

R E S E A R C H E R

Researcher is designed specifically for searching multiple Catalogue files. Researcher is deceptively powerful, in spite of its apparent simplicity. It conducts multi-level Searches for images you have entered in StockView in many Catalogue files. It's a big task tool. Unless you have multiple Catalogues for your images, (*See clones in the Catalogue chapter*) you have little reason to use Researcher. The Search features in any a single Catalogue ultimately locate images faster in that one file. To search multiple catalogues, Researcher excels.

SETUP

The Researcher Setup window is similar to the standard Panorama Search dialog window. It has three boxes to set up search parameters by Search Field, Criterion and Search Date.



SEARCH FIELD

Search Field identifies the fields to search in each Catalogue. Search Field is a popup menu listing fields you can Search: Caption, Cross References, Creator, Date Entered, Serial#, SerialA, SerialB and Image. These are the only fields that Researcher can Search.

Note: Remember, any and all fields can be searched from within any Catalogue. Open the appropriate Catalogue and use its internal Search menu.

CRITERION

Criterion sets parameters for a Search. Criterion is also a popup menu. It lists the basis for locating and selecting: Contains, Begins With, Ends With, Equals, Is Before or Is After.

SEARCH DATA

What you are searching for, sometimes called a "string," is entered in Search Data. Enter a date, a portion of a word, a single word or a series of words. If some of your caption entries are "Coast of New England" you can search Caption using "coast" or "New England" or "new" or "Coast of New England" or parts of any of these words. If you use Equals in the Criterion, upper and lower case letters make a difference, as well as complete and accurate spellink.

It's not necessary for all items in your search to have a relationship to one another. You can search for the Taj Mahal at the same time as you look for kids with kittens. To increase the number of items you are looking for or to expand the qualifications by which items are selected, add more lines to Researcher. To add new lines, press the Return key or choose Enter New Search Item in the Functions menu or type Cmd/Ctrl-E. New lines default to the same Search Field and Criterion as the preceding line.

A new line is added below the active line, the line where your cursor is currently located. To insert a line above the active line, hold the Shift key as you create a new line. This lets you add lines between existing lines. *Tip* ♦ *Warning!* ♦

Note: Researcher counts and tells you the number of characters in a search. If you're worried, select Give Character Count in the Functions menu, without actually initiating the search. Researcher reports the total number of characters. Add or delete as necessary, but stay within the 600 character limit.

Any line in Researcher can be deleted. Click in the Search Data cell to make the record active, then press the Backspace/Delete key. A dialog box warns you that you're about to delete a record. Click OK and the line is gone. To suppresses the warning, hold the Opt/Alt key as you press Delete. If you thought enough about deleting a record to use the Opt/Alt key, you don't need a warning.

SETTING SEARCH LIMITATIONS

Search Limitations control which Catalogues to search. If you know the images you want are in several specific Catalogues, limit the search to just those files. Although Researcher is perfectly willing and able to Search all of your Catalogues, why waste time digging through Catalogues of Agriculture, Children, Pets and Scenics, if you need Space Technology images?

Tip:

Hold the Opt/Alt key while creating a new line. This copies the Criterion and Search Data of the active line into the new line and switches the Search Field from Caption to Cross References or vice versa. If you have the Search Field set for criterion other than one of these two, the Search Field is set to Caption.

Warning!

Researcher broadly limits the total number of characters (600 including spaces and search criteria words.) entered in all lines of a Search. For instance, "Caption contains yellowstone " is 28 characters. Figuring an average of 15 lines, 40 characters each equals 600 characters. Chances are you won't have a problem.



Let Search Limitations guide Researcher to the right places. Imagine handing your assistant a list of images and saying, "They're in the middle or bottom drawer of the second file cabinet. Find 'em!" That's what Search Limitations do for Researcher. No time wasted searching where you know the images aren't. Search Limitations are set in the File Index. Open your list of Catalogues and check off the ones to Search or Not Search (*see the File Index chapter of this manual for more information.*)

INITIATING A SEARCH

To start a search choose Initiate File Search from the Search menu or type Cmd/Ctrl-F. Immediately a dialog box asks if you've set the search limitations, where to look, in the Search field of File Index. The dialog serves as a reminder and safeguard against unintentionally starting a mammoth search when all you need is a limited search. If you forgot to set the Search Limitations, admit it. Click No, set the limits and start the search again.

When everything is ready, Search Limitations, Search Field, Criterion, Search Data, and the dialog appears, click Yes and the Search is under way.

Depending on your hardware, the number and size of Catalogues involved, a Search can take several minutes to complete. The more strings you set for a Search, the longer it takes, but one search for several strings takes less time than several Searches. If you have lots and lots of files, you may want to combine several Searches into one extensive Search.

During a Search you see what we call the dance of the File Index. It performs a tour jeté, plié and révérence, gracefully making notes to itself of the files searched and the ones that have matching data. Then the results of the search are moved into a window named Search Results where you examine them.

Researcher and File Index work very closely searching your files. Before initiating any search, be sure to read more below about how to set search limitations.

AND VS OR

When you shop you have decisions to make. Do I buy this OR that? Do I buy this AND that? Do you take your coffee with cream OR sugar or cream AND sugar. There's a difference between AND and OR. When you build a new search in Researcher, it defaults to OR choices. Search for this OR that. Click the word AND or OR. It toggles.

Every time you add an or in Researcher, you indicate that you can live with either one of what follows, say, anything that has mountains or valleys or meadows.

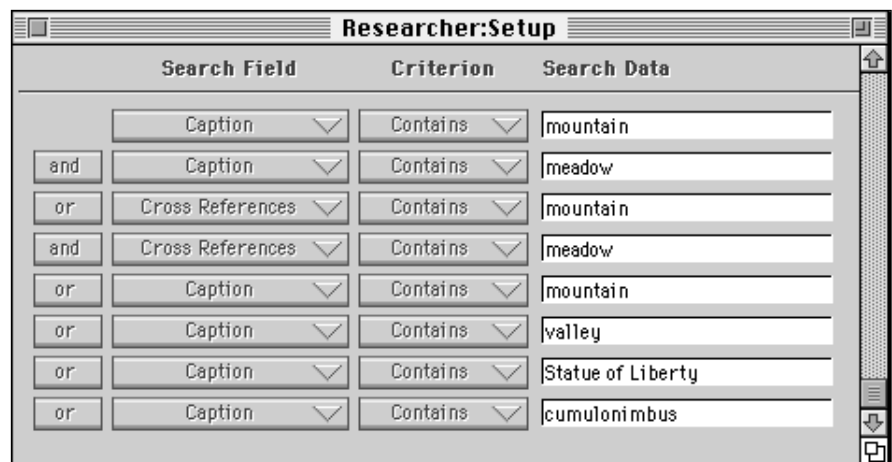
When you use and between two lines you're saying you only want selections that satisfy both conditions. Mountains without meadows isn't good enough this time. Only things with both mountains *and* meadows will do. You can tie numerous lines together using AND. The more ANDs, the tighter the criteria for a Search.

OR allows the search to locate a variety of independent things. Find mountains OR oceans OR lollipops, images created by Sam OR Jane OR Dave.

You can use both AND and OR in a Search. Find images with mountains AND meadows which were created by Jane OR Dave.

CRITERION

The Criterion are the instructions for a search.



C O N T A I N S

This instructs Researcher to look anywhere in the Search Field for whatever Search Data you enter. It doesn't matter whether it appears at the beginning, the end, or is buried in the middle. If a series of characters matching the Search Data is anywhere in the Search Field, the record qualifies for selection.

B E G I N S W I T H

Begins With says check in the Search Field for entries starting with the series of characters you enter as Search Data. Buried within doesn't count.

E N D S W I T H

Ends With indicates that entries in the Search Field must end with the series of characters you type in Search Data or forget it.

Contains, Begins With and Ends With are not case sensitive. Use caps, CAPS LOCK or a mIxTuRe. Speling counts. *Warning!* ♣

E Q U A L S

Equals indicates that the data in the Search Field, all of it, must precisely match what's in Search Data. Equals is frequently used for Date Entered or any of the three Serial Number combinations.

Equals is case sensitive. Searching for Captions that equal "echinus geyser" overlooks the Captions, "Echinus Geyser."

I S B E F O R E

Is Before is the same as saying Less Than, <. In Date Entered or any of the three Serial Number combinations Is Before hunts for entries with a date or value less than what's in Search Data.

I S A F T E R

Is After is the same as Greater Than, >. In Date Entered or any of the three Serial Number combinations Is After looks for entries with a date or value greater than the what's in Search Data.

Note! When using Is Before and Is After, entries Equal To the Search Data are not selected. If you search for any Serial Number that Is After 5000, you get 5001 and up.

Warning!
Contains, Begins With and Ends With cannot be used to search for the Date Entered. Dates require more specific indicators. StockView overrides any effort to create such a date search.

X R E F S S E A R C H S E T U P

The XRefs Search Setup uses StockView's Cross References file to build a search limited to the Cross References field of your Catalogues. The advantage of using this search builder is that, as in entering Cross References in a Catalogue, your choices are limited to a controlled vocabulary of searchable words. No fruitlessly searches for Railroad Bridges if the Cross References guide your entries to search for Train Trestles.

Open the XRefs Search Setup window by selecting XRefs Search Setup from the Windows menu. The window is dominated by a large display area that shows your Search Data as it's assembled. Because proper format is critical to the search you cannot type in this area. Researcher fills it in for you as you make selections from the popup menus at the right side of the window.



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In order for the three popup menus at the right side of the XRefs Search Setup window to do their jobs, the Cross References file must be open. Each menu accesses the Cross References file as you make selections. When the Cross References file is not open, the popup menu has Link Cross References at the top of the list. This opens the Cross References file and puts it in the background, out of your way, but available to the Researcher.

C A T E G O R I E S

The Categories popup menu lists Categories entered in the Cross References file. Selecting one updates the Sub-Categories menu. The menu title updates to display the selected category.

At the head of the Categories menu is Open Cross References which brings the Cross References file forward for direct access to it.



SUB-CATEGORIES

Once a Category is selected, the Sub-Categories menu is filled with a list of the Sub-Categories associated with that Category. Selecting a Sub-Category updates the list in the Details menu and the menu title.

<-

Neither of the menus above makes any entry into the Search Data under construction in the window. This allows you to freely explore the menus and your options without inadvertently constructing a search sequence you don't really want.

Any time you want your selections of Category and Sub-Category added to the search, click the <- button. Selections displayed on the popup menus are added to the Search Data... IF they aren't already entered.

DETAILS

There are no Details listed in the last popup menu until a Category and Sub-Category are selected. When you select a Detail, it is immediately added to the Search Data and the Category and Sub-Category are added, too, if they are absent from the Search Data.

If you don't want the Category and Sub-Category added to the Search Data when you select a Detail, hold the Opt/Alt key as you make your selection. Only the Detail is added to the Search Data.

OR/AND

The toggling OR/AND button indicates how the selected Cross References are to be used in the search. Click the OR and it becomes AND. In most cases, the default OR is more likely. When you toggle from OR to AND, all entries in the Search Data are changed. We assume that you read the section above describing the weighty implications of these two simple words.

CLEAR LAST

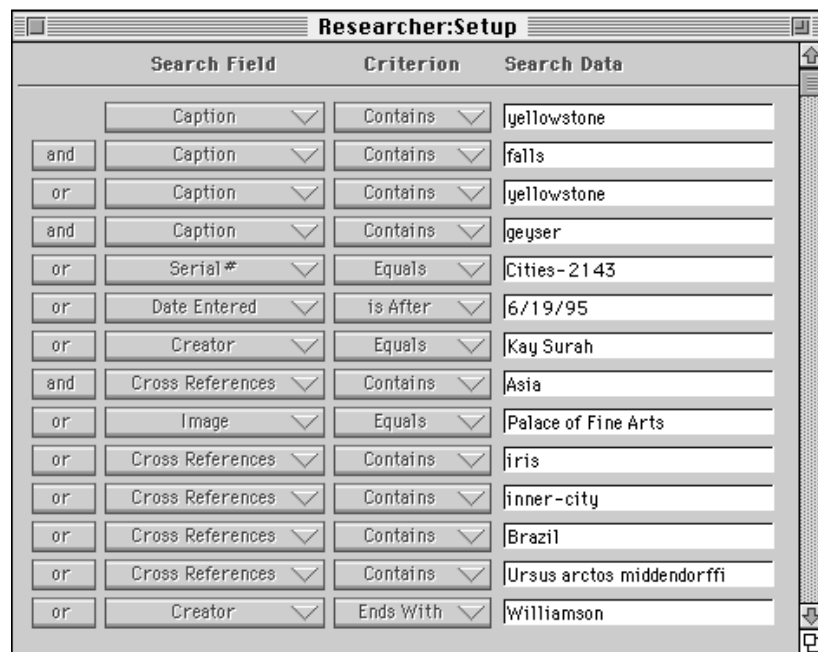
Oops, a careless click. You just added something that you don't want. Relax. Clear Last removes the last thing entered in Search Data. Each successive click of the button lops off one more. We all need multiple un-do sometime.

CLEAR ALL

After a confirmation query, Clear All wipes the slate clean to let you build a whole new array of Search Data. You can be cavalier, avoid the "are you fer shur" dialog. Hold the Opt/Alt key as you Clear All.

INITIATING A SEARCH

When your Search Data is ready, searches are conducted in the same manner as described above for the Researcher Setup window, the place where you started all this. Now, choose Initiate File Search from the Search menu or type Cmd/Ctrl-F and the search is on.



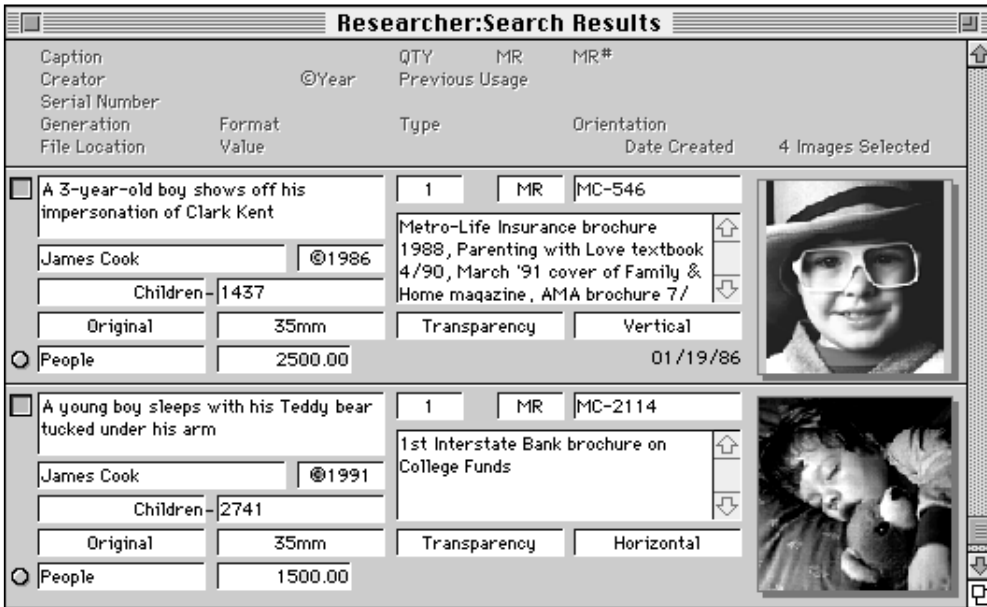
SEARCH RESULTS

Following a successful search, Researcher switches windows to display the fruits of your mutual labors. Search Results displays a list of the images that met your criteria.

Most elements in Search Results should be familiar enough even though they're rearranged. (See the *Catalogue* chapter for descriptions of most of the menu items and fields in this window.) Since you've gotten this far, you're an expert on these features. Right?

A notable exception is the round button at the lower left corner of each record. When you click on it, Researcher opens the appropriate Catalogue and locates the image for further review.

After Image Records are installed in Search Results you can Sort, Select, review, Tag and Transfer them to Stocksheet for submissions, just as you would in any Catalogue.



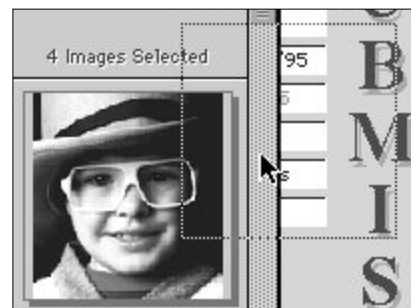
SHORT RESULTS LIST

In some cases, you may be faced with an immense list of repeating Captions. StockView has a tool to make your tasks easier. In the Windows menu is Short Results List. This window is an alphabetized list with just one entry per Caption, no matter how many times the Caption turned up in your search. Click any item in the Short Results List and the Search Results window locates the first of the multiple entry with that Caption. Double-click any entry in the Short Results List and Researcher opens the appropriate Catalogue and locates the image for you.

SUBMIT IMAGES

As in your Catalogues, images are selected for transfer to a Submission using Tag and/or Search features to single out just the images you want. When the set is complete, use the Transfer menu to initiate a New Submission or to Add to a Submission.

Whether you have images showing at the far right of the Search Results window or not, you can add individual images to a Submission using Drag and Drop. Depress the mouse in the image area and Drag the image to any part of any Stocksheet window. The image is logged in as the next entry in the Submission.



MENUS

SEARCH

INITIATE FILE SEARCH

Initiate File Search triggers the search of your Catalogues. As described early in this chapter, first is a check to be sure you've set which Catalogues in the File Index to search.



FUNCTIONS

SET FILES TO SEARCH

Set Files to Search opens the File Index where you set the Search limitations.

ENTER NEW SEARCH ITEM

To add a new line in the Setup window select this or press Return or type Cmd/Ctrl-E. New lines are added immediately beneath the active line.

GIVE CHARACTER COUNT

Researcher accepts up to 600 characters of Search Data in a single search. To determine how many characters there are at any time, select Give Character Count. Researcher tells you how many characters you've used so far.

Even if you've entered nothing so far, you'll get a small number in this report. Why? Because at a minimum the Search Field and Criterion of the first line or Cross Reference are already accounted for.

CLEAR RESEARCHER

Clear Researcher removes any existing search data from the file to get ready for your next search. You are asked if that's OK first, though.

Functions	
Set Files to Search	
Enter New Search Item	⌘E
Give Character Count	
Clear Researcher	

WINDOWS

SEARCH SETUP

This selection, not shown, found in all Researcher windows except the Setup window, returns you to the Researcher Setup window.

XREFS SEARCH SETUP

This takes you to the window where you use popup menus connected to your Cross References file. Use the menu choices to construct a search limited to specific Catalogue via the controlled vocabulary in Cross References.

SEARCH RESULTS

Search Results is the window that displays the results of a successful search. From this window you send images to Stocksheet for inclusion in a Submission.

SHORT RESULTS LIST

This window is an alphabetized list with one entry for each Caption located by the last search.

CROSS REFERENCES

From the XRefs Search Setup window only, this opens the Cross References file to activate the Cross References menus in XRefs Search Setup.

FILE INDEX

File Index opens the File Index. It's no different from Set Files to Search above, just another avenue to get to an important place.

STOCKSHEET

Stocksheet opens the Stocksheet file. Baadumbump.

FLOW CHART

Flow Chart opens Flow Chart. Or, inversely: trahC wolF snep trahC wolF.

ABOUT RESEARCHER

About Researcher provides the version, copyright and author information about Researcher. Hey, give it a look. Ya never know who thinks up all this stuff.

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