How to search Acrobat files

(Note if an Acrobat document is opened via the web there are different search features available than when the file is located on your machine or LAN)

Searching Acrobat files located on the web

The search icons **MUST** be used. or . Using the Edit Search all or Find on this Page menu does **NOT** work for Acrobat documents.

To find a word or phrase bring up the Find text box

Click on the Find icon of binoculars at the top of the screen

Enter the word or phrase that you want to find and click on the Find button.

To limit your search click on the check box in front of Match Whole word only or Match Case before clicking on the Find button.

To find another occurrence of the same word or phrase

Click on the Find Again icon of binoculars at the top of the screen or . Clicking again on the find again icon will search for the next occurrence of the previous specified word or phrase.

If you have reached the end of the document and have not found the word or phrase, it may be because:

- It may not exist in the document or
- The spelling is wrong, the word has been abbreviated or
- The Match Whole word only or Match Case needs to be unchecked

To start the search over

Go to the top of the document and click on the Find icon or . If in the Find text box and at the bottom of the document

- Click on the Find Backwards check box
- Enter the work or phrase to be searched for
- Click on the Find button
Searching acrobat files located on your machine or LAN

The following instructions are for opening files in acrobat V4. V5 is similar.

Open the report, using acrobat Reader

To find a word or phase bring up the Find text box

Either click on the icon of binoculars at the top of the screen or
While holding down the Control Key press the letter “F” or
Use the mouse to click on Edit and Find at the top of the screen

![Find Text Box]

Enter the word or phrase that you want to find and click on the Find button.

To limit your search click on the check box in front of Match Whole word only or Match Case before clicking on the Find button.

To find another occurrence of the same word or phrase

Either click again on the icon of binoculars at the top of the screen or
While holding down the Control Key press the letter “G” or
Use the mouse to click on Edit and Find Again at the top of the screen

If you have reached the end of the document and have not found the word or phrase, it may be because:

It may not exist in the document or
The spelling is wrong, as the word has been abbreviated or
The Match Whole word only or Match Case needs to be unchecked

To start the search over

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Click on the Find Backwards check box
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