

Banner Unified Digital Campus BOOKSHELF 8x



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How do I display a document?

To directly access a document from Adobe Reader 8:

- 1 Look at the bookmarks  in the left pane of the window.
- 2 Click a plus  to expand the entries under a bookmark until you find the document you want.
- 3 Click the desired document bookmark to open it.

You can only open documents for products that your institution has licensed and for which you have access privileges.

How do I add a search feature to the toolbar?

In order to navigate through the documents, you'll need to set up a search.

- 1 Go to **View>Toolbars>More Tools**.
- 2 Scroll to the File Toolbar. Check Search.
- 3 Click the **OK** button.
- 4 Select the binoculars from the toolbar to initiate an advanced search.

How do I set Search preferences?

To set Search preferences for the Advanced Search:

- 1 Access the Edit menu and select **Preferences>Search**.
- 2 Check **Always use advanced search options**.
- 3 Click the **OK** button.

For more information about setting search preferences, refer to:

- **Adobe Reader Help**

You can access this from the Help menu in Adobe Reader.

How do I set General preferences?

To keep the Bookshelf document open while viewing other files and within the same window, set the following preference:

- 1 Access the Edit menu and select **Preferences>Documents**.
- 2 Uncheck the **Open cross-document links in same window** checkbox.
- 3 Uncheck the **Show each document in its own window (requires restart)**.
- 4 Click the **OK** button.




Where are the index files stored?

Before you can add an index, you need to know where the index files are stored. There is one index file for each product.

- 1 Ask the Database Administrator (DBA) who maintains the Bookshelf at your institution where you can find the Bookshelf index files.
- 2 Make note of the directory path where the indexes are located. You will need it later.

How do I add an index file for searching?

Use this procedure when searching more than one file.

- 1 Select **Search**  to display the Search window.
- 2 In the Search window, click the **Look In** pull-down list.
- 3 Next choose **Select Index...** and select **Add**. 

- 4 Navigate to the folder where the product index files are stored. (This is the path you got from your DBA as noted in the Where are the index files stored? topic.)

(con't) How do I add an index file for searching?


There is one index file for each product. Each index file name includes a product abbreviation, release number, and ends with **.pdx**. For example, humres8x.pdx is the Human Resources, Release 8.x index file.

- 5 Select the index to add and click the **Open** button.
- 6 Click the **OK** button.
- 7 To add more indexes, click the **Add** button and repeat steps 4 and 5.

How do I search documents?

Before you perform a search in Adobe Reader 8 be sure to

- Specify which manuals to search by adding an index.
- Set your General and Search preferences.
- Add the toolbar features.

- 1 To start a Search, select **Search** 
- 2 Choose Search options as desired by including key words and indexes.

(con't) How do I search documents?

- 3 Click the **Search** button.
- 4 The Results window will open showing the hits for your query. It shows each sentence containing your Search request.
- 5 Click on the desired file.
- 6 Once the file opens, return to the Search window to view other hits and open another file.

Where can I learn more about Adobe Search?

For more information about all aspects of Reader including:

- **Defining search queries**
- **Refining, expanding, and limiting searches**
- **Using operators in searches**

refer to:

- **Adobe Reader Help**
- **You can access this from the Help menu in Adobe Reader**