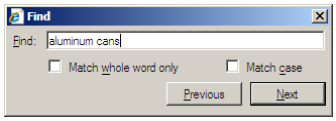
Find That Information Fast!

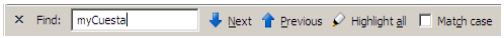
"Help! I'm drowning in information! How can I quickly locate...?"

Stop wasting time "treading water", searching endlessly for information buried in a web page, Word document, or Excel spreadsheet. With just a few keystrokes you can find what you're looking for…immediately!

Finding Text

1. Open the document or navigate to the desired web page.
2. While holding down the **[Ctrl]** key, tap the **[F]** key. (Mac-users hold down the **Command** key).
   A find dialog box will be displayed. The dialog's appearance will vary depending upon the application or browser you are using.





3. Type the exact word or string of text (i.e. a part of a sentence, a proper name, etc.) that you are looking for in the Find field and then press **[Enter]**.
   The first occurrence of the text will appear highlighted.
4. Use the **Find Next** or **Find Previous** buttons on the Find dialog to locate additional or previous occurrences of the text.

Need a hand? Try finding text with [Ctrl]-[F].