

Searching Newspapers with Adobe Acrobat Reader®

Newspaper issues are currently provided in PDF format and require you to have Adobe Acrobat Reader® installed on your computer to view them. Once you have opened a document, you can search it using the following instructions. (The procedure may vary slightly depending on the version of Adobe Acrobat Reader® you are using.)

1. Select the **Edit | Find** feature on the menu bar to reach the **Search** window (top).
2. Type the search term in the box and click the down arrow to the right to reveal the search options.
3. Modify the search options if needed and select the **Search** button to open the search results pane.
4. Search results will be listed in the **Results** section. Click on an item from the list to locate it. Use the **zoom** feature to increase legibility.

Only one file can be searched at a time. West Virginia GeoExplorer's **Newspaper Transcription Project** is now under way. Transcribed materials will be added to the 25,000+ items in the database and will be searchable simultaneously through the **Search | Search Bibliography** feature on the menu bar. Transcribed items will be encoded so that they can be searched by time, place, person, topic, and many other parameters. Volunteers are needed to move the transcription / encoding process forward.

