

How to search the CD-ROM

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Search Tool Bar



The **Search tool** searches *all Adobe Acrobat (.pdf) files* on the CD-ROM for single words, phrases, parts of words, or combinations of words.



The **Search results** tool displays the results of your cross-document search. The relevancy of a document is graphically shown by the number of shaded quadrants in a circle.



The **Search previous** button displays the previous occurrence of a search term found by the Search command.



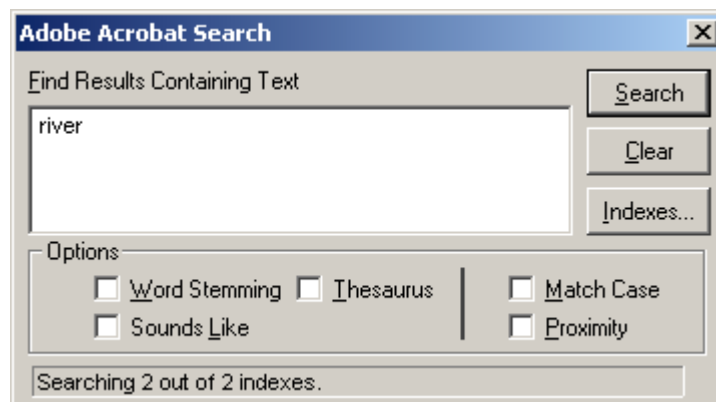
The **Search next** button displays the next occurrence of a search term found by the Search command. Use this button to navigate through search results one occurrence at a time. This function automatically jumps to the next document containing the search term.



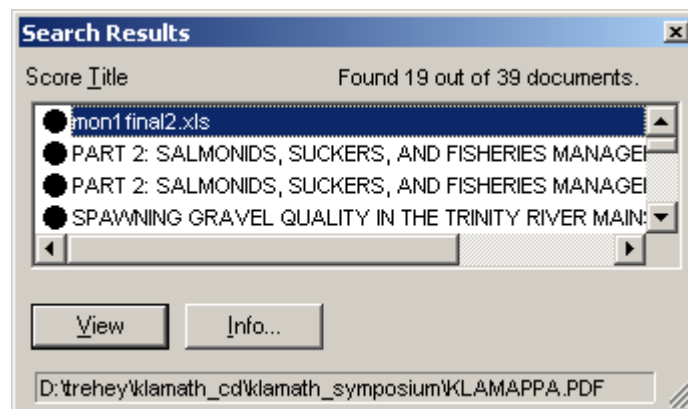
The **Find tool** *only* searches within the currently displayed document.

How to Run a Search



1. Click on the **Search tool button**  to bring up the Adobe Acrobat Search dialog box. Type river and click on the **Search button**.



The Search results box will appear with a list of document titles containing the word “river”. Since river appears in a number of documents, there is a list of the documents it appears in. The number of shaded quadrants in a circle graphically depicts the number of results in each document.



2. Click on a document and then click on the **View button** to display its content. Notice that the word river is highlighted everywhere it appears.

3. Click on the **Search next button**  to go to the next occurrence of river in the file. The **Search results button**  re-displays the search results box.

Using Search Options

The search options expand and restrict the results of searches with single terms, phrases, and Boolean expressions. To add the search options to the Acrobat Search window, choose the Edit pull-down menu > Preferences > General > Search > select Word Options.

The Search Options

- **Word Stemming** expands the search to find words that share word stems with the search terms you enter in the Search box. It applies to single words, not phrases; does not apply to words that contain wildcard characters (*, ?); finds words that end in *ing*, *ed*, *s*, *ion*, and so on, but not *er*; and cannot be used with the Match Case option.

Note: Use the "" for root searching to include all possible word endings.*

- **Sounds Like** finds different spellings for proper names. It is for single words only, cannot be used with wild card characters, and cannot be used with the Match Case option.

- **Thesaurus** finds words that have the same meaning as the search term.

- **Match Case** finds only words that are capitalized exactly like the search term. This option can be used with phrase searches and any terms used with a Boolean expression. You can also use Match Case with terms that contain wildcard characters. Characters matched by wildcard characters, however, can be either upper or lowercase. Match Case cannot be used with Word Stemming, Thesaurus, or Sounds Like options. When any of these options are selected, the Match Case option is ignored.

- **Proximity** changes the manner in which the Boolean operator AND searches. This option Limits the results of AND searches to one pair of matches per document—the pair closest together. Words or phrases in an AND search must be within three pages of each other to be found. Also, the closer the matches are within the document, the higher the relevance ranking. Without the Proximity option selected, two words or phrases may appear anywhere in a document and still be found by an AND search.

Query

river
river temperature
river and temperature

river and temperature

"river and temperature"

river or temperature

river and not temperature

(river temperature) and
(salmonids or steelhead)

Finds documents that contain

The word "river"
The phrase "river temperature"
[Proximity selected] The terms "river" and "temperature" are one to three pages apart.
[Proximity not selected] The terms "river" and "temperature" may appear anywhere in a document.
The phrase "river and temperature" (Double quotes are required for phrases that contain search operators.)
Either "river" or "temperature" anywhere in a document
"river" but not "temperature" anywhere in a document
The phrase "river temperature" and either "salmonids" or "steelhead"

Searching with Wildcard Characters

You can use wildcard characters to find all the words that contain a word fragment or all the words and terms that match an arbitrary character pattern. The wildcard characters are:

- * the asterisk, which matches zero, one, or more characters
- ? the question mark, which matches any one character

Wildcard examples

geo* matches words such as geode, geodesic, Geoffrey, geography, geometry, George, and geothermal
*nym matches words such as antonym, homonym, and synonym
?ight matches words such as fight, light, might, right, and sight
555-???? matches all seven-digit phone numbers with the 555 prefix
pr?m* matches words such as premature, premeditate, prim primate, promise, and promontory

You can use wildcard characters in a term that is part of a Boolean expression.

Note: You cannot use wildcard characters to represent separator characters such as the hyphen [-] and the slash [/]. When an index is created, it uses separator characters to recognize where words begin and end, and does not place them in the index. To find both “begin/end” and “begin-end,” for example, you cannot search for “begin?end.” Searching for “begin?end” finds neither “begin/end” or “begin-end.” To find both, you must search for the phrase “begin end,” or for both “begin/end” and “begin-end.”

Searching with AND, OR, and NOT (Boolean expressions)

You can use AND, OR, and NOT operators to build a Boolean expression that specifies combinations of words that a document must have to be returned by a search.

Narrowing a Search

When a search returns too many results, you can use the following techniques to restrict or refine the results of the search.

- When you use AND to search for records containing two or more words, you can use the Proximity search option to change the way found records are assigned a relevance ranking. With the Proximity option selected, the closer together the words are in a record, the higher the relevance ranking. The Proximity option also requires that terms in an AND search be within three pages of one another to be found.
- Use the Match Case search option to limit searches to documents that contain the words or phrases that are capitalized exactly like the search word or phrase you enter.

Widening a Search: Locating Hard-to-Find Information

If a search returns too few records, first ascertain that the search is set up correctly and that search options and search terms from a previous search are not still selected. If a search is set up correctly and too few items are returned from the search, use the following techniques to increase the number of found documents:

- Use the Word Stemming search option to find words that share a stem with a search word.
- Use OR to search for alternative spellings of the same word or to search for two or more words that are used to describe the information for which you are searching.