

Instructions for how to search the PDF Charity List:

- 1) Open the PDF Charity list by going to - <http://www.pacificnwfc.org/donors/charity-list.html> and clicking on the image.

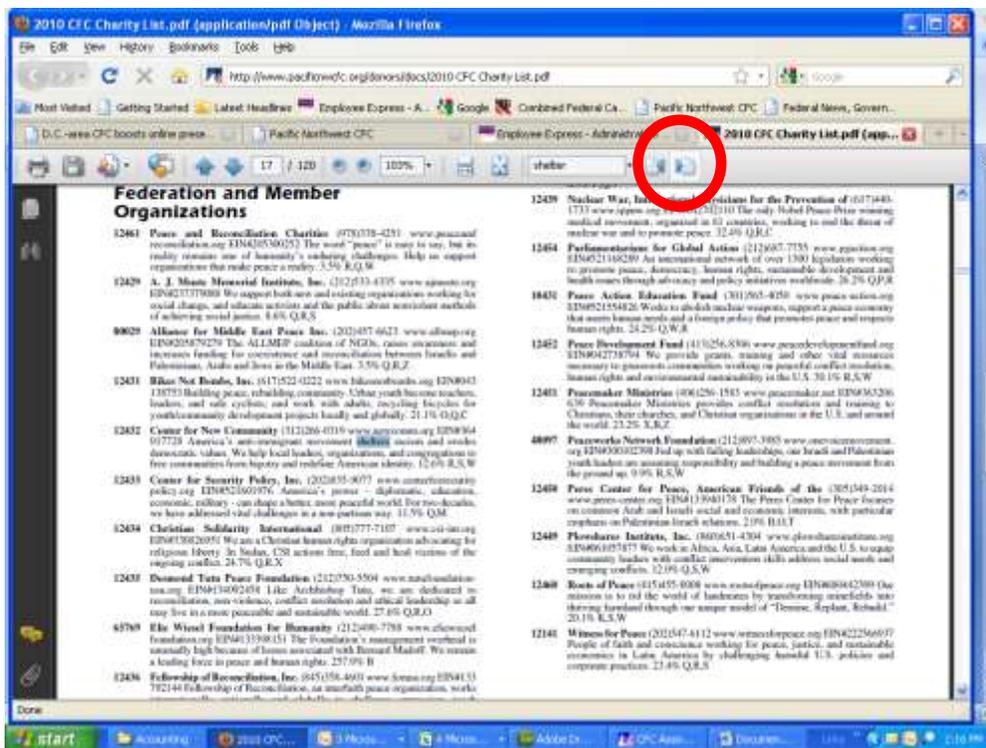


- 2) Enter a charity code, charity name or any other search word(s) into the box that says "Find."
This part is trial and error – you may find what you are looking for on the first try or you may need to try new/different



words.

- 3) Hit the “Enter” key on the keyboard
- 4) Use the “Find Next” and “Find Previous” buttons to search the document.



- 5) Depending on the word(s) you type, it may be easy or difficult to find the exact charity you are looking for.
 - a. **Hint:** If a 5 digit charity code that you have used in the past is NOT in the 2010 charity list, it's because the charity either did not apply in 2010 or they were denied due to not meeting all of the eligibility requirements. Charities must meet the eligibility criteria annually.
- 6) Another search option, albeit manually, is to look in the index (back of charity list) which has all charities listed alphabetically.