**UltraFind™  Version 1.0.3**

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UltraFind is a professional Find File utility specially developed for System 7 that can quickly find specific files or groups of related files - anywhere on your computer or network - and move them to another location or network volume (or copy, label, open, examine, backup and/or remove them).

Searching on just about any conceivable combination of Macintosh file attribute, UltraFind is designed to go and get the exact document you need from among countless documents with similar file names or types,
or collect files from all over your system and move them to new locations.

UltraFind will scan any mounted media (hard disks, network volumes, Syquests, CD-ROMS, Opticals, tape streamers, floppies etc.) looking for:

•••••   Specific words, or parts of sentences WITHIN files
•••••   Groups of files such as Fonts, Filters, Movies, TIFF, PICT, EPS etc.
•••••   Files by Name, Date, Label, Size, Creator, Type, etc.
•••••   Files that need backing up (and it backs them up)
•••••   Unused files, invisible files, Aliases, obscure files etc.

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**10 THINGS YOU NEED TO KNOW (Quick Start)**

• You set up search criteria by selecting one or more of the buttons on
  UltraFind's front panel.  The buttons illuminate when options are set.
  To turn a button off, hold the <Option> key down while clicking it.

• When you press SCAN, UltraFind displays a scrolling list of the files
   it has found that correspond to your search criteria.  The file search (scan)
   is very fast, however if you want to search even faster, select <u>Turbo!</u> from
   the Search Menu.

•  By pressing the <u>Spacebar</u>  you can toggle the list to display in <u>3 different ways</u>:
   Finder view, Pathname view and Hierarchical view.
   This makes it easy to see where files are located and to pick the correct file
   from a list of similar file names.

•  When the file list window is in Finder view mode (similar to the Finder's
   View By Name), you can sort the list by <u>clicking on any heading</u> e.g. Name,
   Size, Kind, Date Modified. This allows you to see at a glance the differences
   between several files having the same File Name, for instance.

•  If you need more information on a file in the list, move the cursor <u>over</u>
   <u>the files's icon</u> and a File (or Folder) Information Box will be displayed.

•  To open (launch) any file in the list, just double-click on it.  If you want
   UltraFind to quit after opening your file, hold the Command key down while
   double-clicking the file in the list.  If you want to open the Parent Folder
   of a file in the list, hold the option key down and double-click the file.

•  To select multiple files from the list, hold the <Shift> key down. To select
   <u>all</u> the files in a list you can use the usual <Command-A> (Select All).

•  You can customise UltraFind to your business by creating your own search
   menus using the "<u>Save Current Settings</u>" command (in the Search Menu).
   This allows you to save complex search criteria as 'Presets' for fast reuse.

•  During long searches (i.e: searching through file data for strings of text or
   sentences), you can use the small grey "hide" button (in the lower right
   corner of the window) to move UltraFind out of the way while you carry on
   with your work. It will continue scanning <u>in the background</u> and notify you
   by flashing an icon in the menu bar when it has finished.

•  Remember that you do NOT need to enter anything in the the"Find:" box,
   on UltraFind's front panel. This box searches on file names and works the
   same way as the standard Macintosh Find, looking for files by File Name
   (or part of).  We have placed this on the front panel for quick access; but
   unless you want to specify a file name, you should leave this box <u>blank</u>.

•  Although UltraFind™ is an application, it is designed to live in your Apple
   Menu and behave as a Desk Accessory.  If it is not there, place it (or an
   Alias of it) in your <u>Apple Menu Items Folder</u> (inside your System Folder).
   If you are a professional Macintosh User you may find it convenient to put
   an UltraFind Alias in the bottom left corner of your desktop for fast access.

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## FINDING FILES BY
## **FILE CONTENTS**

The "File Contents" button allows you to search for specific words or parts of sentences WITHIN files.  This type of search looks for text (words, telephones, addresses, dates, figures, names, etc.) in all types of files (including EPS files). Example:

• You need to find all documents on your system or archive that refer to a
  particular project, contract or event - such as the specifications, memos
  and charts relating to a product launch in Tokyo...

  Enter any words (or parts of sentences) that all documents would be likely
  to have in common (to find the above you could enter the product name, or
  part of it, and the words "Launch" and "Tokyo").

NB: Because it sifts through ALL the information contained in a File, this type of search can take time. If possible, you should narrow down the choice of files it can inspect by using "Start search from...", or by specifying the file's creator application or type (under "File Kind") or giving a date.

For this reason we have designed UltraFind so that it scans in the background. If you do need to engage it on a text search of your entire network, just press the grey "Hide" button (bottom right) and carry on with your work, it will alert you when it's finished by flashing an icon in the menu bar.
Also note that searching by file contents does not distinguish between upper and lower case characters.

»» Advanced users and developers: Checking "Search Resources" finds given
     ASCII or HEX strings (and references to external file names) hidden within
     applications, INITs, CDEVs or system resources.

»» You can also use UltraFind's Examine Raw Data function to look inside any
     selected file (regardless of the application which created it). To view data
     in the resource fork - instead of the data fork - hold down the option key
     while selecting the menu.

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## FINDING FILES BY
## **FILE TYPE**

The File Type option finds specific types of files such as all Fonts, Sounds, TIFF, PICT or EPS, Movies, Xtensions & Plug-ins etc. or all files made using a specific

application.  Example:

• If you are a Graphic Design studio or Service Bureau, you may have fonts
  or Xtensions all over the network - and the ones you need are always on
  someone else's machine...

  Solution: entering "LWFN" or "FFIL" in the Type box finds all fonts on your
  system. Entering "CUST" in the Type box finds all QuarkXpress Xtensions.
  You can then simply select what you need and press Move or Copy.

  (Please note that in most cases it is illegal to copy commercial software across
  machines.)

The file type dialog also allows you to search for other types of files such as
Aliases and invisible files.  Leave the creator box blank, unless you are looking
for files created by a particular application.

Here is a list of commonly used file types you may find useful:

| | |
|---|---|
| 8BFM = Adobe Photoshop Filters | APPL = Applications |
| TIFF = Tagged Image File | Fltr = Claris Translators |
| PICT = QuickDraw Picture | sfil = Sound file |
| EPS = Encapsulated PostScript File | tfil = TrueType Font |
| PRER = Printer Driver | DFIL = Desk Accessories |
| DRVR = Device Driver | TEXT = ASCII text |
| RDEV = Chooser Extension | ???? = Unidentified Files |
| INIT = System Extension | ADgm = After Dark modules |
| cdev = Control Panel | FMPR = FileMaker Pro Databases |
| PACT = Compact Pro archive | MWII = MacWrite II |
| DSEA = DiskDoubler SEA archive | MSWD = Microsoft Word 4.0/5.0 |
| ASPF = PostScript font | XCEL = Microsoft Excel |
| STAK = HyperCard stack | ALD4 = Aldus Pagemaker 4.0 |
| MACS = System software | MW2D = MacWrite II document |
| zsys = System suitcase (System 7) | WDBN = Microsoft Word 4.0/5.0 doc |
| ZSYS = System doc (System 6) | movr = font, DA, & sound files |

»» File Creator signatures and types are displayed in the listing window,
   when you move the cursor over a file's icon.  You can read a specific
   file's Type and then search on it to find similar files.

»» Clicking on the "creator list" in the file type/creator dialog allows you
   to build a list of all the applications on your system. Then when you pick
   an application from the list, all the file types that the application can
   understand are placed in the "type list" underneath.

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USING

**PRESETS**

A "Save current settings..." command allows you to customise UltraFind's Search Menu, adding menu items (Presets) to create powerful compound search routines specific to your system setup or business.

You can add as many Presets as you need to the Search Menu, and call them whatever you like. UltraFind automatically assigns key commands to the first 10 presets in the menu.  Example:

•  If you regularly wanted to find all the memos created on your system today that concern "Salesman" or a given subject, you can search for files of the memo type (choose from File Type/Creator), with the modification date (File Date) set to 'Today', and containing the words "Salesman" (File Content). You can then choose "Save Current Settings" and save this setup as "Check Salesman"...

To **remove** a Preset from the menu, hold the <Option> key down while selecting the Preset menu item to be removed.

When saving a Preset, ensure that AutoScan is checked if you want UltraFind to scan for those files straight away. Leave AutoScan unchecked if you just want the search criteria restored (ie: where you might want to change or add criteria before scanning).

You may also find it convenient to make a preset that turns all the current search criteria (buttons) off. (Just turn all the buttons off and Save Current Setup, calling it something like "Clear all Settings".)

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USING ULTRAFIND TO
**BACKUP YOUR WORK**

UltraFind can find everything on your system that needs backing up by simply selecting "Files NOT Backed Up" and pressing Scan.

Using the "Start Search From" button you can confine the search for backup files to just your work or admin disks/folders. Or if you only need to back up certain types of files, just scan for those types only.

• If you wanted to regularly back up only certain groups of files - say your databases for example - you could set the File Type/creator option to scan for database files (ie: FileMaker databases have the type: 'FMPR'), and set 'Files NOT backed up' to ON. Then save the settings as a Preset.

Once UltraFind has found everything you need to back up, you can Select-All

(<Command-A>), and choose Backup from the File Menu.

Notice that while your files are selected (highlighted), the total size is given in the bottom left corner. You need to have at least this amount of space free on whatever medium (volume) you are going to back up to.

To frequently backup certain folders or groups of files you can save your backup settings as Preset Menu Items (see "Using Presets" above).

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USING ULTRAFIND TO
**COPYRIGHT FILES**

We have included a special copyrighting function for producers and creators of artwork, documents, music, and in fact any original material which is electronically distributed.

UltraFind can write your copyright byline and information permanently into a file using the CopyRight-IT™ function, so that it will appear in the file's 'Get Info' box wherever the file goes.

Using any of the above search criteria, find the files you wish to copyright, select them, and choose "Copyright the selected files" from UltraFind's CopyRight-IT menu (<Command-G>).

NB: Before you rush off and tag all the artwork files on your disks, (which you could do by finding file types 'TIFF', 'PICT' or 'EPS') you should configure your copyright info first or you could permanently tag them all with useless information!  Choose "Configure..." from the CopyRight-IT™  menu and enter your copyright & contact info.

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**VOLUMES**

Volumes need to be mounted in order for UltraFind to see them. Mounted disks appear in the Volume Menu from which you can select or deselect those to be scanned.

'Check Volumes' rebuilds the list of all currently mounted volumes and checks them all.  You can use it to make UltraFind aware of any new volumes which may have mounted since it was launched, except for floppy disks, which are detected automatically.

To  check just one volume from a long list, hold the <Option> key down when you

click on the volume menu.

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**JUST IN CASE YOU WERE WONDERING...**

For security reasons, UltraFind will not delete any files itself. If you tell it to trash a file it will simply put in in the Trash - it is up to you to empty the Trash/Wastebasket later.

Groups of files are moved (or copied) 4 at a time. Therefore if you are moving large amounts of files around, especially files coming from different volumes, UltraFind will split them into groups of 4 and give you a 'count-off' beep. (This gets around a limit in the Macintosh® Finder's AE Buffer size, a 'feature' which we hope Apple will 'exterminate' in future versions.)

Consistent with the normal operation of the Macintosh Finder, moving files between volumes does not remove the original item. After moving files from mounted volumes you must press 'Trash' if you want to delete the original item.

And yes, UltraFind will eventually run out of memory if you tell it to find everything on your Mega-Giga. If it does, alocate some extra memory to it. (From the Finder's Get Info box).
With low memory UltraFind may have to resort to displaying a little screen flicker, if this bothers you, increase the memory. (The more memory you give it, the better.)

The current version has known incompatibilities with some automatic file compression INITs, such as AutoDoubler. We are working on ways around this and will soon release a version that fixes this incompatibility.

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**SITE LICENCES**

If you wish to install UltraFind on more than one machine, you must get a separate UltraFind User Licence for each Macintosh®. Please contact us for Site Licence discounts.

**USER LICENCE FEE**

The User Licence fee is:  **37 US Dollars**  (or 25 UK Pounds Sterling)
(or the equivalent in your local currency) payable by Credit Card or cheque.
If you can, please pay by Credit Card (VISA, MasterCard or EuroCard) since
the banks charge a fortune to cash international cheques.
You can register by post or fax:            (or even Email, just copy the form)

BY POST:   Fill in the form below and mail it to us. Cheques should be payable
               to "UltraDesign Technology Ltd" and be for the equivalent of
               25 Pounds Sterling or 37 US Dollars.

BY FAX:   Fill in the form below and fax it to us on: London (071) 630-9105.
               (The international dial code for Central London is: 00 44 71)

Upon receipt of payment we will dispatch your unique registration number, which will unlock this copy of UltraFind, removing the unregistered software alerts, and personalising it to you.
Your registration number **will also work on future upgrades**,  ensuring a FREE upgrade path.  Registered Users also have access to free Technical Support.

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**ULTRAFIND REGISTRATION FORM**                                   1.0.3

Please complete and post or fax to:

UltraDesign Technology Ltd.                          Tel: (+44)  071 931 0010
69 St.George's Square                                Fax: (+44)  071 630 9105

London  SW1V 3QN                    AppleLink: ULTRA.TEC.UK
England                    (InterNet: ultra.tec.uk@applelink.apple.com)
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Please send me __1__ UltraFind™ User Licence at £25 UK Sterling. (US$ 37)
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I authorise UltraDesign Technology Ltd. to change £25 Pounds Sterling ONLY
(or the equivalent in my local currency) to the above Credit Card.

Signature:...................................... Date:...............................
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**ULTRAFIND REGISTRATION AND TECHNICAL SUPPORT**

(Technical Support is limited to registered users only, please quote your
registration number in all communications)

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