

## FIND: JUST FIND IT



### TIP

If you know that the thing you're looking for is not in a specific folder or library, deselect the folder or library in the Find In tab. This tells GroupWise to not bother looking in that area, that it's not there. Be as specific as you can in your criteria, and you'll speed up your search.



### WATCH YOUR STEP

Find and Find Text are not the same thing. Find Text helps you find text strings within the displayed message or attachment. Find helps you find messages, documents, and other items based on the criteria you provide (like who the author was, the date the item was sent, who was sent a copy of it, and so on).



### WATCH YOUR STEP

If you're trying to find a message that someone has sent you, click the From field (not the Author field) in the drop-down list on the left of the Advanced Find dialog box. The Author field pertains to documents, not messages.

Using Find is a lot like playing the piano—only easier. The first time you tinkered on a piano, you were successful in the sense that your action created an audible sound (likely a sound quite grating to neighboring ears, but a sound nonetheless). That may have been the last time you played the piano, and that's OK (we're not in the guilt-trip business). But, you may have taken a few lessons and learned to make music with the piano. You may have taken a few more lessons and learned to play complicated pieces.

Find works the same way. You can step right up to it, type something in, and find what you're looking for. If this type of Find works for you, then great. But we want you to know that Find has a lot more to offer if you want to do more in-depth searches. This Cheat Sheet will help you cut down your practicing time.

### STEP RIGHT UP AND FIND WHAT YOU NEED—QUICKLY

This is the fastest way to use Find. You don't need to know what an operator is, how to construct a filter, or where your library is located.

1. Click Tools ▶ Find ▶ type what you want to find in the Find text box ▶ click OK.

Our cyber bloodhound goes out and searches every searchable folder and library as viewed in the Look In tab, and displays what it finds in a Find Results folder. If you know how to use operators, please note that the Find text box supports them.

The potential down side to this quick Find is that it can be slow. If your patience wears thin, press the Escape key. The deal is Find looks in every nook and cranny to find what you're looking for. You can speed things up a lot by letting Find know it doesn't need to look in certain areas. See

*Where Do You Want to Search?* below to find out how.

### MAKE MUSIC WITH ADVANCED FIND

If you have lots of messages or humongous libraries to search through, then Advanced Find was made for you. Sure this sounds hard, but it'll impress your mom, and it's not as hard as it sounds (your piano teacher probably used the same line...). If you've ever built a filter, you can use Advanced Find easily. If you're using this, don't let anyone tell you differently: you're making music, baby!

1. Click Tools ▶ Find.
2. Click Advanced Find.
3. Click a field in the drop-down list on the left. A field can be lots of different things, like the Author for a document, the From field of an e-mail message, a range of dates, and so on.
4. Click an operator ▶ type or select a condition. The condition would be what you're looking for. For example, if you chose Author as your field, the condition would be a name, like "Janet Smith."
5. Click OK if your filter is complete.

### OR

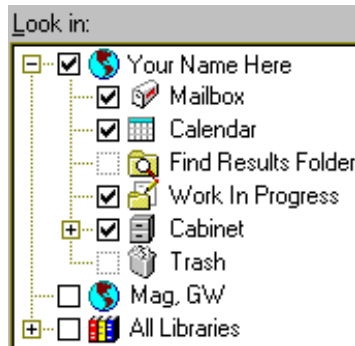
If you want to add more conditions to your filter, click the last drop-down list ▶ click And, Or, Insert Row, or New Group to add more filter criteria ▶ add more criteria for your filter ▶ click End from the last drop-down list ▶ OK.

Delete Row in the last drop-down list removes a row from your filter definition. Insert Row adds a row so that you can make your filter more specific. New Group creates a new row for a filter whose first group of rows contains several parameters for one field. This way, you can set parameters for more than one field. For example, in one group: Author = Robert Smith AND Robert A. Smith and

the other group: Create Date = January 10, 1998.

**WHERE DO YOU WANT TO SEARCH?**

If you know you don't want to search in specific libraries/folders, this is where you tell Find all about it.



1. Click the Look In tab in the Find dialog box.
2. Click on any checked folders or libraries where you know the item you're looking for doesn't exist.

To expand the folder list, click the + sign to the right of the folder. If the folder or library is dimmed, it's not searchable anyway, so don't worry about it.

**NOW THAT YOU'VE FOUND IT, DO YOU WANT TO SAVE IT?**

So you've performed a Find, and you like the results. Well, you probably don't want to re-perform this operation to come up with these same results again. You can save the results in a folder, and even have the folder update the results every time you open it.

1. Perform a Find.
2. In the GroupWise Find Results dialog box, click File ▶ Save As Folder.
3. Type a name for the folder ▶ click Up, Down, Right, or Left to place your folder where you want it to display ▶ click Next.
4. Type a description for the folder ▶ select Find New Matching Items Each Time the Folder Is Opened to update the folder with new results

each time you open it ▶ click Finish.

5. To close the GroupWise Find Results dialog box and return to the Main Window, click the close box.
6. The Find folder is placed in the Cabinet in the Folder List, and is easy to distinguish by the magnifying glass on its folder icon.



Notice that your Folder List already contains a couple of Find Results folders: the Task List and Sent Items folders.

**READING LIST**

- See the feature article The Searchers at [www.gwmag.com/html/find\\_feature\\_article.htm](http://www.gwmag.com/html/find_feature_article.htm)
- See About Find in GroupWise Help.
- See About Finding Text in Items in GroupWise Help if you just want to find text in an open item.
- See About Filter and Rules Fields in GroupWise Help.



**TROUBLESHOOTING**

In the Find GroupWise Items dialog box, type words in the Find box that you expect to find anywhere in the item. Use uncommon words found in the item when searching. If you search using common words, the results of your search will likely be too large to be very helpful.

If you cannot find the document or message, check your search criteria for misspelled words and typos. Next, check the syntax of your search to make sure you are telling Find to search for exactly what you want.