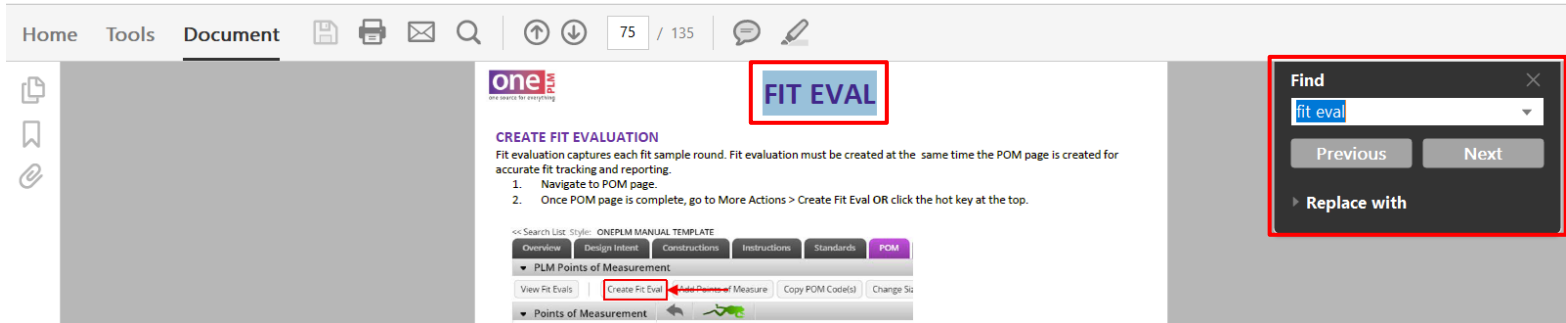# HOW TO SEARCH IN A PDF

HOW TO SEARCH IN A PDF

PDF allows you to search by key words.

1. Open PDF file.
2. Click Ctrl + F.
3. The Find window will open. Type ahead a key word to search. EXAMPLE: Fit Eval
4. Hit Enter on keyboard or click next. Everytime you hit enter or click next, the document will jump to the next time "fit eval" or key word is mentioned.

   Note: PDF does not recognize key words in screen shots and images. PDF will only locate key words within keyed text.

HOW TO USE BOOKMARKS IN A PDF

PDF allows you to navigate using bookmarks.

1. Open PDF file.
2. Click the bookmark symbol. The bookmarks will expand.
3. Scroll to find the title of the page and click on it.