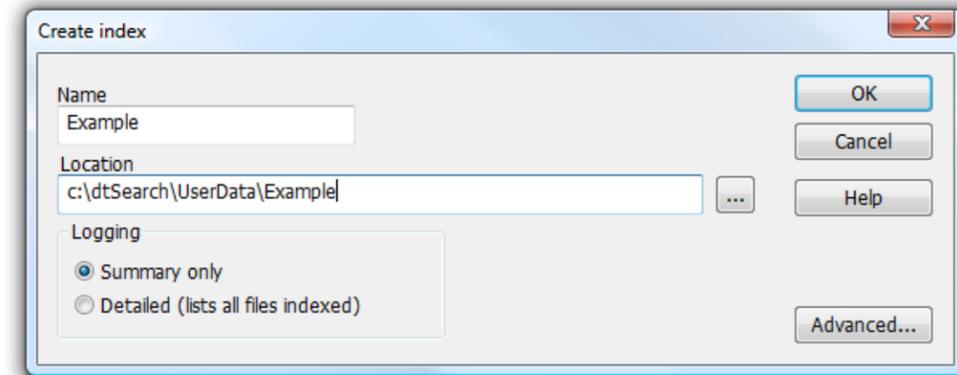


dtSearch Quick Start

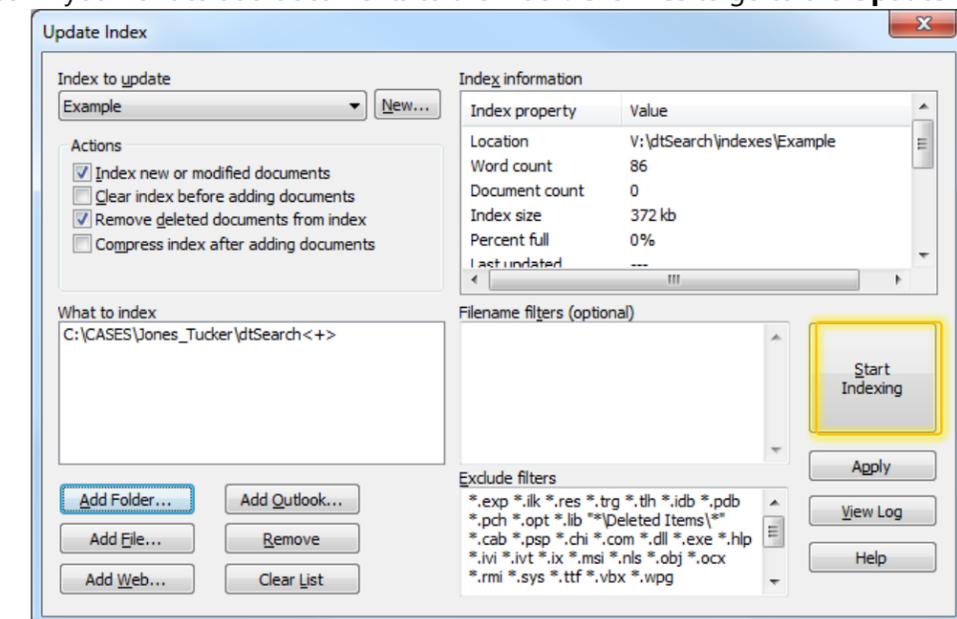
To get started with dtSearch, the first step is to build an index of your documents. Once the index is built, dtSearch can use it to search your documents quickly.

Indexing Documents

1. Choose **Create Index** from the Index menu.
2. In the **Create index** dialog box, enter a name for the index and click OK.



3. dtSearch will ask if you want to add documents to the index. Click **Yes** to go to the **Update Index** dialog box.



4. Click **Add folder...** to add a folder to the list of folders to index.
5. Click **Start Indexing** to begin adding documents to your index.
dtSearch automatically recognizes many popular file types. For a complete list of the file formats that dtSearch supports, see the dtSearch website.

Updating an Index

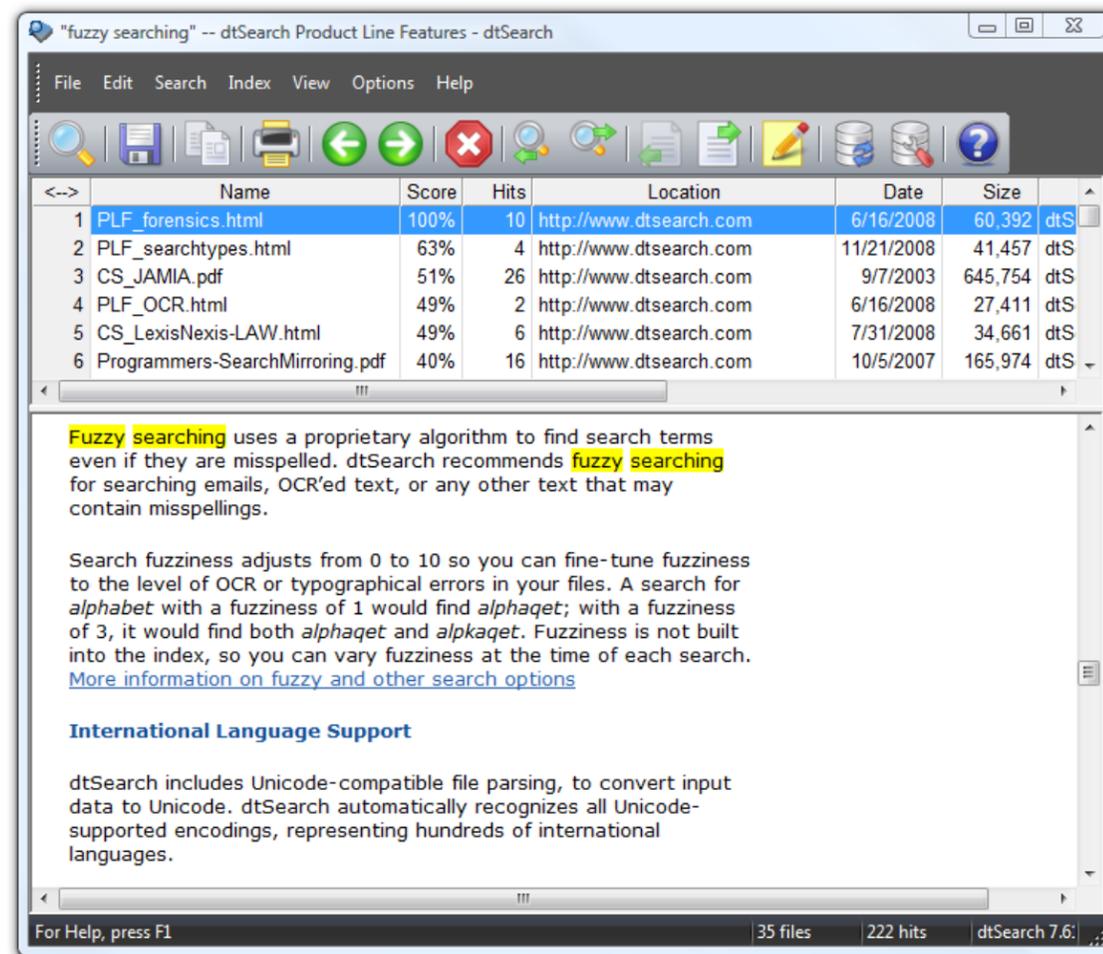
If you edit or add to your documents, you will need to update your index to reflect the changes.

To update your index, choose **Update Index** in the Index menu (or press Ctrl-U). Check the **Index new or modified documents** box and the **Remove deleted documents** box, and then click the **Start Indexing** button.

To schedule automatic index updates, click **Index > Index Manager** and click the **Schedule Updates**.

Viewing Search Results

After a search, dtSearch will display the results of the search. The top half of the dtSearch window will list all of the files retrieved in the search, and the lower half will show the first document in the list, with hits highlighted in yellow.



1. To select a document to view from the search results list, double-click on it.
2. To jump to the next hit in a document window, click **Next Hit** on the button bar (or press SPACEBAR). Press Ctrl-SPACEBAR, or click the **Next Doc** button, to go to the next document.
3. To change the way search results are sorted, click on one of the column headers (**Name**, **Score**, **Location**, **Date**, etc.).
4. Click the **Launch** button to open a document in the application associated with it. For example, a Word document would be launched in Microsoft Word.

To view or reuse a prior search request, click the **Search History** tab in the **Search** dialog box.

Create a Quick Summary of Your Search Results

An easy way to see all hits in all retrieved documents is to build a search report. A search report shows all hits along with the amount of context that you request.

1. Choose **Search Report** from the Search menu. The **Generate Search Report** dialog box will appear.
2. Enter the number of words (or paragraphs) of context that you want dtSearch to include in your search report and click OK to generate the report.
3. The search report will open in your word processor so you can edit or print it

Searching using the Index

1. Click the **Search** button on the dtSearch button bar, or press Ctrl-S, to open the **Search** dialog box.

The screenshot shows the dtSearch dialog box with the following components and callouts:

- Indexed word list:** A list of words and their frequencies from the selected index. Callout: "The top left of the dialog box shows a list of the words in the currently selected index. If more than one index is selected for searching, you can select the index to display in the word list by clicking the down arrow above the word list."
- Indexes to search:** A list of available indexes. Callout: "The top right of the dialog box shows a list of the indexes you have created; select one or more to search"
- Search Request:** A text field containing the search terms. Callout: "The words and phrases being searched"
- Search features:** Checkboxes for Stemming, Phonic, Fuzzy searching, Synonym searching, Synonyms, Related words, and User Synonyms.
- Search for:** Radio buttons for Any words, All words, and Boolean search (selected).
- Sort by relevance:** A dropdown menu.
- Search button:** A yellow button to execute the search.

2. Enter a search under **Search Request**.
3. Select any items under **Search features** (such as fuzzy searching) that you want to use.
4. Click **Search** to begin the search.

Search Types

Any words: use quotation marks around phrases, put + (plus) in front of any word or phrase that is required, and - (minus) in front of a word or phrase to exclude it. Examples:

```
banana pear "apple pie"
"apple pie" -salad +"ice cream"
```

All words: like an "any words" search except that all of the words in the search request must be present for a document to be retrieved.

Boolean search: a group of words, phrases, or macros linked by connectors such as AND and OR that indicate the relationship between them. Examples:

Search Request	Meaning
apple and pear	both words must be present
apple or pear	either word can be present
apple w/5 pear	apple must occur within 5 words of pear
apple not w/5 pear	apple must occur, but not within 5 words of pear
apple and not pear	only apple must be present
name contains smith	the field <i>name</i> must contain smith

If you use more than one connector, use parentheses to indicate precisely what you want to search for. For example, *apple and pear or orange juice* could mean *(apple and pear) or orange*, or it could mean *apple and (pear or orange)*.

You can use variable term weighting in a search request to weigh some words more heavily than others in ranking search results. Example: *apple:5 and pear:3*

Search Features

Stemming searches other grammatical forms of the words in your search request. For example, with stemming enabled a search for *applies* would also find *apply*, *applying* or *applied*.

Phonic search finds words that sound similar to words in your request, like *Smith* and *Smythe*.

Fuzzy search sifts through scanning and typographical errors. Fuzziness adjusts from 1 to 10 depending on the degree of misspellings. A search for *alphabet* with a fuzziness of 1 would find *alpaqet*; with a fuzziness of 4, it would find both *alpaqet* and *alkaqet*.

Synonym searching tells dtSearch to use a thesaurus to automatically expand a search to include synonyms or related concepts, including three optional levels. (Click **Browse thesaurus** to browse the entire thesaurus.)

To see how stemming, phonic searching, fuzzy searching or wildcards will affect your search, click the **Browse Words** button.

To browse the thesaurus used for synonym searching, click the **Browse Thesaurus** button.

Click the **Fields** button for a list of searchable fields, if you want to limit your search to a particular field.

More Search Options

To search without an index, or to search by filename, date, or size, click the **More search options** tab.