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# Overview

Search Party is a program that enables you to search the directory for members of an organization. It also provides a comparable replication of the text version of the directory, including text, photos, video, and sounds clips.

With Search Party you can:

- [Find a person](#)
- [Customize the directory pane](#)
- [Sort columns](#)
- [View specific entries in the directory pane](#)
- [View contact information and other personal details](#)
- [Save searches](#)
- [Edit search criteria](#)
- [Access saved searches](#)
- [Take the multimedia tour](#)
- [Customize Search Party appearance](#)
- [Get technical support](#)
- [Access the Internet](#)

## Understanding Panes

Throughout this help file, the word *pane* is used frequently. Search Party appears in a window, and that window is divided into panes. Search Party has three panes: the [multimedia pane](#), [directory pane](#), and [outline pane](#).

### **More:**

[The multimedia pane](#)

[The directory pane](#)

[The outline pane](#)

## The multimedia pane

The multimedia pane is the first pane you see when you start Search Party. It contains all the text, photos, video, and sound clips supplied by an organization. The Web pages that contain all those materials make up the multimedia tour. See "Taking the Multimedia Tour."

## The directory pane

The directory pane displays a list of the individuals profiled in the directory. This is the pane you need to find people in the directory. You can view all the entries in the directory, search for a single person, or a group of individuals that match your search criteria. The directory pane appears on the same area of the screen as the multimedia pane. Therefore, you can never view the multimedia pane and the directory pane at the same time. You can switch between the two panes using the toolbar, or the **View** menu. See "Displaying the directory pane."

## The outline pane

The outline pane displays a hierarchical listing of the Directory's contents. It is expandable and gives you access to the multimedia tour, all the directory's entries, Quick Views, Directory Views, Favorites, and the Internet. You can view the outline pane while also viewing the multimedia pane or the directory pane. See how to "Show the outline pane."



## Overview

You can find a person in the directory by building a search. You build searches by accessing the Search Directory dialog box. Your searches can be as complex or as simple as you'd like. You can add and delete search criteria from your searches, execute a search or start new search.

## Build a Search

Clicking the **Search Directory** button on the [toolbar](#) or the **Search Directory** [link](#) on the [navigation bar](#) of the multimedia tour are the fastest ways to find a person in the directory. You can search on various criteria, making your search as complex or as simple as you'd like. You can easily add and delete [search criteria](#), execute a search, and then start a new search.

### More:

[To build a search using the toolbar](#)

[To build a search using the multimedia pane](#)

[To build a search using the menu bar](#)

## To build a search using the toolbar

1. On the toolbar, click **Search Directory**.
2. Double-click one of the search options in the Search Criteria box.
3. In the text box that appears, type the specific search criteria or scroll through the choices and make a selection.

**NOTE:** Some search options such as Residential State, Residential Country, Degree, and Other Degree may offer you choices.

4. Click **Enter**.
5. You can repeat this process as many times as necessary.
6. Once you have entered all the criteria, click **Find Now** to execute the search.

## To build a search using the multimedia pane

1. On the navigation bar of the multimedia tour, click **Search Directory**.
2. Double-click one of the search options in the Search Criteria box.
3. In the text box that appears, type the specific search criteria or scroll through the choices and make a selection.

**NOTE:** Some search options such as Residential State, Residential Country, Degree, and Other Degree may offer you choices.

4. Click **Enter**.
5. You can repeat this process as many times as necessary.
6. Once you have entered all the criteria, click **Find Now** to execute the search.

## To build a search using the menu bar

1. On the **Find** menu, click **Search Directory**.
2. Double-click one of the search options in the Search Criteria box.
3. In the text box that appears, type the specific search criteria or scroll through the choices and make a selection.

**NOTE:** Some search options such as Residential State, Residential Country, Degree, and Other Degree may offer you choices.

4. Click **Enter**.
5. You can repeat this process as many times as necessary.
6. Once you have entered all the criteria, click **Find Now** to execute the search.

## Edit Search Criteria

You can add and delete search criteria in the Search Directory dialog box. Adding criteria to a search enables the software to extract the specific information you are searching for. Deleting search criteria decreases the number of conditions a search must satisfy. You can add and delete search criteria as many times as you'd like before you execute the search.

### **More:**

To add criteria

To delete criteria

## To add criteria

1. Double-click one of the search options in the Search Criteria box.
2. In the text box that appears, type the specific search criteria or scroll through the choices and make a selection.

**NOTE:** Some search options such as Residential State, Residential Country, Degree, and Other Degree may offer you choices.

3. Click **Enter**.

## To delete criteria

1. In the Conditions box, click the search criteria you'd like to delete.
2. Click **Remove**.

**Tip:** You can also delete search criteria by double-clicking the specific criterion in the Conditions box.



## Execute a Search

Once you have selected your search criteria in the Search Directory dialog box, you are ready to execute the search. Every entry that matches your criteria will display in the directory pane.

To execute a search, in the **Search Directory** dialog box, click **Find Now**.

## Start a New Search

Starting a new search deletes all the criteria you have entered for the previous search. If you'd like to search for another person or search on new criteria, you can save the results of the previous search, and then start a new search.

### **More:**

[To start a new search](#)

## To start a new search

1. In the **Search Directory** dialog box, click **New Search**.
2. Double-click one of the search options in the Search Criteria box.
3. In the text box that appears, type the specific criteria or scroll through the choices and make a selection.

**NOTE:** Some search options such as Residential State, Residential Country, Degree, and Other Degree may offer you choices.

4. Click **Enter**.
5. You can repeat this process as many times as necessary.
6. Once you have entered all the criteria, click **Find Now** to execute the search.

## Search on a Wildcard

A wildcard is a symbol used to represent any letter or number when building a search. Search Party uses an asterisk (\*) as a wildcard character. Wildcards are useful if you are unsure of the exact criteria you'd like to use for a search. For example, you know a person's last name starts with Wil, but are unsure if it's Wilson, Williams, Willis, etc... Typing Wil\* will display every last name that starts with Wil. You can then scroll through the list and hopefully find what you are looking for. You can also simply select a search option such as E-Mail, type in \*, click **Enter**, then click **Find Now**. This search will display every person in the directory with an e-mail address.

## Overview

The directory pane is the area of the screen that lists people in the directory. It does not appear automatically when Search Party opens, but can be accessed through the navigation bar of the multimedia tour, the **View** menu or the toolbar. You can show or hide columns, rearrange the order of columns, and adjust the width and height of columns.

## Display the Directory Pane

The directory pane displays a list of entries that match your search criteria. You can display the directory pane in one of three ways:

- On the navigation bar of the multimedia tour, click the **Search Directory** link.
- On the **View** menu, click **Directory**.

-OR-

- On the toolbar, click **Show Directory Pane**.

## Show or Hide Columns

You can control the columns Search Party displays in the [directory pane](#).

### **More:**

[To show or hide columns](#)

## To show or hide columns

1. Right-click the directory pane.
2. On the menu that appears, click the column you'd like to show or hide. A check mark means the column is displayed.



## Adjust Columns


You can change the width of each column and the height of each row in the directory pane. You can only affect the width of columns one at a time. However, if you adjust the height of one row, every row is affected by the change.

### **More:**


To adjust column width

To adjust row height

## To adjust column width

1. Move the pointer to the column header and place it on the right boundary.
2. When the pointer changes to a  click and drag the boundary until the column reaches the desired width.

## To adjust row height

1. Move the pointer to the left of the first column.
2. Place the pointer on the bottom boundary of the row.
3. When the pointer changes to a , click and drag the boundary until the row is adjusted to the desired height.

## Move Columns

You can rearrange the order of the columns.

**More:**

[To move columns](#)

## To move columns

1. Click the top of the column you'd like to move.
2. Click again, and a rectangle appears.
3. Hold down the left mouse button and drag the pointer to the new position.
4. Release the mouse button.

## Zoom In

You can make the directory pane appear larger by zooming in. You can zoom in by using the toolbar, or the menu bar.

### More:

To zoom in using the toolbar

To zoom in using the menu bar

## To zoom in using the toolbar

1. On the toolbar, click **Zoom In**.
2. If the text in the directory pane is still not large enough, keep clicking **Zoom In**.

## To zoom in using the menu bar

On the **View** menu, click **Zoom In**.

**Tip:** If the text in the directory pane is still not large enough, keep opening the **View** menu and selecting **Zoom In**.



## Zoom Out

You can make the directory pane appear smaller by zooming out.

### **More:**

To zoom out using the toolbar

To zoom out using the menu bar

## To zoom out using the toolbar

1. On the toolbar, click **Zoom Out**.
2. If you'd like to make it smaller, keep clicking **Zoom Out**.

## To zoom out using the menu bar

On the **View** menu, click **Zoom Out**.

## Return the Text in the Directory Pane to the Original Size

The **Zoom In** and **Zoom Out** buttons alter the appearance of the directory pane, making it larger or smaller. If you have made the directory pane too large or too small and you'd like to undo the changes, you can return text in the directory pane to the original size. You can do this in one of two ways:

- On the toolbar, click **100%**.

-OR-

- On the **View** menu, click **100%**.

## Overview

You can sort fields in ascending (1 to 9, A to Z) or descending (9 to 1, Z to A) order. Sorting provides an efficient way to view the first and last entry of a search.

## Sort in Ascending Order

The first time you double-click a column heading, Search Party performs an ascending sort. This means that the first entry of a search appears at the top of the Directory View.

To perform an ascending sort, double-click the column heading you'd like to sort.

## Sort in Descending Order

The second time you double-click a column heading, Search Party performs a descending sort. This means the last entry of a search appears at the top of the Directory View.

To perform a descending sort, double-click the column heading you'd like to sort, then double-click again.

## Sort with the Directory Bar

You can sort the **Directory View** by using the Directory bar, which displays when you view the directory pane. The **Directory** bar contains Index buttons and the Scroll-To-Edit box. Use the **Index** buttons to sort by one letter, and the **Scroll-To-Edit** box for more specific sorting.

### **More:**

To sort using the index buttons

To sort using the scroll-to-edit box



## To sort using the index buttons

The Index buttons enable you to sort by a letter in any column, and then scroll to the first entry matching your letter choice.

1. Click the column heading you'd like to sort.
2. Click the letter on the **Index** button you'd like to sort by.

## To sort using the scroll-to-edit box

The Scroll-To-Edit box enables you to type specific search criteria, then scroll to the first entry satisfying the criteria.

1. Click the column heading you'd like to sort.
2. Type the search criteria in the **Scroll-To-Edit Box**.
3. Click **Scroll To**.

## Overview

Your searches may return many entries matching your search criteria. The **First Entry** and **Last Entry** commands on the **View** menu will quickly move from the first to the last entry. Also, the toolbar enables another means of moving around the directory pane. The **First**, **Previous**, **Next**, and **Last Entry** buttons on the toolbar enable you to move from one entry to another within the directory pane.

## View Every Entry in the Directory

If you are unsure of a specific search you'd like to execute, you can view every entry in the directory. You can view every entry in one of two ways:

- On the toolbar, click **Show All Entries**.

-OR-

- On the **Directory** menu, click **Show All Entries**.

## Scroll to the First Entry of a Search

You may scroll through the results of your search, and then want to return to the first entry. Instead of scrolling all the way to the first entry, you can use the **First Entry** command. You can scroll to the first entry in of two ways:

- On the toolbar, click **First Entry**.

-OR-

- On the **Directory** menu, click **First Entry**.

## Go to the Last Entry of a Search

You can use the **Last Entry** button or command to quickly go to the last entry that satisfies your search. You can do this in one of two ways:

- On the toolbar, click **Last Entry**.

-OR-

- On the **Directory** menu, click **Last Entry**.

## Go to the Previous or Next Entry on the Directory pane

You can use the **Previous Entry** and **Next Entry button** on the **toolbar** to move up or down one **row** in the **directory pane**.

### **More:**

[To go to the previous entry on the directory pane](#)

[To go to the next entry on the directory pane](#)

## To go to the previous entry on the directory pane

On the toolbar, click **Previous** Entry.



## To go to the next entry on the directory pane

On the toolbar, click **Next** Entry.

## Overview

The directory's main purpose is to reconnect you with people and make new contacts. The Details button on the toolbar, and the **Show Personal Details** command on the **Directory** menu provide means of locating people, and gathering information about their personal and professional lives.

## View Details

The **Details** window contains information such as home, business, and e-mail addresses, educational history, job title, and spousal information. If an e-mail address is listed, a [link](#) is provided which enables you to write a message while still in Search Party. You can also save this information using the **Save to Favorites** button, and never have to repeat the same search.

To view **Details**, double-click an [entry](#) in the [directory pane](#).

### More:

[To view details using the toolbar](#)

[To view details using the menu bar](#)

## To view details using the toolbar

1. Click the entry in any column.
2. On the toolbar, click **Details**.

## To view details using the menu bar

1. Click the entry in any column.
2. On the **Directory** menu, click **Show Personal Details**.

## Overview

Instead of repeating the same search over and over again, you can save the results of your searches and access them through the outline. You can save individual entries that will appear under Favorites on the outline. You can also save all the entries that satisfied your search criteria under Directory Views on the outline.

## Save to Favorites

You can save a person's **Details** page using the **Save to Favorites** button on the Details dialog box. This enables you to quickly access the information from the outline pane, the **Find** menu, or the toolbar and never have to repeat the same search again.

### **More:**

To save to favorites

## To save to favorites

1. In the Details dialog box, click **Save to Favorites**.
2. In the Save Details to Favorites List dialog box, enter a name for the page that you are saving.
3. The name that you enter will then appear on the Outline under **Favorites**.



## Save Directory Views

You can save all the entries that match your search criteria. This enables you to quickly access the information from the outline, the **Find** menu, or the toolbar and never have to repeat the same search again. You can save Directory Views in one of two ways:

- Using the toolbar
- Using the menu bar

### **More:**

To save a directory view using the toolbar

To save a directory view using the menu bar

## To save a directory view using the toolbar

1. Once you've executed the search, click **Save Current Directory View** on the toolbar.
2. In the Save Current Directory View dialog box, enter a name for the results of your search.
3. The name that you enter will then appear on the outline under Directory Views.

## To save a directory view using the menu bar

- Once you've executed a search, on the **File** menu, click **Save Current Directory View**.
- The name that you enter will appear on the outline under Directory Views.

## Overview

Three different means provide quick access to saved searches: the outline, the toolbar, and the menu bar. You can also assign new names or delete the searches from the list.

## Access Favorites

Favorites display the **Details** page of a single entry. This is where you find personal information such as home and business address, and phone numbers. You can access your favorites in three different ways:

- Using the outline
- Using the toolbar
- Using the menu bar

### **More:**

To access favorites using the outline

To access favorites using the toolbar

To access favorites using the menu bar

## To access favorites using the outline

1. On the outline, click [Favorites](#).
2. Click the **Favorite** you are looking for.

## To access favorites using the toolbar

1. On the toolbar, click **Show Favorites List**.
2. In the Favorites dialog box, click the **Favorite** you are looking for.
3. Click **Display**.

## To access favorites using the menu bar

1. On the **Find** menu, click Favorites.
2. In the Favorites dialog box, click the **Favorite** you are looking for.
3. Click **Display**.



## Access Saved Directory Views

Saved Directory Views display the saved entries that match your search criteria. You can access your Saved Directory Views in three different ways:

- Using the outline
- Using the toolbar
- Using the menu bar

### **More:**

[To access saved directory views using the outline](#)

[To access saved directory views using the toolbar](#)

[To access saved directory views using the menu bar](#)

## To access saved directory views using the outline

1. On the outline, click [Directory Views](#).
2. Click the **Saved Directory View** you would like to display.

## To access saved directory views using the toolbar

1. On the toolbar, click **Show Saved Views**.
2. In the Saved Directory Views dialog box, click the **Saved Directory View** you'd like to display.
3. Click **Display**.

## To access saved directory views using the menu bar

1. On the **Find** menu, click Directory Views...
2. In the Saved Directory Views dialog box, click the **Saved Directory View** you'd like to display.
3. Click **Display**.

## Overview

You may want to rename a **Favorite** or a **Saved Directory View**. This is helpful because Search Party will only accept unique names for each saved Favorite or Directory View.

## Rename a Favorite

You can rename a **Favorite** using the outline, the [toolbar](#), and the [menu bar](#).

### More:

[To rename a favorite using the outline](#)

[To rename a favorite using the toolbar](#)

[To rename a favorite using the menu bar](#)

## To rename a favorite using the outline

1. On the outline, click Favorites.
2. Right-click the **Favorite** you'd like to rename.
3. On the menu, click **Rename Favorite**.
4. In the **Rename Favorite** dialog box, type the new name.
5. Click **OK**.

## To rename a favorite using the toolbar

1. On the toolbar, click **Show Favorites List**.
2. In the Favorites dialog box, click the **Favorite** you'd like to rename.
3. Click **Rename**.
4. In the **Rename Favorite** dialog box, type the new name.
5. Click **OK**.



## To rename a favorite using the menu bar

1. On the **Find** menu, click Favorites...
2. In the Favorites dialog box, click the **Favorite** you'd like to rename.
3. Click **Rename**.
4. In the **Rename Favorite** dialog box, type in the new name.
5. Click **OK**.

## Rename a Saved Directory View

You can assign a new name to a **Saved Directory View** using the outline, the toolbar, or the **Find** menu.

### **More:**

[To rename a saved directory view using the outline](#)

[To rename a saved directory view using the toolbar](#)

[To rename a directory view using the menu bar](#)

## To rename a saved directory view using the outline

1. On the outline, click Directory Views.
2. Right-click the **Saved Directory View** you'd like to rename.
3. On the menu, click **Rename Directory View**.
4. In the **Rename Saved View** dialog box, type the new name.
5. Click **OK**.

## To rename a saved directory view using the toolbar

1. On the toolbar, click **Show Saved Views**.
2. Click the **Saved Directory View** you'd like to rename.
3. Click **Rename**.
4. In the **Rename Saved View** dialog box, type the new name.
5. Click **OK**.

## To rename a directory view using the menu bar

1. On the **Find** menu, click Directory Views...
2. In the Saved Directory Views dialog box, click the **Saved Directory View** you'd like to rename.
3. Click **R**ename.
4. In the **Rename Saved View** dialog box, type the new name.
5. Click **O**K.

## Overview

You may want to delete a **Favorite** or a **Saved Directory View**.

## Delete a Favorite

You can delete a name from the Favorites list using the outline, the toolbar, or the menu bar.

### **More:**

To delete a favorite using the outline

To delete a favorite using the toolbar

To delete a favorite using the menu bar

## To delete a favorite using the outline

1. On the outline, click Favorites.
2. Right-click the **Favorite** you'd like to delete.
3. On the menu, click **Delete Favorite**.



## To delete a favorite using the toolbar

1. On the toolbar, click **Show Favorites List**.
2. Click the **Favorite** you'd like to delete.
3. Click **Delete**.

## To delete a favorite using the menu bar

1. On the **Find** menu, click Favorites...
2. In the Favorites dialog box, click the **Favorite** you'd like to delete.
3. Click **Delete**.

## Delete a Saved Directory View

You can delete a name from the **Directory View** list using the outline, the [toolbar](#), or the [menu bar](#).

### More:

[To delete a saved directory view using the outline](#)

[To delete a saved directory view using the toolbar](#)

[To delete a saved directory view using the menu bar](#)

## To delete a saved directory view using the outline

1. On the outline, click Directory Views.
2. Right-click the **Saved Directory View** you'd like to delete.
3. On the menu, click **Delete Directory View**.

## To delete a saved directory view using the toolbar

1. On the toolbar, click **Show Saved Views**.
2. In the Saved Directory Views dialog box, click the **Saved Directory View** you'd like to delete.
3. Click **Delete**.

## To delete a saved directory view using the menu bar

1. On the **Find** menu, click Directory Views...
2. In the Saved Directory Views dialog box, click the **S**aved Directory View you'd like to delete.
3. Click **D**elete.

## Overview

The multimedia pane contains the multimedia tour, which includes all pictures, video, sound clips and text submitted by an organization. The multimedia pane is the first pane visible when you start Search Party. The multimedia tour can be explored by four different means:

- The navigation bar on pages of the multimedia tour
- The outline
- The toolbar
- The **Tour** menu

## Display the Multimedia Tour

You can take the multimedia tour at any time. The [multimedia pane](#) is the first pane you see when you start Search Party. You can take the tour first or come back to it after you've executed your searches. If you have completed your search in the [directory pane](#) and you'd like to view the multimedia tour, you can access the multimedia tour through the [toolbar](#), the outline, or the [menu bar](#).

To display the multimedia tour, on the toolbar, click **Home**.

### **More:**

[To display the multimedia tour using the outline](#)

[To display the multimedia tour using the menu bar](#)



## To display the multimedia tour using the outline

- On the outline, click **Multimedia Tour**.
- When the outline expands, click the page you'd like to see.

## To display the multimedia tour using the menu bar

- On the **View** menu, click **Multimedia Tour**.

-OR-

- On the **Tour** menu, click **Start**.

## Explore the Multimedia Tour

You can explore the multimedia tour in four different ways:

- The [navigation bar](#) on a multimedia [page](#).
- The outline.
- The [toolbar](#).
- The **Tour** menu.

### More:

[To explore the multimedia tour using the navigation bar](#)

[To explore the multimedia tour using the outline](#)


[To explore the multimedia tour using the toolbar](#)

[To explore the multimedia tour using the tour menu](#)

## **To explore the multimedia tour using the navigation bar**

On the multimedia page, click a link on the navigation bar.

## To explore the multimedia tour using the outline

1. On the toolbar, click **Outline**.
2. Click the  beside **Multimedia Tour**.
3. When the outline expands, click the page you'd like to view.

## To explore the multimedia tour using the toolbar

- On the toolbar, click **Home** to view the Home page.
- On the toolbar, click **Back** to view the previous page.
- On the toolbar, click **Forward** to go the next page.

**NOTE:** The **Forward** and **Back** buttons are inactive until you have viewed more than one page.

## To explore the multimedia tour using the tour menu

- On the **Tour** menu, click **Start** to view the home page.
- On the **Tour** menu, click **Back** to view the previous page.
- On the **Tour** menu, click **Forward** to go the next page.

**NOTE:** The **Forward** and **Back** commands are inactive until you have viewed more than one page.

## Overview

You can customize the appearance of the program by showing or hiding the outline, the toolbar, and status bar, and resizing the panes.



## Show or Hide a Toolbar

Search Party has two toolbars you can show or hide: the [status bar](#) and the [toolbar](#). The fewer toolbars on display, the more desktop space you have; however, you can no longer use the buttons on the toolbar or read the descriptions of commands and other information that appear on the status bar.

### **More:**

[To show or hide a toolbar](#)

## To show or hide a toolbar

- On the **View** menu, click Toolbar. A check mark means the toolbar is displayed.

-OR-

- On the **View** menu, click Status Bar. A check mark means the status bar is displayed.

## Show or Hide a Pane

Search Party has three different panes: the [multimedia pane](#), the [directory pane](#), and the [outline pane](#). The multimedia pane and directory pane can never be viewed at the same time because they appear on the same part of the screen. One must be turned off, while the other one is turned on. You can view the outline pane at any time.

### **More:**

[To show or hide the multimedia pane](#)

[To show or hide the directory pane](#)

[To show or hide the outline pane](#)

## To show or hide the multimedia pane

You can show or hide the multimedia pane in three different ways:

- On the **View** menu, click **Multimedia Tour**. A check mark means the multimedia pane is displayed.
- On the **Tour** menu, click **Start**.
- On the toolbar, click **Home**.

## To show or hide the directory pane

- On the **View** menu, click **Directory**. A check mark means the directory pane is displayed.

-OR-

- On the toolbar, click **Show Directory Pane**.

## To show or hide the outline pane

- On the **View** menu, click **Outline**. A check mark means the outline pane is displayed.  
-OR-
- On the toolbar, click **Outline**.

## Resize the Panes

You can adjust the size of the [multimedia pane](#), [directory pane](#), and [outline pane](#) using the [menu bar](#) or the pointer.

### More:

[To resize panes using the menu bar](#)

[To resize panes using the pointer](#)

## To resize panes using the menu bar

1. On the **View** menu, click **Split**.
2. When the pointer changes, drag the boundary to the desired width.
3. Left-click.



## **To resize panes using the pointer**

1. Move the pointer to the pane border.
2. When the pointer changes, click and drag the boundary to the desired width.
3. Release the mouse button.

# Moving the Toolbar

The toolbar is a dockable toolbar, which means you can change its location and adjust its size and shape.

## **More:**

To move the toolbar

To resize the toolbar

To restore the toolbar to its original location

## To move the toolbar

1. Click the space between any of the buttons on the toolbar.
2. Holding down the left mouse button, drag the toolbar to its new location.
3. Release the left mouse button.

## To resize the toolbar

1. Once you have moved the toolbar, move the pointer to any border of the toolbar.
2. When the pointer changes, drag the border to the desired width or height.

## To restore the toolbar to its original location

Click and drag the toolbar to the very top of the screen. It will automatically restore itself.

**NOTE:** If the toolbar is not centered, click the left corner of the toolbar and drag it over to the left.

## Overview

Some pages in the multimedia tour will contain audio and video. The pages that contain video will have controllers that allow you to stop and play the audio and video. The audio may or may not come with a controller. However, you still have the ability to stop the music at any time.

## Stop and Play the Video

- On the VCR control, click the **Stop** button to stop the video.
- You can also stop the video by clicking **ESC** on your keyboard.
- If the video does not start by itself, click the **Play** button to start the video.

## Stop and Play the Audio

- If an audio control is not available, click **ESC** on your keyboard to stop the audio.
- If an audio control is available, click the **Stop** button to stop the audio.
- If an audio control is available, click the **Play** button to play the audio.




## Overview

Search Party provides links to the Internet. You can access the Internet from the **Help** menu, and the [outline pane](#).

To access the Internet using the **Help** menu, click **B.C. Harris Publishing on the Web**.

## Access the Internet Using the Outline Pane

1. On the outline, click the  beside **On the Web**.
2. When the outline expands, click the website you'd like to visit.

## Overview

You can print multimedia pages or an individual's details screen with all of their personal information.

## Print a Multimedia Page or an Individual's Details Screen

You can print any multimedia page and also print all the personal information found on the details screen for any individual included in the directory.

### **More:**

[To print a multimedia page](#)

[To print an individual's details screen](#)

## To print a multimedia page

1. Open the multimedia page you'd like to print.
2. On the **File** menu, click **Print Multimedia Page**.

**NOTE:** Make sure you choose the "As laid out on the screen" option instead of "All Frames Individually" in the Print dialog box. This ensures that what you print will look like what is on the screen.

## To print an individual's details screen

1. Double-click anywhere in an individual's row in the directory pane.
2. Click the **Print** button on the Details screen.

## How to Get Technical Support

If you run into problems with Search Party, you can visit a website that can provide further assistance.


To access the Support Website, on the **Help** menu, click **About Search Party...** A [link](#) to the site is provided.

If the website does not answer your questions, you can call toll-free 1-877-306-6000. Support is available Monday-Friday, 9-5p.m. EST.

# How to Exit the Program

Exiting the program terminates the application and closes all of its windows.

You can exit the program in one of three ways:

- On the **File** menu, click **Exit**.
- On the title bar, click the Close button.
- On the title bar, click the  on the left. On the menu, click **Close**.



# Glossary of Terms

100%

audio control

Back button

Close button

Column

Conditions box

Details button

Details dialog box

Directory bar

Directory pane

Directory Views

Entry

Favorites

Favorites dialog box

First Entry button

Forward button

Function Keys

Icons

Index buttons

Link

Menu bar

Multimedia pane

Navigation bar

Next Entry button

Outline button

Outline pane

Page

Previous Entry button

Quick Views

Row

Save Current Directory View

Save Current Directory View dialog box

Save Details to Favorites List dialog box

Saved Directory Views dialog box

Scroll-To-Edit box

Search Criteria

Search Criteria box

Search Directory

Show All Entries

Show Directory Pane

Show Favorites List

Show Saved Views

Status bar

Title bar

Toolbar

Tour

VCR control

Zoom In

Zoom Out

## 100%

Restores the text in the directory pane to its original size.



## audio control

Enables you to play and stop the audio.

**Play button**



**Stop button**

## Back button

Displays the previous page in the multimedia tour.



## Close button

Closes the program.



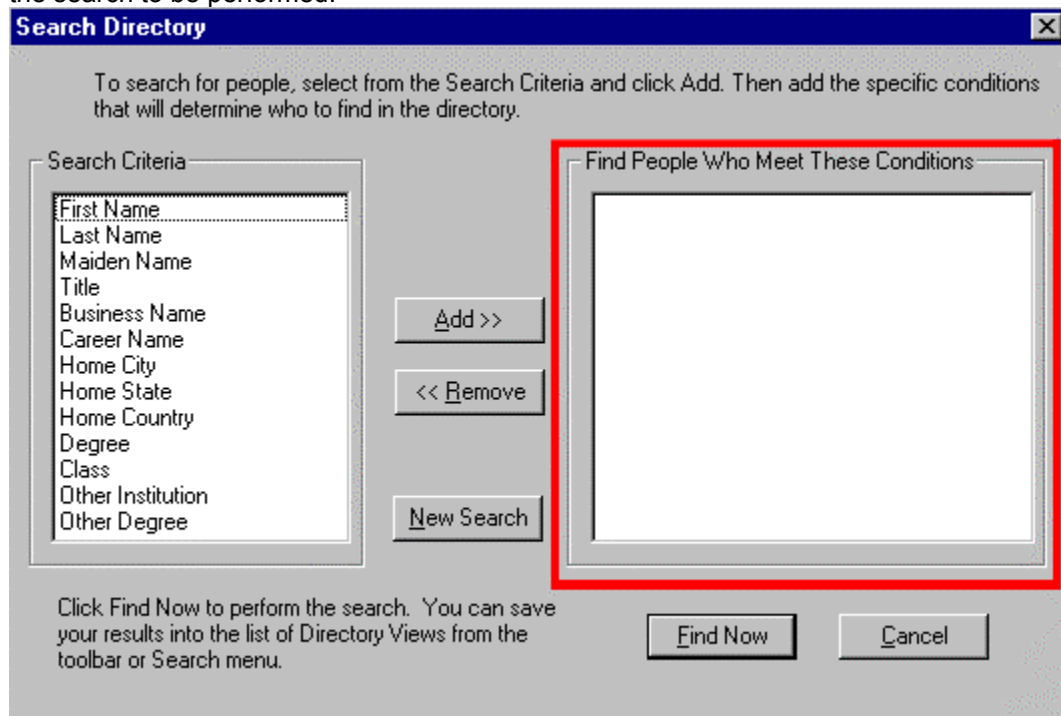
## Column

All of the text listed under one heading in the directory pane. Each column represents one category of information stored for every entry in the directory (for example, "First Name").

First Name
Philip
William
John
Jafar
Mohamed
Muhammad
Joseph
Cheryl
Donald

## Conditions box

The list box on the right side of the Search Directory dialog box. It contains the search criteria that define the search to be performed.





## Details button

Displays personal information in a dialog box for the entry currently selected. Supplies home, business, and e-mail addresses, educational history, and spousal information.



## Details dialog box

Lists all of the available information on a person profiled in the directory. It appears when you double-click an entry to view the corresponding Details dialog box.

The screenshot shows a 'Details' dialog box with a title bar and a close button. The content is organized into four quadrants:

- Name Information:** Name: Mr. Robert Paul Doe
- Academic Information:** Degrees Eamed from University of Anytown: BA,1984; Degrees Eamed from Other Institutions: MA,1987; PhD,1990
- Professional Information:** Occupation: Banker; Firm Name: Savings and Loans; Business Phone Number: (888)555-9877; Business Fax: (555) 555-5555
- Personal Information:** Home Address: 23 Small Blvd. Northtown, VA 22255; Home Phone Number: (888)555-8877; Spouse's Name: Jane; Children's Names: Tom, May

At the bottom left, there are footnotes: \* Address Unknown and \*\* Deceased. At the bottom right, there is a blue email link: [E-mail: rdoe@saveandloan.com](mailto:rdoe@saveandloan.com). Below the link are five buttons: Back, Next, Save to Favorites, Print, and Close.

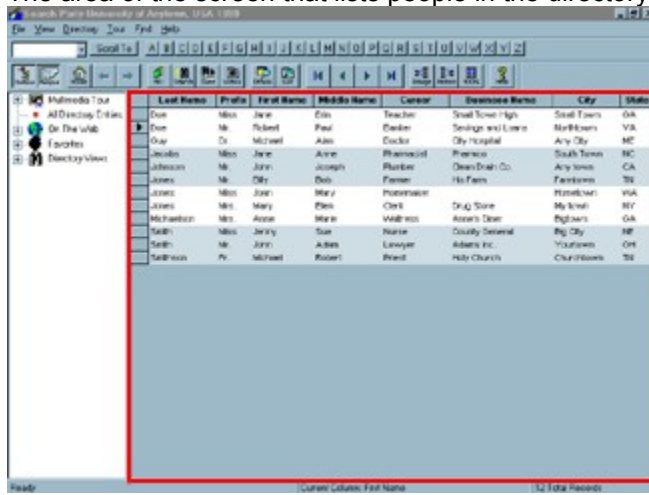
## Directory bar

The row of buttons that appears above the standard toolbar when the directory pane is displayed. The Directory bar contains the Scroll-to-Edit box and Index buttons.



# Directory pane

The area of the screen that lists people in the directory.



## Directory Views

A Directory View is a unique listing of individuals in the directory pane. The individuals contained in the view depend on a chosen set of conditions, such as Last Name, City, State, etc...

## **Entry**

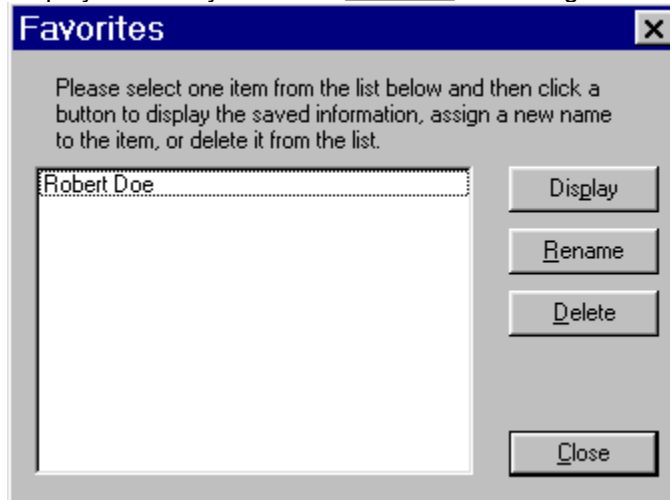
The information stored about one individual profiled in the directory. Entries can be viewed and searched in the [directory pane](#).

## **Favorites**

A saved Details dialog box that contains contact information such as home and business addresses and phone numbers.

## Favorites dialog box

Displays a list of your saved Favorites. Clicking a Favorite in the list displays the Details dialog box.





## First Entry button

Scrolls to the first entry in the directory pane.



## Forward button

Displays the next page of the multimedia pane.



## Function Keys

You can use these functions to direct the computer to perform various actions.

Key	Command
F1	Displays Help file contents Topic
F2	Displays Details
F3	Searches Directory
F4	Turns Outline pane on/off
F10	Saves Views

## Icons

Small, labeled pictures in the [multimedia pane](#) used to explore the multimedia tour. Clicking the icons move you to another [page](#).

## Index buttons

The row of buttons on the Directory bar that are labeled with the letters of the alphabet. Clicking a letter will sort the entries alphabetically in the directory pane by the currently selected column and scroll to the first entry beginning with that letter.

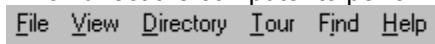


## Link

Objects you can click to move to another page in the multimedia tour. Links could be buttons, icons, or highlighted text. You know an object is a link because the pointer changes to a hand when it passes over the object.

## Menu bar

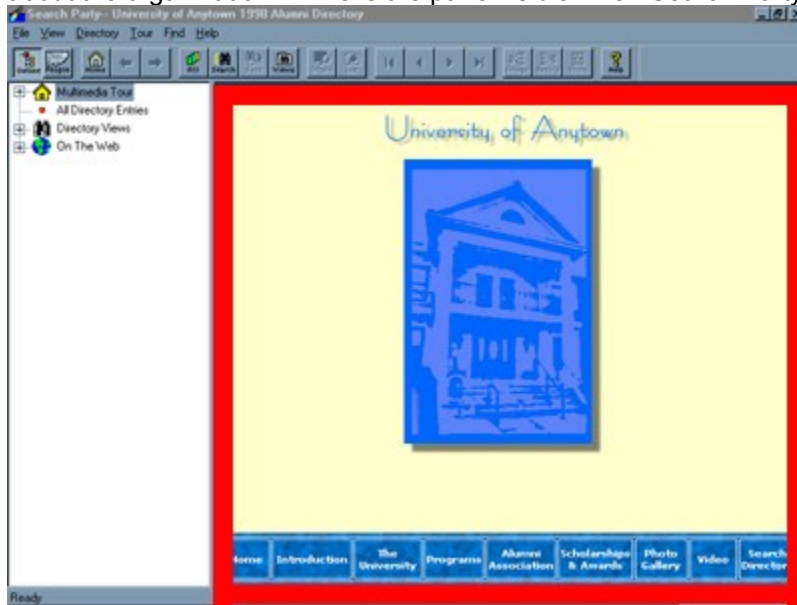
A horizontal list of menus that you can open. Once opened, each menu provides a list of commands which direct the computer to perform an action.



File View Directory Iour Fjnd Help

## Multimedia pane

The area of the screen that displays the multimedia tour, including all pictures, video, sound clips and text about the organization. This is the pane visible when Search Party opens.





## Navigation bar

A horizontal row of buttons on the multimedia tour that provides links to other pages in the tour and allows you to access the directory pane.



## Next Entry button

Scrolls to the entry below the currently selected entry in the directory pane.




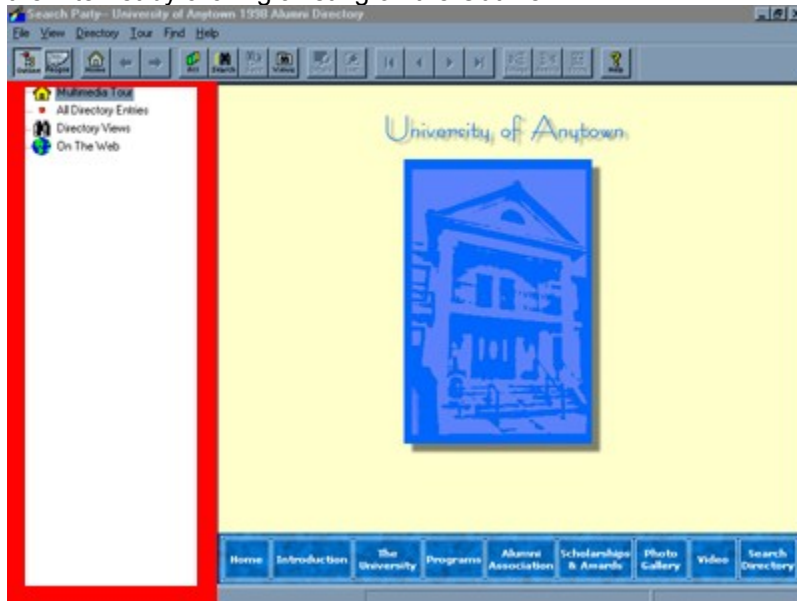
## Outline button

Switches between displaying and hiding the outline pane.



## Outline pane

The area of the screen that displays a hierarchical list of the Directory's contents. The Outline expands when you click the  beside an item on the list. You can access the multimedia tour, the Directory, and the Internet by clicking a listing on the Outline.



## **Page**

One of a collection of Web documents that make up the multimedia tour.

## Previous Entry button

Scrolls to the entry above the currently selected entry in the directory pane.



## **Quick Views**

Predefined views that search the directory from the outline on specific criteria, i.e. Home State, Degree, Class, etc...

## Row

All of the text listed in one horizontal line in the directory pane. Each row represents a single entry in the directory.



## Save Current Directory View

Saves the entries currently displayed in the directory pane.



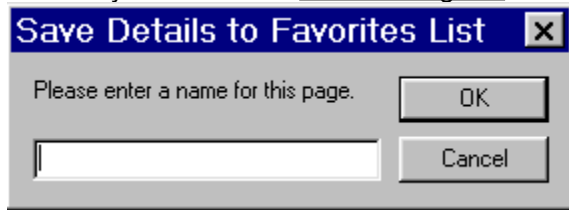
## Save Current Directory View dialog box

Enables you to save your search under the name of your choosing.



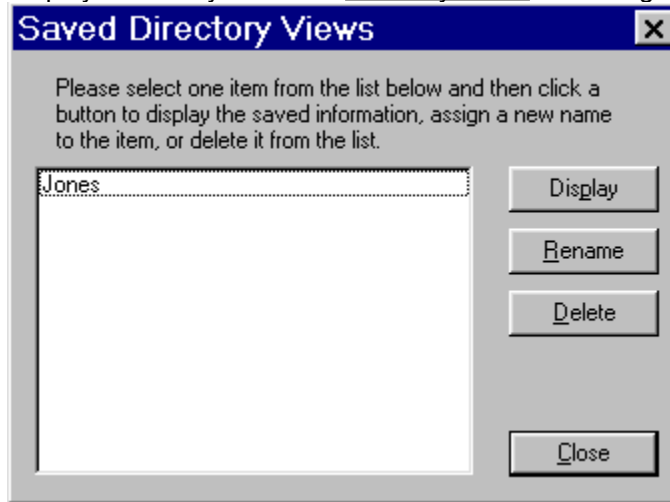
## Save Details to Favorites List dialog box

Enables you to save the details dialog box under the name of your choosing.



## Saved Directory Views dialog box

Displays a list of your saved Directory Views. Clicking a saved Directory View displays the saved view.



## Scroll-To-Edit box

The text box on the left side of the Directory bar. Allows you to find specific entries in the directory.

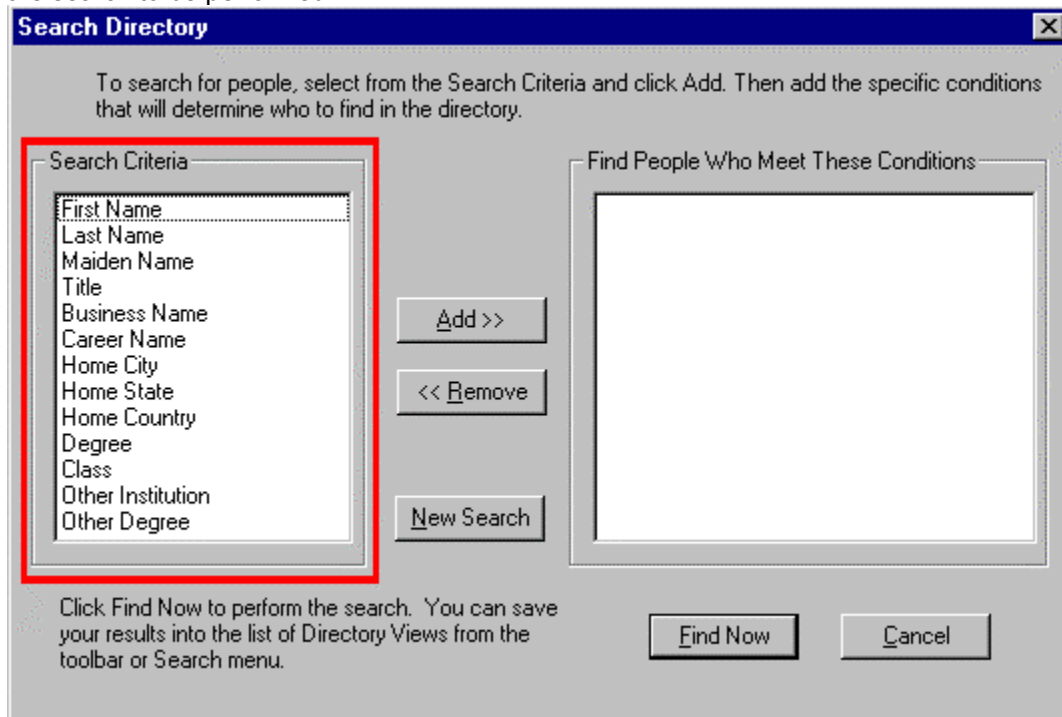


## **Search Criteria**

A type of information that is searchable and defines a portion of an entry. Examples of criteria are First Name, Last Name, Degree, Home State, etc...

## Search Criteria box

The list box on the left side of the Search Directory dialog box. It contains the search criteria that define the search to be performed.



## Search Directory

Allows you to search for entries that meet specific criteria. Clicking this button opens the Search Directory dialog box.





## Show All Entries

Displays all of the entries in the directory.



## Show Directory Pane

Shows the directory pane.



## Show Favorites List

Displays a list of saved Favorites. You can display, delete, or rename the Favorite.



## Show Saved Views

Displays a list of the views that have been saved. You can display, delete, or rename the Saved Directory View.



## Status bar

The area at the bottom of the screen that lists the status of the program and gives other information, such as the meaning of a command or footnotes, the number of entries matching your search, and the name of the currently selected column.

\* Address Unknown

Current Column: Last Name

12896 Total R

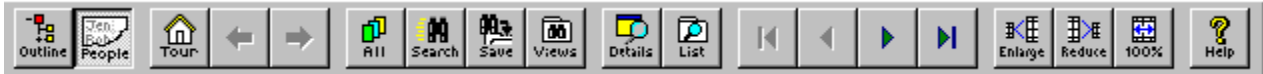
## Title bar

The horizontal bar at the top of the window that shows the name of the document or program.

 Search Party-- University of Anytown 1998 Alumni Directory

## Toolbar

Contains buttons that direct the computer to perform various actions.



A **ToolTip** identifies each tool button when you move the pointer over it. Likewise, the status bar concurrently displays a definition for each button as you move the pointer over it.

## Tour

Displays the multimedia tour in the [multimedia pane](#).





## VCR control

Enables you to play and stop the video.



## Zoom In

Makes the text in the directory pane appear larger.



## Zoom Out

Makes the text in the directory pane appear smaller.



