

How to search pdf files

Click on a category to open that section in pdf format.

You will then be able to print a copy for future reference or read through it on your computer screen, as you prefer.

Once you display a pdf document it is possible to search for a specific keyword such as an author name or title using the search document feature.

To do this, with the pdf document open, hold down the CTRL key and press the letter F on your keyboard.

This will open a small search bar at the top of the page.

Type in the word you would like to search for (this is not case sensitive so it does not matter about capital letters but spelling correctly is important).

On the document the first example of your keyword will be highlighted.

If this is not the one you want, click on the "Find Next" arrow beside the search window and it will jump to the next occurrence.

It is not quite as sophisticated as Google but may be helpful!