Indexed searching

What is Indexed Searching?

The individual PDF documentation and questionnaire files are indexed so that users can search across groups of files in one go, rather than having to search within each file separately. So, for example, a user could search for all instances of the word "coffee" within all child documentation files. Note that this is not key-wording – it only allows users to find words or phrases that occur in the documentation or questionnaires.

There are separate indexes for the documentation (detailed description of the data including frequency tables) and the questionnaires. These are further subdivided into Child, Mother and Partner indexes as shown in Table 1, meaning there are six indexes in total. Note that these divisions do not always provide a perfect division of the data as, for example, on occasion questions about the study child have been included in the mother questionnaires.

Table 1: Data types contained in each index

Index	Contents
Child Documentation	Child Based Questionnaire Documentation Child Completed Questionnaire Documentation Puberty Questionnaire Documentation Schools Questionnaire Documentation Child Clinic Documentation External Education Documentation
Child Questionnaire	Child Based Questionnaires Child Completed Questionnaires Puberty Questionnaires Schools Questionnaires Child Clinic Descriptions
Mother Documentation	Mother Questionnaire Documentation
Mother Questionnaire	Mother Questionnaires
Partner Documentation	Partner Questionnaire Documentation
Partner Questionnaire	Partner Questionnaires

Instructions for Indexed Searching

Note that these instructions were written for Adobe Reader 9. For more information on searching please refer to Adobe Reader help files.

1) At the top of the Adobe Reader window, to the right of the search box, click on the drop down arrow, then click on the binoculars (Open Full Reader Search).

2) Select 'use advanced search options' at the bottom (blue link). *[Tip: To avoid having to do this step every time, you can make the advances search options the default. Open the Adobe Reader Preferences (in the Edit menu) and select "Search" from the "Categories" list. Then tick the "Always use advanced search options box.]*

3) The "Look In" pull-down menu defaults to "The Current PDF document". Change this to "Select Index". The index selection dialogue box will appear. If this is the first time you have done an indexed search then it will be blank. Follow step 4 to add the indexes, otherwise proceed to step 5.

4) Click "Add" and locate the "Indexes" folder within the top level of the documentation folder. There should be 6 *.pdx* files (red icons), which are the indexes. Click on each one in turn to add it to the index selection box. You should only need to do this the first time you use the indexed search facility.

5) You should have a list of available indexes in the index selection dialogue box. Each one has a tick-box next to it. Tick the indexes you want to search and click OK. The "Look In" pull-down menu will now say "Currently Selected Indexes".

6) Type in the word or phrase that you want to search for and press the search button. You will be presented with a list of documents containing your search term. At the bottom is a "Sort by" pull-down menu, which defaults to "Relevance Ranking". Select "Filename" to see the documents sorted in a logical order. Click on the expansion boxes ("+") by each document to see occurrence of the term within that document and then click on an occurrence to go to the relevant page in the document. You can scroll through the search results using the arrow keys on your key board.