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

Adobe Reader		
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The Advanced Search window opens.



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.	Search Arrange Windows What word or phrase would you like to search for? Physical Fitness
In this example, I typed in: Physical Fitness	Where would you like to search? Example In the current PDF document All PDF Documents in itownsend (\\bla_hansolo\data\teachers\emails) (M:)
Click Search	 Whole words only Case-Sensitive Include Bookmarks Include Comments

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Physical Fitness Testing (pft) Richard Gillenwater Principal Auburn Community School 3700 Auburn	

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.