



# **MULTI-FIND/CHANGE**

**AUTOMATICATION**

**VERSION 1.02**

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## Welcome to Multi-Find/Change

Multi-Find/Change (MFC) is a scripted Plug-in for Adobe InDesign and InCopy (CS4, CS5 & CS5.5) 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

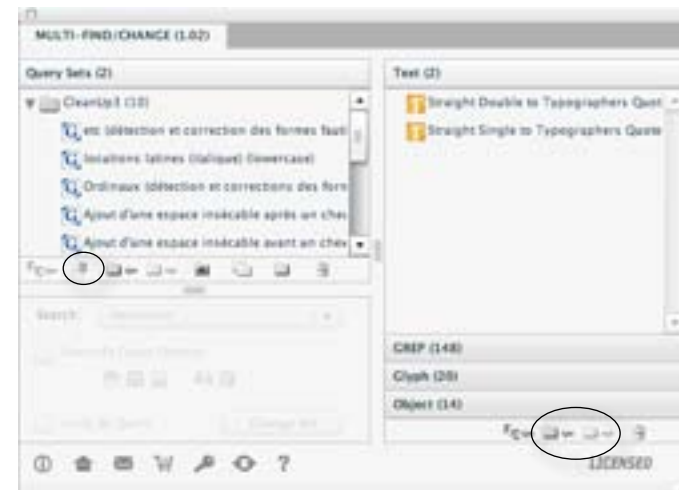
MFC has the ability to allow workgroups to share Sets and Find/Change queries. Sets and Find/Change queries can be exported into self-contained files (xml) for other users to import or share.

### 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 1.02?

- Provides compatibility with Adobe InDesign (or InCopy) CS5.5.
- Allows importing Find/Change queries from other version of Adobe InDesign (or InCopy), as well as existing MFC sets.
- Allows importing loose Find/Change queries from any folder into Adobe InDesign (or InCopy) user preferences folder.
- Allows exporting loose Find/Change queries from the user preferences folder into any folder.
- You can now assign to a Find/Change query an external setting to convert it's results to UPPERCASE, lowercase or Title Case.



# Installing/Updating Multi-Find/Change

## System Requirements

Adobe [InDesign](#) or [InCopy](#) CS4, CS5 or CS5.5 (Mac OS or Windows)  
PDF Reader Application ([Adobe Acrobat Reader](#)).  
Internet Connection (for license activation).

## Installation/Update

- Download MultiFindChange.zip from [www.automation.com](http://www.automation.com)
- Quit Adobe InDesign (or InCopy).
- Extract MultiFindChange folder from MultiFindChange.zip.

### Mac OS

- Double-click MultiFindChange.zip

### Windows

- Right-click on MultiFindChange.zip, then choose Extract All.
- When presented with the Extraction Wizard dialog, click Next/
- Use the default location (the current directory).
- When the extraction is complete, click Finish.

- Copy MutiFindChange folder into **ONE** of the following locations:

**Important: If you are updating MFC, make sure you overwrite or delete any existing version of MFC.**

## Application "Scripts" Folder

All the user accounts on the workstation where you are installing MFC will be able to access the Plug-in within Adobe InDesign (or InCopy). The administrator password may be required to copy the MultiFindChange folder into this location.

### Mac OS

#### Adobe InDesign:

/Applications/Adobe InDesign [CS4/CS5/CS5.5]/Scripts

#### Adobe InCopy:

/Applications/Adobe InCopy [CS4/CS5/CS5.5]/Scripts

### Windows XP, Vista and Windows 7

#### Adobe InDesign:

[Drive]:\Program Files\Adobe\Adobe InDesign [CS4/CS5/CS5.5]\Scripts

#### Adobe InCopy:

[Drive]:\Program Files\Adobe\Adobe InCopy [CS4/CS5/CS5.5]\Scripts

### User Preferences "Scripts" Folder

Only the current user on the workstation where you are installing MFC will have access to the Plug-in within Adobe InDesign (or InCopy).

This location is created when Adobe InDesign (or InCopy) is launched the first time.

### Mac OS

#### Adobe InDesign:

/Users/[username]/Library/Preferences/Adobe InDesign/[version]/[language]/Scripts

#### Adobe InCopy:

/Users/[username]/Library/Preferences/Adobe InCopy/[version]/[language]/Scripts

### Windows XP

#### Adobe InDesign:

[Drive]:\Documents and Settings\[username]\Application Data\Adobe\InDesign\[version]\[language]\Scripts

#### Adobe InCopy:

[Drive]:\Documents and Settings\[username]\Application Data\Adobe\InCopy\[version]\[language]\Scripts

### Windows Vista and Windows 7

#### Adobe InDesign:

[Drive]:\Users\[username]\AppData\Roaming\Adobe\InDesign\[version]\[language]\Scripts

#### Adobe InCopy:

[Drive]:\Users\[username]\AppData\Roaming\Adobe\InCopy\[version]\[language]\Scripts

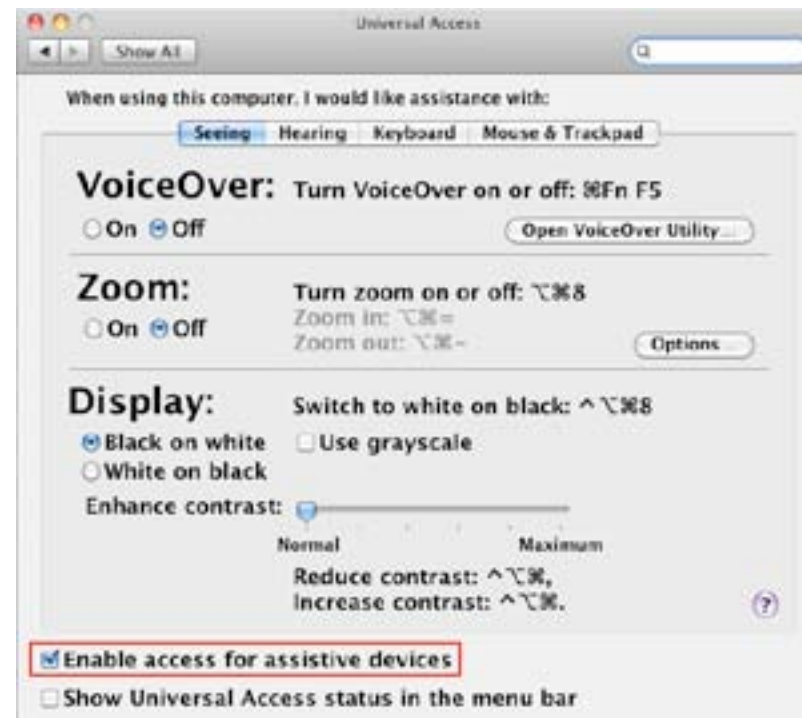
**Important:** The MultiFindChange Folder should be at the top level of the Scripts folder. Only one version of the MultiFindChange Folder is allowed in the Scripts Folder, even if the folder has been renamed.

### Enable Access For Assistive Devices (Mac OS Only)

You need to enable access to assistive devices for MFC to open automatically the Find/Change editor when loading a query.

To 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](#).





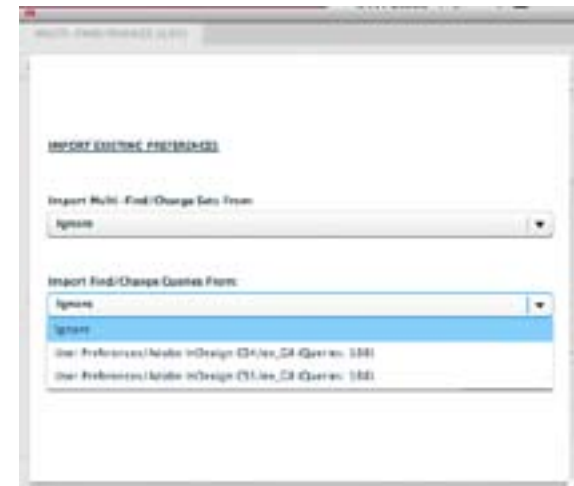
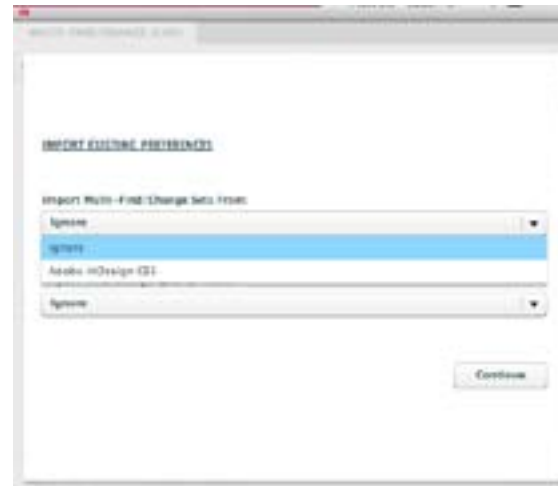
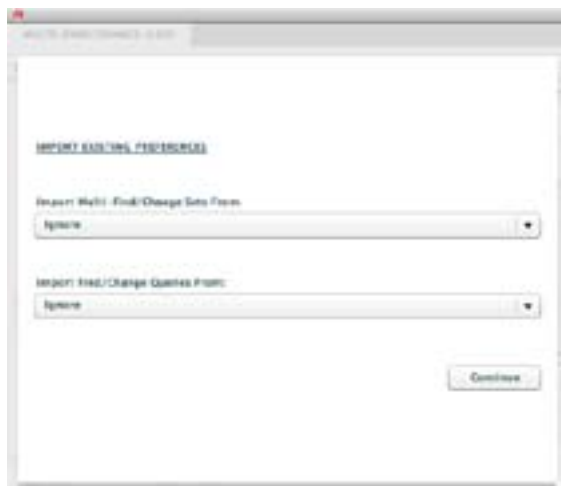
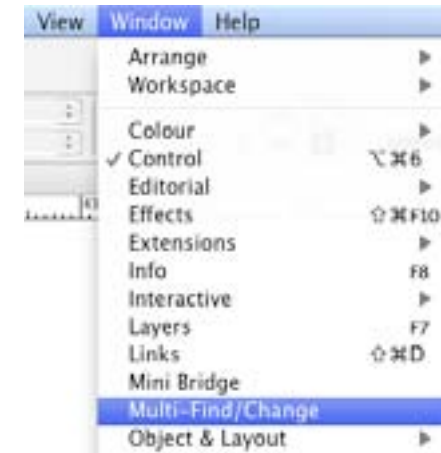
# Getting Started

## Open and Close MFC Panel

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

## Import Existing Preferences

During MFC first run, the Import Existing Settings dialog can be displayed to allow you to re-use Find/Change queries stored in the preferences of other versions of Adobe InDesign (or InCopy), as well as existing MFC Sets.





### 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.



### Expand and Collapse MFC Panel

Activate MFC panel.

Double-click on the gray area next to a panel's tab to collapse and expand the panel. **Find/Change Queries (Queries)**

The MFC panel loads Adobe InDesign (or InCopy) saved queries and groups them into query categories that match the tabs in the Adobe InDesign (or InCopy) Find/Change dialog box.

#### Query Categories

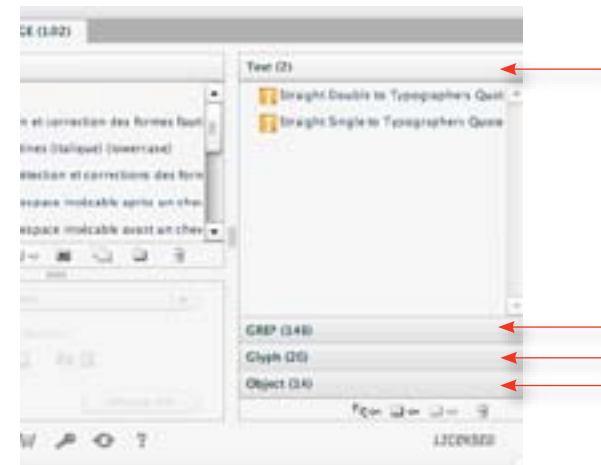
**Text** – Search for and change specific occurrences of characters, words, groups of words, or text formatted a certain way.

**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; Command-click [Mac OS] or Ctrl-click [Windows] to select items that are not adjacent. Command-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.

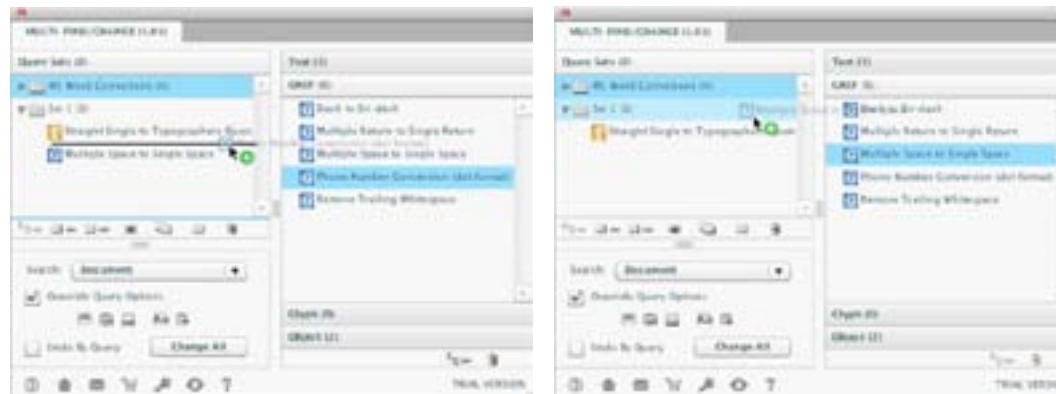
To move a set into another set, drag the set to the destination set. When the destination set is highlighted, release the mouse button.

## 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**

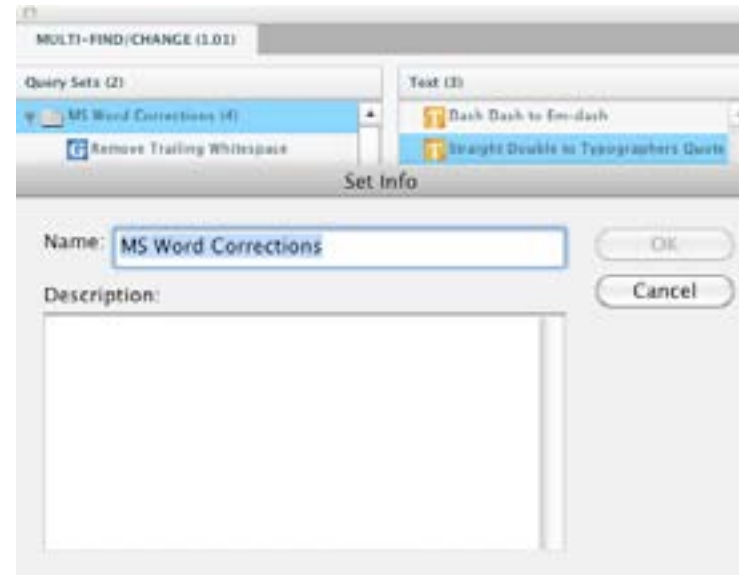
Select one or multiple queries.  
Click the [Delete Set](#)  button and then click [Yes](#).  
This will permanently delete the query files.

**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.

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

Select a query

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.


**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 files 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.

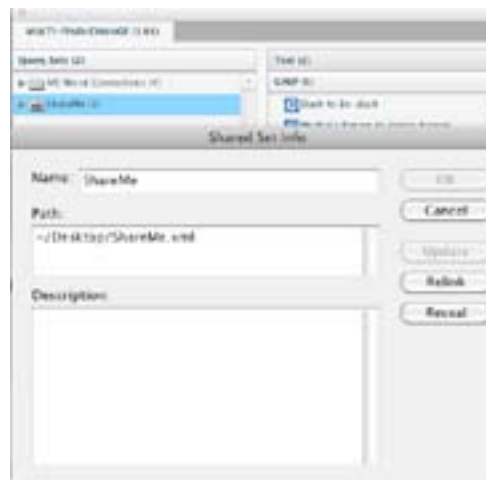
To import a set within another set, select and open a destination.

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 [Import 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).

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.

- Click the [Change All](#) button.

Queries and sets are executed sequentially from top to bottom.

Icons and their meaning

| Query Icons | Stored in the User Preferences | Stored in the Application | Stored inside Shared Set File | Missing in the User Preferences | Missing in the Application |
|-------------|--------------------------------|---------------------------|-------------------------------|---------------------------------|----------------------------|
|             | Folder                         | Presets Folder            |                               | Folder                          | Presets Folder             |
| Text        |                                |                           |                               |                                 |                            |
| GREP        |                                |                           |                               |                                 |                            |
| Glyph       |                                |                           |                               |                                 |                            |
| Object      |                                |                           |                               |                                 |                            |

| Set Icons  | Default | Warning                                   | Missing   |
|------------|---------|---|---|
| Set        |         | <br>Contains Shared Outdated Share Set(s) | <br>Contains Missing Shared Set(s) or/and Queries |
| Shared Set |         | <br>Outdated Shared Set,                  | <br>Missing Shared Set                            |



## Purchase

MFC can be purchased from the Automation Web store ([www.automation.com](http://www.automation.com)).

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.

## 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 re-activate 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

- Install the MFC trial version.
- Start Adobe InDesign (or InCopy).
- Choose menu [Window > Multi-Find/Change](#) to display MFC panel.
- Click [Activate/Deactivate](#)  button and enter or paste (Command-V [Mac OS] or Ctrl-V [Windows]) the serial number.
- Click [Activate](#) button.




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

- Install the MFC trial version.
- Start Adobe InDesign (or InCopy).
- Choose **Window > Multi-Find/Change** to display the MFC panel.
- Click the **Activate/Deactivate**  button and enter or paste (Command-V [Mac OS] or Ctrl-V [Windows]) the serial number.
- Check the **Manual Activation** check box.
- Click the **Activate** button.
- Select the option **Activate using web browser in this computer**, click **Next**.
- Click <http://activate.esellerate.net> to reach the eSellerate Activation Services.
- Click **Submit** (the installation ID should be filled out).
- Copy the content of the Activation ID field (Command-C [Mac OS] or Ctrl-C [Windows]) .
- Return to MFC in Adobe InDesign (or InCopy) and click **Next**.
- Select the first **Activation Key field** (labelled as 'A') and paste the Activation ID (Choose Edit > Paste [Mac OS] or Ctrl-V [Windows])
- Click the **Activate** Button.
- 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 (Command-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 <http://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


Deactivation is normally used to move an MFC license to another computer. The process of deactivation is simple and limited to 3 deactivations. You need to have internet access to deactivate your serial number.

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

## Support


### Contact Automation

Click the [e-mail](#)  button to send an e-mail to Automation.

To report a problem or a flaw in MFC, include the following information:

- The version of MFC
- The version of Adobe InDesign (or InCopy) where MFC is installed
- The computer Operating System and version
- Description of the problem

### Updates

To check if there's a newer version of MFC, click the [Check for Updates](#)  button.