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].