Find Text in Multiple PDFs

The Search window enables you to look for search terms in multiple PDFs. For example, you can search across all PDFs in a specific folder. Note: If documents are encrypted (have security applied to them), you cannot search them as part of a multiple-document search.

1. Open an Acrobat PDF on your desktop (not in a web browser).
2. Select Edit, Advanced Search (or Ctrl + Shift + F on a PC).
3. In the Search window that pops up (Where would you like to search?), select All PDF Documents In.
4. From the dropdown menu directly below this option, click the arrow, then choose Browse for Location.
5. Select the location, either on your computer or on a network, and click OK.
6. In answer to "What word or phrase would you like to search for?" type in your search string. Add checkmarks to the options below if you need the search to be confined to Whole words only or Case-Sensitive.
7. Click Search.

During a search, you can click a result or use keyboard shortcuts to navigate to the results without interrupting the search. Click the Stop button under the Search to stop the Search.

The results appear with + signs on the left if >1 result appears in a PDF. Click the + sign to show all results in an individual PDF.