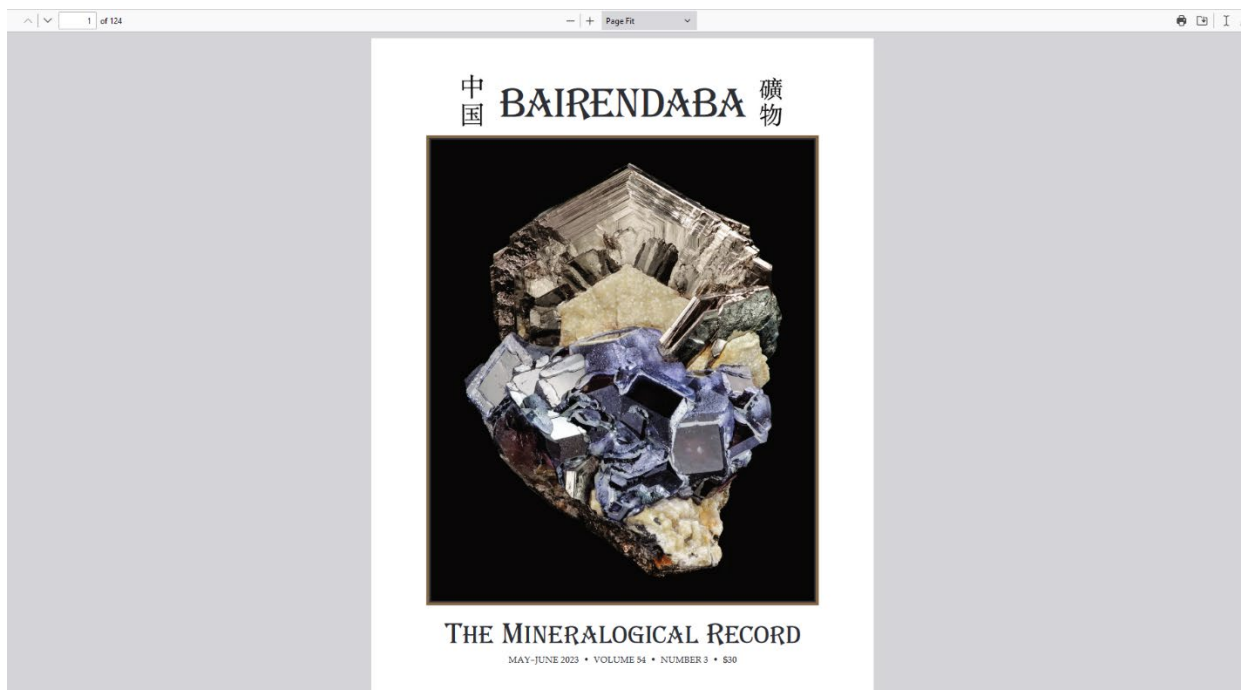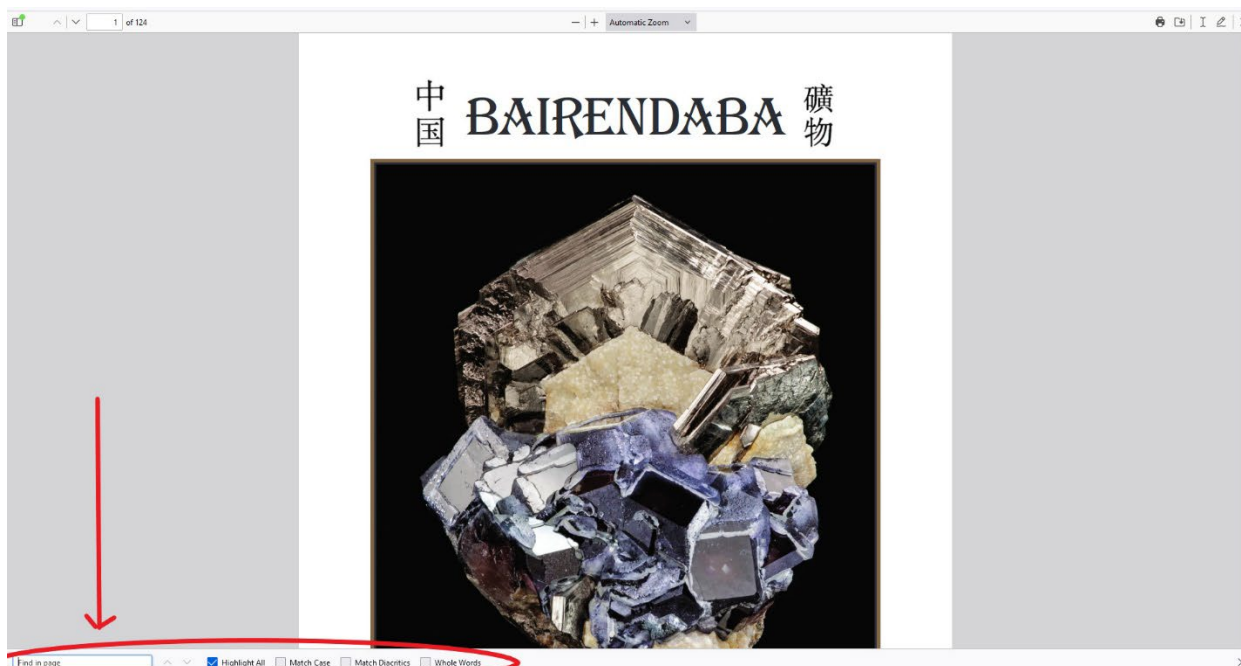# How to search a digital issue   (to view screenshots larger click Ctrl+)

Searching a Digital Issue opened up in a browser. Image of cover page downloaded into your browser.

Hit your Ctrl + F keys on your computer keyboard simultaneously. A small "find on page" rectangular box will appear in the bottom left corner or your screen. Make sure the "Highlight All" box is checked.

Type the word or terms you wish to search in the rectangular box and hit "Enter".

All of the words or terms will be highlighted throughout the PDF.

Ctrl + F also works in this manner on webpages on the internet and within Adobe (see next pages).

How to search within Adobe using Adobe's Search/Find Function

If you do not have Adobe loaded on your laptop, computer, or even your mobile device (if you want it there to open and read files), go HERE to download the Free version, or HERE if you want a more sophisticated, paid version. Please be aware that if you chose not to have Adobe on your computer or laptop, you will be relegated to reading your PDF download on your browser and will not have access to some of the reading options mentioned in these articles.
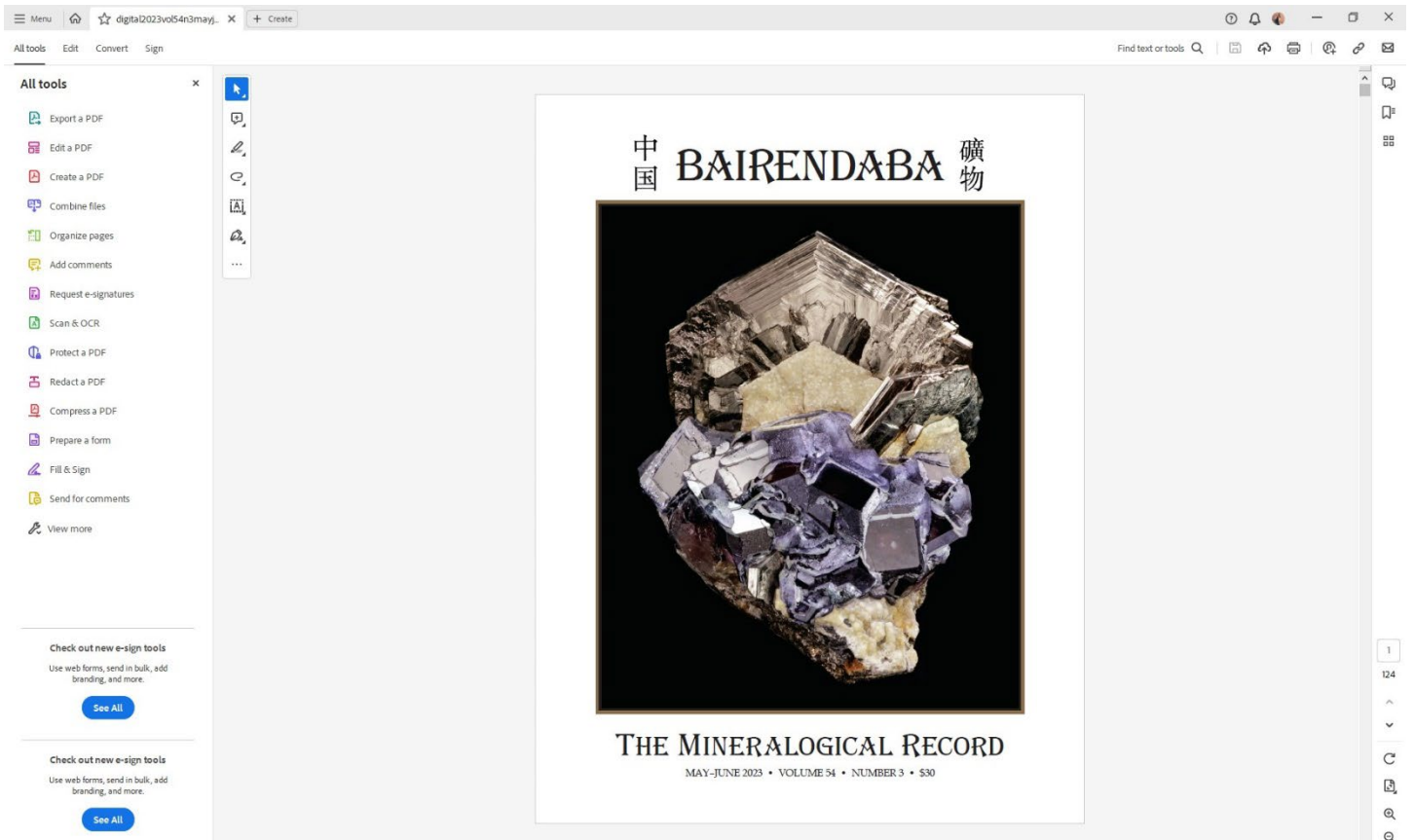
First, go to where your PDF is stored (usually in downloads after downloading-C:\users\your name\downloads) by right-clicking on (in Windows 10 or 11) the folder icon at the bottom of your screen and then clicking on "File Explorer"
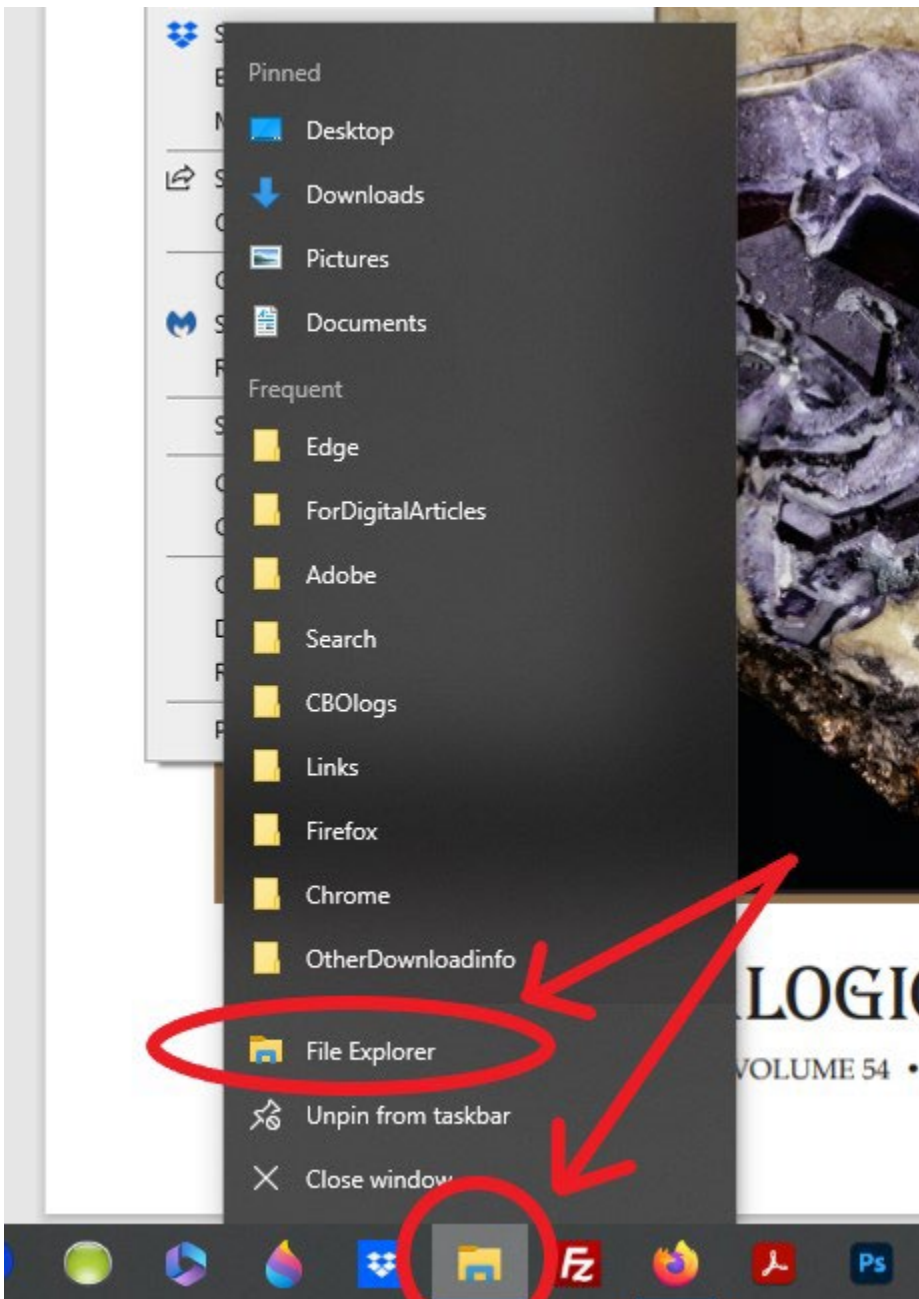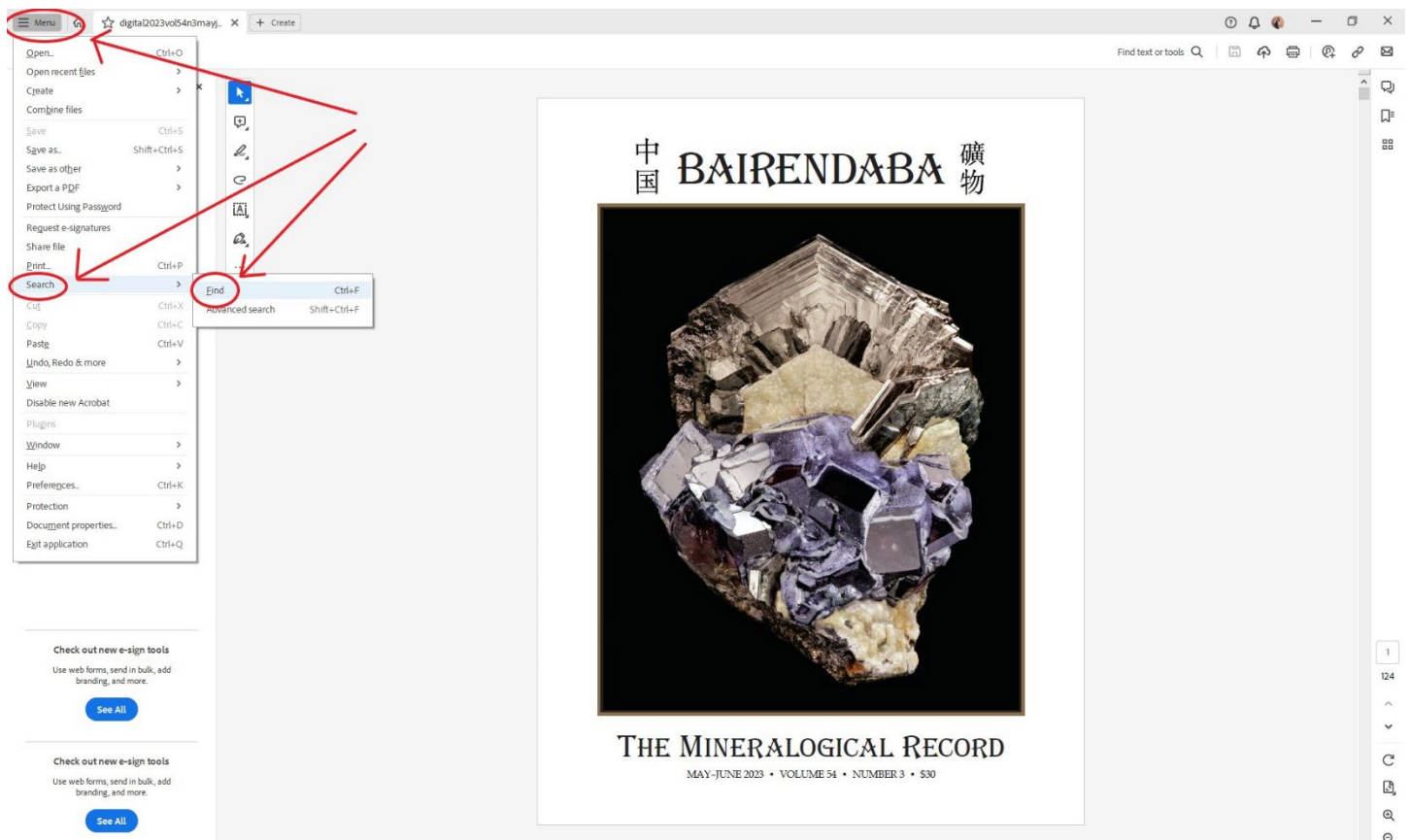
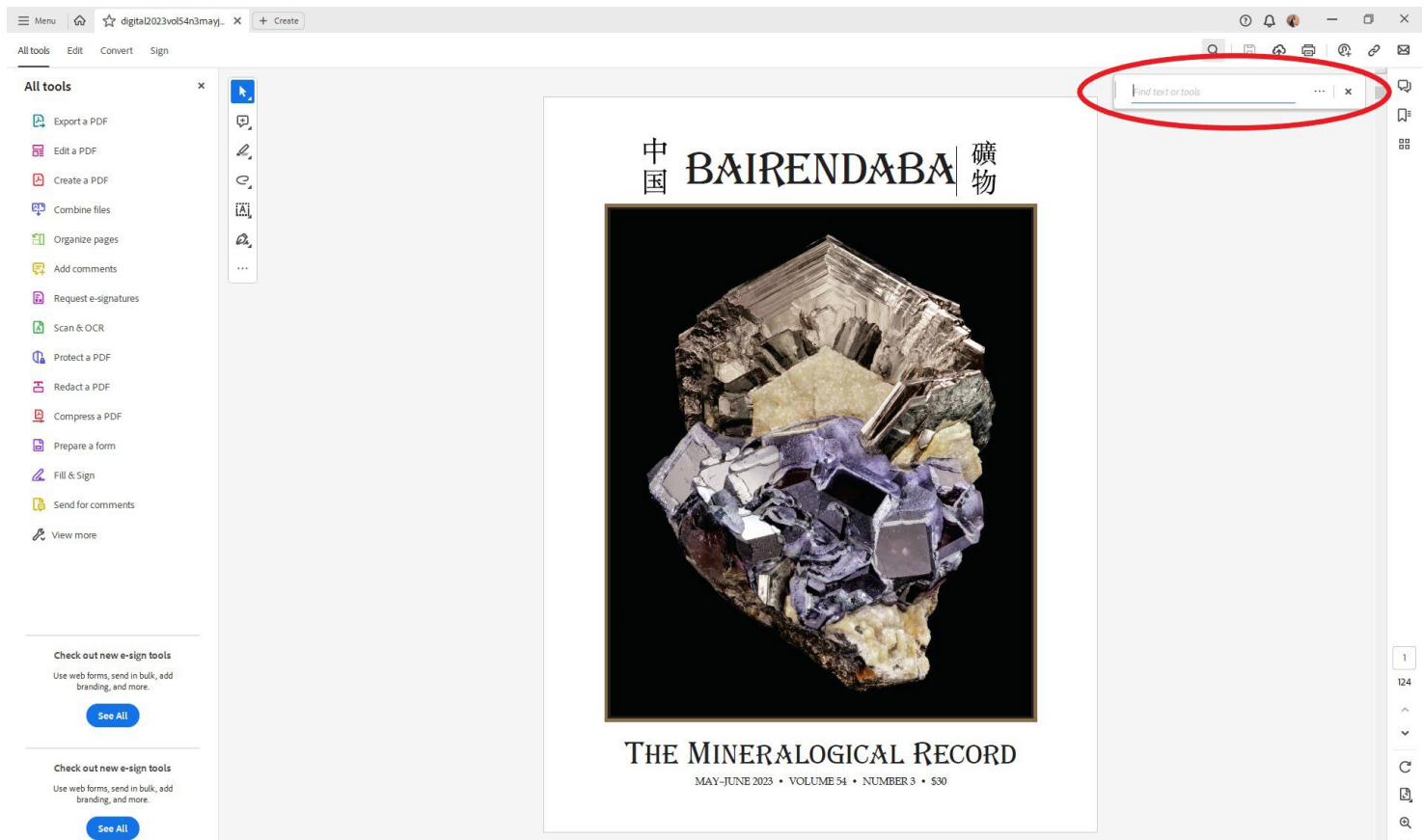Find your file, highlight, then right-click and then click on "Open with Adobe Acrobat"
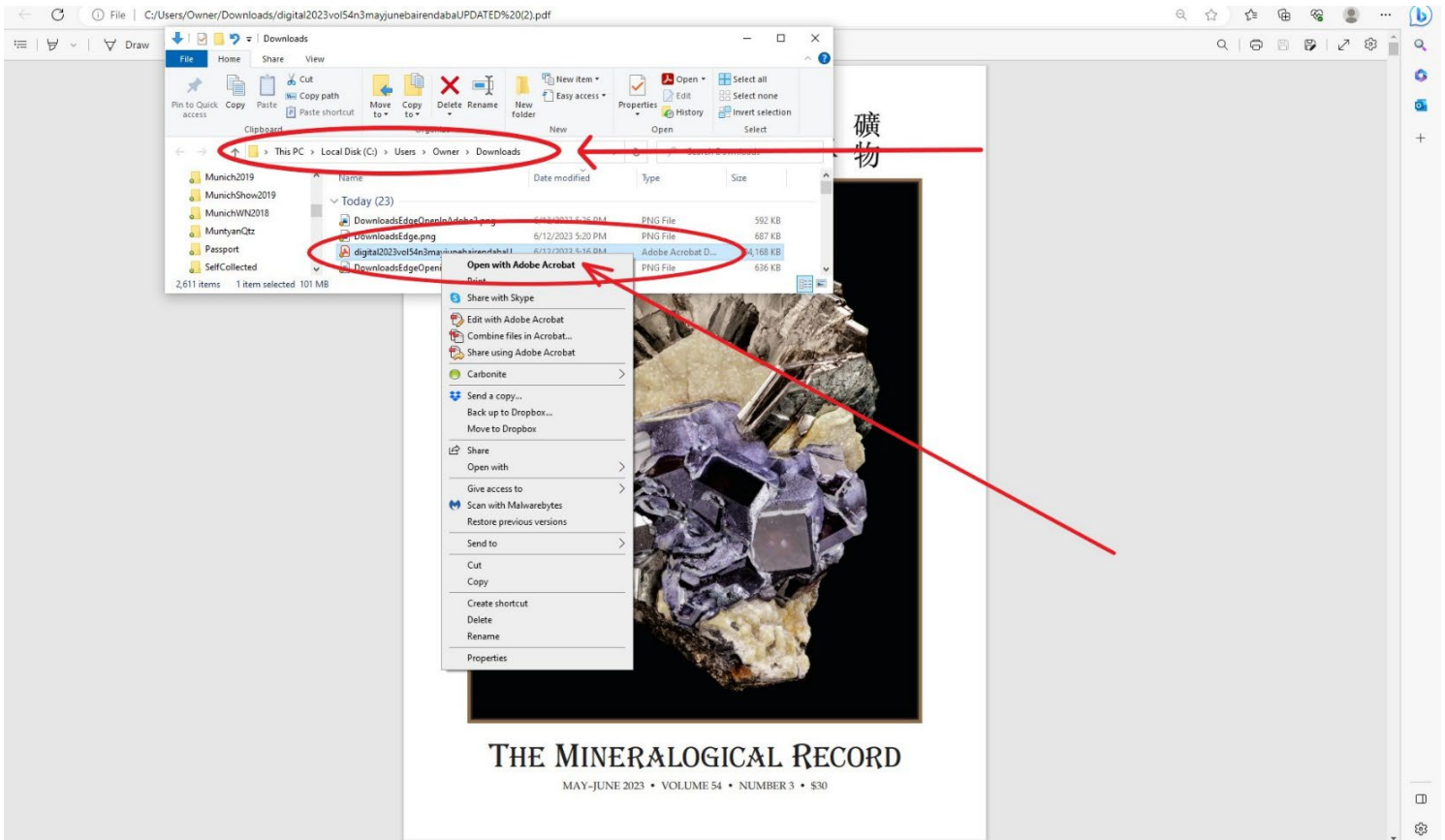
Your screen will now look something like this:

Click on the "Menu" tab, then "Search", then "Find".

The "Find" box with pop up in the upper right corner. Type in your search term in the box and hit "Enter"

Your search term will then be highlighted throughout the PDF.

Please be aware that you can also click on the Ctrl + F keys simultaneously and this will also bring up the search box in the upper right corner.