Looking For Something? Tips For Finding Information ... Fast!

There is a wealth of important information included in this document, but who has time to look for it? Believe it or not, you can find what you need without having to search through pages and pages of information. By taking advantage of the PDF's "Search" function and hyperlinks, you can find the information you need in a matter of seconds.

Looking for general, big picture information?

Just scroll down the table of contents shown at the left. Click on the applicable link, and you will be taken to that main section of the document.

Want specifics?

Use the PDF's "Search" function. To access this function:

- On the toolbar at the top of the page, click on the Search tool , or choose "Edit" and then "Search" on the pull-down menu at the top of the page.

- Type the word, words, or part of a word for which you want to search. If you want, you can refine the search by selecting:

  - "Whole words only" to find only occurrences of the complete word you enter in the text box. For example, if you search for the word "doctor," the words "doctors" and "doctor's" will not be selected during the search.

  - "Case-Sensitive" to find only occurrences of the words that are in the case that you typed. For example, if you search for the word "doctor," the search would find "doctor," but wouldn't find "Doctor."

  - **Note:** For searching this document, you do not need to select "Search in Bookmarks" or "Search in Comments."

- Click on "In the current PDF document" to show that you just want to search this document. (Searching multiple PDF documents works well for PDFs that are copied onto your hard drive, but not for searching online PDFs such as this document.)

- Click on "Search."

- All occurrences of the text for which you are searching will be shown in the results box. Scroll through the list and click on the applicable highlighted text to be taken to that text in the document.

Click on "New search" if you want to perform another search.

SOLUTION

Real-World Examples ...

The following examples show you how to make the best use of the "Search" function.

• **To find out if you can enroll your 20-year-old child as a dependent under your Medical coverage:**
   – Click on "Dependent Eligibility" in the table of contents shown at left to be taken to that section of the document; or
   – Access the search function, and search for "age." Select "Whole words only" so that the search doesn't find "age" as part of another word (e.g., "cover**age**," "marri**age**," "man**age**d.") Several occurrences of "age" will be displayed in the results window. Scroll down, ignoring occurrences that obviously do not apply, until you see "age 19." Click on that link, and you'll find the exact information you need.
   – Time spent searching? *20 seconds!*

• **For retail and mail-order coinsurance information:**
   – Access the search function and search for "coinsurance." Every instance of "coinsurance" in the summary will be displayed in the results box. Click on the highlighted links for information.
   – Alternatively, you could have clicked on "How the Plan Works" in the "bookmarks" shown at the left of the summary to be taken to that section of the summary. By scrolling through the information, you would have found the retail and mail-order coinsurance information you were looking for. You could also have reviewed other information about the plan.

- Time spent searching? *20 seconds!*

• **To find information on how much you can contribute to the Health Care and/or Dependent Care Account(s):**
   – Access the search function, and search for "contribution." Your search results will be displayed in the box. Several of the displayed results won't apply, but by scrolling down the list and clicking on the ones that seem best to apply, you can find the results you need quickly.
   – Time spent searching? *30 seconds!*