

Acrobat DC: Finding keywords within a PDF

Overview

You can use Acrobat DC's **Find** tool to search for keywords or phrases within a PDF.

Before you start

Software requirements

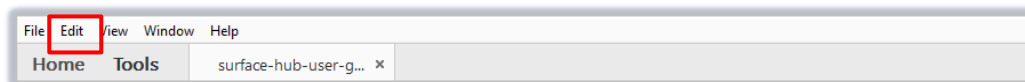
- Adobe Acrobat DC¹

Finding keywords

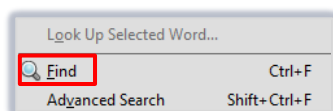
1. Open your PDF in **Adobe Acrobat DC**.
2. First make sure you are on **page 1** – this is so that Acrobat will begin searching from the start of the PDF. Page numbers are displayed at the top of the Acrobat window.



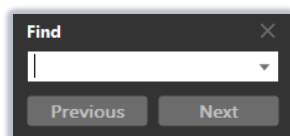
3. Click the **Edit** menu option.



4. Click **Find**.



5. The **Find** box will open at the top right of the Acrobat window. Type the first keyword/phrase that you want to search for in the **Find** box.



6. Click **Next** (or press the **Enter** key on your keyboard).
7. Acrobat will search for the *first* instance of the keyword/phrase. Make a note of the page number if required, e.g. for extracting pages.

Further information and help

Use MyIT to report an issue with the IT Service Desk: <https://myit.abdn.ac.uk>

¹ Don't have Acrobat DC? You can request the software for your University managed device via the IT Service Desk using [MyIT](#).