Adobe Acrobat Search Instructions:

These instructions are intended for a *string search* of **Adobe Acrobat 4.0**TM. Strings can be **HCPCS codes**, CPT codes, and/or the short descriptors that accompany those codes. This search function is **not** intended for advanced searches and multiple task searches. These instructions will work with **any alpha-mumeric string** be it character, numerical, or a combination thereof. You may also use short phrases, or two words separated by a space, or comma. If you have further difficulties, consult help facility, or the **Adobe Acrobat User's Manual**.

Click the Find button (binoculars) on the tool bar to invoke the search function.
 Image: A search function in the search function in the search function in the search function.



2. The **Acrobat Find** widow will pop up. Type the string (HCPCS, CPT, descriptor etc.) you want to search for; then, select the **Find button** to start the search.

Acrobat Find	×
Find What: J9211	Eind
Match <u>W</u> hole Word Only Match <u>Case</u>	Cancel
Find Backwards	
Ignore Asian Character Width	

3. If your search string is found, it will show as hi-lighted and look similar to the example below. Note at the bottom of the page, the string is hi-lighted. To find the *next* occurrence of the search string, click on the **Repeat Find button (binoculars w/arrow)** located on the tool bar.

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4. If your search string is not matched, this window will appear. Check that the search string entered is the correct syntax and spelling.

Text Not Found	×	
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