

## Quick Lab - Selecting and Finding Objects

1. From the **File** menu, select **Open**.
2. Browse to the training class folder and select the sample file **P&ID #2.igr**.

### Locate Gate Valve symbols and change color to blue

3. From the **Edit** menu, select **Find**.
4. In the *Find* dialog box, select the *General* tab. Enter **Gate Valve.sym** in the *Symbol name* field and click the **Find Now** button.
5. Click the **Close** button to dismiss the dialog box.
6. In the ribbon bar, click the **Expand** button. Change the color of all selected symbols to blue.

### Locate text with Arial font and change font to Times New Roman.

7. From the **Edit** menu, select **Find**.
8. In the *Find* dialog box, select the *Type* tab.
9. Toggle off **All** and then toggle on **Label** and **Text box**.
10. Select the *Text* tab. Under *Font name*, toggle off **All** and toggle on **Arial**. Click the **Find Now** button.
11. Click the **Close** button to dismiss the dialog box.
12. In the ribbon bar, click the **Expand** button. Change the font of all selected text to Times New Roman.
13. Close the file without saving changes.