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PlanetPress Search

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OVERVIEW

PlanetPress Search is an Adobe Acrobat plug-in that delivers high-speed queries across multiple indexes for documents archived by PlanetPress Image. With PlanetPress Search, you can quickly find archived documents for previewing, re-printing or re-transmitting by e-mail or fax.

PlanetPress Search is designed to search through archived forms, documents and invoices that are created with PlanetPress Image. This chapter describes the PlanetPress Search windows. It also contains several examples and lists PlanetPress Search's main features.

PLANETPRESS SEARCH

PlanetPress Search uses database technology to find files based on fields that are defined when Intelligent Forms are created with PlanetPress. Since PlanetPress Search does not need to open files to perform a search, searching is very fast. It only takes a few seconds to find what you are looking for.

As discussed previously, PlanetPress is used to design electronic forms, which can be archived. Once archived, PlanetPress Search uses databases to search within these forms.

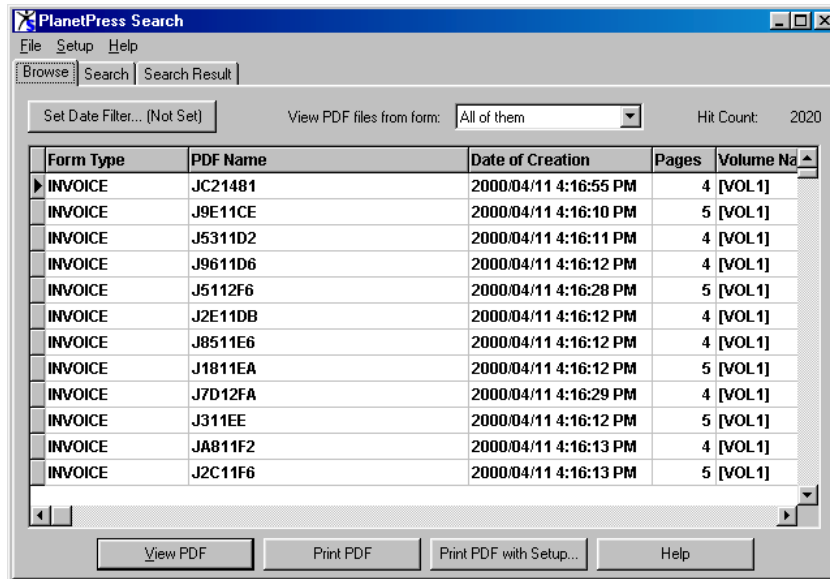
KEY FEATURES OF PLANETPRESS SEARCH

- Search capabilities are superior to Acrobat Catalog.
- Perform searches by document type.
- Use specific search fields to narrow down searches.
- Automatically prints PDFs that match search criteria.
- Other benefits of Acrobat format:
 - Copy and paste
 - Print on any printer
 - Color support

USING PLANETPRESS SEARCH

THE BROWSE TAB

In the **PlanetPress Search** window, there are three tabs: **Browse**, **Search** and **Search Result**. Use the **Browse** tab to browse through documents and display or print the related PDF files.

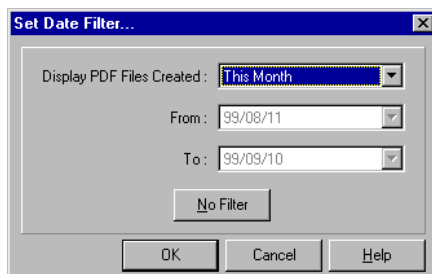


PlanetPress Search lets you sort data by clicking on column titles.

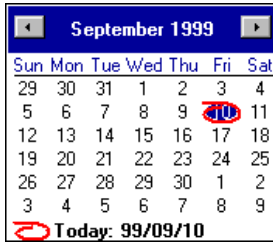
If a file is moved from one indexed directory to another, the old location is still displayed and the new location is added. Old locations are not removed from the display until the database is rebuilt.

SETTING A DATE FILTER

To display only the desired files based on a specific date, select a date filter based on the creation date. The **Set Date Filter...** dialog box lets you select the creation date as a search criterion.



If you know the exact date, you can enter it directly in the appropriate fields. You can also select a date from a calendar by clicking on the **From** or **To** drop-down lists.



PREVIEWING AND PRINTING A PDF

In the **PlanetPress Search 3.0** window, you can view or print forms by selecting specific forms with the help of the filters, and by clicking and .

