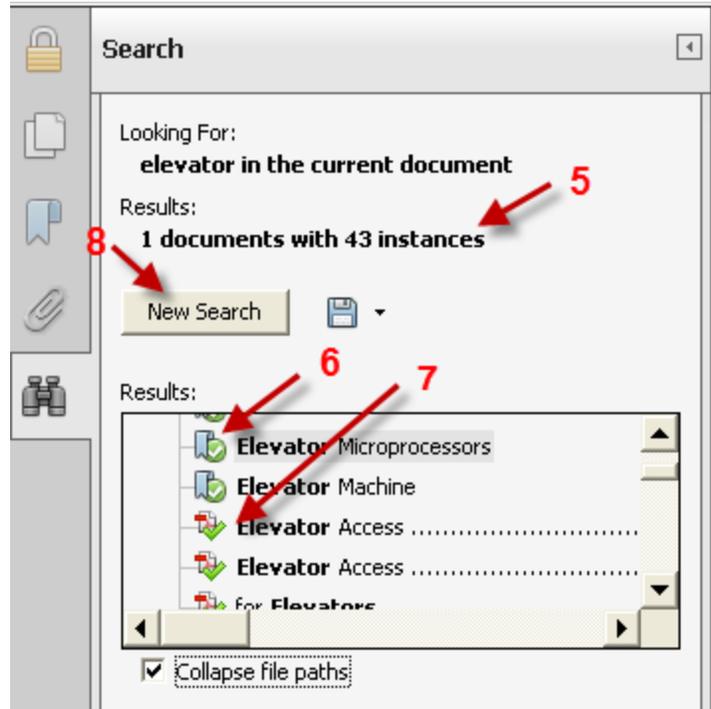
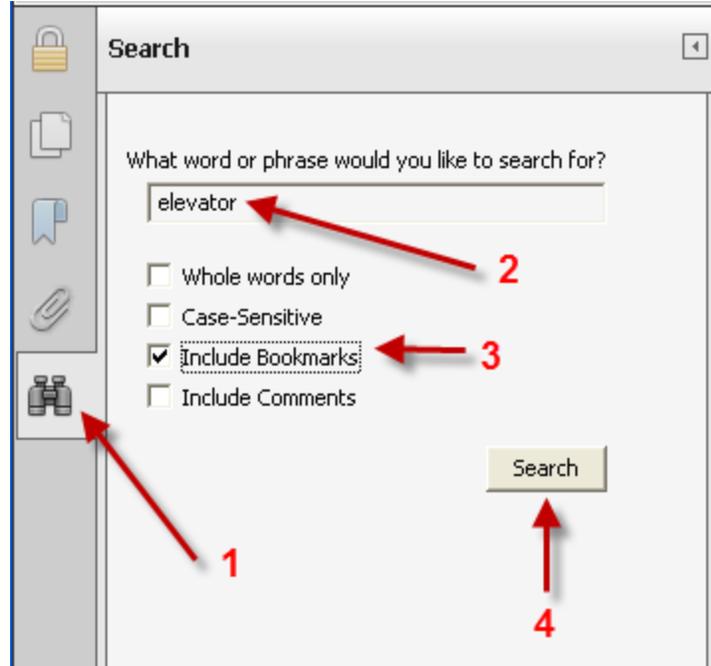


Using Search Feature

Please refer to the screenshots and instructions below. The built-in Adobe search feature allows users to quickly find all references to a particular key word or phrase in the CPSM.

1. To initiate a search, click on this icon.
2. Enter the keyword on which to search.
3. If you would like the search to include any bookmarks in which the keyword appears, check this box. (Bookmarks correspond to CPSM section titles, so a keyword appearing in a bookmark would indicate that a entire CPSM section is devoted to that keyword.)
4. Click on this icon to start the search.
5. After the search is run, the number of “hits” is shown here.
6. Any bookmarks that include the search term are shown with a small bookmark icon. Click on the result to access the bookmark.
7. The other type of icon shown indicates that the search term was found within the text of the document. Click on the result to access the specific text within the CPSM.
8. To start a new search, click here.



As an alternative to the detailed searching described above, users can hold down the “Ctrl” key and the “F” key to call up a basic search box, enter a search term, and then hit the Enter key repeatedly to advance through each instance of the search term.