Copernic Help Contents

Introducing Copernic

Copernic 98 is an intelligent agent that carries out your net-searches by simultaneously consulting the most important search engines of the Internet which are grouped under channel sets as The Web, Newsgroups and E-mails. It features a history of your searches, making sure that the precious information found on the Internet is always organized and handy. Copernic 98 is FREE and offers only three channel sets. Copernic 98plus, on the other hand, includes about 20 channel sets, giving you access to more than 130 search engines and specific directories. Additional channel sets in Copernic 98plus are: Books, Business, Finance, Games, Jobs, Kids, Learning, Life, Movies, Music, News, News Archives, Software, Sports, Technology and Travel.

You will find what you want more easily and faster with Copernic 98 and its intelligent features:

- search wizard to ease search creation
- found documents are scored and displayed according to their relevancy
- duplicate matches are automatically removed
- invalid and unreachable document links may be eliminated
- matching documents may be downloaded for offline browsing
- searches may be refined from downloaded documents by using Boolean operators (AND, OR, EXCEPT)
- search reports may be generated in Web page format for easy browsing, filtering and sorting of documents
- searches may be updated, grouped into folders, etc.
- search reports may be exported or e-mailed in various file types
- full Internet Explorer 4.0 (or later): an ergonomically designed Results Explorer window can be used to browse, filter and sort found documents easier and faster; the default Internet Explorer search window can be replaced by Copernic; Copernic can be launched from the Quick Launch toolbar

See also: Technical Specifications Sheet.

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How to Search Using Copernic

Creating a New Search

This function is used to set the search query, the channel set and search parameters. The program features a wizard and a classic mode to create a new search. Clicking on the bottom left icon of the New Search window allows you to switch from one mode to the other.

In classic mode, the New Search window allows to create a search with two tabs.

Query tab

Select the most appropriate channel set for your search. All channel sets are available with Copernic 98plus, and only three are available with the free Copernic 98. The Properties button of this window opens the Channel Set Properties window.

Specify the significant keywords to search for. Each word must be separated by a space.

Select one of the three choices offered:
 • search for all words: returns will include every keyword entered (and)
 • search for any word: returns will include at least one keyword (or)
 • search for exact phrase: returns will include the exact phrase entered ("...")

Possible modes of entry of search keywords are:
 • one word or a simple sequence of words (e.g.: sport health benefits)
 • a sequence of words in quotation marks (e.g.: "Albert Einstein")
 • a combination of the first two options (e.g.: "Albert Einstein" relativity)

The combination of significant words help to narrow the search of documents. Please note that Boolean operators (AND, OR) are only available with the Refine function (see Refining a Search).

Parameters tab

This tab allows you to modify the default search scheme, which determines the number of matching documents for each channel and for the entire search. Four schemes are available: Quick search (10/100), Normal search (20/200), Detailed search (30/300) and Custom (user defined). You may set the Custom scheme to a maximum of 300 results per channel and a maximum total of 1000 results.

To modify the default search scheme of the selected channel set, or for all sets, click on the Defaults button.

In most cases, you should obtain enough results using the default choices. In the case of an exhaustive search, it is advisable to obtain a maximum number of results before using the Validate Documents and Refine Search functions. However, you should remember that the search will take longer and that the amount of space required on the hard disk will be greater.

The updating of channels offered by Agents Technologies is automatically made once a week. This updating may, for instance, add channels or channel sets, modify or remove channels.

See also: Starting a Search, Modifying a Search, Refining a Search.

Modifying a Search

This function is used to change the parameters of an existing search.

See also: <u>Creating a New Search</u>, <u>Starting a Search</u>, <u>Refining a Search</u>.

Starting a Search

This function starts searching for an existing search.

See also: <u>Search Progress Window</u>, <u>Creating a New Search</u>, <u>Modifying a Search</u>, <u>Refining a Search</u>.

Validating Documents

This function identifies documents that cannot be reached, either because their address is invalid or because the connection could not be established within the time limit set. This validation can be carried out on all the results of a search or on selected results only.

See also: <u>Downloading Documents</u>, <u>Refining a Search</u>.

Downloading Documents

This function downloads found documents to disk for offline browsing. This function can be applied to all the results of a search or to selected results only.

See also: <u>Validating Documents</u>, <u>Refining a Search</u>.

Refining a Search

This function allows you to refine downloaded documents by using Boolean operators with keywords of a refine query. This can be done on all results of a search or to selected results only.

The refine must be performed with Boolean operators placed between the keywords of a search.

Query formulation

Specify the significant keywords to search for. Here are some possible modes of entry of a search query:

- one word (e.g.: sport)
- a simple sequence of words (e.g.: sport AND health AND benefits, sport AND health OR benefits, sport AND health EXCEPT boxing)
- a sequence of words in quotation marks (e.g.: "Albert Einstein")
- a combination of the two preceding options (e.g.: "Albert Einstein" AND relativity OR mathematics, "Albert Einstein" OR "Marie Curie")

The combination of significant words should help to narrow the search for documents.

Some guidelines about Boolean operators (the use of capital letters is only for better clarity)

AND: For a more specific query, use this Boolean operator. It limits results to those documents that contain all of the search terms in your query. For instance, using these search queries: sport AND health AND benefits, the search query should retrieve only those documents containing all three words in the same document.

OR: This operator may be useful for the first phases of a search, when you are not exactly sure what information is available on your topic or what words are used to categorize it. When used between two words, the OR operator instructs the search tool to retrieve any document containing either of the words. This Boolean operator returns the most found documents. Indeed, search queries containing OR are very broad and may often return documents that are not relevant.

EXCEPT (AND NOT): This operator is used to ignore documents containing a particular word or combination of words from your search results. For instance, if you are performing a search on "sport" and "health", you may wish to exclude documents dealing with "boxing". To make this exclusion, you could construct your search query as: sport AND health EXCEPT boxing. This search would identify all documents containing the words "sport" and "health" except for those that also contain the word "boxing" as illustrated below.

OR NOT: The use of these two combined operators is to include in results any documents else than those referred to a particular word or combination of words in your search results. For instance, if you are performing a search on "sport" and "health", you might wish to consider also all other documents not dealing with "boxing". This search would return all documents containing the words "sport" and "health" plus any others which do not contain the word "boxing" as illustrated below. For instance, if you are performing a search as: sport AND health OR NOT boxing, the search would consider all documents containing the words "sport" and "health" and all other documents which do not contain the word "boxing".

By browsing through your results list, you may determine whether or not your query is returning relevant documents. Then, you may construct a search query using the Boolean operators OR, AND, EXCEPT and OR NOT to improve its results.

If you are sure that a certain phrase exists on the page you are looking for, you may put the phrase in quotes. For example, you may write the title of a song, as this one from Elvis Presley: "Love me Tender".

Summary

AND: Finds only documents containing all of the specified words or phrases.

OR: Finds documents containing at least one of the specified words or phrases. The found documents could contain all, but do not have to.

EXCEPT (AND NOT): Excludes documents containing the specified word or phrase. You may write AND NOT instead of EXCEPT.

OR NOT: Includes all other documents than those referred to a particular word or combination of words.

Advanced refining

Users wishing to refine with a sophisticated search query may consider these examples which are presented only as illustration:

Example 1: (sport and health) or "physical education" or "web surfing"
Example 2: not ((sport or health) and "physical education" and not "web surfing")
Example 3: (sport and health and "physical education") except "web surfing"

See also: <u>Validating Documents</u>, <u>Downloading Documents</u>.

Finding Words in Results

This option allows you to search for text in the title, description and address of found documents.

Browsing Search Results

· <u>Search Results Page</u>
· <u>Search Results Toolbar</u>
· <u>Results Explorer Window</u>

Search Results Page

This page allows you to browse search results. Displaying a search report in Web page format also allows you to benefit from the full potential of the browser, including printing results and the Copy and Paste functions.

The report heading identifies the keywords of a search, the date of the search or of its last update, the number of documents found and the order in which the documents are sorted.

Search results are displayed on three columns in the report.

- The first column indicates a number assigned to each document according to the order in which it is displayed on screen. Note that a document may be assigned a different number for each type of sorting.

- The second column contains the title, description, address and score of the document. In order to distinguish addresses, the address of the Internet link is followed by a symbol depicting the Earth, while the address of a document on disk is followed by a symbol representing a hard disk drive.

See also: <u>Search Results Toolbar</u>.

Search Results Toolbar

This toolbar appears in the bottom right corner of the screen when using the Browse Results function in classic search results toolbar mode.

The browsing functions may be applied to all the results of a search or to a specific type of results (new documents, downloaded document, refined document, checkmarked documents, all documents). You may also enable or disable the display of unreachable documents.

This toolbar features:

- A drop-down list to scroll document titles
    This drop-down list makes it easier to browse between found documents.

- 4 navigation buttons
    - go to the first document
    - go to the previous document
    - go to the next document
    - go to the last document

- A sort key selector
    - rank: rank attributed to a document in terms of its degree of interest
    - title: title of the document
    - address: document address
    - date: date of the search or last update

- A sort order selector
    - display the documents in ascending order based on the selected sort key
    - display the documents in descending order based on the selected sort key

See also: Search Results Page.

Screen Overview

Toolbar Overview

The group of buttons in the Copernic toolbar gives you quick access to the most frequently used commands.

The buttons are:

· <u>New</u>: Create a new search
· <u>Modify</u>: Modify an existing search
· <u>Search</u>: Submit the selected search to selected channel set
· <u>Validate</u>: Check if found documents are reachable
· <u>Download</u>: Download found documents for offline browsing
· <u>Refine</u>: Perform a sub-search on the local copy of found documents
· Stop: Stop the current operation
· <u>Browse</u>: Open the <u>Search Results Page</u> for the selected search and the <u>Search Results Toolbar</u> or, as the case may be, the integrated <u>Results Explorer Window</u> only
· Send: Send the selected search by e-mail (see <u>Mailing Search Results</u>)

See also: <u>Menu Overview</u>.

Main Window

Folders

This drop-down list allows you to select the search folder that is currently open (see Folder Management).

List of searches

This section of the screen displays the general information associated with each search of the currently open folder. The elements include the keywords to search for, the date of the search or its last update, the number of matches obtained during the search and the selected channel set.

It is possible to sort by column in ascending or descending order, to move the columns and to adjust their width. A triangle appears on the sort column and the direction in which it is pointed indicates the ascending or descending order of the searches.

Documents found for a selected search

This section of the screen displays the results of the selected search. The information on the documents located during the search is presented in eight columns and features:

- the document's state represented by icons, colors and bold fonts (old document, new document, reachable document, unreachable document, downloaded document, refined document, skipped* document, updated document, visited document) (select View/Legend from the main menu).
- optional user's checkmark
- title
- address
- score attributed to the document in terms of relevancy or degree of interest based on the search keywords
- number of search channels where the document was located
- date upon which the document was located
- identification of the search channels where the document was located

* This state is given to a document that was not downloaded because its size exceeds the limit specified in View/Options/Connection.

Description Preview: A description preview appears under the previous data of each found document. You can deactivate or reactivate the description preview from the View/Description Preview menu. The default sets may be modified (see Format Views Window).

To facilitate the analysis of the information obtained, you may sort by column in ascending or descending order, move the columns and adjust their width. A triangle appears on the sort column and the direction in which it is pointed indicates the ascending or descending alphabetical order of the documents found. User may also checkmark selected documents by clicking the corresponding boxes.

Channel set bar

This bar displays channel set shortcuts. Using ascending or descending arrows allows scrolling of channel sets. Clicking a channel set opens the New Search window (wizard or classic mode - see Creating a New Search).

This bar may be customized by adding, removing, moving up or moving down channel sets. To do so

you have to select View/Options/Channel Sets/Channel Set Bar in the main menu and click the Settings button. You can also right-click into the channel set bar and select Customize Shortcuts.

Right-clicking also allows to modify the icons display, remove shortcuts or hide the channel set bar.

The updating of channels offered by Agents Technologies is automatically done once a week. This updating may, for instance, add channels or channel sets and modify or remove channels.

Menu Overview

There are six sections of menu commands:

· **File**

Open: Open the selected document in the last active browser window
Open in New Window: Open the selected document in a new browser window
Folder: Contains commands for managing folders (see <u>Folder Management</u>)
    Create...: Create a new folder
    Delete: Delete an existing folder
    Rename: Rename an existing folder
    Compact All: Compact all search folders
Properties: Display the properties of the selected document
Send: Send the selected search or results by e-mail (see <u>Mailing Search Results</u>)
    HTML Report by E-mail: Send the selected HTML report by e-mail
    Text Report by E-mail: Send the selected text report by e-mail
    Result by E-mail: Send the selected result by e-mail
Export: Save the selected search on disk (HTML File, Text File, Extended Markup Language File (XML), Comma Separated File or dBASE File - see <u>Exporting Search Results</u>)
Exit: Close the window

· **Edit**

Copy Address: Copy the addresses of the selected documents to the clipboard
Delete: Delete the selected items (searches or documents)
Select All: Select all items (searches or documents)
Invert Selection: Invert item selection (searches or documents)
Find in Results: Search for text in the search results (see <u>Finding Words in Results</u>)
Find Next: Continue the search

· **View**

Toolbar: Show or hide the toolbar (see <u>Toolbar Overview</u>)
Status Bar: Show or hide the status bar
Channel Set Bar: Show or hide the channel set bar
Description Preview: Show or hide the search result description preview
Preview Pane: Contains commands for changing the preview pane
    Split Horizontally: Tile the preview pane and list horizontally
    Split Vertically: Tile the preview pane and list vertically
Format Views: Customize views appearance
Sort Searches By: Sort searches by various fields (Keywords, Last Update, Matches, Channel Set)
Sort Results By: Sort results by various fields (State, Checkmark, Title, Address, Score, Hit Count, Date Found, Channels/Found By)
Channel Sets...: Display information about available channel sets and their content (see <u>Channel Sets Window</u>)
Options...: Display configuration settings (see <u>Options Window</u>)

· **Search**

New: Create a new search (see <u>Creating a New Search</u>)
Modify: Change the properties of the selected search (see <u>Modifying a Search</u>)
Update Search: Submit the selected search to the search engines of the selected channel set (see <u>Starting a Search</u>)
Stop: Stop the current operation
Move To: Move selected searches to another folder (see <u>Folder Management</u>)
Copy To: Copy selected searches to another folder (see <u>Folder Management</u>)

· **Results**

  Browse: Open the Search Results Page for the selected search and the Search Results Toolbar or, as the case may be, the integrated Results Explorer Window only (see <u>Browsing Search Results</u>)

  Validate: Check if found documents are reachable (see <u>Validating Documents</u>)

  Download: Download found documents for offline browsing (see <u>Downloading Documents</u>)

  Refine: Perform a sub-search on the local copy of found documents (see <u>Refining a Search</u>)

· **Window**

  Search Progress: View the <u>Search Progress Window</u> of the last search operation

  Validate Progress: View the Validate Progress Window of the last search operation

  Download Progress: View the Download Progress Window of the last search operation

  Search Results: View the <u>Search Results Toolbar</u>

  Legend: View the Legend Window which gives the significance of the different icons appearing for each found document shown on the Main Window, including colors and bold fonts (see <u>Main Window</u>)

· **Help**

  Help Topics: Display Copernic help topics

  Check Updates Now: Check for channel and software updates

  Configuration Wizard: Start the Configuration Wizard

  Copernic Home Page: Open Copernic home page

  Add More Channels: Open the additional search channels page

  About Copernic: Display information about Copernic version and copyrights

See also: <u>Toolbar Overview</u>.

Folder Management

This function allows you to classify searches in categories to facilitate the tracing and management of documents.

The Create, Delete and Rename functions are accessible from the File/Folder section of the main menu.

You may also copy or move searches from one folder to another via the functions Copy to or Move to, found in the Search section of the main menu.

Customizing Copernic

· <u>Channel Sets Window</u>
· <u>Options Window</u>
· <u>Format Views Window</u>

Channel Sets Window

This window may be opened by selecting View/Channel Sets or the View/Options/Channel Set tab from the main menu. It allows you to view the channel sets and their properties.

The Channel Set window shows all available channel sets and shows an overview of the search engines available in each channel set. Clicking on the Properties button when a channel set is selected allows opening the Channel Set Properties window.

The Channel Set Properties window shows the channel set description and the list of its available channels (search engines). You may deactivate or reactivate default channels by clicking the corresponding checkbox.

The updating of channels or software offered by Agents Technologies is automatically made once a week. This updating may, for instance, add channels or channel sets, modify or remove channels.

Options Window

This window allows you to change configuration settings with five tabs.

General tab

- Visual settings

  The first option of this section allows you to display or not text labels on toolbar buttons.

  The second option allows you to make document scores display as a graphic bar or as a text percentage.

  The third option allows you to make the contextual advertisement banner appear or not when searching (disabling is only available with Copernic 98plus).

  The Reset Columns button allows restoring the default column settings (width and order).

- Prompts

  This section allows enabling or disabling prompts or confirmations when clicking on the Settings button. These choices may be made by checking the following prompt boxes:

  Ask to browse results following search completion.

  Confirm before stopping an operation.

  Confirm before deleting searches or results.

  Show message when unreachable documents are removed.

  Show warning when channels do not support the selected search mode.

  Show warning if no Internet connection is detected.

  Show report after channel updates

Connection tab

- Settings

  This section allows you to change the number of simultaneous transfers, the delay for the search timeout and the maximum size of files to download.

- Proxies

  This section allows you to indicate if you are connected through a proxy server and to enter its settings (address and port). It also allows, if needed, to enter the parameters related to the use of a proxy authorization procedure (user name, password).

Channel Sets tab

- Channel sets / Channels

This section also gives access to the Channel Set window which allows you to view the channel sets and their properties and modify the default settings.

The Channel Set window shows all available channel sets and shows an overview of the search engines available in each channel set. Clicking on the Properties button when a channel set is selected allows opening of the Channel Set Properties window.

The Channel Set Properties window shows the channel set description and the list of its available channels (search engines). You may deactivate or reactivate default channels by clicking on the corresponding check box.

- Channel packages

This section allows you to display the list of all the search engine packages you have installed and those included in the software. It is also possible to modify their settings.

- Channel set bar

The Channel Set Bar Properties window allows you to move channels set between the Channel set bar shortcuts and Available Channel sets sections, though you can customize the channel set bar of the main window. Shortcuts may be added, removed and moved up or down.

Internet Explorer tab (requires Internet Explorer 4.0 or later)

- Search results

This section allows you to choose between the Results Explorer or the classic Search Results Toolbar to browse found documents.

- Integration mode

This section allows you to change the tight integration features to Internet Explorer and Active Desktop. By clicking on the Settings button you may choose between the complete or the custom use of web-search enhancements. These two components may be added or removed individually by clicking the appropriate check box:

1. Replace Internet Explorer's search bar: this component allows you to use Copernic when clicking the Search button of Internet Explorer's toolbar
2. Create a shortcut to Copernic on the Quick Launch toolbar: this component allows you to create a shortcut on the Quick Launch toolbar.

Advanced tab

- Timeouts

This section allows you to make the default search timeout delay applied to all operations or to indicate specific timeout delays for the validate and download operations.

- Files

This section allows you to indicate if searches should be automatically deleted after a specified number of days and to clear downloaded files on demand.

Technical Specifications Sheet

Searches

- The most important search engines (called channels) of the Internet are grouped under channel sets as The Web, E-mails, Newsgroups, Books, Business, Finance, Games, Jobs, Kids, Learning, Life, Movies, Music, News, News Archives, Software, Sports, Technology and Travel. Copernic 98 is FREE and offers only the first three channel sets already mentioned. Copernic 98plus, on the other hand, includes about 20 channel sets, giving you access to more than 130 search engines and specific directories.
- Possibility of choosing among multiple specialized search channel sets for each query
- Possibility of adding search engines from Copernic's Web site and automatically installing them in your system
- Search wizard to ease search creation
- Customizable channel set bar displaying channel set shortcuts
- Possibility of disabling the default channels and customizing the default search schemes in each channel set
- Maximum number of results per channel: 300
- Maximum number of results per query: 1,000
- Possibility of creating folders for the searches
- Possibility of copying and moving searches from one folder to the other
- Search reports may be exported in various file types (HTML, Text, XML, Comma Separated, dBASE) or e-mailed in HTML or in text
- Search and result history available (the elements are displayed in two windows: one for the queries and one for detailed results)
- No maximum number of queries in the history (limited only by the disk space available and the computer's capabilities)
- Supports Boolean searches and quotes (AND / OR, for all search keywords)
- Possibility of updating the results of a search (new documents highlighted)
- Possibility of modifying query parameters at anytime
- Replacement of Internet Explorer's search bar by a component allowing the use of Copernic when clicking the Search button of Internet Explorer's toolbar**

Results

- Found documents are scored and displayed according to their relevancy
- Automatic elimination of duplicate documents
- Extensive information concerning each document displayed on screen: state (reachable, unreachable, new, refined, downloaded, visited, skipped), title, description preview, address, rank, hit count, date found, found by
- Progressive display of the results obtained during the search
- Possibility of searching for text in the results showed on screen
- Possibility of deleting results
- Possibility, upon request, to point or delete unreachable documents (overall documents or a selection of desired documents)
- Possibility to refine searches from downloaded pages (overall results or a selection of desired results, supports Boolean searches (AND, OR, EXCEPT) and phrase
- Documents may be downloaded on request for offline browsing (overall results or a selection of desired documents)
- Possibility of consulting a document during a search

- Production of a search report in Web page format
- Possibility of sorting the report presented in Web page format (by rank, title, address or date)
- Availability of a quick selector to facilitate navigation and consultation of the results using the browser (directional arrows, pull-down menu to select the documents, shortcut to the page containing the results, sort key selector for the report)
- Extensive use of icons, fonts* and colors* to easily pinpoint documents
- An ergonomically designed Results Explorer window allows the user to browse, filter and sort found documents, instead of using the classic search results toolbar**

Configuration

- All search channels of a channel set may be contacted simultaneously (up to 32, speed is mainly limited by the computer's capabilities and the Internet connection)
- Availability of search schemes: quick, normal, detailed, customized
- Possibility of customizing the presentation of searches (multiple sorting by column in ascending or descending order, column shifts* and resizing)
- Connection management options available: number of simultaneous connections, number of attempts, time-out delays
- Support of all Internet connection modes, including the proxy servers (imports configuration from browser, manages the authorization procedure for proxies)
- Possibility of changing multiple configuration settings (visual settings, prompts, Internet Explorer ActiveX components and files managing facilities)
- Search results preview pane may be presented horizontally or vertically
- Search results may be customized (multiple sorting by column, in ascending or descending order, column shift* and resizing)
- Up to thirty two pages may be validated simultaneously (speed mainly limited by the computer's performance and the Internet connection)
- Up to thirty two pages may be downloaded simultaneously (speed mainly limited by the computer's performance and the Internet connection)
- Software configuration wizard included
- Possibility of customizing search schemes (quick, normal, detailed, custom) by search and channel set in order to choose the maximum number of results found per search and per search engine
- Weekly automatic updating of channels and checking of software updates
- Possibility of creating a shortcut to Copernic on the Window's Quick Launch toolbar**

Compatibility

- Minimum equipment requirements: 486-33 MHz, 8 MB of RAM, 5 MB of disk space
- Operating system required: Windows 95/98 or later, Windows NT 4.0 or later
- Browser required: Microsoft Internet Explorer 3.0 or later, Netscape Navigator 3.0 (32-bit) or later
- Supports the Microsoft IntelliMouse
- Windows compliant software uninstall procedure
- Accessibility to the program from Windows Start/Find menu

Other specifications

- Standard version Copernic 98 is free; a free 30-day trial copy is available for Copernic 98plus
- Technical support available by e-mail at support@agents-tech.com

*   Option available when one of the following applications is installed: Microsoft Windows 95 OSR2/98, NT 4.0 or later, Microsoft Internet Explorer 3.0 or later, and any application that updates COMCTL32.DLL to version 4.70 or later. The update facility is available from the Help/About menu.

**   Option available with Microsoft Internet Explorer 4.0 or later.

Acknowledgements

Search Progress Window

This window indicates the state of the search under way by means of progress bars and by indicating the number of links found by each search engine. When a connection is established with a search engine, it is highlighted.

Selected search engines that do not support quotation marks are not used when such symbols are present in the keywords of a search.

See also: <u>Starting a Search</u>.

Results Explorer Window

The Results Explorer Window allows you to browse found documents in an integrated browser window. This ergonomically designed window offers special features to consult found documents easier and faster. A special toolbar enables you to filter and sort search results in different ways.

Displaying a search report in Web page format also allows you to benefit from your browser, including printing results and the Copy and Paste functions.

Menu overview

There are five sections of menu commands:

· **File**
>
> **Open**: Open the selected document in a new browser window
> **Save As**: Save the currently opened document
> **Print**: Print the content of the currently opened document
> **Add to Favorites...**: Add the current page to the Favorites folder
> **Always Open from the Web**: Always open document from the Web
> **Close**: Close the window

· **Edit**
>
> **Cut**: Remove the current selection and copy it onto the Clipboard
> **Copy**: Copy the current selection onto the Clipboard
> **Paste**: Insert the items you have copied or cut into the selected destination
> **Select All**: Select all the text
> **Find (on this page)**: Search the current window for text

· **View**
>
> **Toolbar**: Show or hide one or more of these toolbar's items: Standard Buttons, Address Bar, Filter Bar, Text Labels
> **Status Bar**: Show or hide the status bar
> **Show**: Show all, new, downloaded or refined documents. The button beside allows you to toggle the display of unreachable documents.
> **Sort by**: Sort documents by their rank, title, address or date found, by ascending or descending order
> **Stop**: Stop the current operation
> **Refresh**: Refresh the currently opened Web page
> **Internet Options...**: Enables you to change settings

· **Go**
>
> **Back**: Go to the previous consulted page
> **Forward**: Go to the next consulted page
> **Previous Document**: Open the previous document
> **Next Document**: Open the next document
> **Web Document**: Open the document from its Web site
> **Search Results**: Open the Search Results Page

· **Help**
>
> **About Copernic**: Display information about Copernic version and copyrights

Toolbars overview

The functions available from the three Results Explorer toolbars give you quick access to the most frequently used features.

· The first toolbar shows eight buttons:
- Back: Go to the previous page opened
- Forward: Go to the next page opened
- Stop: Stop the current operation
- Refresh: Refresh the currently opened Web page
- Print: Print the content of the currently opened page
- Results: Open the Search Results Page
- Previous: Open the previous document
- Next: Open the next document

· The second toolbar offers two groups of functions:
- Document: This drop-down list enables you to view the list of document titles for easy and efficient browsing between found documents.
- Address: This field shows the address of the currently open page. The button to the right allows opening the currently open page into a new Browser window.

· The third toolbar, located at the bottom of the screen, offers two groups of functions:

- Show: This drop-down list enables you to filter documents according to their state: all, new, downloaded and refined. The first button to the right allows you to enable or disable the display of checkmarked documents. The second button allows you to enable or disable the display of unreachable documents.

- Sort by: This drop-down list enables you to sort found documents by four criteria: rank, title, address and date found.
    - rank: rank attributed to a document in terms of its degree of interest
    - title: title of the document
    - address: document address
    - date found: date of the search or last update

- The two buttons to the right allow you to display document by sort order:
    - A/Z button: displays the documents in ascending order
    - Z/A button: displays the documents in descending order

See also: <u>Search Results Page</u>.

Format Views Window

This window shows four sections allowing you to personalize the found documents presentation on the main window.

- Rows: Allows you to modify fonts of rows (type, style, size and script).

- Visited documents: Allows you to modify the color of visited documents (basic or custom colors).

- Description preview: Allows you to personalize the description preview of found documents. You may enable or disable the description preview and modify the number of lines and fonts (type, style, size, effect, color and script).

- Grid lines: Allows you to disable or enable the display of grid lines between results shown on screen. You may also personalize the color of the grid lines (basic or custom colors).

Exporting Search Results

This feature allows you to export search results to a disk in the following file types: HTML, Text, Extended Markup Language (XML), Comma Separated or dBASE.

First, select a search on the main screen and select File/Export from the main menu. Then the Export Search window will allow you to name the selected file, to choose its file type and to select its destination folder.

See also: Mailing Search Results

Mailing Search Results

This feature allows you to send search results by e-mail.

First, select a search from the main screen and select File/Send/HTML Report by E-mail or Text Report by E-mail from the main menu. The program will automatically open your default e-mail application and attach the file. Then choose a recipient and send your message.

See also: <u>Exporting Search Results</u>