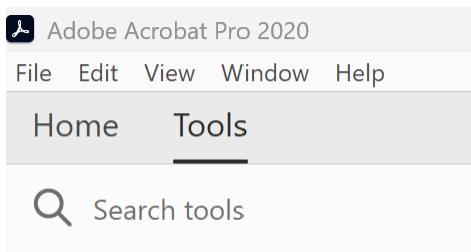


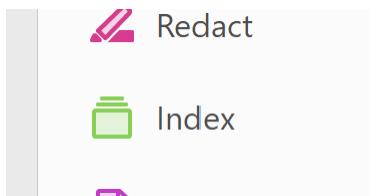
## Building an Adobe PDF Index for a Directory (folder containing target documents)

In order – by numbers:

1.



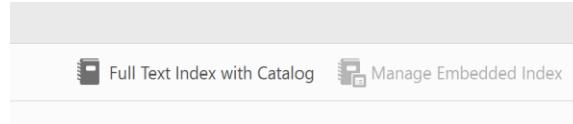
2.



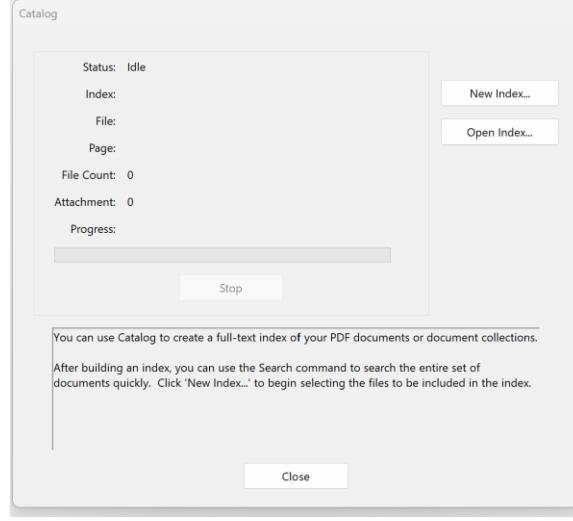
3.



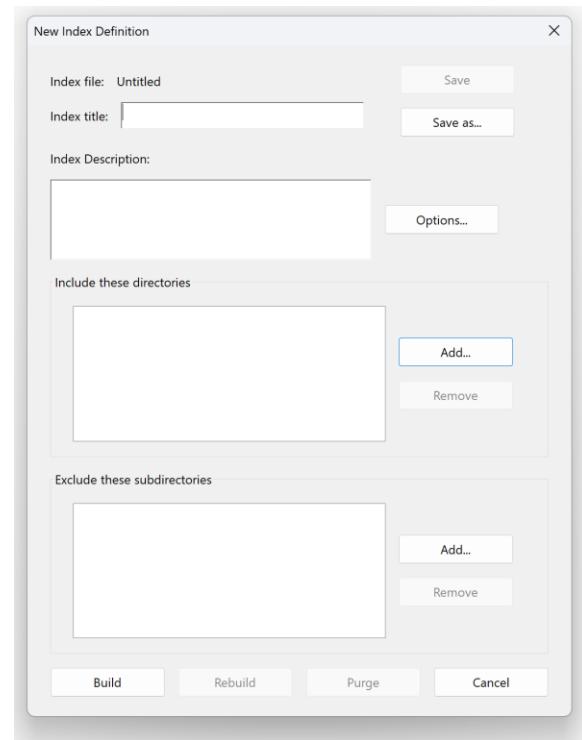
4.



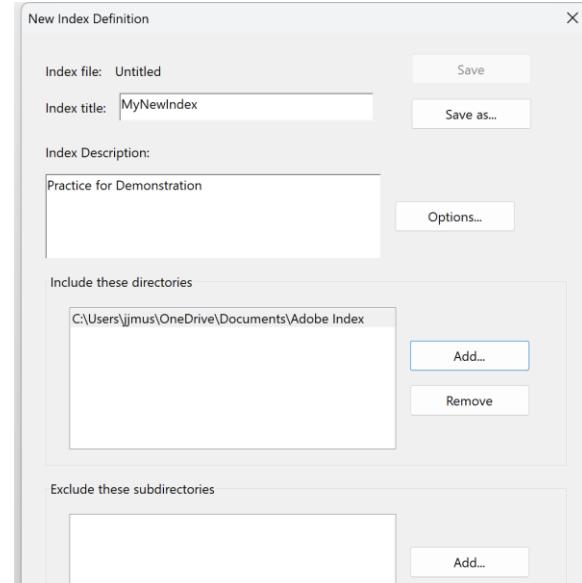
5.



6.



7.



Name index, select directory for files.

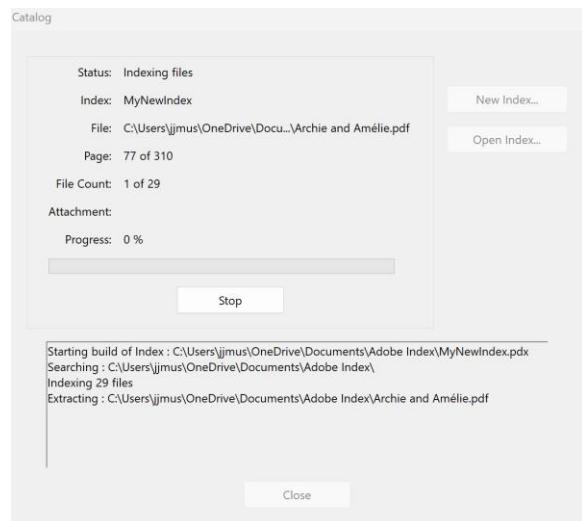
Optionally, exclude subfolder(s).

## Building an Adobe PDF Index for a Directory (folder containing target documents)

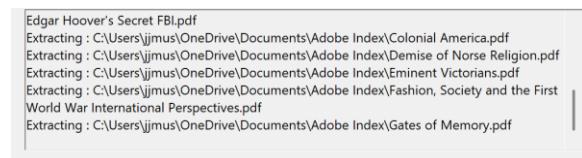
### 8. Adobe prompts for file Name (can be same as Index Title)



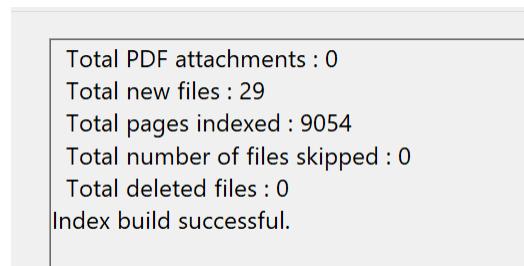
### 9. Indexer, scanning every page of every document, using available PC resources.



### 10. Bottom block of window shows progress (no actions needed from user)

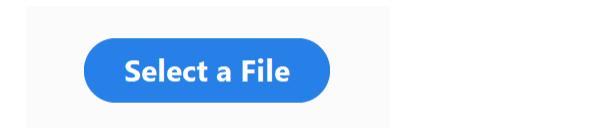


### 11. Result:

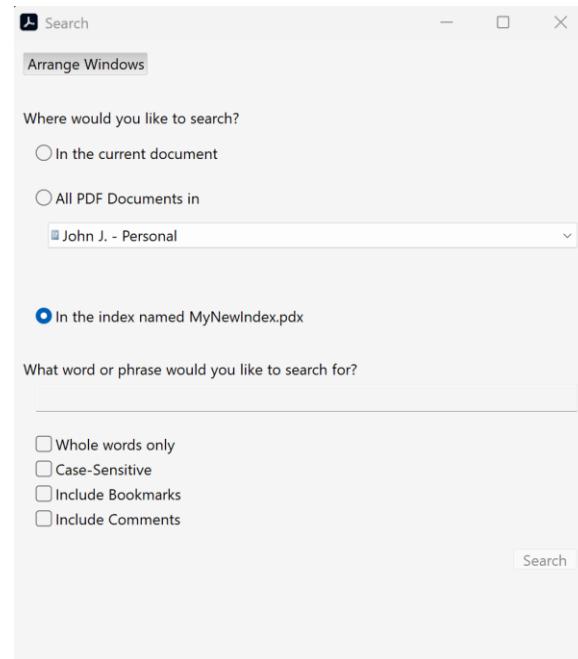


On my very fast Windows 11 desktop machine (multi-processor with a lot of RAM), it took about five minutes total.

12. Now, to use the index, pull up the file just created (in this case, it is called MyNewIndex.pdx in the same folder):



13. Choose the 'In the index named ...' option and then set your search term(s) by typing it on the line



14. I search for “Revolution” as a Whole word only (no derivatives, e.g. Revolutionary would not be retrieved).

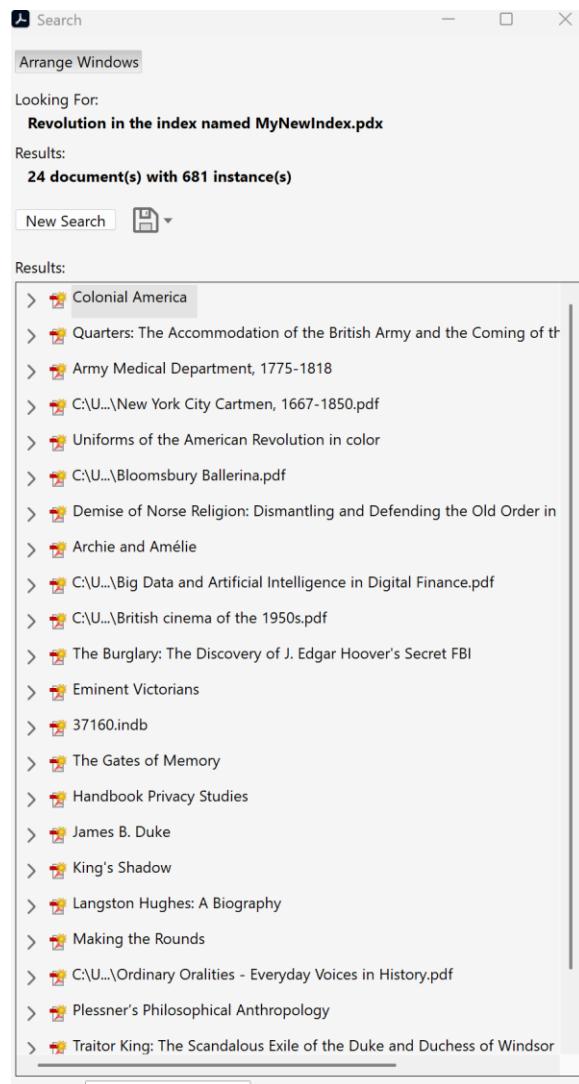
## Building an Adobe PDF Index for a Directory (folder containing target documents)

● In the index named MyNewIndex.pdx

What word or phrase would you like to search for?  
Revolution

Whole words only  
 Case-Sensitive  
 Include Bookmarks  
 Include Comments

15. And the results are displayed as hyperlinks for me to choose the file(s) I want:



Looking For:  
**Revolution in the index named MyNewIndex.pdx**

Results:  
**24 document(s) with 681 instance(s)**

New Search  

Results:

- >  Colonial America
- >  Quarters: The Accommodation of the British Army and the Coming of the American Revolution
- >  Army Medical Department, 1775-1818
- >  C:\U...\New York City Cartmen, 1667-1850.pdf
- >  Uniforms of the American Revolution in color
- >  C:\U...\Bloomsbury Ballerina.pdf
- >  Demise of Norse Religion: Dismantling and Defending the Old Order in Scandinavia
- >  Archie and Amélie
- >  C:\U...\Big Data and Artificial Intelligence in Digital Finance.pdf
- >  C:\U...\British cinema of the 1950s.pdf
- >  The Burglary: The Discovery of J. Edgar Hoover's Secret FBI
- >  Eminent Victorians
- >  37160.indb
- >  The Gates of Memory
- >  Handbook Privacy Studies
- >  James B. Duke
- >  King's Shadow
- >  Langston Hughes: A Biography
- >  Making the Rounds
- >  C:\U...\Ordinary Oralities - Everyday Voices in History.pdf
- >  Plessner's Philosophical Anthropology
- >  Traitor King: The Scandalous Exile of the Duke and Duchess of Windsor

If I add more documents to the folder, I can simply rescan the folder to update the index. Or build a new one.

This will work with Adobe Pro or with the free version.