

## Searching

### Searching the Entire Disk:

*Note you need the Search plug-in installed to be able to do this.*

- Go under the "Edit" menu in Acrobat, pull down to "Search" and choose "Query".
- Click on the "Indexes" button.
- Click on "Add" and locate the index on the disk, then click on "Okay".
- Enter your keyword(s) and click on "Search".
- Once the search is complete, you will get a list of SJ issues where your word(s) were found.
- Highlight the issue and click on "View".
- The page will display and the keyword(s) will be highlighted. To see the next page the word appears, hold down the "Command" key and type "]".

*(Windows users substitute "Control" for "Command")*

### Other commands

- Previous page word appears — Command "["
- Next issue word appears — Shift-Command "]"
- Previous issue word appears — Shift-Command "["

### Searching within an issue:

- Go under the "Edit" menu and choose "Find".
- Enter your keyword(s).
- Click on "Find".

For more information on searching, view the Acrobat Help file.

Sun Journal Archiving process developed by Ron Edwards

# Sun Journal

## Archives

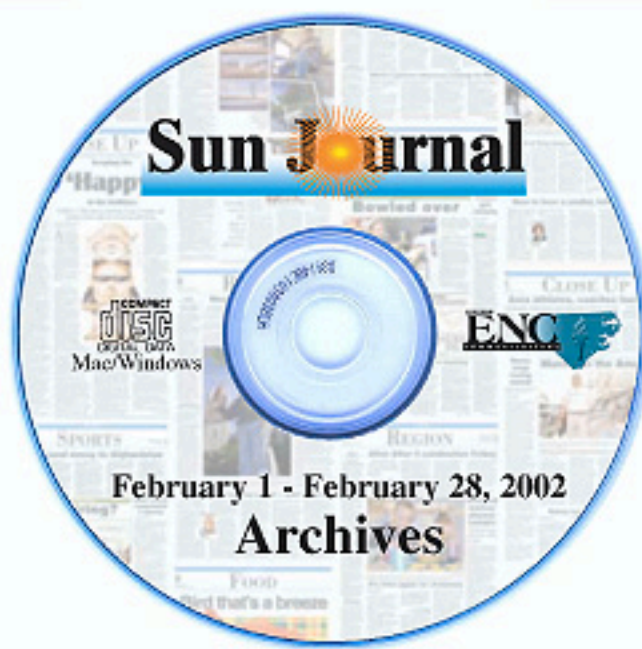
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 Acrobat Reader 4 or greater required to view the archives

Jewel Case Inside

Jewel Case Front Cover



CD Label

Designed the  
Cover Art for the  
Archive  
CD's