What is the Search Facility?

Unlike the ProViewers **Find** and **Find Again** commands, which look in the current document only, the Common Ground Search facility allows you to look through collections of documents to locate those documents that contain specific text phrases.

A *collection* is a defined group of Common Ground documents. You define a document collection by specifying a description for the collection, its location, and choosing one or more Common Ground documents to be the members of the collection. You can create as many document collections as you wish, and you can search in one or more collections to locate documents that satisfy your query.

ProViewers Search menu contains the different Search commands, many of which are also present as icons on the ProViewers Toolbar. In addition, a Common Ground Search icon on the Common Ground Program Group gives you direct access to Search without having to launch the ProViewer. The Search Results List displays any matching documents as a result of the search. You can use this list to select and view the documents in the ProViewer.

See also

Adding an Existing Collection

Creating a Collection

Editing a Collection.

Removing a Collection

Selecting a Collection

Creating a Collection

The first time you invoke the Search command you must create at least one collection and add documents to it before you can perform a search.

To create a document collection:

1. Open the Search window using one of the following methods:

    *   From the ProViewer, click on the Search button in the Toolbar or choose the Query command from the Search menu.

    *   From the File Manager, click on the Common Ground Search icon in the Common Ground program group.

2. Click on the **Collections** button in the Search window to display the Document Collections dialog box.

3. Click on the **Create** button to open the Create Collection dialog box.

4. Complete the following information

    *   Type a description into the window. This description can be any combination of characters.

    *   To use a location other than the displayed default location, click on the **Location** button. The Select Location dialog box opens:

        Select the drive and directory where your document collection will be created. and click on the **OK** button when you have specified the location.

5. Click on the **OK** button in the Create Collection dialog box .

6. When the Edit Collection dialog box appears, select the documents you wish to include in this collection:

    *   Highlight the name of a document and click on the **Add** button.

    *   Click on the **Add All** button to place all of the documents in the collection.

    *   To remove a document from the collection, highlight its name in the bottom window and click on the **Remove** button.

    *   To remove all documents from the collection, click on the **Remove All** button.

7. Click on the **Close** button to create the collection. The Document Collections dialog box reappears with the new collection listed there.

See also

Adding an Existing Collection

Creating a Collection

Editing a Collection.

Removing a Collection

Selecting a Collection

You can choose which collections you want included in the search process. You check (or uncheck) collections in the Document Collections dialog box to identify   which collections to include in the search. Collections that have a check mark in the check column will be included in the search; collections without a check mark are not included in the search.

To select a collection:

1. Open the Search window and click on the Collections button to display the Document Collections dialog box.

2. Double-click in the check column next to the document you want to select. You can also click on the collection description and press the space bar once to select a collection

To deselect a collection:

1. Open the Search window and click on the Collections button to display the Document Collections dialog box.

2. Double-click on the check mark   next to the document you want to remove from the search. You can also click on the collection description and press the space bar once to deselect a collection

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See also

Adding an Existing Collection

Creating a Collection

Editing a Collection.

Removing a Collection

Adding an Existing Collection

You can add existing collections created elsewhere to your list of collections. This facility allows you to share collections with other users as long as you can access them.

To add an existing collection:

1. Open the Search window and click on the **Collections** button

2. Click on the **Add** button to display the Add Collection dialog box.

3. Locate the collection that you want to add by changing the drive and directory in the dialog boxes. Click on the description to highlight it.

4. Click on the **Add** button to add the collection to your list.

5. Repeat this process to locate and add other collections.

6. When you are finished locating and adding collections, click on the **OK** button. The Document Collections list now displays the collections you just added.

See also

Creating a Collection

Selecting a Collection

Removing a Collection

Editing a Collection

You can add or delete documents in a collection using the Edit Collection dialog box.

To edit a collection:

1. Open the Search window and click on the **Collections** button

2. Highlight a collection description and click on the **Edit** button to display the Edit Collection dialog box.

3. To add a document to the collection:

   a. Locate the collection that you want to add by changing the drive and directory in the dialog boxes.

   b. Click on the description to highlight it.

   c. Click on the **Add** button

4. To delete a document from the collection:

   a. Highlight   the document's name in the Files in Collection box

   b. Click on the **Remove** button

5. When you have finished adding and removing documents, click on **Close**.

🖙TIP🖘   Double-click on a collection description to open the Edit Collection dialog box.

See also

Adding an Existing Collection
Creating a Collection
Selecting a Collection
Updating a Collection

Updating a Collection

In addition to editing a collection by adding and removing files, you also edit a collection to update the index for one or more files that changed since they were originally added to the collection.   You do not have to update the collection manually: Search keeps track of the time stamps on files in a collection. If the file is later retrieved during a search and its time stamp is more recent than the time stamp on the collection itself, you will be given the option to update at that time.

To update a collection:

1. Open the Search window and click on the **Collections** button

2. Highlight a collection description and click on the **Edit** button to display the **Edit Collection** dialog box.

3. Highlight a document and click on the **Update** button to re-index that file.

   You can click on the **Update All** button to re-index all files in the collection.

4. When you have finished updating a document, click on **Close**.

☞TIP☜   Double-click on a collection description to open the **Edit Collection** dialog box.

See also

Adding an Existing Document

Creating a Collection

Editing a Collection

Selecting a Collection

Removing a Collection

You can delete a collection from your list of collections. You can simply delete the collection from your list or you can delete the collection and its definition from your system. Deleting a collection does not affect any of the individual document files contained in the collection.

To remove a collection:

1. Open the Search window and click on the **Collections** button

2. Highlight a collection description

3. Click on the **Remove** button to display the Remove Collection dialog box.

4. To delete the collection from your list, click on the Remove button.

5. To delete the collection from your list and delete its definition from your system:

   - Check "Delete the collection from disk"

   - Click on the **Remove** button

6. Click on the **Close** button in the Document Collections dialog box to close the dialog box.

See also

Adding an Existing Document

Creating a Collection

Updating a Collection

Starting a Search

You can search through documents in one or more collections using the Search window.

To start a search:

1. Open the Common Ground Search window using one of the following methods:

   - Click on the Query icon in the Toolbar

   - Choose the **Query** command form the Search menu

   - In the Program Manager, double-click on the Search icon in the Common Ground Program Group

Note: The first time you do this, Search prompts you to create at least one collection and add documents to it before you can perform a search.

2. Choose "All collections" (the default) or "Selected collections" from the **Search in** menu.

   - If you choose "All collections," be aware that the search could take a long time, return too many documents, or return documents that you do not need.

   - If you choose "Selected collections," Search will only look in check-marked collections in the Document Collection list.

3. Type your search string into the **Search for** field. (See "Specifying a Query" for more information.)

4. Click on the **Search** button. Search locates all documents that satisfy the query and its constraints.

See also

Improving Your Search Results

Search Facility Description

Specifying a Query

Specifying a Query

You enter your query in the **Search for** field of the Search window. The simplest form of search requires only that you have one collection defined and type a search string, or *search term*, into the **Search for** field. You can perform a more complex search, using options or constraints not available to you in the query language, by expanding the Search Window.

See the Query language document in the Common Ground program group.

The following examples show how to specify different search terms.

Simple Search Term

A simple search term is either a single word, a single word preceded by `not`, or a phrase.

`A`	Look for documents that contain A.
`A B`	Look for documents that contain A immediately followed by B
`not C`	Look for documents that do not contain C, or, equivalently, exclude documents that contain C.

Compound Search Term

A compound search term is two or more simple search terms connected by operators `and` and `or`.

`A and B`	Look for documents in which both A and B appear.

`and` Operator

The `and` operator takes precedence over the or operator. For example:

`A and B or C`	Look for documents that contain A and B, or documents that contain C.

`not` Operator

The `not` operator is always applied first.

`A and not B`	Look for documents that contain A and in which B does not appear.

Building Search Terms

- You can use parentheses to clarify combinations of search terms.

`A and (B or C)`	Look for documents that contain A and documents that contain either B or C.

- You can search for a phrase containing a reserved word by enclosing that word in quote marks.

`A "and" B C`	Look for documents that contain A followed by "and" followed

by B C, as in: "black and white TV."

- You can enter a list of search terms separated by commas. The search retrieves documents that include at least one of the search terms you specify.

See also

Search Window (Standard)

To display the Search window:

Use one of the following methods

- Click on the Query icon in the Toolbar
- Choose the **Query** command form the Search menu
- In the Program Manager, double-click on the Search icon in the Common Ground Program Group

Note: The first time you do this, Search prompts you to create at least one collection and add documents to it before you can perform a search.

Search Window Options

Search in

Specify whether Search should look through all of your collections

Selected collections   Limit search to the collections checked in the Document Collection dialog box

All collections   Search all documents in all collections

Collections button

Display the Document Collections dialog box.

Search for

Specify the query, or search terms, as an alpha-numeric string.

Search button

Start the search process.

More button

Expand the Search window to display additional options to constrain your query:

See also

Expanded Search Window
Search Facility Description
Starting a Search

Expanded Search Window

The expanded search window is a longer version of the standard Search window. When you click on the **More** button in the Search window, the window lengthens to display additional search options.

Use the expanded Search window to limit the search to a specific publisher, date ranges, and a specific number of documents. You can set other options (described below) to further refine your search.

To access the expanded Search window:

Click on the **More** button in the Search window.

Expanded Search Window Options

Standard Search Window Options

See Search Window (Standard) for a description of these fields.

Publisher and Organization

The default is to search in documents that you authored; Search automatically completes these fields with your author and publisher information.

You can change either the Publisher or the Organization by entering new text, or you can leave these fields blank to search in all documents.

Keywords

Specify one or more keywords to limit the Search to only those documents that have matching keywords.

Creation Date: After and Before

Specify a date in either or both of the fields to limit the search to only those documents with creation dates that fall within this date range.

Dates entered in this field must use the Short-Date format you selected in the International settings in the Windows Control Panel. Refer to your Windows Users Guide for more information.

Modification Date: After and Before

Specify a date in either or both of the fields to limit the search to only those documents whose last modification date falls within this range of dates.

Maximum number of documents

Limit the number of documents displayed in the Search Results window to the

integer that you specify.

Minimum acceptable score

Limit the search to documents with scores equal to or higher than the number you specify.

Word Match

Specify the how you want the query interpreted.

Exact	Interpret the query literally: the words in the document must exactly match the words in the query.
Stem (Default)	Retrieve documents that include one or more variants of the search term. For example, if the search term is "assert," Search retrieves documents that contain assertion, asserts, asserting, asserted, and so on.
Thesaurus	Use the Search Thesaurus to retrieve documents that contain one or more synonyms of the specified search terms.

Match Case

Use upper and lowercase characters in the query literally. All characters must appear in a document exactly as you specified them in the **Search for** field.

Use Proximity

Make the score that the document receives a function of the proximity of the search terms to each other. The closer the terms, the higher the documents score. If the search terms are more than eight words apart, Search does not consider them to be in proximity to each other.

This option works only if you check this box and specify several search terms in your query using commas.

Refine

On the next search, use the previous Search Results List as the new "search in" list and apply the constraints you entered in the expanded Search window.

This check box is disabled until you have run at least one search and obtained a results list.

Less Button

Display only the standard Search window fields. This button returns the Search window to its default size.

See also

Search Facility Description

[Search Window](#)
[Starting a Search](#)

Search Results Window

Search displays results of a search process in the Search Results window. This window lists the documents that contain the search terms. Next to each document name is an icon. If the icon contains a plus (+), the document contains a Table of Contents to help you locate the search hits in that document. Initially, the highest scoring document is displayed at the top of the list.

Window Fields

Score

Each document is given a score. The highest score is 100, indicating that the document is considered a "perfect match" for the search criteria; the lowest possible score is 0, indicating that no match was found in the document. Documents with scores of 0 are irrelevant for your search and do not appear in the Search Results List..

Table of Contents Icon

The document icon ⊞ identifies a document that has a Table of Contents. Double-click on the icon to display the Table of Contents. The icon symbol changes from a plus (+) to a minus (−). You can click on an entry to highlight it, and then click on the Open button to View that document starting at the point you selected in its Table of Contents.

The document icon ⊟ indicates that the Table of Contents is currently displayed. Double-click on the icon to remove the Table of Contents display.

Show Context

Check to display the context of each hit. A list of matches appears below the document name. Highlight a match, then click on the Open button to open the document in the ProViewer and display the selected hit in the Document Window.

Open and View a Document

View   the selected document. Select the document by highlighting its name, one of its hits, or one of its Table of Contents entries and click on the **Open** button. The ProViewer displays the selected document with the first (or selected) hit or Table of Contents entry visible in the Document Window.

☞TIP☜   Double-click to open a document in a single step.

New Search

Redisplay the Search window, allowing you to change any of the search parameters and run another search.

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See also

Navigating the Results of a Search

When the ProViewer displays the document that you selected from your Search Results List, the first or selected search hit is displayed near the center of the Document Window. Commands on the ProViewer Search menu allow you to look forward and backward in the current document for search hits and to move forward and backward in the Search Results List to view other documents retrieved by the search.

To navigate via search hits within a document:

- To display the portion of the current document that contains the next search hit, click on the Next Hit icon on the Toolbar or select the **Next Hit** command from the Search menu. This command and its icon are inactive when there are no additional hits in the current document..

- To display the portion of the current document that contains the previous search hit, click on the Previous Hit icon on the Toolbar or choose the **Previous Hit command** from the Search menu. This command and its icon are inactive when there are no previous hits in the current document.

To navigate via search hits across documents:

- To open the next document in the Search Results List, click on the Next Document icon on the Toolbar or choose the **Next Document** command from the Search menu. Next Document automatically closes the current document before opening the next document in the list.

  This command and its icon are inactive when the current document is the last document in the Search Results List.

- To open the previous document in the Search Results List, click on the Previous Document icon on the Toolbar or choose the **Previous Document** command from the Search menu. Previous Document automatically closes the current document before opening the Previous document in the list.

  This command and its icon are inactive when the current document is the last document in the Search Results List.

To redisplay the Search Results window:

- Click on the Search Results icon on the Toolbar

- Choose the **Results** command from the Search menu to redisplay the Search Results window.

This is useful when you have viewed several documents and wish to review the overall results of the search, or refine the search in some way.

To go back to the previous location:

- Click on the Go Back icon on the Toolbar

- Choose the **Go Back** command on the Go to menu

See also

[Improving Your Search Results](#)
[Search Facility Description](#)
[Starting a Search](#)

Improving Your Search Results

As you work with the results of your search, you may discover that your Search Results List is not quite on target for your needs. The Common Ground Search functionality provides a number of options for rerunning and refining your search.

- **Change the document collections.**

  Instead of searching in all collections, you may wish to <u>select particular collections</u>.

- **Find particular documents.**

  Besides the option of selecting collections, you also have the opportunity to specify particular information about documents of interest. The <u>expanded Search Window</u> allows you to specify document information and dates.

- **Limit the documents.**

  The <u>expanded Search Window</u> allows you to specify the maximum number of documents returned or to eliminate documents with low scores from your Search Results List.

- **Change the Query.**

  The Query language contains many constructs that can help you. (See <u>Specifying a Query</u>.)

- **Constrain the search.**

  You can add special information about how to interpret the query phrase. (See <u>Expanded Search Window</u>.)

- **Refine the search.**

  In cases where you have performed a successful search but obtained a Search Results List that is too long to be useful, you can reduce the length of the list by refining the search.   (See <u>Expanded Search Window</u>.)

See also

<u>Navigating the Results of a Search</u>
<u>Search Facility Description</u>
<u>Starting a Search</u>

Search Facility Menu Commands and Tools

Search Menu

[Query](#)

[Results](#)

[Next Document](#)

[Previous Document](#)

[Next Hit](#)

[Previous Hit](#)

Search Tools

[ProViewer with Search Facility Toolbar](#)

[Query Tool](#)

[Search Results Tool](#)

[Next Document Tool](#)

[Previous Document Tool](#)

[Next Hit Tool](#)

[Previous Hit Tool](#)

Query Command (Search Menu)

Searches in defined document collections for documents with specific content; allows you   to create and edit document collections.   This is the principal access to the Common Ground Search facility. You can also access the Common Ground Search facility from an icon in the Common Ground Program Group.

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See also

Query Tool

Results Command (Search Menu)

Displays the Search Results List generated by the Query command. This command is inactive when no search has been performed.

See also

[Results Tool](#)

Next Document Command (Search Menu)

Opens the next document in the Search Results List, replacing the current document in the Document Pane. This command is inactive when there is no next document or when no search has been performed.

See also

Next Document Tool
Previous Document command

Previous Document Command (Search Menu)

Opens the previous document in the Search Results List, replacing the current document in the Document Pane. This command is inactive when there is no previous document or when no search has been performed.

See also

Next Document command

Previous Document Tool

Next Hit Command (Search Menu)

Displays the appropriate portion of the current document that contains the next instance of the search term found by a Query command. This command is inactive when:

- No search has been performed
- No terms have been found
- There are no more hits in the current document

See also

Next Hit Tool
Previous Hit command

Previous Hit Command (Search Menu)

Displays the appropriate portion of the current document containing the previous instance of the search term found by a Query command. This command is inactive

- No search has been performed
- No terms have been found
- There are no earlier hits in the current document

See also

[Next Hit command](#)
[Previous Hit Tool](#)

ProViewer Toolbar with the Search Facility

The search tools in Toolbar are inactive unless you have a version of ProViewer that contains the Search Facility. The search tools are located to the right of the Go Back tool (see the illustration above).   Selecting a search icon on the Toolbar produces the same result as choosing the equivalent command from the menu.

Hiding the Toolbar

Select the Toolbar command from the Window menu.

Redisplaying the Toolbar

Select the Toolbar command from the Window menu.

Using the Query Tool

Use the Query tool to access the Search Facility.

 To use the Query tool:

Click on the button to display the Common Ground Search window.

See also

Query command

Specifying a Query

Using the Results Tool

Use the Results tool to display the results of the last query. This tool is inactive when no search has been performed.

 To use the Results tool:

Click on the icon to display the Common Ground Search Results window.

See also

Results command

Using the Next Hit Tool

Use the Next Hit tool to display the next instance of the search term found by a **Query command**. This tool is inactive when you have not performed a search or if there are no additional instances of the search term.

To use the Next Hit tool:

Click on the Next Hit icon to display the next matching term.

See also

Next Hit command

Previous Hit Tool

Using the Previous Hit Tool

Use the Previous Hit tool to redisplay the previous instance of the search term found by a **Query** command. This tool is inactive when you have not performed a search or if there are no previous instances of the search term.

 To use the Previous Hit tool:

Click on the Previous Hit icon to go back to the previous matching item

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See also

Next Hit Tool

Previous Hit command

Using the Next Document Tool

Use this tool to open the next document in the Search Results List. This tool is inactive if you have not performed a search or if the current document it the last document on the Search Results List.

To use the Next Document tool:

Click on the Next Document icon to replace the current document with the next document in the Search Results List.

See also

Next Document Tool

Previous Document command

Using the Previous Document Tool

Use this tool to open the previous document in the Search Results List. This tool is inactive if you have not performed a search or if the current document it the first document on the Search Results List.

To use the Previous Document tool:

Click on the Previous Document icon to replace the current document with the previous document in the Search Results List.

See also

Previous Document Tool

Next Document command

Save Tool

Saves the document. Works the same as the **Save** command on the File menu.

Print Tool

Prints the document. Works the same as the **Print** command on the File menu.

Open Tool

Displays the **Open** dialog box so you can specify which document to open. Works the same as the **Open** command on the File menu,

Pointer Tool

Restores cursor to normal arrow shape. Use it to select commands or select items to display for editing.

Table of Contents Tool

Changes the cursor to look like the icon. Use it to create Table of Contents entries.

Find Tool

Displays the **Find** dialog box so you can specify text for which to search. Works the same as the **Find** command on the Search menu.

Go Back Tool

Returns to the last navigation that you performed.

Grabber Tool

Changes the cursor to look like the Grabber icon. Use it to move the document or page.

I-Beam Tool

Changes the cursor to an I-Beam. Use this tool to select text in the document.

Hyperlink Tool

Changes the cursor to look like the   Hyperlink icon with an I-Beam or Marquee.
Use this tool to select the source of a link.

Highlighter Tool

Changes the cursor to look like the Highlighter icon with an I-Beam or Marquee.
Use this tool to create a highlighted area in the document.

Note Tool

Changes the cursor to look like the Notes icon. Use this tool to place a note on the document.

Marquee Tool

Changes the cursor to a crosshair shape. Use this tool to select or define a rectangular area of the document page.

Zoom In Tool

Changes the cursor to a magnifying glass with a plus (+) in the center, Use this tool to magnify the current page.

Zoom Out Tool

Changes the cursor to a magnifying glass with a minus (-) in the center, Use this tool to decrease the magnification of the current page,

Bookmark Tool

Changes the cursor to look like the Bookmark icon. Use this tool to mark a specific location in the document to which you want to navigate.

Query Tool

Opens the Common Ground Search window.

Search Results Tool

Opens the Search Results List dialog box.

Next Document Tool

Opens the next document in the Search Results List, replacing the current document in the Document Pane.

Previous Document Tool

Opens the previous document in the Search Results List, replacing the current document in the Document Pane.

Next Hit Tool

Displays the portion of the document that contains the next instance of the search term in the current document.

Previous Hit Tool

Displays the portion of the document that contains the previous instance of the search term in the current document.

Add Collection Dialog Box

To access the Add Collection dialog box:

1. In the Search window, click on the **Collections** button.
2. Click on the **Add** button

Dialog Box Options

Directories

Specify the directory that contains the collections you want to use.

Drives

Specify the drive that contains the directories you want to use.

Collections

Select the collection that you want to add to your list.

Add Button

Click on this button to add the selected collection to your list. This button is inactive if you have not selected an collection.

Create Collection Dialog Box

To access the Create Collection dialog box:

1. In the Search window, click on the **Collections** button.
2. Click on the **Create** button

Dialog Box Options

Description

Enter a description of the collection. A description is any combination of characters.

Location Button

Display the Select Location dialog box in which you can select the directory where this collection will be stored. The default location name appears to the right of the button.

Document Collections Dialog Box

To access the Create Collection dialog box:

In the <u>Search window</u>, click on the **Collections** button.

Dialog Box Options

(Check Column)

Double-click to check or uncheck collections. A check indicates that the document will be included in any search that is limited to selected collections.

You can also toggle the check by highlighting a collection and pressing the space bar once.

Collections

Displays the collections on your list. Click on a collection description to identify which collection you want to edit or update.

Create Button

Click on this button to display the Create Collections dialog box in which you can create new collections.

Add Button

Click on this button to display the Add Collection dialog box in which you can add existing collections to your list.

Edit Button

Click on this button to edit the selected collection. This button is inactive if you have not highlighted a collection in the list.

Remove Button

Click on this button to remove the selected collection. This button is inactive if you have not highlighted a collection in the list. Selecting this button displays the Remove Collections dialog box.

Edit Collection Dialog Box

To access the Edit Collection dialog box:

1. In the <u>Search window</u>, click on the **Collections** button to display the Document Collections dialog box.

2. Click on a collection name in the Collections list.

3. Click on the **Edit** button.

☞**TIP**🖼 Once the Document Collections dialog box appears, you can double-click on a collection name to access the Edit Collection dialog box.

Dialog Box Options

Description

Displays the name of the collection. You can change the name of the collection by typing your changes in the field.

File Name

Select the document file that you wish to edit, update, or remove.

List Files of Type

Specify the type of files on which you want to work.

> ***Note:*** Although you can display all types of document in this list box, you can only add Common Ground documents to a collection.

Directories

Specify the directory that contains the documents you want to use.

Drives

Specify the drive that contains the directories you want to use.

Files in Collection

Displays the files contained in the current collection. This list changes as you add or remove documents from the collection.

You must highlight one of the files in this list before you can update it or remove it from the collection.

Add Button

Click on the Add button to add the selected file to the collection. This button is inactive if you have not highlighted a file.

Add All Button

Click on this button to add all documents in the current directory to the collection.

Remove Button

Click on this button to remove the selected document from the current collection.

Remove All Button

Click on this button to remove all documents from the collection.

Update Button

Click on this button to re- index the selected document.

Update All Button

Click on this button to re-index all documents in the collection.

Remove Collection Dialog Box

To access the Remove Collection dialog box:

1. In the Search window, click on the **Collections** button to display the Document Collections dialog box.
2. Click on a collection name in the Collections list.
3. Click on the **Remove** button.

Dialog Box Options

Delete the collection from Disk

Check this button to remove the collection and its description from your system.

Remove Button

Click on this button to remove the collection.

Select Location Dialog Box

To access the Remove Collection dialog box:

1. In the <u>Search window</u>, click on the **Collections** button to display the Document Collections dialog box.
2. Click on a collection name in the Collections list.
3. Click on the **Create** button to display the Create Collections dialog box.
4. Click on the **Location** button.

Dialog Box Options

Collection Location

Displays the location of the new collection. Change the location by specifying a drive and directory in the other fields.

Directories

Specify the directory in which you want the collection located.

Drives

Specify the drive in which the desired directory resides.

Common Ground Search Facility Help Contents

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To see help on a topic, click on it.
To see help on using Help, press F1.