

**DID YOU KNOW?**

**CTRL + F**  
**FEBRUARY 2020**



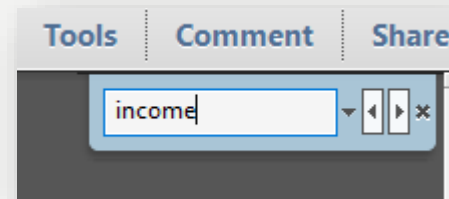
# **DID YOU KNOW THAT...**

**YOU CAN SEARCH THE POLICY  
HANDBOOKS USING CTRL + F?**

# YOU CAN SEARCH THE HANDBOOKS FOR A SPECIFIC WORD BY USING CTRL +F.

Instead of scrolling through the pdf Policy Handbooks, you can search by word. Hold down the Ctrl key and hold down the F key at the same time.

This brings up a search window.



Simply type in a word and the word will be highlighted on the first page it appears. Use the arrow keys to go to the next or previous instance of the word.

You can find the policy handbooks here: <http://hs.sbcounty.gov/psd/Pages/Preschool-Services-Department-Policies-and-Procedures.aspx>