Find words on the web page which are key to you with "Control F".

'Control F' finds specific word(s) in the text on the page. It will NOT find words on web devices like buttons, but it will find words in the text which are also links (those words that are blue and underlined). Ctrl-F works with any web page. But is most useful with a text intensive web page like "Employment".

Depending on the browser, and its version, a 'find' box may appear in a separate box, or in the toolbars near any corner of the main window, top or bottom. Most offer the option to highlight all matching word(s) on the web page. It may say 'highlight' - it may be a picture of a pencil.

If you do not have 'highlight' checked, 'find' will normally find only the 'first' occurrence of the word. It may prove to be somewhat of a mystery as to how 'find' chose the 'first' occurrence of the word, since that particular occurrence may be way down the page, past many other occurrences of the same word. We recommend that you have 'highlight' or 'highlight all' checked or clicked, if your browser version does not highlight all occurrences of a word automatically. It is a simpler way to find words, and is more transparent in its operation than is the finding of the 'first' occurrence of a word, and then moving among the other occurrences of the word. Usually 'finds' of different words can be done one after another. But when these 'finds' are finished, if it is desired to remove the last highlighting, the page may have to be 'refreshed', or the 'highlighting' may come off when the contents of the 'find' box are erased. Closing the page will also remove the highlighting.

Most 'find' boxes offer to allow you to cycle between the highlighted words, or you can just scroll down the page and see them. Both approaches have their merits and drawbacks. With scrolling you have to find the highlighted words as they appear. However, with cycling through the words it may be more obvious where all the occurrences are, but it can be confusing as the web page jumps down (or up) periodically to the 'next' occurrence of the word. In particular, in cycling, the occurrences in at least some browsers, are not necessarily taken in the order that they appear on the page, so the page may jump up AND down as you cycle, and word occurrences may be skipped, and cycling may be to above an occurrence of a word, and then down to another occurrence in what appears to be a random order.

Yellow is a popular highlighting color over the word in its original color, often with a second highlighting color to highlight the particular occurrence of the words(s) which is being accessed at the moment. White, with a reverse color, different than the original color of the words, is another approach to highlighting. Some browsers, under at least some conditions, use other highlighting approaches.

Most, if not all, 'find' boxes are case insensitive (i.e. case has no effect on the 'find' function - for example, upper case letters in the 'find' box will yield all occurrences of the word, including all uppercase, lowercase and all mixed case occurrences of the word).

In most, but not all 'find' boxes, 'find' will find the exact set of letters in the order shown in the box. "Code" will find "code", "codes", and any other word with the letters "code". "Codes" will find "codes", but not "code". "Codes and standards" will find "codes and standards", but will NOT find

"codes" or "standards", if these words are alone in the text. By the way, do NOT use quotation marks in the find box.

Some 'find' boxes will be accompanied with options like 'match whole word only' and 'match case', which will do just that.

Try 'Control F' to find all occurrences of a word like "equipment", "code", "design" or "facility" in your browser. To find "facility" and "facilities", type "facilit" only (no "y"), with the "match whole word" option (if available) unchecked.