



Extensis FetchTM

USER MANUAL

VERSION 1.5

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Extensis Corporation

55 S.W. Yamhill Street, Fourth Floor
Portland, OR 97204
Telephone: 503-274-2020
Fax: 503-274-0530

Technical Support: 503-274-7030
Internet: info@extensis.com
AOL: Extensis
CompuServe: 70242,33
<http://www.extensis.com>

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1—Installing and Getting Started

Welcome to Extensis Fetch™. Your Extensis Fetch software is a simple but efficient cataloging tool that will organize all your creative work into a browsable on-line library. Fetch allows you to take images—graphics, presentations, movies, sounds, and other digital media files—that you or members of your workgroup create every day, and put them into a common visual catalog. Using the catalog you can then view, edit, copy, and retrieve the files from the catalog and transfer them to other documents. And you can accomplish all this regardless of format, location, or the applications that created the files. Fetch works seamlessly with you from the beginning to the end of a project, fitting neatly into your flow, helping you find all your finished work—and all the pieces that went into it!

Inside the catalog, Fetch stores thumbnail images rather than storing full documents and image files, creating pointers to the original files. Because Fetch does not store the files themselves, using a catalog is very fast—and *very* efficient.

A single catalog can contain over 100,000* items. To each item in a catalog, you can add:

- an unlimited number of *keywords* (each up to 31 characters long) that let you easily search a catalog.
- a *description* (up to 32,000 characters long) that lets you store important or useful information about the file.

In a workgroup setting, you can allow all users full access to all functions, or you can designate catalog administrators to create, maintain, and control access to catalogs for the entire workgroup. With Fetch installed on their computers, members of your workgroup can simultaneously search, view, and use items from catalogs whose source files are located on one or many network servers or shared volumes.

**Note: As the number of items in catalogs increases, common operations will require more memory and time to complete.*

Equipment Needs

To install and use Extensis Fetch, you'll need a 68030-based Macintosh or newer (including Power Macintosh and compatibles), 8MB of RAM minimum, and System 7.5 or later.

The Fetch application requires a minimum of 4M of RAM. If you plan to catalog and view files that are typically quite large (for example,

compressed images or KODAK Photo CD images), you'll need 5MB of RAM or more for the Fetch application.

For full functionality, the following files must be installed and enabled: QuickTime 2.5, Macintosh Easy Open, and QuickDraw 3D (Power Macintosh only). For more information, refer to the following page "Making new extensions available."

Installation

Before installing, turn off any anti-virus software and extensions, except for your CD-ROM extensions. Then restart your computer.

To install Extensis Fetch

1. Insert the disk that came with your product.

If you received a CD-ROM version, you will notice that other Extensis products are available for you to install. These products are full working versions of Extensis products that you can run in Demo mode.

2. Double-click the installer icon.

The Introduction dialog box appears.

3. Click Continue.

The Welcome dialog box appears. Release notes and special instructions are displayed in this window. It is important that you read these release notes since they contain information not included in the manual. You should save or print these release notes before continuing the installation.

4. Click the Continue button.

The Installation dialog box appears.

5. Click the Install button.

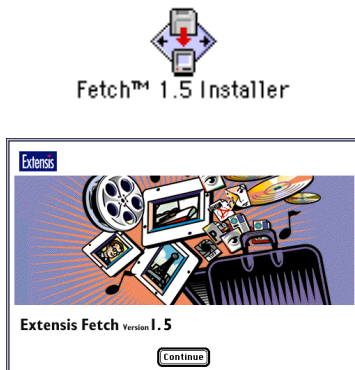
The Disk Selection dialog box appears. The dialog box requests that you select the disk on which you want the Extensis product installed.

6. Select a disk.

Once a disk has been selected, you will need to locate the folder into which you want to install Extensis Fetch.

7. Click the install button.

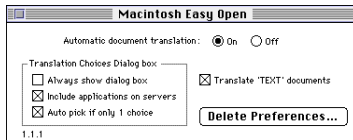
Once installation is complete, the successful installation dialog appears. The installer will prompt you to restart your computer if necessary.



Making new extensions available

After installation is complete and before starting Fetch for the first time, the installer will prompt you to restart your computer to enable extensions such as QuickTime, Fetch Translation files, and QuickDraw 3D (for Power Macintosh). Doing so will allow you to use Fetch with all its features.

Fetch provides file filters (translation files) to let you catalog various file types in Fetch. These filters are recognized and used by Macintosh Easy Open. Easy Open is provided with System 7.5, but if you are not currently using it, you will need to add this extension to your Extensions folder, restart your computer, and set “Automatic Document Translation” ON. (While Easy Open adds to your Fetch features, it also provides you with alternatives for opening and converting files in your system—for more details refer to the documentation that came with your system software.)



After you start using Fetch, an Extensis Fetch™ Preferences folder will be created and added to the Preferences folder in your System folder. This new folder contains three files:

- Extensis Fetch™ Exclusions—a file that contains the names of files you do *not* want to catalog.
- Extensis Fetch™ Key—a file that contains the serial number that you enter the first time you start Fetch. If you delete this file, Extensis Fetch prompts you to enter the serial number again the next time you start the application.
- Extensis Fetch™ Prefs—a file that contains any settings you change using the “Preferences...” command in the Edit menu and any search definitions you create using the “Define...” command from the Search menu.

Personalization and Registration

It is important to register your copy of Extensis Fetch so we can provide you with service. Registered users of Extensis Fetch are eligible for technical support, information regarding new versions, products, discounts and special offers on new products.

Extensis Fetch includes electronic registration, so registering has never been easier! The first time you launch Fetch after installing it, the Extensis Fetch Personalize dialog box appears. To personalize Fetch, type your name, company and Fetch registration number. Your product registration number is located on your Extensis Fetch manual. If you



choose not to personalize your copy, Fetch will run in a 30-day demonstration mode. A dialog box will remind you of how many days are remaining in the demonstration mode.



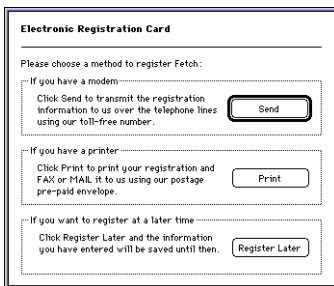
Electronic Registration

Please take a moment and register your copy of Fetch.
As a registered user you will receive:

- free technical support from our friendly experts,
- automatic notification of upgrades, and
- special discounts on other Extensis Corporation products.

For your convenience, you can register ELECTRONICALLY and FREE of charge.

Once you have personalized Fetch, a dialog box appears, asking if you would like to register. To register, click the Register Extensis Fetch button; an electronic registration screen appears. After you've completed the registration screen, a Market Research screen and a System Configuration screen will follow. The Market Research screen asks basic questions that enable us to better understand your needs. The System Configuration screen provides a "snapshot" of your system configuration that enables Extensis to support you more effectively. Sending the Market Research and System Configuration information is optional. If you do not wish to send this information to Extensis, check the checkbox at the bottom of these screens.



Electronic Registration Card

Please choose a method to register Fetch:

If you have a modem:

Click Send to transmit the registration information to us over the telephone lines using our toll-free number.

If you have a printer:

Click Print to print your registration and FAX or MAIL it to us using our postage pre-paid envelope.

If you want to register at a later time:

Click Register Later and the information you have entered will be saved until then.

To use electronic registration, you must have a modem connected to your computer. Fetch will dial the number automatically, and the call is toll-free. If you do not have a modem, you can print the registration sheet and register either by faxing it to (503) 274-0530 or drop it in the mail in the postage-paid envelope provided. If you don't have access to a modem or printer, you can still register by filling out the registration sheet located at the end of this manual.

Technical Support

For questions regarding Extensis Fetch, please first refer to this manual, which describes the features and basic operations. If you have a question or problem that is not addressed in the manual, technical support is available by calling (503) 274-7030, Monday through Friday, between the hours of 8:00 a.m to 5:00 p.m. Pacific time.

When calling technical support, please be at your Macintosh and have the following information available: your Extensis Fetch registration number, your Macintosh configuration and your question or a description of the difficulty you're experiencing—what specifically occurs and when. Take note of any displayed error numbers or messages and any other information you think may be relevant.

Tip

We can also be reached via fax at **(503) 274-0530**, or through the online services listed below.

CompuServe: 70242,33
America Online: EXTENSIS
Internet: support@extensis.com

Suggestions

We'd love to hear your comments about Extensis Fetch! For your convenience, a suggestion sheet is included at the end of this manual. Please fax, mail, or e-mail your comments and suggestions to Extensis.

Cataloging your files—getting started

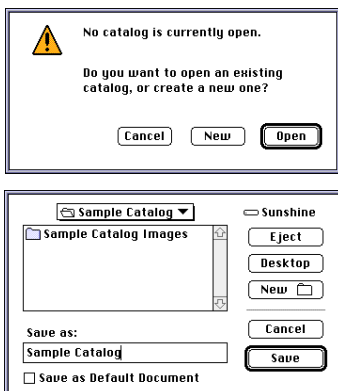
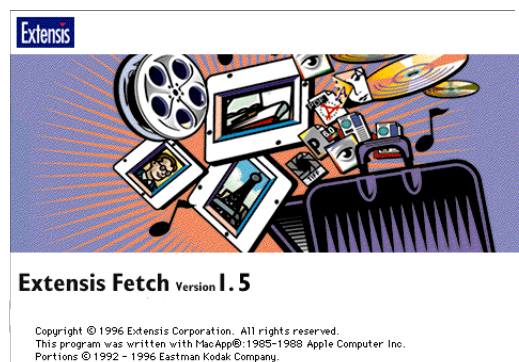
Now that you've installed Fetch, you'd probably like to catalog one or more of your files, to see how Fetch displays them. (If you don't have any files to catalog yet, you can look at the sample catalog. See "Using the sample catalog.")

Cataloging your files is as easy as drag-and-drop:

1. Drag and drop selected files/folders.

Select a file or folder and drag it over the Fetch application icon. When the icon is highlighted, release the file or folder.

If you have not already started Fetch, the application is automatically launched and the product screen appears for a moment.

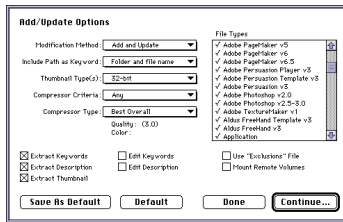


2. Create a new catalog.

After the product screen, a prompt appears, asking you to open an existing catalog or create a new one. Since you have not yet created a catalog, click "New."

3. Determine the name and location of your catalog.

When you create a catalog, Fetch creates a catalog file, which it stores on your hard drive. In the file location dialog box, which appears next, type in a name for your catalog and choose its location. Click "Save" to create your new catalog on your hard drive.



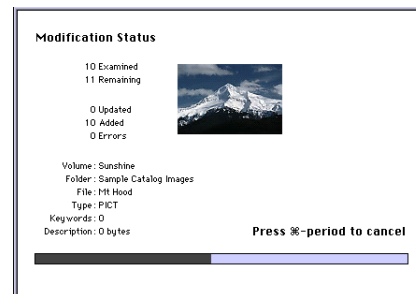
4. Select the options you prefer.

Fetch presents you next with the Add/Update dialog box, which lets you choose a variety of options when you catalog files. For most files, the default settings should be fine. (For more information about adding and updating options, see “Setting catalog update options.”)

For now, just click “Continue...”.

Next you’ll see a series of three status windows appear. The first small window shows Fetch scanning the files and folders that you dragged over the Fetch application icon. For a small number of files, this window may appear for only a second or two.

The second, larger status window shows the files as they are being added to the catalog. In this window, depending on the setting of “Thumbnail Type(s)” in the Add/Update Options dialog box, you’ll see either one or two pictures (or thumbnails) of each file. The default setting shows the 32-bit thumbnail. (For more information about the different types of thumbnails, see “Setting catalog update options.”)



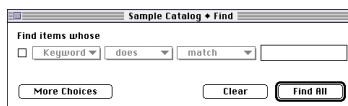
After all your files have been cataloged an Add/Update summary window. The “Added” line shows the number of files that were cataloged. This number should correspond to the number of files you dragged over the Fetch application icon. The “Updated” line shows the number of files that were updated. Since you did not update any files this time, this number should be zero.

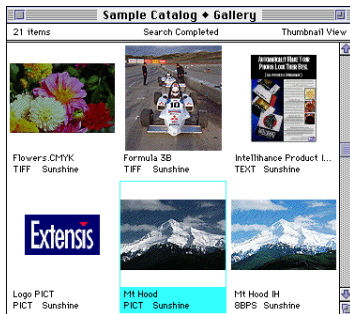
Click “OK” to continue.

5. Find items in the catalog.

Now you’ll see the Find window. This window lets you search for specific items in your catalog, using keywords that you have added or keywords that have been automatically added, such as file name and folder. (For more information, see “Searching through a catalog” and “Organizing a catalog by adding keywords.”)

To view all the files you’ve just cataloged, click “Find All.”





6. View your files.

You should now see all the files that you cataloged in the Gallery window. If you have cataloged files that do not have thumbnails attached to them (such as text files), then you will see a file icon instead of the thumbnail. (For help on attaching thumbnails to files, see Chapter 5).

The thumbnails displayed in the Gallery window are only references to the actual, or “source” files. The files themselves can be stored anywhere. However, in order to accomplish certain tasks in Fetch, you will need access to the source files.

Using the sample catalog

If you have not yet cataloged any of your own files, or if you’d like to work with other file types (such as movies and sounds) that you may not yet have, you can use the sample catalog to explore Fetch. During installation, a Sample Catalog folder was placed in your Extensis Fetch folder.

Before you use the sample catalog, you should update it to reflect the new location of its source files (on your hard drive rather than on the drive from which they were originally cataloged). If you do not update the sample catalog, you will only be able to display thumbnails in the Gallery window; you will not be able to preview the catalog items.

To update all Sample Catalog items at once:

1. **Open the catalog by double-clicking on the Sample Catalog icon.**

The Find window appears before a catalog is displayed.

2. **Click on “Find All” in the Find window.**

This locates and displays all the items in the Sample Catalog.

3. **Choose “Select All” from the Edit menu.**

4. **Choose “Update Now” from the Admin menu.**

Fetch looks for a source file for each item in the catalog. If Fetch cannot locate a file, it will prompt you to locate the file. Click “Open” for each item.

5. **Click “OK” after all the files have been located.**

To update Sample Catalog items one at a time:

- 1. Open the catalog by double-clicking on the Sample Catalog icon.**
- 2. Click on “Find All” in the Find window.**
- 3. Double-click on the thumbnail to preview the item you want.**
- 4. When prompted, locate and open the file in the Sample Catalog folder using the file directory dialog box that Fetch displays.**
- 5. Click “Update” in the next dialog box.**
- 6. Close the Preview window.**
- 7. Repeat Steps 3-6 for each item in the Gallery window.**

Where to turn next

Where you turn next in this user manual will depend on how you will be using Extensis Fetch:

- If you will be primarily using catalogs created by someone else in a workgroup, turn to Chapter 2, “Using Catalogs.”
- If you will be responsible for creating and managing catalogs either for others or for yourself, turn first to Chapter 3, “Creating and Managing Catalogs,” and then to Chapter 2.

Sources of information about Extensis Fetch

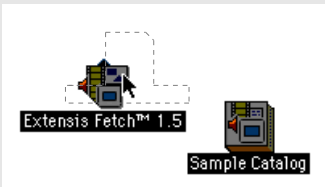


Name	Description
<i>Extensis Fetch User Manual</i>	A short manual that provides basic procedures, strategies, tips, and shortcuts for using Fetch.
Balloon Help	Detailed online information about individual commands and dialog box options. Choose “Show Balloons” from the Help menu, then move the mouse pointer to whatever item on the screen you want information about.
Fetch Shortcuts	An online summary of shortcuts for moving within and among windows in Fetch. Choose “Fetch Shortcuts” from the Help menu on the main menu bar.
ReadMe	A text file that contain late-breaking information about Fetch that was not available when this manual went to press. ReadMe contains general program information. Double-click the file’s icon to read it using SimpleText. We also recommend that you print these files and keep them with your <i>Extensis Fetch User Manual</i> .

2—Using Catalogs

Chapter 2 describes how to start Extensis Fetch, open a catalog and search for items, and then select, preview, and use those items in a variety of ways. You'll also learn how to “work smarter” using Fetch—by setting appropriate startup options, using the Pasteboard window as a temporary staging area, and creating collections of items called *projects*.

This chapter assumes that you have an existing catalog with which to work. If you do not, you can use the Sample Catalog installed in your Extensis Fetch folder.

Starting Extensis Fetch and opening a catalog

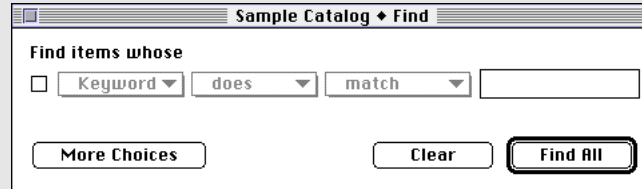
You can start Extensis Fetch and open a catalog in any of these ways:		
 <p>Extensis Fetch™ 1.5</p> <p>Sample Catalog</p> <p>Drag a catalog icon onto the Extensis Fetch application icon until both icons are highlighted, then release.</p>	 <p>Sample Catalog</p> <p>Double-click a catalog icon.</p>	 <p>Extensis Fetch™ 1.5</p> <p>Double-click the Fetch icon, then choose “Open...” from the File menu. If you have a default catalog, double-clicking the Fetch icon automatically opens that catalog.</p>

Depending on your startup options, the catalog opens to one of the two primary windows in Extensis Fetch: the Find window or the Gallery window.

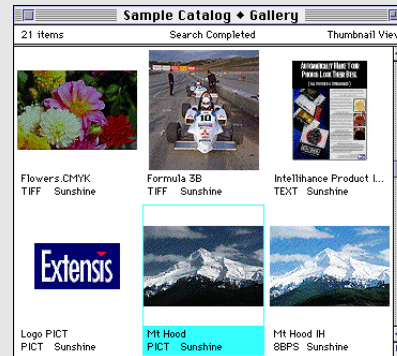
- In the Find window, you describe what you want Fetch to display in the Gallery window.
- From the Gallery window, you can open one or more Preview and Info windows that let you view more information about individual items.

Primary windows in Extensis Fetch

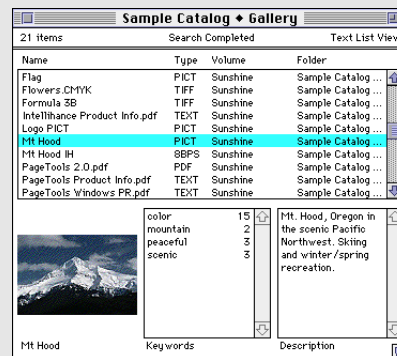
Find window: Lets you describe what you want Fetch to display in the Gallery window, whether you want all the items in the catalog or only items with a particular filename, keyword, file type, or volume. For more information on searching, see “Searching through a catalog.”



Gallery window/Thumbnail view: Displays the results of a search. Shows a separate thumbnail image of each item, with the filename, file type, and volume below the thumbnail. For more information about the Gallery window, see “Viewing search results.”

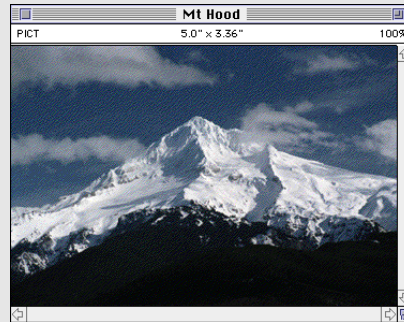


Gallery window/Text List view: Lists the items currently in the window, one row for each item. Also shows the thumbnail, keyword list, and description for the selected item. For more information about the Gallery window, see “Viewing search results.”

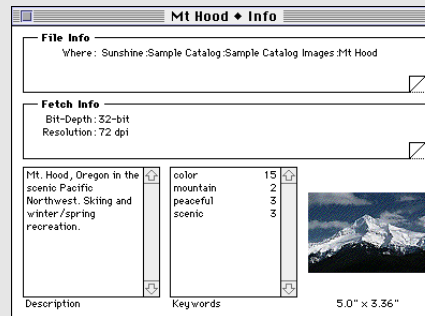


Secondary windows in Extensis Fetch

Preview window: Displays a full-size preview of the item (unless “scale-to-fit is selected). Fetch must be able to locate the source file before displaying the preview. For more information about previewing catalog items, see “Previewing an item.”



Info window: Displays all of the information about an item that the Fetch database contains or that can be read from the source file. To learn more about information windows, see “Viewing item or catalog information.”



Shortcuts

Open a catalog
("Open..." on File menu)

Command + O

Open Find window
("Find..." on Search menu)

Command + F

Open Gallery window
("Gallery" on Window menu)

Command + R

Open Pasteboard window
("Pasteboard" on Window menu)


Command + B

Change Gallery (or Pasteboard)
from Text List to Thumbnail view
("Thumbnails" on View menu)
Command + T or
Double-click right end of
information bar

Change Gallery (or Pasteboard)
from Thumbnail to Text List view
("Text List" on View menu)
Command + L or
Double-click right end of
information bar

Two additional windows, the Catalog Info window and the Pasteboard window, can also be useful as you work in Fetch. The Catalog Info window provides summary information about the entire catalog. The Pasteboard window is a temporary work space that you can use as a staging area for items collected from different searches.

- For information on setting startup options, see “Setting preferences.”
- For more information about the Catalog Info window, see “Viewing item or catalog information.”
- For more information about the Pasteboard window, see “Using the Pasteboard window.”

Note: Whenever the pointer appears followed by two periods, like this , you can double-click to open a dialog box or another window that is relevant to the element you are currently pointing to.

Converting Fetch v1.2 Single-User catalogs

If you have a catalog that was created using the single-user version of Fetch 1.2, you will need to convert it before you can use it in Fetch 1.5.

Note: Once converted, the catalog cannot be directly read by the single-user version of Fetch v1.2.

To convert a Single-User catalog for use in Fetch 1.5

- 1. Choose “Convert...” from the File menu in Fetch.**
- 2. In the file open dialog box, select the Single-User catalog that you want to convert. Click “Open.”**

An alert will be displayed, warning you that you will no longer be able to read this catalog in the single-user version of Fetch 1.2.

- 3. To convert the catalog, click “OK.”**

Searching through a catalog

Use the Find window to tell Extensis Fetch which catalog items you want to see. You can use a variety of search parameters, including Keyword, File Name, File Type, and Volume, including in your search items that do or do not match a particular search criteria.

You will probably find that you use different search strategies at different times. For example:

- If your catalog is small or you’re looking for ideas, you might start by looking through everything the catalog contains.

- If your catalog is very large or you have a general idea of what you're looking for, you might want to look only at items related to a particular subject or concept, or of a particular file type.
- If you're in the final stages of a job, you probably know exactly what items you need.

Fetch displays the results of the search in the Gallery window. Items from the most recent search completely replace the previous contents, if any, of the Gallery window but leave the Pasteboard window intact. Note that in a network environment, up to 50 users can search the same catalog simultaneously.

To open the Find window (or bring it to the front if open):

Choose “Find...” from the Search menu.

Fetch opens the Find window and displays the description of the last search carried out.

To display the entire contents of the catalog:

Click “Find All” in the Find window.

(Click “Clear” to change the “Find” button to “Find All” if necessary.)

or **Select “Find All” from the Search menu.**

To retrieve a particular set of items from the catalog:

Use the Find window as shown on the following page to describe what you are looking for, then click “Find.”

Fetch lets you search for items by keyword, filename, file type, or volume, using “does” or “does not” match the indicated keyword or filename, and “is” or “is not” the indicated file type or volume. When you search by keyword or filename, you can specify text to match, contain, start with, or end with. When you search by file type or volume, you choose from a menu of the file types or volumes referenced in the catalog and in the user's preferences.

Shortcuts

Open Find window or bring it to the front if already open
 (“Find...” on Search menu)
Command + F

Expand Find window
 (“More Choices” button)
Command + M

Reduce Find window
 (“Fewer Choices” button)
Command + F

Open Find window, then clear existing search
 (“Clear” button)
Command + Delete

Open Find window, then display entire catalog
 (“Find All” on Search menu)
Command + ' (apostrophe)

Open Find window, then carry out default search
 (“Default” on Search menu)
Command + D

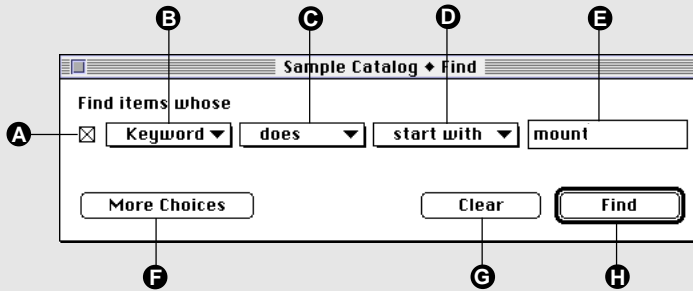
Repeat previous search
 (“Previous” on Search menu)
Command + , (comma)

Save or edit a named search
 (“Define...” on Search menu)
Command + K

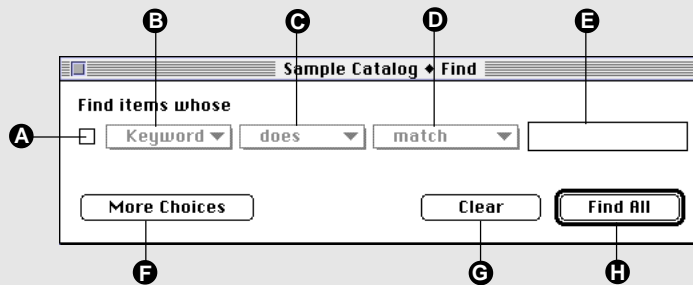
Use the small Find window for a simple search

In the small version of the window, you can enter a single search description.

- A** Click here to make a search description active.
- B** Choose an attribute: filename, keyword, file type, or volume. (The volume need not be mounted before a search. A mounted volume is a storage device recognized by the system and is available for reading and/or writing information to.)
- C** Modify the chosen attribute. For a keyword or file name, the "does/does not" option combines with item "D" options ("match," "starts with," etc.). The option "is/is not" is for file type and volume name attributes.
- D** With item "C," modifies keyword and file name attributes. Options are "match," "start with," "contain," or "end with" for a keyword or filename search.
- E** For a keyword or filename search, type a word or part of a word here.
- F** Expands the Find window to its larger form (shown below).
- G** Click here to clear and un-check the search description.
- H** Click here to start the search. Button name is "Find All" if no description is checked. Otherwise, it's "Find."



Find window containing an active search description

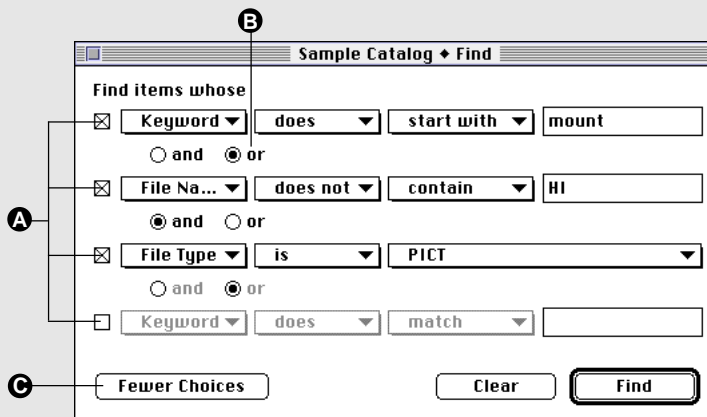


Find window when clear

Use the expanded Find window for a more complex search

In the expanded Find window, you can give Fetch as many as four search descriptions to combine in a single search. Click "More Choices..." in the small Find window to display this larger version of the window.

- A** Check each box in turn to start another search description.
- B** Choose "and" to narrow the search, "or" to broaden it.
- C** Click here to reduce Find window to its smaller form.



Tip

To quickly search for all items with a particular keyword, open the Catalog Info window, locate the keyword in the keyword list (you will also see how many items include that keyword), then double-click the keyword. Fetch will display the Gallery window with all the items using that keyword. To return to the Catalog Info window, double-click on the Gallery window's upper left corner, directly on the item count.

Shortcuts

Open "Definitions" dialog box ("Define..." on Search menu)
Command + K

Carry out default search ("Default" on Search menu)
Command + D

Open "New Definition" dialog box ("New" button in "Definitions" dialog box)
Command + N

Delete a definition ("Delete" button in "Definitions" dialog box)
Command + D

Rename a definition ("Rename" button in "Definitions" dialog box)
Command + R

Open "Edit Definition" dialog box ("Edit" button in "Definitions" dialog box)
Return

Close the "Definitions" dialog box ("Done" button in "Definitions" dialog box)
Command + Return

Streamlining your searches

Extensis Fetch has several options that can help you search through a catalog quickly and effectively. For example, you can:

- Choose the most efficient searches for Fetch to carry out.
- Name and save frequently used searches (to save yourself from having to re-enter the descriptions each time).
- Customize the default search that Fetch carries out whenever you open a catalog or choose "Default" from the Search menu.

Searching more efficiently

When you search on "Keyword" or "File Name," choose "matches" from the modifier popup menu for the fastest searches, or "starts with" for searches that are nearly as fast. These searches are always faster (more efficient) because Fetch uses indexes built into the database.

Other types of searches may be a little slower because Fetch must examine every entry in the database:

- Searching on file type or volume is slower when there is a large number of items that match what you are looking for.
- Searching on keyword or filename using "contains" or "ends with" can be slower when the catalog is large.

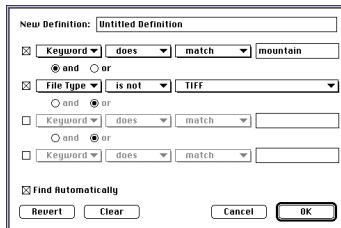
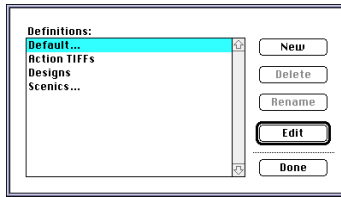
Volumes referenced in the catalog need not be mounted before you search.

Saving search definitions

If you routinely use a particular set of items in a catalog, you can name and save a search definition that retrieves those items.

Your named searches appear on the Search menu below the predefined searches "Default" and "Previous." Whenever you want to carry one out, choose its name from the Search menu. You can save up to 29 defined searches.

Note: In a network environment, each user can create up to 29 personal search definitions that are not visible to other users.



Searches on names without an ellipsis are carried out automatically. Searches on names with an ellipsis open the Find window and display the search description.

To define and save a search:

1. Choose “Define...” from the Search menu.
2. In the “Definitions” dialog box, click “New.”
3. In the “New Definition” dialog box:
 - Type a name for the new definition, then enter one or more search descriptions just as you would in the Find window. The dialog box initially contains the descriptions from the current contents of the Find window.
 - Check “Find Automatically” if you want Fetch to carry out the search automatically when you choose its name from the Search menu. Leave this option unchecked if you want Fetch to simply open the Find window and display the search description.
4. Click “OK” to return to the “Definitions” dialog box, then click “Done” to close the dialog box and save the search definition.

Fetch stores the search definition you just created in its Preferences file. You can share your search definitions with other users by providing them with a copy of this file. You will find the Extensis Fetch™ Prefs file in the Extensis Fetch™ Preferences folder in the Preferences folder of the System folder.

You can also use the “Define...” command to rename or to remove search definitions from the list, or to edit any of the searches.

Using the default search

You can use the “Define...” command to edit the default search definition so that it retrieves the items you use most often. Fetch carries out the default search the first time you open a catalog after starting the program or whenever you choose “Default” from the Search menu. Change the definition as often as you wish to reflect your current needs. You can edit the default search, but not rename or delete it.

For more information about setting a default catalog or project, see “Setting preferences.”

Viewing search results

Extensis Fetch displays the results of a search in the Gallery window. You can see the Gallery window in Thumbnail view (for visual browsing) or Text List view (for more information). In either view, you can scroll and select items to preview, print, edit, or use in other documents.

Working in Thumbnail view

Thumbnail view	
<p>Thumbnail view shows a small thumbnail image and minimal text information for each item in the window. Resize the window to see more or fewer thumbnails at once. Scroll to see thumbnails not currently visible.</p> <p>A Displays the name of the open catalog.</p> <p>B Displays the number of items found from the latest search. Double-click here to open the Catalog Info window.</p> <p>C Displays the status of the latest search. Double-click here to open the Find window.</p> <p>D Press Option + click here to make the window fill the screen.</p> <p>E Double-click here to change to Text List view.</p>	

To do this...	Follow this procedure...
Reorder all items in the window	Choose one of the “by” commands from the View menu. The “by” commands allow you to reorder the items by the order they were entered into the catalog, filename, file type, volume, or folder.
Select an item	Click its thumbnail. Or click the text below the thumbnail. To add another item to the selection, press Command + click the thumbnail. To select all items between the last and current item, press Shift + click the thumbnail.
Preview an item	Double-click the thumbnail. Or select the item, then press Return or choose “Preview” from the Item menu (Command + J). For faster scrolling and zooming of still images with G-World, hold down the G key while previewing.
Display an item’s information window	Double-click the text below the thumbnail. Or select the item, then choose “Get Info” from the Item menu (Command + I).
Edit an item’s source file	Press Option + double-click the thumbnail. Or select the item, then choose “Edit Original” from the Item menu (Command + G). To edit the source file in an application other than the one last associated with its file type and creator, press Option + Command + G.
Copy the item into another document	Select the item, then choose “Copy” from the Edit menu (Command + C). The selected item is stored on the Clipboard and is available for pasting into another document. If the item is very large and your RAM is limited, you may not be able to copy the item onto the Clipboard.

Working in Text List view

Text List view	
<p>Text List view shows a list box in the top half of the window and the thumbnail, keyword list, and description of the selected item in the bottom half. Scroll the list box to see items not currently visible.</p> <p>A Displays the name of the open catalog.</p> <p>B Displays the number of items found from the latest search. Double-click here to open the Catalog Info window.</p> <p>C Displays the status of the latest search. Double-click here to open the Find window.</p> <p>D Press Option + click here to make the window fill the screen.</p> <p>E Double-click here to switch to Thumbnail view.</p>	

To do this...	Follow this procedure...
Reorder all items in the window	Click a column heading. Or choose one of the “by” commands from the View menu. The default is the order in which the items were added to the catalog. Note: Gallery list reverts to “view by order” after each search.
Select an item	Click its row in the list box. To add another item to the selection, press Command + click the row. To select all items between the last and current item, press Shift + click the row.
Preview an item	Select the item; then press Return, double-click the thumbnail, or choose “Preview” from the Item menu (Command + J). For faster scrolling and zooming of still images with G-World, hold down the G key while previewing.
Display item’s information window	Double-click a row in the list box. Or select the item, then choose “Get Info” from the Item menu (Command + I).
Edit an item’s source file	Select the item; then press Option + double-click the thumbnail or choose “Edit Original” from the Item menu (Command + G). To edit the source file in an application other than the one last used for similar files, press Option + Command + G.
Edit an item’s keyword list	Select the item, then double-click the word “Keywords” (Command + Y).
Edit an item’s description	Select the item, then double-click the word “Description” (Command + U).
Copy item’s source file onto the Clipboard	Select the item, then choose “Copy” from the Edit menu (Command + C). See also “Using an item in another document.”

Window	
Gallery	⌘R
Pasteboard	⌘B
Carousel-Illustrator Logo ♦ Info	
Carousel-Illustrator Logo	
Mt Hood ♦ Info	
Mt Hood	

Previewing an item

If you would like to look more closely at any image or play sound or movie items, open a Preview window. You can have as many Preview windows open as memory allows (you may need to allocate more memory to the Fetch program).

The names of all open Preview windows appear on the Window menu together with the names of any open Info windows.

Before displaying an item in a Preview window, Extensis Fetch must be able to locate the item's source file—that is, the original file from which the catalog entry was made. Fetch alerts you when a source file cannot be located.

Note: In order to play movies and sounds, and view 32-bit color thumbnails, you must have the QuickTime extension installed in your System Extensions folder. QuickTime 2.5 is installed automatically when you install Fetch.

To preview an item:

Select the item, then press Return (or Enter).

or

Double-click its thumbnail in the Gallery, Pasteboard, or Info window.

or

Select the item, then choose “Preview” from the Item menu (Command + J).

Shortcuts

Open a Preview window
 (“Preview” on Item menu)
Command + J *or*
 Double-click thumbnail *or*
 Select item, then press Return

Close active Preview window
 (“Close” on File menu)
Command + W *or*
 Click close box

Close all active Preview
 and Info windows
Option + click close box

Return to Gallery window
 (“Gallery” on Window menu)
Command + R *or*
 Double-click image

Return to Pasteboard window
 (“Pasteboard” on Window menu)
Command + B

For faster scrolling and zooming of still images with G-World, open the Preview window while pressing the G key.

Note: Some file types cannot be previewed. Among these are applications and Fetch catalogs and projects. For a complete listing of file types recognized by Fetch and whether or not they can be previewed, refer to “Adding a file type.”

The Preview window lets you display and manipulate an item in various ways depending on the item's type (image, sound, movie), as described on the following pages.

Working with a still image in a Preview window

Previewing still images	
<p>A still image initially appears in a Preview window either at actual size (100% magnification) or scaled to fit a window appropriate to your screen size, depending on your preference settings.</p> <p>A File name of the item in the window</p> <p>B File type</p> <p>C Image size using the unit of measure specified as the preference</p> <p>D Current magnification</p> <p>E Preview window cursor</p> <p>F Partial-image selection area</p> <p>G Resize box</p>	

To do this...	Follow this procedure...
Select a portion of the image	Drag a box around the area.
Select the whole image	Choose "Select All" from the Edit menu (Command + A).
Increase magnification in window	Press Shift + click image.
Decrease magnification in window	Press Option + click image.
Return image to actual size	Press Shift + Option + click image.
Increase both magnification and window size	Choose "Zoom In" from the View menu (Command + + (plus sign)).
Decrease both magnification and window size	Choose "Zoom Out" from the View menu (Command + - (hyphen or minus sign)).
Return image to actual size (100%) and adjust window size to fit	Choose "Actual Size" from View menu (Command + ` (accent)).
Edit image's source file	Select the item; then press Option + double-click the thumbnail, or choose "Edit Original" from the Item menu (Command + G). To edit the source file in an application other than the one last used for similar files, press Option + Command + G.
Copy image to Pasteboard window	Choose "Copy to Pasteboard" from the Item menu (Command + M).
Copy image to the Clipboard	Choose "Copy" from the Edit menu (Command + C). See also "Using an item in another document."
Open item's information window	Choose "Get Info" from the Item menu (Command + I). Or double-click the information bar (above the image).

Working with a movie in a Preview window

Previewing movies	
<p>A movie item appears in the Preview window at its actual size with a standard QuickTime control bar that lets you start, stop, and step through the movie; select frames; and control the volume. You cannot resize a movie preview.</p> <p>A Filename of the movie in the window</p> <p>B File type (MooV)</p> <p>C Movie drop-down menu</p> <p>D Movie duration</p> <p>E Badge (if control bar is not present)</p> <p>F QuickTime control bar</p> <p>G Volume control (if movie has sound)</p> <p>H Play button</p> <p>I Play bar</p> <p>J Step buttons</p>	<p>The diagram illustrates the QuickTime movie preview window and its controls. The left window shows the movie 'Water Skiers' with a duration of 00:04.36. The right window shows the same movie with the context menu open, displaying options like 'Loop', 'Loop Back and Forth', 'Play Selection Only', 'Go To Poster Frame', and 'Hide Controller'. The controls include a play button, a play bar, step buttons, and a volume control.</p>

To do this...	Follow this procedure...
Select part of the movie	Press Shift + drag within the play bar (selected frames appear highlighted).
Play or pause the movie	Click the play button. Or press the spacebar. Or double-click the movie to play, click to pause.
Control playback speed	Press Control + click either of the step buttons.
Step forward or backward one frame	Click the forward or backward step button, or press the right or left arrow key.
Jump to first or last frame	Press Home or End.
Increase or decrease volume	Click the volume control and adjust the slider. Or use the up and down arrow keys.
Show or hide the play bar	Press Tab.
Edit the movie's source file	Choose "Edit Original" from the Item menu (Command + G). To edit the movie in an application other than the one last associated with its file type and creator, press Option + choose "Edit Original..." (Option + Command + G).
Copy movie to Pasteboard window	Choose "Copy to Pasteboard" from the Item menu (Command + M).
Copy movie to Clipboard	Choose "Copy" from the Edit menu (Command + C). See also "Using an item in another document."
Open movie info window	Choose "Get Info" from the Item menu (Command + I).

Working with a sound in a Preview window

Previewing sounds	
<p>A sound item in the Preview window appears and works much the same as a movie item, except that there is no visual component. The QuickTime control bar lets you start, stop, and step through a sound item; select part of the sound item; and control the volume.</p> <p>A Filename of the sound in the window</p> <p>B File type</p> <p>C Sound drop-down menu</p> <p>D Sound duration</p> <p>E QuickTime control bar</p> <p>All of the Preview window shortcuts and procedures for movies also work for sounds.</p>	

Working with a KODAK Photo Image in a Preview window

Previewing KODAK Photo CD images	
<p>A KODAK Photo CD image is a still image file saved in a format compatible with KODAK's Photo CD imaging software and hardware.</p> <p>The Preview window for a KODAK Photo CD image is the same as the Preview window for other types of still images, with the addition of a drop-down menu that lets you display the image at different resolutions and rotate or flip the image. If you have selected a part of the image, choosing a command from this menu opens a new Preview window.</p> <p>Otherwise, all of the shortcuts and procedures for working with a still image also work for KODAK Photo CD images.</p>	

Working with a QuickDraw 3D image in a Preview window

Previewing QuickDraw 3D images	
<p>A QuickDraw 3D image is a three dimensional drawing that can be cataloged with Fetch (available only on Power Macintosh and like machines).</p> <p>A Click the Views button to select a particular view from the pop-down menu.</p> <p>B Views pop-down menu.</p> <p>C Click the Zoom button to enlarge (magnify) or reduce the image in the window.</p> <p>D Click the Rotate button to spin the model in 3D space.</p> <p>E Click the Move button move the object around inside the window.</p>	

To do this...	Follow this procedure...
Edit image's source file	Select the item; then press Option + double-click the thumbnail or choose "Edit Original" from the Item menu (Command + G). To edit the source file in an application other than the one last used for similar files, press Option + Command + G.
Copy image to Pasteboard window	Choose "Copy to Pasteboard" from the Item menu (Command + M).
Copy image to the Clipboard	Choose "Copy" from the Edit menu (Command + C). See also "Using an item in another document."
Copy current view of image as a picture clipping	Hold down the Option key and drag the image to the Finder (desktop).

Working with an item's source file

Once you have identified a catalog item you want, you can work with it from within the open catalog. For example, you can:

- Switch to another program to edit the source file (the original file to which the catalog entry points).
- Move, copy, or delete the source file.
- Copy the item to the Clipboard, switch to another program, and then paste the item in a document.
- Copy a reference (or pointer) to the Clipboard or send a reference directly to a supporting application.
- Find out more information about the item.
- Print or fax thumbnails or the item itself.

Important: In a multi-user setting, be careful about moving or deleting source files unless you are sure that the entire workgroup wants the files moved or deleted.

To edit an item's source file:

- 1. Select the item in the Gallery or Pasteboard window.**

Or open a Preview or Info window that contains it.

- 2. Choose “Edit Original” from the Item menu.**

Extensis Fetch remembers the name and location of the application last used to edit the source file for any item of the same type and creator. If necessary, you will be prompted to choose an application and to specify where the application is located.

Fetch opens the application, which in turn opens the source file for editing.

Note: When using the “Edit Original” command with a catalog or project, Fetch will try to open the catalog or project using the version of Fetch currently running. If the catalog or project is incompatible with this version of Fetch, you will be able to select the appropriate version from the “Edit Original” dialog box.

- 3. Make the changes you want, save the file, and quit the application.**

After quitting the editing application, you are returned immediately to Fetch.



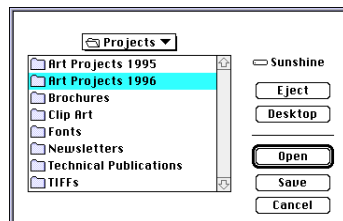
Tip

To edit the source file in an application other than the one that Fetch last associated with a particular file type and creator, press Option while choosing “Edit Original...” from the Item menu. The new application becomes the one that Fetch will remember until you change it again.

4. Choose “Update Now” from the Admin menu to update the item’s thumbnail in the catalog.

Otherwise, the next time that you print, preview, edit, move, or copy the item, you will be prompted to update it.

Note: You can eliminate this prompt by setting “Skip Add/Update Dialog” option in the Preferences dialog box—for more details, refer to the section “Setting preferences.”

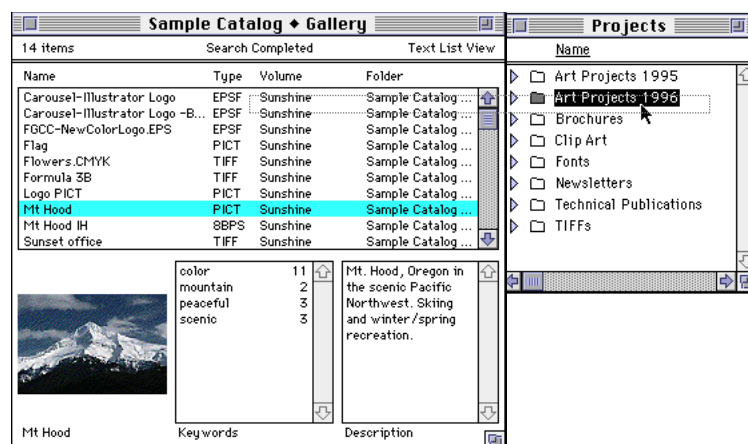


To copy a source file:

1. Select the item in the Gallery or Pasteboard window and drag it over the folder you wish to move it to.

Note: Drag-copying source files in Fetch works just like dragging files in the Finder. That is, if you drag a thumbnail to a folder on the same volume, the file is moved. If you drag it to another volume, the file is copied. Holding down the Option key while dragging on the same volume forces the file to be copied. “Copy Original...” makes a copy of the source file, keeping the link between the catalog item and the original copy only.

2. If you are not drag-copying the item, after selecting it, choose “Copy Original...” from the Item menu.
3. In the file directory dialog box, locate and open the folder where you want the copy or the original to go.
4. Click “Save.” Fetch will then copy the source file into the opened folder.



To move a source file:

1. Select the item in the Gallery or Pasteboard window.
2. Choose “Move Original...” from the Item menu.
3. In the file directory dialog box, locate and open the folder where you want the original to go.
4. Click “Folder.” Fetch will then move the source file into the opened folder.

Note: “Move Original...” moves the source file from its current location to the one you specify. If the source file is locked, “Move Original...” will not move the file, but will instead make a copy of it and move it to the new location.

Fetch does *not* automatically update the catalog after you move a file. Instead, you must select the item and choose “Update Now” from the Admin menu, or respond to the update prompt the next time you try to print, preview, edit, or get information about the item.

To delete a source file:

1. Select the item in the Gallery or Pasteboard window.
2. Choose “Delete Original...” from the Item menu.

Be very careful about using the “Delete Original...” command to delete source files. Files deleted in this way do not go into the Trash, they are deleted immediately. Once you confirm the deletion within Fetch, the files are deleted and cannot be recovered.
3. Click “Cancel” if you change your mind or “OK” to go ahead and delete the file.

Important: Deleting the source file does not delete the item from the catalog. You can, for example, scan a series of photographs, catalog the scanned images, then delete the original files. You’ll still have the catalog entries as a way of keeping track of the original photographs. If you do decide to delete the catalog entries as well, use the “Delete...” command on the Admin menu, or select the item and press Delete.

You can also use the “Purge...” command on the Admin menu to check whether or not Fetch can still locate the source file for a catalog item, then delete the item if you want. For more information about deleting and purging items, see “Maintaining a catalog.”

Using an item in another document

Fetch lets you use the cataloged source files in other publications or presentations. For example, you might include a SuperPaint illustration in a PageMaker publication or import a QuickTime movie into a Persuasion presentation. Fetch lets you copy any such source file (or part of it) to the Clipboard and then, in the receiving application, paste it in the document you want.

You can drag files from the Gallery or Pasteboard windows into the receiving application, if the application is drag-capable. Extensis provides drag and drop plug-ins for some applications that would not otherwise have this capability (for example, QuarkXPress). See the ReadMe file for specific information on drag-capable applications.

For an increasing number of applications that are *Fetch-aware*, Fetch can copy or send a reference only, so that the receiving document receives a reference, or pointer, to the original file rather than the entire file.

Fetch-awareness can vary from supporting a special Clipboard format for copying and pasting a reference to supporting the “Place Apple Event.” For information on how to use the different transfer methods, see the procedures described below. For details regarding how your application supports Fetch, refer to Chapter 4: Using Fetch with Other Products, or contact the application’s manufacturer.

Transferring Extensis Fetch catalog items to other documents

If the receiving application...	Use this command...	To transfer...
Supports “Place Apple Event”	Send Reference...	One or more whole items to any computer on the network.
Is or is not Fetch-aware	Copy	A single item or the selected part of an item to another application on the computer you are using.
Supports FETCH Clipboard format	Copy Reference	One or more whole items, with either text (pathname to original file) or thumbnails, to another application on the computer you are using.
Supports FETCH Drag and Drop	Select and drag	One or more whole items to the application

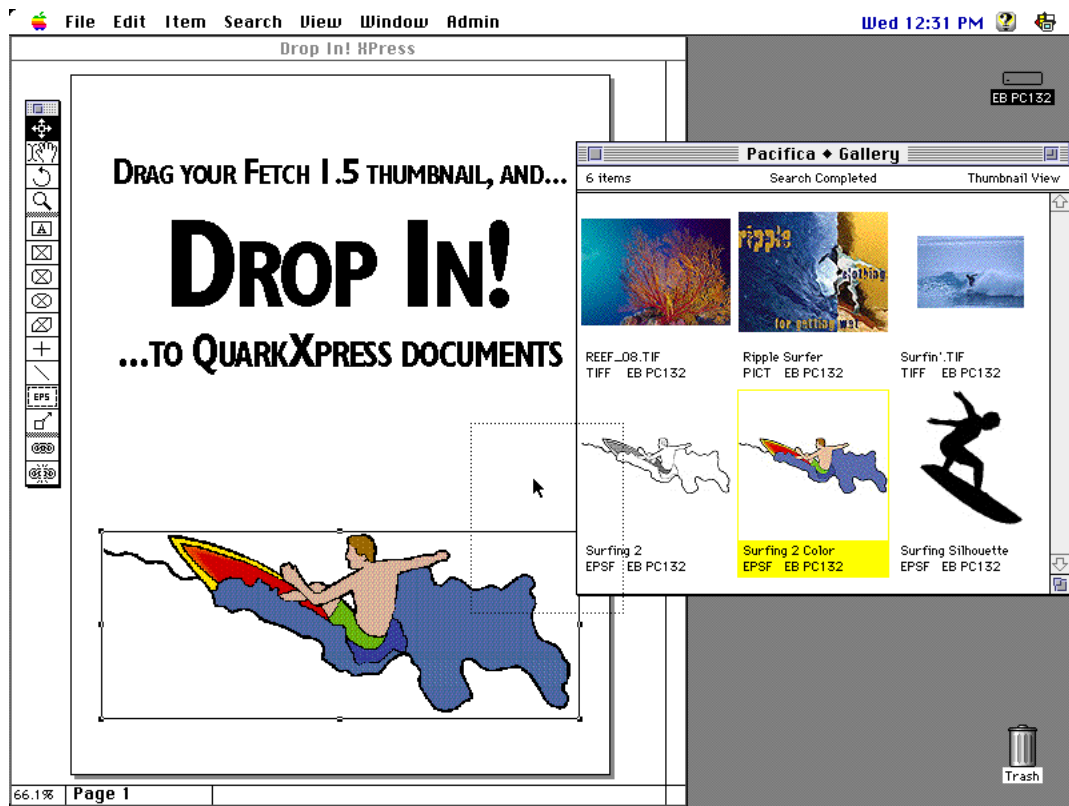
Placing an item in another application

Note: Your application must support Fetch Drag and Drop to use this feature. If Fetch supplies a Drag and Drop plug-in for the application, the plug-in must be installed in the application.

To drag-place an item:

1. In Fetch, select an item (or several items) in either the Gallery or Pasteboard.
2. Drag and drop the item(s) into an open document in the receiving application.

If the receiving application can accept the item's file type, the item will be "placed" in the application.



Transferring a file

Copying an item from Fetch and pasting it in your page layout or other application uses the Macintosh Clipboard and copies the entire source file (or selected part thereof) into the receiving application. You can use this method to transfer any catalog item to any appropriate application, whether it is Fetch-aware or not. The receiving document increases in size by the size of the original file or of the selected portion of the file.

You can always copy all or part of an item. Its format, however, may change when placed in the Clipboard. The format change depends on the item's original file type:

- Copying a still image (such as EPSF, TIFF, DCS) to the Clipboard changes it to a PICT format. Of particular note are EPSF images. If you copy an entire EPSF image, Fetch places PostScript information in the resulting PICT. If you copy only part of the EPSF image, the resulting PICT will lack the PostScript information and not print correctly.

If you need to preserve the image's original format, you must manually import the image into the application.

- Copying a movie, in all or in part, copies only the movie reference, not the actual frames.
- Copying a sound changes it to the SND format.

To transfer an item or part of an item using “Copy”:

- 1. In Fetch, select an item. Or open a Preview window that contains an item and select the part of the item you want.**
- 2. Choose “Copy” from the Edit menu.**
- 3. In the receiving application, choose “Paste” from the Edit menu.**

Transferring a reference

Copying or sending a reference is preferable to copying and pasting a file because the receiving document has the option of storing only the reference rather than the entire file. Storing only a reference minimizes the size increase of the receiving document.

How you place an item in the receiving document depends upon the application you are using. Some Fetch-aware applications require you to paste the reference into the document; others provide a palette or other mechanism for selecting and placing the item. For details, refer to the documentation provided by the application's manufacturer.

To transfer one or more items using “Copy Reference”:

- 1. In Fetch, select one or more items.**
- 2. Choose “Copy Reference” from the Edit menu, then choose “Include Text” or “Include Thumbnails” from the submenu.**

Include the text when the receiving application does not accept thumbnails. Include the thumbnail when the receiving application does accept text.

- 3. In the receiving application, place the item according to procedures described in the application’s own documentation.**

Note: You can copy no more than 125 items at a time. If you have more than 125 items selected when you choose “Copy Reference,” Fetch displays a message asking you to select fewer items and to retry the Copy command.

To transfer one or more items using “Send Reference...”:

- 1. In Fetch, select one or more items.**
- 2. Choose “Send Reference...” from the Item menu.**
- 3. In the dialog box, identify and locate the receiving application.**

The application can be on your own computer or on another Macintosh on the network.

- 4. In the receiving application, place the item according to procedures described in the application’s own documentation.**

Viewing item or catalog information

When you want to know more about an individual item than Extensis Fetch displays in either Thumbnail or Text List view, select the item and open an Info window. You can have as many Info windows open as memory allows. A separate Catalog Info window provides additional detail about the catalog as a whole.

Working in the Catalog Info window

The Catalog Info window	
<p>The Catalog Info window provides detailed information about the number of items in the catalog, the size of the catalog, modification dates, all keywords used, and all volumes on which any catalog items reside.</p> <p>A Displays catalog name.</p> <p>B Displays information about the catalog's filename, size, and location.</p> <p>C Displays information about the catalog, including the name of the person who last set the password if any.</p> <p>D Displays the master keyword list and lists the number of files containing each keyword.</p> <p>E Displays a list of all volumes referenced by the catalog, with unmounted volumes in italics.</p>	<p>The screenshot shows the 'Sample Catalog + Catalog Info' window. Callout A points to the title bar. Callout B points to the 'Catalog Info' section, which includes fields for File, Size, Created, Modified, and Where. Callout C points to the 'Fetch Info' section, which includes Total Items, Total Keywords, Keywords: Edits Allowed, Descriptions: Edits Allowed, Password By, and Date Last Set. Callout D points to the 'Keywords' list, which includes a list of keywords and their corresponding file counts. Callout E points to the 'Volumes' list, which includes a list of volumes and their corresponding file counts.</p>

To do this...	Follow this procedure...
Open the Catalog Info window	Choose "Catalog Info..." from the File menu. Or double-click the left end of the information bar in the Gallery or Pasteboard window.
Retrieve all items with this keyword	Double-click that keyword in the "Keywords" list box.
Refresh the keyword list	Double-click the word "Keywords."
Refresh the volume list	Double-click the word "Volumes."
Toggle the keyword list order	Press Option + click "Keywords" to toggle the order between alphabetical and frequency-of-use.

Working in the Info window

The Info window	
<p>An Info window displays detailed information about an item, including its filename, type, size, creation and modification dates, pathname, keywords, and description. Fetch lists open Info windows on the Window menu.</p> <p>A Displays the item's filename.</p> <p>B Displays information about the item's source file. Size, creator, and creation and modification dates are taken from information in the source file. If the information is <i>italicized</i>, the information came from the last time Fetch looked at the file.</p> <p>C Displays information about the item's entry in the Fetch catalog.</p> <p>D Click here to see more information in either of these fields.</p> <p>E Displays the item's description.</p> <p>F Displays the item's keyword list.</p> <p>G Displays the item's thumbnail.</p>	<p>The screenshot shows the 'Mt Hood ♦ Info' window. Label A points to the title bar. Label B points to the 'File Info' section, which includes 'File Name: Mt Hood', 'Volume: Sunshine', 'Created: 9/24/94 8:32 AM', 'Size: 261,945 bytes', 'Creator: 8BitM', and 'Modified: 9/24/94 8:32 AM'. Label C points to the 'Fetch Info' section, which includes 'Cataloged: 10/6/96 9:06 PM', 'File Type: PICT', 'Edit Using: N/A', and 'Thumbnail: 1 and 32-bit'. Label D points to a small icon in the top right corner. Label E points to the 'Description' field, which contains the text 'Mt. Hood, Oregon in the scenic Pacific Northwest. Skiing and winter/spring recreation.' Label F points to the 'Keywords' list, which contains 'color', 'mountain', 'peaceful', and 'scenic'. Label G points to the thumbnail image of Mt. Hood. The window also shows dimensions '5.0" x 3.36"' at the bottom right.</p>

To do this...	Follow this procedure...
Open an Info window	In Thumbnail view of the Gallery or Pasteboard window, double-click the text below the thumbnail. Or select one or more items, then choose "Get Info..." from the Item menu (Command + I). In Text List view, double-click an item in the list. Or select one or more items, then choose "Get Info..." In a Preview window, double-click the center of the information bar. Or choose "Get Info..." from the Item menu.
Edit the description	Double-click the word "Description." Or choose "Description..." from the Edit menu (Command + U).
Edit the keyword list	Double-click the word "Keywords." Or choose "Keywords..." from the Edit menu (Command + Y).
Retrieve all items with this keyword	Double-click that keyword in the list.
Toggle the keyword list order	Press Option + click "Keywords" to toggle the order temporarily between alphabetical and frequency-of-use. To change the default order, use the "Preferences..." command on the Edit menu.
Preview the item	Double-click the thumbnail. Or choose "Preview" from the Item menu (Command + J). For faster scrolling and zooming of still images with G-World, hold down the G key while previewing.
Edit the source file	Press Option + double-click thumbnail. Or choose "Edit Original" from the Item menu (Command + G). To edit the source file using an application other than the one that Fetch last associated with the item's file type and creator, press Option + Command + G.

Setting preferences

The rest of Chapter 2 describes a number of features that let you customize Fetch to suit your working style and help you work more productively:

- Set workstation preferences using the “Preferences...” command from the Edit menu.
- Share preferences with other users.
- Use the Pasteboard window as a temporary staging area for items found from multiple searches.
- Create a project file that contains a set of items to which you want quick access or that you want to send to another Fetch user.
- Use the “Print...” command to print thumbnails or full-size images from within Fetch, or to send thumbnails or images via fax modem to another user.

Tip

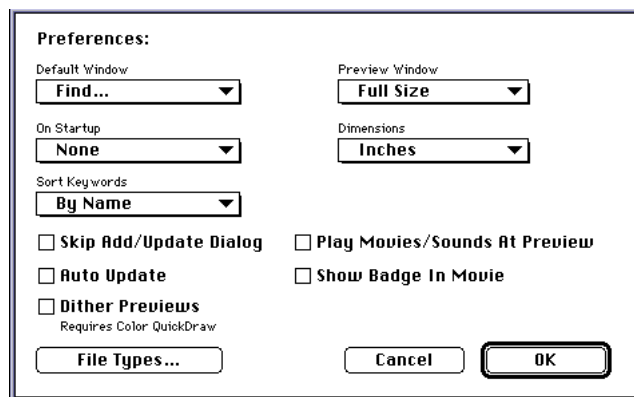
Two other helpful options include setting a default catalog or project and customizing the default search.

To set a default catalog or project, use the “Default Document...” command on the File menu or the “Save as Default Document” check box in the “Open,” “Open Project,” “New,” and “Save As Project” dialog boxes. The default catalog is the one that Fetch opens automatically when you double-click the Fetch application icon or to which it adds new items when you select and drag one or more document icons over the Fetch icon when Fetch is not running

To edit the default search, use the “Define...” command on the Search menu. The default search is the one that is carried out automatically the first time that you open a catalog after starting the program or when you choose “Default” (Command + D) from the Search menu. For information about using the “Define...” command, see “Streamlining your searches.”

To set or change preferences:

1. Choose “Preferences...” from the Edit menu.

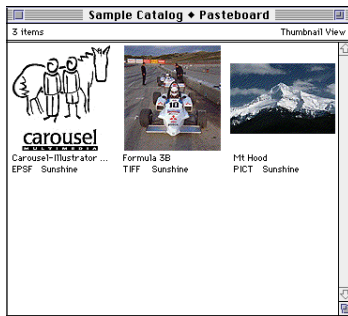


Note: If the Fetch Preferences file has been locked using the Finder's “Get Info” dialog box, Fetch will display a message stating this before displaying the “Preferences” dialog box. You can make changes in the “Preferences” dialog box when the Fetch Preferences file is locked, but Fetch will not save those changes when you quit the program.

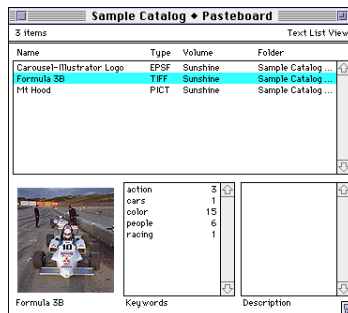
2. Choose the options you want, then click “OK.”

Setting preferences in Extensis Fetch

Option	Choices	Description
Default Window	Find...	Makes Find window active when you open a catalog; displays the default search in the Find window.
	Gallery (Text List)	Makes Gallery window active when you open a catalog; performs a "Find All" search; displays result of search in Gallery window in Text List view.
	Gallery (Thumbnail)	Makes Gallery window active when you open a catalog; performs a "Find All" search; displays result of search in Gallery window in Thumbnail view.
On Startup	None Open Document	Double-clicking the application icon starts the program. Double-clicking the application icon starts the program, then opens the file directory dialog box where you can choose a catalog or project to open. To start Fetch using this option at any time, press Option + double-click the application icon.
	Default Document	Double-clicking the application icon starts the program and opens the catalog or project identified as the default.
Sort Keywords	By Name	Sorts item keyword lists alphabetically.
	By Occurrences	Sorts item keyword lists by frequency-of-use. To toggle the order temporarily, press Option + click "Keywords" below the keyword list box.
Preview Window	Full Size	Displays previews at full size (100% magnification).
	Scaled to Fit	Displays previews at a magnification that Fetch chooses based on the size of your monitor.
Dimensions		Sets the default measurement system for displaying dimensions (inches, points, picas, centimeters, or millimeters).
Skip Add/Update Dialog		When checked, does not display the "Add/Update Options" dialog box when you choose "Add/Update Items..." from the Admin menu. Press Option + choose "Add/Update Options..." to toggle the default temporarily.
Auto Update		When checked, automatically updates the location of a file when you move it.
Dither Previews		When checked, attempts to improve the display of color and grayscale images when viewed at a lower bit depth than the original image (for example, on a monochrome monitor). Using this option requires more memory and may result in slower drawing of previewed images. To turn on dithering, hold down Shift key while previewing; to turn off, hold down Command key while previewing. Requires Color QuickDraw.
Play Movies/Sounds at Preview		When checked, movie and sound items play automatically when previewed.
Show Badge in Movie		When checked, movies appear in Preview windows with a badge rather than a control bar. Click the badge or press Tab to display the control bar when you want it.



The Pasteboard window in Thumbnail view



The Pasteboard window in Text List view

Using the Pasteboard window

The Pasteboard window is a place where you can temporarily store items while a catalog is open. For example, you might select items displayed in the Gallery window as the result of a series of searches, copy them to the Pasteboard window, and then do any of the following:

- Select items in the Pasteboard window, then choose “Preview” from the Item menu to compare the items and pick the one you really want. For information about previewing, see “Previewing an item.”
- Select items, choose “Export...” from the Admin menu to export the items, and then import them into a new or another catalog. For more information, see “Maintaining a catalog.”
- Select items, then copy and paste them into another document or copy or send references to the items as described in “Using an item in another document.”
- Choose “Print...” from the File menu to print the set of thumbnails. For more information, see “Printing catalog items.”

The Pasteboard window functions like the Clipboard but is able to hold more than one item at a time. Fetch clears the Pasteboard window when you close the catalog. You can display the Pasteboard window, like the Gallery window, in Thumbnail view or Text List view. All of the procedures and shortcuts (except for searching) used in the Gallery window also work in the Pasteboard window. For details, see “Viewing search results.”

To copy an item to the Pasteboard:

Select one or more items in the Gallery window, then choose “Copy To Pasteboard” from the Item menu. —or—

Press Control + click the item’s thumbnail in the Gallery window, Info window, or List view. —or—

Drag items from the Gallery to the Pasteboard.

By selecting and copying items one at a time, you can ensure that the items appear in the Pasteboard window in exactly the order you want. If you select multiple items to copy, they will appear in the Pasteboard in the order they appear in the Gallery window.

To see the contents of the Pasteboard window:

Choose “Pasteboard” from the Window menu, or press Command + B.

To clear an item from the Pasteboard window:

Select the item, then choose “Clear” from the Edit menu.

Shortcuts

Open Pasteboard window
 (“Pasteboard” on Window menu)
Command + B

Copy selected item to
 Pasteboard window
 (“Copy To Pasteboard” on Item
 menu)
Command + M or
 Press Control + click thumbnail

Clear selected item from
 Pasteboard window
 (“Clear” on Edit menu)
Clear

Creating a “project” in Extensis Fetch

An Extensis Fetch project is a collection of references to items from a single catalog that you save as a separate file. Use a project for work in progress or to give or send items to another user. Because a project file includes only references or *pointers* to items in the original catalog, it is small in size and can easily be mailed to a user electronically or copied to a floppy disk.

Consider these scenarios and imagine how project files could help you:

- An editor uses a project file to send images to a designer or production artist for the final layout of an article.
- At a newspaper, a photo editor regularly catalogs newly scanned photos, then circulates a daily or weekly project file that contains only the most recent photos for editors to review.
- A production artist who is completing a monthly newsletter creates a project file that contains all the necessary artwork. Without having to search for all the images in a catalog, the artist merely opens the newsletter project.

Item	
Get Info	⌘I
Preview	⌘J
Copy To Pasteboard	⌘M
Send Reference...	
Edit Original	⌘G
Show in Finder	
Copy Original...	
Move Original...	
Delete Original...	
Save As Project...	

Extensis Fetch project icon



To create a project:

1. In either the Gallery or Pasteboard window, select the items you want.
2. Choose “Save As Project...” from the Item menu.
3. In the file directory dialog box, enter a name, then click “OK.”

To open and use a project:

Regardless of whether Fetch is currently running, you can either:

- Double-click the project icon in the Finder.
- Or drag the project icon over the Fetch application icon.

If Fetch is running and:

- A catalog is open, choose “Open Project...” from the File menu, then select the project.
- No catalog is open, choose “Open...” from the File menu, then select the project.

Fetch must be able to locate the catalog when you or another user opens a project created from it. When you open the project, Fetch opens the catalog from which the project items were saved, then opens the Pasteboard window and copies the project items to it. If the catalog was already open, Fetch adds the project items to any items already in the Pasteboard window.

To make projects even easier to use, you can create an alias for a frequently used project, and place that alias in your Apple Menu Items folder (in your System folder). Your project will then appear in the Apple Menu. Selecting the project from the menu will launch Fetch (if it's not running already) and open the project.

Printing catalog items

Although you will typically find and select a catalog item either to edit the source file or use it in another document, you might want to print from the catalog itself—to show to a client, for example, or to evaluate items for possible use in a document.

When you choose “Print...” from the File menu, Fetch prints the contents of the active window. Thus, to print thumbnails, print from the Gallery or Pasteboard window. To print a single full-size image, print from a Preview window. If you have a fax modem installed in your computer, you can also use the “Print...” command to fax thumbnails or images to another person. Use the Chooser to specify the output device that you want.

When you choose the “Print...” command, the resulting dialog box reflects what you have in the active window:

- If the active window is a Preview window, what you see is the standard Macintosh “Print” dialog box that contains no special options for Fetch.
- If the active window is the Gallery or Pasteboard window the print dialog box will show the options described in the table below. *Note: Options may vary with different printer drivers.*

Options for printing thumbnails

Print Option	Choices	Description
Print Using...	Actual Images	Prints thumbnails using the original source files if available. This option generally yields a higher-quality output, but can be time consuming because Fetch must open and process each item's source file when creating its thumbnail. Thumbnails in the catalog are substituted for any actual images that are not found. Fetch will not look for images from files that have been moved.
	Thumbnails in Catalog	Always prints from the thumbnail images available in the catalog.
Quality	Best (slowest)	Provides the highest-quality output and the slowest print times.
	Better	Provides medium-quality output at moderate print times.
	Good (faster)	Provides the lowest-quality output but the fastest print times.
Larger Thumbnails		When checked, prints thumbnails that are twice the normal height and width (four times the area of a regular thumbnail).
Number pages from		Unless you enter a number for the first page of your output, Fetch starts with page 1 or with the number specified at the beginning of the dialog box.

Troubleshooting printing problems

Make sure that you are using LaserWriter driver 8.0 or later. To find out which version you are using, select the LaserWriter file in the Extensions folder of the System folder and choose “Get Info” from the File menu.

If using the “Actual Images” option causes problems, it may be that your printer is having trouble handling the amount of information needed to print the page. Try making these adjustments to correct the problem:

- Print using the “Black & White” option in the “Print” dialog box. This allows the printer to print all colored areas as black or white, depending on the darkness of the area. This option usually decreases the quality of the printed image, but may require less printer memory.
- Print using the “Larger Thumbnails” option. This reduces the number of thumbnails per page.
- Print using the “Better” or “Good” option. This helps limit the amount of information needed to print each thumbnail.
- Turn background printing off in the Chooser. This frees the printing process from having to compete with other applications for memory.
- Allocate more memory to the PrintMonitor or install more RAM in the printer. This increases the amount of memory available for printing.
- Allocate more memory to Fetch. This lets Fetch use more memory to prepare the image for printing.

If you do not get the results you want when printing from the Preview window using the “Black & White” option, try printing using the “Color/Grayscale” option instead. This results in the printer using black dots to approximate the darkness of colored or gray areas in the image. While the “Color/Grayscale” option may increase the quality of your printed image, it may require more printer memory.

Most color images will print in color when sent to a color printer. However, color images that require QuickTime to preview will not print in color when your monitor is set to grayscale. To print these images in color, use the Monitors control panel to reset your monitor to color before printing the image.

3—Creating and Managing Catalogs

Chapter 3 describes how to create, maintain, and modify Extensis Fetch catalogs; how to add and modify keyword lists and item descriptions; and how to control access to administrative functions in a network environment.

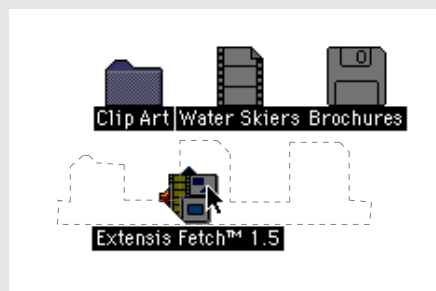
To carry out most of the procedures described in this chapter, you must have full access to the open catalog.

Creating a new catalog

You can create a new catalog in either of these two ways:

A Start Fetch, choose “New...” from the File menu as described below, and then choose “Add/Update Items...” from the Admin menu as described in “Updating and adding items to a catalog.”

B If no catalog is open and you do not have a default catalog, select the items you want the catalog to contain, drag the icons onto the Fetch application icon until all icons are highlighted, and then release. You will be informed that no catalog is open and be given the option to create one.



Creating a new catalog from within Extensis Fetch

When you create a catalog using the “New...” command, Fetch prompts for a catalog name, then opens the catalog and displays your default startup window. The catalog is empty. To add items, follow the instructions in “Updating and adding items to a catalog.” Or import a previously exported catalog (or part of a catalog) as described in “Maintaining a catalog.”

To create a new catalog:

1. Start Fetch, then choose “New...” from the File menu.

If you already have a catalog open, the “New...” command is dimmed. You must close the open catalog before you choose “New...” because Fetch allows only one catalog to be open at a time.

2. In the file directory dialog box, specify a name and location for the new catalog.

3. Check “Save as Default Document” if you want the new catalog to be your default catalog.

The default catalog opens automatically on startup if you have it set to do so in the Fetch preferences. Files are also added to the default catalog when you drag icons over the Fetch icon when Fetch is not running.

4. Click “Save.”

Fetch creates the catalog, opens it, and then opens the Find window.

5. Add items to the catalog as described in “Updating and adding items to a catalog.”

Creating a new catalog from the Finder

When you create a new catalog by dragging items over the Fetch icon, the selection can include files, folders, or entire volumes in any combination. If no other catalog is open and you have not established a default catalog, Fetch asks you to create a new catalog. Otherwise, the files you drag over the Fetch icon are added to the default catalog (if there is one) or to the open catalog.

To create a new catalog from the Finder:

1. Start Fetch, then close any open catalogs.

2. In the Finder, select the icons for the files, folders, or volumes that you want in the catalog.

3. Drag the collection of icons over the Fetch icon; the Fetch icon is highlighted. If the Fetch icon does not become highlighted, you may need to rebuild your desktop. To do so, press and hold down Option + Command while restarting your computer.

After you release the collection of icons, Fetch starts up and asks if you want to create a new catalog or open an existing one.

Shortcuts

Create a new catalog
 (“New...” on File Menu)
Command + N

Save new catalog as default
 (“Save as Default Document”
 option in file directory dialog box)
Command + S

Add items to a catalog
 (“Add/Update Items...” on
 Admin menu)
Command + E

4. Click “New.”

5. In the file directory dialog box, specify a name and location for the new catalog. Check “Save as Default Document” if you want the new catalog to be your default catalog, then click “Save.”

The default catalog opens automatically on startup if you have it set to do so in the Fetch preferences. Files are also added to the default catalog when you drag icons over the Fetch icon when Fetch is not running.

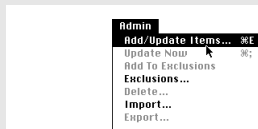
6. Review the settings in the “Add/Update Options” dialog box, change any that you want, and then click “Continue....”

For more information on the options in this dialog box, see “Setting catalog update options.”

Updating and adding items to a catalog

To ensure that a catalog contains the most recent versions of your files, you should update the catalog after you’ve made changes to your files or after you’ve moved or deleted files.

You can add or update catalog items in any of these ways:

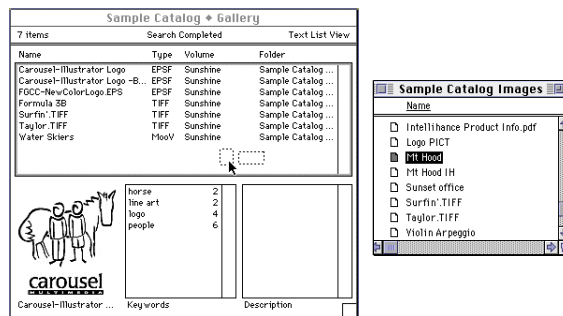


Start Fetch, open the catalog, then choose “Add/Update Items...” from the Admin menu.



To add items to the default catalog when Fetch is not running, select the files, then drag them onto the Fetch application icon.

To add items to any catalog, open the catalog, return to the Finder, select the files, then drag them onto the Fetch application icon.



To add items to a catalog when the catalog is open to either the Gallery (thumbnails or list view) or Pasteboard, go to the Finder and select the files you want to add, then simply drag them into the Gallery or Pasteboard window.

Updating from within Extensis Fetch

When you add to or update a catalog using the “Add/Update Items...” menu command or by dragging files from the Finder, Fetch always displays the “Add/Update Options” dialog box allowing you to change options before continuing. When using the “Add/Update Items...” menu command, a file directory dialog box appears, allowing you to locate and select the files, folders, or volume that you want to add to the open catalog. After the files have been selected, Fetch begins adding/ updating and presents progress screens so you can track its progress.

To add or update catalog items:

1. **Start Fetch and open a catalog. Next, choose “Add/Update Items...” from the Admin menu, or select files directly in the Finder and drag them into the catalog Gallery or Pasteboard window.**
2. **Review the settings in the “Add/Update Options” dialog box, change any that you want, and then click “Continue....”**
3. **If you selected the “Add/Update Items” from the menu, a file directory dialog box will appear. Locate the file, folder, or volume that you want to add to the catalog. The volume that contains the files you want to add must be mounted (currently available) before you continue.**

Tips

Fetch ships with a reasonable set of default settings for cataloging most files under most circumstances. You can change these options at any time, return to the original defaults, or create your own. For more information about these options, see “Setting catalog update options.”

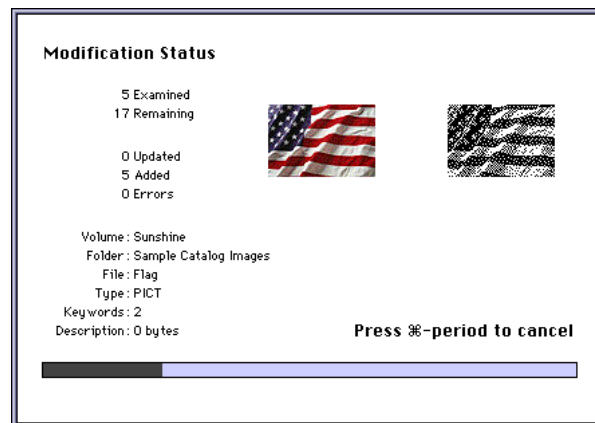
The “Add/Update Options” dialog box appears only if the option “Skip Add/Update Dialog” is unchecked in the “Preferences” dialog box (use the “Preferences...” command on the Edit menu). By default, this option is unchecked, so that you will continue to see the “Add/Update Options” dialog box each time until you reset your preferences.

To add...	Follow this procedure...
A single file	In the Finder, select the file and drag it into the Gallery or Pasteboard window. Or, from the list box, select the file you want and click “Open.”
All files in a folder or in a volume	Drag the folder into the Gallery or Pasteboard window. Or, from the list box, make sure that the name of the file or folder you want appears above the list box. Click “Folder.”
All files and subfolders within a folder or volume	Drag the folder with subfolders into the Gallery or Pasteboard window. Or, from the list box, make sure that the name of the folder or volume you want appears above the list box. Check “Include Subfolders,” then click “Folder.”
A single file whose file type is not listed	First add the application’s file type in the “Preferences: File Types” dialog box, then use the “Add/Update” dialog box to add the file.

If you choose to add items from an aliased folder, make sure that the folder's alias is no more than 27 characters long. Fetch treats folders as if they were volumes, and volume names in System 7 have a 27 character limit. If the folder's alias exceeds this limit, Fetch can crash when trying to access the items within the folder.

When using the "Include Subfolders" menu option, or when dragging nested folders into a catalog, make sure that the subfolders are not aliased. Fetch ignores aliased subfolders and will not add them to the catalog. To add an aliased subfolder to a catalog, you must select and add it directly.

Fetch quickly scans the volume where the source files reside, displays the "Modification Status" box, and then begins to examine each file in turn before adding it to the catalog. Where a preview of the file is available, Fetch shows the preview next to the status. If the option to include a 1-bit (black and white) preview is selected in "Add/Update Options," the 1-bit preview will be shown to the right of the higher resolution preview.



Important!

If Fetch crashes while trying to catalog a file that you suspect may be damaged, try opening the file from the application that created it (or another application that can open that particular file type). If the application cannot open the file, do not try to catalog the item in Fetch.

If you add the filename of the damaged file to the exclusions list (see "Excluding a file from adding or updating"), Fetch will always ignore the corrupt file in the future. This will protect you from trying to add the damaged file to other catalogs.

When everything has been cataloged, Fetch displays an "Add/Update Summary" message.

4. Click "OK."

Fetch returns you to the "Add/Update Options" dialog box, where you can click "Continue..." again or "Done" to return to your catalog.

Updating by dragging to the Fetch icon

When you add or update files by dragging them over the Fetch icon, the selection can include files, folders, or volumes in any combination:

- If you have a default catalog and Fetch is not already running, Fetch updates the default catalog.
- If a catalog is open, Fetch updates the open catalog.

To update by dragging files to an open catalog:

- 1. Select the icons for the files, folders, or volumes you want to add or update.**

If you want to add a Fetch catalog or project to a catalog, place the catalog or project in a folder or volume and then select the icon for that folder or volume. Do not select the actual catalog or project icon since dragging one of these icons over the Fetch icon causes Fetch to open the catalog or project instead of adding it.

- 2. Drag the selected icon or collection of icons over an open Gallery or Pasteboard window, or drag the icon(s) over the Fetch application icon.**
- 3. Review the settings in the “Add/Update Options” dialog box, change any that you want to change, and then click “Continue....”**

When updating is complete, Fetch displays the “Add/Update Summary” message.

- 4. Click “OK” to return to your catalog.**

To update the default catalog, when no catalog is open:

- 1. Select the icons for the files, folders, or volumes you want to add or update. While these items are still selected, select the catalog that you want to add these items to.**
- 2. Drag the selected icon or collection of icons over the Fetch application icon.**
- 3. Complete the update as if the catalog were already open.**



Setting catalog update options

Unless you set your preferences otherwise, Extensis Fetch displays the “Add/Update Options” dialog box whenever you:

- Choose “Add/Update Items...” from the Admin menu.
- Choose “Import...” from the Admin menu.
- Add items to an open catalog by dragging them into the Gallery or Pasteboard from the Finder.
- Add items to a catalog by dragging files over the Fetch icon in the Finder.
- Create a new catalog by dragging files over the Fetch icon in the Finder when there is no default catalog.

The defaults that ship with the product work for most files under most circumstances. You can change these options at any time, return to the previous defaults, or create your own. If you prefer not to see this dialog box each time, choose “Preferences...” from the Edit menu, then check “Skip Add/Update Dialog” in the “Preferences” dialog box.

The “Add/Update Options” dialog box

Use this illustration and the table on the following page to explore the cataloging options that Fetch provides. Using System 7.5 Balloon Help you can open the “Add/Update” dialog box in Fetch, choose “Show Balloons” from the Help menu, and use Balloon Help to explore the different options.

A Click “Save As Default” to save the current settings as the new default.

B Click “Default” to return to your previous default settings. Note: Changes to File Types are not changed when “Default” is selected.

C Click “Done” when you have finished adding or updating all the items you want.

D Click “Continue...” to tell Fetch to start adding or updating the items using the current settings.

Add/Update Options

Modification Method: **Add and Update**

Include Path as Keyword: **Folder and file name**

Thumbnail Type(s): **32-bit**

Compressor Criteria: **Any**

Compressor Type: **Best Overall**

Quality: (3.0)

Color:

☒ Extract Keywords ☐ Edit Keywords ☐ Use "Exclusions" File

☒ Extract Description ☐ Edit Description ☐ Mount Remote Volumes

☒ Extract Thumbnail

File Types

- ✓ Adobe PageMaker v5
- ✓ Adobe PageMaker v6
- ✓ Adobe PageMaker v6.5
- ✓ Adobe Persuasion Player v3
- ✓ Adobe Persuasion Template v3
- ✓ Adobe Persuasion v3
- ✓ Adobe Photoshop v2.0
- ✓ Adobe Photoshop v2.5-3.0
- ✓ Adobe TextureMaker v1
- ✓ Aldus FreeHand Template v3
- ✓ Aldus FreeHand v3
- ✓ Application

Buttons: Save As Default, Default, Done, Continue...

Catalog update options

Option	Choices	Description
Modification Method	Add; Update; Add and Update Add Unconditionally Update Unconditionally	Adds new items only if they do not already exist; updates items only if there have been changes. Adds new items even if they already exist. Updates items even if there have been no changes. Use this setting to regenerate thumbnails when an item's newly created thumbnail is not being displayed in the catalog.
Include Path as Keyword	None File name Folder and filename* Path name (except volume)* Entire path name*	Filenames and pathnames are not added to the keyword list Adds the item's file name to the keyword list Adds the filename and each folder and subfolder where the file is located to the keyword list Adds the item's path name but ignores the volume name Adds the item's full path name, including volume name, to the keyword list
Thumbnail Type(s) ¹	1-bit; 8-bit; 32-bit 1 and 8-bit; 1 and 32-bit; 8 and 32-bit; 1, 8, and 32-bit Help...	Stores 1-bit, 8-bit, or 32-bit thumbnails. Stores multiple versions of thumbnails, for optimal display on different CPUs. 32-bit thumbnails are compressed by QuickTime. Provides assistance in selecting thumbnail types.
Compressor Criteria ²	Any Speed Fidelity Compression	Chooses compression based on a balance of speed, image quality, and size. Chooses the fastest compressor. Chooses the highest-quality image. Chooses the smallest possible image.
Compressor Type ^{2,3}	Fair Quality Best Overall High Quality Other...	Chooses speed over image quality. Chooses speed but considers image fidelity. Chooses image quality over speed. Chooses customized level of quality.
File Types		Lists all the file types that Fetch currently recognizes. To check all, press Command + A. To uncheck all, press Command + Delete. To check or uncheck a file type, click its name.
Extract Keywords*		Looks for and extracts any keywords saved with source file.
Extract Description*		Looks for and extracts any description saved with the source file.
Extract Thumbnail*		Looks for and extracts any preview image saved with the source file. (Note: If you are adding or updating QuickTime movies, we recommend that you do not use this option. You will get a larger thumbnail for the movie if you let Fetch create it rather than extract it.)

Option	Choices	Description
Edit Keywords		Tells Fetch to open the "Edit Description" dialog box as each item is added or updated.
Edit Description		Tells Fetch to open the "Edit Description" dialog box as each item is added or updated.
Use "Exclusions" File		Excludes any file whose name appears in the "Exclusions..." list. For details, see "Excluding a file from adding or updating."
Mount Remote Volumes*		Attempts to mount any unmounted volume that is referenced by an alias.

* Not available during importing.

¹Since Fetch installs and uses QuickTime, the default for "Thumbnail Type(s)" is set to "32-bit." This setting does not mean larger catalogs. In fact, the "32-bit" option means that the thumbnail will be compressed, which will save catalog space, reduce network traffic, and yield a better-looking thumbnail—even if the original file is less than 32-bits.

²The "Compressor Criteria" and "Compressor Type" options refer only to the generation of 32-bit thumbnails compressed by QuickTime. They have no effect on the decompression and previewing of the thumbnails.

³The recommended setting for "Compressor Type" is "Best Overall." This setting offers the optimal compromise among thumbnail file size, thumbnail decompression speed, and thumbnail image quality. If you want a better looking thumbnail, you could set the "Compressor Type" to a higher-quality setting or JPEG compression. Using a higher quality setting will increase the size of the catalog and, in the case of JPEG compression, will also increase the amount of time needed to display a thumbnail view in the Gallery window.

Excluding a file from adding or updating

As you build and modify catalogs, you can tell Extensis Fetch to skip files of a certain type or name. For example, if you create pre-separated DCS files for a PageMaker publication, you typically want to catalog the composite file only, not the individual separation files. Or if you have a CD-ROM disc that contains a number of files that are corrupted but cannot be removed, you can skip those files during cataloging.

- If you want to skip files of a specific type, you can uncheck that file type in the “File Types” list box in the “Add/Update Options” dialog box, as described in “Setting catalog update options.” Or you can remove the file type from the list altogether, using the “File Types...” command on the Admin menu. For more information about file types and Fetch, see “Adding a file type.”
- If you want to skip files with a specific name, you can use the procedures described on this and the following pages to create an *exclusions list*.

You can create an exclusions list by selecting items within an existing catalog or by giving Fetch an explicit set of names.

- When you have a catalog open, you use the “Add To Exclusions” command on the Admin menu to add selected items to the exclusions list. “Add To Exclusions” is dimmed if there are no items selected in the Gallery or Pasteboard window or if no Preview or Info windows are open.
- Whether you have a catalog open or not, you can use the “Exclusions...” command on the Admin menu to specify files by name.

In either case, Fetch creates for all catalogs a single exclusions list (Extensis Fetch™ Exclusions) in the Extensis Fetch™ Preferences folder in the Preferences folder of the System folder. You can share this list with other users by copying it.

Fetch exclusions icon



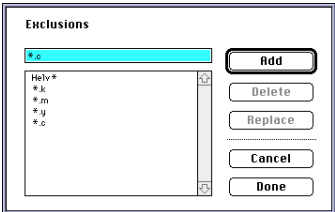
Extensis Fetch™ Exclusions

To add cataloged items to the exclusions list:

1. **In the Gallery or Pasteboard window, select the items whose filenames you want Fetch to skip when adding or updating catalogs in the future.**
2. **Choose “Add To Exclusions” from the Admin menu.**

To view or modify the exclusions list:

1. Choose “Exclusions...” from the Admin menu.



2. In the “Exclusions” dialog box:

To...	Follow this procedure...
Add a name	Type the filename you want into the edit box, then click “Add.” Pathnames are not allowed. Case is ignored. Names can include an asterisk (*) as a wildcard character. For example, to tell Fetch to skip the individual separation files when updating a DCS file, you can add “*.c,” “*.y,” “*.m,” and “*.k” to the exclusions list.
Rename an entry	Select it in the list box, type a new name in the edit box, then click “Replace.”
Remove a name	Select it in the list box, then click “Delete.”

3. When you have made all the changes you want, click “Done” to close the dialog box and save the list.

Shortcuts

Delete a filename
("Delete" button in
"Exclusions" dialog box)
Command + D

Replace a filename
("Replace" button in
"Exclusions" dialog box)
Command + R

Close dialog box
("Done" button in
"Exclusions" dialog box)
Command + Return

Adding a file type

Extensis Fetch can recognize and catalog many types of files, including those created by the most widely used desktop publishing programs, presentation programs, and other programs for creating graphics, movies, sounds, and animations. For a complete list of the file types that Fetch recognizes, refer to the table at the end of this section (pages 52–53).

Using the “File Types...” button in the “Preferences” dialog box, you can modify the list by adding, replacing, or deleting file types, as long as the list contains no more than 64 file types at a time. For example, you might want to add the file type for an application that you use frequently, but whose file type is not currently on the list. Or you might replace an existing file type when the manufacturer ships a new version of the product. You could even remove altogether file types that you do not want to catalog and whose name you do not want to appear in the list in the Find window or in the “Add/Update Options” dialog box.

If you add the file type for an application that does not save a preview, what you see in Fetch is a file icon, not a thumbnail. Although you cannot preview these files in Fetch, you can enjoy the other benefits of having the file cataloged and accessible from within the catalog. In addition, if the file’s creator application exists on your computer, you can open and view the file by choosing “Edit Original...” from the Item menu.

To modify the list of file types that Fetch recognizes:

1. Choose “Preferences” from the Edit menu.
2. Click on “File Types....” in the “Preferences” dialog box.

In the “File Types” dialog box:

To...	Follow this procedure...
Add a file type	In the “Name” edit box, type a description up to 31 characters long. In the “Type” edit box, enter the four-letter code for the file type you want to add. Choose “Catalog” under the “Store in:” option if you want the file type to be added to the list stored with the Catalog file (a catalog-specific list). Choose “Preferences” under the “Store in:” option if you want the file type to be added to the list stored in the Preferences file (a user-defined default list). Then click “Add.”
Replace a file type	Select it in the list box, type a new name in the edit box, then click “Replace.”
Remove a file type	Select it in the list box, then click “Delete.”
Add the original default list to any existing list	Select “Add Originals” to add the default list to existing list.

3. Click “Done” to close the dialog box and save the revised list.

Tip

To add a file type if you are not sure what name or code to enter: click “Same type as...”. In the resulting file directory dialog box, select an example of the type of file that you want to add, then click “Open” to return to the “File Types” dialog box. Then click “Add.” OR double-click on one of the file types in the list to automatically enter the information into the “Name” and “Type” edit boxes. Then click “Add.”

The following table lists all of the file types recognized by Fetch at the time this book went to press. For each file type, the table shows the application typically used to create it and other applications in which you can edit it.

File formats

File type	Name	Preview?	Thumbnail or icon
ULAW	.au Sound Files	Yes	I
WAVE	.wav Sound Files	Yes	I
PDF	Acrobat PDF	Yes	T
APPL	Application	No	I
AIFF	Audio Interchange	Yes	I
AIFC	Audio Interchange (Compressed)	Yes	I
BMPp	Bitmap	No	I
CWGR	ClarisWorks Drawing v3–v4	Yes ¹	T ²
CWPT	ClarisWorks Painting v3–v4	Yes ¹	T ²
drw5	Deneba Canvas v5	No ¹	T ²
edtp	Edition (PICT)	Yes	T
edtt	Edition (TEXT)	Yes	T
EPSF	EPSF	Yes ¹	T ²
sfil	Finder Sound	Yes	I
GIFf	GIF	Yes	T
JPEG	JPEG	Yes	T
JFIF	JPEG Interchange Format	Yes	T
FtCF	Extensis Fetch Catalog v1.2–v1.5	No	I
FtPJ	Extensis Fetch Project v1.2–v1.5	No	I
AGD2	Macromedia FreeHand v7	Yes ¹	T ²
AGD1	Macromedia FreeHand v4–v5.5	Yes ¹	T ²
sGD1	Macromedia FreeHand Template v4–v5.5	Yes ¹	T ²
FHD3	Macromedia FreeHand v3.x	No	I
FHT3	Macromedia FreeHand Template v3.x	No	I
AB65	Adobe PageMaker v6.5	No	T ²
AT65	Adobe PageMaker v6.5 Template	No	T ²
ALB6	Adobe PageMaker v6	No	T ²
ALT6	Adobe PageMaker v6 Template	No	T ²

File type	Name	Preview?	Thumbnail or icon
ALB5	Adobe PageMaker v5	No	T ²
ALT5	Adobe PageMaker v5 Template	No	T ²
ALB4	Adobe PageMaker v4	No	T ²
ALT4	Adobe PageMaker v4 Template	No	T ²
PRS3	Adobe Persuasion v3	Yes	T
PRT3	Adobe Persuasion Template v3	Yes	T
PPFf	Adobe Persuasion Player v3	Yes	T
8BPS	Adobe PhotoShop v2.5–v4	Yes	T
8BIM	Adobe PhotoShop v2.0	Yes ¹	T ²
PCDI	KODAK Photo CD	Yes	T
PNTG	MacPaint	Yes	T
MIDI	MIDI Sound File	Yes	I
MuAd	Multi-Ad Creator	Yes ¹	T ²
AdSt	Multi-Ad Creator Stationery	Yes ¹	T ²
PICS	PICS Animation	Yes	T
PICT	PICT	Yes	T
XDOC	QuarkXPress Document	No	T ²
3DMF	QuickDraw 3D	Yes	T
MooV	QuickTime Movie	Yes	T
MooV	QuickTime VR	Yes	T
RIFF	Resource Interchange	No	I
..CT	SciTex CT	Yes ¹	T ²
FSSD	SoundEdit	Yes	I
TPIC	TARGA	Yes	T
TEXT	Text	Yes	I
TIFF	TIFF	Yes	T
????	Unknown	Yes ¹	T ²

¹Extensis Fetch will display a preview of this file if it has been generated by the parent application.

²Extensis Fetch will display a thumbnail of this file if it has been generated by the parent application.

action	3	↑
cars	1	
color	11	
people	6	
racing	1	

Key words

Organizing a catalog by adding keywords

Each item in a catalog has certain information associated with it, such as filename, file type, volume, and so on. Each item can also have one or more keywords associated with it. A keyword is a word or phrase that you associate with a particular item, allowing you to search for items quickly.

Like a library with a good subject catalog, a Fetch catalog with a good keyword list can be a valuable tool for finding the information you need. In addition, keywords created by other applications can be extracted during cataloging if they're available in the source file or added and edited later. Each item can have an unlimited list of keywords associated with it (each up to 31 characters long). In a network environment, a catalog administrator can control who edits keyword lists for each catalog (see "Setting catalog privileges" on page 64).

To extract keywords from source files when adding the files to a catalog:

Make sure that "Extract Keywords" is checked in the "Add/Update Options" dialog box, then continue to add or update items.

Fetch then examines each source file for keywords that were previously created with the source file's application. As Fetch catalogs the item, the extracted keywords are added to Fetch's keyword list for that item. An extracted keyword appears in italics in the "Keywords" list box in Text List view or in the Info window and cannot be further edited from within Fetch. Unless the option "None" is selected in the pathname option pop-down of the Add/Update dialog, Fetch automatically adds the filename and the folder name of the item as keywords.

Shortcuts

Open Info window
to see item's keyword list
("Get Info" on Item menu)
Command + I or
Double-click the filename of the
item in the list view

Open Catalog Info window
to see master keyword list
("Catalog Info" on File menu)
Double-click left end of
information bar in Gallery or
Pasteboard window

Edit keyword list
("Keywords" on Edit menu)
Command + Y or
Double-click "Keywords" in
item's Info window

To enter keywords manually while adding items to a catalog:


1. Make sure that "Edit Keywords" is checked in the "Add/Update Options" dialog box, then continue to add or update items.

Fetch displays the "Edit Keywords" dialog box as it examines each item before adding it to the catalog.

2. Enter one or more keywords, then click "OK" to return to the "Modification Status" box and continue with the next item.

To display the existing keyword list for an item:

Select the item, then choose “Get Info...” from the Item menu.

A  above the list indicates that you do not have permission to edit the list.

or

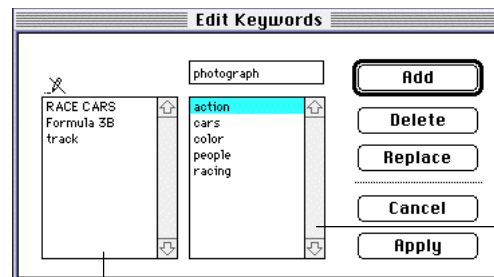
Select the item from the Text List view of the Gallery or Pasteboard window.

To edit the keyword list for a single item:

1. Select the item, then choose “Edit Keywords...” from the Edit menu.

Or display the keyword list as described above, then double-click the word “Keywords” below the list box.

Note: If any of the “Keywords...” items on the Edit menu are dimmed, you do not have permission to edit keywords in the open catalog. If you’re using Fetch in a network environment, check with your catalog administrator.



The list box on the left contains any keywords extracted from the item's source file. These appear in italics in the combined keyword list and cannot be edited within Fetch.

The list box on the right contains any keywords added during or after cataloging. These appear in normal type in all keyword lists and can be edited by those with permission to do so.

2. In the edit box:

To...	Do this...
Add a new keyword	Type the word, then click "Add" (or press Return).
Remove a keyword	Select it, then click "Delete" (or press Command + D)
Change a keyword	Select it, type the new wording, and then click "Replace" (or press Command + R).

Note: Fetch automatically removes a keyword from the master keyword list if there is no item associated with the keyword. Therefore, when you delete or purge an item from the catalog, any keywords associated with the item are deleted from the master list if there are no other items that contain those keywords.

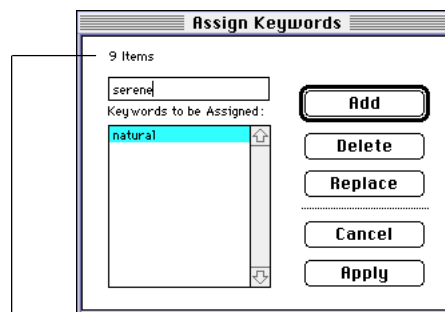
3. Click "Apply" (or press Command + Return) to save the changes and close the dialog box.



To add the same keywords to multiple items at once:

1. Select the items you want, then choose "Assign Keywords..." from the Edit menu.
2. In the "Assign Keywords" dialog box, enter the keywords you want as described above.

Note: "Add," "Delete," and "Replace" refer to keywords in the keyword list box under "Keywords to be Assigned." To apply a single keyword to multiple items, enter the keyword and click "Apply."



Indicates the number of items selected to have the new keyword(s) added.

3. Click "Apply" to save the changes and close the dialog box.

Tip

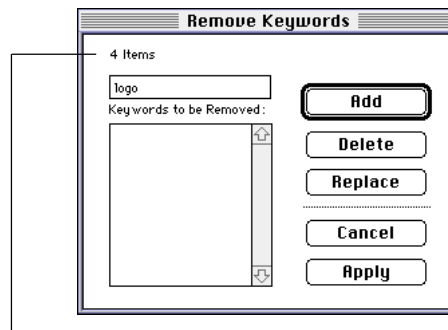
To “batch delete” keywords, use the “Remove Keywords” item on the Edit menu after selecting the Fetch items you wish to change. You can change a single keyword across multiple items, or create a list of keywords for deletion.

Note: If you accidentally delete the wrong keyword from multiple items, you can easily replace it using the “Assign Keywords” menu item.

To remove the same keywords from multiple items at once:

1. Select the items you want, then choose “Remove Keywords...” from the Edit menu.
2. In the “Remove Keywords” dialog box, enter the keywords you want as described earlier.

Note: “Add,” “Delete,” and “Replace” refer to keywords in the keyword list box under “Keywords to be Removed.” To remove a single keyword from multiple items, enter the keyword and click “Apply.”



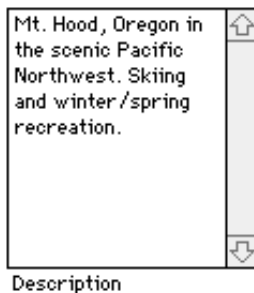
Indicates the number of items selected to have the same keyword(s) removed.

3. Click “Apply” to save the changes and close the dialog box.

To print the master keyword list:

1. Choose “Export...” from the Admin menu when the Catalog Info window is active.
2. In the “Save As” dialog box, enter a name, then click “OK.”
3. Open the file in a word-processing program and print the list from there.

Note: You cannot make changes to the keyword list in a word-processing program and then import the list back into Fetch; you can only make changes within Fetch.



Adding descriptions

In addition to adding keywords to any item, you can add a description up to 32,000 characters long. You can use the description field to keep track of any information about the source file that you might find useful or important. For example, you might use a description to keep notes about the origin of an item or how it should be used. The description for a photoimage could include notes about who took the original photograph, where the original is stored, who scanned the image, the scanner settings, copyright, and agency or contact information.

If the original application provides a way for you to enter and save descriptive text with the source file, you can often have Fetch extract this information automatically as it catalogs the item. Otherwise, you can add or edit a description either during or after cataloging. It is recommended that you create descriptions in your favorite word-processing program, then paste them into the description field. In a network environment, a catalog administrator can control who edits descriptions. For more information on catalog administration, see “Setting catalog privileges.”

To extract descriptions while adding items to a catalog:

1. **Make sure that “Extract Description” is checked in the “Add/Update Options” dialog box, then continue to add or update items as described earlier in this chapter.**

Fetch then examines each source file it catalogs for a description and adds it to the catalog entry for the item. An extracted description appears in italics in the “Descriptions” field in Text List view or in the Info window and cannot be further edited from within Fetch.

To enter descriptions manually while adding items to a catalog:

1. **Make sure that “Edit Description” is checked in the “Add/Update Options” dialog box, then continue to add or update items as described in “Updating and adding items to a catalog.”**

Fetch then displays the “Edit Description” dialog box as it scans each item to add to the catalog.

2. **Type or paste a description, then click “OK” to return to the “Modification Status” box.**

Shortcuts

Open Info window
to see item description
 (“Get Info” on Item menu)
Command + I *or*
Double-click the item’s filename

Edit description
 (“Description” on Edit menu)
Command + U *or*
Double-click “Description”

To display the description for an item:

Select the item, then choose “Get Info...” from the Item menu.

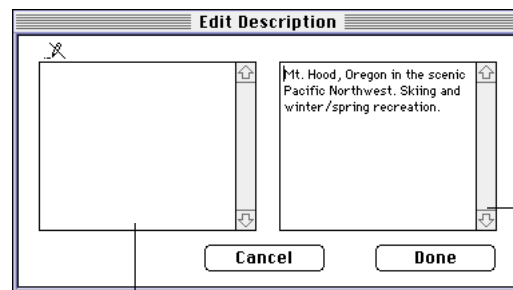
or

Select the item in Text List view of the Gallery or Pasteboard window.

To edit the description for an item:

1. Select the item, then choose “Description...” from the Edit menu. Or display the description as described above, then double-click the word “Description” below the list box.

Note: If “Description...” is dimmed on the Edit menu, you do not have permission to edit descriptions for items in the open catalog. If you are working in a network environment, check with your catalog administrator.



The list box on the left contains the description, if any, extracted from the item's source file. This appears in italics in the combined description field and cannot be edited within Fetch.

The list box on the right contains the description added during or after cataloging. This appears in normal type in the combined description field and can be edited by those with permission to do so.

Tip

To enter the same description for a number of different items, you can use the Clipboard. For example, if you scan a number of images using the same scanner settings, you can enter the description of the settings in the description field for one of the items, then use “Select All” and “Copy” to copy the description to the Clipboard. From the Clipboard, you can paste the same description into the description field for each of the remaining items.

2. In the box on the right, type or paste new text.
3. Click “Done” (or press Command + Return) to save the description and close the dialog box.

Maintaining a catalog

Catalogs—especially large ones—that are heavily used and frequently updated can become out-of-date. In addition to routinely backing up all catalogs and source files (and keeping the backups in a safe place), it is a good idea to perform other housecleaning tasks regularly as well.

The Admin menu provides the catalog manager or administrator with tools that can help with everything from routine catalog maintenance to attempting to recover a catalog if something does go wrong.

Merging catalog contents

The “Export...” and “Import...” commands let you merge complete or partial contents of catalogs, create new ones from old ones, or recatalog the recovered contents of a damaged catalog. Exporting and importing are also useful ways to back up a catalog, to compact a catalog from which you regularly delete numbers of items, and to keep a catalog in good repair.

When you export and import catalogs, Fetch keeps track of thumbnails, keywords, and descriptions so that you do not lose valuable catalog information.

Important!

If you create a project in a catalog and then delete items prior to exporting that catalog, the project may no longer display the correct items in the imported catalog. Exporting and then importing a project into a new or different catalog reassigns the project's ID, so the project may point to incorrect items in the new catalog.

To export a catalog:

1. **Open the source catalog and use the Find window to retrieve and select the items you want to add to the destination catalog.**

Use “Find All” and “Select All” if you want to export the entire catalog. Or copy selected items to the Pasteboard window (in the order in which you want them in the new catalog), then select all the items in the Pasteboard window.

2. **Choose “Export...” from the Admin menu.**
3. **In the file directory dialog box, enter a name for the export file, then click “Save.”**

To import a catalog:

1. Open the destination catalog, or create and open a new, empty catalog.
2. Choose “Import...” from the Admin menu.
3. Check the settings in the “Add/Update Options” dialog box, then click “Continue....”
4. In the file directory dialog box, select the exported file, then click “Import.” Importing a catalog may take a significant amount of time.

Removing items from a catalog

Together, the “Delete...,” “Purge...,” and “Volumes...” commands let you clear the database of unwanted or out-of-date items or references.

Admin menu commands for removing items

Use this command...	To...
Delete...	Remove selected items outright.
Purge...	Remove selected items whose source files you suspect may no longer be available.
Volumes...	Remove a volume reference from the catalog after all items that referred to that volume have been deleted.

Note: If you use any of these commands, Fetch will automatically purge any unused keywords associated with the items or volumes that you have removed.

To remove specific items from the catalog:

1. Select the items you want to delete.
2. Choose “Delete...” from the Admin menu.
3. Click “OK” to confirm the deletion.

To remove items whose source files may no longer be available:

1. In the Gallery or Pasteboard window, select the items that you want to check.
2. Choose “Purge Items...” from the Admin menu.
Fetch tries to locate the source files for the selected items, then displays the names of any it cannot find.
3. Select one or more items from the list box, then click “Purge.”
4. Click “Done” to close the dialog box.

To remove a volume whose items have all been deleted:

1. Choose “Volumes...” from the Admin menu.
In the “Volumes” dialog box, Fetch lists the names of all the volumes referenced in the catalog.
2. Select a name from the list box, then click “Delete.”
3. Click “OK” to confirm the deletion, then click “Done” to close the dialog box.

Decreasing catalog size after removing items

Removing items from a catalog does not decrease its file size. The vacancy in the catalog created by the removed items still contributes to the file size.

If you want to decrease your catalog’s file size after removing items, you must export the catalog, create a new catalog, and then import the exported catalog into the newly created one.

Checking and recovering a damaged catalog

When you suspect that a catalog may be damaged, first try rebuilding your desktop (press and hold down Option + Command while restarting), then verify the catalog. As a last resort, if you have a catalog that you cannot open at all, recover the catalog and import the recovered contents into a new, empty catalog.

To verify a catalog:

1. **Open the catalog.**
2. **Choose “Verify...” from the Admin menu.**
3. **Click “OK” in response to the prompt that asks you to confirm that you want to verify.**

Verifying a large catalog can take a long time, so you may want to be sure that you are not tying up either the catalog itself or the computer when you or others need them.

Fetch checks the catalog, performs any necessary repairs that it can, and then informs you when the verification is complete. It shouldn't be necessary to verify catalogs often, but you might plan on doing it once in a while for heavily used catalogs.

To recover the contents of a damaged catalog:

1. **Open any existing catalog or create a new one.**
2. **Choose “Recover...” from the Admin menu.**
3. **Click “OK” in response to the prompt that asks you to close the current catalog.**
4. **Click “OK” in response to the prompt that asks you to confirm that you want to recover a catalog.**
5. **In the file directory dialog box, choose the name of the damaged catalog, then click “Open.”**

Recovery is often almost immediate. When recovery is finished, open the recovered catalog, export its contents, and then import it into a new, empty catalog.

Note: If you try to open a corrupted catalog or project, Fetch will display a database error. You must then quit and restart Fetch before you can open another catalog or project.

Setting catalog privileges

An Extensis Fetch catalog is considered *protected* if a password is required for access to the commands on the Admin menu or *unprotected* if no password is required. Password protection is strongly recommended when a catalog is available to multiple users across a network, but not necessary if you are the single user of a catalog on your own computer.

With Fetch, multiple users can open and search a protected catalog and can preview, print, copy, or edit the items in it. They can also edit keywords and descriptions at the discretion of a catalog administrator. They cannot, however, add new items, update existing items, or delete items from the catalog.

To set or change the password for a catalog:

1. **Open the catalog.**
2. **Choose “Privileges...” from the Admin menu.**
3. **Click “Set Password...” in the “Privileges” dialog box.**
4. **In the “Set Password” dialog box, type the old password (if there was one) and the new one twice.**

The second time is to verify that the new password is correct. To leave the catalog unprotected, the password should be blank.

5. **Click “OK” once to close the “Set Password” dialog box, then click “OK” again to close the “Privileges” dialog box and save the new password.**

6. **Close the catalog and reopen it to put the changes into effect.**

Once a catalog is protected by a password, only one command, “Enter Password...,” appears on the Admin menu when you open the catalog. Any user can open the catalog to find, preview, copy, edit, and print catalog items. Only users who supply the correct password can perform any of the administrative functions.

In a network environment, the catalog administrator who sets the password can also specify whether or not other users can edit keywords or descriptions. While in the “Privileges” dialog box, check:

- “Edit Keywords” to allow other users to edit keyword lists.
- “Description” to allow other users to edit descriptions.

The “Keywords...” and “Description...” commands on the Edit menu appear dimmed to any user who does not have permission to edit keywords and descriptions for the open catalog.

Tips

For more information about network access to Fetch catalogs, see the next section, “Using Extensis Fetch on a network.”

For help creating useful keywords and descriptions for networked catalogs, refer to the PDF file “Developing a Keywording Strategy” that was included with your Fetch program.

You cannot set a password if your user name is blank in the Sharing Setup control panel.

If you need to know the password for a catalog, you can open the Catalog Info window to find out the name of the last person who set the password.

Using Extensis Fetch on a network

A single Fetch catalog can contain references to source files on multiple hard disks, servers, CD-ROMs, or floppy disks, whether these media are mounted or not. When Fetch needs to retrieve a source file (for copying or editing, for example) that resides on a network volume, it automatically mounts that volume, prompting for a volume password when required. If a source file is stored on removable media, such as floppy disks or CD-ROM discs, Fetch prompts for the disk by name. Fetch locates source files that have been moved or renamed on the same volume. In a network environment, a shared catalog can be on a network file server or on any one user's Macintosh if the Macintosh is running AppleShare.

Network Security Protection

Your license agreement authorizes you to use only one copy of Fetch for serial number. When you run Fetch on a network, the program checks the network to see whether a copy of the program using the same serial number is already running. If the program finds that a duplicate serial number is in use, an alert box appears. Click "OK" to close the alert box. The other user must quit Fetch before you can launch the copy that you want to use.

If the network fails while Fetch is checking for duplicate serial numbers, a few seconds may pass before the alert message appears. Normally, the message appears almost immediately if a duplicate number is found.

Using Fetch in a Network Environment

In a typical network scenario, many users would open Fetch, locate items they want, and leave Fetch running in the background while they switch to other applications to edit source files, work on other documents, read electronic mail, and so forth. Meanwhile, at any given time, only some of those users would be actively using the catalog to search for and preview items they might be interested in, while fewer still might be adding or updating items, keywords, or descriptions.

The network version of Fetch allows only one user at a time to modify (write to) the catalog—that is, edit keywords or descriptions or add or update items—and temporarily prevents others from making modifications until that user is done. Other users can, meanwhile, continue to read the catalog—search, preview, get information, copy, print, and so forth.

The greater the number of users who have a catalog open, the slower individual searches will be, depending on what the users are doing with Fetch. The speed of the network and the server can also affect the performance of Fetch.

If a user's system crashes or is shut down while the user has a shared catalog open, then Fetch will examine the catalog for damage and temporarily make other users wait until the verification is complete. Therefore, users should always close and quit to exit a catalog rather than shut off or restart their systems.

If you want to limit who can write to the catalog, you can set a password as described in "Setting catalog privileges." Whether or not your catalog is password-protected in Fetch, *it is essential that you also set up the following network access conditions:*

Network access to catalogs and source files

For access to the...	The folder that contains it...						
Catalog	Must be located in folders to which administrators have read and write access. Other users need at least read access.						
Source files	<p>Can be located in folders to which different users have different levels of access.</p> <table> <tr> <td><i>No access</i></td><td>allows users to search, print thumbnails, view thumbnails, send or copy references, edit keywords or descriptions (if permitted), or view most item information.</td></tr> <tr> <td><i>Read access</i></td><td>is required for users to get full item information, preview, print images, copy items to the Clipboard, or copy source files.</td></tr> <tr> <td><i>Write access</i></td><td>is required for users to edit, move, or delete source files.</td></tr> </table>	<i>No access</i>	allows users to search, print thumbnails, view thumbnails, send or copy references, edit keywords or descriptions (if permitted), or view most item information.	<i>Read access</i>	is required for users to get full item information, preview, print images, copy items to the Clipboard, or copy source files.	<i>Write access</i>	is required for users to edit, move, or delete source files.
<i>No access</i>	allows users to search, print thumbnails, view thumbnails, send or copy references, edit keywords or descriptions (if permitted), or view most item information.						
<i>Read access</i>	is required for users to get full item information, preview, print images, copy items to the Clipboard, or copy source files.						
<i>Write access</i>	is required for users to edit, move, or delete source files.						

Note: Extensis offers a free browser to allow users who do not have the Extensis Fetch program to view catalogs. If you attempt to open a catalog which has already been opened by someone using a Fetch browser, you may not be able to open that catalog. If this happens, you will be presented with a dialog box indicating that the file cannot be opened until it is released by the browser.

Naming and organizing source files

There are many ways to organize the source files for items in an Extensis Fetch catalog. Each strategy has advantages and disadvantages, but considering the options and planning ahead can save you time in the long run and significantly increase the usefulness of Fetch to you and your workgroup.

One of the key benefits of using Fetch is that you do not need to remember where a source file is located or what it is called. However, because Fetch can use filenames, folder names, or entire pathnames as keywords, and because you can then use those keywords to help in searching, a rational plan for naming and organizing files and folders is helpful.

Each workgroup must ultimately decide what works best for its own situation based on how the group works and how work flows through it. Here are a few suggestions that might help in your planning.

Organizing source files

One of the most obvious ways to organize files into folders is to set up a series of folders for each project, client, or category (for example, travel, business, architecture). Within a folder, use subfolders to partition related files appropriately.

Another approach is to organize files into folders by file type, by originating application, or by originating department (for example, Marketing, Sales, Publications).

Once you've organized your files into folders, it's easy to include the files into catalogs in Fetch.

Naming source files

Use naming and organizing strategies together to make the most of keyword searching in Fetch. Once you have decided how to organize your files, consider the following alternatives for naming them:

- Use extensions to indicate file type, storage medium, status, or any other attribute that is important to you.
- Use number or alphabetic prefixes to help sort items in ways that matter for the kinds of files you use. For example, you might use frame numbers for images from a single photo shoot or counter or time code readings for sounds, movies, or images digitized from video or audio tape.

4—Using Fetch with Other Products

As you create multimedia files, you'll find that Fetch works directly with many products to make cataloging fast and easy. This chapter describes how to use Fetch with various products.

QuarkXPress® 3.31 and above

To transfer images in Fetch to a QuarkXPress document (QuarkXPress 3.31 or later):

Note: You must have the QX–Drag&Drop XTension (from your Fetch Extras folder) installed in Quark's XTension folder.

- 1. From an open Fetch catalog, select the image(s) you wish to drop into your QuarkXPress document.**

- 2. Drag the images over your open Quark document.**

QX–Drag&Drop will place each image in a new picture box at the cursor location in the document.

To attach a thumbnail to a QuarkXPress document:

- 1. When saving your QuarkXPress document, make sure that “Include Preview” is checked in the QuarkXPress Save dialog box.**

This will save a black and white thumbnail of the first page of your Quark document.

Note: Included with Extensis Fetch are “Lite” versions of two very helpful Quark XTensions from Vision's Edge. These are installed in the Fetch Extras folder. “Touch” allows you to transfer images from a Fetch catalog to a QuarkXPress image library. “Preview Editor” allows you to save a full-color preview, keywords, and a description of your Quark document. For instructions on using these products, please refer to the product documentation in the Fetch Extras folder. For technical support or to order these products, please contact Vision's Edge directly at (904) 386-4573 between 9:30 AM and 5:00 PM Eastern time. Extensis does not offer technical support for either of these products.

Adobe PageMaker 6.0 and 6.5

To transfer images in Fetch to a PageMaker 6.5 document:

1. **Select the images in Fetch.**
2. **Drag the images to your PageMaker 6.5 document.**

File Types

You can transfer the following file types from Fetch into a PageMaker Library Palette: edtp, edtt, EPSF, PCDI, PICT, PNTG, and TIFF.

To transfer images in Fetch to a PageMaker 6.0 or 6.5 document:

1. **Select the images in Fetch.**
2. **Choose “Copy Reference” from Fetch’s Edit menu and choose “Include Thumbnails.”**
The selected images are copied to the Clipboard.
3. **In PageMaker, choose “Library Palette” from the Windows menu. If you do not already have a library, you’ll be prompted to create one.**
4. **In the library palette window, choose “Import Fetch Items” from the Options menu.**

The images you selected appear in the library palette. To place an image in your PageMaker document, select it in the library palette and drag it onto your document.

To include a thumbnail and preview in a PageMaker document:

Choose “Save As...” from PageMaker’s File menu, and check Save Preview in the “Save As...” dialog box. When you save the file, a thumbnail and preview are created from the first page of the document.

Adobe Photoshop 3.0 and 4.0

To include a thumbnail and preview to a Photoshop file:

1. In the Preferences menu in the Photoshop File menu, choose “General...”
2. Click “More”
3. In the Image Previews section of the dialog box, select “Always Save”
4. Click “OK”

To include keywords and captions in a Photoshop file:

1. Select “File Info” from the Photoshop File menu
2. Enter your caption in the caption field
3. Click “Next” to switch to the “Keywords” panel
4. Click “OK” to close the dialog box

Adobe Illustrator 6.0

Illustrator 6.0 automatically saves a thumbnail which Fetch displays. However, you cannot preview the file in Fetch. To create an Illustrator 6.0 file that you can preview, choose “Save As...” from Illustrator’s File menu, and save the file as an EPS file. The EPS file contains both a preview and thumbnail.

Adobe Persuasion 2.1 and 3.0

Persuasion automatically creates a thumbnail and preview for your file when you save it. In Persuasion 2.1, the thumbnail and preview are created from the first presentation master. In 3.0, they’re created from the first slide.

To transfer a PICT or EPSF image from Fetch into Persuasion 3.0, use Fetch’s “Send Reference” command. The image appears in the active slide in Persuasion when in Slide View.

Macromedia FreeHand 5.5

To attach a thumbnail and preview in a FreeHand 5.5 file:

- 1. In the File menu, select “Preferences...”**
- 2. Select “Importing/Exporting.”**
- 3. Check “Include Fetch™ preview.”**

When you save the file, a vector PICT thumbnail and preview are created, increasing the size of your file. If your file has small dimensions, contains tiled fills, or is crowded with many objects, you can select “Bitmap Fetch™ preview size” to minimize the increase.

Microsoft® Word and Other Applications that Create Text Files

Fetch lets you preview the first 32,000 characters of any text file with a file type of TEXT. A text file does not have a thumbnail, but will be cataloged as a file icon. To preview a Microsoft Word document, you need to save the file as a text file by choosing “Save As...” from the File menu, then selecting “Text Only”, “Text Only with Line Breaks” or “Text with Layout” from the drop-down list.

Appendix A: Summary of Extensis Fetch Shortcuts

For an online reference to Extensis Fetch shortcuts, choose “Fetch Shortcuts” from the Help menu.

Finder shortcuts

To do this...	Use this shortcut...
Add item to default catalog	Drag file over Fetch icon when Fetch is not running.
Add item to another catalog	Drag file over Fetch icon when Fetch is running and catalog is open.

General window shortcuts

To do this...	Use this shortcut...
Open Find window	Press Command + F.
Open Gallery window	Press Command + R.
Open Pasteboard window	Press Command + B.
Open Catalog Info window	Double-click left end of information bar in Gallery or Pasteboard window.
Open Preview window	Double-click thumbnail. Or select item, then press Return or Command + J.
Open Info window	Double-click filename. Or select item, then press Command + I.
Close active window	Click close box. Or press Command + W.
Close all secondary windows	Press Option + click close box.
Close all windows (and catalog)	Press Option + Command + W.

Find window shortcuts (most also work where applicable in search definition dialog boxes)

To do this...	Use this shortcut...
Open Find window or bring to front	Press Command + F when Find window is not open or not active.
Open and clear Find window	Press Command + Delete.
Retrieve everything in the catalog	Press Command + ' (apostrophe).
Expand Find window ("More Choices")	Press Command + M when Find window is open, active, and reduced.
Reduce Find window ("Fewer Choices")	Press Command + F when Find window is open, active, and expanded.
Clear search descriptions ("Clear")	Press Command + Delete, or click "Clear" when Find window is open and active
Repeat previous search	Press Command + , (comma).
Carry out default search	Press Command + D.
Define, name, and save search	Press Command + K.

Gallery and Pasteboard window shortcuts






To do this...	In Thumbnail view	In Text List view
Open Gallery window or bring to front	Press Command + R.	Press Command + R.
Open Pasteboard window or bring to front	Press Command + B.	Press Command + B.
Scroll to beginning or end of window	Press Home or End.	Press Home or End.
Scroll up or down one screenful	Press Page Up or Page Down.	Press Page Up or Page Down.
Select item	Click thumbnail or text below thumbnail.	Click row in list box.
Select next item in direction chosen	Press any arrow key.	Press up or down arrow key.
Select additional item (discontiguous)	Press Command + click new item.	Press Command + click new item.
Select all items between last and current item	Press Shift + click new item.	Press Shift + click new item.
Select all items in window	Press Command + A.	Press Command + A.

More ➞

Gallery and Pasteboard window shortcuts (continued)

To do this...	In Thumbnail view	In Text List view
Copy item from Gallery to Pasteboard window	Press Control + click thumbnail. Or select item, then press Command + M.	Select item, press Control + click thumbnail or press Command + M.
Copy item to Clipboard (single item only)	Select item, then press Command + C.	Select item, press Command + C.
Copy item reference to Clipboard with text (multiple selection OK)	Select item, then press Command + H.	Select item, press Command + H.
Remove item from catalog	Select item, then press Delete.	Select item, then press Delete.
Remove item from primary window	Select item, then press Clear.	Select item, then press Clear.
Open Preview window	Double-click thumbnail. Or select thumbnail, press Return or Command + J.	Select item, double-click thumbnail, or press Return or Command + J.
Open Preview window with faster scrolling and zooming with 32-bit images	Hold down "G" key while choosing "Preview" from Item menu. Hold down "G" key and press Return to preview selected item.	Hold down "G" key while choosing "Preview" from Item menu. Hold down "G" key and press Return to preview selected item.
Switch to editing application last associated with item's file type and creator	Press Option + double-click thumbnail. Or select item, then press Command + G.	Select item, then press Option + double-click thumbnail or press Command + G.
Switch to another editing application	Select item, then press Option + Command + G.	Select item, then press Option + Command + G.
Open Info window	Double-click text below thumbnail. Or select item, press Command + I.	Double-click row in list box. Or select item, press Command + I.
Open Catalog Info window	Double-click left end of information bar.	Double-click left end of information bar.
Open Find window (or bring to front)	Double-click middle of information bar. Or press Command + F.	Double-click middle of information bar. Or press Command + F.
Change view	Double-click "Thumbnail View" in information bar. Or press Command + L.	Double-click "Text List View" in information bar. Or press Command + T.
Print thumbnails of all items in window	Press Command + P.	Press Command + P.

Preview window shortcuts: still images (including KODAK Photo CD images)

To do this...	Use this shortcut...
Increase magnification and window size	Press Command + + (plus sign).
Increase magnification and maintain window size	Press Shift + click image. 
Decrease magnification and window size	Press Command + - (hyphen or minus sign).
Decrease magnification and maintain current window size	Press Option + click image. 
Return image to actual size (100%); adjust window to fit	Press Command + ` (accent).
Return image to actual size; maintain window size	Press Shift + Option + click image. 
Select a portion of the image	Drag crosshair cursor over desired part of image, then release.
Zoom in on a portion of the image	Shift + drag a selection area. 
Pan image within Preview window	Press Command + drag. 
Scroll up or down within Preview window	Press Page Up or Page Down.
Scroll left or right within Preview window	Press Option + Page Up or Page Down.
Scroll to top left or bottom right corner of window	Press Home or End.
Scroll a little bit up, down, right, or left	Press appropriate arrow key.
Copy item to Pasteboard window	Press Command + M.
Copy item to Clipboard	Press Command + C.
Copy item reference to Clipboard with text	Press Command + H.
Switch to default editing application	Press Command + G.
Switch to another editing application	Press Option + Command + G.
Return to Gallery window	Double-click image. Or press Command + R.
Open Info window (KODAK Photo CD images)	Double-click middle of information bar. Or press Command + I.
Open Info window (other types of images)	Double-click in information bar. Or press Command + I.
Print image	Press Command + P.
Open popup menu (KODAK Photo CD images only)	Press and hold down mouse button on the little arrow in the information bar.

Catalog Info window shortcuts

To do this...	Use this shortcut...
Find all items that use a keyword	Double-click that keyword.
Refresh keyword list	Double-click "Keywords."
Save master keyword list as a text file	Choose "Export..." from Admin menu.
Toggle keyword list order	Press Option and click "keywords." (alphabetical or frequency)

Preview window shortcuts: movies, sounds, animations, and PICS

To do this...	Use this shortcut...
Select a frame	Click play bar.
Select all frames between last and current frame	Shift + click play bar. Or press Shift + drag across slider.
Play or stop movie or sound	Press Spacebar. Or double-click to play, single click to pause.
Step forward or backward one frame	Press right or left arrow key.
Go to first or last frame	Press Home or End.
Increase or decrease volume	Press up or down arrow key.
Copy item to Pasteboard window	Press Command + M.
Copy item to Clipboard	Press Command + C.
Copy item reference to Clipboard with text	Press Command + H.
Switch to default editing application	Press Command + G.
Switch to another editing application	Press Option + Command + G.
Return to Gallery window	Press Command + R.
Open popup menu	Press and hold down mouse button on the little arrow in the information bar.
Open Info window	Double-click middle of information bar. Or press Command + I.
Hide or display QuickTime control bar (movies only)	Press Tab.
Display QuickTime control bar (movies only)	Click badge (if present).

Info window shortcuts

To do this...	Use this shortcut...
Display next or previous page of File Info or Fetch Info field	Tab key for File Info. Tab + Shift for Fetch Info.
Edit description (noneditable portion is in italics)	Double-click "Description." Or press Command + U.
Find all items that use a keyword	Double-click that keyword.
Toggle keyword list order (alphabetical/frequency-of-use)	Press Option + click "Keywords."
Edit keyword list (noneditable keywords are in italics)	Double-click "Keywords." Or press Command + Y.
Open Preview window	Double-click thumbnail. Or press Return or Command + J.
Copy item to Pasteboard window	Press Command + M.
Copy item to Clipboard	Press Command + C.
Copy item reference to Clipboard with text	Press Command + H.
Switch to default editing application	Press Command + G.
Switch to another editing application	Press Option + Command + G.
Return to Gallery window	Press Command + R.
Return to Pasteboard window	Press Command + B.

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Other

☐ PowerMac ☐ Quadra ☐ Mac II *any* ☐ PowerBook
☐ CD-ROM ☐ Modem ☐ Scanner ☐ Network
☐ Do you also use a PC running Windows? ☐ QuarkXPress for Windows

☐ <6 months ☐ 6 mo. - 1yr. ☐ 1 yr. - 2 yrs. ☐ 3 - 4 yrs. ☐ >4 yrs.☐ 1 ☐ 2-5 ☐ 6-10 ☐ 11-25 ☐ 26-50 ☐ >50

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<input type="checkbox"/> Bryce	<input type="checkbox"/> Convolver	<input type="checkbox"/> Vector Effects	<input type="checkbox"/> Acrobat Exchange	<input type="checkbox"/> Extreme 3D
<input type="checkbox"/> After Effects	<input type="checkbox"/> Ray Dream	<input type="checkbox"/> Alien Skin Stylist	<input type="checkbox"/> Infini-D	<input type="checkbox"/> DeBabelizer
<input type="checkbox"/> PageMill	<input type="checkbox"/> Netscape	<input type="checkbox"/> MS Inet. Explorer	<input type="checkbox"/> Andromeda	<input type="checkbox"/> ScanPrepPro
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Suggestion

We'd like to know what you think we could do to make Extensis Fetch™ better. So if you have an idea for a new product feature, a modification to an existing one, or anything else you can think of that will help us make Extensis Fetch better—we'd like to hear from you.

To help make Extensis Fetch better, please...

1. Print your name, address, and phone number below and sign your name.
2. Describe your idea or comment.
3. Tear along the perforation and mail or fax this sheet to Extensis.

I understand that no compensation will be awarded for my suggestion.

My suggestion is...

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CIS

AOL

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Other

Thanks for your suggestions! Hopefully you'll see your ideas in future versions of Extensis Fetch or other Extensis products.

