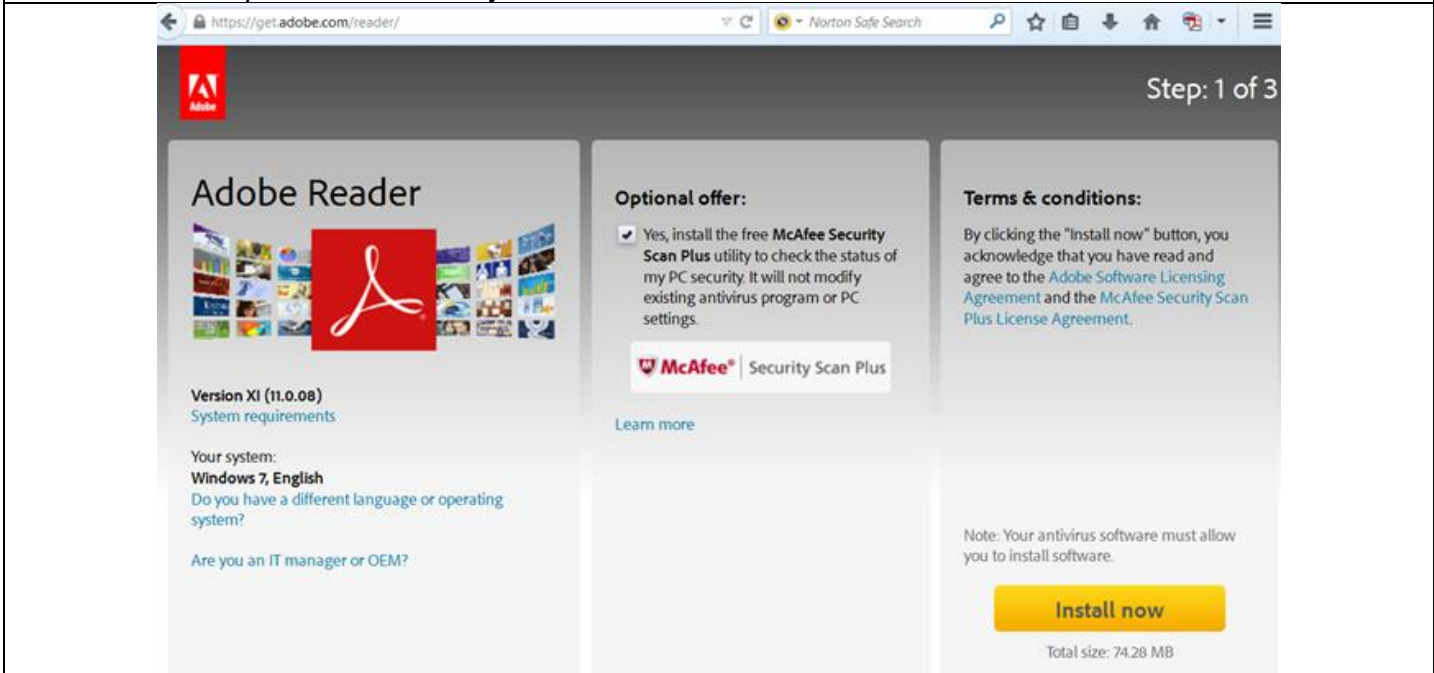


## HOW TO SEARCH & DOWNLOAD DOCUMENTS

### 1. INSTALL ADOBE READER, then install Adobe Reader Plug-in in your preferred Browser.

<https://get.adobe.com/reader/>

Access the Adobe URL. Suggest you uncheck the Optional offer “McAfee Security Scan Plus” if you don’t want the McAfee product. Click the yellow “Install now” and follow the Adobe instructions.

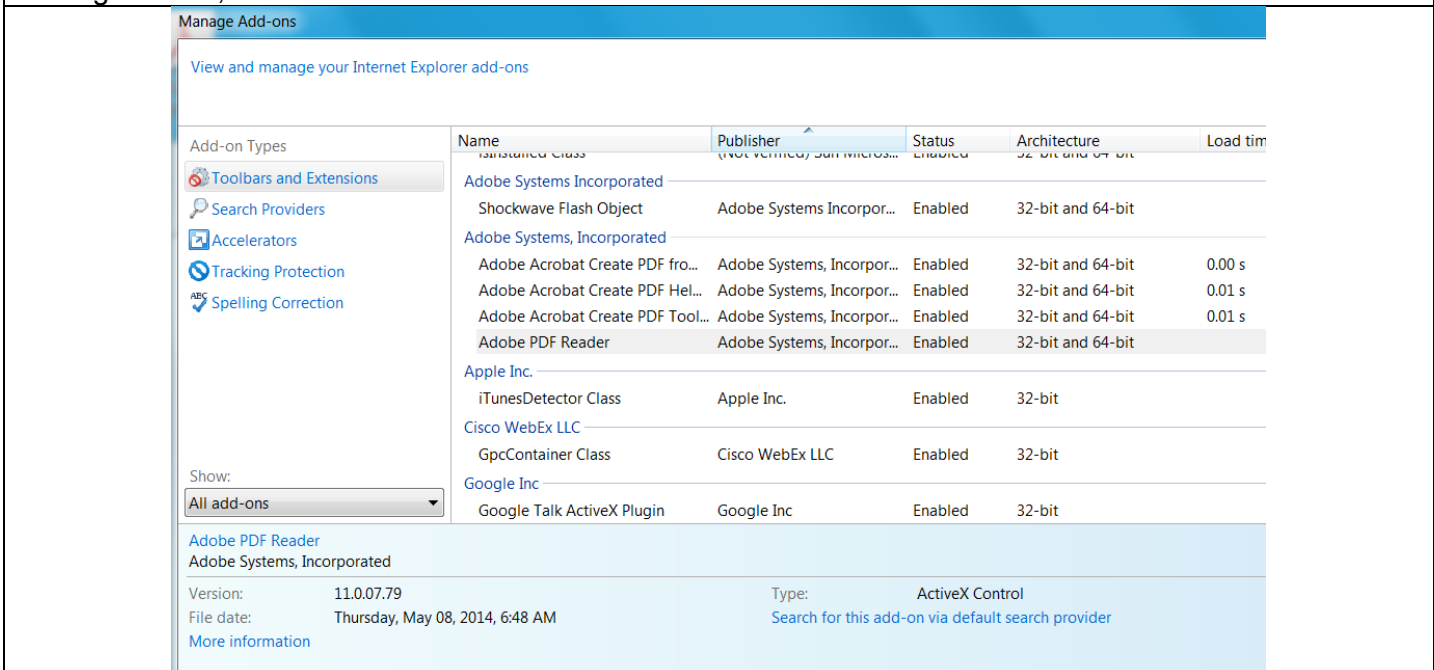


### 2. INTERNET EXPLORER ADOBE READER PLUG-IN IN INSTRUCTIONS

Select Tools > Internet Options > Programs Tab > Manage Add-ons

On bottom left, under “Show: select “All add-ons”

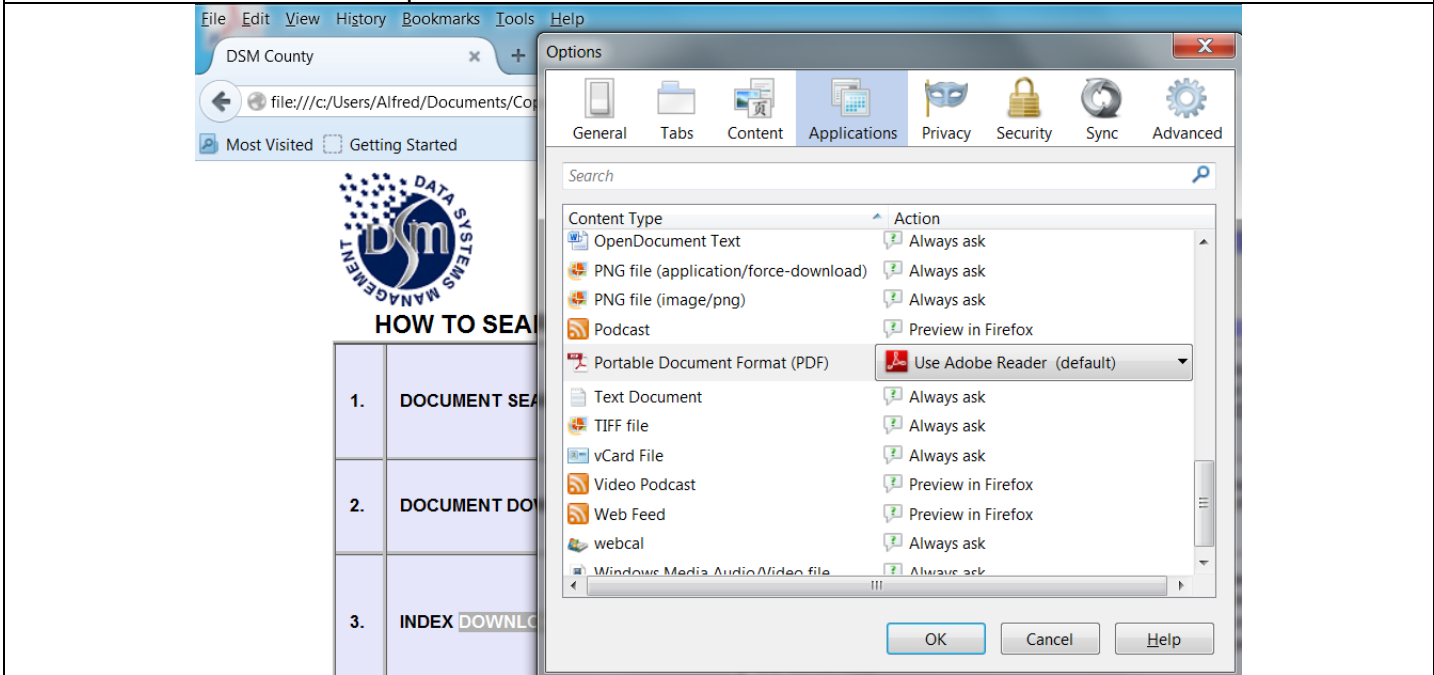
On Right Panel, scroll to Adobe Reader and “Enable” Adobe Reader.



### 3. MOZILLA FIREFOX ADOBE READER PLUG-IN INSTRUCTIONS

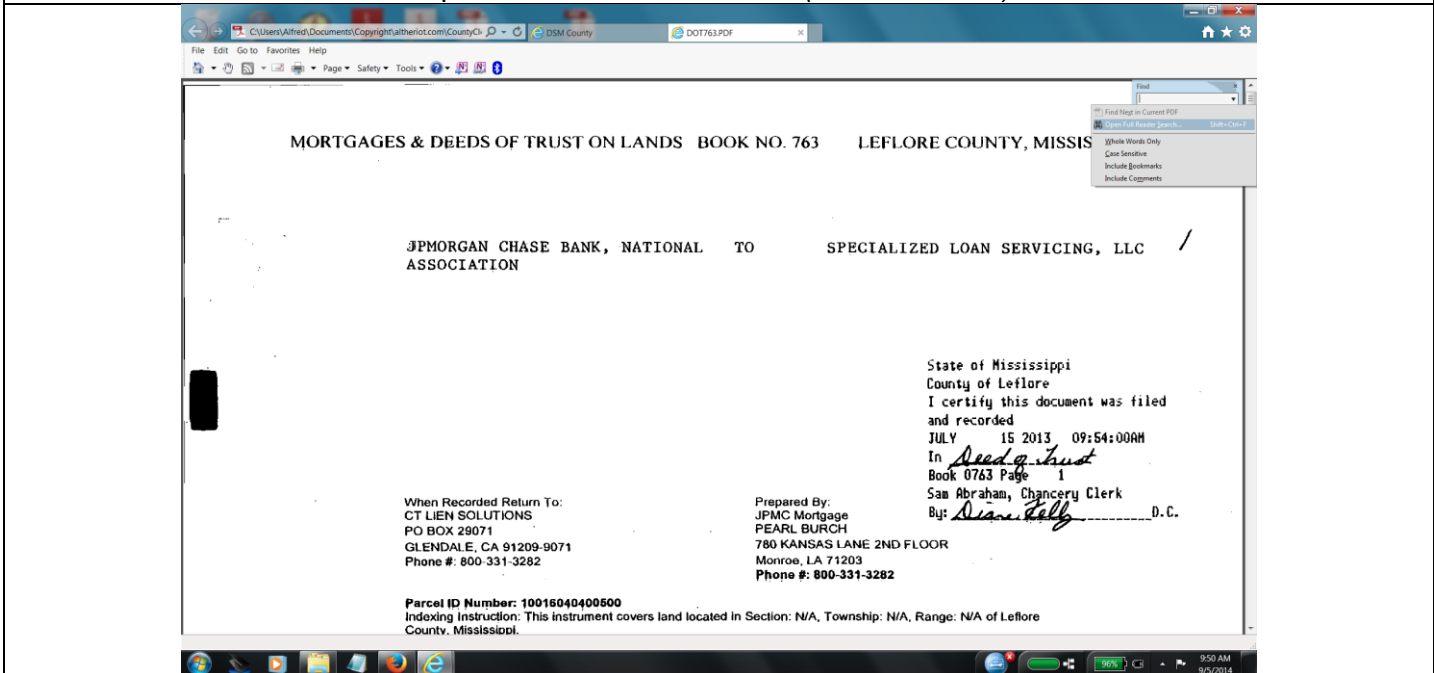
Select Tools >Options > Applications

Scroll to PDF and select the option to use Adobe Reader as the default. Press OK.

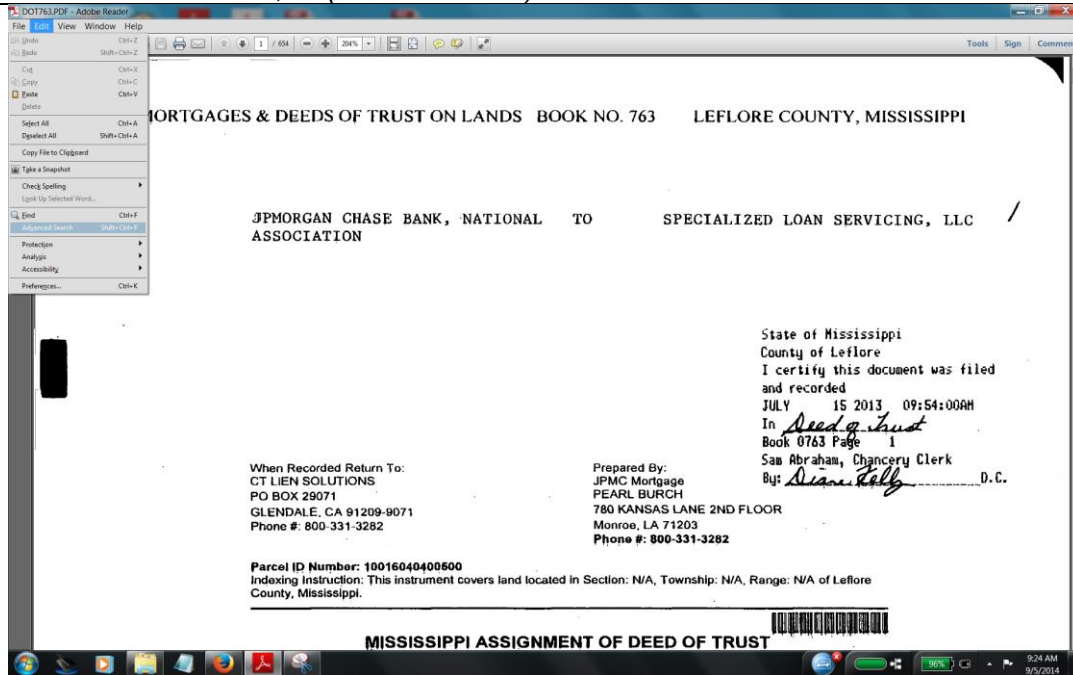


### 4. LEFT-CLICK DOCUMENT & OPEN DOCUMENT WITH ADOBE READER

4.1 Microsoft IE will require the selection of: EDIT > Find. Proceed to Far Upper Right & Access the drop down selection menu. Select "Open Full Reader Search" or (Shift + Ctrl + F)



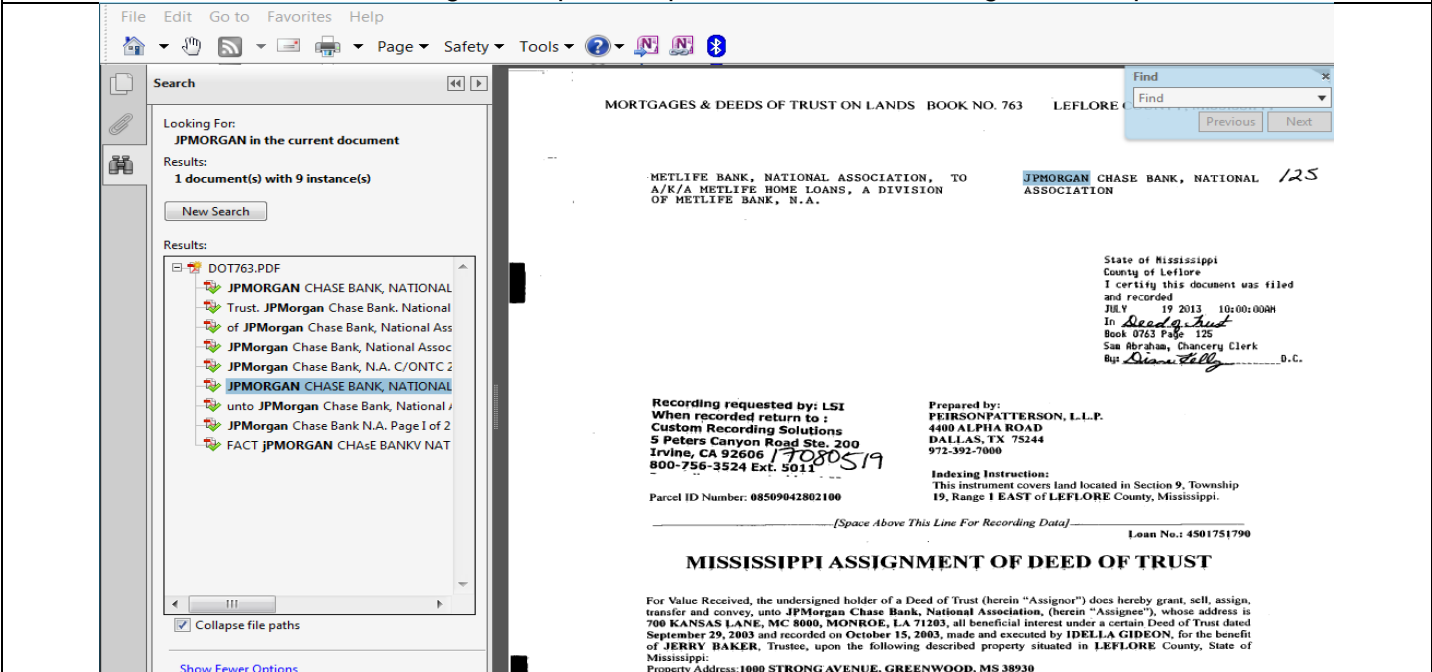
4.2 Mozilla will provide option to open document with Adobe Reader.  
 Select EDIT > Advanced Search ; or (Shift + Ctrl + F)



5. SEARCH FOR WORD OR PHRASE USING ADOBE READER “Advanced Search”

Type a word or string of words.

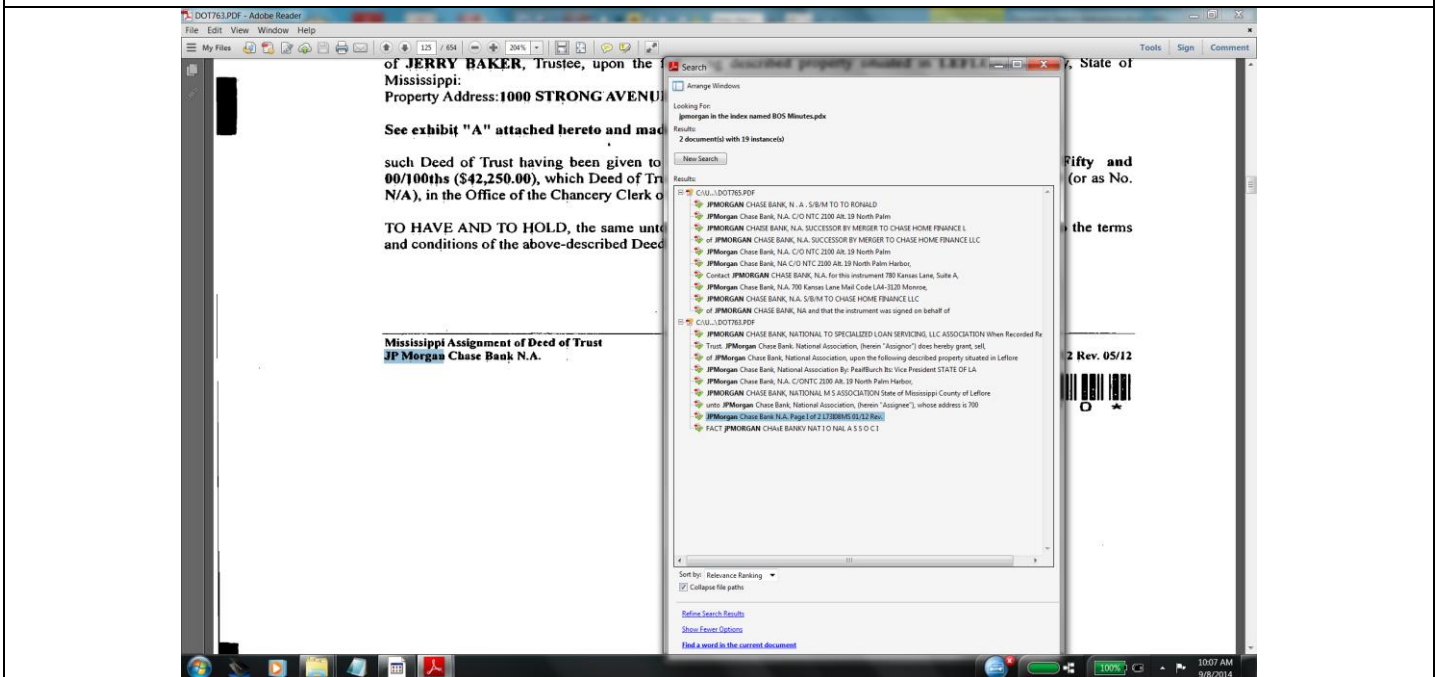
Uncheck the “Whole words only” if you want to find character strings. Typing “jpmorg” would find any word that had that character string. This option helps find instances that might be misspelled.



## FULL INDEX AND DOCUMENT DOWNLOAD


The entire index catalog of the documents/books along with the actual electronic copy of the documents/books may be downloaded and searched using the FULL TEXT SEARCH functionality of Adobe Reader. The file will be very large and could take a considerable amount of time to download. Follow the instructions carefully as the process requires multiple steps.

1. Right Click the Index & Document ZIP File and save to a new "DownloadA" Folder.
2. Create another "DownloadB" Folder and extract the .zip file to the "DownloadB" folder.
3. Open the .pdx Acrobat Catalog Index file with Adobe Reader and perform a FULL TEXT SEARCH.
4. A list of documents AND the individual pages that contain the search words will be listed.



## ADOBE ADVANCED SEARCH OPTIONS

By default, the Search window displays basic search options. Click Show More Options near the bottom of the window to display additional options. To restore the basic options, click Show Less Options near the bottom of the window.

 You can set a preference so that More search options always appear in the Search window. In the Preferences dialog box under Categories, select Search.

### Look In

Restricts the search to the current PDF, all of a currently open PDF Portfolio (if applicable), an index, or a location on your computer. If you choose to search an index, a location, or a PDF Portfolio, additional options appear under Use These Additional Criteria.

### What word or phrase would you like to search for

Enter the text or phrase to search for.

### Return Results Containing

Restricts your search results according to the option you choose:

#### Match Exact Word Or Phrase

Searches for the entire string of characters, including spaces, in the same order in which they appear in the text box.

#### Match Any Of The Words

Searches for any instances of at least one of the words typed. For example, if you search for *each of*, the results include any instances in which one or both of the two words appear: *each*, *of*, *each of*, or *of each*.

#### Match All Of The Words

Searches for instances that contain all your search words, but not necessarily in the order you type them. Available only for a search of multiple PDFs or index definition files.

#### Boolean Query

Uses the Boolean operators that you type with the search words into the What Word Or Phrase Would You Like To Search For box. Available only for searching multiple PDFs or PDF indexes. Note: You cannot run wildcard searches using asterisks (\*) or question marks (?) when searching PDF indexes.

### Use These Additional Criteria (text options)

Includes the basic search options plus four additional options:

#### Proximity

Searches for two or more words that are separated by no more than a specified number of words, as set in the Search preferences. Available only for a search of multiple documents or index definition files, and when Match All Of The Words is selected.

#### Stemming

Finds words that contain part (the stem) of the specified search word. For example, a search for *opening* finds instances of *open*, *opened*, *opens*, and *openly*. This option applies to single words and phrases when you search the current PDF, a folder, or an index created with Acrobat 6.0 or later. Wildcard characters (\*, ?) aren't permitted in stemming searches. Stemming isn't available if either Whole Words Only or Case-Sensitive is selected.

#### Include Bookmarks

Searches the text of any bookmarks, as viewed in the Bookmarks panel.

#### Include Comments

Searches the text of any comments added to the PDF, as viewed in the Comments panel.

#### Include Attachments

Searches files that are attached to the current PDF or other attached PDFs (up to two levels deep).

### Use These Additional Criteria (document properties)

Appears only for searches across multiple PDFs or PDF indexes. You can select multiple property-modifier-value combinations and apply them to searches. This setting does not apply to non-PDF files inside PDF Portfolios.

Note: You can search by document properties alone by using document property options in combination with a search for specific text.

#### Check box

Applies the criteria set in the three connected options to the search. (The check box is selected automatically when you enter information in any of the three options for that set. After you enter options, deselecting the check box doesn't clear the entries; they just aren't applied to the search.)

#### First menu (property)

Indicates the document characteristic to search for. The available options include Date Created, Date Modified, Author, Title, Subject, Filename, Keywords, Bookmarks, Comments, JPEG Images, XMP Metadata, and Object Data.

#### Second menu (modifier)

Indicates the level of matching. If the first menu selection is a date, the available options in the second menu are Is Exactly, Is Before, Is After, Is Not. Otherwise, the available options are Contains and Does Not Contain.

#### Third box (value or text)

Indicates the information to be matched, which you type in. If the first menu selection is a date, you can click the arrow to open a calendar that you can navigate to find and select the date you want.

## Boolean operators

Commonly used Boolean operators include the following:

### AND

Use between two words to find documents that contain both terms, in any order. For example, type `paris AND france` to identify documents that contain both *paris* and *france*. Searches with AND and no other Boolean operators produce the same results as selecting the All Of The Words option.

### NOT

Use before a search term to exclude any documents that contain that term. For example, type `NOT kentucky` to find all documents that don't contain the word *kentucky*. Or, type `paris NOT kentucky` to find all documents that contain the word *paris* but not the word *kentucky*.

### OR

Use to search for all instances of either term. For example, type `email OR e-mail` to find all documents with occurrences of either spelling. Searches with OR and no other Boolean operators produce the same results as selecting the Any Of The Words option.

### ^ (exclusive OR)

Use to search for all instances that have either term but not both. For example, type `cat ^ dog` to find all documents with occurrences of either *cat* or *dog* but not both *cat* and *dog*.

### ()

Use parentheses to specify the order of evaluation of terms. For example, type `white AND (whale OR ahab)` to find all documents that contain either *white* and *whale* or *white* and *ahab*. (The query processor performs an OR query on *whale* and *ahab* and then performs an AND query on those results with *white*.)