# How to search through an entire folder of coded transcripts all at once
(without opening and searching each document individually):

1. Copy the folder of coded transcripts from the networked folder to your desktop or flash drive, or some other location that you can easily find as you browse on your computer. Make sure to rename the folder with today's date when you save your copy to the new location, so you will know that it is not the original folder, and might contain older versions of the coded transcripts, or may need to be updated later on when more data is added to the original folder.
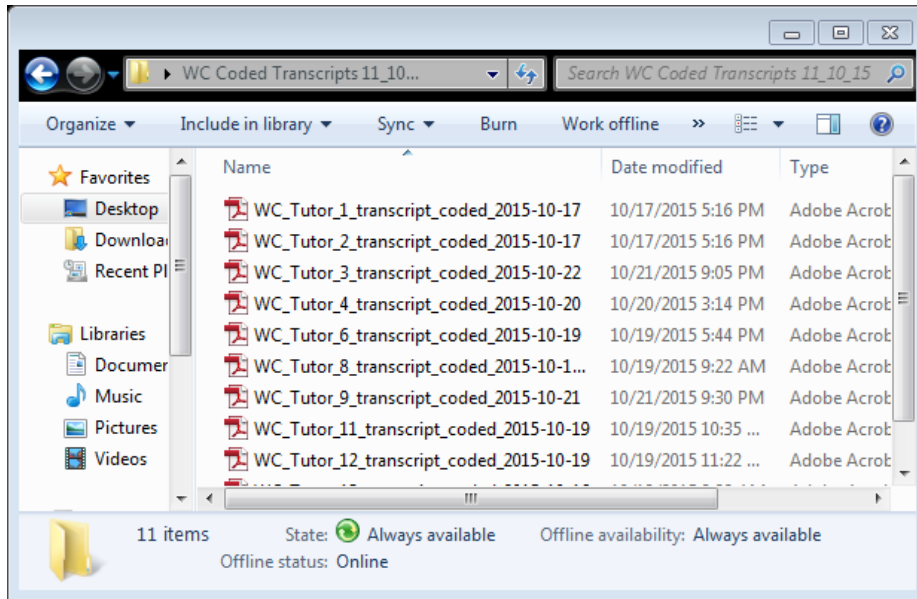

2. Go to this new folder and open one of the pdf files so you will have all of the menus available to you when Adobe Acrobat opens as you view the document. Click on the "Edit" menu at the top of the screen, and choose "Advanced Search" from the menu that appears.
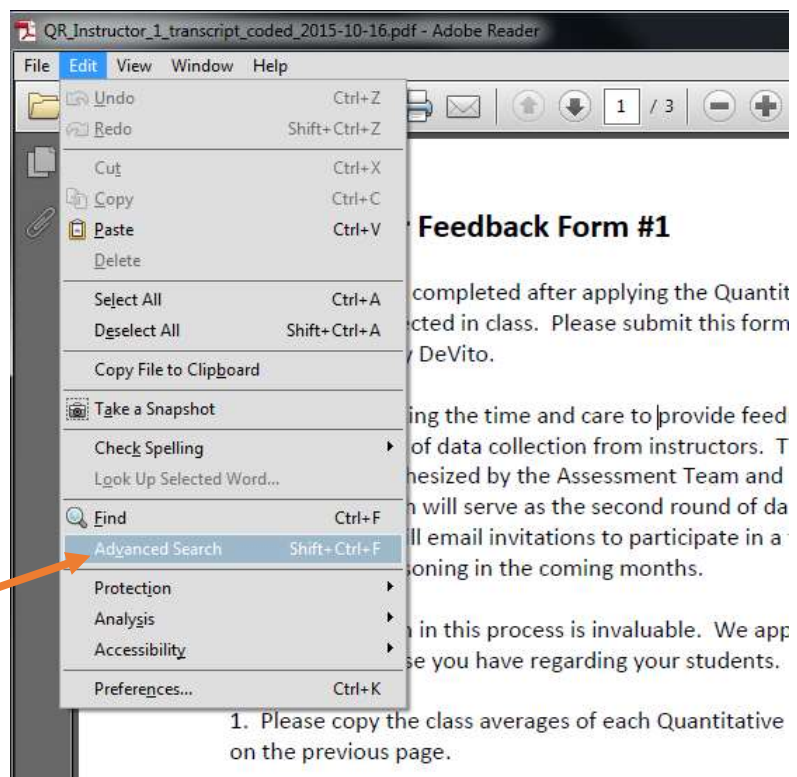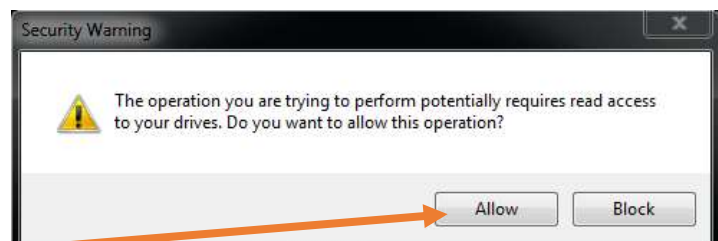
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3. At the top of the Search window, the program asks you: *Where would you like to search?* Choose "All PDF documents in" then click on the arrow for the dropdown menu of location choices, and choose "Browse for location," which will be at or near the bottom of the list. Find your new folder and click the "OK" button.
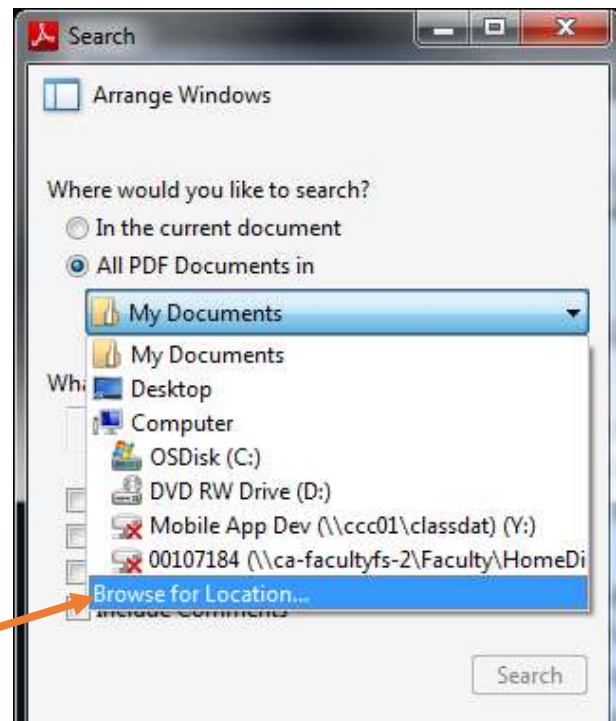
4. Where it asks *What word or phrase would you like to search for?* type the exact code, including the brackets. Double check to make sure you have no typos, or you won't find any "hits."
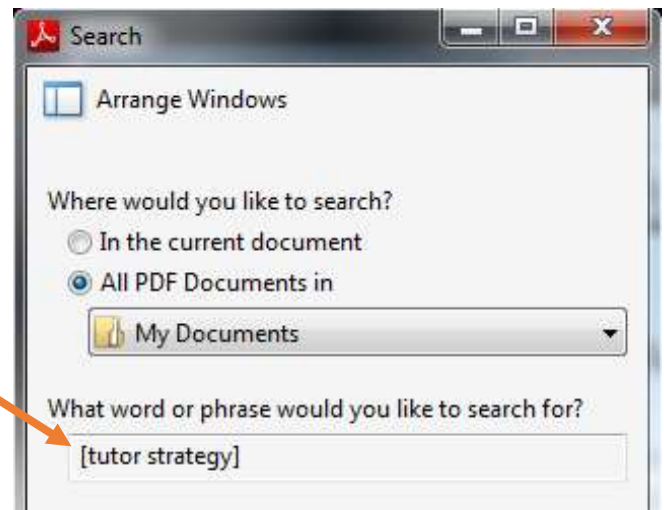
5. Click "Search." You will likely then see a popup window with a message that says: *The operation you are trying to perform potentially requires read access to your drives. Do you want to allow this operation?* Click the "Allow" button.

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6. The Results section will tell you how many documents, and how many separate instances were found, total. You can then click on the documents that appear in the results window, and for any document that has more than one occurrence of the code, you will see a cascade of multiple results that you can click on to zoom right to that particular code.

7. After finding a match, copy the survey question (to provide context for the participant's answer), the participant's relevant data, and accompanying codes to paste into your "data dump" version of your memo draft. You can then trim the parts that are irrelevant to your analytic question as you condense and hone your memo.

Search

Arrange Windows

Looking For:
  [tutor strategy] in \\ca-facultyfs...\WC Coded Transcripts

Results:
  8 document(s) with 18 instance(s)

New Search

Results:

- \\ca...\WC_Tutor_11_transcript_coded_2015
  - skills] **[tutor strategy]** 4. What types of
- \\ca...\WC_Tutor_12_transcript_coded_2015
  - thesis" **[tutor strategy]** [model skills] -
  - history. **[tutor strategy]** [model skills] -
  - way. **[tutor strategy]** [simplify] 3. Ident
- \\ca...\WC_Tutor_13_transcript_coded_2015
  - here. **[tutor strategy]** 14. How can tuto
- \\ca...\WC_Tutor_1_transcript_coded_2015-
- \\ca...\WC_Tutor_4_transcript_coded_2015-
- \\ca...\WC_Tutor_6_transcript_coded_2015-
- \\ca...\WC_Tutor_8_transcript_coded_2015-
- \\ca...\WC_Tutor_9_transcript_coded_2015-