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## **Acquire a Search Program or a Document Management System**

Even if you've created a good file naming convention, you'll still need help finding some documents. Now that you've created searchable PDFs, you can search through all of them at once, quickly, by searching for particular words. Here is a survey of your options:

1. **Windows Search Options:** Even if you've created a good file naming convention, you'll still need help finding some documents. Now that you've created searchable PDFs, you can search through all of them at once, quickly, by searching for particular words. Here is a survey of your options:
  - a. **Copernic Desktop Search:** RECOMMENDED - See [www.copernic.com](http://www.copernic.com). There are three versions of Copernic, Home (FREE), Professional (\$49.95) and Corporate (\$59.95). Unless you're installing it in a very large firm, you only need the Professional version. You can try the free home version, but one of the limitations of the free version is that it does not search network drives. So unless you're keeping all of your files on the C:\ of the computer you're using (I certainly hope you're not doing this), the Home version will not help you very much. Copernic will search all of your files (Word, Excel, PowerPoint, PDF, HTML, WordPerfect, text and another 150 types of files). It will also search Outlook or Outlook Express email and any attachments to email.
  - b. **dtSearch:** RECOMMENDED: See [www.dtSearch.com](http://www.dtSearch.com) - \$199 - one of the most sophisticated and fast search engines I've ever seen. It provides the most search options and file types that it can recognize. If you need industrial strength search capability involving enormous numbers of documents, this is your program.
  - c. **Filehand:** See [www.filehand.com](http://www.filehand.com) - FREE. Instantly search for files on your computer, by content. See the extracts of the files you found, even for PDF files. Scroll through the extracts so you can quickly find the information you're looking for. Find the file you



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are looking for, even when many files match, because Filehand Search sorts the results by relevance. Do complex Boolean

- d. searches and searches by phrase. Use it all the time because it is so simple to use!
- e. **Windows Instant Search** (Windows Vista, 7 & 8): This is free and is included with Windows.

2. **Apple/Mac Search Program Options:**

- a. **HoudahSpot:** \$29 - see [www.houdah.com/houdahSpot](http://www.houdah.com/houdahSpot)
- b. **Path Finder:** \$40 - see <http://www.cocoatech.com/pathfinder/>
- c. **Spotlight Search (Mac OSX):** This is included with the Mac OSX operating system. For more information, see <http://support.apple.com/kb/HT2531>
- d. **EasyFind:** Free - see <http://tinyurl.com/d6se856>

3. **What Search Programs Do:** Briefly, they read through all of the documents you've created in a word processor or scanned, and they build an index of the text contained therein. Once the index is built, you can search through all of those documents by either file-name OR the words contained inside them. When searching for words contained inside the documents, you can use the standard Boolean logic (and, or, not, etc.).