

How to Download, Install, and Use PTP Searchable PDFs

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Downloading and Unzipping

1. Using a web browser, go to the PTP web site, and navigate to the [Free PDF page](#).
2. Scroll down the page and locate the **PTP Searchable PDFs** section in the left column.
3. To download a file, do one of the following:
 - On a Windows computer, right-click the link of the PDF to download, and select **Save Link As...**
 - On a Mac, right-click the link of the PDF to download, and select **Download Linked File**.
4. The file that you downloaded is zipped, and you will need to unzip it to use it.
 - If you do not have unzip software, you should be able to locate free software on the web to perform unzipping.
NOTE: On a Mac, go to the App Store (**Apple Logo > App Store**) and search for the free utility "The Unarchiver" and install it.
 - If you have software that will unzip a file, you should be able to simply double-click the zipped file you downloaded.

Reading One File (Book)

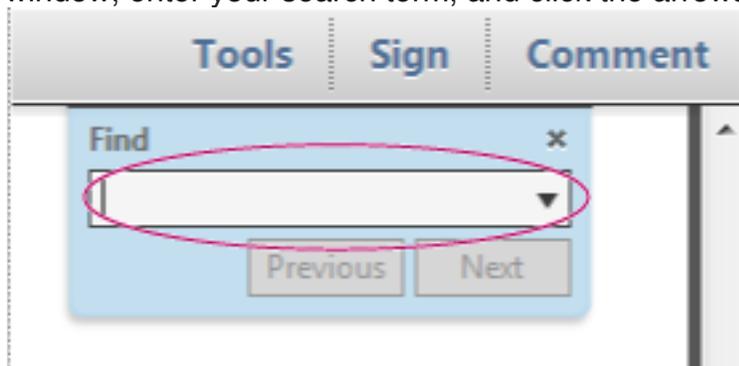
The simplest thing to do is to read only one file (book). The names of the files (books) are self-explanatory. Double-click a file to open it.

NOTE: If you do not have the free Adobe Acrobat Reader on your computer, point your web browser to <https://get.adobe.com/reader/> and follow the instructions to download and install it.

Searching One File (Book)

To search in a single PDF, open it, and do either of the following:

- Right-click the document, and choose **Find** from the pop-up menu. In the upper right of the window, enter your search term, and click the arrows to navigate to each instance.



To display the search box, right-click the document, and choose Find.

- To perform a more complex search for whole words, phrases, comments, and other options,

do either of the following:

- In a web browser, click the binoculars  at the left of the window.
- In the Reader application, choose **Edit > Advanced Search**.

At the bottom of the search pane, click **Show More Options** to further customize your search. For more information, see <https://helpx.adobe.com/acrobat/11/using/searching-pdfs.html> and scroll down to **Advanced Search Options**.

Searching All of the Books

To search for text occurrences across all the books in the folder, you must search using the index file which has been created for all the book files. Within the folder that contains all of the PDFs, using DARBYS WRITINGS as an example:

1. There is a file named **DARBYS WRITINGS.pdx**. This is an index file that allows you to search the contents of all of the PDFs. Double-click it to open the Search window.
2. In the Search window, observe that a choice is automatically selected in the choice, “In the index named DARBYS WRITINGS.pdx.” That indicates that all books in the folder will be searched:
3. Type a word or phrase and click **Search**.
4. The Results window will contain the references to the books where the word or phrase were found.
5. Click on one of the references and the respective book page appears with the search word or phrase highlighted.