United States Department of Agriculture

Marketing and Regulatory Programs

Agricultural Marketing Service

Fruit and Vegetable Program

Specialty Crops Inspection Division

Inspection Series User Guide

AIM Inspection Series Updates are available under the "Updates" heading on the SCI Division AIM Home Page at the following Intranet address: http://agnis/sites/FV/PPB/AIM/default.aspx.

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Viewing Guide

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View PDFs in Full Screen mode

In Full Screen mode, PDF pages fill the entire screen; the menu bar, toolbars, and window controls are hidden. A PDF creator can set a PDF to open in Full Screen mode, or you can set the view yourself. Full Screen mode is often used for presentations, sometimes with automatic page advancement and transitions. The pointer remains active in Full Screen mode so that you can click links and open notes.

There are two ways to advance through a PDF in Full Screen mode:

You can use keyboard shortcuts for navigational and magnification commands, and

You can set a Full Screen preference to display Full Screen navigation buttons that you click to change pages or exit Full Screen mode.

Set the Full Screen navigation bar preference

1. In the Preferences dialog box under Categories, select Full Screen.
2. Select Show Navigation Bar, then click OK.
3. Select View > Full Screen Mode.

   The Full Screen navigation bar contains Previous Page , Next Page , and Close Full Screen View buttons. These buttons appear in the lower-left corner of the work area.

Read a document in Full Screen mode

If the Full Screen navigation bar is not shown, you can use keyboard shortcuts to navigate through a PDF.

Note: If you have two monitors installed, the Full Screen mode of a page sometimes appears on only one of the monitors. To page through the document, click the screen displaying the page in Full Screen mode.

1. Choose View > Full Screen Mode.
2. Do any of the following:

   To go to the next page, press the Enter, Page Down, or Right Arrow key.

   To go to the previous page, press Shift+Enter, Page Up, or the Left Arrow key.
3. To close Full Screen mode, press Ctrl+L or Esc. (Escape Key Exits must be selected in the Full Screen preferences.)

To show a Full Screen tool in the Page Display toolbar, right-click the Page Display toolbar and choose Full Screen Mode. Then click the Full Screen tool to switch to Full Screen mode.

Retrace your viewing path

You can find PDF pages that you viewed earlier by retracing your viewing path. It's helpful to understand the difference between previous and next pages and previous and next views. In the case of pages, previous and next refer to the two adjacent pages, before and after the currently active page. In the case of views, previous and next refer to your viewing history.

Example: If you jump forward and backward in a document, your viewing history retraces those steps, showing you the pages you viewed in the reverse order that you viewed them.

1. Choose View > Go To > Previous View.

2. To continue seeing another part of your path, do either of the following:

   Repeat step 1.

   Choose View > Go To > Next View.

Note: You can make the Previous View button and Go To Next View button available in the toolbar area by right-clicking the Page Navigation toolbar and choosing them on the context menu, or choosing Show All Tools.

Navigate with links

Links can take you to another location in the current document, to other PDF documents, or to websites. Clicking a link can also open file attachments and play 3D content, movies, and sound clips. To play these media clips, you must have the appropriate hardware and software installed. The person who created the PDF document determines what links look like in the PDF.

Note: Unless a link was created in Acrobat using the Link tool, you must have the Automatically Detect URLs From Text option selected in the General preferences for a link to work correctly.

1. Choose the Select tool .

2. Position the pointer over the linked area on the page until the pointer changes to the hand with a pointing finger. A plus sign (+) or a *w* appears within the hand if the link points to the web. Then click the link.

Search Features Overview

You run searches to find specific items in PDFs. You can run a simple search, looking for a search term within in a single file, or you can run a more complex search, looking for various kinds of data in one or more PDFs. You can run a search using either the Search window or the Find toolbar. In either case, Acrobat searches the PDF body text, layers, form fields, and digital signatures. You can also include bookmarks and comments in the search.

The Search window offers more options and more kinds of searches than the Find toolbar. When you use the Search window, object data and image XIF (extended image file format) metadata are also searched. For searches across multiple PDFs, Acrobat also looks at document properties and XMP metadata, and it searches indexed structure tags when searching a PDF index. If some of the PDFs you search have attached PDFs, you can include the attachments in the search.

Access the Search Features

Where you start your search depends on the type of search you want to run. Use the Find toolbar for a quick search of the current PDF. Use the Search window to look for words or document properties across multiple PDFs, use advanced search options, and search PDF indexes. Display the Find toolbar. By default, the Find toolbar is already open. If it is closed, you can open it by choosing Edit > Find. Open the Search window. Do one of the following:

Choose Edit > Search.

On the Find toolbar, click the arrow and choose Open Full Acrobat Search. Search appears as a separate window that you can move, resize, minimize, or arrange partially or completely behind the PDF window. Arrange the PDF document window and Search window. In the Search window, click Arrange Windows. Acrobat resizes and arranges the two windows side by side so that together they almost fill the entire screen.

Note: Clicking the Arrange Windows button a second time resizes the document window but leaves the Search window unchanged. If you want to make the Search window larger or smaller, drag the corner or edge, as you would to resize any window on your operating system.

The Find Toolbar Searches the Currently Open PDF.

4. Type the text you want to search for in the text box on the Find toolbar.

5. (Optional) Click the arrow next to the text box and choose one or more of the following:

   <u>Whole Words Only</u>

   Finds only occurrences of the complete word you type in the text box. For example, if you search for the word *stick*, the words *tick* and *sticky* aren't found.

Case-Sensitive

Finds only occurrences of the words that match the capitalization you type. For example, if you search for the word *Web*, the words *web* and *WEB* aren't found.

Include Bookmarks

Also searches the text in the Bookmarks panel.

Include Comments

Also searches the text of any comments.

6. Press Enter.

   Acrobat jumps to the first instance of the search term, which appears highlighted.

7. Press Enter repeatedly to go to the next instances of the search term.

Find Text in Multiple PDFS

The Search window enables you to look for search terms in multiple PDFs. For example, you can search across all PDFs in a specific location or all files in an open PDF Portfolio.

Note: If documents are encrypted (have security applied to them), you cannot search them as part of a multiple-document search. Open those documents first and search them one at a time. However, documents encrypted as Adobe Digital Editions are an exception and can be searched as part of a multiple-document search.

1. Open Acrobat on your desktop (not in a web browser).

2. Do one of the following.

   In the Find toolbar, type the search text, and then choose Open Full Acrobat Search from the pop-up menu.

   In the Search window, type the search text.

3. In the Search window, select All PDF Documents In. From the pop-up menu directly below this option, choose Browse For Location.

4. Select the location, either on your computer or on a network, and click OK.

5. To specify additional search criteria, click Use Advanced Search Options, and specify the options.

6. Click Search. During a search, you can click a result or use keyboard shortcuts to navigate the results without interrupting the search. Clicking the Stop button under the search-progress bar cancels further searching and limits the results to the occurrences already found. It doesn't close the Search window or delete the Results list. To see more results, run a new search.

Search a PDF Portfolio

In a PDF Portfolio, you can search component PDF files as well as several other file types. Windows users can search Microsoft Office documents (such as .doc, .xls, and .ppt), AutoCAD drawing file formats (.dwg and .dwf), HTML files, and Rich Text Format (.rtf) files. Mac OS users can search Microsoft Word (.doc), HTML, and .rtf files.

Note: To enable Microsoft and AutoCAD file searches, the IFilters appropriate to the file types must be installed. IFilters are typically installed with their applications, but can also be downloaded from product websites.

1. Open the PDF Portfolio in Acrobat on your desktop (not in a web browser).

2. In the Search box on the PDF Portfolio toolbar, type the search text.

3. To specify additional search criteria, open the pop-up menu, and specify the options.

The search results show all files where the text was found. For PDF files, expand the list to see the results in context. Click a search result to go to the location of the text in the PDF. For other types of files, click Open to open and search the file.

Review Search Results

After you run a search from the Search window, the results appear in page order, nested under the names of each searched document. Each item listed includes a few words of context (if applicable) and an icon that indicates the type of occurrence.

Jump to a Specific Instance in the Search Results (single PDFs only)

1. If necessary, expand the search results. Then select an instance in the results to view it in the PDF.

2. To view other instances, do any of the following:

   Click another instance in the results.

Choose Edit > Search Results, and then choose Next Result or Previous Result.

Sort instances in the search results

Select an option from the Sort By menu near the bottom of the Search window. Results can be sorted by Relevance Ranking, Date Modified, Filename, or Location.

Icons shown with search results

The icon next to an instance of the search results indicates the search area in which the instance appears. Selecting an icon has the following effect:
Document icon makes the document active in the document window. Expand the list to show the individual search results within that document.

(General) Search Result icon In PDFs, jumps to that instance of the search term, usually in the body text of the PDF. The instance of the search term is highlighted in the document.

Non-PDF Search Result icon in non-PDF files opens the file; or if opening of that file type is restricted, opens a message dialog box.

Bookmark icon Opens the Bookmarks panel and highlights the instances of the search terms.

Comments icon Opens the Comments panel and highlights the instances of the search terms.

Layer icon May open a message indicating that the layer is hidden and asking if you want to make it visible.

Attachment icon opens a file that is attached to the searched parent PDF and shows the highlighted instances of the search terms.

Advanced Search Options

By default, the Search window displays basic search options. Click Use Advanced Search Options near the bottom of the window to display additional options. To restore the basic options, click Use Basic Search Options near the bottom of the window. You can set a preference so that advanced search options always appear in the Search window. In the Preferences dialog box under Categories, select Search.

<u>Return Results Containing</u>

Restricts your search results according to the option you choose:

<u>Match Exact Word or Phrase</u>

Searches for the entire string of characters, including spaces, in the same order in which they appear in the text box.

Match Any of The Words

Searches for any instances of at least one of the words typed. For example, if you search for *each of*, the results include any instances in which one or both of the two words appear: *each, of, each of*, or *of each*.

Match All of The Words

Searches for instances that contain all your search words, but not necessarily in the order you type them. Available only for a search of multiple PDFs or index definition files.

Boolean Query

Uses the Boolean operators that you type with the search words into the What Word Or Phrase Would You Like To Search For box. Available only for searching multiple PDFs or PDF indexes.

Note: You cannot run wildcard searches using asterisks (*) or question marks (?) when searching PDF indexes.

Look In

Restricts the search to the current PDF, parts or all of a currently open PDF Portfolio (if applicable), an index, or a location on your computer. If you choose to search an index, a location, or a PDF Portfolio, additional options appear under Use These Additional Criteria.

Use These Additional Criteria (text options)

Includes the basic search options plus four additional options:

Proximity

Searches for two or more words that are separated by no more than a specified number of words, as set in the Search preferences. Available only for a search of multiple documents or index definition files, and when Match All Of The Words is selected.

Stemming

Finds words that contain part (the stem) of the specified search word.

Example: A search for *opening* finds instances of *open, opened, opens,* and *openly*. This option applies to single words and phrases when you search the current PDF, a folder, or an index created with Acrobat 6.0 or later. Wildcard characters (*, ?) aren't permitted in stemming searches. Stemming isn't available if either Whole Words Only or Case-Sensitive is selected.

Include Bookmarks

Searches the text of any bookmarks, as viewed in the Bookmarks panel.

Include Comments

Searches the text of any comments added to the PDF, as viewed in the Comments panel.

Include Attachments

Searches files that are attached to the current PDF or other attached PDFs (up to two levels deep).

Use These Additional Criteria (document properties)

Appears only for searches across multiple PDFs or PDF indexes. You can select multiple property-modifier-value combinations and apply them to searches. This setting does not apply to non-PDF files inside PDF Portfolios.

Note: You can search by document properties alone by using document property options in combination with a search for specific text.

Check box

Applies the criteria set in the three connected options to the search. (The check box is selected automatically when you enter information in any of the three options for that set. After you enter options, deselecting the check box doesn't clear the entries; they just aren't applied to the search.)

First menu (property)

Indicates the document characteristic to search for. The available options include Date Created, Date Modified, Author, Title, Subject, Filename, Keywords, Bookmarks, Comments, JPEG Images, XMP Metadata, and Object Data.

Second menu (modifier)

Indicates the level of matching. If the first menu selection is a date, the available options in the second menu are Is Exactly, Is Before, Is After, Is Not. Otherwise, the available options are Contains and Does Not Contain.

Third box (value or text)

Indicates the information to be matched, which you type in. If the first menu selection is a date, you can click the arrow to open a calendar that you can navigate to find and select the date you want.

Print PDFs in a PDF Portfolio

The AIM Inspection Series of manuals is accessed as a PDF Portfolio. The following instructions explain how to print from a PDF Portfolio.

A PDF Portfolio contains multiple documents wrapped in one PDF. You can print the component PDFs in a PDF Portfolio individually or together.

1. Open the PDF Portfolio. To print only certain PDFs, select those PDFs.

2. Choose File > Print, and then choose one of the following:

   All PDF Files

   Prints all the PDFs in the PDF Portfolio.

   Selected PDF Files

   Prints the selected PDFs. This option is available only when multiple files are selected in the list of component documents.

3. Choose applicable printing options, and click OK.

Documents are printed in the order they appear in the PDF Portfolio.

Note: You must use the native application to print any component file that is not a PDF. To open a component file in its native application, right-click the file and choose Open File In Native Application. (The native application must be installed for you to open the file.)