

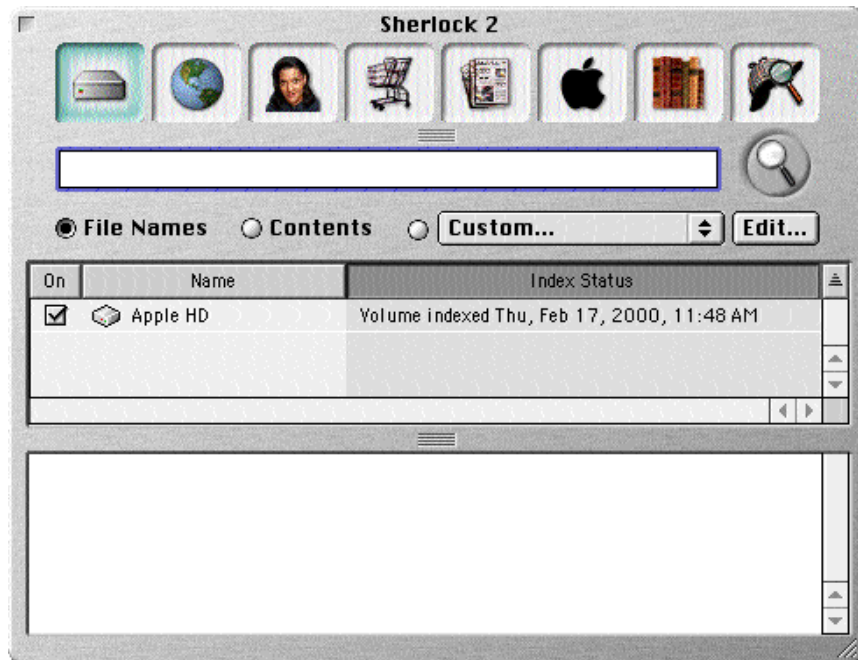
Step-by-Step Searching With Sherlock 2


Sherlock 2 (which is part of the Macintosh 9 operating system) is a powerful built-in search tool. You can use it to search for files or information on your own computer, and you can also use it to search the Internet.

Finding a file on your computer

- 1 To open Sherlock 2, choose Sherlock 2 from the Apple (🍏) menu.

The Sherlock 2 window appears.

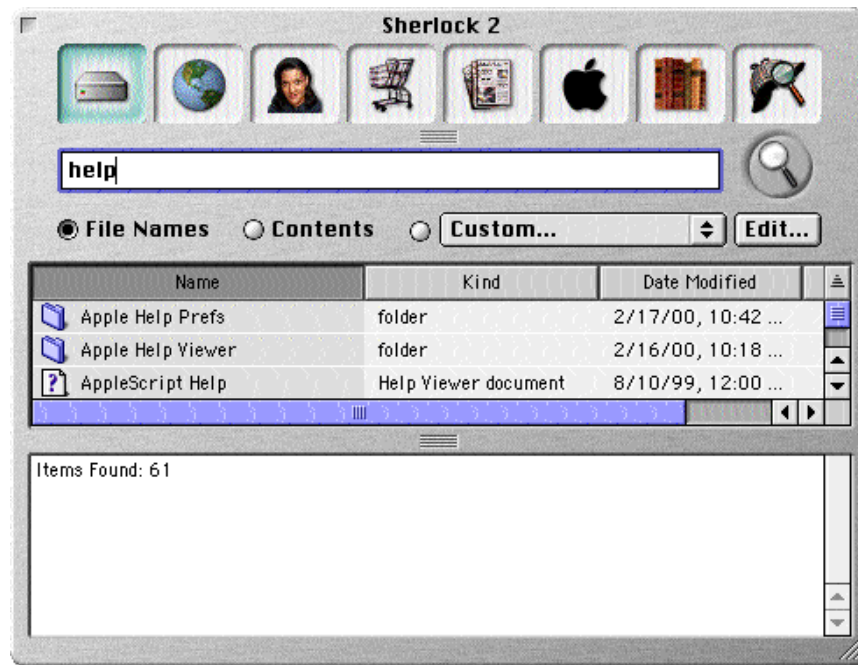


The computer icon  is highlighted in green which means that you will be searching only on your computer. (This is called the Files channel.) Also notice that the File Names option is selected. You use this option to search for files on your computer.

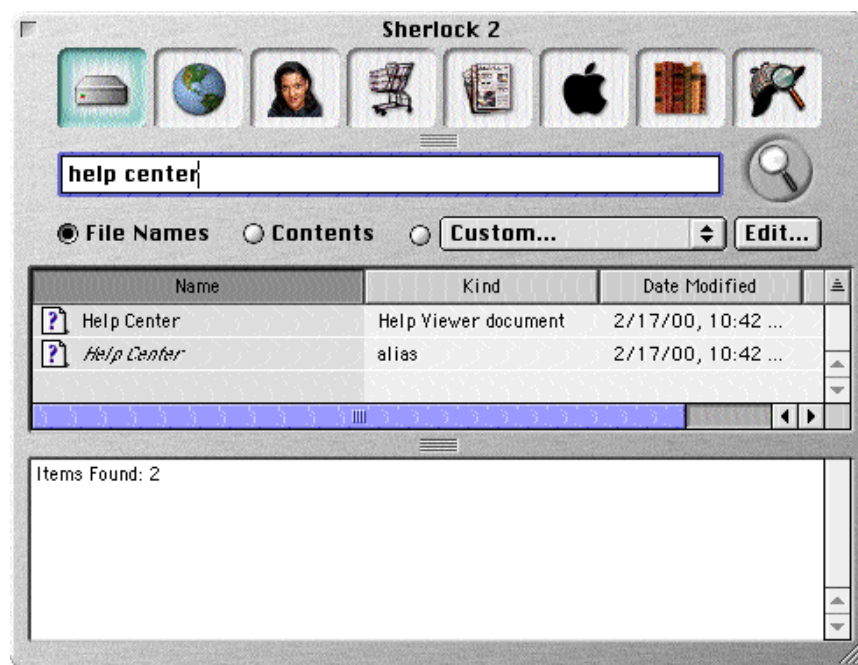
- 2 In the search text box near the top of the window, type one or more words that appear in the name of the file that you are looking for. (If you're not sure of the exact name, type only the part that you're sure of.)
- 3 Click to select the disks that you want to search, if necessary.

- 4 Click the Search button (the magnifying glass next to the Search text box). Sherlock 2 looks for all files names containing the word(s) you typed.


For example, if you type “help,” Sherlock displays all of the files with that word included in their title, as shown here:

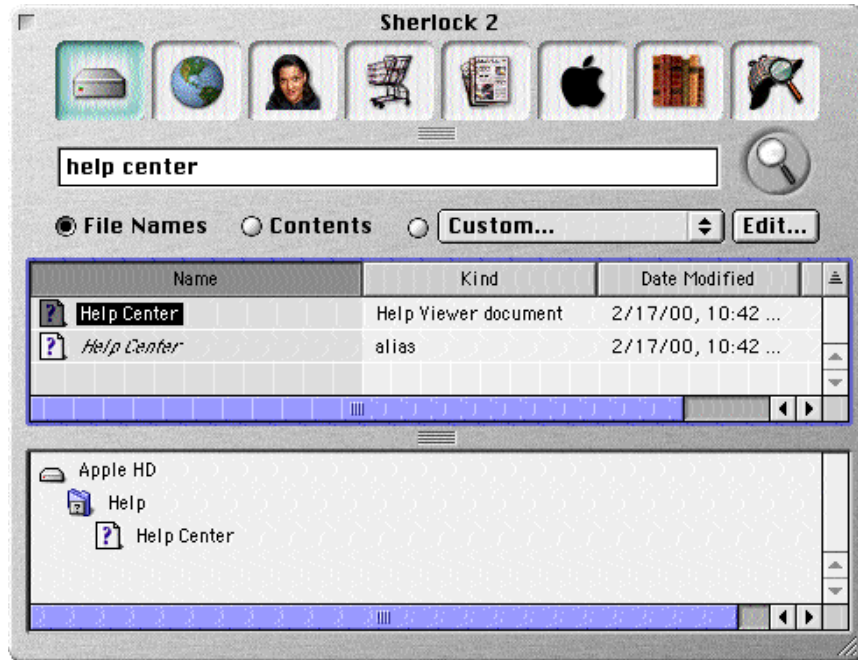


There are 61 files with the word “help” in their name. However, if you type “help center,” you will only get two responses.



Tip: You do not need to capitalize words, but be careful with spaces. “Help center” is not the same as “helpcenter.”

- 5 If you click the Help Center icon  the location of this file appears in the lower portion of the Sherlock window. The Help Center file is located on the Apple HD hard disk in the Help folder. You can open a file by double-clicking its icon in the location portion of the window.



Searching for content within a file

In addition to finding file names, Sherlock 2 can find words or phrases that are inside files. Searching for files by content searches the file’s name and information in the file itself. For example, suppose that you are doing a report for a history class. You have spent many hours gathering information on your computer, but now you can’t remember where you put a key piece of information. Sherlock 2 can help.

To search for files by content, follow these steps:

- 1 If this is the first time you’ve searched the content of the disk, you need to create an index of the disk. To do this, choose Index Volume from the Find menu.
- 2 Select the volume you want to index (usually your hard disk); then click Create Index.
- 3 In the message that appears about updating an index, click Update. The program looks inside each file on the disk and makes an index of all of the words in the files.

Tip: If you have modified files on the disk since it was last indexed and you want to search the modified content, you need to update the index.

Now that your computer files are indexed, you can search the contents of your files.

- 4 To begin your search, make sure the Files channel is selected (the computer icon).
- 5 In the search text box, type one or more words that appear in the content of the file.
- 6 Click the Contents button.
- 7 Click to select the disk(s) you want to search.
- 8 Click the Search button (the magnifying glass).

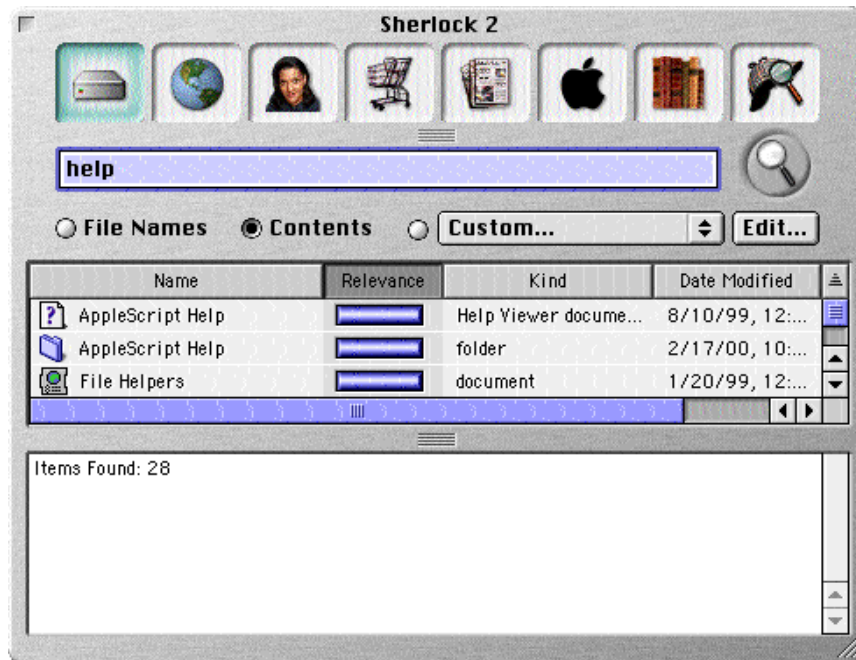
The names of files containing the word(s) you typed appear.

- 9 You can open any file in the list by double-clicking its name.

Sorting found files

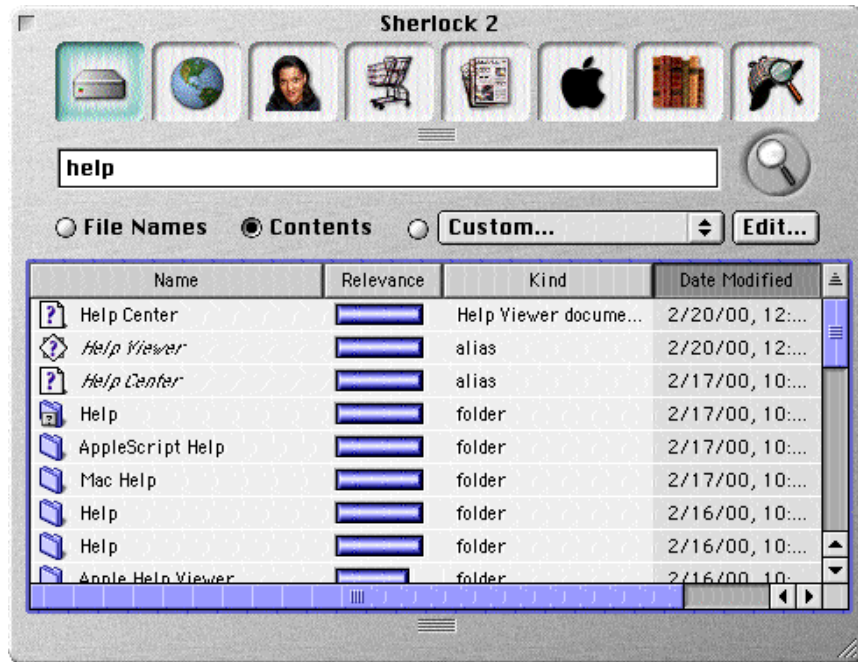
You can sort the results of your find request by Name, Relevance (how close the computer thinks the file matches your request), Kind (what type of file it is), and by Date Modified (the last time you worked on the file and saved changes).

In the example that follows, the Relevance box is dark. This is the order in which these files are currently being sorted.



- 1 To change the sort order, click the way you want to sort: by Name, Relevance, Kind, or Date Modified.

The following example shows a sort by Date Modified.



- 2 To enlarge the section with the list of found items, position the pointer on the lines in the gray area below the list of found items. The arrow pointer changes to a hand. Drag down and the box expands to display additional found files.

Tip: You can use the scroll bar on the right side of the found items box to see more files if they extend beyond the size of the box.

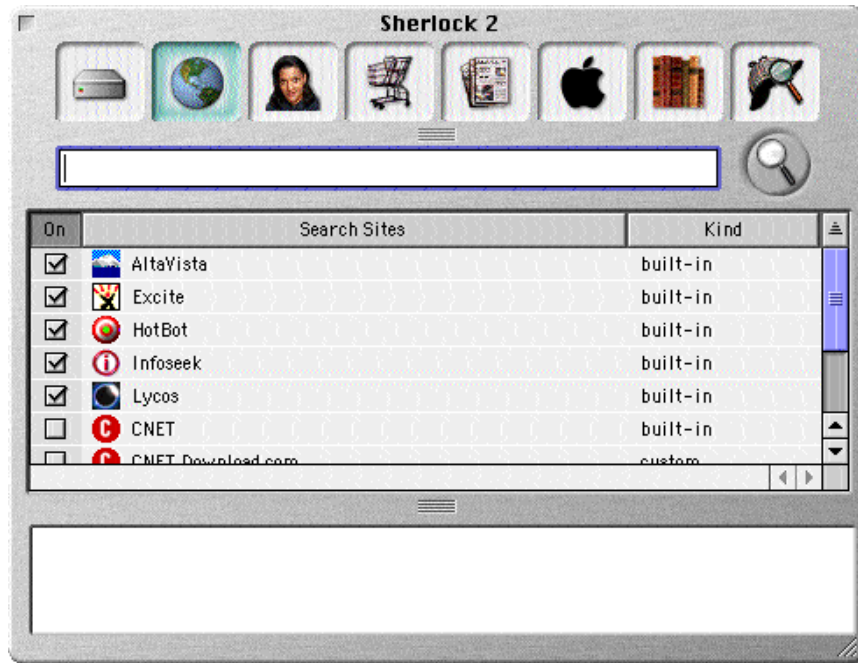
- 3 To open a file, double-click the name of the file.

Searching the Internet

You can also use Sherlock 2 to search the Internet for terms or other specific items.

To search the Internet for specific terms, follow these steps:

- 1 Click the Internet Search channel (the globe).



- 2 Type the word or words you want to search for.
- 3 In the Search Sites list, click to select the search engine(s) you want to use.
- 4 Click the Search button (the magnifying glass).

Using search results

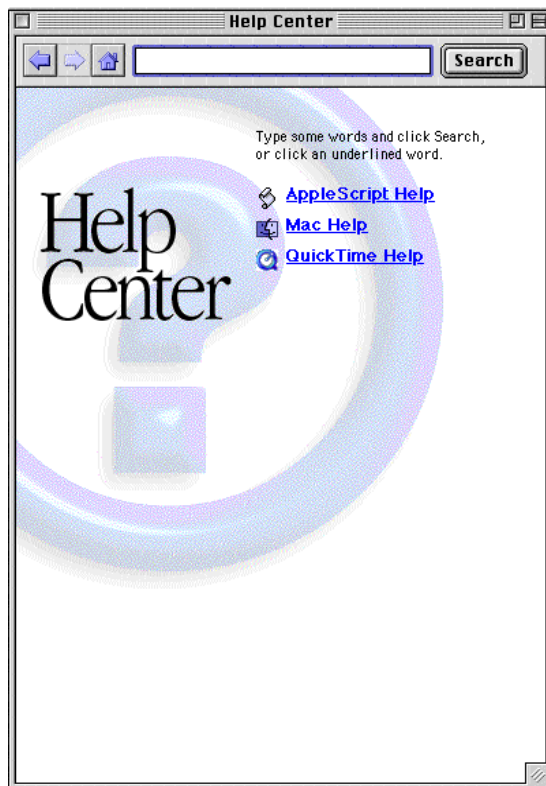
- To connect to a site, double-click a search result in the results list.
- Tip:** You can also drag the search result to an open window of your browser.
- To display a summary for a site, select a name in the list of found items.

The summary of the site appears in the bottom portion of the Sherlock 2 window, along with a banner from the engine's sponsor. You can click the banner to go to the sponsor's site.

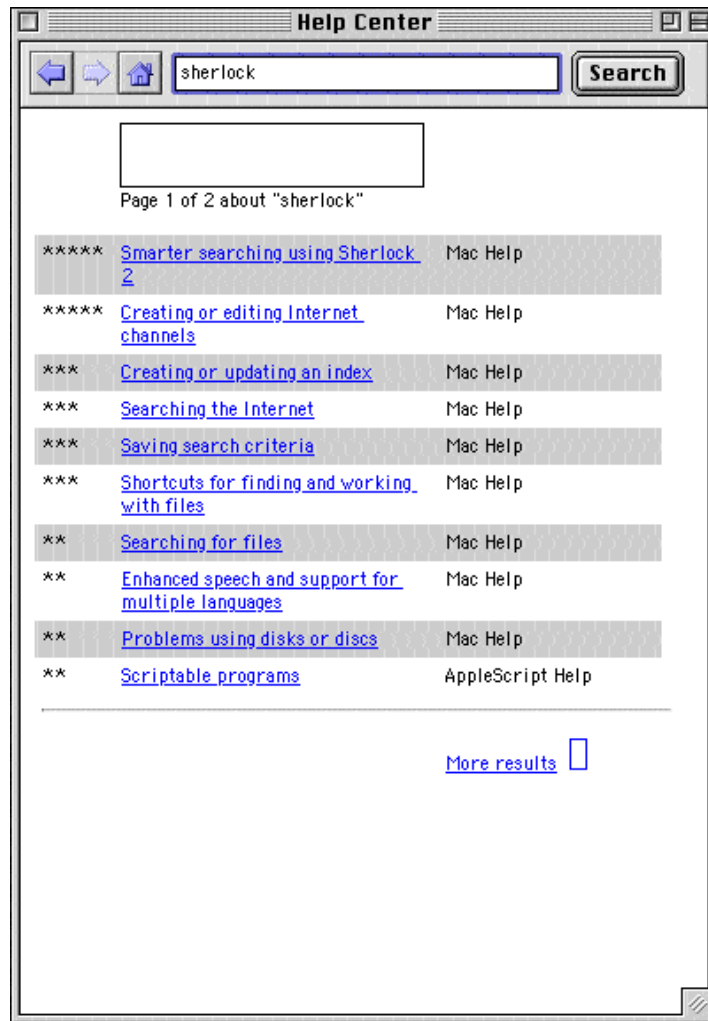
Learning more about Sherlock 2

If you need further help using Sherlock, you can use the Macintosh Help Center.

- 1 Choose Help Center from the Help menu. The Help Center window appears.



- 2 Type “Sherlock” in the search text box; then click Search. A list of files on how to use Sherlock 2 appears.



- 3 Click any of the blue underlined items to view the information.