



The Law Courts Education Society's Website is filled with helpful information about the legal process. Some of this information is stored on the site in the form of PDF documents. This short presentation explains how you can search a PDF document.

Let's use an example. I want to find the definition of a term: **Writ of Summons**. From the home page of the Law Courts education Society's website I go to the Self Help section. Here I can find the Civil Law pages where the document I am looking for is stored.

On this page I can see that there is a section called **Guidebooks for Representing Yourself in Supreme Court**. I'll click on the link to **View the Guidebooks**.

On the new page there is a list of helpful documents. In the list is a document called **Common Supreme Court Terms**. [...] I'll open this document.

A new program opens. This program is called Adobe Acrobat. It reads PDF documents.

Now I want to search this document for a particular term: **Writ of Summons**. I want to find out what this term means. Adobe Acrobat has a search feature which will work on most PDF documents.

To find the feature I need to look near the upper left hand corner. Here I can see a tool bar. On this tool bar is a pair of binoculars. If I hold the cursor over the binoculars I can see that this is the **Search** button. [...] I'll click on this button.

A window appears on the right side of the screen. Under the section where it says "**What word or phrase would you like to search for?**" I'll enter **Writ of Summons**. [...] Then I need to click on the **Search** button.

I can see that the search has found a number of phrases containing Writ of Summons. The one that's on the top of the list is highlighted to the left in the document. It is used in the definition of the term **Action**. [...] If I click on the next listing for Writ of Summons I find that it is used in the definition of **Chambers Applications**.

If we scroll down the listing I can see that at the bottom there is a result where Writ of Summons is used first in the phrase. I'll click on this result. [...] To the left you can see that **Writ of Summons** has been defined as: **A document that notifies both the court and the people who are being sued that litigation has started**. I have found what I am looking for.

I hope this presentation has been helpful. And remember there is help available if you are going to court!!