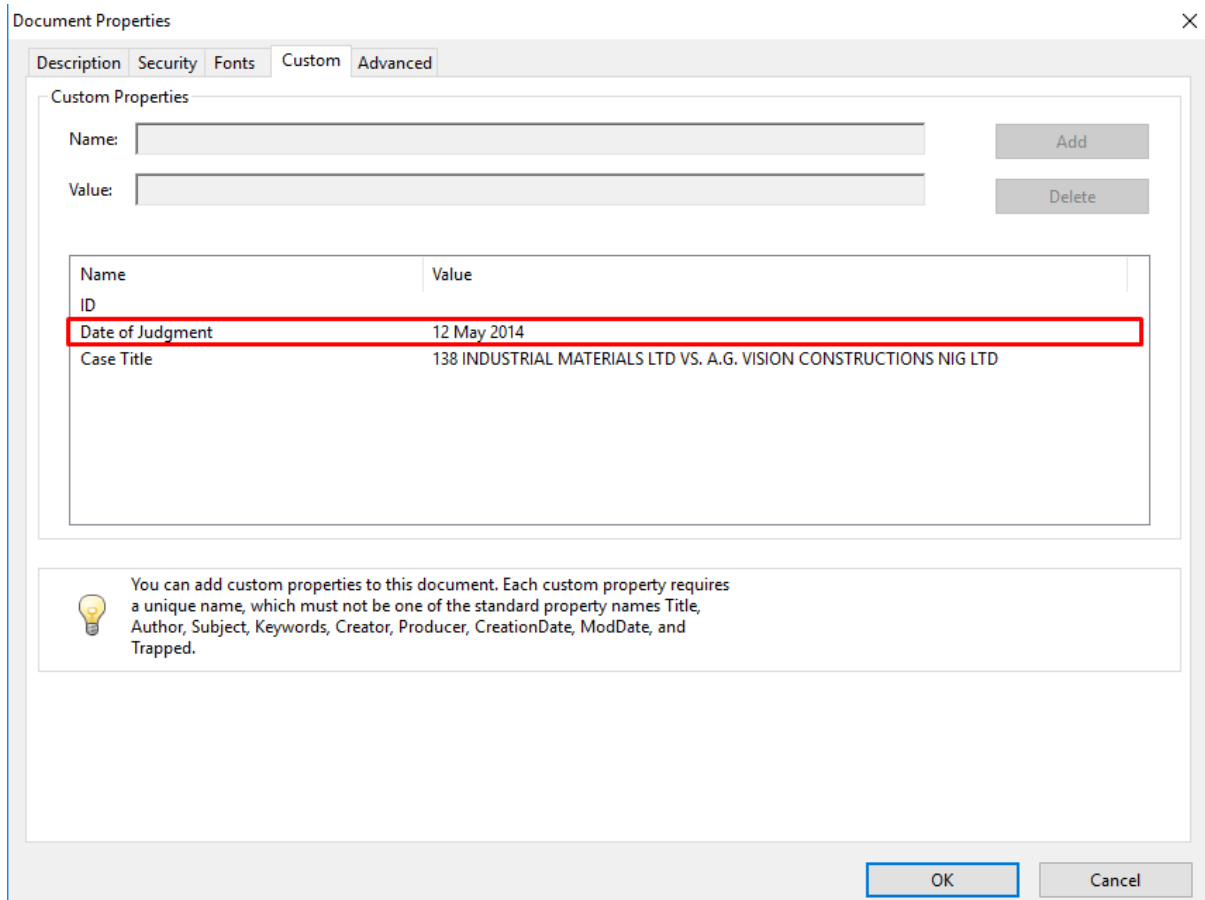**How to use the dtSearch CD Wizard to set up Date of Judgment field Searching**

## Step 1 of 5. Ensure PDF documents have proper format

a. Open the Document in Adobe Acrobat.
b. Press CTRL+D to open the Document Properties
c. Go to the Custom Tab.

Ensure that a field with a Name 'Date of Judgment' is present with a date Value in the format 1 Jan 2000

Step 2 of 5. Ensure Date Recognition is turned on in DtSearch Desktop.

a. Open DtSearch Desktop and navigate to *Options -> Preferences*
b. On the left-hand pane, click *Indexing Options* and Check *Automatically recognize dates…*
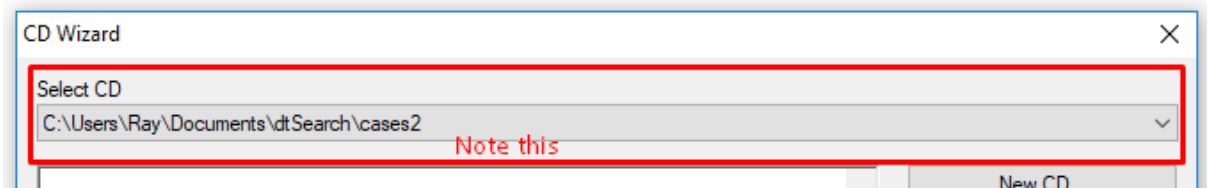c. Press *OK* to Save.
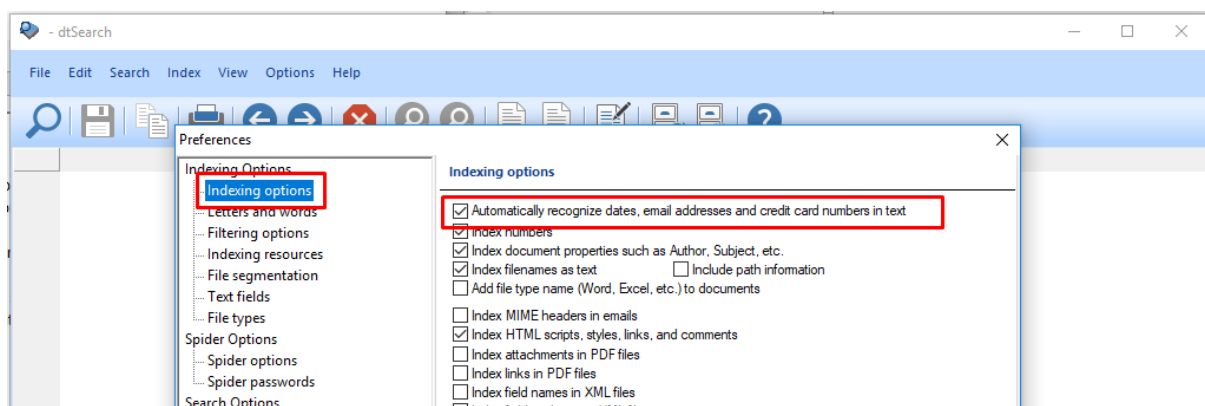
a. Find or Create the CD's data directory.
    Go to File -> dtSearch CD Wizard… and choose an existing or create a new CD.
    Take note of the file path in the *Select CD* dropdown displayed as you will need it in the next
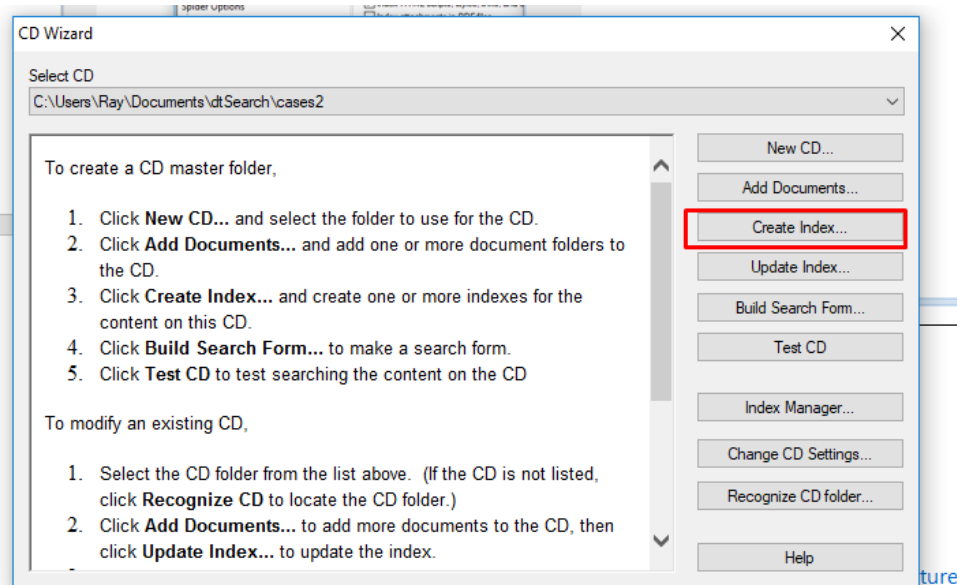   step.

b. Copy your folder containing PDF's, then navigate to the directory you noted. From this
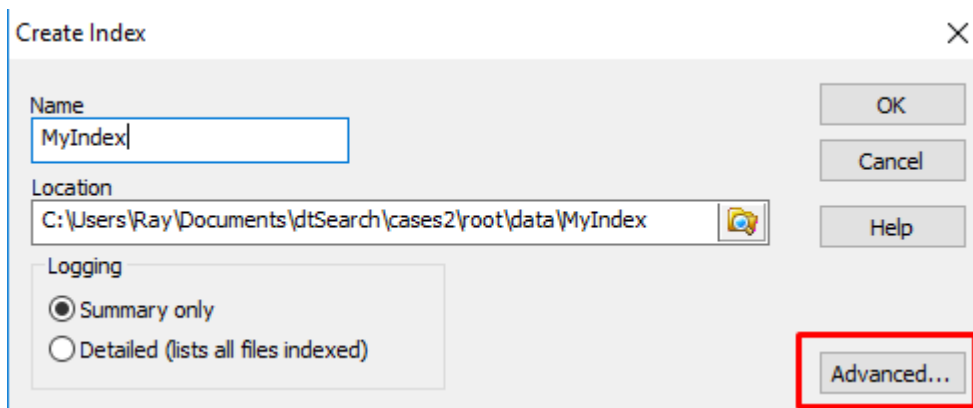directory, find the folder called 'Root' and then the folder called 'data'.

c. Inside the data folder, paste the folder containing your PDF Files.

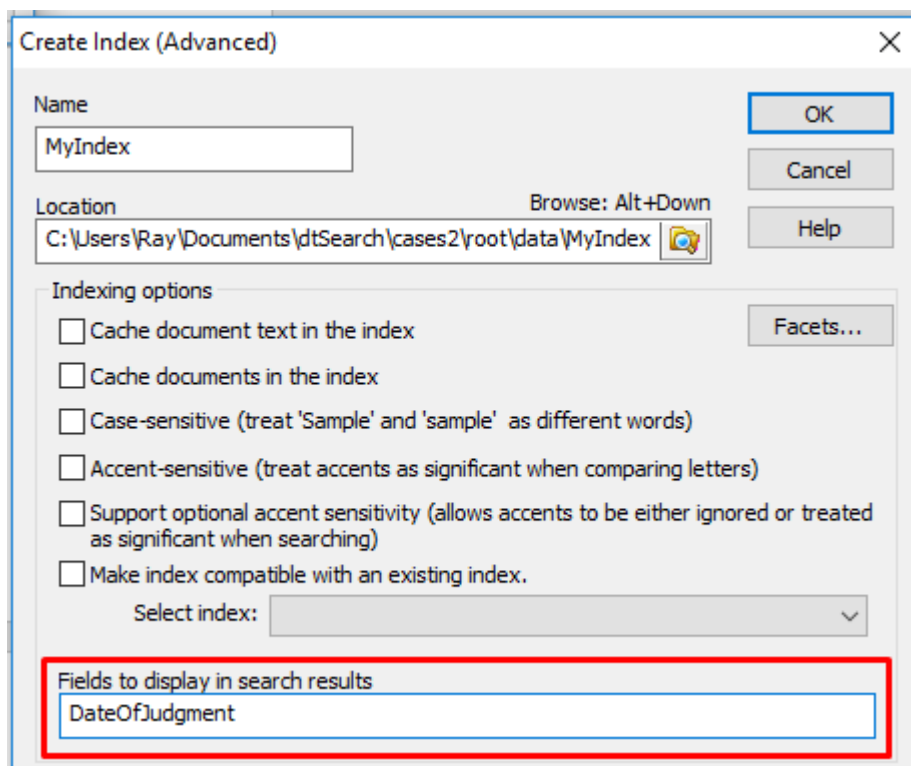## Step 4 of 5. Create an Index with Advanced Settings

a. In the CD Wizard Choose *Create Index*

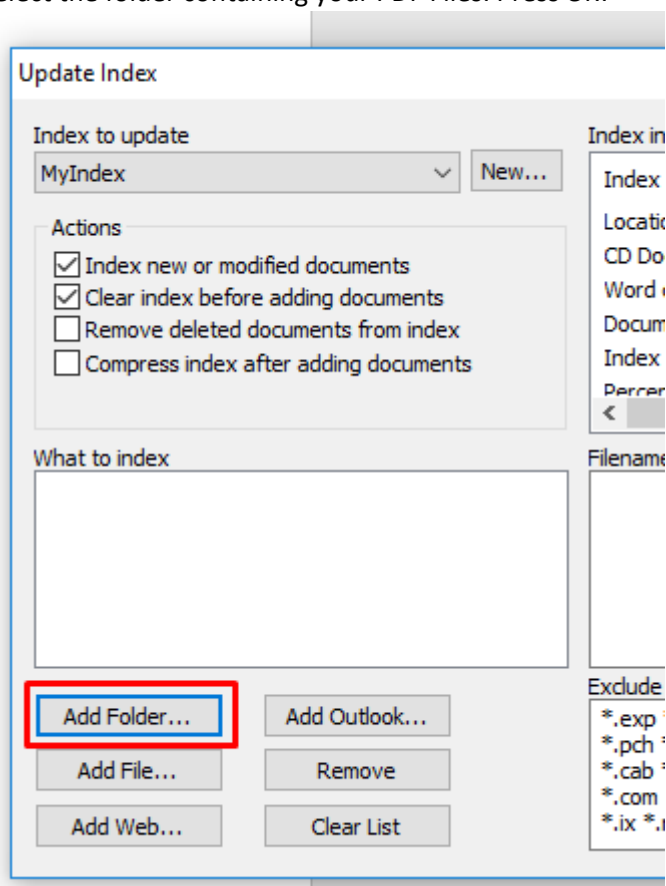*b.* Enter a name for your index, and then click *Advanced…*

c. Copy DateOfJudgment into *Fields to display in Search Results* (no spaces)

Press *OK*

d. You'll be prompted to *Add Documents Now.* Choose *Yes*
e. Click *'Add Folder'* and navigate to the data directory you noted before. Inside the data directory, select the folder containing your PDF Files. Press *OK*.
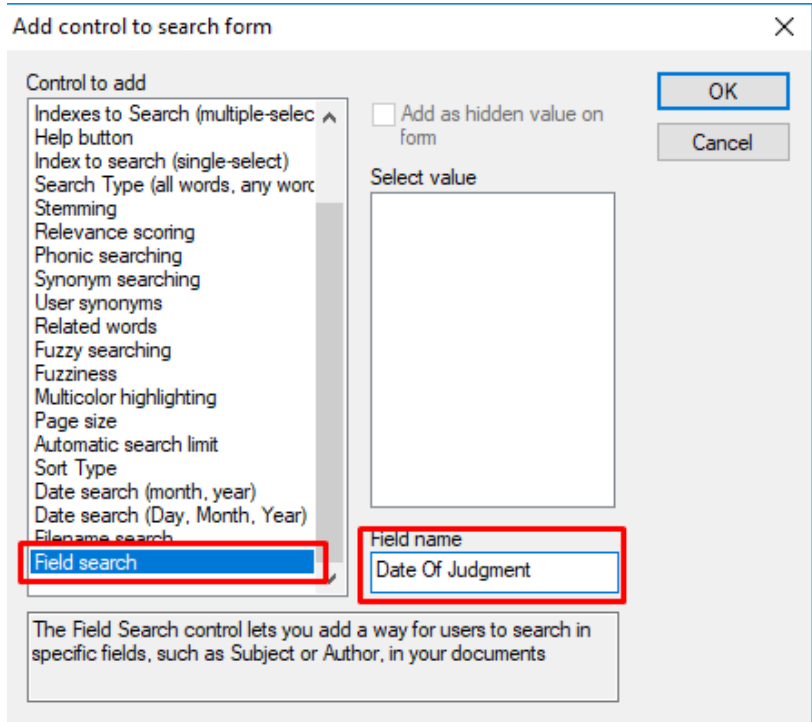

f. Click 'Start Indexing' and wait for the Indexing to complete. Click Close.

Step 5 of 5 Build Search Form with Date Searching

a. From the CD Wizard, choose *Build Search Form…*

b. In the *Indexes* Tab ensure the desired Index is checked.

c. In the *Search Controls* Tab, choose *Add…*

d. Scroll down to 'Field Search' and enter *Date Of Judgment* into Field Name. Press *OK*

e. In the *Search Results* tab. Click *Add…*
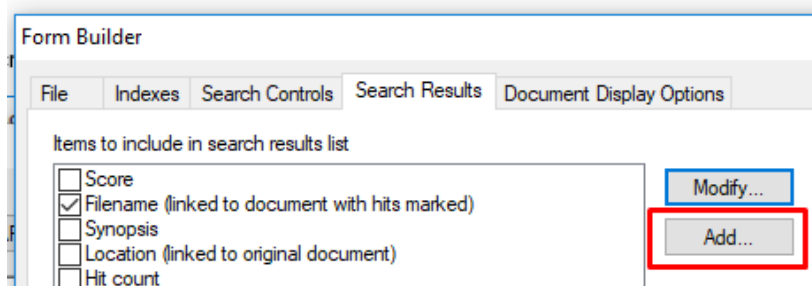
Also check the box: **Display PDF Title as the filename for PDF documents**

f. Enter **Date Of Judgment** into the first box, and **%%DateOfJudgment%%** into the third as pictured:

Press OK.

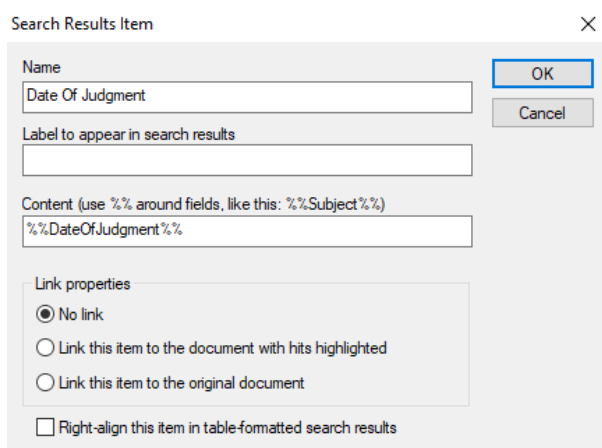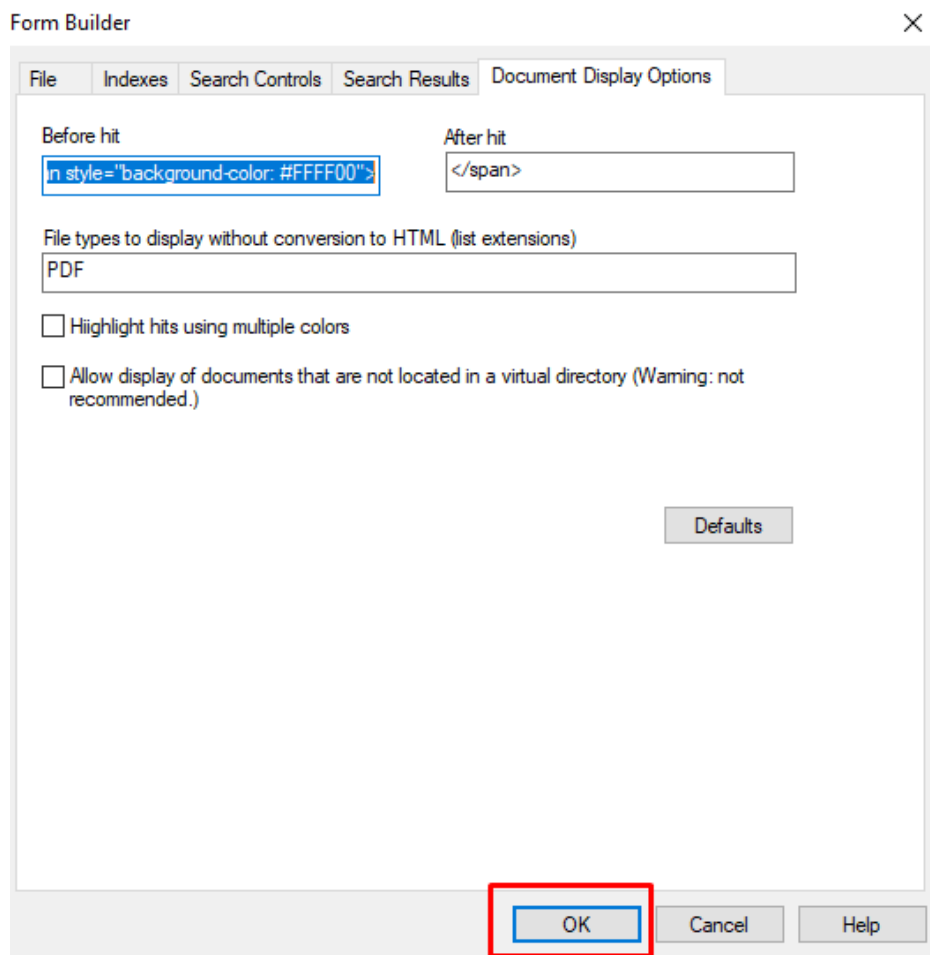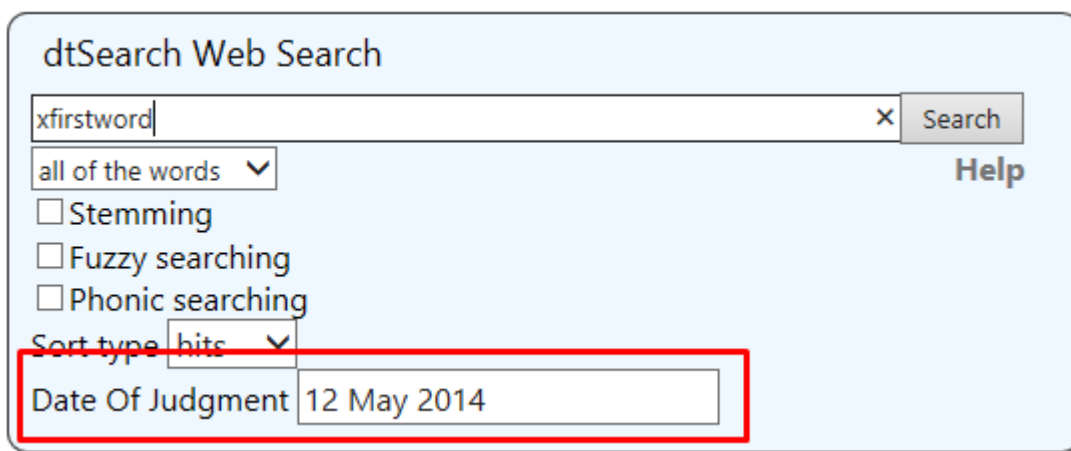## Finally, test the form. Press OK in the form builder window

Form Builder ✕

File | Indexes | Search Controls | Search Results | **Document Display Options**

Before hit
`n style="background-color: #FFFF00">`

After hit
`</span>`

File types to display without conversion to HTML (list extensions)
PDF

☐ Hiighlight hits using multiple colors

☐ Allow display of documents that are not located in a virtual directory (Warning: not recommended.)

[Defaults]

[**OK**] [Cancel] [Help]

You will now see your form.

Go through to the search page and search for *xfirstword* to check that documents are displayed correctly. You should see that the Date of Judgment is displayed in the search results.

To search on Date Of Judgment. Enter a date in the format like *12 May 2014* in the Date Of Judgment Textbox and press *Search.* Documents with the matching Date should be shown.

dtSearch Web Search

xfirstword | ✕ | Search

all of the words ▾ | Help
☐ Stemming
☐ Fuzzy searching
☐ Phonic searching
Sort type hits ▾

Date Of Judgment | 12 May 2014

The Date of Judgment field as shown works for any of the search methods (Boolean, All words, Any words)

If a user wants to enter a field search in the search box instead,

For Boolean the method is "Date of Judgment" contains date(1 aug 2012)

But for All Words and Any Word search methods it is: "Date of Judgment" :: date(1 aug 2012)