

POWER KEYS & SPECIAL FUNCTIONS

In the Search Options Window:

- ✓ **To turn off (reset) a flashing Search button, hold your <Option> key down and click the flashing button once.**
- ✓ **To turn off (reset) all Search buttons, press your <Clear> or <Esc> key.**

In the List Windows:

- ✓ **Pressing your <Space Bar> switches between Finder, Hierarchic and other views.**
- ✓ **To display information on a file in any of UltraFind's list windows, move your Cursor over the file's icon.**
- ✓ **To drag a file out of any list window, select the file and hold your mouse button down for 1 second to enable Drag&Drop.**
- ✓ **To select multiple files, hold the <Shift> key down, or drag the mouse over them. To select all files in a window press <Command-A> (Select-All).**
- ✓ **You can export the search results to Excel or FileMaker (or any app) by selecting "Export" from the File menu.**

In the Thesaurus:

- ✓ **If you double-click a word in the Thesaurus, UltraFind will put the word into the current active text search field and turn Cross-referencing ON for you.**

Removing things:

- ✓ **To remove items from custom menus, hold your <Option> key down and select the item you want removed.**

Custom menus (menus which allow you to add items to them) in UltraFind include: The Routines Menu (in the Menu Bar), Document List (in the File Type dialog box), Folder Sets (in the Confine dialog box).

- ✓ **In the 'Confine' dialog you can remove individual folders from sets by pressing your <Delete> key.**

MAIN KEYBOARD COMMANDS

<Command-F>	Open UltraFind (Finder)	<Space Bar>	Switch List View
<Command-=>	Select Volumes	<Command-R>	Read Contents
<Command-N>	Append New Scan	<Command-M>	Make Alias
<Command-S>	Save Search Routine	<Command-I>	Get Finder Info
<Command-E>	Export Results	<Command-?>	Open Help
<Command-W>	Iconize	<Esc/Clear>	Reset search options

OPERATION TIPS

- ✓ **For fast access to UltraFind, Install the Command-Key (Select Command-Key from**

UltraFind's File Menu).

- ✓ **Add your most commonly used document types to UltraFind's "Document List" pop-up menu (in the File Type dialog box). This will save you a lot of time later.**
- ✓ **Whenever you can't open a document in the Finder, drop it onto UltraFind's icon, wait for it to load into the list window and then press <Command-R>. You can now read all those odd documents no matter what program they were created in.**
- ✓ **You can drag a file or folder from the Finder and drop it onto the "Confine" button**

Text Searches

UltraFind can search in 3 different modes:

- **it can scan through documents on your hard disk(s) or network**
- **it can search an index file (created using the UltraFind Text Indexer)**
- **it can search for text on the internet (world wide web and newgroups)**

In the Text Search dialog box make sure you set the "Search In" option to use the search mode you want.

- ✓ **For fast 'Direct' Text Searches, always set the Creator or File Type button to match the documents you wish to search, so that UltraFind does not waste time searching unnecessary files.**
- ✓ **For instant Text Searches, use the Text Indexer Addition to pre-index your text files.**
- ✓ **For precise control of internet searches, use the Thesaurus to cross-reference your queries.**