

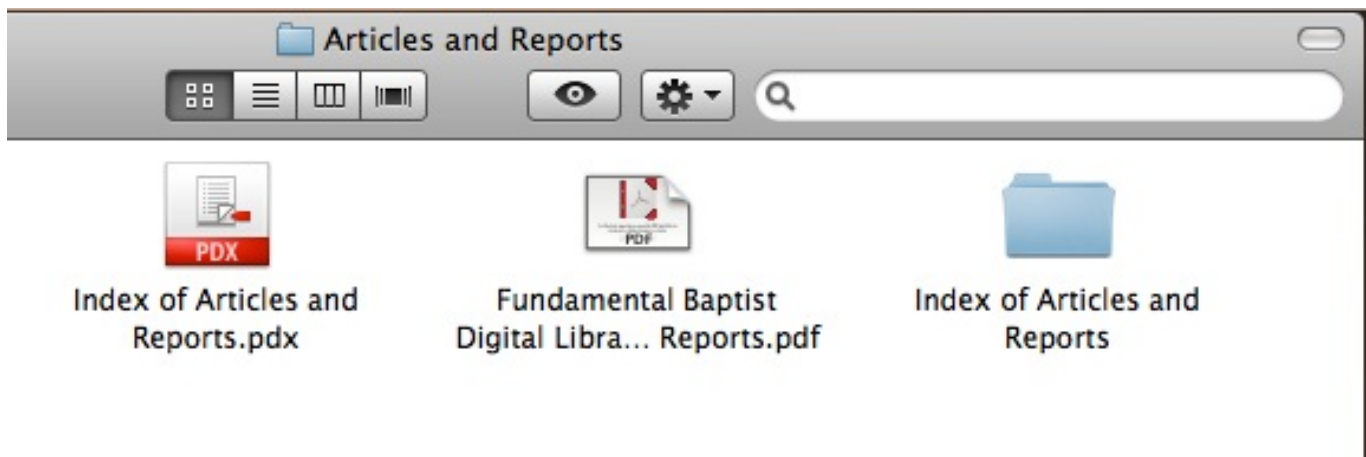
With the release of the Fundamental Baptist Digital Library 5.1 and the Advanced Bible Study Series Digital Edition, we made the change to PDF format for all large scale document projects.

We realize that there are benefits and limitations with any format we choose, but the overwhelming size of the project had long ago precluded us from maintaining an html format. PDFs are searchable across the entire disc, but we have found that the search methods are slower.

This document will provide a brief overview of the search options.

We will use the Articles and Reports disc for this overview.

You will notice when you open the folder containing the documents that there are three items



inside, the Portfolio itself (a pdf file), which contains all the articles and reports; a file labeled Index.pdx, and a folder. You will not need to open the folder. It simply contains that data that is used by the Index.pdx file. Opening the PDF Portfolio (shown in center above) you will see all your articles and reports.

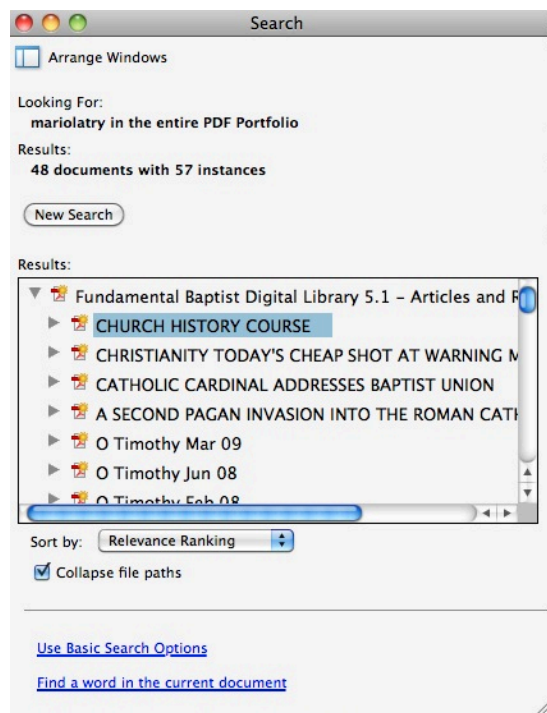
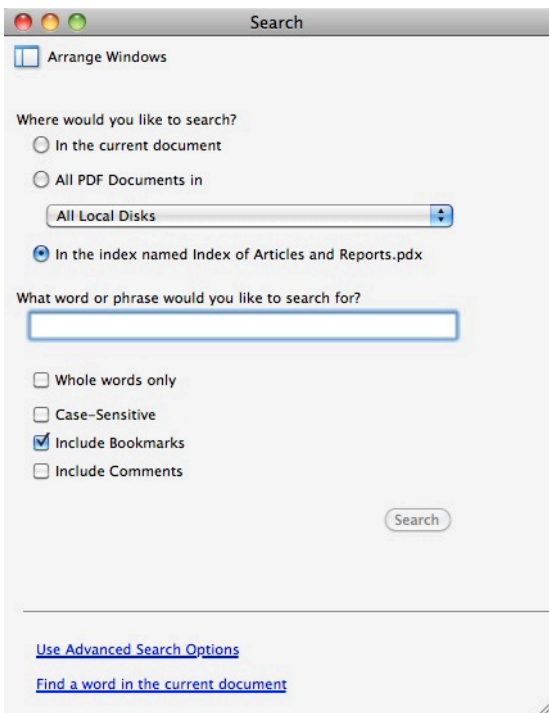


Please notice that you will be in the Home view, as indicated by the house at the top left corner of the Portfolio (shown below.) Also notice that there is a search window in the top right corner. This search window is best used for searching within an already open document. Attempting to search across the entire Portfolio using this embedded search can be very slow.

Searching across the entire Portfolio is best accomplished with the external Index.pdx which is included with the disc. By opening the external search, you will be able to more quickly find articles across the entire disc. However, please note: For the Index.pdx to work correctly, you

must be in PAGE VIEW inside the Portfolio. That simply means that you must have any PDF document open. You cannot be in Home view or Folder view.

Shown at left is the search window you will see when you open the Index.pdx. Once you perform a search, you will get a return window like the one at right. Clicking on any article will take you to the word you are search for, but only if the Porfolio is in PAGE VIEW.



You will know you are in PAGE VIEW if there is a small gray box around the third item from the left, the page icon. (shown below) You can go to Page View at any time by opening any PDF document on the Porfolio.

If you are having technical difficulties with using the Porfolio, please contact Brian Snider at [bsnider@wayoflife.org](mailto:bsnider@wayoflife.org).



