STEP 1:
Visit the PDS Document Library at [http://www.sandiegocounty.gov/content/sdc/pds/doclibrary.html](http://www.sandiegocounty.gov/content/sdc/pds/doclibrary.html).

STEP 2:
Input search criteria.

**Tip:** Record ID, Assessor Parcel Number and Street Name accept partial entries.

STEP 3:
Click the **Search** button.
STEP 4:
Click the thumbnail file icon in the View column to open a document from the search results.

Tip: Sort search results alphanumerically by clicking the sorting arrows in the column headers.

STEP 5:
Click the Reset button to clear search criteria.

Note: Submitting a new search clears search results.
Find Specific Documents Appendix
Searches submitted with criteria in the **Find Specific Documents** box only, return PDS documents with matching project and/or property information. Excepting combinations of Record ID and Assessor Parcel Number or Street Address, fields within the Find Specific Documents box can be combined to create more specific searches.

1. **Record ID** – Specify the project's PDS Record ID in this field.
2. **Assessor Parcel Number** – Specify the property's Assessor Parcel Number in this field.
3. **Street Number** – Specify the property's Street or House Number in this field.
4. **Street Name** – Specify the property's Street Name in this field. Exclude directional prefixes, street types or street type suffixes. For example, search “Mission” instead of “N. Mission Ave”.
5. **Document Category** – All categories of documents are searched by default. Refine searches by selecting a general kind of document from this drop down menu field.
6. **Document Subcategory** – All subcategories of documents are searched by default. If a Document Category is specified, searches can be further refined by selecting a specific kind of document from this dropdown menu field. Five subcategories can be included in a single search. Use the search box at the top of the dropdown to limit subcategory selections to those containing the specified text.
7. **Document Date** – Specify the date range during which a project occurred. Searches including only a From date will return documents created after that date. Searches including only a To date will return documents created before that date.

Search Document Content Appendix
Searches submitted with terms in the **Search Document Content** box return PDS documents that contain matching text in the document itself or its properties. Not all documents function with content searches.

- Use specific search terms for best search performance.
- Please allow up to 10 minutes for content searches due the Document Library's immense size.