

Adobe Studio on Adobe Reader 7.0

# Search and you shall find

Need to find something in the middle of a long Adobe® PDF file? There's no need to go on a scavenger hunt. Adobe Reader® 7.0 has all the tools you need to find just what you're looking for. Use the Advanced Search options in Adobe Reader to quickly find even the most buried of content.

When you open the Search pane, the default appearance shows you the Basic Search Options. Adobe Reader also has a more advanced set of options that enable you to use more criteria to refine your searches. You can access the Advanced Search Options in the Search pane.

To use Advanced Search Options:

- 1 Open the Search pane by pressing Ctrl/Command+Shift+F.
- 2 Click Use Advanced Search Options at the bottom of the Search pane (Figure 1).

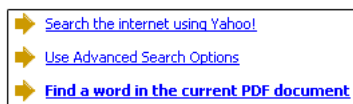


Figure 1: Click Use Advanced Search Options to enable advanced options.

- 3 The Search pane changes to display several choices for selecting search criteria (Figure 2). At the top of the pane is a text box where you type the word(s) to be searched. The Return results containing box has a pull-down menu offering two choices: 1) Match Exact word or phrase; 2) Match Any of the words. If you search a folder on your hard drive by selecting a location from the Look In pull-down menu, an additional two choices are added to the Return results containing pull-down menu: 3) Match All of the words; and 4) Boolean query. The first three options are self-explanatory. Boolean query enables you to use Boolean AND, OR, and NOT expressions. For example, you may want to search for fruit AND pineapples. Using the Boolean expression AND, you would type in the search text box: fruit AND pineapples (AND is uppercase in this example, but not necessary when using Boolean expressions). The results return all occurrences of the words fruit and pineapples.

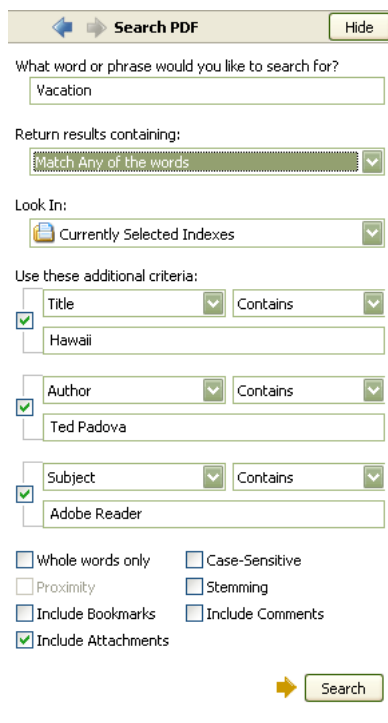


Figure 2: Type the word(s) to be searched in the text box, and select an option from the Return results containing pull-down menu.

- 4 Target an area for the search using the Look In box. As with Basic Search Options, you can search locations locally and on network servers. You can also search index files created by PDF authors using Acrobat Catalog.
- 5 To use additional criteria, open the first pull-down menu in the Use these additional criteria section of the Search pane. From the menu options shown in Figure 3 you have a number of choices for searching additional criteria. The Title, Subject, Author, and Keywords items are derived from the document properties.



Figure 3: Select additional criteria from the pull-down menus.

**6** If you select either of the first two date items at the top of the pull-down menu in Figure 3, a second pull-down menu to the right of your menu selection offers four choices for date searches. They include Is exactly, Is before, Is after, and Is not. All other options in the pull-down menu offer only two options: Contains or Not Contains. Therefore, if you select Title from the first pull-down menu and select Contains from the second menu, all text typed in the text box located below these menus is reported in the search results when the Document Title in the Document Description contains any of the search words you typed in the text box.

**7** Make two to three different additional criteria menu selections from the pulldown menus. Make the attribute choices for either Contains or Does not contain for each selection.

**8** Check Include Attachments. If a PDF document contains PDF file attachments, the attached PDF documents are also searched.

**9** Click Search. All documents meeting the specified criteria are returned in the Results area of the Search pane. Note: The Results section appears only after you click the Search button.

You'll also notice an additional option called Stemming in the area where the other options for bookmarks, comments, and so on are located. Stemming is available in Advanced Search for the purpose of finding words stemming from root words. When you search for a word like attain, the Results list also returns words like unattainable, attained, attains, and so on.

## Use search indexes

Acrobat Professional users have a utility (or program) called Acrobat Catalog that can create search indexes. Catalog is a menu command in Acrobat Professional offering users options for creating index files from folders or hard drives containing PDF files.

The resultant search index file can be used with all Acrobat viewers. Search indexes offer you much faster results than when using the built-in search options and are especially helpful when you're searching through large volumes of PDF documents.

To use an index file in Adobe Reader:

- 1** Press Ctrl/Command+Shift+F to open the Search pane. If you enabled preferences for always using advanced search options, the Advanced Search Options appear in the Search pane. If the Basic Options remain as a default, click Use Advanced Search Options.
- 2** Open the Look In pull-down menu and choose Select Index. The Index Selection dialog opens.
- 3** Click Add in the Index Selection dialog (Figure 4).

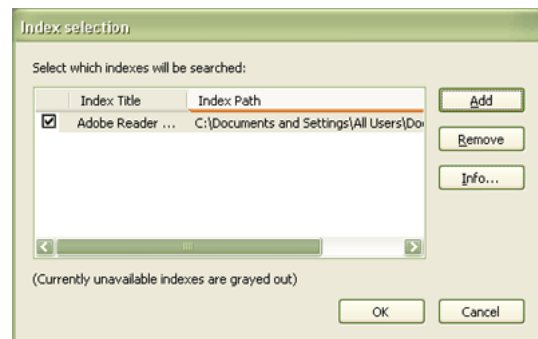


Figure 4: Click Add to add an index file to the indexes list.

**4** The Open Index File dialog opens. This dialog is similar to the Open dialog. Navigate your hard drive or CD-ROM to locate an index file. The only files you can select are index files that end with an .idx extension. When you locate an index file, select it and click Open. You are returned to the Index Selection dialog.

**5** All loaded indexes appear listed in the indexes list in the Index Selection dialog. Select a loaded index listed in the window.

**6** To review information about an index file, click the Info button.

7 The Index Information dialog opens (Figure 5). The Description box displays information about the index file. You can verify that you are using the correct index file by reading the description. After reviewing the description, click Close to close the dialog and return to the Index Selection dialog.

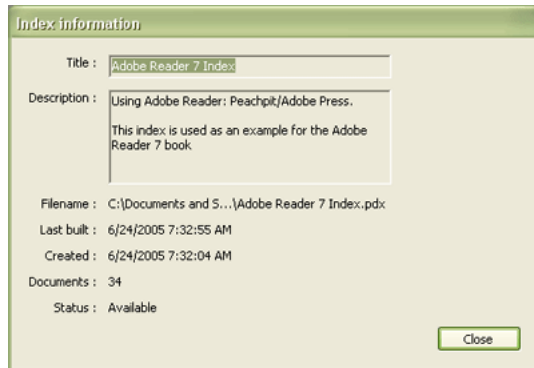


Figure 5: Click Close in the Index Information dialog to return to the Index Selection dialog.

8 Click OK in the Index Description dialog. The index is loaded and ready for use with Adobe Reader Search.

9 When you return to the Search pane, the Look In menu selection displays Currently Selected Indexes. All active index files are used when searching with Currently Selected Indexes. To perform a search, use all the search options you use when searching PDFs on your hard drive. Note that when you return to using Advanced Search Options and you want to search current active index files, select Currently Selected Indexes from the Look In pull-down menu. You don't need to return to the Index Selection dialog after an index file has been added.

**Excerpted from "Adobe Reader 7 Revealed: Working Effectively with Acrobat PDF Files" by Ted Padova.**

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