

# **Multi-Find/Change 3.0 Manual**

**For Adobe InDesign/InCopy CC 2017**

**July 2017**

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# Welcome to Multi-Find/Change

Multi-Find/Change 3.0 (MFC) is an Extension for Adobe InDesign and InCopy (CC 2017) to manage and execute batches of saved Find/Change queries. MFC is the ideal tool for those who rely or want to rely on Find/Change queries to correct and/or format text.

## **Organize Find/Change Queries Into Sets**

MFC organizes Find/Change queries into Sets (lists). Easy to use, the user interface enables drag and drop of different types of Find/Change queries into Sets, so they can be executed later at the click of a button.

## **Execute Multiple Find/Change Queries**

Rather than executing individual Find/Change queries, MFC gives you the ability to perform Multiple Find/Change queries in a single operation. As a safeguard, it supports “Change All” undo to undo all the changes or undo by individual Find/Change query.

## **Export, Import and Share Sets**

MFC has the ability to allow workgroups to share Sets and Find/ Change queries. Sets and Find/Change queries can be exported into self-contained files (xml) for other users to import or share.

## **Rename and Delete Find/Change Queries**

MFC complements the native Find/Change Editor, by adding simple one-step rename and description properties to Find/ Change queries, as well as providing an easier way to delete Find/ Change queries.

## What's New in Version 3.0?

- MFC panel is now a native InDesign/InCopy panel, this means it can be docked, minimized or expanded.
- MFC is compatible with the themes of the new InDesign/ InCopy CC interface.
- Perform Find/Change on Paragraph and Character Styles.
- Associate a Find/Change list of strings or grep expressions to a (Text or GREP) query.

# System Requirements

- Adobe [InDesign](#) or Adobe [InCopy](#) CC 2017 (Mac OS or Windows)
- Internet Connection (for license activation).

# Installation

**Do not use Adobe Extension Manager to install the Multi-Find/Change 3.0. Unfortunately Adobe Extension Manager has been discontinued and no longer works with CC 2017 apps.**

## Installation Procedure

1. Download [Multi-Find/Change 3.0](#).
2. Expand (unzip) the archive [MultiFindChange.zip](#), it will expand into a file name [MultiFindChange.zxp](#).
3. Quit InDesign CC 2017.
4. Download and install [Anastasiy's ExtensionManager](#).
5. Open Anastasiy's ExtensionManager.
6. Drag and drop [MultiFindChange3.zxp](#) onto Anastasiy's ExtensionManager main window. Wait for the installation to be completed (it might take a few minutes).
7. Restart Adobe InDesign CC 2017.

**If for some reason you are not able to install MFC 3.0 with Anastasiy's ExtensionManager, try the manual installation**

## Manual installation

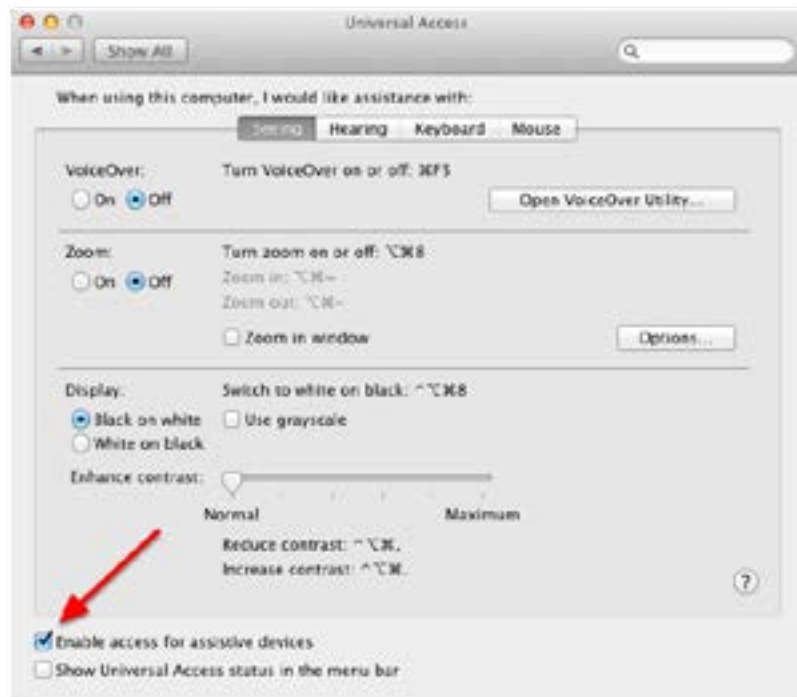
Requires the administrator password.

1. Download [Multi-Find/Change 3.0](#).
2. Expand (unzip) the archive [MultiFindChange.zip](#), it will expand into a file named [MultiFindChange.zxp](#).
3. Quit InDesign CC 2017.
4. Copy [MultiFindChange.zxp](#) into the following location:  
Windows (64-bit)  
`C:\Program Files (x86)\Common Files\Adobe\CEP\extensions`  
Windows (32-bit)  
`C:\Program Files\Common Files\Adobe\CEP\extensions`  
Mac OS  
`~/Library/Application Support/Adobe/CEP/extensions`
5. Change the extension of [MultiFindChange3.zxp](#) to [.zip](#). The file should be now named [MultiFindChange3.zip](#).
6. Expand (unzip) [MultiFindChange3.zip](#), it should create a new folder under the [extensions](#) folder.
7. Rename the newly created folder to [MultiFindChange3](#).
8. Restart Adobe InDesign/InCopy CC 2017

**For OS X 10.8 or earlier**

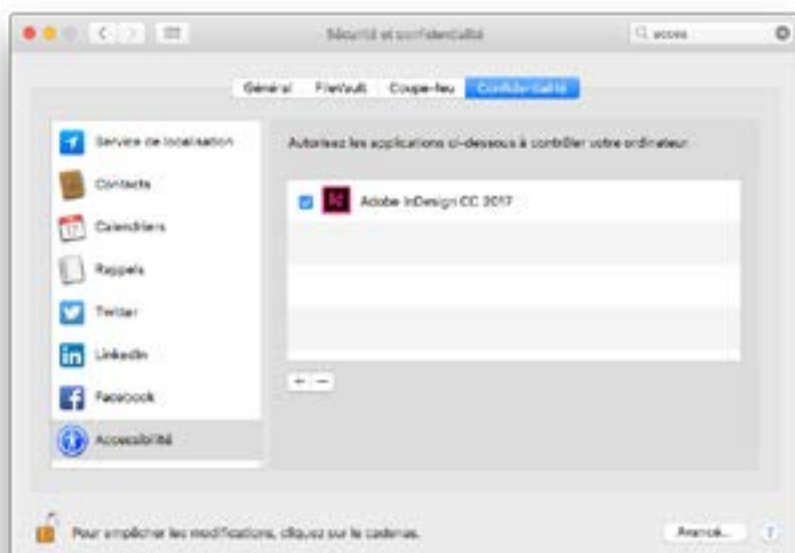
Enable Access For Assistive Devices:

- Open System Preferences from either the Dock or the Apple menu
- Click on the Universal Access icon
- Check Enable Access for Assistive Devices
- Quit System Preferences

**For OS X 10.9.x (Mavericks) and Later**

Allow Adobe InDesign Accessibility

- Open [System Preferences](#).
- Click [Security & Privacy](#).
- Click the [Privacy Tab](#).
- Click the [Accessibility section](#).
- Click the [Lock](#) button in the bottom left-hand corner and enter your administrator password if required.
- From the Finder drag and drop Adobe InDesign application in the area just under the “Allow the apps below to control your computer.”
- Check the box next to [Adobe InDesign](#).
- You must restart Adobe InDesign for the changes to take effect.





## Update

### From version 1 or 2

To update MFC to the latest version, download the trial version (even if you have a licensed version) and follow the installation instructions.

### From version 3

Click the [Check for Updates](#) button.

## Uninstall Multi-Find/Change

9. Quit Adobe InDesign (or InCopy) CC 2017.
10. Download and install [Anastasiy's ExtensionManager](#).
11. Open [Anastasiy's ExtensionManager](#).
12. Select [Adobe InDesign CC 2017](#) on the Adobe Products list.
13. Select [MultiFindChange3](#) from the extension list.
14. Choose Menu [File > Remove Extension](#).

# Getting Started

## Open and Close MFC Panel

Choose Window > Multi-Find/Change to show or hide the MFC panel.

## Assign a Shortcut to MFC Panel

- Choose Edit > Keyboard Shortcuts.
- For Set, select a shortcut set or click New Set to create a new shortcut set.
- Choose Window > Product Area.
- Choose Multi-Find/Change from the Commands list.
- In the New Shortcut field, press the keys for your new keyboard shortcut.
- If the key sequence is currently being used for another command, InDesign displays that command under Current Shortcuts. Click the Assign button to create a new shortcut.

## Managing the MFC Panel

MFC panel behaves as a native Adobe InDesign panel. The panel can be resized moved, docked and collapsed.

## Query Categories

**Text** – Search for and change specific occurrences of characters, words, groups of words, or text formatted a certain way.

**GREP** – Use advanced, pattern-based search techniques to search for and replace text and formatting.

**Glyph** – Search for and replace glyphs using Unicode or GID/CID values, especially useful to search for and replace glyphs in Asian languages.

**Object** – Search for and replace formatting effects and attributes in objects and frames.

To show the queries list for an individual category, click the category name.

### Query Sets

Query Sets are Find/Change collections that contain references to one or more Find/Change queries and are recognized by their folder icon. Query Sets may also be nested.


### Select and Deselect Queries and Sets


To select multiple queries, Shift-click to select contiguous items; **⌘ + click** [Mac OS] or **Ctrl + click** [Windows] to select items that are not adjacent. **⌘ + click** [Mac OS] or **Ctrl + click** [Windows] can also be used to deselect items.

### Expand or collapse a Set

To expand or collapse only one set, click the triangle icon next to it.

### Create a Set

To create a set at root level, deselect all sets, and then click the **Add Set**  button.

To create a set within another set, expand the destination set, then click the **Add Set**  button.

To move a set into another set, drag the set to the destination set. When the destination set is highlighted, release the mouse button.


### Add Queries to a Set

Select one or multiple queries.

Drag the selected queries over the set. When the set is highlighted, release the mouse button.

A black line indicates where the queries will insert; a highlighted set indicates that the queries will be added to that set.

### Remove Sets and Queries

Select the set or query you want to remove. Click the **Remove**  button and click **Yes**.

### Duplicate a Set

Select the set you want to duplicate.

Click the **Duplicate Set** button or hold down the **Option key** (**⌥**) [Mac OS] or **Alt Key** [Windows] and drag the set to a new destination.

### Rename a Set

Double-click the set you want to rename.

In the MFC Options dialog box, type a new name for the set, and click **OK**.

### Add a Description to a Set

Double-click the set you want to add a description to.

In the dialog box, type in the Description field, and click **OK**.

### Delete a Query

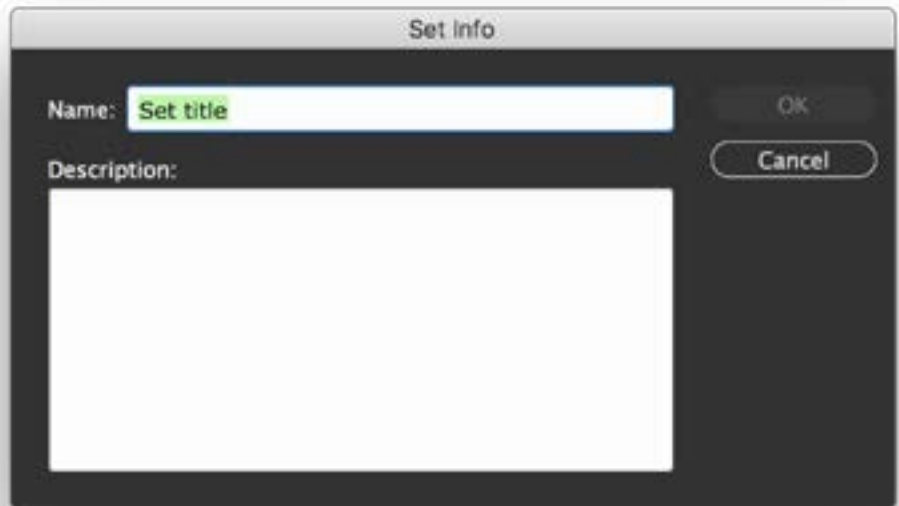
Select one or multiple queries.

Click the **Delete Set** button and then click **Yes**. This will permanently delete the query files.

### Rename a Query

In the MFC panel, double-click the query you want to rename.

In the MFC Options dialog box, type a new name for the set. If you want the names of all the existing instances of this query in the sets to be updated, keep **Rename Query Instances in Set** checked. Click OK to apply the new name.



### Add a Description to a Query

Double-click the set you want to add a comment to.

In the dialog box, type in the Description field, and click **OK**.

**Reveal a Query File or a Shared Set Linked File.**

Double-click the query or shared set you want to reveal. Click the [Reveal](#) button.

**Edit “Find What” and “Change To” in Text and GREP Queries**

Double-click the set you want to add a comment to.

In the dialog box, edit the “Find What” and “Change To” fields, and click [OK](#).

**Convert Results to UPPERCASE, lowercase or Title Case**

Select a query belonging to a set

Click the [Convert Results](#) button and select the type change you wish to apply to the results of the selected query. The conversion type (UPPERCASE, lowercase or Title Case) will appear on the right end side of the query name.

**Associate a Find/Change List to a Text or GREP query**

Select a query belonging to a set

Click the [Add](#) button and enter the “Find What” and “Change To” fields.

Alternatively click the [Import](#) button to bring in the Find/Change data from a CSV (Comma Separated Values) file.

MFC will only import the first two columns of a CSV file, the rest of the columns will be ignored.




**Load a Query Into the Application Find/Change Editor**

Select a query

Click the **Load Query**  button

**Export a Set**

Select the set you want to export.


Click the **Export Set**  button, specify a location and filename, and click **Save**. The set data will be saved as XML and the file extension is .xml.

Important: Avoid reserved characters that have special meanings in some operating systems. For example, avoid filenames with spaces, tabs, or initial periods, or filenames that use these characters: `/\ : ; * ? < > , $ % .`. Similarly, avoid using characters with accents (such as ü, ñ, or é), even when using a non-English version of Adobe InDesign (or InCopy). Problems may occur if the file is opened in a different platform.

**Import a Set**

To import a set at the root level, deselect all sets.

To import a set within another set, select and open a destination.


Click the **Import Set**  button and select a file (.xml) that was exported with MFC.

This operation will add new queries into the Adobe InDesign (or InCopy) user preferences folder. You may be prompted with the warning dialog box if a query with the same name already exists.

**Add a Shared Set**

A shared set is connected to MFC, but remains independent. You cannot move or delete individual components of the shared set. To import a set at the root level, deselect all sets.

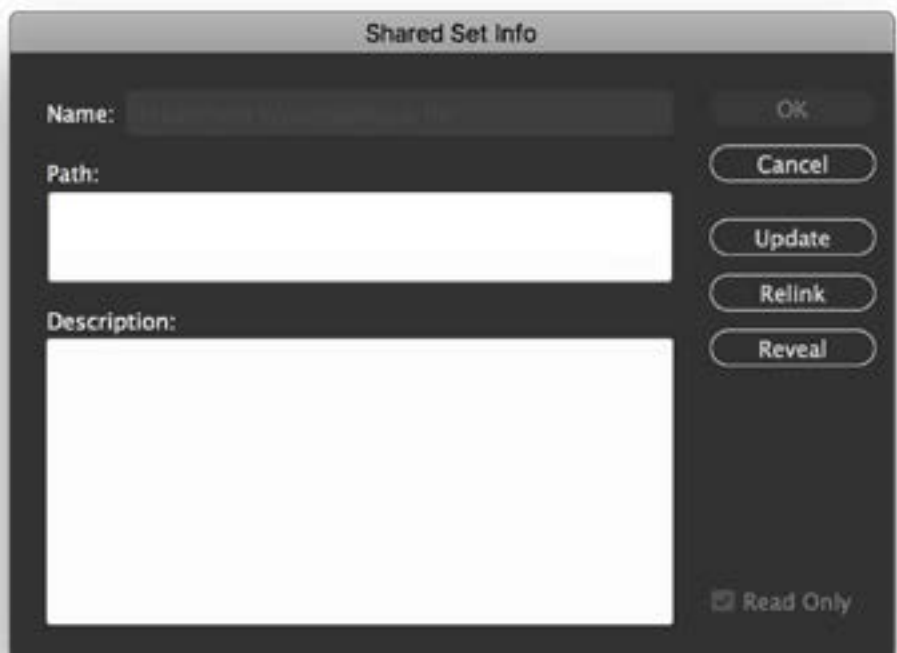
To import a set within another set, select and open a destination.

Click the **Shared Set**  button and select a file (.xml) that was exported with MFC.


**Update, Re-link and Reveal Shared Set**

Double-click a Shared set.

If the **Update** button is enabled, it means that the set file has been modified since you last imported it. Click the Update button.



### **Import Queries**


Click the **Import Query**  button below the queries categories and select a folder containing loose Find/Change queries.

This operation imports the Find/Change queries directly into the Adobe InDesign (or InCopy) user preferences folder. You may be prompted with the warning dialog box if a query with the same name already exists.

### **Export Queries**

Select one or multiple queries.

To import a set within another set, select and open a destination.

Click the **Export Set**  button below the queries categories and select a folder to where the Find/Change queries will be stored. You may be prompted with the warning dialog box if a query with the same name already exists.

## Execute Multiple Find/Change Queries

Select a set.

Specify a range to search on the Search menu. The options are:

- **All Documents** - Search all open documents
- **Documents** - Search the entire active document
- **Story or Stories** - Search all text in the currently selected frame, including text in other threaded text frames and overset text. Select **Stories** to search stories in all selected frames. This option appears only if a text frame is selected or an insertion point is placed. For Object queries it searches from the current text frame, including other threaded text frames.
- **To End Of Story** - Search from the insertion point. This option appears only if an insertion point is placed. For Object queries it searches from the current text frame to last threaded text frames.
- **Selection** - Search only selected text and objects. This option appears only if there's a selection (text or other objects).
- **Character Styles** - Search in Character Styles (valid only for Text and GREP queries).
- **Paragraph Styles** - Search in Paragraph Styles (valid only for Text and GREP queries).

If you specify as a search range, "Character Styles" or "Paragraph styles", the values in "Find What" and "Change To" fields will target the style names. Trying to change the name of style to an existing one won't work. In order to use this feature you must be familiar with the attributes of the Character and Paragraph Styles.

Each saved query includes options to omit specific parts of a document (Master Pages, Hidden Layers and Footnotes). If you want to override any of these options, check the **Override Query Options** check box and select any of the options available.

Select the **Undo by Query** check box if you want to be able to undo each query one at a time. By default, Undo by Query is disabled; this means that all the queries applied will be undone in a single step.

**Add Delete Behavior** only applies to Object queries that have an empty "Change Format" section.

Select the **Add Delete Behavior** check box if you want to be able to delete page items that match a certain Object query criteria.

Click the **Change All** button.

Queries and sets are executed sequentially from top to bottom.



# Icons and their meaning

## Query Icons

Text	Grep	Glyph	Object	
				Stored in User Preferences Folder
				Stored in the Application Presets Folder
				Stored inside Shared Set File
				Missing in the User Preferences Folder
				Missing in the Application Presets Folder

## Set Icons

Set	Shared	
		Default
		Outdated Shared set or Contains Outdated Shared set
		Missing Shared set or Contains Missing Shared set

# Purchase

MFC can be purchased from the [Automation Web store](#).

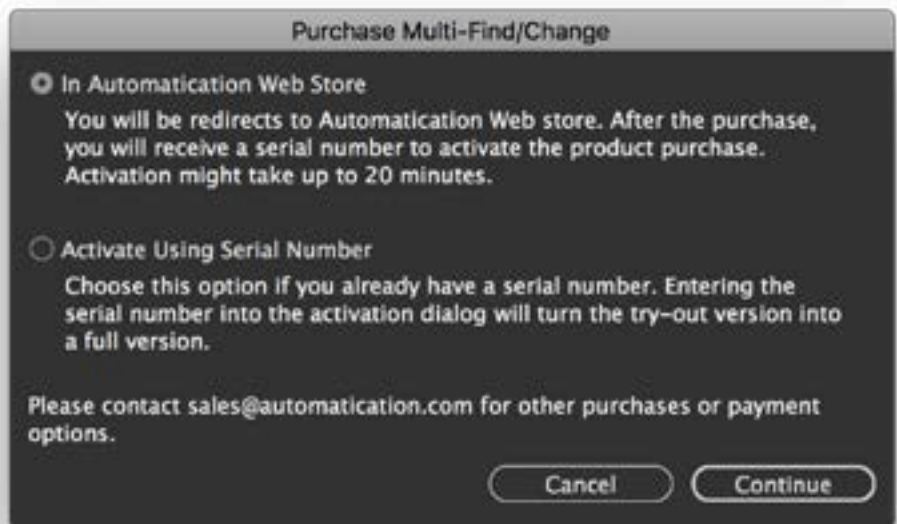
If you have already installed the MFC trial version:

- Click the **Purchase** button.
- Select the option **In Automation Web Store** from the “Purchase Multi-Find/Change” dialog box.
- Click the **Continue** button.

You will be redirected to the Automation Web store, where you can purchase MFC.

After purchasing MFC you will receive an email with the receipt of your purchase that will also include a serial number and the software download link. The serial number will be used to unlock the limitations of the trial version.

If you have purchased multiple copies of MFC in a single order, only one serial number will be issued to activate the number of copies that were purchased.



## After Purchase Services

To print a receipt from an order or access order history visit [eSellerate After-Purchase Services](#) or contact [support@automation.com](mailto:support@automation.com).

# License Activation and Deactivation

You will need to activate MFC using the serial number you have received after the purchase. The serial number should be kept in a safe place in case there's a need to reactivate MFC (when changing computers or reinstalling the operating system, for example).

If multiple copies of MFC were purchased in a single order, the serial number issued will activate the number of copies purchased. After purchasing MFC through our web store it might take up to 20 minutes for the activation servers to be updated. The error message "Unknown Serial Number" could be displayed if the activation servers are still in the process of being updated.

## Activate MFC on a computer with internet access

1. Install the MFC trial version.
2. Start Adobe InDesign (or InCopy).
3. Choose menu **Window > Multi-Find/Change** to display MFC panel.
4. Click **Activate/Deactivate** button and enter or paste (⌘+V [Mac OS] or Ctrl+V [Windows]) the serial number.
5. Click **Activate** button.
6. When MFC is successfully activated, "LICENSED" will be displayed in the lower right corner of the panel.



**Activate MFC on a computer behind a Firewall or Proxy server**

1. Install the MFC trial version.
2. Start Adobe InDesign (or InCopy).
3. Choose **Window > Multi-Find/Change** to display the MFC panel.
4. Click the **Activate/Deactivate** button and enter or paste (**⌘+V** [Mac OS] or **Ctrl+V** [Windows]) the serial number.
5. Check the **Manual Activation** check box.
6. Click the **Activate** button.
7. Select the option **Activate using web browser in this computer**, click **Next**.
8. Click **activate.esellerate.net** to reach the eSellerate Activation Services.
9. Click **Submit** (the installation ID should be filled out).
10. Copy the content of the Activation ID field (**⌘+C** [Mac OS] or **Ctrl+C** [Windows]).
11. Return to MFC in Adobe InDesign (or InCopy) and click **Next**.
12. Select the first **Activation Key field** (labelled as “A”) and paste the Activation ID (Choose **Edit > Paste** [Mac OS] or **Ctrl+V** [Windows]).
13. Click the **Activate** Button.
14. Click the **Done** Button.

**Activate MFC on a computer without internet access**

1. Install the MFC trial version.
2. Start Adobe InDesign (or InCopy).
3. Choose **Window > Multi-Find/Change** to display MFC panel.
4. Click the **Activate/Deactivate** button and enter or paste (**⌘+V** [Mac OS] or **Ctrl+V** [Windows]) the serial number.
5. Select the **Manual Activation** check box.
6. Click the **Activate** button.
7. Select the option **Activate using a different computer that has web access**, then click **Next**.
8. Save and print the Installation ID.
9. Click the **Cancel** button, to close the **Automation- Product Activation** dialog box.
10. On a computer with internet access, visit **activate.esellerate.net**.
11. Enter the Installation ID and click **Submit**.
12. E-mail or print the Activation Key.
13. Return to the computer where MFC is installed, and repeat steps 2-6.
14. Select the option **I already have an Activation key and would like to activate now**, then click **Next**.
15. Enter the Activation ID and click the **Activate** Button.
16. Enter the Activation ID in the **Activation Key** field (starting in field labelled as “A”). To paste the Activation ID, position then cursor in the **Activation Key** field labelled “A” and then choose **Edit > Paste** [Mac OS] or **Ctrl+V** [Windows].
17. Click the **Done** Button.

### **Deactivate MFC**

If you have activated MFC and want to move the license to another computer, you need to deactivate MFC.

1. Start Adobe InDesign (or InCopy).
2. Choose **Window > Multi-Find/Change** to display the MFC panel.
3. Click the **Activate/Deactivate** button. The serial number should appear automatically in the Serial Number text field if MFC has been activated.
4. Click the **Deactivate** button.

Once MFC has been successfully deactivated, it will default to Trial mode. “Trial Version” will appear in the lower right corner of MFC panel.

You are allowed a maximum of 3 deactivations.

# Support

## Contact Automation

If you have any questions or want report a problem, do not hesitate to email us at [support@automation.com](mailto:support@automation.com).

You can also click the **e-mail** button in the MFC window.

If you want to report a defect or flaw with MFC, please make sure you mention:

- The version of MFC you are using.
- The version of Adobe InDesign (or InCopy) where MFC is installed.
- The operating system you are running on your machine.
- Description of the problem.