

How to Run a Keyword Search

Note: Your Adobe Acrobat Reader “Help” Document will have a comprehensive overview on how to perform keyword searches.

However, here are a few basics in order to get started:

In order to run a simple one word key word search click the “Search” icon, type in your key word, and click “Search” or “Enter” on your computer keyboard. For running simple keyword searches, it is a good idea to not have any of the boxes checked (Word Stemming, Sounds Like, Thesaurus, Match Case or Proximity) Consult your Acrobat Reader Help Guide to learn more about those features. A dialog box will appear showing a list of all issues in volumes 2 though 4 where that word appears. A circle will appear next to the issue. (The amount of black shading within the circle indicates how relevant each hit is to your search. A circle that is completely black is more relevant than a circle that is only half black.) To see the results, click “View” and the portion of the selected issue containing that keyword will appear (The keywords themselves will be highlighted).

However, one keyword is typically insufficient to run a search with desirable results. Therefore you will need to use multiple keywords. To run a multiple keyword search, check the box next to “Proximity” and simply type in your keywords separated by the word “and”. For example, if you want to see information on new fields discovered by Lone Star Oil Company in Matagorda County, type something like: *“Lone Star and Matagorda and New Field”*. Remember, since this is a newsletter and not a data base, the multiple keyword search will work much like an internet search engine. To search applications or summaries use words that would appear together. The proximity feature will display issues where the keywords are within three pages of each other. However, the issues where the keywords are closer together will have a higher relevancy rating.

Here are a few examples:

1. If you wanted to look up downhole commingling applications by Kettler Exploration in the Buda and Austin Chalk Formations, type something like *“Kettler and Commingling and Austin Chalk and Buda”*
2. If you wanted to look up drilling permits by Christye Natural Gas in the Buffalo Wallow (Granite Wash) Field, type something like *“Christye and Buffalo Wallow and Permitted”* (You would use the word “permitted” rather than permit because permit summaries listed in the Observer contain the words “Fields Permitted”.)