



Alchemy Search

**Release 8.3
User Guide**



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CONTENTS

CHAPTER 1

GETTING STARTED.....	1
ALCHEMY® OVERVIEW	1
WHAT THIS GUIDE ASSUMES	2
DOCUMENTATION CONVENTIONS	3
SUPPORTED HARDWARE	4

CHAPTER 2

NAVIGATING ALCHEMY SEARCH.....	5
UNDERSTANDING THE ALCHEMY WORKSPACE.....	5
<i>USING THE TREE VIEW PANE.....</i>	<i>6</i>
<i>USING THE VIEWER PANE.....</i>	<i>6</i>
<i>USING THE PROFILE PANE.....</i>	<i>11</i>
SUMMARY OF PANE DISPLAY.....	13
MOVING A WORKSPACE PANE.....	14
SIZING A WORKSPACE PANE.....	14
USING THE STATUS BAR	14
OPENING AND CLOSING DATABASES.....	15
OPENING A DATABASE BY BROWSING	15
OPENING A READ-ONLY DATABASE USING THE ALCHEMY URL PROTOCOL	15
OPENING A SECURE DATABASE.....	16
CLOSING A DATABASE	17
VIEWING DATABASE OR FOLDER CONTENTS	17
VIEWER PANE TOOLBAR BUTTONS.....	17
DATABASE SHORTCUT MENU.....	18
FOLDER/DOCUMENT SHORTCUT MENU.....	18
DATABASE ROOT FOLDER SHORTCUT MENU.....	18
MOVING BETWEEN ITEMS.....	18
AUTOMATICALLY BROWSING DATABASE CONTENTS	19
BROWSING PREVIOUSLY VIEWED DOCUMENTS	20

CHAPTER 3

VIEWING AND EDITING DOCUMENTS	23
VIEWING AND EDITING DOCUMENTS	23
DOCUMENT TYPES DISPLAYED BY ALCHEMY VIEWER	24
ADJUSTING DOCUMENT DISPLAY SETTINGS	24

<i>CHANGING DEFAULT DISPLAY SETTINGS</i>	24
<i>CHANGING THE DISPLAY OF INDIVIDUAL DOCUMENTS</i>	26
USING THE ALCHEMY VIEWER THUMBNAIL PANE	28
<i>OPENING AND CLOSING THE THUMBNAIL PANE</i>	29
<i>NAVIGATING MULTI-PAGE IMAGE DOCUMENTS USING THUMBNAILS</i>	29
<i>ADJUSTING DOCUMENT MAGNIFICATION USING THUMBNAILS</i>	29
<i>CHANGING THUMBNAIL DISPLAY SIZE</i>	29
<i>PRINTING DOCUMENTS USING THUMBNAILS</i>	30
EDITING UNBUILT IMAGE DOCUMENTS.....	30
VIEWING DOCUMENT PROPERTIES.....	31
VIEWING LINKS IN DOCUMENTS	32
<i>USING MICROSOFT INTERNET EXPLORER TO VIEW LINKS IN COMPRESSED DATA CONTAINERS</i>	33
<i>DYNAMIC LINKS</i>	34
<i>NAVIGATING BACKWARD AND FORWARD BETWEEN HTML DOCUMENTS</i>	34
COPYING PORTIONS OF A DOCUMENT.....	34
<i>SELECTING INFORMATION</i>	34
DOWNLOADING DOCUMENTS	35
PRINTING DOCUMENTS	35
<i>PRINTING DOCUMENTS</i>	35
<i>PRINTING SELECTED PAGES IN A MULTI-PAGE DOCUMENT</i>	36
<i>PRINTING SELECTED PORTIONS OF A DOCUMENT</i>	37
E-MAILING DOCUMENTS	37
DETAILS ABOUT SPECIFIC DOCUMENT TYPES	38
<i>MULTI-PAGE IMAGE DOCUMENTS</i>	39
<i>PDF IMAGE DOCUMENTS</i>	40
<i>TEXT DOCUMENTS</i>	40
<i>AUTOCAD IMAGE DOCUMENTS</i>	41
<i>VIEWING COMPOUND DOCUMENTS</i>	43

CHAPTER 4

RETRIEVING INFORMATION FROM DATABASES	45
RETRIEVING FILES AND PROFILE DATA.....	45
RETRIEVING A DOCUMENT WITH AN ATTACHED OVERLAY	50
RETRIEVING A DOCUMENT WITH ANNOTATIONS	51

CHAPTER 5

SEARCHING DATABASES	53
GENERAL SETTINGS THAT AFFECT SEARCHING	53
ENTERING SEARCH CRITERIA	54
<i>LOOKUP TABLES</i>	54
<i>BOOLEAN OPERATORS</i>	54
<i>WILDCARDS</i>	55
<i>PHRASE SEARCHING</i>	55
<i>ADJACENCY SEARCHING</i>	56
<i>PROXIMITY SEARCHING</i>	56
<i>NUMERIC AND DATE RANGE SEARCHING</i>	56
PERFORMING A SIMPLE SEARCH.....	57
PERFORMING AN ADVANCED SEARCH	58
<i>CREATING A SEARCH QUERY (ADVANCED SEARCH MODE)</i>	59
<i>CONFIGURING SEARCH SETTINGS (ADVANCED SEARCH MODE)</i>	61
<i>SAVING A SEARCH QUERY (ADVANCED SEARCH MODE)</i>	62

<i>EDITING A SAVED SEARCH QUERY (ADVANCED SEARCH MODE)</i>	63
<i>DELETING A SAVED SEARCH QUERY (ADVANCED SEARCH MODE)</i>	63
SEARCHING WITHIN A FOLDER.....	64
SEARCHING WITHIN A DOCUMENT.....	64
<i>SEARCHING WITHIN A TEXT DOCUMENT</i>	64
<i>SEARCHING WITHIN AN IMAGE FILE WITH ASSOCIATED OCR TEXT</i>	64
SEARCHING WITHIN SEARCH RESULTS	65
SEARCHING A DATABASE THAT SPANS MULTIPLE DISCS	65
SEARCHING A DATABASE UNDER LIBRARY SERVICES	67
<u>APPENDIX B</u>	
ACCESSIBILITY FOR DISABLED PERSONS	69
A.1 WORKING IN ALCHEMY.....	69
A.2 WORKING WITH MENU COMMANDS	70
A.3 WORKING IN DIALOG BOXES	71
A.4 KEYBOARD SHORTCUTS FOR WORKING WITH ONLINE HELP	71
A.5 EDITING DOCUMENT PROFILE INFORMATION IN LIBRARY SERVICES.....	72
A.6 ACCESSING ALCHEMY FUNCTIONS AND FEATURES.....	73
A.7 ALCHEMY SCAN COMMANDS.....	73
A.7.1 <i>SCAN MENU</i>	73
A.7.2 <i>OCR TEMPLATE MENUS</i>	74
A.8 ADDITIONAL KEYBOARD COMMANDS.....	74
INDEX.....	75

CHAPTER 1

GETTING STARTED

This chapter includes important information you should review before using Alchemy Search. It includes the following sections:

- “Alchemy® overview”, page 1
- “What this guide assumes”, page 2
- “Documentation conventions”, page 3
- “Contacting Captaris”, page 4
- “Supported hardware”, page 4

ALCHEMY® OVERVIEW

Alchemy® document management software from Captaris helps you create the electronic file cabinets we've all been talking about for years. By scanning, capturing and storing documents in secure digital archives, Alchemy makes physical storage space unnecessary and frees up computer disk space, too. Alchemy is flexible enough to create unique solutions that even a government compliance auditor can appreciate. And your colleagues will appreciate Alchemy too, because it provides instant access to critical documents, at workstations, desktops or via the Web. Which means vital business processes are supported and the profits can be realized.

Alchemy will manage from 1 to 1 billion documents. Every document is indexed for lightning-fast retrieval; including the full text inside documents. You can store the document repository on a single CD-ROM, on a server hard disk, or on a huge networked optical library. There is no other document management software that can start so small and grow so big. Alchemy's search engine is legendary for resolving index field and full text queries within seconds, regardless of the repository's size or the age of the documents.

Alchemy is:

- **Flexible:** Alchemy can preserve and manage everything from scanned documents to Microsoft® Word documents, Adobe Acrobat Files, CAD drawings, mainframe reports, charts, graphs, email, forms and more on CD-ROMs, server hard disks or networked optical libraries.
- **Scalable:** Being able to start small and then easily expand, deftly handling from one to one billion documents. And, it's easy to deploy across all departments with anywhere from one to thousands of users.

-
- **Mobile:** With Alchemy, your databases can fit on a single CD-ROM or be accessed via the Internet.
 - **Intuitive:** Simple to implement, easy to learn and use with little or no training at all.
 - **Speedy:** Data stored in Alchemy repositories is compressed by a ratio of up to 10:1, which means Alchemy performs lightning-speed searches, rapid retrievals and also saves space.
 - **Secure:** Documents are protected by Alchemy with secure data containers, password protection down to the documents themselves, plus an extra layer of Windows security.
 - **Searchable:** Hundreds of built-in viewers allow users to easily display and retrieve documents. Full text indexing is included so searches can be performed by content as well as file type, file name or date created. Searchable document profiles, folder profiles and annotations are supported as well.
 - **Expandable:** By combining Alchemy products and extensions, you can create a total document management solution with functionality that's customized to your company's needs.

THE ALCHEMY DATABASE ARCHITECTURE

Information Management Research, Inc., now part of the Captaris family, developed a unique flat-file object database structure that is at the heart of Alchemy, which is field-proven in thousands of business applications. Its large installed base makes this database architecture one of the most widely used databases for imaging and COLD applications. And experience in real world applications continually shows that when it comes to indexing and storing large numbers of object files, the Alchemy architecture is more efficient with smaller overhead and is easier to maintain when compared to a relational database.

The database structures are optimized for full-text operations and the integration of document properties and metadata. Originally developed for slow access CD-ROMs, Alchemy's retrieval performance is even more impressive when the databases are stored on RAID or other hard disks.

Unlike any other database used in imaging and COLD applications, Alchemy has highly developed end user interfaces that are completely tuned for one fundamental application: filing and finding documents and data. As a result, Alchemy does not require any special database administrator training. Typical users are deploying their first Alchemy database the same day as installation.

Alchemy's unique architecture allows the read-only database index files, the data containers and the Search program to be located anywhere on a network, or packaged all together on an archival disc. This unusual flexibility enables the end user to configure an Alchemy system to meet his/her specific needs, not the other way around.

While the database has many unique features and is virtually maintenance-free, it is also open to other applications through the ODBC driver interface.

WHAT THIS GUIDE ASSUMES

This guide assumes that you are familiar with the following concepts and procedures:

- The Microsoft operating system environment for both client-and-server-based operating systems.
- Windows-based HTML and/or WinHelp help systems.

-
- The ability to install and operate supported storage and scanning devices.
 - The administration and operation of Microsoft SQL Server and Microsoft SQL Server databases.
 - The administration and operation of Microsoft Exchange.

DOCUMENTATION CONVENTIONS

THIS MANUAL USES THE FOLLOWING CONVENTIONS:

Menu and dialog box options, including buttons, appear in **bold** as depicted in the application. Instructions and descriptions for the options are formatted in regular text. For example:

Name: Type the name of the user, or user ID, in this box. For example, an administrator might just type “admin” in this field.

File names and extensions appear in bold, e.g., **alchemy.ini**, or “the **INI** file.”

Key-strokes, i.e., the instruction to press a specific key on the keyboard, appear as follows: **ALT**, which represents the “Alt” key on the keyboard. If you need to press two or more keys simultaneously, the keys are connected with a plus sign (+). For example:

Press **ALT+F4** to close the window.

NOTES, TIPS AND CAUTIONS APPEAR USING THE FOLLOWING FORMAT:

This is a Note:



Notes are used for clarifications, or in special cases, to qualify important points.

This is a Tip:



Tips are used for positive suggestions that help users apply information described in the documentation to meet their specific needs.

This is a Caution message:



Cautions use negative alerts that inform software users and administrators that a particular action can result in data loss, data corruption, security problems, or performance problems.

SUPPORTED HARDWARE

For the latest information about the hardware that this release supports, contact Technical Support at 1-520-320-7070 or support@captaris.com, or visit the [Captaris](#) Web site.

CHAPTER 2

NAVIGATING ALCHEMY SEARCH

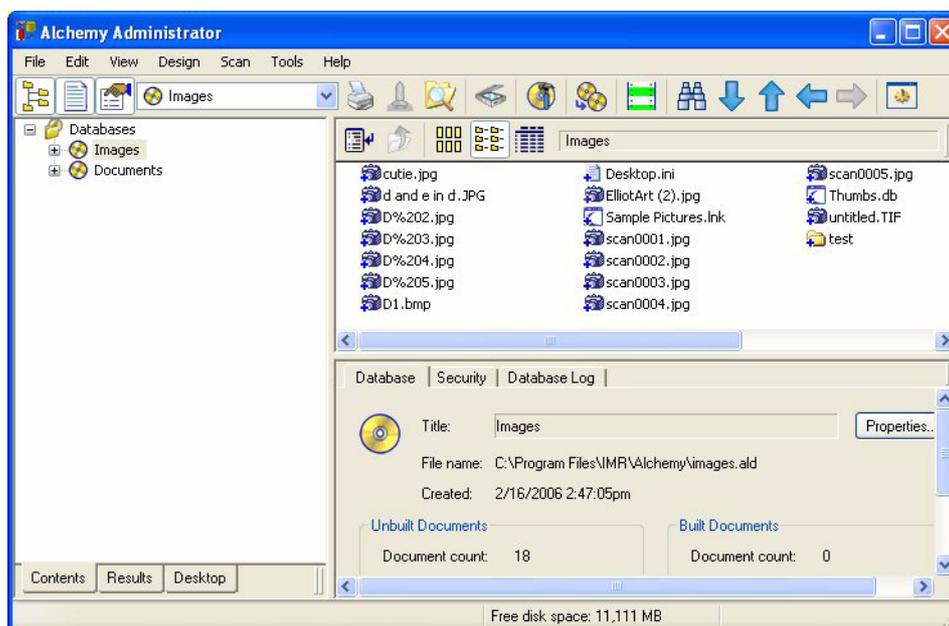
The Alchemy workspace is divided into three panes: the Tree View pane, the Viewer pane, and the Profile pane. The display and functionality of the Viewer and Profile panes are based on what is selected in the Tree View pane. All workspace panes can be opened, closed, sized, and repositioned as needed.

The following topics describe how to navigate Alchemy:

- “Understanding the Alchemy workspace”, page 5
- “Opening and closing databases”, page 15
- “Viewing database or folder contents”, page 17

2.1 UNDERSTANDING THE ALCHEMY WORKSPACE

The Alchemy workspace is divided into three panes: the [Tree View pane](#), the [Viewer pane](#), and the [Profile pane](#), as shown in the illustration below (hover over an area to display its name.) A [status bar](#) at the bottom of the workspace displays various data. Click the appropriate area of the workspace for more information.



2.1.1 USING THE TREE VIEW PANE

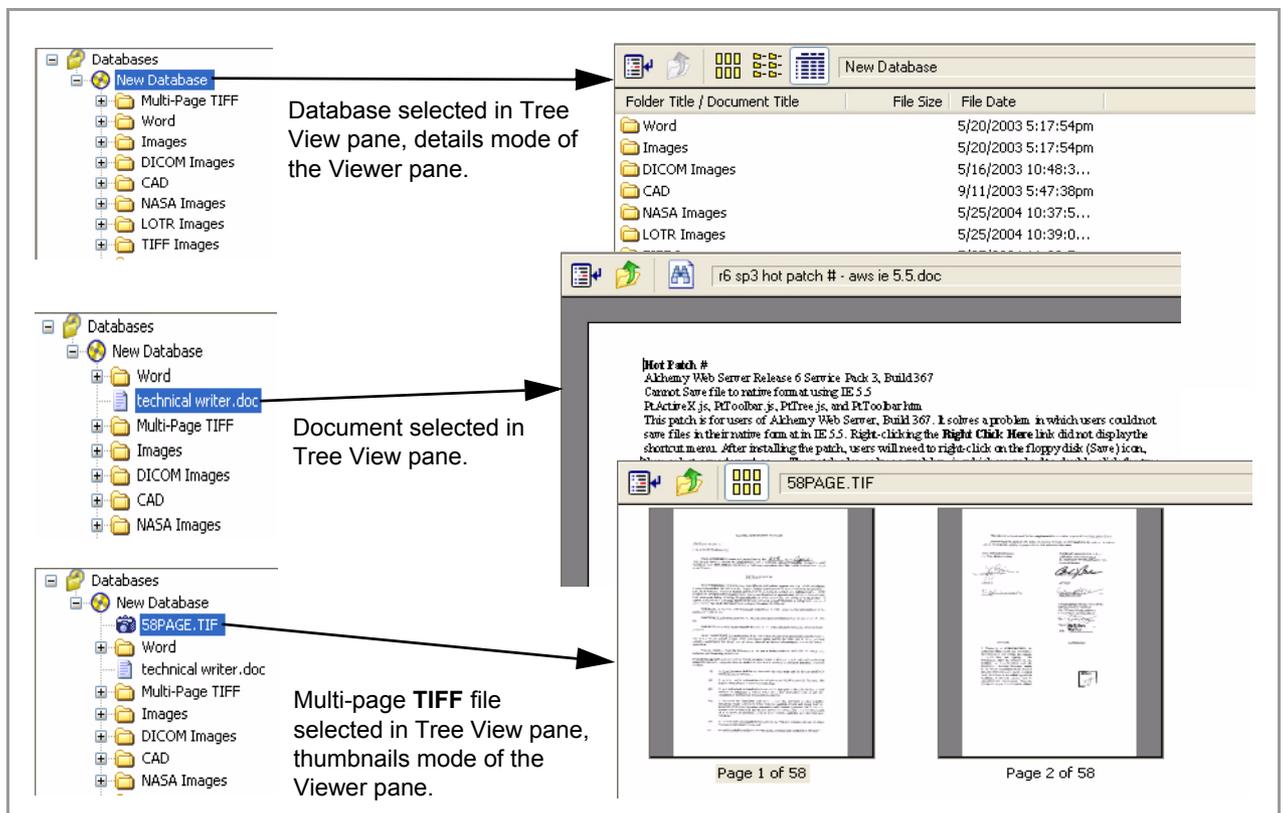
The Tree View pane, displayed by default in the Alchemy workspace, provides a hierarchical view of your databases that can be displayed in various ways. Click the **Tree View** button  to open and close this pane.

At the bottom of the Tree View pane, the following tabs are displayed, which allow you to display various views of your data:

- **Contents:** Displays the contents of all open databases. You can expand or collapse items, much like viewing information in Windows Explorer. If no databases are open, only the “Databases” root folder is shown.
- **Results:** Displays a list of items found as the results of a [search](#). Documents are displayed within the database they are located.

2.1.2 USING THE VIEWER PANE

The Viewer pane, displayed by default in the Alchemy workspace, displays a selected document’s contents, and also lists the contents of a selected database or folder. Click the **Viewer** button  to open and close this pane. The following image illustrates some of the Viewer display modes.



When viewing the contents of a database or folder, the Viewer pane has three display modes: list, details, and thumbnails. Click the appropriate icon on the toolbar to change display modes.

-  **List mode:** When a database or folder is selected in the Tree View pane, the Viewer displays a list of its contents.

-  **Details mode:** When the Viewer is in list mode, click this toolbar button to display detailed information about each document. You can [customize the columns](#) in the details mode to display file information and information from other profile fields. Click a column title to sort the documents in ascending order by the data in that column. See “Changing the columns in the viewer pane” on page 9 for more information.
-  **Thumbnails mode:** Click this toolbar button to display each document in the selected database or folder as a small image in the Viewer pane. You can also use this mode to display all of the pages in a multi-page document. See “Viewing documents in thumbnails mode” on page 10 for more information.

MANAGING THE ALCHEMY VIEWER TOOLBARS

The Alchemy Viewer contains the following toolbars that you can use when viewing files supported by the Alchemy Viewer:

- File
- Image Edit
- Search
- Tools
- Viewing
- Navigation
- Annotation

You can customize the Alchemy Viewer by displaying or hiding toolbars, adding or removing buttons from toolbars, and rearranging the order of buttons on the toolbars.

Do any of the following to customize the appearance and functionality of the Alchemy Viewer:

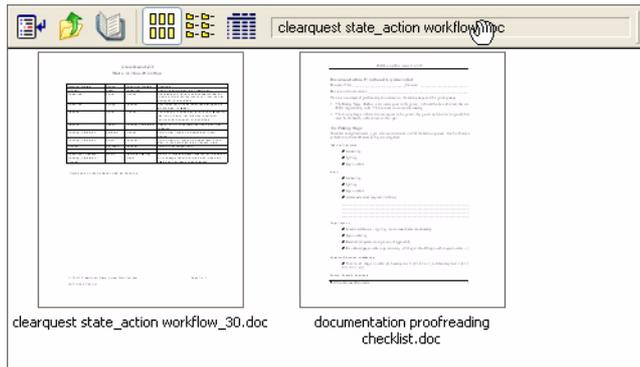
- To display or hide a toolbar, right-click the Alchemy Viewer toolbar and select or clear the check box next to the toolbar you want to display or hide.
- To display, hide, or rearrange the buttons on a toolbar, right-click the toolbar and select **Customize** (toolbar name) on the shortcut menu to display the **Customize Toolbar** dialog box. To add buttons to the toolbar, select the buttons in the **Available toolbar buttons** list and click **Add**. To remove buttons from the toolbar, select the buttons in the **Current toolbar buttons** list and click **Remove**. To rearrange the buttons on the toolbar, click the button you want to move in the **Current toolbar buttons** list and click either **Move Up** or **Move Down**. When finished, click **Close**.

DISPLAYING MULTIPLE VIEWER PANES

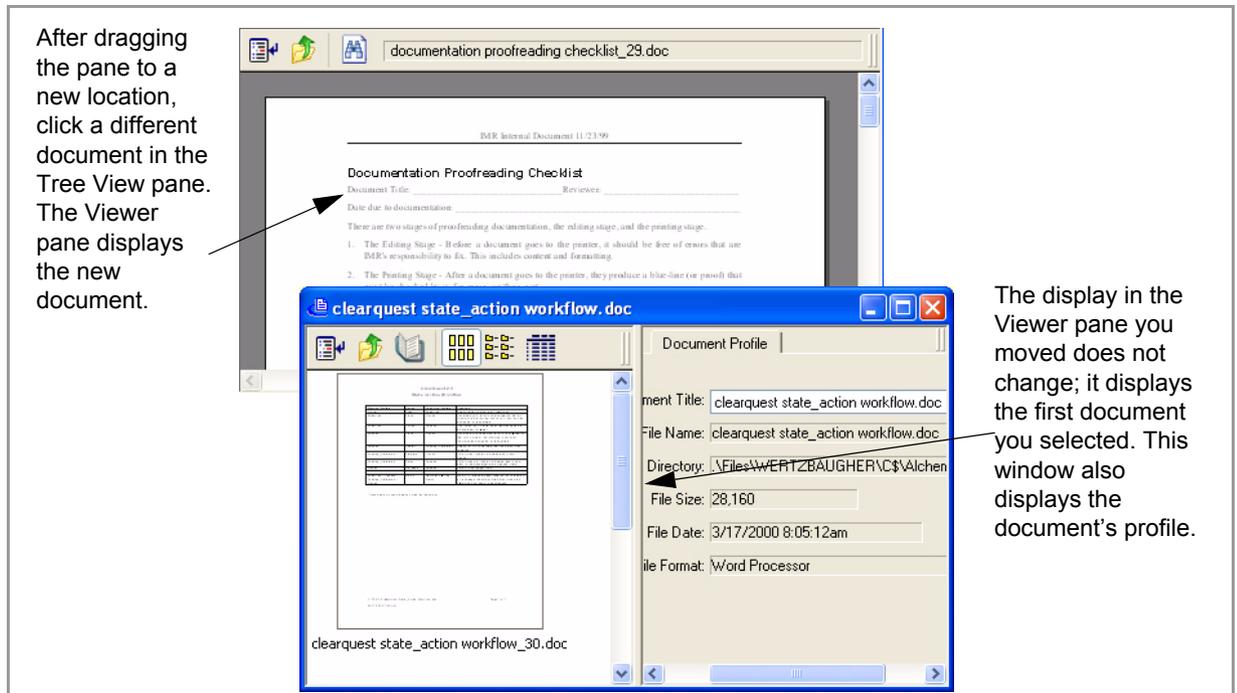
By default, the [Viewer pane](#) displays one document at a time. You can view more than one document simultaneously by opening additional Viewer panes.

- 1 In the [Tree View pane](#), click a document.

- 2 Position your mouse cursor over the section of the Viewer pane's title bar where the document file name is displayed until the cursor's appearance changes from a pointer to a hand, as shown in the following image.



- 3 Drag the window to a different location.
- 4 Click another file in the Tree View pane to display its contents in the original Viewer pane. The display in the pane you moved to the new location does not change; it still displays the first document you selected, along with the document's profile, as shown in the following illustration.



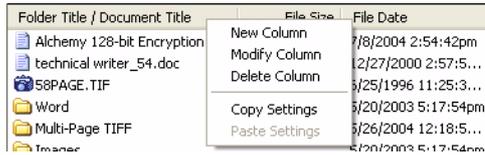
When you click again in the main window, it may cover the pane you moved. To display all open Viewer panes, right-click the Windows task bar and select a method of displaying all open windows (cascade, tile, etc.).



The number of Viewer panes that you can open depends on your system's resources.

CHANGING THE COLUMNS IN THE VIEWER PANE

When the Viewer pane is in [details mode](#), you can add new columns or change the display of existing columns.



To create a new column:

- 1 Right-click anywhere in the column header of the Viewer pane and click **New Column** on the shortcut menu to display the Insert a new column dialog box.
- 2 In the **Columns** list, select a system or custom profile field. The contents of the selected field are displayed in the column in the Viewer pane.
- 3 From the **Justification** options, select an alignment method. The alignment selected here will be applied to both the column heading and the text that appears in the column.
- 4 Click **OK**.

To modify an existing column:

- 1 Right-click in the header of the column to change and click **Modify Column** on the shortcut menu to display the Modify column attributes dialog box.
- 2 In the **Columns** list, select a new field.
- 3 From the **Justification** options, select a new alignment method. The alignment selected here will be applied to both the column heading and the text that appears in the column.
- 4 Click **OK**.

To delete a column:

Right-click the header of the column to delete, and then click **Delete Column** on the shortcut menu. The column is deleted from the Viewer pane without confirmation.

To move a column:

- 1 Click the header of the column you want to move.
- 2 Drag and drop the column to a different location.

To automatically size a column:

- 1 Place the mouse cursor over the column's right separator bar in the header until the cursor changes to a double-sided arrow.
- 2 Double-click to automatically size the column to fit the displayed text.

To copy a column configuration from one database to another:

- 1 Right-click anywhere in the column header and click **Copy Settings** on the shortcut menu.
- 2 Click the database in the Tree View pane to which you want to copy the settings.
- 3 Right-click in the column header and click **Paste Settings** on the shortcut menu.

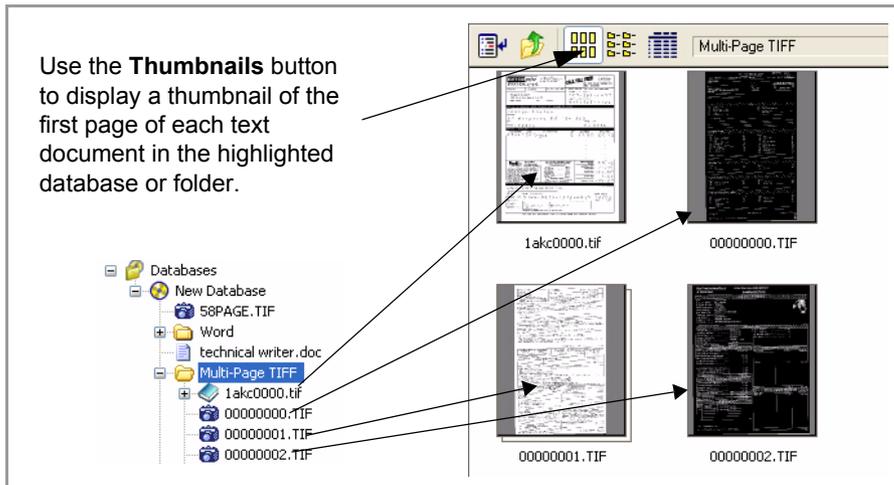
VIEWING DOCUMENTS IN THUMBNAILS MODE

The thumbnails mode in the [Viewer pane](#) displays thumbnails (small images) of database contents, folder contents, or documents in the Viewer pane.

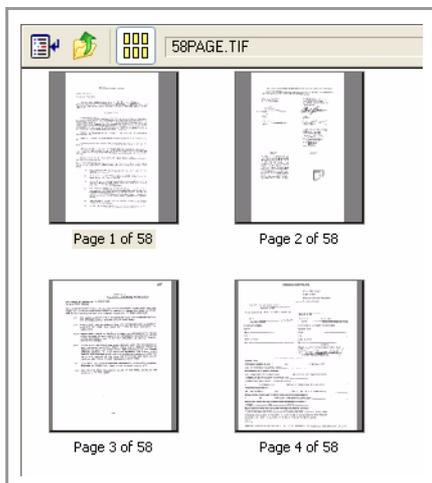


Alchemy cannot display thumbnails of LZW-compressed **TIFF** files.

To use thumbnails mode, highlight a database, folder, or image document in the Tree View pane, and then click the **Thumbnails** button . The Viewer pane displays a thumbnail of the first page of each document (text or image) contained in the selected database or folder, as shown in the following illustration.

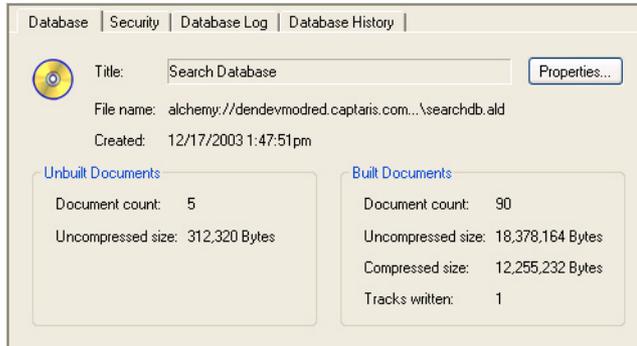


When a single- or multi-page image document is highlighted, the Viewer pane displays a thumbnail of each page, as shown in the following illustration.



2.1.3 USING THE PROFILE PANE

The Profile pane, displayed by default in the Alchemy workspace, displays different tabs depending on which operations have been performed. Click the **Profile** button  to open and close this pane. The following image illustrates some of the tabs in the Profile pane.



The possible tabs displayed in the Profile pane are:

- **Database:** Displays [metadata](#) about the selected database, and provides access to the database properties through the **Properties** button.
- **Security:** Displays a list of existing security groups, and contains buttons for creating, modifying, and deleting security groups.
- **Database Log:** Displays the contents of the [database log file](#), which you can search or delete.
- **Profiles:** When a folder or document is highlighted, the Profile pane displays either a Folder Profile or Document Profile tab. These tabs display [whatever profile fields you choose to view](#).
- **History:** When audit logging is turned on for a database under Alchemy Server control, the Profile pane contains Database, Folder, or Document History tabs that display an [event log](#) for the selected item.
- **OCR:** After optical character recognition (OCR) has been performed on an image file, Alchemy associates the OCR text with the file and populates designated profile fields if Zone OCR was performed. After you OCR an image file, you can search for OCR text within the file using the Alchemy Viewer Find  button. For more information about OCR, see the Alchemy Scan online Help.
- **Forms Overlay:** If at least one [form](#) has been defined for a database, the Profile pane contains a Forms Overlay tab that allows you to select an overlay to apply to a document, or to disable overlays.

VIEWING DATABASE METADATA

Open any of the following tabs in the [Profile pane](#) to view additional information about a selected database:

- **Database tab:** Displays metadata about the selected database, and provides access to the database properties through the **Properties** button. Information displayed on the Database tab includes:
 - database title
 - file name

- date created
 - number of unbuilt and built documents
 - size in bytes of uncompressed and compressed documents
 - number of written tracks
- **Security tab:** Displays group security information for the selected database. If you have administrator rights to the database, you can add or edit group security information for the selected database.



The Security tab appears only for databases that do not use a database-level password.

- **Database Log tab:** Displays database build log information. You can search the contents of the log file by clicking the **Search Within This Document** button , and you can clear the contents of the log file by clicking the **Clear** button .

SELECTING DISPLAY FIELDS FOR FOLDERS OR DOCUMENTS

Folder and document profiles contain metadata about the selected folder or document. You can view template fields, custom fields or all fields for the selected folder or document. The setting you choose applies to all documents and folders.

- 1 In the Tree View pane, select a folder or document.
- 2 With the Profile tab selected, right-click anywhere in the profile pane, and then click **View** on the shortcut menu.
- 3 Select any of the following:
 - **Template Fields:** Displays only those profile fields placed on the profile template by the creator of the database.
 - **Custom Fields:** Displays the document title field, followed by only custom fields that were created by the designer of the database.
 - **All Fields:** Displays all available fields, regardless if they were added to the profile template when it was designed. This option displays all custom fields as well as all system profile fields, including file name, document ID, file directory, file size, file format, and file date.

VIEWING EVENT HISTORY

The Database/Folder/Document History tab appears on the Profile pane when audit logging is turned on for the database in which the selected item resides. If the database is selected, the Database History tab is displayed; if a folder is selected, the Folder History tab is displayed; and if a document is selected, the Document History tab is displayed.

This tab displays the event history for the selected item, including:

- a time stamp (date and time the event occurred)
- product name
- event description

- user name

The Event Details button  opens the Event Details dialog box, which displays specific details about the events associated with the selected item. Click **Next** or **Previous** in this dialog box to scroll through the events for the selected item.

2.1.4 SUMMARY OF PANE DISPLAY

The following table summarizes what each pane displays when the item listed in the first column is highlighted in the [Tree View pane](#) (with the Contents or Results tab opened).

Highlighted item	Viewer pane	Profile pane
Database	Expandable list of database contents	Database information and statistics
Folder	List of folder contents	Folder profile and event history information
Document	Document contents	Document profile and event history information
Compound document	Master document contents	Document profile and event history information

The following list summarizes what each pane displays when the named object is selected in the Tree View pane.

- **Database:** In List mode, the Viewer pane lists the contents of the database (double-click to collapse/expand contents).

The Profile pane shows database information and statistics including: database title, file name, date and time created, the number and size of unbuilt and built files; database security information; database log information; database event history.



Built document statistics apply to those documents already built to the database. Unbuilt document statistics apply to documents that appear in the Tree View pane, but have not been built to the database. This information is updated every time files are added or databases are built.

- **Folder:** The list mode of the Viewer pane lists the contents of the folder (double-click to collapse/expand contents). The document titles, file names, original file directories, and other user defined fields are displayed in the Viewer pane's columns.

The Profile pane shows folder profile and event history information.

- **Document:** The Viewer pane displays the document or image.
The Profile pane shows document profile and event history information.
- **Compound Document:** The Viewer pane displays the master document.

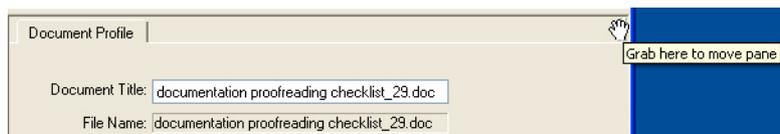
The Profile pane shows document profile information. Double-click the master document to expand and collapse a list of its sub-documents in the Tree View pane. When you click a master

document, a book icon  displays on the Viewer pane toolbar. This button acts as a toggle between viewing the contents of the master document and viewing a list of its sub-documents. See “Viewing compound documents” on page 61 for more information.

2.1.5 MOVING A WORKSPACE PANE

Each workspace pane can be moved to a different position.

- 1 Position the cursor over the pane handle (the double vertical lines in the upper or lower right of each pane) until the cursor changes to a hand icon, as shown below.

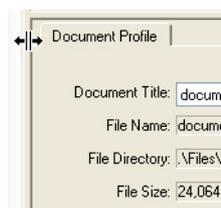


- 2 As you drag the pane around, a positioning box indicates where it will be when you release it. When you have located the desired position, release the mouse button to drop the pane.

2.1.6 SIZING A WORKSPACE PANE

Each workspace pane can be sized according to your needs. Workspace panes are separated by a splitter bar.

- 1 Position the cursor over the bar to move until the cursor changes to two lines between opposing arrows, shown below.



- 2 Drag the bar to the desired size.



To reset the default settings of workspace panes after you resize the panes, on the **View** menu, select **Reset Panes**. This option does not close any additional workspace panes you may have created. Additional workspace panes must be minimized or closed separately.

2.1.7 USING THE STATUS BAR

The status bar at the bottom of the workspace displays:

- A single line description of the menu command or toolbar button currently under the mouse pointer.
- Resolution information about a currently displayed image.
- For multi-page images only, the current page number out of the total number of pages (for example, “Page 1 of 8”).

- Free disk space (in bytes) on the hard drive where the database is located.



Free space is only calculated for databases that reside on a hard drive, not for databases that reside on removable media.

2.2 OPENING AND CLOSING DATABASES

The following topics describe how to open and close databases:

- “Opening a database by browsing”, page 15
- “Opening a read-only database using the Alchemy URL protocol”, page 15
- “Opening a secure database”, page 16
- “Closing a database”, page 17

2.2.1 OPENING A DATABASE BY BROWSING

- 1 On the **File** menu, select **Open Database**.
- 2 On the Open Database URL dialog box, click **Browse**, then select either:
 - **File system** to display the Open Database dialog box, where you can browse to the database or databases you want to open.
 - **Alchemy Server** (ACMS only) to display the Alchemy Server Databases dialog box, where you can browse to the network machine where databases that have been added to Alchemy Server are located.



Databases added from the file system rather than the Alchemy Server are not under server control, and therefore do not have the server’s security features or restrictions applied.

- 3 Select the database or databases you want to open, and then click **Open** on the Open Database dialog box or **OK** on the Alchemy Server Databases dialog box.



You can also browse the network with Windows Explorer to open a database, but if you already have Alchemy open, the database that you open using Windows Explorer is displayed in a new instance of Alchemy.

2.2.2 OPENING A READ-ONLY DATABASE USING THE ALCHEMY URL PROTOCOL



When you use this method of opening a database, you cannot clear the database, delete the database, purge files, build the database, run DataGrabber, or scan information.

- 1 On the **File** menu, select **Open Database**.

- 2 In the **Type the address of a database to open** box, type the Alchemy database URL using the [Alchemy URL protocol](#).
- 3 Click **OK** to open the database.

ABOUT THE ALCHEMY URL PROTOCOL

The protocol uses the following standard naming conventions:

`alchemy://<server>:<port>:<database>`

where:

- `alchemy://` is the Captaris proprietary URL protocol
- `<server>` is the network name or IP address for the server
- `<port>` is the data port number for the server



Unless the client workstation has read access to the server registry, the user must supply the port number in the Alchemy URL.

- `<database>` identifies the database that the server manages

For example, you would type the following URL to access the sales database managed by the Alchemy Server running on the **ntserver.anywhere.com** server and listening on the **3234** data port:

`alchemy://ntsrvr.anywhere.com:3234/sales`

The following URLs are also valid and/or necessary under certain conditions:

- **alchemy://ntsrvr:3234/sales**: You can abbreviate the server name, e.g., from **ntsrvr.anywhere.com** to **ntsrvr**, if the name is unique within the domain.
- **alchemy://172.54.8.23:3234/sales**: You can use an IP address instead of a server name.
- **alchemy://ntsrvr.anywhere.com:3234/databases/sales**: If the database name is not unique on the server, you need to include the directory path to the specific database that you need to access.
- **alchemy://ntsrvr/sales**: You can eliminate the data port number if the client has read access to the following key in the server registry:

```
HKEY_LOCAL_MACHINE\SOFTWARE\Information Management Research,  
Inc.\Alchemy Server
```

2.2.3 OPENING A SECURE DATABASE

Security is implemented when a database is opened. When you open a database that uses , you are prompted to enter a valid group name and a password.

- 1 Open the database to display the Database Login dialog box.



- 2 In the **Group name** box, type the name of the security group to which the administrator assigned you.
- 3 In the **Group password** box, type your group password.
- 4 Click **OK** to open the database.

2.2.4 CLOSING A DATABASE

- 1 In the Tree View pane, select the database or databases you want to close.
- 2 Right-click the database or databases, and then click **Close Database** on the shortcut menu.

2.3 VIEWING DATABASE OR FOLDER CONTENTS

The icons on the [Viewer pane toolbar](#) change to provide access to the appropriate functions for the highlighted item. The selections on the shortcut menu are also context-sensitive, and they change as well, based on whether you right-click:

- [a database](#).
- [a folder or document](#).
- [the Databases root folder](#).

You can also browse through the contents of the database by [manually](#) or [automatically browsing](#), or by [browsing previously viewed documents](#).

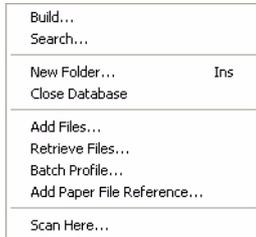
2.3.1 VIEWER PANE TOOLBAR BUTTONS

- **Synchronize Contents** : Synchronizes the Tree View and Viewer panes by highlighting the same object in the Tree View pane that is displayed in the Viewer pane.
- **Up One Level** : Moves up one folder level at a time.
- **Thumbnails** : Displays a [thumbnails view](#) of the database or folder contents.
- **List** : Displays a list of documents and/or folders contained in the highlighted folder or database.

- **Details** : Displays a list of documents and/or folders contained in the highlighted folder or database, and shows profile information according to which fields are selected to be displayed as a column in the Viewer pane. See “Changing the columns in the viewer pane” on page 9 for more information.

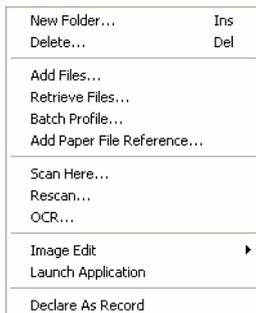
2.3.2 DATABASE SHORTCUT MENU

To access this menu, right-click a database in the Tree View pane. Since these functions are not specific to viewing information, they are described in detail in the appropriate sections of this Help.



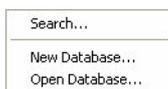
2.3.3 FOLDER/DOCUMENT SHORTCUT MENU

To access this menu, right-click a folder or document in the Tree View pane. Since these functions are not specific to viewing information, they are described in detail in the appropriate sections of this Help.



2.3.4 DATABASE ROOT FOLDER SHORTCUT MENU

To access this menu, right-click the “Databases” root folder in the Tree View pane. Since these functions are not specific to viewing information, they are described in detail in the appropriate sections of this Help.



2.3.5 MOVING BETWEEN ITEMS

You can easily move between items displayed in the Tree View pane using the Next, Previous, Back, and Forward functions. To do so, select a database item in the Tree View pane, for example the database title, folder or file, and then click:

- The **Next** button  to display the next document in the Tree View pane. Folders automatically expand as necessary.

- The **Previous** button  to display the previous document in the Tree View pane. Folders automatically expand as necessary.



See “Automatically browsing database contents” on page 19 for instructions on browsing through the Tree View items automatically.

- The **Back** button  to display the previously viewed document, based on the history of the documents that you have viewed during the Alchemy session. See “Browsing previously viewed documents” on page 20 for more details.
- The **Forward** button  to display the next viewed document, based on the history of the documents that you have viewed during the Alchemy session. See “Browsing previously viewed documents” on page 20 for more details.

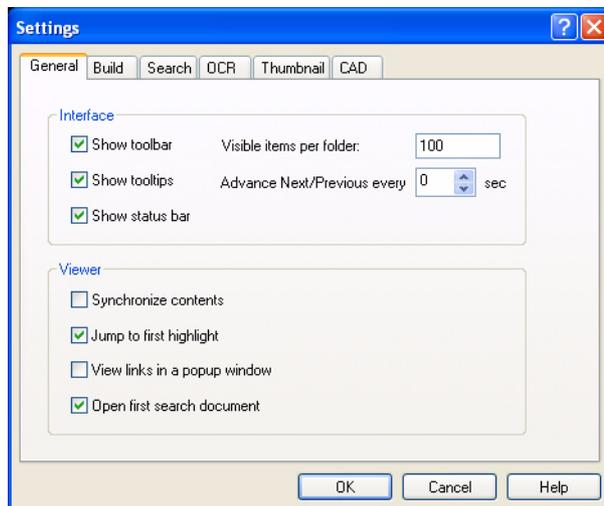


Viewing history for online links is not tracked; therefore, when you navigate between HTML documents in a database, and jump from these documents to links that take you to documents on the Internet, the **Back** and **Forward** buttons might not accurately display documents in proper order.

2.3.6 AUTOMATICALLY BROWSING DATABASE CONTENTS

You can navigate forward and backward through your databases using the **Next** or **Previous** buttons, as described in “Moving between items” on page 18. Alternatively, you can navigate through the database automatically, displaying each document for a specified time interval.

- 1 On the **Tools** menu, select **Settings** to display the Settings dialog box.

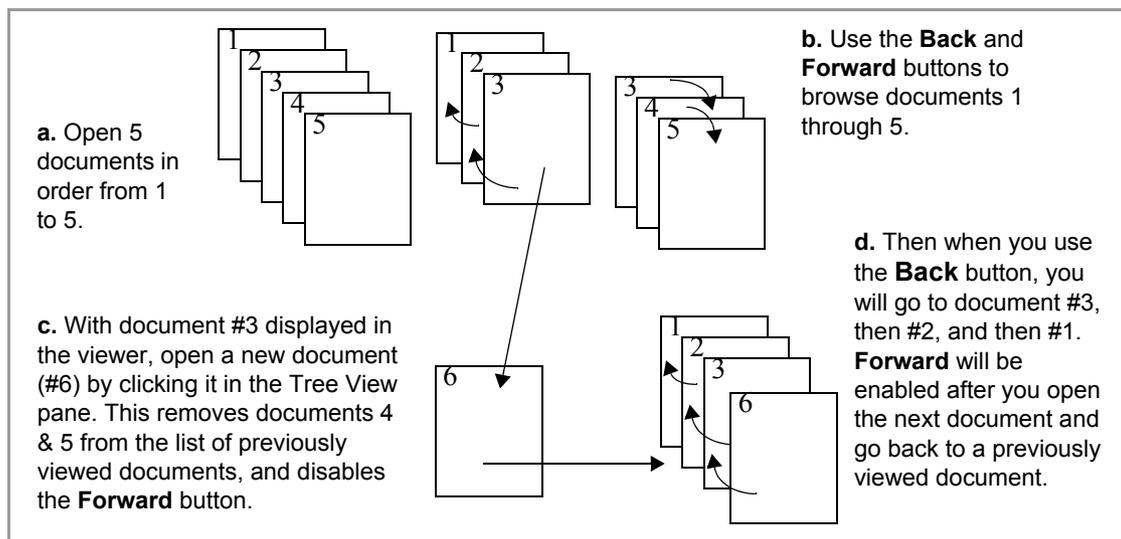


- 2 On the General tab, in the **Advance Next/Previous** box, type a value between 1 and 100 seconds and click **OK**.
- 3 Select the database item in the Tree View pane where you want to begin navigating through the database.
- 4 To automatically navigate forward through the database, click the **Next** button . To automatically navigate backward through the database, click the **Previous** button . Alchemy displays the first file in the Viewer pane. Following the elapsed time you set in the **Advance Next/Previous** box, Alchemy continues to automatically display the next file in the database until it reaches the end of the database or until you stop the action.
- 5 To stop the auto-advance:
 - If navigating forward through the database, click the **Next** button.
 - If navigating backward through the database, click the **Previous** button.
- 6 To automatically switch directions, select or click the opposite menu item or button. For example, if you are navigating forward through the database, click the **Previous** button to automatically begin navigating backward through the database.

2.3.7 BROWSING PREVIOUSLY VIEWED DOCUMENTS

The **Back** and **Forward** buttons allow users to navigate backward and forward between the last 20 documents viewed. These buttons only move backward and forward between *documents*. To navigate between pages in a multi-page document displayed in the Viewer pane, use the **Next** and **Previous** buttons.

When you use the **Back** button to open a previously viewed document and then open a new document, the documents in between are removed from the browse sequence. The following illustration shows how Alchemy Administrator manages the list of previously viewed documents.





The history of viewed documents only applies to those viewed in the main Viewer pane. Documents viewed in a separate viewing window are not included in the list of previously viewed documents.

CHAPTER 3**VIEWING AND EDITING DOCUMENTS****VIEWING AND EDITING DOCUMENTS**

Alchemy supports viewing a wide variety of document types that have been added to databases. To provide the best viewing and editing features for each type of document, Alchemy uses several different viewing technologies. As a result, you may see different toolbars and menu options depending on the type of document you are viewing. Because of this, some of the tasks described here will not be available for certain document types.

The following topics describe how to work with documents:

- “Document types displayed by Alchemy Viewer” on page 24
- “Adjusting document display settings”, page 24
- “Using the Alchemy Viewer Thumbnail pane”, page 28
- “Editing unbuilt image documents”, page 30
- “Viewing document properties”, page 31
- “Viewing links in documents”, page 32
- “Copying portions of a document”, page 34
- “Downloading documents”, page 35
- “Printing documents”, page 35
- “E-mailing documents”, page 37
- “Details about specific document types”, page 38

DOCUMENT TYPES DISPLAYED BY ALCHEMY VIEWER

Alchemy Viewer is a tool that is used within the Viewer pane to display certain types of documents. The following is a list of document types that are automatically displayed in Alchemy Viewer:

.bmp
.dcx
.dib
.g3n
.gif
.jif
.jpg
.pcx
.pdf
.png
.tga
.tif or .tiff
GRP 3, 4
.txt



Microsoft Word, Excel, and PowerPoint documents are converted to **.pdf** documents and displayed in that format in Alchemy Viewer.

ADJUSTING DOCUMENT DISPLAY SETTINGS

Alchemy offers numerous ways for you to manipulate the display of your documents. You can [change several default settings that will affect all documents](#), or you can [change the display of an individual document](#).

CHANGING DEFAULT DISPLAY SETTINGS

You can make changes to [Alchemy Viewer display settings in the Preferences dialog box](#).

CHANGNG CAPTARIS VIEWER DISPLAY SETITINGS

- 1 Open a [document type that is supported by Alchemy Viewer](#).



Do not select a **.txt** file, for which the Alchemy Viewer has special display settings. See “Setting viewing preferences” on page 40 for details.

- 2 Right-click anywhere in the Viewer pane, and then click **Preferences** on the shortcut menu.
- 3 In the left pane of the Preferences dialog box, click **General** and select from the following options:
 - **Enable Anti-Aliasing**: Select this check box to enable anti-aliasing for viewed images. Anti-aliasing smooths jagged edges on displayed images, making the images easier to view on the screen.
 - **Enable GIF Animation**: Select this check box to enable the viewing of animated GIF images. If you do not select this option, you will still be able to view the GIF image, but it will not be animated.
 - **Display Image Annotations**: Select this check box to view image annotations added to files.
- 4 In the left pane of the Preferences dialog box, click **Display** and select from the following options:
 - **Default view mode**: Select the default view mode for displayed files. The options are **Viewer only**, **Thumbnails only**, or **Viewer and Thumbnails**.
 - **Default page layout**: Select the default page layout for displayed files. The options are **Single page**, **Continuous**, **Continuous-Facing**, or **Facing pages**.
 - **Default zoom**: Select the default magnification for displayed files. The options are **Pixel Size**, **Actual Size**, **Fit In Window**, **Fit Width**, or **Fit Height**.
 - **Default thumbnail size**: Select the default size for thumbnail images shown in the Navigation pane. The options are **tiny**, **small**, **medium**, or **large**.
 - **Border (Viewer Pane)**: Select the default border type for the Viewer pane. The options are **None**, **Single**, **Shadow**, **Sunken**, or **Button**.
 - **Color (Viewer Pane)**: Use this to select the default color of the Viewer pane border.
 - **Border (Thumbnail Pane)**: Select the default border type for the Thumbnail pane. The options are **None**, **Single**, **Shadow**, **Sunken**, or **Button**.
 - **Color (Thumbnail Pane)**: Use this to select the default color of the Thumbnail pane border.
- 5 In the left pane of the Preferences dialog box, click **Full Screen** and select from the following options:
 - **Advance every __ seconds**: Select this option to automatically advance the page for multi-page files in full screen mode. You can set the rate at which pages are advanced in seconds.
 - **Advance on any click**: Select this option to advance the page for multi-page files when you click in the full screen viewer.
 - **Loop after last page**: Select this option to automatically loop back (return) to the first page of a multi-page file when you advance past the last page of the file.
 - **Escape key exits**: Select this option to use the Escape key to exit full screen mode.
 - **Default transition**: Use this to select the default transition when advancing to the next or previous page in a multi-page file. The options are **Replace - no transition**, **Blinds Horizontal**, **Blinds Vertical**, **Wipe Left**, **Wipe Top**, **Wipe Right**, **Wipe Bottom**, **Box In**, **Box Out**, or **Dissolve**.

- **Mouse cursor:** Use this to determine the behavior of your mouse cursor when viewing files in Full Screen mode. The options are **Always Visible**, **Always Hidden**, or **Hidden After Delay**.
 - **Toolbar:** Use this to determine the behavior of the toolbar when viewing files in Full Screen mode. The options are **Always Visible**, **Always Hidden**, or **Hidden After Delay**.
 - **Background color:** Use this to select the background color for the Full Screen viewer.
- 6 To return the settings for the displayed category (**General**, **Display**, or **Full Screen**) back to the default settings, click **Set Defaults**.
 - 7 Click **OK**.

Changing the display of individual documents

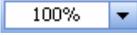
CHANGING THE DISPLAY OF INDIVIDUAL DOCUMENTS

You can override the default display settings by adjusting the display of an individual document. You can change:

- the display size: see “Sizing documents” on page 26
- the rotation: see “Rotating documents” on page 27
- the screen: see “Displaying documents in full screen mode” on page 27
- the display mode: see “Changing the display mode” on page 27

SIZING DOCUMENTS

You can resize a document in a number of ways. Depending on the type of document that is displayed, you can change the magnification using one or more of the following steps:

- Click the **Zoom-in** toolbar button  or the **Zoom-out** toolbar button .
- Expand the toolbar zoom percentage list  and select the desired magnification in the list.
- Right-click anywhere in the Viewer pane, point to **Size** on the shortcut menu, and then click the desired option on the list.
- Use thumbnails (Alchemy Viewer only). See “Adjusting document magnification using thumbnails” on page 29.
- To resize the image to fit in the window, click the **Fit in Window** toolbar button , or right-click anywhere in the Viewer pane and click **Fit in Window** on the shortcut menu.
- To resize the image to fit the width of the Viewer pane, click the **Fit Width** toolbar button , or right-click anywhere in the Viewer pane and click **Fit Width** on the shortcut menu.
- To return a page to its actual size, click the **Actual Size** toolbar button , or right-click anywhere in the Viewer pane and click **Actual Size** on the shortcut menu.



You can select a default display mode for all documents viewed within the Alchemy Viewer. For instructions, see step 4 of the “Changing Captaris Viewer display settings” topic.

Rotating documents

Displaying documents in full screen mode

Changing the display mode

ROTATING DOCUMENTS

You can rotate any [document that is supported by Alchemy Viewer](#).

To rotate a document, right-click anywhere in the Viewer pane, and then click **Rotate Right** or **Rotate Left** on the shortcut menu.

Sizing documents

Displaying documents in full screen mode

Changing the display mode

DISPLAYING DOCUMENTS IN FULL SCREEN MODE

You can display any [document that is supported by Alchemy Viewer](#) in full screen mode. In full screen mode, document pages fill the entire screen. The application user interface is hidden. You can use full screen mode to easily view entire pages of single or multi-page documents. When viewing multi-page documents, you can also use automatic page advancement and transitions, as described in step 5 of the “Changng Captaris Viewer display settings” topic.

- 1 On the status bar, click the **Full Screen** view button .
- 2 If you have not set automatic page advancement options, you can manually navigate through the document using the following methods:
 - To page through the file, press the RETURN, PAGE DOWN, or DOWN ARROW key. To page to the last page of the file, press the END key.
 - To page backward through the file, press the SHIFT+RETURN, PAGE UP, or UP ARROW key. To page backward to the first page of the file, press the HOME key.
 - Right-click anywhere in the window, and then click the desired navigational direction on the shortcut menu.
 - If available, use the navigation tools on the toolbar at the top of the screen.
- 3 To exit full screen mode, either press the ESCAPE key or click the **Close** button  on the toolbar at the top of the screen.

Sizing documents

Rotating documents

Changing the display mode

CHANGING THE DISPLAY MODE

Display modes are only available for multi-page image documents. You can use four page layouts:

- Single page layout displays one page at a time. On the status bar, click the **Single Page** button



- Continuous layout arranges the pages in a continuous vertical column. On the status bar, click the **Continuous** button .
- Facing layout arranges the pages side by side in the Viewer pane. This configuration accommodates a two-page spread display and multiple-page viewing in the window. If a file has more than two pages, the first page is displayed on the right to ensure proper display of two-page spreads. On the status bar, click the **Facing** button .
- Continuous-Facing layout arranges the pages side by side. This configuration accommodates a two-page spread display and multiple-page viewing in the window. If a file has more than two pages, the first page is displayed on the right to ensure proper display of two-page spreads. The remaining pages are arranged two at a time in a continuous vertical column. On the status bar, click the **Continuous-Facing** button .



To view two-page spreads most efficiently, use the Continuous-Facing page layout with **Fit Width** page view (see “Sizing documents” on page 26 for details).



You can select a default display mode for multi-page image documents. For instructions, see step 4 of the “Changng Captaris Viewer display setitings” topic.

Sizing documents

Rotating documents

Displaying documents in full screen mode

USING THE ALCHEMY VIEWER THUMBNAIL PANE

Alchemy Viewer includes a Thumbnail pane which you can use for navigating documents. Thumbnails are miniature previews of the image or pages displayed in the Viewer pane. Thumbnails allow you to adjust the view of the current image or jump to a specific page of a multi-page image document.

The following topics describe how to use the Alchemy Viewer Thumbnail pane:

- “Opening and closing the Thumbnail pane”, page 29
- “Navigating multi-page image documents using thumbnails”, page 29
- “Adjusting document magnification using thumbnails”, page 29
- “Changing thumbnail display size”, page 29
- “Printing documents using thumbnails”, page 30



Alchemy Viewer is displayed in the Viewer pane when a [supported document type](#) is open.

OPENING AND CLOSING THE THUMBNAIL PANE

To open or close the Thumbnail pane, either click the Thumbnail pane toolbar button  or click  on the status bar. You can adjust the width of the Thumbnail pane as necessary by clicking and dragging the border between the Thumbnail and Viewer panes.



You can have the Thumbnail pane open or closed by default whenever the Alchemy Viewer tool is used. For instructions, see step 4 of the “Changng Captaris Viewer display setitings” topic.

Navigating multi-page image documents using thumbnails

Adjusting document magnification using thumbnails

Changing thumbnail display size

Printing documents using thumbnails

NAVIGATING MULTI-PAGE IMAGE DOCUMENTS USING THUMBNAILS

To display a specific page of a multi-page image document, in the Thumbnail pane, click the thumbnail of the page you want to view.

Opening and closing the Thumbnail pane

Adjusting document magnification using thumbnails

Changing thumbnail display size

Printing documents using thumbnails

ADJUSTING DOCUMENT MAGNIFICATION USING THUMBNAILS

On the desired thumbnail, place the mouse cursor over the lower right corner of the red box that appears within the thumbnail image. The cursor will change to a resize arrow , which you can click and drag to reduce or expand the view of the document.



If you magnify a document to a size larger than the window, click and drag the red box in the thumbnail image to move the portion of the document that is displayed.

Opening and closing the Thumbnail pane

Navigating multi-page image documents using thumbnails

Changing thumbnail display size

Printing documents using thumbnails

CHANGING THUMBNAIL DISPLAY SIZE

To change the size of the thumbnails, right-click anywhere in the Thumbnail pane, and then click the thumbnail size you want on the shortcut menu. You can select **Tiny**, **Small**, **Medium**, or **Large** thumbnails.



You can change the default thumbnail size for the Thumbnail pane. For instructions, see step 4 of the “Changng Captaris Viewer display setitings” topic.

Opening and closing the Thumbnail pane

Navigating multi-page image documents using thumbnails

Adjusting document magnification using thumbnails

Printing documents using thumbnails

PRINTING DOCUMENTS USING THUMBNAILS

Right-click on the desired thumbnail, and then click **Print Pages** on the shortcut menu. See “Printing documents” on page 35 for additional instructions.

Opening and closing the Thumbnail pane

Navigating multi-page image documents using thumbnails

Adjusting document magnification using thumbnails

Changing thumbnail display size

EDITING UNBUILT IMAGE DOCUMENTS



Users accessing Alchemy Web through an Anonymous user account will be unable to edit unbuilt image documents.

You can edit unbuilt image documents that are displayed by the Alchemy Viewer in various ways. See “Document types displayed by Alchemy Viewer” on page 24 to see which image document types are supported. The options available to edit your image documents depend on the type of image document you are editing.

- 1 Display the unbuilt image document you want to edit.
- 2 Click the **Edit Image** toolbar button  to display a drop-down list of editing options.
- 3 Select from the following options:
 - **Undo**: Reverses all changes made during this session.
 - **Invert**: Inverts all pixels in an image to produce a negative image.
 - **Mirror**: Rotates the image 180° along its vertical axis. Selecting this option displays a mirror image of the graphic.
 - **Flip**: Rotates the image 180° along its horizontal axis.
 - **Crop**: Removes everything outside a selected area, leaving only the selected area as the image. To crop an image, select the area of the image you want to keep, then click the **Edit Image** button and click **Crop**.

- **Clear:** Deletes the contents of the selected area on the image. To clear an area of an image, select the area of the image you want to remove, then click the **Edit image** button and click **Clear**.
 - **Rotate Left:** Rotates the image left (counter-clockwise) 90°. Selecting this option once places the image on its left side.
 - **Rotate Right:** Rotates the image right (clockwise) 90°. Selecting this option once places the image on its right side.
 - **Rotate by:** Rotates the image right or left by the specified number of degrees.
 - **Deskew:** Attempts to straighten images that are slightly tilted as a result of document alignment or scanning imperfections.
 - **Despeckle:** Clears the image of stray spots and marks.
 - **Remove Black Borders:** Removes black borders around pages that appear as a result of the scanning process.
 - **Convert to Gray:** Converts a color image to grayscale.
 - **Convert to Monochrome:** Converts a color image to black and white.
 - **Brightness and Contrast:** Controls the brightness and contrast of the image.
- 4 To save your changes, navigate away from the image, then click **Yes** on the Save Image dialog box.
- **Smooth:** Shows less detail, causing the image's grain to appear smoother.
 - **Remove Lines:** Removes lines drawn on a page, such as lines that enclose table cells.
 - **Repair Lines:** Repairs lines drawn on a page, such as lines that enclose table cells.
 - **Remove Holes:** Removes the three-hole punch marks from scanned pages.

VIEWING DOCUMENT PROPERTIES

You can display the properties of any [document that is supported by Alchemy Viewer](#).

To display the file properties, right-click anywhere in the Viewer pane, and then click **Properties** on the shortcut menu. The File Properties dialog box displays the following information for each page in the displayed file:

- Name
- Location
- Size
- Modified
- Page
- File Type
- Width
- Height
- Horizontal Resolution
- Vertical Resolution
- Bit Depth
- Color Representation

- Compression

To view properties for specific pages of a file, click the **Next Page** button  or **Previous Page** button  until the page you want to review appears. Click the **Last Page** button  to move to the last page in the file, or click the **First Page** button  to move to the first page in the file.

VIEWING LINKS IN DOCUMENTS

The viewing of linked and embedded documents is supported for the following file formats:

- **HTML**
- **PDF**
- zipped archives
- Microsoft documents

Hyperlinks and images contained in documents behave differently depending on whether they link to another document or file in the database, or to an external document or file. The build status for a document determines this behavior. For example, you might add an HTML document without adding the documents or images to which the document links. When you click a link or open an unbuilt HTML document that displays an image, Alchemy Administrator will locate the source file and display the correct link or image. Before you build the database, the links in the document remain “live.”

After you build the database, though, the document is added to the data container. From a data container, there is no way for Alchemy Administrator to locate an external source; therefore, after a document is built into a database, any links to external source files will not function properly.

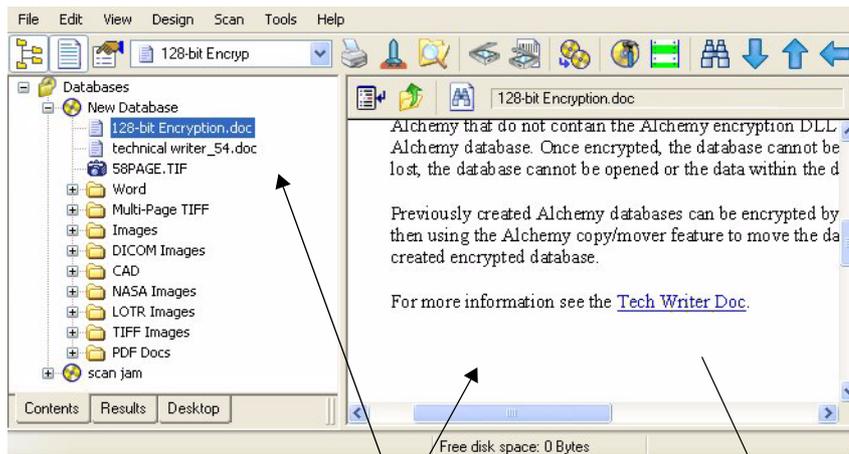
However, when you add both the document and the documents and/or files to which it links using the appropriate directory structure, the data container retains all links in the document after you build the database. The links are functional as long as the linked file is in a supported format. Also, be careful that you add files appropriately when your links use relative path names.

In **HTML** and **PDF** documents, links point to another file or address. If the linked file is present in the database in a supported file format, Alchemy displays the file when a user clicks the link.

Click a zipped archive file to display in the Viewer pane a list of files contained in the archive. Click a file in the list to display it in the Viewer pane (or in a separate window, depending on selected settings).

Microsoft documents may contain linked documents and/or embedded documents. Alchemy Administrator supports both types of links so that when a user clicks a link, and if the linked file is present in the database in a supported format, Alchemy displays the file. Embedded documents are displayed in their specified positions within the main document in the Viewer pane.

The following illustration provides an example of how linked and embedded documents are displayed.



Here the Viewer pane displays a Microsoft Word document that contains a linked document and an embedded document.

When a user clicks the linked document, depending on settings selected in the Settings dialog box, the linked file opens in a shortcut window or replaces the document in the Viewer pane. Links within HTML and PDF documents are displayed in the same way.

Alchemy displays the contents of the embedded document in its designated position within the main document in the Viewer pane.



See the following topics for more information:

- “Using Microsoft Internet Explorer to view links in compressed data containers”
- “Dynamic links”
- “Navigating backward and forward between HTML documents”

USING MICROSOFT INTERNET EXPLORER TO VIEW LINKS IN COMPRESSED DATA CONTAINERS

This information applies to all documents that contain links to embedded files (for example, HTML documents, CAD files, and XREFs). Links in these documents do not properly function if the following conditions apply:

- You use Internet Explorer to view the document.
- The documents were built to a database with both the **Copy files to data containers** and **Compress data containers** options selected.

The links will work if you build the documents to the database with the files copied to data containers and you do not compress the data containers. This situation is an issue only when you click the Launch Application button to use Internet Explorer to view files containing links due to the method Internet Explorer uses to open documents from compressed data. You will not encounter this problem when you use Alchemy Administrator to view documents containing links.

Dynamic links

Navigating backward and forward between HTML documents

DYNAMIC LINKS

Many HTML files contain dynamic scripts that use alternate images based on some event such as passing the mouse over some text or other item. Alchemy Administrator cannot dynamically locate these files from a database and, therefore, cannot display them. An **HTML** error page might appear in place of the image.

Using Microsoft Internet Explorer to view links in compressed data containers

Navigating backward and forward between HTML documents

NAVIGATING BACKWARD AND FORWARD BETWEEN HTML DOCUMENTS

Alchemy Administrator does not track the viewing history for online links; therefore, when you navigate between **HTML** documents in a database, and jump from these documents to links that take you to documents on the Internet, the **Back** and **Forward** buttons might not accurately display documents in proper order.

Using Microsoft Internet Explorer to view links in compressed data containers

Dynamic links

COPYING PORTIONS OF A DOCUMENT

You can [select all or portions of a document](#), which you can then drag and drop to another application or copy to the Windows clipboard and then either print it or paste it into another application.

SELECTING INFORMATION

- 1 Click a document in the Tree View or Results pane to display its contents in the Viewer pane.
- 2 Select the section of text or portion of the image that you want to copy or print. To select the entire document, right-click anywhere in the document and click **Select All** on the shortcut menu.

To clear the selection, place the mouse pointer anywhere in the document and click the mouse button.



To select content as text when viewing a document that contains text, such as a PDF or Microsoft Office document, you must first select the Text Select Tool button  on the toolbar to enable text selection.

- 3 Do any of the following:
 - Drag and drop the selection into a RTF-capable text editor such as WordPad or MS Word.
 - To copy the selection to the Windows clipboard, right-click anywhere in the document and click **Copy** on the shortcut menu.

You can then either print the selection or paste it into another application.



When you copy an image to the clipboard, it is converted to bitmap (**BMP**) format. Therefore, if the original image is in another image format, the file size of the copied image might increase.

DOWNLOADING DOCUMENTS

You can download a document from a database accessed through Alchemy Web to your computer so that you have access to it even when you are not connected to the Internet and Alchemy Web.

- 1 Click the Explore tab to open Explore view.
- 2 From the database selection list in the upper left corner of the Tree View pane, select the database that contains the document you want to download.
- 3 In the Tree View pane, select a folder to display its contents in the Viewer pane, or expand the folder node to display the folder contents in the Tree View pane.
- 4 In the Viewer pane, click the **Download Item** button  to the right of the document that you want to download.
- 5 In the File Download dialog box, click **Save**.
- 6 In the Save As dialog box, browse to the location where you want to save the document, modify the file name as necessary and click **Save**.



You can download a document when viewing it in the Viewer pane or in a separate browser window. If your Alchemy Web administrator set the file type to view in its native application, you may be prompted to save it to your local computer or open the document. To save the document to your local computer, click **Save** and follow the procedure described in this topic.

PRINTING DOCUMENTS

If enabled by your Alchemy administrator, Alchemy Web provides you with the ability to print [documents](#), [portions of documents](#), or [selected pages in documents](#).

PRINTING DOCUMENTS

- 1 View the document that you want to print by selecting the document title from the Tree View, Viewer, or Search Results pane.
- 2 Click the Print button  on the toolbar to display the Print dialog box.
- 3 Specify the following:
 - Printer
 - Print range
 - Number of copies
 - Print to file

- 4 If available, select the print options you want.



[Print options available for the Alchemy Viewer](#) appear on the Alchemy Viewer Print dialog box. The text file Print dialog box does not offer any print options.

- 5 On the Print dialog box, click **OK** to print.

To print OCR text in the Alchemy Web client:

- 1 Display the file whose OCR text you want to print.
- 2 On the Captaris Viewer toolbar, click the **Text Content**  button to display the file's OCR text.
- 3 Click the **Print** button.
- 4 On the **Print** dialog box, click **Print**.



Only the OCR text from the currently viewed page in a multipage file is printed. To print the OCR text from other pages in a multipage file, you must first view the page whose OCR text you want to print.

Printing selected pages in a multi-page document

Printing selected portions of a document

CAPTARIS VIEWER PRINT OPTIONS

- **Shrink oversized pages to paper size:** Select this check box to reduce the size of the selected items to fit the page when printed.
- **Expand small pages to paper size:** Select this check box to enlarge the selected items to fill the page when printed.
- **Auto-detect page orientation:** Select this check box to automatically orient the page to the page orientation of the item being printed. For example, if you are printing an image that uses a landscape orientation, when you select this check box, Alchemy changes the page orientation of the paper to match the page orientation of the image before printing.
- **Center pages:** Select this check box to center the selected items on the page when printed.
- **Pages per sheet:** Use the features below to print more than one document or image on a page.
 - **Pages across:** Type or select the number of documents to tile across the page when printed. The range is 1 - 99.
 - **Pages down:** Type or select the number of documents or pages to tile down the page when printed. The range is 1 - 99.

PRINTING SELECTED PAGES IN A MULTI-PAGE DOCUMENT

Alchemy Viewer gives you the ability to print selected pages of multi-page documents by selecting thumbnail images of the pages you want to print. For more information about using the thumbnail pane in Alchemy Viewer, see “Using the Alchemy Viewer Thumbnail pane” on page 28.

- 1 View the document that you want to print by selecting the document title from the Tree View, Viewer, or Search Results pane.
- 2 Open the thumbnail pane.
- 3 Select the pages you want to print.
- 4 Right-click the images you selected to print, and then click **Print Pages** on the shortcut menu. The Alchemy Viewer Print dialog box appears.



On the Print dialog box, the **Selection** option should be automatically selected in the **Print range** area.

- 5 Select print options as desired, and then click **OK**.

Printing documents

Printing selected portions of a document

PRINTING SELECTED PORTIONS OF A DOCUMENT

You can select and print portions of text and image documents in Alchemy.

- 1 View the document that you want to print by selecting the document title from the Tree View, Viewer, or Search Results pane.
- 2 Select the portion of text or image that you want to print, and then click the Print button  on the toolbar to display the Print dialog box.



On the Print dialog box, the **Selection** option should be automatically selected in the **Print range** area.

- 3 Select print options as desired.
- 4 Click **OK** to print the selected area.



Alternatively, you can copy/paste the selection into any application and print from that application. Areas selected as images or from image files must be pasted into an application that supports RTF formatting, such as Wordpad or MS Word.

Printing documents

Printing selected pages in a multi-page document

E-MAILING DOCUMENTS

Alchemy Web gives you the ability to e-mail selected documents from the Viewer pane in either the Explore or Search Results view, or from the View Item page while viewing a document.



E-mail functionality is not available when accessing the Alchemy Web site using anonymous user access.

To e-mail selected items from the Viewer pane:

- 1 Do either of the following:
 - In Explore view:
 - In the Tree View pane, select the database that contains the documents you want to send from the Database list.
 - Select a folder to display its contents in the Viewer pane.
 - In the Viewer pane, select the check box of the document(s) that you want to send.
 - In Search view:
 - In the Viewer pane, select the check box of the document(s) that you want to send from the Search Results list.
- 2 Click the **E-mail Items** button .
- 3 In the Set E-mail Properties page, type your information in the appropriate fields as necessary.
- 4 Click **Send E-mail**.
- 5 After confirming that you successfully sent your document, close the Set E-mail Properties page either by doing one of the following:
 - Click the **Back** link.
 - Click the **Close** link

To e-mail a document or image you are viewing:

- 1 View the document you want to send.
 - 1 In the View Item page, click the **E-mail Items** button .
 - 2 In the Set E-mail Properties page, type your information in the appropriate fields as necessary.
 - 3 Click **Send E-mail**.
 - 4 After confirming that you successfully sent your document, close the Set E-mail Properties page either by doing one of the following:
 - Click the **Back** link.
 - Click the **Close** link

DETAILS ABOUT SPECIFIC DOCUMENT TYPES

The following topics provide additional information about certain document types, including:

- “Multi-page image documents”, page 39
- “PDF image documents”, page 40
- “Text documents”, page 40
- “AutoCAD image documents”, page 41

- “Viewing compound documents”, page 43

MULTI-PAGE IMAGE DOCUMENTS

The following topics describe what you can do when viewing multi-page image documents:

- “Moving between pages”, page 39
- “Multi-page TIFF image documents”, page 39

MOVING BETWEEN PAGES

Alchemy Viewer provides buttons, menu commands, and keyboard shortcuts for paging through a multi-page file. You can go to another page in any of the following ways:

- To go to the next page, click the **Next Page** button  on the status bar, press the PAGE DOWN key, or press the DOWN ARROW key (Continuous or Continuous-Facing page layouts only).
- To go to the previous page, click the **Previous Page** button  on the status bar, press the PAGE UP key, or press the UP ARROW key (Continuous or Continuous-Facing page layouts only).
- Use the Thumbnail pane to display a specific page as described in “Navigating multi-page image documents using thumbnails” on page 29.
- To go to the first page, click the **First Page** button  on the status bar, or press the HOME key.
- To go to the last page, click the **Last Page** button  on the status bar, or press the END key.
- In the **Current Page** box on the status bar, select the current page number, type the page number to jump to and press ENTER.

MULTI-PAGE TIFF IMAGE DOCUMENTS

Once a multi-page **TIFF** image document has been added to a database, and before the database is built, the pages can be manipulated while in thumbnails mode in the following ways:

- Drag and drop thumbnails to new locations to change the order of pages.
- Drag and drop new **TIFF** or bitmap files to the thumbnail display to add new pages.
- To delete a page from the document, right-click the thumbnail and click **Delete Selected Pages** on the shortcut menu. If the images were added from your hard drive or network, they are removed from the database only. The source image files still reside in their original locations. If the images were scanned into the database, their files are also deleted from the Images directory of the Alchemy database.

After changes have been made to a **TIFF** image document, two things can happen: 1) If you have write access to the file, Alchemy will save the changes you have made; 2) If for some reason you do not have write access to the file, you will be prompted to save it with a new name and location. In the second instance, the new, changed file must be re-added to the database.

PDF IMAGE DOCUMENTS

Depending on what is installed on your computer, Alchemy uses either Adobe Acrobat or Adobe reader to view PDF files. The first time you view a PDF file, Alchemy may prompt you to install a plug-in to your installed version of Adobe Acrobat or Adobe Reader that will allow you to view PDF files and give you access to Adobe Acrobat or Adobe Reader functionality in Alchemy.

For information on how to use the Adobe Acrobat or Adobe Reader functionality available in Alchemy when viewing PDF files, please see the appropriate Adobe user documentation.



If you do not install the plug-in you will not be able to view PDF files in Alchemy.

TEXT DOCUMENTS

The following topics describe what you can do when viewing text documents:

- “Displaying or hiding rulers, line numbers, and greenbars”, page 40
- “Adjusting the page setup options”, page 40
- “Setting viewing preferences”, page 40

DISPLAYING OR HIDING RULERS, LINE NUMBERS, AND GREENBARS

With a text document displayed, right-click anywhere in the document, and then click the desired option on the shortcut menu, either **Ruler**, **Line Numbers**, or **Greenbar**. Once you have selected an option, you can click it again to clear the selection.



You can choose to display or hide any of these options by default. See “Setting viewing preferences” on page 40 for instructions.

Adjusting the page setup options

Setting viewing preferences

ADJUSTING THE PAGE SETUP OPTIONS

With a text document displayed, click the **Page Setup** button  on the toolbar to display the Page Setup dialog box. Select the desired options and click **OK**.

Displaying or hiding rulers, line numbers, and greenbars

Setting viewing preferences

SETTING VIEWING PREFERENCES

- 1 With a text document displayed, right-click anywhere in the document, and then click **Preferences** on the shortcut menu.

- 2 In the left pane of the Preferences dialog box, click **General** and select from the following options:
 - **Tab Size**: Controls the tab delimiter for non-formatted text files.
 - **Greenbar Background**: Select this check box to display the greenbar paper mode.
 - **Line Length**: Controls the line length delimiter for non-formatted text files.
 - **Display Line Numbers**: Select this check box to display line numbers on the left hand side of the Viewer pane.
 - **Display Ruler**: Select this check box to display the horizontal ruler at the top of the Viewer pane.
- 3 In the left pane of the Preferences dialog box, click **Color** and select from the following options:
 - **Colors**: Displays a list of items for a text file for which you can select and control the display color.
 - **Foreground**: Controls the color of the foreground color of the selected item in the **Colors** list.
 - **Background**: Controls the color of the background color of the selected item in the **Colors** list.

Displaying or hiding rulers, line numbers, and greenbars

Adjusting the page setup options

AUTOCAD IMAGE DOCUMENTS

AutoCAD image documents with the extension **.dxf**, **.dwg**, or **.dgn** can be viewed in Alchemy. The following topics describe what you can do when viewing AutoCAD image documents:

- “Sizing the document display”, page 42
- “Selecting layers”, page 42
- “Opening named views”, page 42
- “Using panning view”, page 43



The larger the AutoCAD file, the longer it takes to display. To interrupt the display of large AutoCAD files, either click **Cancel** in the progress box or press the Esc key.



Notes:

- You cannot view **.dgn** files in Alchemy Web.
- When viewing CAD documents in Alchemy Web, only the base CAD drawing is automatically loaded. XREF files associated with the base CAD drawing must be loaded individually before they can be viewed in Alchemy Web.

SIZING THE DOCUMENT DISPLAY

To scale the AutoCAD document to fit the Viewer pane, click the **Fit in Window** button on the toolbar.

Selecting layers

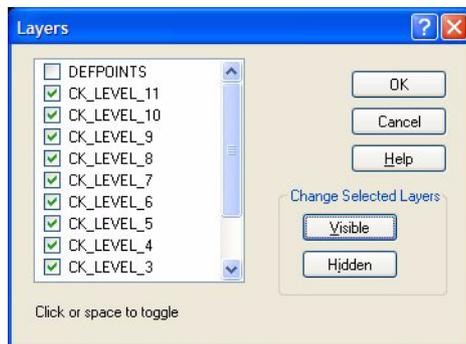
Opening named views

Using panning view

SELECTING LAYERS

AutoCAD documents can contain many layers, similar to the transparent overlays drafters use to create pencil drawings. For example, a drawing of a house may have wall lines on one layer, the electrical wiring on a second layer, and plumbing on a third. In many cases, each layer is color-coded so you can tell them apart. Viewing all layers at the same time can be confusing, so the visibility controls allow you to display only the layers you want to view.

- 1 Display an AutoCAD document.
- 2 Click the **Layers** button  on the toolbar to display the Layers dialog box.



- 3 Select or hide layers by either clicking the check box for the layer or by selecting the layer and clicking **Visible** or **Hidden**. To change the display status of multiple layers, hold down the CTRL key while you select each layer. To select several contiguous layers, click the first layer and hold down the SHIFT key while you click the last layer. Once the desired layers are selected, click **Visible** or **Hidden** to change the display status of those layers.
- 4 Click **OK** to accept the changes and refresh the display.

Sizing the document display

Opening named views

Using panning view

OPENING NAMED VIEWS

Some AutoCAD drawings may be imported with views that were created in their native program. The **Named Views** option allows you to access these views or choose a different way to view the drawing.

- 1 Click the **Named Views** button on the toolbar to display the Named Views dialog box.

- 2 In the Named Views dialog box, double-click a view to display the drawing in that view.
- 3 Click **OK**.

Sizing the document display

Selecting layers

Using panning view

USING PANNING VIEW

The Panning View window displays the full view of an AutoCAD document so that when the image is enlarged in the Viewer pane, you can track which portion of the image is displayed.

- 1 Open an AutoCAD image document in the Viewer pane.
- 2 Click the **Panning View** button on the Viewer pane toolbar to display the Panning View window.
- 3 Zoom in on the image in the Viewer pane.
As you zoom, the focus area in the Panning View window changes size and location to outline the area of the image that is displayed in the Viewer pane.
- 4 Click and drag the focus area in the Panning View window.
As you drag the focus area around, the Viewer pane displays the corresponding portion of the image.
- 5 Close the Panning View window by doing one of the following:
 - Click the **Close** button in the upper right corner of the window.
 - Clicking again on the **Panning View** button on the Viewer pane toolbar.

Sizing the document display

Selecting layers

Opening named views

VIEWING COMPOUND DOCUMENTS

In Alchemy Web, compound documents are designated by a book icon . To navigate through a compound document, do the following:

- 1 In the Tree View pane, expand the contents under the master document.
- 2 Do one of the following:
 - To view the master document, click the document title next to the book icon .
 - To view a subdocument, click the title of the document under the master document.

CHAPTER 4

RETRIEVING INFORMATION FROM DATABASES

Alchemy allows you to retrieve documents, portions of documents, profile data, and OCR (optical character recognition) text from a database. The following topics describe how to retrieve information:

- “Retrieving files and profile data”, page 45
- “Retrieving a document with an attached overlay”, page 50
- “Retrieving a document with annotations”, page 51

RETRIEVING FILES AND PROFILE DATA

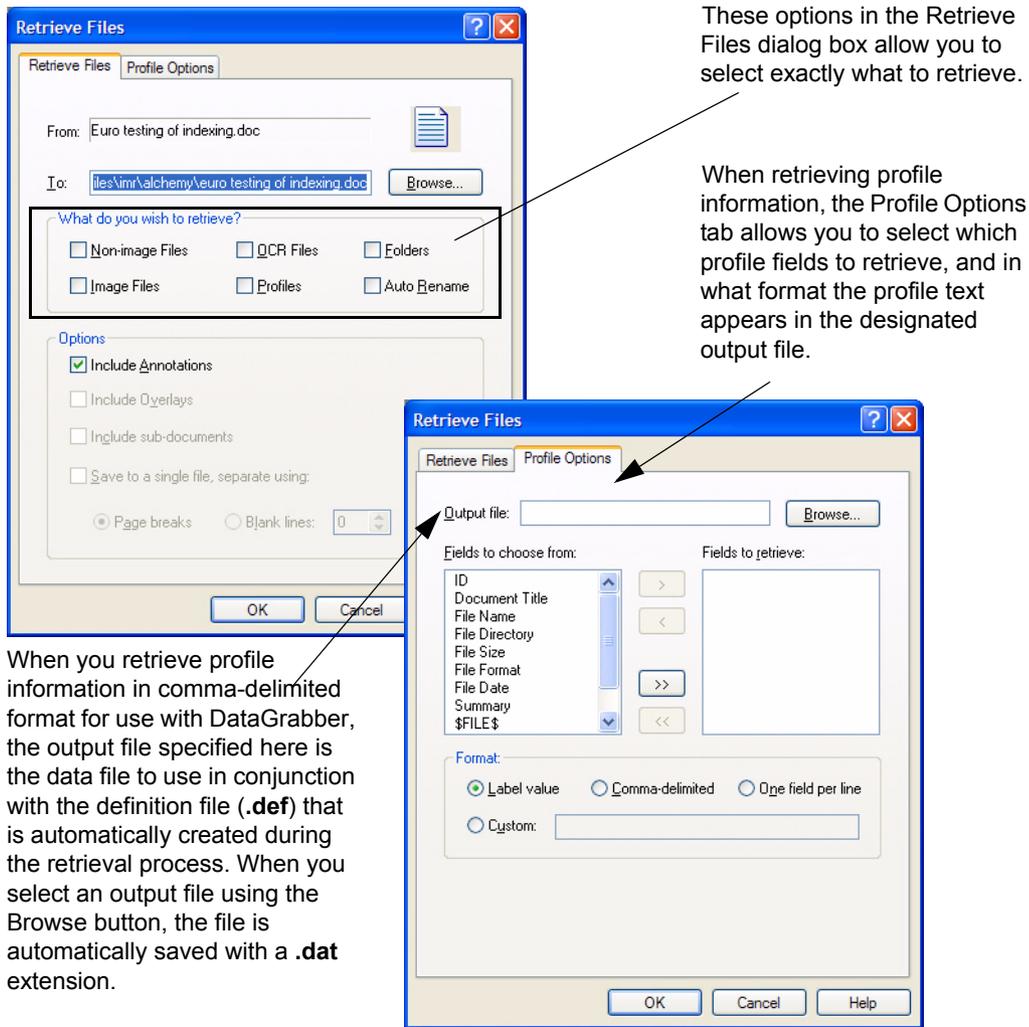
The Retrieve Files dialog box contains options that allow you to retrieve a document and its profile data independently.



When using Alchemy Search, you may not be able to retrieve or print documents if the designer of the database has disabled these functions.

- 1 In the Tree View, Viewer, or Results pane, right-click a database, folder, document, or group of documents, and then click **Retrieve Files** on the shortcut menu.

The Retrieve Files dialog box appears.



- 2 In the **To** box on the Retrieve Files tab, type or browse to select the location to which you want to retrieve the files.
- 3 In the **What do you wish to retrieve?** section, select one or more of the following options:
 - **Non-image Files:** Select this check box to retrieve only non-image documents.
 - **Image Files:** Select this check box to retrieve only image documents.
 - **OCR Files:** Select this check box to retrieve any OCR text associated with the image documents. See the Alchemy Scan Help for more information about OCR.
 - **Profiles:** Select this check box to retrieve only profile information for the documents. When this option is selected, you can specify which profile fields to retrieve and in what format using the Profile Options tab (described later in this topic).
 - **Folders:** Select this check box to retrieve only profile information maintained on the folder level for the selected folder(s). When this option is selected, you can specify which profile fields to retrieve and in what format using the Profile Options tab (described later in this topic).

- **Auto Rename:** Select this check box to rename any duplicate file names. Duplicate file names may occur if you have documents of the same name residing in different folders of a database. This feature will add the file's record ID to the name of any duplicates encountered, i.e. **filename_recordID.ext**.



If you do not select this check box and duplicate files are discovered during the retrieval process, you will be prompted to select what you want to do with each duplicate.

- 4 If you are retrieving more than one document or a compound document, select from the following additional options:
 - **Include Annotations:** Select this check box to retrieve any annotations associated with the image documents. You only have the option to turn off annotations if the database builder did not force annotations on.
 - **Include Overlays:** Select this check box to retrieve any form overlays associated with the non-image documents. If a form overlay has not been associated with a document, it will be retrieved as an ASCII text file and will not include a form overlay. This overrides the **Disable Overlay** option on the **View** menu.
 - **Include sub-documents:** When retrieving compound documents, select this check box to retrieve the compound document and its sub-documents. When retrieving the contents of a database or folder, select this option to retrieve all the documents in the database or folder.



When you retrieve documents at the database or folder level, in order to retrieve profile information, select **Include sub-documents** on the Retrieve Files tab of the Retrieve Files dialog box.

- **Save to single file, separate using:** When retrieving multiple documents (including compound documents and their sub-documents), select this check box to place them all in one file. If you did not specify a file name in the **To** box, as described in step 2, either the title of the master document or the title of the first document is used. You can separate the documents in the following ways:
 - **Page breaks:** This option places a page break between each document in the file.
 - **Blank lines:** This option places blank lines between each document in the file. Type the number of lines by which to separate the documents in the file.
- 5 If you selected the **Profiles** check box in step 3, open the Profile Options tab and continue to the next step to specify what profile data should be retrieved. Otherwise, skip to step 9.
 - 6 In the **Output file** box, type or browse to select the path to the output file in which the profile field contents will be saved. This file can have any extension except **.def**. If you browse to the location, the file is automatically saved with a **.dat** extension.
 - 7 In the **Fields to choose from** list, select the profile fields you want to retrieve and move them to the **Fields to retrieve** list using the right-arrow button .

In addition to available profile fields, you can select the following options in the list:

- **\$FILES\$**: Full path of the file retrieval destination specified in the **To** box (described in step 2).
- **\$FOLDERS\$**: Folder path where the file resides in the database. When the file resides in the database root folder, this is blank.



When retrieving profile information for compound documents, the **\$FOLDERS\$** information is displayed differently. for an example of how this works.

- **\$OCR\$**: Full path of the OCR file retrieval destination specified in the **To** box (described in step 2).

8 In the Format section, select one of the following output file formats:

- **Label value**: Displays the profile field name, followed by a colon, followed by the contents of that field; one profile field per line. Each set of fields is separated by a blank line.

Example:

When **Document Title**, **File Directory**, and **\$FILE\$** are selected from the **Fields to choose from** list, you get the following output:

Document Title:International Space Station Contract

File Directory:D:\customers\contracts

\$FILE\$ C:\My Documents\contracts\contract.doc

Document Title:Income Statement 1995

File Directory:D:\financials\income statements

\$FILE\$C:\My Documents\financials\inc10s.wk3

Document Title:Income Statement 1998

File Directory:D:\financials\income statements

\$FILE\$C:\My Documents\financials\income 1998.xls

- **Comma-delimited**: Displays each profile field text in quotes, one set of profile fields per line.

Example:

When **Document Title** and **File Directory** are selected from the **Fields to choose from** list, you get the following output:

“International Space Station Contract”, “D:\customers\contracts”

“Income Statement 1995”, “D:\financials\income statements”

“Income Statement 1998”, “D:\financials\income statements”

- **One per line**: Displays only the contents of the profile field, one profile field per line. Each set of fields is separated by a blank line.

Example:

When **Document Title** and **File Directory**, and **\$FILE\$** are selected from the **Fields to choose from** list, you get the following output:

International Space Station Contract

D:\customers\contracts

C:\My Documents\contracts\contract.doc

Income Statement 1995

D:\financials\income statements

C:\My Documents\financials\inc10s.wk3

Income Statement 1998

D:\financials\income statements

C:\My Documents\financials\income 1998.xls

- **Custom:** Allows you to create a custom display. Use character sequences with this option to specify when to begin a new line and to create columns of text. The following list shows the most commonly used character sequences:
 - **%s:** Represents one profile field. To properly retrieve all selected profile fields, the number of %s symbols must exactly correspond to the number of profile fields selected.
 - **\n:** Denotes a new line.
 - **field width:** A number that specifies the number of spaces from the start of each column to the start of the next column.
 - **- (minus sign):** The minus sign aligns text to the left.

Character sequence examples:

- **%s\n:** Writes to the specified output file the information from one profile field on a separate line for each document.
- **%s,%s,%s\n:** Writes to the specified output file the information from three profile fields, separated by commas, on a separate line for each document. Any other punctuation to separate profile field text can be entered in this same way.
- **%-20s%-20s%\n:** Creates a table of three columns of text in the specified output file. Each column is separated by 20 spaces from the start of one column to the start of the next. Each row contains profile field information from one document (denoted by the /n character at the end of the line).
- **Total Sales: %s\n:** Writes to the specified output file the contents of the “Total Sales” field on a separate line for each document, preceded by the text label “Total Sales.” A line in the output file might look like this:

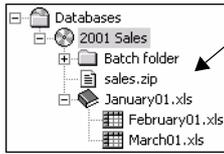
Total Sales: 346,908

- 9 Click **OK** to retrieve the documents. The selected documents are copied to the specified directory, and their original file names and format are used.



If you receive the Confirm File Replace dialog box, this means that a duplicate file name was encountered. Select from the Confirm File Replace options.

RETRIEVING COMPOUND DOCUMENT PROFILE INFORMATION EXAMPLE



In the compound document shown left, the main document and its associated sub-documents each have different profile information.

When Document Title, File Name, Employee (custom profile field), and \$FOLDER\$ are selected for retrieval, the output is as shown in the table below. Note that the folder for a sub-document is the file name of the main document.

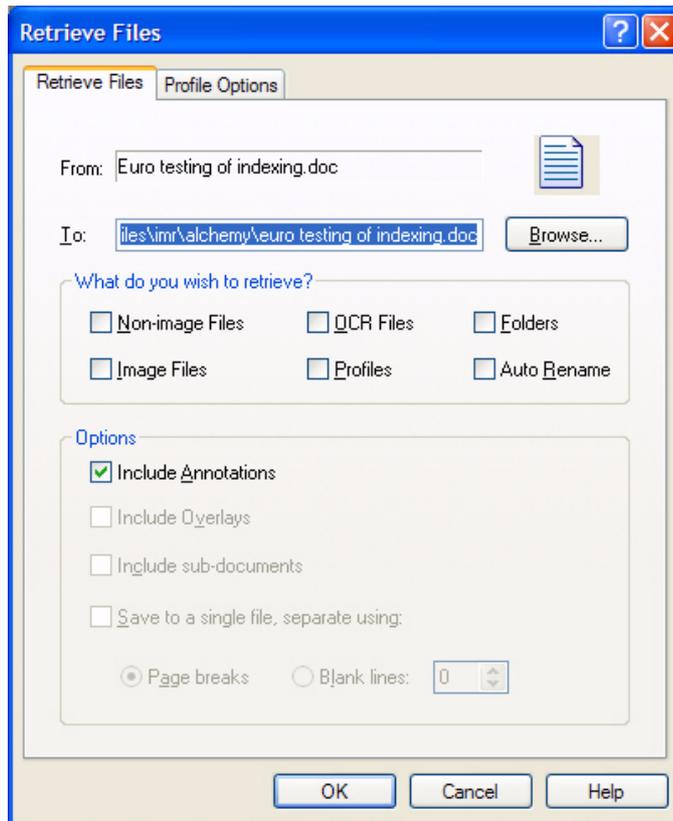
<i>Document</i>	<i>Document Title</i>	<i>File Name</i>	<i>Employee</i>	<i>\$FOLDER\$</i>
Main doc: February 98	February 98	feb98.xls	Fromohio	
Sub-doc: January 98	January 98	jan98.xls	Hurley	feb98.xls
Sub-doc: March 98	March 98	mar98.xls	Watt	feb98.xls

RETRIEVING A DOCUMENT WITH AN ATTACHED OVERLAY

You can retrieve documents with attached overlays from a database into a directory on your hard drive. When you retrieve a document with its associated overlay, the files are converted to a single **TIFF** file image. You can then use these documents and their profile information, if retrieved with the files, to create a new database from documents found, for example, as the result of a search.

- 1 In the Tree View, Viewer, or Results pane, select a database, folder, document, or group of documents.

- 2 Right-click and click **Retrieve Files** on the shortcut menu to display the Retrieve Files dialog box.



- 3 In the **To** box on the Retrieve Files tab, type or browse to select the retrieval destination.
- 4 In the **What do you wish to retrieve?** section, click to select the **Non-image Files** check box.
- 5 In the **Options** section, click to select the **Include Overlays** check box.



If a form overlay has not been associated with a document, it will be retrieved as an ASCII text file and will not include a form overlay. This option overrides the **Disable Overlay** option on the **View** menu.

- 6 Click **OK**.
Selected documents are retrieved into the specified destination on your hard drive as **TIFF** image files. When the retrieve operation is finished, the Retrieve Files results dialog box appears. Documents retrieved with their associated overlays are counted as overlay files by Alchemy. Documents retrieved without associated overlays are counted as non-image files by Alchemy.

RETRIEVING A DOCUMENT WITH ANNOTATIONS

If annotations were not forced on, Alchemy users have the option of whether or not to include annotations when they retrieve files.



When you retrieve files from a database for which annotations were forced on, the original file is modified to include the annotation(s).

- 1 In the Tree View pane, select a database.
- 2 On the **File** menu, select **Retrieve Files** to display the Retrieve Files dialog box.
- 3 On the Retrieve Files tab, in the **Options** section, select the **Include Annotations** check box.
- 4 Click **OK** to save your settings and retrieve your files into the selected database.

CHAPTER 5

SEARCHING DATABASES

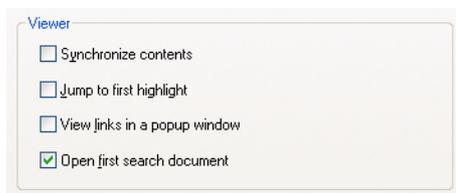
You can search the contents of Alchemy databases in many powerful ways – across multiple databases using exact phrases, for words that appear together, using Boolean search operators and wildcard characters, and with fuzzy search word matching – for extremely fast search results. Alchemy automatically indexes all words within text documents, enabling instant retrieval of any stored document based on its content. Unlike other full text software, however, Alchemy’s indexes are highly compressed, which speeds up the search process.

The following topics describe how to search databases:

- “General settings that affect searching”, page 53
- “Entering search criteria”, page 54
- “Performing a simple search”, page 57
- “Performing an advanced search”, page 58
- “Searching within a folder”, page 64
- “Searching within a document”, page 64
- “Searching within search results”, page 65
- “Searching a database that spans multiple discs”, page 65
- “Searching a database under Library Services”, page 67

GENERAL SETTINGS THAT AFFECT SEARCHING

Alchemy includes two general settings that apply to all databases and affect searching. To access these settings, on the **Tools** menu, select **Settings**, and then click the General tab.



The following options on the General tab affect searching:

- **Jump to first highlight:** Select this check box to have the viewer go to the first occurrence of the search term. This option is not selected by default.

- **Open first search document:** Select this check box to automatically display the first document in the search results list. This option is selected by default.

ENTERING SEARCH CRITERIA

Alchemy provides the following tools for entering search criteria for text and profile fields when performing [simple](#) or [advanced](#) searches:

- “Lookup tables”, see page 54
- “Boolean operators”, see page 54
- “Wildcards”, see page 55
- “Phrase searching”, page 55
- “Adjacency searching”, see page 56
- “Proximity searching”, see page 56
- “Numeric and date range searching”, see page 56



Search fields are not case-sensitive. For example, typing “COMPUTER” finds “computer” and “Computer”. Also, when you need to search using the profile fields, remember to clear any text that might appear in the **Type your query here** box on the Document Contents tab.

LOOKUP TABLES

A field’s lookup table (or “word wheel”) contains a list of all words that appear in the contents of all the indexed documents in the database. The number of **Hits** shows the number of documents in which a word appears. You can use lookup tables to insert search criteria into fields.



Lookup tables are unavailable when you search multiple databases or unindexed documents.

- 1 To display the word wheel, click the **Lookup Table** button  to the right of a field.
- 2 Double-click a word from the lookup table to place it in the field.
- 3 Then, place the cursor after the word in the field and type a space. When you do not type a space, the last word in the field is replaced with the newly selected word.
- 4 Double-click another word in the lookup table to insert it at the cursor’s position.

BOOLEAN OPERATORS

Alchemy Search supports the Boolean logic operators AND, OR, and NOT. Boolean searches allow you to search for multiple terms in the same field. When more than one word is typed in the box and no Boolean operators are used, the AND operator is assumed.



You must use the NOT operator in conjunction with either the AND operator or the OR operator. Therefore, you cannot use NOT CONFIDENTIAL to find all documents that do not contain the word “confidential”.

EXAMPLES:

- Type ADDITION OR ABILITY to locate all documents that contain either the word “addition” or the word “ability,” or both words.
- Type ADDITION OR (ABILITY AND CONFIDENTIAL) to locate documents that contain the word “addition” or documents that contain both “ability” and “confidential.”
- Type (ADDITION OR ABILITY) AND CONFIDENTIAL to locate all documents that contain both “addition” and “confidential” or documents that contain both “ability” and “confidential.”
- Type (ADDITION OR ABILITY) AND NOT CONFIDENTIAL to locate all documents that do not contain the word “confidential,” but do contain either the word “Addition” or the word “Ability.”

WILDCARDS

Alchemy Search supports the use of DOS wildcard characters. The asterisk (*) can be used to replace an indeterminate number of characters in a word. The question mark (?) can be used to replace one character in a word.



When you perform a fuzzy search, the search words cannot begin with a wildcard character.

EXAMPLES:

- Type RED* in the **File Name** box to find all documents whose file name begins with “red.” Files such as “redpage.one,” “red.txt,” and “redy1” are found, but not “nored.doc”.
- Type CA? in the **File Name** box to find all documents with a three letter file name that begins with “ca” regardless of the file extension. The search will find the files “cat.txt” and “cap.bmp”, but not “cape.tif” because it has four letters.

PHRASE SEARCHING

Use phrase searching to search profile fields that have indexed spaces or special characters.

To search for a phrase that contains multiple words, use the backslash character to indicate a space. The backslash (\) character tells Alchemy to interpret the next character literally, which is used for special characters, as well.

For example, if you type the indexed words *President Roosevelt's Bear* in the **Type your query here** box, Alchemy searches for documents that contain the word *President*, the word *Roosevelt*, and the word *Bear*, but not necessarily next to each other. To search for the indexed words “President Roosevelt’s Bear”, type `President\ Roosevelt\'s\ Bear`.

The first and last backslash precedes the space between the words so that these characters are interpreted literally. The second backslash precedes the apostrophe (single quote). Now Alchemy finds the desired documents containing the text *President Roosevelt’s Bear*.

ADJACENCY SEARCHING

Use adjacency searching to retrieve only those documents where the specified search words appear next to each other, even if one or all of the words are unindexed.

For example, you can search for “North Carolina” or “Dr. Smith.”

To find words that appear next to one another, type the word combination enclosed in quotes. For example, type “October sales” to find all documents that contain the word “October” next to the word “sales.”

PROXIMITY SEARCHING

Use proximity searching to search for words that appear within a certain range using the following syntax:

```
<word1> within n <word2>
```

where

<word1> represents a word

n represents a numeric value

<word2> represents a word

For example, to find each occurrence where “random” appears within 4 words of “aquarium,” type the following statement in the **Type your query here** box on the Document Contents tab of the Search dialog box:

```
random within 4 aquarium
```

In this example, you would find a document that contains “random fish aquarium” (“aquarium” appears within 2 words of “random”) or “random fish in the aquarium” (“aquarium” appears within 4 words of “random”), but not the document that contains “random fish swim in the aquarium” (“aquarium” appears within 5 words of “random”).

NUMERIC AND DATE RANGE SEARCHING

Numeric and date fields are only supported in Release 6 (and above) databases. When numeric or date field types are added to a database's document or folder profile, the following operators are available for searching those fields:

- > (greater than)
- < (less than)
- >= (greater than or equal to)
- <= (less than or equal to)

EXAMPLES:

- When a Check Number field has been added to a profile, to find all documents with check numbers between 1025 and 1050, type the following statement in the **Check Number** box:

```
>= 1025 AND <= 1050
```
- When searching a Date field, any non-numeric separator can be used in the date. To Alchemy, 10-25-97 is the same as 10/25/97. All four digits for the year do not have to be entered. The “implied century rule” is implemented, that is that if the year is less than or equal to 29 that the assumed century is 2000, if the year is greater than 29 and less than 100, then the implied century is 1900. So, if a user types 25 for the year, the system will store the year as 2025; if a user types 59 for the year, then the system will store it as 1959.

When a Date field has been added to a profile, to find all documents with dates between 5-1-96 and 5-1-97, type the following statement in the Date box:

```
>= 5-1-96 AND <= 5-1-97
```

PERFORMING A SIMPLE SEARCH

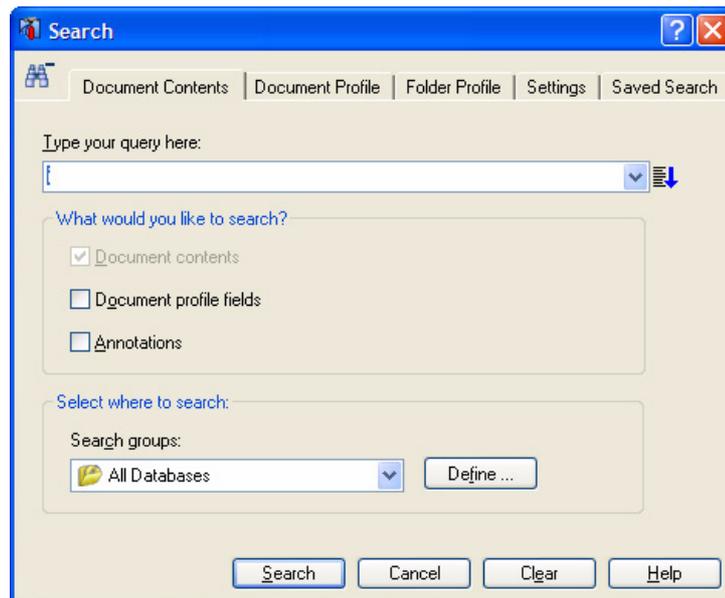
You can perform simple or [advanced](#) searches using the Search dialog box.

- 1 [Open the database or databases](#) you want to search.



Only built databases can be searched using the [lookup table \(word wheel\)](#). Text profile and ID searches can be used with both built databases and unbuilt documents yet to be included in a database.

- 2 Click the **Search** button  on the toolbar to display the Search dialog box.



- 3 If the Search dialog box is not in simple search mode (only the Query tab is displayed), click the **Simple Search** button  in the upper left corner.



The binoculars button in the upper left corner of the Search dialog box toggles the display between simple search mode and advanced search mode. When you are in simple search

mode, the **Advanced Search** button  appears. When you are in advanced search mode, the **Simple Search** button appears. The mode that is displayed when the Search dialog box opens depends on the mode that was displayed the last time the Search dialog box was opened.

- 4 Enter your [search criteria](#) into the fields provided on the Search dialog box. The fields displayed here depend on whether the database designer created a query profile for the database(s).
- 5 Click **Search** to display a list of matching documents in the Results mode of the [Tree View pane](#).
- 6 If desired, refine your search by [searching the search results](#).

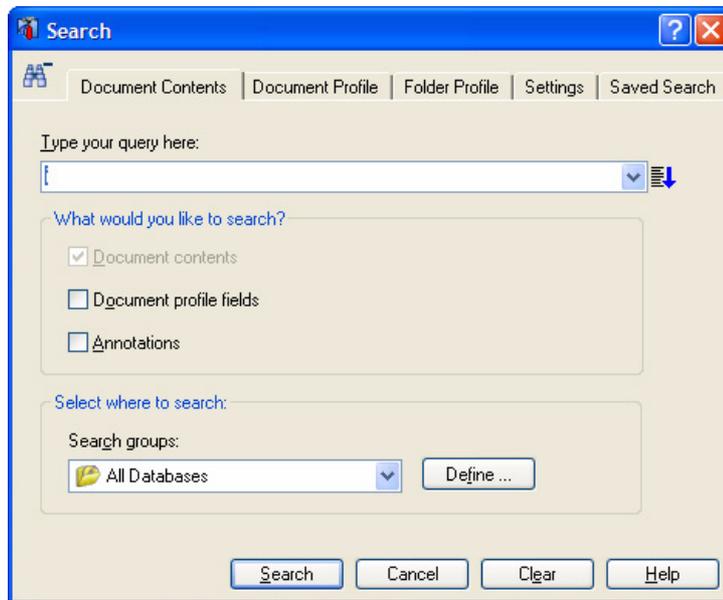
PERFORMING AN ADVANCED SEARCH

- 1 [Open the database or databases](#) you want to search.



Only built databases can be searched using the [lookup table \(word wheel\)](#). Text profile and ID searches can be used with both built databases and unbuilt documents yet to be included in a database.

- 2 Click the **Search** button  on the toolbar to display the Search dialog box.



- 3 If the Search dialog box is not in advanced search mode (several tabs are displayed), click the **Advanced Search** button  in the upper left corner.



The binoculars button in the upper left corner of the Search dialog box toggles the display between simple search mode and advanced search mode. When you are in simple search mode, the **Advanced Search** button appears. When you are in advanced search mode, the

Simple Search button  appears.

- 4 In the **Select where to search** section of the Document Contents tab, select the target database or search group from the list.



A [search group](#) is a selection of databases you can select in future searches.

- 5 Either [create a new search query](#) or open a saved search query by opening the Saved Search tab and selecting the query from the Saved Query Selection list.
- 6 Click **Search** to display a list of matching documents in the Results mode of the Tree View pane.
- 7 If desired, refine your search by [searching the search results](#).

CREATING A SEARCH QUERY (ADVANCED SEARCH MODE)

In advanced search mode, you have many options for creating search queries. You can search the full text of documents, all profile fields, selected profile fields, and/or the annotations associated with documents.



These instructions assume you are on step 5 of “Performing an advanced search” on page 58.

- 1 If you want to search for specific text, [enter the search criteria](#) in the **Type your query here** box. To only search for specific profile field data or any numeric-type profile fields, skip to the next step.



When you type more than one word in a field, the default Boolean operator is AND.

- 2 By default, the **Document contents** check box is selected in the **What would you like to search?** section, which means that the full text of documents in the database(s) will be searched. You can change where to search by selecting or clearing any or all of the check boxes in this section, including **Document profile fields** and **Annotations**. You must select at least one check box.



Although you can include unbuilt documents in a profile fields search, the search will take longer. Also, you must select an option in the **Search unindexed documents** section of the Settings tab, as described in “Searching unbuilt documents” on page 61. You cannot search the document contents or annotations for unbuilt documents.

- 3 If you want to search for specific profile field data (in addition to or instead of anything specified in the previous step), open the Document Profile and/or Folder Profile tabs and [enter the search criteria](#).



If you want to search the **File Date** field, see “Searching for a file date” on page 60.



By default, template fields are displayed in these tabs. To display custom fields or all fields, right-click anywhere on the tab background, point to **View** on the shortcut menu, and then click the desired option, as described below. The **All Fields** and **Custom Fields** options only display indexed (searchable) fields.

- **Template Field:** Displays all of the profile fields on the profile template as designed by the database creator. This option will include all custom and system profile fields that were added to the profile template when it was designed.
 - **Custom Fields:** Displays the **Document Title** field and only those fields that were defined by the database creator.
 - **All Fields:** Displays all available fields, regardless of whether they were added to the profile template when it was designed. This option displays all custom fields, as well as all system profile fields, including file name, document ID, file directory, file size, file format, and file date.
- 4 If necessary, make adjustments to the [search settings](#) on the Search tab.
 - 5 If you have Library Services and want to include search criteria related to databases under Library Services, click the Library Services tab and follow the steps in “Searching a database under Library Services” on page 67.
 - 6 If desired, [save the query](#) for future searches.

Return to step 6 of “Performing an advanced search”, found on page 59.

SEARCHING FOR A FILE DATE

Before you can search on the **File Date** field, you must index the field and include the field in the document profile.



For databases created before Alchemy R7, you must first index the **File Date** field, clear the index for the database, and then rebuild the database.

To index the File Date field:

- 1 Select the **Index field with indexing method** check box on the System Field (File Date) dialog box, which you access from the Design Fields dialog box.
- 2 Add the **File Date** field to the document profile.

To search on the File Date field:

- 1 Select the database to search in the Tree View pane, open the Search dialog box, and open the Document Profile tab.
- 2 In the **File Date** box, type the date range that you want to search.

The following list provides examples of valid criteria for a date range search:

- >4/11/2000 and <4/13/2000
- >4/15/2000 01:58:00pm

- >4/16/2000 0:0:0



You cannot use wildcards in this box.

3 Click **Search**.

The search results appear in the Tree View pane on the Results tab.

SEARCHING UNBUILT DOCUMENTS

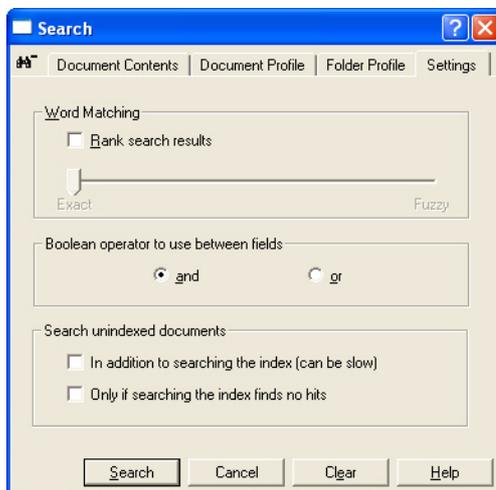
When unbuilt (unindexed) documents are searched, Alchemy uses a sequential search method rather than the indexed search method used to search built documents. Sequential searching is slower than indexed searching; therefore, when you have a large number of unindexed documents to search, the search might take longer. To speed up the search process, build the database before you perform a search.

The following restrictions apply to searching unbuilt documents:

- You can only search profile fields. You cannot search document content because full-text searching requires the use of an index.
- You can only search fields that have an indexing method.
- Numeric and Date fields are not searched sequentially, therefore, range searching is not supported for unbuilt documents.
- Results ranking and fuzzy search are not supported for unbuilt documents.

CONFIGURING SEARCH SETTINGS (ADVANCED SEARCH MODE)

Search settings are displayed on the Settings tab of the Search dialog box when in advanced search mode. These settings can also be accessed by selecting **Settings** on the **Tools** menu, and then opening the Search tab.



- 1 In the **Word Matching** section, select the **Rank search results** check box to rank documents in the search results list by relevancy. If desired, use the slider bar beneath the check box to enable fuzzy word matching.



Alchemy does not support multiple field fuzzy searches. When you want to perform a fuzzy search, you must perform the search one field at a time.

- 2 If desired, change the default operator to use between fields by selecting **or** in the **Boolean operator to use between fields** section.



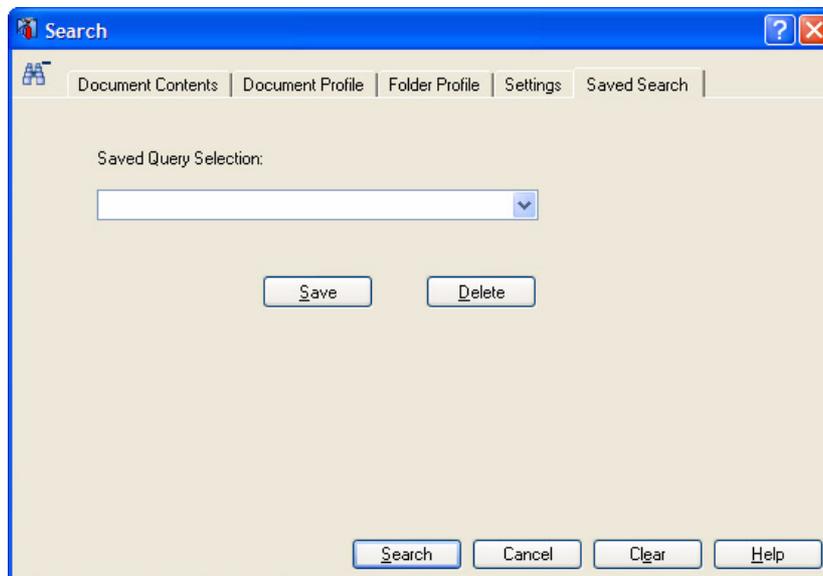
This operator determines the search relationship between: 1) the **Type your query here** box on the Document Contents tab, and the profile fields on the Document Profile tab, and, 2) each field within a profile tab (either the Document Profile tab or Folder Profile tab). Since folder profiles are meant to narrow document profile or document content searches, the default Boolean operator between fields on the folder profile and fields on any other tab is always “and,” and cannot be changed. However, the default Boolean operator between fields within the folder profile is controlled by this setting.

- 3 Select one of the check boxes in the **Searching unindexed documents** section to [search unbuilt documents](#). Select **In addition to searching the index (can be slow)** to search for unindexed documents, which might increase the length of the search, or select **Only if searching the index finds no hits** to tell Alchemy only to search unindexed documents if no matches are found in built documents.

SAVING A SEARCH QUERY (ADVANCED SEARCH MODE)

Because advanced search queries can become complicated, Alchemy allows you to save up to 25 search queries and their associated settings for queries that you use frequently to search files contained within databases. These queries can be edited as necessary.

- 1 Once you have [created a search query](#), open the Saved Search tab.



- 2 In the **Saved Query Selection** box, type a name for the query.
- 3 Click **Save** to save the query along with its associated settings.

EDITING A SAVED SEARCH QUERY (ADVANCED SEARCH MODE)

If you have [saved a search query](#), you can edit it using the following steps.

- 1 Click the **Search** button  on the toolbar to display the Search dialog box.
- 2 Open the Saved Search tab, and then in the **Saved Query Selection** list, select the query you want to edit.
- 3 Make your changes to the search query, and then click **Save**.
- 4 A message appears asking if you want to overwrite the existing query. Click **Yes** to overwrite the existing query, or **No** to cancel the operation.

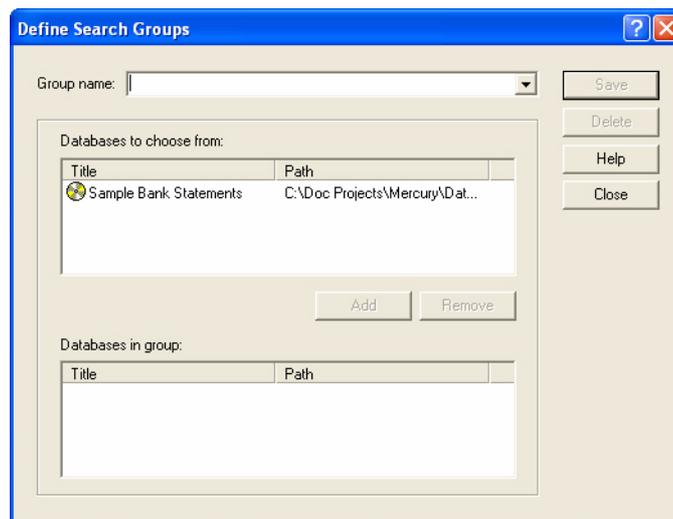
DELETING A SAVED SEARCH QUERY (ADVANCED SEARCH MODE)

If you have [saved a search query](#), you can delete it using the following steps.

- 1 Click the **Search** button  on the toolbar to display the Search dialog box.
- 2 Open the Saved Search tab, and then in the **Saved Query Selection** list, select the query you want to delete.
- 3 Click **Delete**.
- 4 A message appears asking if you want to delete the search query. Click **Yes** to delete the search query, or **No** to cancel the operation.

CREATING A SEARCH GROUP

- 1 On the Search dialog box, open the Document Contents tab and click **Define** to display the Define Search Groups dialog box.



- 2 In the **Group Name** box, type a name for the search group.
- 3 In the **Databases to choose from** list, double-click the databases you want to add to the group to move them to the **Databases in group** list.
- 4 Click **Save** to save the group, and then click **Close** to return to the Search dialog box.

SEARCHING WITHIN A FOLDER

Using Alchemy's Search Here feature, you can limit your [simple](#) and [advanced](#) searches to a specific folder within your database.

- 1 In the Tree view pane, right-click the database folder you want to search.
- 2 On the shortcut menu, click **Search Here** to display the search dialog box.
- 3 In the Search dialog box, select either simple or advanced search and then enter your search criteria as desired.
- 4 Perform your search.

SEARCHING WITHIN A DOCUMENT

Use the find feature to locate a word in a text document or an image file with associated OCR text that is displayed in the Viewer pane.

SEARCHING WITHIN A TEXT DOCUMENT

- 1 With the contents of a text document displayed in the Viewer pane, click the **Search Within This Document** button  on the Viewer pane toolbar.
- 2 In the **Type your query here** box, type a search word or phrase.
- 3 Click **Next** to find the next occurrence of the word or phrase.
Click **Previous** to find the previous occurrence of the word or phrase.
Each occurrence of the word is highlighted when it is found. A notification message is displayed when you reach the beginning or end of the document.
- 4 Click **Cancel** to exit.

SEARCHING WITHIN AN IMAGE FILE WITH ASSOCIATED OCR TEXT

- 1 With an image file that has been OCRd displayed in the Viewer pane, click the **Find** button  located on the Alchemy Viewer toolbar.
If the **Find** button is not visible, see “Managing the Alchemy Viewer toolbars” on page 7 for information about displaying Alchemy Viewer toolbars and toolbar buttons.

- 2 In the **Find what** box, type a search term.
- 3 Select search options as desired.
- 4 Click **Find Next**.
The first instance of the word or phrase in the document is located and selected. If search highlighting is active, all instances of the word or phrase are highlighted in the document.
- 5 To continue searching the image file, do one of the following:
 - Scroll through the document to view all instances of the word or phrase.
 - Click **Find Next** to select the next occurrence of the word or phrase in the document.
 - Close the Find dialog box, then click the **Find Next** button  or the **Find Previous** button  on the Alchemy Viewer toolbar.
- 6 When finished, if necessary, click **Close** to exit.

SEARCHING WITHIN SEARCH RESULTS

You can refine a search by searching the results of a previous search.

- 1 Perform a search, as described in “Performing a simple search” on page 57 or “Performing an advanced search” on page 58.
- 2 Open the Search dialog box again.
- 3 In the **Search groups** list on the Document Contents tab, select **Search Results**. This option only appears in the list after documents have been found by a previous search.
- 4 [Enter the desired search criteria](#) and click **Search** to display the results.

SEARCHING A DATABASE THAT SPANS MULTIPLE DISCS

Alchemy supports writing and retrieving data across multiple discs, using a powerful feature called CD-SPAN. Each CD-ROM that is part of a CD-SPAN database set is referred to as a “volume.” In a CD-SPAN set, one search locates files regardless of their location in the set.

If you have a set of CD-ROMs that were created with Alchemy, you might need to complete the following steps to view, print, or copy a document from the Tree View or Results panes.



To locate files across multiple CDs, run Alchemy Search from the hard drive or the network rather than from the CD.



To include unindexed documents added since you first opened the database, select **View | Refresh** before you perform your search. You must refresh at the database level to include any new (unbuilt) documents.

- 1 If a file is not on the CD-ROM that is currently loaded in your CD Reader, Alchemy will prompt you to load the CD-ROM identified in the Volume label field.



You can use Windows Explorer to identify volume labels.

- 2 Depending on whether you need to map the disk volume, do one of the following steps:
 - If you have the disk, load it and click **OK** to continue without mapping the disc volume to the local drive.
 - To map the disc volume, select **Map disc volume**, and type the volume label and path. You can use a wildcard to map an entire database or to map all databases on the disk source. See the following examples for more information:

Example of mapping an entire database:

In the first box, type the database file name, followed by an asterisk, followed by a colon.

```
alldocs*:
```

In the second text box, after the equal sign, type the following:

```
d:\all databases\alldocs*
```

So the mapping will look like this:

```
alldocs* = d:\all databases\alldocs*
```

Example of mapping all databases on the disc source:

In the first box, type an asterisk followed by a colon:

```
*:
```

The second text box, after the equal sign, type the following:

```
d:\all databases\*
```

So the mapping will look like this:

```
* = d:\all databases\*
```

- 3 If a complete CD-SPAN set is mounted and online, Alchemy locates the required CD-ROM based on the path you entered in the **Alchemy.ini** or **Ausearch.ini** file, see the “Searching discs in a jukebox” section below. This makes Alchemy CD-SPAN ideal for CD jukeboxes or CD towers attached to a LAN.

SEARCHING DISCS IN A JUKEBOX

When using a large jukebox, there may not be enough drive letters to assign a drive letter to each CD. A common procedure is to map a drive letter to the jukebox and each CD becomes a sub-directory of that drive. In this case, Alchemy will not be able to find the CD unless you map each CD in the jukebox with a Paths statement in the **INI** file.

When using Alchemy Search, add the Paths statement to the **AuSearch.ini** file. When using Alchemy Administrator, add the Paths statements to the **Alchemy.ini** file.

Sample Paths statement:

```
cd volume name:= path mapped by the jukebox software
```



When running Alchemy Search from a network configuration, we recommend that you place the statements in the following examples in the **AuSearch.ini** file. The reason for using the AuSearch.ini file for these statements is that the **AuSearch.ini** overrides the local **Alchemy.ini** settings. The network administrator will therefore only need to change one network file (**AuSearch.ini**) as opposed to changing individual (local) files on individual computers.

EXAMPLE 1:

In this example, **TEST001** is the volume name of the CD created by Alchemy, **J:\TEST001** is the path to the CD as mapped by the jukebox software, and **TEST001** is the folder assigned to the CD by the Jukebox software. This example assumes the drive letter remains constant.

```
TEST001:= J:\TEST001
```



You can use a wildcard to map to multiple paths.

EXAMPLE 2:

This example assumes that the drive letter will vary for network users.

```
TEST001:= \\SERVER NAME\TEST001
```

OR

```
TEST*:= \\SERVER NAME\TEST*
```

This statement is stored in the **AuSearch.ini** file:

```
[PATHS]
```

```
TEST*:=J:\TEST*
```

SEARCHING A DATABASE UNDER LIBRARY SERVICES

You can search a database that is under Library Services the same way as you do other databases. In addition, you can include the following search criteria:

- Documents checked out by you
- Documents checked out by other users
- Documents checked out during a specific time period

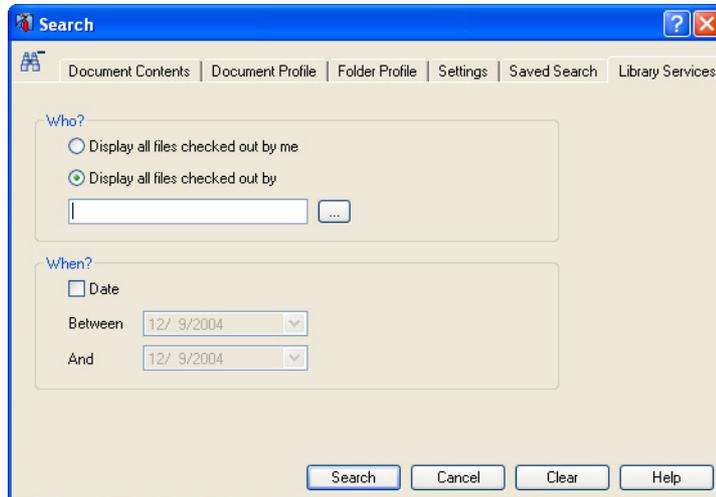
These criteria can be found on the Library Services tab of the Search dialog box when in advanced search mode. You can combine these criteria with any other search options you select while [performing an advanced search](#).

- 1 If you do not already have the Search dialog box open, click the **Search** button  on the toolbar to display the Search dialog box.
- 2 If necessary, click the Advanced Search button  to view advanced search mode.
- 3 In the **Select where to search** section on the Document Contents tab, select the Library Services database that you want to search in the **Search groups** list.
The Library Services tab appears.



You cannot use [search groups](#) when searching databases under Library Services.

- 4 Open the Library Services tab.



- 5 To search all documents in the selected database that you currently have checked out, select **Display all files checked out by me**.
- 6 To search all documents in the selected database that are currently checked out by other users, select **Documents checked out by other users**. Then, in the text box below this option, type or browse to select the name of the user, using the following syntax: `domain name/user name`
- 7 To find all databases checked out during a specific time period, select the **Date** check box, and then define the date range using the **Between** and **And** options.



You can combine these options to find all documents checked out by a specific user during a specific time period.

- 8 Click **Search**.
Alchemy displays your search results on the Results tab.

ACCESSIBILITY FOR DISABLED PERSONS

Under certain circumstances, users may be unable to use a mouse to navigate through an application or execute commands, or a mouse may not be available. In such instances, Captaris provides keyboard shortcuts (key combinations that mimic mouse actions). Using keyboard shortcuts, you can navigate through the Alchemy user interface, dialog boxes and help window, access Alchemy menus, and execute menu commands and other Alchemy functions.

The keyboard shortcuts listed in this appendix refer to the U.S. keyboard layout. Keys on other keyboard layouts may not correspond exactly to the key on the U.S. keyboard. In addition, some key combinations used in Alchemy may not correspond to key combinations used in other MS Windows applications. This is due to the use of different elements within Alchemy and the presence of certain third party file and image viewers used to display files. Where keyboard shortcuts cannot be used to navigate through an element or access a function, alternative methods are listed.

The following topics describe Alchemy's accessibility options:

- “Working in Alchemy”, page 69
- “Working with menu commands”, page 70
- “Working in dialog boxes”, page 71
- “Keyboard shortcuts for working with online help”, page 71
- “Accessing Alchemy functions and features”, page 73
- “Editing document profile information in Library Services”, page 72
- “Alchemy Scan commands”, page 73
- “Additional keyboard commands”, page 74

WORKING IN ALCHEMY

Use the following keyboard combinations to navigate and work in Alchemy:

Press	To
F1	Open the Help Window.
F10	Activate the menu bar.
ALT+Underlined letter	Activate a specific menu on the menu bar.
ALT+F4	Close the active application.
F6	Switch to the next pane.
CTRL+TAB	Move forward through tabs.

Working in the Tree View pane

Press	To
DOWN ARROW	Select the next database, folder, or document.
UP ARROW	Select the previous database, folder or document.
END	Select the last visible item in the Tree View.
HOME	Select the first visible item in the Tree View.
RIGHT ARROW	Display the current selection if it's collapsed, or select the first subfolder.
LEFT ARROW	Collapse the current selection if it's expanded, or select the parent folder or database.
NUM LOCK+ASTERISK on numeric keypad (*)	Display all items under the selected item.
NUM LOCK+PLUS SIGN on numeric keypad (+)	Display the contents of the selected database or folder.
NUM LOCK+MINUS SIGN on numeric keypad (-)	Collapse the contents of the selected item.
CTRL+TAB	Move forward through the Tree View tabs.
DELETE	Delete the selected folder or file.
INSERT	Insert a new folder to the selected database.

Working in the Viewer pane

Press	To
Arrow keys	Scroll through the displayed files.
ENTER	Open the selected file.
DELETE	Delete the selected file.
INSERT	Insert a new folder to the selected database.
+	Zooms into a displayed image (makes image larger).
-	Zooms out of a displayed image (makes image smaller).

Working in the Profile pane

Press	To
CTRL+TAB	Move forward through the Profile tabs.

WORKING WITH MENU COMMANDS

Use the following keyboard combinations to access menu commands:

Press	To
F10	Make the menu bar active.
ALT+Underlined letter	Make a specific menu on the menu bar active.
DOWN ARROW or UP ARROW (with the menu or submenu displayed)	Select the next or previous command on the menu or submenu.

Press	To
LEFT ARROW or RIGHT ARROW	Select the menu to the left or right; or, with a submenu visible, switch between the main menu and the submenu.
ALT	Close the visible menu and submenu at the same time.
ESC	Close the visible menu; or, with a submenu visible, close the submenu only.

WORKING IN DIALOG BOXES

Use the following keyboard combinations to navigate and use dialog box functions:

Press	To
CTRL+TAB	Move forward through tabs.
CTRL+SHIFT+TAB	Move backward through tabs.
TAB	Move forward through options.
SHIFT+TAB	Move backward through options.
ALT+ <i>letter</i> key	Select the option or select or clear the check box next to the letter underlined in the option name.
ENTER	Carry out the for the above active option or button.
SPACEBAR	Select or clear the checkbox if the active option is a checkbox.
Arrow keys	Select a button if the active option is a group of option buttons.
F1	Display online help.
F4	Display the items in the active list.
ESC	Cancel the command and close the dialog box.
<i>Letter</i> key	In the selected list, move to the next option that starts with the letter you type.
ALT+DOWN ARROW (when a list is selected)	Open the selected list.
ESC (when a list is selected)	Perform the action assigned to the default button in the dialog box.

KEYBOARD SHORTCUTS FOR WORKING WITH ONLINE HELP

Use the following keyboard combinations to open and use the online help:

Working in the Help Window

Press	To
F1	Open the help window.
ALT+SPACEBAR	Display the program Control menu.
ALT+F4	Close the active help window.

Moving around in the Contents window or Navigation pane

Press	To
CTRL+TAB	Switch to the next tab.
CTRL+SHIFT+TAB	Switch to the previous tab.
ALT+C (HTML help only)	Switch to the Contents tab.
ALT+S (HTML help only)	Switch to the Search tab.
ALT+I (HTML help only)	Switch to the Index tab.
ENTER	Open or close a selected book, or open a selected Help topic.
DOWN ARROW	Select the next book or Help topic.
UP ARROW	Select the previous book or Help topic.
RIGHT ARROW	Open the selected book.
LEFT ARROW	Close the selected book.

Moving Around in the Topic Window or Topic Pane

Press	To
ALT+LEFT ARROW (HTML help only)	Go back to a Help topic you viewed previously.
ALT+RIGHT ARROW (HTML help only)	Go forward to a Help topic you viewed previously.
TAB	Go to the first or next hyperlink.
SHIFT+TAB	Go to the last or previous hyperlink.
ENTER	Activate a selected hyperlink.
ESC	Close a pop-up window.
UP ARROW	Scroll toward the beginning of a Help topic.
DOWN ARROW	Scroll toward the end of a Help topic.
PAGE UP	Scroll toward the beginning of a Help topic in larger increments.
PAGE DOWN	Scroll toward the end of a Help topic in larger increments.
HOME	Move to the beginning of a Help topic.
END	Move to the end of a Help topic.
CTRL+P	Print the active Help topic.
CTRL+A (HTML help only)	Select the entire Help topic.
CTRL+C	Copy the selected items to the clipboard.

EDITING DOCUMENT PROFILE INFORMATION IN LIBRARY SERVICES

Use the following keyboard combinations to edit document profile information when a document is checked out through Library Services

Press	To
F2	Places the selected profile field into edit mode.

Press	To
DOWN ARROW	Edit mode: scrolls down through multiple lines of text in the profile field Selected field: scrolls down through the fields in the document profile pane.
UP ARROW	Edit mode: scrolls up through multiple lines of text in the profile field Selected field: scrolls up through the fields in the document profile pane.
CTRL + DOWN ARROW	Scrolls down through the fields in the document profile pane.
CTRL + UP ARROW	Scrolls up through the fields in the document profile pane.
CTRL + ENTER	Edit mode: inserts a new line into the field.
TAB	Saves the information in the field and opens the next field for editing.
ENTER	Saves the information in the field and opens the next field for editing.
ESCAPE	Cancels edit mode.

ACCESSING ALCHEMY FUNCTIONS AND FEATURES

Use the following keyboard combinations to use Alchemy functions and features:

Press	To
CTRL+P	Print the contents of the selected database or folder, or the selected file.
CTRL+C	Copy the selected items of the active file to the clipboard.
CTRL+G	Copy the selected text from multiple documents into a single notepad file.
CTRL+A	Select the entire contents of the active file
F5	Refresh the contents of the Viewer pane.
CTRL+O	Activate or disable document overlays.

ALCHEMY SCAN COMMANDS

SCAN MENU

The commands listed below appear on the **Scan** menu on the main menu bar only when Alchemy Scan has been installed.

Command	Keyboard	Description
Scan	Alt+S, S	Opens the Scan dialog box, where you can scan a document or documents to your hard drive.

Command	Keyboard	Description
Rescan	Alt+S, R	Opens the Scan dialog box, where you can rescan an image. The original image is replaced with the new one.
OCR	Alt+S, O	Opens the OCR dialog box, where you can select a template, specify other OCR options, and start OCR recognition.
Settings	Alt+S, E	Opens the Scan Settings dialog box, where you can set up scanner profiles and document types.

OCR TEMPLATE MENUS

These commands are available on the OCR Template window, which you access by selecting **OCR Templates** on the **Design** menu, and then clicking the **Edit**, **New**, or **Copy** button.

Command	Keyboard	Description
File Open Image	Alt+F, O	Displays the Open and load a sample image dialog box, where you can open an image file to use as an OCR template.
File Save Template	Alt+F, S	Opens the Save OCR Template dialog box, where you can name and save the OCR template.
File Exit	Alt+F, X	Exits the OCR Template Designer and returns you to the Alchemy workspace.
Zones Create Zone	Alt+Z, C	Opens the OCR/Barcode Fields dialog box, where you can associate the selected area of the image with a profile field. During the OCR process, profile fields will be populated with the text from its associated zone.
Zones Clear All Zones	Alt+Z, A	Removes all zones from the currently open OCR template.
Image	Alt+I	Opens the Image menu options.
Help	Alt+H	Opens the Alchemy Administrator or Alchemy Index Station online help.

ADDITIONAL KEYBOARD COMMANDS

Due to the limitation of third-party viewers used to display files in Alchemy, you must use the Microsoft Mouse Keys accessibility feature in Windows in order to access file-specific tool bars and manipulate open files in the Viewer pane using the keyboard. You can activate Mouse Keys from Accessibility Options located in the Control Panel.

For more information regarding the activation and use of Mouse Keys, please refer to the appropriate Microsoft documentation for your version of Microsoft Windows.

INDEX

A

- additional keyboard commands B-74
- adjacency searching 5-56
- adjusting document display settings 3-24
- advanced search mode
 - creating queries 5-59
 - criteria 5-54
 - deleting queries 5-63
 - editing queries 5-63
 - performing 5-58
 - saving queries 5-62
 - settings 5-61
- Alchemy
 - overview 1-1
- Alchemy Server
 - history tab 2-11
 - opening databases 2-15
- Alchemy Viewer
 - default display settings 3-24
 - thumbnail pane 3-28
 - toolbars 2-7
- Alchemy.ini file
 - jukeboxes 5-66
- AND operator 5-54
- annotations
 - displaying 3-25
 - retrieving with files 4-51
- anti-aliasing 3-25
- architecture of Alchemy databases 1-2
- audit logging
 - viewing event history 2-12
- AuSearch.ini file
 - jukeboxes 5-66
- AutoCAD
 - image documents 3-41
- auto-next 2-19

B

- black borders, removing 3-31
- Boolean operators 5-54
- borders, removing 3-31
- brightness of images 3-31
- browsing

- database contents 2-19
- previously viewed documents 2-20

C

- CD-SPAN 5-65
- clearing
 - images 3-31
- closing
 - databases 2-15, 2-17
 - Thumbnail pane 3-28, 3-29
- compliance, section 508 B-69
- compound documents
 - profile information 4-50
 - viewing 3-43
- compressed data containers 3-33
- Contents tab 2-6
- continuous display mode 3-28
- contrast in images 3-31
- converting
 - to grayscale 3-31
 - to monochrome 3-31
- copying
 - portions of a document 3-34
 - text 3-34
 - Viewer pane columns 2-9
- creating
 - multi-page TIFF files 3-39
 - search queries 5-59
 - Viewer pane columns 2-9
- cropping images 3-30

D

- databases
 - browsing 2-19
 - closing 2-17
 - opening 2-15, 2-16
 - statistics 2-11
 - viewing contents 2-17
- date range searching 5-56
- default document display settings 3-24
- deleting
 - search queries 5-63
 - Viewer pane columns 2-9

- deskewing
 - unbuilt images 3-31
- despeckling
 - unbuilt images 3-31
- detail mode 2-7
- DGN files 3-41
- dialog box keyboard commands B-71
- display mode 3-27
- displaying
 - annotations 3-25
 - database statistics 2-11
 - documents, settings 3-24
 - multiple documents 2-7
- document profiles
 - viewing 2-12
- documentation
 - conventions 1-3
- documents
 - downloading 3-35
 - emailing 3-37
 - printing 3-35
 - viewing properties 3-31
 - working with 3-23
- DOS wildcard characters 5-55
- downloading documents 3-35
- DWG files 3-41
- DXF files 3-41
- dynamic links 3-34

E

- editing
 - saved search queries 5-63
 - unbuilt images 3-30
- emailing documents 3-37
- embedded documents 3-32
- event history 2-12

F

- facing display mode 3-28
- file date searching 5-60
- files
 - downloading 3-35
 - retrieving 4-45
- fitting document display 3-26
- flipping images 3-30
- folder profiles
 - viewing 2-12
- folders
 - searching 5-64
 - viewing contents 2-17

- form overlays
 - retrieving 4-50
- full screen mode 3-27

G

- general keyboard commands B-69
- general navigation 2-5
- GIF animation 3-25
- groups
 - search 5-63

H

- hardware, supported 1-4
- hiding
 - layers 3-42
- history view 2-12
- holes in images 3-31

I

- images
 - copying 3-34
 - editing 3-30
- indexing
 - File Date fields 5-60
- INI files
 - Alchemy.ini 5-66
 - AuSearch.ini 5-66
- inverting images 3-30

J

- jukebox searching 5-66

K

- keyboard commands
 - accessing functions B-73
 - additional B-74
 - dialog box B-71
 - editing profile information B-72
 - general information B-69
 - menus B-70
 - OCR Template window B-74
 - online help B-71
 - Scan menu B-73
 - Tree View pane B-70
 - Viewer pane B-70

L

- layers in AutoCAD documents 3-42
- Library Services
 - editing profile information B-72
 - searching databases 5-67
- line numbers 3-40
- lines in images 3-31
- links, viewing 3-32
- list mode 2-6
- lookup tables
 - searching 5-54

M

- menu keyboard commands B-70
- metadata 2-11
- mirror image 3-30
- modifying
 - Viewer pane columns 2-9
- moving
 - between items 2-18
 - Viewer pane columns 2-9
 - workspace panes 2-14
- multi-page documents
 - display mode 3-27
 - navigating 2-20, 3-29
 - printing selected pages 3-36
 - thumbnail mode 2-7, 2-10
 - working with 3-39

N

- named views 3-42
- navigating Alchemy 2-5
- negative images 3-30
- NOT operator 5-54
- numeric searching 5-56

O

- online help keyboard commands B-71
- opening
 - databases 2-15, 2-16
 - Thumbnail pane 3-28, 3-29
- OR operator 5-54
- organizing
 - workspace 2-5
- overviews
 - Alchemy 1-1
 - Alchemy workspace 2-5

P

- panes
 - moving 2-14
 - Profile 2-11
 - resetting 2-14
 - sizing 2-14
 - Tree View 2-6
 - Viewer 2-6, 2-7, 2-9
- panning view 3-43
- pasting
 - portions of documents 3-34
- PDF documents 3-24, 3-32, 3-40
- phrase searching 5-55
- prerequisites 1-2
- previously viewed documents, browsing 2-20
- printing
 - documents 3-35
 - documents using thumbnails 3-30
 - selected pages 3-36
 - selections 3-37
- Profile pane 2-11
- profiles
 - retrieving 4-45
 - viewing 2-12
- properties
 - database 2-11
 - documents 3-31
- proximity searching 5-56

Q

- queries, search 5-59

R

- ranking search results 5-61
- rearranging pages in multi-page TIFF files 3-39
- refining a search 5-65
- removing
 - black borders 3-31
 - holes in images 3-31
 - lines in images 3-31
- repairing lines 3-31
- resetting panes 2-14
- resizing documents 3-26, 3-29
- Results tab 2-6
- retrieving
 - compound document profile information 4-50
 - documents with overlays 4-50
 - files and profile data 4-45
 - files with annotations 4-51

- rotating
 - documents 3-27
 - images 3-31
- rulers 3-40
- S**
- saving
 - search queries 5-62
- searching
 - adjacency 5-56
 - advanced 5-58
 - Boolean operators 5-54
 - creating queries 5-59
 - criteria 5-54
 - defining groups 5-63
 - discs in a jukebox 5-66
 - folders 5-64
 - for file dates 5-60
 - for phrases 5-55
 - Library Services databases 5-67
 - multiple-disc databases 5-65
 - numeric and date range 5-56
 - proximity 5-56
 - queries 5-59, 5-62, 5-63
 - settings 5-53, 5-61
 - simple 5-57
 - unbuilt documents 5-61
 - using lookup tables 5-54
 - wildcards 5-55
 - within documents 5-64
 - within search results 5-65
 - word matching 5-61
- section 508 keyboard commands B-69
- selecting
 - pages to print 3-36
 - portions to print 3-37
 - text 3-34
- sending documents as file attachments 3-37
- settings
 - column 2-9
 - document display 3-24, 3-26
 - searching 5-53
 - workspace panes 2-14
- shortcuts, keyboard B-69
- simple search mode 5-57
- single page display mode 3-27
- sizing
 - documents 3-26
 - Viewer pane columns 2-9
 - workspace panes 2-14

- smoothing images 3-31
- status bar 2-14
- supported hardware 1-4

T

- text
 - copying 3-34
 - documents, working with 3-40
 - selecting 3-34
- thumbnails
 - display mode 2-7
 - viewing 2-10
- TIFF files
 - rearranging or creating 3-39
- toolbars
 - Alchemy Viewer 2-7
 - Viewer pane 2-17
- Tree View pane 2-6, 2-18, B-70

U

- unbuilt
 - documents, searching 5-61
 - images, editing 3-30
- undoing
 - image edits 3-30
- URL protocol 2-15

V

- Viewer pane
 - columns 2-9
 - displaying multiple 2-7
 - keyboard commands B-70
 - overview 2-6
 - toolbar buttons 2-17
- viewing
 - compound documents 3-43
 - database statistics 2-11
 - database/folder contents 2-17
 - document properties 3-31
 - documents in thumbnails mode 2-10
 - event history 2-12
 - links 3-32
 - multiple documents 2-7
 - profile information 2-12

W

- welcome to Alchemy 1-1
- what this guide assumes 1-2

wildcards 5-55
word matching 5-61
word wheel, see lookup tables
workspace 2-5, 2-14

Z

zooming 3-26