Using the NEPA Search Index

Step 1: Download and Set Up

1. Locate the downloaded files, right click on each file, select "Extract all," extract it to any location on your computer or USB drive.

2. Open the extracted folder, either '"NEPA Search Index - DOE and CEQ" or "NEPA Search Index - Other."

3. Within the extracted folder, locate and open the .pdx file (titled "_NEPA Search Index - DOE and CEQ" or "_NEPA Search Index – Other") to open the search form.

Step 2: Entering a Search Term or Phrase

Please Note: the search form will open as a separate window in Adobe, it may be first appear hidden. You should be able to locate the form by un-"Maximizing" the window in the top right hand corner and adjusting the window until it appears

Use the default option

Enter search term or phrase here

Search

Arrange Windows

Where would you like to search?
- In the current document
- All PDF Documents in
  - My Documents
- In the index named _NEPA Search Index - DOE and CEQ.pdx

What word or phrase would you like to search for?
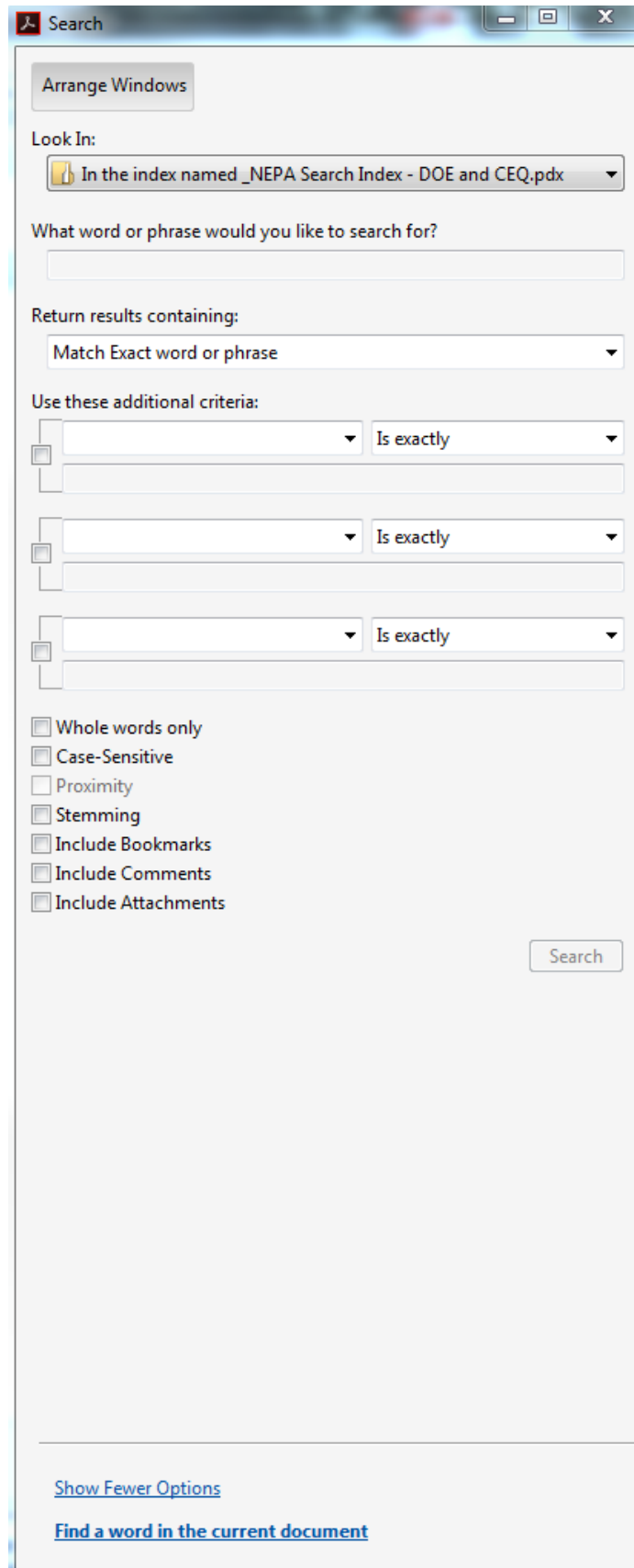
- Whole words only
- Case-Sensitive
- Include Bookmarks
- Include Comments

Search

Show More Options

Find a word in the current document

Step 2.2: Refining Search Term or Phrase (Optional)

Step 3: Preview the Results

Step 4: Reviewing the Results

Click "Expand" Button

Click on any result

It will automatically open the document and bring you to and highlight that result