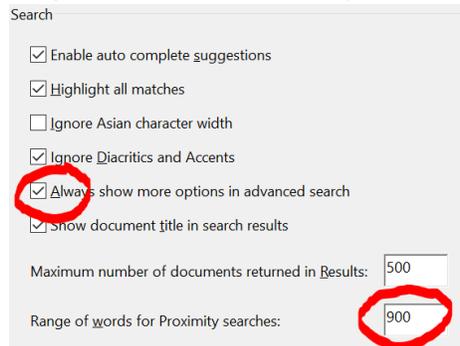


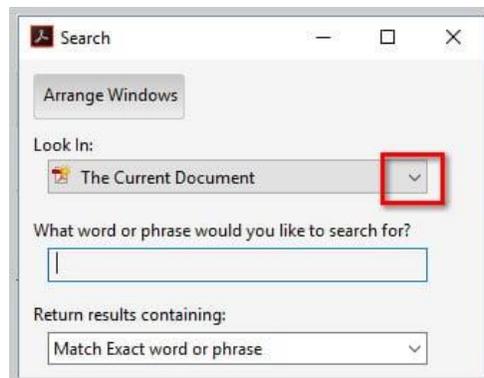
Simultaneous Advanced search of Multiple PDFs on Adobe Acrobat or Acrobat Reader

1. Group all the PDFs you want to search in one folder (can include sub-folders)
2. To make all search capabilities available, first change the default settings for search:
 - a. Go to Edit/preferences/search or use shortcut Ctl-K/search
 - b. Check “always show more options in advanced search” and consider changing the range of words for Proximity searches (the default of 900 words is a lot):



- c. Click OK

3. To get to Advanced search go to Edit/Advanced Search
 - a. The initial menu contains “The Current Document” in the ‘Look in’ drop-down:



In the Return results containing drop-down, there are two options:

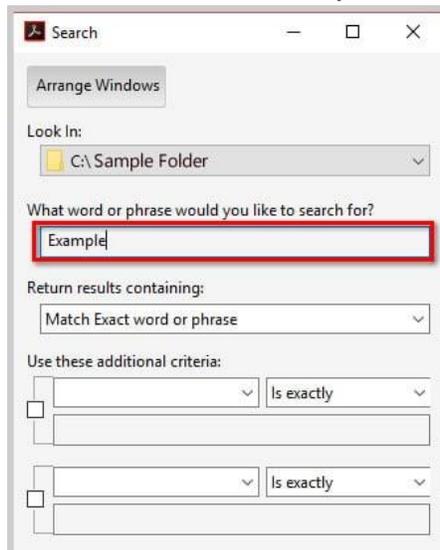
- i. Match Exact word or phrase, and
- ii. Match any of the words

- b. To activate multiple document search, click on the 'Look in' drop-down and browse for the location of the folder you want to search:

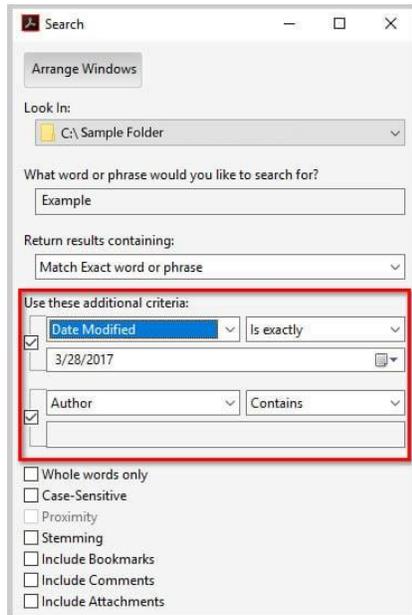


Selecting a folder adds two more options to the “return results containing” drop-down:

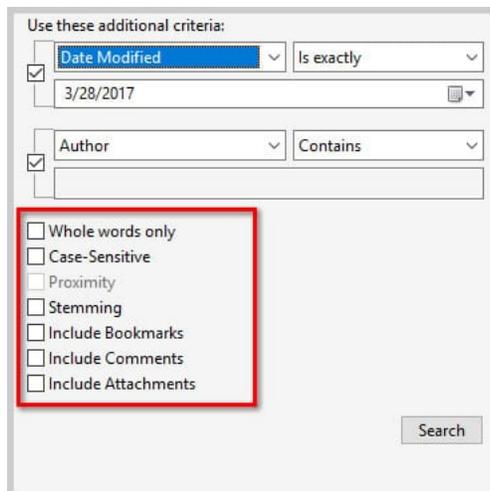
- i. Match all of the words. When this is checked, the (greyed out) proximity search checkbox becomes activated.
 - ii. Boolean query
- c. Add the words or phrase (including Boolean operators if relevant) you want to search for in the text box at the top:



- d. The previous switch from searching the current document to a folder of documents also added multiple drop-downs with which each allow you to add additional search criteria such as Author, Date modified, or Title:



- e. Finally, select from the remaining parameters: **Whole words only**, **Case-Sensitive**, **Proximity**, **Stemming**, **Include Bookmarks**, **Include Comments**, or **Include Attachments**.



Pro Tip: Proximity lets you search based on the distance between words or phrases. Stemming lets you find results that share the same stem (more commonly called a root) as the search term. For example, if you search for editing, your search results might also include editor.

- f. **Select the Search button.**
- g. **Review the results in the dialog box which shows each document that contains the words searched for.**

Results:

- >  C:\U...\000 Glen Eden 1995 Calender Of Events.pdf
- >  C:\U...\003 Sidelights March 1995 Issue 374 Volume 33 Number 3.pdf
- ✓  C:\U...\004 April 1995 Issue 375 Volume 33 Number 4.pdf
 -  the **Chapel** in the Sage on Sunday the 16th and Maynard A I I
 -  EASTER **CHAPEL** SERVICE - 10AM EASTER EGG HUNT - 11AM (AGES 1-12)

When you click on each document, it a) opens the PDF and b) adds sub-rows showing the first sentence of every hit found in the document.