Additions are plug-in modules which you drop into the UltraFind folder (in your Preferences folder). You can get Additions FREE from the UltraFind Web Site at http://www.ultradesign.com/ultrafind.html

THE ULTRAFIND TEXT INDEXER

Pre-indexing your documents allows for instant text searches. If you frequently have to search through large amounts of text then you should pre-index your files using the UltraFind Text Indexer, an Addition (plug-in module) which you access from the "Additions" menu. Its job is to index the text in your files so that rather than searching through files on your disks UltraFind can simply search its index.

Unlike old style indexers, the UltraFind Text Indexer is designed to index predetermined target folders (not your entire hard disk). Target folders can be on local or network volumes, or even on removable volumes (such as CD-ROMs, Jaz and SyQuests).

Also unlike normal text indexers, the UltraFind Indexer is incremental, allows partial word searches, and is very precise (it will never produce false hits). It also works in all languages (including Japanese).

Creating and updating an index

On first time indexing, select "Index..." from the Additions menu and you will enter the indexing setup. Here you can change the default settings according to your needs. If indexing large amounts of files, increase indexer memory. Choosing a name for your index allows you to maintain separate index files which can then be re-indexed individually when the contents change. This also helps ensure you don't later run out of memory by creating index files which are too big to fit in memory.

To avoid indexing files which do not contain text use the "Inclusion List" and show the indexer the types of files which you want indexed. When "Inclusion List" is active only the file types in the list will be indexed, all other file types will be ignored. Alternatively the indexer can work in "Exclusion" mode using an internal built-in list of file types NOT to be indexed. This list can be added to when you choose to skip a file while indexing.

To proceed with indexing press "Index...". This opens a dialog box (similar to UltraFind's 'Confine' dialog) which lists your volume(s) and folders on the left, and the folders to index on the right. Select which folders you want indexed and add them to the list on the right.

UltraFind remembers which folders are associated with and index file and will automatically re-mount the correct network volume(s) when you re-index. Folder sets shows you these folder sets and allows you to change them.

Index files are created and stored in the UltraFind folder (in System Folder:Preferences) and will be automatically searched by UltraFind during Text Search if searching indexes is enabled in ther Text Search Dialog.

What should I index?

You should index any folders which contain documents, reports, email, etc. You should not index your system folder or applications folders, and you should not index your entire hard disk as this will just create a very large index file (and will take a very long time!). Do not index files which dont contain text as this will add an unnecessary overhead to the index file.

When should I index?

Because the Text Indexer is incremental, the indexing process is slow the first time you run it as all the documents in your target folders will naturally be 'new' to UltraFind. However, the next time you index the same folder it will run fast as UltraFind will only index files that are new or have been modified since the last time you ran the Indexer.

Therefore, if you are indexing a large amount of data for the first time it is best to do this at a time when the machine is free, such as at the end of the working day.

Indexing Network Volumes or File Servers

One Macintosh running UltraFind can index a whole network, however this may take a long time and will require a lot of memory. It is faster and easier on your network if each machine runs it's own index. To make each machine's index available to the others you need to make an alias of the individual index files and drop the aliases into the UltraFind folder of each machine.

File Servers should run their own index, and an alias of the File Server's index file can be placed in the UltraFind folder of all the machines that need it.

Skipping unwanted files

The exclude list is an internal list of file types and file name extensions to be automatically skipped, they are non-text files such as Pictures, Sounds, Applications, file names ending in ".hqx" etc.

There may be other types of files on your machine that you do not want indexed (i.e: files that do not contain readable text), therefore if during indexing you see that the indexer is starting to index an unnecessary file, you can press the Skip button. This will skip the current file and will also allow you to tell the indexer never to index this type of file in the future.

CAUTION: If you choose to permanently skip a certain type of file, you can not undo the instruction. Once added to it's internal list, the Indexer will ALWAYS skip that type of file. To reverse this you will need to trash the UTF Presets file.

Indexer Memory Requirements

Indexing requires a lot of memory. If you need to index very large text files or large amounts of files (over 50MB) we recommend you increase the Indexer's memory allowance by as much as possible (Select "Preferences" from the Indexer menu). In low memory conditions the Indexer will need to write to disk often and will therefore run slowly. If the memory LED indicator turns Red we suggest you stop the indexing process and increase the memory allocation by at least 5MB.

Memory LED Indicator:

• Green   OK   (Using Indexer's memory, speed = Optimum)
• Orange   Low Memory (Using System memory, speed = slow)
• Red   Very low Memory (Using Disk File, speed = very slow)

If you find that you continuously run out of memory you are probably trying to index too many files in one go. If you index a large number of files one huge index file requiring a large amount of memory will be created. To keep within your memory limit you need to maintain smaller separate index files; so if the "Memory Condition" indicator goes to orange stop and re-index selecting only half the number of

files (you can maintain folder sets by subject/topic/location). Before you index the other half choose a new index filename. (If an index gets too big to fit in memory you may have to trash it and start over.) During text retrieval the individual indexes will be searched automatically.

Stop Words

Supplied with the Indexer Addition module is a plain text file (Simpletext) containing standard English Stop Words. To use the Stop Words file, it must be located in the UltraFind folder, in your Preferences folder.

Stop Words are words such as "the, they, them, house," etc., which are too ordinary and general to be indexed. The Stop Words file therefore helps to keep the size of the index file smaller by not indexing these words.

You can add words to the Stop Words file using any Word Processor (or Simpletext).   You can create a localised Stop Words file in any language (including Japanese) however the file must be called "Stop Words" for the Indexer to recognise it.

Upgrading the Text Indexer Addition

If your Text Indexer Addition module is more than 6 months old you should check the UltraFind Web Site to see if we have released a newer version.

Notes

The Text Indexer Addition is being supplied free of charge to Registered UltraFind Users for a limited period of time from October 1996. We can not guarantee that future versions of the indexer will remain supplied free of charge.

! Please note that all UltraFind Additions stop working after a period of time if you do not register your copy of UltraFind.

! Sorry, but we do not support indexing on early Macs such as the Mac Plus and MacSE.