

Search 3.1.1
User's Guide

Search 3.1.1 User's Guide

Version 1.0 for use with Apple Macintosh computers

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Part One • Welcome to Search!

An introduction to Search 3.1.1

Search 3.1.1 is a state-of-the-art system for image cataloging, retrieval, and manipulation. With a user interface designed specifically for the professional production environment, Search's speed, convenience, and versatility are vital to the most efficient use of Apple® Macintosh®-based files.

With Search, you can create catalogs that serve as visual databases for files from any format, location, and original application. Since the catalogs contain references to the original files but not the original files themselves, more than 100,000 records can be quickly cataloged and searched. You can preview, copy, or move original files directly from Search.

Search uses criteria that you establish to retrieve and display specific records for your review and manipulation. Up to four levels of search criteria can be specified based on file names, keywords, file types, volumes, cataloged dates, modification dates, expiration dates, etc. Records are displayed as thumbnails or as rows of record information.

Search allows multiple users to search multiple catalogs with original files at multiple locations—simultaneously! Whether the catalogs are located on your hard disk or in volumes on network servers, you can search up to ten catalogs at once. To maintain catalog and original file accuracy and availability in a multiple-user environment, access to Search functions that can alter catalogs or original files can be controlled by implementing password protection.

Search is easy to learn and use; its powerful collection of tools and features were designed to interact in a clear, understandable way. A basic operating knowledge of the Macintosh is necessary to operate Search, so please familiarize yourself with terms such as clicking, dragging, pull-down menus, and desktop before proceeding. Once you


are in command of basic Macintosh operations, you will enjoy the full benefit of Search's intuitive interface.


Search documentation

This manual is a comprehensive guide to Search 3.1.1. Take a moment to review the different sections and decide the best place to start.

- **Part One: Welcome to Search!**
Introduces you to Search 3.1.1 and lists new features, installation procedures, and file placement during installation.
- **Part Two: A Getting Started Tutorial**
Contains a self-paced, step-by-step guide to Search basics.
- **Part Three: Catalog Creation & Management**
Describes how to create and maintain catalogs, set security options, and work in multiple-user environments.
- **Part Four: Catalog Searches**
Explains how to define searches, search catalogs, and view records in standard or thumbnail view.
- **Part Five: Using Search Results**
Explains how to use search results, including previewing and manipulating original files. Also covered is how to use Search with other programs, such as Multi-Ad Creator or QuarkXPress.
- **Part Six: Reference**
Explains each Search menu, menu item, and dialog box.

General conventions

- Lists which provide information, like this one, are bulleted (•).
- Lists which provide sequential steps in a procedure are numbered (1, 2,...).
- Single-step procedures are designated with this symbol: ◆.
- Search functions that are automatically restricted in multiple-user mode or that can be locked from users with security options are designated with this symbol: .

- System 7-specific features are designated with this symbol: ⑦.
- Although QuickTime is not required when using Search 3.1.1, it is strongly recommended for optimum usage. Features requiring QuickTime availability are designated with this symbol: 

Keyboard conventions

Keyboard shortcuts are shown as ⌘-O, which means to hold down the Command key while pressing the “O” key. Note that while the “O” is capitalized, do not hold down the Shift key unless it’s specifically requested. Other key abbreviations include:

Command key ⌘	Shift key	Return key
Option key	Control key	

Some key terms

Original file or file –graphics or any other file type you specify for cataloging. You don’t search the original files once they are cataloged; you search the records that Search creates for them. Through these records, Search provides ways to preview and manipulate the original file for use in other programs.

Reference –a specification of the name, volume, and folder location of an original file. A reference is part of a record. Search copies or sends references of original files so that the original files themselves do not have to be copied or sent.

Record –the collection of information that Search catalogs about the original file. A record of an original file includes its reference, thumbnail, file name, file type, location, size, and so forth.

Catalog –a visual database of original file records—not the original files themselves. When you add files to a catalog, you are really adding records of files to the catalog.

Recognizing vs. supporting a file type –If Search *recognizes* a file type, it is able to catalog that file type and search by it. If Search *supports* a file type, it is able to catalog it, search by it, and create a thumbnail and provide a preview for it. Search recognizes user-added file types but does not support them, with the exception

of file types that can be converted by QuickTime importers into QuickTime movies.

Installation

Hardware guidelines and recommendations

<u>Component</u>	<u>Minimum</u>	<u>Recommended</u>
Computer	Macintosh Plus or SE	Macintosh II or better
Available memory	1.5 MB	3 MB or more
Operating System	System 6.0.3	System 7.1

QuickTime is also strongly recommended.

Note: *Calculate available memory by subtracting the amount of memory used by your system software from the amount of memory available in your system.*

Installing Search 3.1.1

As a precaution, make backup disks of the Search program disks before you install and be sure to lock the backup disks to prevent accidental erasure. Either the program disks or the backups can then be used to install Search.

To install Search 3.1.1

1. Begin with your Macintosh turned on and at the Finder level. Make sure no other application programs are running.

Turn off all virus-checking software. This can usually be done in the software's control panel in the System Folder. Refer to the documentation of the virus-checking software for more details.

2. Insert Search 3.1.1 Disk 1. Double-click on it, if necessary, to view its contents:



3. Double-click on the Install icon. A box containing information about Search appears.
4. Click Continue. The Search installation file is displayed.



Read this screen for important notes on the installation procedure. Additional Search documentation may be included here also. Once you've read the contents of the window, click Continue to resume installation or click Cancel to quit. You can also click Print to print the Read Me file. Page Setup and Print dialog boxes are displayed so that you can make any printing adjustments.

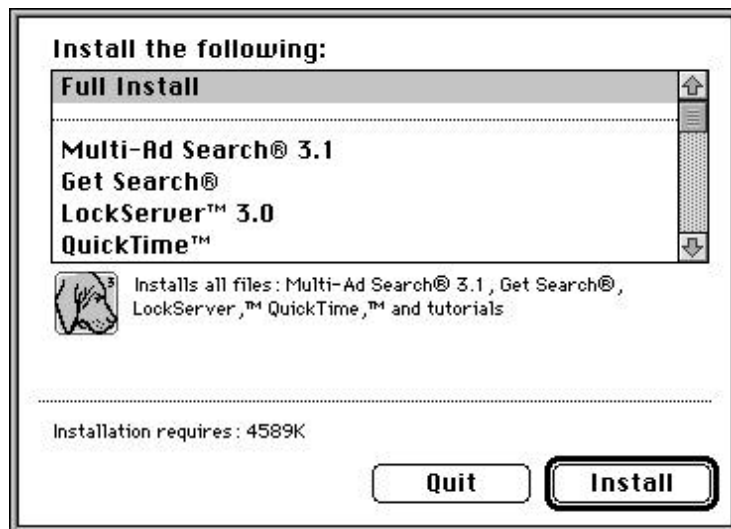
Click Continue. The Registration dialog is displayed:



A registration dialog box titled "Please register now...". It contains several text input fields: "Serial number:", "Name:", "Company:", "Address:", "City:", "State:", "ZIP:", "Country:", "Phone number:", "Fax number:", and "Business type:". The "Business type:" field has a dropdown menu with the text "Please choose one...". At the bottom right, there are two buttons: "Register" and "Cancel".

5. Enter the appropriate information into each field. Use the Tab key to move from field to field. This customer profile is used to keep you informed about updates and special upgrade offers.

Your serial number is located inside the front cover of this manual, on your Search packaging, or on the disk envelope. After you click Register, a directory dialog box is displayed:



An installation directory dialog box titled "Install the following:". It features a list box containing the following items: "Full Install", "Multi-Ad Search® 3.1", "Get Search®", "LockServer™ 3.0", and "QuickTime™". Below the list box is a small icon of a hand pointing to a document, followed by the text: "Installs all files: Multi-Ad Search® 3.1, Get Search®, LockServer,™ QuickTime,™ and tutorials". At the bottom, it states "Installation requires: 4589K". There are two buttons at the bottom right: "Quit" and "Install".

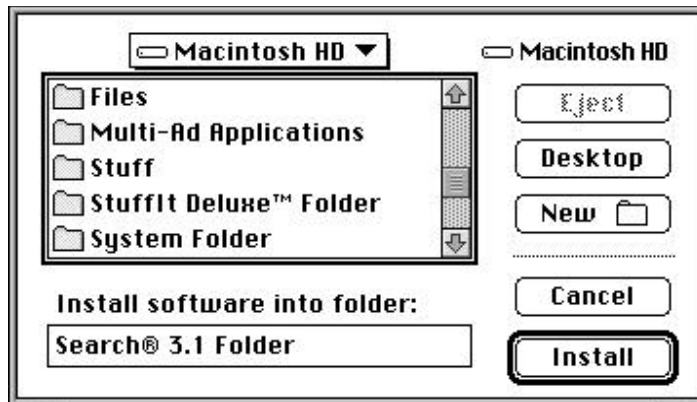
6. Here, you can customize your Search installation or perform a full installation. Please note the “Installation requires” message, located below the gray line, which tells you how much hard disk space you will need for the installed files.

If you select Full Install and click the Install button, you can move on to Step 7. However, if you want to do a Custom install—perhaps to save hard disk space—you can highlight the specific resources you want to install. Hold down the Shift key or Command key to select more than one option.

When a single option is selected, information about it is displayed below the scrolling list. This information tells you the purpose of the selected option and can help you determine whether or not its installation is necessary for your use of Search. In addition, the “Installation requires” message changes with each selection, keeping you posted on how much hard disk space your selected options will require once installed.

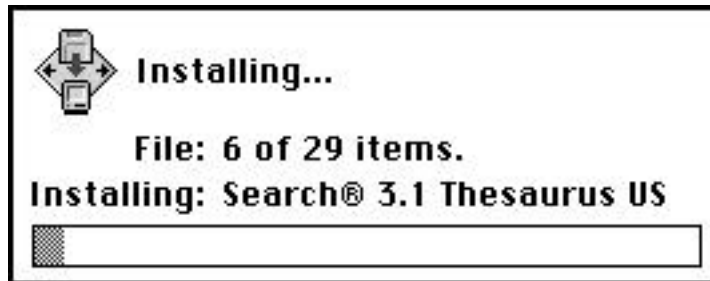
After you have made your selections, click Install to continue the installation process. You can also click Quit to cancel the installation process.

7. A message may be displayed, informing you that your Macintosh needs to be restarted after installation is complete. This message is displayed if any Extensions, such as QuickTime, are to be installed. Click Yes to continue with installation, click No to cancel installation.
8. When you continue with the installation, you are asked to select a destination for your Search 3.1.1 folder.



Using the Macintosh Hierarchical Filing System (HFS), select a destination on your system for the Search 3.1.1 folder. For more information on the HFS system, please consult your Macintosh documentation. Click Save to proceed with installation.

9. The installer begins to install Search resources.



The installer will eject Disk 1 and ask for Disk 2 and so on. Watch the on-screen instructions for guidance.

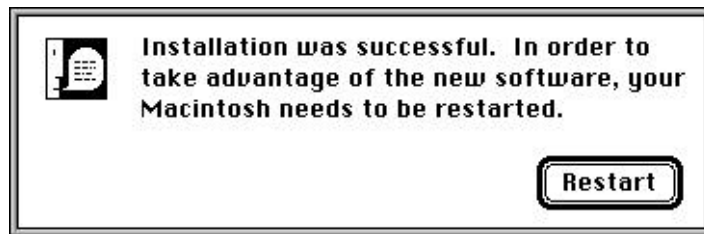
After the Installer is finished, the final disk is ejected and the following dialog box is displayed:



If this is your first time running the Installer, insert your Search registration disk into your computer's floppy drive. When it is ejected, place the disk in the supplied mailer and send it to us.

If you have already mailed in your registration disk, click Cancel. Your version of Search will still be registered.

10. You *may* be asked to reinsert Disk 1. Please do so. The following message is then displayed if any Extensions were installed:



11. Click Restart.

If you need help with this installation, please contact our Customer Services department. Before doing so, however, please familiarize yourself with the installation process so that we can help you locate the problem.

File placement during installation

During installation, the installer placed the Search application and its support files into specific folders. The following is a list of those files and their location after a full installation is complete:

In the **Search 3.1.1 Install folder** :

Search 3.1.1 folder

folder contains

Search 3.1.1

Search 3.1.1 Help (*requires System 7*)

Search 3.1.1 Thesaurus

LockServer utility

Get Search utility

Search 3.1.1 AppleScript Demo (*installed only if using System 7*)

Tutorial Art folder

folder contains

Realistic Art folder

Cartoon Art folder

In the **System folder**

QuickTime

*(in "Extensions" under System 7,
requires 32-bit QuickDraw color)*

Converting catalogs from Search 3.1.1 or Aldus Fetch™ 1.0

Catalogs created in Multi-Ad Search 1.0 or Aldus Fetch 1.0 can easily be converted to Search 3.1.1 catalogs. During the conversion process, Search creates a copy of the original catalog and converts the copy to Search 3.1.1, leaving your original catalog intact in its original format.

Note: *Because Search leaves your original catalog intact, this conversion process may take extra time and requires that you have enough extra disk space available for the copy. The process may take as long as building the original catalog did.*

To convert a Search 3.1.1 catalog to Search 3.1.1

1. With the Search 3.1.1 application running, choose Open from the File menu.
2. In the directory dialog box, double-click on the catalog you want to convert or highlight the catalog's name and click Open.
3. In the subsequent directory dialog box, specify any name or location changes for the converted catalog, then click Save.

Search will automatically make a new, converted catalog for you.

To convert an Aldus Fetch 1.0 catalog to Search 3.1.1

***Note:** Search only converts Fetch 1.0 catalogs; it will not convert catalogs from any later versions.*

1. Make sure the original Fetch catalog is updated, purged, and current.
2. With the Search application running, choose Open from Search's File menu.
3. In the dialog box, double-click on the catalog you want to convert or highlight the catalog's name and click Open.
4. In the subsequent directory dialog box, specify any name or location changes for the converted catalog, then click Save.
5. Do an update/purge in Search by choosing Update/Purge Catalog from the Admin menu.

Converting catalogs from Search 2.0

Catalogs created in Search 2.0 can also be converted to Search 3.1.1 catalogs. The Search 2.0 catalog itself is converted; a copy of the catalog is **not** created and then converted. This means that once the Search 2.0 catalog is converted to Sile-o-Mat 1.0, you are no longer able to open the catalog with Search 2.0. Because no copy is made, this is a quicker conversion process than when you convert Search 1.0 or Aldus Fetch 1.0 catalogs.

Warning: *When converting Search 2.0 catalogs, Search 3.1.1 does not make a copy of the catalog to convert. It converts the original catalog.*

To convert a Search 2.0 catalog to Search 3.1.1

1. With the Search 3.1.1 application running, choose Open from the File menu.
2. In the directory dialog box, double-click on the catalog you want to convert or highlight the catalog's name and click Open.
3. In the subsequent dialog box, specify whether you want to convert the catalog from Search 2.0 to Search 3.1.1 or if you want to leave the catalog in Search 2.0 and open it in read-only mode. If you click Yes to convert the catalog, **you will no longer be able to access the catalog with Search 2.0.** If you click No, the Search 2.0 catalog will remain a Search 2.0 catalog and be opened in Search 3.1.1 in read-only mode. You can also click Cancel to cancel this dialog.

Part Two • A Getting Started Tutorial

Overview

The following tutorial is a self-paced guide for those who are new to Search. It is truly a “getting started” tutorial; you get experience with basic Search functions like building and searching catalogs and previewing original files.

Before you begin, first make sure that you are familiar with basic Macintosh operations and terminology, such as clicking, dragging, desktop, and Finder level. Refer to your Macintosh manual if you need assistance. Also, please review Part One of this manual; it contains listings of key Search terms and documentation conventions that are used here.


Second, determine which operating system version your machine is using: System 6 or System 7. To do this, choose About this Macintosh from the Apple menu while at the Finder level. Since System 7 provides additional methods for procedures like creating catalogs or opening catalogs, instructions in this tutorial are sometimes given for both systems. By knowing your operating system version, you’ll know which instructions you can try. System 7-specific instructions will be marked with the following symbol: ⑦

Third, if you have not installed Search 3.1.1, please do so now. For a detailed explanation of the installation process, please refer to “Installation,” in Part One of this user’s guide. The original files you catalog in this tutorial are placed in the Search 3.1.1 Install folder during the installation process in a folder called “Tutorial Art.”

Finally, make sure your workstation is set to single-user mode so you have full access to all Search functions.

To make sure your workstation is in single-user mode

1. Start Search by double-clicking on the Search icon.

To tell if Search is running and if it is the active program, look for the Search menu bar at the top of the screen. It includes the following menus:  (Apple), File, Edit, Search, Window, and Admin. Some of the menu names may be dimmed.

2. Highlight Preferences in the Edit menu and choose General from the Preferences submenu.
3. From the Database mode options, click Single user if it is not already selected.

Note: *While in the General preferences dialog box, also make sure that the On Startup preference is set at “Do nothing.”*

4. Click OK, or click Cancel if you didn’t make any changes.
5. Restart Search when you switch from multiple-user to single-user mode. **However** , for this tutorial, quit Search now whether or not you changed modes and wait to restart it in the following section.


Building catalogs

In this section, you’ll create two catalogs, Realistic Animals and Cartoon Animals. Just a reminder—the original files you will catalog here were placed in a folder called “Tutorial Art” in Search 3.1.1 Install folder during the Search installation process.

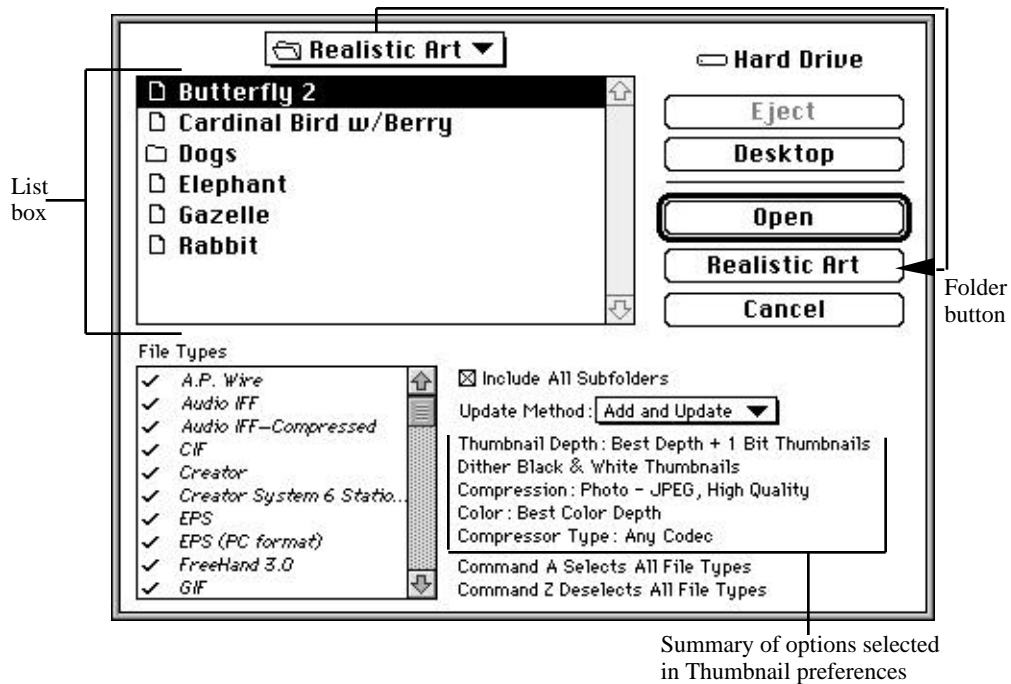
Building Catalog # 1: Realistic Animals

1. Start Search by double-clicking on the Search icon at the Finder, or desktop, level.

Note: *At startup, you may be asked to locate the thesaurus. It is placed in the Search 3.1.1 folder, which is contained in the Search 3.1.1 Install folder, during installation.*

The Search startup screen will be displayed and then removed from the screen. Then, the Search menu bar should appear at the top of the screen. It includes the following menus:  (Apple), File, Edit, Search, Window, and Admin.

2. Choose New from the File menu, or press ⌘-N.
3. In the directory dialog box, enter the new catalog's name: **Realistic Animals** .
4. Specify the location for the new catalog as the Search 3.1.1 Folder.
5. Click Save. Search creates the Realistic Animals catalog and displays it on screen.
6. Under the Edit menu, choose Keywords from the Preferences submenu. Make sure the "Save Filenames as Keywords" option and the "Save Folder Names as Keywords" option are selected. Because of these selections, the folder names and filenames of the original files to be cataloged will be listed as keywords in the original file's record once cataloging is complete. Click OK.
7. Choose Add Files from the Admin menu, or press ⌘-A.



8. Review the settings in the Add Files dialog box. Choose the following options:

- File Types: Press ⌘-A to select all files in the scrolling list. You can also press ⌘-Z to deselect all file types listed. To select or deselect individual files, click once on them.
- Update Method: Choose “Add Only” from the pop-up menu.
- Make sure the “Include All Subfolders” checkbox is selected.

The information listed to the right of the File types list is a summary of the options selected in Thumbnail preferences, found under Preferences in the Edit menu. For the purpose of this tutorial—and in most other cases—the default settings will work just fine. For an explanation of these options, please refer to the Reference section of this manual.

9. Locate the folder called Realistic Art in the Tutorial Art folder within the Search 3.1.1 Install folder. Highlight the Realistic Art folder and click Open.

The Folder button becomes the Realistic Art button. (Please refer to the “Add Files dialog box” figure on the previous page if you have questions.)

10. Click the Realistic Art button.

Records of the original files in Realistic Art are entered into the catalog Realistic Animals. Since the “Include All Subfolders” option was selected, all files in all folders within the Realistic Art folder will be cataloged. Remember that with Search, records of the original files and not the original files themselves are cataloged, saving time and space.

When cataloging is complete, Search then displays a report of the activities, including the number of records added to the catalog.

11. Click OK to continue.

The records are now displayed in the catalog window. You can view the catalog records in standard view or thumbnail view—

just choose one view or the other from the Window menu. Take a moment to browse the different records in both thumbnail and standard view.

Building Catalog # 2: Cartoon Animals

Search 3.1.1 has the ability to search multiple catalogs simultaneously, so now you'll create another catalog to help demonstrate this feature. *If you are running System 6, simply follow the same procedure used to build the first catalog, only use the folder named Cartoon Art to create the catalog Cartoon Animals.* Then, continue on to the "Opening Catalogs" section of this tutorial. If you are running System 7, however, use the following method to build your second catalog.

⑦ For the purpose of this set of instructions, you need to quit Search after building the first catalog. Please do so now.

1. Begin at the Finder level, with Search *not* running. View the contents of your Search 3.1.1 Install folder.
2. Drag the icon of the Cartoon Art folder, which is located in the Tutorial Art folder, onto the Search icon, located in the Search 3.1.1 folder, until both are highlighted, then release. **Note:** you may need to double-click on the Tutorial Art and Search 3.1.1 folders in order to see the necessary icons.

This is called "drag and drop" file adding. Search will start up and after a moment display this dialog:



3. Click New to specify that Search is to add the files to a new catalog and not to an already existing catalog.
4. In the directory dialog box, enter **Cartoon Animals** for the name of the catalog and place it in your Search 3.1.1 Folder.

5. Click Save.

Search automatically creates the new catalog and adds the file records to it. A report of the activities is displayed. Click OK.

Since you don't get a chance to review the settings in the Add files dialog box when using this System 7 procedure, Search automatically uses the settings from the previous Add Files activity.

***Additional cataloging features and issues are covered in
"Part Three • Catalog Creation & Management."***

Opening catalogs

Begin this section by quitting Search and returning to the desktop. To quit Search, choose Quit from the File menu or press ⌘-Q. Then, use the following procedures to open both catalogs; the second set of instructions is for System 7 only.

Opening Realistic Animals and Cartoon Animals separately

1. At the Finder level, double-click on the icon of the Realistic Animals catalog. It should be located in your Search 3.1.1 folder.

Search opens and displays the catalog. Now, open the second catalog from within Search.

2. Choose Open from the File menu, or press ⌘-O.
3. In the directory dialog box, select the Cartoon Animals catalog and click Open.

With both catalogs open, you are ready to go on to the "Searching catalogs" section of this tutorial. However, if you are running System 7 and would like to try the following procedure to open catalogs simultaneously, quit Search and return to the Finder level.

⑦ Opening Realistic Animals and Cartoon Animals simultaneously

1. Begin at the Finder level, with the Search application *not* running.
2. Select the Realistic Animals catalog icon.

3. Hold down the Shift key while you also select the Cartoon Animals catalog icon.
4. Drag both icons onto the Search 3.1.1 icon until all are highlighted, then release. Search opens both catalogs.

Note: *To open both catalogs simultaneously in System 6, you can select both catalog icons and then choose Open from the File menu, or double-click on one when both are highlighted.*

Searching catalogs

You now have two open catalogs from which to work. If you cannot see both catalog windows, one may be directly on top of the other. Look under the Window menu to see a listing of open catalogs. In the Window menu, you can select which catalog you want to be the frontmost catalog.

If the number of records in a catalog is small enough or if the range of its contents is limited—much like the tutorial catalogs you’ve created here—you can browse through the catalog to find the exact record for which you’re looking. Generally, however, this is not the case. Catalogs created in Search can contain 100,000-plus records.

For instance, either of the catalogs you created could contain thousands of animal images—from cows to camels to cats, from ducks to dolphins to dogs—from which you need to locate just a few records which meet specific criteria. Instead of browsing through thousands of thumbnails or rows of text information, you can request specific records by using a search definition you create. That’s the power of Search!

For example, let’s say you want to find some dog art that could be used in an ad for the local humane society. After your catalogs of animal art are made, you want to search both catalogs for any dog art available. In addition, let’s say you need to narrow the art to EPS or TIFF files modified after 1/11/1990.

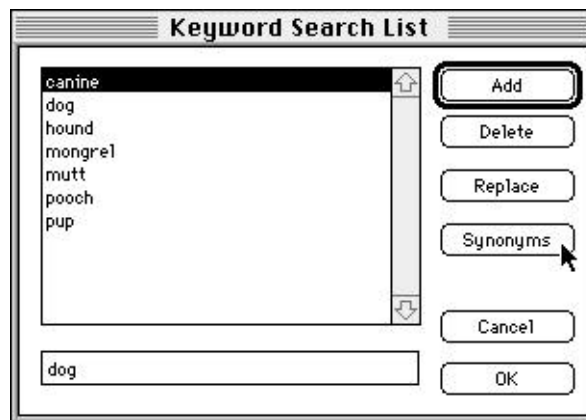
Searching the catalogs

1. With the catalogs open, choose Find from the Search menu, or press ⌘-F.

2. Define your search in the Find Files dialog box with the criteria listed below. The four rows of search descriptions allow you to make your criteria as general or as specific as you'd like.
 - Review the various options in the pop-up menus.
 - Click the checkbox beside each description row to activate that row as you fill in the following search criteria:

<input type="checkbox"/>	Not	keyword list	matches	canine ,dog,hound,mongrel,mutt,...
<input checked="" type="checkbox"/>	and	file type	matches	EPS
<input checked="" type="checkbox"/>	or	file type	matches	TIFF
<input checked="" type="checkbox"/>	and	modified date	is after	1 / 11 / 1990

When you select the keyword list option, the following dialog automatically appears:



Here, you can broaden your keyword search by adding the synonyms of a specific keyword to the search. Simply type in the keyword—in this case, “dog”—click Add, and click on the Synonyms button. The synonyms for “dog” are added to the keyword list. Click OK to officially add them to your search and to return to the Find Files dialog box.

3. Back in the Find Files dialog box, select the “Search all open catalogs” option so that both catalogs are searched. Otherwise, only the active, or frontmost, catalog is searched.
4. When your search criteria are set, click Find.

Search retrieves the requested records and displays them in each catalog window, temporarily replacing the records of the entire catalog. Close the Find Files dialog box or click once on the catalog window you wish to view to move it to the front, or choose the catalog's name from the Window menu. In each catalog, only the retrieved dog and puppy records should be displayed.

5. View the Realistic Animals catalog in thumbnail view. Make this catalog the frontmost catalog by choosing it from the Window menu. Then, choose Use Thumbnail View from the Window menu. At the top of the catalog window, note the boxes containing file information, descriptions, and keywords; the information in these boxes is that of the selected thumbnail.
6. Choose Use Standard View from the Window menu. The found records are now displayed in rows of textual information, with the thumbnail of each record appearing at the top of the view window along with the record's descriptions and keywords.
7. Sort the record rows by file name by clicking on the "file name" heading.

Note: *Hold down the Command key as you select records to select more than one record row or thumbnail. Hold down the Shift key to select a range of record rows or thumbnails.*

Additional searching and viewing features are covered in "Part Four • Catalog Searches."

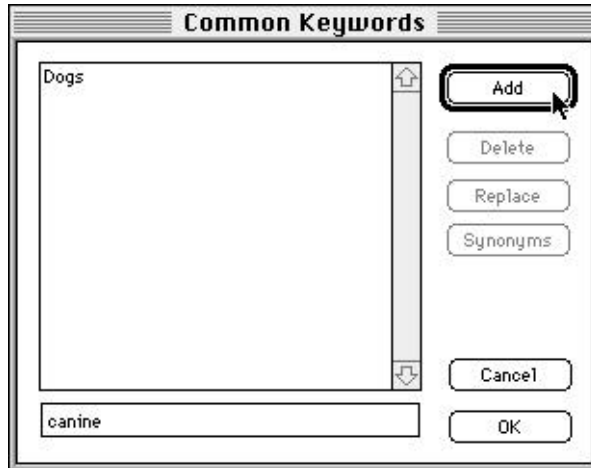
Editing keywords

Editing keywords and descriptions is one of the ways that you can customize catalogs. In Search 3.1.1, you can even edit keywords across multiple files.

Editing a keyword

1. View your Realistic Animals catalog window in Thumbnail view. It should still contain the results of your search. If it does not, just redo the Search described above.

2. Select the thumbnail of the Basset Puppy and Dog 1. Hold down the Command key as you select the thumbnails to get both of them selected.
3. Choose Common Keywords from the Edit menu, or press ⌘-Y.



4. Enter “canine” in the Name field and click Add.
5. Click the Synonyms button to add the synonyms of the word “canine” to the common keywords list.
6. Click OK.

Search adds the keyword “canine” and its synonyms to the keywords lists in both the Basset Puppy and the Dog 1 records. Note that keywords you add are in plain text; those locked by the manufacturer are italicized.

Additional catalog editing features and issues are covered in “Part Three • Catalog Creation & Management.”

Using search results

The power of Search is in its ability to catalog and search the records of thousands of original files *and* its ability to use those records to manipulate the original files themselves. Through their records, you can preview, copy, move, edit, and delete original files, as well as send original file references to other documents—even documents being

created by other people at other workstations. To conclude this tutorial, we will cover some of these features.

Previewing an original file

1. Make sure your Realistic Art catalog is in the frontmost window and that you are viewing it in thumbnail view by choosing Use Thumbnail View from the Window menu.
2. Select the Basset Puppy thumbnail. To get its preview, choose Show Preview from the File menu or double-click on the thumbnail.



3. Use the pop-up menu in the lower left corner of the Preview window to increase the preview's size to 200%, or whatever size you'd like to work with. You can also use the Zoom In and Zoom Out icons that are next to the pop-up menu.
4. Note that when you move the arrow into the preview area it becomes a crosshair. Hold down on the mouse and drag the crosshair to select a portion of the preview and release. You

could now copy and paste this section into another document as a PICT graphic.

5. Click anywhere to deselect the portion of the preview and close the Preview window by pressing ⌘-W.
6. With the Basset Puppy thumbnail still selected, choose File Info from the File menu or press ⌘-I.

The File Info window is displayed, and it contains information about the original file, like location, size, keywords, descriptions, pathname and so forth. Close the File Info window by clicking in the Close box in the upper left corner or by pressing ⌘-W.

Note: *You can have more than one preview and/or File Info window open at a time. Simply select the records—holding down the Shift key or Command key to select more than one—and choose Show Previews or File Info from the Edit menu.*

When you have found an original file to use, you can either copy or send original file references to other programs and documents.

Copying references to another program

1. View your Cartoon Animals catalog in standard list view. To make Cartoon Animals the frontmost catalog, click once on its window or choose its name from the Window menu.
2. Select the “Dog in Innertube” and “Dog w/ Wagging Tail” record rows. Remember to hold down the Command key to select more than one record.
3. Hold down the Option key and choose Copy Reference from the Edit menu. The references are now copied to the Clipboard.
4. View the Clipboard by choosing Show Clipboard from the Window menu.

The contents of the Clipboard are now ready to be placed into a receiving document. This is done in different ways in different application programs, so you’ll want to refer to the documentation of the receiving application for specific

instructions. In QuarkXPress[®], for example, you would choose the Get Search command in the Utilities menu to place the copied reference. Please continue with the following Multi-Ad Creator example if you have the program.

5. Start Creator. If memory limitations prevent you from running Search and Creator at the same time, you can quit Search and start Creator without losing the contents of the Clipboard.
6. In a Creator ad, choose Place from the File menu.
7. In the subsequent dialog box, click “Add Search items to files list.” The original file references you copied to the Clipboard are now added to the Creator Files palette.

***Additional information on using search results
can be found in “Part Five • Using Search Results.”***

Now that you have been introduced to the basic features and functions of Search, please refer to other sections of this manual for a much more in-depth look at the program.

Part Three • Catalog Creation & Management

Overview

Catalog management in Search 3.1.1 is designed with speed and accuracy in mind. By cataloging only records of original files and not the original files themselves, Search minimizes time spent cataloging or searching. With its update, import, and purge commands, Search provides an efficient interface for keeping original files, catalogs, and records accurate and up to date.


This section will explain the following functions and features:

- creating new catalogs
- adding files to catalogs
- setting catalog add/update options
- viewing catalogs and catalog information
- setting security options
- editing keywords and descriptions
- deleting records
- updating and purging catalogs
- importing catalogs

You need to have full access to Search functions to use most of the features covered in this section. If a command or option is dimmed in a menu or dialog box, access may be locked through security settings or your workstation may be set to multiple-user mode.

If multiple-user mode is the database mode selected in General preferences, most features that can alter catalogs or original files are restricted. However, you can gain access to them by switching to single-user mode—unless security options have been set. See your catalog administrator if security options have made Search functions

unavailable to you. For additional details about multiple-user limitations, please see “Multiple-user issues” at the end of this section.

Features and functions that can be locked from users are marked with a “” symbol.

Creating a new catalog

Catalogs created in Search can contain thousands of records, depending on the amount of memory available for catalog creation, storage, and use.

To create a new catalog at the Finder level

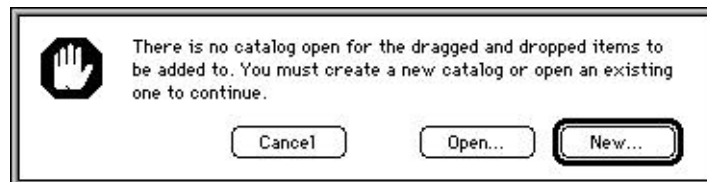
1. Start Search, then choose New from the File menu.
2. In the directory dialog box, designate a name and location for the new catalog.
3. Click Save.

Search opens the empty catalog.

4. Choose Add Files from the Admin menu to add items to the catalog. Please see “Adding and updating catalog records” on page 29 for details.

⑦ To create a new catalog at the Finder level

1. At the Finder level, with Search not running, select the icons of files, volumes, or folders to be added to a new catalog.
2. Drag the icons over the Search icon until all are highlighted, then release. Search starts up and displays the following dialog box:



3. Choose New.

4. In the subsequent directory dialog box, specify a name and location for the new catalog.
5. Click Save.

Adding and updating catalog records

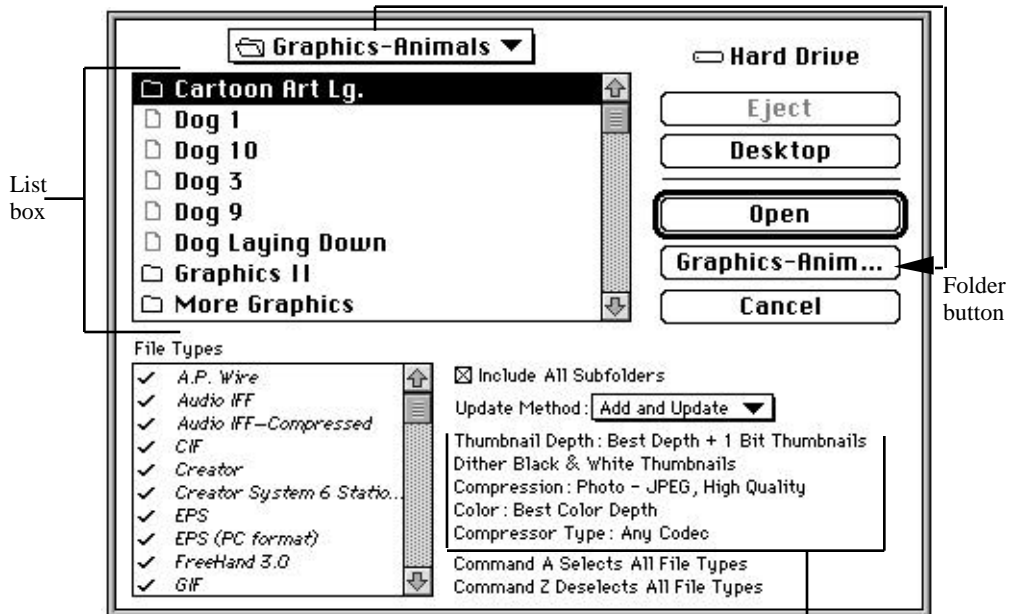
When you add files to a Search catalog, you are really adding records of those files, not the files themselves. This allows you to catalog more files and search through them faster. Although you can have up to ten catalogs open at once, Search only adds files to the frontmost catalog.

To add files to a catalog

1. Start Search and create or open a catalog. If you are already working in Search, make sure the catalog you want to add files to is the active, or frontmost, window.
2. Set preferences—Thumbnail, Keyword, QuickTime, and File exclusions—that affect cataloging or updating. The options chosen in Thumbnail preferences are summarized in the lower right area of the Add Files dialog box.

A brief look at setting these preferences is provided in “In detail: setting catalog add/update options” beginning on page 33. Refer to the Reference section of this manual for more detailed information.

3. Choose Add Files from the Admin menu, or press ⌘-- A. The following dialog box is displayed:



Summary of options selected in Thumbnail preferences

4. In the list of file types, make sure the file types to be cataloged or updated are selected with a check (✓). Click once on a file type to select or deselect it. Select All (⌘-A) and Select None (⌘-Z) keyboard shortcuts can be used to quickly select or deselect all available file types.
5. From the pop-up menu, select the update method. An explanation of the options available is provided in “In detail: setting catalog add/update options” beginning on page 33.
6. In the List box, locate and specify the files, folders, and/or volumes to add to the catalog.

To add/update a single file Select the file in the list box and click Open.
Or, double-click on the file in the list box.

To add/update all files Make sure the folder or volume name in a folder appears at the top of the list box—its name will then appear in the Folder button. Click the Folder button.

- | | |
|---------------------------|--|
| To add/update all files | Make sure the folder or volume name appears and subfolders at the top of the list box—its volume name will then appear in the Folder button. Then, select the “Include all subfolders” option and click the Folder button. |
| ⑦ To add/update all files | Click the Desktop button. All files available and folders on a on all volumes available are added if desktop “Include all subfolders” is selected. |

A status box is displayed as Search adds files. To cancel the adding or updating process, press ⌘-period. Search will cancel the process immediately, even if it is in the middle of cataloging a graphic.

7. When cataloging is complete, Search displays a report box which lets you know the number of files that were added and/or updated.

Note: *If Search could not create a thumbnail for a particular file, it is reported as an “error” even though it has been cataloged properly. The thumbnails for files like this—usually user-defined file types added to the file types list in File Types preferences—contain their program icon and pathname. Their keywords list will contain the keyword “error.”*

In detail: setting catalog add/update options

Options set in Preferences dialog boxes

Preferences settings that affect cataloging and updating must be set before opening the Add Files dialog box.

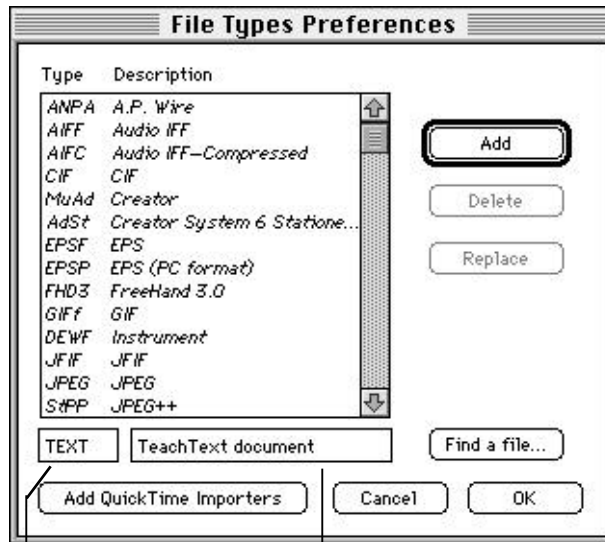
File types

The list of file types that Search can catalog and search by is edited in the File types preferences. Please note that while Search recognizes (can catalog and browse through) user-added file types, it does not

support (catalog, browse, preview and provide thumbnails for) them. For a complete list of Search's built-in file types and whether they are supported or recognized, please see page 127 in the Reference section of this manual.

To add a new file type for cataloging and searching

1. Choose File Types from the Preferences submenu under the Edit menu. The following dialog box is displayed:



File type field

File type description field

2. Enter a four-character file type and its description in the proper fields. The description can be up to 22 characters long.

OR, if you are not sure which file type or description to enter:

Click Find a file. A directory dialog box is displayed. In the directory dialog box, highlight the file type you want to add and click Open.

Search automatically returns to the File types preferences dialog box and enters the type and description in the appropriate fields.

3. Click Add. Or, if you have selected the list of file types by clicking once on it, you can press ⌘-A. If the file types list is not selected, pressing ⌘-A will select all text in the file type and file type description fields.
4. Click OK to exit the dialog box and save changes.

To delete a file type

1. Choose File Types from the Preferences submenu under the Edit menu.
2. In the File types preferences dialog box, highlight the file type to be deleted.
3. Click Delete, or press ⌘-D.
4. Click OK to exit the dialog box and save changes.

To replace a file type

1. Choose File Types from the Preferences submenu under the Edit menu.
2. In the File types preferences dialog box, enter the type and description of the new file type, then highlight the file type to be replaced.
3. Click Replace, or press ⌘-R.
4. Click OK to exit the dialog box and save changes.

Note: *File types in italics are built into the Search application. They are locked and cannot be deleted or replaced. File types that users add are in plain text and can be deleted or replaced.*

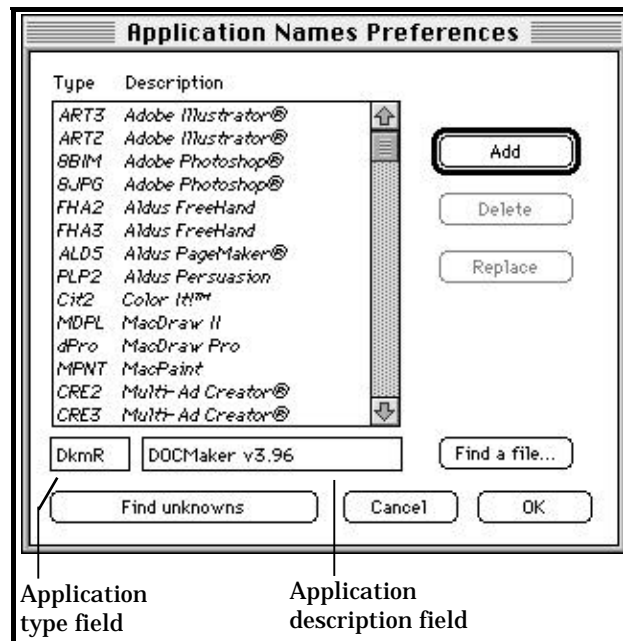
Application names

To add an application name

Choosing Application names from the Preferences submenu brings up a dialog in which you can add applications to the list that Search already recognizes. These applications are then used in the file information

boxes in Standard or Thumbnail view and in the File Info window to identify what application created a given original file.

1. Choose Application Names from the Preferences submenu under the Edit menu. The following dialog box is displayed:



2. Enter a four-character application type and its description in the proper fields.

OR, if you are not sure what the application type and description should be:

Click Find a file. In the directory dialog box, highlight the application to add and click Open.

Search automatically returns to the previous dialog box and enters the application type and description in the appropriate fields.

3. Click Add. Or, if you have selected the list of applications by clicking once on it, you can press ⌘-A. If the applications list is not selected, pressing ⌘-A will select all text in the application type and application description fields.

4. Click OK to exit the dialog box and save changes.

To delete an application name

1. Choose Application Names from the Preferences submenu under the Edit menu.
2. In the Application Names dialog box, highlight the application to be deleted.
3. Click Delete, or press ⌘-D.
4. Click OK to exit the dialog box and save changes.

To replace an application name

1. Choose Application Names from the Preferences submenu under the Edit menu.
2. In the Application Names dialog box, enter the type and description of the new application, then highlight the application to be replaced.
3. Click Replace, or press ⌘-R.
4. Click OK to exit the dialog box and save changes.

Note: *Applications in italics are built into the Search application. They are locked and cannot be deleted or replaced. Applications that users add are in plain text and can be deleted or replaced.*

Find unknowns

Sometimes an application type may be listed as “Unknown” in the Applications list. This means that Search has not yet identified what application was used to create the cataloged files that contain the four-character application type.

To find unknown file creators

- ◆ In the Application Names dialog box, click Find unknowns.

Search looks through all currently mounted applications to identify and list the specific application that belongs with the four-letter code. Once located, Search replaces “Unknown” with the appropriate application description. This description is now used in the File Info window and the File Information box to identify file creators.

Adding an application vs. adding a file type

Applications and file types are added for different reasons. Added applications are used only to identify what application created a given file. Once the application is added, Search will label it as the “File creator” of its given files in the File Info window or in the File information box in thumbnail view. In this way, users are informed of which program they need access to in order to edit each original file.

File types affect what kinds of files Search recognizes and, therefore, can catalog and search by. Once a file type is added, it becomes an option to add by in the Add Files command and an option to search by in the Find command. Keep in mind, however, that Search does not support user-added file types, except those that can be converted into QuickTime movies by QuickTime importers.

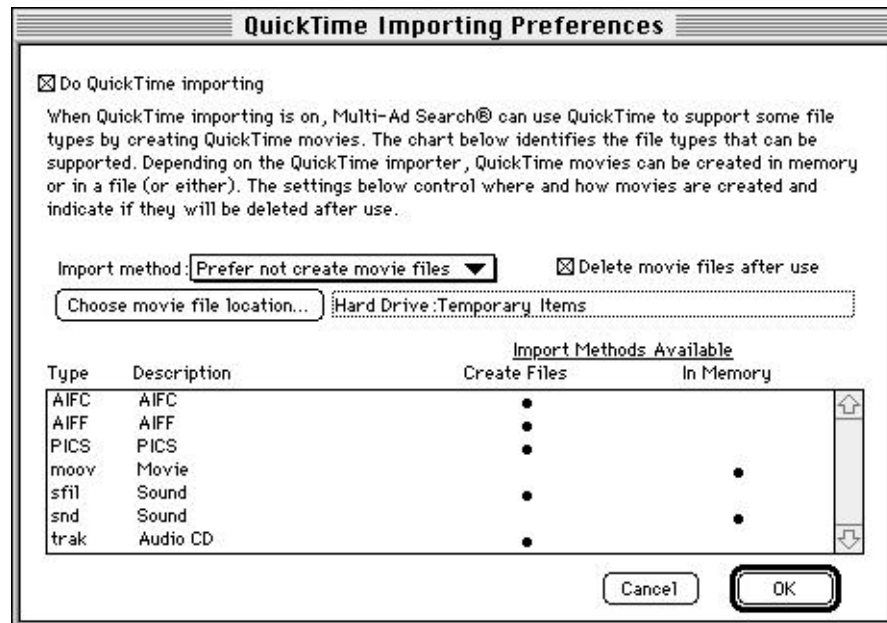
Thumbnails of user-defined file types contain the file’s program icon and its pathname. These file types cannot be previewed.

QuickTime importing

Search uses QuickTime importing to convert file types it normally would not support into QuickTime movies, a file type it does support.

To turn QuickTime importing on or off

1. Choose QuickTime Importing from the Preferences submenu under the Edit menu. The following dialog box is displayed:



2. Select or deselect the “Do QuickTime importing” option.
3. To preview or create a thumbnail for the file types listed in this dialog, QuickTime movies must be created in memory or as movie files. Specify your preference in the Import method pop-up menu.

The default setting, “Prefer not to create movie files,” causes movies to be created in memory whenever possible. Please refer to the Reference section of this manual for more specific information on these options.

4. Click the “Choose movie file location” button and specify the location for any movie files created.

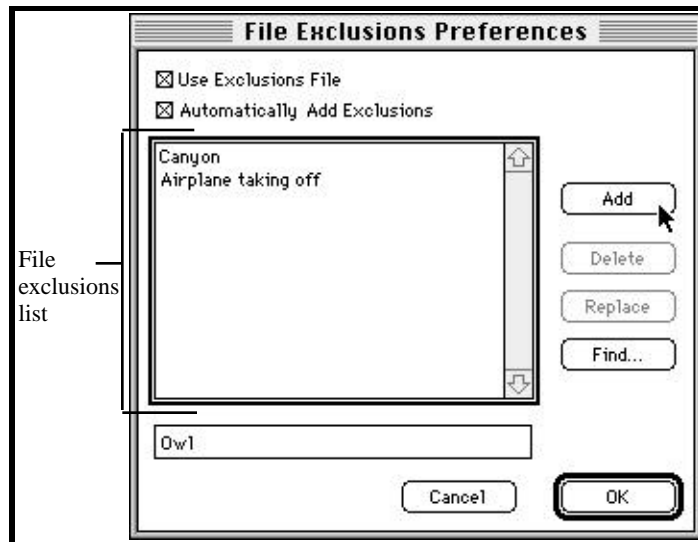
5. If you want movie files to be deleted after viewing a preview or File Info window, select the “Delete movie files after use” option.
6. Click OK to save changes, or click Cancel to exit the dialog without saving changes.

File Exclusions

If there are specific files you do not want added to or updated in your catalogs, enter their file names in the File exclusions list.

To exclude files from cataloging or updating

1. Choose File Exclusions from the Preferences submenu under the Edit menu. The following dialog box is displayed:



2. Enter the name of the file into the text field below the File exclusions list.
3. Click Add. Please note that you can edit file names already in the list by using the Delete or Replace buttons.
4. Select the “Use Exclusions File” checkbox when you want Search to exclude the files in the list when adding to or updating a catalog.
5. Select the “Automatically Add Exclusions” option to have Search track and identify any files that cause cataloging problems. When

you restart after a crash, Search will ask if you want to add the corrupt file that caused the crash to the File exclusions list.

While this option slows down cataloging, it also saves you from having to hunt down a corrupt file that's causing problems.

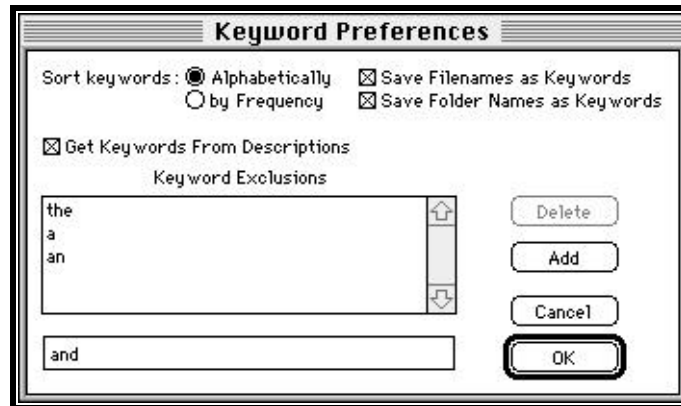
6. Click OK to accept changes and exit the dialog box.

Note: To exclude an entire file type, you would deselect that file type in the Add Files dialog box.

Keywords

To set Keywords preferences

1. Choose Keywords from the Preferences submenu under the Edit menu to display the following dialog box:



2. With the “Sort keywords” option, specify how you want the keywords displayed in the Keywords box in Thumbnail or Standard view—alphabetically or by frequency.
3. To include the file name of each file as a keyword in its catalog record, select the “Save Filenames as Keywords” option.
4. To include the name of the folder containing each file as a keyword, select the “Save Folder Names as Keywords” option.
5. If a record's description contains important words you want included in the record's keyword list, select the “Get Keywords from Descriptions” option.

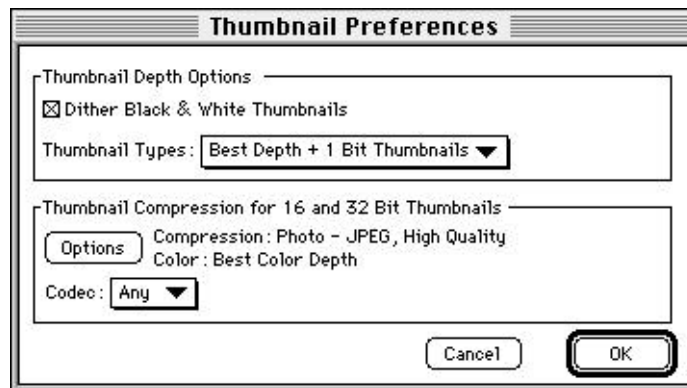
When using this option, you can tell Search to skip words such as “a” or “the” by adding them to the Keyword Exclusions list. In this way, you prevent meaningless words in descriptions from crowding the keywords list.

6. Click OK to save changes and exit the dialog.

Thumbnails

To set thumbnail preferences

1. Choose Thumbnail from the Preferences submenu under the Edit menu to display the following dialog box:



2. Click the checkbox next to “Dither Black & White Thumbnails” if you want Search to use dot patterns to simulate levels of gray in black-and-white thumbnails.
3. Choose a thumbnail bit-depth level from the Thumbnail types pop-up menu. This is the depth the thumbnails will be created and stored at.

You can select any combination of 1-bit, 8-bit, 16-bit, and 32-bit thumbnails. “Best depth,” the default setting, automatically catalogs the best possible thumbnail. For more specific information, please see page 134 in the Reference section.

4. Click the Options button to select a compression method. The default settings—JPEG, High Quality and Best Depth—will work best in most cases.

Note: *Unless you are very familiar with QuickTime compression methods and understand each method's benefits and limitations, you will find it best to use the default settings.*

5. Within each compression method, more than one type of compressor/decompressor may be available. Specify which type should be used in the Codec pop-up menu. The default selection, "Any," chooses arbitrarily from compressor/decompressor types available. For more specific information on options available, please see pages 135 in the Reference section.
6. Click OK to save changes and close the dialog box.

Options set in the Add files dialog box

Selecting file types

In the File types scrolling list, select the file types to be added or updated. For a complete listing of file types that are built into Search 3.1.1 and are automatically available for cataloging, please see page 127 in the References section of this manual.

File types selected for cataloging or updating are designated with a check (✓). Click once on a file type to select or deselect it. Select All (⌘-A) and Select None (⌘-Z) keyboard shortcuts can be used to quickly select or deselect all available file types.

If a file type you'd like to catalog is not listed, you can add the file type in the File Types preferences dialog box. That file type then appears here in plain text. Locked file types—those built into the Search program—appear in italics and cannot be edited.

While Search can catalog and search for user-defined file types, it does not support them, i.e. create a thumbnail or display a preview, unless those file types can be imported by QuickTime.

Selecting the update method

To add to or update a Search catalog, make sure it is the active catalog. The options in this pop-up menu are as follows:

- **Add Only** Records of new original files—files not in the catalog—are added.
- **Add & Update** Records of new original files are added; records from changed original files—files changed since being added to the catalog—are updated.
- **Update Only** Records of changed original files are updated. No new files are added.
- **Force Update** Records of original files are updated even if the files don't appear to have been changed.

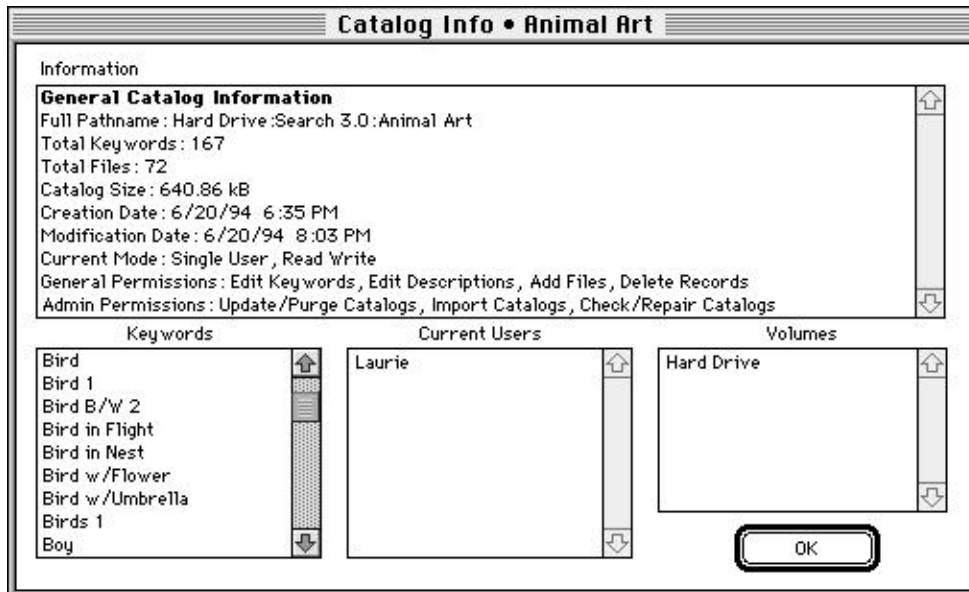
Viewing catalog information

General information about the entire catalog is available in the Catalog Info window. You can view this window and print its contents.

Note: For details on viewing catalog records, please refer to “Viewing search results” in Part Four.

To display the Catalog Info window

- ◆ With a catalog open, choose Catalog Info from the File menu.



To print the contents of a Catalog Info window

- ◆ While viewing the Catalog Info window, choose Print from the File menu.

To copy the contents of a Catalog Info window to the Clipboard

- ◆ While viewing the Catalog Info window, choose Copy from the Edit menu.

Setting security options

With Search's flexible security options, access to catalogs and original files doesn't have to be "all or nothing"; different levels of accessibility can be set. In addition, security options can be customized for each catalog.

Catalog administrators use security options to limit single-user access to the Search functions that can permanently alter catalogs or original files. In multiple-user mode, many of these functions are automatically unavailable, but since any user can access a catalog in single-user

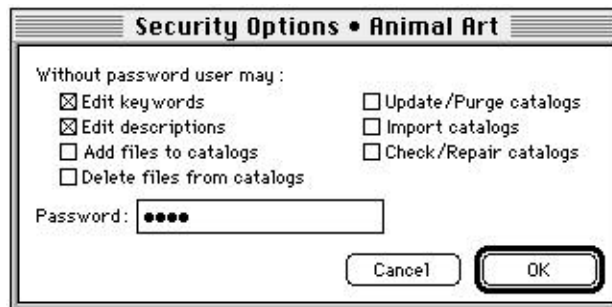
mode—as long as no one else is using the catalog—the security options become a backup for maintaining that catalog's accuracy.

To set security options

1. Open the catalog.

Make sure the catalog you want to add security options to is the active catalog.

2. Choose Security Options from the Admin menu. The following dialog box is displayed:



3. Select the commands that will remain available to users while the password is in effect.
4. Enter the password and click OK.
5. Search then asks you to verify the password. Enter the password and click OK.
6. Close and reopen the catalog to put the security options into effect. The Password command replaces the Security Options command in the Admin menu.

When a password is in effect, the following commands and functions can be locked from users who do not know the password:

- Edit keywords
- Edit descriptions
- Add files to catalogs
- Delete files from catalogs
- Update/purge catalogs
- Import catalogs
- Check/Repair catalogs

In addition:

- The Move Original command in the File menu is automatically unavailable when the “Update/purge catalogs” option is restricted in the Security Options dialog box.
- The Delete Original command in the File menu is unavailable when the “Delete files from catalogs” option is restricted in the Security Options dialog box.
- The “Add references to copied files” option in Copy Originals is unavailable when the “Add files to catalogs” option is restricted.

Caution: *Once a password has been assigned to a catalog, it is impossible to change security options, including the password itself, without knowing the password. Choose your passwords carefully!*

Editing keywords and descriptions

Original files can come with keywords and descriptions that manufacturers have locked in. Search recognizes these keywords and descriptions and automatically includes them in the cataloged records of the original files. However, Search also lets users customize records by adding their own keywords and descriptions.

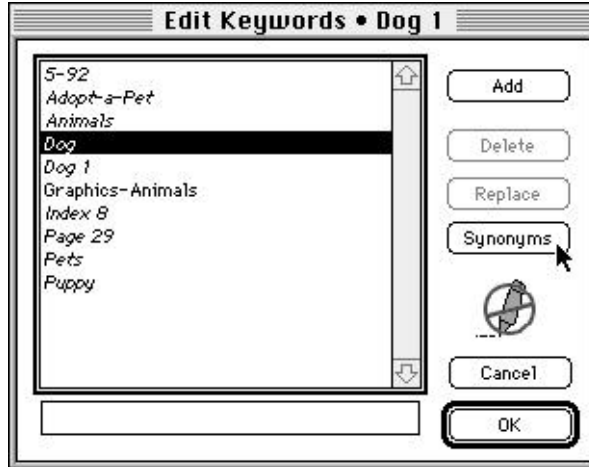
Search has several options to make customizing keywords quick and easy. You can use Search’s keyword thesaurus to add a keyword and its synonyms to a keyword list. You can also have Search divide a record’s description into key words that it adds to the keyword list. You can even edit keywords across multiple records.

Note: *Italicized keywords are those of the manufacturer and cannot be edited. Descriptions included by the manufacturer also cannot be edited.*

To edit a keyword

1. In standard or thumbnail view, select the record whose keywords you want to edit.

- Choose Keywords from the Edit menu, or press ⌘-Y, or ⌘—double-click the Keywords box in the catalog window.



- | | |
|-----------------------------------|--|
| To add a new keyword | Enter the new keyword in the field below the keyword list, then click Add, or press ⌘-A. |
| To delete a keyword | Select the keyword from the list, then click Delete, or press ⌘-D. |
| To replace a keyword | Select the keyword to be replaced, enter the new keyword, and then click Replace or press ⌘-R. |
| To add a keyword and its synonyms | Enter the keyword, click Add, then click the Synonyms button. Click OK. |

Note: At startup, you may be asked to locate the thesaurus. It is placed in the Search 3.1.1 folder during installation.

To edit keywords across multiple files

- Select the records whose keywords you want to edit. To select more than one record, remember to hold down the Command key to select one record at a time or the Shift key to select a range of records.
- Choose Common Keywords from the Edit menu, or press ⌘-Y.

- | | | |
|----|-----------------------------------|--|
| 3. | To add a new keyword | Enter the new keyword, then click Add, or press ⌘-A. |
| | To delete a keyword | Select the keyword from the list, then click Delete, or press ⌘-D. |
| | To replace a keyword | Select the keyword to be replaced, enter the new keyword, and then click Replace or press ⌘-R. |
| | To add a keyword and its synonyms | Enter the keyword, click Add, then click the Synonyms button. |
4. Click OK to save changes.

You can add, replace, or delete the keywords that appear in plain text.

To add words from a file’s description to its keywords list

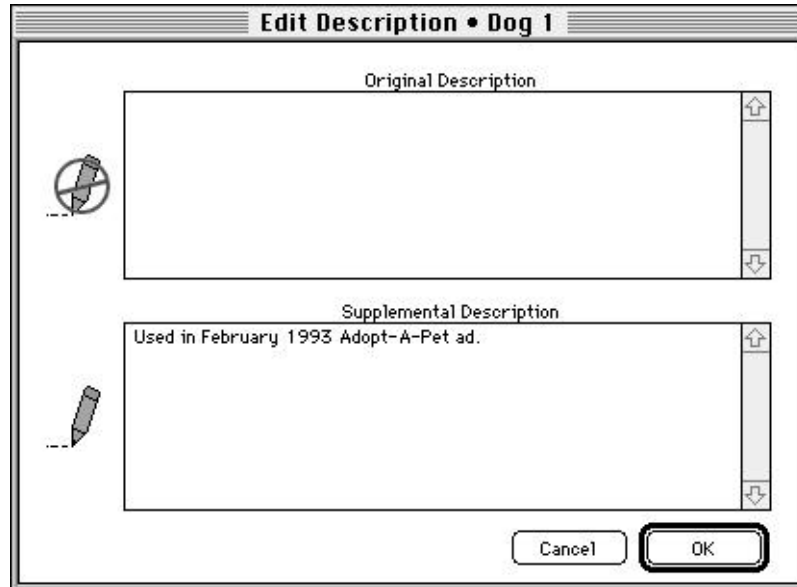
1. Before cataloging the file or files, make sure that the “Get Keywords from Descriptions” option is checked in the Keywords preferences dialog box, found under the Edit menu.
2. Add words like “a” or “the” to the Keywords Exclusions file—also found in Keywords preferences—in order to prevent meaningless words in the description from being added to keywords lists.

Editing keywords can be restricted with security options. In addition, if the LockServer software is not running properly on the network while you are in multiple-user mode, the Keywords command is unavailable.

To edit a description

1. In standard view or thumbnail view, select the record to be edited.
2. Choose Description from the Edit menu, or press ⌘-D, or double-click on the Descriptions box.
3. To add a description Enter the description into the Supplemental Description box. Click OK.

To delete a description Select text to be deleted, then
use the Delete key. Click OK.



Edit description dialog box

You can use the Cut, Copy, Paste, Clear, and Select All commands to edit descriptions text across multiple documents.

Editing descriptions can be limited with security options. In addition, if the LockServer software is not running properly on the network while you are in multiple-user mode, the Description command will be unavailable.

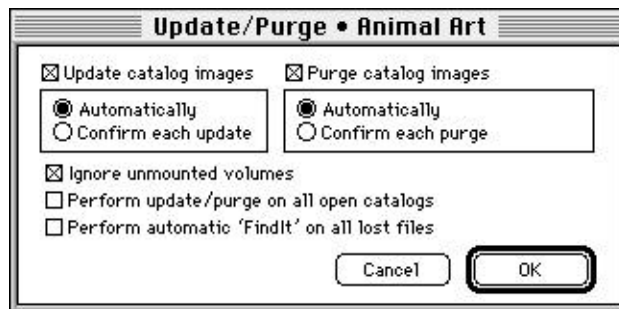
Updating and purging catalogs

Since catalogs contain the records of original files, changes made to the original files themselves are not always automatically reflected in their records. In multiple-user environments, original files could be moved, edited, and deleted from within Search without other users knowing. In single-user mode, users can lose track of multiple edits. The Update/Purge Catalog command helps keep catalogs accurate and up-to-date in situations like these.

Note: To exclude certain files from being updated, add them to the File exclusions list created in File Exclusions preferences.

When updating with the Update/Purge Catalog command, Search compares each catalog record to its original file. If the original file is different from the record, the record is updated. Original files need to be mounted to update their catalog records. If Search cannot find the original file, it assumes no changes and leaves the record as it is. Or, you can use the “Perform automatic ‘Find It’ on all lost files” option to have Search look for the original file. If Search locates the original file, it automatically updates the catalog with the file’s new location.

When purging the catalog, Search looks for each record’s original file. If the original file is not found because it is either deleted, unmounted, or moved, Search purges the record from the catalog. To prevent Search from purging records of unmounted files, click the “Ignore unmounted volumes” option.



Update/purge dialog box

To update catalogs with the Update/Purge Catalog command

1. Open the catalogs to be updated and choose Update/Purge Catalog from the Admin menu.
2. Click the “Update catalog images” checkbox.
3. Review and specify options:

Click “Automatically” to have Search automatically update each record.

Click “Confirm each update” to have Search ask your approval for each update.

Select “Perform automatic ‘Find It’ on all lost files” to have Search look for original files it cannot locate at cataloged locations. The catalog will automatically be updated with the new location.

Select “Perform update/purge on all open catalogs” to perform the function on all open catalogs.

4. Click OK.

To purge catalogs with the Update/Purge Catalog command

1. Open the catalogs to be purged and choose Update/Purge Catalog from the Admin menu.
2. Click the “Purge catalog images” checkbox.
3. Review and select options:

Click “Automatically” to have Search automatically purge the records of original files that Search cannot find.

Click “Confirm each purge” to have Search ask your approval for each purge.

Select “Ignore unmounted volumes” so that Search will not purge those records whose original files are currently not mounted.

Select “Perform update/purge on all catalogs” if you wish to do so.

4. Click OK.

Note: *Find, Update, and Purge are the only commands you are able to perform on all open catalogs. Other commands are limited to the active catalog.*

Two ways to update

Catalogs can be updated with either the Update/Purge Catalog command or the Add Files command. Both update methods do essentially the same thing; the difference is where the process starts.

With the Update/Purge Catalog command, updating originates from the catalogs. In other words, Search looks at the catalog record first and then goes out to find the original file to compare it to. In this way, you can update all of your catalog records without having to know exactly where original file changes took place. You are also able to unclutter your catalogs by purging records of files that no longer exist.

With Update from the Add Files command, updating originates from folders or volumes that you specify. In this case, Search looks at the original file first and then returns to the catalog record for the comparison. This update method is most efficient when you know exactly which file, folder, or volume you need to update.

Deleting records

When purging catalogs, Search reviews your catalogs and removes the records of original files that are not mounted or that no longer exist. If you want to remove records of original files that still exist, you need to use the Delete Records command.

To delete records from a catalog

1. Select the records to be deleted.

To select more than one record, hold down the Command key or the Shift key as you select the records.

2. Choose Delete Records from the Admin menu.

OR

Press ⌘-D.

Note: *The Delete Records command only deletes catalog records. Original files are left intact.*

Importing catalogs

To transfer several records from one catalog to another, you can simply select the records and use the Copy and Paste or Cut and Paste commands from the Edit menu. But to merge an entire catalog with another catalog, use the Import Catalog command from the Admin menu.

To import a catalog

1. Open both the catalog you want to import and the catalog to be imported into.

The catalog to be imported to must be the active, or frontmost, catalog.

2. Choose Import Catalog from the Admin menu.
3. In the subsequent dialog box, select the catalog to import and click OK.

Search imports the catalog into the active catalog.

Check/Repair

If Search crashes while modifications are being made and you are not using the “Full recovery mode” option—as set in General Preferences—the Check/Repair feature allows you to make some minor repairs to a catalog that seems to be “acting up.”

You should use the Check/Repair option after re-opening a catalog that has been “crashed” by a corrupt graphic. Or, if you notice inconsistencies—like a blank line in a catalog where information should be—it may be time to try Check/Repair to see if Search can fix it.

While this option does not give you as good a chance at total recovery as “Full Recovery Mode” does, it may prevent you from having to recreate an entire catalog.

To Check/Repair a catalog

1. Make sure the catalog you want to check is the active, or frontmost catalog.
2. Choose Check/Repair from the Admin menu.

A status box is displayed as Search examines the catalog and makes any minor repairs.

Multiple-user issues

To switch between single-user and multiple-user modes

1. Choose Preferences from the Edit menu, then select General from the Preferences submenu.
2. In the subsequent dialog box, select Multiple user or Single user as your Database mode.
3. You must restart Search to switch between multiple-user or single-user mode.

To use Search in a multiple-user environment, LockServer software—which was installed into your Search 3.1.1 Folder during the Search installation process—must be running on any single workstation

connected to the network. LockServer is a utility that monitors the simultaneous use of Search catalogs. If the LockServer is being used incorrectly, one of the following messages will appear when you try to open a catalog:

- *Catalogs will be opened with read-only permission since no LockServer could be found on the network.* Keep in mind, however, that multiple users can browse, search, and copy references (read-only functions) more quickly without the LockServer turned on, so there may be times when you want to leave it off.
- *Catalogs will be opened with read-only permission since more than one LockServer was found on the network.* If this is a constant problem for you, you can select the “Look for LockServer in Local Zone only” option in General preferences. You must then make sure that only one LockServer is running in the local zone.

In multiple-user mode, users at different workstations can browse the same catalogs, view the same previews, and work with the same original files simultaneously. However, features and functions that can alter original files or catalogs are automatically unavailable, with the exception of the Keywords, Description, Add Files, and Delete Records commands. These commands can be restricted through the Security Options command; however, they are automatically unavailable if the LockServer program is not being used properly.

**What's available,
what's not?**

**The Admin
menu**



Most commands in the Admin menu are unavailable to users working in multiple-user mode, with the exception of the Add Files or Delete Records commands. These commands can be restricted through security settings. Users cannot update or purge catalogs and import catalogs. Users cannot change security options or even enter the password.

The Window menu

All commands are available.

The Search menu

All commands are available.

The Edit menu

Edit	
Undo	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘U
Clear	
Keywords...	⌘Y
Description...	⌘D
Select All	⌘A
Reduce To Selection	⌘T
Preferences	▶

Under the Edit menu, users can edit keywords and descriptions *if* the Keywords and Description commands are still available through the Security Options command and if the LockServer program is running properly. Users can still copy references for use in other programs, and they can still customize workstations in the General Preferences dialog box.

**The File
menu**

File	
New...	⌘N
Open...	⌘O
Close	⌘W
Catalog Info...	
Send Reference...	⌘R
Send Reference to File Info...	▶ ⌘I
Show Preview	
Copy Original...	
Move Original...	
Delete Original...	
Edit Original	⌘↵
Reveal Original	
Alias Original...	
Page Setup...	
Print...	⌘P
Quit	⌘Q

Users cannot move or delete originals. They can, however, edit, copy, alias, and reveal originals. Users can open multiple catalogs and preview multiple files, and they can still send references to other programs.

Part Four • Catalog Searches

Overview

The hunt for the perfect file can take valuable time away from primary projects. With Search 3.1.1, you are able to access files you need by simply requesting them with a search definition.

This section introduces and explains the following functions and features:

- searching catalogs
- defining searches
- viewing search results: thumbnail and standard views

The accuracy of shared catalogs and original files is maintained in two ways. If users are in single-user mode, Search's security options can be set to limit access to functions that change catalogs or original files. If users are in multiple-user mode, many of these same functions are restricted automatically. In this section, functions that can be locked from users are noted with a "🔒" symbol. Functions are dimmed in the Search program menus when they are unavailable.

More information on security options can be found in "Setting security options" in Part Three of this manual. For more information on multiple-user situations, refer to "Multiple-user issues," also in Part Three.

Note: *The original files cataloged for the examples and screen shots in the "Viewing search results" section of this chapter are from Ad-Builder® Electronic, an art service product of Multi-Ad Services, Inc.*

Getting started

Catalogs created in Search are visual databases containing records of original files. Once a catalog has been built, the original files do not

need to be available, locally or on network servers, to browse or search their cataloged records. However, if you want to preview or manipulate the original files or their references, the files *do* need to be available. For more specific information on manipulating original files, please see Part Six, “Using Search Results.”

To start Search and open a catalog

1. Double-click on the Search icon. After the program is launched, you should probably set preferences before opening or creating your first catalog. For details on setting preferences, please refer to “Preferences” in the Reference section of this manual.

Note: *At startup, you may be asked to locate the thesaurus. It is placed in the Search 3.1.1 folder during installation.*

Note: *If you have set a default catalog, double-clicking on the Search application icon automatically opens that catalog.*

2. Choose Open from the File menu.
3. In the directory dialog box, select the file name of the catalog you want to open and then click Open. Or, double-click on the catalog’s file name.

To open additional catalogs, choose Open from the File menu or press ⌘-O. You can have up to 10 catalogs open at once.

To set a default catalog

1. With the Search application running, choose General from the Preferences submenu under the File menu.
2. In the General preferences dialog box, choose “Open default catalog” from the “On startup” pop-up menu.
3. From the subsequent directory dialog box, designate the default catalog by selecting that catalog’s file name and clicking the Open button. Or, double-click on the catalog’s file name.

To start Search and open a catalog from the Finder

- ◆ Double-click on the catalog icon.

OR

- ⑦ ◆ Drag the catalog's icon onto the Search application icon until both are highlighted, then release. You can open more than one catalog at a time with this method when they are in the same folder. Hold down the Shift key as you select each catalog's icon and then drag all of the icons onto the Search icon and release.

Records are displayed in either standard view or thumbnail view. Please see "Viewing search results" later in this section for information on the features and options available.

Searching catalogs

Search gives you the option to search one catalog at a time or multiple catalogs simultaneously. You can also perform "cascade" searches, where you continue to reduce the number of records retrieved in subsequent searches by searching *only* the records found in the previous search (see the "Search found items only" option on page 64).

Up to four levels of criteria can be used to define each search. Although complex searches take more time, more specific search definitions give you more specific search results.

To search catalogs

1. Open the catalog or catalogs you want to search.
2. Choose Find from the Search menu.
3. In the Find Files dialog box, define your search. For specific instructions, please see "In detail: defining searches," beginning on page 60.
4. If you want to search all open catalogs, select the checkbox beside this option. Otherwise, only the catalog in the active window is searched.

5. Click Find.
6. To view the retrieved records in the catalog window, close the Find Files dialog box or click on the catalog window to make it the frontmost window.

If you search more than one catalog at a time, the retrieved records will be displayed in each respective catalog's window.

Since the catalog window contains only one set of records at a time—the entire catalog *or* a specific set of search results—Search provides you with convenient ways to recall and display the various sets of records.

To retrieve and display the records of the entire catalog

- ◆ Choose Find All from the Search menu.

OR

- ◆ Click Find All in the Find Files dialog box.

Note: *The Search menu is dimmed when the Find Files dialog box is the active window.*

To retrieve and display the previous search results

- ◆ Choose Find Previous from the Search menu.

The Find Previous command will only recall the search results that *immediately* preceded the ones currently displayed.

By saving search definitions, you can easily access many different sets of previous search results. A search definition is a set of frequently used search criteria that you save so you don't have to type it in every time you want to use it. For instructions on how to save a search definition, see page 64.

Once a search definition is saved, it appears in the Search menu along with a keyboard shortcut that is automatically assigned to it. From this point, there are three ways to use saved search definitions.

To retrieve and display prior search results using saved search definitions

All the catalogs you want to search must be open. However, if the “Search all open catalogs” checkbox was not selected when the search definition was originally saved, only the catalog in the active window is searched when using that definition.

- ◆ Choose the saved search definition from the Search menu.

The retrieved records are displayed in the catalog window.

OR

- ◆ Press the saved search definition’s keyboard shortcut, \mathbb{S} - n , with n being the number from 0 to 9 that Search assigns to the saved definition.

The retrieved records are displayed in the catalog window.

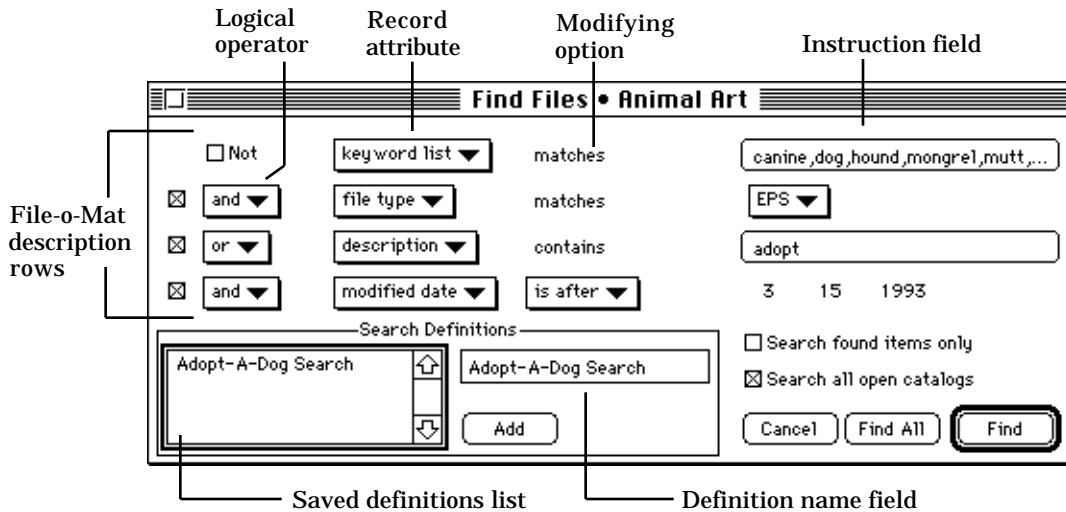
OR

1. Choose Find from the Search menu.
2. In the Find Files dialog box, double-click on the appropriate definition name in the saved definitions list. The definition is then displayed as the current search.

To search all open catalogs, click the checkbox beside this option.

3. Click Find, and the retrieved records are displayed in the catalog window—or windows if you searched more than one catalog.

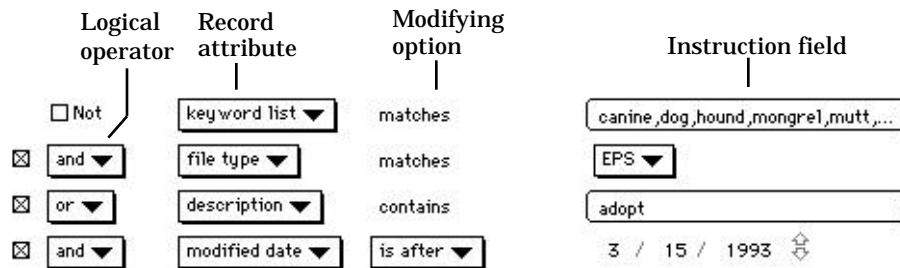
In detail: defining searches



Find files dialog box

Search description rows

Up to four search *description rows* can be combined to make a search *definition*. To activate a dimmed description row, click its checkbox.

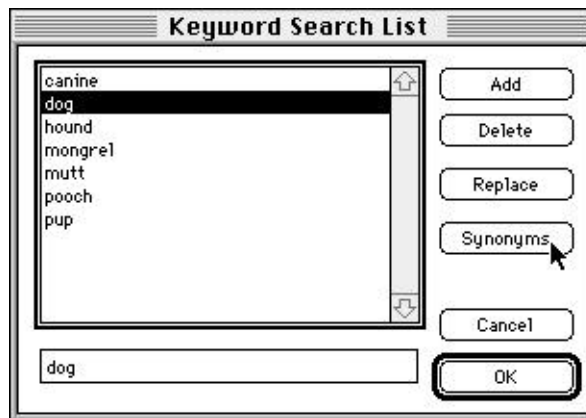


Logical operators: The logical operators in the first pop-up menu are used to reduce or expand the search domain: *and*, *or*, or *and not*.

Choosing the *and* operator limits your search because the items found must match all listed criteria in that description row *and* the previous row. Choosing the *or* operator expands your search because found items can match the criteria set in that description row *or* other rows.

Choosing the *and not* operator allows you to omit specific files from your found set.

Record attributes: The record attributes by which you search are listed in the second pop-up menu: *keyword, smart keyword, file name, file type, volume, catalog date, modification date, expiration date, keyword list or description*. If you choose “keyword list,” a dialog is automatically displayed:



In this dialog, you enter keywords and synonyms that you want to be a part of your search criteria. Just type in a keyword, click Add, and then click the Synonyms button to automatically add the keyword’s synonyms to the Keywords Search List. Then, click OK to exit the dialog and include the keyword and its synonyms in your search criteria. Records with *any* of the keywords in the list are found.

The “smart keywords” attribute also increases the flexibility and range of keyword searching. After selecting “smart keywords” from the attribute pop-up menu, type a phrase into the instruction field. When you click Find, Search breaks the phrase into individual words looks for those words and their synonyms in the records’ keywords lists. Records whose keywords contain *any* of the individual words or the synonyms of those words are found.

Choosing the Descriptions attribute displays a dialog box in which you enter the description or the part of a description to be searched for.

Modifying options: Depending on the record attribute chosen, it is modified with one of the following **options** : *matches, begins with, ends with, contains, is before, or is after*. The following options are included for use with the record attributes concerning dates: *is today* and *n/a*.

Instruction field: The **instruction field** completes each search description row. In it, you generally do one of the following to complete the description: 1) type in a file name or keyword or at least part of a file name or keyword; 2) choose a file type or volume from the pop-up menu; or 3) set the appropriate date.

Search definitions

Instead of having to enter a lengthy search definition each time you want to use it, you can save a definition that you use often or in multiple catalogs. Once saved, a definition remains listed in the Find Files dialog box until you delete it. It is also listed under the Search menu with a keyboard shortcut that Search assigns to it. See page 60 for details on using a saved search definition.



To save a search definition

1. Define the search in the Find Files dialog box.
2. Type a name for the new definition in the definition name field.
3. Click Add.

To delete a saved search definition

1. In the saved definitions list in the Find Files dialog box, select the search definition to be deleted.
2. Click Delete.

“Search found items only” option

Click the checkbox next to this option if you want to search only the records found in the previous search. In this way, you can perform a “cascade” search; you continue to narrow the number of potentially usable files by searching only the records found by the previous search.

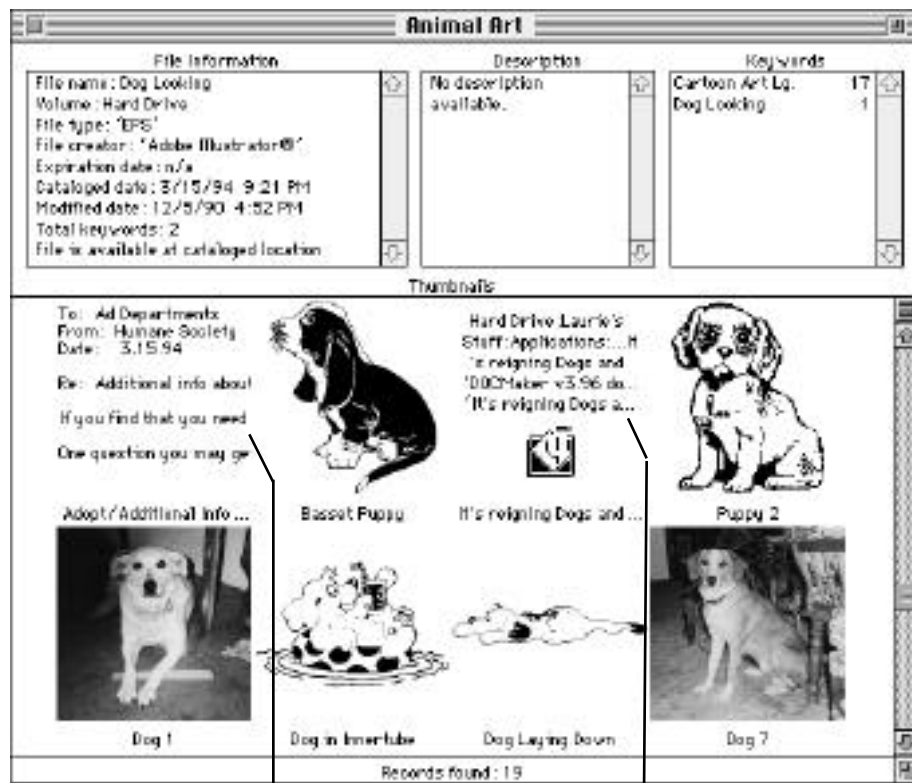
“Search all open catalogs” option

Click this checkbox if you want to search all open catalogs. Otherwise, only the catalog in the active window is searched. If you plan to save a search definition for use in searching all open catalogs, make sure this option is checked when you save the definition.

Viewing search results

Once retrieved, the records in your found list are displayed in thumbnail view or standard view, depending on which view you choose from the Window menu. In either view, the records provide comprehensive information about the original files and the ability to access and manipulate the files for use in other documents.

In detail: thumbnail view



Thumbnail of a text file

Thumbnail of an added file type; note pathname and application icon

Thumbnail view allows you to visually browse the records; only the file name is listed with each one. When you select a particular thumbnail, the rest of its file information is displayed in the File Information box, the Description box, and the Keywords box at the top of the view window.

Note: *To select multiple thumbnails, hold down the Command key as you click on each thumbnail. To select a range of thumbnails, hold down the Shift key as you click on the first thumbnail and then on the last thumbnail of the range. The file information, keywords, and descriptions shown are those of the last thumbnail selected.*

Features

- Window View Toggle button—displays more thumbnails in the window by replacing the File Information, Description, and Keywords boxes with additional thumbnails. It is located directly above the vertical scroll bar.
- File Information box—displays file information for the selected thumbnail. The last row of information in this box reports the status of the selected record's original file: if it is available at the cataloged location, if it is not available at the cataloged location, or if its volume is not mounted.
- Description box—displays manufacturer and user descriptions of the selected thumbnail. Double-click on this box to bring up the Edit Description dialog box.
- Keywords box—displays the keywords for the selected thumbnail and lists the number of catalog records or retrieved records that share each keyword.

Note: *Italicized keywords were specified by the creator of the file and are locked; you cannot edit or delete them. Keywords added by users are in plain text and can be edited.*

The bit depth—1, 8, 16, or 32—and quality of thumbnails is determined before cataloging by the options set in Thumbnail preferences and by the capability of the hardware being used. For more information on Thumbnail preferences, please see that portion of the Reference section.

If Search cannot create thumbnails for a particular file type when cataloging—for instance, for a file type that is user-defined and not in Search’s original list of supported file types—Search displays the file’s program icon and pathname as its thumbnail. Thumbnails for text files show the top left corner of the text document.

Procedures in thumbnail view

To sort the thumbnails	Choose Sort in the Window menu. Then choose the attribute to sort by from the submenu.
To select a record	Click on its thumbnail.
To preview original files	Double-click on the record or select the records and choose Show Previews from the File menu.
To display a file’s information	Select the record. Then choose File Info from the File menu, or press ⌘-I.
⌘ To edit a keyword list	Select the record. Choose Keywords from the Edit menu, or press ⌘-Y, or ⌘—double-click on the Keywords box.
⌘ To edit common keywords across multiple records	Select the records. Choose Common Keywords from the Edit menu or press ⌘-Y. Enter the keyword(s), click Add, then click OK.
To search by a keyword	Double-click on any keyword in the Keywords box.
⌘ To edit a description	Select the record. Choose Description from the Edit menu or press ⌘-D, or double-click on the Description box.
To copy a record’s original file	Select the record or records, then choose Copy Original from the File menu.
⌘ To move a record’s original file	Select the record or records, then choose Move Original from the File menu.
⌘ To edit a record’s original file	Select the record. Then choose Edit Original from the File menu or press ⌘-Return.
⌘ To transfer and edit a record’s original file	Select the record. Hold down the Option key and choose Transfer & Edit from the File menu, or press -⌘-Return.

- ⌘

To delete a record's original file
Select the record or records, then choose Delete Original from the File menu.

- ⌘

To alias a record's original file
Select the record or records, then choose Alias Original from the File menu.

- ⌘

To reveal a record's original file
Select the record or records, then choose Reveal Original from the File menu.

- To copy references to the Clipboard
Select the records, then hold down the Option key and choose Copy References from the Edit menu.

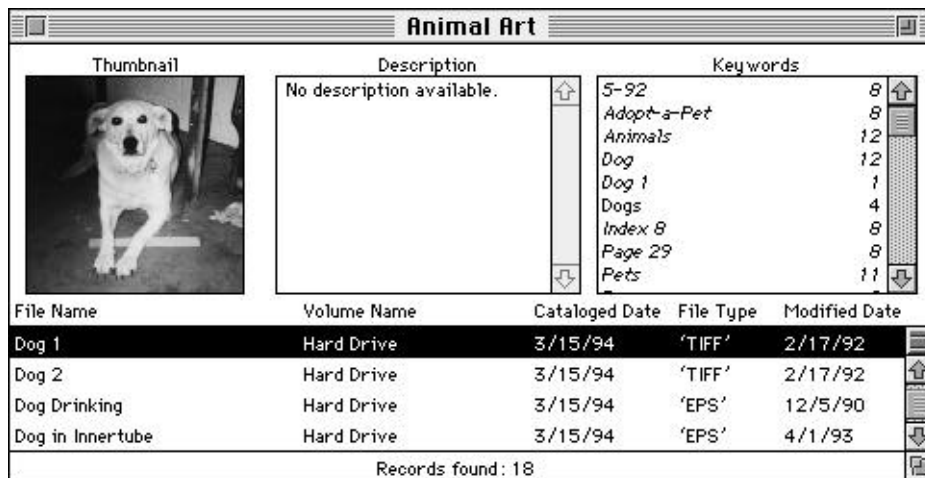
- ⌘

To send references to another application program.
Select the records, choose Send References from the File menu, and then designate the receiving location and application program.

- ⌘

To bypass the Send References dialog box when sending additional references to an already specified location.
Select the records. Choose Send References To from the File menu and select the specified location from the submenu displayed.

In detail: standard view



In standard view, records are displayed in textual rows of file information. When you select a particular record, the original file's thumbnail, descriptions, and keywords are displayed in the boxes at the top of the window.


Note: *To select multiple record rows, hold down the Command key as you select individual records. To select a range of record rows, hold down the Shift key as you select the range.*

Features

- Window View Toggle button—displays more record rows in the window by replacing the Thumbnail, Description, and Keywords boxes. It is located directly above the vertical scroll bar.
- Thumbnail box—displays the thumbnail of the selected record row. Double-clicking on this box brings up the original file preview.
- Description box—displays manufacturer and user descriptions of the selected record. Double-click on this box to bring up the Edit Description dialog box.
- Keywords box—displays the keywords for the selected record row and lists the number of catalog records or retrieved records that share each keyword.

Note: *Italicized keywords were specified by the creator of the file and are locked; you cannot edit or delete them. Keywords added by users are in plain text.*

Procedures in standard view

To sort the information rows	Choose Sort from the Window menu, then choose the attribute to sort by from the submenu. Or, double-click on the column header.
To select a record	Click on its information row.
To preview original files	Double-click on the thumbnail box. Or, double-click on the record. Or, select the records and choose Show Previews from the File menu.
To display a file's information	Select the record. Then choose File Info from the File menu, or press ⌘-I.
 To edit a record's keyword list	Select the record. Choose Keywords from the Edit menu, or press ⌘-Y, or ⌘—double-click the Keywords box.

⌘	To edit common keywords across multiple records	Select the records. Choose Common Keywords from the Edit menu or press ⌘-Y. Enter the keyword(s), click Add, then click OK.
	To search by a keyword	Double-click on any keyword in the Keywords box.
⌘	To edit a record's description	Select the record. Choose Description from the Edit menu, or press ⌘-D, or double-click on the Descriptions box.
	To copy a record's original file	Select the record or records, then choose Copy Original from the File menu.
⌘	To move a record's original file	Select the record or records, then choose Move Original from the File menu.
⌘	To edit a record's original file	Select the record. Then choose Edit Original from the File menu, or press ⌘-Return.
⌘	To transfer and edit a record's original file	Select the record. Hold down the Option key and choose Transfer & Edit from the File menu, or press ⌘-Return.
⌘	To delete a record's original file	Select the record or records, then choose Delete Original from the File menu.
⌘	To alias a record's original file	Select the record or records, then choose Alias Original from the File menu.
⌘	To reveal a record's original file	Select the record or records. Choose Reveal Original from the File menu.
	To copy references to the Clipboard	Select the records, then hold down the Option key and choose Copy Reference from the Edit menu.
⌘	To send references to other application programs	Select the records, choose Send References from the File menu, then designate the receiving application.
⌘	To bypass the Send References	Select the records. Choose Send References To from dialog box when sending the File menu, and from the submenu displayed, additional references to an already specified location

Part Five • Using Drag-and-Drop Features

Search 3.1.1 supports System 7.5's drag-and-drop features, allowing you to use drag-and-drop routines to perform some key Search

functions. You can catalog files by dragging their icons to an open catalog. You can create copies of original files by dragging records from Search to the desktop or another volume. You can even place files into Multi-Ad Creator® 3.8 by dragging the records to an open Creator ad.

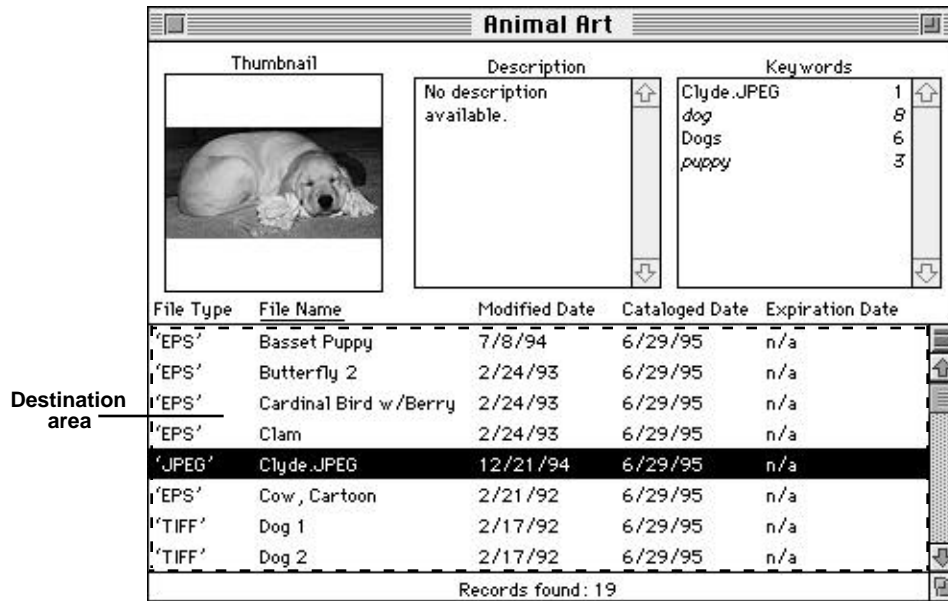
Search's drag-and-drop features result in either the cataloging of original files or the copying of original files to new locations.

Note: *Drag-and-drop capabilities are also available under System 7.1 with the Macintosh Drag-and-Drop extension added.*

To drag a catalog record or desktop icon, you select the item and then hold down the mouse button as you move an outline of the item to a new location. As you drag, you see an outline of the item being dragged.

As you drag items, feedback is provided to let you know when you can release the mouse button and complete the drag. For instance, when dragging records to a mounted volume, you drag the records to the volume's icon until it becomes highlighted. You can then release the mouse button to complete the drag-and-drop sequence. Or, when you drag to a catalog window, the *destination area* of the window is highlighted, signaling that you can release the mouse button to complete the drag and drop.

The destination area becomes highlighted with a gray or colored outline when the items being dragged will be accepted. Below, the destination area of Search catalog windows is shown surrounded by a dashed line. The File Information, Keywords, Descriptions, and Thumbnail boxes are not part of the destination area.



Opening catalogs

To open a catalog

- ◆ Drag the catalog's icon onto the Search application icon until both are highlighted, then release. The catalog is opened.

You can open more than one catalog at a time with this method when they are in the same folder. Hold down the Shift key as you select each catalog's icon and then drag all of the icons onto the Search icon and release.

Adding records to catalogs

There are two important points to remember when using drag-and-drop features to add records to catalogs.

First, drag-and-drop sequences are subject to security restrictions. If the process of adding records to a catalog is restricted through security options, you will not be able to use drag-and-drop features to do so. When you try to drag a folder or file icon onto the catalog, the catalog's destination area does not become highlighted.

Second, files are cataloged according to the settings used the last time records were added to a catalog. So, before you initiate cataloging with a drag-and-drop sequence, you must make sure the Search preferences and options that affect cataloging are set the way you want them to be set.

The following preferences and settings need to be considered before cataloging:

In the preferences dialog boxes

- **File Types preferences:** Make sure all of the file types you are going to catalog are included in the File Types list. If they are not included, you need to add them here or Search will not catalog them.

If you try to catalog file types not added to the File Types list, Search displays a dialog box that tells you edit the list of user-defined file types in the File Types Preferences or edit the list of user-selected files in the Add Files dialog.

Please see page 31 for information.

Note: *The file types listed in the File types preferences dialog box are those that Search is **able** to catalog, not necessarily those it **will** catalog. You select the file types that Search will catalog in the Add Files dialog box. See “In the Add Files dialog box,” on the next page.*

- **QuickTime importing preferences:** Check to see if QuickTime importing is turned on or off. Please see page 36 for more information on this preference.
- **File exclusions preference:** If there are any files you do *not* want added to the catalog, make sure to add their filenames here before cataloging. An explanation of this feature is found on page 39 of the Search 3.1.1 *User's Guide*
- **Keywords preferences:** If you want descriptions, folder names, and filenames saved as keywords for the original files you are cataloging, make sure these options are set appropriately. Please see page 37 for more information.

- **Thumbnail preferences:** In thumbnail preferences, you choose the bit-depth level of the thumbnails created, whether dithering should take place, and compression options. Please see page 39 for more information.

Note: *Some thumbnails for user-added file types will contain the original file's icon and pathname.*

In the Add Files dialog box

- Make sure the appropriate add/update method is selected. Please see page 40 or more information.
- **If you are dragging volumes or folders** , you must make sure that the file types you want to catalog are selected in the File types list in the Add Files dialog box. Please see page 40 for instructions on selecting file types in the Add Files dialog box. Only the file types selected here will be cataloged.

If a file type is not available to be selected, you must first add it to the file types list in the File types preferences. Please see page 31 for more information on adding file types.

If you are dragging individual files , they will be cataloged regardless of whether their file types are selected in the File types list in the Add Files dialog box. However, their file types must be included in the File types list in the File types preferences dialog box before they can be cataloged. Please see page 31 for more information on adding file types to the preferences list.

To create a new catalog and add records

1. At the desktop level, with Search not running, select the icons of files, volumes, or folders to be added to a new catalog.
2. Drag the icons over the Search icon until all are highlighted, then release. Search starts up and displays the following dialog box:



3. Choose New.
4. In the subsequent directory dialog box, specify a name and location for the new catalog.
5. Click Save. The records of the original files are added to the catalog.

To add records to an open catalog

1. Open the catalog you want to add records to.
2. Locate the volumes, folders, or individual files that you want cataloged.
3. Select the icons of the items to be cataloged.
4. Drag the selected icons to the destination area of the catalog.
5. Once the destination area is highlighted, release the mouse button. Records for the files are added to the catalog.

To copy records from one catalog to another

While you can use Search's Import Catalog command to combine entire catalogs, you can add just some records from one catalog to another by using either the Copy and Paste commands or the following drag-and-drop sequence.

Warning: *User-added keywords and descriptions are **lost** when you use the following drag-and-drop sequence to add records from one catalog to another. If you do not want to lose user-added keywords and descriptions, make sure you use the copy and paste commands to add records from one catalog to another.*

1. Open both the catalog you will drag records from and the catalog you will drag records to. Resize the catalog windows so you can view both on your screen.
2. Select the records to be copied.

Hold down the Command key to select more than one record at once. To select a range of records, hold down the Shift key as you select the first and then the last record in the range.

Note: *You can move 100 records at a time from a Search catalog.*

3. Drag the selected records to the catalog you want to add them to.

Note: *A record's original file must be available on a mounted volume in order to drag the record to a new catalog or the desktop. If a record's original file is not available, you will be able to select the record but it will not drag when you try to do so.*

4. Once the destination area of the receiving catalog is highlighted, release the mouse button. Records of the original files are added to the catalog.

Copying original files: dragging from a catalog to the desktop

When you drag records from a catalog to the desktop or a mounted volume, copies of the records' original files are made and placed at the new location. You can drag 100 records at a time to the desktop or another catalog, and records can only be dragged from the active, or frontmost, catalog.

To drag records from a catalog to the desktop

1. In the open catalog, select the records.
2. Drag the selected records to the desired location and release the mouse button. If you are dragging the records to another volume or folder, make sure the icon is highlighted before you release the mouse button.

Copies of the records' original files are made to the specified location.

Note: *A record's original file must be available on a mounted volume in order to drag the record to a new catalog or the desktop. If a record's original file is not available, you will be able to select the record but it will not drag when you try to do so.*

Placing files into Multi-Ad Creator® 3.8

With Search, you have always been able to copy or send original file references directly to Creator's Files palette and then place the file into the ad. Now a drag-and-drop sequence allows you to place the file into Creator by simply dragging the file's record from Search and dropping it into an open Creator ad.

To place a file into Multi-Ad Creator 3.8

1. Open the Creator ad in which you want to place the file or files.
2. In the Search 3.1.1 catalog, select the records of the original files you want to place.

Hold down the Command key as you select records to select more than one. To select a range of records, hold down the Shift key as you select the first and then the last record in the range.

3. Drag the selected records to the Creator ad.

Note: *Original files must be available on a mounted volume or hard drive in order to drag their records from Search 3.1.1 and place them in Creator 3.8. If the original files are not available, you are unable to drag an outline of those records to Creator's ad window.*

4. Release the mouse button when the destination area of the ad window becomes highlighted. In a Creator ad window, the destination area includes the desk area and ad area but not the title bar, rulers, or scroll bars.

The original files are placed in the ad area.

Creator 3.8 supports a subset of the file types that Search supports. If you try to drag a file type to Creator that is not supported by Creator, the ad window will not highlight and accept the file.

Part Six • Using Search Results

Overview

Once you have identified the records of the original files you want to work with, Search provides ways to preview and manipulate the original files.

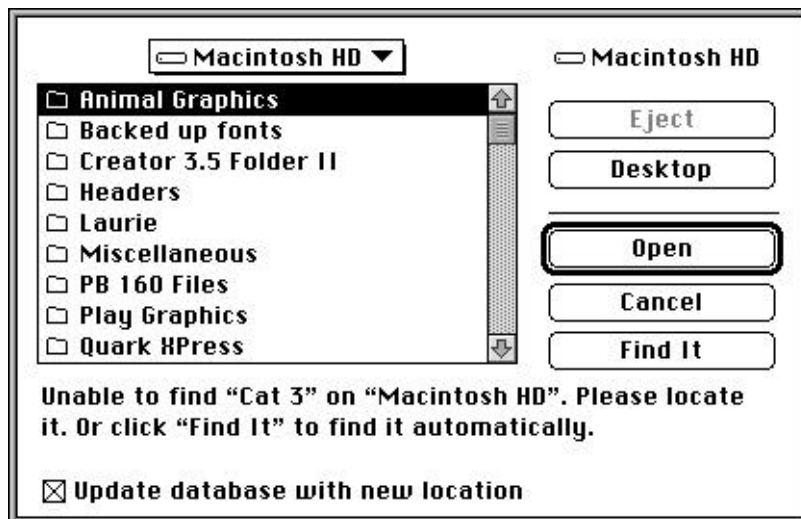
This section will describe the following functions and features:

- previewing original files in the various graphics, QuickTime, text, and sound preview windows
- viewing an original file's File Info window, which contains comprehensive information about the original file
- manipulating original files:
 - Copy original
 - Move original
 - Delete original
 - Edit original
 - Transfer & Edit original
 - Reveal original
 - Alias original
- copying or sending original file references to other application programs

Original files do not need to be mounted to search catalogs and browse records. However, original files must be mounted locally or on a file server in order to preview or manipulate the files. To preview, copy, move, edit, delete, alias or reveal an original file or copy or send its references, Search must be able to locate the original file.

Using the Find It dialog box to locate original files

If Search cannot locate the original file because it has been moved from its original place or because it is not mounted, the Find It dialog box is displayed:



Here, you direct Search to the original file or click Find It to have Search locate it for you. If Search finds the file at another location on a mounted volume, you simply click Open and the requested command is completed. If you select the “Update database with new location” checkbox, Search will update the catalog with the original file’s new location.

If the original file cannot be found, an alert box informs you that the file is not located on any currently mounted volume. If the file is on an unmounted CD, floppy disk, or other removable media, you can insert the medium now and Search will automatically look for the file on the newly mounted volume. If the original file is on a network volume that isn’t mounted, you have to cancel the Find It dialog, mount the network volume, and then re-choose the command you wish to perform.

Using the Look for cataloged files feature to locate original files that have been moved from their cataloged location

When an original file is cataloged, the catalog record created for the file contains a reference that specifies the original file's name, volume, and folder location. Search uses this reference to locate the original file when the file is required to complete a requested command, such as Show Preview or Send Reference.

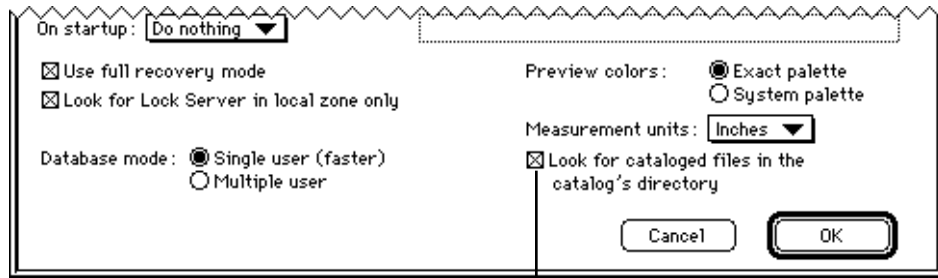
You may at times want to move original files from their cataloged locations—from a CD or file server to your hard drive, for example, so you can work without access to the CD or server. After you move the files, however, Search needs to be able to locate them at their new location.

The way you choose to move the original files depends on whether or not you want the catalog records updated to reflect the new location. If you *do* want the records updated, you can move original files using Search's Move Originals command or the Copy Originals command with the “Add references to copied files” option selected. Or, you move or copy the originals from the Finder, not from Search, and then perform a catalog update or an automatic “Find It” on each record.

However, if you want to be able to move original files but *do not* want the catalog altered, you use the “Look for cataloged files” feature.

Note: *For information on the Move Originals and Copy Originals commands, please see pages 88-89. For information on catalog updates, please refer to pages 47. For information on the “Find It” feature, please see page 78.*

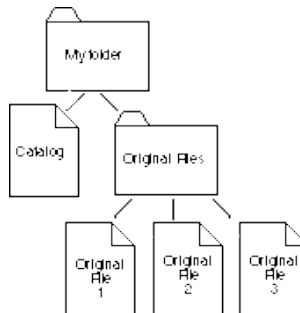
The “Look for cataloged files” feature allows Search to find original files at new locations without changing any catalog records. You just need to move the original files into the same folder as the Search 3.1.1 catalog and select the “Look for cataloged files” checkbox in Search's General Preferences dialog box:



Select this checkbox to have File-o-Mat look for original files in the same folder as the Search catalog

Note: For this feature to be available, this option must be checked when a catalog is opened.

Search looks for original files in all folders located in the same folder as the Search 3.1.1 catalog. The files are located even if they are placed in subfolders:



Search looks for original files when you open a catalog. You can cancel the procedure by pressing $\%.$ (Period key), at which point the “Look for cataloged files” feature is no longer in effect for that catalog, even though the checkbox is still selected in General Preferences. You then just need to close and reopen the catalog to reactivate the feature for the catalog.

Note: The amount of time Search requires to locate original files depends on the number of folders and subfolders it needs to look through. The fewer number of folders, the faster Search will work.

There are several important factors to remember when using this feature. First, Search will always look for an original file at its cataloged location

before looking elsewhere. If the original file *is* available at the cataloged location, Search looks no further and uses that file for previews, references, and any other actions you may perform.

Second, once Search locates an original file at its new location because it is not available at its cataloged one, Search does *not* automatically update the catalog with the new location. Instead, Search treats the original file at the new location as a completely separate file; you are simply accessing the file via the record “belonging to” the original file at the cataloged location. Since Search was not able to find the original file at its cataloged location, any commands requested—for previews, edits, or references to be copied or sent—are completed using the file Search found at the new location.

For example, when you place this new file into Multi-Ad Creator—by copying or sending the reference or by dragging and dropping a record from the catalog—a link is created between Creator and the new file even though you use the record of the original file in the original location to initiate the command.

Note: *If you think you might delete the original files from the new location, save any Creator ads that use them with the “Include EPS file” option.*

Third, if you have two or more files of the same name available, Search will use whichever one it finds first. This is a concern if the files are not identical. If you change the original file at the new location and that is the file you want to use, make sure it is the only file available. Or, save the changed file under a new name and add it to the catalog.

Finally, if Search is unable to locate original files at either their cataloged location or in the same folder as the Search 3.1.1 catalog, the “Find It” dialog box will be displayed when you request a command requiring an unfound file. This is true in all cases except printing, where Search will print whatever files it can find and print the message “*The file ‘file.name’ could not be printed because it was not found*” for those it cannot find. You can, if feasible, make sure all of the files are available before you print by trying to preview them first. If Search cannot find the file, the “Find It” dialog box is displayed.

Previewing original files: the preview window

In Search, original files are previewed in one of four types of preview windows: graphics, text, QuickTime movie, or sound.

To preview a record's original file from thumbnail view

- ◆ Double-click on the record's thumbnail.
- OR
- ◆ Select the record's thumbnail, then choose Show Preview from the File menu, or press the Return key.

To preview a record's original file from standard view

- ◆ Double-click on the thumbnail in the Thumbnail box.
- OR
- ◆ Double-click on the record.
- OR
- ◆ Select the record, then choose Show Preview from the File menu, or press the Return key.

To open multiple preview windows

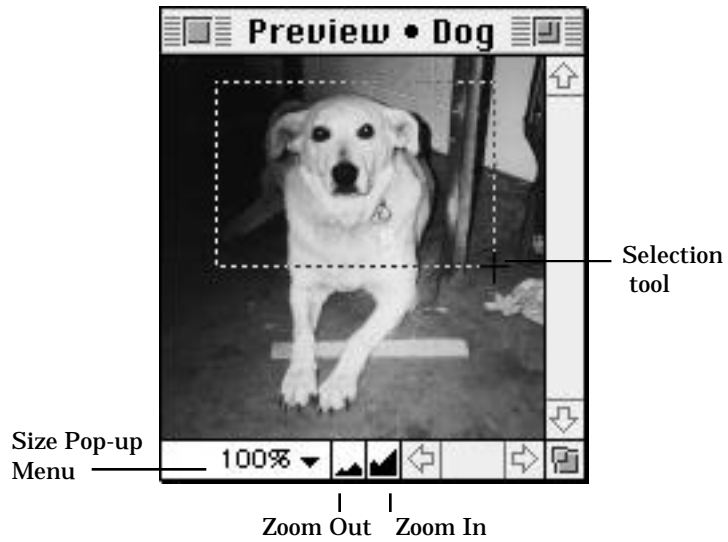
- ◆ Select the records and then choose Show Previews from the File menu, or press the Return key.

Note: *Open preview windows are listed under the Window menu.*

To close multiple preview windows

- ◆ Hold down the Option key and choose Close All from the File menu, or press ⌘-W .

Procedures in a graphics preview window

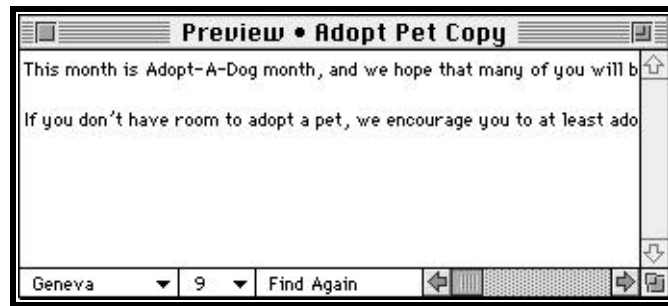


- | | |
|---|---|
| To select a portion of the image | Drag a box around the portion. |
| To select the whole preview | Choose Select All from the Edit menu, or press ⌘-A, or double-click on the preview. |
| To deselect the preview or portion of the preview | Click once on the preview. |
| To move the preview around in the window | Hold down the Option key and use the grabber hand to slide the preview. |
| To zoom in on the preview | Click on the Zoom In icon, or press ⌘+ to enlarge, or press - and click on the preview with the subsequent magnifying glass. |
| To zoom out on the preview | Click on the Zoom Out icon, or press ⌘- (Minus key) to reduce, or press -⌘ and click on the preview with the subsequent demagnifying glass. |
| To change the view scale | Choose the desired size from the size pop-up menu. |
| To fit the preview in the window | Choose "Fit to window" from the size pop-up menu. |
| To view previews at actual size | Choose "Actual size" in the size pop-up menu. |

To copy the preview to the Clipboard as a PICT Choose Copy from the Edit menu, or press ⌘-C.

Procedures in a text preview window

If you are previewing a text file, you can make the document easier to read by changing the font or font size in the preview window. You can even do a “Find” to locate a specific word and/or portion of a document.



- | | |
|--|---|
| To view the file in a larger font size | Select a larger font size from the size pop-up menu. Or, to increase to the next menu size, press ⌘-+. |
| To view the file in a smaller font size | Select a smaller size from the size pop-up menu. Or, to decrease to the next lower menu suze, press ⌘-- (Minus key). |
| To add a customized font size to the font size menu | Select Other in the font size pop-up menu and add the new size. |
| To remove a customized font size from the font size menu | Select “Remove all custom sizes” from the font size menu. |
| To view in a different font | Choose a different font from the font pop-up menu. |
| To move the preview around in the window | Hold down the Option key and use the grabber hand to slide the preview. |
| To search for specific text to find | Click Find, or press ⌘-F, and enter the text to be searched for in the Find text dialog box. Press ⌘-G the next occurrence. |

To search for text in all open text preview windows

Search

same

(⌘-G

occurrences in

To copy text to the Clipboard

To print the entire text file

printed with

printed, and

Click Find, or press ⌘-F, and enter the text to be searched for. Then, select “All files” from the method pop-up menu. Press ⌘-G to find again in the preview, or ⌘-T to find in the next preview window. will also go to the next file if there are no more the front file.)

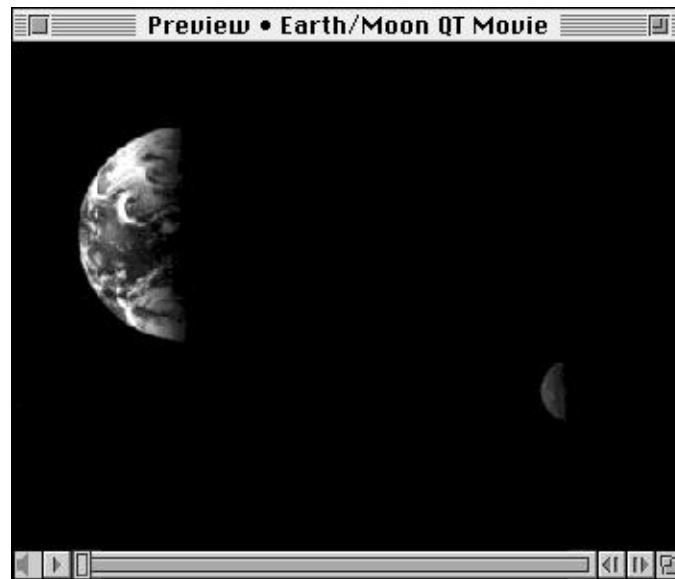
Choose Copy from the Edit menu, or press ⌘-C. Note that the “raw” text is copied; no style changes are transferred to the Clipboard.

Choose Print from the File menu. The text is font and size changes. Only one page of text is it is cropped at the right margin.



Procedures in a QuickTime preview window

When QuickTime is available, the standard QuickTime movie preview is displayed to preview QuickTime movies. You also get this window when QuickTime importing is turned on—in QuickTime importing preferences—and you preview file types that QuickTime importers are able to convert to QuickTime within Search.



You are able to play the movie continuously or just a portion at a time, control the sound of the movie, and resize the window. You can also copy the movie to the Clipboard and paste it elsewhere. It is pasted as either a PICT or as a movie, depending on the program you paste it in.

Note: *Depending on hardware capabilities, you can open and play more than one QuickTime movie preview at the same time.*

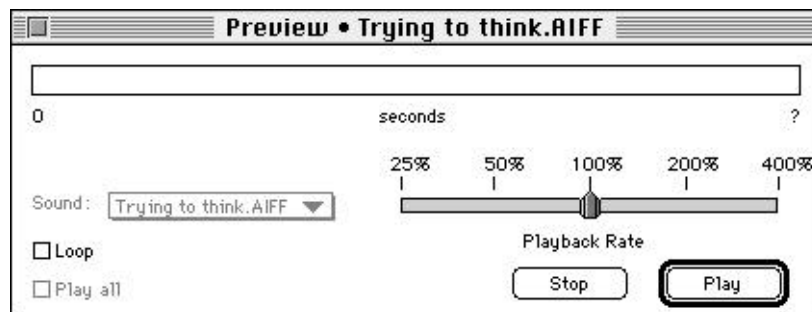
Procedures in a Sound preview window

When QuickTime is available and QuickTime importing is turned on, some sound file preview windows are the standard QuickTime sound dialog box:



Here, you are able to play the sound continuously or just a portion at a time. You can also control the volume. You can copy the sound to the Clipboard as a movie.

If, however, QuickTime is not available and QuickTime importing is turned off, sound file previews look like the following:



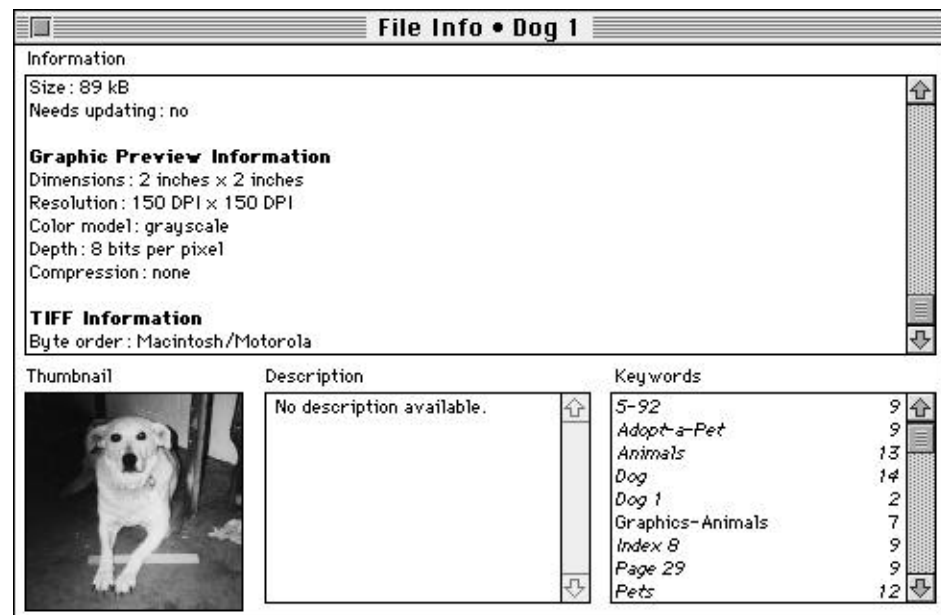
In this dialog box, you can control playback rate and continuity. The “Loop” option plays the sound continuously. The “Play all” option plays all the sounds in a suitcase for one preview window. In this type of sound preview, you can copy the sound to the Clipboard.

Note: The number of sound previews you can open and play at the same time depends upon hardware capabilities.

Previewing original files: the File Info window

In the File Info window, Search provides you with additional information about the record's original file: its size, pathname, keywords, descriptions, thumbnail, and so forth. Also included is information about fonts used, colors used, and referenced art.

Note: The thumbnail in the File Info window may be more up to date than the cataloged thumbnail. When you choose File Info, Search determines whether or not the cataloged thumbnail is up to date and if not, it creates a new thumbnail directly from the original file for the File Info window.



To view the File Info window from standard or thumbnail view

- ◆ Select the record. Choose File Info from the File menu, or press ⌘-I.

To open multiple File Info windows

- ◆ Select the records and then choose File Info from the File menu, or press ⌘-I.

Note: *Open File Info windows are listed under the Window menu.*

Once opened, you can copy the contents of the File Info window—both the text and thumbnail PICT—to the Clipboard. You can also print the contents of the window by choosing Print from the Edit menu. Both the window's text and thumbnail PICT are printed.

To close multiple File Info windows

- ◆ Hold down the Option key and choose Close All from the File menu. Or, option-click in a close box or press ⌘-W.

Manipulating original files

To manipulate original files, they must be on mounted volumes. Please review the information about the “Find it” dialog box on page 72 before proceeding.

Copy original

With the Copy Original command, users can copy an original file and designate a location for the copy, such as their own hard disk, a floppy disk, or a folder at a coworker's workstation. The original file remains at its original location.

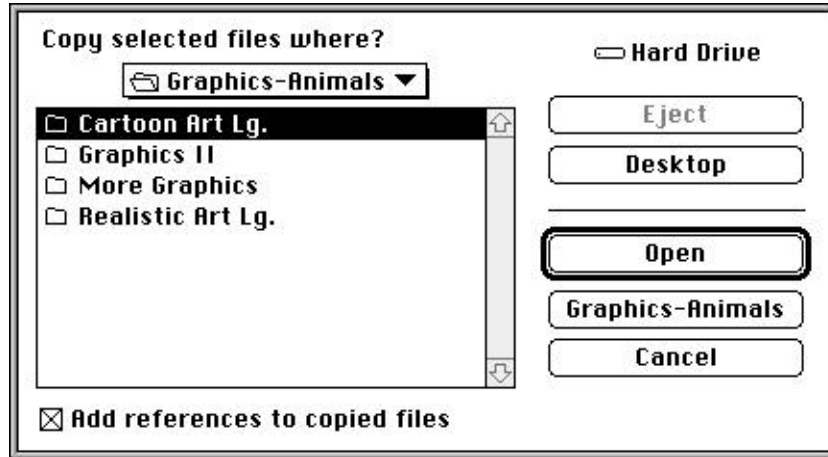
Since the files themselves are not being changed, original files can be copied regardless of their location, your database mode, or selected security options. Users can then edit the copies of the original files and, if they wish, save them as new files. To be able to search for these new files, however, they must first be added to a catalog.

To copy original files

1. In standard view or thumbnail view, select the records of the original files to be copied.

To select multiple records, hold down the Command key as you select each one. Or, hold down the Shift key to select a range of records.

2. Choose Copy Originals from the File menu.
3. In the subsequent dialog box, specify the location for the copies.



4. Select the "Add references to copied files" checkbox if you want Search to add references from the newly copied files to the catalog.
5. Click the Folder button when it contains the name of the folder you want to send the copies to. To send the copies to the Desktop, click the Desktop button and then the Folder button (which will then be called "Desktop").

Move original

With the Move Original command, you can move original files to new locations. You cannot move originals to read-only media, such as CDs, but you can move original files from those locations; Search leaves the original file intact on the CD but moves a copy to a new location and references the copy in the catalog. If original files have been copied onto a file server or hard drive, they can be relocated from there as well. You can move an original file:

- from one folder to another in an unlocked disk

- from any volume to a folder on an unlocked volume

Once moved, original files are deleted from the original locations, unless they were located on locked or read-only volumes. Search automatically updates the records of moved files with their new locations.

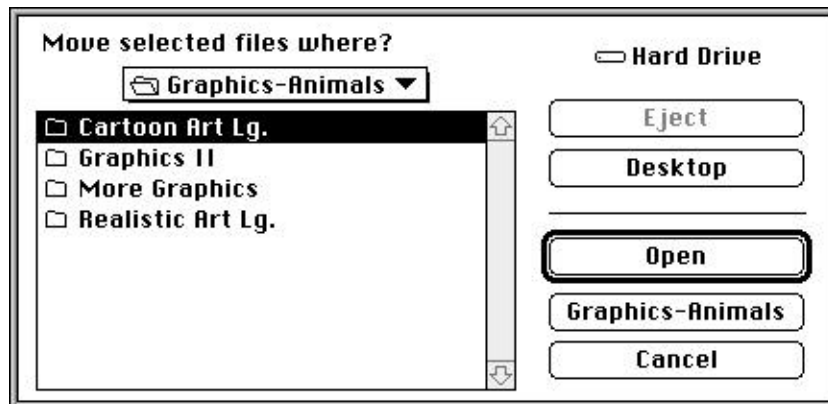
Original files cannot be moved in multiple-user mode, and the Move Original command is dimmed when the “Update/purge catalogs” option is restricted with security options.

To move original files

1. In standard view or thumbnail view, select the records.

To select multiple records, hold down the Command key or use the Shift key to select a range of records.

2. Choose Move Originals from the File menu.



3. In the subsequent dialog box, specify the files' new location.
4. Click Open, or click the Folder button.

Delete original

Deleting original files permanently removes them from folders and volumes. Original files located on read-only media cannot be deleted, but if the files have been copied onto a file server or hard drive, they can be deleted from there. Original files cannot be deleted in multiple-

user mode, and the Delete Original command is unavailable when the “Delete files from catalog” option is restricted by security settings.

To delete original files

1. In standard view or thumbnail view, select the records of the original files to be deleted.
2. Choose Delete Original from the File menu.
3. Search displays an alert box, asking you to verify the delete request. Click Yes to delete, or click No to cancel.

Warning: *Once original files have been deleted with the Delete Original command, they cannot be recovered!*

⑦ **Edit original**

When you choose Edit Original, Search launches the original application that created the file—the “file creator” listed in the file information box in standard or thumbnail view—and opens the file, provided that the original application is available to use. You can then proceed to edit the original file.

Original files located on read-only media can usually be edited if you open them from the read-only device, edit them, and then save them to a different location. You can also copy the files onto a server or hard drive and edit from there. Original files can be edited in multiple-user or single-user mode, and the Edit Original command is always available, even if a password is in effect.

Since the editing is not taking place within Search, catalogs need to be updated once original files have been edited.

To edit an original file

1. In standard view or thumbnail view, select the record.
2. Choose Edit Original from the File menu, or press ⌘-Return. Search opens the original file in the application that created it.

After editing an original file, you should do an Update/Purge Catalog command on your catalog, or Force Update from the Add Files dialog.

Note: *Edit Original uses the Finder to find and open the application that created the original file. If you are using a program like Apple's Apple At Ease™ that causes the Finder to be deactivated, this command will not work*

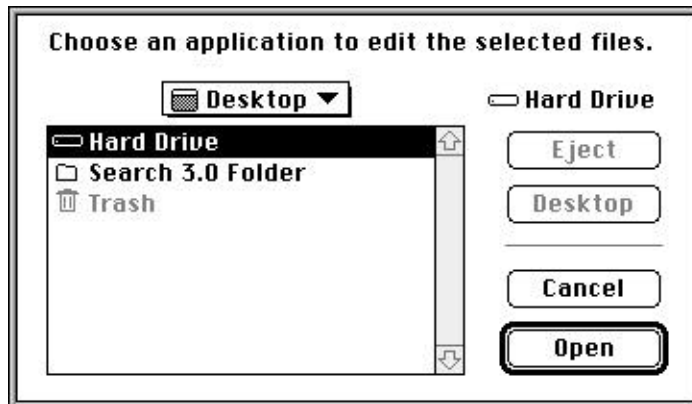
⑦ **Transfer & Edit original**

This command allows you to open an original file in a specified application. For example, if you are working with an EPS file that you want to edit but you don't have the application that created it—the “file creator” that Search lists in the file's File information box in thumbnail view—the Transfer & Edit command will let you launch another application and give it the EPS file to work with.

Original files located on read-only media can usually be edited if you open them from the read-only device, edit them, and then save them to a different location. You can also copy the files onto a server or hard drive and edit from there. Original files can be edited in multiple-user or single-user mode, and the Transfer & Edit Original command is always available, even if a password is in effect.

To transfer and edit an original file

1. In standard view or thumbnail view, select the record.
2. Hold down the Option key and choose Transfer & Edit from the File menu. Or, press - ⌘ - .
3. In the subsequent dialog box, specify the application program to open. The application chosen must be able to edit the type of file that you send it.



Search launches the program and opens the original file within the program for you to work on.

⑦ **Reveal original**

When you choose Reveal Original, Search locates the original file, opens the folder that contains it, and highlights the file for you within the folder. This allows direct access to the location of the original file without having to follow its pathname.

To reveal an original file

1. In standard view or thumbnail view, select the record.
2. Choose Reveal Original from the File menu.

Search opens the folder that contains the original file and highlights the file.

⑦ **Alias original**

Choosing Alias Original creates an alias to an original file and places the alias in a location that you specify.

To alias an original file

1. In standard view or thumbnail view, select the record.
2. Choose Alias Original from the File menu.
3. In the subsequent dialog box, specify the location for the created alias.

Using Search with other programs

Original files are transferred to other programs through the following commands: Copy/Paste, Copy Reference, Send References, and Send References To. While System 6 users are limited to the Copy/Paste and Copy Reference methods, System 7 users can use any of these options.

Each record of an original file contains a reference to the original file. This reference, and not the original file, is placed in or sent to another

application or workstation. After the reference is placed, the original file can be accessed from the new application or user environment.

Copy and paste

When viewing the preview of an original file, users can select the entire preview or just a portion of the preview to copy to the Clipboard. Graphics images can be pasted into another program as a PICT; however, for high-resolution transfer, the Copy Reference or Send References commands should be used. QuickTime movies or sounds are pasted as movies, PICTs, or sounds, depending on the program they are being pasted into.

The contents of the Clipboard can be viewed by choosing Show Clipboard from the Window menu.

Copying References

The Copy Reference command copies original file references into the Clipboard. From there, they can be placed into other documents. Note that with each copy to the Clipboard, new contents replace the current ones.

To copy references to the Clipboard

1. In standard or thumbnail view, select the records of the original files to be copied.
2. Hold down the Option key and choose Copy Reference from the Edit menu. Search copies the original file references, not the records, to the Clipboard.
3. To view the Clipboard, choose Show Clipboard from the Window menu.

To place Clipboard references into other programs: an example using Multi-Ad Creator[®]

1. In standard or thumbnail view, select the records of the original files to be copied to the Clipboard.
2. Hold down the option key and choose Copy Reference from the Edit menu. Search copies the original file references to the Clipboard.

3. Start Multi-Ad Creator.

If memory limitations prevent you from running Search and Creator at the same time, you can quit Search and open Creator without losing the Clipboard contents.

4. In Creator, choose Place from the File menu, or press ⌘-I.
5. In the subsequent dialog box, click “Add Search items to files list.”

The references in the Clipboard are added to the Creator Files palette. In the Files palette, the references—so therefore the original files—are listed by file name and with their file type icon.

To place Clipboard references into other programs: an example using QuarkXPress®

1. Make sure you have placed the “Get Search” QuarkXTension® from your Search 3.1.1 folder into the same folder as your QuarkXPress application. The Get Search extension was placed into the Search folder during installation.
2. In standard or thumbnail view, select the records of the original files to be copied to the Clipboard.
3. Hold down the option key and choose Copy Reference from the Edit menu. Search copies the original file references to the Clipboard.
4. Start QuarkXPress. If memory limitations prevent you from running Search and QuarkXPress at the same time, you can quit Search and open QuarkXPress without losing the Clipboard contents.
5. Choose Get Search from the QuarkXPress Utilities menu to place the image.

Note: *The procedure for placing copied references varies among applications, so please refer to the documentation of the receiving application for specific instructions.*

⑦ Sending References

The Send References command sends references directly to applications that you specify in the Send References dialog box. The application must be running in order for it to appear as an option in the dialog box, and program linking and file sharing must be turned on.

Once you use the Send Reference command, the location you specified to accept the reference is listed under the Send Reference To command in the File menu. Use this shortcut command to bypass the Send References dialog box when sending more references to that location.

To send references

1. Open the application that is to receive the reference. Make sure the document to receive the reference is the topmost document.
2. In Search, select the records of the original files to be sent.
3. Choose Send References from the File menu, or press ⌘-R.
4. In the subsequent dialog box, specify the location and application to receive the references.
5. Click OK.

To send references to other programs: an example using Multi-Ad Creator

1. Start Multi-Ad Creator. Or, make sure that the destination workstation has Creator running and program linking and file sharing turned on. Also, the original files to be referenced must be mounted at the target workstation.
2. In Search, specify the original file references to be sent by selecting their records.
3. Choose Send References from the File menu, or press ⌘-R.
4. In the dialog box, specify the Macintosh, the network zone, and/or the program to receive the references.
5. Click OK, or press Return.

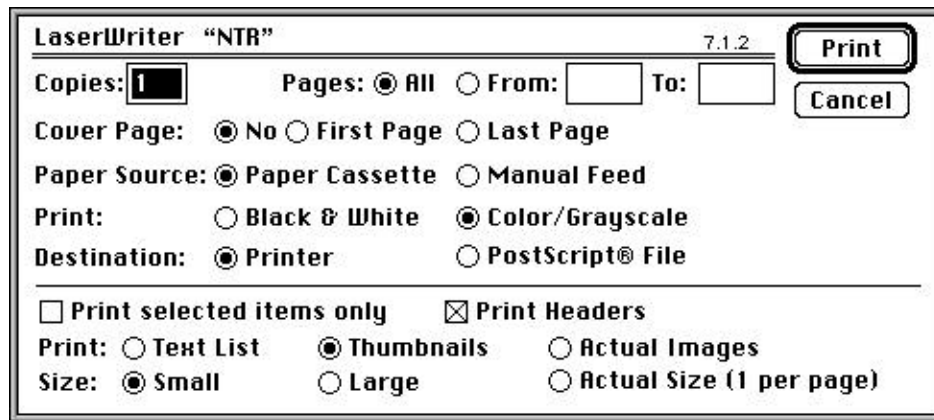
- The references will be sent directly to Creator's Files palette, where they can be placed into a Creator ad. They are listed by file name and with their file type icon.

Note: *The procedure for sending references may vary among applications, so you'll need to refer to the documentation of the receiving application for specific instructions.*

Note: *When you send references to another program, make sure that the document you want to receive the references is the frontmost, or active, document.*

Printing

You can specify a variety of printing options in the Print dialog box. The top portion of the dialog is the standard Macintosh Print dialog, where number of copies, page range, paper source, and so forth are specified, depending on the type of printer selected with the Chooser desk accessory. Options unique to Search are found in the bottom portion.



Print dialog box

Printing can only be done from the active, or frontmost, catalog. If you plan to print selected records only, select them before you request the Print dialog box.

Search printing options

- **Print selected records only** Select this checkbox to print only selected records. Otherwise, all of the current records in the catalog window are printed.
- **Print headers** Select this checkbox to print column headers such as file name, file type, and so on.
- **Print: Text list, Thumbnails or Actual Images** Click the appropriate radio button. File types are listed with thumbnails.
- **Size** Click the appropriate radio button.

Select Small and the images will print the size of the on-screen thumbnails. Select Large and the images will print twice the size of the on-screen thumbnails. Printing at Actual Size means that the original files will print in their actual size.

Note: *If the actual size of an original file is larger than the paper size, only one page is printed. For instance, graphics images will print cropped at the page's edge. Only one page of a text file will be printed and it, too, will be cropped on the right margin.*

Note: *When you select the Thumbnail option, file types are listed with the printed thumbnails.*

Part Seven • Reference

Overview

In this section, we will review the locations and explanations of Search 3.1.1 menus, menu commands, and any resulting dialog boxes and options.

The menus are covered in the order that they appear on the Search menu bar, from left to right, with each menu name appearing on a line by itself. The menu commands are then listed, followed by their explanations and keyboard shortcuts if they have them.

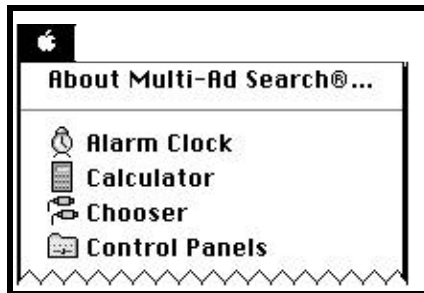
Menu commands followed by an ellipsis (...) display a dialog box when selected, and both the dialog boxes and the explanations for the dialog box options are included here. In this way, every Search menu item's location and explanation is fully documented, with the exception of some commands on the Apple menu. Commands found under this menu are unique to each user's system and vary accordingly.

Keyboard shortcuts can also be used to execute menu commands or dialog box options. If a shortcut exists for a command, it appears to the right of that command's name on the menu. For instance, to create a new file—or in Search's case, a new catalog—without pulling down the File menu and choosing New, most Macintosh programs allow you to hold down the Command key and press the “N” key. Note that although the “N” is shown capitalized, the Shift key should not be held down unless it is specifically requested.

A modifier key is held down in conjunction with another key or a mouse click in order to change the effect of the key press or mouse click. Different combinations of modifier keys are used as keyboard shortcuts. The abbreviations used in this documentation are as follows:

Command Key ⌘
Shift Key
Option Key
Control Key
Return Key

The Apple Menu



About Multi-Ad Search...

Choosing About Multi-Ad Search displays the About Search dialog, which lists information about the program. Click OK to close the screen, or click Credits to get more information about the program authors and Multi-Ad Services, Inc. Click anywhere in the Credits window to close it.

The File Menu

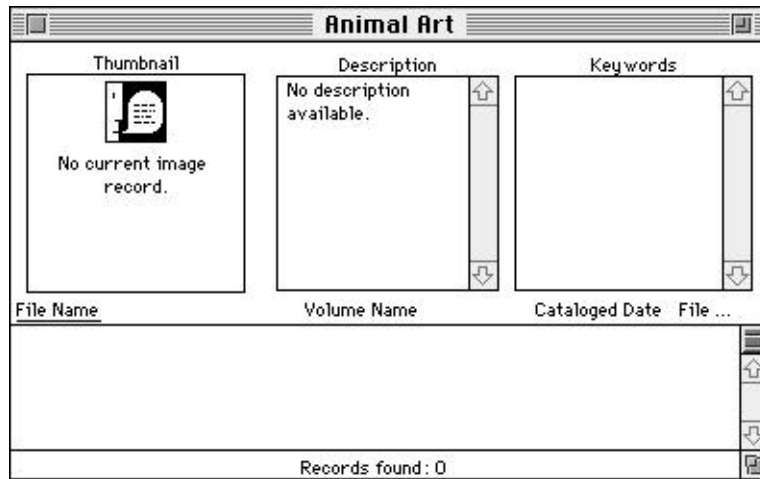
File	
New...	⌘N
Open...	⌘O
Close	⌘W
Catalog Info...	
Send Reference...	⌘R
Send Reference to File Info...	▶
Show Preview	
Copy Original...	
Move Original...	
Delete Original...	
Edit Original	⌘⇧
Reveal Original	
Alias Original...	
Page Setup...	
Print...	⌘P
Quit	⌘Q

File	
New...	⌘N
Open...	⌘O
Close All	⌘⇧W
Catalog Info...	
Send Reference...	⌘R
Send Reference to File Info...	▶
Show Preview	
Copy Original...	
Move Original...	
Delete Original...	
Transfer & Edit...	⌘⇧⇧
Reveal Original	
Alias Original...	
Page Setup...	
Print...	⌘P
Quit	⌘Q

when holding down the Option key

New (⌘-N)

Choosing New creates an empty Search catalog.



The elements of catalog windows vary according to which view is in effect: standard view or thumbnail view. If the catalog is in standard view, its records are viewed as rows of textual file information, and the boxes at the top of the window contain the thumbnail, keywords, and description of a selected record.

If the catalog is in thumbnail view, the records are viewed as thumbnails, and the boxes at the top of the window contain the file information, keywords and descriptions of the selected record.

Open... (⌘-O)

Choosing Open brings up a standard Macintosh file directory dialog box. You can then locate and open any Search catalog existing on any mounted volume, such as hard disks, floppy diskettes, or networked volumes. In Search, you can have up to ten catalogs open at once, and they can all be searched simultaneously.

Close (⌘-W)

Choosing Close causes the active, or frontmost, window to be closed and removed from the screen, just as if you had clicked on the Close box in its upper left corner. To close a window that is not active, click it once to make it active and then choose Close.

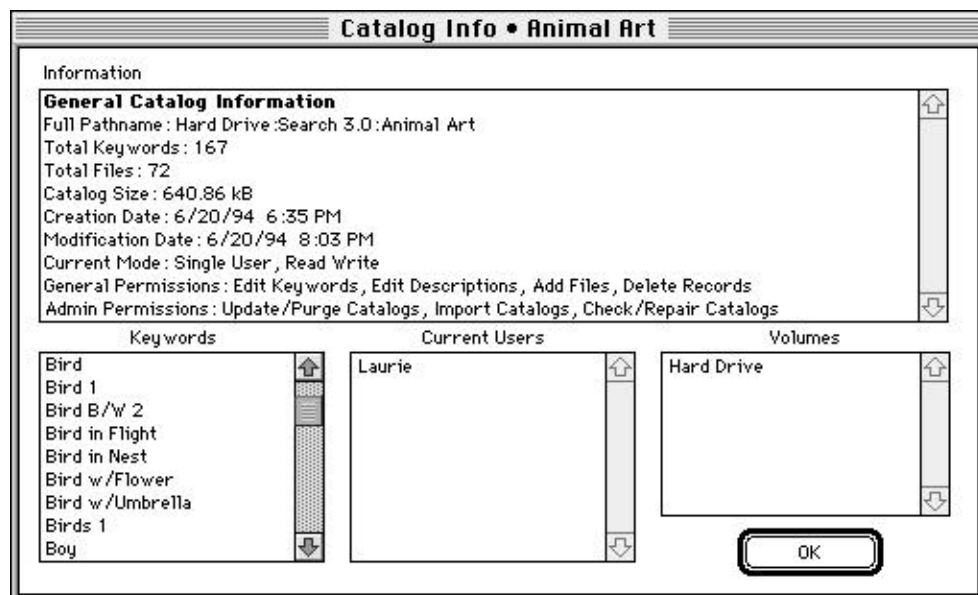
Close All (⌘ - W)

Choosing Close All causes all open preview windows or File Info windows to close. Close All will also close all catalog windows when a catalog window is the active, or frontmost window.

You must hold down the Option key while viewing the File menu in order to access this command.

Catalog Info...

Use the Catalog Info command to get general information about the catalog in the active window. You can choose Print from the File menu to print the contents of the window or choose Copy from the Edit menu to copy the contents of the window to the Clipboard.



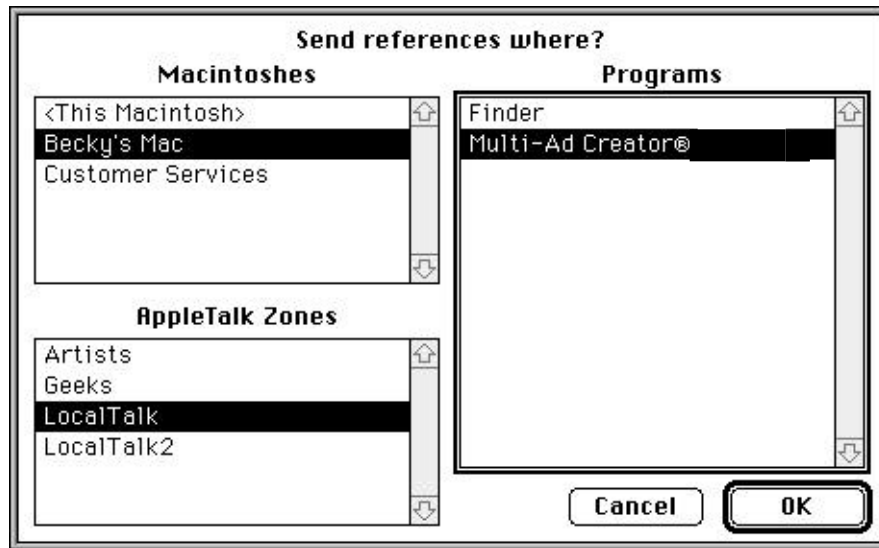
The information available includes the following:

- **Full pathname** –the exact location of the catalog from volume to folder(s) to file name.
- **Total keywords** –the total number of unique keywords contained within the catalog's records.

- **Total files** –the number of original file records contained in the catalog.
- **Catalog size** –the amount of disk space the catalog occupies.
- **Creation date** –the date the catalog was created.
- **Modification date** –the date the last changes to the catalog were made.
- **Current mode**– tells whether you are single or multiple-user mode and whether you can make changes to the catalog (write) or only browse and search it (read).
- **General permissions**– lists Search functions that the user can perform. These functions can be restricted in multiple-user mode or with security settings when in single-user mode.
- **Admin permissions**– lists Search functions that the user can perform. These functions are automatically disabled in multiple-user mode.
- **Keywords box** –lists all of the keywords used in the catalog records.
- **Current users box** –lists all of the current users of the catalog.
- **Volumes box** –lists the volume or volumes on which the original files referenced in the catalog are located.

⑦ **Send References... (⌘-R)**

Use the Send References command to send references of original files directly into other programs and documents that you specify in the following dialog box:



To send references, begin by starting the receiving application and opening the receiving document. Return to Search and select the records of the references you want to send, and then choose Send References from the File menu. File sharing and program linking must be turned on to send references between workstations. When using Creator, the original files to be referenced must be mounted at the receiving location.

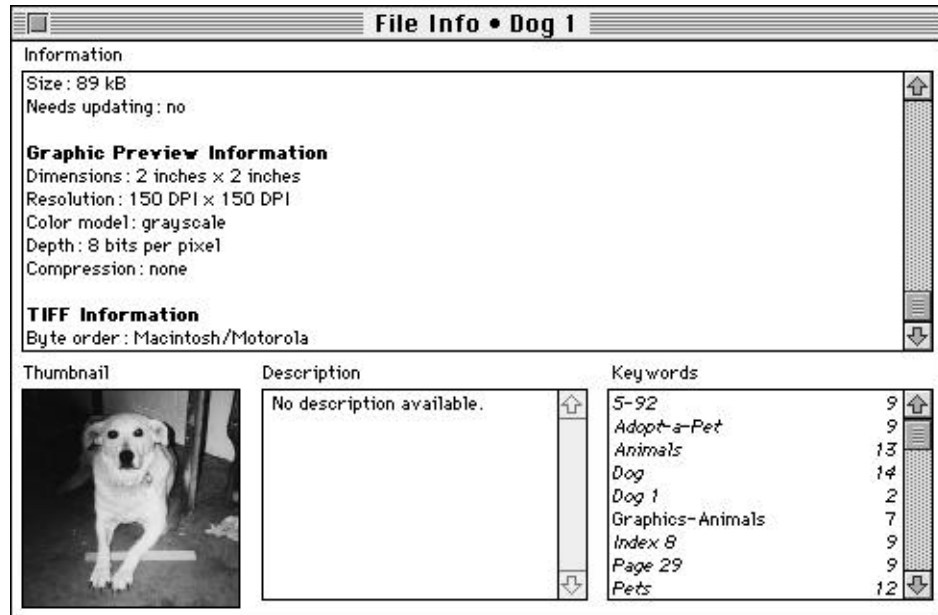
Since references get placed differently in different receiving documents, you need to refer to the documentation of the receiving application for specific instructions.

⑦ **Send References To**

Once you use the Send Reference command, the location you specified to accept the reference is listed under the Send Reference To command in the File menu. Use this shortcut command to bypass the Send References dialog box when sending more references to that location.

File Info... (⌘-I)

When you select a catalog record and then choose the File Info command, a window which contains the original file's information is displayed.



The following file information is included for all original file types:

- **Full pathname** –the exact location of the original file.
- **File type** –the file type of the original file. You can add file types for Search to recognize in the Preferences dialog.
- **File creator** –the name of the application in which the original file was created. You can add applications for Search to recognize as file creators in the Preferences dialog box.
- **Creation Date** –the date and time the original file was created.
- **Last modification Date**– the date the original file was last modified.
- **Expiration date** –the expiration date of the original file. Manufacturers may include an expiration date on art to prevent outdated logos or slogans from being used in advertisements.

- **Size** –the size of the original file.
- **Needs updating**– tells you if the current record reflects the original file or if needs to be updated.
- **Thumbnail box** –shows the thumbnail of the original file.
- **Description box** –lists all of the manufacturer-provided and user-defined descriptions for the original file.
- **Keywords box** –lists all of the manufacturer and user-defined keywords for the original file.

Other information available in this window varies according to the file type of the record selected. For instance, additional information for an EPS file might include the file's dimensions, its resolution, PostScript information, lists of process or custom colors used, and compression information.

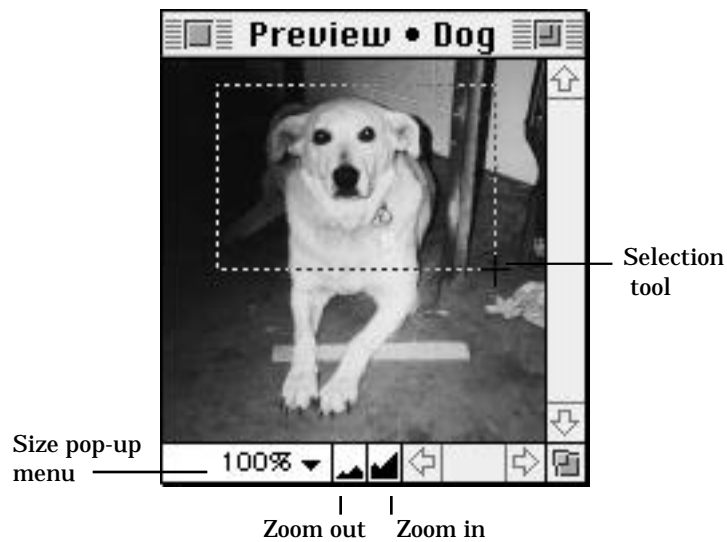
Show Previews

Choosing the Show Previews command displays the original file preview of the record or records selected. The type of preview shown depends on the type of original file you are previewing.

***Note:** You can have more than one preview window open at once.*

***Note:** To preview an original file, the volume that contains the original file must be mounted. In addition, Search will not provide previews for original files of file types it does not support. Please refer to “File types preferences” later in this section.*

In a **graphics preview window**, you can change the view scale by choosing a different percentage from the pop-up menu in the lower left corner. You can also zoom in and zoom out on the image by clicking on the Zoom In and Zoom Out icons.

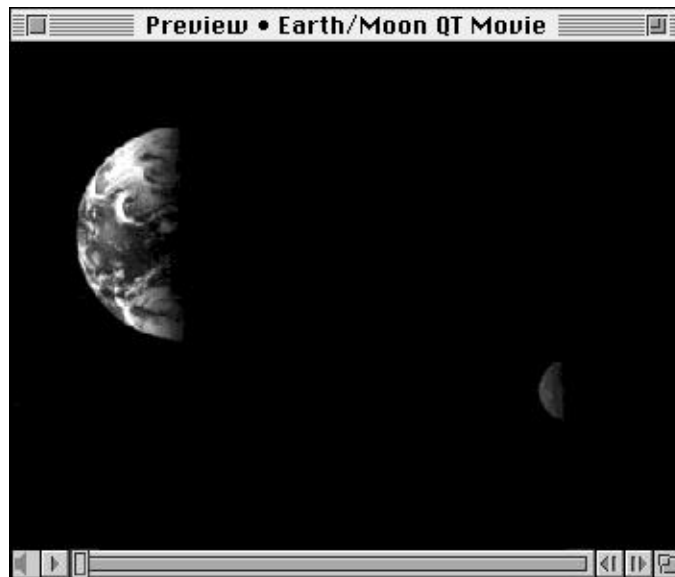


The arrow pointer becomes a crosshair when placed over the actual preview area of the preview window, and you can drag this selection tool to select a portion of the image. You can then copy and paste this portion of the original file into another document. When you use the Copy command with the original file image or a selected portion, the image may not be copied and pasted at full resolution. Use Copy or Send References for full resolution.

In a **text file preview window**, you can make the document easier to read by changing the font or font size in the preview window. You can even do a "Find" to locate a specific word and/or portion of a document.



QuickTime movie previews are available when QuickTime is available. You get the standard QuickTime movie dialog when you preview QuickTime movies or original files that QuickTime importers are able to convert to QuickTime within Search:



You are able to play the movie continuously or just a portion at a time, control the sound of the movie, and resize the window. You can also copy the movie to the Clipboard and paste it elsewhere. Depending on what kind of program/document you are pasting into, it is pasted as either a movie or a PICT.

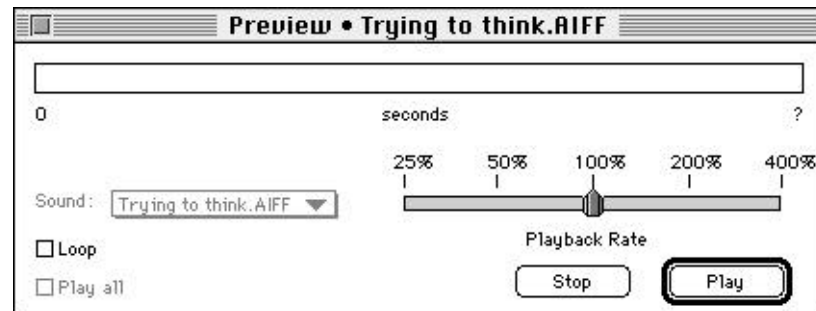
Note: You can open and play more than one QuickTime movie preview at the same time, depending on hardware limitations.

Sound preview files are available when QuickTime is available and QuickTime importing is turned on in QuickTime preferences, sound file previews are the standard QuickTime sound dialog box:



Here, you are able to play the sound continuously or just a portion at a time. You can also control the volume.

If, however, QuickTime importing is turned off, sound file previews look like the following:

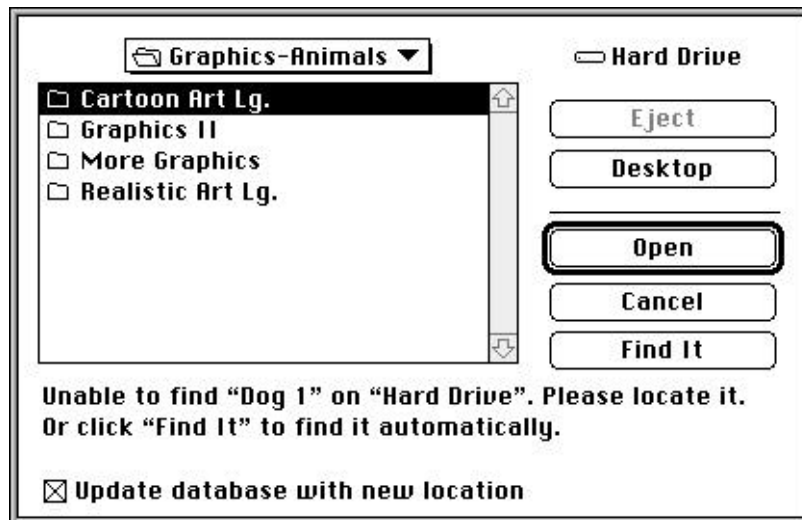


In this dialog box, you can control playback rate and continuity. The “Play all” option plays all the sounds in a suitcase for one preview window.

Note: You may be able to open and play up to four sound previews at the same time, depending on hardware capabilities.

Note: Some types of sounds may use the second type of sound preview window even if QuickTime importing is available.

If Search cannot find an original file because it has been moved or its volume is unmounted, the following dialog box is displayed:



In this dialog box, you can direct Search to original files that have been moved or click Find It to have Search look for you. If the original file cannot be found, an alert box will inform you that the file is not currently mounted on any volume.

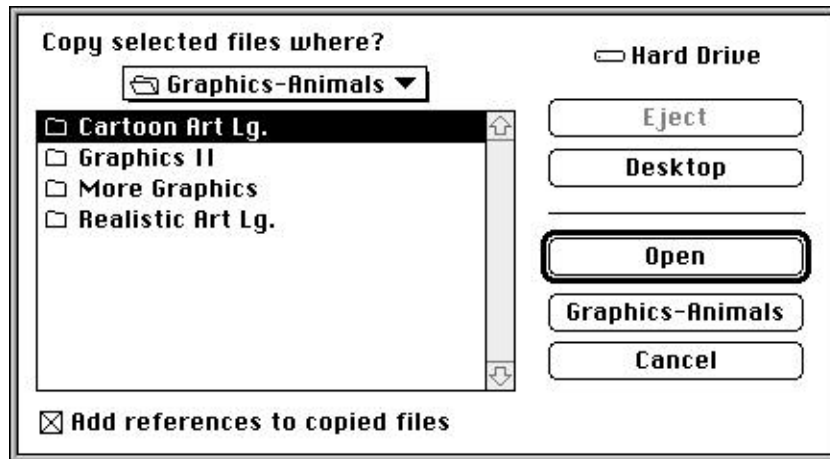
If the original file is on an unmounted CD, floppy disk or other removable media, you can insert the medium now and Search will automatically look for the file on the newly mounted volume. If the original file is on a network volume that isn't mounted, you will have to cancel this dialog and mount the network volume. When the original file is found, click the checkbox next to the "Update database with new location" if you want Search to update the catalog.

The Find It dialog is also used with the Move Original, Copy Original, Delete Original, Edit Original, Transfer & Edit Original, Alias Original, Reveal Original, and Send References commands when an original file cannot be located.

Copy Original...

By selecting records and choosing Copy Originals, you can copy original files to different locations, such as a different folder on your hard drive

or a folder on a coworker's workstation. When you choose the Copy Original command, the following dialog box is displayed:

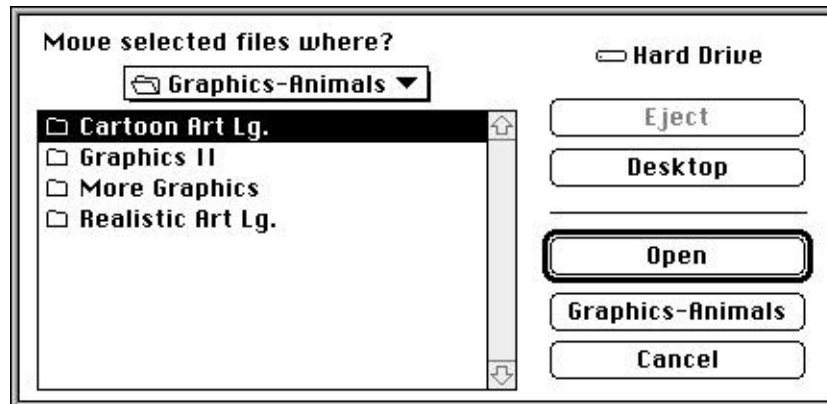


You designate where you want the copies to go, and if you are in single-user mode, you designate whether or not you want Search to add references to the new file copy.

Move Original...

With the Move Original command, you can move original files to new locations. You cannot move originals to read-only media, such as CDs, but you can move an original file from those locations; Search leaves the original file intact on the CD but moves a copy to a new location and references the copy in the catalog.

Once the files have been moved with the Move Original command, Search automatically updates the catalog with their new locations. Choosing Move Original brings up the following dialog box:



The Move Original command is not available in multiple-user mode and can be disabled through security options.

Delete Original...

By using the Delete Original command, you can permanently remove original files from unlocked folders and volumes, but not from read-only media such as CDs. To delete an original file, select its catalog record and choose Delete Original from the File menu. This command is not available when in multiple-user mode, and it can be disabled through security options.

Warning: *Once original files have been deleted with the Delete Original command, they cannot be recovered!*

⑦ **Edit Original (⌘ -)**

When you select a catalog record and then choose Edit Original, Search tries to launch the original application that created the file and then opens the file for editing. The application that created the original file must be available. The Edit Original command is always available in both single-user and multiple-user mode, even if a password is in effect. After editing an original file, you should do an Update/Purge command on your catalog.

Note: *Edit Original uses the Finder to find and open the application that created the original file. If you are using a program like*

Apple's Apple AtEase™ that causes the Finder to be deactivated, this command will not work.

⑦ **Transfer & Edit Original (⌥-⌘-)**

This command allows you to open an original file in an application other than the one that created it. For example, if you are working with an EPS file that you want to edit but you don't have the application that created it—the “file creator” that Search lists in its File information box and File Info window—the Transfer & Edit command will let you launch another application and give it the EPS file to work with. You must hold down the Option key while viewing the File menu in order to access this command.

⑦ **Reveal Original**

When you choose Reveal Original, Search locates the original file, opens the folder that contains it, and highlights the file for you within the folder. This allows you direct access to the location of the original file without having to follow its pathname.

⑦ **Alias Original**

Choosing Alias original creates an alias to an original file. After you choose Alias Original, Search displays a dialog box in which you specify a location for the alias.

Page Setup...

Choosing Page Setup opens a dialog box that lists standard Macintosh page setup options, which vary according to the printer type selected under the Chooser desk accessory.

Print... (⌘-P)

Choosing Print opens a dialog box that lists standard Macintosh printing options, which vary according to the printer type selected under the Chooser desk accessory. Options unique to Search are found in the bottom section of the dialog box.

When a LaserWriter® printer is selected in the Chooser, the Print dialog box conforms to standard LaserWriter printing conventions.

LaserWriter "NTR" 7.1.2

Copies: 1 Pages: All From: [] To: []

Cover Page: No First Page Last Page

Paper Source: Paper Cassette Manual Feed

Print: Black & White Color/Grayscale

Destination: Printer PostScript® File

Print selected items only Print Headers

Print: Text List Thumbnails Actual Images

Size: Small Large Actual Size (1 per page)

Print Cancel

The following Search options are found in the bottom portion of the Print dialog box.

- **Print selected items only** –choose this option to print only the catalog records you have selected. Otherwise, all the records in the active catalog window will print.
- **Print headers** –choose this option to print the column headers such as file name, file type, and so forth.
- **Print Text list** , **Thumbnails** , or **Actual images** –select how you want the records to be printed. If you print thumbnails, file types are listed with the thumbnails in the printout.
- **Size** –Small, Large, or Actual Size (1 per page)–choose the printing size for the thumbnails or actual images.

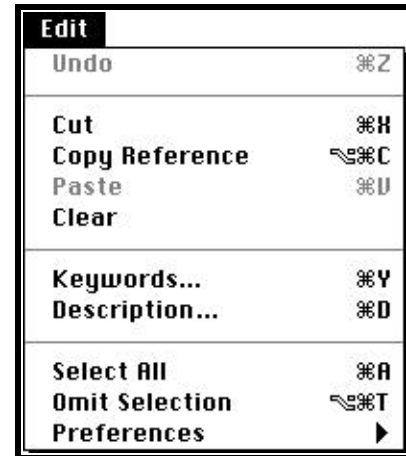
Selecting Small means that the images will print the size of the on-screen thumbnails. Selecting Large means that images will print twice the size of the on-screen thumbnails. Printing at Actual Size means that original files will print in their actual size.

Note: *If the actual size of an original file is larger than the paper size, the image will print cropped at the paper's edge.*

Quit (⌘-Q)

Choosing Quit causes Search to close all currently open windows and then itself.

The Edit Menu



while holding down the Option key

Undo (⌘-Z)

Choosing Undo lets you undo an action and return to the state that existed prior to that action. When Undo is not applicable to a certain action, it is dimmed in the Edit menu.

Cut (⌘-X)

When catalog windows are active, choosing Cut removes selected records from the active catalog and places them in the Clipboard, ready to be pasted into another catalog. If you were to view the Clipboard, you would see the pathname for each cut record. You can also cut text in the Edit Description and Edit Keywords dialog boxes.

To select multiple records for cutting, hold down the Command key to select one record at a time and the Shift key to select a range of records.

Note: *The Clipboard is a temporary storage area for records and can only hold one set of records at a time. If you perform another cut*

on a different set of records, those records will replace the records you first cut to the Clipboard.

Copy (⌘-C)

When catalog windows are active, the Copy command can duplicate selected records and move the duplicates to a different catalog, leaving the original records intact.

You can copy the contents of a catalog's Catalog Info window or an original file's File Info window to the Clipboard.

Previews or portions of previews can be copied to the Clipboard and pasted into other documents or applications. Graphics previews are copied as PICTs, QuickTime movies are copied as both a PICT and a movie. Text is copied as raw text, without any formatting.

The Copy command can also be used to copy text when editing keywords or descriptions.

Copied items are stored in the Clipboard until they are pasted. However, if you perform another copy before the current Clipboard items are pasted, the items will be replaced.

Copy Reference (- ⌘-C)

The Copy Reference command is used to place the original file references from selected records into the Clipboard. From there, they can be placed into documents in other applications. The procedure for placing copied references varies from application to application, so you'll need to refer to the documentation of the receiving application for specific instructions.

You must hold down the Option key while viewing the Edit menu in order to access this command.

Paste (⌘-V)

Choosing Paste places the current Clipboard contents. Cut or copied records can be placed into a new catalog. Copied previews or selected portions of previews can be placed into other documents. Cut or copied text can be pasted while editing keywords and descriptions.

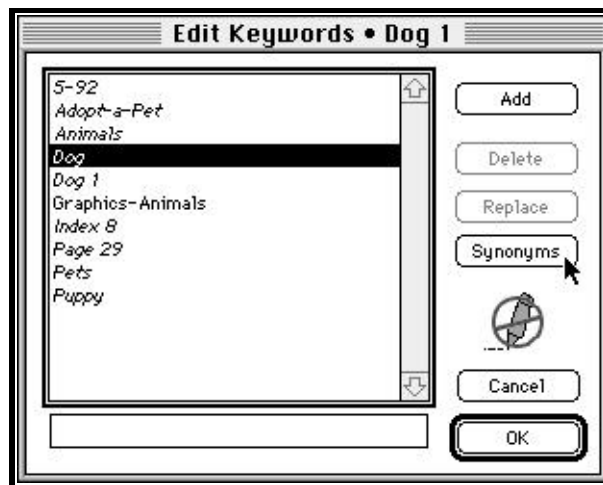
Note: *When you paste, Search copies the information contained in the Clipboard. Since the information has not been removed from the Clipboard, you can paste the same data into multiple catalogs or documents.*

Clear

Use the Clear command to delete selected catalog records or selected text.

Keywords... (⌘-Y)

Use the Keywords command to customize the keywords list in each catalog record. The following dialog box appears after you select a record and then choose Keywords from the Edit menu or press ⌘-Y:



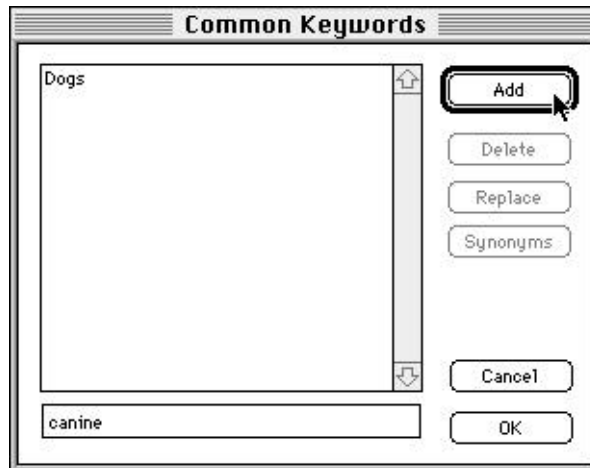
You can add, replace, or delete the keywords that appear in plain text, but italicized keywords cannot be edited; they are provided by the manufacturer and are locked.

Click the Synonyms button to add the synonyms of the selected keyword to the list. Don't forget to click OK to save any changes made in this dialog. Click cancel to exit the dialog without accepting changes.

Editing keywords is an option that can be limited through security options. In addition, if Search does not locate LockServer software launched on the network while you are in multiple-user mode, the Keywords command will be restricted.

Common Keywords... (⌘-Y)

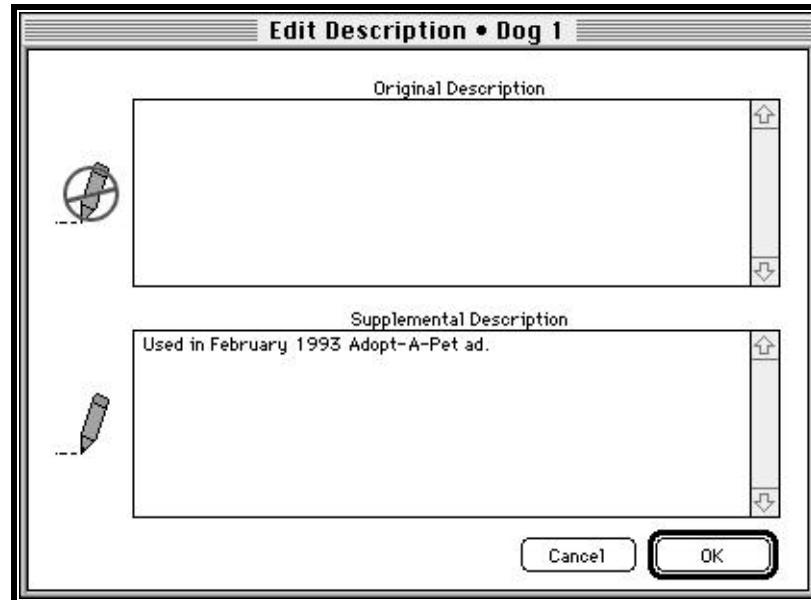
Use this command to edit keywords across multiple files. This command replaces the Keyword command in the Edit menu when you have two or more records selected. After you choose Common Keywords, the following dialog box is displayed:



You can add, replace, or delete the keywords that appear in plain text. Italicized keywords cannot be edited because they are provided by the manufacturer and are locked.

Description... (⌘-D)

You can add your own descriptions to records by choosing Description and then adding the description in the following dialog box.



Some original files may come with original descriptions that the manufacturer included, and these descriptions cannot be edited. However, you can add supplemental descriptions to your catalog records. Use the Cut, Copy, Paste, Clear, and Select All commands to edit descriptions text across multiple records.

Editing descriptions is an option that can be limited through the security options. In addition, if the LockServer software is not running on the network while you are in multiple-user mode, the Description command will not be available.

Select All (⌘-A)

Use Select All to select all the records in the active catalog or in the active set of search results. You can then cut or copy the records to another catalog or copy or send their references. Select All can also be used in text dialogs, like the Description and Keywords dialog boxes.

Reduce to Selection (⌘-T)

This feature allows you to reduce the number of records being viewed at one time by showing only the selected records. You can then use the different Find commands under the Search menu to change found records.

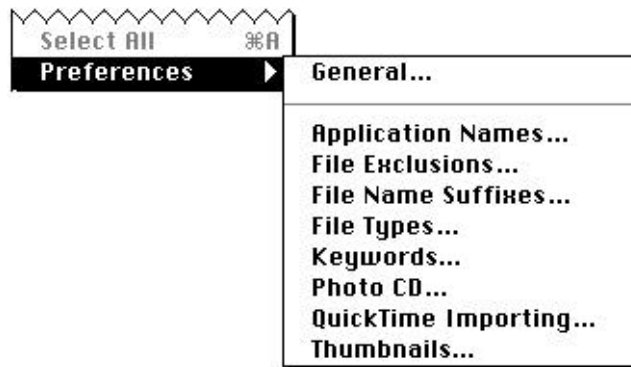
Omit Selection (-⌘-T)

With this feature, you can reduce the number of records you are viewing by removing the selected records. You can then use the different Find commands under the Search menu to change found records.

You must hold down the Option key while viewing the File menu in order to access this command.

Preferences

As you choose Preferences from the Edit menu, the following submenu is displayed:



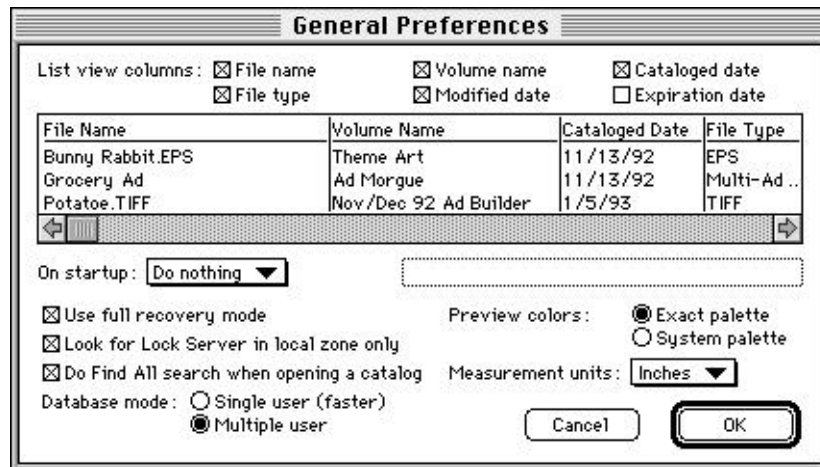
Choose one of the Preferences categories listed to display its specific dialog box. In each dialog box, you set a variety of options that universally affect cataloging and searching.

Preferences are global, meaning that once set, they affect all open catalogs and all subsequent catalogs you open or create. Preferences

settings are saved in the Search 3.1.1 Preferences file in the System folder.

General Preferences

Choosing General from the Preferences submenu brings up the General Preferences dialog box. Any user can customize his or her workstation using General preferences.



- **List view columns**– By selecting the appropriate checkboxes, you designate which file information is listed in standard view and the order in which it is displayed. Use the grabber hand to drag columns into the order you want them, and adjust the column widths by clicking on the lines between the columns and dragging them to the desired width. A dotted line may appear, designating the right page boundary if you were to print.

- **On startup**– Choose from the following options:

Do nothing –double-clicking on the Search icon starts the program and displays the menu bar at the top of the screen.

Open default catalog –choosing this option displays a directory dialog box where you select the default catalog. The catalog's pathname is displayed in the field to the right of the pop-up menu. You can select a different default by clicking on this field or by clicking on the “Open default catalog” field when

“Open default catalog” is selected. When you double-click the Search icon, Search opens the default catalog.

Do “Open...” command –double-clicking on the Search icon starts Search and displays a directory dialog box so that you can choose which catalog to open.

Do “New...” command –double-clicking on the Search icon starts Search and displays a directory dialog box in which you can specify a name and location for a new catalog.

- **Database mode**– Specify whether your workstation will operate in single-user or multiple-user mode. In a multiple-user environment, multiple-user mode allows any number of users to access the same catalogs, previews, and original files simultaneously. However, to protect a catalog’s accuracy and save it from unwanted changes, any Search functions that can alter a catalog are automatically restricted in multiple-user mode.

In single-user mode, you are unable to access catalogs that are being used by others. However, once a catalog is open, you can access all Search functions, including those that can change catalogs, unless security options have been set. Please see “Setting security options” in Part Three for more information.

To use Search in a multiple-user environment, LockServer software must be running on any single workstation connected to the network. This software is a small Search utility that monitors simultaneous use of a Search datafile. It was placed into your Search 3.1.1 Folder during the Search installation process.

If the LockServer is being used incorrectly, you will get one of the following on-screen messages when you try to open a catalog:

- *Catalogs will be opened with read-only permission since no LockServer could be found on the network.* Keep in mind, however, that multiple users can browse, search, and copy references (read-only functions) more quickly without the LockServer turned on, so there may be times when you want to leave it off.

- *Catalogs will be opened with read-only permission since more than one LockServer was found on the network* If this is a constant problem for you, you can select the “Look for LockServer in Local Zone only” option in General preferences. You must then make sure that only one LockServer is running in the local zone.

If you keep getting one of these messages and you shouldn't be, please check with your catalog administrator.

Note: *You must restart Search after changing between single and multiple-user modes.*

- **Use full recovery mode**— When Full Recovery is selected, Search creates a file called *catalogname • i* to back up a catalog during any modification process. This file contains a safety image of the original catalog and is removed upon the successful closure of the original catalog. While this protection may make the program run slower, it does make it safer. It is highly recommended that you take advantage of this feature.

Note: *You must restart Search after changing this setting.*

- **Look for LockServer on local zone only**— When you select this option, Search saves time by looking for the LockServer in the local zone only. If Search doesn't find the LockServer in the local zone or if it finds more than one, catalogs are opened with read-only permission; you can only browse and search records.

If you do not have this option selected, Search looks for LockServer in all zones. This generally takes more time than looking in the local zone only, and if Search finds LockServer running on more than one zone, catalogs will be opened with read-only permission.

- **Do Find All search when opening catalog**— Leave this option—which is only available in multiple-user mode—unselected for quicker work over a network. When this option is not selected, Search opens catalogs but does not load and displaying all of the catalog's records. You can then find and display only the records you want.

- **Preview colors**– If your monitor is only capable of 8-bit (256 colors) color display, previews can be viewed by using their Exact color palette or the System palette.

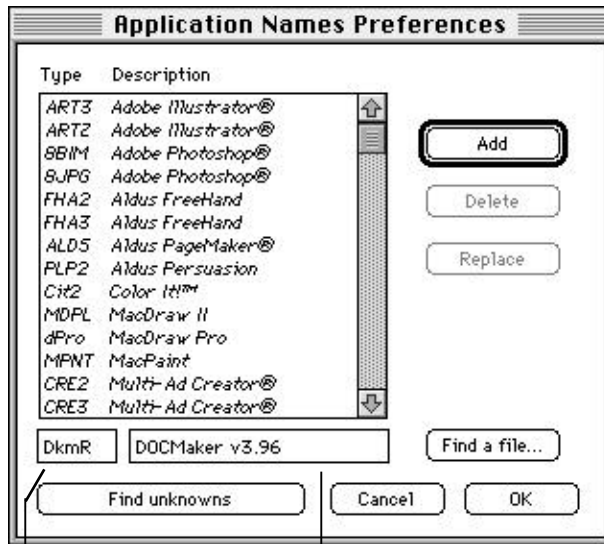
When you choose Exact palette, the frontmost preview is displayed using its own colors. However, other open preview windows will share the palette of the active preview window, which may cause some distortion of colors in the other previews. In addition, each time you bring a different window to the front, all of the preview windows are redrawn using the color palette of the newly activated window. This can slow you down.

If you choose the System palette, all previews use the same colors. While color might not be as accurate, you can move from preview to preview faster because the previews don't have to be redrawn each time you select a different preview window.

- **Measurement units**– Original file dimensions, found in the File Info window, can be listed in inches, points, picas, millimeters, and centimeters.

Application Names Preferences

Choose Application Names from the Preferences submenu in the Edit menu to view the application types that Search identifies as file creators. You can add applications for Search to identify as original file creators.



Application
type field

Application
description field

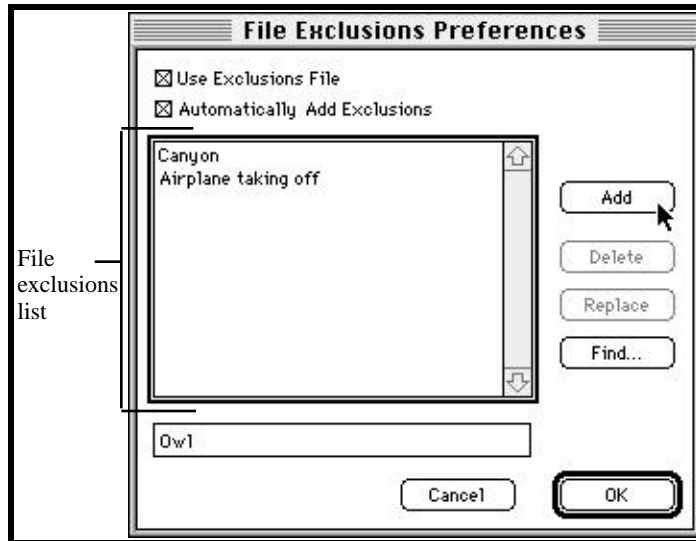
Italicized application types are built into Search and cannot be edited. Additional types are shown in plain text and can be added, deleted, or replaced using the editing buttons to the right of the list and the fields below it.

If an application is described as “Unknown” beside its four-letter application type, it means that Search has not yet identified what application was used to create the cataloged files that contain the four-letter application type, or code.

To identify unknown file creators, click Find unknowns. Search then looks through all currently mounted applications to identify and list the specific application that belongs with the four-letter code. Once located, Search replaces “Unknown” with the appropriate application description. This description is now used in the File info window and the file information box in Standard and Thumbnail view to identify file creators.

File Exclusions Preferences

Choosing File Exclusions from the Preferences submenu displays the following dialog:



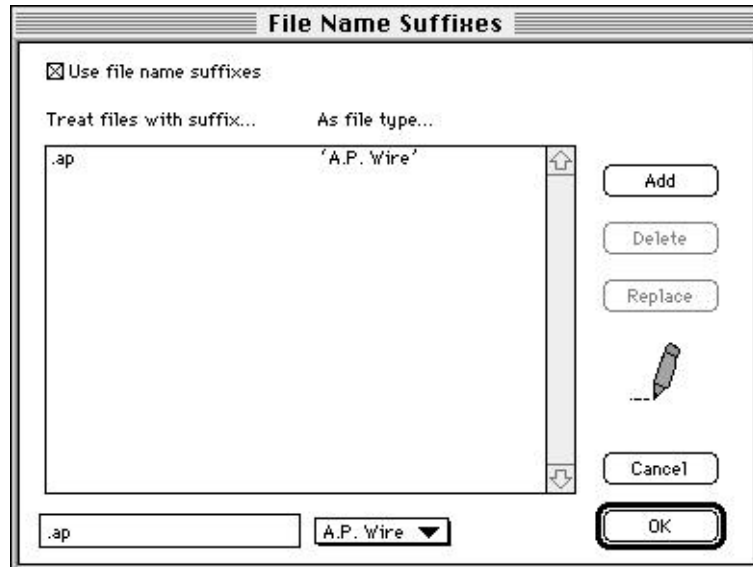
Select the “Use Exclusions File” checkbox when you want Search to skip the file names in the File exclusions list when adding to or updating a catalog. To add a file to the File exclusions list, enter its file name and click Add. Click OK to accept your changes and exit the dialog box.

Note: To exclude an entire file type, you would deselect that file type in the Add Files dialog box. Please see “In detail: setting catalog add/update options” in Part Three for details.

When the “Automatically Add Exclusions” checkbox is selected, files that “crash” your catalogs during the cataloging process can automatically be added to the File exclusions file and skipped during the next cataloging attempt. When you restart after a crash, Search will ask you if you want to add the corrupt file to the File exclusions list. While this option slows down the cataloging process, it also saves you from having to hunt down a corrupt file that’s causing problems.

File Name Suffixes Preferences

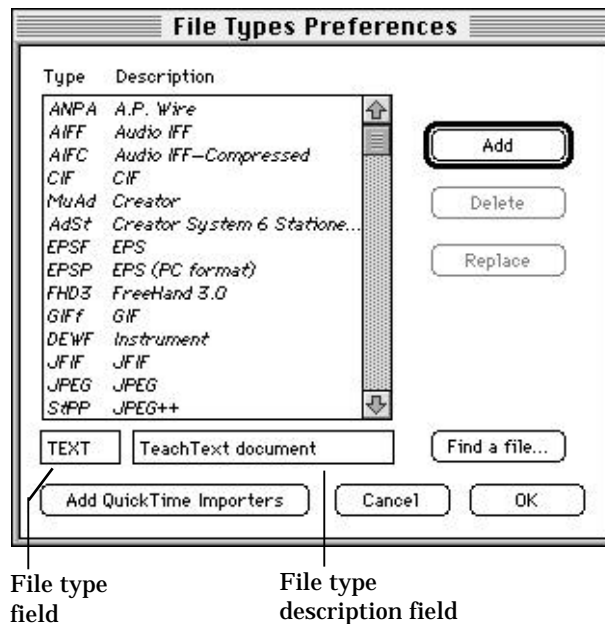
Choosing File Name suffixes from the Preferences submenu displays the following dialog:



Here, you are able to tell Search to treat all files with a particular suffix as a specific file type. Options available in the pop-up menu reflect the list of file types that Search recognizes, including all file types that Search automatically recognizes or any added by the user.

File Types Preferences

Choose File Types from the Preferences submenu in the Edit menu to view the file types that Search can catalog and search by. You can also add new file types to the list.



When discussing file types, please remember the distinction between file types Search *recognizes* (can catalog, search) and those it *supports* (can catalog, search, and provide a preview and thumbnail for). User-added file types are only recognized by Search—with the exception of file types that can be converted to QuickTime movies through QuickTime importers. Thumbnails for user-defined file types consist of their program icon and pathname. Previewing is not possible unless specific criteria, as listed on the next page, are met.

Note: *Italicized file types are built into Search and cannot be edited. User-defined file types are shown in plain text and can be added, deleted, and replaced using the editing buttons to the right of the list and the fields below it.*

Search automatically *supports* the following file types:

<u>Type</u>	<u>Name</u>
AIFF	Audio IFF (sound file)
AIFC	Audio IFF-compressed (sound file)
EPSF	EPS
EPSP	EPS (PC format)
GIF	GIF
DEWF	Instrument (sound file)
PNTG	MacPaint
8BIM	Photoshop 2.0
8BPS	Photoshop 2.5
PICT	PICT
RIFF	RIFF
SFIL	snd Suitcase (sound file)
FSSD	SoundEdit (sound file)
jBI	SoundEdit Pro (sound file)
sfil	System 7 Sound (sound file)
TEXT	Text
TIFF	TIFF

Search automatically *recognizes* the following file types, and it will *support* them if the criteria in the Special notes are met:

<u>Type</u>	<u>Name</u>	<u>Special notes</u>
AdSt	Creator System 6 Stationery	-preview must be saved with original file
CIF	CIF	-preview must be saved with original file
JFIF	JFIF	-requires QuickTime
JPEG	JPEG	-requires QuickTime
moov	Movie	-requires QuickTime importing
Moov	QuickTime movie	-requires QuickTime
MuAd	Creator	-preview must be saved with original file

PCDI	Photo CD	-requires System 6.05, 32-bit color QuickDraw, and a 68020 processor or better
PICS	PICS	-requires QuickTime importing
ALB5	PageMaker 5.0	-preview must be saved with original file
PRS2	Persuasion 2.0	-preview must be saved with original file
StPP	JPEG++	-requires QuickTime
trak	Audio CD	-requires QuickTime importing

Note: *The file types supported through QuickTime importing will vary with the version of QuickTime being used. Additional file types that come with future versions of QuickTime can be added to the File types list by clicking the “Add QuickTime Importers” button in the File Types preferences dialog box.*

Since these importers can convert certain file types to QuickTime movies—a file format that Search automatically recognizes and supports—these file types can be thumbnailled and previewed by Search.

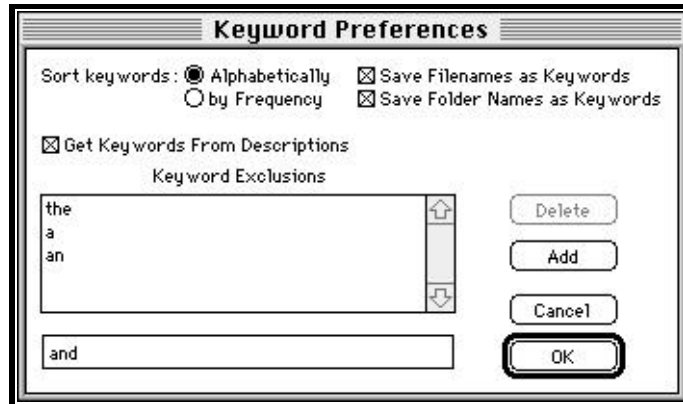
Search *recognizes* the following file types but does not support them:

<u>Type</u>	<u>Name</u>
ANPA	AP Wire
FHD3	Freehand 3.0

Any user-defined file types

Keywords Preferences

Choosing Keywords from the Preferences submenu displays the following dialog box:

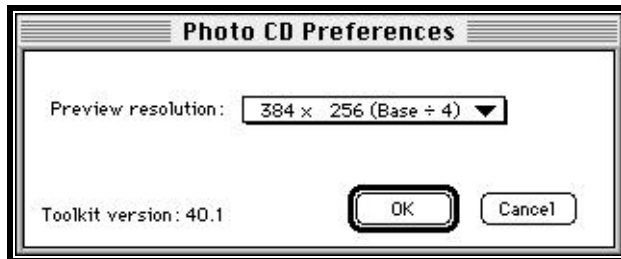


In this dialog box, you specify keywords options that affect both cataloging and record display.

- **“Sort keywords” option**– Use this option to specify how you want keywords displayed in the Keywords box in the Thumbnail or Standard List views—alphabetically or by frequency.
- **“Save filenames as keywords” option**– To include the name of each file as a keyword in its catalog record, make sure this option is selected.
- **“Save folder names as keywords” option**– To include the name of the folder containing each file as a keyword, select this option.
- **“Get keywords from descriptions” option**– If a record’s description contains important words that you want included in the record’s keyword list as well, click the checkbox next to this option. Search will break a description down into keywords.
- **Keyword Exclusions list**– When using the “Get keywords from descriptions” option, you can tell Search to skip words such as “a” or “the” by adding them to the Keyword Exclusions list. In this way, you prevent meaningless words in descriptions from crowding your keywords list.

Photo CD Preferences

Choosing Photo CD from the Preferences submenu under the Edit menu displays the following dialog:

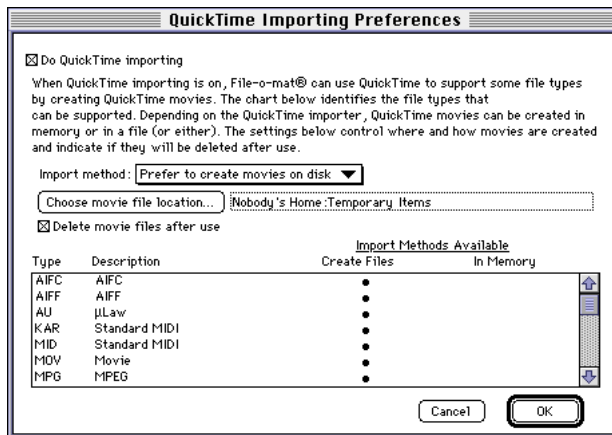


Here, you can change the resolution for previews of Photo CD files. As you increase the resolution, you also increase the amount of memory needed to display the preview and increase the time it takes to produce the preview.



QuickTime Importing Preferences

When QuickTime is installed, choosing QuickTime Importing from the Preferences submenu displays the following dialog box:



QuickTime importing allows Search to support file types it normally could not by converting certain file types to QuickTime movies—a file type Search does support. Through this conversion, Search is able to provide thumbnails, previews, and File Info windows for the file types the importers can convert.

- **“Do QuickTime importing” option**– Click the checkbox next to this option to activate or deactivate importing.
- **Import method**– In order to preview the file types listed, they are converted into movies by the importers. These movies can be created in files or in memory, depending on the file type. The information under the **“Import methods available” heading** tells whether a file type can be converted into a movie file, a movie in memory, or both.

From the Import method pop-up menu, specify whether movies should be created in files or in memory. The following options are available:

Prefer not create movie files –when this option is selected, movies are created in memory whenever possible. If the file type—such as a “trak” file—dictates that movie files must actually be created, the files will be created in order to preview or create a thumbnail for the file.

Prefer create movies files– when this option is selected, movies will be created in files whenever possible. However, if the file type dictates that movies must be created in memory, memory will be used to preview or create a thumbnail for the file.

Never create movie files –when this option is selected, movies will be created in memory only. You will be unable to preview a file type that requires the creation of movie files for its conversion.

Always create movie files– when this option is selected, movies will be created in files only. You will be unable to preview a file type that requires movies created in memory only for its conversion to QuickTime.

The selections you make here are affected by hardware capabilities. If you are limited in terms of memory available but have ample storage space, you may want to create as many movie files as possible.

- **Choose movie file location**— click this button and in the subsequent dialog box, specify a location for any movie files that are created.
- **Delete movie files after use**— when this option is selected, any movie files created to preview or produce a thumbnail for an original file are deleted after you close the preview or after the thumbnail is created.

Note: *Since sound files do not have graphic thumbnails, importers do not need to be added before cataloging them. If the importers are not added before previewing sound files, you may get a preview window other than the standard QuickTime sound preview.*

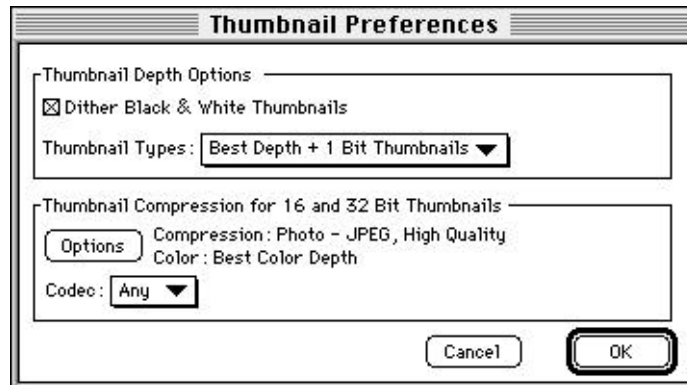
Note: *The file types PICT and Text are already supported by Search and therefore do not require that importers be added either before cataloging or before previewing. They are listed here because they are also supported by QuickTime importers.*

As future versions of QuickTime become available, you will be able to take advantage of any additional importers by simply clicking the “Add QuickTime Importers” button in the File types preferences dialog box.

Note: *QuickTime importing has no effect on file types that Search automatically supports.*

Thumbnail Preferences

Choosing Thumbnail from the Preferences submenu displays the following dialog box:



When the “Dither black & white thumbnails” option is selected, black-and-white thumbnails use dot patterns to simulate levels of gray. Dithering is a slower process, but it displays a more realistic view of color depth on black-and-white monitors.

From the Thumbnail Types pop-up menu, select thumbnail bit depth level. This is the depth the thumbnails are stored and displayed at. You have the following options:

- Select All—creates 1-bit, 8-bit, 16-bit, and 32-bit thumbnails for all files.
- Best Depth—automatically creates the best thumbnail possible.
- Best Depth plus 1-bit—creates the best thumbnail possible plus a 1-bit thumbnail, making it possible to view catalogs on machines with varying display capabilities.
- 1-Bit—creates 1-bit thumbnails in addition to any other bit depth level selected.
- 8-Bit—creates 8-bit thumbnails in addition to any other bit depth level selected.
- 16-Bit—creates 16-bit thumbnails in addition to any other bit depth level selected.
- 32-Bit—creates 32-bit thumbnails in addition to any other bit depth level selected.

Note: You can select any combination of 1-bit, 8-bit, 16-bit, or 32-bit levels.

In Search, all thumbnails are compressed and decompressed to save space. When QuickTime is available, Search takes advantage of its compression capabilities (see “Thumbnail compression options,” below). When QuickTime is not available, the compression method used by Search is not as efficient and results in larger catalogs. Therefore, if catalog size is an issue and QuickTime is not available, you may need to limit the number of 16- and 32-bit thumbnails created.

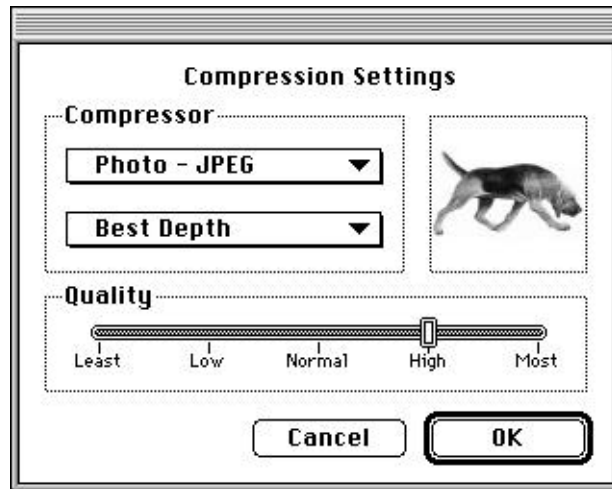


16- and 32- bit thumbnail compression options

These thumbnail compression options are available only when QuickTime is available. And, while the default settings will work fine in most situations, users may want to experiment with the different options as time permits. A word of caution: experiment with these settings on practice catalogs. Don't waste your time creating huge catalogs containing thumbnails that you wish were different once cataloging is complete!

Note: *Unless you are very familiar with QuickTime compression methods and understand each method's benefits and limitations, you will find it best to use the default settings.*

Click the Options button and a dialog box like the following is displayed:



Compression settings

Compression settings are furnished by Apple and QuickTime. You can change these options before cataloging different kinds of file types if you know that a specific method will work better for a specific file type. However, the default settings will work best in most cases.

Note: *The methods listed in the top pop-up menu may vary with different versions of QuickTime.*

Note: *The default setting, Photo-JPEG, emphasizes thumbnail quality over compression speed. This is the best choice in most situations because JPEG compression is available in most versions of QuickTime. Therefore, 16- and 32-bit thumbnails compressed with this option can be compressed and decompressed on machines with varying versions of QuickTime.*

Compression type

Within certain compression settings, there may be different types of compressors/decompressors. For instance, if there is more than one compressor/decompressor type available within the JPEG, all of them—because they are JPEG—would make thumbnail quality a priority over speed, but one type may be faster than the others while one type may compress better than the others.

Select from the following compression types in the Codec pop-up menu:

- **Any**– arbitrarily chooses a compressor/decompressor type from among those available.
- **Fastest**– chooses the compressor/decompressor type that emphasizes compression speed over thumbnail quality
- **Best Fidelity**– chooses the compressor/decompressor type that emphasizes thumbnail quality over compression speed
- **Best compression** –chooses the compressor/decompressor type that emphasizes creating the smallest possible thumbnail over quality and speed.

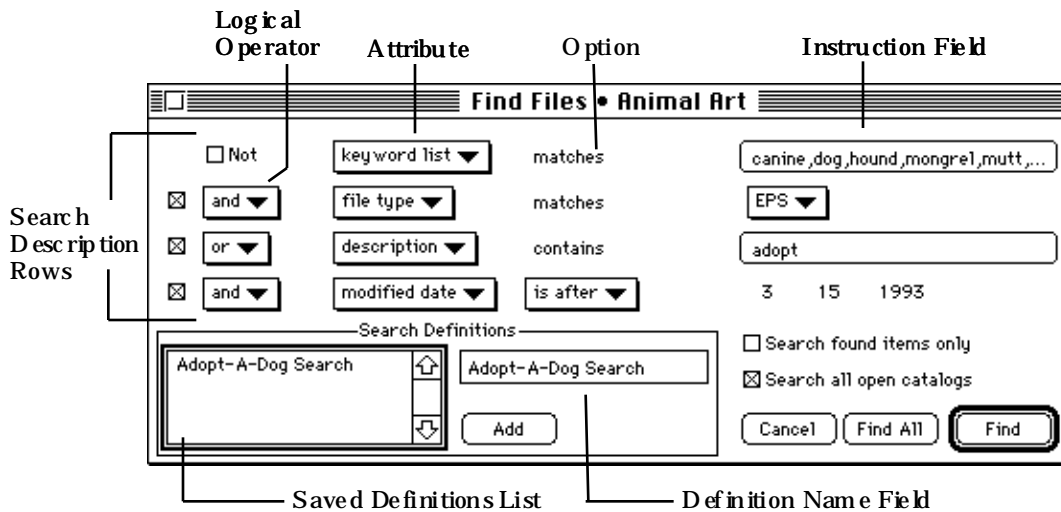
Note: Compressor methods may or may not have more than one compression type available.

The Search Menu

Search	
Find...	⌘F
Find All	⌘G
Find Previous	
<hr/>	
Dog Search (TIFF)	⇧⌘0
Adopt-A-Dog Search	⇧⌘1

Find... (⌘-F)

Catalog searches are invoked, defined, edited, and saved in the following dialog box:



You set your search criteria in the search description rows. With up to four levels of search criteria possible, searches can be made as general or as specific as you'd like.

Each search description is made up of the following information:

- Logical operators** –in the pop-up menu, choose from the logical operators, which are the words *and*, *or*, and *and not*, to expand or reduce the search domain. For instance, a search description asking for graphics that have *dog or cat* as a keyword would retrieve more records than one that asked for graphics that have *dog and cat* as keywords. With the first search, you would get all records with either *dog or cat* as a keyword. With the second search, you would get only the records that had both *dog and cat* as keywords.
- Record attribute** –select one of the following attributes to search by from the pop-up menu in each description row: *keyword*, *smart keyword*, *file name*, *file type*, *volume*, *cataloged date*, *modified date*, *expiration date*, *keyword list* or *description*. The attribute chosen determines the options available in the rest of the search description.

- **Modifying option**– modify the attribute chosen by selecting one of the following options from the pop-up menu: *matches*, *begins with*, *ends with*, *contains*, *is before*, or *is after*. The modifying options available depend on what attribute you are searching by. For instance, if you are searching by catalog date, you can modify the request by asking Search to look for a date that *matches*, *is before*, or *is after* a date you enter in the instruction field.
- **Instruction field** –enter specific information about the search attribute. If you are searching by date, enter the date you want the search to be based on. When you search by file type, you choose the specific file type from the pop-up menu.

You can “Search found items only” by clicking the checkbox next to this option. In this way, you can perform a “cascade” search; you continue to narrow the number of potentially usable files by searching only the records found by the previous search.

A special feature in Search is its ability to search all open catalogs, not just the catalog in the active window. Simply click the checkbox next to the “Search all open catalogs” option. Up to 10 catalogs can be open at once.

Use the Find button to activate a search and the Find All button to retrieve all the catalog records.

Search descriptions can be saved as Search Definitions. You can save frequently used search definitions so that you do not have to type them in each time you want to use them. Once added, a search definition appears in the search definitions list and is listed in the Find menu along with the keyboard shortcut that Search automatically assigns to it. You can then activate the search by choosing the saved definition from the Find menu or by pressing its keyboard shortcut.

Find All (⌘-G)

Use this command to retrieve and display the records of the entire catalog in the active catalog window.

Find Previous

Choosing Find Previous retrieves and displays the records of the search that immediately preceded the search for the records currently displayed.

Saved Search Definition names (-⌘-*n*)

Choose the name of a saved search definition to activate that search on the active catalog. Or, you can press the saved definition's keyboard shortcut, -⌘-*n*, with *n* being the number from 0 to 9 that Search assigns to the saved definition.

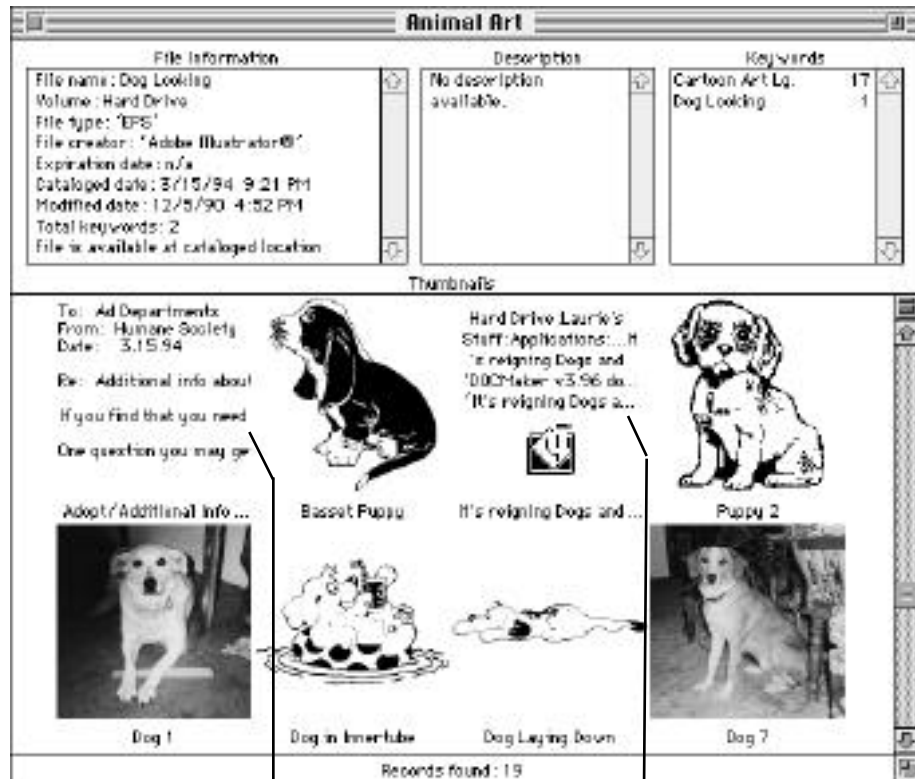
The Window Menu



Entire catalogs or records retrieved from the catalogs are displayed in either thumbnail or standard view. You switch between the two views in the Window menu. In either view, the records provide comprehensive information about the original files and the ability to access them for previewing and for using in other documents. For a more detailed account of working in the view windows, please refer to “Viewing search results” in Part Four of this user’s guide.

Use Thumbnail View (⌘-\\)

In thumbnail view, you can visually browse the thumbnails of original files. The window can be resized to view more or fewer thumbnails.



Thumbnail of a text file

Thumbnail of an added file type; note pathname and application icon

Besides displaying original files in rows of thumbnails, the thumbnail view window contains the following features:

- **File Information box** –lists the file information of the selected thumbnail's original file: its file type, file creator, cataloged date, and so forth. The last line in the File Information box tells if your file is available at the cataloged location. You cannot manipulate or print an original file if it is not mounted.

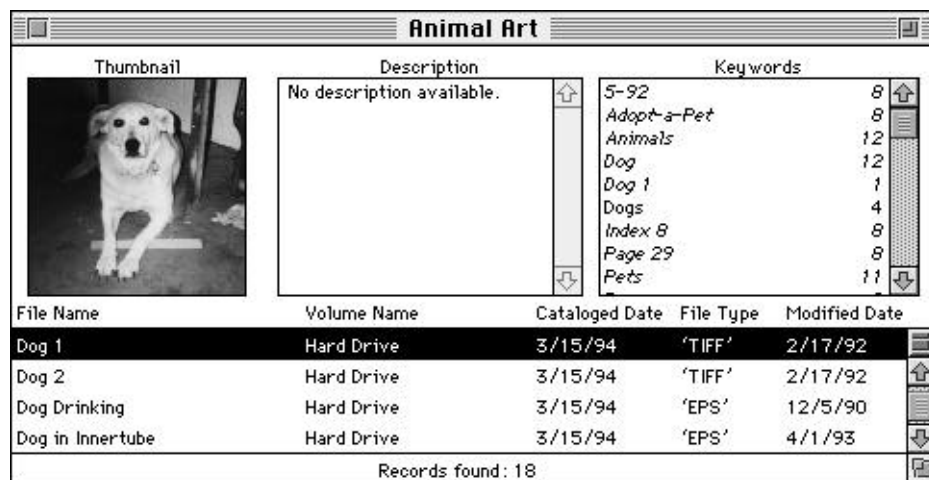
- **Description box** –lists manufacturer and user descriptions of the selected record. Descriptions added by the manufacturer are locked and cannot be edited. Double-click on this box to bring up the Edit Description dialog box.
- **Keywords box** –lists the selected thumbnail’s keywords, both those of the manufacturer and those of the user. Italicized keywords were added by the manufacturer and cannot be edited. Keywords are listed by frequency or alphabetically, depending on the option selected in Keywords preferences.

You can search by any keyword in the list by double-clicking on it. You can bring up the Edit Keywords dialog box by ⌘–double-clicking on the Keywords box.

When you click the Window View Toggle button, located at the top of the vertical scroll bar, the File Information, Description, and Keywords boxes are replaced with additional thumbnails. Click once on the toggle button to change the view window.

Use Standard View (⌘-\)

In standard view, records are displayed in rows of textual information, such as file name, file type, volume, cataloged date, and so forth of their original files. You can sort the record list by the contents of any of these columns by clicking on that column’s heading.



The original file information in the record rows is supplemented by the following features.

- **Thumbnail box** –displays the thumbnail of the selected record.
- **Description box** –lists manufacturer and user descriptions for the selected record. Descriptions of the manufacturer cannot be edited. You can edit user-added descriptions by double-clicking on this box and then entering additional information in the supplemental description field.
- **Keywords box** –lists the keywords of the selected record. Italicized keywords are those of the manufacturer and cannot be edited. User-added keywords are in plain text. Keywords are listed alphabetically or by frequency, depending on which option is chosen in Keywords preferences.

You can search by any keyword in the list by double-clicking on it. You can edit the keywords in plain text by ⌘—double-clicking on the Keywords box.

When you click the Window View Toggle button, located at the top of the vertical scroll bar, the Thumbnail, Description, and Keywords boxes are replaced with additional record rows. Click once on the toggle button to change the view window.

Sort

Sort records by choosing Sort and then selecting the attribute to sort by from the submenu that appears as you hold down the mouse and drag it to the right.

You can sort by any of the following attributes: file name, volume name, cataloged date, file type, modified date, or expiration date. In the standard view window, you can also sort the records by the contents of any column by clicking on the column header.

Show Clipboard

Choosing Show Clipboard displays the contents of the Clipboard. If you are copying catalog records or copying references, the Clipboard

contents will be the pathnames of the original files. If you are copying a preview or a selected portion of a preview, the Clipboard contains the image. The Clipboard may also contain text copied or cut when editing keywords or descriptions.

Note: *Since the Clipboard is only a temporary storage area, items in the Clipboard are replaced by any items sent to the Clipboard in a subsequent command.*

Catalog names

Select the active catalog from among multiple open catalogs by choosing its name from the Window menu. Search also assigns a number from 0 to 9 to open catalogs so that you can move between catalogs by using a keyboard shortcut.

Preview • *Record name*

All open preview windows are listed in the Window menu. To make a preview window the active and frontmost window, choose its name from the Window menu.

File Info • *Record name*

All open File Info windows are listed in the Window menu. To make a specific File Info window the active, frontmost window, choose its name from the Window menu.

The Admin Menu



Security Options...

With Search's Security Options command, you can set varying levels of security for individual catalogs. Setting security options protects catalog accuracy when users are in single-user mode because any command that can be used to change catalog records can be restricted. When security options are in effect, the Password command becomes the only command available in the Admin menu. Menu commands designated as off-limits are then dimmed and cannot be accessed unless the password is entered. In the following dialog box, you need to designate which commands users are able to perform.



Users in single-user mode can be permitted to do the following without a password:

- Edit keywords
- Edit descriptions
- Add files to catalogs
- Delete files from catalogs—the Delete Original command is automatically unavailable when this option is not selected.
- Update/purge catalogs—the Move Original command is automatically unavailable when this option is not selected.
- Import catalogs
- Check/Repair catalogs

Most of these commands are automatically restricted when a workstation is set to multiple-user mode, which is done in the General Preferences dialog box. However, if the LockServer program is running properly, keywords and descriptions can be edited in multiple-user mode unless they have been restricted under security options. You can also add files to or delete records from a catalog in multiple-user mode unless these features are restricted under security options.

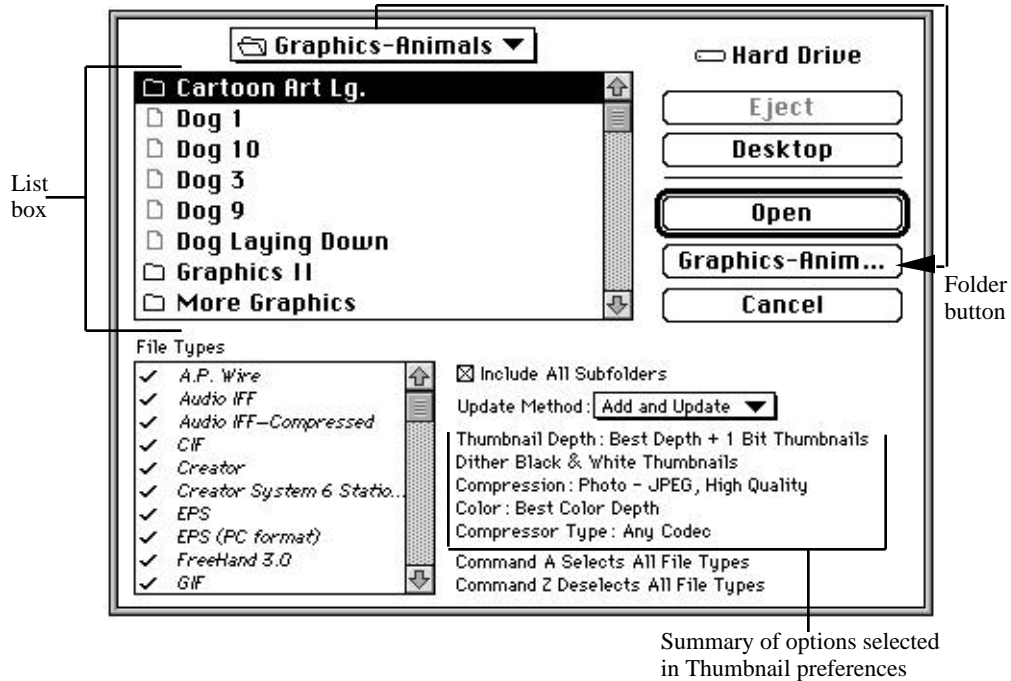
Note: *You must close and reopen a catalog for security option changes to take effect.*

Password...

This becomes the only option available in the Admin menu when security options are in effect. To gain access to restricted commands, choose Password and then enter the password.

Add Files...(⌘-A)

Choosing Add Files brings up the following dialog box, where you specify files, folders, or volumes to be added or updated in your catalogs. Other add and update options are also set here.



Add/Update options to be set include the following:

- **File types** –from the scrolling list, click on the file types to select or deselect files to be added or updated. Any user-defined file type you have added in File Type preferences is available here, along with the built-in selections.
- **Include all subfolders** –click this checkbox to include all folders within the folder you want to add to the catalog.
- **Update method** –choose from the following in the pop-up menu:
 - Add Only–records of new files are added.
 - Add & Update–records of new files are added; records from changed files are updated.
 - Update Only–records of changed files are updated.

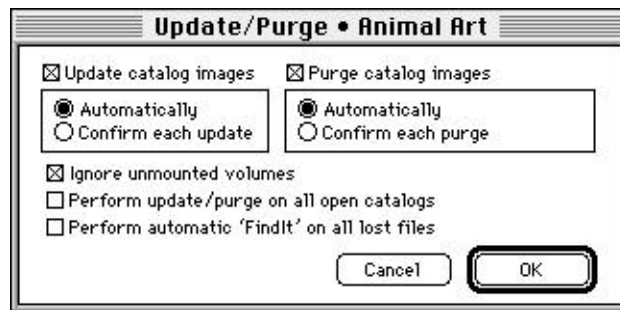
Force Update—records of files are updated even if the files haven't been changed.

Delete Records... (- ⌘ - D)

Choosing this command will delete selected records from the active catalog. Original files, however, are not deleted.

Update/Purge Catalog... (- ⌘ - U)

Choosing the Update/Purge Catalog command brings up the following dialog box:



When you update with this command by selecting the “Update catalog images” checkbox, Search begins with the catalog record and compares it to the original file. If the original file is different from the record, Search updates the record.

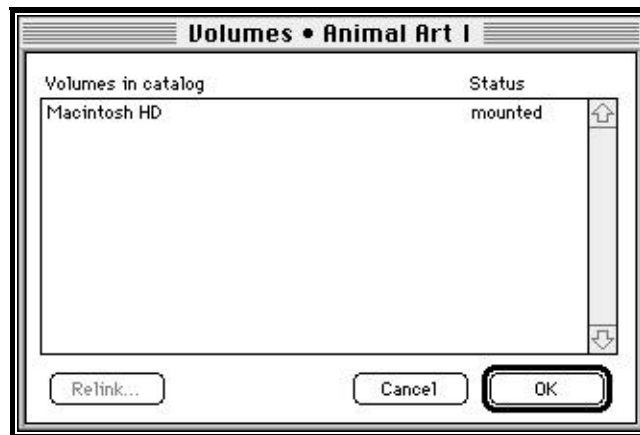
However, if an original file has been moved or is not mounted, Search cannot make the comparison and will assume no changes need to be made to the record (Be careful: if you are running the purge command at the same time, Search will delete the record.) You can tell Search to automatically update any record that needs it, or you can request that each update first be confirmed by you. You can also tell Search to “Ignore unmounted volumes” when updating. When the “Perform automatic ‘Find It’ on all lost files” option is selected, Search will try to locate files not found at their cataloged location. If Search finds the original file, it automatically updates the catalog with the file’s new location.

Use the “Purge catalog images” to delete records of original files that no longer exist. When purging records, Search begins by looking for the original file. If it cannot be found, Search deletes the record.

As with the update command, you can tell Search to automatically purge records, or you can request that each purge first be confirmed by you. You can also tell Search to “Ignore unmounted volumes” when purging; in this way, records won’t be deleted when Search can’t find the unmounted volume that contains their original files.

You can perform an update/purge on all open catalogs. However, it is an option that is unavailable when in multiple-user mode, and it can be restricted through security options.

Volumes... If you have renamed a volume, use the Volumes command to update the catalog records with the new name of the volume. Otherwise, Search will not be able to locate the original files for previewing or manipulating because it appears that the volume—because of its new name—is not mounted.



Import Catalog...

Before choosing the Import Catalog command, open both the catalog to be imported and the catalog to be imported to. The latter should be the active catalog.



Check/Repair Catalog

If Search crashes while modifications are being made and you are not using the “Full recovery mode” option—as set in General Preferences—this new feature allows you to make some minor repairs to a catalog that seems to be “acting up.”

If you are not using Full Recovery Mode, you should use the Check/Repair option after you re-open a catalog that has been “crashed” by a corrupt graphic. Or, if you notice inconsistencies—like a blank line in a catalog where information should be—it may be time to try Check/Repair to see if it can fix it.

While this option does not give you as good a chance at total recovery as “Full Recovery Mode” does, it may prevent you from having to create an entire catalog over again.

Appendix One • AppleScript Commands

Search 3.1.1 supports AppleScript functions. If you are interested in scripting, please contact your Apple dealer for more information. Specific AppleScripting documentation is available from Apple. For more information on the following AppleScript terms that Search 3.1.1 supports, please open Search as a dictionary from within Apple's Script Editor™:

Required Suite

`open` - Open a catalog
`place` - Add file references to a catalog
`print` - Print a catalog
`quit` - Quit Search
`run` - Run Search

Search 3.1.1 Suite

`addDescription` - Add a description to files that are in a catalog
`addFiles` - Add files to a catalog
`addKeywords` - Add keywords to files that are in a catalog
`aliasOriginal` - Make alias files for files that are in a catalog
`autoUpdatePurge` - Update/purge a catalog
`chooseWindow` - Move a window to the front
`clear` - Remove the selected objects
`closeWindow` - Close a window
`copy` - Copy the selected objects onto the Clipboard
`copyOriginal` - Copy original files that are in a catalog
`countFilesFound` - Return the number of files that are found in a catalog
`countFilesInCatalog` - Return the number of files in a catalog
`countFilesSelected` - Return the number of files that are selected in a catalog
`cut` - Move the selected objects to the Clipboard
`deleteOriginal` - Delete original files that are in a catalog
`editOriginal` - Edit original files that are in a catalog
`find` - Find files in a catalog
`findAll` - Find all files in a catalog

findByDefinition - Perform a pre-defined search on a catalog
findPrevious - Perform the previous search on a catalog
getCatalogKeywords - Return a list of unique keywords for a catalog
getCatalogUsers - Return a list of current users for a catalog
getCatalogVolumes - Return a list of volume names for a catalog
getFileAlias - Return aliases to files in a catalog
getFileCatDate - Return the cataloged dates of files in a catalog
getFileCreator - Return the file creator types of files in a catalog
getFileDescription - Return descriptions of files in a catalog
getFileExpDate - Return the expiration dates of files in a catalog
getFileIndex - Return indexes of files in a catalog
getFileKeywordList - Return the keyword list of a file in a catalog
getFileModDate - Return the last modification dates of files in a catalog
getFileType Srch - Return the file types of files in a catalog
getFileVolumeName - Return the volume names for files in a catalog
moveOriginal - Move original files in a catalog
newCatalog - Create and open a new catalog
omitSelection - "Finds" all unselected records
paste - Paste objects from the Clipboard
printFrontWindow - Print a window
reduceToSelection - "Finds" all selected items
repair - Repair a catalog
revealOriginal - Reveal the files in a catalog
selectAll - Select all objects
selectFileAliases - Select files in a catalog by alias
selectFileIndices - Select files in a catalog by index
selectFileNames - Select files in a catalog by name
sendReference - Send file references to an application
showCatInfo - Display the Catalog Information window for a catalog
showFileInfo - Display Get Information windows for files in a catalog
showPreview - Display Preview windows for files in a catalog
sortCatalog - Sort the files in a catalog

Appendix Two • File Types List

The important distinction to remember when discussing file types is between Search's ability to *recognize* a file type and its ability to *support* a file type. When Search recognizes a file type, it can catalog that file type. When Search supports a file type, it can catalog that file type as well as provide a thumbnail and preview for it.

Search recognizes user-defined file types—with the exception of file types that can be converted to QuickTime movies through QuickTime importers. Search supports these file types because they are converted to QuickTime Movies, a file type that Search automatically supports.

Search automatically *supports* the following file types:

<u>Type</u>	<u>Name</u>
AIFF	Audio IFF (sound file)
AIFC	Audio IFF-compressed (sound file)
EPSF	EPS
EPSP	EPS (PC format)
GIF	GIF
DEWF	Instrument (sound file)
JFIF	JFIF
JPEG	JPEG
StPP	JPEG++
PNTG	MacPaint
PCDI	Photo CD
8BIM	Photoshop 2.0
8BPS	Photoshop 2.5
PICT	PICT
RIFF	RIFF
SFIL	snd Suitcase (sound file)
FSSD	SoundEdit (sound file)
jB1	SoundEdit Pro/16 (sound file)
sfil	System 7 Sound (sound file)
TEXT	Text
TIFF	TIFF

Search automatically recognizes the following file types, and it will support them if the special conditions are met:

<u>Type</u>	<u>Name</u>	<u>Special Conditions</u>
AdSt	Creator System 6 Stationery	-preview must be saved with original file
ANPA	AP Wire	-preview must be saved with original file
CIF	CIF	-preview must be saved with original file
FHD3	FreeHand 3	-preview must be saved with original file
AGD1	FreeHand 4	-preview must be saved with original file
moov	QuickTime movie interchange	-requires QuickTime importing
MOV	QuickTime movie interchange	-requires QuickTime importing
MooV	QuickTime movie	-requires QuickTime
MuAd	Creator	-preview must be saved with original file
Midi	MIDI	-requires QuickTime importing
MPG	MPEG	-requires QuickTime importing
PICS	PICS	-requires QuickTime importing
ALB5	PageMaker 5.0	-preview must be saved with original file
PRS2	Persuasion 2.0	-preview must be saved with original file
XDOC	QuarkXPress	-preview must be saved with original file
trak	Audio CD	-requires QuickTime importing

Note: *The file types supported through QuickTime importing will vary with the version of QuickTime being used. Additional file types that come with future versions of QuickTime can be added to the File types list by clicking the “Add QuickTime Importers” button in the File Types preferences dialog box.*

Search recognizes any user-defined file types but does not support them.

Note: *Thumbnails for user-defined file types usually contain the original file's icon and pathname.*