

Working with the MRWC Document Collection

The MRWC Document Collection includes an index that allows you to search the contents of all the current and historical documents and reports. You can also access government stat sheets as well as information from various Web sites.

In this read-me file, look for information about:

- Opening files from the collection
- Attaching an index—in case it isn't attached
- Hints for searching and more effective searches
- How to view your search results
- Setting preferences for searching

Setting Up a Search

Follow these steps to work with the index:

1. Open Acrobat or Adobe Reader.
2. Click the Search button on the File toolbar to open the Search window (Figure 7B.1). Click Arrange Windows to lay out the Search window and the program window on the desktop.
3. Click “Use Advanced Search Options” at the bottom of the Search window to show the advanced settings (Figure 7B.2).

NOTE You can set Acrobat or Adobe Reader to always use Advanced Search Options by choosing Edit > Preferences > Search and selecting “Always use advanced search options.”

4. In the Search window, check that the Look In field displays “Currently Selected Indexes.” If you see some other text displayed in the Look In field, click the down arrow and select the MRWC COLLECTION index. If the index isn’t on the list, read the sidebar “Finding the Index” for instructions on how to attach the index to the document.

Now you’re ready to search the collection.

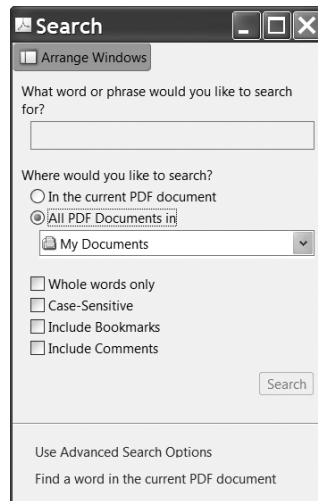


Figure 7B.1 Conduct searches for documents in the index using the Search window.

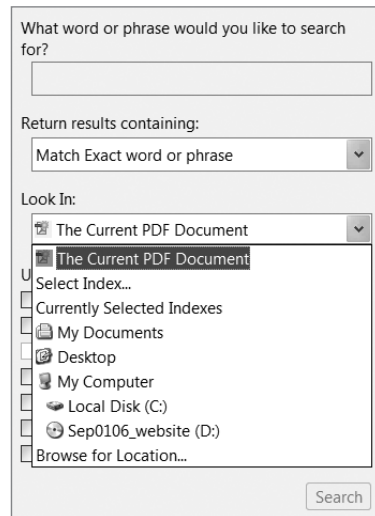


Figure 7B.2 You can use a number of additional options for more advanced searching.

FINDING THE INDEX

The document collection contains thousands of files. Not all may have been accessed before you searched for them, and as a result won't have the index attached. If you open a file and don't find an index, here's what you need to do:

1. Open Acrobat or Adobe Reader.
2. Click the Search button on the File toolbar to open the Search window.
3. Click Use Advanced Search Options at the bottom of the Search window to show the advanced settings.
4. Click the Look In down arrow and choose Select Index.
5. In the Index selection dialog, click Add to open a dialog for locating the index file. You'll find the index in the MRWC COLLECTION folder on the shared drive. Select the MRWC COLLECTION.pdx file and click Open.
6. The dialog closes, and you see the index listed in the Index selection dialog (**Figure 7B.3**).

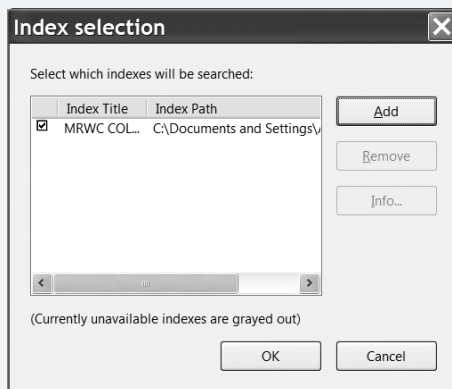


Figure 7B.3 You see the name of the index attached to the files selected in the Search window.

7. Click OK to close the dialog. In the Search window, the Look In field now displays "Currently Selected Indexes."

Once an index has been attached to a document, you will see it attached each time you open the file.

Tips for Searching

Here are some tips for setting up your search:

- Type the word or words you want to find in the first field. You can't search using wildcards such as (*) or (?).
- Click the “Return results containing” down arrow and choose an option for tailoring the search. You can choose to match all the words, the exact phrase, some of the words, or use a Boolean query.

Using Multiple Parameters

You can use up to three additional search parameters to customize the search further. Be careful using additional search criteria because the returned results must contain all the additional search criteria.

From the Search window, follow these steps:

1. Click the left down arrow below the “Use these additional criteria” label to display a list of options (**Figure 7B.4**).
2. Select the search option and type a search term in the field.
3. Click the right down arrow and select a modifier.
4. A checkmark displays in the check box to the left of the criteria's fields.
5. Add additional search criteria if desired.
6. Click Search to run the search. If your results are limited, you might have narrowed the search too much. In that case, clear one or more of the criteria you established and run the search again.

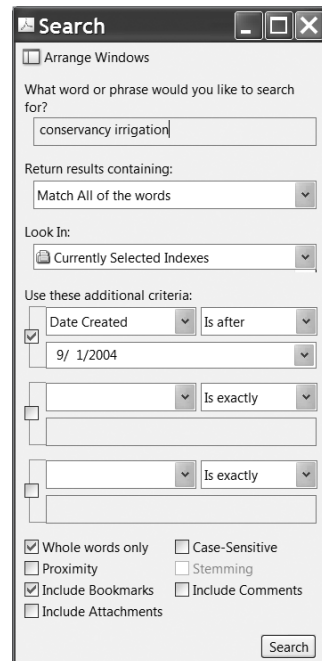


Figure 7B.4 Specify custom search criteria to narrow a search.

Viewing the Results

After clicking the Search button to perform the search, Acrobat will search all the documents in the index. The filenames and locations are shown in the Results area of the Search window.

You can also sort the results by criteria other than the filename. To reorder the results, click the down arrow below the Results area of the Search window and choose to sort by modification date, location, or relevance ranking.

The names of the files are collapsed; click the (–) to the left of the filename to open the list of matches. Move your pointer over a listing to display information about the match (**Figure 7B.5**). When you click a result, the document is loaded into Acrobat or Adobe Reader, and you see the search results highlighted on the document page.

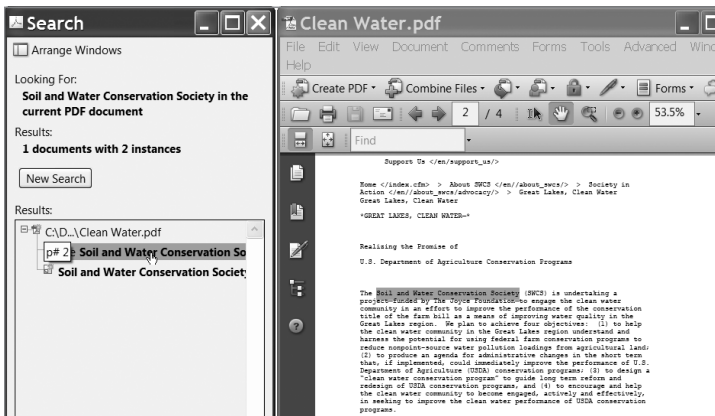


Figure 7B.5 Search results are highlighted in a document for a selected page.

More Handy Tips

If you are doing a lot of searching, try using some of the shortcut keys for faster reviewing of your search results. Once you have finished conducting the search and have opened the first document, you can use these shortcuts:

- Press F3 to jump to the next hit.
- Press Ctrl/Command-] to go to the next document; press Ctrl/Command-[to go to the previous document.
- When you are using results in a particular document, press Ctrl/Command-G to go to the next result; press Ctrl/Command-Shift-G to go to the previous result.

Adjusting Program Preferences

Another tip for customizing searches is to set Search Preferences—good for you power-searchers. Choose Edit > Preferences (or Acrobat > Preferences on a Mac) and click Search in the Categories panel of the Preferences dialog. Then select the options that will work best for you (Figure 7B.6).

- **Ignore Diacritics and Accents.** Some documents contain diacritics or accents. Select this option to find terms whether or not they include an accent or diacritical mark. You don't have to add the diacritics or accents in the Search window to perform the search.
- **Always use advanced search options.** Select this option to automatically open the advanced settings on the Search window, which allows you to search the index or use custom search terms such as keywords.
- **Maximum number of documents returned.** Several thousand documents have been indexed. When you are searching, note how long it takes to get search results and whether the results are useful to you. The default number of documents to search is 500; to search the entire collection you might want to change the value to 8000 to be sure to search all the documents, although that could make the search longer to perform. If you want to search the entire collection, make sure the search terms you use are focused.
- **Range of words for Proximity searches.** You can use Proximity searches to find words within a certain range of one another. The default is set at 900 words. You might like to experiment with this number to get more accurate results. To use a Proximity search, in the Advanced Search PDF window select “Match all of the words” in the “Return results containing” pull-down menu. Type two or more words to search for in the documents. Any occurrence of the search terms within 900 words of one another is returned, with the results returned by relevance. For example, the words “arbitration award” are returned whether the words are next to one another or separated by 899 other words.
- **Fast Find.** Use the Fast Find preference to cache the returns from your searches or store them in a temporary storage location as completed searches. You can specify the size of the cache, which defaults to 20 MB. Using a cache makes searching faster, since Acrobat checks the cache first to see if a specific search has been conducted previously.

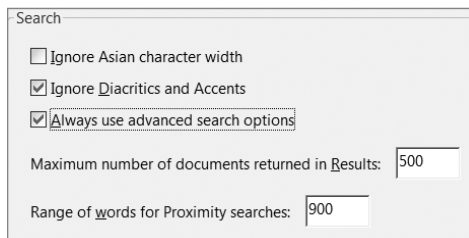


Figure 7B.6 When you have a lot of searching to do, set preferences on your computer to speed up the process.

When you are finished, click OK to close the Preferences dialog.