

# USE OF THE SEAERCH FEATURE

## FOR THE COMPENDIUM OF “RUNNERS”

Normally you will open up your pdf document in Adobe Reader. Once you have done this there are two ways to use the search feature on any pdf file:

### A) Simple “Find” – type “Cntrl + F”

A small text box will open up in the upper right hand corner of the document. There is a down arrow option:

- 1) Whole Words Only
- 2) Case Sensitive
- 3) Include Bookmarks
- 4) Include Comments

Usually you should choose either option # 1 or # 2.

Then type in the **search term** that you want and hit the “Enter” key on your keyboard.



You will find your **search term** one at a time by left clicking on the ‘Next’ button. Since the Compendium of “Runners” is over 500 pages, this is NOT a good option for most searches.

**B) Advanced Search – type “Shift + Cntrl + F”**

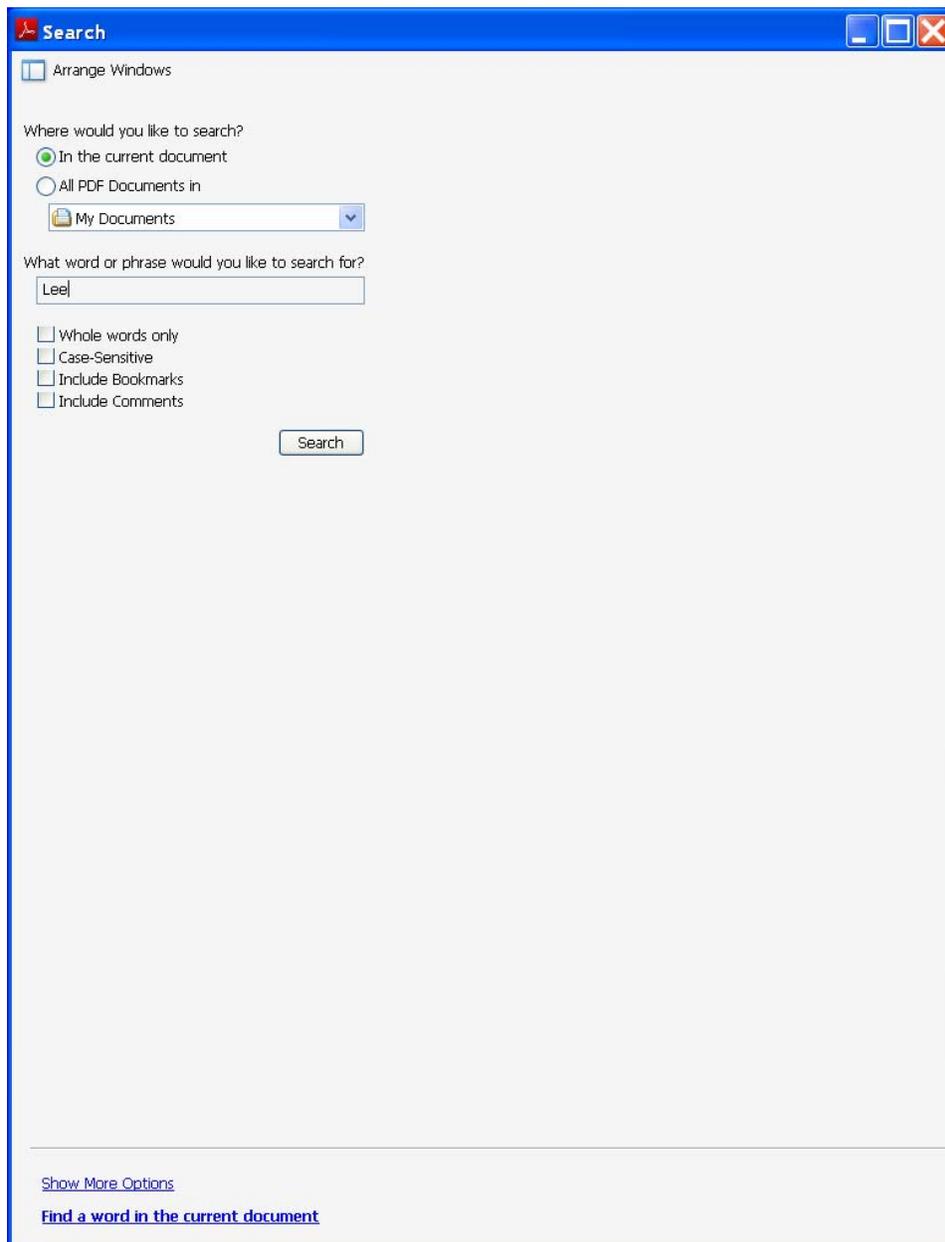
A large box will open to the left of the pdf file

Type in the word or phrase that you want in the “What word or phrase would you like to search for?” box

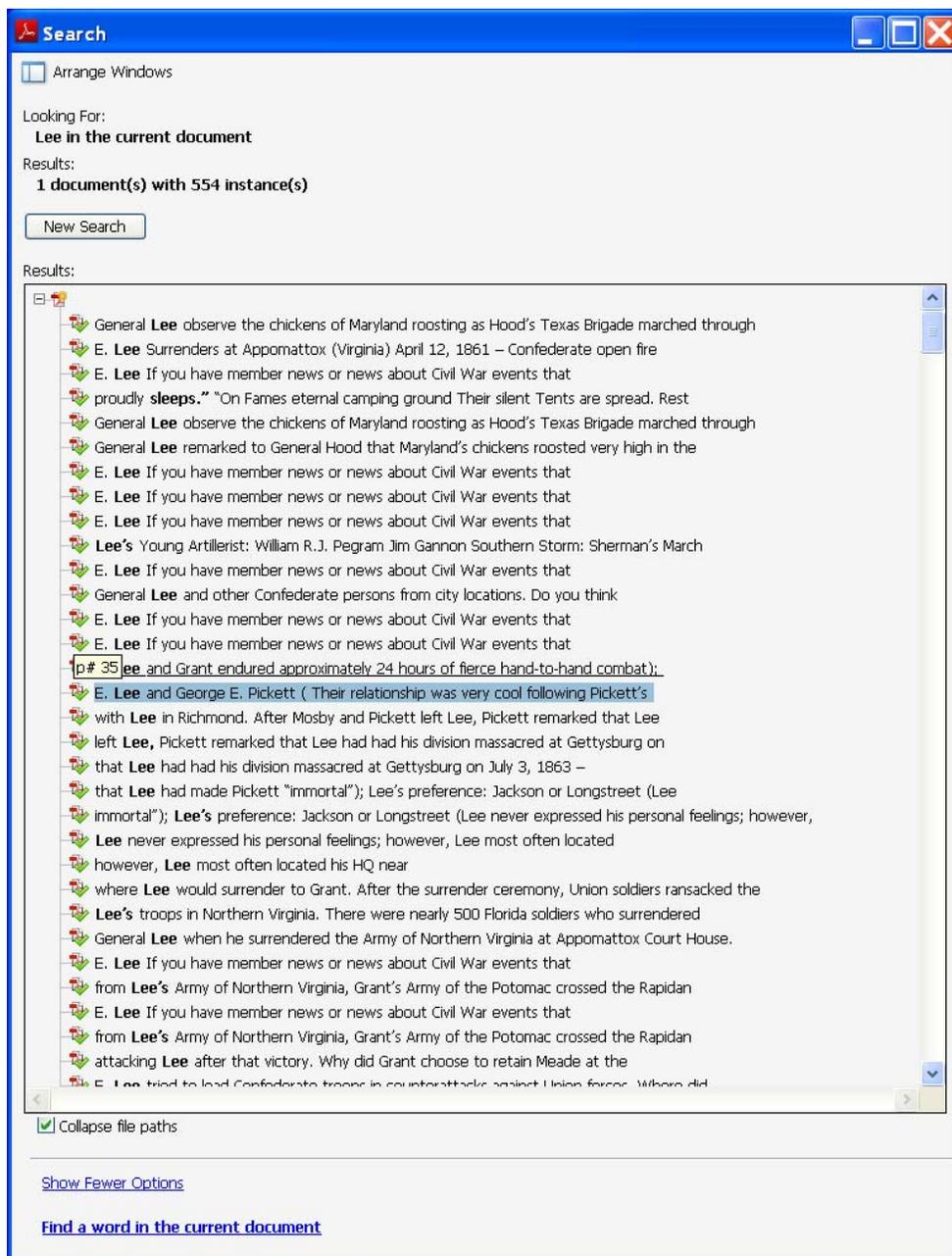
As above you have four options:

- 1) Whole Words Only
- 2) Case Sensitive
- 3) Include Bookmarks
- 4) Include Comments

Left click on the “Search” button



The below will appear.



If you had chosen “Lee” for your search word you would have gotten 554 “hits”. You should then scroll down the list until you find the topic that interests you – see below for example

Concatenate - 2005-Present.pdf - Adobe Reader

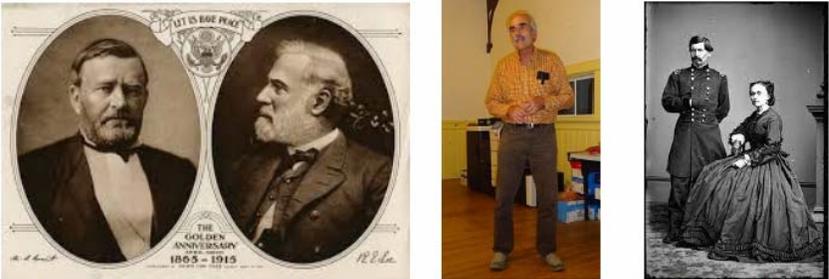
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Tools Sign Comment

\*\*\*\*\* October Program \*\*\*\*\*

**A Civil War Challenge**



A great big game of Civil War Jeopardy took place at the October Meeting. **Brian Kraus**, A.K.A. Alex Trebek, took a wide variety of questions from those in attendance.

Among the subjects: **Actions of the 26<sup>th</sup> North Carolina at Gettysburg** (decimated in actions against the Iron Brigade and on the third day); **Longest continuous engagement during the war** (During the Battle of Spotsylvania in the Bloody Angle, the opposing forces of Lee and Grant endured approximately 24 hours of fierce hand-to-hand combat); **First land battle of the war** (The Battle of Philippi on June 3, 1861, in what became West Virginia, is credited as the first battle. George B. McClellan claimed the Union victory for his rising star); **Animosity between George McClellan and A.P. Hill** (George and Powell vied for the affections of the same woman and George won Marcy's heart and hand); **Comparison of casualties between USA and CSA officers** (the Southerners probably claimed this Pyrrhic victory by losing a lot of their brother officers – leading from the front); **The relationship between Robert E. Lee and George E. Pickett** ( Their relationship was very cool following Pickett's poor showing at Five Forks during April 1865. After the war, John S. Mosby accompanied Pickett to a visit with Lee in Richmond. After Mosby and Pickett left Lee, Pickett remarked that Lee had had his division massacred at Gettysburg on July 3, 1863 – Mosby, perhaps trying to lift Pickett's spirits, remarked that Lee had made Pickett "immortal"); **Lee's preference: Jackson or Longstreet** (Lee never expressed his personal feelings; however, Lee most often located his HQ near Longstreet's 1<sup>st</sup> Corps camps.

As a general rule you will find that the most efficient way to do searches is to choose your word or phrase to be the simplest form that uniquely defines the topic. For instance, if you had chosen "Robert E. Lee" you would miss all the references to just plain "Lee". By just choosing "Lee", you will get some false hits, if say for instance, "Frank Lee" had been in one of the "Runners". Usually these false hits are easily eliminated.