

Starts Find Fast, a program that creates index files for searching for documents.

Indexes all documents in the drive or folder you specify. It's most efficient to specify a drive or top-level folder than to create smaller indexes for subfolders.

Click to specify the folder, drive or network share you want to index.

Click the document type you want to index. To index all your documents and those created in an application other than Microsoft Office, such as Lotus 1-2-3 or Word Perfect, click **All Files**.

Updates an index automatically, every two hours, after it's been created.

Creates a separate index containing property values, such as Author, for the files being indexed. This speeds up display in Microsoft Outlook and when using Web searching. Clear the **Speed up property display** check box to decrease the size of your index file.

Includes additional information in the index to speed up searches when you type a phrase in quotation marks (" ") in the **Text or property** box in the **Open** dialog box (**File** menu), or when you include text properties with conditions such as "includes phrase" or "includes near" in the **Advanced Find** dialog box. This option increases the size of the Find Fast index from 5 percent to 30 percent of the size of the indexed documents.

Includes extra information in the index that is used in Web searching to sort documents by relevance. Relevance information is not used in File Open or in Outlook.

Click to add folders for Web searching or to give this index a friendly name or an HTTP address.

Specify the folders and document types you want to index.

Applies and saves any changes you have made and then closes this dialog box.

The **Cancel** button closes this dialog box without saving any changes you have made. The **Close** button closes this dialog box and retains the changes you made.

Click the drive or folder that contains the documents you want to delete the index for, or click **Browse**. This removes the index, not the documents.

Click to locate the folder, drive, or network share containing the documents for which you want to delete the index. You can only select folders, drives or network shares that were previously indexed.

Whether phrase searching extra details have been added to the index.

Type of documents contained in the selected index.

information about the index.

Specifies if the files being indexed have a separate index containing property values.

Specifies if additional information has been added to the index to recognize phrases while searching.

Specifies if a web document ranking has been added to the index.

Specifies the folder and type of documents for the index.

Displays information about the Find Fast index for the location specified in the previous dialog box.

Date and time index was created.

Date and time index was last updated.

Number of documents indexed.

Size of index file.

Whether the **Speed up property display** option is selected for the index.

Whether the **Speed up phrase searching** option is selected for the index.

Whether the **Include relevance information** option is selected.

Click to display the web folders and documents you have indexed.

Type the number of hours you want to pass before the next update of the index. By typing a zero, the index continues to update as soon as one update cycle is complete.

Displays the drive or folder that is being indexed. Click the drive or folder that you want to update, or click **Browse** to specify another location.

Click to display a list of folders, drives, or network shares you want to update. You can only choose a folder, drive or network share that was previously indexed.

Updates an index automatically.

Displays information about the Find Fast index for the drive or folder selected in the **In and below** box, such as the date last updated, the number of documents indexed, and the size of the index.

Click to display the web documents and folders you have indexed.

Displays the type of documents that have been indexed.

Select the folders you want to update.

Shows the folders in the index, which are available for World Wide Web searches.

Adds the folder in the **Folder** box to the index.

Removes the selected folders in the **Index these folders for Web searching** box.

Enter the folder path you want to index.


Shows lists of folders you can index.

The Hypertext Transfer Protocol (HTTP) path on the Internet to this folder. For example, <http://mydocs>.

Enter a friendly name for this index. This name can be used in a tag of the Query.htm page to select this index for World Wide Web searches.

About Find Fast

Find Fast builds indexes to speed up finding documents from the **Open** dialog box in Microsoft Office programs and from Microsoft Outlook. Find Fast indexes located on Microsoft Windows NT Server can also be used by Office WebSearch. When Find Fast is installed with Office, it automatically creates an index on each local drive of your computer for all of your Office documents. Find Fast indexes are not created for documents on removable drives or read-only mediums, such as CD-ROM. Once created, an index is automatically updated so you don't need to do anything to take advantage of faster searching.

If you want to create an index for a network folder or change an existing index, you can double-click Find Fast  in Windows Control Panel. Information for each [indexing task](#) is displayed, including the drive, share, and folder location of the indexed documents and the date the index was last updated. To view additional details about a Find Fast index, such as the number of documents indexed and the size of the index, click **Information** in the **Update Index** dialog box (**Index** menu).

```
{ewc HLP95EN.DLL, DYNALINK, "Link to the Web or other sources": "ofconAllAboutFindFastA": 1: "Foo": "Invisible"}
```

View a log of indexing tasks

- 1 On the **Index** menu, click **Show Indexer Log**.
- 2 To view the most current indexing tasks, scroll to the bottom of the log.
- 3 To return to Find Fast, click **Exit** on the **File** menu.

Note The oldest information in the log is automatically discarded after the log file reaches 24K in size.

```
{ewc HLP95EN.DLL, DYNALINK, "Link to the Web or other  
sources": "cohowViewALogOfMyIndexingTasksA": 1: "Foo": "Invisible"}
```

Cancel indexing tasks

1 In the **Index for documents in and below** column, click the path for the indexing task (**Status** column) you want to cancel.

2 On the **Index** menu, click **Cancel Selected Task**.

Note If you cancel a **Now creating**, **Create paused**, or **Create soon** indexing task, the index is deleted or not created. If you cancel a **Now updating** task, the update is canceled, and the task is no longer scheduled for automatic updates. As a result, the indexing task for this index will no longer appear in Find Fast, although the index still exists.

```
{ewc HLP95EN.DLL, DYNALINK, "Link to the Web or other  
sources": "cohowCancelortemporarilystopFindFastindexingtasksA": 1: "Foo": "Invisible"}
```

Temporarily stop indexing tasks

- To temporarily stop all index creation and updating, click **Pause Indexing** on the **Index** menu.

Tip To restart background indexing during the current session, click **Pause Indexing** on the **Index** menu again. Find Fast indexing also automatically starts again when you restart your computer.

```
{ewc HLP95EN.DLL, DYNALINK, "Link to the Web or other  
sources": "ffhowTemporarilyStopIndexingTasksA": 1: "Foo": "Invisible"}
```

Create an index

- 1 On the **Index** menu, click **Create Index**.
- 2 In the **In and below** box, enter the path to the documents you want Find Fast to index, or click **Browse** to specify the folder or network share you want.
- 3 In the **Of type** box, click the type of document you want Find Fast to index.

Notes

- You cannot create an index in a folder that is already indexed. Each folder can only be covered by one index.
- While your computer is running on battery power, indexes are not updated or created until you are back on AC power. This is done to conserve your laptop battery.

Tips

- When you create an index, if you click **MS Office and Web Documents** in the **Of type** box, the index covers files created in any Microsoft Office program including Microsoft Project as well as text, RTF, and HTML files. It is generally best to select this type of document to index. Click **All files** only if you often search for files not covered in this list. An index that covers all files is usually much larger than an index that covers only Microsoft Office documents.
- It's more efficient to create a Find Fast index for an entire drive or top-level folder than to create smaller indexes for subfolders.

```
{ewc HLP95EN.DLL, DYNALINK, "Link to the Web or other sources": "cohowCreateANewFindFastIndexA": 1: "Foo": "Invisible"}
```


Update an index

1 On the **Index** menu, click **Update Index**.

2 In the **In and below** box, click the path for the documents you want the Find Fast index updated for.

To update a Find Fast index that doesn't appear in the list, click **Browse**. You can select any folder, drive, or network share that you or someone else specified when creating an index as long as you have write permissions for the network share.

Notes

- If the **Continue to update automatically** check box remains selected, indexes are automatically updated for you.
- While your computer is running on battery power, indexes are not updated or created until you are back on AC power. This is done to conserve your laptop battery.

```
{ewc HLP95EN.DLL, DYNALINK, "Link to the Web or other sources": "cohowUpdateAFindFastIndexA": 1: "Foo": "Invisible"}
```

Change the location or type of files in an index

To change the type of file being indexed, or to index documents in a parent folder or subfolder of the folder being indexed, you must delete the original index and then create a new one.

1 Delete the index that you want to change.

» [How?](#)

2 Create a new index.

» [How?](#)

```
{ewc HLP95EN.DLL, DYNALINK, "Link to the Web or other  
sources": "ffhowChangeScopeOfIndexA": 1: "Foo": "Invisible"}
```

Delete an index

1 On the **Index** menu, click **Delete Index**.

2 In the **In and below** box, click the location of the Find Fast index you want to delete.

To delete an index that doesn't appear in the list, click **Browse**. You can select any folder, drive, or network share that you or someone else specified when creating an index as long as you have write permissions for the network share.

```
{ewc HLP95EN.DLL, DYNALINK, "Link to the Web or other sources":"cohowDeleteAFindFastIndexA":1:"Foo":"Invisible"}
```

Change the automatic update interval for indexes

1 On the **Index** menu, click **Update Interval**.

2 Type the new interval you want.

Note When you change the automatic update interval, the new interval affects each of your Find Fast indexes.

Tip To update the index continuously, type **0**.

```
{ewc HLP95EN.DLL, DYNALINK, "Link to the Web or other  
sources": "ffhowChangeAutomaticUpdateIntervalForFindFastIndexA": 1: "Foo": "Invisible"}
```

Show index information

- 1 On the **Index** menu, click **Update Index**.
- 2 In the **In and below** box, click the index you want, and then click **Information**.

```
{ewc HLP95EN.DLL, DYNALINK, "Link to the Web or other  
sources": "ffhowShowIndexInformationA": 1: "Foo": "Invisible"}
```


indexing tasks

An action that Find Fast performs on an index, such as creating an index, or deleting or updating an existing index. Indexing tasks appear in the **Status** column. Use the commands on the **Index** menu to perform an indexing task.

background indexing

Find Fast creates or updates indexes while you work in other programs. By default, Find Fast automatically updates your indexes every 2 hours.

item

An item is the basic element that holds information in Outlook (similar to a file in other programs). Items include mail messages, appointments, contacts, tasks, journal entries, and notes.

Hypertext Markup Language (HTML)

Hypertext Markup Language, or HTML, is a system of marking up, or tagging, a document so it can be published on the World Wide Web. Documents prepared in HTML contain reference graphics and formatting tags. You use a Web browser (such as Microsoft Internet Explorer) to view these documents.

