

HOW TO USE THE ADOBE SEARCH FUNCTION

The Adobe Search function is a tool available inside of all Adobe documents. The search function allows users to scan the document, in its entirety or by section, for specific words or phrases. There are two ways to use the Adobe Search function, a quick find and specific search.

Quick Find

To start your search, hold Ctrl + F to open the Find bar.



The *Find* bar allows you to search the entire document for a specific word or phrase. This tool is useful for quickly scanning a large document for a particular section or topic.

Specific Search

To start a specific search, select the Search button from the tool bar header.



This will open the **Search PDF** box in a separate window or along the right side rail.

In this box, you can search the open PDF document, or all PDF documents in a specific folder, for a word or phrase. You can further advance your search by setting parameters using the check boxes, or selecting **Advanced Search Options**.

The **Advanced Search Options** allow you to search the document with inclusionary or exclusionary language.

Please note: If the document was scanned into PDF as an image (not created from Word), these search functions will not work appropriately. You will have to perform text recognition in order to use the search function.

