

LIST & SEARCH INSTRUCTIONS

Two methods to quickly find specific information in this document

These techniques apply to a PC laptop and often work on other devices.

QUICK SEQUENTIAL REVIEW OF INFORMATION BY BOOKMARKS (Like a TOC)

- 1) Click on this pdfs' "Bookmarks" or "Table of Contents" icon
- 2) A column will appear listing the contents by pages or sections
- 3) Scroll down the list and click on desired item to jump to that page

SEARCH FOR PARTIAL OR EXACT WORDS ANYWHERE IN THE DOCUMENT

- 1) Activate the pdf "Find" function by clicking on its icon (or press Ctrl and F keys)
- 2) Enter your search characters in the white rectangle box at the top of the page
- 3) Note, as you start typing it will begin searching, showing the number of found characters strings that you are typing
- 4) If the document is large the search may takes a minute or two
- 5) As you type characters the number of matches will probably decrease
- 6) The found characters will be highlighted, the highlight is often very subtle
- 7) Use the up/down arrows or previous/next words to go to found word pages