

## Instructions for searching and printing PDF files

Search a pdf file within Adobe's Acrobat Reader.

- Go to the toolbar and use the binoculars with the find text tag. Do not use the binoculars/page button with the search text tag. This feature allows some flexibility in searching by being able to specify matching case and/or whole word only.
- Printing from the pdf file is also done within the Acrobat Reader. All or designated pages may be printed.
- Cut/paste/highlight On toolbar, click on the T with the dotted line box. This puts you in text select mode.

**DO NOT SEARCH USING THE "EDIT" "FIND" Microsoft Internet Explorer commands.** It looks like it is searching but it is not. You always get the response of 'none found.'