Adobe® Acrobat® Search

Online Guide

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Tools and commands

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Using Acrobat Search

You use the Search command in Acrobat Exchange or Acrobat Reader to perform full-text searches of PDF document collections indexed with Acrobat Catalog. The Search command also has powerful tools for limiting and expanding the definition of the term for which you are searching.

A *full-text* index is a searchable database of all text in a document or collection of documents. Searches of full-text indexes are very quick; by contrast, the Find command works with a single document and reads every word on every page, a much slower process.

Searching a full-text index

Expanding a search

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Searching a full-text index

Performing a search is a four-step process:

1 Select the indexes you want to search.

2 Define a search query, and list documents that match the query. (A *search query* is text and other items that define the information you want.)

3 Choose documents to view from the list.

4 View occurrences of the text in the documents.

Instructions for performing these steps follow.

To perform a full-text search:

1 Choose Tools > Search > Indexes to list the document-collection indexes currently selected, add or deselect indexes as necessary, and click OK. For details, see

2 Choose Tools > Search > Query or click the Search Query button on the toolbar to open the Search window. Type the text you want to find in the Find Results Containing Text box, and click Search.

The text can be a single word, a number, a term, or a phrase. (For details, see **Searching for a term or phrase**.) When you click Search, the Search window is hidden and documents that match your search query are listed in rank order in the Search Results window.

3 Double-click a document that seems likely to contain the relevant information, probably the first document in the list. (For details, see **Interpreting relevance ranking**.) The document opens on the first match for the text you typed. ➤

4 Use the Search Next button 📄 and Search Previous button 📄 to go to other matches in the document. Or choose another document to view. See **Viewing documents returned from a search** for details.

Alternatively, redefine the query by typing new text or by using other techniques to **expand the search** to more documents or to **limit the search** to fewer documents. If you want to do this without having to redisplay the Search windows, **change the default preference** that hides it "on view." ■

Expanding a search

If a search returns too few documents or no documents at all, make sure you are searching the appropriate indexes. Also, make sure that settings left over from a previous search aren't limiting the current one.

Then try any of these query techniques:

■ **Wild-card** characters in the search text increase the number of matches for the text.

■ A Boolean **OR** operator between two words returns documents containing either word.

■ The **Word Stemming option** finds words that share a stem with a search word.

■ The **Sounds Like option** finds different spellings of proper names.

■ The **Thesaurus option** finds words that have meanings similar to the meaning of a search word.

For details, see **Defining search queries**.

Limiting a search

If a search returns too many documents or provides too many matches in individual documents, try any of these query techniques:

- **Refining** a search confines it to documents returned by a previous search, which may be a small set of the documents actually indexed.

- A Boolean **NOT** operator before a word excludes documents containing the word.

- A Boolean **AND** operator between two words returns only documents containing both words.

- The **Proximity option** limits AND searches so that words must be close to each other—within three pages or fewer.

- The **Match Case option** finds text only when it has the same capitalization as the text you type. ➤

- Using **Document Info** field values returns only documents with those values.

- Using a **date range** returns only documents created or modified within that range.

For details, see **Defining search queries**. ◼

Changing search preferences

You may need to change the default settings in the **Search Preferences dialog box** illustrated on the following page.

To change search preferences:

1 Choose File > Preferences > Search.

2 Change preferences in the dialog box as necessary.

3 Click OK.

Search Preferences dialog box

Click any preference for information on that preference. The illustration shows the default settings.

The Automount servers preference is available only on a Macintosh.

Acrobat™ Search Preferences

Query
- ☐ Show Fields
- ☑ Show Options
- ☐ Show Date

☑ Hide on Search

Results

Sort By: Score ▾

Show Top: **100** Documents

☑ Hide on view

Highlight

Display: By Page ▼

Indexes

☑ Automount servers

[Cancel] [OK]

Selecting indexes to search

Choosing Tools > Search > Indexes lists the available indexes. On a Macintosh, the list may also include indexes on currently unavailable file server volumes or CD-ROMs.

To be searchable, an index must be in the search list and it must be selected. When you add an index to the list, it is automatically selected. You can deselect or reselect it for specific searches or remove it from the list altogether. You can view a description of any index in the list.

Opening a PDF document associated with an index automatically makes the index searchable. See the **Acrobat Exchange Guide** for details. ➤

To add an index to the search list:

1 Choose Tools > Search > Indexes. (If the Search window is open, click the Indexes button in it instead.)

2 Click Add.

3 Locate and select the index you want to use. Acrobat index-definition filenames usually end with .pdx.

4 Double-click the name of the index you want to use. The new index is added to the search list.

To select or deselect an index:

In the Index Selection dialog box, click the box of any index whose status you want to change and click OK.

__Note:__ Dimmed indexes are currently unavailable for searching, usually because the network connection has been lost. See Troubleshooting *for more information.* ➤

To remove an index from the search list:

1 In the Index Selection dialog box, highlight the name of the index you want to remove.

2 Click Remove.

3 Click OK.

To view a description of an index:

1 In the Index Selection dialog box, highlight the name of the index you want information about.

2 Click Info to view the information.

3 Click OK. ■

Defining search queries

You can search for a word, a number, a term, or a phrase made up of several terms. You can also use the other techniques listed below to define a search query.

Searching for a term or phrase

Searching with wild-card characters

Refining a search

Searching with Document Info fields

Searching with document creation and modification dates

Using search options (Word Stemming, Sounds Like, Thesaurus, Match Case, Proximity)

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

Searching for a term or phrase

To find matches for a single term, type the term in the text box labeled Find Results Containing Text and click Search. The term can be a word, a word with **wild-card** characters, or any combination of letters, numbers, and symbols.

To find matches for a phrase, type the phrase and click Search.

■ If the phrase includes the word *and*, *or*, or *not* used in its ordinary sense (not as a **Boolean operator**), put the phrase in quotes. The search phrase

"once or twice"

finds all occurrences of the phrase *once or twice*, not all occurrences of *once* and all occurrences of *twice* as it would without the quotes. ➤

■ If the phrase includes punctuation (other than the apostrophe) or special characters such as @ and *, they are ignored. For example, either of the terms

son-in-law, son in law

finds all occurrences of both *son-in-law* and *son in law.*

■ When a word such as *an* or *the* is excluded from an index, you cannot search for the word or for a phrase that includes it. The author of the index can give you a list of such stopwords and tell you whether numbers have been excluded.

For more information about phrases in quotes, ignored characters, stopwords, and excluded numbers, see **Working around stopwords and other exclusions**. ■

Working around stopwords and other exclusions

If you are unsuccessful searching for a phrase that includes a common word such as *to* or *that*, it may be a *stopword*.

If the unsuccessful search phrase includes a number, numbers may also have been excluded from the index.

If you are unsuccessful searching for an alphanumeric term that includes a separator character such as a symbol or mark of punctuation, it is probably because numbers also have been excluded. Acrobat Catalog regularly excludes separator characters from indexes, and in the process sometimes reduces alphanumeric terms such as phone numbers to numbers. ➤

In these cases, do the following:

- Try constructing a search phrase that doesn't include a number, alphanumeric term, or possible stopword.

- If you can, get information about exclusions from the publisher of the index. Get a stopword list from the publisher.

For details, see the following:

How Acrobat Catalog treats separator characters

How Acrobat Catalog excludes numbers ■

How Acrobat Catalog treats separator characters

Separator characters include all symbols, the space character, and most punctuation characters: periods, commas, colons, semicolons, exclamation points, question marks, parentheses, and quotation marks, but not apostrophes.

When indexing a PDF document, Acrobat Catalog uses separator characters to recognize where one term ends and the next term starts. For example, in the sentence

We have nothing to fear but fear itself.

the Catalog program uses the space characters and the period to identify seven terms: *we*, *have*, *nothing*, *to*, *fear*, *but*, and *itself*.

The program then discards the separator characters. The space and period don't appear in the index. ➤

Unless the discarded separator characters appear in an alphanumeric term, they have no effect on searches, because these characters are also removed from search terms in Acrobat Search. For details, see **How Acrobat Search treats separator characters**. ■

How Acrobat Search treats separator characters

Separator characters are automatically removed from the search terms you enter as well as from indexes created in Acrobat Catalog, so using these characters in searches usually produces no effect.

For example, the phone number

(415)555-1212

in a PDF document become a three-number phrase in the index:

415 555 1212

But searching for the phone number (415)555-1212 finds the phrase 415 555 1212 unless numbers are excluded from the index, because the parentheses and hyphen are disregarded for purposes of the search.

How Acrobat Catalog excludes numbers

Index publishers can exclude numbers from Acrobat Catalog indexes. Acrobat Catalog defines a number to be a sequence of one or more numeric digits [0 through 9] that are

- Optionally preceded by a minus sign [-].

- Optionally separated by one or more commas [,] or periods [.].

- Optionally containing a decimal point, which can be a period [.] or a comma [,].

Here are some examples of the kinds of numbers that Acrobat Catalog can exclude from an index:

    23   23.54671   -37.1   3,012,222
    44.223.835,5 ➤

Note that alphanumeric terms made up of numbers and separator characters such as $ can also be excluded, because the Catalog program removes the separator characters before determining whether the remaining characters constitute a number. For example,

($3,000.23)

becomes 3,000.23, which may be excluded as a number. ■

Searching with wild-card characters

You can use wild-card characters to find all the words that contain a word fragment or all the terms that match an arbitrary character pattern:

*   asterisk, matches zero, one, or more characters

?   question mark, matches any one character

You can use wild-card characters in a term that is part of a **Boolean expression**. You can also use wild cards to specify **Document Info** field values. You cannot use wild cards to represent separator characters such as the hyphen [-] and the slash [/]. ➤

Wild-card examples

geo*	matches *geodesic*, *Geoffrey*, and *geothermal*
*nym	matches *antonym*, *homonym*, and *synonym*
?ight	matches *fight* and *sight* but not *bright*
555-????	matches all seven-digit phone numbers with the 555 prefix
pr?m*	matches *premature*, *prim*, and *primate* ■

Refining a search

If you want to limit the search, you may also want to *refine* it—confine the search to the documents listed in the previous search. For example, you might first find all the documents that contain the phrase *Anaconda project*. Then, using the Refine option, you could search for the word *cost* in those documents only.

To refine a search:

1 Start with the Search Results window open, showing the result of a previous search. If the Search window is hidden, display it by choosing Tools > Search > Query or by clicking the Search Query button 🔍 on the toolbar. ➤

2 In the Search window, change or replace the query that produced the list of documents.

3 Press Ctrl (Windows. OS/2, UNIX) or Option (Macintosh). The button label will change from Search to Refine. Click Refine. This produces a Search Results list composed of documents that are a subset of the previous list and that match the new query. ∎

Searching with Document Info fields

Searching with Document Info fields

If the PDF documents you are searching are provided with Document Info values, you can use the Document Info fields in the Search window to limit the results of your searches to documents that contain specific values.

The standard Document Info fields in PDF documents are Title, Subject, Author, and Keywords. For example, you could limit the search of an index of literature to just those documents with an Author field containing *Shakespeare* and a Title field containing *king*. ➤

To add the Document Info fields to the Search window, choose File > Preferences > Search and select Show Fields.

With Document Info

Title	
Subject	
Author	
Keywords	

You may see additional custom fields if the creator of the PDF document included them.

If you want to keep the Search window small, you can hide (or keep hidden) the Document Info fields and **type their names** in the Find Results Containing Text box.

When you enter a Document Info field value and no search text, all documents with fields that contain the value are returned. ■

Using wild-card characters in fields

You can use wild-card characters in Document Info fields. For example, if you enter

Sm?th*

in the Author field, documents with Author field values that include Smith, Smyth, and Smythe can be returned with subsequent searches.

See **Searching with wild-card characters** for details.

Using Boolean expressions in fields

You can use Boolean expressions in Document Info fields. For example, if you enter

Shakespeare or Milton

in the Author field, only documents that include either *Shakespeare* or *Milton* in the Author field are found.

See **Searching with Boolean expressions** for details.

Using operators for document information

You can use operators in Document Info field values to expand or limit the search.

Operator	Meaning
=	matches exactly (for text, numeric, and date values)
~	contains (for text values)
!=	does not contain (for text, numeric, and date values)
<	is less than (for date or numeric values)
<=	is less than or equal to (for date or numeric values)
>	is greater than (for date or numeric values)
>=	is greater than or equal to (for date or numeric values)

You can use only the first three operators (=, ~, !=) with text. (The standard Document Info fields—Title, Subject, Author, and Keywords—are all text fields.) For example,

~ Guide

in the Title field would find the Acrobat Exchange Guide, the Acrobat Search Guide, and so on.

The four comparison operators (<, <=, >, and >=) can be used only with values of the same type. For example, a date value can be compared only with another date value. ■

Searching with two or more fields

Entering values for two or more fields specifies an **AND condition**. For example, if you enter ~ *Samuelson* in the Author field, ~ *cost analysis* in the Subject field, and ~ *spreadsheet* in the Keywords field, only documents that contain all these values in these fields are returned from subsequent searches.

For **OR conditions** and **NOT conditions** between fields, you can use the Find Results Containing Text text box. For example,

(Author ~ Raskin) NOT (Keywords ~ presentation)

finds all documents whose Author fields contain *Raskin* and whose Keywords fields do not contain *presentation*. You can also specify an AND condition with this method.

Searching with document creation and modification dates

You can use the Date Info fields in the Search window to limit search results to just those documents that were created or modified in a specific time period. To add the Date Info fields to the Search window, choose File > Preferences > Search and select Show Date.

If you want to keep the Search window small, you can hide (or keep hidden) the Date Info fields and **type their names** in the Find Results Containing Text box.

When you enter a Date Info field value and no search text, all documents with Date Info fields that contain the value are returned. ➤

To specify a date:

1 Click the Month, Day, or Year field.

2 Enter a number or use the Up and Down Arrows to select a value.

To limit a search to documents created or modified after a specific date:

Specify the After date, and leave the Before date blank.

To limit a search to documents that were created or modified before a specific date:

Specify the Before date, and leave the After date blank.

To clear the date fields:

Click Clear. ➤

To use both the creation and modification dates:

Entering time periods for both creation and modification dates specifies an **AND condition**. Only documents created in the specified period and modified in the specified period are returned from a search. ■

Typing field and options names

Instead of displaying Document Info fields, Date Info fields, or Options in the Search window, you can keep the Search window small and type fields and options in the Find Results Containing Text box. Along with the field names, you need to use **operators** such as = (equals) and > (greater than, after).

■ For Document Info fields, type Title, Subject, Author, Keywords, Producer, or Creator. For example:

   Author = Shakespeare

■ For Document Info fields, type CreationDate or ModificationDate. For example, for a creation date after October 9, 1996, type the following:

   CreationDate > 10/9/96 ➤

■ For options, type /st (stemming), /so (sounds like), /th (thesaurus), /ca (match case), or /pr (proximity). For example, find synonyms for *publish* with

publish /th ■

Using search options

Using search options

The options in the Search window expand or limit the results of searches with **single terms and phrases** and with **Boolean expressions**. The options appear in the window by default. To restore them to the window if the default has been changed, choose File > Preferences > Search and select Show Options.

Options
- ☒ Word Stemming   ☐ Thesaurus   ☐ Match Case
- ☐ Sounds Like   ☐ Proximity

If you want to keep the Search window small, you can hide (or keep hidden) the options and **type their names** in the Find Results Containing Text box.

- **Word Stemming** finds words that share a stem with the search word.

- **Thesaurus** finds words that have meanings similar to the meaning of the search word. ➤

- **Sounds Like** finds different spellings of proper names.

- **Match Case** finds text only when it has the same capitalization as the text you type.

- **Proximity** limits AND searches so that words must be within three pages of each other.

The Word Stemming, Thesaurus, and Sounds Like options expand searches. (Before you perform a search with one of these options, you can see the effects of using it with the **Word Assistant**.) The Match Case and Proximity options limit searches. ■

Word Stemming option

The Word Stemming option expands the search by finding words that share a word stem with the search word you type. For example, with Word Stemming selected, searching for *building* finds *build* and *builds* as well as *building*.

Before searching with the Word Stemming option, consider using the **Word Assistant** to see whether the option would find too many irrelevant words to be practical.

The Word Stemming option

- Applies to single words, not phrases

- Does not apply to words that contain **wild-card characters** ➤

- Finds words that end in *ing*, *ed*, *s*, *ion*, and so on (but not *er*)

- Cannot be used with the Match Case option

If selecting the Word Stemming option seems to have no effect, the index you are searching probably was not built with the Word Stemming option. ■

Thesaurus option

The Thesaurus option expands the search by finding words with meanings similar to the meaning of the search word. For example, with Thesaurus selected, searching for *begin* finds *start*.

Searching for *begin* with the Thesaurus option also finds *attack* and *produce*. Before searching with the option, consider using the **Word Assistant** to see whether the option finds relevant words.

The Thesaurus option

- Applies to single words, not phrases

- Does not apply to words that contain **wild-card characters**

- Cannot be used with the Match Case option

- Finds only the similar words that appear in the documents you are searching, not all the similar words you might find in a complete Thesaurus

Sounds Like option

The Sounds Like option expands the search for a proper name by finding words that begin with the same letter as a search word and that share some phonetic feature with it. For example, with Sounds Like selected, searching for *Smith* also finds *Smyth* and *Smythe.*

Searching for *Smith* with the Sounds Like option also finds *send* and *somewhat.* Before searching with the option, consider using the **Word Assistant** to see whether the option finds relevant words.

The Sounds Like option

- Applies to single words, not phrases

- Does not apply to words that contain **wild-card characters** ➤

- Cannot be used with the Match Case option

If selecting the Sounds Like option seems to have no effect, the index you are searching probably was not built with the Sounds Like option. ■

Match Case option

The Match Case option limits the results of the search by finding only those documents that contain words with the same capitalization as the search word or phrase you type. With Match Case selected, for example, searching for *He* finds all occurrences of *He*, the symbol for Helium, but not occurrences of *he*, the common pronoun.

You can use the Match Case option with a **Boolean expression** or with terms that use **wild-card characters**. Characters matched by wild-card characters can be either uppercase or lowercase.

You cannot use the Match Case option with the Word Stemming, Thesaurus, or Sounds Like option.

If selecting the Match Case option seems to have no effect, the index you are searching probably was not built with the option.

Proximity option

The Proximity option limits the results of simple **AND searches** to one pair of matches per document —the pair closest together. The two matches must be within three pages or fewer of each other. The option is useful for locating a document that concentrates on some topic of interest. For example, searching a group of travel guides for information about Hawaiian cruises with

    Hawaii AND cruise

would be less likely to locate information about cruises to other parts of the world or about shore visits to Hawaii if the Proximity option was used.

The Proximity option also affects **relevance ranking** in searches. When you use it, the closer the matches are within a document, the higher the ranking for the document.

Proximity won't work with complex AND searches— for example, Hawaii AND (cruise OR fly).

Using the Word Assistant

Use the Word Assistant to build a list of terms that will appear when the search of a document uses the **Sounds Like**, **Word Stemming**, or **Thesaurus** option. The list will show you whether the option you are using is likely to be helpful in the search.

If the list is too long or full of irrelevant words, you can quickly construct a list of words to find with the option turned off by copying words from the Word Assistant dialog box and pasting them into the Search window.

To look up the effects of a search option on a search word:

1 Choose Tools > Search > Word Assistant.

2 To check the available indexes and change the selection of indexes, click Indexes to display the Index Selection dialog box and **select the indexes** you want to use.

3 Select the **search option** from the Assist menu. ➤

4 Enter the search word in the Word text box.

5 Click Look Up. All the words that will be found in a search for this word with this option are listed.

To search with words copied from the Word Assistant dialog box:

1 If the Search window is closed, click the Search Query button 🏬 on the toolbar to open it.

2 Use the Word Assistant to look up the effects of a search option on a search word. And to display a list of related words.

3 In the list, double-click a word that you want to use in a search. The word appears in the Word text box.

4 Double-click the word to select it, and copy it to the Clipboard. ➤

5 In the Search window, click the Find text box and paste the selected word into the text box.

6 Repeat steps 3 through 5 for each word you want to use; separate each pair of words in the Find text box with **AND** or **OR**. ■

Searching with Boolean expressions

You can use AND, OR, and NOT operators to build a Boolean expression that will search for specific words.

You can also use Boolean expressions in **Document Info** field text boxes to specify a combination of field values in a search.

Searching with Boolean AND

Searching with Boolean OR

Searching with Boolean NOT

Combining Boolean operators

Using operator names and symbols literally

Searching with Boolean AND

Use AND to find documents containing two or more search terms. For example,

installation AND instructions

finds only those documents that contain both *installation* and *instructions.*

You can also use the ampersand [&] to specify an AND search. For example,

installation & instructions

Choosing the **Proximity option** changes the way AND searches work. Without the Proximity option, items in an AND search can be anywhere in a document. With the Proximity option, items in an AND search must be within three pages of each other to be found.

Searching with Boolean OR

Use OR to find documents containing any of two or more search terms. For example,

    television OR tv

finds all documents that contain either or both *television* and *tv*.

You can also use a comma [,] or a vertical bar [|] to separate items in an OR search. For example:

    television, tv

and

    television | tv

Although any document that contains any item used with an OR operator is returned from a search, documents that contain both items rank higher in the Search Results list. See **Interpreting relevance ranking** for more information.

Searching with Boolean NOT

Use NOT to exclude documents that contain a search term. For example,

    not quarterly

finds all documents that do not contain the word *quarterly*.

You can also use an exclamation point [!] to specify a NOT search. (Be sure to place a space between the exclamation point and the search item.) For example:

    ! quarterly

Combining Boolean operators

Be careful when combining operators to build Boolean expressions. Unless you work with Boolean expressions frequently, it is easy to build an expression that does not mean what you think it means.

■ When NOT is used with either or both of the AND and OR operators, it is evaluated before either the AND or OR. For example,

> evolution AND NOT darwin

finds all documents that contain the word *evolution* but not the word *darwin*.

■ When you combine AND and OR in the same expression, AND is evaluated before OR. For example,

> darwin OR origin AND species

finds all documents that contain *darwin* or that contain both *origin* and *species*. ➤

■ You can use parentheses to change the default order of evaluation for Boolean operators. For example,

(darwin OR origin) AND species

finds all documents that contain either *darwin* and *species* or that contain *origin* and *species*. Parentheses can be nested. ■

Using operator names and symbols literally

When you use a literal phrase that contains an operator name, a symbol for an operator name (such as & for AND), or parentheses, the phrase must be enclosed in quotation marks. For example:

"cats and dogs"

finds all documents that contain the phrase *cats and dogs*, not all documents that contain either the word *cats* or the word *dogs*. The phrase

cats & dogs

also needs quotes to be interpreted literally. ➤

In addition to *and*, *or*, *not*, and parentheses, the symbols that require quotation marks are *&* (ampersand, for AND), *|* and *,* (vertical bar and comma, for OR), and *!* (exclamation point, for NOT). However, quoted search phrases that contain parentheses or vertical bars can produce unexpected results. For details, see **How Acrobat Catalog treats separator characters**. ■

Viewing documents returned from a search

A search returns a list of indexed documents containing items that match your search query, displaying the list in the Search Results window. When you open a document in the list, you view only pages containing matches. All matches on a page are highlighted unless you **change the default**.

Documents more likely to contain relevant information are listed first, and the relevance ranking of each document is indicated by an icon. For details, see **Interpreting relevance ranking**.

To view a document returned from the search:

1 Double-click the document name to open the document.

2 Use the Search buttons on the toolbar to view all the occurrences of matches for your query. ➤

■ To highlight the next occurrence of a match in the document, click the Search Next button 📄.

■ To highlight the previous occurrence of a match in a document, click the Search Previous button 📄.

To view another returned document:

Choose one of the following:

■ To highlight the first occurrence of a match in the next document listed or previous document listed, click the Search Next button 📄 or Search Previous button 📄 while pressing the Shift key. Or choose Tools > Search > Next Document or Tools > Search > Previous Document.

■ To view any other document listed, click the Search Results button 📄 to redisplay the list, or choose Tools > Search > Results; then double-click the document name.

If you want to keep the Results list visible, deselect the Hide on View **preference**. ■

Interpreting relevance ranking

A relevance ranking is assigned to each document returned from a search. A document's relevance ranking indicates how likely it is that the document contains the information you are searching for.

Search uses five icons to indicate relevance ranking:
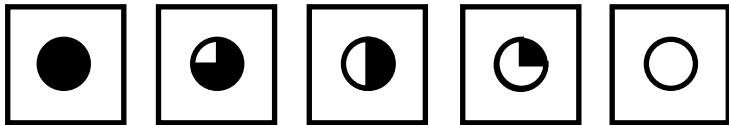
From left (full circle) to right (empty circle), they rank documents from highest to lowest likelihood of containing relevant information.

■ With ordinary search text, the relevance ranking indicates how frequently the search word appears in the document, both in absolute terms and relative to the number of other words in the document. ➤

- When you use a **Boolean OR operator** between two words or phrases in a search, documents that contain both the items have a relevance ranking higher than documents that contain just one of them.

- When you use the **Proximity option**, the closer the occurrences of matches for your query are within a document, the higher the relevance ranking for the document. ∎

How to use this online guide

◀ ▶	Page back or page forward.
◀◀ ▶▶	Undoes a change of page or view, or redoes a change (Go Back/Go Forward).
🏠	Go to the Contents.
📖	Go to the Index.
❓	Go to the how-to page (this page).
◎	Go to the "parent" of the current topic.
text	Go to the indicated topic.
➤	Go to the next page of a continued topic.
■	End of a continued topic.

For instructions on printing this guide, go to the next page.

How to print this online guide

You can print separate topics or the entire guide. Since the pages of the guide have been made small for online viewing, Windows and Macintosh users may prefer to print them two to a page of paper—"two up."

To print pages two up:

1 Choose File > Print Setup (Windows) or File > Page Setup (Macintosh).

2 Follow the instructions for your platform:

■ In Windows, click Options, select 2 up on the Paper tab, click OK to return to the Print Setup dialog box, and click OK again to close it. ➤

- On a Macintosh, choose 2 Up from the Layout menu and click OK.

Note: *If you can't perform step 2, you may not be using an Adobe or PostScript printer driver. If you are and you still can't perform the step, install the Adobe printer driver on the Acrobat CD-ROM. See the Acrobat Getting Started guide for installation instructions.*

3 Choose File > Print.

4 Indicate the page range.

Click OK (Windows) or Print (Macintosh). ■