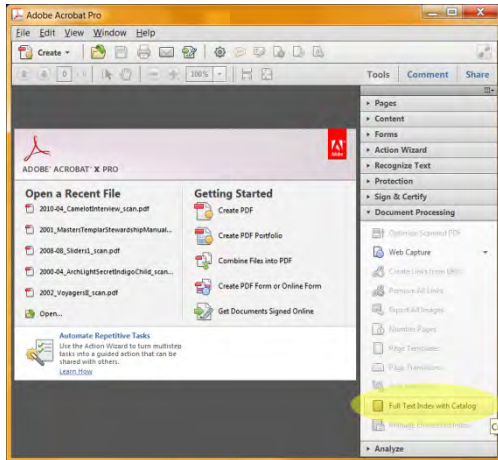# Creating Master Indexes

You can create a master index of all the PDF files in your KS library by following the steps below. Also consider buying extra copies of the Voyagers books and slicing the binding off, then scanning them to create a searchable PDF … very helpful! You will need to own a copy of Adobe Acrobat to <u>both build and use</u> the indexes. That means you can't build it on your computer and then use it to run live searches, or access search results on another computer that does not have Adobe Acrobat installed. You can, however save search results to a file and manually go to the pages in the PDFs … just won't be able to dbl-click the search result to jump to the file. That will make more sense when you read the instructions. You can buy Acrobat on Amazon for Mac or PC. I have Acrobat Pro and I think some of the features are only available in Pro … not sure if the Standard version would do all this.
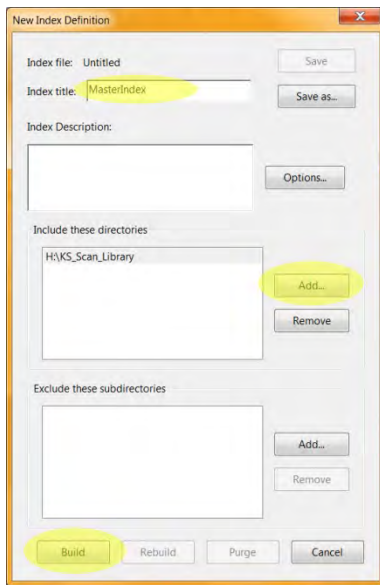
Helpful hints:

- First, it's helpful to gather all your PDF files in one folder. It's not necessary to have them in one folder but I've found it a LOT easier to manage.

- Also, some of the manuals/books have Roman numeral table of contents sections at the beginning so in your index/scan library you can delete those pages in library version of the PDF. Then the page numbers in your searches will be correct or at least close. There are some manuals that will hardly ever give you the right numbers, though. For example some manuals have several sections where page numbers restart, or skip page numbers (e.g. Kathara 2-3). Luckily, when you're searching in Acrobat you can just double-click the link in the search results and it automatically opens the PDF to the right page ☺ So, the page numbers only become an issue if you're working with a saved version of a search (step 12 below).

- Starting the filenames in your scan library with the date of the workshop will allow you to order your indexes chronologically. That's helpful if you are looking for something in a particular era in the teachings – like, you know it was during the Dance For series … just not sure which workshop. So, filenames like this are helpful: "2000-06_AngelicRealities_scan" & "2010-10_Sliders9_scan".
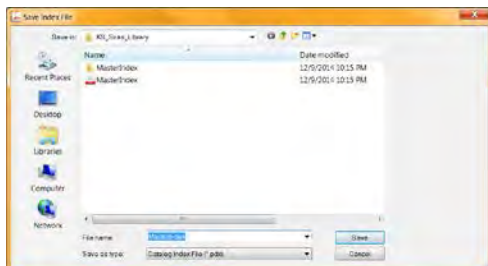
Steps for creating your KS Scan Index Library:

1. Locate all the PDF files you want to combine into one master index.
2. From the Tools Menu Select **Document Processing->Full Text Index with Catalog**

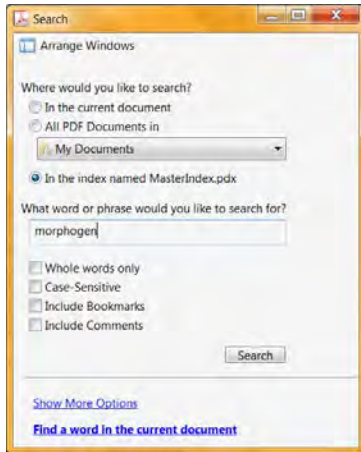3. **Click "New Index"** and the following dialog will appear:

4. **Enter the name** for your Index at the top
5. Click the **Add** button on the right and browse to the directory/ies where you stored your PDFs
6. Click the **Build** Button at the bottom.
7. **Browse** to the target directory where you want to store your index (easiest to store it with your PDFs).
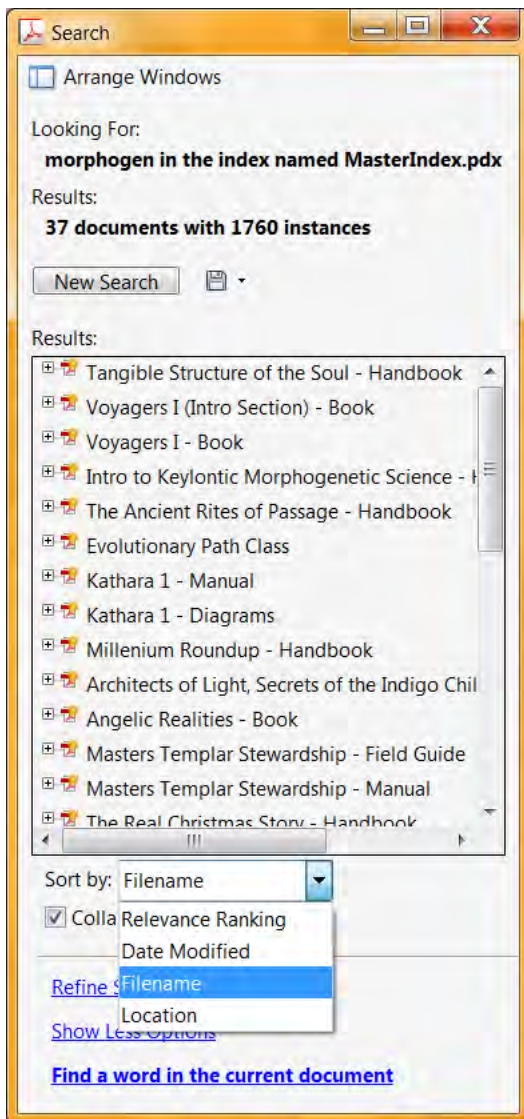
It's that easy! Acrobat will find all the PDFs in the directory you specified and combine them all into one master index. If you add or edit PDFs, just open the index and click "Rebuild" to update it.
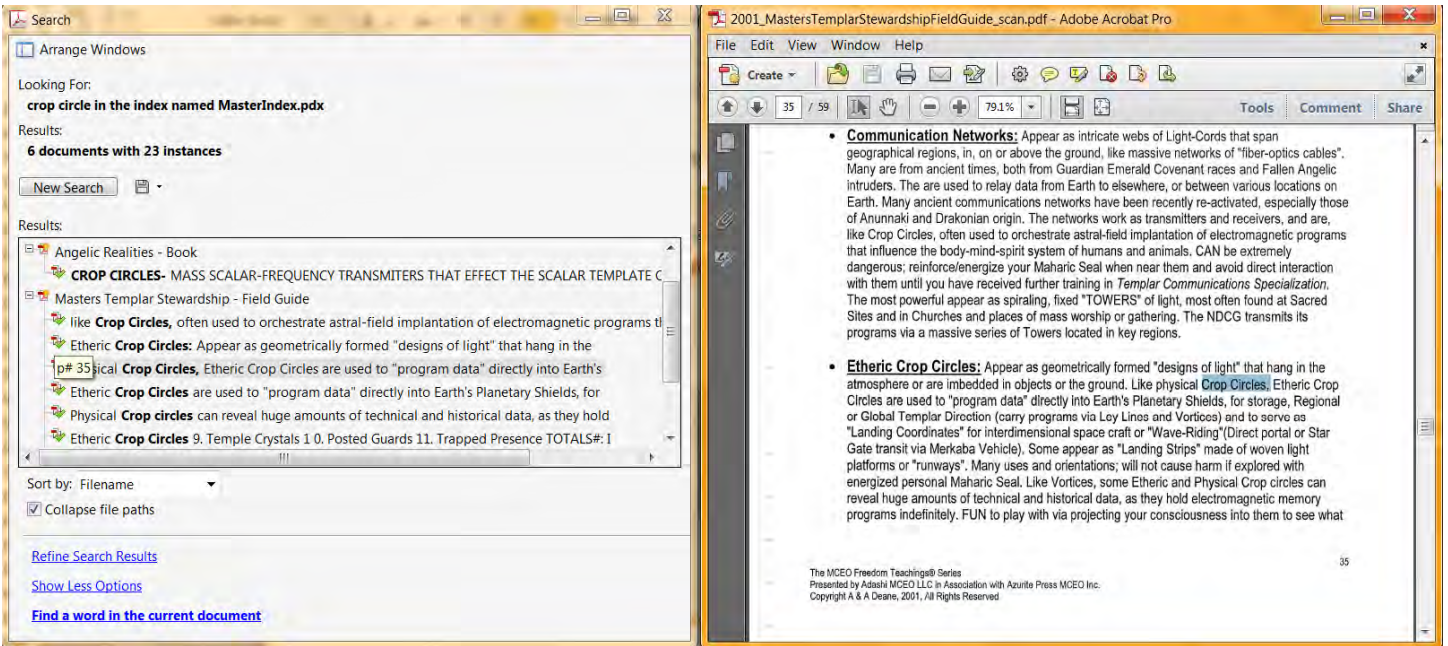
8. To search the index, just dbl-click the file and the search dialog will appear. Enter your criteria and **click "Search"**

9. If you've named your PDFs starting with the date for that material as suggested in the hints above, you can **Sort by: filename** to get a chronological listing.
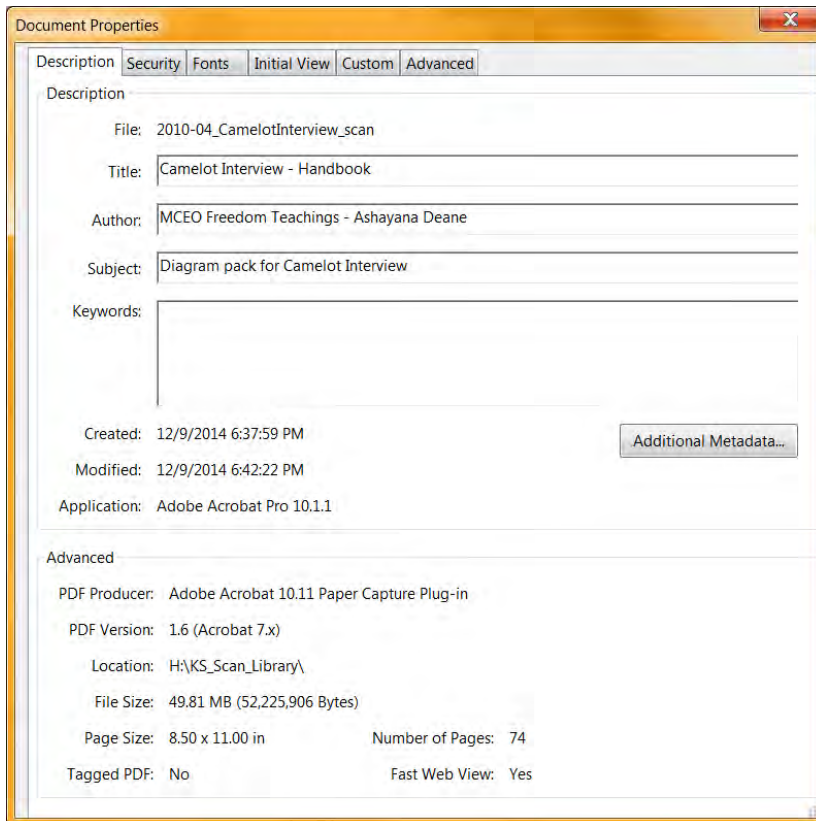
10. The search result produces live links that jump right to the pages found by **clicking the links**

NOTE: the results of the search will use the "Title" property that's stored in the PDF file itself. If that property is empty the search results will default to the path name for the files ... ugly ☺

11. So, it's worth the time to enter titles in the **File->Properties** menu for your PDFs.

12. If you want to save your search results for future use (or to email to a friend :) you can **click the little disk button**