

SEARCHING PDF INSTRUCTIONS

Where you start your search depends on the type of search you want to run. Use the Find toolbar for a quick search of the current PDF. Use the Search window to look for words, then use advanced search options.


Display the Find toolbar

By default, the Find toolbar is already open. If it is closed, you can open it by choosing Edit > Find in the Find toolbar.

Tip: **Ctrl-f** opens the Find function in most applications, including browsers and Microsoft Office applications.

Open the Search window

Do one of the following:

- Choose Edit > Search.
- Click on the **binoculars icon**  in the Acrobat Reader toolbar.
- In the Find toolbar, click the arrow ▼ and choose Open Full Acrobat Search.

How to search a PDF

1. Type the text you want to search for in the text box in the Find toolbar or the Search window.
2. (Optional) choose one or more of the following:

Whole Words Only

Finds only occurrences of the complete word you type in the text box. For example, if you search for the word *stick*, the words *tick* and *sticky* aren't found.

Case Sensitive

Finds only occurrences of the words that match the capitalization you type. For example, if you search for the word *Web*, the words *web* and *WEB* aren't found.

Include Bookmarks

Also searches the text in the Bookmarks panel.

Include Comments

Also searches the text of any comments.

3. Press Enter.

Acrobat jumps to the first instance of the search term, which appears highlighted.

- If the search term *does not* exist in the index ("Results"), a window will appear that says "Reader has finished searching the document. No matches were found."
- If the search term *does* exist in the index, and you want to move to each next occurrence of the search term, depending on your version of Adobe Acrobat Reader you can choose one of the following:
 1. Click on **Enter**.

2. Press **Ctrl-g**. You can also return to an earlier instance by pressing **Shift-Ctrl-g**.
3. Select the results in the **Results** window (shown below).

Note: Instructions may vary depending on your version of Acrobat Reader.

