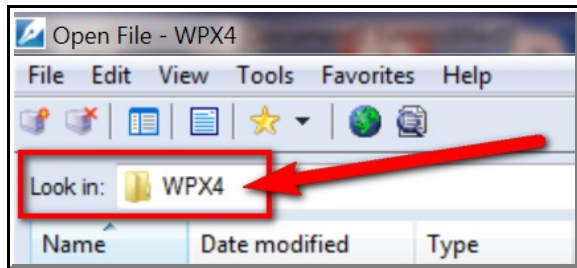


Figure 2

2. Do your best to ensure that the content is in a file within the folder — or one of its subfolders — that you select (Figure 2).

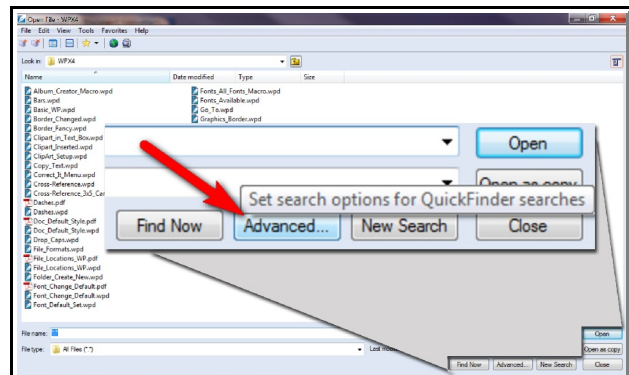


Figure 3

3. Left-click on the “Advanced” button (Figure 3).

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4. Double, left-click on “Insert a New Property” (Figure 4).

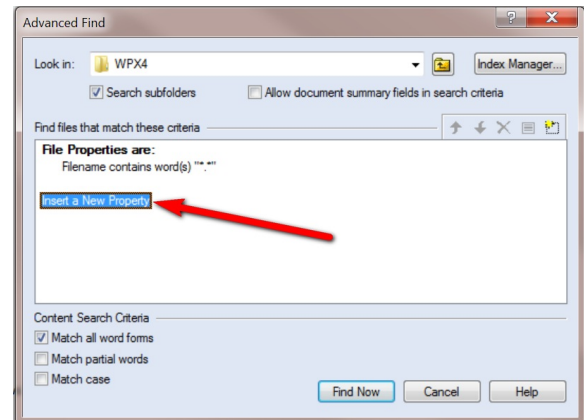


Figure 4

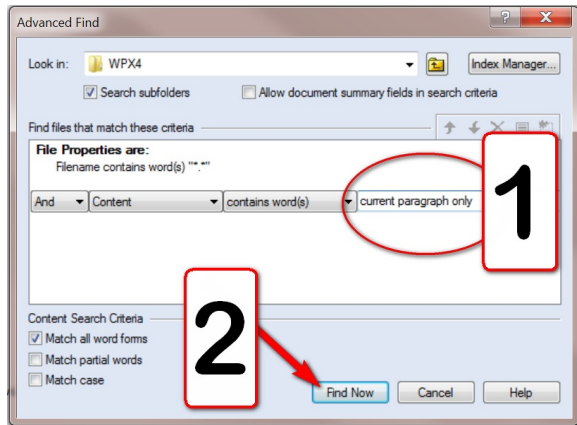


Figure 5

5. Enter the search term (Figure 5):

- ❶ Type the word — if it’s unique — or phrase for which you’re searching.
- ❷ Left-click on “Find Now” button.

6. Advanced Find is ready (Figure 6):

- ❶ The search term is entered into the “Content Properties” window.
- ❷ Left-click on “Find Now” button.



Give it time to search. The more folders it has to search, the longer it will take.

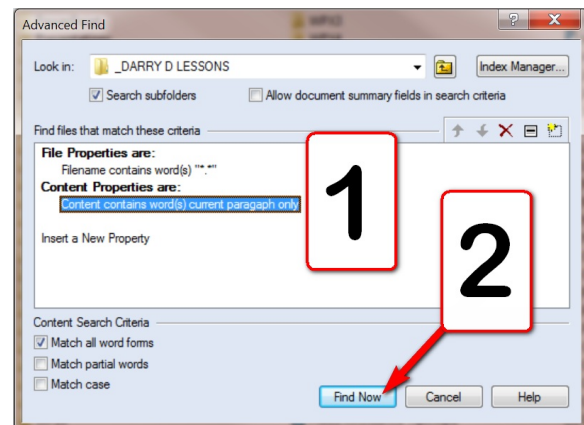


Figure 6

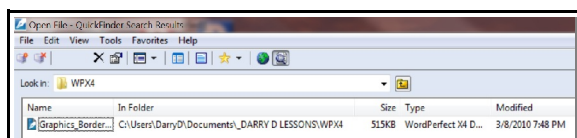


Figure 7

7. The file that contains the term is displayed (Figure 7).