

Instructions for the BSI Books Collected Index

February 4, 2011

You may want to Print these instructions for easy reference.

To use the BSI Books Collected Index, you will need to do the following:

- Download the ZIP package (file) from www.bakerstreetjournal.com
- Unzip the package
- Read/Print using PDF Viewing Software
- Enhanced Search Using Adobe Reader

Download the ZIP package (file)

In most browsers:

- Right-click the link to the ZIP package / file
- Choose Save As
- Select a location on your hard disk
- Click Save to begin the download to your specified hard disk location

Unzip the package

You need to extract (decompress) the files inside the ZIP package

In Windows XP or later

- Right-click & Hold on the icon of the downloaded ZIP package file/folder
- From the pop-up menu, select Extract All
- Use the Extraction Wizard and choose a location for the unzipped files
- After it runs the Collected Indexes will be in a new folder

In Mac OS X v10.3 (Panther) or later

- Double click the icon of the downloaded ZIP package file/folder
- Your files will be automatically unzipped and placed in a new folder

Read/Print using PDF Viewing Software

You need to have Adobe Reader, Apple Preview, or some other PDF-viewing software installed.

To read, print, or search a single book:

- Double-click on the icon of the file for your desired book's index

Collected Index Files versus Separate Index Files

The Collected Index PDF files have names ending with a number (e.g., "-01") to show they are part of that Collection number. Enhanced search works only with these Collection files (not the PDFs available separately on the BSJ website). The collection number does not indicate a difference in content between the separate and Collected version of an Index.

Instructions for the BSI Books Collected Index

Enhanced Search Using Adobe Reader

Note: you must keep ALL the Collected Files inside the same folder on your computer in order to use Enhanced Search. For simplicity the Collected Index ZIP comes with all files in a single folder already.

The precise steps for Enhanced Search may vary depending on your version of Adobe Reader. These instructions are for Adobe Reader version 8.

Simple Enhanced Search

- Double-click on the icon of any book's PDF file in the Collection
- Open the Full Reader Search pane by doing either of the following:
 - o Click the Edit menu and then choose Search (Edit > Search) or
 - o In the toolbar next to the Find box, click the down-arrow on the right edge of the box and select Open Full Reader Search (this opens the Search Pane)
- In the Search Pane
 - o The Collected Files are set to automatically use their associated Catalog file for searches, as listed in the "Look In" selection box
 - o In the text box for Word or phrase you'd like to search for
 - Enter your desired search term
 - Click the Search button
 - o Adobe Reader will display all the Indexes with your search terms
 - Tip: After the search is done, use the Sort By dropdown menu and select Filename.
 - This puts the search Indexes in order
 - o Click the plus sign (+) to the left of the Index filename
 - This displays a snippet of the matching text from that file
 - Click on the snippet to open the file to the matching text point
 - (Note: if your search term had more than 1 word, a snippet will show for each word and thus a duplicate snippets will appear in sequence)

Instructions for the BSI Books Collected Index

Advanced Enhanced Search

You can search across other PDF collections simultaneously (e.g., the e-SHJ). To do that, you need to manually add the BSI Books catalog index to your Selected Index set.

- In the Search Pane
 - o Click the Look In drop-down menu and choose Select Index
 - o This opens the Index Selection dialog
- In the Index Selection dialog
 - o Make sure there is a check in the box next to the BSI Books catalog index
 - It will be named BSI Books followed by a version number
 - o If the index title (e.g., BSI Books01) does not appear in the dialog,
 - Click the Add button,
 - Navigate to the folder where you installed the Collected Index
 - Select the catalog file (e.g., bsi-bk-01 catalog.pdx)
 - Click Open to choose that file
 - o Once back in the Index Selection dialog, be sure BSI Books has a check mark
 - o Place check marks next to any other catalog index you want to search
 - o Click Ok to save your selection(s) and close the Index Selection Dialog
- Back in the Search Pane again, and search as noted above

See Adobe Reader Help for more information on Searching. Adobe typically uses "Search" to refer to this enhanced search option across multiple files, while Adobe generally uses "Find" to discuss a simple search in a single file.

Version Numbers

Each Collection set has a version number (e.g., "01"). When we release a new Index, we will revise the Collection number and the number used in the filename of all prior Indexes. That will help you to avoid mixing old and new Collection files. Enhanced search works across a single collection number only.

Collection Updates

When we update the Collection, we will place a new ZIP file on the BSJ website. It will contain the complete set of files including all the Indexes from the earlier version. You should delete the old version (just delete the folder containing all the old files) and use only the new files in their new folder (which by default is given a different folder name).

Note: if you previously manually selected the BSI Books catalog index (as part of Advanced Enhanced Search as described above), you will need to manually select the new catalog index. To avoid confusion, when you first see the Index Selection Dialog, you should first click on the old BSI books catalog entry and then click the Remove button. Then add the new BSI Books catalog as described above.