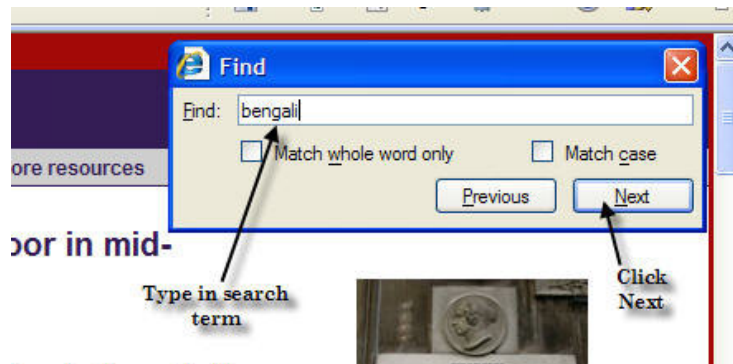


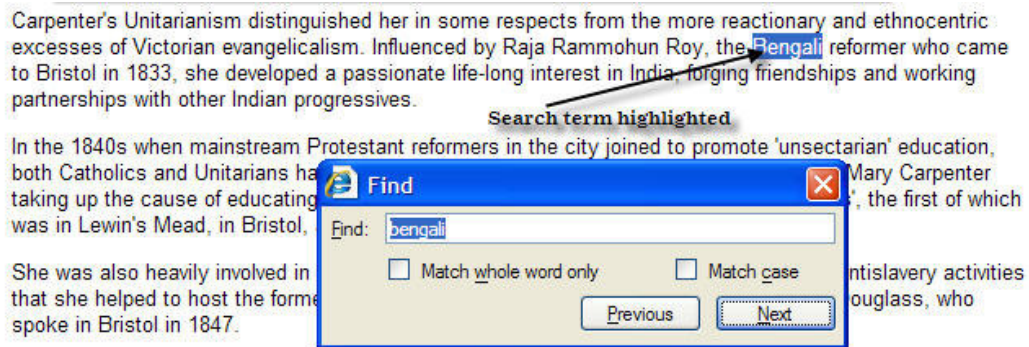
## Finding a word in a long document

Let us imagine a situation where you have been searching the Internet for references to “Bengali”. You click on a link to “the Irish poor in mid-Victorian Bristol”. This article is quite long and you could spend a lot of time searching for the reference to Bengali. The simple answer is to use the keyboard shortcut – **Ctrl>F**.

This command produces a search box as seen below –



Type in the word you are looking for and simply click Next and the first occurrence of the word will be highlighted.



It really is as simple as that but let me add a few words of warning.

There is an older alternative spelling of the word ‘Bengali’ which is ‘Benghali’. If you had used this spelling the search facility would have returned with the message “Text not found”.

You may not be sure of the spelling used in a particular document such as “accessorise” which may have spelt as “accessorize”. In order to capture both spellings simply type in ‘accessor’ which will find both versions as well as the word “accessories” but make sure that the ‘Match whole word only’ box remains unticked.