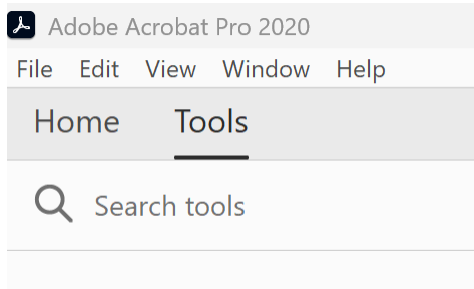


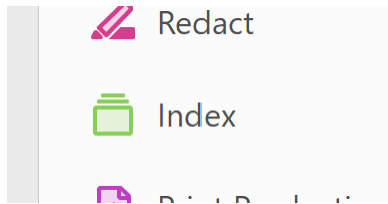
Building an Adobe PDF Index for a Directory (folder containing target documents)

In order – by numbers:

1.

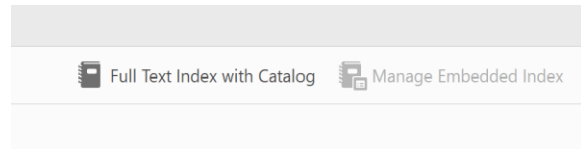


2.

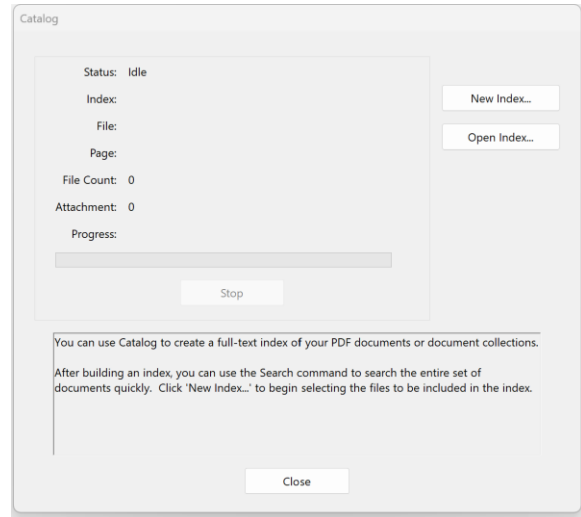


3.

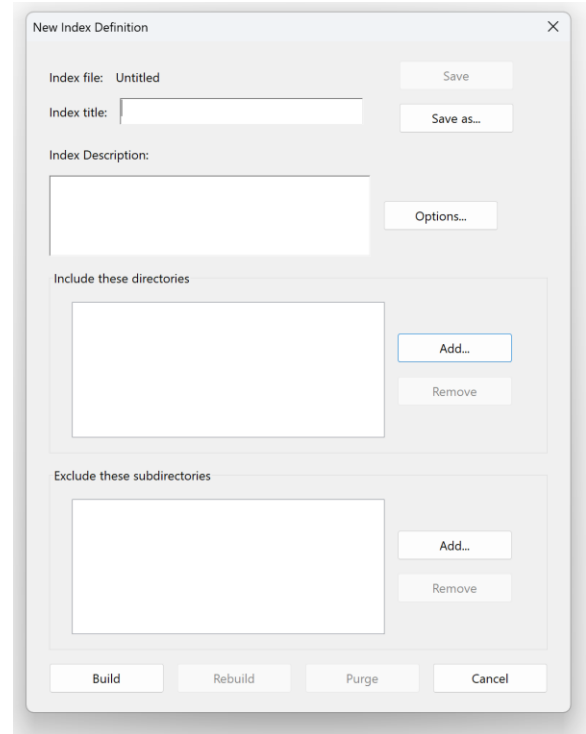
4.



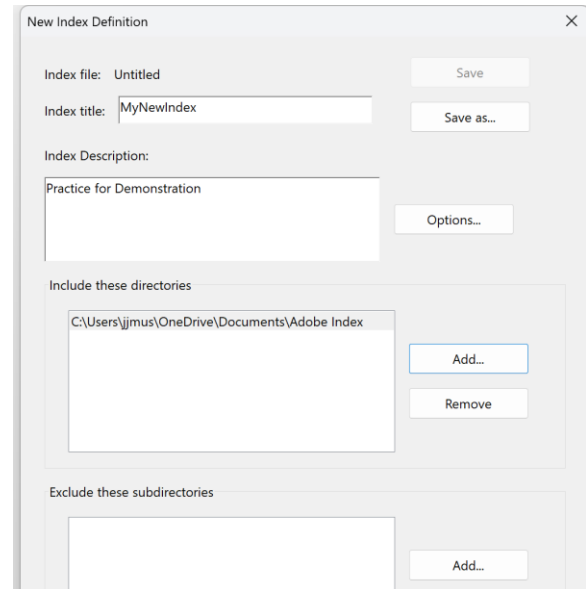
5.



6.



7.

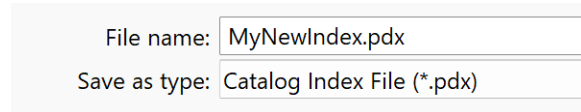


Name index, select directory for files.

Optionally, exclude subfolder(s).

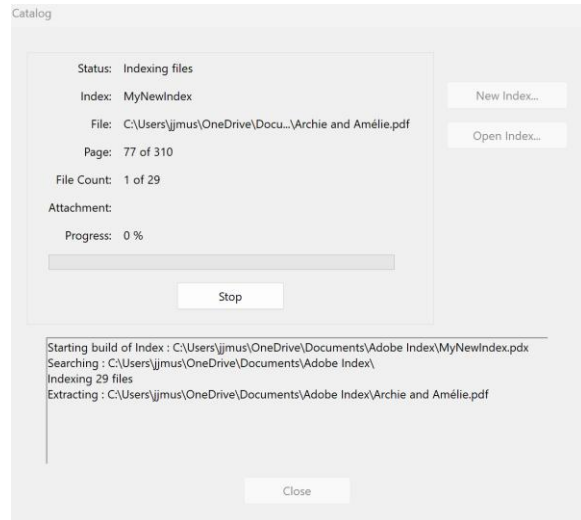
Building an Adobe PDF Index for a Directory (folder containing target documents)

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

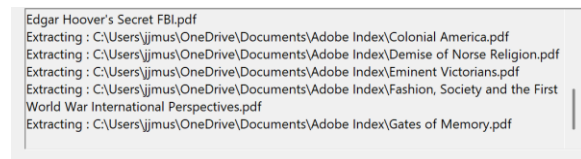


File name: MyNewIndex.pdx
Save as type: Catalog Index File (*.pdx)

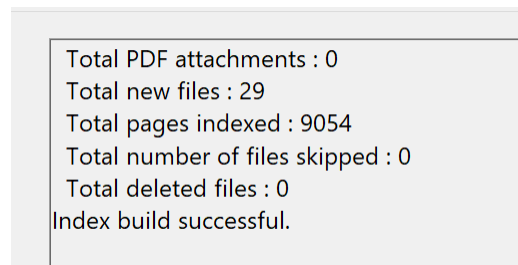
9. Indexer, scanning every page of every document, using available PC resources.



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

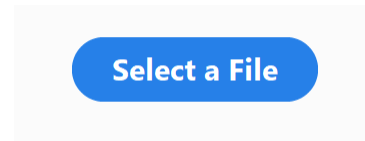


11. Result:

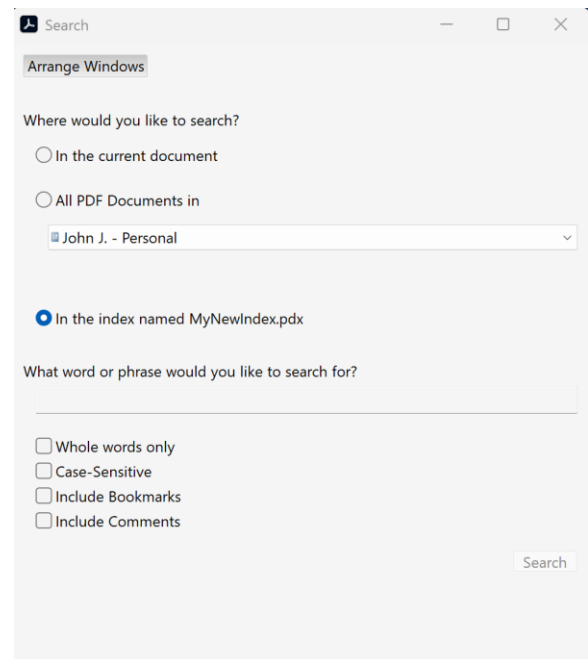


On my very fast Windows 11 desktop machine (multi-processor with a lot of RAM), it took about five minutes total.

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)

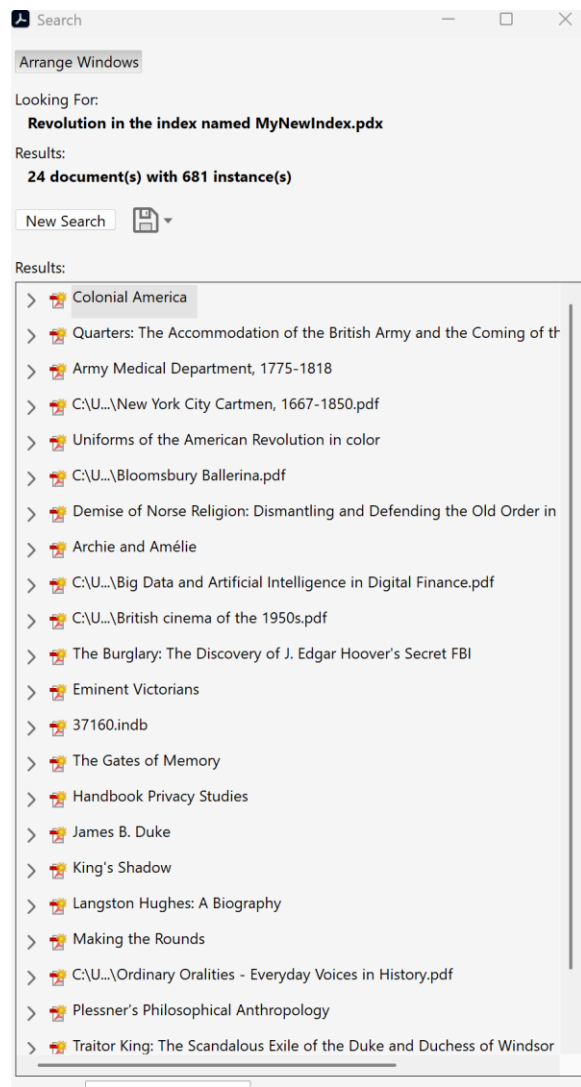
In the index named MyNewIndex.pdx

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:



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.