

Overview

Welcome to CommTech PowerSearch(tm)!

CommTech PowerSearch(tm) is a program that builds multi-level Boolean searches, for use with WordPerfect for Windows' QuickFinder utility. You can build queries to search for multiple keywords simultaneously, and save those queries for later use.

CommTech PowerSearch is an add-on to WordPerfect(tm) for Windows and integrates seamlessly into the editing environment. The program gives WordPerfect users an interface that is intuitive, self-teaching and efficient to use, and avoids the complicated, complex query syntax of QuickFinder.

Click on the underlined phrases for:

Help on the PowerSearch dialog box

An Introduction to Boolean Searches and PowerSearch

For more information on using help, select **How to Use Help** from the **Help** menu.

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.

CommTech PowerSearch Dialog Box

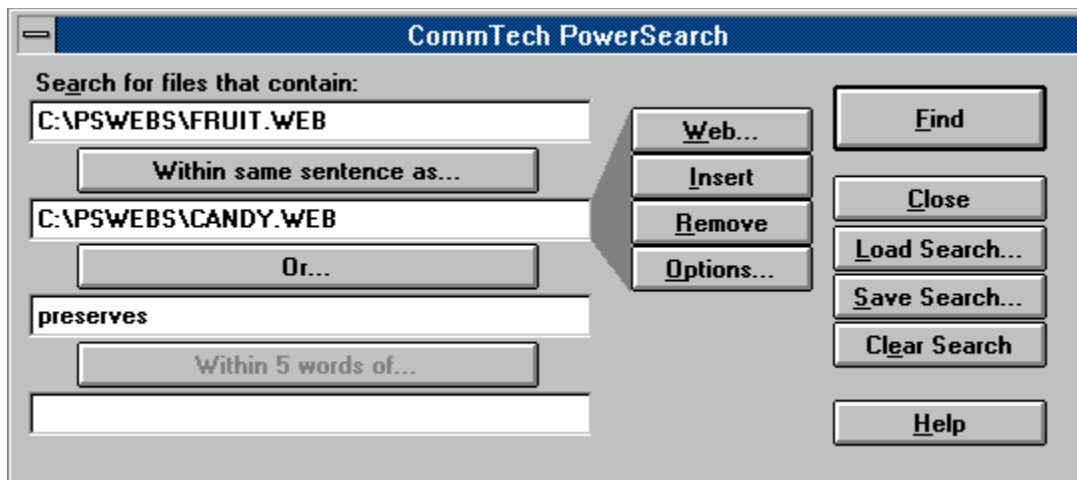
Overview of PowerSearch

This is the main dialog box for CommTech PowerSearch.

From this dialog box you can define a search and insert the search into the QuickFinder dialog in WordPerfect.

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.

Click on the area you want more information about:



You can bring up this dialog box by selecting **PowerSearch...** from the **File** menu

Entry Line

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

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 insertion point.

Find

Builds the search string and inserts the string into the QuickFinder dialog box in WordPerfect for Windows. 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 dialog box will appear asking for the name of the search file.

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 dialog box 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.

Cancel

Closes the PowerSearch dialog box and returns to WordPerfect.

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 dialog box to include 8 terms, or will shrink the dialog box 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 dialog box. If the current term is a word, the Web button brings up the Term Options dialog box.

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 dialog box, which allows you to set options for whole word and case-sensitive searching.

Boolean Button

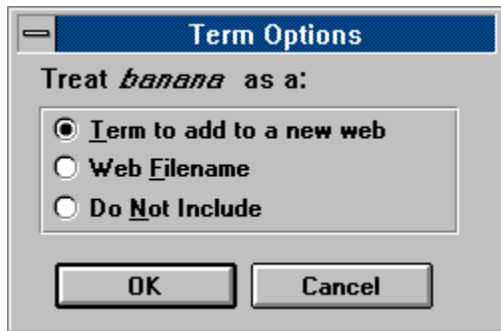
Clicking this button exposes the Boolean Search Settings line, which lets the user define a relationship between two search terms. For example, the user can choose AND, OR, NOT relationships, type of units separating search terms (e.g. characters, words, sentences, etc.), and number of units.

Term Options Dialog Box

[PowerSearch dialog box](#) [Web Maintenance dialog box](#)

This dialog appears when the user clicks the **Web...** button when there is a word in the entry line. It presents the user with three choices on how to treat the word.

Click on the area of the Term Options dialog box you would like help on:



Treat As Term to add to a new Web

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

Treat As Web Filename

PowerSearch will treat the word in the current entry line as the name of a new Web. The word 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 word in the current entry line and create a new Web. The word will be replaced with the name of the new Web file.

Term

This is the word in the current entry line.

OK

Accepts the choice and proceeds to the Web Maintenance dialog box.

Cancel

Cancels any choice and returns to the main PowerSearch dialog box.

Boolean Search Settings

[PowerSearch dialog box](#)

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

This line is exposed when the user clicks on the Boolean Search Settings button on the main PowerSearch dialog box. PowerSearch will conduct its search based on the information given on this line. Click on the area of the Boolean settings line you would like more help on:



See Also

[AND Relationship](#)

[OR Relationship](#)

[NOT Relationship](#)

[Order Of Operations](#)

[Proximity Information](#)

Boolean Operator

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

Proximity information is not used for OR or NOT relationships.

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

Proximity Magnitude

This is the setting that defines how many words on either side of the search term to apply the Boolean search settings. Settings range from 1 to 99. This setting will only appear if the AND Boolean operator is selected. 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. This setting will only appear if the AND Boolean operator is selected. For more information, see [Proximity Information](#).

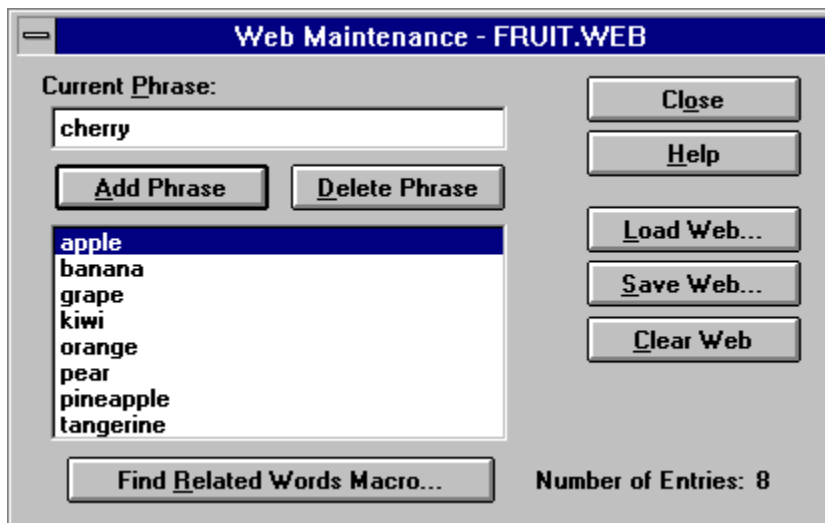
Web Maintenance Dialog Box

PowerSearch dialog box

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

This dialog box is brought up when the user clicks the **Web...** button on the main PowerSearch dialog box. Web entries are listed in alphabetical order.

Click on the part of the dialog you would like help on:



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.

Find Related Words Macro...

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

Load Web...

Loads a Web into this dialog box for editing.

Save Web...

Saves the current Web to file.

Close

Closes the Web maintenance dialog box and returns to the main PowerSearch dialog box. The current Web will be entered in the associated entry line in the main dialog. 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

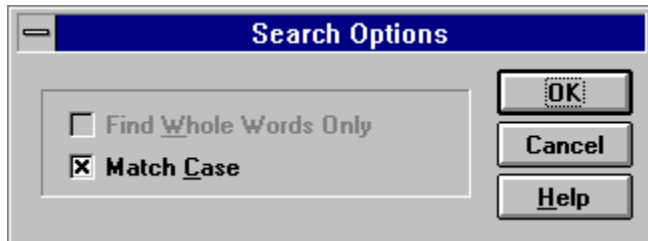
The name of the current Web is given in the title bar. The path is not included in the file name.

Options Dialog Box

PowerSearch dialog box

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

PowerSearch will direct QuickFinder to restrict its search for the entry based on the choices made from this dialog box.



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".

Current versions of WordPerfect do not support the Whole Words Only option, so this option has been disabled.

Match Case

PowerSearch will direct QuickFinder to find only files containing 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 dialog box.

Find Words with Same Font Settings

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

Choose Style...

Brings up the Choose Style dialog box

Find Words with Same Style Settings

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

OK

Accepts all settings and returns to the PowerSearch dialog box.

Cancel

Cancels changes and returns to the PowerSearch dialog box.

Font/Style Settings

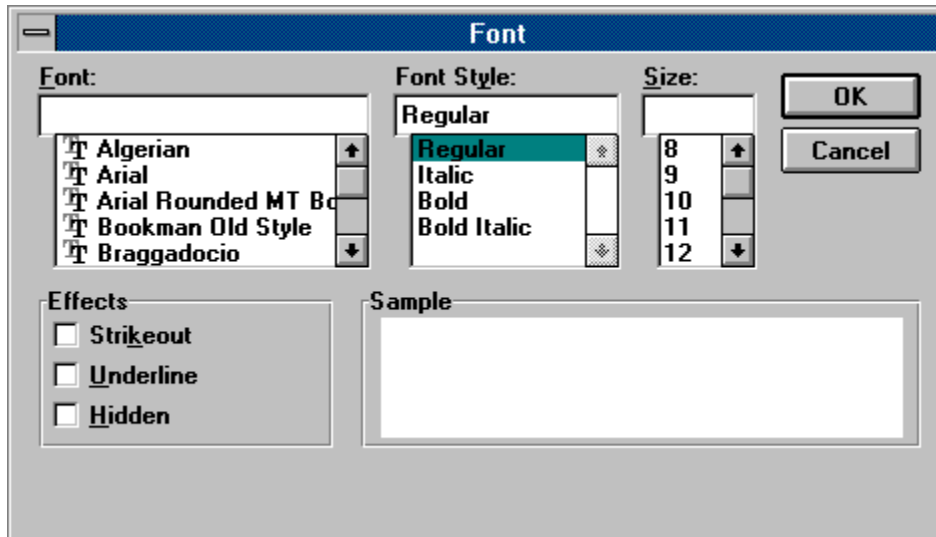
This panel specifies the formatting and styles you're looking for in the current entry. The settings are made in the **Choose Font...** and **Choose Style...** dialog boxes.

Choose Font

[PowerSearch dialog box](#) [Options dialog box](#)

The Choose Font dialog box 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.

Please click on the portion of the dialog box you would like help on:



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 dialog box.

OK

Accepts current font selections, closes the dialog box, and returns to the Options dialog box.

Cancel

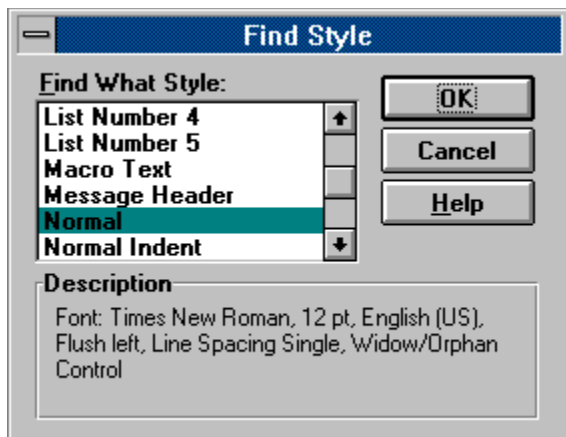
Cancels any changes made, closes the dialog box, and returns to the Options dialog box.

Choose Style

[PowerSearch dialog box](#) [Options dialog box](#)

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

Please click on the portion of the dialog box you would like help on:



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 dialog box, and returns to the Options dialog box.

Cancel

Cancels any selection, closes dialog box, and returns to the Options dialog box.

Style Description

This panel displays a description of the selected style.

Web

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

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.

Search Logic

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

[Introduction to Boolean Searches](#)

[AND Relationship](#)

[OR Relationship](#)

[NOT Relationship](#)

[Proximity Information](#)

[Order of Operations](#)

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 a document containing the following block 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.

See Also

[OR Relationship](#)

[NOT Relationship](#)

[Order Of Operations](#)

[Proximity Information](#)

NOT Relationship

In a NOT relationship, words are compared to see if they occur in the same document. For example, the following search is defined:

stock NOT fluctuating

and performed on a document containing 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...

The search would not be a success since the word fluctuating appears in the same document as the word stock.

Proximity information is not used for NOT relationships.

See Also

[AND Relationship](#)

[OR Relationship](#)

[Order Of Operations](#)

[Proximity Information](#)

OR Relationship

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

prices OR forces

and performed on a document containing 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...

The search would be a success, since the document contains both the word prices and forces. The search would be a success even if only one of the words appears in the document.

Proximity information is not used for OR relationships.

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

See Also

[AND Relationship](#)

[NOT Relationship](#)

[Order Of Operations](#)

Proximity Information

The Boolean search capability of WordPerfect uses proximity information to define the limits of an AND relationship. WordPerfect does not use proximity information for OR or NOT relationships.

The scope of an AND relationship can take one of the following five defined values:

- words
- sentences
- lines
- paragraphs
- pages

The scope defines the unit to use when determining how much text around a term to include in Boolean searching. In addition, WordPerfect allows you to specify a magnitude when the user selects `words` as the scope value. Using PowerSearch, you can choose to search from within 1 word to within 99 words.

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 direct QuickFinder to look for the next term only within that block of text.

See Also

[AND Relationship](#)

Introduction to Boolean Searches and PowerSearch

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

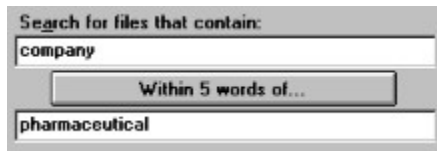
Searching for a single term can also result in finding too little information. Suppose you wanted to find all information relating to fruits. Searching for one type of fruit, say "kiwi" would find all occurrences of "kiwi" but would skip words such as "apple," "orange," "peach," and "grape." You would 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 dialog box 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.

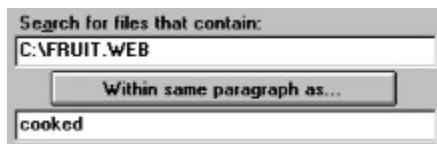
Examples

Find files with the word "company" within 5 words of "pharmaceutical":



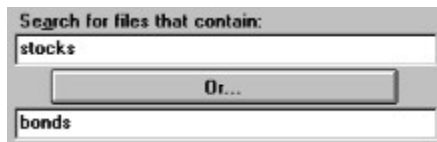
A search dialog box titled "Search for files that contain:". It has two input fields. The top field contains the word "company". Below it is a button labeled "Within 5 words of...". The bottom field contains the word "pharmaceutical".

Find files that contain any word in the Web C:\FRUIT.WEB, but only if it is within the same paragraph as the word "cooked":



A search dialog box titled "Search for files that contain:". It has two input fields. The top field contains the path "C:\FRUIT.WEB". Below it is a button labeled "Within same paragraph as...". The bottom field contains the word "cooked".

Find files that contain either "stocks" or "bonds":



A search dialog box titled "Search for files that contain:". It has two input fields. The top field contains the word "stocks". Below it is a button labeled "Or...". The bottom field contains the word "bonds".

Alternate method:



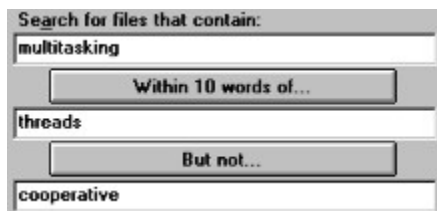
A search dialog box titled "Search for files that contain:". It has one input field containing the path "C:\INVEST.WEB".

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.

Find files with the words "multitasking" and "threads" within 10 words of each other, but not if the file contains the word "cooperative":



A search dialog box titled "Search for files that contain:". It has three input fields. The top field contains the word "multitasking". Below it is a button labeled "Within 10 words of...". The middle field contains the word "threads". Below that is a button labeled "But not...". The bottom field contains the word "cooperative".

See Also

AND Relationship

OR Relationship

NOT Relationship

Proximity Information

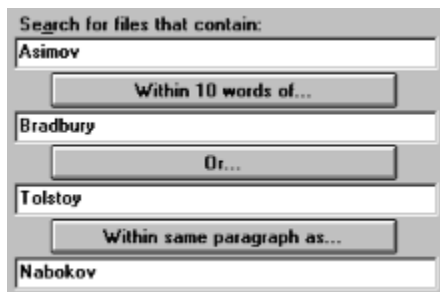
Order Of Operations

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:



The image shows a search interface with the following elements:

- Search for files that contain:
- Asimov
- Within 10 words of...
- Bradbury
- Or...
- Tolstoy
- Within same paragraph as...
- Nabokov

PowerSearch will direct QuickFinder to find files that contain either:
"Asimov" if it is within 10 words of "Bradbury"
OR
"Tolstoy" if it is within the same paragraph as "Nabokov".

See Also

[AND Relationship](#)

[OR Relationship](#)

[NOT Relationship](#)

[Proximity Information](#)

Improving Speed

To speed up PowerSearch, put rare words at the beginning and common words at the end.

In CommTech PowerSearch, the Boolean keyword OR separates a search into separate local searches. PowerSearch will look for the first term in each of these local searches, and then search around that term for the rest of the terms that must appear.

If the first term in local searches is relatively common, PowerSearch must search around every instance of that term in the document. However, if the first term is relatively rare, PowerSearch will complete its search much faster.

Thus, how a search is constructed can have a dramatic effect on the speed and performance of PowerSearch.

For faster searching:

- Place less common search terms first among terms linked by AND or NOT
- Avoid including common noise words in either the search or a Web.

See Also

[Order Of Operations](#)

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.

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 (*).

Noise Words

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

PowerSearch Developers Toolkit

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

- Call PowerSearch from your own macros.

- Register macros to be called at certain points in the PowerSearch search process.

- Specify search parameters from your macro

Contact [CommTech](#) for more information.

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

Overview of PowerSearch

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:

Boolean Searching

Conduct Boolean searches using an intuitive graphical interface instead of a confusing query language.

Multiple Keyword Searching

Search for multiple words simultaneously in one pass. No need to conduct a separate search for each word.

Save searches for later use

Save your custom searches to use later, instead of typing them in over and over again.

CommTech, A TECHNOLOGY MANAGEMENT GROUP COMPANY

Overview of PowerSearch

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