User Guide

ALDUS® FETCH™

Version 1.2 / Apple® Macintosh®

Aldus® Fetch™ User Guide
Version 1.2 for use with Apple Macintosh computers
January 1994

COPYRIGHT

©1994 Aldus Corporation. All rights reserved. No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system, or translated into any language in any form by any means without the written permission of Aldus Corporation.

Portions © Eastman Kodak Company. Portions © 1983-1990 Novell, Inc. Portions © 1987, 88, 89, 90 Sierra Software Innovations. All Rights Reserved. Portions written with MacApp © 1985-1988 Apple Computer, Inc.

SOFTWARE LICENSE NOTICE

Your license agreement with Aldus Corporation, which is included with the product, specifies the permitted and prohibited uses of the product. Any unauthorized duplication or use of Aldus Fetch version 1.2 in whole or in part, in print, or in any other storage and retrieval system is prohibited.

GOVERNMENT RESTRICTED RIGHTS LEGEND

Use, duplication, or disclosure by the Government is subject to restrictions as set forth in subparagraph (c)(1)(ii) of the Rights in Technical Data and Computer Software clause at DFARS 252.227-7013 and paragraph (d) of the Commercial Computer Software-Restricted Rights at FAR 52.227-19. Subcontractor/Manufacturer is Aldus Corporation, 411 First Avenue South, Seattle, Washington 98104-2871.

LICENSES AND TRADEMARKS

Aldus, the Aldus logo, Aldus FreeHand, PageMaker, Persuasion, SuperCard, and SuperPaint are registered trademarks and Fetch and TIFF are trademarks of Aldus Corporation.

Adobe Illustrator, Adobe PhotoShop and Adobe Premiere are trademarks of Adobe Systems, Inc. which may be registered in certain jurisdictions. Apple, Macintosh and MacApp are registered trademarks and Balloon Help, MoviePlayer, QuickDraw, and QuickTime are trademarks of Apple Computer, Inc. Color Studio is a trademark of Essette Pendeflex. Fractal Design Painter is a trademark of Fractal Design Corporation. GIF-to-PICT Easy Open™ filter technology is licensed from ShadeTree Productions. Image Studio is a trademark of Fractal Software. KODAK is a registered trademark of Eastman Kodak Company. MacDraw and MacPaint are registered trademarks of Claris Corporation. Multi-Ad Creator and Multi-Ad Search are trademarks of Multi-Ad Services, Inc. Radius ImpressIt is a trademark of Radius Inc. Sound Designer II is a trademark of Digidesign. SoundEdit and SoundEdit Pro are trademarks of Macromedia, Inc. Studio 32 is a trademark of Electronic Arts. TGA-to-PICT Easy Open™ filter technology is licensed from PillowSoft. JPEG decompression technologies are licensed from Storm Technologies, Inc.

ALDUS FETCH AND THE APPLE MACINTOSH

SYSTEM UTILITIES, TOOLS AND MACAPP SOFTWARE ARE COPYRIGHTED PROGRAMS OF APPLE COMPUTER, INC., LICENSED TO ALDUS CORPORATION TO DISTRIBUTE FOR USE ONLY IN COMBINATION WITH ALDUS FETCH. APPLE SOFTWARE SHALL NOT BE COPIED ONTO ANOTHER DISK (EXCEPT FOR ARCHIVAL PURPOSES) OR INTO MEMORY UNLESS AS PART OF THE EXECUTION OF ALDUS FETCH. WHEN ALDUS FETCH HAS COMPLETED EXECUTION, APPLE SOFTWARE SHALL NOT BE USED BY ANY OTHER PROGRAM.

APPLE COMPUTER, INC., MAKES NO WARRANTIES, EITHER EXPRESS OR IMPLIED, REGARDING THE ENCLOSED COMPUTER SOFTWARE PACKAGE, ITS MERCHANTABILITY, OR ITS FITNESS FOR ANY PARTICULAR PURPOSE. THE EXCLUSION OF IMPLIED WARRANTIES IS NOT PERMITTED BY SOME STATES. THE ABOVE EXCLUSION MAY NOT APPLY TO YOU. THIS WARRANTY PROVIDES YOU WITH SPECIFIC LEGAL RIGHTS. THERE MAY BE OTHER RIGHTS THAT YOU HAVE WHICH VARY FROM STATE TO STATE.

CREDITS

Written by Rob Shuster, Olinda Turner, and Anne N. Seeley
Indexed by Kristen Laine and Robin James
Edited by Jean Zimmer, Maureen O'Neill, and Liza "The Hatchet" White
Proofread by Don Roberts
Designed by Susan Bari Price
Illustrated by Pamela Hidaka
Produced by Pamela Hidaka, Kat Marriner, and Loretta Matson

Images and illustrations used in this manual provided courtesy of Charles Pearson, West Stock; EduCorp, San Diego, CA; Harry Marks, Los Angeles, CA; Multi-Ad Services, Peoria, IL; ProFiles West, Buena Vista, CO; Paul Brainerd; Paul Carew; Pamela Hidaka and her dog Koji; and Anne N. Seeley.

Aldus Corporation
411 First Avenue South
Seattle, Washington 98104-2871
USA
Tel. 1 206 622 5500

Aldus Europe Limited
Aldus House
West One Business Park
5 Mid New Cultins
Edinburgh, Scotland
United Kingdom, EH11 4DU
Tel. 44 31 453 2211

Aldus Pacific Rim
411 First Avenue South
Seattle, Washington 98104-2871
USA
Tel. 1 206 622 5500

For service and support in the United States, please contact Aldus Corporation. For service and support in Africa and Europe, please contact Aldus Europe Limited. For service and support in Canada, Central and South America, and East Asia, please contact Aldus Pacific Rim. Outside these areas, please contact your local distributor or dealer. If you purchased your Aldus software through a hardware manufacturer, technical support for your software may instead be provided as part of the system support from the hardware manufacturer.

ISBN 1-56026-159-5
Printed in USA
987-966

Contents

Chapter 1: Installing and Getting Started **1**
What is Aldus Fetch? 2
Make sure you have the proper equipment 3
Installing Aldus Fetch 4
Cataloging your files for the first time—easy step by step 6
Using the sample catalog 9
Where to turn next 10

Chapter 2: Using Catalogs **11**
Starting Aldus Fetch and opening a catalog 12
Searching through a catalog 16
Streamlining your searches 18
Viewing search results 20
Previewing an item 24
Working with an item's source file 30
Using an item in another document 33
Viewing item or catalog information 36
Setting preferences 39
Using the Pasteboard window 41
Creating a "project" in Aldus Fetch 43
Printing catalog items 45

Chapter 3: Creating and Managing Catalogs **47**
Creating a new catalog 48
Updating and adding items to a catalog 50
Setting catalog update options 54
Excluding a file from adding or updating 57
Adding a file type 59
Organizing a catalog by adding keywords 63
Adding descriptions 66
Maintaining a catalog 68
Setting catalog privileges 72
Using Aldus Fetch on a network 74
Making a catalog shareable (Single-User Fetch only) 76
Naming and organizing source files 77

Appendix A: Summary of Aldus Fetch Shortcuts **79**

Appendix B: Installed files and their locations **85**

Chapter 1

Installing and Getting Started

Chapter 1 tells you how to install Fetch, and describes how to catalog your files.

What is Aldus Fetch?

Aldus Fetch is a file-management tool designed for graphics professionals working with mixed media. Fetch lets you catalog files—images, movies, sounds, and text, for example—in a common visual catalog, and then view, edit, copy, and retrieve the files from the catalog and transfer them to other documents. You can accomplish all this regardless of format, location, or the applications that created the files.

In a catalog, Fetch stores thumbnail images and pointers to the actual files. Because Fetch does not store the files themselves, using a catalog is fast and efficient.

A single catalog can contain over 100,000* items. To each item in a catalog, you can add:

- an unlimited number of *keywords* (each up to 31 characters long) that let you easily search a catalog.
- a *description* (up to 32,000 characters long) that lets you store important or useful information about the file.

Single-User Fetch is intended specifically for the graphics professional working independently who needs to manage images, templates, and other important mixed-media projects.

The multiuser version of Fetch is intended for a graphics workgroup. With the multiuser version of Fetch installed on their computers, members of your workgroup can simultaneously search, view, and use items from catalogs whose source files are located on one or many network servers or shared volumes. In a workgroup setting, you can allow all users full access to all functions, or you can designate catalog administrators to create, maintain, and control access to catalogs for the entire workgroup.

You don't have to worry, however, about compatibility between Single-User Fetch and the multiuser version. Single-User Fetch lets you convert your catalogs for use in Fetch's multiuser environment (see "Making a catalog shareable" in Chapter 3). In addition, you can convert shareable catalogs for use by Single-User Fetch.

The *Aldus Fetch User Guide* describes both the multiuser version of Fetch and Single-User Fetch. Differences between the two versions are noted in the text.

* As the number of items in catalogs increases, common operations will require more memory and time to complete.

04/UG_ch1a.pm5 2 1/31/94, 1:08 PM

Make sure you have the proper equipment

To install and use Aldus Fetch, we recommend that you have a 68020-based Macintosh or higher, 5MB or RAM or more, and System 7. In addition, we recommend QuickTime 1.6.1 and Macintosh Easy Open, both of which are installed when you install Fetch.

At the very minimum, you'll need a 68000-based Macintosh, 4MB of RAM, System 6.0.7, QuickTime 1.5 or 1.6, and Color QuickDraw 1.2 (required on older Macintoshes).

If you plan to catalog and view files that are typically quite large (for example, compressed images or KODAK Photo CD images), you'll need at least 5MB of RAM or more.

Without QuickTime, you can run Fetch but cannot play sounds or movies or view 32-bit thumbnails. Using the minimum configuration without Color QuickDraw, you can run Fetch but you will not be able to preview color items.

Although Fetch runs under System 6.0.7 or later, we strongly recommend that you use System 7. A number of features—including the extensive Balloon Help—work as described only if you are running System 7. Throughout this user guide, you will find the "7" symbol in the margin next to descriptions of features that work only on Macintosh computers running System 7.

04/UG_ch1a.pm5 3 1/31/94, 1:08 PM

Installing Aldus Fetch

1. Make a backup copy of your disk set

Before you install Fetch, make a backup copy of each of the program disks included in your package. We recommend that you lock the backup disks after you create them to prevent accidental erasing or overwriting of files. Use the backup disks to install the program. Be sure to store the original disks in a safe place.

Note: Your backup disks must have the same names and disk contents as the original Fetch disks. To ensure that you make an exact duplicate of the original disks, use the following procedure: insert a blank disk in any drive on your computer, choose "Eject Disk" from the Special menu, insert the original program disk, then drag the icon of the original disk over the icon of the blank backup disk.

2. Restart with extensions off

Double-click on this icon

To ensure that there are no conflicts with any extensions, you should restart your computer with extensions off (System 7 only). While restarting your computer, press and hold down the Shift key until you see your Macintosh say "Extensions off." It's also a good idea to turn off any virus protection utilities. (Remember to turn these utilities back on after you complete installation.)

3. Insert Disk 1 and double-click

Insert Disk 1 in any drive on your Macintosh, double-click the Aldus Installer/Utility icon, and then follow the instructions on the screen.

For a list of installed files and their locations, see Appendix B.

Important: The Installer does not ask you for a serial number when you install Fetch (as it does when you install most other Aldus products). Instead, you'll be prompted to supply your name, company name, and Fetch serial number the first time you start Fetch.

Troubleshooting Installation

- Carefully read the ReadMe file in the Main Window of the Installer. If there is any late-breaking information about installing Fetch, you will find it here.
- If the Installer appears to stop on a particular disk, check to see whether you have a bad disk by dragging the disk's icon to your hard drive. If the disk is bad and the copy cannot be completed, your computer will display a message. Call Aldus Customer Services for a replacement disk.

04/UG_ch1a.pm5 4 1/31/94, 1:08 PM

4. Restart with extensions on

After installation is complete and before starting Fetch for the first time, you must restart your computer to enable QuickTime and Macintosh Easy Open so that you can use Fetch with all its features. Easy Open provides file filters to let you catalog GIF and Targa file types in Fetch. In addition, Easy Open provides you with alternatives for opening and converting files (see the online Easy Open User Guide).

The first time that you restart your computer after installing Fetch you will notice that your system is rebuilding its desktop. Macintosh Easy Open uses this process to find out what applications you have on your hard drive and what file formats those applications can work with.

After you start using Fetch, an Aldus Fetch™ Preferences folder will be created and added to the Preferences folder in your System folder. This new folder contains three files:

- Aldus Fetch™ Exclusions—a file that contains the names of files you do not want to catalog.
- Aldus Fetch™ Key—a file that contains the serial number that you enter the first time you start Fetch. If you delete this file, Fetch prompts you to enter the serial number again the next time you start the application.
- Aldus Fetch™ Prefs—a file that contains any settings you change using the "Preferences…" command in the Edit menu and any search definitions you create using the "Define…" command from the Search menu.

Note: If you are using System 6.0.7 or 6.0.8, these three files will be added to your System folder.

5. Register your copy of Aldus Fetch

To receive the technical and customer services that Aldus provides for registered customers of Fetch, complete and return the registration card included in your package. Tear off and keep the perforated end of the card. By registering, you'll also receive a free trial subscription to *Aldus Magazine.*

Affix the product serial number stickers in handy locations (such as the inside cover of this manual and on one of the product disks), so that the number is easy to find when you need it. You will need your product serial number if you call Aldus Customer Services or Technical Support.

04/UG_ch1a.pm5 5 1/31/94, 1:08 PM

Cataloging your files for the first time—easy step by step

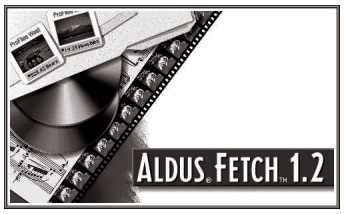
Now that you've installed Fetch, you'd probably like to catalog one or more of your files, to see how Fetch displays them. (If you don't have any files to catalog yet, you can look at the sample catalog. See "Using the sample catalog.")

Cataloging your files is as easy as drag-and-drop:

1. Drag and drop

Select a file or folder and drag it over the Fetch application icon. When the icon is highlighted, release the file or folder.

If you have not already started Fetch, the application is automatically launched and the product screen appears for a moment.

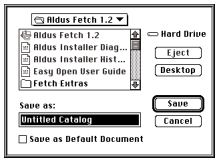


2. Create a new catalog

After the product screen, a prompt appears, asking you to open an existing catalog or create a new one. Since you have not yet created a catalog, click on "New."

3. Choose location of catalog file

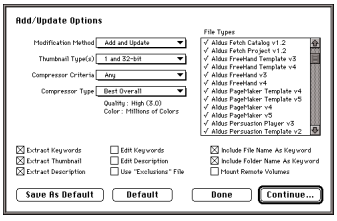
When you create a catalog, Fetch creates a catalog file, which it stores on your hard drive. In the file location dialog box, which appears next, type in a name for your catalog and choose its location.



04/UG_ch1b.page6.pm5 6 1/31/94, 1:09 PM

4. Select Options

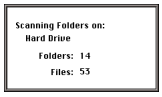
Fetch presents you next with the Add/Update dialog box, which lets you choose a variety of options when you catalog files. For most files, the default settings should be fine. (See “Setting catalog update options” for a detailed description of these Add/Update options.)

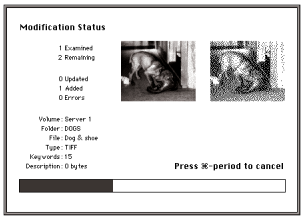


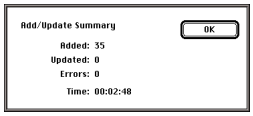
For now, you can just click on the “Continue...” button.

Next you’ll see a series of three status windows appear. The first small window shows Fetch scanning the files and folders that you dragged over the Fetch application icon. For a small number of files, this window may appear for only a second or two.

The second, larger status window shows the files as they are being added to the catalog. In this window, you’ll see two pictures (or thumbnails) of each file. On the left is the 8-bit or 32-bit thumbnail and on the right is the 1-bit thumbnail. (For more information about the different types of thumbnails, see “Setting catalog update options.”)







After all your files have been cataloged, you’ll see an Add/Update summary window. The “Added” line shows the number of files that were cataloged. This number should correspond to the number of files you dragged over the Fetch application icon. The “Updated” line shows the number of files that were updated. Since you did not update any files this time, this number should be zero.

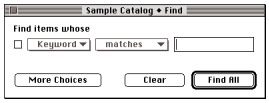
Click on “OK.”

04/UG_ch1c.pm5 7 1/31/94, 1:09 PM

5. Find items in the catalog

Now you'll see the Find window. This window lets you search for specific items in your catalog, using keywords that you have added or keywords that have been automatically added, such as file name and folder. (For more information, see "Searching through a catalog" and "Organizing a catalog by adding keywords.")

To view all the files you've just cataloged, click on "Find All."

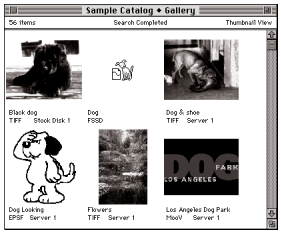


6. View your files

You should now see all the files that you cataloged in the Gallery window. If you have cataloged files that do not have thumbnails attached to them (such as text files), then you will see a file icon instead of the thumbnail. (For help on attaching thumbnails to files, see *Using Fetch with Other Products.)*

There are two points to note about the Gallery window. First, the Gallery window displays the result of a search in a specific catalog. To view files that you have added to a catalog, you always need to use the Find window.

Secondly, the thumbnails displayed in the Gallery window are only references to the actual files. The files themselves can be stored anywhere. However, in order to accomplish certain tasks in Fetch, you will need access to the files.



Using the sample catalog

If you have not yet cataloged any of your own files, or if you'd like to work with other file types (such as movies and sounds) that you may not yet have, you can use the sample catalog to explore Fetch. During installation, a Sample Catalog folder was placed in your Aldus Fetch folder.

Before you use the sample catalog, you should update it to reflect the new location of its source files (on your hard drive rather than on the drive from which they were originally cataloged). If you do not update the sample catalog, you will only be able to display thumbnails in the Gallery window; you will not be able to preview the catalog items.

▶ **To update all Sample Catalog items at once:**

1. Open the catalog by double-clicking on the Sample Catalog icon.
   The Find window appears before a catalog is displayed.
2. Click on "Find All" in the Find window.
   This locates and displays all the items in the Sample Catalog.
3. Choose "Select All" from the Edit menu.
4. Choose "Update Now" from the Admin menu.
   Fetch looks for a source file for each item in the catalog and prompts you for a new location. Click "Open" for each item.
5. Click "OK" after all the files have been located.

▶ **To update Sample Catalog items one at a time:**

1. Open the catalog by double-clicking on the Sample Catalog icon.
2. Click on "Find All" in the Find window.
3. Double-click on the thumbnail to preview the item you want.
4. When prompted, locate and open the file in the Sample Catalog folder using the file directory dialog box that Fetch displays.
5. Click "Update" in the next dialog box.
6. Close the Preview window.
7. Repeat Steps 3-6 for each item in the Gallery window.

04/UG_ch1c.pm5 9 1/31/94, 1:09 PM

Where to turn next

Where you turn next in this user guide will depend on how you will be using Aldus Fetch:

- If you will be primarily using catalogs created by someone else in a workgroup, turn to Chapter 2, "Using Catalogs."
- If you will be responsible for creating and managing catalogs either for others or for yourself, turn first to Chapter 3, "Creating and Managing Catalogs," and then to Chapter 2.

Sources of information about Aldus Fetch

Name	Description
Aldus Fetch User Guide	A short manual that provides basic procedures, strategies, tips, and shortcuts for using Fetch.
Keywording Strategies (multiuser version of Fetch only)	A short booklet that outlines how to develop a keywording strategy for indexing catalog items and how to apply that strategy in Fetch.
Balloon Help	Detailed online information about individual commands and dialog box options. Choose "Show Balloons" from the Help menu, then move the mouse pointer to whatever item on the screen you want information about. System 7 only.
Fetch Shortcuts	An online summary of shortcuts for moving within and among windows in Fetch. Under System 7: Choose "Fetch Shortcuts" from the Help menu on the main menu bar. Under System 6: Choose "Fetch Shortcuts" from the Apple menu.
Aldus Fetch Introduction	A QuickTime movie that provides a quick online introduction to Fetch. To view the movie, open the sample catalog as described in "Using the sample catalog," double-click the movie's thumbnail, and then follow the instructions on the screen.
ReadMe ReadMe (Networks) (multiuser version of Fetch only)	Two text files that contain late-breaking information about Fetch that was not available when this book went to press. ReadMe contains general program information; ReadMe (Networks) contains additional details about using Fetch in a multiuser environment. You can open both ReadMe files from within the Aldus Installer/Utility program. Or double-click either file's icon to read it using TeachText. We also recommend that you print these files and keep them with your *Aldus Fetch User Guide.*

04/UG_ch1c.pm5 10 1/31/94, 1:09 PM

Chapter 2

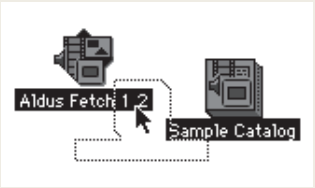
Using Catalogs

Chapter 2 describes how to start Aldus Fetch, open a catalog and search for items, and then select, preview, and use those items in a variety of ways. You'll also learn how to "work smarter" using Fetch—by setting appropriate startup options, using the Pasteboard window as a temporary staging area, and creating collections of items called *projects*.

This chapter assumes that you have an existing catalog with which to work.

Starting Aldus Fetch and opening a catalog

You can start Aldus Fetch and open a catalog in any of these three ways:



7 Drag a catalog icon onto the Fetch application icon until both icons are highlighted, then release.

Double-click a catalog icon.

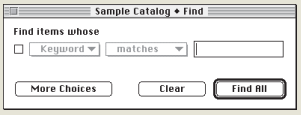
Double-click the Fetch icon, then choose "Open…" from the File menu. If you have a default catalog, double-clicking the Fetch icon automatically opens that catalog.

Depending on your startup options, the catalog opens to one of the two primary windows in Aldus Fetch: the Find window or the Gallery window.

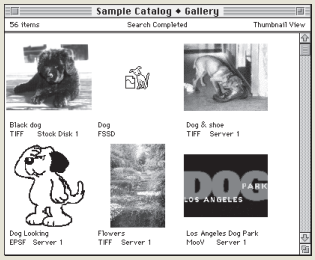
- In the Find window, you describe what you want Fetch to display in the Gallery window.
- From the Gallery window, you can open one or more Preview and Info windows that let you view more information about individual items.

05/UG_ch2again.pm5 12 1/31/94, 1:09 PM

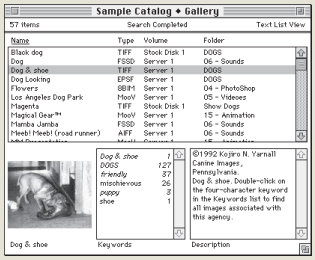
Primary windows in Aldus Fetch



Find window: Lets you describe what you want Fetch to display in the Gallery window, whether you want all the items in the catalog or only items with a particular filename, keyword, file type, or volume. For more information on searching, see "Searching through a catalog."



Gallery window/Thumbnail view: Displays the results of a search. Shows a separate thumbnail image of each item, with the filename, file type, and volume below the thumbnail. For more information about the Gallery window, see "Viewing search results."

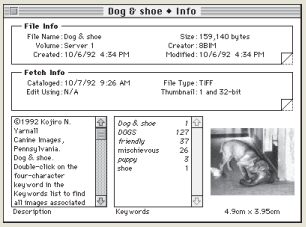


Gallery window/Text List view: Lists the items currently in the window, one row for each item. Also shows the thumbnail, keyword list, and description for the selected item. For more information about the Gallery window, see "Viewing search results."

05/UG_ch2again.pm5 13 1/31/94, 1:09 PM

Secondary windows in Aldus Fetch

Preview window: Displays a full-size preview of the item. Fetch must be able to locate the source file before displaying the preview. For more information about previewing catalog items, see "Previewing an item."



Info window: Displays all of the information about an item that the Fetch database contains or that can be read from the source file. To learn more about information windows, see "Viewing item or catalog information."

05/UG_ch2again.pm5 14 1/31/94, 1:10 PM

Two other windows, the Catalog Info window and the Pasteboard window, can also be useful as you work in Fetch. The Catalog Info window provides summary information about the entire catalog. The Pasteboard window is a temporary work space that you can use as a staging area for items collected from different searches.

- For information on setting startup options, see "Setting preferences."
- For more information about the Catalog Info window, see "Viewing item or catalog information."
- For more information about the Pasteboard window, see "Using the Pasteboard window."

Note: Whenever the pointer appears followed by two periods, like this , you can double-click to open a dialog box or another window that is relevant to the element you are currently pointing to.

Shortcuts

Open a catalog
("Open…" on File menu)
Command + O

Open Find window
("Find…" on Search menu)
Command + F

Open Gallery window
("Gallery" on Window menu)
Command + R

Open Pasteboard window
("Pasteboard" on Window menu)
Command + B

Change Gallery (or Pasteboard) from Text List to Thumbnail view
("Thumbnails" on View menu)
Command + T *or*
Double-click right end of information bar

Change Gallery (or Pasteboard) from Thumbnail to Text List view
("Text List" on View menu)
Command + L *or*
Double-click right end of information bar

05/UG_ch2again.pm5 15 1/31/94, 1:10 PM

Searching through a catalog

Use the Find window to tell Aldus Fetch which catalog items you want to see. You will probably find that you use different search strategies at different times. For example:

- If your catalog is small or you're looking for ideas, you might start by looking through everything the catalog contains.
- If your catalog is very large or you have a general idea of what you're looking for, you might want to look only at items related to a particular subject or concept, or of a particular file type.
- If you're in the final stages of a job, you probably know exactly what items you need.

Fetch displays the results of the search in the Gallery window. Items from the most recent search completely replace the previous contents, if any, of the Gallery window but leave the Pasteboard window intact. Note that in the multiuser version of Fetch, up to 50 users can search the same catalog simultaneously.

Shortcuts

Open Find window or bring it to the front if already open
("Find…" on Search menu)
Command + F

Expand Find window
("More Choices" button)
Command + M

Reduce Find window
("Fewer Choices" button)
Command + F

Open Find window, then clear existing search
("Clear" button)
Command + Delete

Open Find window, then display entire catalog
("Find All" on Search menu)
Command + ' (apostrophe)

Open Find window, then carry out default search
("Default" on Search menu)
Command + D

Repeat previous search
("Previous" on Search menu)
Command + , (comma)

Save or edit a named search
("Define…" on Search menu)
Command + K

▶ **To open the Find window (or bring it to the front if open):**

Choose "Find…" from the Search menu.

Fetch opens the Find window and displays the description of the last search carried out.

▶ **To display the entire contents of the catalog:**

Click "Find All" in the Find window.

(Click "Clear" to change the "Find" button to "Find All" if necessary.)

▶ **To retrieve a particular set of items from the catalog:**

Use the Find window as shown on the following page to describe what you are looking for, then click "Find."

Fetch lets you search for items by keyword, filename, file type, or volume. When you search by keyword or filename, you can specify text to match, contain, start with, or end with. When you search by file type or volume, you choose from a menu of the file types or volumes referenced in the catalog and in the user's preferences.

05/UG_ch2again.pm5 16 1/31/94, 1:10 PM

Use the small Find window for a simple search

In the small version of the window, you can enter a single search description.

A Check this box to make a search description active.

B Choose an attribute: filename, keyword, file type, or volume. (The volume need not be mounted before a search. A mounted volume is a storage device recognized by the system and is available for reading and/or writing information to.)

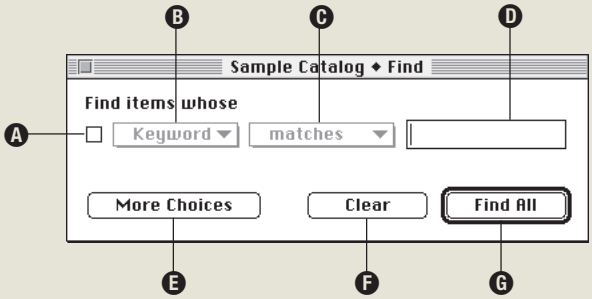
C Modify the chosen attribute: "matches," "starts with," "contains," or "ends with" for a keyword or filename search; otherwise, choose a file type or volume name.

D For a keyword or filename search, type a word or part of a word here.

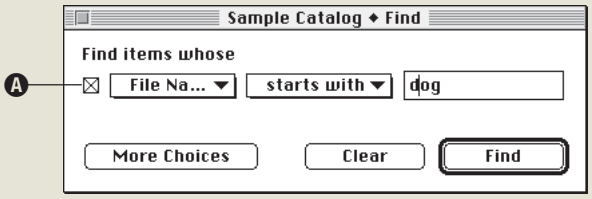
E Click here to expand Find window to its larger form (shown below).

F Click here to clear and uncheck the search description.

G Click here to start the search. Button name is "Find All" if no description is checked. Otherwise, it's "Find."



Find window when clear



Find window containing an active search description

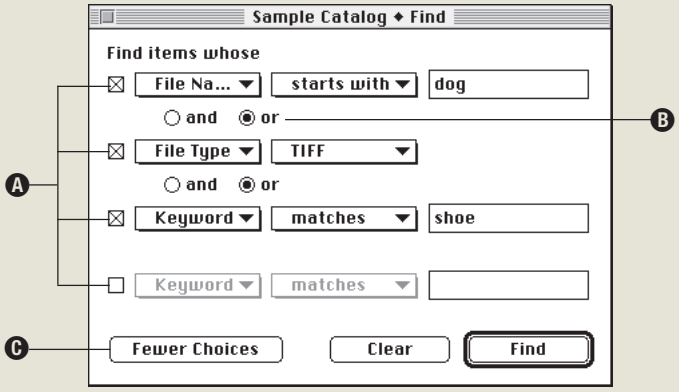
Use the expanded Find window for a more complex search

In the expanded Find window, you can give Fetch as many as four search descriptions to combine in a single search. Click "More Choices…" in the small Find window to display this larger version of the window.

A Check each box in turn to start another search description.

B Choose "and" to narrow the search, "or" to broaden it.

C Click here to reduce Find window to its smaller form.



Find window containing multiple active search descriptions

05/UG_ch2again.pm5 17 1/31/94, 1:10 PM

Streamlining your searches

Aldus Fetch has several options that can help you search through a catalog quickly and effectively. For example, you can:

- Choose the most efficient searches for Fetch to carry out.
- Name and save frequently used searches (to save yourself from having to re-enter the descriptions each time).
- Customize the default search that Fetch carries out whenever you open a catalog or choose "Default" from the Search menu.

Searching more efficiently

When you search on "Keyword" or "File Name," choose "matches" from the modifier popup menu for the fastest searches, or "starts with" for searches that are nearly as fast. These searches are always faster (more efficient) because Fetch uses indexes built into the database.

Other types of searches may be a little slower because Fetch must examine every entry in the database:

- Searching on file type or volume is slower when there is a large number of items that match what you are looking for.
- Searching on keyword or filename using "contains" or "ends with" can be slower when the catalog is large.

Volumes referenced in the catalog need not be mounted before you search.

Saving search definitions

If you routinely use a particular set of items in a catalog, you can name and save a search definition that retrieves those items.

Your named searches appear on the Search menu below the predefined searches "All," "Default," and "Previous." Whenever you want to carry one out, choose its name from the Search menu. You can save up to 29 defined searches.

Note: In a multiuser environment, each user can create up to 29 personal search definitions that are not visible to other users.

Shortcuts

Open "Definitions" dialog box ("Define…" on Search menu)
Command + K

Carry out default search ("Default" on Search menu)
Command + D

Open "New Definition" dialog box ("New" button in "Definitions" dialog box)
Command + N

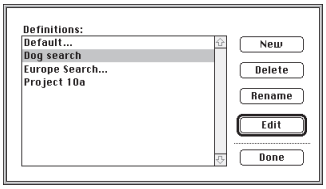
Delete a definition ("Delete" button in "Definitions" dialog box)
Command + D

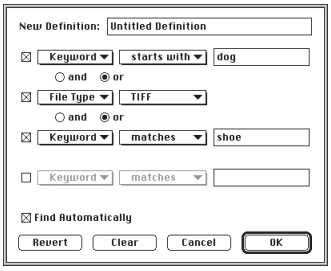
Rename a definition ("Rename" button in "Definitions" dialog box)
Command + R

Open "Edit Definition" dialog box ("Edit" button in "Definitions" dialog box)
Return

Close the "Definitions" dialog box ("Done" button in "Definitions" dialog box)
Command + Return

05/UG_ch2again.pm5 18 1/31/94, 1:10 PM





Searches on names without an ellipsis are carried out automatically. Searches on names with an ellipsis open the Find window and display the search description.

▶ **To define and save a search:**

1. Choose "Define…" from the Search menu.
2. In the "Definitions" dialog box, click "New."
3. In the "New Definition" dialog box:
   - Type a name for the new definition, then enter one or more search descriptions just as you would in the Find window. The dialog box initially contains the descriptions from the current contents of the Find window.
   - Check "Find Automatically" if you want Fetch to carry out the search automatically when you choose its name from the Search menu. Leave this option unchecked if you want Fetch to simply open the Find window and display the search description.
4. Click "OK" to return to the "Definitions" dialog box, then click "Done" to close the dialog box and save the search definition.

   Fetch stores the search definition you just created in its Preferences file. You can share your search definitions with other users by providing them with a copy of this file. You will find the Aldus Fetch™ Prefs file in the Aldus Fetch™ Preferences folder in the Preferences folder of the System folder (if you are running System 7) or just loose in the System folder (if you are running System 6.0.7 or 6.0.8).

You can also use the "Define…" command to rename or to remove search definitions from the list, or to edit any of the searches.

Using the default search

You can use the "Define…" command to edit the default search definition so that it retrieves the items you use most often. Fetch carries out the default search the first time you open a catalog after starting the program or whenever you choose "Default" from the Search menu. Change the definition as often as you wish to reflect your current needs. You can edit the default search, but not rename or delete it.

For more information about setting a default catalog or project, see "Setting preferences."

05/UG_ch2again.pm5 19 1/31/94, 1:10 PM

Viewing search results

Aldus Fetch displays the results of a search in the Gallery window. You can see the Gallery window in Thumbnail view (for visual browsing) or Text List view (for more information). In either view, you can scroll and select items to preview, print, edit, or use in other documents.

Thumbnail view

Thumbnail view shows a small thumbnail image and minimal text information for each item in the window. Resize the window to see more or fewer thumbnails at once. Scroll to see thumbnails not currently visible.

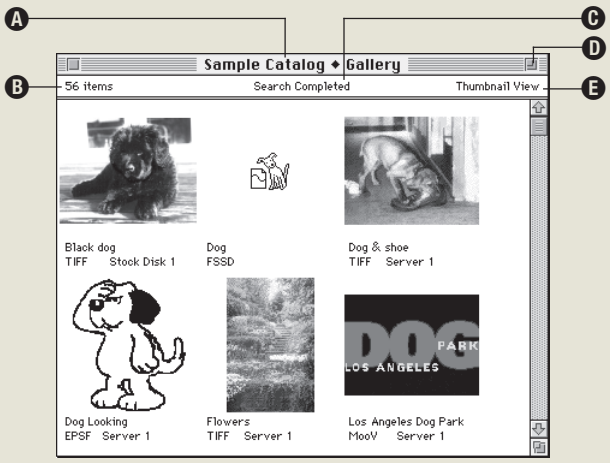
A Displays the name of the open catalog.

B Displays the number of items found from the latest search. Double-click here to open the Catalog Info window.

C Displays the status of the latest search. Double-click here to open the Find window.

D Press Option + click here to make the window fill the screen.

E Double-click here to change to Text List view.



05/UG_ch2again.pm5 20 1/31/94, 1:10 PM

Working in Thumbnail view	
To do this…	**Follow this procedure…**
Reorder all items in the window	Choose one of the “by” commands from the View menu. The “by” commands allow you to reorder the items by the order they were entered into the catalog, filename, file type, volume, or folder.
Select an item	Click its thumbnail. Or click the text below the thumbnail. To add another item to the selection, press Command + click the thumbnail. To select all items between the last and current item, press Shift + click the thumbnail.
Preview an item	Double-click the thumbnail. Or select the item, then press Return or choose “Preview” from the Item menu (Command + J). For faster scrolling and zooming of still images with G-World, hold down the G key while previewing.
Display an item’s information window	Double-click the text below the thumbnail. Or select the item, then choose “Get Info” from the Item menu (Command + I).
Edit an item’s source file	Press Option + double-click the thumbnail. Or select the item, then choose “Edit Original” from the Item menu (Command + G). To edit the source file in an application other than the one last associated with its file type and creator, press Option + Command + G.
Copy the item into another document	Select the item, then choose “Copy” from the Edit menu (Command + C). The selected item is stored on the Clipboard and is available for pasting into another document. If the item is very large and your RAM is limited, you may not be able to copy the item onto the Clipboard.

05/UG_ch2again.pm5 21 1/31/94, 1:10 PM

Text List view

Text List view shows a list box in the top half of the window and the thumbnail, keyword list, and description of the selected item in the bottom half. Scroll the list box to see items not currently visible.

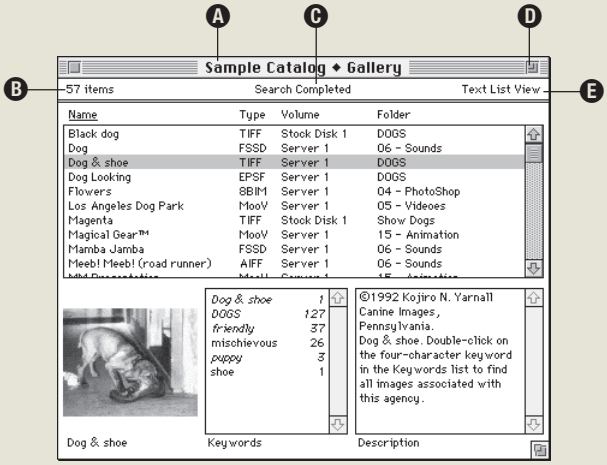
A Displays the name of the open catalog.

B Double-click here to open the Catalog Info window.

C Double-click here to open the Find window.

D Press Option + click here to make the window fill the screen.

E Double-click here to switch to Thumbnail view.



05/UG_ch2again.pm5 22 1/31/94, 1:10 PM

Working in Text List view

To do this…	Follow this procedure…
Reorder all items in the window	Click a column heading. Or choose one of the "by" commands from the View menu. The default is the order in which the items were added to the catalog. Note: Gallery list reverts to view by order after each search.
Select an item	Click its row in the list box. To add another item to the selection, press Command + click the row. To select all items between the last and current item, press Shift + click the row.
Preview an item	Select the item; then press Return, double-click the thumbnail, or choose "Preview" from the Item menu (Command + J). For faster scrolling and zooming of still images with G-World, hold down the G key while previewing.
Display an item's information window	Double-click a row in the list box. Or select the item, then choose "Get Info" from the Item menu (Command + I).
Edit an item's source file	Select the item; then press Option + double-click the thumbnail or choose "Edit Original" from the Item menu (Command + G). To edit the source file in an application other than the one last used for similar files, press Option + Command + G.
Edit an item's keyword list	Select the item, then double-click the word "Keywords" (Command + Y).
Edit an item's description	Select the item, then double-click the word "Description" (Command + U).
Copy item's source file onto the Clipboard	Select the item, then choose "Copy" from the Edit menu (Command + C). See also "Using an item in another document."

05/UG_ch2again.pm5 23 1/31/94, 1:10 PM

Previewing an item

QuickTime™ icon

If you would like to look more closely at any image or play sound or movie items, open a Preview window. You can have as many Preview windows as you want open at once.

The names of all open Preview windows appear on the Window menu together with the names of any open Info windows.

Before displaying an item in a Preview window, Aldus Fetch must be able to locate the item's source file—that is, the original file from which the catalog entry was made. Fetch alerts you when a source file cannot be located.

Note: In order to play movies and sounds, you must have the QuickTime extension installed in your System folder, and your Apple Macintosh must be running System 6.0.7 or later. QuickTime is installed automatically when you install Fetch.

▶ **To preview an item:**

Select the item, then press Return.

or

Double-click its thumbnail in the Gallery, Pasteboard, or Info window.

or

Select the item, then choose "Preview" from the Item menu (Command + J).

For faster scrolling and zooming of still images with G-World, open the Preview window while pressing the G key.

Note: Some file types cannot be previewed. Among these are applications and Fetch catalogs and projects. For a complete listing of file types recognized by Fetch and whether or not they can be previewed, refer to "Adding a file type."

The Preview window lets you display and manipulate an item in various ways depending on the item's type (image, sound, movie), as described on the following pages.

Shortcuts

Open a Preview window
("Preview" on Item menu)
Command + J *or*
Double-click thumbnail *or*
Select item, then press Return

Close active Preview window
("Close" on File menu)
Command + W *or*
Click close box

Close all active Preview
and Info windows
Option + click close box

Return to Gallery window
("Gallery" on Window menu)
Command + R *or*
Double-click image

Return to Pasteboard window
("Pasteboard" on Window menu)
Command + B

05/UG_ch2again.pm5 24 1/31/94, 1:10 PM

Previewing sounds

A sound item in the Preview window appears and works much the same as a movie item, except that there is no visual component. The QuickTime control bar lets you start, stop, and step through a sound item; select part of the sound item; and control the volume.

A Filename of the sound in the window

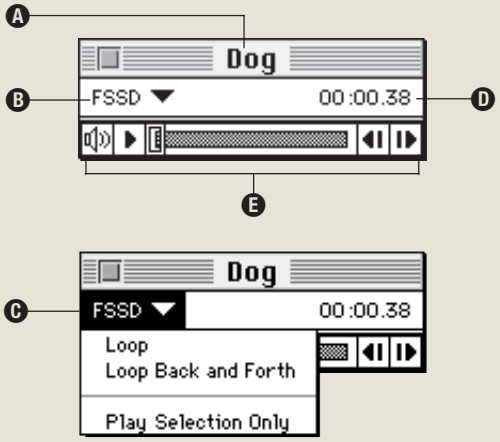
B File type

C Sound drop-down menu

D Sound duration

E QuickTime control bar

All of the Preview window shortcuts and procedures for movies also work for sounds.

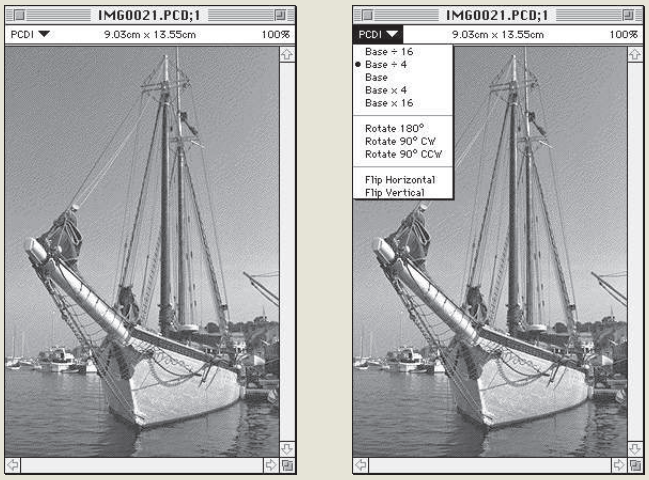


Previewing KODAK Photo CD images

A KODAK Photo CD image is a still image file saved in a format compatible with KODAK's Photo CD imaging software and hardware.

The Preview window for a KODAK Photo CD image is the same as the Preview window for other types of still images, with the addition of a drop-down menu that lets you display the image at different resolutions and rotate or flip the image. If you have selected a part of the image, choosing a command from this menu opens a new Preview window.

Otherwise, all of the shortcuts and procedures for working with a still image (described in the following pages) also work for KODAK Photo CD images.



05/UG_ch2again.pm5 25 1/31/94, 1:10 PM

Previewing still images

A still image initially appears in a Preview window either at actual size (100% magnification) or scaled to fit a window appropriate to your screen size, depending on your preference settings.

A File name of the item in the window

B File type

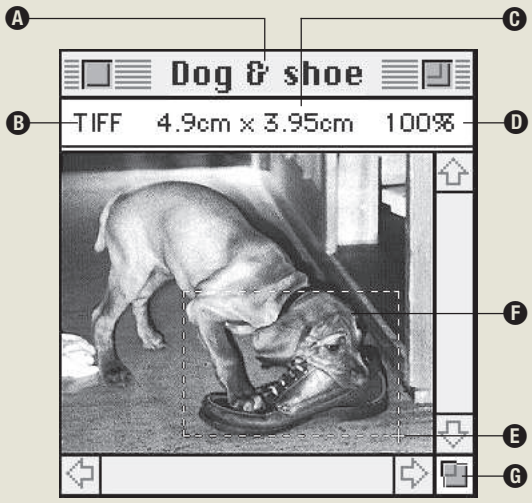
C Image size using the unit of measure specified as the preference

D Current magnification

E Preview window cursor

F Partial-image selection area

G Resize box



05/UG_ch2again.pm5 26 1/31/94, 1:10 PM

Working with a still image in a Preview window	
To do this…	**Follow this procedure…**
Select a portion of the image	Drag a box around the area.
Select the whole image	Choose “Select All” from the Edit menu (Command + A).
Increase magnification in the window	Press Shift + click image.
Decrease magnification in the window	Press Option + click image.
Return image to actual size	Press Shift + Option + click image.
Increase both magnification and window size	Choose “Zoom In” from the View menu (Command + + (plus sign)).
Decrease both magnification and window size	Choose “Zoom Out” from the View menu (Command + - (hyphen or minus sign)).
Return image to actual size (100%) and adjust window size to fit	Choose “Actual Size” from View menu (Command + ` (accent)).
Edit the image’s source file	Select the item; then press Option + double-click the thumbnail or choose “Edit Original” from the Item menu (Command + G). To edit the source file in an application other than the one last used for similar files, press Option + Command + G.
Copy the image to the Pasteboard window	Choose “Copy to Pasteboard” from the Item menu (Command + M).
Copy the image to the Clipboard	Choose “Copy” from the Edit menu (Command + C). See also “Using an item in another document.”
Open the item’s information window	Choose “Get Info” from the Item menu (Command + I). Or double-click the information bar (above the image).

05/UG_ch2again.pm5 27 1/31/94, 1:10 PM

Previewing movies

A movie item appears in the Preview window at its actual size with a standard QuickTime control bar that lets you start, stop, and step through the movie; select frames; and control the volume. You cannot resize a movie preview.

A Filename of the movie in the window

B File type (MooV)

C Movie drop-down menu

D Movie duration

E Badge (if control bar is not present)

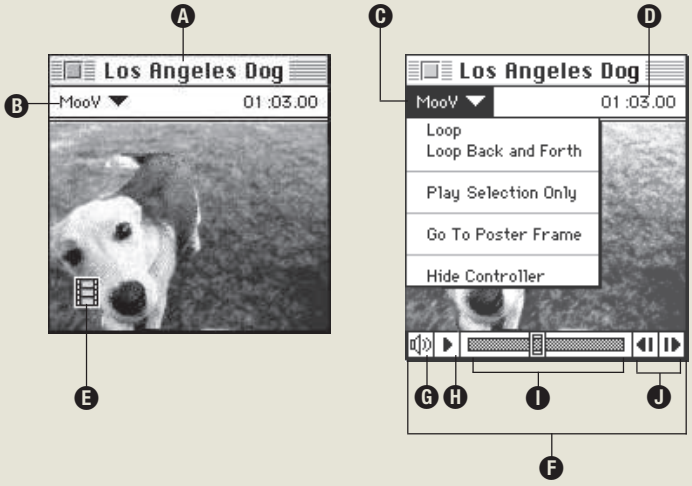
F QuickTime control bar

G Volume control

H Play button

I Play bar

J Step buttons



05/UG_ch2again.pm5 28 1/31/94, 1:10 PM

Working with a movie in a Preview window	
To do this…	**Follow this procedure…**
Select part of the movie	Press Shift + drag within the play bar (selected frames appear highlighted).
Play or pause the movie	Click the play button. Or press the spacebar. Or double-click the movie to play, click to pause.
Control playback speed	Press Control + click either of the step buttons.
Step forward or backward one frame	Click the forward or backward step button, or press the right or left arrow key.
Jump to first or last frame	Press Home or End.
Increase or decrease volume	Click the volume control and adjust the slider. Or use the up and down arrow keys.
Show or hide the play bar	Press Tab.
Edit the movie's source file	Choose "Edit Original" from the Item menu (Command + G). To edit the movie in an application other than the one last associated with its file type and creator, press Option + choose "Edit Original…" (Option + Command + G).
Copy the movie to the Pasteboard window	Choose "Copy to Pasteboard" from the Item menu (Command + M).
Copy the movie to the Clipboard	Choose "Copy" from the Edit menu (Command + C). See also "Using an item in another document."
Open the movie's information window	Choose "Get Info" from the Item menu (Command + I).

05/UG_ch2again.pm5 29 1/31/94, 1:10 PM

Working with an item's source file

Once you have identified a catalog item you want, you can work with it from within the open catalog. For example, you can:

- Switch to another program to edit the source file (the original file to which the catalog entry points).
- Move, copy, or delete the source file.
- Copy the item to the Clipboard, switch to another program, and then paste the item in a document.
- Copy a reference (or pointer) to the Clipboard or send a reference directly to a supporting application.
- Find out more information about the item.
- Print or fax thumbnails or the item itself.

Important: In a multiuser setting, be careful about moving or deleting source files unless you are sure that the entire workgroup wants the files moved or deleted.

▶ **To edit an item's source file:**

1. Select the item in the Gallery or Pasteboard window.

   Or open a Preview or Info window that contains it.

2. Choose "Edit Original" from the Item menu.

   Aldus Fetch remembers the name and location of the application last used to edit the source file for any item of the same type and creator. If necessary, you will be prompted to choose an application and to specify where the application is located.

   Fetch opens the application, which in turn opens the source file for editing.

   Note: When using the "Edit Original" command with a catalog or project, Fetch will try to open the catalog or project using the version of Fetch currently running. If the catalog or project is incompatible with this version of Fetch, you will be able to select the appropriate version from the "Edit Original" dialog box.

3. Make the changes you want, save the file, and quit the application.

   After quitting the editing application, you are returned immediately to Fetch.

Tip

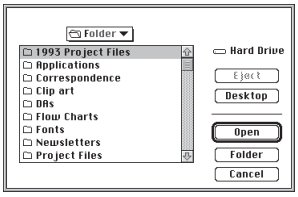
To edit the source file in an application other than the one that Fetch last associated with a particular file type and creator, press Option while choosing "Edit Original…" from the Item menu. The new application becomes the one that Fetch will remember until you change it again.

05/UG_ch2again.pm5 30 1/31/94, 1:11 PM

4. Choose “Update Now” from the Admin menu to update the item’s thumbnail in the catalog.

   Otherwise, the next time that you print, preview, edit, move, or copy the item, you will be prompted to update it.

▶ To copy or move a source file:



1. Select the item in the Gallery or Pasteboard window.
2. Choose “Copy Original…” or “Move Original…” from the Item menu.
3. In the file directory dialog box, locate and open the folder where you want the copy or the original to go.
4. Click “Folder.” Fetch will then move or copy the source file into the opened folder.

Note: “Copy Original…” makes a copy of the source file, keeping the link between the catalog item and the original copy only. “Move Original…” moves the source file from its current location to the one you specify. If the source file is locked, “Move Original…” will not move the file, but will instead make a copy of it and move it to the new location.

Fetch does *not* automatically update the catalog after you move a file. Instead, you must select the item and choose “Update Now” from the Admin menu, or respond to the update prompt the next time you try to print, preview, edit, or get information about the item.

05/UG_ch2again.pm5 31 1/31/94, 1:11 PM

▶ **To delete a source file:**

1. Select the item in the Gallery or Pasteboard window.
2. Choose "Delete Original…" from the Item menu.

   Be very careful about using the "Delete Original…" command to delete source files. Files deleted in this way do not go into the Trash. Once you confirm the deletion within Fetch, the files are deleted immediately and cannot be recovered.
3. Click "Cancel" if you change your mind or "OK" to go ahead and delete the file.

   Important: Deleting the source file does not delete the item from the catalog. You can, for example, scan a series of photographs, catalog the scanned images, then delete the original files. You'll still have the catalog entries as a way of keeping track of the original photographs. If you do decide to delete the catalog entries as well, use the "Delete…" command on the Admin menu, or select the item and press Delete.

   You can also use the "Purge…" command on the Admin menu to check whether or not Fetch can still locate the source file for a catalog item, then delete the item if you want. For more information about deleting and purging items, see "Maintaining a catalog."

05/UG_ch2again.pm5 32 1/31/94, 1:11 PM

Using an item in another document

Fetch lets you use the cataloged source files in other publications or presentations. For example, you might include a SuperPaint illustration in a PageMaker publication or import a QuickTime movie into a Persuasion presentation. Fetch lets you copy any such source file (or part of it) to the Clipboard and then, in the receiving application, paste it in the document you want.

For an increasing number of applications that are *Fetch-aware,* Fetch also provides a way to copy or send a reference only, so that the other document receives a reference, or pointer, to the original file rather than the entire file.

Fetch-awareness can vary from supporting a special Clipboard format for copying and pasting a reference to supporting the "Place" Apple Event. For information on how to use the different transfer methods, see the procedures described below. For information on the latest list of Fetch-aware applications, see the ReadMe file. For details of how your application supports Fetch, contact the application's manufacturer.

Transferring Aldus Fetch catalog items to other documents

If the receiving application…	Use this command…	To transfer…
Is Fetch-aware or not	Copy	A single item or the selected part of an item to another application on the computer you are using.
Supports FETCH Clipboard format	Copy Reference	One or more whole items, with either text (pathname to original file) or thumbnails, to another application on the computer you are using.
Supports "Place" Apple Event	Send Reference…	One or more whole items to any computer on the network.

05/UG_ch2again.pm5 33 1/31/94, 1:11 PM

Transferring a file

Copying an item from Fetch and pasting it in your page layout or other application uses the Macintosh Clipboard and copies the entire source file (or selected part thereof) into the receiving application. You can use this method to transfer any catalog item to any appropriate application, whether it is Fetch-aware or not. The receiving document increases in size by the size of the original file or of the selected portion of the file.

You can always copy all or part of an item. Its format, however, may change when placed in the Clipboard. The format change depends on the item's original file type:

- Copying a still image (such as EPSF, TIFF, DCS) to the Clipboard changes it to a PICT format. Of particular note are EPSF images. If you copy an entire EPSF image, Fetch places PostScript information in the resulting PICT. If you copy only part of the EPSF image, the resulting PICT will lack the PostScript information and not print correctly.

  If you need to preserve the image's original format, you must manually import the image into the application.
- Copying a movie, in all or in part, copies only the movie reference, not the actual frames.
- Copying a sound changes it to the SND format.

▶ **To transfer an item or part of an item using "Copy":**

1. In Fetch, select an item. Or open a Preview window that contains an item and select the part of the item you want.
2. Choose "Copy" from the Edit menu.
3. In the receiving application, choose "Paste" from the Edit menu.

05/UG_ch2again.pm5 34 1/31/94, 1:11 PM

Transferring a reference

Copying or sending a reference is preferable to copying and pasting a file because the receiving document has the option of storing only the reference rather than the entire file. Storing only a reference minimizes the size increase of the receiving document.

How you place an item in the receiving document depends upon the application you are using. Some Fetch-aware applications require you to paste the reference into the document; others provide a palette or other mechanism for selecting and placing the item. For details, refer to the documentation provided by the application's manufacturer.

▶ **To transfer one or more items using "Copy Reference":**

1. In Fetch, select one or more items.
2. Choose "Copy Reference" from the Edit menu, then choose "Include Text" or "Include Thumbnails" from the submenu.

   Include the text when the receiving application does not accept thumbnails. Include the thumbnail when the receiving application does accept thumbnails.
3. In the receiving application, place the item according to procedures described in the application's own documentation.

Note: You can copy no more than 125 items at a time. If you have more than 125 items selected when you choose "Copy Reference," Fetch displays a message asking you to select fewer items and to retry the Copy command.

▶ **To transfer one or more items using "Send Reference…":**

1. In Fetch, select one or more items.
2. Choose "Send Reference…" from the Item menu.
3. In the dialog box, identify and locate the receiving application.

   The application can be on your own computer or on another Macintosh on the network.
4. In the receiving application, place the item according to procedures described in the application's own documentation.

05/UG_ch2again.pm5 35 1/31/94, 1:11 PM

Viewing item or catalog information

When you want to know more about an individual item than Aldus Fetch displays in either Thumbnail or Text List view, select the item and open an Info window. You can have as many Info windows open as you want. A separate Catalog Info window provides additional detail about the catalog as a whole.

The Catalog Info window

The Catalog Info window provides detailed information about the number of items in the catalog, the size of the catalog, modification dates, all keywords used, and all volumes on which any catalog items reside.

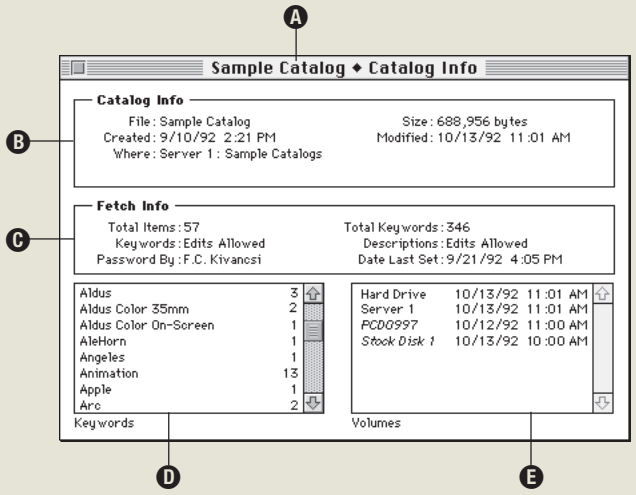
A Displays catalog name.

B Displays information about the catalog's filename, size, and location.

C Displays information about the catalog, including the name of the person who last set the password if any.

D Displays master keyword list.

E Displays a list of all volumes referenced by the catalog, with unmounted volumes in italics.



05/UG_ch2again.pm5 36 1/31/94, 1:11 PM

Working in the Catalog Info window

To do this…	Follow this procedure…
Open the Catalog Info window	Choose “Catalog Info…” from the File menu. Or double-click the left end of the information bar in the Gallery or Pasteboard window.
Retrieve all items that use a keyword	Double-click that keyword in the “Keywords” list box.
Refresh the keyword list	Double-click the word “Keywords.”
Refresh the volume list	Double-click the word “Volumes.”
Toggle the keyword list order	Press Option + click “Keywords” to toggle the order temporarily between alphabetical and frequency-of-use.

The Info window

An Info window displays detailed information about an item, including its filename, type, size, creation and modification dates, pathname, keywords, and description. Fetch lists open Info windows on the Window menu.

A Displays the item’s filename.

B Displays information about the item’s source file. Size, creator, and creation and modification dates are taken from information in the source file. If the source file is not available, this information appears as “N/A” in the “File Info” field.

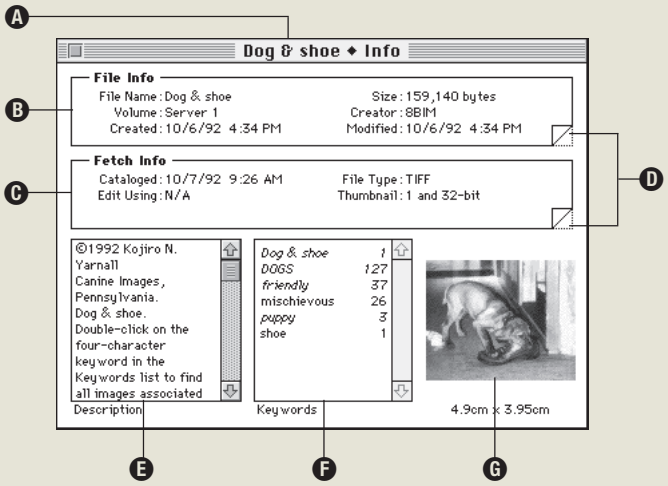
C Displays information about the item’s entry in the Fetch catalog.

D Click here to see more information in either of these fields.

E Displays the item’s description.

F Displays the item’s keyword list.

G Displays the item’s thumbnail.



05/UG_ch2again.pm5 37 1/31/94, 1:11 PM

Working in the Info window

To do this…	Follow this procedure…
Open an Info window	In Thumbnail view of the Gallery or Pasteboard window, double-click the text below the thumbnail. Or select one or more items, then choose "Get Info…" from the Item menu (Command + I). In Text List view, double-click an item in the list. Or select one or more items, then choose "Get Info…." In a Preview window, double-click the center of the information bar. Or choose "Get Info…" from the Item menu.
Edit the description	Double-click the word "Description." Or choose "Description…" from the Edit menu (Command + U).
Edit the keyword list	Double-click the word "Keywords." Or choose "Keywords…" from the Edit menu (Command + Y).
Retrieve all items that use a keyword	Double-click that keyword in the list.
Toggle the keyword list order	Press Option + click "Keywords" to toggle the order temporarily between alphabetical and frequency-of-use. To change the default order, use the "Preferences…" command on the Edit menu.
Preview the item	Double-click the thumbnail. Or choose "Preview" from the Item menu (Command + J). For faster scrolling and zooming of still images with G-World, hold down the G key while previewing.
Edit the source file	Press Option + double-click thumbnail. Or choose "Edit Original" from the Item menu (Command + G). To edit the source file using an application other than the one that Fetch last associated with the item's file type and creator, press Option + Command + G.

05/UG_ch2again.pm5 38 1/31/94, 1:11 PM

Setting preferences

The rest of Chapter 2 describes a number of features that let you customize Fetch to suit your working style and help you work more productively:

- Set workstation preferences using the "Preferences…" command from the Edit menu.
- Share preferences with other users.
- Use the Pasteboard window as a temporary staging area for items found from multiple searches.
- Create a project file that contains a set of items to which you want quick access or that you want to send to another Fetch user.
- Use the "Print…" command to print thumbnails or full-size images from within Fetch, or to send thumbnails or images via fax modem to another user.

Tip

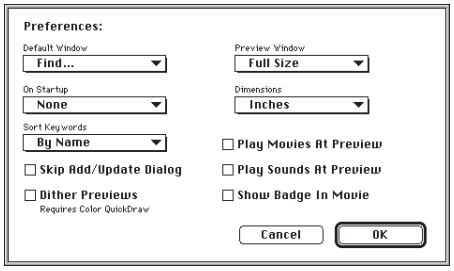
Two other helpful options include setting a default catalog or project and customizing the default search.

To set a default catalog or project, use the "Default Document…" command on the File menu or the "Save as Default Document" check box in the "Open," "Open Project," "New," and "Save As Project" dialog boxes. The default catalog is the one that Fetch opens automatically when you double-click the Fetch application icon or to which it adds new items when you select and drag one or more document icons over the Fetch icon when Fetch is not running (System 7 only).

To edit the default search, use the "Define…" command on the Search menu. The default search is the one that is carried out automatically the first time that you open a catalog after starting the program or when you choose "Default" (Command + D) from the Search menu. For information about using the "Define…" command, see "Streamlining your searches."

▶ **To set or change preferences:**

1. Choose "Preferences…" from the Edit menu.



Note: If the Fetch Preferences file has been locked using the Finder's "Get Info" dialog box, Fetch will display a message stating this before displaying the "Preferences" dialog box. You can make changes in the "Preferences" dialog box when the Fetch Preferences file is locked; however, Fetch will not save those changes when you click "OK."

2. Choose the options you want, then click "OK."

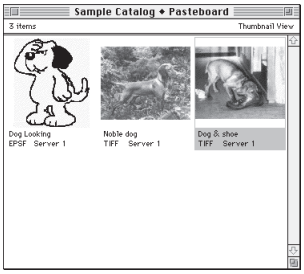
05/UG_ch2again.pm5 39 1/31/94, 1:11 PM

Setting preferences in Aldus Fetch

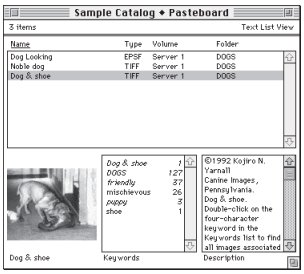
Option	Choices	Description
Default Window	Find…	Makes Find window active when you open a catalog; displays the default search in the Find window.
	Gallery (Text List)	Makes Gallery window active when you open a catalog; performs a "Find All" search; displays result of search in Gallery window in Text List view.
	Gallery (Thumbnail)	Makes Gallery window active when you open a catalog; performs a "Find All" search; displays result of search in Gallery window in Thumbnail view.
On Startup	None	Double-clicking the application icon starts the program.
	Open Document	Double-clicking the application icon starts the program, then opens the file directory dialog box where you can choose a catalog or project to open. To start Fetch using this option at any time, press Option + double-click the application icon.
	Default Document	Double-clicking the application icon starts the program and opens the catalog or project identified as the default.
Sort Keywords	By Name	Sorts item keyword lists alphabetically.
	By Occurrences	Sorts item keyword lists by frequency-of-use. To toggle the order temporarily, press Option + click "Keywords" below the keyword list box.
Preview Window	Full Size	Displays previews at full size (100% magnification).
	Scaled to Fit	Displays previews at a magnification that Fetch chooses based on the size of your monitor.
Dimensions		Sets the default measurement system for displaying dimensions (inches, points, picas, centimeters, or millimeters).
Skip Add/Update Dialog		When checked, does not display the "Add/Update Options" dialog box when you choose "Add/Update Items…" from the Admin menu. Press Option + choose "Add/Update Options…" to toggle the default temporarily.
Dither Previews		Requires Color QuickDraw. When checked, attempts to improve the display of color and grayscale images when viewed at a lower bit depth than the original image (for example, on a monochrome monitor). Using this option requires more memory and may result in slower drawing of previewed images. To turn on dithering, hold down Shift key while previewing; to turn off, hold down Command key while previewing.
Play Movies at Preview		When checked, movie items play automatically when previewed.
Play Sounds at Preview		When checked, sound items play automatically when previewed.
Show Badge in Movie		When checked, movies appear in Preview windows with a badge rather than a control bar. Click the badge or press Tab to display the control bar when you want it.

05/UG_ch2again.pm5 40 1/31/94, 1:11 PM

Using the Pasteboard window



The Pasteboard window in Thumbnail view



The Pasteboard window in Text List view

The Pasteboard window is a place where you can temporarily store items while a catalog is open. For example, you might select items displayed in the Gallery window as the result of a series of searches, copy them to the Pasteboard window, and then do any of the following:

- Select items in the Pasteboard window, then choose "Preview" from the Item menu to compare the items and pick the one you really want. For information about previewing, see "Previewing an item."
- Select items, choose "Export…" from the Admin menu to export the items, and then import them into a new or another catalog. For more information, see "Maintaining a catalog."
- Select items, then copy and paste them into another document or copy or send references to the items as described in "Using an item in another document."
- Choose "Print…" from the File menu to print the set of thumbnails. For more information, see "Printing catalog items."

The Pasteboard window functions like the Clipboard but is able to hold more than one item at a time. Fetch clears the Pasteboard window when you close the catalog. You can display the Pasteboard window, like the Gallery window, in Thumbnail view or Text List view. All of the procedures and shortcuts (except for searching) used in the Gallery window also work in the Pasteboard window. For details, see "Viewing search results."

05/UG_ch2again.pm5 41 1/31/94, 1:11 PM

▶ **To copy an item to the Pasteboard:**

Select one or more items in the Gallery window, then choose "Copy To Pasteboard" from the Item menu.

or

Press Control + click the item's thumbnail in the Gallery window, Info window, or List view.

By selecting and copying items one at a time, you can ensure that the items appear in the Pasteboard window in exactly the order you want.

If you select multiple items to copy, they will appear in the Pasteboard in the order they appear in the Gallery window.

▶ **To see the contents of the Pasteboard window:**

Choose "Pasteboard" from the Window menu.

▶ **To clear an item from the Pasteboard window:**

Select the item, then choose "Clear" from the Edit menu.

Shortcuts

Open Pasteboard window
("Pasteboard" on Window menu)
Command + B

Copy selected item to
Pasteboard window
("Copy To Pasteboard" on Item menu)
Command + M *or*
Press Control + click thumbnail

Clear selected item from
Pasteboard window
("Clear" on Edit menu)
Clear

05/UG_ch2again.pm5 42 1/31/94, 1:11 PM

Creating a “project” in Aldus Fetch

An Aldus Fetch project is a collection of references to items from a single catalog that you save as a separate file. Use a project for work in progress or to give or send items to another user. Because a project file includes only references or *pointers* to items in the original catalog, it is small in size and can easily be mailed to a user electronically or copied to a floppy disk.

Consider these scenarios and imagine how project files could help you:

- An editor uses a project file to send images to a designer or production artist for the final layout of an article.
- At a newspaper, a photo editor regularly catalogs newly scanned photos, then circulates a daily or weekly project file that contains only the most recent photos for editors to review.
- A production artist who is completing a monthly newsletter creates a project file that contains all the necessary artwork. Without having to search for all the images in a catalog, the artist merely opens the newsletter project.

▶ **To create a project:**

1. In either the Gallery or Pasteboard window, select the items you want.
2. Choose “Save As Project…” from the Item menu.
3. In the file directory dialog box, enter a name, then click “OK.”

Aldus Fetch project icon

05/UG_ch2again.pm5 43 1/31/94, 1:11 PM

▶ **To open and use a project:**

Regardless of whether Fetch is currently running, you can either:

- Double-click the project icon in the Finder.
- Or drag the project icon over the Fetch application icon.

If Fetch is running and:

- A catalog is open, choose "Open Project…" from the File menu, then select the project.
- No catalog is open, choose "Open…" from the File menu, then select the project.

Fetch must be able to locate the catalog when you or another user open a project created from it. When you open the project, Fetch opens the catalog from which the project items were saved, then opens the Pasteboard window and copies the project items to it. If the catalog was already open, Fetch adds the project items to any items already in the Pasteboard window.

To make projects even easier to use, you can create an alias (System 7 only) for a frequently used project, and place that alias in your Apple Menu Items folder (in your System folder). Your project will then appear in the Apple Menu. Selecting the project from the menu will launch Fetch (if it's not running already) and open the project.

05/UG_ch2again.pm5 44 1/31/94, 1:11 PM

Printing catalog items

Although you will typically find and select a catalog item either to edit the source file or use it in another document, you might want to print from the catalog itself—to show a client, for example, or to evaluate items for possible use in a document.

When you choose "Print…" from the File menu, Aldus Fetch prints the contents of the active window. Thus, to print thumbnails, print from the Gallery or Pasteboard window. To print a single full-size image, print from a Preview window. If you have a fax modem installed in your computer, you can also use the "Print…" command to fax thumbnails or images to another person. Use the Chooser to specify the output device that you want.

When you choose the "Print…" command, the resulting dialog box reflects what you have in the active window:

- If the active window is a Preview window, what you see is the standard Macintosh "Print" dialog box that contains no special options for Fetch.
- If the active window is the Gallery or Pasteboard window, the bottom half of the dialog box contains the options described in the table below.

Options for printing thumbnails

Print Option	Choices	Description
Print Using…	Actual Images	Prints thumbnails using the original source files if available. This option generally yields a higher-quality output, but can be time consuming because Fetch must open and process each item's source file when creating its thumbnail. Thumbnails in the catalog are substituted for any actual images that are not found.
	Thumbnails in Catalog	Always prints from the thumbnail images available in the catalog.
Quality	Best (slowest)	Provides the highest-quality output and the slowest print times.
	Better	Provides medium-quality output at moderate print times.
	Good (faster)	Provides the lowest-quality output but the fastest print times.
Larger Thumbnails		When checked, prints thumbnails that are twice the normal height and width (four times the area of a regular thumbnail).
Number pages from		Unless you enter a number for the first page of your output, Fetch starts with page 1 or with the number specified at the beginning of the dialog box.

05/UG_ch2again.pm5 45 1/31/94, 1:11 PM

Troubleshooting printing problems

Make sure that you are using LaserWriter driver 6.0 or later. To find out which version you are using, select the LaserWriter file in the Extensions folder of the System folder and choose "Get Info" from the File menu. (If you are using System 6.0.7 or 6.0.8, the LaserWriter file can be found in the System folder.)

If using the "Actual Images" option causes problems, it may be that your printer is having trouble handling the amount of information needed to print the page. Try making these adjustments to correct the problem:

- Print using the "Black & White" option in the "Print" dialog box. This allows the printer to print all colored areas as black or white, depending on the darkness of the area. This option usually decreases the quality of the printed image, but may require less printer memory.
- Print using the "Larger Thumbnails" option. This reduces the number of thumbnails per page.
- Print using the "Better" or "Good" option. This helps limit the amount of information needed to print each thumbnail.
- Turn background printing off in the Chooser. This frees the printing process from having to compete with other applications for memory.
- Allocate more memory to the PrintMonitor or install more RAM in the printer. This increases the amount of memory available for printing.
- Allocate more memory to Fetch. This lets Fetch use more memory to prepare the image for printing.
- Try using the appropriate System 7 printer driver. The newest printer drivers are redesigned to handle large images more gracefully.

If you do not get the results you want when printing from the Preview window using the "Black & White" option, try printing using the "Color/Grayscale" option instead. This results in the printer using black dots to approximate the darkness of colored or gray areas in the image. While the "Color/Grayscale" option may increase the quality of your printed image, it may require more printer memory.

Most color images will print in color when sent to a color printer. However, color images that require QuickTime to preview will not print in color when your monitor is set to grayscale. To print these images in color, either use a computer with a monitor set to color or use the Monitors control panel to reset your monitor to color before printing the image.

05/UG_ch2again.pm5 46 1/31/94, 1:11 PM

Chapter 3

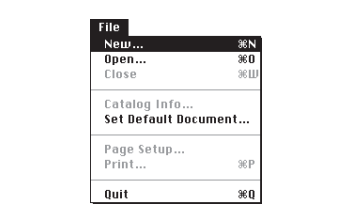
Creating and Managing Catalogs

Chapter 3 describes how to create, maintain, and modify Aldus Fetch catalogs; how to add and modify keyword lists and item descriptions; and how to control access to administrative functions in a multiuser environment.

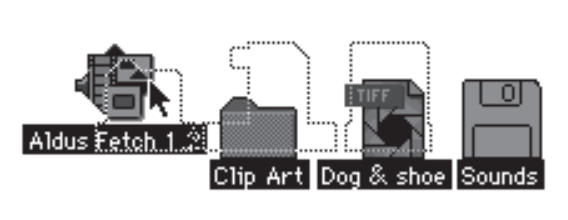
To carry out most of the procedures described in this chapter, you must have full access to the open catalog.

Creating a new catalog

You can create a new catalog in either of these two ways:



Start Fetch, choose "New…" from the File menu as described below, and then choose "Add/Update Items…" from the Admin menu as described in "Updating and adding items to a catalog."



7 If no catalog is open and you do not have a default catalog, select the items you want the catalog to contain, drag the icons onto the Fetch application icon until all icons are highlighted, and then release.

Creating a new catalog from within Aldus Fetch

When you create a catalog using the "New…" command, Fetch prompts for a catalog name, then opens the catalog and displays your default startup window. The catalog is empty. To add items, follow the instructions in "Updating and adding items to a catalog." Or import a previously exported catalog (or part of a catalog) as described in "Maintaining a catalog."

Shortcuts

Create a new catalog
("New…" on File menu)
Command + N

Save new catalog as default
("Save as Default Document"
option in file directory dialog box)
Command + S

Add items to a catalog
("Add/Update Items…" on
Admin menu)
Command + E

▶ **To create a new catalog:**

1. Start Fetch, then choose "New…" from the File menu.

   If you already have a catalog open, the "New…" command is dimmed. You must close the open catalog before you choose "New…" because Fetch allows only one catalog to be open at a time.

2. In the file directory dialog box, specify a name and location for the new catalog.

3. Check "Save as Default Document" if you want the new catalog to be your default catalog.

   The default catalog opens automatically on startup if you have it set to do so in the Fetch preferences. Files are also added to the default catalog when you drag icons over the Fetch icon when Fetch is not running (System 7).

06/UG_Ch3.pm5 48 1/31/94, 1:11 PM

4. Click “Save.”

   Fetch creates the catalog, opens it, and then opens the Find window.

5. Add items to the catalog as described in “Updating and adding items to a catalog.”

Creating a new catalog from the Finder

When you create a new catalog by dragging items over the Fetch icon, the selection can include files, folders, or entire volumes in any combination. If no other catalog is open and you have not established a default catalog, Fetch asks you to create a new catalog. Otherwise, the files you drag over the Fetch icon are added to the default catalog (if there is one) or to the open catalog.

▶ **To create a new catalog from the Finder:**

1. Start Fetch, then close any open catalog.
2. In the Finder, select the icons for the files, folders, or volumes that you want in the catalog.
3. Drag the collection of icons over the Fetch icon; the Fetch icon is highlighted. If the Fetch icon does not become highlighted, you may need to rebuild your desktop. To do so, press and hold down Option + Command while restarting your computer.

   After you release the collection of icons, Fetch starts up and asks if you want to create a new catalog or open an existing one.
4. Click “New.”
5. In the file directory dialog box, specify a name and location for the new catalog. Check “Save as Default Document” if you want the new catalog to be your default catalog, then click “Save.”

   The default catalog opens automatically on startup if you have it set to do so in the Fetch preferences. Files are also added to the default catalog when you drag icons over the Fetch icon when Fetch is not running (System 7).
6. Review the settings in the “Add/Update Options” dialog box, change any that you want, and then click “Continue….”

   For more information on the options in this dialog box, see “Setting catalog update options.”

Tip

To make the drag-and-drop creation of new catalogs easier, you can make an alias for Fetch and place it on your desktop.

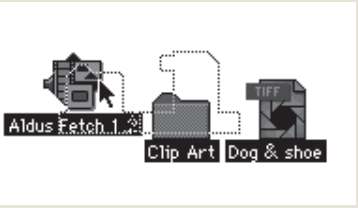
06/UG_Ch3.pm5 49 1/31/94, 1:11 PM

Updating and adding items to a catalog

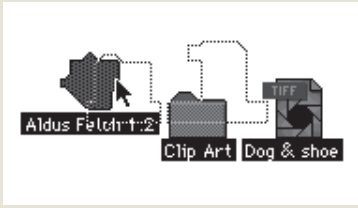
To ensure that a catalog contains the most recent versions of your files, you should update the catalog after you've made changes to your files or after you've moved or deleted files.

You can add or update catalog items in any of these three ways:

Start Fetch, open the catalog, and then choose "Add/Update Items…" from the Admin menu.



7 To add items to the default catalog, select the files you want to add and drag them onto the Fetch application icon when Fetch is not running.



7 To add items to a catalog other than the default, open the catalog, return to the Finder, select the files, then drag them onto the Fetch application icon.

Updating from within Aldus Fetch

When you add to or update a catalog using the "Add/Update Items…" command, Fetch first displays the "Add/Update Options" dialog box, then a file directory dialog box where you can select the files, folders, or volume that you want to add to the open catalog.

Tip

Fetch ships with a reasonable set of default settings for cataloging most files under most circumstances. You can change these options at any time, return to the original defaults, or create your own. For more information about these options, see "Setting catalog update options."

The "Add/Update Options" dialog box appears only if the option "Skip Add/Update Dialog" is unchecked in the "Preferences" dialog box (use the "Preferences…" command on the Edit menu). By default, this option is unchecked, so that you will continue to see the "Add/Update Options" dialog box each time until you reset your preferences.

▶ **To add or update catalog items:**

1. Start Fetch, open a catalog, and then choose "Add/Update Items…" from the Admin menu.
2. Review the settings in the "Add/Update Options" dialog box, change any that you want, and then click "Continue…."
3. In the file directory dialog box, locate the file, folder, or volume that you want to add to the catalog.

   The volume that contains the files you want to add must be mounted (currently available) before you continue.

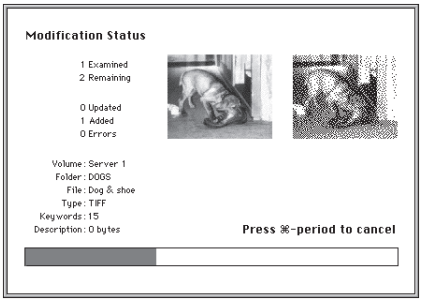
06/UG_Ch3.pm5 50 1/31/94, 1:12 PM

⑦ If you choose to add items from an aliased folder, make sure that the folder's alias is no more than 27 characters long. Fetch treats folders as if they were volumes and volume names in System 7 have a 27 character limit. If the folder's alias exceeds this limit, Fetch can crash when trying to access the items within the folder.

To add…	Follow this procedure…
A single file	In the list box, select the file. Click "Open."
All files in a folder or in a volume	Make sure that the name of the folder or volume you want appears above the list box. Click "Folder."
All files and subfolders within a folder or volume	Make sure that the name of the folder or volume you want appears above the list box. Check "Include Subfolders," then click "Folder."
A single file whose file type is not listed (an application)	First add the application's file type in the "File Types" dialog box. Then use the "Add/Update Options" dialog box to add the application.

When using the "Include Subfolders" option, make sure that the subfolders are not aliased. Fetch ignores aliased subfolders and will not add them to the catalog. To add an aliased subfolder to a catalog, you must select and add it directly.

Fetch quickly scans the volume where the source files reside, displays the "Modification Status" box, and then begins to examine each file in turn before adding it to the catalog. Where a preview of the file is available, Fetch shows the 8- or 32-bit version on the left and a 1-bit version on the right.



When everything has been cataloged, Fetch displays an "Add/Update Summary" message.

Important!

If Fetch crashes while trying to catalog a file that you suspect may be damaged, try opening the file from the application that created it (or another application that can open that particular file type). If the application cannot open the file, do not try to catalog the item in Fetch.

If you add the filename of the damaged file to the exclusions list (see "Excluding a file from adding or updating"), Fetch will always ignore the corrupt file in the future. This will protect you from trying to add the damaged file to other catalogs.

06/UG_Ch3.pm5 51 1/31/94, 1:12 PM

4. Click “OK.”

   Fetch returns you to the “Add/Update Options” dialog box, where you can click “Continue…” again or “Done” to return to your catalog.

Updating by dragging in the Finder

When you add or update files by dragging them over the Fetch icon, the selection can include files, folders, or volumes in any combination:

- If you have a default catalog and Fetch is not already running, Fetch updates the default catalog.
- If a catalog is open, Fetch updates the open catalog.

▶ **To update an open catalog from the Finder:**

1. Select the icons for the files, folders, or volumes you want to add or update.

   If you want to add a Fetch catalog or project to a catalog, place the catalog or project in a folder or volume and then select the icon for that folder or volume. Do not select the actual catalog or project icon since dragging one of these icons over the Fetch icon causes Fetch to open the catalog or project instead of adding it.

2. Drag the collection of icons over the Fetch icon.
3. Review the settings in the “Add/Update Options” dialog box, change any that you want to change, and then click “Continue….”

   When updating is complete, Fetch displays the “Add/Update Summary” message.

4. Click “OK” to return to your catalog.

06/UG_Ch3.pm5 52 1/31/94, 1:12 PM

7

▶ **To update a closed catalog from the Finder:**

1. Select the icons for the files, folders, or volumes you want to add or update. While these items are still selected, select the catalog that you want to add these items to.
2. Drag the selected icons over the Fetch icon.
3. Complete the update as if the catalog were open.

Setting catalog update options

Unless you set your preferences otherwise, Aldus Fetch displays the "Add/Update Options" dialog box whenever you:

- Choose "Add/Update Items…" from the Admin menu.
- Choose "Import…" from the Admin menu.
- Add items to a catalog by dragging files over the Fetch icon in the Finder.
- Create a new catalog by dragging files over the Fetch icon in the Finder when there is no default catalog.

The defaults that ship with the product work for most files under most circumstances. You can change these options at any time, return to the previous defaults, or create your own. If you prefer not to see this dialog box each time, choose "Preferences…" from the Edit menu, then check "Skip Add/Update Dialog" in the "Preferences" dialog box.

The "Add/Update Options" dialog box

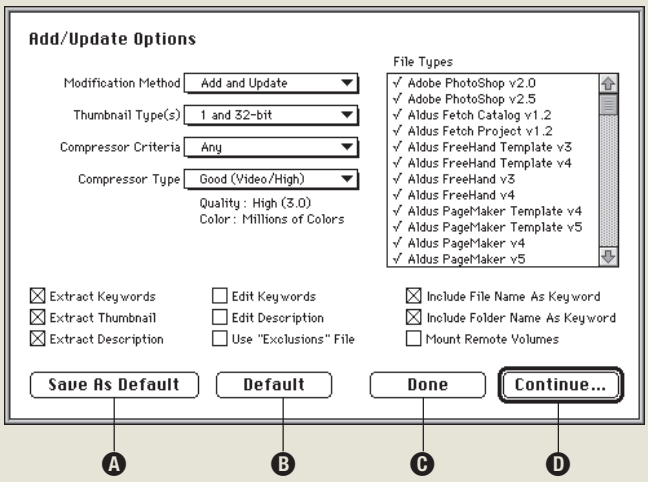
Use this illustration and the table on the following page to explore the cataloging options that Fetch provides. If you are running System 7, you can open the dialog box in Fetch, choose "Show Balloons" from the Help menu, and use Balloon Help to explore the different options.

A Click "Save As Default" to save the current settings as the new default.

B Click "Default" to return to your previous default settings.

C Click "Done" when you have finished adding or updating all the items you want.

D Click "Continue…" to tell Fetch to start adding or updating the items using the current settings.



06/UG_Ch3.pm5 54 1/31/94, 1:12 PM

Catalog update options

Option	Choices	Description
Modification Method	Add; Update; Add and Update	Adds new items only if they do not already exist; updates items only if there have been changes.
	Add Unconditionally	Adds new items even if they already exist.
	Update Unconditionally	Updates items even if there have been no changes.
Thumbnail Type(s)[1]	1-bit; 8-bit; 32-bit	Stores 1-bit, 8-bit, or 32-bit thumbnails.
	1 and 8-bit; 1 and 32-bit; 8 and 32-bit; 1, 8, and 32-bit	Stores multiple versions of thumbnails, for optimal display on different CPUs. 32-bit thumbnails are compressed by QuickTime.
	Help…	Provides assistance in selecting thumbnail types.
Compressor Criteria[2]	Any	Chooses a compressor arbitrarily.
	Speed	Chooses the fastest compressor.
	Fidelity	Chooses the highest-quality image.
	Compression	Chooses the smallest possible image.
Compressor Type[2,3]	Fair Quality	Chooses speed over image quality.
	Best Overall	Chooses speed but considers image fidelity.
	High Quality	Chooses image quality over speed.
	Other…	Chooses customized level of quality.
File Types		Lists all the file types that Fetch currently recognizes. To check all, press Command + A. To uncheck all, press Command + Delete. To check or uncheck any one, click its name.
Extract Keywords*		Looks for and extracts any keywords saved with the source file.
Extract Thumbnail*		Looks for and extracts any preview image saved with the source file. (*Note:* If you are adding or updating QuickTime movies, we recommend that you do not use this option. You will get a larger thumbnail for the movie if you let Fetch create it rather than extract it.)
Extract Description*		Looks for and extracts any description saved with the source file.
Edit Keywords		Opens the “Edit Keywords” dialog box as it adds or updates each item.
Edit Description		Opens the “Edit Description” dialog box as it adds or updates each item.
Use “Exclusions” File*		Excludes any file whose name appears in the “Exclusions…” list. For details, see “Excluding a file from adding or updating.”

▶

06/UG_Ch3.pm5 55 1/31/94, 1:12 PM

Option	Choices	Description
Include File Name As Keyword		Adds the item's filename to the keyword list.
Include Folder Name As Keyword*		Adds the name of the folder where the file is located to the keyword list.
Mount Remote Volumes*		Attempts to mount any unmounted volume that is referenced by an alias.

* Not available during importing.

[1]Since Fetch installs and uses QuickTime, you should set the default for "Thumbnail Type(s)" to "32-bit." This setting does not mean larger catalogs. In fact, the "32-bit" option means that the thumbnail will be compressed, which will save catalog space, reduce network traffic, and yield a better-looking thumbnail—even if the original file is less than 32-bits.

[2]The "Compressor Criteria" and "Compressor Type" options refer only to the generation of 32-bit thumbnails compressed by QuickTime. They have no effect on the decompression and previewing of the thumbnails.

[3]The recommended setting for "Compressor Type" is "Best Overall." This setting offers the optimal compromise among thumbnail file size, thumbnail decompression speed, and thumbnail image quality. If you want a better looking thumbnail, you could set the "Compressor Type" to a higher-quality setting or JPEG compression. Using a higher quality setting will increase the size of the catalog and, in the case of JPEG compression, will also increase the amount of time needed to display a thumbnail view in the Gallery window.

06/UG_Ch3.pm5 56 1/31/94, 1:12 PM

Excluding a file from adding or updating

As you build and modify catalogs, you can tell Aldus Fetch to skip files of a certain type or name. For example, if you create preseparated DCS files for a PageMaker publication, you typically want to catalog the composite file only, not the individual separation files. Or if you have a CD-ROM disc that contains a number of files that are corrupted but cannot be removed, you can skip those files during cataloging.

- If you want to skip files of a specific type, you can uncheck that file type in the "File Types" list box in the "Add/Update Options" dialog box, as described in "Setting catalog update options." Or you can remove the file type from the list altogether, using the "File Types…" command on the Admin menu. For more information about file types and Fetch, see "Adding a file type."
- If you want to skip files with a specific name, you can use the procedures described on this and the following pages to create an *exclusions list*.

You can create an exclusions list by selecting items within an existing catalog or by giving Fetch an explicit set of names.

- When you have a catalog open, you use the "Add To Exclusions" command on the Admin menu to add selected items to the exclusions list. "Add To Exclusions" is dimmed if there are no items selected in the Gallery or Pasteboard window or if no Preview or Info windows are open.
- Whether you have a catalog open or not, you can use the "Exclusions…" command on the Admin menu to specify files by name.

Fetch exclusions icon

In either case, Fetch creates for all catalogs a single exclusions list (Aldus Fetch™ Exclusions) in the Aldus Fetch™ Preferences folder in the Preferences folder of the System folder (if you are running System 7) or just loose in the System folder (if you are running System 6.0.7 or 6.0.8). You can share this list with other users by copying it.

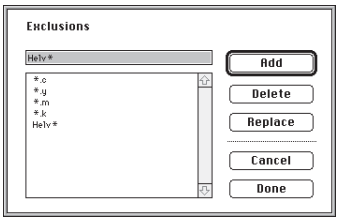
▶ **To add cataloged items to the exclusions list:**

1. In the Gallery or Pasteboard window, select the items whose filenames you want Fetch to skip when adding or updating catalogs in the future.
2. Choose "Add To Exclusions" from the Admin menu.

06/UG_Ch3.pm5 57 1/31/94, 1:12 PM

▶ **To view or modify the exclusions list:**

1. Choose “Exclusions…” from the Admin menu.



2. In the “Exclusions” dialog box:

To…	Follow this procedure…
Add a name	Type the filename you want into the edit box, then click “Add.” Pathnames are not allowed. Case is ignored. Names can include an asterisk (*) as a wildcard character. For example, to tell Fetch to skip the individual separation files when updating a DCS file, you can add “*.c,” “*.y,” “*.m,” and “*.k” to the exclusions list.
Rename an entry	Select it in the list box, type a new name in the edit box, then click “Replace.”
Remove a name	Select it in the list box, then click “Delete.”

3. When you have made all the changes you want, click “Done” to close the dialog box and save the list.

Shortcuts

Delete a filename
(“Delete” button in
“Exclusions” dialog box)
Command + D

Replace a filename
(“Replace” button in
“Exclusions” dialog box)
Command + R

Close dialog box
(“Done” button in
“Exclusions” dialog box)
Command + Return

06/UG_Ch3.pm5 58 1/31/94, 1:12 PM

Adding a file type

Aldus Fetch can recognize and catalog many types of files, including those created by the most widely used desktop publishing programs, presentation programs, and other programs for creating graphics, movies, sounds, and animations. For a complete list of the file types that Fetch recognizes, see "Adding a file type."

Using the "File Types…" button in the "Preferences" dialog box, you can modify the list by adding, replacing, or deleting file types as long as the list contains no more than 64 file types at a time. For example, you might want to add the file type for an application that you use frequently but whose file type is not currently on the list. Or replace an existing file type when the manufacturer ships a new version of the product. Or remove altogether file types that you do not want to catalog and whose name you do not want to appear in the list in the Find window or in the "Add/Update Options" dialog box.

If you add the file type for an application that does not save a preview, what you see in Fetch is a file icon, not a thumbnail. Although you cannot preview these files in Fetch, you can enjoy the other benefits of having the file cataloged and accessible from within the catalog. In addition, if the file's creator application exists on your computer, you can open and view the file by choosing "Edit Original..." from the Item menu.

Note: When you add or update files that have been compressed using DiskDoubler, the files are decompressed as needed.

06/UG_Ch3.pm5 59 1/31/94, 1:12 PM

▶ **To modify the list of file types that Fetch recognizes:**

1. Choose “Preferences” from the Edit menu.
2. Click on “File Types….” in the “Preferences” dialog box.
   In the “File Types” dialog box:

To…	Follow this procedure…
Add a file type	In the “Name” edit box, type a description up to 29 characters long. In the “Type” edit box, enter the four-letter code for the file type you want to add. Choose “Catalog” under the “Store in:” option if you want the file type to be added to the list stored with the Catalog file (a catalog-specific list). Choose “Preferences” under the “Store in:” option if you want the file type to be added to the list stored in the Preferences file (a user-defined default list). Then click “Add.” OR click “Same type as…” if you are not sure what name or code to enter. In the resulting file directory dialog box, select an example of the type of file that you want to add, then click “Open” to return to the “File Types” dialog box. Then click “Add.” OR double-click on one of the file types in the list to automatically enter the information into the “Name” and “Type” edit boxes. Then click “Add.”
Replace a file type	Select it in the list box, type a new name in the edit box, then click “Replace.”
Remove a file type	Select it in the list box, then click “Delete.”
Add the original default list to any existing list	Select “Add Originals” to add the default list to an existing list.

3. Repeat step 2 as often as you want, then click “Done” to close the dialog box and save the revised list.

06/UG_Ch3.pm5 60 1/31/94, 1:12 PM

The following table lists all of the file types recognized by Fetch at the time this book went to press. For each file type, the table shows the application typically used to create it and other applications in which you can edit it.

File formats

File type	Name	Created using…	Also edited by	Able to Preview	Thumbnail or icon
8BPS	Adobe PhotoShop v2.5	PS2.5	FP1.2	Yes	T
8BIM	Adobe PhotoShop v2.0	PS2.0, PS2.5	FP1.2	Yes	T
FtCF	Aldus Fetch Catalog v1.2	FC1.2	n/a	No	I
FtPJ	Aldus Fetch Project v1.2	FC1.2	n/a	No	I
AGD1	Aldus FreeHand v4 or later	FH4	n/a	Yes	T or I*
sGD1	Aldus FreeHand Template v4	FH4	n/a	Yes	T or I*
FHD3	Aldus FreeHand v3.11	FH3.11	n/a	Yes	T or I*
FHT3	Aldus FreeHand Template v3.11	FH3.11	n/a	Yes	T or I*
FHD3	Aldus FreeHand v3.1 or earlier	FH3.1 or earlier	n/a	No	I
FHT3	Aldus FreeHand Template v3.1 or earlier	FH3.1 or earlier	n/a	No	I
ALB5	Aldus PageMaker v5	PM5	n/a	Yes	T or I*
ALT5	Aldus PageMaker v5 Template	PM5	n/a	Yes	T or I*
ALB4	Aldus PageMaker v4	PM4	PM5	No	I
ALT4	Aldus PageMaker v4 Template	PM4	PM5	No	I
PRS3	Aldus Persuasion v3	PN3	n/a	Yes	T (Slide one)
PRT3	Aldus Persuasion Template v3	PN3	n/a	Yes	T (Slide one)
PRS2	Aldus Persuasion v2	PN2	n/a	Yes	T (Master)
PRT2	Aldus Persuasion Template v2	PN2	n/a	Yes	T (Master)
AIFF	Audio Interchange	SE or SEPro	n/a	Yes	I
AIFC	Audio Interchange (Compressed)	SEPro	n/a	Yes	I
edtp	Edition (PICT)	App. that supports Publish	n/a	Yes	T
edtt	Edition (TEXT)	App. that supports Publish	n/a	Yes	T
EPSF	EPSF	FH, PM, AI, others	n/a	Yes	T
sfil	Finder Sound	SE or SEPro	n/a	Yes	I
GIFf	GIF	PC applications, PN2.1+	n/a	Yes	T (using Easy Open)
RJPG	ImpressIt JPEG	Radius ImpressIt	n/a	Yes	T
PCDI	KODAK Photo CD	Your KODAK photo finisher	n/a	Yes	T
PNTG	MacPaint	MP	SP, others	Yes	T

▶

06/UG_Ch3.pm5 61 1/31/94, 1:12 PM

File type	Name	Created using…	Also edited by	Able to Preview	Thumbnail or icon
MuAd	Multi-Ad Creator	MA	n/a	Yes	T or I*
AdSt	Multi-Ad Creator Stationery	MA	n/a	Yes	T or I*
PICS	PICS Animation	SC1.6	n/a	Yes	T
PICT	PICT	FH, SP, others	MD, PS, other	Yes	T
MooV	QuickTime Movie	AP, MO	n/a	Yes	T
RIFF	RIFF	CS, FP, SK1.0	n/a	Yes	T
FSSD	SoundEdit	SE, SEPro	n/a	Yes	I
JPEG	Storm JPEG	PP2.5, PS	n/a	Yes	T
StPP	Storm JPEG ++	PP2.5, PS (with plug-in)	n/a	Yes	T
TIFF	TIFF	PS, scanning applications	PS, S32	Yes	T
TEXT	Text	Text Apps, PC graphic apps	n/a	Yes	I

Key to table: AI—Adobe Illustrator; AP—Adobe Premiere; CS—Color Studio; FC—Aldus Fetch; FH—Aldus FreeHand; FP—Fractal Painter; IS—Image Studio; MA—Multi-Ad Creator; MD—MacDraw; MO—Movie Player; MP—MacPaint; PM—Aldus PageMaker; PP—Picture Press; PR—Aldus Persuasion; PS—Adobe Photoshop; S32—Studio 32; SC—SuperCard; SD—SoundDesigner; SE—SoundEdit; SK—Sketcher; SP—SuperPaint.

* A thumbnail is available for this file if one was defined with the original application. Otherwise, Fetch will display the file icon for the file.

06/UG_Ch3.pm5 62 1/31/94, 1:12 PM

Organizing a catalog by adding keywords

Each item in a catalog has certain information associated with it, such as filename, file type, volume, and so on. Each item can also have one or more keywords associated with it. A keyword is a word or phrase that you associate with a particular item, allowing you to search for items quickly.

Like a library with a good subject catalog, a Fetch catalog with a good keyword list can be a valuable tool for finding the information you need. In addition, keywords created by other applications can be extracted during cataloging if they're available in the source file or added and edited later. Each item can have an unlimited list of keywords associated with it (each up to 31 characters long). In a multiuser environment, a catalog administrator can control who edits keyword lists for each catalog (see "Setting catalog privileges").

If you have the multiuser version of Fetch, be sure to look at the *Keywording Strategies* booklet, which describes effective ways to organize your catalog using keywords.

▶ **To extract keywords from source files when adding the files to a catalog:**

Make sure that "Extract Keywords" is checked in the "Add/Update Options" dialog box, then continue to add or update items.

Fetch then examines each source file for keywords that were previously created with the source file's application. As Fetch catalogs the item, the extracted keywords are added to Fetch's keyword list for that item. An extracted keyword appears in italics in the "Keywords" list box in Text List view or in the Info window and cannot be further edited from within Fetch. If the option is checked in the Add/Update dialog box, Fetch also automatically adds the filename and the folder name of the item as keywords. You can also exclude the source file's keywords.

Shortcuts

Open Info window
to see item's keyword list
("Get Info" on Item menu)
Command + I *or*
Double-click filename of item

Open Catalog Info window
to see master keyword list
("Catalog Info" on File menu)
Double-click left end of
information bar in Gallery or
Pasteboard window

Edit keyword list
("Keywords" on Edit menu)
Command + Y *or*
Double-click "Keywords" in item's
Info window

06/UG_Ch3.pm5 63 1/31/94, 1:12 PM

▶ **To enter keywords manually while adding items to a catalog:**

1. Make sure that "Edit Keywords" is checked in the "Add/Update Options" dialog box, then continue to add or update items.

   Fetch displays the "Edit Keywords" dialog box as it examines each item before adding it to the catalog.

2. Enter one or more keywords, then click "OK" to return to the "Modification Status" box and continue with the next item.

▶ **To display the existing keyword list for an item:**

Select the item, then choose "Get Info…" from the Item menu. A ... above the list indicates that you do not have permission to edit the list.

or

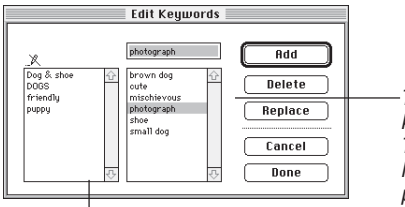
Select the item from the Text List view of the Gallery or Pasteboard window.

▶ **To edit the keyword list for a single item:**

1. Select the item, then choose "Keywords…" from the Edit menu.

   Or display the keyword list as described above, then double-click the word "Keywords" below the list box.

   Note: If "Keywords…" is dimmed on the Edit menu, you do not have permission to edit keywords for items in the open catalog. If you're using the multiuser version of Fetch, check with your catalog administrator.



The list box on the right contains any keywords added during or after cataloging. These appear in normal type in all keyword lists and can be edited by those with permission to do so.

The list box on the left contains any keywords extracted from the item's source file. These appear in italics in the combined keyword list and cannot be edited within Fetch.

Tip

If the "Edit Keywords" dialog box is blocking part of the screen you need to see, you can move the dialog box out of the way by dragging it.

06/UG_Ch3.pm5 64 1/31/94, 1:12 PM

2. In the edit box:

To…	Do this…
Add a new keyword	Type the word, then click “Add” (or press Return).
Remove a keyword	Select it, then click “Delete” (or press Command + D)
Change a keyword	Select it, type the new wording, and then click “Replace” (or press Command + R).

Note: Fetch automatically removes a keyword from the master keyword list if there is no item associated with the keyword. Therefore, when you delete or purge an item from the catalog, any keywords associated with the item are deleted from the master list.

3. Click “Done” (or press Command + Return) to save the changes and close the dialog box.

▶ **To add the same set of keywords to multiple items at once:**

1. Select the items you want, then choose “Keywords…” from the Edit menu.
2. In the “Edit Keywords” dialog box, enter the keywords you want as described above.
3. Click “Done” to save the changes and close the dialog box.

▶ **To print the master keyword list:**

1. Choose “Export…” from the Admin menu when the Catalog Info window is active.
2. In the “Save As” dialog box, enter a name, then click “OK.”
3. Open the file in a word-processing program and print the list from there.

   Note: You cannot make changes to the keyword list in a word-processing program and then import the list back into Fetch. You can make changes only within Fetch.

06/UG_Ch3.pm5 65 1/31/94, 1:12 PM

Adding descriptions

In addition to adding keywords to any item, you can add a description up to 32,000 characters long. You can use the description field to keep track of any information about the source file that you might find useful or important. For example, you might use a description to keep notes about the origin of an item or how it should be used. The description for a photo image could include notes about who took the original photograph, where the original is stored, who scanned the image, the scanner settings, copyright, and agency or contact information.

If the original application provides a way for you to enter and save descriptive text with the source file, you can often have Fetch extract this information automatically as it catalogs the item. Otherwise, you can add or edit a description either during or after cataloging. It is recommended that you create descriptions in your favorite word-processing program, then paste them into the description field. In a multiuser environment, a catalog administrator can control who edits descriptions. For more information on catalog administration, see "Setting catalog privileges."

▶ **To extract descriptions while adding items to a catalog:**

Make sure that "Extract Description" is checked in the "Add/Update Options" dialog box, then continue to add or update items as described earlier in this chapter.

Fetch then examines each source file it catalogs for a description and adds it to the catalog entry for the item. An extracted description appears in italics in the "Descriptions" field in Text List view or in the Info window and cannot be further edited from within Fetch.

▶ **To enter descriptions manually while adding items to a catalog:**

1. Make sure that "Edit Description" is checked in the "Add/Update Options" dialog box, then continue to add or update items as described in "Updating and adding items to a catalog."

   Fetch then displays the "Edit Description" dialog box as it scans each item to add to the catalog.

2. Type or paste a description, then click "OK" to return to the "Modification Status" box.

Shortcuts

Open Info window
to see item description
("Get Info" on Item menu)
Command + I *or*
Double-click filename of item

Edit description
("Description" on Edit menu)
Command + U *or*
Double-click "Description"

06/UG_Ch3.pm5 66 1/31/94, 1:12 PM

▶ **To display the description for an item:**

Select the item, then choose "Get Info…" from the Item menu.

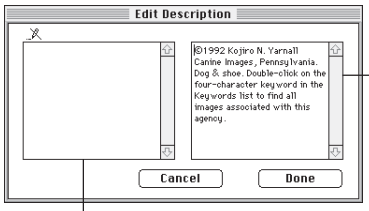
or

Select the item in Text List view of the Gallery or Pasteboard window.

▶ **To edit the description for an item:**

1. Select the item, then choose "Description…" from the Edit menu. Or display the description as described above, then double-click the word "Description" below the list box.

   Note: If "Keywords…" is dimmed on the Edit menu, you do not have permission to edit keywords for items in the open catalog. If you have the multiuser version of Fetch, check with your catalog administrator.



The list box on the right contains the description added during or after cataloging. This appears in normal type in the combined description field and can be edited by those with permission to do so.

The list box on the left contains the description, if any, extracted from the item's source file. This appears in italics in the combined description field and cannot be edited within Fetch.

2. In the box on the right, type or paste new text.
3. Click "Done" (or press Command + Return) to save the description and close the dialog box.

Tips

If the "Edit Description" dialog box is blocking part of the screen you need to see, you can move the dialog box out of the way by dragging it.

To enter the same description for a number of different items, you can use the Clipboard. For example, if you scan a number of images using the same scanner settings, you can enter the description of the settings in the description field for one of the items, then use "Select All" and "Copy" to copy the description to the Clipboard. From the Clipboard, you can paste the same description into the description field for each of the remaining items.

06/UG_Ch3.pm5 67 1/31/94, 1:12 PM

Maintaining a catalog

Catalogs—especially large ones—that are heavily used and frequently updated can become out-of-date. In addition to routinely backing up all catalogs and source files (and keeping the backups in a safe place), it is a good idea to perform other housecleaning tasks regularly as well.

The Admin menu provides the catalog manager or administrator with tools that can help with everything from routine catalog maintenance to attempting to recover a catalog if something does go wrong.

Merging catalog contents

The "Export…" and "Import…" commands let you merge complete or partial contents of catalogs, create new ones from old ones, convert a Multi-Ad Search catalog to a Fetch catalog, or recatalog the recovered contents of a damaged catalog. Exporting and importing is also a useful way to back up a catalog, to compact a catalog from which you regularly delete numbers of items, and to keep a catalog in good repair.

When you export and import catalogs, Fetch keeps track of thumbnails, keywords, and descriptions so that you do not lose valuable catalog information.

Tip

To convert a catalog originally created in Multi-Ad Search, open the catalog in Version 1.0 of Multi-Ad Search, then export it. Open Aldus Fetch, create a new catalog or open an existing one, and then import the exported Multi-Ad Search catalog.

Important!

If you create a project in a catalog and then delete items prior to exporting that catalog, the project may no longer display the correct items in the imported catalog. Exporting and then importing a project into a new or different catalog reassigns the project's ID, so the project may point to incorrect items in the new catalog.

▶ **To export a catalog:**

1. Open the source catalog and use the Find window to retrieve and select the items you want to add to the destination catalog.

   Use "Find All" and "Select All" if you want to export the entire catalog. Or copy selected items to the Pasteboard window (in the order in which you want them in the new catalog), then select all the items in the Pasteboard window.

2. Choose "Export…" from the Admin menu.

3. In the file directory dialog box, enter a name for the export file, then click "Save."

06/UG_Ch3.pm5 68 1/31/94, 1:12 PM

▶ **To import a catalog:**

1. Open the destination catalog. Or create a new, empty catalog.
2. Choose “Import…” from the Admin menu.
3. Check the settings in the “Add/Update Options” dialog box, then click “Continue….”
4. In the file directory dialog box, select the exported file, then click “Import.” Importing a catalog may take a significant amount of time.

Removing items from a catalog

Together, the “Delete…,” “Purge…,” and “Volumes…” commands let you clear the database of unwanted or out-of-date items or references.

Admin menu commands for removing items

Use this command…	To…
Delete…	Remove selected items outright.
Purge…	Remove selected items whose source files you suspect may no longer be available.
Volumes…	Remove a volume reference from the catalog after all items that referred to that volume have been deleted.

Note: If you use any of these commands, Fetch will automatically purge any unused keywords associated with the items or volumes that you have removed.

▶ **To remove items from the catalog:**

1. Select the items you want to delete.
2. Choose “Delete…” from the Admin menu.
3. Click “OK” to confirm the deletion.

06/UG_Ch3.pm5 69 1/31/94, 1:12 PM

▶ **To remove items whose source files may no longer be available:**

1. In the Gallery or Pasteboard window, select the items that you want to check.
2. Choose "Purge Items…" from the Admin menu.

   Fetch tries to locate the source files for the selected items, then displays the names of any it cannot find.
3. Select one or more items from the list box, then click "Purge."
4. Click "Done" to close the dialog box.

▶ **To remove a volume whose items have all been deleted:**

1. Choose "Volumes…" from the Admin menu.

   In the "Volumes" dialog box, Fetch lists the names of all the volumes referenced in the catalog.
2. Select a name from the list box, then click "Delete."
3. Click "OK" to confirm the deletion, then click "Done" to close the dialog box.

Decreasing catalog size after removing items

Removing items from a catalog does not decrease its file size. The vacancy in the catalog created by the removed items still contributes to the file size.

If you want to decrease your catalog's file size after removing items, you must export the catalog, create a new catalog, and then import the exported catalog into the newly created one.

06/UG_Ch3.pm5 70 1/31/94, 1:12 PM

Checking and recovering a damaged catalog

When you suspect that a catalog may be damaged, first try rebuilding your desktop (press and hold down Option + Command while restarting), then verify the catalog. As a last resort, if you have a catalog that you cannot open at all, recover the catalog and import the recovered contents into a new, empty catalog.

▶ **To verify a catalog:**

1. Open the catalog.
2. Choose "Verify…" from the Admin menu.
3. Click "OK" in response to the prompt that asks you to confirm that you want to verify.

   Verifying a large catalog can take a long time, so you may want to be sure that you are not tying up either the catalog itself or the computer when you or others need them.

Fetch checks the catalog, performs any necessary repairs that it can, and then informs you when the verification is complete. It shouldn't be necessary to verify catalogs often, but you might plan on doing it once in a while for heavily used catalogs.

▶ **To recover the contents of a damaged catalog:**

1. Open any existing catalog or create a new one.
2. Choose "Recover…" from the Admin menu.
3. Click "OK" in response to the prompt that asks you to close the current catalog.
4. Click "OK" in response to the prompt that asks you to confirm that you want to recover a catalog.
5. In the file directory dialog box, choose the name of the damaged catalog, then click "Open."

Recovery is often almost immediate. When recovery is finished, open the recovered catalog, export its contents, and then import it into a new, empty catalog.

Note: If you try to open a corrupted catalog or project, Fetch will display a database error. You must then quit and restart Fetch before you can open another catalog or project.

06/UG_Ch3.pm5 71 1/31/94, 1:12 PM

Setting catalog privileges

An Aldus Fetch catalog is considered *protected* if a password is required for access to the commands on the Admin menu or *unprotected* if no password is required. Password protection is strongly recommended when a catalog is available to multiple users across a network, but not necessary if you are the single user of a catalog on your own computer.

With the multiuser version of Fetch, multiple users can open and search a protected catalog and can preview, print, copy, or edit the items in it. They can also edit keywords and descriptions at the discretion of a catalog administrator. They cannot, however, add new items, update existing items, or delete items from the catalog.

▶ **To set or change the password for a catalog:**

1. Open the catalog.
2. Choose "Privileges…" from the Admin menu.
3. Click "Set Password…" in the "Privileges" dialog box.
4. In the "Set Password" dialog box, type the old password (if there was one) and the new one twice.

   The second time is to verify that the new password is correct. To leave the catalog unprotected, the password should be blank.
5. Click "OK" once to close the "Set Password" dialog box, then click "OK" again to close the "Privileges" dialog box and save the new password.
6. Close the catalog and reopen it to put the changes into effect.

Once a catalog is protected by a password, only one command, "Enter Password…," appears on the Admin menu when you open the catalog. Any user can open the catalog to find, preview, copy, edit, and print catalog items. Only users who supply the correct password can perform any of the administrative functions.

Tips

For more information about multiple user access to Fetch catalogs, see the next section, "Using Aldus Fetch on a network." For information that may have become available after this book went to press, refer to the file ReadMe (Networks), which is included only with the multiuser version of Fetch.

You cannot set a password if your user name is blank in the Sharing Setup control panel (under System 7) or if your Chooser name is blank (under System 6).

If you need to know the password for a catalog, you can open the Catalog Info window to find out the name of the last person who set the password. See "Viewing item or catalog information."

06/UG_Ch3.pm5 72 1/31/94, 1:12 PM

In a multiuser environment, the catalog administrator who sets the password can also specify whether or not other users can edit keywords or descriptions. While in the "Privileges" dialog box, check:

- "Edit Keywords" to allow other users to edit keyword lists.
- "Edit Description" to allow other users to edit descriptions.

The "Keywords…" and "Description…" commands on the Edit menu appear dimmed to any user who does not have permission to edit keywords and descriptions for the open catalog.

06/UG_Ch3.pm5 73 1/31/94, 1:13 PM

Using Aldus Fetch on a network

A single Fetch catalog can contain references to source files on multiple hard disks, servers, CD-ROMs, or floppy disks, whether these media are mounted or not. When Fetch needs to retrieve a source file (for copying or editing, for example) that resides on a network volume, it automatically mounts that volume, prompting for a volume password when required. If a source file is stored on removable media, such as floppy disks or CD-ROM discs, Fetch prompts for the disk by name. In a multiuser environment, a shared catalog can be on a network file server or on any one user's Macintosh if the Macintosh is running Personal AppleShare under System 7.

If you are running System 7, Fetch locates source files that have been moved or renamed on the same volume. (If you are not running System 7, you will have to keep track of these files yourself.)

Network Security Protection

Your license agreement authorizes you to use only one copy of Fetch for each set of installation disks. When you run Fetch on a network, the program checks the network to see whether a copy of the program using the same serial number is already running. If the program finds that a duplicate serial number is in use, an alert box appears. Click "OK" to close the alert box. The other user must quit Fetch before you can launch the copy that you want to use.

If the network fails while Fetch is checking for duplicate serial numbers, a few seconds may pass before the alert message appears. Normally, the message appears almost immediately if a duplicate number is found.

Multiuser version of Fetch

In a typical scenario with the multiuser version of Fetch, many users would open Fetch, locate items they want, and leave Fetch running in the background while they switch to other applications to edit source files, work on other documents, read electronic mail, and so forth. Meanwhile, at any given time, only some of those users would be actively using the catalog to search for and preview items they might be interested in, while fewer still might be adding or updating items, keywords, or descriptions.

06/UG_Ch3.pm5 74 1/31/94, 1:13 PM

The multiuser version of Fetch allows only one user at a time to modify (write to) the catalog—that is, edit keywords or descriptions or add or update items—and temporarily prevents others from making modifications until that user is done. Other users can, meanwhile, continue to read the catalog—search, preview, get information, copy, print, and so forth.

The greater the number of users who have a catalog open, the slower individual searches will be, depending on what the users are doing with Fetch. The speed of the network and the server can also affect the performance of Fetch.

If a user's system crashes or is shut down while the user has a shared catalog open, then Fetch will examine the catalog for damage and temporarily make other users wait until the verification is complete. Therefore, users should always close and quit to exit a catalog rather than shut off or restart their systems.

If you want to limit who can write to the catalog, you can set a password as described in "Setting catalog privileges." Whether or not your catalog is password-protected in Fetch, *it is essential that you also set up the following network access conditions*:

Network access to catalogs and source files

For access to the…	The folder that contains it…
Catalog	Must be located in folder to which administrators have read and write access. Other users need at least read access.
Source files	Can be located in folders to which different users have different levels of access.
	No access is required for users to search, print thumbnails, view thumbnails, send or copy references, edit keywords or descriptions (if permitted), or view most item information.
	Read access is required for users to get full item information, preview, print images, copy items to the Clipboard, or copy source files.
	Write access is required for users to edit, move, or delete source files.

06/UG_Ch3.pm5 75 1/31/94, 1:13 PM

Making a catalog shareable (Single-User Fetch only)

Catalogs created by Single-User Fetch cannot be directly read by the multiuser version of Fetch. However, Single-User Fetch lets you convert any catalog for shared use in a multiuser environment. Once converted, the catalog cannot be directly read by Single-User Fetch, but you can convert the catalog back to a Single-User catalog anytime. Therefore, a catalog can be read by only one of version of Fetch—Single-User or multiuser—at any given time.

If users of both versions of Fetch need to read the same catalog at the same time, you can always create a copy of the catalog before converting it, so long as you have sufficient time and disk space to do so.

▶ **To convert a Single-User catalog for use in a multiuser environment:**

1. Choose "Convert..." from Fetch's File menu.
2. In the file open dialog box that appears, select the Single-User catalog you want to convert by double-clicking on it.
3. The following screen appears:

To convert the catalog, click on "Convert."

▶ **To convert a shareable catalog for use by Single-User Fetch:**

1. Choose "Convert..." from Fetch's File menu.
2. In the file open dialog box that appears, select the shareable catalog you want to convert by double-clicking on it.
3. The following screen appears:

To convert the catalog, click on "Convert."

06/UG_Ch3.pm5 76 1/31/94, 1:13 PM

Naming and organizing source files

There are many ways to organize the source files for items in an Aldus Fetch catalog. Each strategy has advantages and disadvantages, but considering the options and planning ahead can save you time in the long run and significantly increase the usefulness of Fetch to you and your workgroup.

One of the key benefits of using Fetch is that you do not need to remember where a source file is or what it is called. However, because Fetch can use filenames and folder names as keywords and because you can then use those keywords to help in searching, a rational plan for naming and organizing files and folders is helpful.

Each workgroup must ultimately decide what works best for its own situation based on how the group works and how work flows through it. Here are a few suggestions that might help in your planning.

Organizing source files

One of the most obvious ways to organize files into folders is to set up a series of folders for each project, client, or category (for example, travel, business, architecture). Within a folder, use subfolders to partition related files appropriately.

Another approach is to organize files into folders by file type, by originating application, or by originating department (for example, Marketing, Sales, Publications).

Once you've organized your files into folders, it's easy to include the files into catalogs in Fetch.

System 6 or System 7?

Only when you are running System 7 can Fetch keep track of the location and status of the source files for items in a catalog. If you are running System 6, you must keep track of source files when you copy, move, delete, rename, or edit them. Hence, a good naming strategy is all the more important if you are using Fetch while running System 6.

Naming source files

Use naming and organizing strategies together to make the most of keyword searching in Fetch. Once you have decided how to organize your files, consider the following alternatives for naming them:

- Use extensions to indicate file type, storage medium, status, or any other attribute that is important to you.
- Use number or alphabetic prefixes to help sort items in ways that matter for the kinds of files you use. For example, you might use frame numbers for images from a single photo shoot or counter or time code readings for sounds, movies, or images digitized from video or audio tape.

06/UG_Ch3.pm5 77 1/31/94, 1:13 PM

Appendix A: Summary of Aldus Fetch Shortcuts

For an online reference to Aldus Fetch shortcuts, choose "Fetch Shortcuts" from the Help menu (System 7) or the Apple menu (System 6).

Finder shortcuts

To do this…	Use this shortcut…
Add item to default catalog	Drag file over Fetch icon when Fetch is not running.
Add item to another catalog	Drag file over Fetch icon when Fetch is running and catalog is open.

General window shortcuts

To do this…	Use this shortcut…
Open Find window	Press Command + F.
Open Gallery window	Press Command + R.
Open Pasteboard window	Press Command + B.
Open Catalog Info window	Double-click left end of information bar in Gallery or Pasteboard window.
Open Preview window	Double-click thumbnail. Or select item, then press Return or Command + J.
Open Info window	Double-click filename. Or select item, then press Command + I.
Close active window	Click close box. Or press Command + W.
Close all secondary windows	Press Option + click close box.
Close all windows (and catalog)	Press Option + Command + W.

07_appendix_A.pm5 79 1/31/94, 1:13 PM

Find window shortcuts (most also work where applicable in search definition dialog boxes)

To do this…	Use this shortcut…
Open Find window or bring to front	Press Command + F when Find window is not open or not active.
Open and clear Find window	Press Command + Delete.
Retrieve everything in the catalog	Press Command + ' (apostrophe).
Expand Find window (“More Choices”)	Press Command + M when Find window is open, active, and reduced.
Reduce Find window (“Fewer Choices”)	Press Command + F when Find window is open, active, and expanded.
Clear search descriptions (“Clear”)	Press Command + Delete.
Repeat previous search	Press Command + , (comma).
Carry out default search	Press Command + D.
Define, name, and save search	Press Command + K.

Gallery and Pasteboard window shortcuts

To do this…	In Thumbnail view	In Text List view
Open Gallery window or bring to front	Press Command + R.	Press Command + R.
Open Pasteboard window or bring to front	Press Command + B.	Press Command + B.
Scroll to beginning or end of window	Press Home or End.	Press Home or End.
Scroll up or down one screenful	Press Page Up or Page Down.	Press Page Up or Page Down.
Select item	Click thumbnail or text below thumbnail.	Click row in list box.
Select next item in direction chosen	Press any arrow key.	Press up or down arrow key.
Select additional item (discontiguous)	Press Command + click new item.	Press Command + click new item.
Select all items between last and current item	Press Shift + click new item.	Press Shift + click new item.
Select all items in window	Press Command + A.	Press Command + A.

▶

07_appendix_A.pm5 80 1/31/94, 1:13 PM

To do this…	In Thumbnail view	In Text List view
Copy item from Gallery to Pasteboard window	Press Control + click thumbnail. Or select item, then press Command + M.	Select item, then press Control + click thumbnail or press Command + M.
Copy item to Clipboard (single item only)	Select item, then press Command + C.	Select item, then press Command + C.
Copy item reference to Clipboard with text (multiple selection OK)	Select item, then press Command + H.	Select item, then press Command + H.
Remove item from catalog	Select item, then press Delete.	Select item, then press Delete.
Remove item from primary window	Select item, then press Clear.	Select item, then press Clear.
Open Preview window	Double-click thumbnail. Or select item, then press Return or Command + J.	Select item, then double-click thumbnail or press Return or Command + J.
Open Preview window with faster scrolling and zooming with 32-bit images	Hold down “G” key while choosing “Preview” from Item menu.	Hold down “G” key while choosing “Preview” from Item menu.
Switch to editing application last associated with item’s file type and creator	Press Option + double-click thumbnail. Or select item, then press Command + G.	Select item, then press Option + double-click thumbnail or press Command + G.
Switch to another editing application	Select item, then press Option + Command + G.	Select item, then press Option + Command + G.
Open Info window	Double-click text below thumbnail.	Double-click row in list box.
Open Catalog Info window	Double-click left end of information bar.	Double-click left end of information bar.
Open Find window (or bring to front)	Double-click middle of information bar.	Double-click middle of information bar.
Change view	Double-click “Thumbnail View” in information bar. Or press Command + L.	Double-click “Text List View” in information bar. Or press Command + T.
Print thumbnails of all items in window	Press Command + P.	Press Command + P.

07_appendix_A.pm5 81 1/31/94, 1:13 PM

Preview window shortcuts: still images (including KODAK Photo CD images)	
To do this…	**Use this shortcut…**
Increase magnification and window size	Press Command + + (plus sign).
Increase magnification and maintain window size	Press Shift + click image.
Decrease magnification and window size	Press Command + - (hyphen or minus sign).
Decrease magnification and maintain current window size	Press Option + click image.
Return image to actual size (100%); adjust window size to fit	Press Command + ` (accent).
Return image to actual size; maintain window size	Press Shift + Option + click image.
Select a portion of the image	Drag crosshair cursor over desired part of image, then release.
Zoom in on a portion of the image	Shift + drag a selection area.
Pan image within Preview window	Press Command + drag.
Scroll up or down within Preview window	Press Page Up or Page Down.
Scroll left or right within Preview window	Press Option + Page Up or Page Down.
Scroll to top left or bottom right corner of window	Press Home or End.
Scroll a little bit up, down, right, or left	Press appropriate arrow key.
Copy item to Pasteboard window	Press Command + M.
Copy item to Clipboard	Press Command + C.
Copy item reference to Clipboard with text	Press Command + H.
Switch to default editing application	Press Command + G.
Switch to another editing application	Press Option + Command + G.
Return to Gallery window	Double-click image. Or press Command + R.
Open Info window (KODAK Photo CD images)	Double-click middle of information bar. Or press Command + I.
Open Info window (other types of images)	Double-click in information bar. Or press Command + I.
Print image	Press Command + P.
Open popup menu (KODAK Photo CD images only)	Press and hold down mouse button on ▼ in the information bar.

07_appendix_A.pm5 82 1/31/94, 1:13 PM

Catalog Info window shortcuts	
To do this…	**Use this shortcut…**
Find all items that use a keyword	Double-click that keyword.
Refresh keyword list	Double-click “Keywords.”
Save master keyword list as a text file	Choose “Export…” from Admin menu.
Toggle keyword list order (alphabetical or frequency)	Press Option and click “keywords.”

Preview window shortcuts: movies, sounds, animations, and PICS	
To do this…	**Use this shortcut…**
Select a frame	Click play bar.
Select all frames between last and current frame	Shift + click play bar. Or press Shift + drag across slider.
Play or stop movie or sound	Press Spacebar. Or double-click to play, single click to pause.
Step forward or backward one frame	Press right or left arrow key.
Go to first or last frame	Press Home or End.
Increase or decrease volume	Press up or down arrow key.
Copy item to Pasteboard window	Press Command + M.
Copy item to Clipboard	Press Command + C.
Copy item reference to Clipboard with text	Press Command + H.
Switch to default editing application	Press Command + G.
Switch to another editing application	Press Option + Command + G.
Return to Gallery window	Press Command + R.
Open popup menu	Press and hold down mouse button on ▼ in information bar.
Open Info window	Double-click middle of information bar. Or press Command + I.
Hide or display QuickTime control bar (movies only)	Press Tab.
Display QuickTime control bar (movies only)	Click badge (if present).

07_appendix_A.pm5 83 1/31/94, 1:13 PM

Info window shortcuts

To do this…	Use this shortcut…
Display next or previous page of File Info or Fetch Info field	Tab key for File Info. Tab + Shift for Fetch Info.
Edit description (noneditable portion is in italics)	Double-click “Description.” Or press Command + U.
Find all items that use a keyword	Double-click that keyword.
Toggle keyword list order (alphabetical/frequency-of-use)	Press Option + click “Keywords.”
Edit keyword list (noneditable keywords are in italics)	Double-click “Keywords.” Or press Command + Y.
Open Preview window	Double-click thumbnail. Or press Return or Command + J.
Copy item to Pasteboard window	Press Command + M.
Copy item to Clipboard	Press Command + C.
Copy item reference to Clipboard with text	Press Command + H.
Switch to default editing application	Press Command + G.
Switch to another editing application	Press Option + Command + G.
Return to Gallery window	Press Command + R.
Return to Pasteboard window	Press Command + B.

07_appendix_A.pm5 84 1/31/94, 1:13 PM

Appendix B: Installed files and their locations

The Aldus Installer/Utility installs the following files and folders on your hard drive.

In the Aldus Fetch 1.2 folder:	
File/Folder	**Description**
Aldus Fetch 1.2	The application.
ReadMe file	A TeachText file containing last-minute product information and corrections to this manual.
ReadMe (Networks) (multiuser version of Fetch only)	A TeachText file containing last-minute information on using Fetch in a multiuser environment.
Easy Open User Guide	A TeachText file containing information on how to use Macintosh Easy Open.
Installer History and Diagnostics files	TeachText files that describe the installation history and diagnostics results.
Fetch Extras folder	A folder containing other applications or utilities that make Fetch an even more powerful tool.
Sample Catalog folder	A folder containing a sample Fetch catalog and its source files.

In the Aldus folder in your System folder:	
File/Folder	**Description**
Utilities folder	A folder that contains the Aldus Installer/Utility and a QuickTime-compatible version of TeachText. *Note:* This version of TeachText will not be installed if a more recent version already exists in the Aldus folder.
Fetch 1.2 Resource Document	A file that will be used by future versions of Fetch to convert catalogs to new formats. It is very important that you do not delete this file.

07_appendix_B.pm5 85 1/31/94, 1:13 PM

In the Extensions folder in your System folder:	
File/Folder	**Description**
QuickTime 1.6.1	An Apple system extension that lets you put animation, video, and sound into your Macintosh files. It also provides image-compression capabilities. QuickTime files use the MooV file format.
Macintosh Easy Open	An Apple system extension that lets your system open a document when you do not have the application that created it and converts documents into another program's format without opening the documents. You can use Easy Open to define file types that can be previewed in Fetch.
TGA Translation Extension	An Easy Open translation extension that lets you catalog Targa file types in Fetch.
GIF Translation Extension	An Easy Open translation extension that lets you catalog GIF file types in Fetch.

In the Apple Menu Items folder in your System folder:	
File/Folder	**Description**
Scrapbook	A QuickTime-compatible version of the Scrapbook. This version of the Scrapbook will not be installed if there already exists a more recent version in the Extensions folder.

In the Control Panels folder in your System folder:	
File/Folder	**Description**
Macintosh Easy Open Setup	A control panel that lets you define how Easy Open works with your system.

07_appendix_B.pm5 86 1/31/94, 1:13 PM

Index

A

"Add to Exclusions" command 57–58
"Add/Update Items…" command 50–53, 54–56
"Add/Update Options" dialog box 50–53, 54–56, 63
Adding
  descriptions 66
  file types 59–62
  files 51
  folders 51, 55
  items
    to catalogs 50–53, 66–67
    to exclusions list 57
    to Pasteboard window 41
  keywords 65
  volumes 51
Administrator 68–70
  catalog maintenance 68–70
  setting catalog privileges 72–73
Aldus Fetch
  administering 68–70
  Balloon Help 10
  basic information 2–10
  exclusions 5
  folder 85
  interapplication connectivity 33–35
  key 5
  learning 10, 12
  multiuser version 2
  online help. *See* Help
  prefs file 5, 19
  registering 5
  serial number 4
  Single-User version 2
  starting 12
  User Guide 10
  using on network 74
Aldus Installer/Utility 10
Aldus Magazine 5
Aliased folder 51
Animation
  file types 62
  previewing 28
  shortcuts 83
Archiving. *See* Cataloging

B

Backing up
  catalogs 68–70
  program disks 4
Balloon Help 10
Basics, Aldus Fetch 10, 12
Bitmap. *See* Image

C

Catalog
  adding items 66–67
  creating 48
    by dragging 48
    by selecting 48
  defined 2
  deleting 69
  destination 68
  editing. *See* Editing
  excluding files from 57–58
  exporting 68
  importing 68
  maintaining 68–70
  making shareable 76
  opening 12
  protecting 72–73
  retrieving items from 16–17
  searching. *See* Searching
  setting privileges 72–73
  source 68
"Catalog Info…" command 37
Catalog Info window 20, 36–37, 83
Cataloging
  adding new catalogs 48
  creating catalogs 48
  description. *See* Description
  excluding files 57–58
  for the first time 6
  keywords. *See* Keyword
  maintenance 68–70
  setting update options 54–56
  updating 50–53
"Choose…" button in "File Types" menu 59
Clipboard, copying to 21
Color QuickDraw 40
"Compressor Criteria" option 56
"Compressor Type" option 56
Converting catalogs 76
"Copy" command 33–35
"Copy Original…" command 30–32
"Copy Reference" command 33–35
Copying
  items 33–35
  movie file 34
  program disks 4
  sound file 34
  source file 31
Creating
  catalogs 48
  projects 43
Customer Services 5
Customizing searches 18

D

Decrease
  catalog size 70
  magnification 27
"Default Document…" command 39–40
Defaults
  catalog 40, 48
  document 39
  measurements 40
  search 39
    customizing 18
    editing 39
"Define…" command 19, 39
Defining searches 18–19
"Definitions" dialog box 19
"Delete…" command 69
"Delete Original…" command 30–32
Deleting
  items 30, 68
  source files 30–32
Description 2
  adding 66
  editing 38, 55, 66–67
  extracting 55
  in searches 17
  unknown file type, selecting 59
  uses for 66
"Description…" command 67

08_Index.pm5 87 1/31/94, 1:13 PM

Desktop 5
Destination catalog 68
Disks, making backup copies 4
Dithering images 40
Dragging
to create catalogs 48
to update catalogs 52
Duplicating program disks 4

E

Easy Open. *See* Macintosh Easy Open
Easy Open User Guide 85
"Edit Description" dialog box 66–67
"Edit Keywords" dialog box 55
"Edit Original" command 30–32
Editing
descriptions 38, 66–67
keyword lists 63–65, 73
source files 21, 30–32
"Enter Password…" command 47, 72
EPSF image 34
Excluding files from catalogs 57–58
"Exclusions…" command 57–58
"Exclusions" dialog box 58
Exporting
catalogs 68
master keyword list 63
Extensions
during installation 4
for GIF and Targa file types 5
for GIF file types 86
for Targa file types 86
Extracting information from source files 55

F

Fax modem, using in printing 45
"Fetch Shortcuts" command 10
Fetch-awareness 33–35
File
adding 51
adding unknown file type 59
excluding from catalogs 57–58
naming 77
transfering 34
File types
adding 59–62
searching by 16–17
"File Types…" command 59–62
"File Types" dialog box 59–62
Filename
including as keyword 56
searching using 16–17, 18
Find window 12, 13
expanded, for complex searches 17
keyboard shortcuts 80
opening 15, 16, 20
retrieving items using 16–17
Finder
adding items to catalogs 52
creating catalogs 49
shortcuts 79
Finding. *See* Searching
Folder
adding 51, 55
aliased 51
name as keyword 55

G

Gallery window 65
described 8, 13
displaying results of search 16
opening 15
Text List view 13, 22
Thumbnail view 13, 20

H

Hardware requirements 3
Help
Fetch Shortcuts 79–84
online
Balloon Help 10
Fetch Shortcuts 10
ReadMe files 4, 10
technical support services 5

I

Image. *See also* KODAK Photo CD
copying 34
EPSF 34
file types 59–62
magnification 26
previewing 26
shortcuts 82
subselecting 26
Importing catalogs 68
Increase magnification 27
Info window 12, 21, 36–37, 84
Installation
backing up disks 4
installed files 85
starting 4
troubleshooting 4
turning off extensions 4
Installer/Utility.
See Aldus Installer/Utility
Interapplication connectivity 33–35
Item
adding to catalogs 50–53, 66–67
adding to Pasteboard window 41
copying to other applications 33–35
defined 2
editing source files 30–32
information for 36–37, 63
retrieving 16–17
searching using Find window 16–17
thumbnail 21

J

JPEG compression 56
Jump to first or last frame 29

K

Keyboard shortcuts. *See* Shortcuts
Keyword 2
Add/Update options 55
editing 55, 73
editing lists 38, 63–65
extracting 55
list in Info window 37
master list
exporting 63
in Catalog Info window 36
order 37
preferences, setting 40
searching using 16, 18
strategies 64
toggle order 37
KODAK Photo CD
file type 61
memory requirements 3
playing in Preview window 24–26
previewing images 25

L

LaserWriter driver 6.0 46
Learning Aldus Fetch 10, 12
Library. *See* Catalog
Locating. *See* Searching

08_Index.pm5 88 1/31/94, 1:13 PM

M

Macintosh
  Easy Open User Guide 85
  System 6.0.7 3
  System 7 3, 79
Macintosh Easy Open
  described 5
Magnification of images 26
Maintenance, catalogs 68–70
Measurement system, default 40
Memory
  RAM 21
  requirements for QuickTime 3
Modem, printing to fax 45
"Modification Status" box 51
"Move Original…" command 30–32
Movie
  playing in Preview window 24–26, 28, 29
  references 34
  setting preferences 40
  shortcuts 83
Moving source files 30–32
Multi-user ReadMe 10
Multiple users 74
multiuser version of Fetch
  converting catalogs 76
  described 2

N

"Name" edit box 60
Naming files 77
Network. *See also* Administrator
  catalog privileges 72
  ReadMe 10
  security 74
  using Fetch on 74
"New Definition" dialog box 19

O

Online help
  Balloon Help 10
  ReadMe files 4, 10
  Shortcuts 10
"Open…" command 12, 43
"Open Project…" command 43
Opening
  catalogs 12
  Find window 16
  information windows 36–37
  Preview window 24
  projects 43
  windows, shortcuts 15, 79–84

P

Pasteboard window 15, 41
Pause
  movie 29
  sound 25
Photo. *See* Image. *See also* KODAK Photo CD
PICT format 34
Play
  movie 29
  sound 25
Preferences
  file 5
  setting 39
"Preferences…" command 39–40
Preview window 12, 24–26, 82
Previewing items 24–26
"Print…" command 45
Printing 45
  images 26, 45
  options 45
  from Preview window 24–26
  thumbnails 45
  troubleshooting 46
  using fax modem 45
"Privileges…" command 72–73
"Privileges" dialog box 72–73
Project, Fetch 43, 68
Protection, network security 74
"Purge…" command 69
Purging items 69

Q

QuickDraw 40
QuickTime 10
  file type 62
  memory requirements 3
  playing in Preview window 24–26
  previewing 28
  requirements for 24
  shortcuts 83
  version 1.6 86

R

RAM 21
ReadMe files 4, 10, 85
Reference 43
  copying 33
  sending 35
  transferring 35
Registering Aldus Fetch 5
Removing items. *See* Deleting. *See also* Purging items
Reordering items 21, 23
Retrieving items 16–17. *See also* Searching

S

Sample catalog
  updating 9
  using 9
Sample Catalog folder 85
"Save As Project…" command 43
Saving searches 19
Scrapbook 86
Search definition 18–19
Searching
  by file type 16–17, 18
  by filename 17, 18
  by keywords 16
  by volume 16–17, 18
  complex searches 17
  default search 39
  defining searches 16–17
  faster 18
  keyboard shortcuts 16
  saving searches 19
  simple searches 17
  using Find window 16
  viewing results 20–23
Security, network protection 74
Select
  cropping image 27
  item 21
  part of movie 29
"Send Reference" command 33–35
Serial number
  Aldus Fetch™ Key file 5
  prompt for 4
  stickers 5
Setting
  catalog privileges 72–73
  defaults 39–40
  preferences 39–40

08_Index.pm5 89 1/31/94, 1:13 PM

Seven symbol 3
Shared work environment. *See* Network, using Fetch on
Shortcuts 79–84
animation 83
Catalog Info window 83
definitions 18
deleting 58
Find window 80
Finder 79
Gallery window 80
Info window 84
movies 83
online 10
opening catalogs 15
opening windows 15
Pasteboard 80
Preview window 24, 82
searching for items 16
sound 83
windows 79
"Show Balloons" command 10
Single-User Fetch
described 2
making shareable catalogs 76
Size
catalog 56, 70
preview image 24
SND format 34
Software requirements 3
Sound
file types 61
playing in Preview window 24–26
previewing 25
shortcuts 83
Source catalog 68
Source file 2, 21, 30–32
Starting Aldus Fetch 12
Startup options, setting 39–40
Still image. *See* Image
Support services 5
System 7
Finder shortcuts 79
network usage 74–75
requirements 3
System requirements
for Fetch 3
for QuickTime 24

T

Technical support services 5
Text List view 13, 20, 66
shortcuts 80
viewing search results in 22
Thumbnail
display options 55
editing descriptions 66–67
in Info window 37
printing 45
printing using fax modem 45
in projects 43
Thumbnail view 13, 20, 80
TIFF image, file types 62
Toggle keyword order 37
Transferring items to other applications 33–35
Troubleshooting
adding unknown file type 59
damaged catalogs, repairing 71
installation 4
printing problems 46
repairing damaged catalogs 71
updating large catalogs 57–58

U

Updating catalogs 68–70
User Guide 10

V

"Verify…" command 71
Viewing
exclusions list 58
Pasteboard window contents 41
QuickTime movies 10
search results 20–23
Virus protection 4
Volume
adding 51
searching by 16–17, 18

W

Windows
Find 12
Gallery 12, 80
Info 12
keyboard shortcuts 79
Pasteboard 41, 80
Preview 12, 24–26, 82
Workgroup
administration 68–70
network, Fetch on 74
Working with other applications 33–35

Z

Zooming in on images 26

08_Index.pm5 90 1/31/94, 1:13 PM