

# Searching a Folder of Acrobat Files

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One very useful function in Acrobat Reader is the ability to search a complete folder of PDF files for a particular word. *Advanced Search* is under the menu item *Edit*, or use Shift+Ctrl+F. Under *All PDF documents in* you can go to the drop-down menu and browse for the folder you need. If you have downloaded all the PDFs of *Cameo* from our website to one folder, then you can search that folder for, for example, *Calabar* or *revenue*. It is usually best to search for *Whole words only*, and to choose *Case sensitive* for a proper name like *Calabar*. The search process is a little slow compared with having a structured database for the index, as is done for the journal *London Philatelist*, but it will be adequate for most searchers. On my laptop a search for *Calabar* in a folder with the first 97 issues of *Cameo* found 63 documents with 292 instances in about 1 minute.

