## Overview: Finding Images

You can use HiJaak Catalog Find to locate graphics scattered across your system or network. Using its flexible search capabilities, you can search on attributes common to all files, such as location, whole or partial file name, date, and size; and you can also search on attributes specific to graphics files, such as number of colors, class, height, width, grayscale, and custom attributes. You can also use keywords that are automatically extracted from your vector files or manually added to the **Properties** sheet as criteria on which to find a file.

Once HiJaak 98 finds the files that meet the criteria you specified, it displays these files in a search results window. In this search results window, you can perform many file operations such as drag and drop, move, copy, import, create shortcuts, and open. You can also save the search criteria or the search criteria and results.

{button ,AL(`prohowto find',1,`',`')} **How To...**
{button ,AL(`formats;keywords;update;catalogs;properties;filefound')} **Related Topics**

## To find an image

1. To run HiJaak Catalog Find, click here ; or click the **Start** menu and point to **Find**. In the **Find** subfolder, click **HiJaak Catalog**.
   The **HiJaak Catalog Find** dialog box displays.

2. There are 7 search criteria tabs from which to choose. You can specify criteria in any or all of the tabs. Click the tabs containing the criteria on which you want to search and fill in the information on each.
   For information on any of the available criteria, right-click the option and click **What's This?**.

3. Click **Find Now**. HiJaak 98 searches the catalog for all graphics files meeting the criteria you specified, then displays the results in a search results window.

   You can perform any file operations on the files found.

   To save the search, pull down the **File** menu and click **Save Search**. HiJaak Find places a shortcut called SEARCH*N*.HJF on your desktop, where *N*  is the number of your last search.

   To save the search and its results, pull down the **File** menu and click **Save Results**; then, pull down the **File** menu and click **Save Search**.

   To find other files, click the **New Search** button and repeat the above procedure.


{button ,AL(`formats;printing;properties;catalogs')} **Related Topics**

## Working with the Files that HiJaak Finds

Using HiJaak Catalog Find to locate your graphics files is useful because it finds files quickly and accurately, and it allows you to perform many operations on the files found.

You can also modify the display of the search results window to make it easier to find a particular file. You can then move, copy, delete, import or open any file located in the search results window. If you want, you can save the search criteria and/or the search results.

{button ,AL(`prohowto savesearch;prohowto saveresults;prohowto renamesearch;prohowto viewfind;prohowto movefind;prohowto copyfind;prohowto openfind;prohowto openfolderfind;prohowto shortcut;prohowto importfind;prohowto selectallfind;prohowto invertselect')} **How To...**

**To save a search**

▪ Run the search you want to save. Pull down the **File** menu and click **Save Search** (Alt+f, s). HiJaak places a shortcut to the saved search on your desktop. The first search you save is named SEARCH1.HJF, and is incremented with each additional saved search. The file is located in your WIN95\DESKTOP folder.

{button ,AL(`prohowto find;prohowto renamesearch')} **Related Topics**

**To save search results**

- Run the search you want to save. Pull down the **File** menu and click **Save Results** (Alt+f, s). Pull down the **File** menu and click **Save Search** (Alt+f, s). HiJaak places a shortcut to the saved search on your desktop. When you open this shortcut, the results from the search will appear in the window. They will be updated the next time you select the **Find Now** button.

{button ,AL(`prohowto find;prohowto renamesearch;prohowto savesearch')} **Related Topics**

**To rename a saved search**

1. Click the secondary mouse button on the icon representing the saved search on your desktop. You will see the shortcut menu.
2. Click **Rename**. The file name beneath the icon becomes framed and highlighted.
3. Type the new name with an HJF extension and press **Enter**.

**To modify the view of the search results window**

Pull down the **View** menu and click one of the following:

**Large Icons--**displays large thumbnails and file name

**Small Icons--**displays small thumbnails and file name

**List--**displays small thumbnails in a list and file name

**Details--**displays small thumbnails, file name, folder, type, size and date (Alt+v, d)

- To sort alphabetically by name, pull down the **View** menu and click **Arrange Icons**, then select **by Name**; or, click the **Name** button in the search results window (Alt+v, i, n.

- To sort alphabetically by the containing folder, pull down the **View** menu and click **Arrange Icons**, then select **by Folder**; or, click the **Folder** button in the search results window (Alt+v, i, f).

- To sort by size from smallest to largest, pull down the **View** menu and click **Arrange Icons**, then select **by Size**; or, click the **Size** button in the search results window (Alt+v, i, z).

- To sort alphabetically by type, pull down the **View** menu and click **Arrange Icons**, then select **by Type**; or, click the **Type** button in the search results window (Alt+v, i, t).

- To sort by the date modified from oldest to newest, pull down the **View** menu and click **Arrange Icons**, then select **by Date**; or, click the **Modified** button in the search results window (Alt+v, i, d).

**To create a shortcut to the files found**

1. In the search results window, click the file or press **CTRL** and click the files to which you want to create shortcuts.
2. Right-click any of the selected files and drag to the desktop or folder where you want to place a shortcut to the file or files. The drag and drop menu displays.
3. Click **Create Shortcut Here**.

**To copy files from the search results window**

1. In the search results window, click the file or press **CTRL** and click the multiple files you want to copy.
2. Right-click any of the selected files and drag to the desktop or folder where you want to copy the files. The drag and drop menu displays.
3. Click **Copy Here**.

**To move files from the search results window**

1. In the search results window, click the file or press **CTRL** and click the multiple files you want to move.
2. Right-click any of the selected files and drag to the desktop or folder where you want to move the files. The drag and drop menu displays.
3. Click **Move Here**.

**To import the files that HiJaak finds into another document**

1. Open the OLE 2.0 <u>container application</u> and the document into which you want to import the file. Make sure both the HiJaak Find and the application windows are visible on the screen.

2. In the search results window, click the file you want to import and drag it onto the open application window into which you want to import the files. (Do not drag onto the icon in the taskbar.)
   HiJaak embeds the file in the open document.

**To view/open a file from the search results window**

▸ In the search results window, click the file you want to open . Pull down the **File** menu and click **Open** (Alt+f, o).

OR:

▸ In the search results window, double-click the file that you want to open.

HiJaak 98 launches the application with which the file is associated and that application opens the file.

**To open the folder that contains a file found**

1. Click the file in the search results window whose containing folder you want to open. Note that you cannot use this command with multiple files.
2. Pull down the **File** menu and click **Open Containing Folder**. HiJaak 98 opens the folder in which the original file is located.

**To select all files in the search results window**

▪ Pull down the **<u>E</u>dit** menu and click **Select All** (Alt+e, a).

**To invert the selection of files in the search results window**

▪ Pull down the **Edit** menu and click **Invert Selection** (Alt+e, i).

## Find Dialog Box

Provides a place for you to search for graphics files. Each tab represents a different search criterion. You can search on one or all of the available criteria. Once you have specified all the criteria on which you want to search, the **Find Now** button runs the search. The Find dialog box then expands to display the files that meet the criteria you specified.

{button ,AL(`prohowto find',1,`',`')} **How To...**

## Name and Location

Searches for files based on a whole or partial file name or location. If you want, you can instruct HiJaak 98 to search all subfolders of the selected path as well. It is recommended that you specify a location in which you want HiJaak 98 to search for files. By specifying a location, you greatly narrow the search and decrease the time it takes to complete it.

{button ,AL(`prohowto find',1,`',`')} **How To...**

**Named**

Provides a place for you to type all or part of the name of the file you are searching for.

Type as much of the file name as you know into the **File Name** box (Alt+n). You can use the DOS wildcards **\*** and **?** to replace the part of the file name you do not know.

**Look In**

Provides a place for you to type the drive and folder in which to look for the file.

To search a specific location, click in the **Look In** box and type the full path where you want to search (Alt+I).

**Browse**

Displays the Browse dialog box in which you can browse for the folder in which you want to search.

**Include Subfolders**

Searches all subfolders of the selected folder in the Look In box.

**Files in Disconnected Drives or Folders**

Finds only files that are located on drives or in folders that are disconnected from your computer at the time the search is run. These files may be located on a CD-ROM that is not currently in the drive, or on a network drive to which you do not have access, but because they are located in the HiJaak Catalog, HiJaak 98 can still find them.

If this check box is cleared, HiJaak will find only files that are accessible to you at the time the search is run.

## Keywords

Provides a place for you to type keywords on which to search for files. HiJaak 98 searches through both automatically extracted keywords and keywords that were manually added to files using the Properties sheets. HiJaak 98 searches for files that contain every keyword you specify, regardless of their position or proximity in the **Properties** sheet's **Keywords** box.

You can also use wildcards in the **Keywords** search box to narrow the search further. Use any of the following wildcards:

| | |
|---|---|
| **\*** | finds any number of characters |
| **?** | finds any character |
| **[***xxxyyy***]** | finds any character within the braces |
| **@***xxxyyy***@** | finds exact text phrase contained within the @ signs |

{button ,AL(`prohowto find',1,`',`')} **How To...**

**Keywords**

Provides a place for you to type keywords on which to search. Keywords are either automatically extracted from the file during updating or manually defined in the Properties dialog box.

To search for files with certain keywords, click in the **Keyword** box and type the keywords (Alt+k).

To use wildcards, substitute any of the following: **\*** finds any number of characters; **?** finds any character; **[*xxxyyy*]** finds any character within the braces; **@*xxxyyy*@** finds exact text phrase contained within the @ signs.

## Size and Date

Searches for files based on a range of file sizes and/or a range of dates on which to search. The dates represent the time at which the file was last modified. When you specify a size, you should also specify the units of measurement you want to use: bytes, kilobytes or megabytes.

{button ,AL(`prohowto find',1,`',`')} **How To...**

**Size**

Contains controls that allow you to specify criteria to find files based on file size.

**Units**

Specifies the unit of measure for file size used when entering a number in the **From** and **To** boxes in the Size area.

Click **Megabytes**, **Kilobytes** or **Bytes**.

**Size: At Least ... At Most**

Provides a place for you to type a range of file sizes on which to search.

To search for files that are a specific size, click in the **At Least** box and type that size. Then, click in the **At Most** box and type that same size (Alt+s, Tab).

To search for files that fit into a range of sizes, click in the **At Least** box and type the smallest size for which you want to search. Then, click in the **At Most** box and type the largest size for which you want to search (Alt+s, Tab).

**Date**

Contains controls that allow you to specify criteria to find files based on the modification date.

**Format**

Displays the format in which you should enter the date on which you want to search. The date format is controlled by Windows Control Panel Regional Settings.

**Date: From ... Until**

Provides a place for you to type a range of modified dates on which to search.

To search for files that were modified during a range of dates, click in the **From** and type the earliest date for which you want to search. Then, click in the **Until** box and type the latest date for which you want to search (Alt+d, Tab).

To search for files that were modified on a specific date, type the same date in both boxes.

## Image Attributes

Searches on any of the following attributes: number of pages in a file, a file's type based on format extension, number of colors, grayscale, fonts, or a file's image class: raster, vector, metafile, or 3D.

{button ,AL(`prohowto find',1,`',`')} **How To...**

**Image Class**

Specifies the class of the file for which you want to search: Raster, Vector, Metafile, or 3D.

**Type**

Specifies the type of the file based on file extension for which you want to search. You can search on any file type supported by HiJaak 98.

**Fonts**

Searches for files containing text in a specific font. You can search on any TrueType font registered with Windows.

This option will locate only vector or metafile images. Raster images don't contain font information.

**Number of Pages**

Specifies the number of pages in the file for which you want to search.

To search for files that have a range of pages, click in the **At Least** box and type the least number of pages for which you want to search. Then, click in the **At Most** box and type the largest number of pages for which you want to search (Alt+p, Tab).

If you know the exact number of pages, type the same value in both boxes.

**Number of Colors**

Specifies the number of colors in the file for which you want to search.

To search for files that have a range of colors, click in the **At Least** box and type the lowest number of colors for which you want to search. Then, click in the **At Most** box and type the largest number of colors for which you want to search (Alt+c, Tab).

To search for files that are a specific number of colors, type the same value in both boxes.

**Grayscale**
Finds files that are composed of shades of gray ranging from black to white.

## Image Size

Searches for files based on their width and/or their height. Before you set the Width and Height options, you should specify the unit of measure you want to use: **Inches**, **Centimeters**, **Pixels** or **Picas**.

The criteria in this dialog box is useful primarily for finding raster files. You can click the **Image Attributes** tab and select **Raster** in the **Image Class** area to narrow the search. However, some vector files, such as PCT, also contain sizing information; so the criteria in this tab can be used to locate those files as well.
{button ,AL(`prohowto find',1,`',`')} **How To...**

**Units**
Specifies the unit of measure used when entering a number in the **Width** and **Height** boxes.

**Width**

Contains controls that allow you to specify criteria to find files based on an image's width.

**Width: At Least ... At Most**

Provides a place for you to type a range of widths on which to search.

To search for files that fit into a range of widths, click in the **At Least** box and type the smallest width for which you want to search. Then, click in the **At Most** box and type the largest width for which you want to search (Alt+w, Tab).

To search for files that are a specific width, type the same value in both boxes.

**Height**

Contains controls that allow you to specify criteria to find files based on an image's height.

**Height: At Least ... At Most**

Provides a place for you to type a range of heights on which to search.

To search for files that fit into a range of heights, click in the **At Least** box and type the smallest height for which you want to search. Then, click in the **At Most** box and type the largest height for which you want to search (Alt+h, Tab).

To search for files that are a specific height, type the same value in both boxes.

## Catalogs

Specifies which catalogs to search through.

{button ,AL(`prohowto find',1,`',`')} **How To...**

**Known Catalogs**

Lists all catalogs available to HiJaak for searching. Click those catalogs that you want HiJaak 98 to search for files.

**Search Current Catalog Only**

Searches only the catalog that you have open when performing the search. When this check box is selected, all catalogs except the current will be deselected in the Known Catalogs list.

**Add**
Displays the Find Catalogs dialog box which allows you to add catalogs to the Known Catalogs list.

**Select All**

Selects all catalogs in the Known Catalogs list. HiJaak will search every catalog available for files meeting the criteria you specify.

**Deselect All**

Deselects all catalogs in the Known Catalogs list. You must select one catalog before switching out of this tab.

## User Attributes

Searches for custom attributes that you have defined in HiJaak Catalog Setup and attached to files through their Properties sheets. You can search on as many custom attributes as you want by building a list in the Search Attributes area of this tab. Only files meeting all attributes you add to this list will be found.

{button ,AL(`prohowto find',1,`',`')} **How To...**

**Attribute Name**
Specifies the name of the attribute you will be searching for.

**Relationship**

Indicates the relationship between the Attribute Name and Attribute Value: Equal to, Greater than or Less than. Which of these options are available depend on the type of attribute you have selected in the Attribute Name box.

**Attribute Value**
Specifies the value of the named attribute.

**Search Attributes**

Lists those search expressions ATTRIBUTE NAME = VALUE HiJaak will search for. HiJaak will only search for custom attributes in this list. Each expression is connected with an "AND".

You can add expressions to this list using the Add button.

**Add**
Adds the full search expression **ATTRIBUTE NAME=VALUE** to the Search Attributes list.

**Delete**

Removes the selected search expression from the Search Attributes list.

**Find Now**
Begins the search.

**Stop**
Terminates a search in progress.

**New Search**

Clears the criteria of the previous search, allowing you to enter new criteria on which to search.

**Name**

Sorts files found alphabetically by file name.

**Folder**
Sorts files found alphabetically by the containing folder.

**Size**

Sorts files found by size from smallest to largest,

**Type**
Sorts files found alphabetically by type

**Modified**

Sorts by the date modified from oldest to newest.