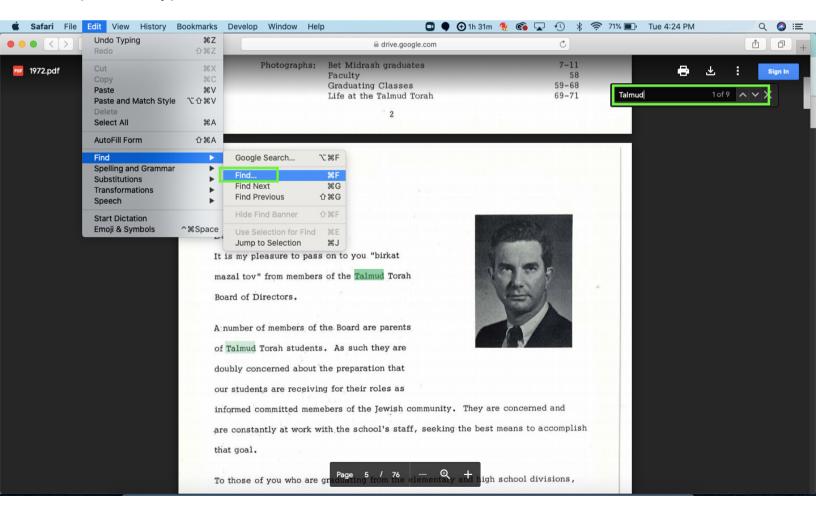


## **SEARCH ANY NAME - INSTRUCTIONS**

## LAPTOP Scroll down for mobile instructions

- 1. Open the yearbook you want to search through
- 2. Hold down the command button on a Mac or the option button on a PC
- 3. Click the letter F
- 4. On the top right of your screen, you will see a box, which allows you to type a name or word
- 5. Enter the name you wish to search and hit enter repeatedly to find that name throughout the document

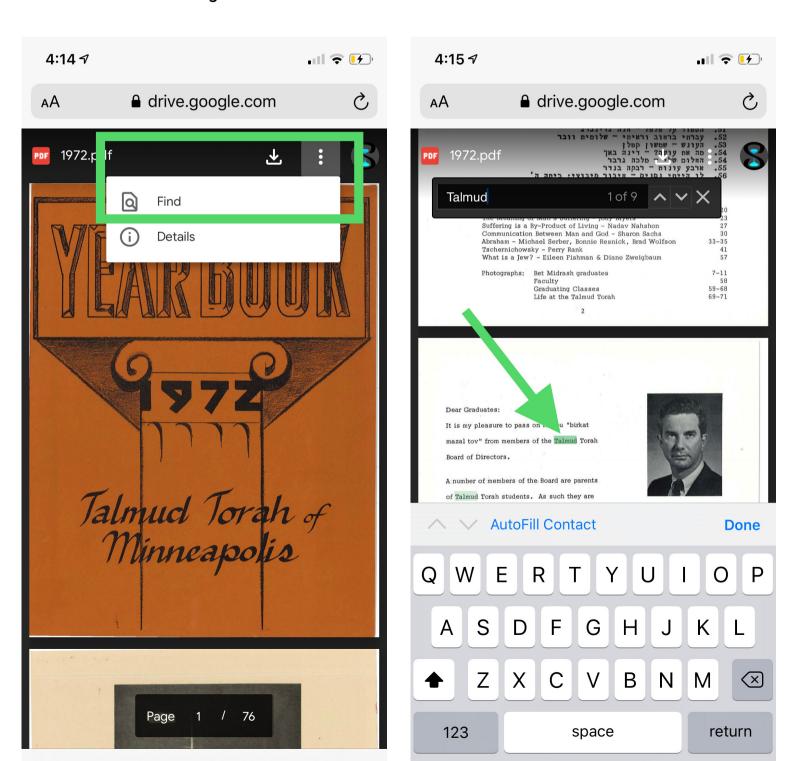
Option 2: Click "edit" at the top of your screen's toolbar. Click "find" from the dropdown. Type the name, click enter.



## MOBILE

- 1. Open a yearbook you want to search through
- 2. At the top right of the screen, tap the three vertical dots:
- 3. Tap "Find"

Enter the name or word you wish to search and hit enter/return repeatedly to find that name throughout the document



## MOBILE (USING THE GOOGLE DRIVE APP)

- 1. Open a yearbook you want to search through
- 2. At the top right of the screen, tap the magnifying glass icon
- 3. Enter the name or word you wish to search and hit enter/return repeatedly to find that name throughout the document

