

Quick Searching

The Quick Search box

The appearance of the results depends upon whether the Core Database (Column or Form View) is the active view or whether the Case Explorer is the active view. If the Case Explorer is active when you conduct a Quick Search, the "hits" will be displayed in the Search Results stacked format. If the Column View is active, then the "hits" will be displayed in the grid/column format. If the Form View is active when you conduct a Quick Search, each "hit" is displayed in an individual form, which you can view one at a time. We are going to focus on quick searching the Column view for now.

The Quick Search is an *Anytext Search*. This type of search searches only textual data. When the Quick Search is used on the case database, fields with assigned data types of NOTE, MULTI-ENTRY and TEXT are searched. DATE, REAL or INTEGER fields are excluded. (Intelli-Parse searching is for non-text fields in a Quick Search).

When you conduct a Quick Search with the Column View as the active window, the results appear in the column/ row (grid) format. Conducting a Quick Search with the Form View as the active window produces the search results set in the Form on a record-by-record basis.

To Quick Search in Column/Form View:

1. Make the Column or Form View active, depending upon the way you wish to work with the results of the search.
2. Set the **Sort Order**, if you wish, or perform a simple single-column sort once the search is run.
3. Type the search term or phrase in the **Quick Search** bar. You can use wildcards or AND/OR connectors.
 - Multi-character wildcard = an asterisk (*)
 - Single-character wildcard = a question mark (?)
 - AND connector = &
 - OR connector = \ (a backwards slash usually located below the A letter key on your keyboard)
 - You can also use Intelli-Parse if you wish to conduct field-specific searches

4. Click on the **Search** tool to run the search. The search results appear on the desktop.

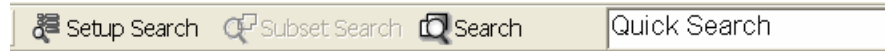


Figure illustrates the Quick Search box. This is where the text or phrase you wish to search for is entered. Click the Search button to the left of the text and your results will be displayed.

You can also use the Document Vocabulary List to run an instant Quick Search of the database. To do so, click on the Vocabulary tool, select Database, and double-click on the word you want to find. That word is placed in the Quick Search box and the search is run.

