

## **SAVING PRESET SEARCH ROUTINES**

***You can save your search set-up using UltraFind's user-maintained Routines menu, allowing you to repeat the same search later at the touch of a key. You can add as many Routines as you like to the Routines Menu and call them whatever you want. The first ten routines in the menu have numbered command-keys for easy use.***

***This feature allows you to customise UltraFind, making powerful compound searches specific to your work that will save you time and energy.***

***For example, a Routine for finding letters, faxes or Email will produce a list of all your mail which, sorted in date order, will give you immediate access to open or read your correspondence no matter where the files are on your system. Likewise, a Routine for finding Today's work will ensure you never have to run around your folders again looking for files you only just made a few hours ago...***

***To create a Routine: 1) Use UltraFind to find an example of the group of files you want. 2) Once it has found files of the type you want, choose "Save Current Settings" from the Routines Menu. 3) Type in a name for your new Routine search menu and press Save.***

***To remove a Routine menu item: Simply hold down your <Option> key, go to the Routines menu and select the Routine you want removed. Instead of running the Routine, UltraFind will remove it.***

***AutoScan When saving a Routine, ensure that AutoScan is checked if you want UltraFind to start the scan automatically. Leave AutoScan unchecked if you just want the search criteria restored so you can to change or add more criteria before scanning.***