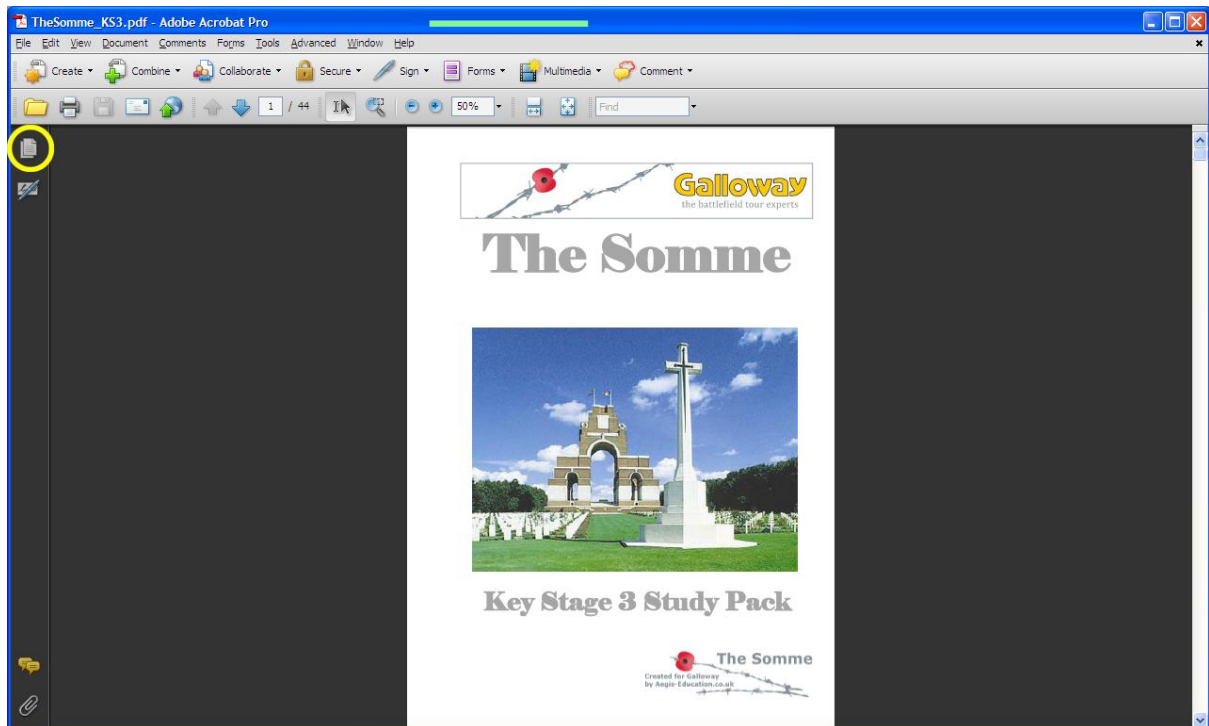
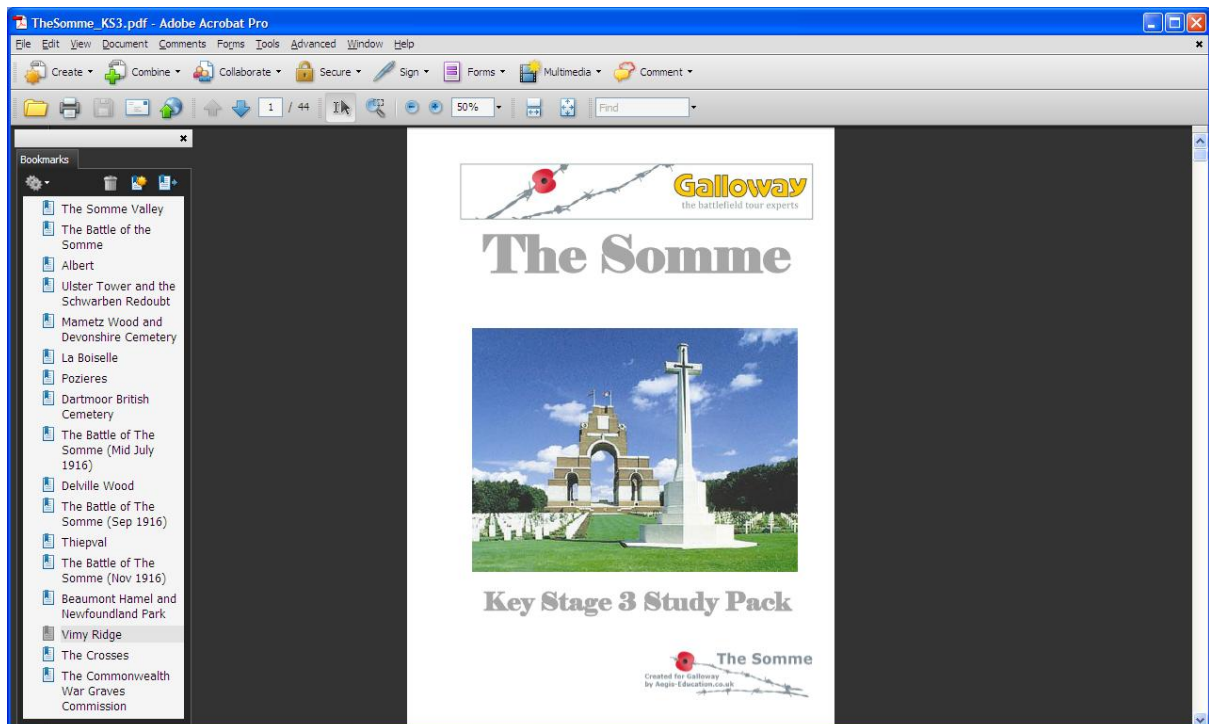


Index Facility

Open the pdf file, and click the right mouse button over the pages image at the top left of the document, shown within the yellow circle.

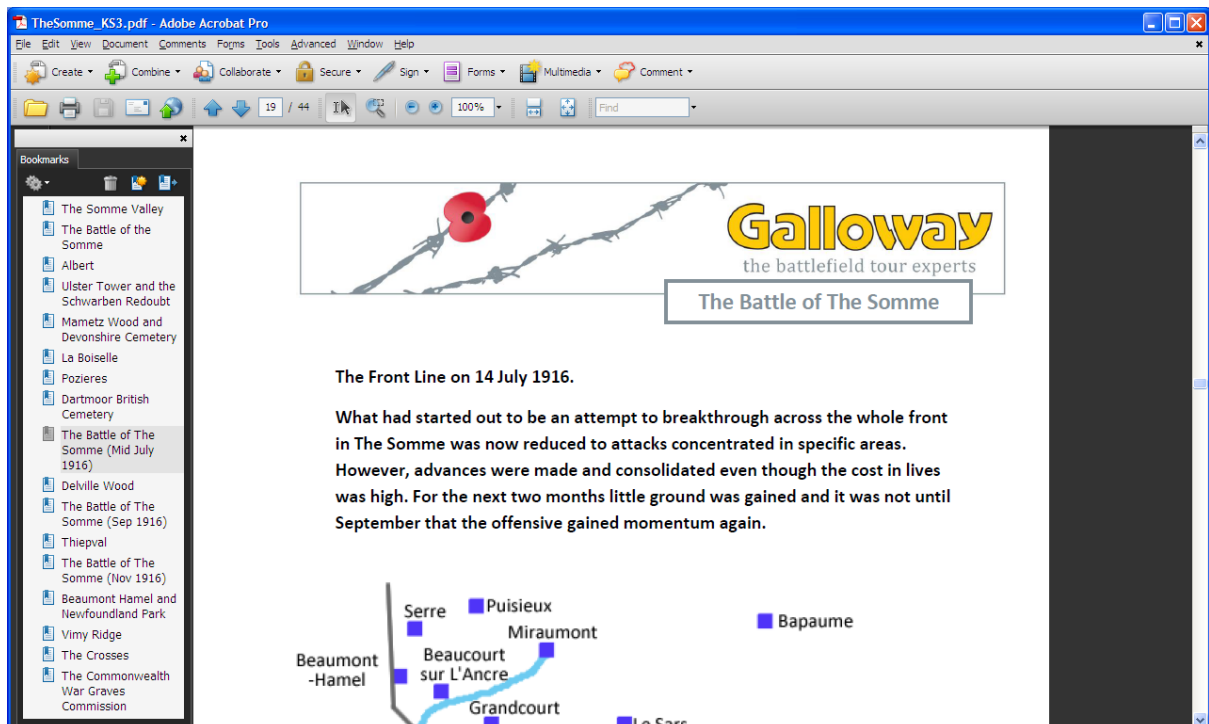


This will cause a dropdown menu to be shown. From the menu, select **Bookmarks**. This will list the titles in the index as shown below:-



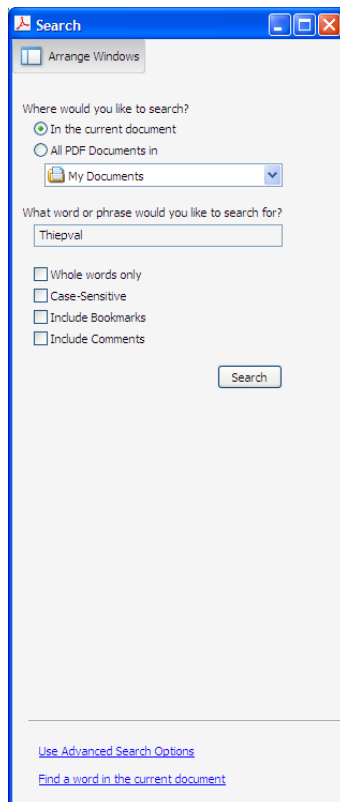


Move the cursor over the index subject that you wish to use. The index subject will become underlined. Here, The Battle of The Somme (Mid July 1916) has been selected.



Click on the underlined index title to go to the page.

Multiple Instance Search Facility



To use the Multiple Instance Search facility (as opposed to the search facility in the header toolbar which only finds the next instance), open the pdf file and right mouse click on the document image. This will open a window as shown to the left.

Ensure the **“In the current document”** radio button is selected.

Type in the word or phrase you are looking for. In this case we have used Thiepval.

Click on the **Search** button

This will compile a list of wherever the word or phrase occurs. Click on the entry you need to be taken directly to the page, where the search item will be highlighted.

