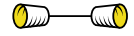


# FoxTrot

advanced find-by-content for your data



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## Tutorial for FoxTrot Personal Search 1.0

### A quick guide to get started with FoxTrot Personal Search 1.0

In a first step your relevant data folder(s) must be indexed. Indexing prepares your system for fast find-by-content. An index contains significant words found in the names, contents and meta data of your files. Once FoxTrot is set-up it will be very easy to use and will offer a new level of quality of finding information in your files faster and provide search results that are more relevant than ever.

### First launch of FoxTrot Personal Search

The first time you launch FoxTrot Personal Search you will be prompted with the following screen:



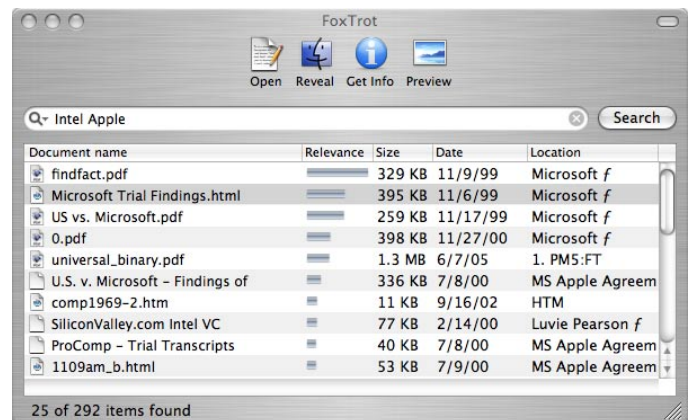
Before FoxTrot Personal Search can start finding information it needs to build an index of the location i.e. folder of your data you want to index first. We suggest you select a folder where there are e.g. PDF, Word, rtf rich text, Unicode or plain text types files. We will show you below how to add more files to the index.

When you click the **Index** button FoxTrot Personal Search will start indexing. Depending on the size of the folder you selected this will take several minutes or longer. A progress indicator will inform you about the status.

Don't worry if you are not sure which is the best folder to index first. You will later be able to add or remove folders from the index.

### To search and find

When the index is created you see the FoxTrot Personal Search main screen:



Now is the moment to test FoxTrot Personal Search. Use a search string you know to be present in the locations you just indexed.

### What you need to know about search strings

A search string is composed of one or more words. Upper-case, lowercase and accents are ignored. The punctuation is ignored, except for the following cases:

- words ending with an asterisk will match all words with this prefix (for example, **word\*** will match **word**, **words**, or **wordy**).
- words starting with a minus sign are exclusion words. For example, **michigan -lake** will find all documents containing **michigan** but not containing **lake**. Note that a minus sign inside a composed word is considered as a normal word separator. For example, **re-open** is considered as two words: **re open**.
- use quoted text to search for a sequence of words. For example **"lake michigan"** will find **Lake Michigan** but will not find **a lake in michigan**.
- use the **|** character (vertical bar) to combine two (or more) words with an OR. For example, **washington | boston** will find documents that contain either **washington** or **boston**.

You can combine several special characters in the same search string. Here are a few examples:

- "john doe" "bob smith" will find john doe meets bob smith, but not john smith meets bob doe
- restaurant chinese | vietnamese | korean boston | washington will find a chinese restaurant in Washington as well as a vietnamese restaurant near Boston. Note that the | operator have precedence, ie this search string is evaluated like restaurant ( chinese | vietnamese | korean ) ( boston | washington ).
- fox\* -fox -foxtrot will find all documents containing a word that starts with fox but without any occurrence of fox (as a full word) or foxtrot.
- "www.ctmdev.com" (or "www ctmdev com") will find www.ctmdev.com (as well as www ctmdev com or www+ctmdev/com). Note that a dot inside a word is considered as a word separator, so www.ctmdev.com (without quotes) will also find informations about ctmdev at www.somewhere-else.com.
- "big car\*" "new york" -show\* will find all documents that contain big car or big cars, that also contains new york, but that do not contain show or shows.

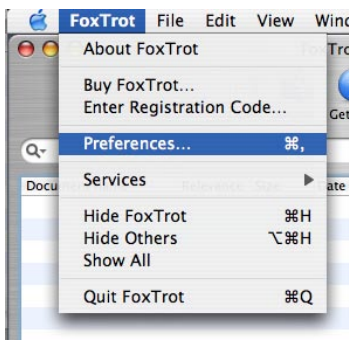
### How does FoxTrot handle the relevance ranking?

Found documents have a relevance rank.

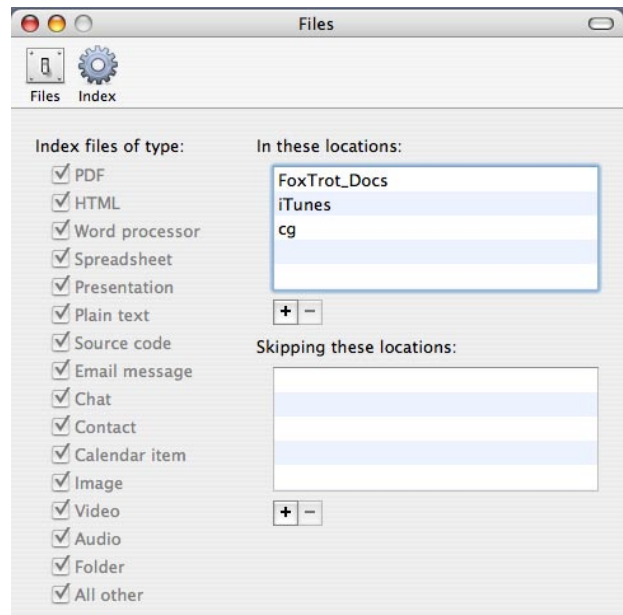
- if a document contains several occurrences of a search word, it will get a higher rank.
- if you search for two words A and B, and A is a word that appears less often than B in the index, then documents containing multiple occurrences of A will get a higher rank than those containing multiple occurrences of B.
- if you search for two words A and B, documents that contain A and B side by side, or near to each other, will get a higher rank
- if the document contains different indexed fields (for example a title and a body), the rank can be higher when the words are found in certain fields.

### To add locations/folders to the index

In the Preferences you can add to or remove folders from the index:



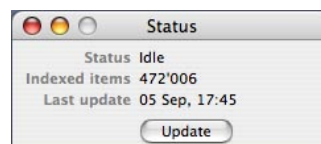
Select Files to add locations i.e. folders to the index and specify subfolders within the folders which you don't want to be indexed:



It is possible to index complete harddisks. But this is not the best strategy. You will get a large index, with plenty of useless data, updating the index will take longer, searches will take longer and the quality of the search results will be lower. Best is to take a few minutes and select the folders where you store your relevant data.

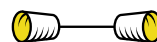
Select Index to be able to specify when FoxTrot Personal Search will update the index.

Indexing starts when you close the Preferences window, or switch to another window. You can also update the index manually from the Status window. To open the Status window go to the Window menu and select Status... and click Update.



The index is stored in .../your home directory/Library/FoxTrot/Index.ftindex. If you move or delete the index FoxTrot Personal Search will not be able to find data. You will either have to restore the index or rebuild the index.

You can find further information about FoxTrot Personal Search 1.0 on [www.foxtrot.ch](http://www.foxtrot.ch) in the FAQ section.



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