Acrobat DC: Finding key words within a PDF

Overview

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

Before you start

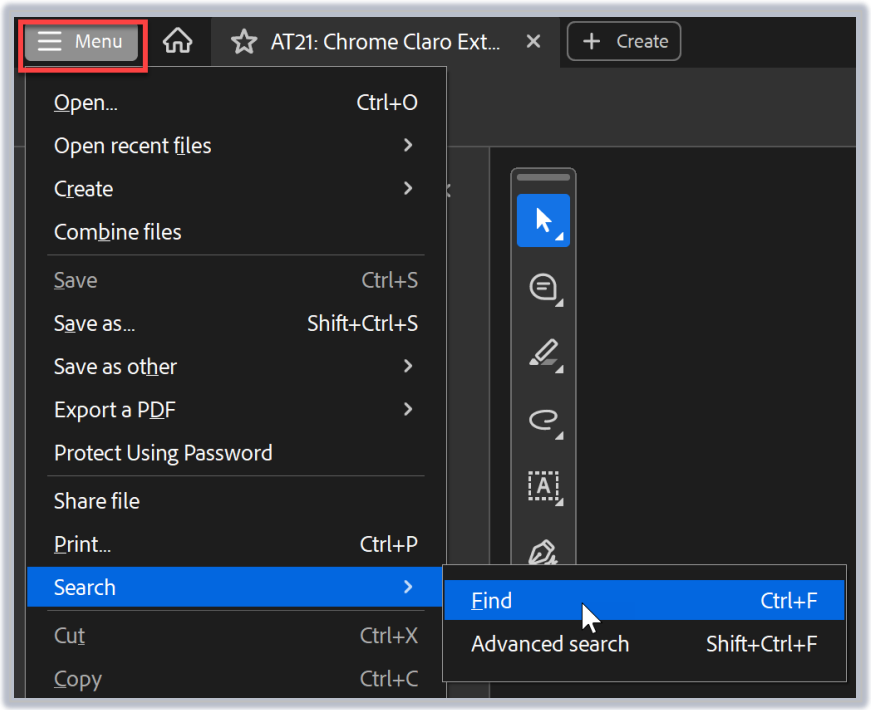
Software requirements

– Adobe Acrobat DC[1]

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 side of the Acrobat window.

3. Click the **Menu** in the top left, then click on **Find** in the **Search** menu



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

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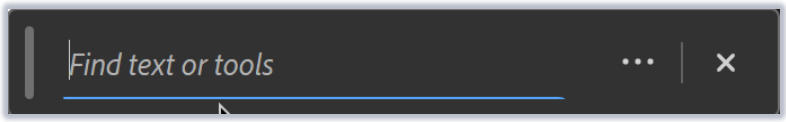
4. The **Find** box will open at the top right of the Acrobat window.
   Type the first keyword/phrase that you want to search for in the **Find** box.



5. Click **Next** (or press the **Enter** key on your keyboard).
6. 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