

## Find and Search

Acrobat Reader provides two ways to locate words or phrases in PDF documents: Find and Search.



**Find:** Sequential word search of the active file



**Search:** Full-text search of a group of indexed PDF documents

### Find

Use Find to locate a word or series of words in a document that is open in the Reader window. Find is performed sequentially, page-by-page.

To use Find:

- Click on the Find icon or select **Find** from the **Tools** menu.
- Enter text in the **Find** window.
- Click **Find**.

### Search

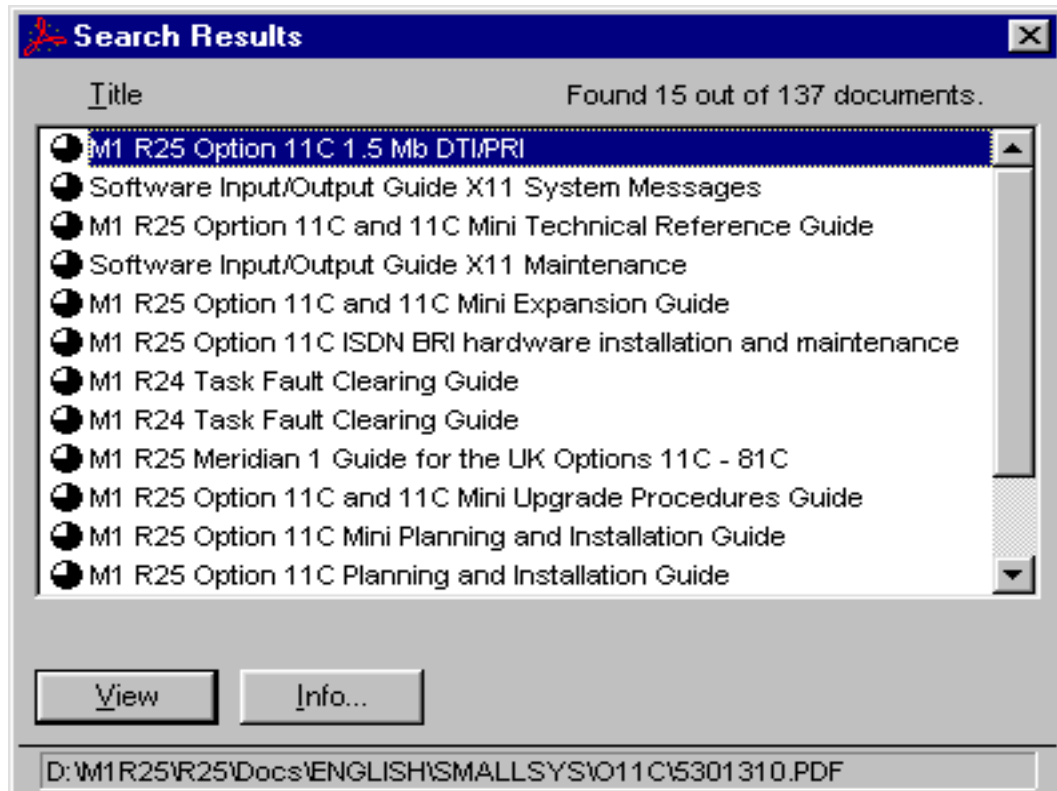
Use Search to conduct a full-text search of a group of indexed PDF documents. You do not need to open a PDF file to conduct a Search.

To use Search:

- Click the Search icon on the Reader toolbar, or select **Search** and then **Query** from the **Tools** menu.
- Enter a word or string of words in the **Adobe Acrobat Search** window. In the example below, we are searching for documents that contain the term “tmdi.”
- Click the Search button in the **Adobe Acrobat Search** window.



When you click Search, the Search tool generates a list of documents that contains occurrences of the entered text. The document list appears in the **Search Results** window. Documents more likely to contain relevant information are listed first.



To view a document returned from a Search, double-click the document name. When you open a document in the list, you view only pages containing matches.

To continue your search, return to the **Search Results** window. Select **Search** and then **Results...** from the **Tools** menu or click the Search Results icon shown below.



**Search Results:** Redisplay the Search Results window.



**Search Next:** View the next occurrence of a match in the document.



**Search Previous:** View the previous occurrence of a match in the document.

## Boolean Searches

Boolean searches can help identify the most relevant document to your search. You can use the operators AND, OR, and NOT to build Boolean search expressions in Acrobat.

### ***Searching with AND***

Use AND to find documents that contain two or more search terms. For example, “intelligent AND networking” finds only those documents that contain both intelligent and networking.

### ***Searching with OR***

Use OR to find documents containing any of two or more search terms. For example, “intelligent OR networking” finds documents that contain either or both intelligent and networking.

### ***Searching with NOT***

Use NOT to exclude documents that contain a search term. For example, “NOT intelligent” finds documents that do not contain the word intelligent.

### ***Searching with AND & NOT***

Use AND NOT to search for documents that include one term and exclude another term. For example, “intelligent AND NOT networking” finds documents that contain intelligent, but not networking.

## How to set up Search

The CD-ROM automatically links to the index file each time you open a document. If the CD-ROM fails to automatically load the index, complete the following steps to re-establish Search capabilities.

- Open a document file on the CD-ROM.
- Click the Search icon or select Search and then Indexes... from the Tools menu.
- Click on the Indexes button.
- In the **Index Selection** window, add the CD-ROM index file to the list of Available Indexes. The index file has a unique “.pdx” file name extension and is located in the DOCS folder.

### **Search Note:**



If the search icon is missing from the Adobe viewer you will need to install a plug-in to your software. The plug-in can be downloaded at [www.adobe.com](http://www.adobe.com). You can also install the Adobe Reader 3.01 software, which includes the plug-in, contained on this CD-ROM. Follow the instruction below to install the Adobe Reader 3.01 software.

- Choose Run from the Start Menu in Windows and type:  
D:\R25\Source\English\Acrobat\Win\English\rs32e301.exe: where D is your CD-ROM drive.
- Follow the on screen instructions.

## Acrobat Reader Preferences

For most users, it is beneficial to customize Acrobat Reader's **Preferences** file. Under the **File** menu, choose **Preferences** and then **General**. In the **General Preferences** window, consider your setting for the following options:

- **Default Page Layout:** Set to "Single Page" for page-by-page scrolling or "Continuous" for line-by-line scrolling.
- **Default Magnification:** Select a default magnification setting which works best for your monitor. Your choices are: a percentage, Fit Page, Fit Width, or Fit Visible.
- **Use Page Cache:** We recommend that you activate this option. Select this option to increase page scrolling speed.
- **Smooth Text and Monochrome Images:** We recommend that you activate this option. On most screens, this option improves the visible clarity of PDF files.
- **Open Cross-Document Links in Same Window:** When you enable this option, Acrobat closes the current file after you complete a command that opens another file. Disable this option to open multiple PDF files at the same time.

We recommend that you experiment with all of the options provided in the **General Preferences** window to find the best settings for you and your computer.

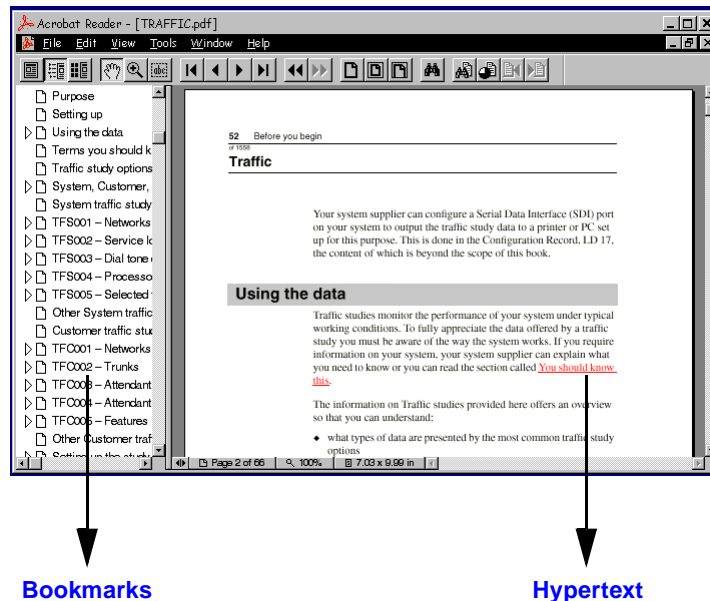
## Bookmarks, Hypertext and Reader Navigation Buttons

### Bookmarks

Bookmarks are clickable links which appear in a separate and expandable column to the left of each document file. Bookmarks correspond to headings in each document. When you click on a bookmark, you are taken to the page which contains the associated heading.

### Hyperlinks

Hypertext is a text area that can be clicked to access related files, sections, tables or graphics. Hypertext is indicated by colored, underlined text.



### Reader Navigation Buttons

There are six navigation buttons in the Acrobat Reader toolbar. These tools are also available under the **View** menu.



Page up/Page down



Go back/Go forward



Go to the beginning of the file/to the end of the file

## View Options

### Tiling

When you have two or more files open at the same time, you can select the **Tile Vertically** or **Tile Horizontally** commands under the **Window** menu to reposition the files in the Reader window. Select **Cascade** from the **Window** menu to show multiple documents in the default view.

### Setting a default magnification level

We recommend that you set a default View setting for Reader which suits your monitor. To change the default magnification:

- Select **Preferences** and then **General** from the Reader **File** menu.
- In the Preferences window, select one of the following: **a percentage (80, 100, 200, etc.)**, **Fit Page**, **Fit Width**, or **Fit Visible**.
- Click **OK**.

### Ways to change the magnification level

There are four ways to change the magnification level (or view setting) of PDF documents:

- Page view icons
- the Magnification settings box
- the Magnification tool
- the **View** pull-down menu

#### Page view icons

To quickly change the magnification of a page, click on one of the following three icons in the Reader toolbar:



100%



Fit Page



Fit Width

### Magnification settings box

The Magnification settings box is located on the bottom of the Reader window and looks like this:



### The Magnification tool

Reader's magnification tool can be used to enlarge a specific area (text or graphic) of the current document. The magnification tool looks like this:



To use the magnification tool, complete the following steps:

- Press on the magnification tool icon.
- While pressing your left mouse key, drag the expanding view box to encompass the desired viewing area.
- Release the mouse button.

The magnification level changes to enlarge the desired area in the document. To return to normal magnification, select **Fit Page** under the **View** menu. You can also select **Go Back** under the **View** menu.

### The "View" menu

You will find all of the aforementioned Zoom and View options in Reader's **View** menu.