

## CHAPTER FIVE: The search result window

After a search has been completed, the search result window will be shown (assuming that the search was set up to show the window and not select the first or all of the items). Similar to the search result window is the disks to be labeled window. These two windows, although used for different reasons, behave similarly.

The main portion of the window is the scrolling list at the bottom of window. This is where either the items found or the disks to be labeled are shown. You can select items from this list as you would from any other list, by clicking on them. You can command-click to select more than one item, or shift-click to select a range of items.

At the top of each window is a region which displays either information about an individual item (or only one item is selected) or about a group. Information similar to the "Get Info" window is shown when only one item is selected. If more than one item is (or zero items are) selected, this window portion will show the number of items in the list, the number of selected item, and the total size of the items.

There are two different ways of viewing the list of items. One shows the item's icon, name, size, kind, creation date, and modification date. The other shows the item's icon, name, and either path or disk label (depending on whether the window is a search result window or a disks to be labeled window, respectively).

- To switch the window's mode, click on the mode switch box above the scroll bar.

### Sorting the item list

The item list may be sorted by icon, name, size, kind, modification date, creation date, or path/disk label. The current method used for sorting the items is shown by the underlined column header.

- To change the item sort method:

- 1.) Click on the column header that you would like to sort by.

### Manipulating items

It is possible to view a given item from the search result/label list window in the appropriate catalog window.

- To view an item in its catalog window:

- 1.) Double click on the item.

You may also launch an item or show it in the Finder directly from the search result window/label list.

- To launch an item or group of items from the search result window/label list:

- 1.) Select the item or group of items to be launched.
- 2.) Select “Launch” from the Edit menu (or press ⌘L).

- To display an item or group of items in the Finder from the search result window/label list.

- 1.) Select the item or group of items to be shown.
- 2.) Select “Show in Finder” from the Edit menu.

## Printing and exporting

You may print the contents of the search result window/label list window.

- To print the contents of the search result window/label list:

- 1.) If you would only like to print certain items, be sure that they are selected.
- 2.) Make sure that the page setup settings are correct (select “Page Setup...” from the File menu).
- 3.) Select “Print...” from the File menu.
- 4.) Make sure that the settings within the print dialog box are correct.
- 5.) Select either to print all of the items or just the selected ones.
- 6.) Click “Print” to start printing or “Cancel” to abort.

- To export the contents of the search result window/label list to a text file:

- 1.) If you would only like to export certain items, be sure that they are selected.
- 2.) Select “Export as TEXT...” from the File Menu.
- 3.) Choose a name and location for the file.
- 4.) Choose whether you would like to export all of the items or just the select ones.
- 5.) Click “Save” to save the text file or “Cancel” to abort.

**NOTE**—The text files exported here will use the formatting items (including delimiting characters and file creators) that were set in the “Preferences...” dialog box for exporting catalog files (see chapter two).