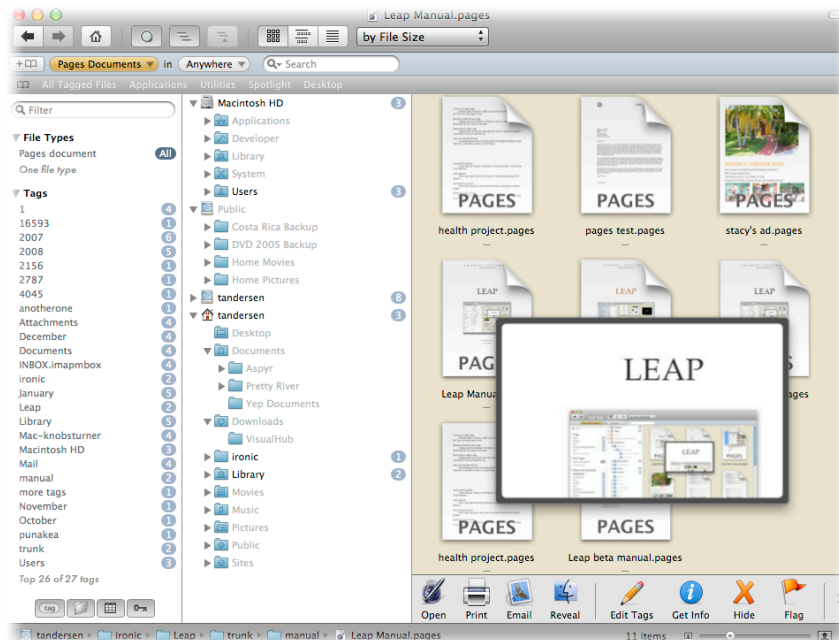


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LEAP



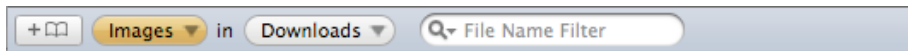
YOUR FILES ANYWHERE

LEAP INTRODUCTION

So why do you need a better Finder? As long time (very long time) Mac users, Ted and I have always felt that drop in workflow when we had to locate a file in the Finder. Even if you know exactly where something is, it can take many clicks to navigate to that place in the hierarchy. It always seems like work to remember where you left things. Why after 20 plus years are we still having to navigate folders in order to find something on a hard drive? New Macs are thousands of times faster and bigger than those early machines. Let's use the power.

With Leap you find things based on your natural memory of that file. Example memory: "hmm it was a big photoshop file of a basketball court" or "Something I tagged important" or "A word document somewhere in my documents folder" (feel free to substitute your own here). I have never had a memory of a file like "/Users/tandersen/Documents/Project 29/Startup/Images/originals/bball.psd" - but this is the sort of thing that using the Finder forces you to think about.

Quick, one sentence manual for people in a hurry



The crumb trail

Use the crumb trail's **orange source menu** to pick *what* you want to look for and the **location menu** next to it to choose *where* you want to look, optionally narrowing down your search by selecting tags or folders from the left tag panel or the location panel or by using the crumb trail's search field.

Five sentence manual



Display method buttons

Use the **orange source menu** to pick *what* kind of search you want to perform, trying to use the first thing that you know about the file(s) that you are looking for (for example, that it is an image). Then, if you have an idea of where it might be located, use the **location menu** to narrow the search to that location, otherwise use the "anywhere" setting. The documents resulting from your search can be sorted by name, file size and so forth and can be shown in a thumbnail view, a grouped thumbnail view, or as a list by using the three buttons shown above. You can make a bookmark for any search that you have done (bookmarks are shown in the area immediately below the crumb trail).

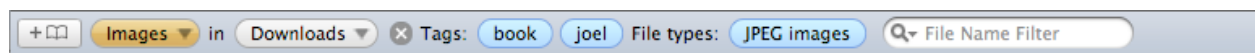
You can narrow down your search by clicking on a relevant tag or file type. **To exclude file types or tags**, command click on them (or use the right click menu).

Neat comparison between Leap and the Finder: Try using the 'Go' menu in Leap and in the Finder to see all of your applications. Leap actually shows you all the applications in your applications folder, while the Finder just shows you all the folders and some applications. Use Leap to add tags like 'media' to all the media apps, use the 'Hide' toolbar command to hide applications that you don't need to see regularly. In about 5 minutes you can really organize your applications in such a way that finding the right app is a snap.

234 sentence manual

Ok, so I really did not count all the sentences. First, I will go through the interface, outlining what each part does. Then I will add some examples. I think that different people will use Leap differently, so I will go through and demonstrate some work flows that are just a few clicks with Leap.

THE CRUMB TRAIL



What is in the crumb trail determines what documents Leap will show you. Save the current crumb trail settings by clicking on the add bookmark button at the far left. Tell Leap *what* to look for with the orange source menu and *where* it should look with the location menu. Further refine the search by adding tags or file types from the tags panel at the left of the window. Filter the results either by file name or by searching the files for a given term using the search field.

The Orange Source Menu

The orange source menu defines the *what* of your search. It is always used in conjunction with the rest of the items in your crumb trail. It is divided into *Tagged*, *By File Type Group*, *Unfiltered* and *By Modification Date* sections and decides the overall tone of your search.

Tagged

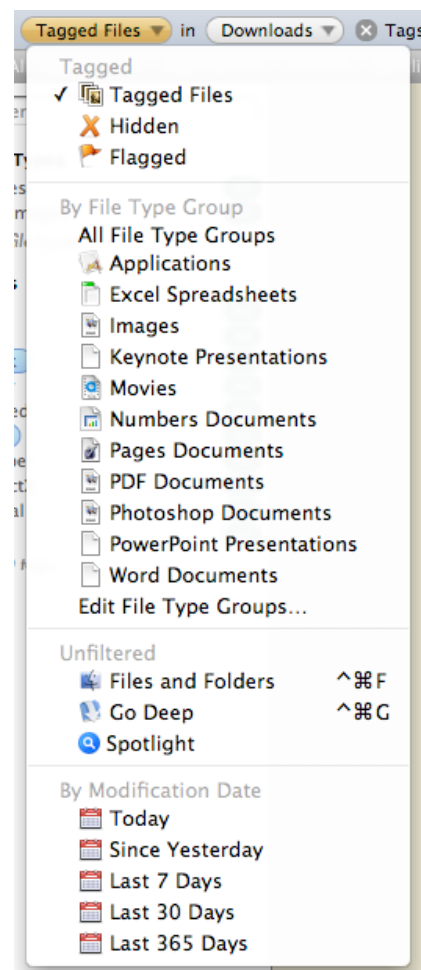
With Leap, you can add tags to any file on your computer. Tags help you organize documents in a non-hierarchical way. So, for example, you could tag some documents with *cottage*, some with *taxes* and some with *vacation* and some with all three (or any combination of the three). You can add any tag you want to any document. Think of tags as keywords that will help you find a document again in the future. In addition to regular tags you can also add two special tags to a document: *hidden* and *flagged* (you can add these special tags manually, or by using the Hide and Flag buttons at the bottom of documents window.) Hidden documents won't show up in the search results and flagged documents show up with a special flag icon.

The Tagged section of the orange source menu let you call up all your tagged documents quickly by selecting *Tagged Files*. Well, actually only if they don't have the *hidden* tag set too! To see hidden documents you will have to choose *Hidden* from the orange source menu. Likewise, if you choose *Flagged*, you will see all your flagged documents. Hiding a document is a quick and easy way to avoid files that you don't normally have any interest in or that you don't want to see too much of.

By File Type Group

Every file on your computer has one or more file types associated with it.

For example a file may be an *image* and more specifically may be a *JPEG image*. Leap ships with a number of file type groups that make it easy to search for files of a certain type. For example if you choose *PDF Documents* from the orange source menu then Leap will show you all the PDF documents located in the area defined by your location menu



selection. Or if you choose *Images* then Leap will show you all your images whether JPEG, GIF, Adobe Photoshop or whatever, as long as the file is an image.

In addition to the built-in file type groups that ship with Leap you can add your own by selecting the *Edit File Type Groups...* item. This will open Leap's File Type Groups preference dialog. Here you will see all the file type groups that ship with Leap. By clicking the "+" button in the lower left you can create your own file type group. You will be prompted to select a representative file of the type you wish to add to your new file type group. For example, if you wanted to add a "Word Processing" group, you might select a Microsoft Word file. You can then give the group a name and add further file types though often your file type groups will consist of a single file type. For our "Word Processing" group we might want to show Pages documents as well so we would select a representative Pages document.

Some geeky stuff: Leap uses something called a universal type identifier (UTI) to describe file types. UTIs describe classes of files, so for example *public.image* is a UTI that all image files have. When we ask you to select a representative file for your file type group, we ask the system to return the file's UTI to us. Some older file types may not have a defined UTI in which case the system creates what it calls a dynamic UTI. (These dynamic UTIs start with "dyn.") But in-order to do this and have the UTI remembered across restarts, Leap requires the file to have an extension. If you select an older file that has no extension then Leap won't be able to create your file type group for you.

Unfiltered

These items allow you to see all file types in the location that you specify in the Location menu. **Files and Folders** is our most 'Finder like' view. With it, you see a listing of files and folders for a location much like you would see in the Finder (except that we allow you to filter these files by type or tag, oh, and we're also a lot faster. And you can scale the thumbnails to any size you want. And you can tag your files. And a bunch of other stuff too.) **Go Deep** is Leap's way of showing you all the files at a location, without regard for where they are in the folder hierarchy. The easiest way to see the difference between these two views is to try them out on a location such as your Desktop or Documents folder. If you deal with large folders full of files, (for example as a web developer, or in prepress, etc.), going deep on a folder allows you to find images and other items buried deep inside a folder hierarchy. **Spotlight** means to do a Spotlight search on the selected location. You will need to type something in to the search field to begin your search. If you select Spotlight, the 'file types' list switches to all registered file types, allowing you to pick an seldom used file type.

Spotlight tip: you can quickly, from any application, initiate a Spotlight search by pressing Control-Command-spacebar. Don't forget, this works even when Leap is not in the foreground. Leap auto-pastes in from your clipboard to start the search fast.

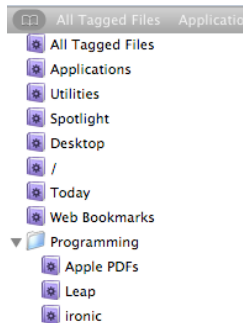
By Modification Date

These items allow you to look for files that were recently modified, and located in the current location.

The Location menu

The location menu is just to the right of the orange source menu. Use it to set *where* you want to look. Alternatively you can use the locations panel (which is described in separate section of the manual) to set where you want to look.

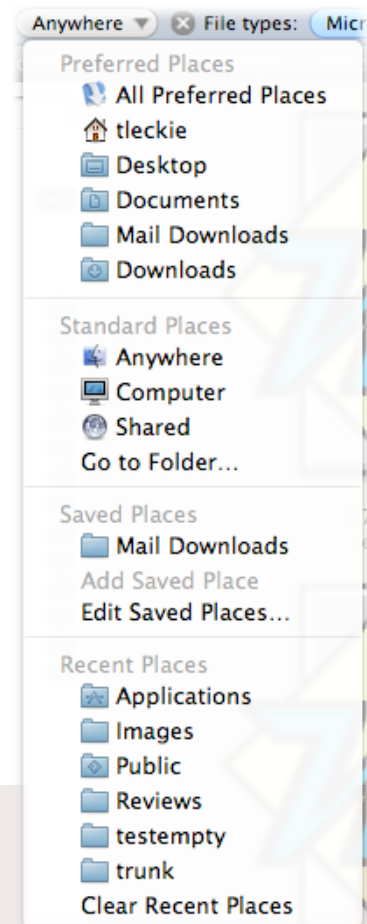
Whatever you have selected in the locations panel will always be reflected in the locations menu. The locations menu is divided into four sections: *Preferred Places*, *Standard Places*, *Saved Places* and *Recent Places*.



Preferred Places

You can set your preferred places from *Preferred Places* in Leap's preferences window. Preferred places are those folders and locations where you commonly keep your documents. Setting up a number of preferred places makes it easy to quickly find files in those places. Your preferred places might be a work folder, your desktop folder, a downloads folder or even your documents folder. Selecting *All Preferred Places* from the location menu asks Leap to look in all your preferred places for files. Selecting a specific preferred place limits the search to only that location.

Excluding locations: sometimes it is handy to exclude a location or locations from your searches. Say for instance that you have a folder of backed up images that you know you will never want included in a search but the backed up images folder is buried within your documents folder which you *do* want to include. Leap will avoid returning results from any folder that is included in your Spotlight Privacy Folder list as set in the Spotlight System Preferences.



Standard Places

Standard places are handy shortcuts to some common folders and places. *Anywhere* looks on all mounted volumes on your computer, though Spotlight (which Leap uses for most of its searches) will not look on CD-ROMs, network drives (unless you're using Leopard in which case it will work on some networked drives), and some other types of volumes. *Computer* looks on all local drives attached to your computer. *Shared* looks on appropriately configured networked drives. *Go to Folder...* lets you pick any location on your computer.

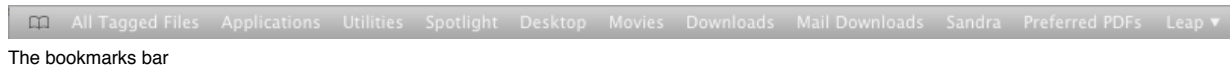
Saved Places


You can save a new place for later access by selecting *Add Saved Place*. *Add Saved Place* will be enabled whenever you have navigated to a location that is not currently listed in the locations menu. So, for instance, after using *Go to Folder...* to navigate to a folder called *Big Work Project*, you will see that the *Add Saved Place* menu item has changed to *Add Saved Place (Big Work Project)*. Just select this menu item and *Big Work Project* will be added to the locations menu for access whenever you want. Saved places are remembered across restarts of Leap. To remove a saved place from the locations menu, select *Edit Saved Places...* and remove the appropriate item or items.

Recent Places

Leap keeps track of recent locations that you have used. To clear the current list of recent places, choose *Clear Recent Places*.

BOOKMARKS



Leap's bookmark feature lets you save the current crumb trail so that you can get back to that search quickly. Say you have a search showing your all your Movie files in the iMovie Events folder in your home folder. You can save this as a bookmark by pressing the add bookmark button () on the left side of your crumb trail (just to the left of the orange source menu). You'll be prompted for a name for the bookmark and, once entered, it will be added to your bookmarks bar for easy access. The bookmarks bar is shown directly below the crumb trail and it shows as many of your bookmarks as can fit on one line. To see all your bookmarks or to re-arrange, edit names or delete bookmarks press the bookmark button on the left side of the bookmarks bar. This will bring up a table of all your bookmarks where you normally see your tags. To re-arrange bookmarks, simply drag them around in this list. You can also add bookmark folders from the main menu's Bookmarks menu. Bookmarks that are in folders are shown as drop down lists in the bookmarks bar, which makes it easy to access numerous bookmarks quickly.

Leap comes with a few pre-loaded bookmarks to get you started. These pre-loaded, default bookmarks (All Tagged Files, Applications, and so forth) can be re-arranged or deleted as you wish.

Bookmarks as tag groups: Select a number of tags, for example, "taxes" "receipt" and "family" and then save a bookmark. Now whenever you select this bookmark, Leap will search for files with "taxes" "receipt" and "family". But, even more handy, if you drag a file to that bookmark in the bookmark bar then the dragged file will be assigned those tags. In fact, when you control-click on a document, the contextual menu that appears will have an item "Add Tags from Bookmarks" that lets you pick any of your bookmarks that have tags associated with them. This can be extremely handy for quickly assigning tags to documents.

Go Menu

Leap includes a menu that mimics the 'Go' menu in the Finder. Check it out.

The keyboard command for the Spotlight shortcut is a little cryptic in the menu, but it is handy. You can activate it from any application. The spotlight search keyboard command is Control + Command + spacebar.

You can use this command from any application, even if Leap is not in the foreground.

The applications (Shift - command - A) allows you to see all the applications in your applications folder. Very useful if you take a few minutes and assign tags to your favorite applications, group them by task, etc. You can also hide all the applications that you don't ever expect to use, but may need one day, like the 15 applications that seem to get installed when you buy a new printer.

THE FILTER PANEL (WHITE PANEL ON LEFT)

The filter panel is used to narrow down your results into sets of documents that you can understand. This panel can be widened or narrowed by clicking on the exact right side of it and dragging the mouse. This is useful if you use long tag names. In the tag sections the larger a tag shows, the more popular it is in the current search. There is a 'Filter' section at the top of it to help you locate tags.

File Types

This section of the tags pane shows all filetypes found in the current search, *or as many as can fit in the space allocated to it*. There are two kinds of file types, those that refer to a group of file types, such as 'movie' or 'image', and those that refer to a single kind of document, such as 'JPG' or 'pages'. When you click on these file type 'tags' you narrow down the search to reflect your selection. This section operates in much the same way as the Tags section. As an example, note that a jpeg file will have two file type tags, 'Image' and 'JPEG Image'.

New in 1.0.5

You can select a file type NOT to include in a search by right clicking on it, or by using the command key as you click on it. The file type will appear red in the crumb trail.



Tags

These are tags that have been typed in by you into Leap, found inside the document, made up from folder names, etc. The list of tags shown here always reflect the documents shown in the main document list in Leap. You can hide or show these tags with the disclosure triangle just to the left of **Tags**.

New in 1.0.5

You can select a tag NOT to include in a search by right clicking on it, or by using the command key as you click on it. The tag will appear red in the crumb trail.

Since you can add an unlimited number of tags to Leap, there is not always enough room to show them all. When this happens, Leap shows the most popular tags that can fit into the space it has. To select a tag not on the list, use the filter to enter a few characters to narrow things down.

To see all active tags, click on the area below the tags, or use the Window menu to pick "Choose Tag...".

The tags shown in Leap are obtained from several different places. There are four buttons at the bottom of the tags to turn the various tags on and off.



Button 1 - (has the word tag) - Editable Tags

This button toggles the display of tags that you have entered into Leap - these are tags that you can rename, delete, etc. It also can include tags from Spotlight comments if 'Write tags into Spotlight comments' is turned on in the preferences.

Button 2 - (looks like a folder) - Folder Names

Since many people (the at least somewhat organized types anyway) have taken some time to file all their documents in the 'right place' on their computer, the folder names that documents are located in contain some very useful information about the meaning of a document. Leap shows the names of the folders that documents are in as tags if this button is depressed. This allows you to quickly click on a folder tag directly, with out having to navigate down through the hierarchy of folders. In addition, for example, you may have several folders called 'finals' scattered over your computer in various project folders (I said you were the organized type right?). In that case if you click on the tag 'finals' you will get all the documents in your finals folders. If you are more like me, and your files are scattered all over your computer almost at random, you may want to hide these folder name tags by clicking off the folder name tags.

Button 3 - (looks like small calendar) - Date tags

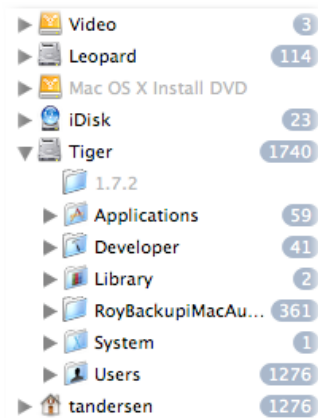
These tags reflect the modification dates of the files in your current search from the point of view of your computer. Many files will have 'correct' modification dates, while other files, such as some files downloaded from the internet will have modification dates reflecting the day they were downloaded, not the date that they were actually last worked on. Just something to keep in mind about these dates.

Button 4 - (looks like key) - Read-only Keywords

There are lots of other tags that may be available for a document that Leap cannot edit. These include tags set inside a PDF, XMP tags, other Spotlight Database tags. To keep the distinction straight in your mind, we use the word 'Keywords' to refer to these read only tags. Leap can read these keywords from several places. You can control this from the preferences. See the General tab for spotlight comment reading) and see the Advanced tab for the Spotlight kMDItemKeyword and XMP tag support. XMP is Adobe's keyword technology, and is used in Adobe Bridge. These tags are useful if you have lots of files from a photo service, or you are using adobe bridge, etc.

LOCATIONS PANEL

The Locations panel is a hierarchical view of all the folders that are in the currently selected location. **Turn the Locations Panel on and off with the three lined button in the toolbar.** Just like the tags panel that I just described, it also shows your current search results. Folders with search results in them are colored darker than those without. You can



narrow down the files that you are looking for by clicking on any bolded folder. For example, you click on *Images* in the orange source menu, then in the Locations panel, you can see where in your home account all of your images are located. There may be different routes to get to the same folder, just as there is in the Apple's Finder. This listing is useful to see where large groups of documents are, or find a document that you know is in the a certain folder on your hard drive. In the image shown on the here, clicking on *Developer* would show the 41 documents that both match my current search and lie in my Developer folder.

This is a really powerful feature. For the first time you can do a search, and 'see' where the results are.

NOTE: Clicking on a folder will limit your search to that folder. If you click on a dimmed out folder, you will see that there are no documents that match the current search in that folder. If you want to abandon the current search, and **see all the Files**

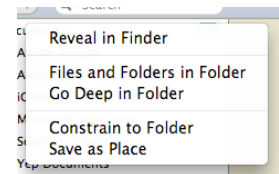
and Folders at that location, just use 'control command - F', or ' control command - G' to Go Deep on the folder.

NOTE -2: There is a button in the toolbar that has three lines with a small up arrow below it. This button takes

you up one in the hierarchy.



The pop-up menu in the Locations panel allows you to see the folder in the Finder, or reset your location to the folder('Constrain to Folder'), or save the folder as a place in the Location menu. The Files and Folders and Go Deep items have command key shortcuts of 'command - 1' and 'command - 2'.



Moving and copying files

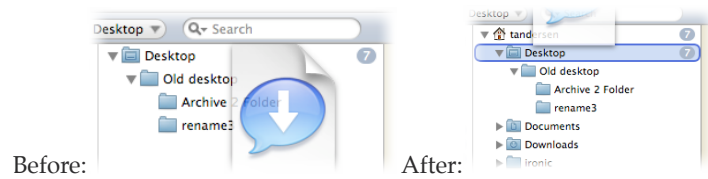
Leap allows you to move and copy files using the Locations Panel. Here are some hints:

If you make a selection of one or more documents in the document view then drag them to the Locations Panel, you can drop the files anywhere. The panel will expand, allowing you to 'go - into' folders and sub-folders. This is similar to the Finder's spring loaded folder feature. If you hold down the option key while dragging, Leap will copy the file(s) to the folder you drop on. The default is to move the file(s).

Tips:

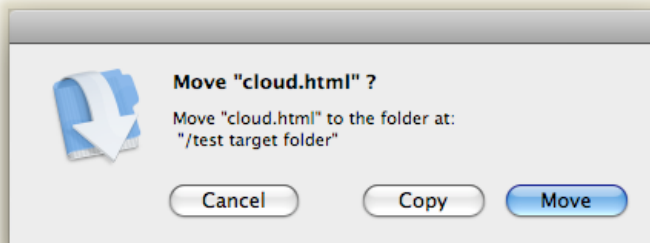
If the Locations panel is only showing a small number of folders, and you wish to copy or move a file 'up'

further, just **hold the mouse over**  **the Locations Panel will go 'up a level'.** For example, here is a 'before' and 'after' screenshot:



Note that this **does not change your current search results, location, etc.** It allows you to get where you want to go to drop your file.

In Apple's Finder, I personally don't use the spring loaded drag and drop all that often - I find that I sometimes let go of the mouse at the wrong time, and my file gets put in some random location. To combat this problem Leap has a confirm dialog that lets you pick between moving and copying, or canceling the file operation. This dialog can be disabled in the preferences.

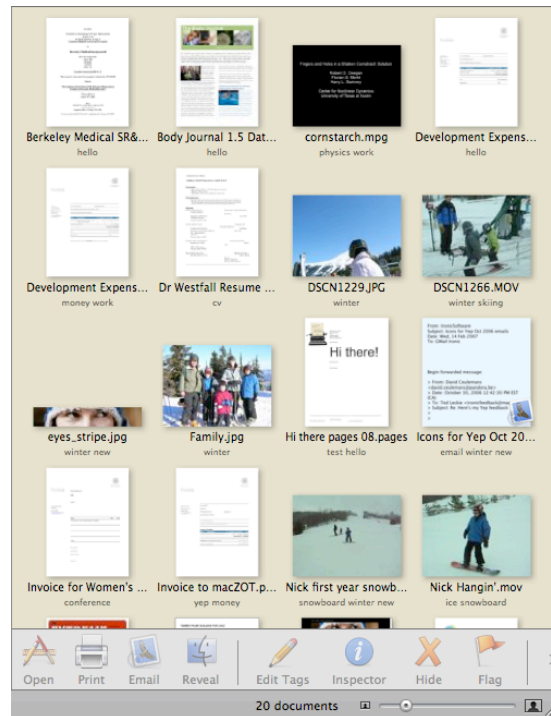


DOCUMENT DISPLAY

This is where your search results - the documents you are working with - are displayed. Leap tries to display documents by showing a small image of the actual document. It can only do this for document types that it can understand. Leap can create thumbnails for many file types: images, most movies, html, text, rtf, and most Word documents. There is a slider at the bottom of the screen for controlling the size of the thumbnails. In the thumbnail view as shown in the image here, the file name for each file is shown along with any tags that have been set on the document. In Leopard, Leap displays thumbnails using Apple's QuickLook technology. In Leopard, you can use Leap's preferences to customize the look of the thumbnails displayed.

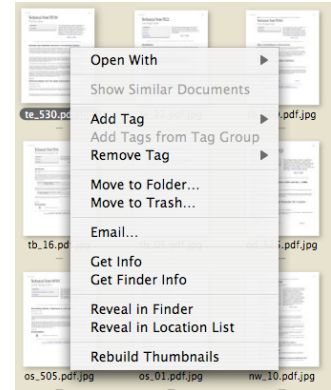
Here are ways you can interact with the document display:

- **Double click** on any document to open it with its default editor. If you right click you can see a list of other applications that will open that document. Or you can drag the document to an application in Apple's Dock.
- Set tags on files right in the document window. Just click on the tags, (line under the file name) and type new tags. **To go to the next document, just hit the tab key.**
- **Setting tags** - click on a document and press the **enter (not the return)** key to bring up the tag editor. If you have multiple documents selected, this also brings up a (slightly different) window that allows you to set tags in multiple documents.
- **Tags can also be set on multiple selections** by using the 'Get Info' command from the File menu, which brings up a get - info window.
- **Inspectors and Info windows.** Leap has both: An info window, once opened, will show information for a particular document until you close it. This means that you can get many info windows open at once. An inspector shows the exact same content, but the inspector changes documents as you select different documents in Leap.
- **Inspector/Info windows can be used to add URLs and notes**, and view a fairly complete if somewhat nerdy 'Even More Info' section which shows a plethora of useful and useless information as gleaned from Spotlight's database.
- Rename files by simply clicking on the document file name, or selecting a document and pressing the **return key**.
- **Select multiple items** using all the 'usual' Mac ways - by clicking and dragging or by clicking on one document then holding down the shift key and clicking on another document to extend the selection. Command key + click is




used in the usual Mac way to make discontinuous selections (ie: a selection from documents from all over the place).

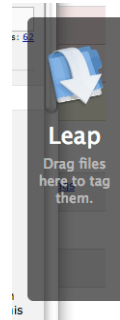
- The toolbar at the bottom of the document display allows you to Open, Print, Email, Reveal in Finder, Edit tags, Hide and Flag any number of documents that you have selected.
- If you drag items from the document display into a Finder window, the Finder will put a copy of that file into the folder that you dragged to.
- Don't forget that you can **right-click on a document** to bring up a menu that allows you to add and remove tags without any typing.
- Dragging a document to a tag in the tag pane will add that tag to the document.
- QuickLook - If you select one or more documents and press the space bar, you will get a QuickLook viewer for that file, similar to the Finder.
- You can **move and copy items** around with Leap: make sure the Locations Panel is displayed (button in top toolbar with three lines), then drag the document(s) into any folder you want them to move to. To force a copy instead of a move, hold down the option key. Sometimes, even if you ask it to move, Leap will have to copy the files, for instance if you try to move files from a CD onto your computer, Leap will have to copy, as the CD cannot be modified.
- **Drag files out of the document window** and into other applications, such as Word, Mail, Photoshop, etc.
- **You can also drag items into the document display.** When you drag items in, Leap will change the current search into one based on the files/folders that you have dragged in. When you drag a folder in, Leap will show you all the files in that folder. This is great for projects (i.e.: any 'big thing' you are working on). Drag the project folder into Leap, and all of a sudden you are able to actually see the contents of the project in 'living color'. Sorry if I got a little excited there, but I have found that when I do this I find files that I have forgotten about, things that should not be in the project, etc. It is a really great thing to do when you are handed a new project to have a look at or contribute to. After you drag the project file in, don't forget to look at the File Types section in the tags pane. Then you can click through, seeing all the images, word docs, etc, etc that are in the project. You can save these drag - ins as bookmarks. Also very useful if you are about to send out a large project folder. You can see that there are no surprises in the folder. Just do a 'Go Deep' search on the folder.
- You can throw files out using Leap. Just select the documents then use the '**Move to trash**' icon in the toolbar, or faster, use the keyboard Command - Delete sequence. Leap will have a dialog asking if you really want to throw out the files, and if you do, **Leap will move the files to the real trash on your computer.** Use Leap's preferences to turn off that warning.
- **Printing.** When you select one or more documents in Leap, and press the print button in the toolbar, Leap will ask the computer to open and print each document. For example, if you ask Leap to print a Word document, then Microsoft Word, or whatever application you have set to open Word documents will open up and print the document.
- **Printing a listing of all documents in the Document Display:** If you want a listing of all the documents in the document display printed, use the "**Print Search Results**" command in the File menu. It will create an HTML table



of the items in the display, and issue a print command for that. NOTE: When you print search results, Leap uses **whatever columns you have turned on in the list view** to create the html. This is handy to get a print out of files that you will be sending to a printing shop, etc.

- If you are working on a document in an application such as Pages, Word, Photoshop, etc., **you can drag the little icon at the top of the document, just left of the document name**  from the other application into Leap. This allows you to set tags, notes, etc on the document. You can also drag items into Leaps floating window which is hidden (according to the settings you use in the prefs).

- **Sorting:** There is a menu at the top of the document display area that allows you to select how you would like the documents sorted. This works in all three display modes.
- The document display area actually has **three ways to view files**: Thumbnails, as is the default view, list view, and the ever popular grouped thumbnails, which allows you to see your documents grouped by whatever sort method you have selected. Use the three buttons at the top of the main Leap window.




- When in list view, you can select which columns you would like to see by right clicking on the column name bar at the top. Columns can also be moved around by clicking in the name bar and dragging. **The columns that are turned on also set up how your printing search results will work.**

Name	Tags		Type
Berkeley Medical SR&ED 20...	hello	✓ Flag	pages
Body Journal 1.5 Data Inpu...	hello	✓ Name	pages
cornstarch.mpg	physics work	Location	mpg
Development Expenses Ap...	hello	URL	pages
Development Expenses Se...	money work	✓ Tags	pages
Dr Westfall Resume CV.pages	cv	Description	pages
DSCN1229.JPG	winter	✓ Type	JPG
DSCN1266.MOV	winter skiing	✓ File Size	mov
eyes_stripe.jpg	winter new	File Modified	JPG
Family.jpg	winter		JPG
Hi there pages 08.pages	test hello		pages
Icons for Yep Oct 2006 emails	email winter new		email

- **Exporting:** When you select 'Export Search Results...' from the File menu, Leap uses the columns that you have turned on to generate an html table. Programs such as Microsoft Excel and Open Office can import the html either by copying and pasting from Safari, or as a direct import.

THE LOUPE

The magnifying glass, or loupe as Leap calls it, is a very handy tool for looking at details in images, PDF documents, HTML pages, etc. You can adjust the size and look of the Loupe using Leap's preferences. You can

turn it on with the  button in the toolbar at the top of the screen, or by holding the option key down as you mouse over a document (that is how I usually use it). Note that it also works in list mode. You can set it to show the entire thumbnail, or to behave more like a traditional magnifying glass.



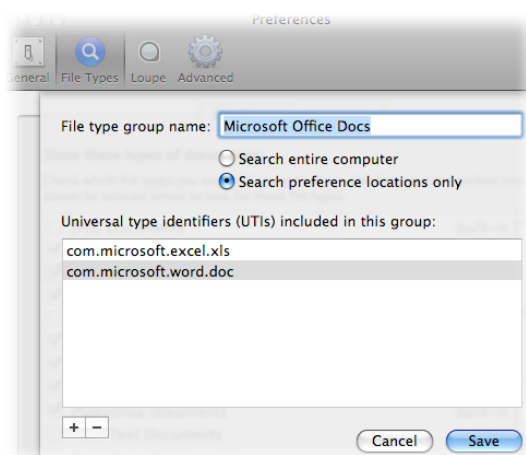
THE DROPZONE

The dropzone is an area at the side of your screen that you can use to tag documents dragged from the Finder or other applications. You can turn it on and off in the preferences. There is an option to have it totally hidden, but still active. You can move the drop zone to a different place on your monitor by dragging it there. You need to drag it all the way. In order to move or drag it you will need to have the edge showing.

LEAP PREFERENCES

Don't forget about them! One important thing is to make sure you set up all your favorite **file types**. To get a file type for a file that is not listed, pick the 'plus' button at the bottom of the file type preferences, then select any example of the file you want to track.

How to group together several file types: In the preferences, go to the File Types panel, then add a new file type, and pick a file of the type you want to add, then when you see the dialog like the image below, press the + button to add more document types. Remember you have to pick the documents, not the applications that open them.



Preferences - tagging

Leap can read and write tags to spotlight comments. This means that Leap works well with programs such as TagBot, Default Folder X, Punakea and others. IroniC software wants to add support for more tag sources as we move forward with Leap. Don't forget to email us with your favorite tagging programs! Some sources of tags are read only, or at least read only to Leap, so when you delete a tag from within Leap, sometimes Leap will not be able to delete the tag from all documents.

Details about tagging, keywords, spotlight comments, and XMP

Leap allows you to add tags to any file. When you add tags to a file, Leap does not alter the file in any way, it stores the tags in its own internal database. If you turn the 'Write tags to spotlight comments' feature on in the preferences, Leap can also write tags into your 'Spotlight comments' field. This is the place in Apple's Finder's Info window where you can set a comment for a file. If you have this feature on (see the preferences), Leap will write out tags into these comment fields. Leap prefixes the tags with either an @ or a & character. This helps keep the tags separate from other comments and is also a method of spotlight comment tagging used in programs like TagBot and QuickSilver

Read only Keywords

Keywords and tags are virtually synonyms. Leap uses keywords to refer to 'read only tags'. Some files have keywords that Leap can only read, and cannot change. For instance, in a PDF, there is space to add keywords when creating the PDF. Some Image formats have a place for keywords. Many images from stock photography houses have keywords set in them. Leap obtains these read only keywords from several places:

- a) Spotlight comments: There are some tag formats used by, for instance the application 'Punakea', which Leap is only able to read from. So the Spotlight comments can be a mixed bag of tags - some readable, some writable.
- b) The Spotlight database: These are keywords that spotlight has stored for some files. They can come from many different places. Turn this capability on and off in the preferences: kMDItemKeywords. An example of tags stored in this way on your computer are the keywords that are 'inside' a PDF.
- c) Adobe Bridge: Bridge uses a tagging format called 'XMP'. Leap can read XMP 'Dublin Core' keywords for files. Turn this on and off in the preferences - look for XMP.

Preferred Places: This is where you set your locations up for the 'Preferred Places' item of the Location menu. You should only add folders here for places that you usually keep files in, that way, when you do a search for images, for instance, you will not get all the thousands of images on your entire computer, but rather only those in the folders where you usually work.

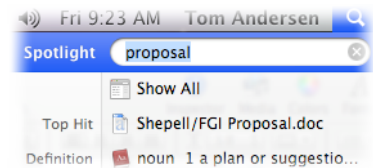
Excluding certain folders from results. Many people have an iTunes library with many thousands of songs in it. If you want to track music and sounds with Leap for work purposes, and you keep getting too many of your iTunes songs mixed in, then you can hide all your iTunes music from Spotlight with a Spotlight Privacy folder. The tracking preferences will show you a bit more about it. iPhoto is also bad for this, as it makes several versions of each image. This is fixed in iPhoto version 7 or later. Since you manage your photos with iPhoto, adding the folder Pictures/iPhoto Library to Spotlight's privacy folders will hide those images from Leap.

Servers: You can add servers to this list of tracking folders. Be warned, however that almost all searches on servers are very slow when using Tiger. **With OS X 10.5 Leopard on both server and client, searches work very well across**

the network. This is a very good thing. Furthermore, since unlike the Finder, Leap caches thumbnails from the server, server traffic is greatly reduced when using Leap vs. Apple's Finder for network searching.

SEARCHING IN APPLE'S SPOTLIGHT

Why would you ever do that again? OK, so you type the word 'proposal' into Apple's Spotlight. If you use Leap's spotlight tagging feature, any document that you have tagged with the word proposal will come in with the results.



BACKING UP

Since Leap does not store your documents in a database, all the documents that you use within Leap should be backed up as usual in the normal way that you back files up. **Make sure you back all your documents!** The only thing that Leap actually stores are all the tags and notes that you add to documents. These are stored for version 1.0 in a database file in your home folder. Leap will store its tags in the folder:

`/Users/yourUserName/Library/Application Support/Leap`

This folder needs to be backed up! Restoring from a backup is done by using Leaps 'Import Metadata' command under the File menu. Just click that, then choose the metadata file, called docInfo.plist.gz. You could also restore by replacing (with Leap quit) the entire Leap folder in Application Support.

REAL LIFE FICTIONAL WORK FLOWS

Leap allows you to find files in whatever way you decide. It can take a little while to understand how useful this can be, so I include here a few workflow examples:

- 1) You are a super - cool website designer, and someone has just hired you to edit their website. Upon downloading the site to your computer, you are presented with much more than the usual somewhat disorganized mess of over a thousand files spread out over many folders. With the Finder you are reduced to hunting through folders for html, css and image files. Drop the folder onto Leap, and you will see right away that there are say 12 css files, 300 images, 45 html files, some files you have never heard of before, and a sandwich. (actually not a sandwich - that is my stomach talking). A few clicks and you can find the corporate logo (a gif file called 23.gif) and the Loupe shows you that the support page on the site is called sport.html.
- 2) You are a super - cool writer who has never really filed anything anywhere in their life. Then someone phones up and says “remember that contract that I emailed you a while back?”. A quick click on your mail downloads folder in Leap, and a file called contract.pdf is there. And one click to find all the Word documents in your account. It turns out that all that ‘filing things in the right folder thing’ that you neglected to do worked out just fine.
- 3) You are a super - cool casual computer user who relies on some ‘computer expert’ (son, friend, etc) to do set things up for you. After they set up Leap on your machine, all your favorite documents show up with just a click or two. You no longer lose as many documents as you used to.
- 4) You are a super - cool computer programmer who has to deal with all sorts of projects. Finding the right image to use in a large project can be daunting. Leap allows you to see all the images in your source tree with a click or two. It is also really great for finding files that should not be in your project. Don’t forget Leap’s **Show Package Contents** command on the pop-up menu for each bundle - it is really handy for finding images inside of applications and bundles.
- 5) You use Apple Mail, Pages, Photoshop, Final Cut Pro, and 4 other applications all day, working on jobs for various clients. With Leap you can add a tag for each client name to every document you work on, allowing you to both find your work and also invoice appropriately. With tags you find you can also tag emails from the client - so a click or two in Leap finds all the documents, emails, and notes that you may have spread out over several hard drives.
- 6) You are a network expert in charge of a large squadron of Mac OS X computers. You are looking forward to deploying Leopard so that you can use the new ‘Spotlight on the server’ feature. There are some problems with using the Finder to search on the server though, as for each search, the clients not only pull the search results list off of your server, but also many of the files, as **each client** will use QuickLook to pull the files over the network to create images for themselves. This results in large loads (could even be an understatement!) on your server. If you install Leap on the network, the same searches can be done, but Leap uses a thumbnail caching mechanism that reduces network traffic down to manageable levels. Also you can create some common bookmarked searches on all the client computers.
- 7) You are still that networking expert, and you note how nice it is that everyone on the network can add tags to files on the shared server, creating a little more order out of the chaos. Make sure you have Spotlight comment reading and writing turned on for this to work in Leap 1.0.

8) You can organize your applications using Leap and some simple tags: Add the filetype for applications to the Preferences, then when you click on this in Leap, you get all the applications on your computer. Useful, but tends to contain a lot of items. Then go through the list, adding tags like 'media' to QuickTime, iMovie, and others, 'utils' to your favorite utilities, etc. Then when you press 'command shift A' in Leap, one more click will show you all your favorite utilities, or all your media applications. Tags allow a single application to be in more than one category at once.

THE END

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