

# Voyager Global Search Index Instructions

Voyager 10.0.0

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# Overview

These instructions include:

- Downloading the Voyager Global Search Index Files
- Working with the Voyager Global Search Index

## Downloading the Voyager Global Search Index Files

To work with the Voyager Global Search Index, you need to download:

- The following core Voyager PDF user's guide files to your local environment:
  - Acquisitions
  - Call Slip
  - Cataloging
  - Circulation
  - Global Data Change
  - Reporter
  - System Admin
  - Technical
  - WebVoyage Architecture Config
  - WebVoyage Basic
- The index files created for the Voyager Global Search Index to your local environment  
The index files include `Global Search Index.pdx` and the files located in the Global Search Index folder.

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**Note:** When you download these files, you need to maintain the relative folder structure as shown below. You also need to confirm that the names of the files you store locally match the names of the files in the Documentation Center to include spaces or underscores between words in the file name.

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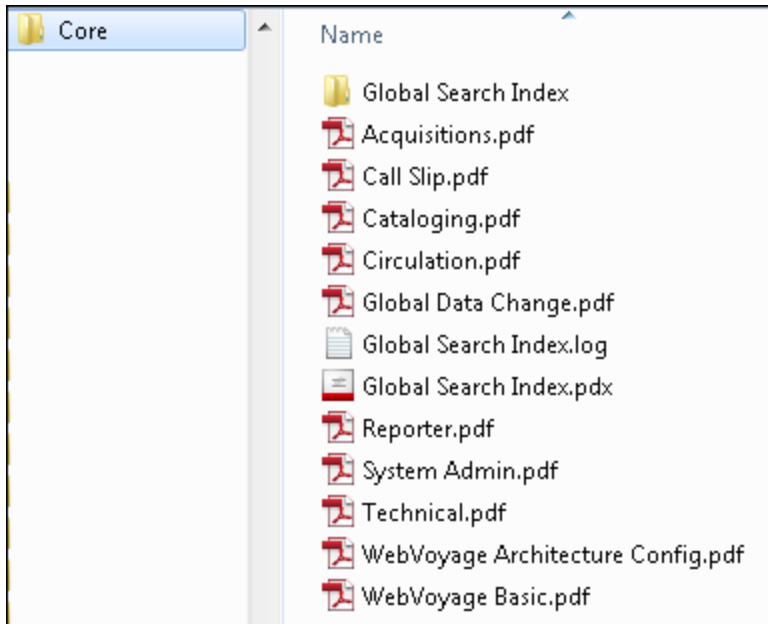


Figure 1 - Relative File Structure

## Working with the Voyager Global Search Index

After you have downloaded the files to your local environment, you are ready to begin working with the Voyager Global Search Index.

### To work with the Global Search Index:

- 1 Double click the `Global Search Index.pdx` file.

The Adobe Search and Adobe Reader dialog boxes open. (You may want to resize these dialog boxes to match your preference.)

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**Note:** By default, the radio button for the Global Search Index file has already been selected.

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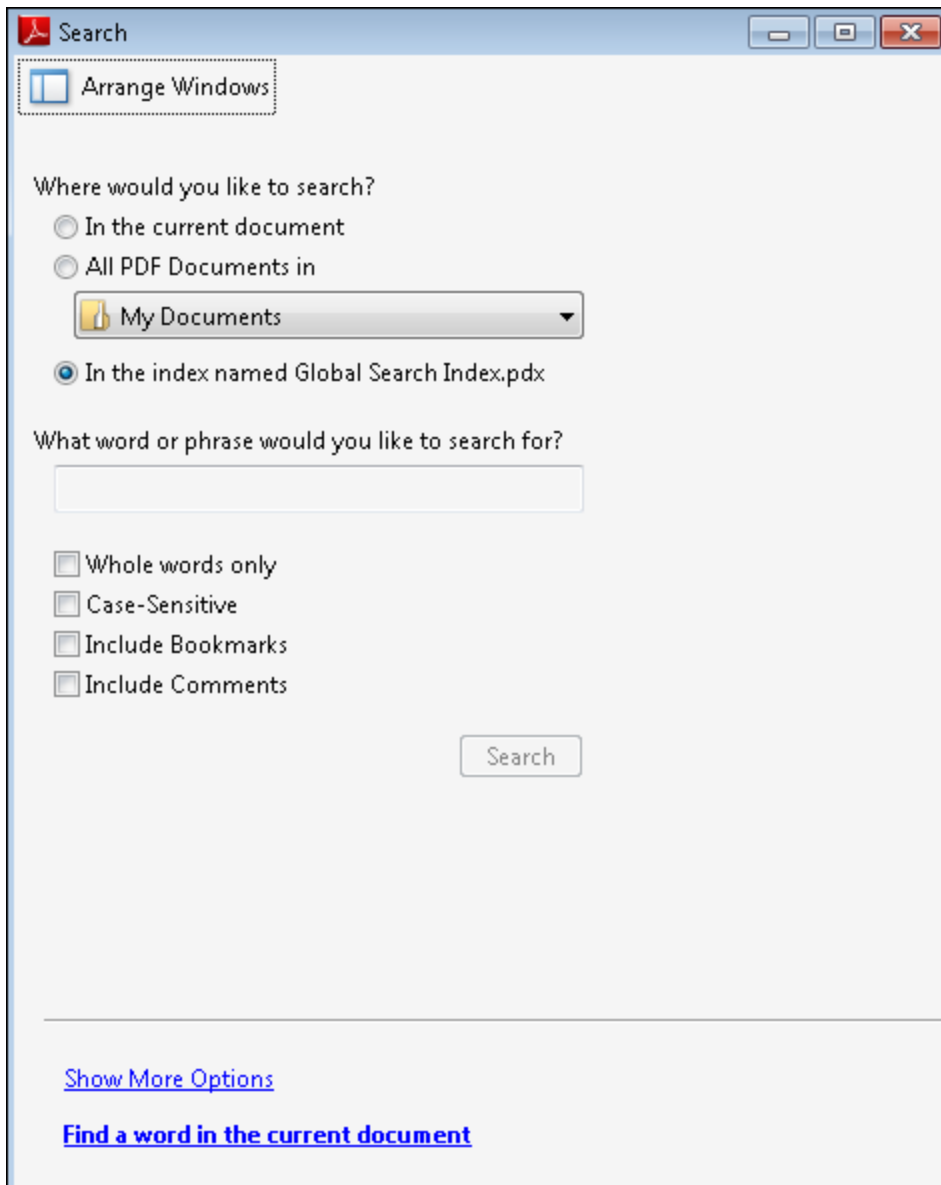


Figure 2 - Adobe Search Dialog Box

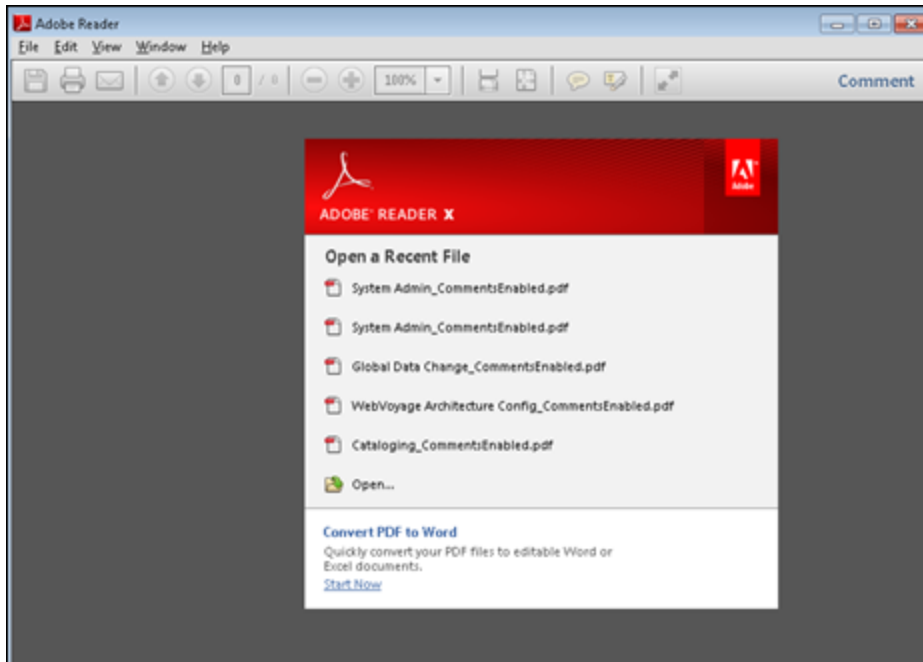


Figure 3 - Adobe Reader Dialog Box

2 Enter your search criteria.

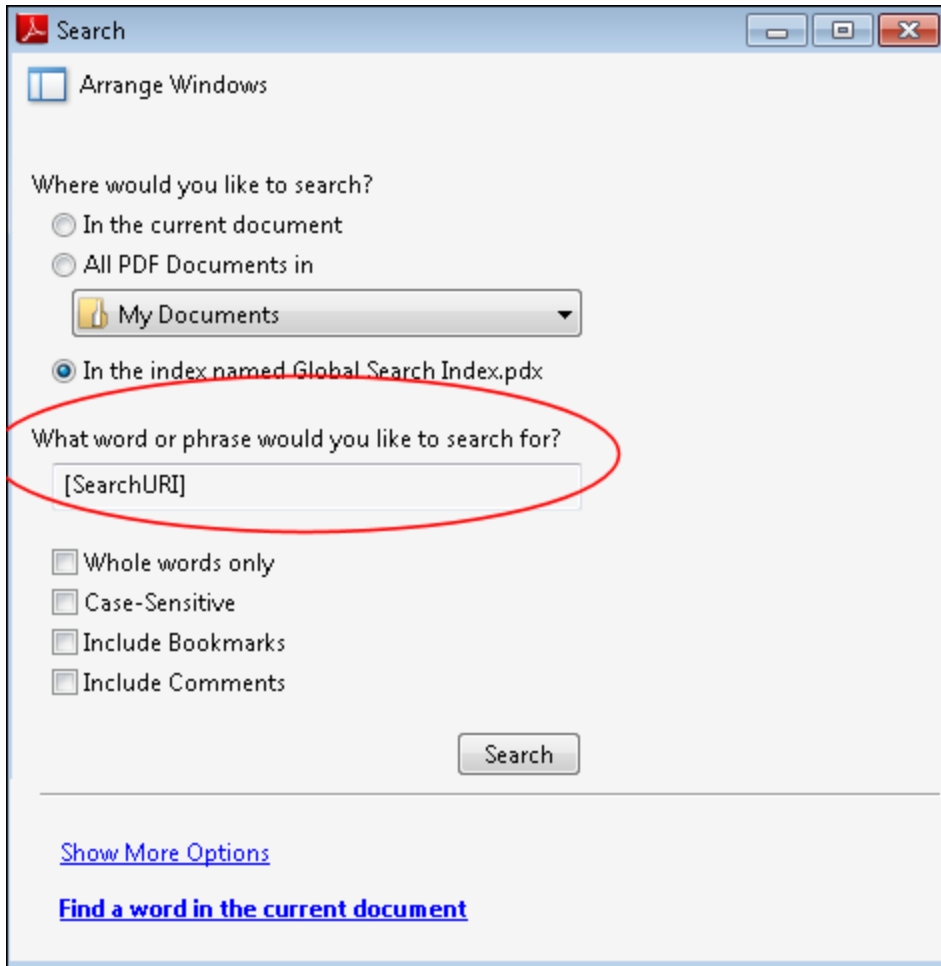


Figure 4 - Enter Search Criteria

More advanced search options can be accessed by clicking **Show More Options**.

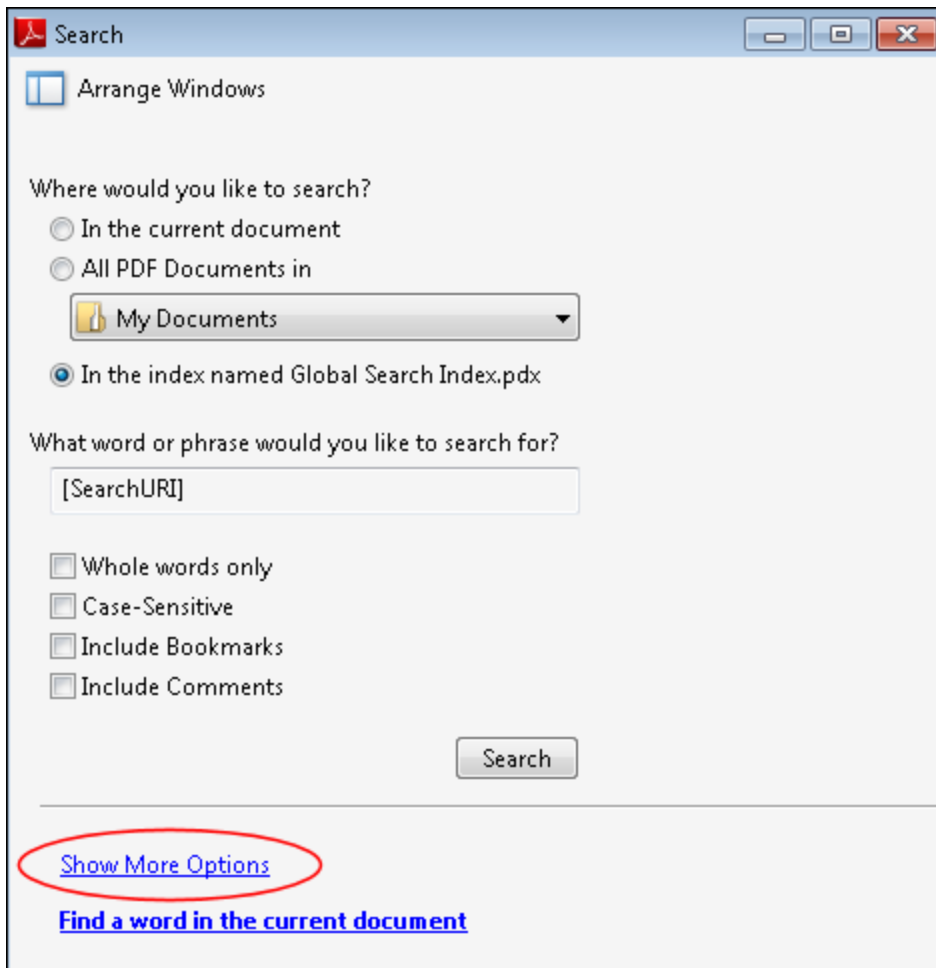


Figure 5 - Show More Options

3 Click **Search**.

The search results display.



- 4 Click to open/view your search results in the Adobe Reader dialog box.

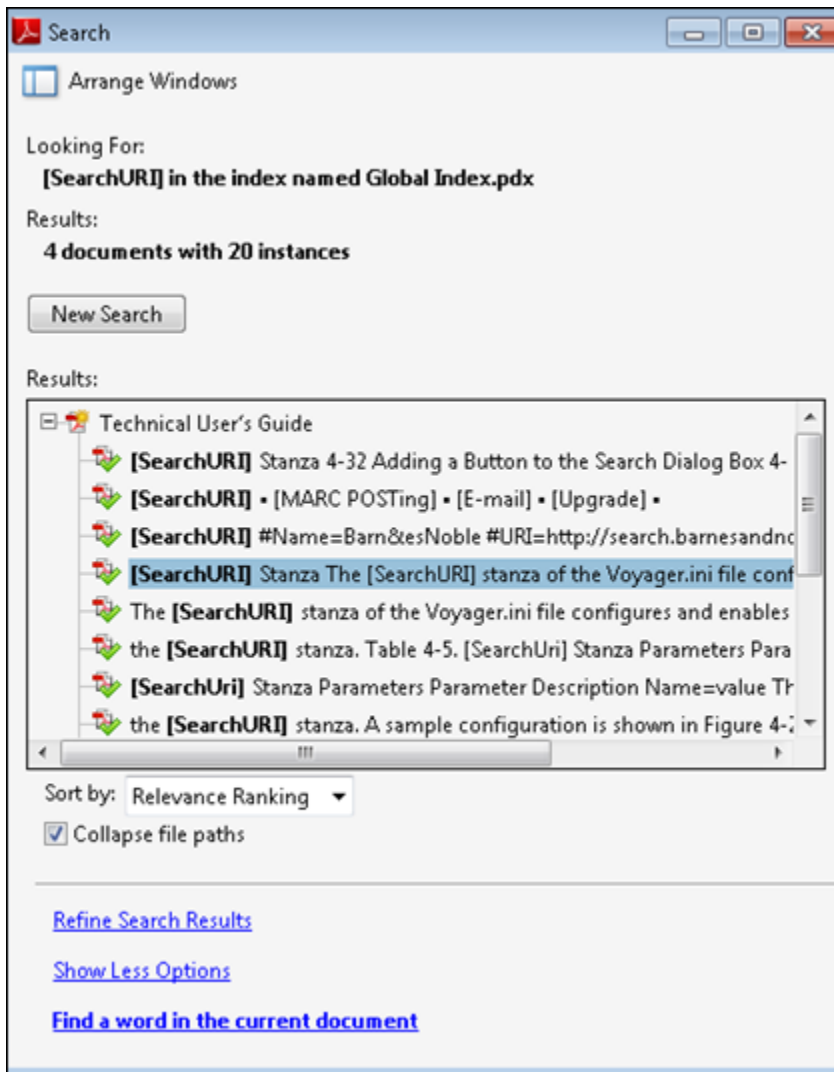


Figure 6 - Expand Search Results

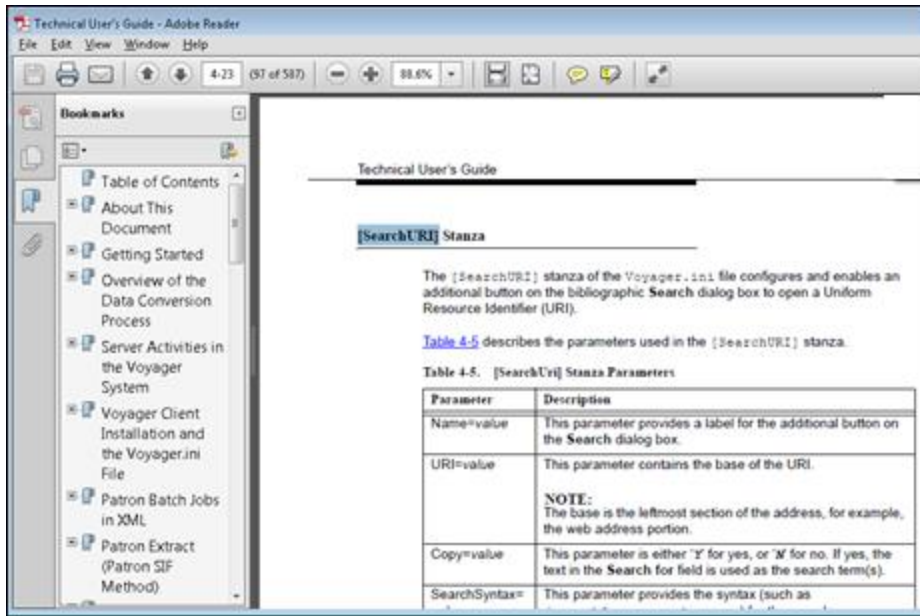


Figure 7 - Search Results Displayed