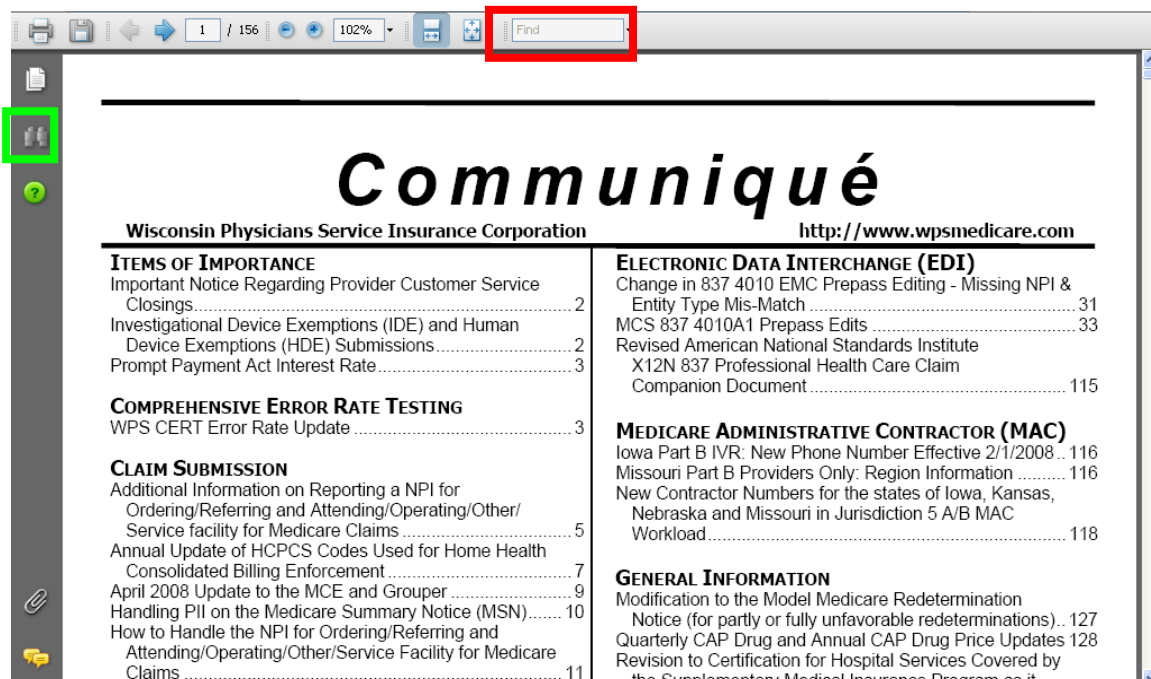




## SEARCH TIPS FOR ADOBE DOCUMENTS

Wisconsin Physicians Service (WPS) Medicare uses Adobe for many documents on our Website. Adobe creates PDF documents, and they are easily searchable and printable. Use the following tips to search PDF documents in Adobe Acrobat reader Version 8.0 and newer. The Adobe Reader is free, to download, go to: <http://www.adobe.com/products/acrobat/readstep2.html>

- 1) Adobe provides an easy find area. The area is located on the top of the screen as indicated by the red box below.
- 2) Adobe provides a search function which is more advanced than the "Find" function. To open the search function, click on the binoculars as indicated by the green box below.

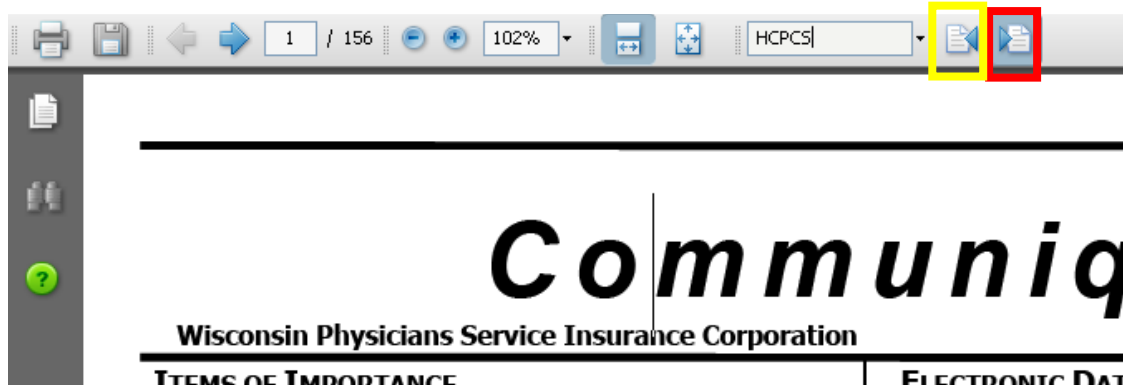


To explore each of the above function please continue on in this document.



Using the “Find” function.

- 1) Type a word or series of characters in the box. i.e. 99213, Evaluation and Management, or HCPCS.



- 2) The find function will change and buttons will appear.
  - a. The button indicated above in the red box will allow a user to move the next time the word or phrase is found in a document.
  - b. The button indicated above in the yellow box will allow a user to move to the previous time the word or phrase is found in a document.
- 3) Adobe reader highlights the find results in a light blue, see the example below. The blue box indicates the find results for “HCPCS”.

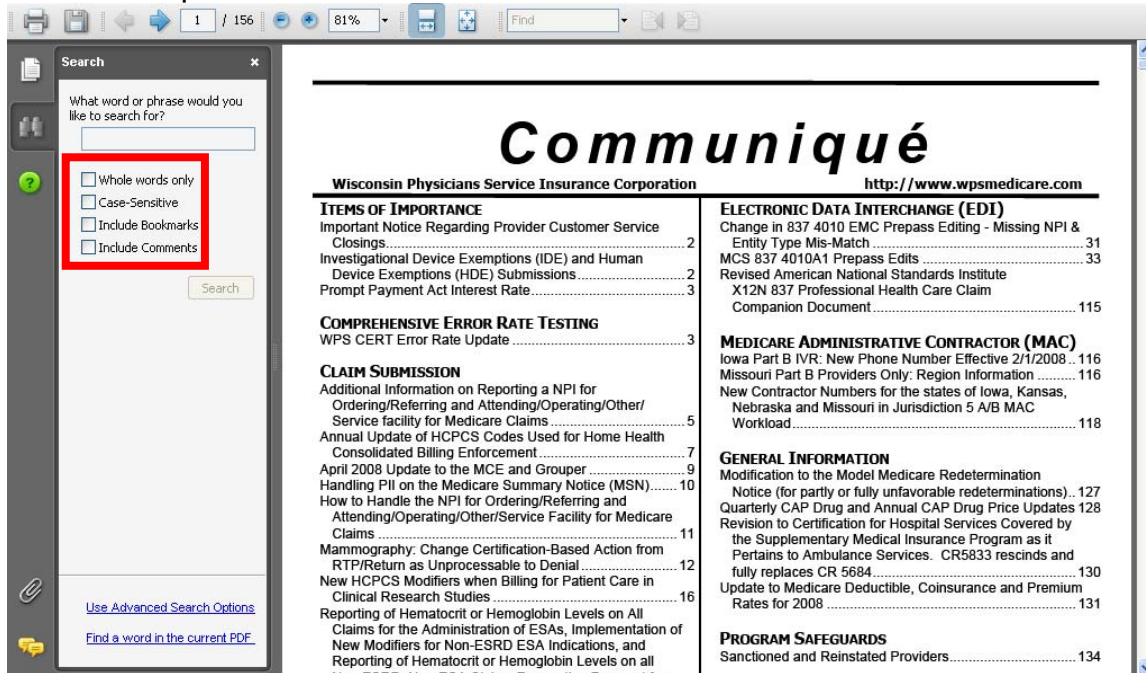


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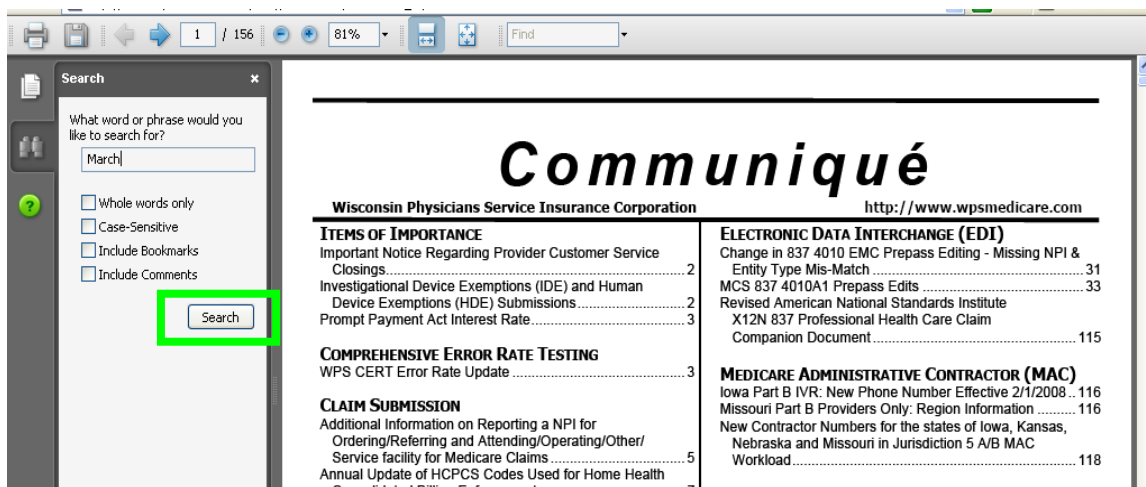
\*Tip: If you would like to search for a specific clinic/group/physician/supplier, try searching just a few letters of the name. For example, if you would like to find Dr. Medicare in the listing, try searching just "Med."

## Using the "Search" Function

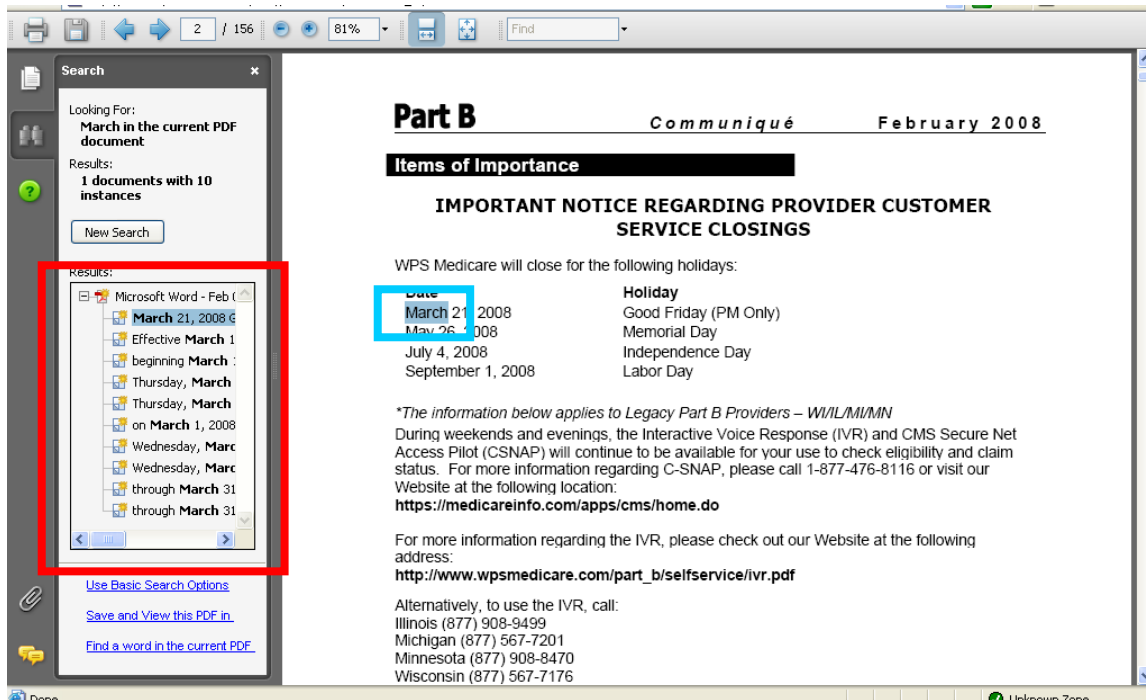
- 1) Click on the binoculars on the right hand side of the screen. The Search box open as shown below.



- 2) Type the word or phrase you are searching for. Choose from the 4 different narrowing boxes. The boxes are indicated by the red box above.
- 3) By entering a search word, the Search button will become live. The search button is indicated by a green box below. Click the search button for the results to appear.



- 4) The search results will appear in two locations.
  - a. A list will appear in the search box on the right as indicated by the red box below.
  - b. The first result will appear in the document as indicated by the blue box below.



- 5) To move to the next search result select it from the list on the search function, as indicated by the red box above.

\*Tip: If you would like to search for a specific clinic/group/physician/supplier, try searching just a few letters of the name. For example, if you would like to find Dr. Medicare in the listing, try searching just "Med."