<div align="center">**Search Tool**</div>

Searching Entire Database (Volumes 1 to 15B)

STEP 1: To search the entire database, i.e. Volumes 1 to 15B, select **View Laws** from the menu (see Figure 1)

Figure 1

STEP 2: Select **Laws (Apha)** button from menu (see Figure 2).

Figure 2

NOTE: Advanced search can also be performed using the **Alphabetical, Subject Title** and **Preliminary Booklet** options**.**

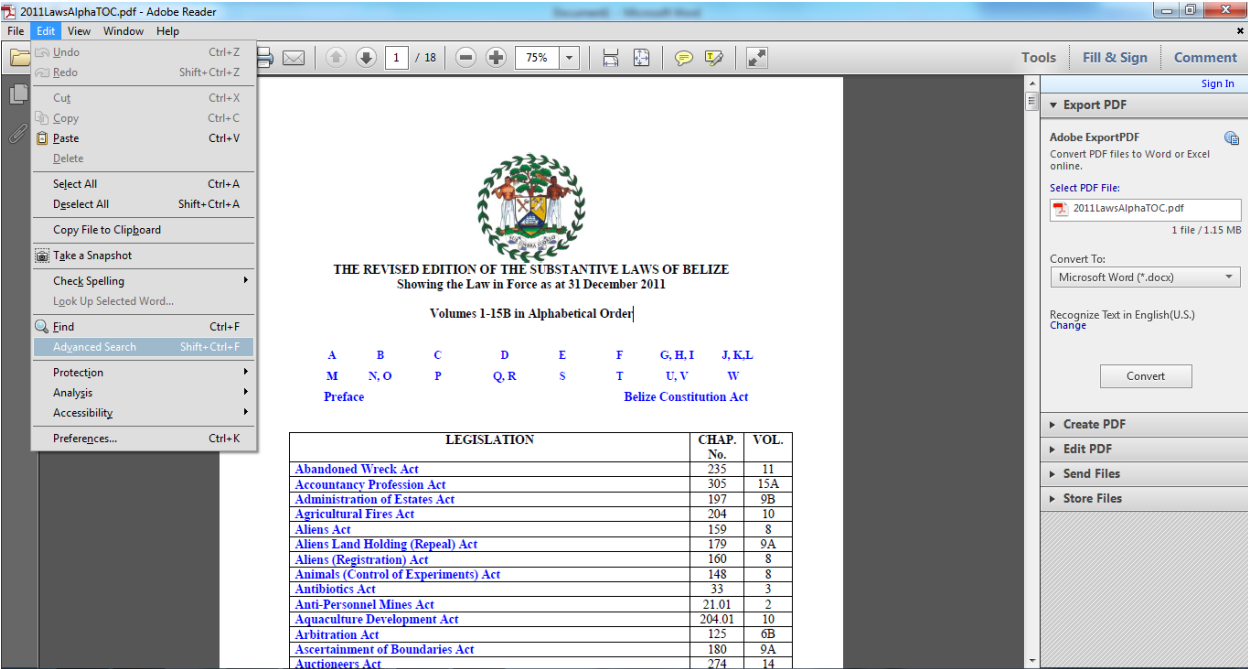**STEP 3:** Select "Edit" > "Advanced Search" from the Menu as shown in Figure 3.

A dialogue box as seen in Figure 4 below will appear:
1) Check "Don't ask me again for this index"; and
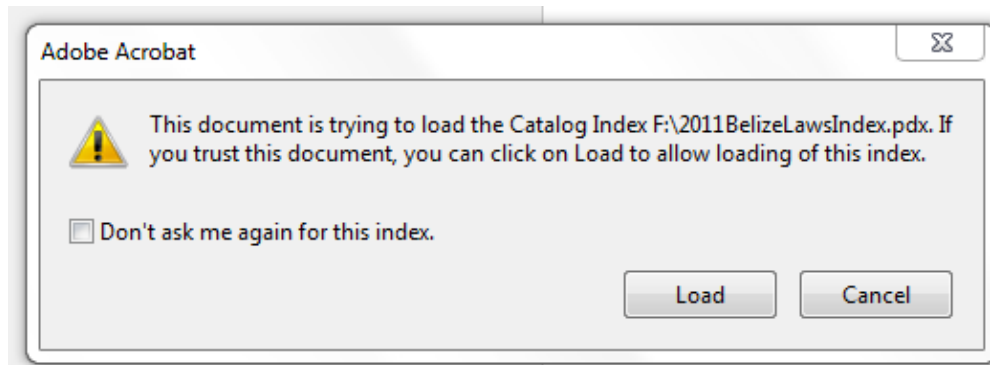2) Click the button "Load".

Figure 4

Another dialogue box as shown in Figure 5 will appear:
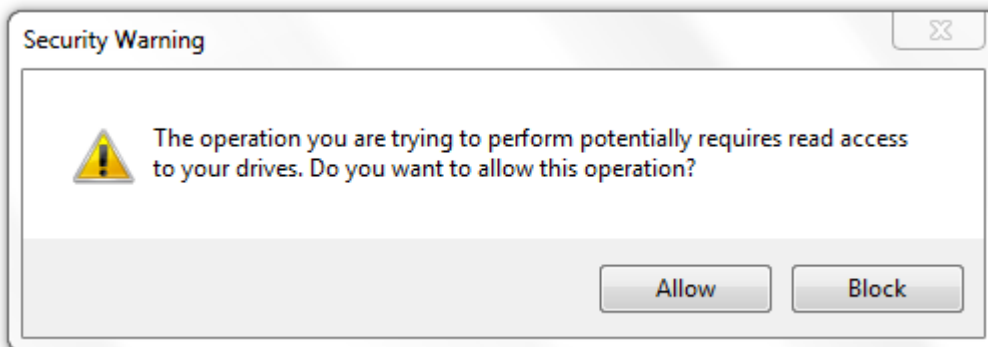

Figure 5

Click the "Allow" button.

The Adobe Acrobat Search column will appear in a separate window as shown in Figures 6a and 6b below.
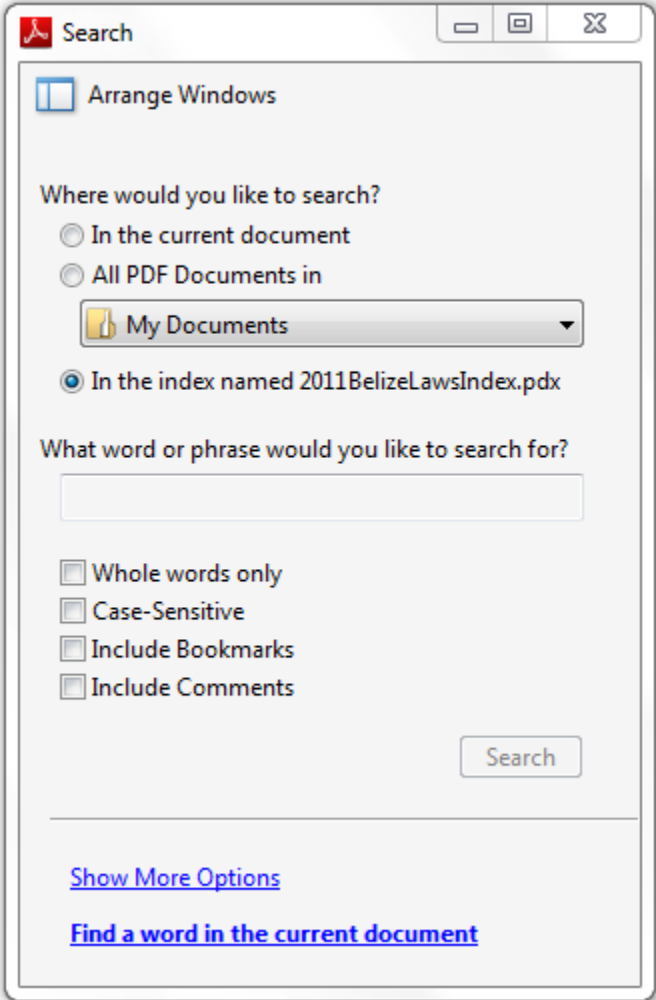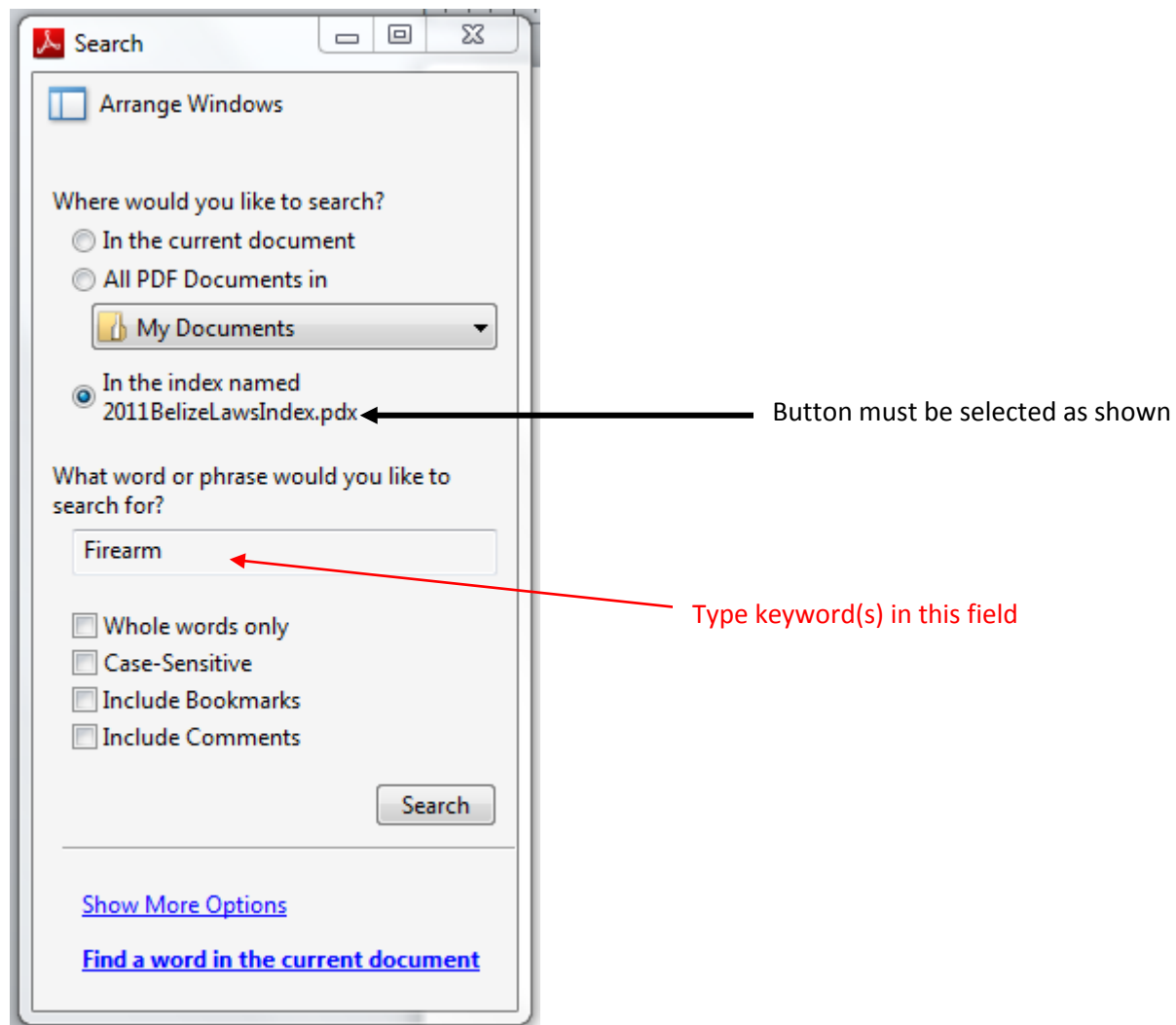

Figure 6a

Figure 6b

STEP 4:

a) Type in keyword(s) within the *What word or phrase would you like to search for?* field;

b) Under *Where would you like to search?* heading, select the button "○ **In the index named 2011BelizeLawsIndex.pdx**" (as shown the in Figure 6b above); and

c) Click on the Search button. (This will activate a Search Result window as shown in Figure 7).

NOTE: The **2011BelizeLawsIndex.pdx** file is a special index which consists of a collection of keywords extracted from the entire Laws of Belize database. When this index is selected the entire database i.e. Volumes 1 to 15B, can be quickly searched.

STEP 5: To view search results, select any of the items listed in the "**Results:**" window as shown in Figure 7. The keyword would appear highlighted within the document.
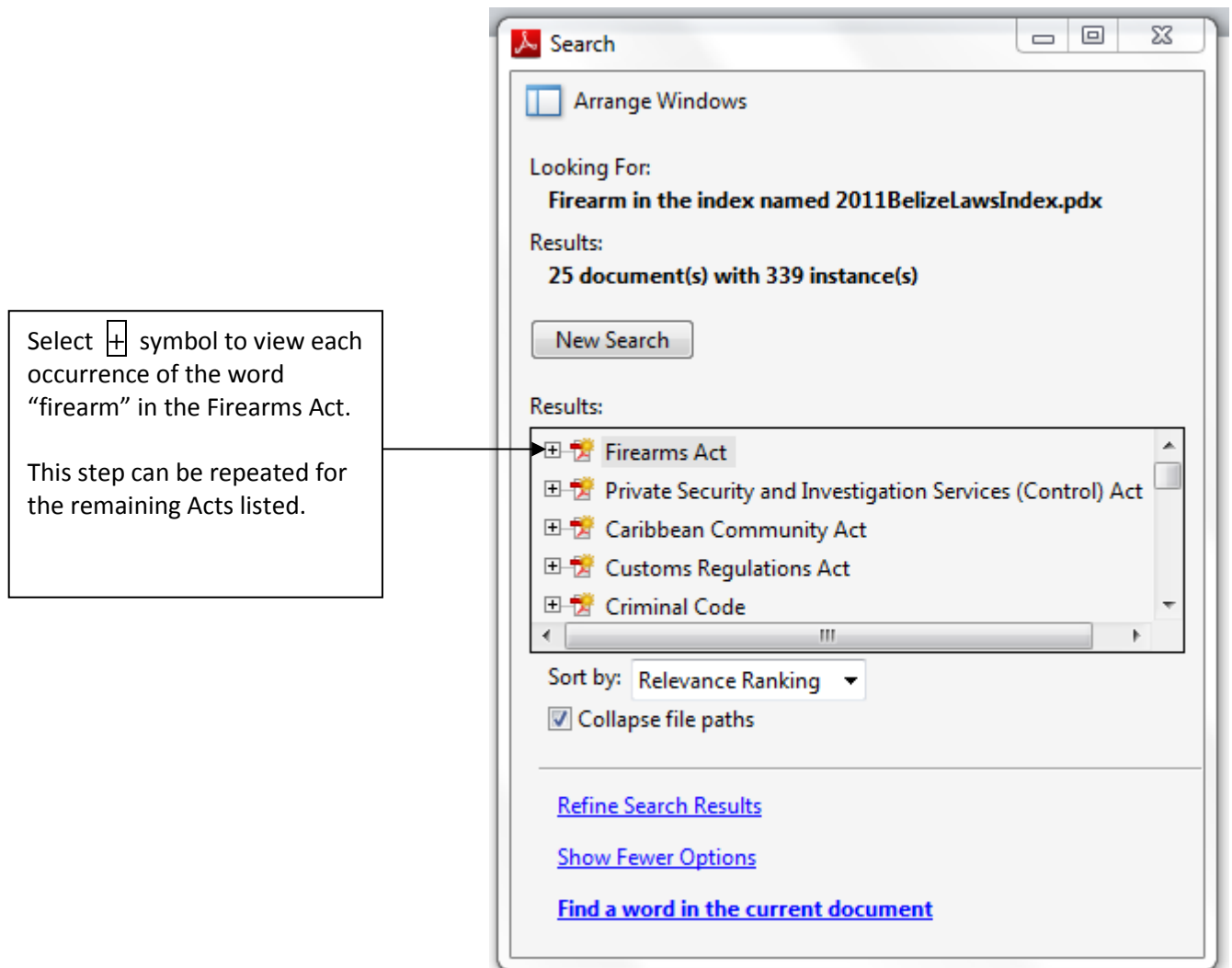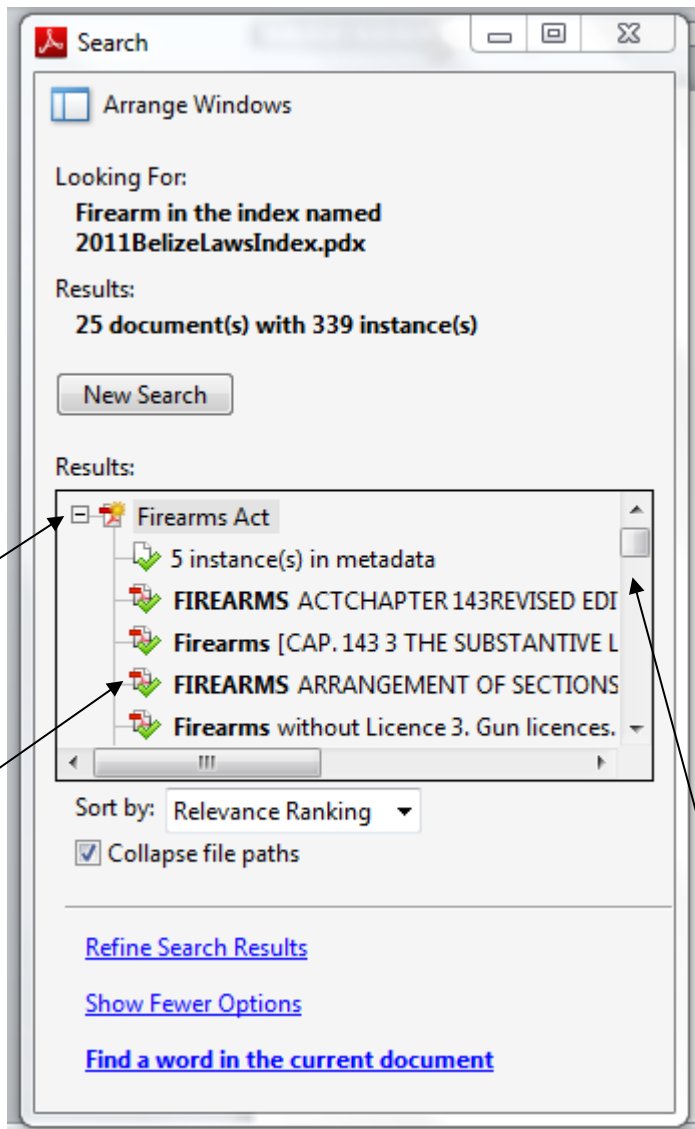
Select ⊞ symbol to view each occurrence of the word "firearm" in the Firearms Act.

This step can be repeated for the remaining Acts listed.

Search

Arrange Windows

Looking For:
 Firearm in the index named 2011BelizeLawsIndex.pdx

Results:
 25 document(s) with 339 instance(s)

New Search

Results:

⊞ 🔁 Firearms Act
⊞ 🔁 Private Security and Investigation Services (Control) Act
⊞ 🔁 Caribbean Community Act
⊞ 🔁 Customs Regulations Act
⊞ 🔁 Criminal Code

Sort by: Relevance Ranking ▼
☑ Collapse file paths

Refine Search Results

Show Fewer Options

Find a word in the current document

Figure 7

Shown above is an example of a search for the keyword "firearm". The twenty-five (25) documents listed contained the keyword firearm. You can review each occurrence of the word by expanding the plus symbol ⊞ next to each Act as seen in Figure 7.

To continue searching for similar occurrences of the keyword in another document, select any of the other Acts listed in the "Results:" window.

Select [-] symbol to hide each occurrence of the word "firearm" in the Firearms Act.

Select any ▼ icon to navigate to the "firearm" reference within the Firearms Act.

Search ⬜ ⬜ ✕

▮▮ Arrange Windows

Looking For:
Firearm in the index named 2011BelizeLawsIndex.pdx

Results:
25 document(s) with 339 instance(s)

[New Search]

Results:

⊟ 📕 Firearms Act
   ↳ 5 instance(s) in metadata
   ▼ **FIREARMS** ACTCHAPTER 143REVISED EDI
   ▼ **Firearms** [CAP. 143 3 THE SUBSTANTIVE L
   ▼ **FIREARMS** ARRANGEMENT OF SECTIONS
   ▼ **Firearms** without Licence 3. Gun licences.

Sort by: Relevance Ranking ▼
☑ Collapse file paths

Refine Search Results

Show Fewer Options

Find a word in the current document

Figure 8

Use the scroll bar to view other occurrence of the word "firearm" in the Act.

Searching current document

To search for a specific word in a particular file—
1) Open the document you would like to search;
2) Select "Edit" > "Advanced Search" from the Menu (as shown in Figure 3);
3) Type in keyword(s) within the *What word or phrase would you like to search for?* field;
4) Under *Where would you like to search?* Heading, select the button "○ **In the current document**"; and
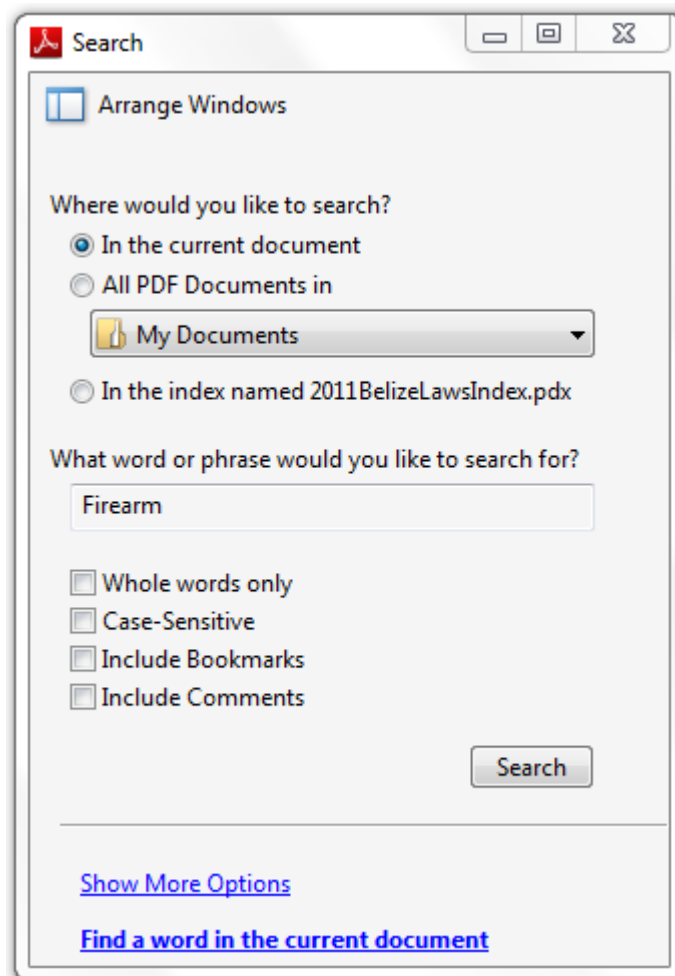5) Click on the Search button as shown in Figure 9 below.

Figure 9