

Search City Help Index

Search City is a text retrieval software for Windows power users.

[How To...](#)

[Query Language](#)

[Commands](#)

[Glossary](#)

How To...

[Start Search City](#)

[Search City's Main Window](#)

[Quit Search City](#)

[Open a Group](#)

[Close a Group](#)

[Create a Group and Define its Properties](#)

[Create a File Group Definition](#)

[Create a Text Database Group Definition](#)

[Add Files to the New Group](#)

[Modify a Group](#)

[Modify the Group Definition](#)

[Add Files to an Existing Group](#)

[Delete Files from the Group](#)

[Mark Files for Deletion in the Group Files Dialog Box](#)

[Mark Files for Deletion in the Main Window](#)

[Pack a Group](#)

[Modify the Textual Contents of the Group Files](#)

[Add Documents to a Text Database](#)

[Manage the Group Index](#)

[Examine Index Status and Group File Composition](#)

[Index a Group](#)

[Work with Filters](#)

[Create a Character Filter](#)

[Modify a Character Filter](#)

[Create Synonym and Stopword Filters](#)

[Modify Synonym and Stopword Filters](#)

[Synonym and Stopword Filter Syntax](#)

[Delete Filters](#)

[Execute a Query](#)

[Work with the Query Results](#)

[Review Query Results Through the Hit List](#)

[Display the Hit List Automatically After Each Query](#)

[Examine Hits One by One in Their Textual Context](#)

[Review Query Results Through the File List](#)

[Examine Files One by One in the Main Window](#)

[Work with Previous Queries](#)

[Use the History List in the Query Bar](#)

[Use Previous Queries by Displaying the History List](#)

[Use the Subject Tool](#)

[Create a Subject](#)

[Execute a Subject](#)

[Edit a Subject](#)

[Use Subjects to Limit the Search Universe](#)

[Rename a Subject](#)

[Delete a Subject](#)

[Modify the Look of Text on your Screen](#)

Start Search City

You can start Search City once Windows is already running.

To Start Search City

- ◆ **Double-click the Search City group and icon.**

Search City's Main Window

When you start Search City, you see Search City's main window or workplace empty.

The menu bar is active so you can choose commands.

When you open a group of files, the other elements from Search City's main window will appear and become available.

The **title bar** displays "Search City" and the name of the active group.

The **menu bar** contains a list of menus. You open menus and then choose commands from them to instruct Search City to perform actions.

With the mouse, the **toolbar** provides instant access to all Subject and History related features.

The **query bar** helps you quickly perform your searches.

The **status bar** provides information about the active file or document.

The **navigation bar** contains buttons used to move among the group's files in order to review the results of a query.

Quit Search City

Once you have finished working with Search City, you must quit the application.

To Quit Search City

◆ **Choose the Quit command from the File menu.**

-Or-

Double-click the Control menu box in the upper left corner of the screen.

The Search City screen automatically closes and the Windows Application Manager takes control.

Open a Group

You must open a group before executing searches. The group will appear in the text area.

A group is a user defined set of files used to search information. That is, it represents the search universe you will work with.

To open any existing group

1. From the File menu, choose Open.

Search City displays the Open Group dialog box.

2. In the File Name box, type the name of the file you want to open.

-Or-

Click the name of the group you want in the group list.

*Search City only recognizes as groups the filenames with extension .SCG. To see a list of all files in a drive or directory, type *.* in the File Name box. On the contrary, Search City will only display files with .SCG extension, as indicated in the same box.*

If you don't see the name of the group you want, do one of the following:

- **If the group is in a different subdirectory, double-click the directory in the Directories box.**

-Or-

If the group is in a different drive, click the arrow in the Drives box and then click the drive letter.

3. Choose the OK button.

The dialog box closes and the group appears in the text area of Search City's main window.

Search City is now ready to perform your searches.

When the Use Default Directory option from the Options menu is selected, the Open Group dialog box is always displayed with the default directory selected.

Close a Group

If you're ready to begin work on another document or if you're finished working, you can close the active group.

To close a group

- ◆ **From the File menu, choose Close.**

The current group closes and the Search City's main window becomes empty. You can now open another group or quit the application.

Create a Group and Define its Properties

Search City works on the basis of groups in order to simplify the definition of the search universe, that is, the texts involved in your searches. A simple procedure lets you determine different sets of files (groups), defined according to a wide range of information management criteria.

You can create groups to suit your specific text retrieval requirements, taking into account the type of searches you will execute as well as the texts involved.

Groups can contain plain files or files divided into documents and fields to form a text database.

When creating a group, you define the following basic properties:

- the set of files which make up the group,
- the filters used to transform the text involved in searches,
- optionally, the text database structure of documents and fields.

The creation procedure consists of three steps.

You first create the group definition, indicating its basic characteristics (group name, path, filters applied and text database structure, if necessary).

Then, you add files to the group.

When creating a text database, it is simple and flexible to include document files. In the group definition, you specify all possible characters used to separate documents and fields. Thanks to this feature, you can reassemble in the same database files containing different separation characters. Furthermore, files can have any number of documents (from one on) and documents may have a variable number of fields (from zero to the total number of fields specified for the text database).

Once files have been added, you must index the group, which corresponds to the final stage of the group creation procedure. When you index a group, Search City is able to work with it. Then you are ready to execute any of the search operations provided by the application.

For more information see:

[Create a File Group Definition](#)

[Create a Text Database Group Definition](#)

[Add Files to the New Group](#)

Create a File Group Definition

The first step of the creation procedure is to establish a general group definition.

To create a file group definition

1. From the File menu, choose New.

Search City opens the New Group dialog box.

2. Choose the OK button.

Search City displays the Create File Group dialog box.

3. To define the group filename:

- **Click any part of the File Name box and type the group filename. Optionally, you can specify a path.**

The filename can include a maximum of 8 alphanumeric characters, plus the file path, if specified.

Groups must have a .SCG extension. If not specified, Search City will add it for you.

If the Use Default Directory option from the Options menu is active, the new group will automatically be saved in C:\SEARCHIT.

If this option is not active or if you want to save the new group in another directory, you must specify the complete path in the File Name box.

-Or-

Choose the Browse button to define the filename and its path using the Browse dialog box

Double-click in a lower level directory to open it or in a higher level directory to move up in the directory hierarchy. When the Directories: message indicates the required path, type a filename for the new group in the File Name box and choose the OK button to validate the dialog box information.

4. Type a sentence in the Description box so you can easily identify the new group.

This is optional information. Nevertheless, it is very handy if you create several groups with similar filenames.

The description text can have up to 255 characters.

5. In the Filters box, select the Character Filter you want to apply to the group.

To do so, click the arrow and select any character filter from the list of available character filters.

The group must have a character filter.

6. You can select a Synonym Filter and/or a Stopword Filter for the group.

The synonym and stopword filter boxes display None by default, since these are optional filters. To specify a synonym filter or a stopword filter, click the corresponding arrows and select the required filters from the lists of available filters.

The Filters box shows all user defined filters stored in the default directory.

Note that character filters have .NRL extension, synonym filters have .SYN extension and stopword filters have .STW extension.

7. Choose OK to validate group creation.

Search City saves the group definition and opens a different dialog box so you can add files to the new group.

To get help about how to create a text database, see:

[Create a Text Database Group Definition](#)

Create a Text Database Group Definition

The first step of the creation procedure is to establish a general group definition.

To create a text database group definition

1. From the File menu, choose New.

Search City opens the New Group dialog box.

2. Select the Text Database Group option.

In this case, the new group will have files divided into documents and fields.

3. Choose the OK button.

Search City displays the Create Text Database Group dialog box.

4. To define the group filename:

- **Click any part of the File Name box and type the group filename. Optionally, you can specify a path.**

The filename can include a maximum of 8 alphanumeric characters, plus the file path, if specified.

Groups must have a .SCG extension. If not specified, Search City will add it for you.

If the Use Default Directory option from the Options menu is active, the new group will automatically be saved in C:\SEARCHIT.

If this option is not active or if you want to save the new group in another directory, you must specify the complete path in the File Name box.

-Or-

Choose the Browse button to define the filename and its path using the Browse dialog box

Double-click in a lower level directory to open it or in a higher level directory to move up in the directory hierarchy. When the Directories: message indicates the required path, type a filename for the new group in the File Name box and choose the OK button to validate the dialog box information.

5. Type a sentence in the Description box so you can easily identify the new group.

This is optional information. Nevertheless, it is very handy if you create several groups with similar filenames.

The description text can have up to 255 characters.

6. In the Filters box, select the Character Filter you want to apply to the group.

To do so, click the arrow and select any character filter from the list of available character filters.

The group must have a character filter.

7. You can select a Synonym Filter and/or a Stopword Filter for the group.

The synonym and stopword filter boxes display None by default, since these are optional filters. To specify a synonym filter or a stopword filter, click the corresponding arrows and select the required filters from the lists of available filters.

The Filters box shows all user defined filters stored in the default directory.

Note that character filters have .NRL extension, synonym filters have .SYN extension and stopword filters have .STW extension.

8. In the Fields definition area, click the Name box and type the name of the first field of the new text database.

The field name can include any characters, including blank spaces.

9. In the Recognizer box, type the character or character sequence used to indicate the beginning of the field in the file text.

Each time Search City encounters the indicated character or character sequence, it places the text which follows it in this field.

You can specify more than one recognizer per field. The different alternatives must be

separated by a plus sign (+) that represents a logical OR. For example, if you type `#+%+Name+Field1`, Search City will introduce the text after any of these alternatives in the indicated field:

- #
- %
- Name
- Field1

You can also use the special characters ^ and \$ to specify the recognizer location. Insert a ^ to indicate beginning of line and \$ to indicate end of line. For example, if you type `^author$` it means that the character sequence 'author' must be found at the beginning of a line and followed by a carriage return in order to be considered a field recognizer.

You can also include an asterisk (*) wildcard in the recognizer character sequence to specify any zero or more characters. If you type `author*`, for example, Search City will consider that 'author' and 'authors' are valid recognizers for that field.

10. Choose the Insert button to add the field to the database.

The field and its recognizers are displayed in the list of fields and the text boxes are cleared so you can enter other fields.

Repeat steps 8 to 10 to add all required fields to the new database.

Each time you insert a field, it is added at the end of the field list. If you want to add a field in any other position, click on a field from the list of fields. Search City will insert its name and recognizer in the text boxes. Modify this information and choose Insert. Search City will then add the new field preceding the field you selected from the list.

The Delete button lets you suppress any field you have defined. Select a field from the list and choose the Delete button. Search City deletes the field from the list but leaves the field name and recognizer in the text boxes. You can change the text and insert the modified field or just delete it with the keyboard.

11. In the Doc. Name box, select one of the fields as the document name for the text database documents.

Search City automatically selects the first field as the document name. To select any other field, click the arrow and select a field name from the list of defined fields.

12. In the Doc. Recognizer box, type the character or character sequence indicating the beginning of the documents in the file text.

This is an optional field, since Search City will consider the first field's recognizer as the beginning of the document if you don't provide special document recognizers.

Nevertheless, it is very useful if you want to add text at the beginning of a document before the first field or if you want to include several documents without fields stored in one file in your database.

As in the case of field recognizers, you can also use +, *, ^ and \$ special characters.

13. Choose the OK button to create the database group.

Search City saves the group definition and opens a different dialog box so you can add files to the group.

To get help about how to create a file group, see:

[Create a File Group Definition](#)

Add Files to the New Group

When you validate a new group definition, Search City automatically opens the Group Files dialog box. In this dialog box, you can select all the files you want to add to the new group. Search City can import files saved in ASCII file format into a text database, and it accepts ASCII, Word and WordPerfect file formats in a files group. Files can be stored in any hard disk directory as well as in external drives.

If the Use Default Directory option is selected, the dialog box opens with the default directory selected.

To add files to the new group

1. In the Current Drive box, select a drive.

Search City indicates drive C: by default. To select another drive, click the arrow and then click the drive letter.

Search City displays the directory tree corresponding to the selected drive.

2. In the directory tree, click a directory or subdirectory containing files you want to add to the group.

The selected directory is highlighted and all the files it contains are listed in the box on the right hand.

3. Choose the Mark button to open the Mark Files dialog box.

In the File Specification box, you can type the name of the file you want to add. Use DOS wildcards to add several files at once. For example, you can select all files with .DOC extension if you type *.DOC. By default, Search City displays *.* , which selects all files in the directory.

In addition, you can select the Search in Subdirectories option to select the files whose filenames are specified in the box, located in all the subdirectories dependent on the active directory.

4. Choose the OK button.

Search City closes the dialog box and the selected files are indicated with the pin icon.

5. You can complete file selection as follows:

- **Mark or unmark any individual file by double-clicking its name in the file list.**
- **Choose the Unmark button to display the Unmark Files dialog box.**

The Add option in the Mark for box is selected by default. With this option selected, you instruct Search City that you want to unmark files you previously marked for adding.

In the File Specification box you can indicate the name of the file you would like to unmark from the current directory. Use DOS wildcards to specify several files at once. For example, you can indicate all files with .BAK extension if you type *.BAK. By default, Search City displays *.* , which unmarks all files in the directory.

In addition, you can select the Search in Subdirectories option to unmark the files whose filenames are specified in the box, located in all the subdirectories dependent on the active directory.

The Unmark button makes file selection much easier if you want to mark most files and/or file extensions from the active directory. For example, you can select all files using the Mark button (.*) and then unmark those you don't want to add by means of the Unmark button.*

It also lets you unmark files you marked by mistake.

- **Choose the Hide button to access the Hidden Extensions dialog box.**

This dialog box indicates all the file extensions hidden by the user. When you hide an extension, the files with that extension are not displayed in the file list.

The list of hidden extensions is valid for all groups. Search City saves it from one work session to another.

*Since the Mark button only selects the files displayed in the file list, you can hide the file extensions you do not require and then select files with the wildcard *.*.*

To add a file extension to the list of hidden extensions, type its name, including the period (.) (for example, .PM4) and choose the Add button.

To exclude an extension from the list, in order to display the filenames with that extension, select the extension from the list and choose the Remove button.

To return to the Group Files dialog box, choose Close.

Once you have finished marking files in the current directory, select another directory from the directory tree and mark the files you wish to include in the group.

Each time you mark one or more files from a directory, Search City marks the directory with a check mark, so you can keep track of the directories containing files which will be added to the group.

6. Once you have marked all the files you want to add to the group, choose the OK button.

Then Search City displays the group with all the files you added in the main window. Now you must index the group.

If you added files to a database, the number of documents indicated by Search City might be bigger than the number of files added to the group, since one file may contain several documents.

Modify a Group

You can easily modify any group created in the past in order to suit your new requirements. Modifications can be made to:

- Group definition, that is, its description, the filters used for normalizing text, and if relevant, the database structure.
- The set of files that form the group:
You can add other files to the group using the same procedure involved in adding files to a newly created group.
You can also remove files from the group. To do so, you must first mark the files/documents you want to delete and then actually delete them by packing the group. Search City includes files marked for delete in your searches until you delete them with the Pack command.
- The text in your files/documents:
You can modify the contents of the group's files with the applications used to create them. In the case of database groups, you can also use the Add Text command to include documents in one of the group's files.

Each time you modify one of these elements or properties, you must re-index the group before executing searches.

The Check command informs you about the group index status, specifying the changes you have introduced.

You must open the group you want to modify.

You can get help about any of the following procedures

[Modify the Group Definition](#)

[Add Files to an Existing Group](#)

[Delete Files from the Group](#)

[Modify the Textual Contents of the Group Files](#)

[Manage the Group Index](#)

Modify the Group Definition

The Properties command lets you modify group definition by means of a dialog box identical to the one you completed when creating the group. You can change any of the definition elements, except the group name and file path.

To modify group definition

1. From the File menu, choose Properties.

Search City displays the Group Properties dialog box.

2. Do one of the following:

- **Modify the group description by typing a different text in the Description box.**

Since this is optional information, the Description box may remain empty.

- **Modify the set of filter files attached to the group.**

You can select any character filter, synonym filter or stopword filter available. To do so, click the arrows on the corresponding boxes and select a filter from the filter lists.

Remember that you must specify a character filter, while synonym and stopword filters are optional, so you can select the None option.

The Filters box displays all user defined filters located in the default directory.

3. And if you are working on a text database group, modify any of the following text database structure elements:

- **Modify the field defined as the document name, choosing another field from the list of fields in the Doc. Name box.**

- **Modify document recognizers in the corresponding box.**

Remember that this is optional information which enables you to separate the beginning of the document from the beginning of the first field. If you specify a document recognizer, you can add documents without fields to the group as well as documents containing plain text before the first field's text.

For example, you can add a new character or character sequence as a document recognizer, separated from the other alternatives by a plus sign (+). Search City will start a new document each time it encounters, in the text file, any of the document recognizers you have defined.

- **Add or delete any database field with the Add and Delete buttons, applying the same procedure used when you created the group.**

Remember that the field name and at least one recognizer must be indicated.

If you delete a field that contained text in any of the group's documents and you don't specify a new function for the field's recognizers, the field's text will be displayed as part of the preceding field.

- **Modify any field name or recognizer.**

To do so, select the field you want to modify from the field list and choose the Delete button. Search City deletes the field definition, withdrawing the field from the list, and inserts the field name and recognizer in the text boxes so you can introduce modifications. Then, insert the modified field with the Add button.

4. Once you have introduced all required modifications, choose the OK button.

Search City returns to the main window and displays the group with all the changes specified. Remember you must index the group before executing searches.

Add Files to an Existing Group

You add files to an existing group by using the same procedure applied to add files to a new group.

To add files to an existing group

1. From the File menu, choose Group Files.

Search City displays the Group Files dialog box.

This dialog box indicates all of the group's files as well as their directory location. Thanks to the status icons, you can add files to the group without confusion, using the same procedure applied when you first added files to a new group.

Status icons:

- a blue check mark indicates that the directory contains one or more of the group's files
- a red check mark indicates that you have modified the group's files in this directory
- the file icon indicates that the file belongs to the group
- a pin indicates that the file has been marked to be added to the group

2. In the Current Drive box, select a disk drive.

Search City displays the selected drive's directory tree.

3. In the directory tree, click the directory or subdirectory containing files you want to add to the group.

The selected directory is highlighted and the directory's files are displayed in the file list.

4. Choose the Mark button to open the Mark Files dialog box and specify the file you want to add in the File Specification box.

The Mark Files dialog box has the Add option in the Mark for box selected by default, so you don't have to specify this option.

Remember you can use DOS wildcards to add several files at once. You can also select the Search in Subdirectories option to select files in the subdirectories dependent on the active directory.

5. Choose the OK button.

Search City closes the dialog box and the selected files are indicated with the pin icon.

When you select a different subdirectory, Search City indicates with a red check mark that the previously selected directory contains files that will be added to the group.

6. You can complete file selection as follows:

- **Mark or unmark any individual file by double-clicking its name in the file list.**
- **Choose the Unmark button to display the Unmark Files dialog box and specify the files marked for adding you want to unmark.**

Remember you can use DOS wildcards in the File Specification box to add several files at once. You can also select the Search in Subdirectories option to select files in the subdirectories dependent on the active directory.

The Unmark Files dialog box always opens with the Add option selected in the Unmark for box. When this option is selected, you can only unmark files you have previously marked for adding. If you try unmarking files in a directory that does not contain any files marked for adding, the action will have no effect.

- **Choose the Hide button to access the Hidden Extensions dialog box.**

Then you can specify the extensions that you don't want to display.

When you hide an extension, the files with that extension are not displayed in the file list, and thus are not selected with the Mark button.

To add a file extension to the list of hidden extensions, type its name, including the period (.) (for example, .INI) and choose the Add button.

To exclude an extension from the list, in order to display the filenames with that extension, select the extension from the list and choose the Remove button.

Follow the same procedure to mark all the files you want to add to the group.

7. Once you have selected all the files you want to add to the group, choose the OK button.

Search City displays the group in the main window, including the files you just added. Now you must re-index the group before executing searches.

The total number of files is modified since it includes the files you just added to the group.

Remember you can actually mark files for adding and deleting at the same time.

Delete Files from the Group

When you delete files, you do it in two steps. First, you mark the files you want to delete and then you actually delete them by packing the group.

Search City includes files marked for delete in your searches until you delete them with the Pack command.

To mark the files you want to delete you can use the Group Files dialog box. You can also mark files for deletion in the main window, by using the status bar or the Mark File for Delete command from the Edit menu.

In the case of a text database, one file may contain several documents. If you mark a file for deleting in the Group Files dialog box, you will delete all the documents it contains. So if you only wish to delete some of the documents stored in a file, you should mark them individually in the main window.

The deleting procedure excludes files from the group's file composition but doesn't actually delete them from the hard disk or floppy disk where they are stored. If necessary, you can add a deleted file to the group again.

For further information see:

[Mark Files for Deletion in the Group Files Dialog Box](#)

[Mark Files for Deletion in the Main Window](#)

[Pack a Group](#)

Mark Files for Deletion in the Group Files Dialog Box

1. From the File menu, choose Group Files.

Search City displays the Group Files dialog box.

This dialog box indicates all of the files in the group as well as their directory location.

Thanks to the status icons, you can easily mark the files you want to delete.

Status icons:

- a blue check mark indicates that the directory contains one or more of the group's files
- a red check mark indicated that you have modified the group's files in this directory
- the file icon indicates that the file belongs to the group
- the file icon with a cross indicates that the file has been marked for deletion

2. In the Current Drive box, select a disk drive.

Search City displays the selected drive's directory tree.

The a check mark on the directory icon identifies the directories that contain one or more of the group's files.

You can only delete files that belong to the group, marked with the file icon.

3. In the directory tree, click the directory or subdirectory containing files you want to delete from the group.

The selected directory is highlighted and the directory's files are displayed in the file list.

4. Choose the Mark button to open the Mark Files dialog box.

5. Select the Delete option in the Mark for box.

6. In the File Specification box, type the name of the file you want to delete.

Use DOS wildcards to mark several files at once and select the Search in Subdirectories option to mark the files whose filenames are specified in the box, located in all the subdirectories dependent on the active directory.

7. Choose the OK button.

Search City closes the dialog box and marks with the delete icon all specified files.

8. You can complete marking files for delete as follows:

- **Mark or unmark any individual file by double-clicking its name in the file list.**
- **Choose the Unmark button to display the Unmark Files dialog box and specify the files you want to unmark.**

Select the Delete option in the Mark for box.

Use DOS wildcards to specify several files at once and select the Search in

Subdirectories option to unmark the files whose filenames are specified in the box, located in all the subdirectories depending on the active directory.

When the Delete option in the Unmark box is selected, Search City only withdraws marks for deleting files. If you try unmarking files in a directory that does not contain any files marked for deleting, the action won't have any effect.

- **Choose the Hide button to access the Hidden Extensions dialog box and specify the extensions you don't want to display.**

When you hide an extension, the files with that extension are not displayed in the file list. Thus, you don't mark them with the Mark Files dialog box.

To add a file extension to the list of hidden extensions, type its name, including the period (.) (for example, .INI) and choose the Add button.

To exclude an extension from the list, select the extension from the list and choose the Remove button.

Once you have finished marking files in the current directory, select another directory from the directory tree and mark the files you wish to include in the group.

Each time you mark for delete one or more files from a directory, Search City marks the directory with a check mark, so you can keep track of the directories where you have introduced any modification.

9. When you have finished adding deleting marks, choose the OK button.

Search City displays the main window. On the status bar, you can check all files/documents you have marked for delete.

Now, you must pack the group in order to really delete the marked files.

Mark Files for Deletion in the Main Window

- ◆ **In the status bar, click the file icon of the file you want to delete.**

The file/document displayed in the text area is marked for delete and now the status bar displays the file icon with a cross.

If you click the status bar icon again, the delete mark disappears and the file/document returns to normal status.

-Or-

- ◆ **From the Edit menu, choose Mark File for Delete.**

The file displayed in the text area is marked for delete and now the status bar displays the file icon with a cross.

When the text area displays a file marked for delete, the Edit menu includes the Unmark File for Delete command, which clears the deleting mark, leaving the file in normal status.

If you are working on a text database, commands are called Mark Doc. for Delete and Unmark Doc. for Delete.

Now you must pack the group to actually delete the marked files from the group.

Pack a Group

- ◆ **From the Utilities menu, choose Pack.**

Search City executes the packing procedure. All files/documents marked for delete will be deleted from the group.

Then you must update the group index to include all group modifications.

Modify the Textual Contents of the Group Files

There are two different ways to modify the group file texts:

- Modifying the files with the applications used to create them. In the case of a text database, files must be saved in ASCII format for Search City to read them. In the case of a file group, ASCII, Word and WordPerfect formats are accepted. Each time you modify a group file using another application, Search City acknowledges the changes and asks you to re-index the group.
- Add Documents to a Text Database using the Add Text command. A dialog box is provided so you can introduce text as documents divided into fields. Search City indicates which fields have been defined in the group database structure. Nevertheless, as with any document, it is not necessary to introduce text in all the fields. You can also add documents without any fields at all. New documents are added at the end of the group and they are stored in the file containing the last database document. If you add documents to a database, you must re-index the group.

The Add Text command is only available when you are working on a text database.

Add Documents to a Text Database

1. From the Edit menu, choose Add Text.

Search City displays the Add Text dialog box.

This dialog box indicates all the fields defined in the group database structure and provides a space after each field name so you can enter text.

Field names are unerasable.

2. Click on the blank line corresponding to the field where you want to enter text and type a text.

Text can have a variable length and may contain as many carriage returns as necessary. Since the database structure is provided by Search City, it is not necessary to include field or document recognizers.

Use the scroll bar to move throughout the text if it exceeds the space provided by the box.

Repeat this operation to introduce text in all the fields you require.

3. Choose the Add button to add the document displayed in the box to the text database.

A message in the lower part of the box informs that one document has been added to the text database.

The Add button is dimmed and unavailable until:

- You choose the Clear button to delete the text displayed in the box so you can enter a new document.
- You edit the field text in order to take advantage of it for the next document.

Once you add a document, you cannot modify its contents. In consequence, you should carefully review the text of the new document to confirm there are no mistakes before choosing the Add button.

Repeat steps 2 and 3 until you have added all the documents you require to the group.

4. Choose the Close button.

Search City closes the dialog box and the main screen displays the group with all the documents you have added.

Now you must update the index to include these modifications.

Manage the Group Index

To execute searches, you must create an index for the group you want to work with and update it each time you make any modifications to the group.

The Check command informs you about the group index status by means of the Check Group dialog box.

In addition, this dialog box lets you know if any of the group's files have been modified using another application, or if they are missing. Search City reports as missing any file that is no longer in the file path specified when you added it to the group. In other words, if you delete a file or change its directory location from the operating system, Search City considers it is missing. All missing files are listed. You can eliminate these files from the group's file composition or reinstall them in their appropriate directories. You must update the composition of the group to effectively update the group index. As for modified files, the changes are automatically introduced when you re-index the group.

To index the group for the first time and to update the group index, you choose the Index command.

Indexing is done progressively. When you choose the Index command, Search City only indexes the part of the group that needs updating. This feature offers the following advantages:

- it simplifies the indexing of large amounts of information, since you can interrupt the process at any time and take up indexing later,
- it reduces indexing time considerably when you add new documents or files to the group, since Search City only completes the index instead of indexing the whole group again.

The Full Index option from the Options menu, enables you to execute complete indexing instead of progressive indexing.

You can get information about any of the following procedures:

[Examine Index Status and Group File Composition](#)

[Index a Group](#)

Examine Index Status and Group File Composition

To examine index status

1. From the Utilities menu, choose Check.

Search City displays the Check Group dialog box.

The main message in this box tells you whether the index is updated or not. Any group modification since the last time you indexed the group will be stated. In addition, this dialog box informs if there are any modified or missing files.

To restore missing files

◆ Copy the missing files into the appropriate directories again.

Search City will recognize them, so you won't have to re-index the group again.

To remove missing files from the group

1. From the Utilities menu, choose Check.

Search City displays the Check Group dialog box, indicating the missing files.

2. Choose the Delete button.

The Missing File List is cleared and Search City removes these files from the group's file composition.

Index a Group

1. Select the Full Index option from the Options menu if you want Search City to perform a complete index.

When this option is active, a check mark is displayed next to the option in the menu.

On the contrary, if you want Search City to perform progressive indexing, make sure this option is not selected.

2. From the File menu, choose Index.

Search City displays a message box indicating the indexing progress.

The Abort button lets you interrupt the indexing procedure. If you choose this button,

Search City stops indexing. If the Full Index option is selected, you will have to start

indexing all over again. On the contrary, if this option is not selected, Search City stores the part of the index already completed so you can take indexing up at the point where it was interrupted the next time you choose the Index command.

When indexing is completed, a dialog box is displayed.

3. Choose the OK button.

Search City displays the main window. If you choose the Check command, you can verify that the index has been updated.

Work with Filters

In Search City, you can use filters to define transformation rules applied to your texts. In other words, you can specify a set of rules used to normalize group files and query text, thus increasing your text retrieval capabilities.

Search City works with the following filters:

- [character filter](#)
- [synonym filter](#)
- [stopword filter](#)

In the character filter, you define character usage. This is the only obligatory filter, and Search City provides a standard version it applies by default to every group you create - unless you define other character filters.

The synonym filter is an optional filter used to define equivalent words. It consists of a list of words with their synonyms. Specified synonyms may be character sequences, words or phrases. You can create as many synonym filters as required and, additionally, include one filter within another. Thanks to this feature, you can tailor your filters according to each group's contents.

The stopword filter is also optional and is similar to the synonym filter. In this case, it consists of a list of character sequences, words or phrases that do not have any relevance in the textual context of your searches. The irrelevant words -or stopwords- will be ignored by Search City when executing queries.

Filters are stored in the [default directory](#). You can apply them to any existing group.

Since filtering is performed during indexing, you must [index](#) a group after modifying its filters.

You can get information about the following subjects:

[Create a Character Filter](#)

[Modify a Character Filter](#)

[Create Synonym and Stopword Filters](#)

[Modify Synonym and Stopword Filters](#)

[Synonym and Stopword Filter Syntax](#)

[Delete Filters](#)

Create a Character Filter

When you create a character filter, Search City provides the standard version character definition (DEFAULT.NRL) as the basis of the new filter. Thus, you can avoid basic mapping. You can also create a character filter starting from a filter different from the standard one. In that case, you edit the model filter and then save the new version with another name.

To create a character filter

1. In the Utilities menu, choose Filters.

Search City displays the Filters dialog box.

In this box, you can indicate the type of filter you want to create; in this case, a character filter. The Filter Filenames box provides the list of existing filters that correspond to the selected filter type option.

2. Type a filter name.

Character filters have the extension .NRL. If not specified, Search City includes it for you.

3. Choose the Edit button.

Search City opens a dialog box to confirm you want to create a new filter.

4. Choose Yes to create a filter with the specified name.

If you choose the No button, the Filters dialog box appears again so you can modify the filter name.

Search City displays the New Character Filter dialog box.

The Filter box shows the new filter's filename. Search City provides the file path, as it corresponds to the [default directory](#).

This dialog box presents the standard filter configuration. If you click any character on the map, the Character, Map and Type boxes provide information about the selected character definition.

The Character and Map boxes indicate character equivalence -expressed as a character and its character set code- whereas the Type box indicates the type of character.

All highlighted characters have been defined as part of word or word-joining characters.

5. In the Description box, type a sentence to identify the new filter.

6. If necessary, select the Case Sensitive option.

When this option is active, capital and small letters are considered different characters.

For example, if you search for "house", Search City will not select the instances of "House" it encounters in the group's texts.

If you click any capital letter from the character map with the Case Sensitive option selected, you can verify that it has not been defined as equivalent to its corresponding lower-case letter. On the contrary, if this option is not selected, the character map indicates that all capital letters will be considered as lower-case letters when you perform searches.

7. Click a character on the character map to modify its definition.

The Character, Map and Type boxes provide information about the selected character.

8. Do one of the following:

- **Modify the character equivalence specified in the Map box.**

To do so, type a new character or its character set code. Search City automatically completes the box with the other value.

- **Modify the type of character definition.**

Click the arrow from the Type box and select another option.

Characters can be considered as part of word or word-joining characters. In both cases, they are highlighted in the character map. If you choose the None option in the Type box, the character will be considered as a word separator and won't be taken into account.

9. Choose the Accept button to validate character definition modifications.

If you select another character from the character map before choosing the Accept

button, Search City does not save modifications.

Repeat steps 7 to 9 to modify all required character definitions.

If you choose the Set Default button, Search City presents the standard filter configuration again. This button lets you start all over again in case you are not satisfied with modifications you have introduced.

At any point of the creation procedure you can use the Save As button to save the current state of the character filter as a different filter. In that case, Search City displays the Save As dialog box so you can introduce a different filter file name.

10. Choose the OK button.

Search City returns to the main window. If you choose the Filters command again, the filter you just created will appear in the list of available character filters.

Modify a Character Filter

With Search City, you can modify any character filter available, including the DEFAULT.NRL standard character filter, provided with the application.

To modify a character filter

1. In the Utilities menu, choose Filters.

Search City opens the Filters dialog box, with the character filter option selected.

Filters are sorted in alphabetical order. If the list is longer than the space provided by the box, a scroll bar will appear.

2. In the Filter Filenames box, select a filter from the list.

3. Choose the Edit button.

Search City asks if you really want to modify the specified filter.

4. Choose the OK button.

The Modify Character Filter dialog box appears.

The Filter box displays the filter's filename and path.

This dialog box presents the selected filter's configuration. If you click any character on the map, the Character, Map and Type boxes provide information about the selected character definition.

The Character and Map boxes indicate character equivalence -expressed as a character and its character set code- whereas the Type box indicates the type of character.

All highlighted characters have been defined as part of word or word-joining characters.

5. Do one of the following:

- **In the Description box, type a new sentence to identify the filter.**

- **Select or clear the Case Sensitive option.**

When this option is active, capital and lower-case letters are considered different characters.

6. Modify character definition.

In the first place, select a character from the character map.

You can modify the character equivalence specified in the Map box. To do so, type a new character or its character set code. Search City automatically completes the box with the other corresponding value.

You can also modify the type of character definition. Click the arrow from the Type box and select another option. Finally, choose the Accept button to validate the new character definition.

Repeat this operation as many times as necessary until the character map configuration suits your needs.

If you choose the Set Default button, Search City presents the standard filter configuration. This button lets you start all over again in case you are not satisfied with character definition.

7. Do one of the following:

- **To save the filter with the modifications you have introduced, choose the OK button.**

-Or-

To create a different filter with current configuration, choose the Save As button.

Search City displays the Save As dialog box.

Type a new name for the filter and choose the OK button. Then choose the OK button from the Modify Character Filter dialog box.

The new filter is added to the list of available filters whereas the filter you originally selected for modifying has not been changed.

Create Synonym and Stopword Filters

Synonym and stopword filters are optional in group definition, but they are extremely useful for expanding your search power.

You can create as many synonym and stopword filters as you need. In addition, with Search City you can include one filter inside another -- synonym filters inside other synonym filters, and stopword filters inside stopword filters. If you create different "basic" filters, you can combine them to build up very specific synonym and stopword filters for each group. Each time you create a synonym or stopword filter, you start from a blank file. If you want to use a previously created filter as a model, you can edit it and save the new version as a different filter file with the Save As command.

To create a synonym or stopword filter

1. In the Utilities menu, choose Filters.

Search City displays the Filters dialog box.

2. In the filter Type box, select the type of filter option desired.

The Filter Filenames box provides the list of existing filters that correspond to the selected filter type option.

3. Type a filter name.

Synonym filters have .SYN extension and stopword filters have .STW extension. If not specified, Search City includes the extension for you.

4. Choose the Edit button.

Search City opens a dialog box.

5. Choose Yes to create a filter with the specified name.

If you choose the No button, the Filters dialog box appears again so you can modify the filter name.

Search City uses Windows Notepad environment to edit synonym and stopword filters. Notepad opens automatically and displays a dialog box to confirm you want to create a new file.

6. Choose Yes.

Notepad creates a new file with the specified filter filename.

7. Type the filter contents.

The filter file text must respect the Synonym and Stopword Filter Syntax.

8. From the File menu, choose Save.

9. From the File menu, choose Exit.

Search City returns to the main window. If you choose the Filters command again, the filter you just created will appear in the list of available filters.

Modify Synonym and Stopword Filters

To modify a synonym or stopword filter

1. In the Utilities menu, choose Filters.

Search City displays the Filters dialog box.

2. In the filter Type box, select the type of filter option desired.

Search City displays the list of available filters corresponding to the selected filter type option. Filters are sorted in alphabetical order. If the list is longer than the space provided by the box, a scroll bar will appear.

3. In the Filter Filenames box, select a filter from the list.

4. Choose the Edit button.

Search City displays a dialog box.

5. Choose the OK button.

Search City uses Windows Notepad environment to edit synonym and stopword filters. Notepad automatically displays the filter you are going to edit.

6. Modify the filter contents.

The filter file text must respect the Synonym and Stopword Filter Syntax.

7. Do one of the following:

- **To save the filter with the modifications you have introduced, choose Save from the File menu.**

-Or-

To create a different filter with current configuration, choose Save As from the File menu.

Notepad displays the Save As dialog box, so you can type a new name for the filter in the File Name box. Then choose the OK button.

Don't modify the filter file path, since Search City only recognizes filters stored in the default directory.

The new filter is added to the list of available filters whereas the filter you originally selected for modifying has not been changed.

8. From the File menu, choose Exit.

Search City returns to the main window.

Synonym and Stopword Filter Syntax

The synonym and stopword filter syntax is similar and very simple.

- At the beginning of the filter file, type the character sequence !Description followed by a sentence --delimited by quotation marks-- describing the contents of the filter file.

- The list of entries must be as follows:

Each entry is a transformation rule applied to the text involved in your searches. Search City takes all instances of the expression you type to the right of the equal sign and turns them into the expression to the left of the equal sign. An expression can be a character string, a word or a phrase. In the case of a phrase, you must type it delimited by quotation marks. When you specify more than one expression per entry, a blank space is enough to separate them.

You may include as many entries as desired in one filter. They may be sorted in any order: alphabetical or lexicographic, by meaning, etc.

In the case of a synonym filter, each entry consists of a character sequence, word or phrase, an equal sign and afterwards, as many character sequences, words or phrases you want to specify as synonyms.

In the case of a stopword filter, each entry consists of a pair of quotation marks, an equal sign and afterwards, one or more character sequences, words or phrases which you want to ignore in your search texts.

- You can include a backslash (\) in expressions as an escape character for quotation marks and the backslash itself. In other words, if a stopword or synonym character string includes quotation marks or a backslash, you must type a backslash before these characters in order to inform Search City that they are simple characters in the expression.
- Type a semicolon (;) to introduce comments in any part of the filter file. Search City will consider as comments all text to the right of the semicolon until the next carriage return.
- In any new line, type the character sequence !include, followed by a filename -- with extension -- and a carriage return, to include the specified filter file in the current filter. Filenames must correspond to valid synonym or stopword filters. You can type as many !include lines as necessary.

Delete Filters

In Search City, you can delete any character, synonym or stopword filter available. Nevertheless, once you delete a filter file, you cannot apply the filter to any group. When you delete a filter that formed part of a group definition, the group no longer has a filter of the deleted filter type. Since groups must have a character filter, you will have to choose a different character filter for the group the next time you want to work with it.

To delete a filter

1. In the Utilities menu, choose Filters.

Search City displays the Filters dialog box.

2. In the filter Type box, select the type of filter option desired.

The Filter Filenames box provides the list of existing filters that correspond to the selected filter type option.

3. Select a filter name.

4. Choose the Delete button.

Search City asks for confirmation to delete the selected filter.

5. Choose the OK button.

Search City returns to the Filters dialog box. You can delete other filters repeating steps 2 to 5.

6. When you have finished deleting filters, choose the Close button.

Execute a Query

Before executing queries you must open a group. In other words, you must specify the set of files you want to work with. Furthermore, you have to index the group and the index must be updated. Otherwise, Search City cannot perform its text retrieval tasks efficiently.

When you search for a given expression in the group's texts, you perform a query. Queries can be as simple or as complex as you need, including operators and special symbols to meet your different requirements.

The query expression must respect [query language](#) syntax. To execute a query, you type a text in the query edit area. You can also use the [Subjects](#) tool and [work with previous queries](#) to make your searches more efficient.

To execute a query

1. Activate the query bar by clicking the query edit area.

Search City displays an insertion point so you can enter text.

2. Type the text of the query you want to execute.

To write a query, you can delete or edit the previous query text displayed in the edit area. If the query is longer than the space provided by the query edit area, it will expand to provide the necessary space.

Search City displays a pencil icon on the query bar to show that the query edit area contains text that does not correspond to an executed query.

3. Press the ENTER key.

Search City displays the Searching dialog box. You can interrupt the search by choosing the Abort button.

When the search operation is over, the dialog box automatically closes and Search City presents the results of the query.

To get help about how to examine query results, see:

[Work with the Query Results](#)

Work with the Query Results

When you execute a query successfully, Search City returns a set of hits encountered in the active group. Hits correspond to all the instances of the queried expression found in the group's texts. Search City assigns a correlative number to each hit so you can identify it in relation to the set of hits returned. It also provides the total number of hits.

Hits can be located in one or more of the group files. In consequence, each query "selects" a set of files from the group. To simplify your work, Search City indicates the total number of selected files and it assigns a correlative number to each one of them.

When working on a text database, Search City selects a set of documents.

As you can see, working with query results involves managing the set of hits as well as the set of files returned by a query. Search City provides all the information related to these results on the main screen.

If the query does not produce any hits, the text area becomes blank and screen messages indicate that no hits nor files were returned by the previous query.

For further information, see the following procedures:

[Review Query Results Through the Hit List](#)

[Display the Hit List Automatically After Each Query](#)

[Examine Hits One by One in Their Textual Context](#)

[Review Query Results Through the File List](#)

[Examine Files One by One in the Main Window](#)

Review Query Results Through the Hit List

1. From the View menu, choose Hits.

-Or-

Choose the Hits button.

Search City displays the Hit List. This dialog box displays a complete list of the expressions that match your last query, providing useful information about the query results: total number of hits, file location, complete file path and textual context of each hit.

This dialog box appears automatically after each query if you have selected the Auto Show Hits option.

2. Select a hit by clicking it on the list of hits.

The dialog box's messages change to provide information about the selected hit.

3. Choose the OK button.

Search City closes the dialog box and displays the selected hit in the text area.

Display the Hit List Automatically After Each Query

- ◆ **From the Options menu, select the Auto Show Hits option.**

When you select this option, a check mark appears on the left side of the option on the menu. To deactivate the Auto Show Hits option, choose the option again and the check mark will disappear.

Examine Hits One by One in Their Textual Context

◆ **From the View menu, choose Next Hit.**

-Or-

Choose the Next Hit navigation button.

Search City selects the next hit from the list of hits and displays it as the current hit in the text area.

The Previous Hit navigation button and the command with the same name from the View menu let you select the previous hit from the hit list and display it as the current hit in the text area.

When you move from one hit to another, the correlative number displayed varies according to the selected hit. In addition, the file correlative number may also change if you select a hit located in a different file.

Review Query Results Through the File List

- ◆ **From the View menu, choose Files.**

-Or-

- Choose the Files button.**

- Search City displays the File List. This dialog box displays a list of all files containing expressions that match your last query and provides useful information about them: number of hits per file and complete file path.

- 2. Select a file by clicking it on the list.**

- The dialog box's messages change to provide information about the selected file.

- 3. Choose the OK button.**

- Search City closes the dialog box and displays the selected file in the text area. The text area displays the first hit found in the current file.

Examine Files One by One in the Main Window

◆ **From the View menu, choose Next File.**

-Or-

Choose the Next File navigation button.

Search City selects the next file from the file list and displays it in the text area.

The Previous File navigation button and the command with the same name from the View menu let you select the previous file from the file list to display it in the text area.

When you move from one file to another, Search City always displays the first hit from the selected file. The correlative hit number displayed changes according to the current hit.

Work with Previous Queries

In Search City, you can take advantage of the queries you have previously executed, since they are stored in the History list. This is a list of the last 99 queries performed with the application, accumulated throughout your different work sessions. Search City assigns a correlative number to every query you execute, adding it to the end of the historical query list. Therefore, this list is an accurate "diary" of your text retrieval work.

Beyond its orientation function, and equally important, the History list lets you perform the following tasks:

- Re-execute a previous query.
- Edit a previous query and then execute it.

The query bar gives you instant access to the History list. You can also display the list by choosing the Queries button or the command with the same name from the View menu.

For further information, see:

[Use the History List in the Query Bar](#)

[Use Previous Queries by Displaying the History List](#)

Use the History List in the Query Bar

The query bar provides the following elements:

- On the left hand, the box contains a number. This number identifies the query displayed by Search City in the query edit area. You can modify this query number by clicking the arrows or typing a different value; the query displayed varies accordingly.
- The arrows let you increase or decrease the number displayed in the box. Search City displays the query identified by the number in the edit area. Thus, they move you through the History list.
- The continuous arrow indicates that the results displayed in the text area correspond to the query specified in the query bar (number and text). If Search City shows a discontinuous arrow, it means that result and query do not match, since the query indicated in the query bar corresponds to a historic query. If Search City displays a pencil icon instead, it means the text in the query edit area is recently typed text, which has not been executed as a query.
- The query edit area -- where you type a query you are going to execute -- is also used to display the query text of the historical queries. You call a historical query by specifying its query number.

To use previous queries with the query bar

1. Click the arrows on the query bar to increase or decrease the query number in order to call the required query.

The insertion point appears in the edit area.

-Or-

Type the query number in the box.

Click the number box, delete the existing number and type the required value. To display the query text associated to the number, press ENTER.

The query number must be a whole number under 99. If the History list does not have 99 entries, the value cannot exceed the last query's number.

2. Then do one of the following:

- To execute the query, press ENTER.

-Or-

To edit the query, use the keyboard and the Cut, Copy and Paste commands on the Edit menu. Then you can execute it like any other query, pressing ENTER on your keyboard.

In both cases, Search City displays the Searching dialog box while executing the task. Then you see the query results in the main window. Observe that the executed query is added at the end of the History list with a new query number, whether or not you edited it before executing it.

Use Previous Queries by Displaying the History List

1. Choose the Queries button in the toolbar.

-Or-

From the View menu, choose Queries.

Search City opens the History dialog box.

This dialog box displays 99 historical queries. When you open the dialog box, the last query you executed is selected.

2. On the list, click the query you want to use again.

If necessary, utilize the scroll bar to display the required query in the list box.

The Detail box displays the selected query text, which might exceed the space provided in the list box. It also indicates if the query was executed with a subject as a selector, that is, a limited search universe within the group.

3. Do one of the following:

- **Choose the Search button to re-execute the selected query again.**

The dialog box closes and Search City executes the query. Then the text area displays the query results.

-Or-

- **Choose the Edit button to modify the selected query before re-executing it.**

Search City inserts the selected query in the query edit area and displays the insertion point. Now you can introduce any required modification.

Use the keyboard and the Cut, Copy and Paste commands on the Edit menu to change query text. Then you can execute it as any query, pressing ENTER on your keyboard.

In both cases, Search City displays the Searching dialog box while executing the task.

Then you see the query results in the main window. Observe that the History list includes the executed query with a new query number, whether you edited it before executing it or not.

Use the Subject Tool

As you work on your texts, the History list changes to include your new searches. Subjects give you a quick and easy way to store queries permanently, leaving them at hand. Over time, you will probably notice that there are queries you execute frequently. By saving them as subjects, you can save time and execute them as many times as necessary. On the other hand, subjects help you classify information contained in texts. By using them, you can focus your searches progressively. With query language operators and types of searches, you can express varied information retrieval criteria. For example, distance searches allow you to select information by proximity, the *and* operator by inclusion, etc. You can create many sets of subjects to meet your different needs. Then you can apply them as selectors, limiting the search universe within the group. When you choose the Subjects button or the Subjects command from the View menu, the Subjects dialog box opens. This box displays all user defined subjects and provides a set of tools so you can really take advantage of the subjects you create.

Each group has its own Subject list. You cannot use subjects from one group for another.

You can get information about the following procedures:

[Create a Subject](#)

[Execute a Subject](#)

[Edit a Subject](#)

[Use Subjects to Limit the Search Universe](#)

[Rename a Subject](#)

[Delete a Subject](#)

Create a Subject

To save a query as a subject, you must execute it and leave it displayed in the query bar.

To create a subject

1. Choose the Create Subject button on the toolbar.

Search City displays the Create Subject dialog box.

2. Type a subject name for the current query in the Name box.

Subject names can have alphanumeric characters and blank spaces.

3. Choose the OK button.

You have created a subject, and thus included it in the subject list. You can look it up with the Subjects button.

Execute a Subject

Once you have created a subject, you can execute it as many times as you need.

To execute a subject

1. Choose the Subjects button on the toolbar.

Search City opens the Subjects dialog box that contains the subject list.

To display the list of subjects you must open a group. Otherwise, the Subjects button is not available.

2. Select a subject by clicking its name on the list.

If the list box does not display the subject you are looking for, use the scroll bar until you find it.

The Detail box displays the query saved as the selected subject. You can make sure you have selected the right subject by checking its contents in this box.

3. Choose the Search button.

The dialog box closes and Search City executes the query.

Once the search operation is over, the query bar displays the contents of the subject and the results appear in the text area.

Edit a Subject

On occasion, you may want to modify a subject before executing it. With Search City you can do this easily and without effort.

To edit a subject and execute it

1. Choose the Subjects button on the toolbar.

Search City opens the Subjects dialog box that contains the subject list.

To display the list of subjects you must open a group. Otherwise, the Subjects button is not available.

2. Select a subject by clicking its name on the list.

The Detail box displays the query text saved in the selected subject.

3. Choose the Edit button.

The dialog box closes and the subject's contents appear in the query bar.

4. Modify the query text.

You can use the keyboard and the Copy, Paste and Cut commands from the Edit menu.

5. Execute the query by pressing the ENTER key.

Search City performs the search operation and displays the query results in the text area. If you wish, you can save the modified subject as a new subject by choosing the Create Subject button.

Use Subjects to Limit the Search Universe

In Search City, you can use subjects to restrict the set of files affected by a query. This is called using a subject as a selector. It means that when you execute a query, Search City only looks for the queried expression in the files selected by the selector -or subject.

For example, let's suppose a secretary is working on the group MEMO.SCG, where she has gathered all the company's memos. The subject Management selects all files containing words such as 'director', 'executive officer', 'manager', 'supervisor' and other related words, as well as the names and last names of the company's board of directors. To retrieve information concerning management staff's summer vacation arrangements, she can look for instances of 'vacations', 'July', 'August' and 'summer', using the subject Management as a selector.

To specify a selector, you can use the Selector box on the toolbar. This box provides the list of existing subjects so you can choose any one of them as the selector of your next query. When the None option is displayed in the Selector box, no selector is being used. Once you specify a selector, it remains active until you choose the None option again.

To execute a query with a selector

1. Click the arrow on the Selector box to open the list of subjects.

2. Click a subject name.

If the required subject is not visible, use the scroll bar until it appears in the box.

The drop-down list closes and the selected subject appears as the selector in the box.

3. Type a query in the query edit area.

You can also use the query text displayed in the edit area. This text may correspond to the last query you executed or to any historical query.

Remember you can also execute a subject from the subject list. In this case, you use a subject (selector) to limit the search universe of the subject (query) you want to execute. To do so, you must first choose the subject you want to execute and specify you are going to edit it (Edit button on the Subject box). Then you define a selector and execute the query.

4. Choose the ENTER key.

Search City will look for the queried expression in the files specified by the selector; in other words, the query will only be applied to the set of files returned when you execute the subject.

If you open the History dialog box with the Queries button, you can see that the last query was executed using a selector.

The selector will be applied to all your succeeding queries until you modify it.

To modify or remove a selector

1. Click the arrow on the Selector box to open the list of subjects.

2. Select a different subject as a selector.

-Or-

Select the None option on the list, to execute queries without a selector.

Rename a Subject

In the Subjects dialog box, you can rename any existing subject.

1. Choose the Subjects button on the toolbar.

Search City opens the Subjects dialog box.

2. Select a subject from the list.

Use the scroll bar to scroll through the subject list until you find the subject you are looking for.

3. Choose the Rename button.

Search City displays the Rename Subject dialog box.

4. Type a new subject name.

5. Choose the OK button.

Search City closes the Rename Subject dialog box and the subject list displays the new subject's name.

You can modify any subject name repeating steps 2 to 5.

6. Choose the Close button on the Subjects dialog box.

Delete a Subject

Over time, certain subjects may not suit your needs any more. To avoid accumulating unused subjects on the subject list, Search City lets you delete any subject you want.

To delete a subject

1. Choose the Subjects button on the toolbar.

Search City opens the Subjects dialog box.

2. Select a subject from the list.

Use the scroll bar to scroll through the subject list until you find the subject you are looking for.

The Detail box displays the selected subject's contents. Make sure you have selected the subject you need to delete.

3. Choose the Delete button.

Search City displays a dialog box asking for confirmation.

4. Choose the Yes button.

Then Search City deletes the selected subject from the list.

You can repeat steps 2 to 4 to delete any subject.

5. Choose the Close button on the Subjects dialog box.

Modify the Look of Text on your Screen

You can change the way texts appear in the main window by:

- Using the Wrap option to adjust the width of text to the space provided in the main window. This option is very useful if the text paragraph format is wider than Search City's text area.
- Using the Fonts command to define the font, font style and size. By default, Arial 10 pts is used.
- Selecting the DOS Text option, to indicate that you wish to change the set of characters used to display texts in the text area: from DOS characters (OEM standard) to Windows characters (ANSI standard).

To adjust the text between the right and left margins

◆ **From the Options menu, choose Wrap.**

When this option is selected you can see a check mark on the menu item.

To deactivate this option, simply select it again and the check mark will disappear.

To modify font and character style

1. Choose Fonts from the Options menu.

Search City displays the Font dialog box.

2. Choose the font, font style and size required.

The Sample box displays the look of text.

3. Choose the OK button.

Search City returns to the main window. The text area displays the active group's texts with the new font and style defined. The character format will apply to all open groups until you modify it again.

To transform the text character set from DOS standard to Windows standard

◆ **From the Options menu, select the DOS Text option.**

Search City transforms the display of the text from the OEM character set to the ANSI character set. This option remains active until you select it again.

Query Language

[Search City's Query Language Capabilities](#)

[Word Search](#)

[Reserved Words](#)

[Phrase Search](#)

[Upper and Lowercase Characters, Spaces and Punctuation Marks](#)

[Word Search with Synonym and Stopword Filters](#)

[Searches with Special Symbols](#)

[Prefix Search](#)

[Wildcard Search](#)

[Range Search](#)

[Basic Query Language Operators](#)

[And Operator](#)

[Or Operator](#)

[Not Operator](#)

[Ex Operator](#)

[Inc Operator](#)

[Distance Searches](#)

[Modify the Distance Value](#)

[Near Operator](#)

[Before and After Operators](#)

[Using the Not Operator in Distance Searches](#)

[Nesting Distance Operators](#)

[Combining Operators and Other Query Language Elements](#)

[Operator Precedence](#)

[Parentheses](#)

[Examples of Query Combinations](#)

Search City's Query Language Capabilities

Search City's query language is very simple and versatile. By respecting a few basic principles, you can build precise queries to recover the exact piece of information you need. Search City provides a set of operators and special symbols used to express different types of queries. By combining these elements, you can build very precise or broad queries, depending on your requirements.

The simplest type of query is a character string or word search. You can also execute a phrase search to look for a sequence of words.

The use of two different wildcards allows you to widen your searches: you can query for words that match a certain prefix, or combine wildcards in order to describe the type of word you need to find.

You can also use the range symbol to indicate lexicographic limits for a search; the query result will contain the words that fall within the specified range.

In addition, you may use the following query language operators:

- and
- or
- not
- ex
- inc
- near
- before
- after

Thanks to the *and*, *or*, *ex*, *near*, *before* and *after* operators, you can precisely indicate associations between two different expressions. The *not* operator selects a set of files that do not contain the queried expression. As for the *inc* operator, it lets you specify the text database field you want to focus your search on.

Word Search

The simplest type of query you can make is searching for a single word or character string. Suppose that you want to find all instances of the word 'security' in the example group. You can do this very easily by typing the following text in the query edit area:

```
security
```

When you execute this query with the DEMOFILE.SCG group, Search City returns four hits located in four files, that you can examine in the Hit List.

The following are examples of word or character string searches:

```
user
```

```
YMCA
```

```
1993
```

Reserved words must be treated in a special way.

For further information, see:

[Word Search with Synonym and Stopword Filters](#)

[Upper and Lowercase Characters, Spaces and Punctuation Marks](#)

[Reserved Words](#)

Reserved Words

Search City's query language assigns a special meaning to a set of words formed by the query language operators *and*, *or*, *ex*, *near*, *before*, *after*, *not* and *inc*. These words are called reserved words and must be treated in a special manner.

To appreciate how to use reserved words, try making the following query:

```
and
```

This search produces an error message.

Search City considers that the query contains a syntax error: since *and* is a query language operator, it must be associated with the two expressions you want to find. If you need to find all instances of the word 'and', you must enclose the reserved word in quotation marks, as shown below:

```
"and"
```

This query produces 211 hits of 'and'.

Phrase Search

Search City allows you to make searches of two or more consecutive words, called phrase searches. In this case, the phrase must be delimited by quotation marks (simple or double). Phrases can have up to 255 consecutive characters, including spaces between words and quotation marks. The following example corresponds to a phrase search:

```
"account management"
```

This query finds two instances of 'account management'.
These are other examples of phrase searches:

```
"Good morning"
```

```
"One, two, three and four"
```

```
"She arrived way past seven o'clock"
```

```
"I got married in 1966"
```

You can also look for phrases that have quotation marks in the group's texts, using the backslash as an escape character (\), as long as quotation marks have been defined as part of word characters in the character filter. The following example searches for a phrase with quotation marks and returns instances of the phrase, regardless of the type of quotation marks used (simple or double).

If you include the wildcards '' and '?' within a phrase enclosed in quotation marks, they will be considered as ordinary characters. In consequence, a query such as "how are you?" will be treated as a simple phrase search and will return all instances of the phrase 'how are you?' located in the group's texts.*

For further information, see:

[Word Search with Synonym and Stopword Filters](#)

[Upper and Lowercase Characters, Spaces and Punctuation Marks](#)

Upper and Lowercase Characters, Spaces and Punctuation Marks

When you execute searches, Search City does not consider differences in case, number of spaces between words or punctuation marks. This occurs because you are applying the DEFAULT.NRL character filter, provided with the application. The ability to determine which characters are relevant and which aren't is one of the most interesting characteristics of the character filters. For example, the search:

```
commercial
```

generates a set of hits containing instances of 'commercial' and 'Commercial'. Each time Search City comes across one or more characters that are not part of a word, it replaces them with a blank space. Both the group's texts and the query expression are filtered, so a search such as:

```
"benefits, etc."
```

generates the same result as the search:

```
"benefits etc"
```

Word Search with Synonym and Stopword Filters

Synonym and stopwords filters are optional filters you can use to increase your text retrieval capabilities.

A synonym filter corresponds to a list of words with their synonyms. During filtering, all the synonyms are treated as equivalent expressions, as if they were the same word.

If you apply the DEMO.SYN synonym filter to the DEMOFILE.SCG group, and you execute the following search:

```
software
```

you will see that the selected hits correspond to all the synonyms of the word 'software', such as 'application', 'product', 'information systems' and 'operating systems'.

In addition, if you search for one of software's synonyms, as:

```
"information systems"
```

Search City will select the same hits it returned when you executed the previous search.

Likewise, the stopword filter corresponds to a list of character strings, words or phrases that are irrelevant in the search context. Search City ignores all the stopwords present in your group texts and queries.

If you apply the ENGLISH.STW filter to the DEMOFILE.SCG group, you can try the following query to see the effect of this filter:

```
"the banking operations"
```

When you execute this query, Search City finds two instances of the phrase 'banking operations', since 'the' has been defined as a stopword, and therefore it is ignored during the search.

Searches with Special Symbols

By using the symbols '*', '?' and '..' you can make special searches with Search City. The asterisk (*) and the question mark (?) are wildcards and you can use them to execute prefix and wildcard searches. The two periods (..) serve for executing range searches.

Prefix Search

Suppose you need to find all the instances of words that begin with a given sequence of characters, as those that begin with 'com', like 'computer', 'commerce', 'companies', etc. In Search City, you can do this by executing the query:

```
com*
```

This is called a prefix search. The '*' is a wildcard and when placed at the end of a string of characters, it represents any sequence of zero or more characters.

Any sequence of characters can be a prefix. The following are examples of simple prefixes:

```
dif*
```

```
histor*
```

```
institut*
```

<i>The asterisk only matches those characters that have been defined as part of word characters in the character filter.</i>
--

If the prefix that forms part of the search is a reserved word, it is necessary to enclose it in quotation marks as in the following case:

```
"inc"*
```

Here, quotation marks serve to indicate that 'inc' is not being used as a reserved word, and thus allowing you to find instances of words such as 'include', 'increase' and 'incorporate'. You can also use a phrase as a prefix, as in the query:

```
"its co"*
```

Just like in the standard case, you must enclose the phrase in quotation marks.

Wildcard Search

There are two types of wildcards in Search City. The first is the asterisk (*) that matches zero or more characters. The second is the question mark (?) which matches any sole character. Suppose you wish to find all the words that begin with a 'p' and end with an 'e'. In this case, you must execute the query:

```
p*e
```

On the other hand, you can use the '?' wildcard to determine the length of the word you are searching, independently of the specific characters that form the word. The '?' symbol always matches any single character, as shown in the following query:

```
p?????e
```

This query finds all seven letter words that begin with a 'p' and end with an 'e', such as 'package' and 'precise'.

It is also possible to combine the '*' and '?' wildcards. For example:

```
d?*r*e
```

finds words that begin with a 'd', have an 'r' as the third or more letter and are equal to or longer than four characters. Words like 'diverse' and 'degree' meet these requirements. Search City does not currently support the use of wildcards as the first character in a word, so a search such as:

```
*tion
```

will not be executed, and Search City will display a syntax error message.

Range Search

Search City lets you search for words within a given character range by placing the '..' symbol between two alphabetical expressions.

```
open..other
```

This query returns all the words found within this range, that is, all terms that are equal or greater than 'open' and less than or equal to 'other', such as 'options', 'operations' and 'or'. Range searches work by evaluating the lexicographic order of the expressions defined by the range. The query $x..y$ matches all words whose first character is greater or equal to 'x' and less than or equal to 'y'.

Range searching is especially useful when you want to find references to ranges of dates or numbers. For example:

```
4..5
```

The previous query finds all the numbers that fall within the specified range. Nevertheless, numbers are also evaluated lexicographically, so numerical order is not always respected; for example, when the length of the numerical expressions is different. Suppose you want to execute the following search:

```
4..18
```

In this case, Search City displays an error message since the order of the expressions is inverted: in lexicographic order, '18' is smaller than '4'. Therefore, to execute this search you must type:

```
18..4
```


Basic Query Language Operators

Search City's query language basic operators are:

- and
- or
- not
- ex
- inc

And Operator

To understand how Search City's *and* operator works, you can execute the following query:

```
commercial and financial
```

This query generates 16 hits of the words 'commercial' and 'financial' located in two files. These two files contain hits of both words, since the *and* operator only returns matches if the two searched expressions are present in the same file.

On the other hand, the query:

```
account and report
```

does not produce any hits, even though these words are present in the group's texts, since they do not appear simultaneously in any file.

Or Operator

The *or* operator is used to search for two different expressions at the same time. For example, if you need to find all instances of the words 'management' and 'administrative', you can execute the query:

```
management or administrative
```

The 27 hits returned by Search City are distributed in nine files. If you execute the query:

```
client or patient
```

Search City returns a set of hits of both words. Note that in this case, the matches of 'client' are in some files and those of 'patient' are in others. This indicates that the *or* operator acts as an 'inclusive OR', that is, it finds all instances of either or both expressions specified in the search. These expressions don't necessarily have to be in the same file, as occurs with the *and* operator.

For this reason, if you search for:

```
disk or drive
```

Search City successfully executes the query: it matches 'disk' but doesn't return any matches of 'drive' since the word 'drive' does not exist in the group's texts.

Not Operator

The *not* operator returns a set of files that don't contain the expression specified by the query. It does not generate any marks. For example, the query:

```
not medical
```

selects all the group's files that do not contain the word 'medical'. To see the result of the query, you can use the File List:

A query such as:

```
not information
```

does not return any files, since all the files associated with the DEMOFILE.SCG group contain at least one instance of the word 'information'.

Ex Operator

With the `ex` operator, you can tell Search City to exclude from the result of a query all files containing any matches of a given expression.

Suppose you are initially interested in finding all the words that begin with 're' and you execute the following query:

```
re*
```

Search City produces 102 marks that match the query, located in all the group's files.

You can observe that the set of hits includes many instances of the word 'records'. If you are not interested in this word, you can execute the following query:

```
re* ex records
```

The result of this query corresponds to all the words that begin with 're' except those located in all the files that contain instances of the word 'records'. In other words, Search City finds all the matches of the first expression only in the files that don't contain the second expression.

If you examine the Hit List, you will note that several words that had been selected by the first query, such as 'restrict', 'read' and 'reprinting', do not form part of the hits returned by the second query, since they belong to the files excluded by the `ex` operator.

Inc Operator

If you are working on a text database, you can use an additional operator that is not available in when working with simple file groups. It is the *inc* operator, used to focus searches on a specific field.

Suppose that you are interested in finding instances of the word 'system', but only if they are located in the document titles. To do so, you can execute the query:

```
title inc system
```

The basic syntax for this type of search is:

```
<field_name> inc <expression>
```

where:

- `field_name` is the name of any of the text database's fields
- `expression` is the character string you wish to find. It cannot contain another *inc* operator.

Distance Searches

Distance searches are one of the most useful and powerful types in Search City's query language, since they allow you to retrieve information within a semantic context. In other words, you can look for meanings rather than for specific patterns.

This is particularly true when you are searching for inter-related words or phrases and when you simply can't remember exactly what you are looking for.

With distance searches, you find words located near one another, specifying the required distance between them as well as their order of appearance. Thus, you can search for concepts by querying for the words involved in their definition.

The concept you need to find may be defined with words or phrases that are distant in the group's texts. In this case, you will have to specify broad searching limits to come up with the required instances. In other cases, you might need to work within a reduced searching range in order to aim precisely at the text you have in mind, excluding general responses.

The distance between two words is defined as the number of characters separating their initial letters. For example, the distance between the words 'Oxford' and 'Dictionary' in the phrase 'Oxford English Dictionary' is 14 characters.

The distance value can go from 1 to 30000. Search City works with a default value of 60, but you can [Modify the Distance Value](#) according to your needs.

You can find information about the following topics:

[Near Operator](#)

[Before and After Operators](#)

[Using the Not Operator in Distance Searches](#)

[Nesting Distance Operators](#)

Modify the Distance Value

You can modify the distance value:

- With the Distance command from the Options menu.
- Including the desired value of distance in a specific query. In this case, it is a temporary change that only affects the specified operator.

To modify the general distance value

1. From the Options menu, choose Distance.

Search City displays the Distance dialog box.

2. Type a distance value.

-Or-

Use the arrows to select a value.

Distance can be defined among 1 and 30000.

3. Choose the OK button.

Search City closes the dialog box and the specified value becomes the standard distance applied to distance searches from now on.

If you type an incorrect value, Search City returns an error message specifying the minimum and maximum values accepted.

To modify the distance value temporarily

You can temporarily modify the value of distance. To do so, you can include a distance specification within the query itself.

```
access near:220 information before:15 tasks
```

In this case, the *near* operator works with a distance value of 220 while the *before* operator works with a value of 15.

Now, If you execute the query:

```
access near:220 information before tasks
```

you tell Search City to apply a distance value of 220 to the *near* operator and the general distance value (specified in the Distance dialog box) to the *before* operator.

Near Operator

You can use the *near* operator to perform general distance searches, since this operator finds two words located near one another, without considering the order in which they appear.

For example, if the value of distance is 60 and you execute the query:

```
access near information
```

Search City finds five matches of the word 'access' near the word 'information': four of them correspond to instances of 'access' before 'information' and one to 'information' before 'access'.

Before and After Operators

You can use the *before* and *after* operators to pinpoint your search without reducing its breadth, that is, for searches where the general order of retrieval is important.

X *before* Y searches for all instances of X found before Y, whereas X *after* Y returns all instances of X located after Y.

The following examples illustrate how these operators work:

```
microcomputers after compatible
```

This query returns the following set of hits:

If you execute the query:

```
compatible before microcomputers
```

you will get exactly the same matches.

As with the near operator, you can modify the value of distance with the Distance command or directly in a query, like in the following case:

```
microcomputers after:15 compatible
```

Using the Not Operator in Distance Searches

By combining the *not* operator with the distance operators *near*, *before* and *after*, you can search for concepts defined by the exclusion of a given word or phrase. To do so, you use the operators *not near*, *not before* and *not after*.

For example, if you search for the instances of the word 'institutions', you will get many matches that correspond to the phrase 'financial institutions'. Thanks to the *not after* operator, you can exclude these matches from the query result:

```
institutions not after financial
```

For further understanding of how the *not* operator works in distance searches, try the following query:

```
control not near:200 information
```

This search allows you to retrieve all the instances of the word 'control' that don't correspond to the semantic context of information management.

Nesting Distance Operators

Distance searches can also be nested to focus the search within a wider answer. This feature is very useful when searching for a concept that can be defined with words that must be near one another which in turn are related to a third word or phrase.

You can execute the query:

```
systems near:30 records near patient
```

This query allows you to retrieve the instances of the word 'systems' located within a range of 30 characters of the word 'records', which in turn are within the normal distance range of the word 'patient'.

Let's see another example. A search in medical literature such as:

```
hemo* near ("white series" near lymphocytes)
```

is sufficiently broad to return a variety of instances of 'white series' associated with 'lymphocytes' that are, in turn, near terms with the prefix 'hemo' (hemophilia, hemogram, etc.). On the other hand, such a search will eliminate contexts such as 'white series' and 'lymphocytes' near hemophilia or hemogram, if they do not fall within the range specified by the distance parameter.

By subordinating one distance operator to another, it is possible to gradually isolate the desired piece of information.

Combining Operators and Other Query Language Elements

If you combine different operators, types of searches and query language symbols you can build precise queries to focus on the exact information you need to recover.

Combinations are practically boundless and provide you with very precise searching tools.

You must simply respect the basic norms established for general searches and each operator or symbol, which have been treated in previous chapters. In addition, you must remember that Search City evaluates the different operators in a determined order, which means that it assigns them a certain precedence. Nevertheless, you can modify precedence by using parentheses to group certain expressions.

For further information, see:

[Operator Precedence](#)

[Parentheses](#)

[Examples of Query Combinations](#)

Operator Precedence

The following lists all Search City operators in decreasing order of precedence. In the case of equal precedence, they are evaluated from the left.

Parentheses

after, before, near, not after, not before, not near

inc

not

and

or, ex

Parentheses

Parentheses can be used in Search City to define the order of evaluation of a query's operator or precedence, as well as to group expressions or parts of expressions together. The expressions in parentheses are always evaluated first.

To see how this works, execute the following query:

```
physician or patient and record
```

The result corresponds to 12 hits located in three files. Now you can try the query:

```
(physician or patient) and record
```

In this case, the result is formed by 5 hits found in one single file. The reason for this difference is that the `and` operator has precedence over the `or` operator, except if you use parentheses to alter the evaluation order. In the first query, Search City selects the instances of 'patient' and 'record' located in the same files and then adds to the list of hits all instances of the word 'physician', wherever they are in the group's files. In the second query, on the other hand, Search City first retrieves all the instances of the words 'physician' and 'patient' and then selects only the matches of these words found in files that also contain instances of the term 'record'.

Parentheses can also help you formulate queries more clearly, even if you do not intend to modify evaluation order.

In the simplest case, you could execute a query such as:

```
(reports)
```

This is correct syntax, equivalent to the query:

```
reports
```

Similarly, you can execute the query:

```
(banking and credit) and "financial institutions"
```

This query returns 6 hits from one single file. Parentheses are not necessary in this case since the query only uses the *and* operator. Therefore, though the sub-queries:

```
banking and credit
```

and

```
credit and "financial institutions"
```

have equal precedence, Search City evaluates the sub-query `banking and credit` first, since this query is the first from left to right, it has mayor precedence.

Examples of Query Combinations

Now we present an overview of some basic operator and special symbol combinations you can use to build different types of queries. These examples don't pretend to show you all the actual query combinations; they should simply serve so you can get an idea of the great versatility of Search City's query language. As for the rest, it is up to you to try!

"medical record"*

"current accounts" or banks

refunding and "international commerce"

summary inc "computer technology"
(this query only applies to text database searching)

not "medical laboratory"

"health care" near system

e*p*e or e*t*e

not (communicat* and on-line)

medic* near patients

person* not before credit

access near:30 (information or control)

database and system* or data and software

description inc (administ* or management) ex title inc medical

not (sales and purchasing)

acc* before pay*

Commands

New Command (File Menu)
Create File Group Dialog Box
Browse Dialog Box
Create Text Database Group Dialog Box
Open Command (File Menu)
Close Command (File Menu)
Properties Command (File Menu)
Group Files Command (File Menu)
Mark Files Dialog Box
Unmark Files Dialog Box
Hidden Extensions Dialog Box
Index Command (File Menu)
Exit Command (File Menu)
Cut Command (Edit Menu)
Copy Command (Edit Menu)
Paste Command (Edit Menu)
Add Text Command (Edit Menu)
Mark File/Document for Delete (Edit Menu)
Unmark File/Document for Delete (Edit Menu)
Hits Command (View Menu)
Next Hit Command (View Menu)
Previous Hit Command (View Menu)
Files Command (View Menu)
Documents Command (View Menu)
Next File/Document Command (View Menu)
Previous File/Document Command (View Menu)
Queries Command (View Menu)
Subjects Command (View Menu)
Rename Subject Dialog Box
Filters Command (Utilities Menu)
Create Character Filter Dialog Box
Modify Character Filter Dialog Box
Save As Dialog Box
Check Command (Utilities Menu)
Pack Command (Utilities Menu)
Distance Command (Options Menu)
Full Index Command (Options Menu)
Wrap Command (Options Menu)
DOS Text Command (Options Menu)
Fonts Command (Options Menu)
Auto Show Hits Command (Options Menu)
Use Default Directory Command (Options Menu)

New Command (File Menu)

Use this command to specify the type of group you want to create. Later, you will define the group properties.

New Group Dialog Box Options

Group Type

You can create a group of plain text (**File Group**) or a textual database (**Text Database Group**).

OK

This button opens the [Create File Group Dialog Box](#) or [Create Text Database Group Dialog Box](#), depending on the type of group specified. In these dialog boxes, you can indicate the new group's basic properties (filename, path, description and filters; and, in the case of a text database, its field and document structure).

See:

[Create a File Group Definition](#)

[Create a Text Database Group Definition](#)

Create File Group Dialog Box

In this dialog box, specify the group's basic properties.

Dialog Box Options

File Name

Type a name for the new group and, optionally, a file path. You can also provide this information by clicking the Browse button, which opens the [Browse](#) dialog box.

Description

Type a sentence to identify the group. This is optional information.

Filters

Select a [character filter](#) from the list of available filters. You can also select a [synonym filter](#) and/or a [stopword filter](#).

Browse Button

Opens the [Browse](#) dialog box, which displays a directory tree so you can select the directory for saving the new group.

OK Button

Saves the new group definition and opens the [Group Files](#) dialog box, so you can select the files you want to add to the group.

See:

[Create a File Group Definition](#)

Browse Dialog Box

You can open this dialog box with the Browse button on the New Group dialog box. It allows you to specify the new group's filename and path.

Dialog Box Options

Drives

Select a disk drive.

Directories

Double-click a directory to select it.

File Name

Type a name for the new group.

See:

[Create a File Group Definition](#)

[Create a Text Database Group Definition](#)

Create Text Database Group Dialog Box

In this dialog box, specify the new group's basic properties.

Dialog Box Options

File Name

Type a name for the new group and, optionally, a file path. You can also provide this information by clicking the Browse button, which opens the [Browse](#) dialog box.

Description

Type a sentence to identify the group. This is optional information.

Filters

Select a [character filter](#) from the list of available filters. You can also select a [synonym filter](#) and/or a [stopword filter](#).

Browse Button

Opens the [Browse](#) dialog box, which displays a directory tree so you can select the directory for saving the new group.

Doc. Name

Select or type a field name as the document name.

Doc. Recognizer

Type one or more recognizer characters to indicate the beginning of the document in the file's text. This is optional information.

Fields

Name: Type all database's field names.

Recognizer: For each field, specify one or more characters for recognizing the beginning of the field in the file's text.

Add Button

Click to add the field -- and its recognizer -- to the text database's list of fields.

Delete Button

Click to delete the selected field from the text database's list of fields.

OK Button

Saves the new group definition and opens the [Group Files](#) dialog box, so you can select the files you want to add to the group.

See:

[Create a Text Database Group Definition](#)

Open Command (File Menu)

Use this command to open any existing group.

Open Group Dialog Box Options

File Name

Type or select a group filename.

Directories

Double-click the directory containing the group you want to open.

Drives

Select a disk drive.

See:

[Open a Group](#)

Close Command (File Menu)

Use this command to close the active group, if you want to open another group or quit the application.

See:

[Close a Group](#)

Properties Command (File Menu)

Use this command to modify the active group's basic properties. Search City opens a dialog box identical to the one you filled up when creating the group definition, called File Group Properties or Text Database Group Properties, depending of the type of group you are working on.

File Group Properties Dialog Box Options

File Name

You can't modify the group's filename or path.

Description

Type a sentence to identify the group. This is an optional field.

Filters

Select a different character filter for the group. You can also select a synonym filter and/or a stopword filter.

See:

[Modify the Group Definition](#)

Text Database Group Properties Dialog Box Options

File Name

You can't modify the group's filename or path.

Description

Type a sentence to identify the group. This is an optional field.

Filters

Select a different character filter for the group. You can also select a synonym filter and/or a stopword filter.

Doc. Name

Select or type a different field name as the document name.

Doc. Recognizer

Type one or more recognizer characters to indicate the beginning of the document in the file's text. This is optional information.

Fields

Name: Type all the database's field names.

Recognizer: For each field, specify one or more characters for recognizing the beginning of the field in the file's text.

Add Button

Click to add the field -- and its recognizer -- to the text database's list of fields.

Delete Button

Click to delete the selected field from the text database's list of fields.

See:

[Modify the Group Definition](#)

Group Files Command (File Menu)

Use this command to specify the files you want to add and/or delete from the group.

Dialog Box Options

Current Drive

Select a disk drive.

Directory tree

Select a directory.

Directory

Indicates current directory.

Mark Button

Opens the [Mark Files](#) dialog box, where you can specify the files you want to add/delete.

Unmark Button

Opens the [Unmark Files](#) dialog box, where you can specify the files you previously marked that you no longer want to add/delete.

Hide Button

Opens the Hidden Extensions dialog box where you can indicate all extensions you don't want to display in the file list.

See:

[Add Files to the New Group](#)

[Add Files to an Existing Group](#)

[Mark Files for Deletion in the Group Files Dialog Box](#)

Mark Files Dialog Box

Use this dialog box to specify the files you want to add/delete. To open the dialog box, click the Mark button from the [Group Files](#) dialog box.

Dialog Box Options

File Specification

Type a filename.

Search in Subdirectories

Select this option to mark all files located in the subdirectories depending on the current directory.

Mark for

Select the **Add** option to mark a file you want to add to the group and the **Delete** option to mark a file you want to delete from the group.

See:

[Group Files Command \(File Menu\)](#)

Unmark Files Dialog Box

Use this dialog box to specify the marked files you no longer want to add/delete. To open the dialog box, click the Unmark button from the [Group Files](#) dialog box.

Dialog Box Options

File Specification

Type a filename.

Search in Subdirectories

Select this option to unmark all files located in the subdirectories depending on the current directory.

Unmark for

Select the **Add** option to remove marks from files marked to add and the **Delete** option to remove marks from files marked for delete.

See:

[Group Files Command \(File Menu\)](#)

Hidden Extensions Dialog Box

Use this dialog box to specify all the extensions you don't want to display in the Group Files dialog box. To open the dialog box, click the Hide button from the [Group Files](#) dialog box.

Dialog Box Options

Extensions

Type the extensions you don't want to see in the file list, including a period (for example, .PM4). The list of hidden extensions is displayed.

Add Button

Click to add the extension from the Extension box to the list of hidden extensions.

Remove Button

Click to remove the extension from the Extension box from the list of hidden extensions.

See:

[Group Files Command \(File Menu\)](#)

Index Command (File Menu)

Use this command to index the current group. When the indexing procedure is over, Search City displays a dialog box informing you that the index has been created or updated.

See:

[Manage the Group Index](#)

Exit Command (File Menu)

Use this command to quit the application.

See:

[Quit Search City](#)

Cut Command (Edit Menu)

Use this command to remove selected text and put it on the Clipboard. This command is unavailable if you have no selected text. Cutting text to the Clipboard replaces the contents previously stored there.

See:

[Copy Command \(Edit Menu\)](#)

[Paste Command \(Edit Menu\)](#)

Copy Command (Edit Menu)

Use this command to copy selected text onto the Clipboard. This command is unavailable if you have no selected text. Copying text to the clipboard replaces the contents previously stored there.

See:

[Cut Command \(Edit Menu\)](#)

[Paste Command \(Edit Menu\)](#)

Paste Command (Edit Menu)

Use this command to insert a copy of the Clipboard contents at the insertion point. This command is unavailable if the Clipboard is empty.

See:

[Cut Command \(Edit Menu\)](#)

[Copy Command \(Edit Menu\)](#)

Add Text Command (Edit Menu)

Use this command to add documents to the current text database.

This command is only available when you are working on a text database group.

Add Text Dialog Box Options

Document

Type the new document's contents, entering text in any of the text database's fields.

Documents Added

Indicates the number of documents you have added since you opened the dialog box.

Add Button

Click to add the document you just entered to the text database.

Clear Button

Click to clear the dialog boxes' contents so you can enter another document text.

See:

[Add Documents to a Text Database](#)

Mark File/Document for Delete (Edit Menu)

Use this command to mark for delete the file/document displayed in the text area. The status bar shows when a file/document is marked for delete. Next time you choose the Pack command, Search City will remove all marked files/documents from the group.

See:

[Delete Files from the Group](#)

Unmark File/Document for Delete (Edit Menu)

Use this command to remove the current file/document's deleting mark. The status bar indicates that the file is no longer marked for delete.

See:

[Delete Files from the Group](#)

Hits Command (View Menu)

Use this command to display the Hit List, which lists all hits returned by your last query.

This command is only available when you have already executed a query. You can also open the Hit List with the Hits button on the navigation bar. When you select the Auto Show Hits option on the Options menu, Search City automatically displays the Hit List after each query.

Hit List Dialog Box Options

n° Hits in n° Files/Documents

This message indicates the total number of hits returned by your last query as well as the total number of files/documents where these hits are located.

The list box under the message displays the list of hits so you can select one.

Hit Context

Displays the immediate textual context of the selected hit.

File/Document

This message indicates the filename or document name containing the selected hit. In the case of a file, it also indicates its complete file path.

OK

Displays the selected hit in the text area.

See:

[Review Query Results Through the Hit List](#)

[Display the Hit List Automatically After Each Query](#)

Next Hit Command (View Menu)

Selects and displays the next hit from the list of hits. The Next Hit button from the navigation button performs the same action.

See:

[Examine Hits One by One in Their Textual Context](#)

Previous Hit Command (View Menu)

Selects and displays the previous hit from the list of hits. The Previous Hit button from the navigation button performs the same action.

See:

[Examine Hits One by One in Their Textual Context](#)

Files Command (View Menu)

Use this command to display the File List dialog box, which contains the list of all the files selected by the last query.

You can also display the File List by clicking the Files button from the navigation bar. When working with a text database, this command is called Documents.

File List Dialog Box Options

File List Hits

This list box displays all the files selected by your last query indicating the number of hits per file.

Full Path

Indicates the selected file's path.

OK

Displays the selected file in the text area.

See:

[Review Query Results Through the File List Documents Command \(View Menu\)](#)

Documents Command (View Menu)

Use this command to display the Document List dialog box, which lists all the documents selected by the last query.

*You can also display the Document List by clicking the Files button from the navigation bar.
When working with a group of simple files, this command is called Files.*

Document List Dialog Box Options

Document List

This list box displays all the documents selected by your last query.

Detail

Displays the selected document's full name.

File

Indicates the file where the selected document is stored.

Document

Indicates the document number.

OK

Displays the selected document in the text area.

See:

[Review Query Results Through the File List](#)

[Files Command \(View Menu\)](#)

Next File/Document Command (View Menu)

Selects and displays the next file/document from the list of files/documents selected by your last query. This command is functionally equivalent to clicking the Next File button on the navigation bar.

See:

[Examine Files One by One in the Main Window](#)

Previous File/Document Command (View Menu)

Selects and displays the previous file/document from the list of files/documents selected by your last query. This command is functionally equivalent to clicking the Previous File button on the navigation bar.

See:

[Examine Files One by One in the Main Window](#)

Queries Command (View Menu)

Use this command to open the History dialog box, which lists the last 99 queries you have executed. Your last query is selected.

You can also open the History dialog box by clicking the Queries button on the toolbar.

History Dialog Box Options

Query List

This list box displays the last 99 queries you have executed.

Detail

This box displays the selected query's complete text. It also specifies if the query has been executed using a selector, indicated in the **Selector** box.

Files/Docs

Indicates the number of files/documents selected by the current query.

Hits

This message informs you about the number of hits returned by the selected query.

Search Button

Executes the selected query.

Edit Button

Places the selected query text in the query edit area so you can edit it before executing the query.

See:

[Use Previous Queries by Displaying the History List](#)

Subjects Command (View Menu)

Use this command to display the Subjects dialog box, which displays all the subjects you have defined for the current group.

You can also open the Subjects dialog box by clicking the Subjects button on the toolbar.

Subjects Dialog Box Options

Subjects

This list box displays all the subjects that have been defined for the current group.

Detail

This box displays the query associated with the selected subject. The **Selector** box indicates if the query was executed using a file selector.

Search Button

Executes the selected subject.

Edit Button

Places the selected subject in the query edit area so you can edit it before executing the query.

Delete Button

Deletes the selected subject from the list of available subjects.

Rename Button

Click this button to open the Rename Subject dialog box so you can rename the selected subject.

See:

[Rename Subject Dialog Box](#)

[Create a Subject](#)

[Execute a Subject](#)

[Edit a Subject](#)

[Use Subjects to Limit the Search Universe](#)

[Rename a Subject](#)

[Delete a Subject](#)

Rename Subject Dialog Box

Use this dialog box to rename the selected subject. You can open this dialog box by clicking the Rename button on the Subjects dialog box.

Dialog Box Options

Subject Name

This box displays the subject's current name. Type a new name for the subject.

See:

[Rename a Subject](#)

[Subjects Command \(View Menu\)](#)

Filters Command (Utilities Menu)

Use this command to create, modify and delete filters.

Filters Dialog Box Options

Type

Select the type of filter option required: [character filter](#), [synonym filter](#) or [stopword filter](#).

Filter Filenames

This box displays all the available filters corresponding to the selected type of filter option. Type a new filter filename or type or select any existing filter filename.

Edit Button

Click this button to edit the filter specified in the Filter Filenames box. You can use it to create a new filter as well as to modify any existing one.

Delete Button

Deletes the filter specified in the Filter Filenames box.

See:

[Create Character Filter Dialog Box](#)

[Modify Character Filter Dialog Box](#)

[Create a Character Filter](#)

[Modify a Character Filter](#)

[Create Synonym and Stopword Filters](#)

[Modify Synonym and Stopword Filters](#)

[Synonym and Stopword Filter Syntax](#)

[Delete Filters](#)

Create Character Filter Dialog Box

In this dialog box, you specify the new character filter's settings.

Dialog Box Options

Filter

Indicates the new character filter's filename and path. You cannot modify this field's contents.

Description

Type a sentence to identify the new character filter.

Char.

Click any character from the character map to select it. The **Char.** box displays the selected character and its character set code.

Map

When you select a character from the character map, this box displays its character equivalence. Type a new character equivalence and Search City displays its character set code.

Type

When you select a character from the character map, this box displays its character type definition: Part of Word, if the character has been defined as a valid character; Join of Word, if the character is used to join two words, in which case it will be suppressed during indexing; or None, if you want Search City to consider the selected character as a word separator or blank space. Select the desired option.

Accept Button

You must click this button each time you modify any character definition. Otherwise, you lose character map modifications.

Save As Button

Click this button to save the current filter with a different name from that indicated in the Filter box.

Set Default Button

Click this button to reestablish the default character filter definition.

Case Sensitive

Select this option if you want the filter to match cases in your texts. When this option is not selected, upper and lowercase letters are considered equivalent.

See:

[Filters Command \(Utilities Menu\)](#)

[Create a Character Filter](#)

Modify Character Filter Dialog Box

In this dialog box, you can modify any of the selected filter's settings.

Dialog Box Options

Filter

Indicates the selected character filter's filename and path. You cannot modify this field's contents.

Description

Type a sentence to identify the character filter.

Char.

Click any character from the character map to select it. The **Char.** box displays the selected character and its character set code.

Map

When you select a character from the character map, this box displays its character equivalence. Type a new character equivalence and Search City displays its character set code.

Type

When you select a character from the character map, this box displays its character type definition: Part of Word, if the character has been defined as a valid character; Join of Word, if the character is used to join two words, in which case it will be suppressed during indexing; or None, if you want Search City to consider the selected character as a word separator or blank space. Select the desired option.

Accept Button

You must click this button each time you modify any character definition. Otherwise, you lose character map modifications.

Save As Button

Click this button to save the current filter with a different name from that indicated in the Filter box.

Set Default Button

Click this button to reestablish the default character filter definition.

Case Sensitive

Select this option if you want the filter to match cases in your texts. When this option is not selected, upper and lowercase letters are considered equivalent.

See:

[Filters Command \(Utilities Menu\)](#)

[Modify a Character Filter](#)

Save As Dialog Box

In this dialog box, you can specify a new name for the current filter.

Dialog Box Options

Filter Name

Type a new name for the current filter.

See:

[Filters Command \(Utilities Menu\)](#)

[Create a Character Filter](#)

[Modify a Character Filter](#)

Check Command (Utilities Menu)

Use this command to check the group index status and file composition.

Check Group Dialog Box Options

Status

Indicates the group index status.

Modified Files

Specifies the number of files that have been modified using another application. Search City includes all modifications the next time you index the group.

Missing Files

Indicates the number of files reported missing by Search City (all files that are no longer stored in the file path specified when you added the file to the group).

Missing File List

Lists all the filenames of the files considered missing.

Delete Button

Click this button to delete the files reported as missing from the group file composition.

See:

[Manage the Group Index](#)

[Examine Index Status and Group File Composition](#)

Pack Command (Utilities Menu)

Removes from the group file composition all the files/documents you have marked for delete.

See:

[Delete Files from the Group](#)

[Pack a Group](#)

Distance Command (Options Menu)

Use this command to modify the distance parameter applied to distance searches.

Distance Dialog Box Options

Distance

Type a new value for the distance parameter. Accepted values go from 1 to 30000.

See:

[Modify the Distance Value](#)

[Distance Searches](#)

Full Index Command (Options Menu)

When this option is active, Search City generates the whole index, whereas when it is not active, it only re-indexes the part of the group index that requires updating.

See:

[Manage the Group Index](#)

Wrap Command (Options Menu)

When this option is active, Search City adjusts the width of the text to the space provided by the text area.

See:

[Modify the Look of Text on your Screen](#)

DOS Text Command (Options Menu)

When this option is active, Search City transforms the text displayed in the text area from OEM standard (DOS character set) to ANSI standard (Windows character set).

See:

[Modify the Look of Text on your Screen](#)

Fonts Command (Options Menu)

Use this command to modify the font and font style used to display text in the main window's text area.

Font Dialog Box Options

Font

Select a font.

Font Style

Select the required font style.

Size

Specify the font size.

Sample

Displays a sample text with the specified character format.

See:

[Modify the Look of Text on your Screen](#)

Auto Show Hits Command (Options Menu)

When this option is active, Search City displays the Hit List automatically after each query.

See:

[Review Query Results Through the Hit List](#)

[Display the Hit List Automatically After Each Query](#)

Use Default Directory Command (Options Menu)

When this option is active, Search City automatically works with the default directory when creating or opening groups.

Glossary

Character Filter

Current

Default Directory

Distance

Document

Expression

Field

File

Group

Hits

Index

Mark

Query

Search

Selector

Stopword

Stopword Filter

Subject

Synonym Filter

Text Database

Character Filter

Customizable character transformation rules that normalize the group's texts as well as the queries.

Character filter defines:

- The type of character. Characters may be defined as part of a word (generally, numbers and alphabetical letters) or as word-joining characters (for example, a hyphen). Part of word characters let you specify the character sequences that are relevant for your searches. Word-joining characters will be eliminated during the filtering process. Thanks to this feature, Search City will select the instances of 'rename' if you are looking for 're-name'. Finally, characters that do not belong to these two types are interpreted as word separators. Each time Search City encounters one or more of these characters, it replaces them with a blank space. Thus, they are not taken into account in your searches.
- The character map, which is used to specify character equivalence. These equivalence are expressed in the form of a transformation rule for each character. In the simplest case, a character is equivalent to itself. More complex equivalence can significantly increase text retrieval power.

For example, if you determine that "ï" is equivalent to "i", when you search for all instances of "naive", Search City will select "naive" as well as "naïve".

In the same way, you can determine equivalences between small and capital letters or between normal and accented vowels.

The character filter's standard version provided by Search City (DEFAULT.NRL) has been designed to work on normal English text: it is a basic filter with no special character mapping rules, excepting it is not sensible to differences in case.

Current

Used in association with words like directory, hit, file, etc. to indicate that the given element is selected or active.

Default Directory

The default directory contains the application and it called is C:\SEARCHIT. You can modify the default directory definition in the SEARCHIT.INI file.

Distance

A user defined parameter that establishes the search range applied to a distance search, measured in number of characters.

Document

Basic text database structure, divided into fields.

Expression

The formal search contents that can be formed by Search City operators and symbols as well as words, phrases or character strings that you wish to find in the group. The expression must be formulated according to the query language syntax.

Field

Structured element that forms part of a document in a text database.

File

Refers to a text file.

Group

User defined search universe. A group is formed by a set of files that can be structured as a text database, if required.

Hits

Portions of the group's text (word, phrase, etc.) selected by a query.

Index

Create the group index according to the character, stopword and synonym filters selected by the user.

Mark

A visual cue that shows a hit in the main window's text area.

Query

Valid expression according to the Search City syntax that indicates the text you want to search for.

Search

Basic Search City action executed when you submit a query to the application. Depending on the operators and symbols included, you can perform different types of searches.

Selector

In Search City, you can use subjects to restrict the set of files affected by a query. This is called using a subject as a selector. It means that when you execute a query, Search City only looks for the queried expression in the files selected by the selector -or subject. Use the Subject box in the toolbar to specify a selector.

Stopword

Words defined as irrelevant in the textual context in which the user executes queries (for example, the articles in a sentence).

Stopword Filter

Transformation rules applied to the group's texts and queries that specify the words or expressions the user wishes to ignore during searches.

In Stopword filter files, you store a list of character sequences, words or phrases you want Search City to ignore. In this case, all expressions stored in this file will be considered as a blank space.

Subject

A query saved for permanent use. When you execute a subject, Search City selects the files that meet the specified conditions, so subjects allow you to classify information.

Synonym Filter

Transformation rules applied to the group's texts and queries that specify the words or character strings that Search City must treat as identical expressions.

The filter has the form of a list of character sequences, words or phrases with all their equivalency alternatives, stored in a text file. For example, suppose you define that 'United States of America', 'America' and 'USA' are synonyms. When you search for instances of 'USA', Search City returns a set of hits containing instances of the three expressions; the same hits Search City will return if you search for instances of 'America'.

Text Database

Text files gathered in a group divided into fields and documents.

Distance Searches

Query Language / Distance Searches

Query Language / Using the Not Operator in Distance Searches

default directory

[Commands / Use Default Directory Command \(Options Menu\)](#)

[Glossary / Default Directory](#)

text database

[How To... / Create a Text Database Group Definition](#)

[How To... / Add Documents to a Text Database](#)

[Commands / Create Text Database Group Dialog Box](#)

[Glossary / Text Database](#)

character filter

[How To... / Create a Character Filter](#)

[How To... / Modify a Character Filter](#)

[Commands / Create Character Filter Dialog Box](#)

[Commands / Modify Character Filter Dialog Box](#)

[Glossary / Character Filter](#)

stopword filter

[How To... / Create Synonym and Stopword Filters](#)

[How To... / Modify Synonym and Stopword Filters](#)

[How To... / Synonym and Stopword Filter Syntax](#)

[Query Language / Word Search with Synonym and Stopword Filters](#)

[Glossary / Stopword Filter](#)

document

[How To... / Add Documents to a Text Database](#)

[Commands / Mark File/Document for Delete \(Edit Menu\)](#)

[Commands / Unmark File/Document for Delete \(Edit Menu\)](#)

[Commands / Documents Command \(View Menu\)](#)

[Commands / Next File/Document Command \(View Menu\)](#)

[Commands / Previous File/Document Command \(View Menu\)](#)

[Glossary / Document](#)

index

[How To... / Manage the Group Index](#)

[How To... / Examine Index Status and Group File Composition](#)

[How To... / Index a Group](#)

[Commands / Index Command \(File Menu\)](#)

[Commands / Full Index Command \(Options Menu\)](#)

[Glossary / Index](#)

pack

How To... / Pack a Group

Commands / Pack Command (Utilities Menu)

query language

[Search City Help Index / Query Language](#)

[Query Language / Search City's Query Language Capabilities](#)

[Query Language / Basic Query Language Operators](#)

[Query Language / Combining Operators and Other Query Language Elements](#)

Subjects

How To... / Use Subjects to Limit the Search Universe

Commands / Subjects Command (View Menu)

hits

[How To... / Examine Hits One by One in Their Textual Context](#)

[Commands / Hits Command \(View Menu\)](#)

[Commands / Auto Show Hits Command \(Options Menu\)](#)

[Glossary / Hits](#)

word search

Query Language / Word Search

Query Language / Word Search with Synonym and Stopword Filters

and

[How To... / Create a Group and Define its Properties](#)

[How To... / Examine Index Status and Group File Composition](#)

[How To... / Create Synonym and Stopword Filters](#)

[How To... / Modify Synonym and Stopword Filters](#)

[How To... / Synonym and Stopword Filter Syntax](#)

[Query Language / Upper and Lowercase Characters, Spaces and Punctuation Marks](#)

[Query Language / Word Search with Synonym and Stopword Filters](#)

[Query Language / And Operator](#)

[Query Language / Before and After Operators](#)

[Query Language / Combining Operators and Other Query Language Elements](#)

[Search City Help Index / Commands](#)

[Commands / New Command \(File Menu\)](#)

[Commands / Open Command \(File Menu\)](#)

[Commands / Close Command \(File Menu\)](#)

[Commands / Properties Command \(File Menu\)](#)

[Commands / Group Files Command \(File Menu\)](#)

[Commands / Index Command \(File Menu\)](#)

[Commands / Exit Command \(File Menu\)](#)

[Commands / Cut Command \(Edit Menu\)](#)

[Commands / Copy Command \(Edit Menu\)](#)

[Commands / Paste Command \(Edit Menu\)](#)

[Commands / Add Text Command \(Edit Menu\)](#)

[Commands / Hits Command \(View Menu\)](#)

[Commands / Next Hit Command \(View Menu\)](#)

[Commands / Previous Hit Command \(View Menu\)](#)

[Commands / Files Command \(View Menu\)](#)

[Commands / Documents Command \(View Menu\)](#)

[Commands / Next File/Document Command \(View Menu\)](#)

[Commands / Previous File/Document Command \(View Menu\)](#)

[Commands / Queries Command \(View Menu\)](#)

[Commands / Subjects Command \(View Menu\)](#)

[Commands / Filters Command \(Utilities Menu\)](#)

[Commands / Check Command \(Utilities Menu\)](#)

[Commands / Pack Command \(Utilities Menu\)](#)

[Commands / Distance Command \(Options Menu\)](#)

[Commands / Full Index Command \(Options Menu\)](#)

[Commands / Wrap Command \(Options Menu\)](#)

[Commands / DOS Text Command \(Options Menu\)](#)

[Commands / Fonts Command \(Options Menu\)](#)

[Commands / Auto Show Hits Command \(Options Menu\)](#)

[Commands / Use Default Directory Command \(Options Menu\)](#)

or

[How To... / Mark Files for Deletion in the Group Files Dialog Box](#)

[How To... / Mark Files for Deletion in the Main Window](#)

[How To... / Work with Filters](#)

[How To... / Create Synonym and Stopword Filters](#)

[How To... / Modify Synonym and Stopword Filters](#)

[How To... / Synonym and Stopword Filter Syntax](#)

[How To... / Work with the Query Results](#)

[How To... / Work with Previous Queries](#)

[How To... / Use the History List in the Query Bar](#)

[How To... / Use Previous Queries by Displaying the History List](#)

[Query Language / Word Search](#)

[Query Language / Reserved Words](#)

[Query Language / Word Search with Synonym and Stopword Filters](#)

[Query Language / Basic Query Language Operators](#)

[Query Language / And Operator](#)

[Query Language / Or Operator](#)

[Query Language / Not Operator](#)

[Query Language / Ex Operator](#)

[Query Language / Inc Operator](#)

[Query Language / Near Operator](#)

[Query Language / Before and After Operators](#)

[Query Language / Using the Not Operator in Distance Searches](#)

[Query Language / Nesting Distance Operators](#)

[Query Language / Combining Operators and Other Query Language Elements](#)

[Query Language / Operator Precedence](#)

[Commands / Mark File/Document for Delete \(Edit Menu\)](#)

[Commands / Unmark File/Document for Delete \(Edit Menu\)](#)

[Commands / Use Default Directory Command \(Options Menu\)](#)

[Glossary / Default Directory](#)

[Glossary / Selector](#)

[Glossary / Stopword](#)

[Glossary / Stopword Filter](#)

not

Query Language / Not Operator

Query Language / Using the Not Operator in Distance Searches

ex

[How To... / Create a Text Database Group Definition](#)

[How To... / Add Files to an Existing Group](#)

[How To... / Modify the Textual Contents of the Group Files](#)

[How To... / Add Documents to a Text Database](#)

[How To... / Manage the Group Index](#)

[How To... / Examine Index Status and Group File Composition](#)

[How To... / Index a Group](#)

[How To... / Execute a Query](#)

[How To... / Examine Hits One by One in Their Textual Context](#)

[How To... / Examine Files One by One in the Main Window](#)

[How To... / Execute a Subject](#)

[How To... / Modify the Look of Text on your Screen](#)

[Query Language / Ex Operator](#)

[Query Language / Examples of Query Combinations](#)

[Commands / Create Text Database Group Dialog Box](#)

[Commands / Hidden Extensions Dialog Box](#)

[Commands / Index Command \(File Menu\)](#)

[Commands / Exit Command \(File Menu\)](#)

[Commands / Add Text Command \(Edit Menu\)](#)

[Commands / Next Hit Command \(View Menu\)](#)

[Commands / Next File/Document Command \(View Menu\)](#)

[Commands / Full Index Command \(Options Menu\)](#)

[Commands / DOS Text Command \(Options Menu\)](#)

[Glossary / Expression](#)

[Glossary / Index](#)

[Glossary / Text Database](#)

after

How To... / Display the Hit List Automatically After Each Query
Query Language / Before and After Operators

Group Files

[How To... / Mark Files for Deletion in the Group Files Dialog Box](#)

[How To... / Modify the Textual Contents of the Group Files](#)

[Commands / Group Files Command \(File Menu\)](#)

Mark Files

[How To... / Mark Files for Deletion in the Group Files Dialog Box](#)

[How To... / Mark Files for Deletion in the Main Window](#)

[Commands / Mark Files Dialog Box](#)

[Commands / Unmark Files Dialog Box](#)

