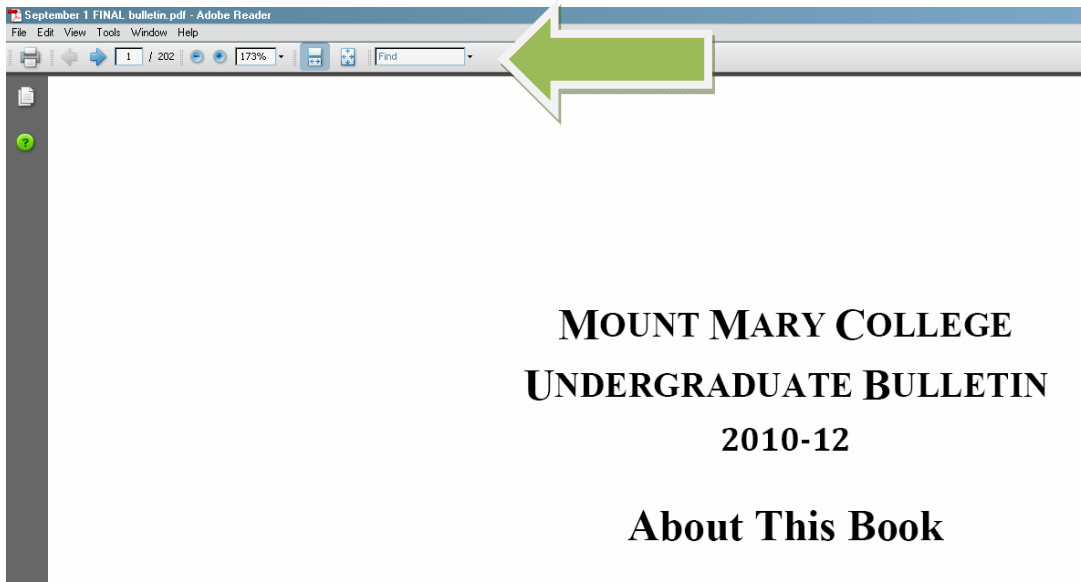


Mount Mary College Undergraduate Bulletin Navigation Tool Tip Sheet

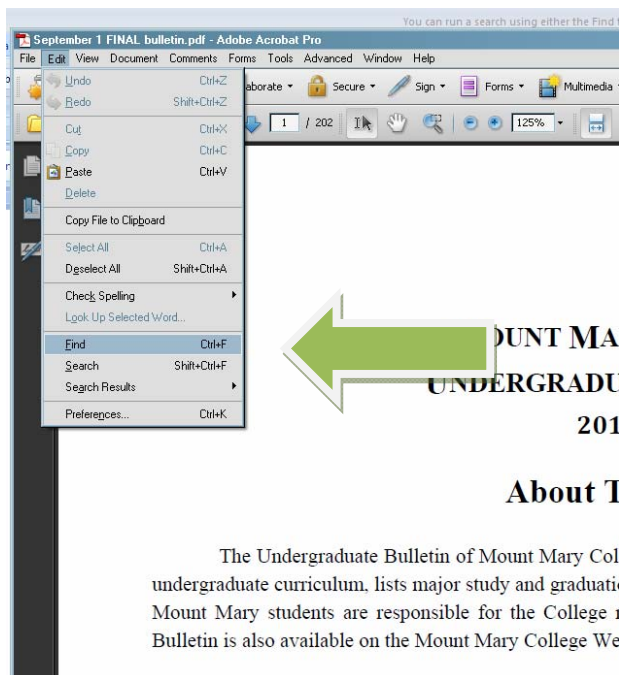
You can run a search using either the **Find toolbar** or the **Search window**. The Search window offers more options and more kinds of searches than the Find toolbar.

About Find Toolbar

Find toolbar is already open by default and looks like this.



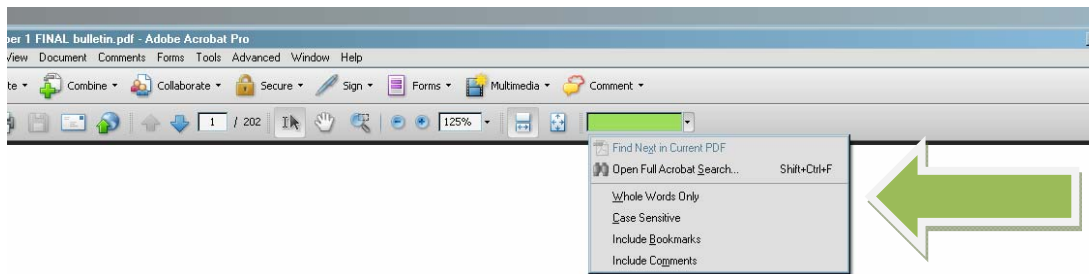
If the Find toolbar is closed you can open it by choosing Edit > Find.



The Undergraduate Bulletin of Mount Mary College lists the undergraduate curriculum, lists major study and graduation requirements, and provides information on Mount Mary students who are responsible for the College's Undergraduate Bulletin. The Undergraduate Bulletin is also available on the Mount Mary College Website.

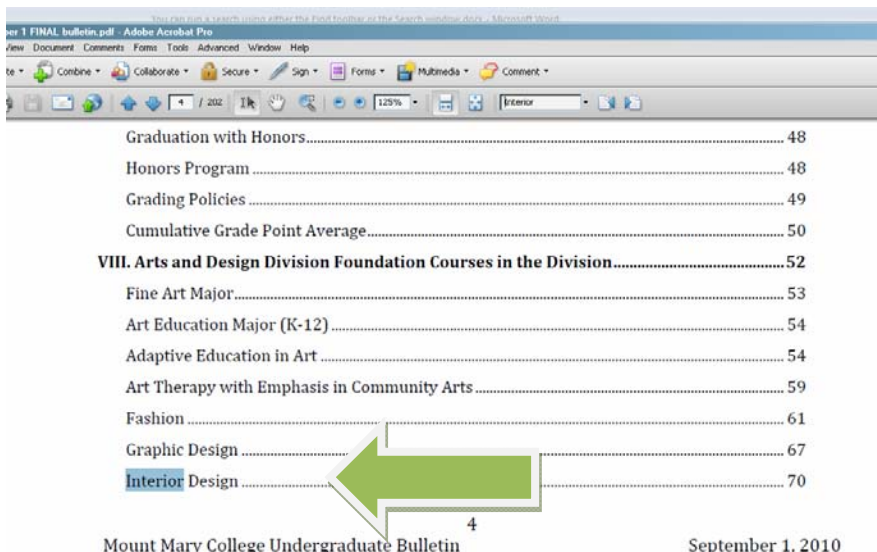
Steps to using the Find Toolbar

1. Type the text you want to search for in the text box.
2. (Optional) Click the down arrow next to the text box and choose one more of the following:
 - Whole Words Only – Find only occurrences of the complete word you type in the text box. For example, if you search for the word stick, the words tick and sticky aren't found.
 - Case Sensitive – Find only occurrences of the words that match the capitalization you type. For example, if you search for the word Web, the words web and WEB aren't found.



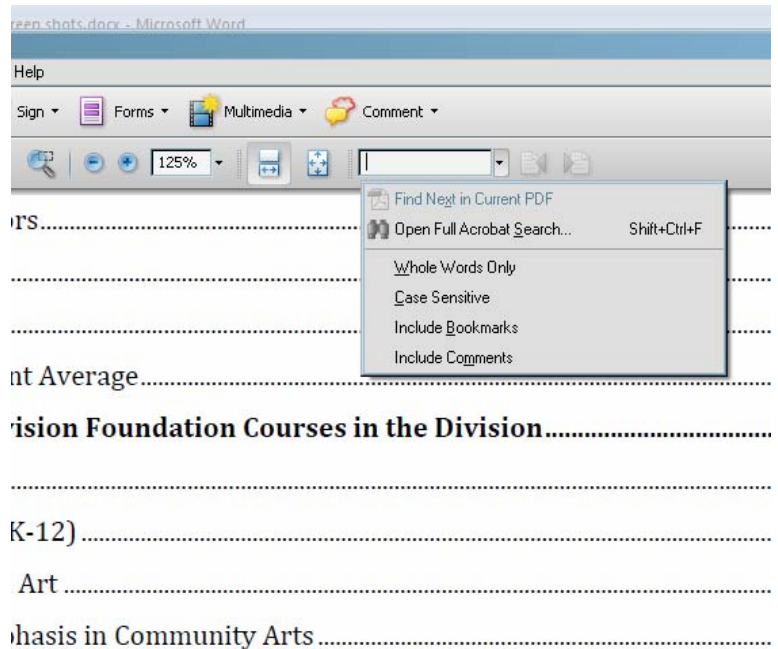
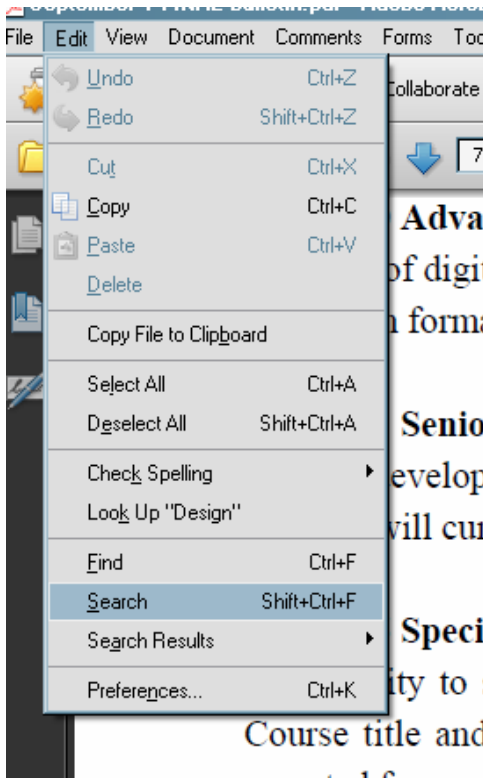
MOUNT MARY COLLEGE UNDERGRADUATE BULLETIN 2010-12

3. Press Enter. Acrobat will then jump to the first instance of the search term, which will appear highlighted.
4. Press Enter repeatedly to go to the next instances of the search term.

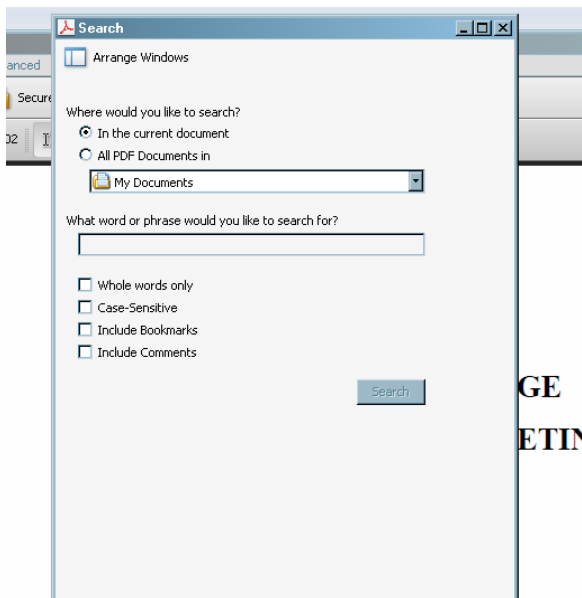


About Search Window

The Search window is accessible through the Edit > Search Menu or on the Find toolbar by clicking the down arrow and choose Open Full Acrobat Search.

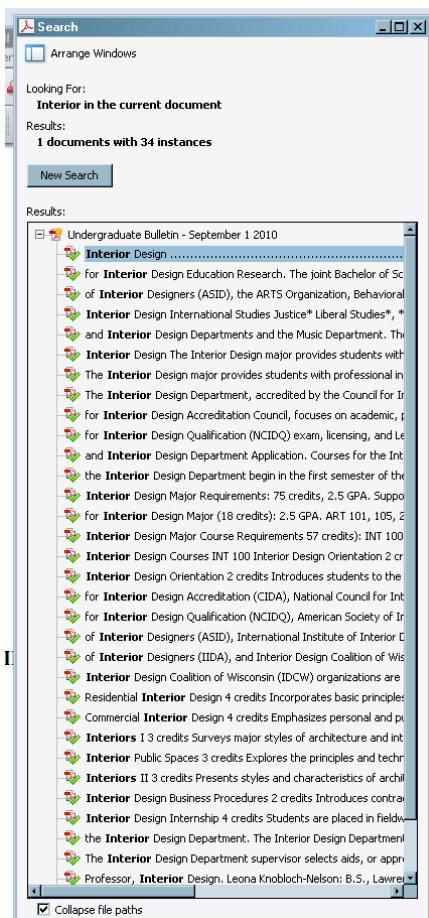


Search will then appear as a separate window that you can move, resize, or arrange differently.



Steps to using the Search Window

1. The optional search features with the Find toolbar are also available with the Search window -
 - Whole Words Only – Find only occurrences of the complete word you type in the text box. For example, if you search for the word stick, the words tick and sticky aren't found.
 - Case Sensitive – Find only occurrences of the words that match the capitalization you type. For example, if you search for the word Web, the words web and WEB aren't found.
2. After you enter in the search word(s) and click on the search tab, a list of occurrences will appear along with some accompanying text. This will prove to be helpful in selecting the exact area of the document you wish to read.



3. Click on the item you wish to select and Acrobat will jump to that page. The Search window will remain open for easy reference; however, you may wish to move the window around on your screen for easier viewing.