




Finding words

Use the Find command to find part of a word, a complete word, or multiple words in the active document.

To search across documents that have been indexed with the Acrobat Catalog program, use the Search command instead of the Find command. See [Searching Indexes](#) for more information.

To find a word:

- 1 Click the find tool , or choose Tools > Find.
- 2 Choose any combination of the following options, or none of them:
 - **Match Whole Word Only** specifies ignoring words that are contained within the text you enter. For example, the word *stick* would not be highlighted if you chose the word *sticky* to find. ➤



- **Match Case** specifies finding only those words that contain exactly the same capitalization as you enter in the Find dialog box.
 - **Find Backwards** specifies starting from the current page and searching backwards through the file. Find Backwards is helpful if you want to find a term you passed earlier in the document.
- 3** In the Find What text box, enter the text to be found and click Find. When the program finds the text, the Find dialog box closes and the page containing the text is displayed with the text highlighted.
- 4** To find the next occurrence of the word, press Ctrl (Windows and UNIX) or Command (Macintosh) +G, or reopen the Find dialog box and click Find Again. With Windows, pressing F3 also finds the next occurrence of the word. You will be prompted to loop around to the beginning of the document if you start the process on any page other than the first page. ■