



Tuesday's Tip

information provided by Adriaance Memorial Library to make your life a little bit easier

Come out, come out wherever you are!

January 24, 2012

Using the "Ctrl" + F keys together will open up a search box so you can *FIND* your term in a document or Web page. Your keyword will appear highlighted, and a down- or right-facing --arrow will allow you to click to additional occurrences of the term. You can also 'right-click' on a Web page to find *FIND*.

The image consists of two screenshots demonstrating the 'Ctrl + F' search function. The top screenshot shows a Microsoft Word document titled "Tuesday's Tip inaugural announcement". A search box is open on the left side, showing "1 match" for the word "please". A blue box highlights the word "please" in the document text, with a callout that says "Your term appears highlighted". The bottom screenshot shows a Windows Internet Explorer browser window displaying search results for "pough". A search box in the top right corner of the browser shows "pough" with a dropdown arrow. A blue box highlights the word "pough" in the search results, with a callout that says "Your term appears highlighted".