

Windows Using Find and Replace

On pages that contain text (excluding pdf files), you can easily search for a keyword on the page:

1. Press Ctrl+F on the keyboard.
2. Type the keywords you are looking for.
3. Select "Find Next."
4. You will be directed to any word on the page that matches your keyword(s).

On editable pages, you can also replace text with new text.

1. Press Ctrl+F on the keyboard.
2. Type the keywords you are looking for.
3. Type the text you want to replace the original text with.
4. Select "Replace" to replace text one at a time. Select "Replace All" if you want to replace all occurrences of the text.

NOTE: You can also delete text by using Find and Replace. Instead of typing text to replace the original text, leave the "Replace with" field blank.