# FINDING KEY WORDS ON WEB PAGE – A WEB SEARCH COMPUTER TIP 🌐

Internet Explorer
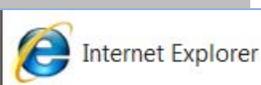
Overwhelmed due to tons information on a web page? Here's a quick and easy tip to find only information you really need quickly and easily! Once you think you've found the web page you need, then let your PC do all the work in looking for that key piece of information. Never spend time looking, and looking, and looking again! Simply let your computer look for you by practicing this quick and easy search method. You can search individual web pages for specific text, one word at a time or using groups of words, but remember that you cannot search whole webs (or multiple pages). This search tool is limited to moving up and down only within the page you see.

Step 1: Click '**Edit**' from menu in toolbar area near top **Step 2:** Pick '**Find on this Page…**' **Figure 1 - Click 'Edit', then 'Find on this Page' in toolbar menu (Option #1)**	**OR,**	Or, skip Steps 1 & 2, and simply hold down '**Ctrl**' key, plus '**F**' key = **Ctrl+F** **Figure 2 - Simply, click 'Ctrl+F' to open Find box (Option #2)**
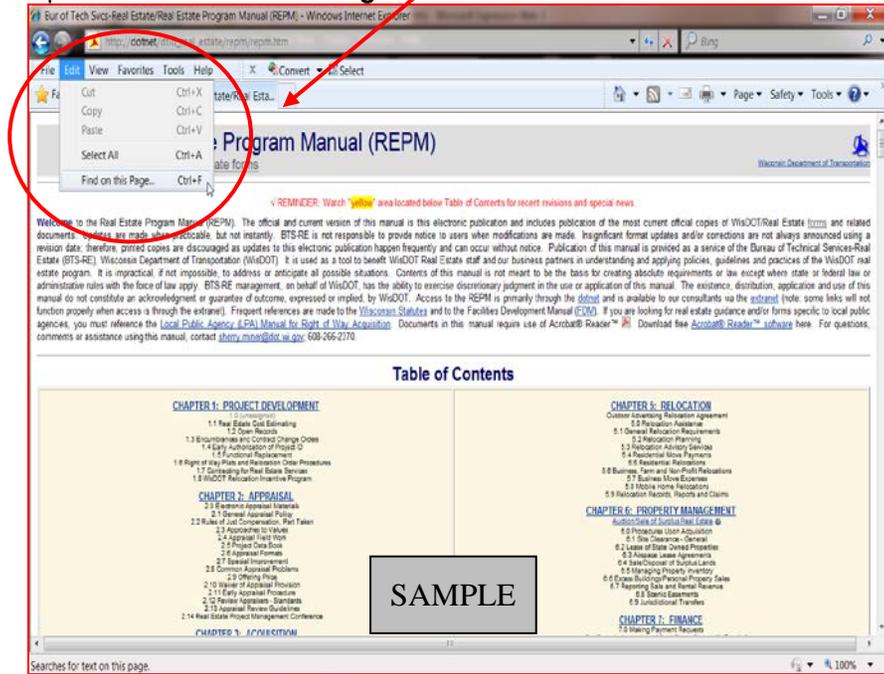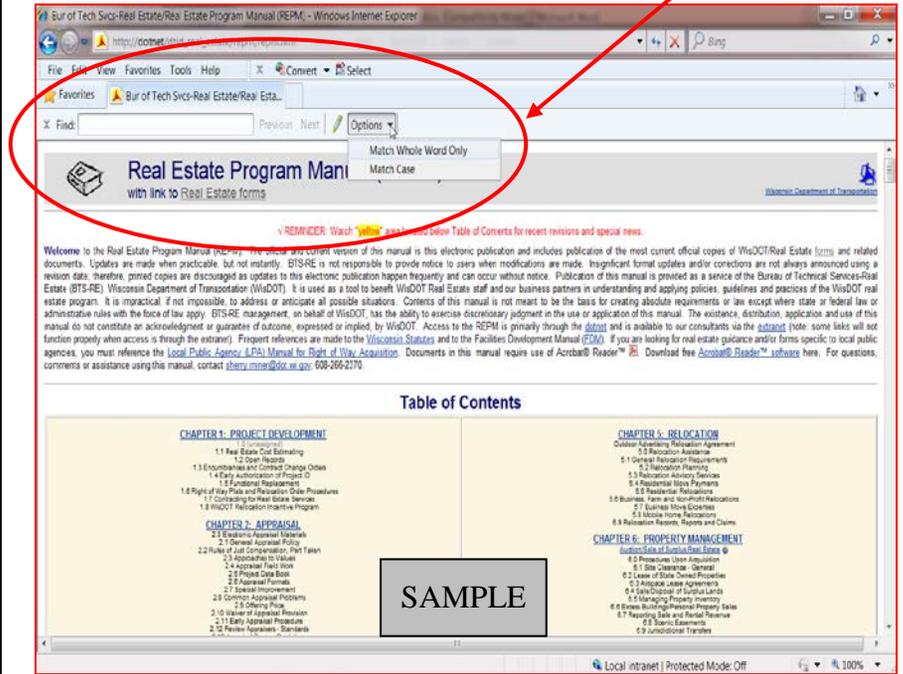
Step 3: From '**X Find:___**' box that appears, enter whatever word(s) you hope to find on that particular web page. You can also check '☐**Match Whole Word Only**' and/or '☐**Match Case**' from **Options▼** dropdown. And, use '**Previous**' or '**Next**' buttons to look again if you think you missed something.

Figure 3 - Enter word(s) here; Also use 'Options' and Previous/Next

FINDING KEY WORDS ON ANY WORD DOC – A MICROSOFT WORD SEARCH COMPUTER TIP


Microsoft Office Word 2007

You can search individual Word documents for specific text, one word at a time or groups of words, but you cannot search multiple (separate) documents. This tool is limited to moving up and down within a single open document (multiple pages).

Step 1: With any Word doc open, click 'Find' from editing group near top Step 2: Click 'Find (Ctrl+F)' **Figure 1 - Click 'Edit', then 'Find on this Page' in toolbar menu (Option #1)**	**OR,**	Or, skip Steps 1 & 2, and simply hold down 'Ctrl' key, plus 'F' key = **Ctrl+F** **Figure 2 – Simply, click 'Ctrl+F' to open Find box (Option #2)**
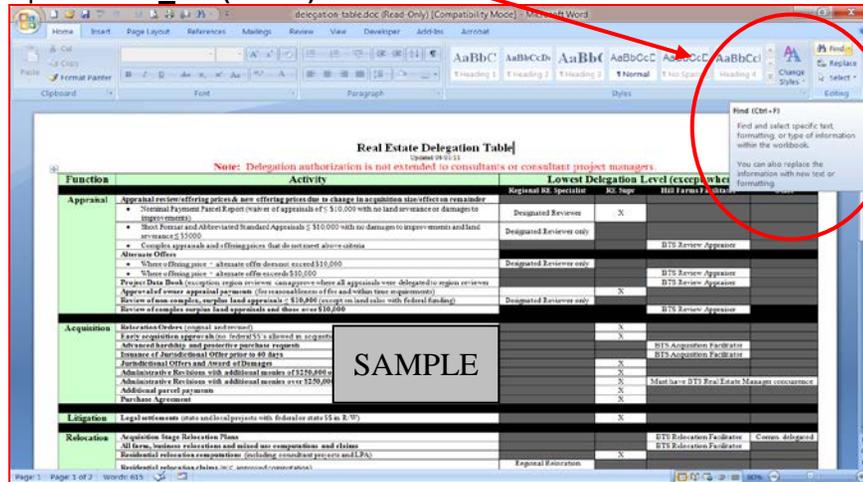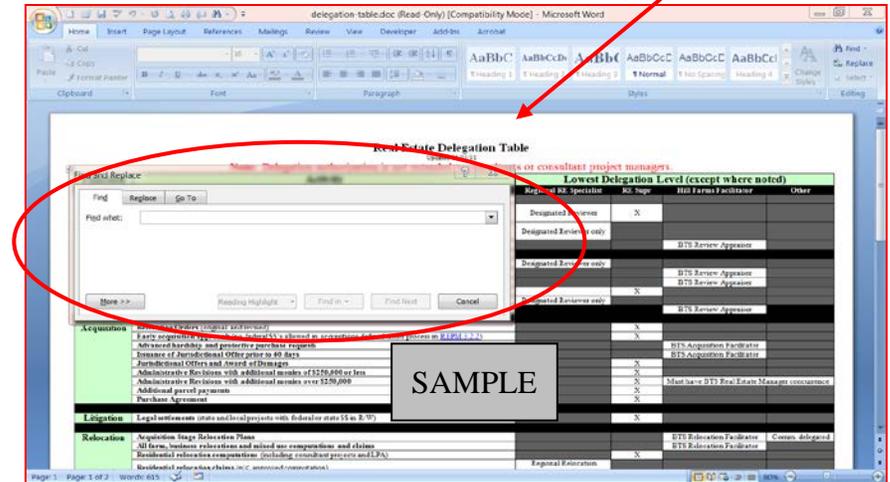
From **Find and Replace** window, enter search criteria…	Many search options exist to get exact details you need by using **More>>** button, or go back to **<<Less** button
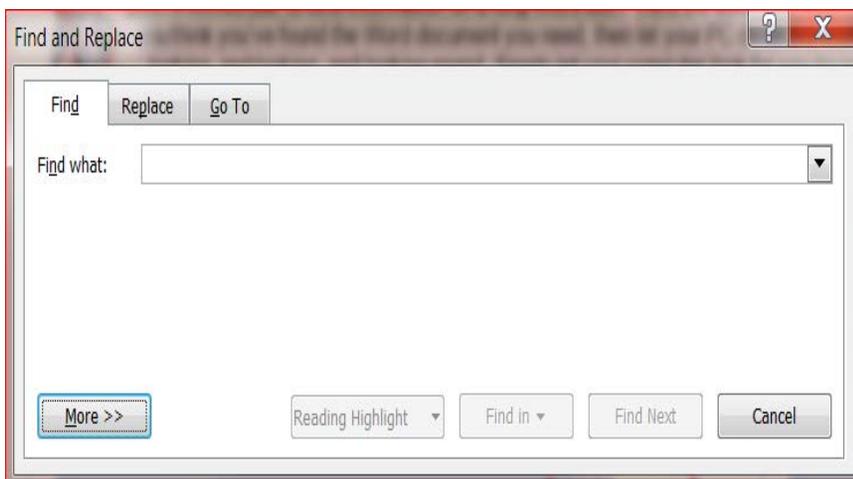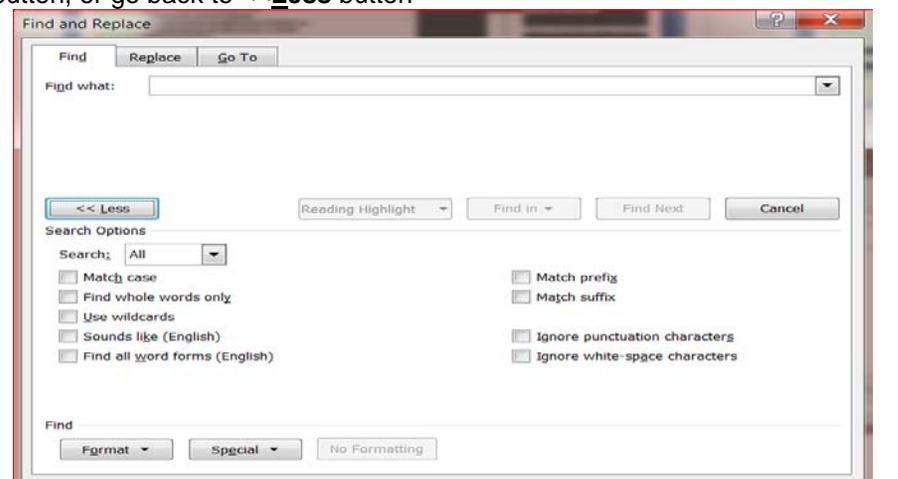
Figure 3 - Find and Replace window; 'More' and/or 'Less' buttons

The **More>>** button and then **Format** ▼ tab allows additional search functions, such as:
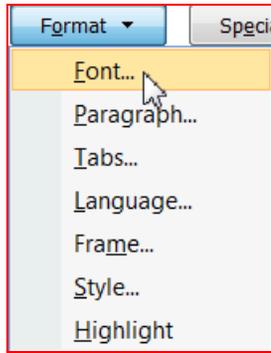
And, under **Special** ▼ tab, see still more search options, such as:
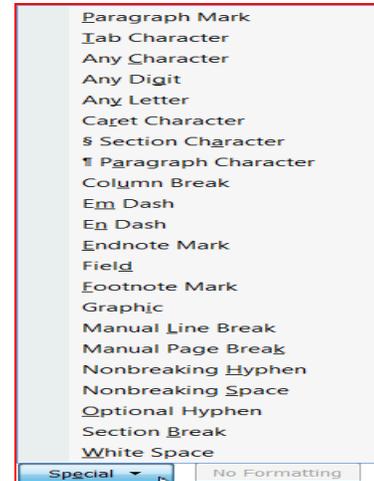
Figure 4 - By using 'More' button and additional 'Format' and 'Special' tabs, there are many more optional search features

Once you find what you are looking for, you can immediately begin editing using '**Replace**' tab and enter '**Replace with:**' information
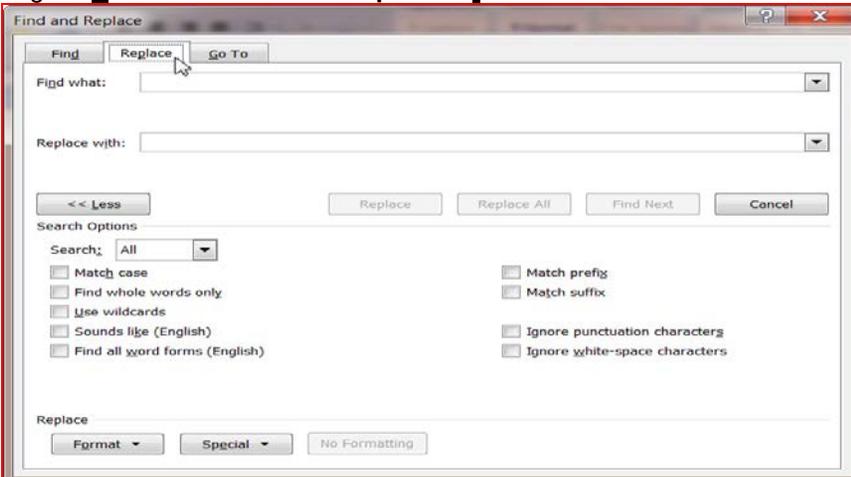
Still more advanced search features within a Word doc can be found by clicking '**Go To**' tab
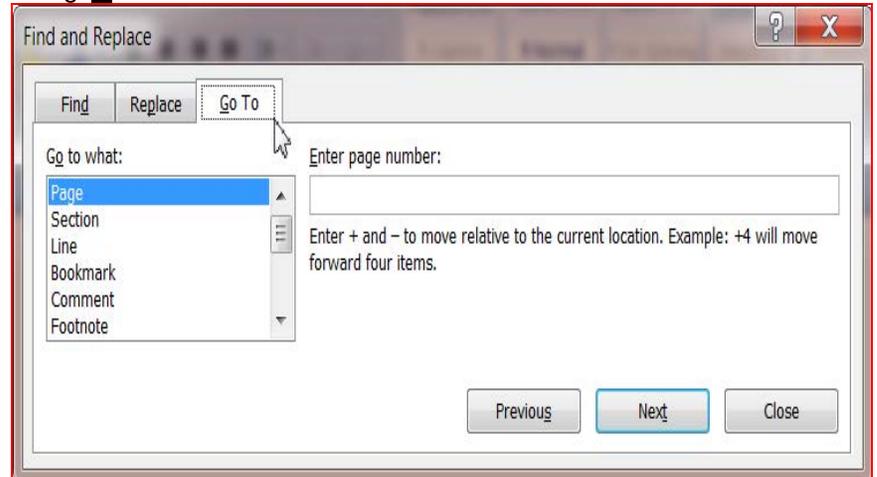
Figure 5 - 'Replace' and 'Go to' tabs

FINDING KEY WORDS ON ANY PDF DOC– AN ADOBE READER SEARCH COMPUTER TIP 📄

Adobe Reader X ▶

Using same basic techniques for searching and finding key words on any web page or in any Word document, you can search individual PDF (Adobe Acrobat) documents for specific text, one word at a time or groups of words and over multiple pages, but you cannot search multiple (separate) documents.

Step 1: Click '**Edit**' from menu in toolbar area near top
Step 2: Pick '**Find**'
Step 3: In small popup window, type in your basic search criteria (can do more detailed searches by using dropdown arrow to open options)

Edit Go To Favorites He
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Select All	Ctrl+A
Find	Ctrl+F
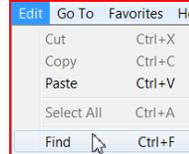
Figure 1 - Click 'Edit' then 'Find' and look for Figure 2 popup
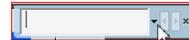
Figure 2 - Enter search criteria…

Find Next in Current PDF
Open Full Acrobat Search…   Shift+Ctrl+F
Whole Words Only
Case Sensitive
Include Bookmarks
Include Comments
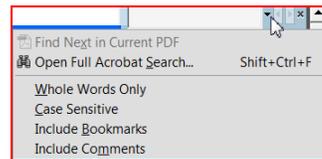
Figure 3 - Optional, use dropdown▼to search PDF in detail

Or, skip Steps 1, 2 & 3, and simply hold down '**Ctrl**' key, plus '**F**' key = **Ctrl+F**, then from Find and Replace window, type in search criteria…

Find and Replace

Find | Replace | Go To

Find what:

More >>   Reading Highlight ▼   Find in ▼   Find Next   Cancel
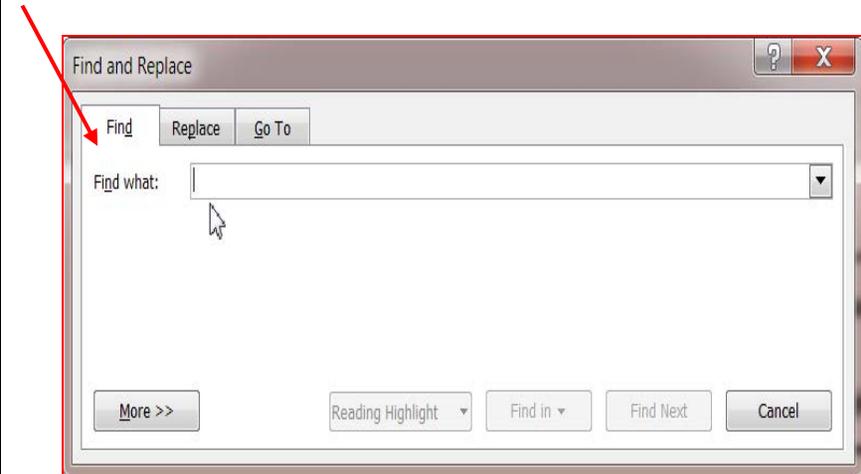
Figure 1 - Simply 'Ctrl+F' then enter search criteria…

Another search option is to look for binoculars

Click binoculars, type in search criteria (basic or use checkboxes for details)

Search

What word or phrase would you like to search for?

☐ Whole words only
☐ Case-Sensitive
☐ Include Bookmarks
☐ Include Comments

Search

Show More Options

Find a word in the current document
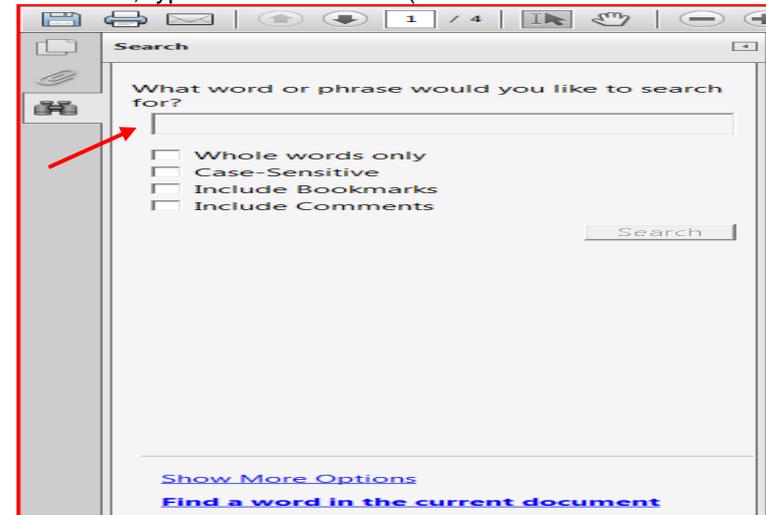
Figure 4 - Look for binoculars symbol to perform searches