

APPENDING MULTIPLE SEARCHES

UltraFind can append the results of multiple searches to the files already in the list window, so that different groups of files can be listed and sorted together. While in the list window, you can append a new scan by pressing <Command-N> or by selecting 'Append New Scan' from the Search menu.

EXPORTING THE FILE LIST

You can export the search results from any of UltraFind's list windows by selecting "Export File List" from the File menu. The export function generates a Tab-separated text file, which you can either print as is, or import into a word processor, spreadsheet or database.

When opened using a spreadsheet program, the exported file list will retain its formatting and the information will appear in correct columns.

- ✓ *If you use Microsoft Excel, here is a little trick to save time:*
- 1) Export the file list and save it on the desktop,*
 - 2) drag the new text file BACK into UltraFind's list window,*
 - 3) press Open With [Open/w] and select Microsoft Excel.*