Part Two • Searching a catalog

To open a catalog
1.
Double-click on the Search catalog icon.
OR
1.
Double-click on the Search run-time version icon.
2.
Choose Open from the File menu.
3.
In the directory dialog box, select the catalog you wish to open and click Open.

Note:
Only predetermined catalogs can be opened with each Search run-time application.

The following message appears if the run-time application you are using is unable to open a catalog: "The catalog 'catalog name' cannot be opened with the Search run-time application you are currently using." All catalogs can be opened with the full-working version of Search 3.1.

You have the option to search one catalog at a time or multiple catalogs simultaneously–as long as each catalog is a predetermined "searchable" catalog for the particular run-time application you are using. You can also perform "cascade" searches, where you reduce the number of records retrieved in subsequent searches by searching found records only.

Up to four levels of criteria can be used to define each search. Although more complex searches take more time, the more specific you make your search definitions, the more specific your search results will be.

To search catalogs
1.
Open the catalog or catalogs you want to search.
2.
Choose Find from the Search menu.
3.
In the Find Files dialog box, define your search.
4.
If you want to search all open catalogs, select the checkbox beside this option.
5.
Click Find.
6.
To view the retrieved records in the catalog window, close the Find Files dialog box or click on the catalog window to make it the frontmost window.

When a search is complete, retrieved records replace the catalog records in the catalog window. If you search more than one catalog at a time, the retrieved records will be displayed in each respective catalog's window. Since the catalog window contains only one set of records at a time—the entire catalog or a specific set of search results—Search provides you with convenient ways to recall and display the various sets of records.

To retrieve and display the entire catalog
âŒ¥ Choose Find All from the Search menu.

OR
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Click Find All in the Find Files dialog box.
OR
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Press âŒ˜-G.

To retrieve and display the previous search results
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 Choose Find Previous from the Search menu.

The Find Previous command will only recall the search results that immediately preceded the ones currently displayed. By saving search definitions, however, you can easily access many different sets of previous search results. A search definition is a set of frequently used search criteria that you save so you don't have to type it in every time you want to use it.

To retrieve and display prior search results using saved search definitions
âŒ¥
Choose the saved search definition from the Search menu.

OR
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Press the saved search definition's keyboard shortcut, âŒ˜-Option-n, with n being the number from 0 to 9 that Search assigns to the saved definition.

OR
1.
Choose Find from the Search menu.
2.
In the Find Files dialog box, double-click on the appropriate definition name in the saved definitions list. The definition is then displayed as the current search.
To search all open catalogs, click the checkbox beside this option.
3.
Click Find, and the retrieved records are displayed in the catalog window—or windows if you searched more than one catalog.

In detail: defining searches

Search descriptions
You can combine up to four search descriptions into a single search definition. To activate a dimmed search description row, click its checkbox.

A
From the pop-up menu, choose the appropriate logical operator to reduce or expand the search domain: and, or, or and not.

B
  From the pop-up menu, choose the record attribute to search by: keyword, smart keywords, keyword list, file name, file type, volume, catalog date, modification date, expiration date, or description.

C
  Depending on the record attribute chosen, it is modified with one of the following options: matches, begins with, ends with, contains, is before, is after, is Today, is 'n/a.'

D
  Depending on the record attribute selected, the description is completed by one of the following instructions in the instruction field: 1) type in a file name or keyword or at least part of a file name or keyword; 2) enter keywords into the Keywords Search List; 3) choose a file type or volume from the pop-up menu; or 4) set the appropriate date.

The search definitions area
You may want to save a search definition that you use often or in multiple catalogs.

  Saved search definitions are shown in this list.

B
  Names for new search definitions are typed in this field and then added.

To save a search definition

1.
Define the search in the Find Files dialog box.
2.
Type a name for the new definition in the definition name field (B).
3.
Click Add.

To delete a saved search definition

1.
In the saved definitions list in the Find Files dialog box, select the search definition to be deleted.
2.
Click Delete.

"Search found items only" option
Click the checkbox next to this option if you want to search only the records found in the previous search. In this way, you can perform a "cascade" search; you continue to narrow the number of potentially usable files by searching only the records found by the previous search.

"Search all open catalogs" option
Click this checkbox if you want to search all open catalogs. Otherwise, only the catalog in the active window is searched. If you plan to save a search definition for use in searching all open catalogs, make sure this option is checked when you save the definition.