

# Illustrated Guide to the Search Function

The Educational Directory features a simple and fast text search function that is available anytime the file is open.

## I. How to Access the Search Function:

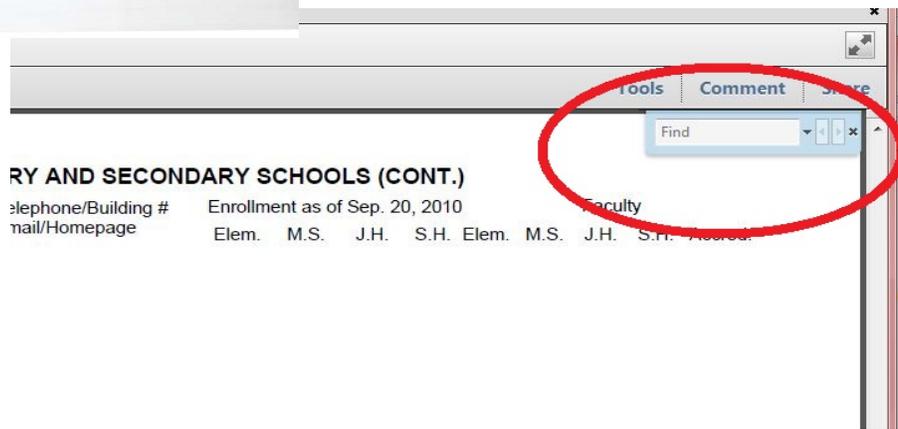
Press and hold either the Left or Right 'Control' [CTRL] button, then press 'F'.



By pressing and holding the "CONTROL" key on the keyboard (see Figure 1) along with the "F" key,

Fig 1. A standard computer keyboard with the Control and F keys highlighted

Fig 2. The Search Window



a small window will open in the upper right-hand side:

## II. Entering the Search Terms:

Type a word, number, partial word, or combination of letters and numbers into the text box, then press Enter on the keyboard. Here is shown the letters P E R E:

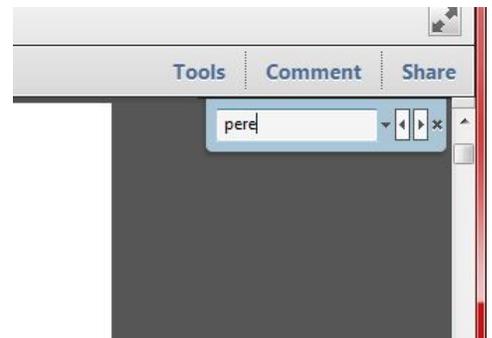


Fig 3. Entering a search term



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The arrows on the right side of the text box are for moving to the previous...

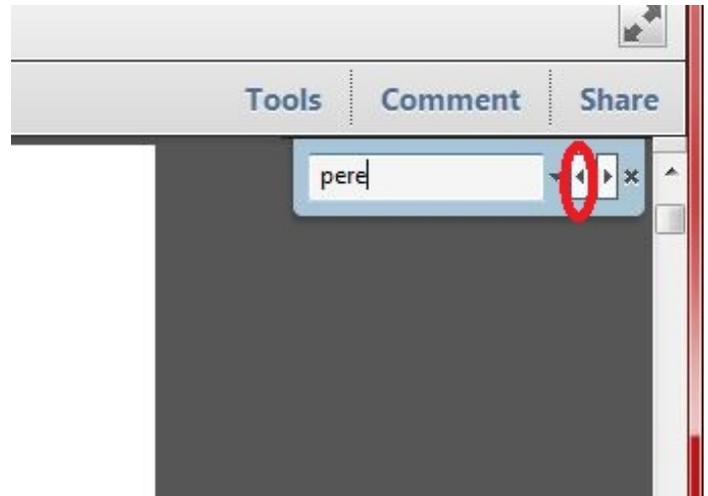


Fig. 6 The Previous Match Arrow

...and next matches.

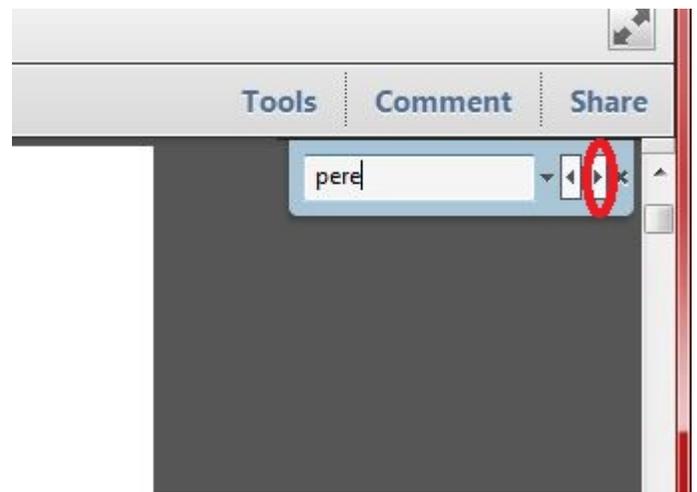


Fig. 7 The Next Match Arrow

The 'x' button will close the search window.

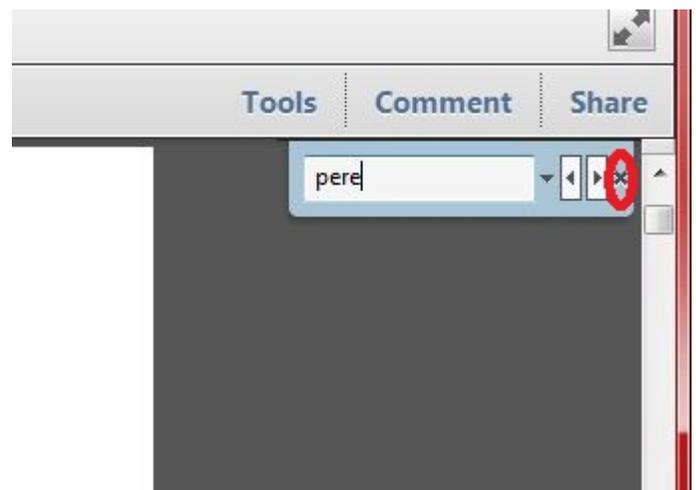


Fig. 8 The Close Button

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## IV. Additional Search Functions

The down arrow opens a small sub-menu that allows a search to be refined:

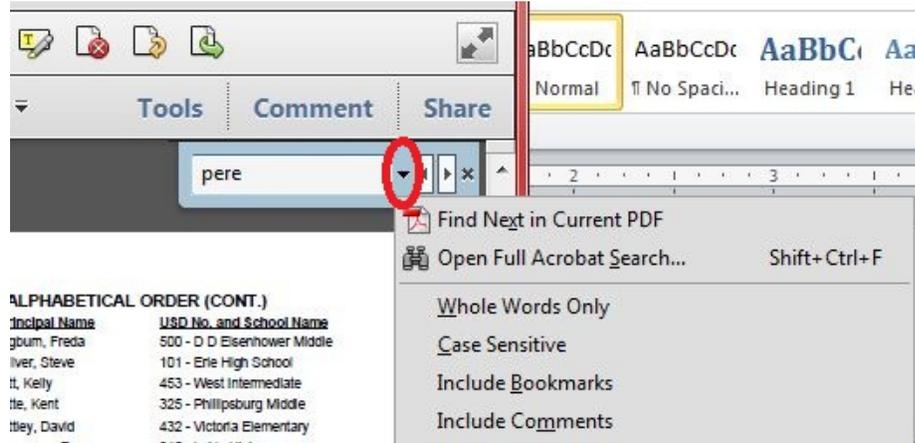


Fig. 9 The Options Button

**Find Next in Current PDF** is the same as pressing the Right arrow. If the search term cannot be found between the current position and the end of the document, the search engine will automatically wrap-around and begin searching from the beginning of the document until it returns to where it began, thus searching the entire document. After the first time a complete search of a document is done, subsequent searches will be much faster – sometimes instant.

**Open Full Acrobat Search** opens a side menu that allows a few more options to be used for searching; they are explained more fully by Adobe© in the Help Menu, found by pressing the F1 key.

**Whole Words Only** will require the search engine to only find entries that exactly match the search terms, and skip the rest; in the example above, checking 'Whole Words Only' would find the name Du Pere, but not DuPere (see also below).

**Case Sensitive** will strictly respect the capitalization used in the search window. In the above example, the search engine would find 'peregrine@isp.com', but will skip Juan Perez.

**Include Bookmarks** will include the names of the bookmarks in the search; this is not normally useful.

**Include Comments** includes comments saved with the document in the areas searched. Since this document is unlikely to have comments (unless added by the end user) this setting is not normally useful.

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These charts will help illustrate how each refinement focuses the data returned.

Table 1 – Results for the search term "school"

Search finds:	Open Search	Whole Word	Case Sensitive	Whole Word& Case Sensitive
school	yes	yes	yes	yes
schools	yes	no	yes	no
School	yes	yes	no	no
Schools	yes	no	no	no
redscool.com	yes	no	yes	no

Table 2 – Results for the search term "USD 120"

Search finds:	Open Search	Whole Word	Case Sensitive	Whole Word& Case Sensitive
usd120	no	no	no	no
usd 120	yes	yes	no	no
Usd120	no	no	no	no
Usd 120	yes	yes	no	no
USD120	no	no	no	no
USD 120	yes	yes	yes	yes

**yes** means the search engine will stop and highlight this value

**no** means the search engine will not stop and highlight this value

In the above example, USD and 120 are treated as separate words, so USD120 is considered a different word than USD 120 – like the difference between "notable" and "not able" and "no table".

It is recommended to search for school districts by using the terms USD and the number (ex. USD 120), as most automated entries follow that format.

Fig 10. Whole Word match, not Case Sensitive

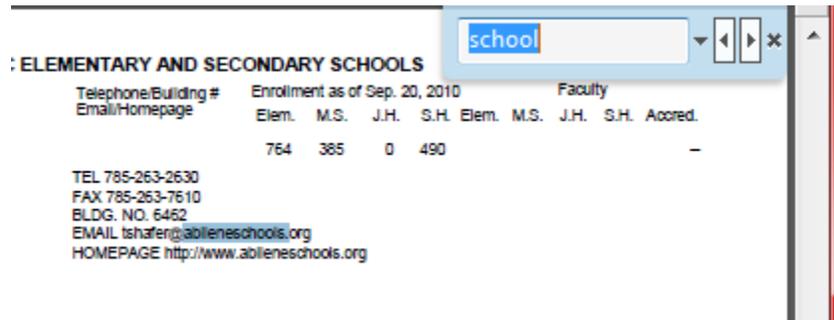
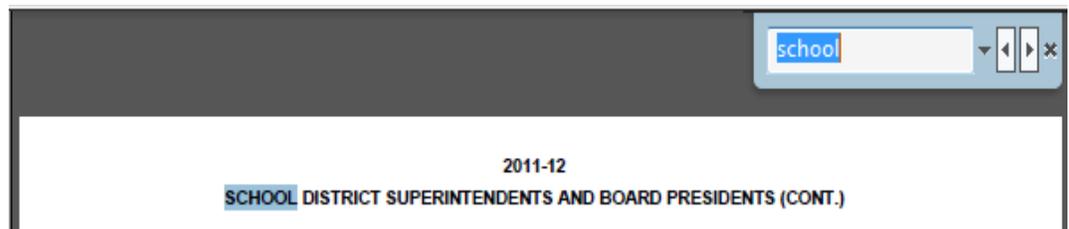


Fig. 11 Case Sensitive match, not Whole Word