

YOU  
SEARCH  
WE  
FIND



copernic  
**Desktop Search**



**QuickStartGuide**

copernic Inc.



**CDS** is a lightweight software enabling you to instantly search any keyword in all your files, contacts, emails, and email attachments stored anywhere on your PC.

Stop searching,  
find your files and emails fast!

## First time indexing

CDS will examine all your documents, files and emails located on the PC and create an easy and quick searchable map. CDS will always keep an up-to-date index for you to maximize your search experience



### First time indexing

It requires an initial scan of all your documents

## Initial scan in progress

Under the search box, an icon is showing the progress of the initial indexing. As soon as it is completed, the icon will disappear.

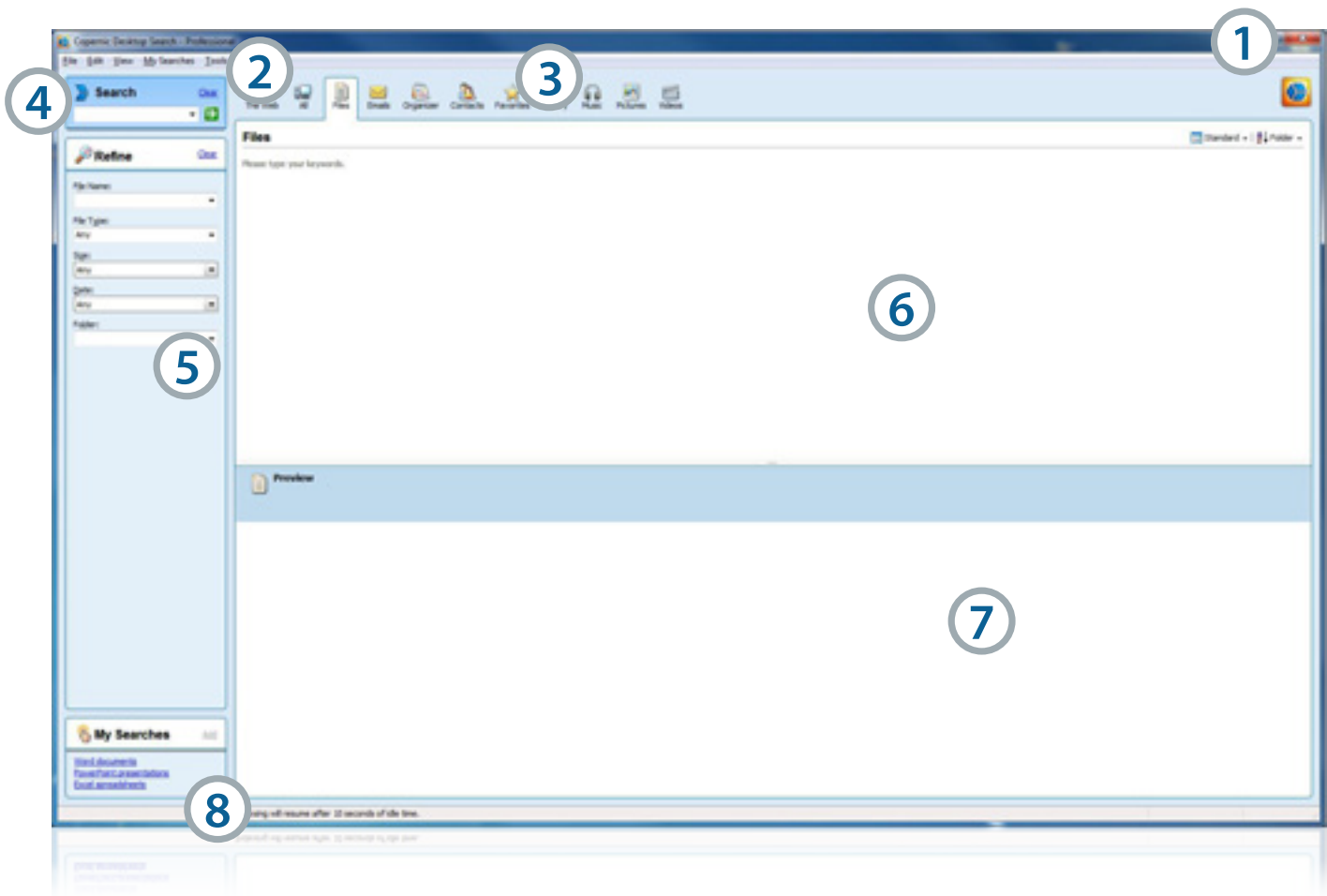
# 5 key points to keep in mind!

1. Indexing one unique large email or file such as .pdf file (as a file or as an attachment) may sometimes take a long time so please be patient and make sure it is completed.
2. Select using the appropriate Category tab e.g.: files, emails, etc. to narrow your search
3. Use the Operators and search as you type in order to find the files you are searching for (Page 5).
4. Supports prefix searches and exact searches in the Search box (Page 4).
5. Unable to find what you are looking for?
  1. Make sure your file is not located in a different search category.
  2. Type this keyword: @all, press Enter and verify that your file is found by CDS. If CDS cannot locate your file, verify the following :
    - Index status.
    - Folders which are indexed.
    - File format.
    - Folder/file properties to check whether it is hidden.
    - Verify the external drive properties to check whether it is a permanent or removable drive.



## Interface

- 1 The **title bar** displays the name of the software. Use the X icon to minimize CDS to the system tray.
- 2 The **menu** offer useful options and commands to configure and customize CDS as well as help contents.
- 3 The **desktop search category tabs** provides the buttons to switch desktop search categories. The number of matching results in other desktop search categories is displayed by these buttons.
- 4 The **search box** is where you type your keywords.
- 5 The **refine section** is the field for you to type keywords to refine your search.
- 6 The **search results list** is the section of the main window that displays the search results.
- 7 The **preview pane** displays a software-based preview of the selected result.
- 8 **Status bar** indicates the current status of the application.





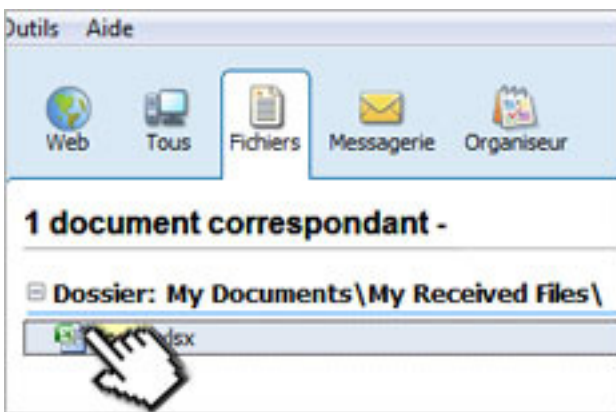
## Search Functionalities

With Copernic Desktop Search, you can search files, emails, email attachments, appointments, tasks, notes, calendar, contacts stored on your PC's hard drive or network drives.

### Files



Click on the Files tab and enter your search string. CDS will find your files by content, name, date or size. Once the requested file is found, a simple click will allow you to preview the file without opening it. By double-clicking on it in the results pane, it will open the file using its original program. CDS gives you the possibility to open the file from the preview pane but also to open the folder where the file is located. For example, a .xls will open the file in Microsoft Excel.



### Email



Click on the Email tab and as soon as you start typing, results will start to appear in the results pane. Type in any word from any email and CDS will find it.

#### ➤ Supported Email Programs

Microsoft Outlook, Outlook Express, Exchange, Windows Mail, Thunderbird, Lotus Notes, Eudora

#### ➤ E-mail Archives

Messages contained in .pst files are indexed but only when the .pst file is opened in Outlook. After you loaded a .pst file in Outlook, it is not indexed by default. You need to specify you want it to be indexed.

#### ➤ Email Attachments

Looking for an email attachment? CDS will find it for you instantly. Use the preview pane along with the refine criteria to find the attachment. Attachments can be found from the files or the emails tab which allows to open the email and email attachment from the preview pane.



## Search Commands

### ➤ Keyword searches

Type any word and CDS will start showing documents, files, emails containing that specific word.

### ➤ Prefix searches

Find words beginning with a given prefix.

- Keyword: auto
- Results found: automobile, automatic, etc.

### ➤ Boolean searches

Build searches using **And**, **Or** and **Not**. Use the **AND** operator to search for documents in which all the terms joined with the **AND** operator are present. Use the **OR** operator to search for documents in which at least one of the search terms joined with the **OR** operator is present. Use the **NOT** operator to ignore documents that contain the specified words. The **NOT** operator helps you narrow your search.

### ➤ Suffix searches Not available

### ➤ Exact match searches

Find documents that contain the whole word or the exact phrase.

- Keyword: "auto"
- Results found: auto, Auto or its plural autos

Operator	Usage	Exemple	Result
AND (default)	Finds documents that contain all the specified words.	business <b>AND</b> meeting	Find documents that contain both "business" and "meeting".
OR	Finds documents that contain at least one of the specified words.	meeting <b>OR</b> appointment	Find documents that include either one of the two terms or both.
NOT	Excludes the documents that contain the specified word.	meeting <b>NOT</b> appointment	Find the documents that contain the word "meeting" if they do not contain the word "appointment".



## Search Terms

Search term	Example	Description
NEAR	Copernic NEAR Desktop	Copernic Desktop Search will find the documents that contain the words "Copernic" and "Desktop" provided they are at most 10 words apart.
"..."	"challenge"	Copernic Desktop Search will find documents that contain the exact word "challenge".
(...)	(America OR Europe) AND Maps	Copernic Desktop Search will first process the "America or Europe" sub-query to find all documents that include either one of the two terms or both.
Wildcard characters	*.txt	Copernic Desktop Search will find all files that contain ".txt" in their file name, such as: "index.txt" or "copernic.txt.xls"
@all	@all	Copernic Desktop Search will find all indexed documents



## Options

*Copernic Desktop Search offers a wide variety of configurable options which can be accessed from the menu bar :*

### Interface

#### ➤ Show or hide the **Preview pane**

CDS offers a convenient Preview pane to analyze a result's relevancy or cut and paste a selection.

#### ➤ To show the **Preview pane**

In the View menu, point to Preview pane, and then click Right or Bottom.

#### ➤ To hide the **Preview pane**

In the View menu, point to Preview pane, and then click Off.

#### ➤ Highlight search results

Copernic Desktop Search can highlight your keywords in the search results list and the Preview pane.

In the View menu, select Highlight Keywords.

### Emails & Organizer +

You can search the contents of your emails and their attachments. In the Options window, the **Emails tab** displays the email folders that can be indexed. You can index the entire mailbox, or only part of it.

#### ➤ To Index the Entire Mailbox

1. *In the Tools menu, click Options.*
2. *Select the Emails tab.*
3. *Click the first level of the tree structure (subfolders will be indexed automatically).*
4. *Click OK.*

#### ➤ To Index Part of the Mailbox or a Specific Email Folder

1. *In the Tools menu, click Options.*
2. *Select the Emails tab.*
3. *Select the checkbox of each folder individually. Remember that subfolders will be indexed automatically.*
4. *Click OK.*

Click the Update emails now link to force the immediate index update of targeted folders in the Emails tab category.

## Files



CDS indexes files (documents, pictures, music and video) that are stored on your computer, and on network drives or specific folders. Folders can be added, excluded or removed, and targeted file types can be easily modified.

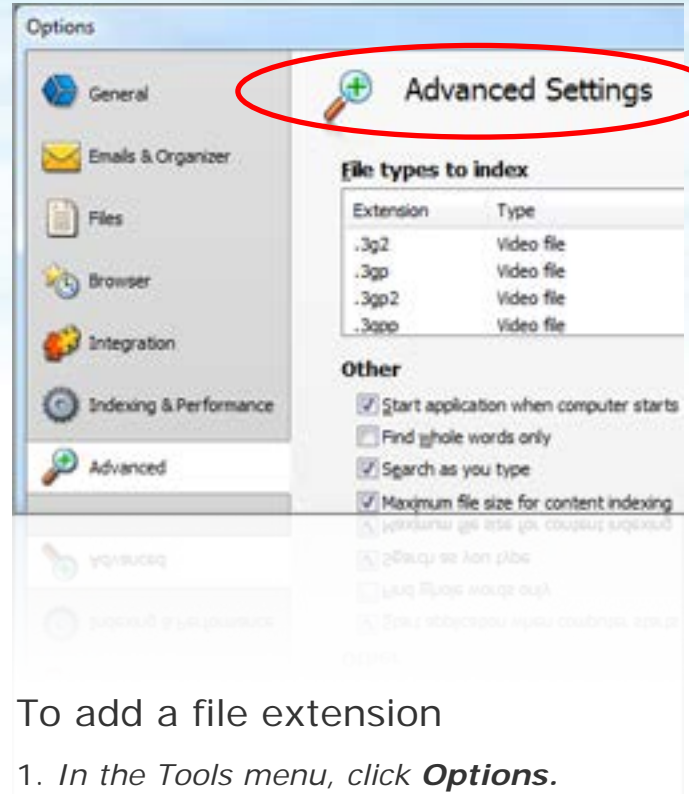
In the Options window, the Files tab displays the list of folders to index (colored icons), and those to exclude (uncolored icons). The first part of the list indicates the name or complete path to each folder to index and the types of files to index (documents, music, pictures and/or videos), under the File Types to Index column. The lower part of the list displays folders to exclude. As excluded folders are never indexed, the File types column displays None for each specified folder.

### ➤ To add a drive or folder

1. In the Tools menu, click **Options**.
2. Select the **Files** tab.
3. Click **Add**. The **Add a Folder** window appears.
4. Select a drive and, if needed, browse to the folder you want to add.
5. Select the type of files to index: Documents, Music, Pictures and/or Videos.
6. Click **OK** to close the **Add a Folder** window.
7. Click **OK** to confirm and close the **Options** window.

Click the Update files now link to force the immediate index update of targeted folders in the Files search category.

Index miscellaneous file types: CDS indexes plenty of files type. In the File types to index section, all of the file types that are indexed by CDS are listed by extension. You can add new file types by adding its extension, and specifying the indexing type. To add a file extension



### ➤ To add a file extension

1. In the Tools menu, click **Options**.
2. Select the **Advanced** tab.
3. Click **Add**. The **Add an Extension** window appears.
4. Enter the extension of the new file type to be processed.
5. Select an indexing type in the displayed list: file name only, text document, music file, picture file, video file.
6. Click **OK** to confirm. The **Add an Extension** window will automatically close.

## Configuration



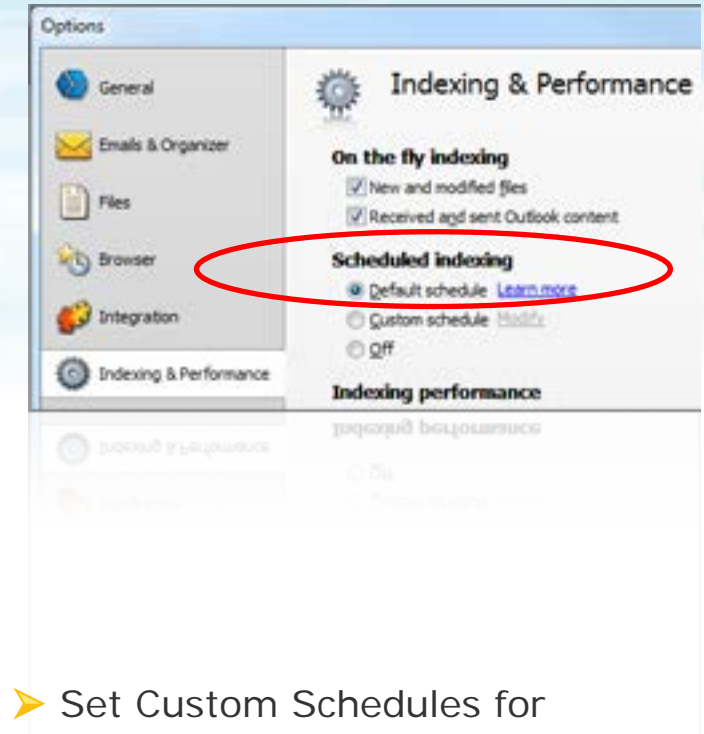
Maximum File Size for Content Indexing: By default, Copernic Desktop Search does not index the contents of documents larger than 10 MB. You can modify this limit at your convenience. If you disable this option, the software will index documents of all sizes.

1. In the Tools menu, click Options.
2. Select the Advanced tab.
3. In the Other section, select the Maximum file size for content indexing check box.
4. In the text box, specify the maximum size allowed for content indexing.
5. Click OK.

### ➤ Set automatic index updates

Copernic Desktop Search can perform regular index updates. This means that it will automatically scan your files and email folders to find new or modified items and index or reindex them when necessary. Items that have not changed will NOT be reindexed. Automatic index updates are carried out every day at midnight.

1. In the Tools menu, click Options.
2. Select the Indexing & Performance tab.
3. In the Scheduled indexing section, select Default schedule.
4. Click OK.



### ➤ Set Custom Schedules for Index Updates

1. In the Tools menu, click Options.
2. Select the Indexing & Performance tab.
3. In the Scheduled indexing section, select Custom schedule.
4. Click Modify.
5. Choose the type of source.
6. Click Modify.
7. In the text box, specify the number of days, hours or minutes between each scan.
8. Click OK three times



**IMPORTANT:** CDS needs to run to carry out an index update, just minimize it to the system tray. If CDS or the computer is closed at the time of the update, the update will not occur. Upon restarting, CDS will verify whether it missed a scheduled update and if it did, it will carry out the update immediately.

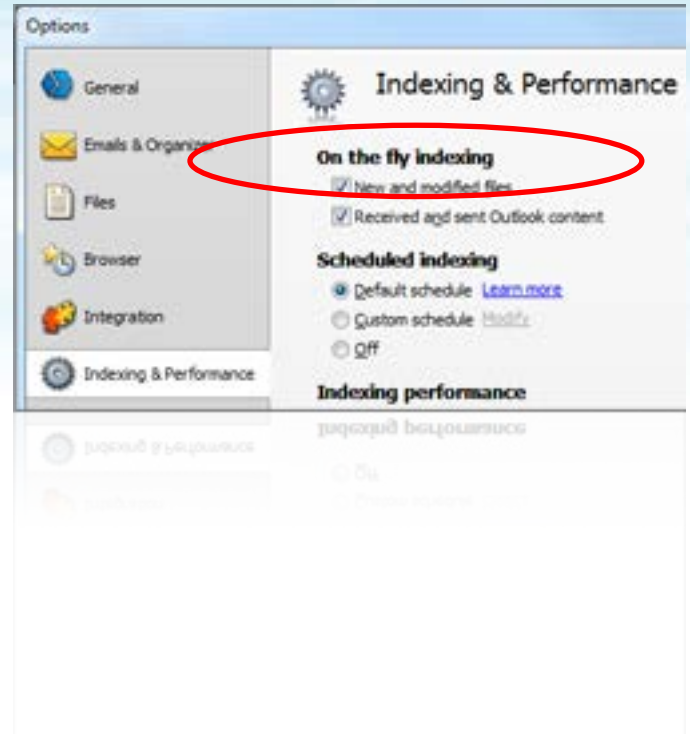


## Index in Real-Time

Copernic Desktop Search can index your items in real time. This feature is called "On the fly indexing". When it is enabled, CDS constantly monitors your computer to notice new or modified files/emails and reindexes them if necessary. Hence, adding or modifying a file, or receiving or sending an email will trigger immediate re-indexing of the particular file/email. Files that have not changed will NOT be reindexed.

### ➤ To Enable On-the-fly Indexing

1. In the Tools menu, click Options.
2. Select the Indexing & Performance tab.
3. For files, in the On-the-fly indexing section, select the New and modified files check box.
4. For emails, in the On-the-fly indexing section, select the Received and sent Outlook emails check box.
5. Click OK



**IMPORTANT:** CDS needs to run to index **On-the-fly**, just minimize it to the system tray.

## Optimize Indexing Performance

Copernic Desktop Search constantly monitors your computer's activity to pause the indexing process when the computer resources are highly used by other programs (or processes). It also pauses the indexing process while you use other programs and restarts indexing after a certain period of inactivity. These two features enable CDS to save your computer's resources.



**NOTE:** Even though they can be modified, default settings for these two features should ensure optimal results regarding indexing speed without impairing your work and computer resources. Usually, the best time to index is when your computer is idle, that is when you are not using it (not typing nor moving the mouse).

### ➤ To Modify Settings for Indexing Performance While You use the Computer

1. In the Tools menu, click Options.
2. Select the Indexing & Performance tab.
3. In the Indexing performance section, select the Suspend indexing while I use my computer check box.
4. In the text box, specify how much idle time is required before the indexing process resumes.
5. Click OK.

### ➤ To Modify Settings for Indexing Performance While Resources are Highly Used

1. *In the Tools menu, click Options.*
2. *Select the Indexing & Performance tab.*
3. *In the Indexing Performance section, select the Suspend indexing while computer resources are highly used check box.*
4. *In the text box, specify how much idle time is required before the indexing process resumes.*
5. *Click OK*



**NOTE:** Default setting for resuming the indexing process is 10 seconds when the application runs in the foreground.

### ➤ Display the Deskbar

1. *In the Tools menu, click Options.*
2. *Select the Integration tab.*
3. *In the Deskbar section, select the Show the deskbar check box.*
4. *Click OK to confirm.*



### Standard Support:

Get answers about the Copernic Desktop Search:  
<http://www.copernic.com/en/support/index.php>