

## *Using the Catalog*

*Using the Find window in Fetch, you can search by any combination of filename, keyword, file type, or volume. Choose “Find” (Command + F) from the Search menu to open the Find window or bring it to the front if it’s already open.*

*ou can display the entire catalog at once (“Find All”), search on a single attribute, or combine attributes to narrow your search. Fetch displays found items in the Gallery window. You can resize the window or use the scroll bars to scroll to additional items in the window.*

*ou can also view the items as a text list that gives information on filename, file type, and other attributes of the items in the catalog (choose “Text List” from the View menu or double-click “Thumbnail View” in the upper right corner of the Gallery window).*

*n the Gallery window, you can:*

- *click an item (its thumbnail or text) to select it.*
- *double-click an item to open a Preview window, where you can zoom in or out or copy all or part of the item to the Clipboard for use in another document.*
- *double-click the text below a thumbnail to get more information about the item.*

*In the Pasteboard window, you can temporarily store items retrieved from multiple searches.*

*Using the “Save As Project...” command on the Item menu, you can name and save a group of items as a Fetch “project” (for example, items needed for work in progress or items used frequently) You can select the items in either the Gallery or Pasteboard windows.*

*Use the commands on the Edit and Item menus to work with items selected in the Gallery or Pasteboard windows.*