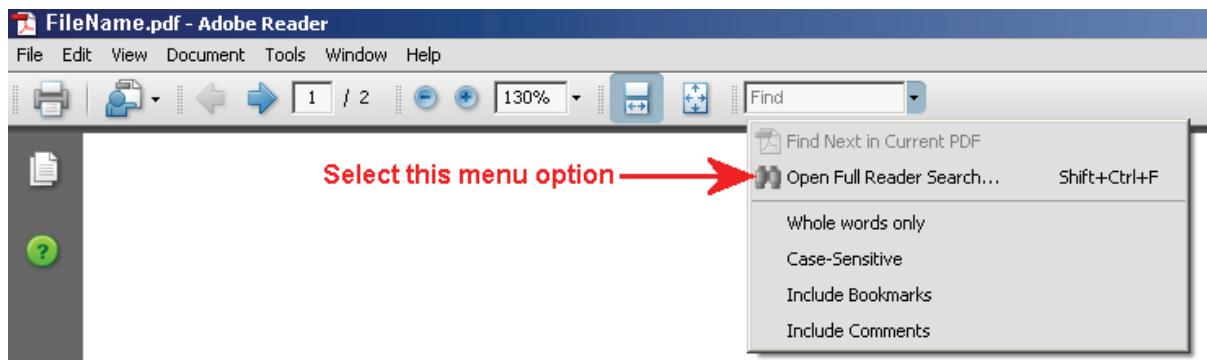


Searching PDF document files for words & phrases

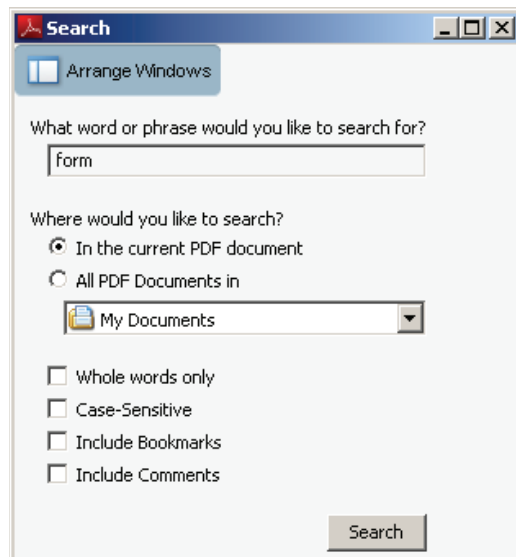
You can do searches to find specific items such as keywords (whole words or partial words) and phrases in PDF document files. This can be done using either the Search window or the Find toolbar. In either case, Adobe Acrobat Reader searches the PDF file's body text, layers, form fields, and digital signatures. You can also include bookmarks and comments in the search.

The Search window offers more options and more kinds of searches than the Find toolbar.

SEARCH EXAMPLE: Let's search for the word "form" in the "Declaration of Covenants, Conditions, and Restrictions for Olde England Lake" document. First, click on the down-arrow button to the right of the word "Find" in the menu as seen below and then click on "Open Full Reader Search". *NOTE: If you have the full professional version of Adobe Acrobat on your computer and not the free Acrobat Reader then look for the binoculars icon on the menu and click on it.*



The reason "form" was chosen for our example search word will be apparent later on. Type "form" in the area shown below and make sure there is no check mark to the left of "Whole words only" then click on the "Search" button. Note that if you have the professional Adobe Acrobat installed on your computer instead of the Acrobat Reader the example below may look different on your computer:



You will see by the displayed search results that words other than "form" were found and this is because all of the words found in the search had the letters f-o-r-m within the words found. Information, nonconforming, conformity, conforms, inform, former, uniform, formerly, formal, formed, perform, performing, and performance all have f-o-r-m within the word. By not having a check mark in

the box next to “Whole words only” the search engine found all words that contained the string of characters f-o-r-m. Now search again for “form” but this time click on the box next to “Whole words only” so that a checkmark appears in the box and then click the “Search” button.

Depending on what you are searching for will determine whether or not to select the “Whole words only” option.

Let’s say you were looking for two or more forms of a word and for this example you are looking for either “modify” or “modification”. The string of characters (letters) that are in common with these two words is “modif” so type that into the search window and make sure that “Whole words only” is NOT checked. Then click the “Search” button and you will see both “modify” and “modification” appear in the results along with a word you really weren’t looking for which is “modified”.

But now let’s say you were looking only for a single word in the search results and for the next example that word is “unit”. By selecting (checking) the box next to “Whole words only” you will only get results with the word “unit” and not other words like “community” which has u-n-i-t inside of the word found. By the way, “unit” is found in 125 places in our example document and refers to your home! What an impersonal way to refer to your most expensive possession!

To search for a phrase like “Rules of Arbitration” just type the phrase into the search window and click on the “Search” button. You will see three results for this example phrase.

That’s it for this brief tutorial on how to use the search function in PDF files. Happy searching!