



How to Use Acrobat Full-Text Search

All of the documents on this CD are searchable via the Acrobat 4.0 search and query tool. In order to invoke search and query in Acrobat:

1. Click on **Edit/Search/Query**. At this point you will be presented an *Adobe Acrobat Search* dialogue box.
2. Click on **Indexes**. You will be presented an *Index Selection* dialogue box.
3. Click on **Add**. You will be presented an *Add Index* dialogue box. At this point, use the dialogue box browser to navigate to the CD. Select the *index.pdx* file on the CD and click **OPEN**. This will enable the index to be searched. Note: you only have to add this index once. The next time you insert the CD Acrobat will remember it.
4. Enter your character string and begin the search.
5. When your *Search Results* are presented, click **View** to go to the desired reference. Note: in order to get the *Search Results* box to re-appear, hold down **CTRL + SHIFT** and hit **G**.

Note: only the first instance of the search string will be displayed within a document. In order to search for further instances, use the **Edit/Find** function in Acrobat. **Find Again** is evoked by **CTRL + G**.

If you have any problems using the Acrobat search and query tool, there is an excellent on-line help function accessed by clicking on **Help**.