


# Directions for PDF File Word Search

## Finding words in PDF documents

You can use the Find command to find a complete word or part of a word in the current PDF document. Acrobat looks for the word by reading every word on every page in the file, including text in form fields.

If a full-text index has been created for your PDF document, you can search the index for a word rather than using the Find command. A *full-text index* is an alphabetized list of all the words used in a document or, more typically, in a collection of documents. Searching with an index is much faster than using the Find command, because when Acrobat looks for a word in the index it goes right to the word in the list rather than reading through the documents. (See [“Searching indexes” on page 215.](#))

### To find a word using the Find command:

- 1 Click the Find button , or choose Edit > Find.
- 2 Enter the text to find in the text box.
- 3 Select search options if necessary:
  - Match Whole Word Only finds only occurrences of the complete word you enter in the text box. For example, if you search for the word *stick*, the words *tick* and *sticky* will not be highlighted.
  - Match Case finds only words that contain exactly the same capitalization you enter in the text box.
  - Find Backwards starts the search from the current page and goes backward through the document.
  - Ignore Asian Character Width finds only those Kana characters that exactly match the text you enter.
- 4 Click Find. Acrobat finds the first occurrence of the word.

### To find the next occurrence of the word:

Do one of the following:

- Choose Edit > Find Again.
  - Reopen the Find dialog box, and click Find Again. (The word must already be in the Find text box.)
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