

Hints for Searching PDF Files on Your Computer

Many of the PDF files, mainly newspaper files on this website are searchable! This means that you can search for any name (e.g. Clark, Hermon) or word (e.g. school) that you would like to find in the document.

Here are some helpful hints for this feature.

- If you are using Chrome as your browser:
 - and the pdf file automatically opens up in Adobe Reader. There are a few ways you can search using Adobe Reader.
 1. Above the document, you may see a small magnifying glass. If you click once on that, a “Find” box will appear on the upper right. Type your word in the box. If the word is in your document, it will go to the first instance of the word, and you can scroll through if there are more.
 2. If you don't see the small magnifying glass, right click somewhere in the middle of the page, and you will see a box with the word “Find” in it. Click on that, and the Find box should appear. Proceed as in number 1 above.
 3. If you see the word Edit in a row at the top of your window, you can click once on that, and “Find” should appear in the pull down column. Click it and proceed as above.
 4. To use a keyboard shortcut, hold down the Ctrl key and press the F key, and proceed as above.
 - and the pdf file doesn't open up in Adobe Reader, you can try this:
 1. Look for the three dots on the upper right side of the window. Click once on it, and look for Find. Click on that, and a white box should open up on the upper right of the document. Input your search term there, and proceed.
- If you use Firefox as your browser, and the pdf document opens up in Adobe Reader, you can proceed using the same directions as for Chrome. If it doesn't open up in Adobe Reader, try this:
 1. Look for the “forward slash” key on your keyboard. It usually is in the row above the spacebar, to the right of the “period” key.
 2. Press that “forward slash” key.
 3. A small box on the lower left of your window will open up.
 4. Type your search word in that box. If the document you're reading is searchable, and that word is in the document, it will be highlighted.
 5. To see if there are more instances of the word, press the F3 key on the top row of your keyboard, and continue to press for more instances if they exist.