How to Search for a Scanned Document

http://pds.hccfl.edu/pds
How to Search for a Scanned Document:

August 2007
Table of Contents

Objectives ................................................. 1
Introduction ............................................. 3
Simple Search .......................................... 4
Advanced Search ...................................... 7
Objectives

At the end of this training session you should be able to:

1. Retrieve scanned documents through a simple search in Adobe Reader.
2. Retrieve scanned documents through an advanced search in Adobe Reader.
Introduction:

Lanier machines have 7 file format options for scanned documents:

1. TIFF
2. EXCEL
3. PDF
4. PDF IMAGE TEXT
5. PDFIMAGETEXT (default file format)
6. PDF TEXT
7. RTF

When you scan documents and file them, initially it is easy to find the documents, but after some time they will become too numerous; or others have trouble finding specific documents.

The software that runs the scan function in the scanner/photocopier machines is called Global Scan. It automatically creates a PDF file and an attached ghost readable file. The PDF file created from the scanned document is a picture of the document and search engines will not recognize characters inside the file. The ghost file is created after the OCR software is run on the document at the time it is scanned.

OCR software converts a picture of the text into characters. With a ghost file, searching the document is possible. Search engines can recognize characters and the words in it.
Simple Search

1. Open Adobe Reader 7.0.
2. Select the search button , in the top menu bar.
3. At the right side of the screen, type the word or phrase you are looking for.
4. For the question, Where would you like to search?, you will find two options. For the purpose of this training chose All PDF documents in.
5. Using the scroll down options, select the drive, device or folder where you think the document is located.

If the drive, device or folder is not displayed, you can look for it using the browse option which is one of the scroll down options. Once you define it you will find this option displayed in the future i.e. T:\Information_tec...\Directory. It is very important to select the right place to look for the document in order to narrow the search and reduce the time it takes to complete the search. Just keep in mind this tool has to go through every single PDF documents character, word and phrase contained in them.
Simple Search (Continued)

6. Select the criteria according to the knowledge you have of the document: whole words only, case sensitive, Include Bookmarks, Include Comments, or none of them (recommended).

7. Click Search and you will obtain search results after a moment.

8. The names of the matching documents appear in the Results box.
Simple Search (Continued)

9. Documents matching the search criteria are listed in the results area.

10. After selecting a document, you will see the search keyword is highlighted.

Note: When you click the arrow, the highlighted area will move to the next instance of the search keyword.
Advanced Search

If you want to search a document by filename, title or author, then you need to use the advanced search.

1. Open Adobe Reader 7.0.

2. Select the search button , in the top menu bar.

3. The first box gives you the option to type any word or phrase contained in to the document. If you plan to search the filename and are unsure about the content then leave it blank (recommended).

4. Select Advanced Search.
Advanced Search (Continued)

5. Using the scroll down options, select the drive, device or folder where you think the document is located.

6. If the drive, device or folder is not displayed, you can look for it using the browse option.

   Once you define it you will find this option displayed in the future.

   e.g. T:\Information_tec\Directory

   It is very important to select the right place to look for the document in order to narrow the search and reduce the time it takes. Just have in mind this tool has to go through every single PDF document, character, word and phrase contained in it.
Advanced Search (Continued)

7. Choose the search criteria by Date created, date modified, Author, title, subject, File name, keywords, bookmarks, comments, JPEG images, XMP metadata, or object data.

8. Choose **Contain**, put a check mark in the left box and type the filename as best as you can remember.
Advanced Search (Continued)

9. You can have up to three criteria which will narrow the search. If you are not sure about the document’s information, you can use is not as a restriction.

10. Choose the remaining restrictions (Whole words only, Case-sensitive, etc) as necessary.

11. Click Search and you will obtain the search results, which include all documents with the criteria specified.

12. You will get the name of the documents inside the result box.

13. When you select a document, you will see the document content on the left side of the screen. When you click the arrow, it will move through the highlighted words one by one.