

## **Instructions for the BSI Books Collected Index**

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You may want to Print these instructions for easy reference.

To use the BSI Books Collected Index, you will need to do the following:

- Download the ZIP package (file) from [www.bakerstreetjournal.com](http://www.bakerstreetjournal.com)
- Unzip the package
- Read/Print using PDF Viewing Software
- Advanced Search Using Adobe Reader

### **Download the ZIP package (file)**

In most browsers:

- Right-click the link to the BSI Books Collected Index Package ZIP file
- Choose Save As
- Select a location on your hard disk
- Click Save to begin the download to your specified hard disk location

### **Unzip the package**

You need to extract (decompress) the files inside the ZIP package

In Windows XP or later

- Right-click & Hold on the icon of the downloaded ZIP package file/folder
- From the pop-up menu, select Extract All
- Use the Extraction Wizard and choose a location for the unzipped files
- After it runs the Collected Indexes will be in a new folder

In Mac OS X v10.3 (Panther) or later

- Double click the icon of the downloaded ZIP package file/folder
- Your files will be automatically unzipped and placed in a new folder

### **Read/Print using PDF Viewing Software**

You need to have Adobe Reader, Apple Preview, or some other PDF-viewing software installed.

To read, print, or search a single book:

- Double-click on the icon of the file for your desired book's index

### **Collected Index Files versus Separate Index Files**

The Collected Index PDF files have names ending with a number (e.g., "-02") to show they are part of that Collection number. Advanced search with catalogs works only with these Collection files (not the PDF files available individually on the BSJ website). The collection number does not indicate a difference in content between the individual and Collected version of an Index.

## Instructions for the BSI Books Collected Index

### Advanced Search Using Adobe Reader

Note: you must keep ALL the Collected Files inside the same folder on your computer in order to use Advanced Search. For simplicity the Collected Index ZIP comes with all files in a single folder.

The precise steps for Advanced Search may vary depending on your version of Adobe Reader. In some older versions, the feature is just called "Search."

Advanced Search with catalogs in Adobe Reader XI:

#### 1. Choose Edit > Advanced Search.

This will open a Search pane window.

#### 2. Click Show More Options (near the bottom of the Search window).

#### 3. From the Look In drop-down, choose Select Index.

If the latest BSI Books index (BSI Books02) is not shown, you need to add it.

- Click the Add button and navigate to the folder with the BSI Books indexes
- Select the catalog index file (e.g., bsi-bk-02 catalog.pdx) and click Open.
- In the Index Selection window, click OK.
- The Look In drop-down should now say "Currently Selected Indexes"

If the latest BSI Books index (BSI Books02) is listed:

- Be sure the checkbox next to it is checked, and click OK
- The Look In drop-down should now say "Currently Selected Indexes"

#### 4. Enter the word, phrase, or partial word for your search, and click the Search button.

To get more matches, use short terms or even just the first part of a word.

#### 5. (Optional) After the search is complete, in the Sort by drop-down, choose Filename.

I've found this usually provides the best grouping of search results, especially if you are simultaneously searching multiple collections.

**After searching, the Search window will list the files that contain your search term.**

- Click the plus-sign icon next to each filename to reveal **all** matches in that file
- Click on the individual result snippet text to open the file and go directly to that matched text
- For files with multiple matches, click each snippet to quickly move through the file

Clicking the Arrange Windows button at the top of the Search window will resize the Search window and your PDF document window so that both appear on-screen at the same time.

#### Notes:

##### A) Search more than one collection

You can simultaneously search more than one collection (PDX catalog file). For example, you can search all the files in the eBSJ v2 and the BSI Books Collected Index files at the same time. Use the same above steps, Add more catalog index files, and be sure the box next to your desired indexes is checked. Then click OK to make that set your "Currently Selected Indexes."

## **Instructions for the BSI Books Collected Index**

### **B) Selected indexes remain chosen**

Your selected indexes remain selected even if you quit Adobe Reader and reboot your PC. However, the next time you search, you do need to choose "Currently Selected Indexes" in the Look In drop-down when you start doing Advanced Searches.

See Adobe Reader Help for more information on Searching. Adobe typically uses "Search" or "Advanced Search" to refer to this Advanced search option across multiple files, while Adobe generally uses "Find" to discuss locating text in a single file.

### **Version Numbers**

Each Collection set has a version number (e.g., "02"). When we release a new Index or make changes to a Collection, we will revise the Collection number and the number used in the filename of all prior Indexes. That will help you to avoid mixing old and new Collection files. Advanced search works across a single collection number only.

### **Collection Updates / Delete Old Versions**

When we update the Collection, we will place a new ZIP file on the BSJ website. It will contain the complete set of files including all the Indexes from the earlier version. You should delete the old version (just delete the folder containing all the old files) and use only the new files in their new folder (which by default is given a different folder name).

If you previously selected the BSI Books catalog index (BSI Books01) as described above, you should remove that old entry and add the new catalog index (BSI Books02).

In the Index Selection dialog box:

- Click the name of the old entry (e.g., BSI Books01) to select it
- Click the Remove button to remove the old entry
- Add the new BSI Books catalog (e.g., BSI Books02) as described above in Step 3

## **More Tips about using Adobe Reader,**

See The Best of Sherlock Holmes website:

### **Using the e-Baker Street Journal**

<http://www.bestofsherlock.com/ref/refbsjtp.htm>

### **General Adobe Reader Tips**

<http://www.bestofsherlock.com/journal/acro5tp.htm>