



# Banner Documentation Bookshelf



Your tool for reading, searching, and printing SCT Banner documentation

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## How do I display a document?

To directly access a document from Adobe Reader 6.0:

- 1 Look at the bookmarks  in the left pane of this window.
- 2 Click a plus  to expand the entries under a bookmark.
- 3 Click again on sublevel bookmarks until you find the document you want.
- 4 Click the desired document bookmark to open it.

**You can only open documents for products that your institution has licensed and for which you have access privileges.**

## How do I add an SCT Banner index file for searching?

Before you use the search feature, you need to tell Adobe Reader 6.0 which index files to search. Reader requires you to attach SCT Banner index files first.

The next few pages describe how to add SCT Banner Indexes.

**To learn more about adding indexes, refer to:**

- **Adobe Reader Help**


**You can access this from the Help menu in Adobe Reader.**

## How do I add an SCT Banner index file for searching? *(continued)*

**Before you can add an SCT Banner index, you need to know where the index files are stored. There is one index file for each SCT Banner product.**

- 1 Ask the Database Administrator (DBA) who maintains the Bookshelf at your institution where you can find the Bookshelf index files.
- 2 Make note of the directory path where the indexes are located. You will need it later.

## How do I add an SCT Banner index file for searching? *(continued)*

- 3 Click the **Search**  icon in the toolbar.
- 4 In the Adobe Reader 6.0 Search window, click the **Use Advanced Search Options** link at the bottom of the window.
- 5 In the Search window, click the **Look In** button.
- 6 Next open **Select Index** and select Add.

## How do I add an SCT Banner index file for searching? *(continued)*

- 7 Navigate to the folder where SCT Banner index files are stored. (This is the path you got from your DBA and noted earlier in this process.)

There is one index file for each SCT Banner product. Each index file name includes a product abbreviation, release number, and ends with **.pdx**. For example, humres6x.pdx is the Human Resources, Release 6.x index file.

- 8 Select the index to add and click the **Open** button.
- 9 To add more indexes, click the **Add** button and repeat steps 7 and 8.

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## How do I search documents?

You must download the full version of *Adobe Reader 6.0* to take advantage of the search feature. You'll know that you have the correct version of Reader installed if the **Look In** field has a drop down menu with selections for indexes:

Select Index...  
Currently Selected Indexes

If you don't see these choices when you launch Adobe Reader, the Search component is not installed. You must uninstall the current version of Adobe Reader and reinstall the full version of *Adobe Reader*.

If you need the full version of *Adobe Reader*, you can download it for free from [www.adobe.com](http://www.adobe.com).

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## How do I search documents? *(continued)*


### Advanced vs. Basic

- Advanced    The *Use Advanced Search Options* feature lets you perform full-text searches of SCT Banner PDF document collections that have been indexed to create SCT Banner product-specific indexes. There is one index for each product. For example, you can search all of the SCT Banner Finance documentation—User Manual, Release Guides, Handbooks, and TRM—using the Finance index.
- Basic        The *Use Basic Search Options* command lets you search only a single document.

## How do I search documents? *(continued)*

Before you perform a search in Adobe Reader 6.0, be sure to

- Specify which manuals to search by adding an index.
- Set your General and Search preferences.

- 1 To start a Search, click the **Search**  icon in the toolbar.
- 2 Go to **Use Advanced Search Options**.
- 3 Choose Search options as desired.

## How do I search documents? *(continued)*

- 4 Click the **Search** button.
- 5 The Search Results window will open showing the hits for your query. It shows each sentence containing your Search request.
- 6 Click on the desired file.
- 7 Once the file opens return to the Search window to view other hits and open another file.

## How do I set Search preferences?

To set Search preferences:

- 1 Access the Edit menu and select **Edit>Preferences>Search**.
- 2 Set your preferences.
- 3 Click the **OK** button.

**For more information about setting search preferences, refer to:**

- **Adobe Reader Help**

**You can access this from the Help menu in Adobe Reader.**

## How do I set General preferences?

To keep the Bookshelf document open while viewing other files, set the following preference:

### Adobe Reader 6.0

- 1 Access the Edit menu and select **Preferences>General>Options**.
- 2 Uncheck the **Open cross-document links in same window** checkbox.
- 3 Click the **OK** button.

## **Where can I learn more about Adobe Search?**

**For more information about all aspects of Reader including:**

- **Defining search queries**
- **Refining, expanding, and limiting searches**
- **Using operators in searches**

**refer to:**

- **Adobe Reader Help**

**You can access this from the Help menu in Adobe Reader.**