

HOW TO SEARCH AND BROWSE PAGES ON THIS WEBSITE

I recently re-organised my website in order to make it easier to view it page by page using Adobe Acrobat Reader. If you know how, it is easy to search each section of the site, to find every award to a particular regiment, for example. However, some collectors have told me that they haven't been able to search the site, as they are not used to viewing pages in Adobe Acrobat Reader.

The first thing to note is that you DON'T use Internet Explorer search (or whatever alternative browser you use). Adobe Acrobat has its own menu bar which you should be able to see right now across the top of this page, below the Internet Explorer menu bar and immediately above the first line of text on this page (www.Military-Medals-Online.com). There should be text and/or pictures (icons) allowing you to save, print, email, search, manual scroll, select, copy, etc etc (depending on your version of Adobe, these may appear as pictures, eg. a disc, a printer, an envelope, a binoculars, etc, or as text).

PLEASE NOTE: THESE INSTRUCTIONS REFER TO ACROBAT READER 7. IF YOU HAVE LATER VERSION 8 or 9, THEN THE MENU BARS HAVE MOVED AND MAY BE ALONG THE TOP OF THE PAGE AND ALONG THE LEFT HAND SIDE OF THE PAGE.

*To download of Adobe Acrobat Reader for free, go to
<http://www.adobe.com/uk/products/acrobat/readstep2.html>*

DETAILED INSTRUCTIONS – ACROBAT READER VERSION 7

Practice searching this section of the website before going any further:

1. Click on the word SEARCH and/or the small picture of a pair of BINOCULARS in the menu bar immediately above this page. A new window should open to the right of the screen (this may take a few moments).
2. With your mouse, left click in the empty text box at the top of the new window, and type in the word or phrase you are searching for (try typing Munster Fusiliers).
3. Click on the "Search" button below the text box.
4. A new, bigger text box will appear with one or more lines of text. This is a listing of every line on every page of the open document containing the word you have searched for. If there are 10 pages in the document, and your word appears once on each page, you will get 10 lines of text in the box. If there are lots of results, you will be able to scroll down through the text box using the down arrow at the bottom right edge of the box.
5. The left hand side of your screen will show the page with the first example of the words you have searched for, Munster Fusiliers, highlighted with a solid colour.
6. To go to the next example of your word (if more than one example is found) Double Click with your mouse on the next line in the list box - again you will see this next example of your word highlighted on the page. Repeat the process until you have accessed all the examples of the word you have inputted.
7. You can search for all or part of a word, or for a phrase (eg "Munster Fus"), but only if the words are entered in the correct order (e.g. "Fusiliers Munster" will not return any results).
8. To start a new search, click on the "New Search" button above the results box.
9. To exit the search and return to the first page, click on "Hide" on the top right of the search window.
10. Whether there are 1 or 100 pages, every example of your search word or phrase, on every single page of the document will be shown.
11. NOTE: you can only search whichever section of the medal list you have open, eg. if you are in the section BRITISH CAMPAIGN GROUPS AND PAIRS, you can search the 40 or so pages of that section of the website. It is not possible to search across all sections of the website simultaneously.

BROWSING THROUGH THE LIST ONE PAGE AT A TIME

You can also go backwards and forwards through the list one page at a time.

- 1 Look at the bottom of this page. You will see a box with the text “1 of 3” and two blue arrows pointing right (the second arrow is pointing to an upright blue line). This means that there are 3 pages to this document and you are on page 1. There are also two faded arrows pointing left.
- 2 To go to the next page in a document, click the first right arrow. The two “faded” arrows pointing left will turn blue once you are on page 2, and you can click on the left arrow to go back one page.
- 3 To go to the last page of a document, click on the second right facing arrow. In this document it will bring you to page 3. Likewise, by clicking on the second left facing arrow brings you back to the first page of a document.
- 4 In long documents, if you know what number page you want to view, type in that page number in the pagination box, as follows: Click in the box below to the left of the page number (you are on page 2 now, so click to the left of the “2 of 3”). Press delete, to delete the number 2 and type in the page number you want, e.g. 3. Press the Return button on your keyboard (that’s the big button with the left facing arrow in the middle of the extreme right edge of your keyboard, not to be confused with the two smaller buttons with left arrows above and below it).
- 5 You should end up on page 3, if you followed the instructions correctly.

PRINTING

You can print all the pages or selected pages of a document in Adobe Acrobat. Again, use the Print button in the menu bar at the top of the open document, below the Internet Explorer menu bar. Do not use the print option on the Internet Explorer menu bar.

NOW CLICK THE RIGHT ARROW BELOW TO GO TO THE NEXT PAGE (page 3)

FINALLY

If you want to find out what the other choices on the top and bottom menu bars are, point your cursor over the picture/icon and a floating text will appear explaining what the button is for. There are lots of options for short-cuts to make viewing, printing and copying pages easier.

FOOTNOTE

If you searched for Munster Fusiliers and I have typed Royal Munster Fusilers (a spelling mistake) as you will see, only the correctly spelled occurrence of the phrase will be found. In this document, you should have found 4 examples of Munster Fusiliers in this document (including this).

Hope this helps.

Pete.

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