



**Clear Search** (arrow pointing to 'Clear' button)  
**Load index from a CD** (arrow pointing to 'Load CD' button)  
**Load index from the network** (arrow pointing to 'Load Network' button)  
**Start your search** (arrow pointing to 'Search' button)  
**Exact match** (arrow pointing to 'Exact Match' checkbox)  
**Search Criteria** (arrow pointing to 'Search for...' box)  
**Look in index field** (arrow pointing to 'Look in...' dropdown)  
**Applications list** (arrow pointing to 'LOG SHEETS' dropdown)  
**Sort by field list** (arrow pointing to 'NAME' dropdown)  
**Match options** (arrow pointing to 'Match ALL' radio button)  
**Search results** (arrow pointing to the results table)  
**Pages in the current file** (arrow pointing to 'Page 1 of 1')  
**Files in the current result set** (arrow pointing to 'File 1 of 177')  
**Hits for this search** (arrow pointing to '177 matches')  
**Time app has been in use** (arrow pointing to 'Uptime 0:0:5:46')

### Using a single "Search for..." box

- The most basic search uses one "Search for..." box.
- Enter information in the "Search for..." box.
  - Select appropriate index in the "Look in" box.

Choose which index field DataBridge will search in by selecting the appropriate index in the "Look in" box. A list will then be displayed of all the possible indexes. Print and click on the desired index.

If the user is looking for an exact match to what was typed in the "Search for..." box then the "Exact Match" box should be checked. If the "Exact Match" box is not checked, then DataBridge will find all occurrences and variations of the information in the "Search For..." box. Using "Exact Match" will also enhance retrieval speed.

### Note:

Names are not always indexed as expected. Names are always put Last name comma first name. In this case *Robert M. Smith* would be indexed *Smith, Robert* or *Smith, Robert M*. The indexing is only as good as the document its pulled from. If an initial is present, then it will be indexed. Titles are also appended like *Dr, MD, Jr, and Sr*.

### Using Wildcard Characters

A wildcard is a special symbol that stands for one or more characters. Many operating systems and applications support wildcards for identifying files and directories. This enables you to select multiple files with a single specification. DataBridge supports three kinds of wildcard characters: Substature, Range and Partial

#### Examples:

Substature = ? or # or \_

Range = [a-b]

Partial match = \* or %

#### Usage

A search for **Br?an** will return **Brian** and **Bryan**

A search for **Oct [23-25], 1980** will return all dates between Oct 23, 1980 and Oct 25, 1980

A search for **Smith\*** will return Smith, John Smith, Jan Smith, Robert ect.,,

**Annotations:**

- First Page
- Previous Page
- Next Page
- Last Page
- Rotate the view left or right 90°
- Scale image to width
- Scale image to best fit
- Zoom menu
- Print File
- Index fields and text
- The document view

**Document Content:**

NAME: DOE, JANE  
EMPLOYEE ID: 0001  
DATE: JUL 28, 2003  
MGR ID: RH  
BOX: 001

Class Name	Project Name	Class #	Activity	Time Started	Time Stopped	Out Time
0010	Invoices	532	Prep	7:57	9:30	
0010	Invoices	532	Prep	9:30	10:28	
	Break			10:28	10:41	
0004	Invoices	592	Prep	10:41	12:15	
	Lunch			12:15	12:46	
0004	Invoices	592	Prep	12:46	2:20	
0038	Invoices	592	Prep	2:20	3:25	
	Break			3:25	3:35	
0038	Invoices	776	Prep	3:35	4:30	

**Keyboard Shortcuts**

**Legend:**

- Q = Previous File
- W = Next File
- Z = Zoom out
- X = Zoom in
- D = Rotate Right 90 Degrees
- A = Previous Page
- S = Next Page
- Enter = Start Search

Press F1 for help

**View Screen and Keyboard Shortcuts**

**Printing and Saving documents with DataBridge2...**

The printer icon on the view screen tool bar is equivalent to choosing "Print File" from the print menu. This command will print a range of pages. The default range is from 1 to the last page in the file.

To print only the current page, right click on the document view, and select "Print this page". This option will not pickup any document scaling or rotation.

To save a document to your desktop, click on the file menu and select Save As. Then give the file a name. This will save the current page to your desktop.

You can also cut and paste images into many other applications, including word. To copy a document to the clipboard, right-click on the document, and select copy from the popup menu. Then switch to the application you want to paste to, and select paste from the edit menu.

Clicking and holding down the left mouse button will pan in the current document.