

FoxTrot

advanced find-by-content for your data



CTM DEVELOPMENT
COLLABORATIVE SOFTWARE

Tutorial

A quick guide to make your first steps with FoxTrot easier

Once FoxTrot is set-up it will be very easy to use and will offer a new level of quality of finding information in your files faster and provide search results that are more relevant than ever. In this tutorial we will focus on the few initial steps you have to follow to set-up FoxTrot.

First launch of FoxTrot Personal Search

The first time you launch FoxTrot Personal Search you will be prompted with the following screen:

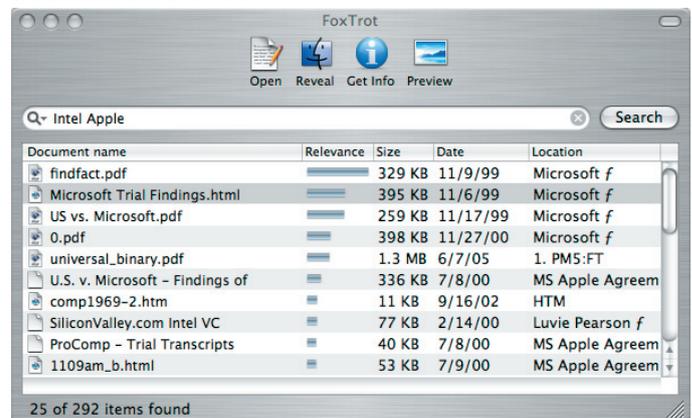


Before FoxTrot can start finding information it needs to build an index of the location i.e. folder of your data you want to index first. We suggest you select a folder where there are e.g. PDF, Word, rtf rich text, Unicode or plain text types files. We will show you below how to add more files to the index.

When you click the Index button FoxTrot Personal Search will start indexing. Depending on the size of the folder you selected this will take several minutes or longer. A progress indicator will inform you.

To search and find

When the index is done you see the FoxTrot Personal Search main screen:



Now is the moment to test FoxTrot. Use as search string a word you know to be present in the locations you just indexed.

What you need to know about search strings

A search string is composed of one or more words. Uppercase, lowercase and accents are ignored. The punctuation is ignored, except for the following cases:

- words ending with an asterisk will match all words with this prefix (for example, **word*** will match **word**, **words**, or **wordy**).
- words starting with a minus sign are exclusion words. For example, **michigan -lake** will find all documents containing **michigan** but not containing **lake**. Note that a minus sign inside a composed word is considered as a normal word separator. For example, **re-open** is considered as two words: **re open**.
- use quoted text to search for a sequence of words. For example **"lake michigan"** will find **Lake Michigan** but will not find **a lake in michigan**.
- use the **|** character (vertical bar) to combine two (or more) words with an OR. For example, **washington | boston** will find documents that contain either **washington** or **boston**.

You can combine several special characters in the same search string. Here are a few examples:

- "john doe" "bob smith" will find john doe meets bob smith, but not john smith meets bob doe
- restaurant chinese | vietnamese | korean boston | washington will find a chinese restaurant in Washington as well as a vietnamese restaurant near Boston. Note that the | operator have precedence, ie this search string is evaluated like restaurant (chinese | vietnamese | korean) (boston | washington).
- fox* -fox -foxtrot will find all documents containing a word that starts with fox but without any occurrence of fox (as a full word) or foxtrot.
- "www.ctmdev.com" (or "www ctmdev com") will find www.ctmdev.com (as well as www ctmdev com or www+ctmdev/com). Note that a dot inside a word is considered as a word separator, so www.ctmdev.com (without quotes) will also find informations about ctmdev at www.somewhere-else.com.
- "big car*" "new york" -show* will find all documents that contain big car or big cars, that also contains new york, but that do not contain show or shows.

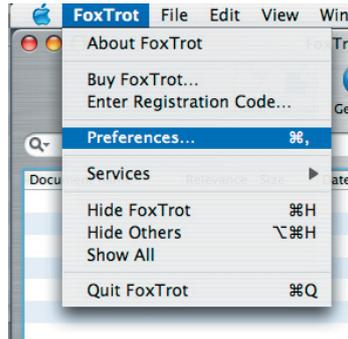
How does FoxTrot handle the relevance ranking?

Found documents have a relevance rank.

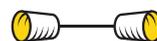
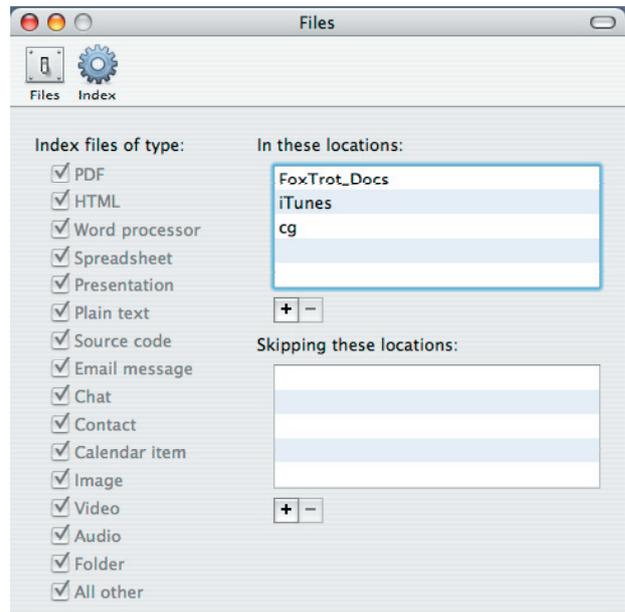
- if a document contains several occurrences of a search word, it will get a higher rank.
- if you search for two words A and B, and A is a word that appears less often than B in the index, then documents containing multiple occurrences of A will get a higher rank than those containing multiple occurrences of B.
- if you search for two words A and B, documents that contain A and B side by side, or near to each other, will get a higher rank
- if the document contains different indexed fields (for example a title and a body), the rank can be higher when the words are found in certain fields.

To add locations/folders to the index

In the Preferences you can add to or remove folders from the index:



Under Index you will be able to add locations i.e. folders to the index:



CTM DEVELOPMENT
COLLABORATIVE SOFTWARE

CTM FoxTrot™ is a trademark of and © 2003-2005 CTM Development
<http://www.ctmdev.com>