



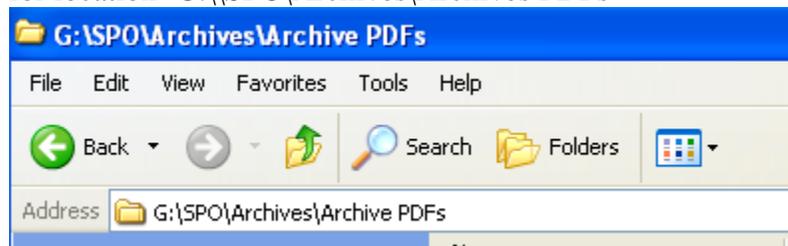
Office of Sponsored Projects & Industry Partnerships

Archives Search Process Guide

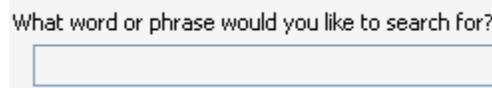
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1. Open the Adobe Acrobat Pro application (without opening an individual PDF file).
2. From the 'Edit' menu, select the Search function (or CTRL+SHIFT+F for 'find').
 - To select where to search click the down arrow in the 'Look In:' box... 'Browse for location' G:\SPO\Archives\Archives PDFs



- Type your search terms in the box and click search



If you need to search further, you can customize your search by clicking on the "Refine Search Results" near the bottom of the page. You can then change the selection in the box 'Return results containing:' to "Match **Any** of the words" or use the 'additional criteria' options. Then click the "Refine Search Results" button to show those results.



3. When you have found the file you wish to retrieve from Archives, print
 - the first page of the PDF **AND**
 - the page with the file listing indicating which file you need.
4. In submitting the request, please indicate whether the request is for:
 - next day delivery** (there is a small fee), or
 - regular** delivery (5 – 7 business days).

For next day delivery, please submit the request before **Noon**, since this is an ARO requirement for their timely retrieval of the file.

5. Send the pages to the OSPIP Administrator (preferably via email) so she can request the file from Archives.