

USING THE LIST WINDOWS

All files that match your search criteria are displayed in a List Window.

UltraFind has 4 different list windows, you can switch between them by pressing the <Spacebar> on your keyboard, or by using the pop-up menu at the bottom of the window.

In each list window there are a number of things you can do:

- ✓ **Files can be opened, copied, moved, trashed, labelled, etc.**
- ✓ **Files can be dragged out of the window (see Drag&Drop)**
- ✓ **In the "Finder View" files can be sorted by name, size, kind or date**
- ✓ **You can display information on any file by moving your cursor over its icon**
- ✓ **You can read text in any selected file by pressing the [Read] button**
- ✓ **The file list can be exported as a text file (see "Export" in the File menu)**
- ✓ **You can copy a selection to the Clipboard**
- ✓ **You can remove file entries from the list by pressing the <Delete> key**
- ✓ **You can select a file and use any of the functions in the File menu, including Make Alias, Backup and Get Info.**

The Text View Window

The Text View window is different from the others in that its function is to display the results of a text search rather than the results of a file search. This window only opens if you are searching for text and is not available if you are performing a normal file search.

In Text View mode UltraFind displays each word found in the context (sentence) in which it was found. The word or words you were looking for are underlined in red **Hypertext. If you click on the hypertext, UltraFind will open a Data Reader window and display the entire document to you, hiliting the word in its original paragraph.**

In this view mode, documents are assigned a score based on how well they fit your search criteria. UltraFind automatically sorts the window by the highest score, therefore the document at the top of the list is probably the one you were looking for.

LIST WINDOW ICONS

Rather than displaying a confusing list of hundreds of different icons, UltraFind uses it's own icon groups for similar groups of files, so that all images (regardless of what application they belong to) present a picture icon, all text files present a text document icon, etc.

This allows you to see groups of files rather than an long list of different icons, and is a much faster method of working with file lists. (To see a file's real icon, just move the cursor over it.)