

CommTech *PowerSearch*[™] 4.0 Manual

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CommTech *PowerSearch*™ 4.0 Manual

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PowerSearch Developer's Toolkit

Why is PowerSearch better than Microsoft Word(tm) EditFind?

Registration Form

The information in this manual is contained in the CommTech PowerSearch on-line help system. To use the help system, simply click the Help button on the CommTech PowerSearch screen.

Overview

Welcome to CommTech PowerSearch(tm)!

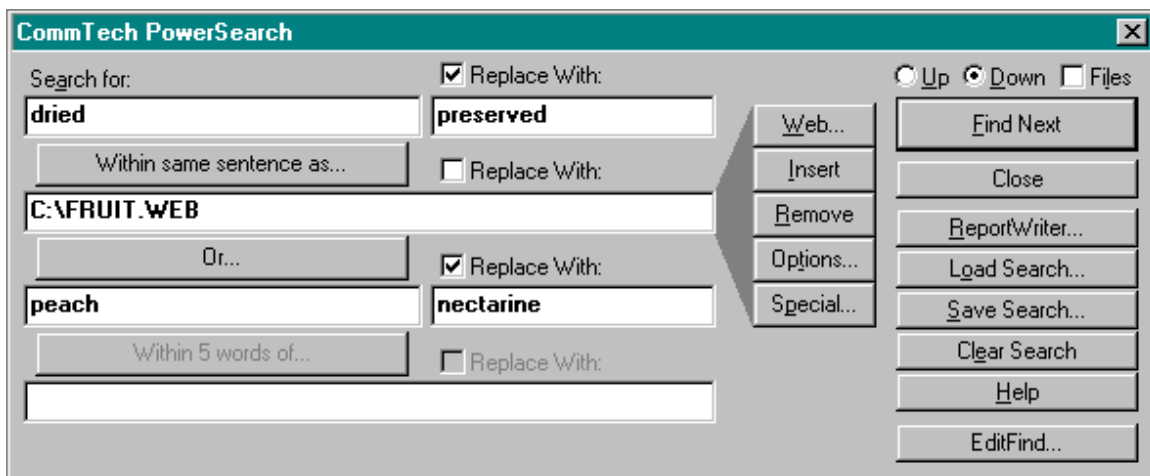
CommTech PowerSearch(tm) is a full-featured search and replace program that allows you to define multi-level Boolean searches, search for multiple keywords simultaneously, and save searches for later use. You can do multiple search and replaces in one pass.

CommTech PowerSearch is an add-on to Microsoft Word for Windows(tm) and integrates seamlessly into the editing environment. The program gives you capabilities previously found only in advanced search and replace programs while providing an interface that is intuitive, self-teaching and efficient to use.

If you have not already registered your copy of CommTech PowerSearch, call 203/ 495-1960. This will ensure that you will receive free information on updates and related products.

Important: PowerSearch 4.0 will only work with the US version of Microsoft Word for Windows. We may develop versions for foreign editions of Word for Windows if there is enough demand. If you need to run PowerSearch, you should obtain a copy of the US edition of Word for Windows.

CommTech PowerSearch Search and Replace Screen



This is the screen for CommTech PowerSearch's search and replace functions.

From this screen you can define a search and execute the search in the current document in Word. You can also choose to replace terms in your search.

In addition, buttons allow you to save searches, load previously-saved searches, load Webs(tm) into a search, edit Webs, create new Webs, and specify search options.

You can bring up this screen by typing <Ctrl-F> while editing, or by selecting **PowerSearch...** from the **Edit** menu.

You cannot bring up the screen while editing a macro.

Search Term Entry Line

Enter a search term here. The search term can be either a word, a phrase, or a Web.

Replace With

Check this box to enter a replacement term for the current search term. The Replace Term Entry Line will appear for you to type the replacement term. See also Replacing in PowerSearch.

Replace Term Entry Line

Enter a replacement term here. To delete the search term from the document, leave this box blank, but keep the Replace With check box marked. The **Web...** and **Options...** buttons will be disabled when this box has the focus. Replacement terms can not be Webs(tm), and can not have any options such as Match Case or Whole Word. See also Replacing in PowerSearch.

Direction

Specifies a direction for PowerSearch to search the current document. **Down** searches towards the end of the document, **Up** searches towards the beginning. All searches start from the current editing position.

Files

This check box toggles the screen between the Search and Replace Screen, and the Find Files Screen.

Find Next

Executes the current search on the open document in Word for Windows. The search starts at the current editing position. Click the **Find Next** button or type <Alt-F>.

Load Search...

Load a search from a search file. This lets you reload a search you previously created and saved. You can use the search as-is or edit it if desired.

Search files used by PowerSearch have the extension *.sch. Click the button with the mouse or type <Alt-L>. The Load Search screen will appear asking for the name of the search file.

ReportWriter...

This button brings up the ReportWriter screen. ReportWriter is a program that adds a report writing "agent" to PowerSearch.

Save Search...

Save the current search to a search file for future use or editing. Click the button with the mouse or type <Alt-S>. The Save Search screen will appear asking for the name of the search file.

Clear Search

Clears the current search. All entries and settings will be cleared. PowerSearch will ask for confirmation before clearing the search.

Close

Closes the PowerSearch screen and returns to Word.

HELPFUL HINT: If you want to repeat the same search several times, you can view each hit easily without having to close PowerSearch. After finding the first hit, the PowerSearch screen will shrink and move out of the way to give you an unobstructed view of your document.

Moreover, you can move back and forth between PowerSearch and your document by pressing <Ctrl Tab>. Alternatively, you can move between PowerSearch and Word by clicking with your mouse on the desired part of the screen.

Help

Brings up this help file.

EditFind...

The Word Find... function can be accessed by pressing Ctrl-F2 from Word.

Expand/Collapse Button

This button will expand the PowerSearch screen to include 8 terms, or will shrink the screen to 4 terms if there are 4 terms or less in the search.

Entry Box

This box holds one search term. A search term can be either a Web of words or a single word. PowerSearch will treat all terms as words unless the term is a Web filename with a .WEB extension. The Web button gives more options on how to treat the current search term if it is a word.

Web...

The Web button allows you to load a Web(tm) or perform Web maintenance. If the current term is empty, or if the current term is a Web , the Web button brings up the Web Maintenance screen. If the current term is a word, the Web button brings up the Term Options screen.

Insert

Clicking on this button inserts a blank line for adding terms into the search. All entries below the line are pushed downward.

Remove...

Clicking on this button removes the current entry from the search and moves entries below up one line.

Options...

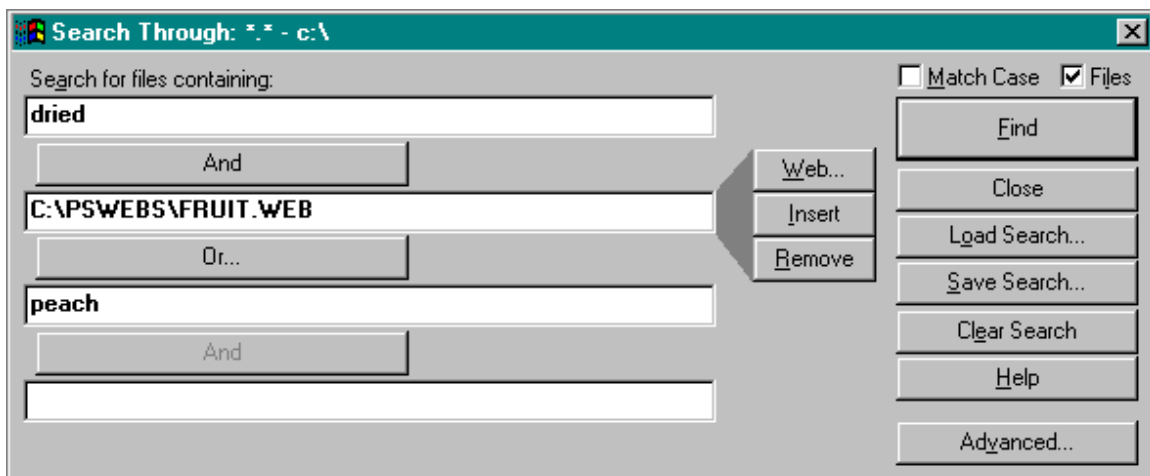
This button brings up the Options screen, which allows you to select searching options such as font, style, whole words only and case-sensitive. This button appears on the Search and Replace screen, but not on the Find Files screen.

Special...

This button brings up the Insert Special screen which allows you to insert codes to search for special document elements such as page breaks and paragraph marks. This button appears on the Search and Replace screen, but not on the Find Files screen.

Boolean Button

Clicking this button exposes the Boolean Search Settings line, which lets you define a relationship between two search terms. For example, you can choose “AND,” “OR,” “NOT” relationships, type of units separating search terms (e.g. characters, words, sentences, etc.), and number of units.

CommTech PowerSearch Find Files Screen

This is the screen for PowerSearch's Find Files functions.

From this screen, you can find files on your hard drive according to content, location, or creation/modification date.

Find

Starts the file search according to the information entered in the Find Files screen, and the Advanced Options screen.

Advanced

Brings up the Advanced Options screen which allows you to specify locations in which to search for files, and limit your searches to files that have been created or modified within a particular range of dates or by a certain author.

Title Bar

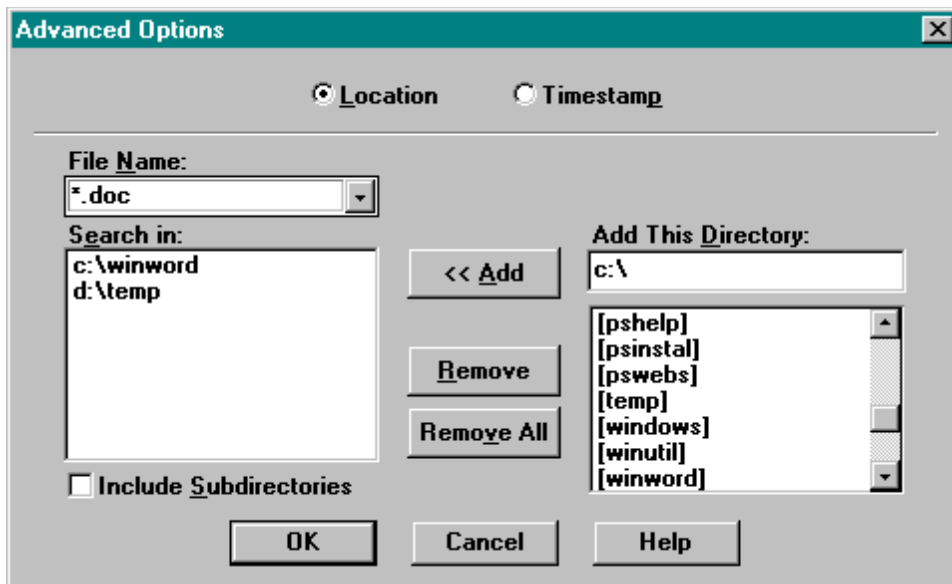
The title bar displays information from the Advanced Options - Location Panel. It displays the file types and the directories you have chosen to search through.

Match Case

Finds only matching text whose case (uppercase and lowercase) exactly matches that of the search terms, character for character.

Boolean Button

Clicking this button exposes the Find Files Boolean Search Setting line which lets you define Boolean relationship between search terms for a file search.

Advanced Options Screen - Location Panel

This is the Advanced Options Screen - Location Panel. From here you can specify in which directories to conduct the file search. You can also specify what file types to search through.

To limit a search to find only files that were created or modified within a certain range of dates, or by a certain author, click the Timestamp button to display the Timestamp Panel.

File Name

Select or type the name of the file you want to find. To search for all files that have the same extension, type an asterisk (*), a period, and the three-character extension. You can also specify multiple filenames by separating each one with a semicolon. For example, type *.doc;*.mem to find all documents that have either of the filename extensions.

Search In

Displays the directories you selected for PowerSearch to search in. If no directories are selected, PowerSearch will search through the root directory of the C:\ drive.

Include Subdirectories

Includes in your search all subdirectories of the directories listed in the Search In box.

Add

Adds the directory you selected to the directories in the Search In list box.

Remove

Removes the selected directory from the list in the Search In box.

Remove All

Removes all directories from the list in the Search In box.

Add This Directory

Displays the currently selected directory. Pressing the **Add** button will add this directory the list in the Search In box.

Directory List Box

Select a directory to search in from this listbox. The currently selected directory will appear in the Add This Directory box.

OK

Accepts all changes in both the Location and Timestamp panels and returns to the [PowerSearch Find Files Screen](#).

Cancel

Cancels any changes or choices in both the Location and Timestamp panels and returns to the [PowerSearch Find Files Screen](#).

Location

Switches the screen to the [Location Panel](#).

Timestamp

Switches the screen to the [Timestamp Panel](#).

Advanced Options Screen - Timestamp Panel

The screenshot shows a dialog box titled "Advanced Options" with a close button in the top right corner. Below the title bar, there are two radio buttons: "Location" (unselected) and "Timestamp" (selected). The main area is divided into two columns. The left column is for "Date Last Saved" and contains three input fields: "From:", "To:", and "Last Saved By:". The right column is for "Date Created" and contains three input fields: "From:", "To:", and "Created By: (Author)". At the bottom are three buttons: "OK", "Cancel", and "Help".

This is the Advanced Options Screen - Timestamp Panel. From here, you can limit a search to find only files that have been created or modified within a certain range of dates, or by a certain author.

Dates can be entered in any Microsoft Word–acceptable format.

To specify which directories to search in, click the Location button to display the Location Panel.

Date Last Saved - From

Type the earliest date you want to include. To see all documents saved prior to the date in the To box, make sure this box is empty.

Date Last Saved - To

Type the most recent date you want to include. To search for documents that were last saved on that day, type the same date as that in the From box. To search for all documents saved since the date in the From box, make sure this box is empty.

Last Saved By

Type the name of the person who last saved the document.

Date Created - From

Type the earliest date you want to include. To see all documents created prior to the date in the To box, make sure this box is empty.

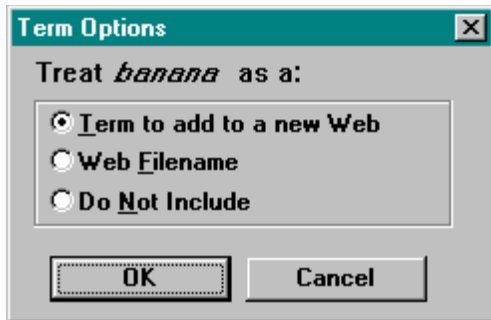
Date Created - To

Type the most recent date you want to include. To search for all documents created since the date in the From box, make sure this box is empty.

Created By

Type the name of the person who created the document.

Term Options Screen



This screen appears when you click the **Web...** button when there is a term in the Search Term entry line. It presents you with three choices on how to treat the term.

Treat As Term to add to a new Web

PowerSearch will treat the term in the current Search Term entry line as a term in a new Web. The term will be replaced with the name of the new Web file.

Treat As Web Filename

PowerSearch will treat the term in the current Search Term entry line as the name of a new Web. The term will be replaced with the name of the Web file. The Web will be created in the currently active path.

Do Not Include

PowerSearch will ignore the term in the current Search Term entry line and create a new Web. The term will be replaced with the name of the new Web file.

Term

This is the term in the current Search Term entry line.

OK

Accepts the choice and proceeds to the [Web Maintenance screen](#).

Cancel

Cancels any choice and returns to the main [PowerSearch screen](#).

Search and Replace Boolean Search Settings



These settings define the relationship between two terms. The relationship contains both Boolean and proximity information.

This line is exposed when you click on the Boolean Search Settings button on the Search and Replace PowerSearch screen. PowerSearch will conduct its search based on the information given on this line.

Boolean Operator

You can specify AND, OR, or NOT as the Boolean relationship between two search terms.

Proximity information is not used for OR relationships.

A PowerSearch Web is the logical equivalent of a string of OR relationships.

Proximity Magnitude

This is the setting that defines how many units (characters, words, etc.) on either side of the search term to apply the Boolean search settings. Settings range from 1 to 99. For more information, see Proximity Information.

Proximity Scope (Type of Unit)

Proximity scope defines the size of the units on either side of the search term to apply the Boolean search settings. For more information, see Proximity Information.

Find Files Boolean Search Setting

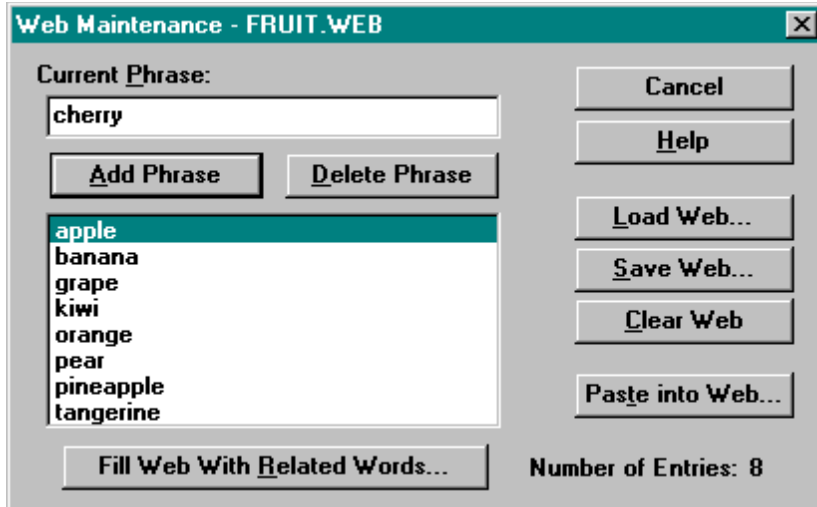
These settings define the Boolean relationship between two Find Files search terms. Proximity information is not used in a Find Files search.

This line is exposed when you click on the Boolean Search Settings button in the Find Files PowerSearch screen. PowerSearch will find files based on information selected on this line.

Boolean Operator

You can specify And, Or, or Not as the Boolean relationship between two terms. Proximity information is not used in a Find Files search. Choose And to have PowerSearch look for files that contain both terms. Choose Or to have PowerSearch look for files that contain either term. Choose Not to have PowerSearch look for files that contain the first, but not the second term.

Web Maintenance Screen



The Web Maintenance screen allows you to load, edit, and save Webs(tm).

This screen is brought up when you click the **Web...** button on either PowerSearch screen. Web entries are listed in alphabetical order.

Add Phrase

Adds the current phrase into the Web. Entries are automatically sorted alphabetically.

Delete Phrase

Deletes the current phrase from the Web. If the current phrase is blank, it deletes the highlighted phrase in the Web listing.

Clear Web

Clears the entire Web.

Paste into Web...

Brings up the Paste Into Web screen which allows you to paste the contents of the clipboard into the Web listing. The current contents of the Web listing will be replaced.

Fill Web With Related Words...

Fills the current Web with the current phrase and related words. The entries in the current Web are replaced. PowerSearch uses the Microsoft Word for Windows(tm) Thesaurus to generate the list of related words.

Load Web...

Loads a Web into this screen for editing.

Save Web...

Saves the current Web to file.

Close

Closes the Web maintenance screen and returns to the main PowerSearch screen. The current Web will be entered in the associated entry line in the main screen. PowerSearch will prompt you to save if changes were made or if the current Web has not been saved.

Current Phrase

Enter a phrase or word here to either add it to the Web or delete it from the Web.

Number of Entries

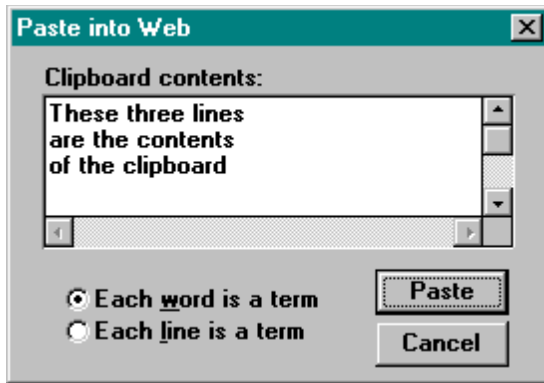
This is the total number of entries in the current Web.

Web Listing

All entries in the Web are listed in alphabetical order. To delete a phrase, highlight it and click **Delete Phrase**.

Title Bar

The name of the current Web is given in the title bar. The path is not included in the file name.

Paste Into Web Screen

This screen allows you to paste the clipboard contents into the Web listing. You can choose to add each word as a separate term, or add each line as a term.

Clipboard contents

This box shows the current contents of the clipboard.

Each word is a term

Choose this option to have PowerSearch insert each word in the clipboard as a separate term. PowerSearch will strip out any extra white space, punctuation marks, tabs, and paragraph returns in the clipboard.

Each line is a term

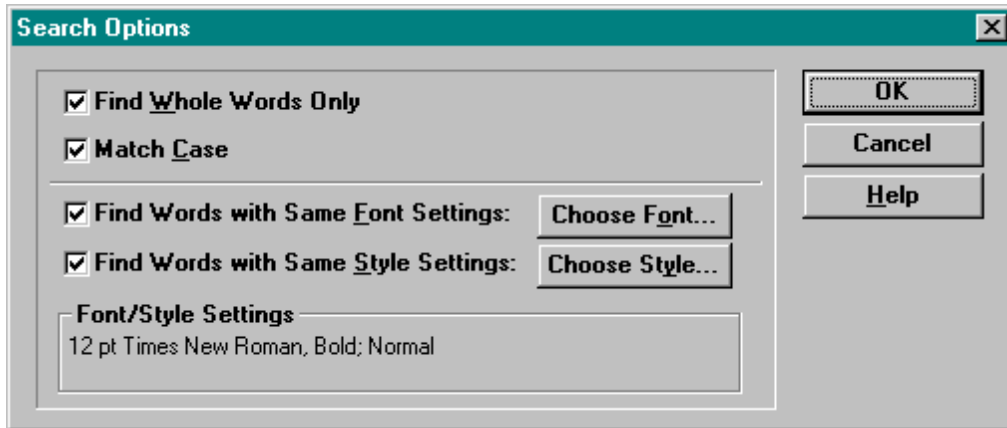
Choose this option to have PowerSearch insert each line in the clipboard as a separate term. PowerSearch will strip out any paragraph returns in the clipboard.

Paste

Pastes the contents of the clipboard into the Web Listing and returns to the Web Maintenance screen.

Cancel

Closes the screen without inserting the clipboard contents, and returns to the [Web Maintenance screen](#).

Options Screen

The Options screen allows you to specify search options for the entry.

PowerSearch will restrict its search for the entry based on the choices made from this screen.

Find Whole Words Only

PowerSearch will select whole word matches only. For example, if searching for the word "ran", PowerSearch will not flag "ran" in the word "orange".

Match Case

PowerSearch will find only those words with the same capitalization. For example, when searching for "President" PowerSearch will not flag the word "president".

Choose Font...

Brings up the [Choose Font screen](#).

Find Words with Same Font Settings

If this box is checked, PowerSearch will only find words with settings in the **Choose Font...** screen. Otherwise, PowerSearch will ignore the settings in the **Choose Font...** screen.

Choose Style...

Brings up the [Choose Style screen](#)

Find Words with Same Style Settings

If this box is checked, PowerSearch will use the settings in the **Choose Style...** screen. Otherwise, PowerSearch will ignore the settings in the **Choose Style...** screen.

OK

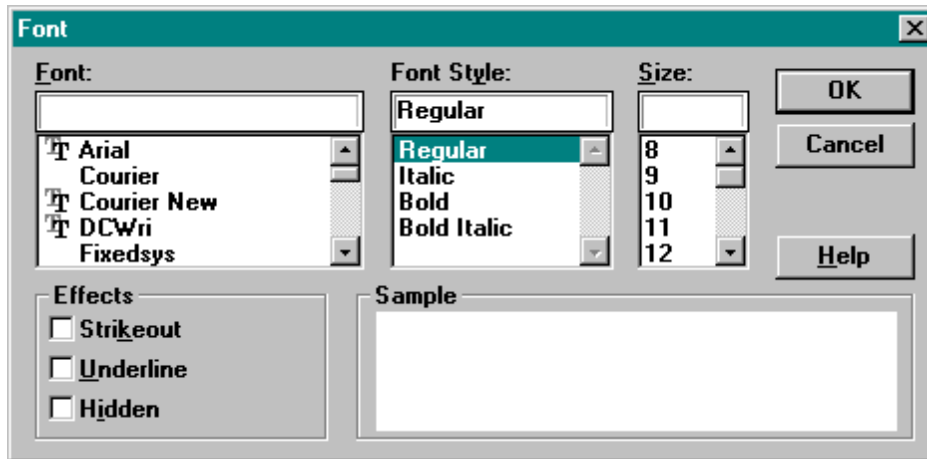
Accepts all settings and returns to the [PowerSearch screen](#).

Cancel

Cancels changes and returns to the [PowerSearch](#) screen.

Font/Style Settings

This panel specifies the formatting and styles you're looking for in the current entry. The settings are made in the **Choose Font...** and **Choose Style...** screens.

Choose Font

The Choose Font screen allows the search to be restricted to text formatted within a specified size and typeface. PowerSearch will search through all text, including hidden text even if it is not visible.

Font Name

Choose the typeface by selecting it from the list. Clear the entry to have PowerSearch search for text in any typeface.

Font Style

Choose whether you want PowerSearch to search only for text with specific formatting. Clear the entry to have PowerSearch search for text with any formatting.

Font Size

Choose the text size to search for by choosing the size from the list, or by typing the font size in the box. By clearing the entry or selecting a point size of "0", PowerSearch will search for any text size.

Effects

Select Strikeout, Underline, or Hidden to have PowerSearch search only for text with the selected effects. If a setting is not checked, PowerSearch will ignore that effect.

Sample

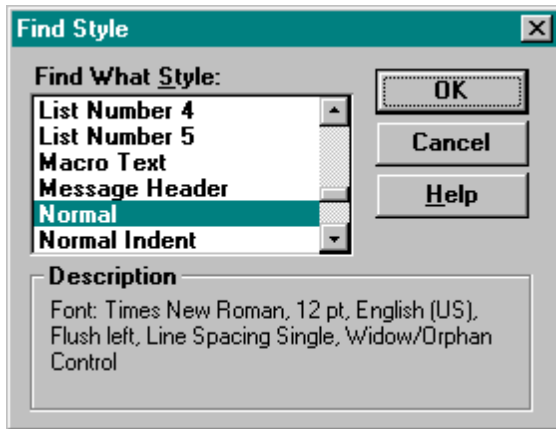
This panel shows sample text reflecting the settings made in this screen.

OK

Accepts current font selections, closes the screen, and returns to the [Options screen](#).

Cancel

Cancels any changes made, closes the screen, and returns to the [Options screen](#).

Choose Style

The Choose Style screen allows the search to be restricted to only text with the specified style.

Style Name

Styles available in the current document are listed here. Highlight a style and click **OK** to select it.

OK

Accepts current style selection, closes screen, and returns to the [Options screen](#).

Cancel

Cancels any selection, closes screen, and returns to the [Options screen](#).

Style Description

This panel displays a description of the selected style.

Web, Defined

A Web(tm) is a collection of words or phrases stored as a file. Often the words in a Web are either synonyms or words that are related in some other way.

PowerSearch uses Webs to search for multiple keywords simultaneously. PowerSearch will find the first occurrence of any word in the Web. A PowerSearch Web is the logical equivalent of a string of OR relationships.

Search, Defined

A search is a collection of terms and the relationships between those terms. The relationships are defined by Boolean and proximity information. PowerSearch uses defined searches to find specific words and information.

Insert Special Screen



This is the Insert Special Screen. From this screen, you can insert special characters, such as page breaks, paragraph marks, and tabs, that can't be entered into the entry line by the keyboard.

This screen will appear at the right edge of the currently selected entry line.

Insert what character

Selects the special character you want to search for. Double clicking an item will insert that item into the currently selected entry line and close the Insert Special screen.

Insert

Inserts the highlighted character into the currently selected entry line, and closes the screen, returning you to the [PowerSearch Search and Replace screen](#).

Cancel

Closes the screen without inserting a selection, and returns you to the [PowerSearch Search and Replace screen](#).

Search Logic

PowerSearch has the ability to perform Boolean and proximity searches. There are three types of Boolean relationships: AND, OR, NOT. When combined with proximity information, this allows you to find words based on their relationship and proximity to other words in a document.

AND Relationship

In an AND relationship, words are compared to see if they are within a specified distance of each other. For example, the following search is defined:

stock AND Depression

and performed on the following section of text:
(Brackets represent the specified distance)

...post-war research at [the University of Chicago showed that stock prices during the Depression remained at] a constant level despite fluctuating market forces...

The search would be a success since both the word stock and the word Depression occur in the block of text. The size of the block of text is defined by proximity information.

NOT Relationship

In a NOT relationship, words are compared to see if they are not within a specified distance of each other. For example, the following search is defined:

stock NOT fluctuating

and performed on the following section of text:
(Brackets represent the specified distance)

...post-war research at [the University of Chicago showed that stock prices during the Depression remained at] a constant level despite fluctuating market forces...

The search would be a success since the word *fluctuating* does not appear within the specified distance of *stock*. The size of the block of text is defined by proximity information.

OR Relationship

In an OR relationship, PowerSearch will find the first instance of either term. For example, the following search is defined:

prices OR forces

and performed on the following section of text:

...post-war research at the University of Chicago showed that stock prices during the Depression remained at a constant level despite fluctuating market forces...

PowerSearch would flag the word *prices* since it occurs before the word *forces*. If the insertion point were at the end of the section of text, and a backwards search direction was specified, the word *forces* would be flagged instead.

Proximity information is not used for OR relationships.

A PowerSearch Web is the logical equivalent of a string of OR relationships.

Proximity Information

CommTech PowerSearch uses proximity information to define the limits of an AND relationship or a NOT relationship.

There are two settings for proximity information: magnitude and scope.

Magnitude can range from 1 to 99.

Scope can take one of the following six defined values:

- characters
- words
- sentences
- lines
- paragraphs
- pages

Scope defines the units to use when determining how much text around a term to include in Boolean searching. Magnitude defines the number of units to use.

For example, the following proximity information is defined:

prices Within 8 words of ...

and applied to the following section of text:

...post-war research at the University of Chicago showed that stock prices during the Depression remained at a constant level despite fluctuating market forces...

PowerSearch would define the following block of text:

at the University of Chicago showed that stock prices during the Depression remained at a constant level

PowerSearch finds the word prices, and then marks off a block of text 8 words to either side. PowerSearch would then look for the next term only within that block of text.

Note: Due to inconsistencies within Word, PowerSearch can occasionally be a word off when marking off blocks of text. Punctuation and paragraph marks are counted as whole words by Microsoft Word, and thus by CommTech PowerSearch.

Introduction to Boolean Searches and PowerSearch

CommTech PowerSearch(tm) adds Boolean search capability and the ability to search for multiple keywords simultaneously to Microsoft Word.

Boolean searches allow you to find and retrieve information based on relationships between keywords. These relationships are defined by certain keywords: and, or, and not. They are further defined by proximity information that you enter on the Boolean Search Settings line. This combination of keywords and proximity information allows PowerSearch to perform much more powerful searches than by searching for just one term at a time.

PowerSearch provides the unique capability to use Webs(tm) to search for multiple keywords simultaneously. Webs free you from having to conduct a separate search for each word you want to find.

Using Boolean searches to narrow a search

Searching for one term can be useful for finding related information, but can often result in finding too much information.

For example, searching for the word "company" might result in a large number of hits. Likewise, searching for the word "pharmaceutical" would find every occurrence of the word.

However, defining a search to look for the word "company" only if it is near the word "pharmaceutical" would ensure that each find relates somehow to pharmaceutical companies. This is the power of Boolean searches.

Another way to narrow a search is to use the "NOT" operator. For example, if you are interested in fresh fruit, you might search for "fruit" only if it is NOT near "canned."

Using Webs to expand a search

Searching for a single term can also result in finding too little information. Suppose you wanted to find all information relating to fruits. Searching for one type of fruit, say "kiwi" would find all occurrences of "kiwi" but would skip words such as "apple," "orange," "peach," and "grape." You would have to search for all those words one at a time. With PowerSearch's Web(tm) feature, you can search for all those words simultaneously.

Simply define a Web called "fruit" to contain the words "apple," "orange," "kiwi," "peach," and "grape." Use the [Web Maintenance screen](#) to define a Web. By using the "fruit" Web as a search term, you can search for all members of that Web in one pass, even if it's buried in a large file.

Webs(tm) can be saved, reused and edited quickly and easily. Webs can be linked together using Boolean operators to create detailed searches involving combinations of Webs and individual words. Like Webs, these searches can also be saved, reused and edited.

Examples

Search for the word "company" but only if it is within 5 words of "pharmaceutical":

Search for:
company
Within 5 words of...
pharmaceutical

Search for any word in the Web C:\FRUIT.WEB, but only if it is within the same paragraph as the word "cooked":

Search for:
C:\FRUIT.WEB
Within same paragraph as...
cooked

Search for the first instance of either "stocks" or "bonds":

Search for:
stocks
Or...
bonds

Alternate method:

Search for:
C:\INVEST.WEB

Where INVEST.WEB contains the words "stocks" and "bonds".

Note that a Web is equivalent to using OR statements between multiple words.

A Web cannot contain other Webs.

Search for the words "multitasking" and "threads" within 10 words of each other, but not if they are in the same paragraph as the word "cooperative":

Search for:
multitasking
Within 10 words of...
threads
but not within same paragraph as...
cooperative

Order of Operations

PowerSearch uses AND and NOT precedence to evaluate search logic. AND and NOT relationships are evaluated before OR relationships.

Another way to view this search logic is to think of OR statements as linking separate AND and NOT searches. PowerSearch will find the first successful series of AND and NOT relationships in a given search.

For example in the following search:

Search for:
Asimov
Within 10 words of...
Bradbury
Or...
Tolstoy
Within 2 sentences of...
Nabokov

PowerSearch will find the first instance of either:

"Asimov" if it is within 10 words of "Bradbury"

OR

"Tolstoy" if it is within 2 sentences of "Nabokov".

Replacing in PowerSearch

PowerSearch 4.0 allows you to specify replacement terms for each search term. If PowerSearch finds a hit, then PowerSearch will replace all the terms it found with their respective replacement terms. If a term does not have a replacement term, it will not be replaced.

For example, suppose the following search was defined:

Search for:	<input checked="" type="checkbox"/> Replace With:
candied	preserved
<input type="checkbox"/> Within same sentence as...	<input type="checkbox"/> Replace With:
fruit	

and performed on the following block of text:

...and other candied foodstuffs are very popular snack items. Another popular and nutritious snack item for kids is candied items such as fruits. Candied fruits appeal to kids because....

PowerSearch will replace every instance of the word *candied* with the word *preserved*, but only if it is in the same sentence as the word *fruit*. The word *fruit* will not be replaced. The block of text will end up looking like this:

...and other *preserved* foodstuffs are very popular snack items. Another popular and nutritious snack item for kids is *preserved* items such as fruits. *Preserved* fruits appeal to kids because...

Noise Words

Noise words are common words such as “the” and “and” which appear very often in all sorts of documents.

Improving Speed

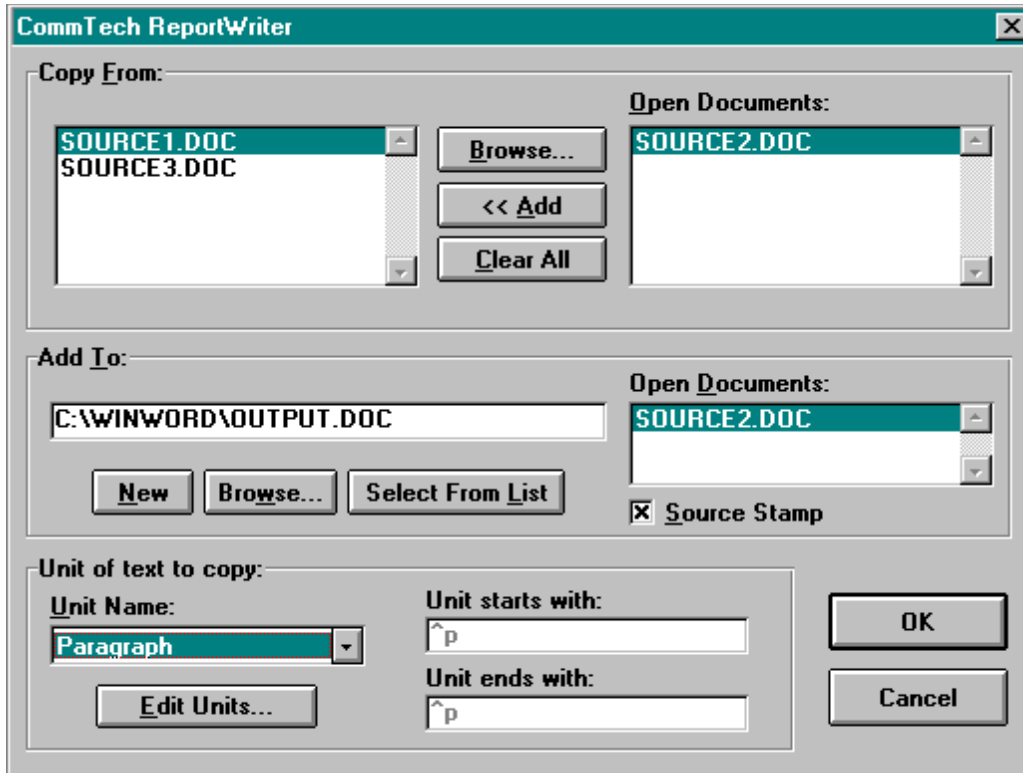
For faster searching

Place rare words first in a search or just after an OR. Place less common search terms first among terms linked by AND or NOT. PowerSearch searches for the first term in a search, and then searches the block of text around that term for subsequent terms. PowerSearch's performance can be dramatically improved if less common terms are listed first in a search.

Avoid including common noise words in either the search or a Web. PowerSearch can recognize the inclusion of specific “noise words” in the search. Noise words, such as "the" and "and," are very common and will slow PowerSearch down. If you include noise words in your search, PowerSearch will ask if you want to proceed with the search. Also, PowerSearch will detect

single letters in the search and ask if you want to proceed. PowerSearch will not flag single character symbols, such as a tilde (~) or an asterisk (*).

ReportWriter Screen



This is the screen for PowerSearch's ReportWriter feature. Make sure to install the ReportWriter macros located in **pws4inst.doc** before attempting to run ReportWriter from the main Search and Replace screen. Otherwise, ReportWriter will not run.

From here you can specify document(s) from which to copy text, a destination document for the copied text, and how much text to copy.

To copy text, first specify what you want to look for in the PowerSearch main Search and Replace screen. Then specify which document(s) you wish to search through, a document to receive the copied text, and how much text to copy.

Copy From

PowerSearch will search through this list of documents and copy text. You can select from currently open documents in Word, or browse for documents on disk.

Open Documents

This is a list of currently open documents which have not already been selected as source or destination documents. Macro windows, and documents that have not been given a file name are not included in this list.

Browse...

Opens up a screen for you to select a document.

Add

Adds the selected open document to the Copy From list.

Clear All

Clears the Copy From list.

Add To

This is the document you specify to receive the copied text.

New

Specifies a new document to receive the copied text. ReportWriter will create a document called REPORT.TMP in a temporary directory. Any previous version of REPORT.TMP in that directory will be overwritten.

Select From List

Selects the highlighted open document as the destination document.

Source Stamp

Specifies whether to include a line indicating the source document with each block of copied text. The line includes the full path and name of the source file, and the date and time of the file's creation.

Unit Name

The name of the unit of text to copy. You can edit the selected unit, or add a new unit, by clicking on **Edit Units...**

Edit Units...

Brings up the Edit Units screen. From there, you can define the strings which start and end a unit.

Unit Starts With

A string or series of characters that mark the beginning of a unit of text to copy. Change this string by clicking on **Edit Units...**

Unit Ends With

A string or series of characters that mark the end of a unit of text to copy. Change this string by clicking on **Edit Units...**

OK

Accepts all settings and returns to the PowerSearch Search and Replace screen. PowerSearch will be set to generate a report on the next search.

Cancel

Cancels all settings and returns to the PowerSearch Search and Replace screen. PowerSearch will **not** generate a report on the next search.

Edit Units Screen

This is a screen for defining units of text to copy. Units are defined by strings that start and end a unit.

ReportWriter will look behind the hit for the first instance of the string that starts a unit, and after a hit for the first instance of the string that ends a unit. ReportWriter will then copy all the text in between, including the start and end strings, to the end of the destination document.

Unit Name

The name of the current unit. Changing this text will change the name of the current unit.

New

Adds a new unit to the list of saved units. After clicking on this button, all the fields will clear, and you can specify a name, and the start and end strings for the new unit.

Unit Starts With

A string or series of characters that define the beginning of a unit of text. ReportWriter will search for the first occurrence of this string **before** each hit.

Unit Ends With

A string or series of characters that define the end of a unit of text. ReportWriter will search for the first occurrence of this string **after** each hit.

Insert Special Code (<<)

Adds the special code for the highlighted page element into the corresponding field. If you know the code for a page element, you can type it into the field manually.

Special Codes

Contains a list of page elements that are recognized by Word. You can use any of these elements to define a unit of text. For example, a paragraph can be defined as beginning and ending with a Paragraph Mark (^p).

OK

Accepts any changes made to the current unit, and returns to the ReportWriter screen. If a new unit is defined, it will be saved and available for future sessions.

Cancel

Cancels any changes made to the current unit, and returns to the ReportWriter screen. Any newly defined units are not saved.

PowerSearch Developer's Toolkit

CommTech offers a PowerSearch toolkit for developers. With this toolkit, you can access the power of PowerSearch from WordBasic just like any other WordBasic command.

- ÿ Call PowerSearch from your own programs.
- ÿ Register macros to be called at certain points in the PowerSearch search process.
- ÿ Specify search parameters from your program

Contact CommTech for more information.

Why is PowerSearch better than Microsoft Word(tm) EditFind?

CommTech PowerSearch adds text retrieval options to Microsoft Word for Windows(tm) that are unmatched by any other word processor on the market today.

In addition to providing the most popular functions of Word's Find command with no performance penalty, PowerSearch offers these features that EditFind does not offer:

- ÿ **Boolean Searching**
Conduct Boolean searches using an intuitive graphical interface instead of a confusing query language.
- ÿ **Multiple Keyword Searching**
Search for multiple words simultaneously in one pass. No need to conduct a separate search for each word.
- ÿ **Save searches for later use**
Save your custom searches to use later, instead of typing them in over and over again.
- ÿ **Report-Writing "Agent"**
Easily create detailed, customized reports from passages of text that match your query.

Registration Form

CommTech PowerSearch for Word for Windows

This is the registration form for CommTech PowerSearch. Print out this form, fill it out, and fax or mail it to CommTech, 25 Science Park, New Haven CT 06511-1968.

____ I am registering ____ copies of CommTech PowerSearch at US \$50 each. For each copy I register, I will receive a fully licensed, single-user copy of CommTech PowerSearch Standard Edition.

____ Check enclosed (payable to Technology Management Group)
 ____ Charge to: ____ VISA ____ Mastercard ____ American Express

Amount US\$ _____ Account # _____ Exp. Date _____

Signature(required): _____

NAME _____ TITLE _____

COMPANY _____

ADDRESS _____

CITY _____ STATE _____

POSTAL CODE _____ COUNTRY _____

TELEPHONE _____ FAX _____

E-Mail _____

I use CommTech *PowerSearch* to do the following: _____

I use CommTech *PowerSearch* about ____ times each week.

I would like to see the following features in a future version of CommTech *PowerSearch*

Other than Microsoft Word for Windows(TM), the application programs I use are

Please make any comments that we may quote _____



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