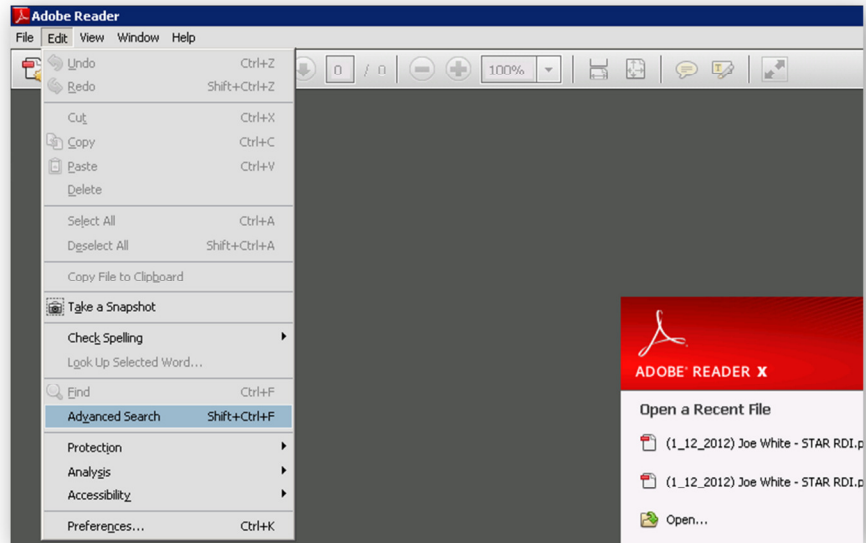


## Part 4: How to Search for Your Saved E-mails

Open Adobe Reader (or Adobe Acrobat Standard 8)

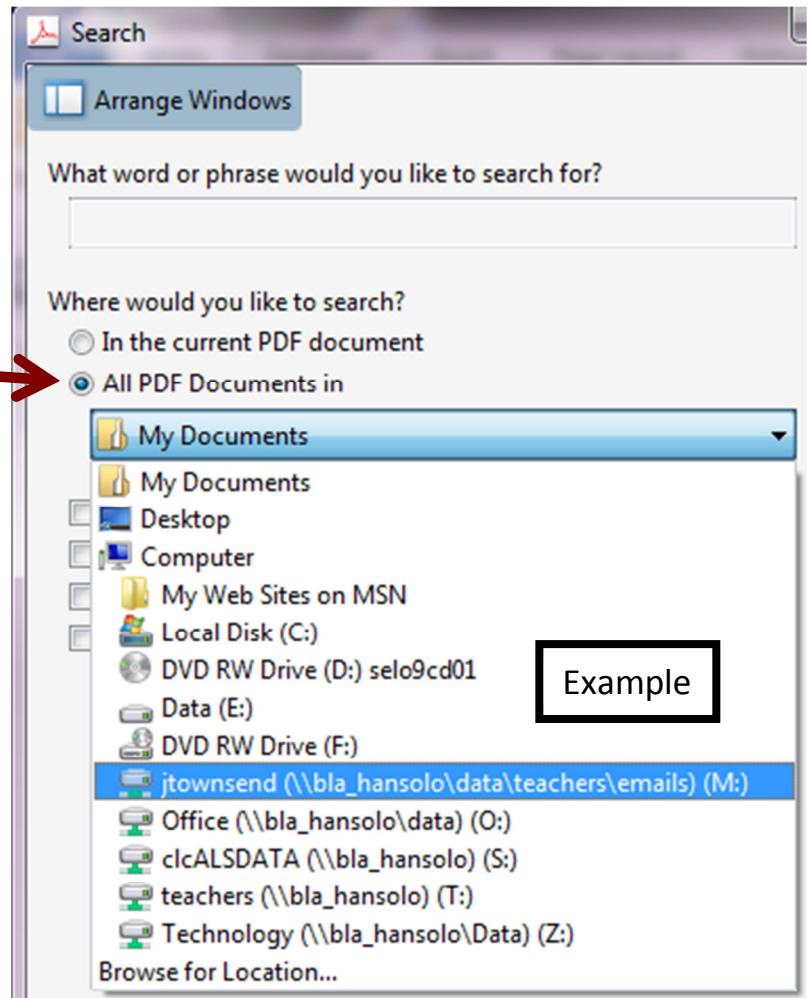
On the Menu Bar, select  
**Edit / Advanced Search**

Note: In Adobe Acrobat Standard 8, or Adobe Acrobat Professional, you will click:  
**Edit / Search**



The Advanced Search window opens.

Select "All PDF Documents in"

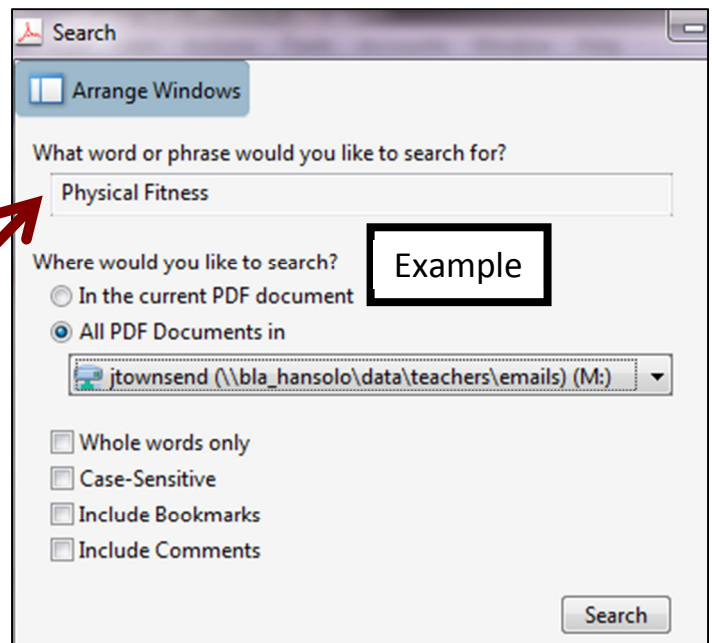


Find and click on the **(M:)** drive.  
(You should see your username next to it)

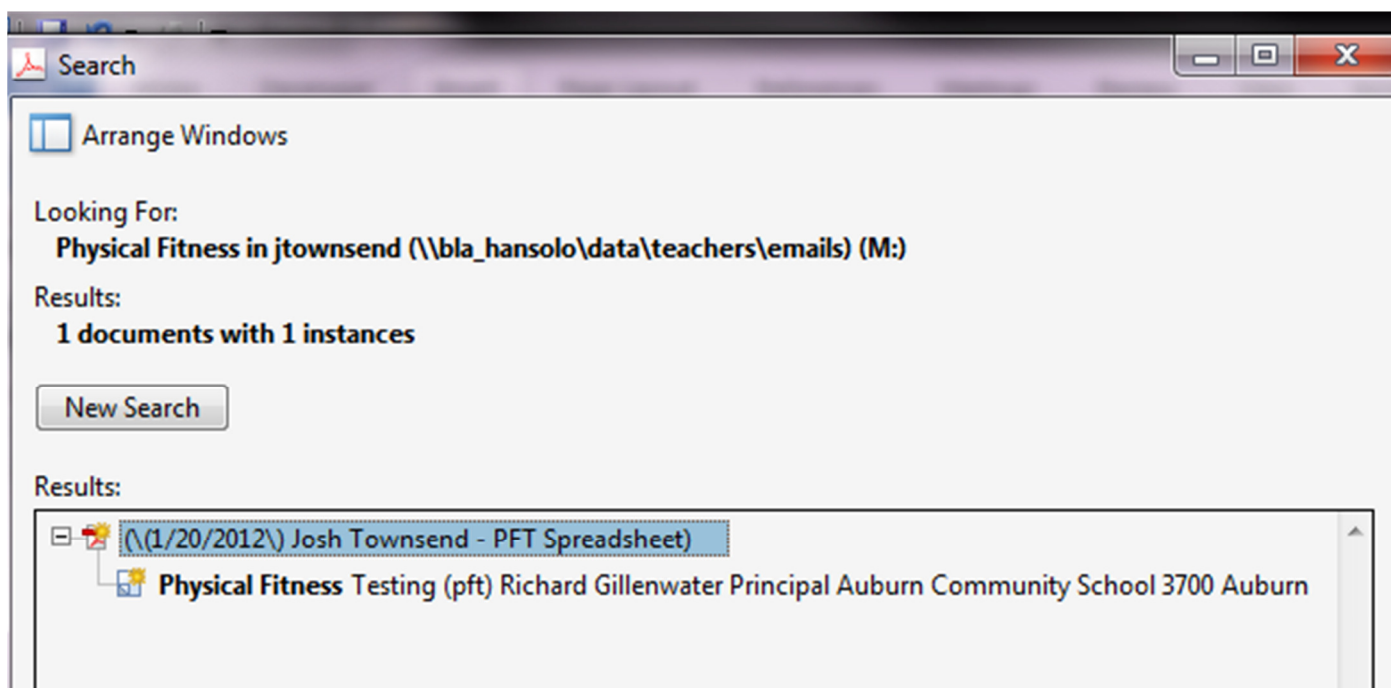
In the search box, type in either the subject name of the e-mail you're looking for, or type in a keyword(s) from the body of the e-mail.

In this example, I typed in: Physical Fitness

Click **Search**



My search result:



The search found my e-mail.

The search looks at the subject name of the e-mail and the body of the e-mail.

Click on your e-mail (in .PDF form) to open it.