

InfoClick™



User's Guide

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ACKNOWLEDGMENTS

InfoClick uses methods of US Patent #5,544,360 under license from SpeedTrack Inc.

InfoClick uses the MailCore framework. This license agreement is available in InfoClick when you choose the menu command **Help > License Agreement**.

We wish to thank our beta testers and all those who contributed to the MailCore Framework for their generosity to the development community.

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Except where otherwise stated, names, addresses and dates used as illustrations in example files and this manual are fictitious or used fictitiously and any resemblance to actual names and addresses is entirely coincidental.¹ This manual was written using Nisus Writer Pro 2.1.2 on a 15" 2.2 GHz Intel Core i7 MacBook Pro with 8 GB 1333 MHz DDR3 of RAM. The headings are in Optima while the body is in Bookman Old Style. This version of the User's Guide applies to InfoClick 1.2.

Total words: 17,954. Total physical pages 79

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PDF created Oct 29, 2015 4:47:46 PM.

¹ Many of the examples in this document use the Enron Email Dataset. This dataset was collected and prepared by the CALO Project (A Cognitive Assistant that Learns and Organizes). It contains data from about 150 users, mostly senior management of Enron, organized into folders. The corpus contains a total of about 0.5M messages. This data was originally made public, and posted to the web, by the Federal Energy Regulatory Commission during its investigation. You can learn more about it here.

The Quickest Start

Welcome to InfoClick! The next couple of pages offers the very briefest introduction and covers just enough to get you using InfoClick.

Why InfoClick? *or* How is InfoClick different from Spotlight?

Comparing a Spotlight Search with an InfoClick Find	
<i>Spotlight does not</i> guarantee a find.	InfoClick <i>guarantees</i> at least one found item because InfoClick only shows you search criteria that match one or more items.
<i>Spotlight does not</i> show you alternative spellings, nor allow you to select those multiple alternatives at once.	InfoClick <i>allows</i> you to use alternative spellings, and to select those multiple alternatives at once.
<i>Spotlight does not</i> show you how to narrow your results.	InfoClick <i>guides</i> you to narrow your results.
<i>Spotlight is not</i> sufficiently detailed.	InfoClick is as <i>detailed</i> as you choose.
<i>Spotlight does not</i> guide you to your target.	InfoClick <i>guides</i> you incrementally to precisely your target.
<i>Spotlight does not</i> search on parts of email addresses, nor parts of URLs.	InfoClick <i>searches</i> on parts of email addresses, and parts of URLs.

Table 1
Comparing a Spotlight search with an InfoClick find

A few pointers for getting the most out of your InfoClick

- Once you start InfoClick, when you see its icon in your Dock, choose the menu commands **Keep in Dock** and **Open at Login** from the **Options** menu illustrated in in Figure 17 on page 4. In that way it will always be no more than one click away.
- The first time you launch InfoClick all your emails stored locally by Apple's Mail.app will be indexed in the background. When this indexing is completed InfoClick displays the alert illustrated in Figure 1.
- If your emails are not stored in the usual location you will see the alert illustrated in Figure 6 on page v. Click the **Choose Email Folder...** button and navigate through your folders to locate your emails in the variant of the Open dialog that appears. This only happens once; InfoClick will automatically update itself periodically to include new emails *if you keep it running*. For that reason we recommend that you have InfoClick launch automatically when you log in.

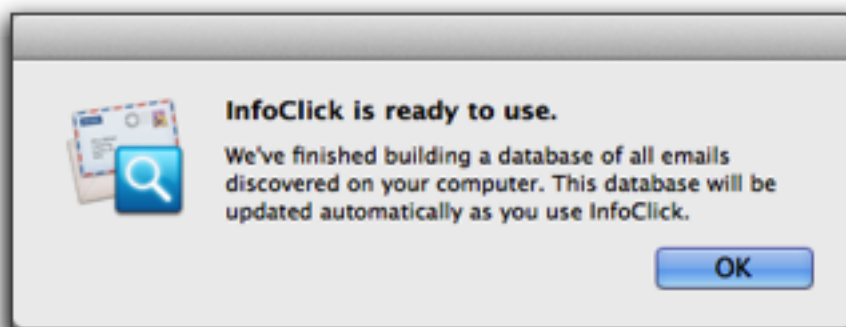


Figure 1
The completed initial database indexing alert

📧 Only emails and RSS feeds downloaded and stored for offline viewing in Apple's Mail application are searchable by InfoClick.

Using InfoClick with Nisus Writer Pro and Nisus Writer Express

The **Services** menu in Nisus Writer Pro and Nisus Writer Express includes the command: **New InfoClick Note With Text**. You can choose this to have a text selection in Nisus Writer Pro or Express create an InfoClick note.

Searches

Once the initial indexing is complete, you will see InfoClick's window illustrated in Figure 2:

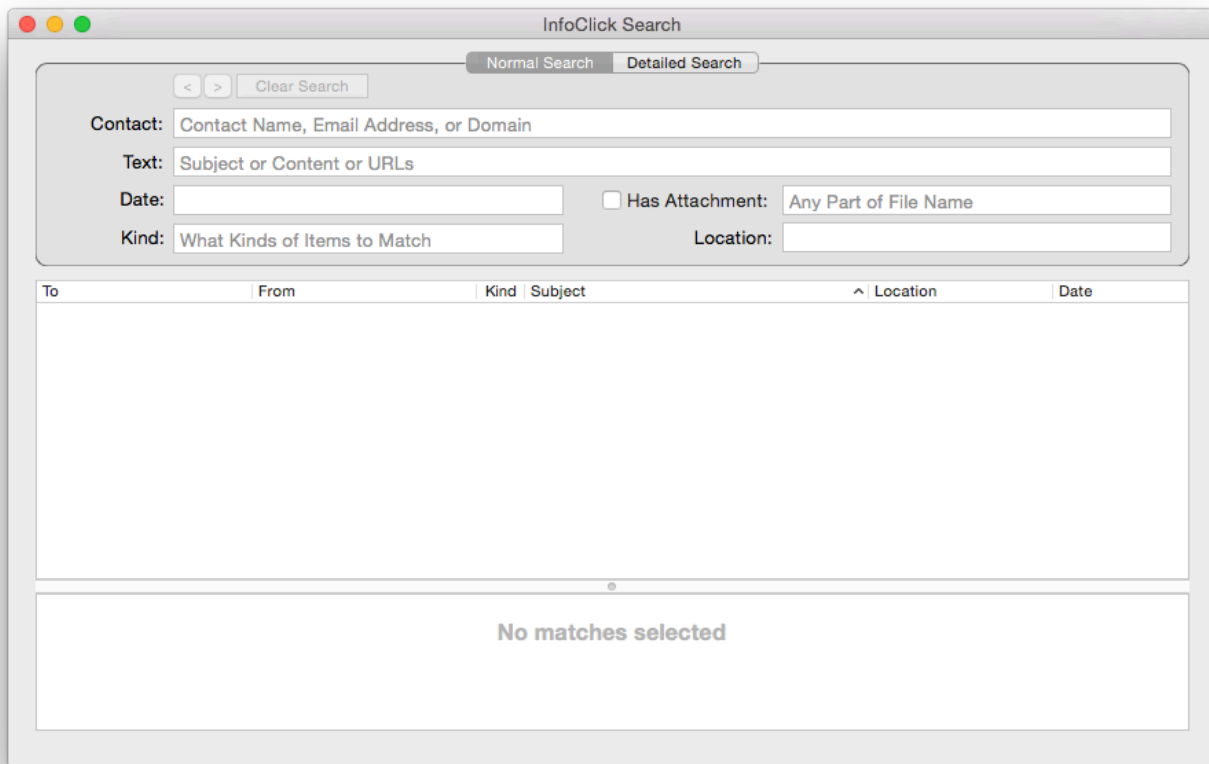





Figure 2 The InfoClick window in Normal Search

Here you can enter various search criteria (called “*selectors*”) to find emails. As you type in the search fields, InfoClick automatically shows you only those selectors which are available (e.g.: the terms that are actually used in your emails). This both ensures a successful find and lets you explore the content of your emails.


Searching is a process of narrowing down the results: you start with one criterion (e.g.: From Bill), and then add additional criteria (e.g.: Subject contains “bread”) to further winnow the matches. Because InfoClick knows exactly what selectors are available at every junction, your search can never produce zero matches. For a full description of every search field see “Normal Search groups” beginning on page 8.

- All searches are case independent.
- To search for any text in any part of an email or note use the **Text** field.
- InfoClick lists display all words and phrases in emails start typing or click twice in any text entry region to cause the list to display.
- As you type, InfoClick shortens the list of words or phrases to display only those that will offer a match.

- The list of selectors contains only enough items to fit into the display window plus a little more, but if you scroll to the bottom of the list more selectors will be automatically loaded and displayed.
 - Use the **Alternatives** feature for choosing to search on any of differently spelled words (press  or click the checkbox). This is explained in greater detail on page 33.
 - When you search for **URLs in Text**, (using **Detailed Search**) this searches on separate parts of URLs; top level domain search (".edu", ".gov") etc. The Detailed Search window is illustrated in Figure 16 on page 3 (not ③).
-  Note that the starting period is necessary.
- To search for an email with attachments click the **Has Attachment** checkbox.
-  This searches only attached file names, not their content.
- If your search matches Junk emails, these are shown in orange (you can change the color in the InfoClick Preferences explained on page 43).

A couple of examples

Contact

- To find all emails sent to or received from an educational institution: use the **Contact** field and the selector: .edu.
-  The found emails will include those with an .edu address anywhere in any of the **To**, **From**, **CC**, and **BCC** fields.
- To narrow your search further use **Detailed Search** and use the specific field.

Attachment

- When searching for an email which you know had attachments but you don't know the attached file(s) name(s) simply check the **Has Attachment** checkbox.

Notes

InfoClick also lets you take notes. Create a new note in InfoClick using the menu command **File > New InfoClick Note**. Any note you create in InfoClick is also automatically indexed and searchable.

Notes can include links to emails and other items; just drag & drop the items from the search results into your note's text editing area. You can also drag other kinds of links (such as URLs from your web browser) into a note.

You can learn more about InfoClick notes beginning on page 39.

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Welcome to InfoClick

Stop searching... start finding

We hope that InfoClick will help you easily navigate through the mass of your emails to locate the messages you seek.



If you are the kind of person who does not need or read manuals, please skip to page 7 to *Find What You Seek!*

If you are the kind of person who likes background information, you can learn more about the patented technology that underlies InfoClick in “Appendix III a short history of InfoClick” on page 55.


For the Beginner

Welcome to InfoClick... the search tool that makes finding, and managing your email and notes a breeze!

The InfoClick icon, illustrated in Figure 4 on page iii, shows a mail envelope with a “clickable” magnifying glass.

InfoClick is designed for you, the serious correspondent and worker, in mind, whether you receive twenty email messages a day, or hundreds.

Using the Mouse and/or the Trackpad

InfoClick offers a number of contextual menus. These are visible when you press  or “right click” your mouse or “secondary click” your trackpad. If a particular portion of the application has a contextual menu, the documentation will indicate its availability.

About the InfoClick Documentation

The InfoClick documentation consists of this manual and help available online:

This InfoClick manual introduces you to the package and its many features. It reviews InfoClick conventions, shows you how to install the package. In addition to a:

- Table of Contents where each task you might want to accomplish with InfoClick is listed, page a;
- Index of menu Commands and Screen Messages beginning on page 57
if you encounter a command or a message you want to learn more about, this is a good place to start to learn more about it;
- Index of Figures and Tables (where every aspect of the application and its dialogs is identified) beginning on page 59;
- The document is organized as follows:
 - This introduction;
 - a three-page “Quickest Start” introduction, at the very beginning of this document for those who don’t read manuals, beginning on page ①;
 - a short “Basic Start” section for those who read manuals and want a tour of the InfoClick interface beginning on page 1;
 - a description of the InfoClick working environment (windows, etc.) beginning on page 2;
 - **step-by-step procedures that show you how to search through your mail and create easily findable notes beginning on page 7;**
 - Appendices; these include:
 - a description of each of the menu commands referred to from left to right and top to bottom (including submenus) beginning on page 49
this is a good place to start if you have a question about what a command accomplishes;
 - a glossary of useful terms beginning on page 55
 - a short history of the origins of InfoClick and GIA search technology beginning on page 55.

Because certain tasks require the interaction of a variety of aspects of the application, cross-references to additional information appear throughout the document.

Using the Documentation

Be aware of these conventions as you follow the instructions in the manual:

- Text in this style: **Command** identifies a menu command or dialog option to choose including buttons that appear in dialogs.
- When you are to press certain keys on the keyboard, they appear in a special **⌘** font.
- Text in Courier font identifies text to type or select in the various instructions.
- Bullets, such as at the beginning of this line, indicate lists of related items that generally do not require a sequence.
- Wedges, as used in the section “Get online help” lower on this page, indicate instructions (or, in the section that describes what each menu command does, a command’s presence in a submenu). If you need to follow a series of steps in order, they are numbered.

Getting Help

All of us at Nisus Software are proud of our commitment to offer you quality software. Aside from this manual we have on-line help available from the **Help** menu. Choose the menu command **Help > Send Feedback**. This is the preferred way to contact us, and it gathers all the relevant information automatically. You can learn more about sending feedback on page 45.

We also offer technical support from our offices. Send email with your question to support@nisus.com. Please be sure to include your Macintosh model name and number, InfoClick version and registration number, the version of the Macintosh Operating System you use, and your question or description of your problem.

Get online help

- ▶ Choose the menu command **Help > InfoClick Help**.
- ▶ While working in InfoClick, you can let the mouse pointer linger over any control to show a “Tool Tip”.
- ▶ Choose the menu command **Help > Get Support...** to contact our online user’s forum and friendly support staff.

Getting Set Up

Make sure your System meets these minimum requirements:

- Macintosh running Mac OS X Lion (Mac OS X 10.7.5) or later.

Installing InfoClick

There are two possible ways of installing InfoClick. Either one is a simple process.

- ▶ You can download the application from the Nisus.com site (as a demo or a purchase). These instructions begin immediately below, or,
- ▶ You can purchase and download the application from the Mac App Store. These instructions begin on page iii.

Install InfoClick on your Macintosh from the Nisus Web site

1. Make sure your Macintosh runs Mac OS X Lion (10.7.5) or later.
2. Download the application.
3. Double-click the InfoClick installer icon illustrated in Figure 3.



Figure 3
The InfoClick installer icon

4. When InfoClick has finished installing, you will find the InfoClick icon, illustrated in Figure 4, in the Applications folder of your Hard Disk.
5. Start InfoClick.



Figure 4
The InfoClick application icon

6. When you see the InfoClick icon in your Dock choose the menu commands **Keep in Dock** and **Open at Login** from the **Options** menu illustrated in Figure 17 on page 4. In that way it will always be no more than one click away.

Install InfoClick on your Macintosh from the Mac App Store

When you purchase InfoClick from the Mac App Store, the application downloads directly to your Applications folder. The application is associated with your Apple ID and you do not need to enter a license. You may, however want to continue with steps 5 and 6 above.

First Startup

When you first start InfoClick you will see two or three windows:

The first window displays the InfoClick license agreement, illustrated in Figure 5. Feel free to read this standard agreement. You must click **I Agree** in order to proceed. You can always re-read this by choosing the menu command **Help > License Agreement** of InfoClick.

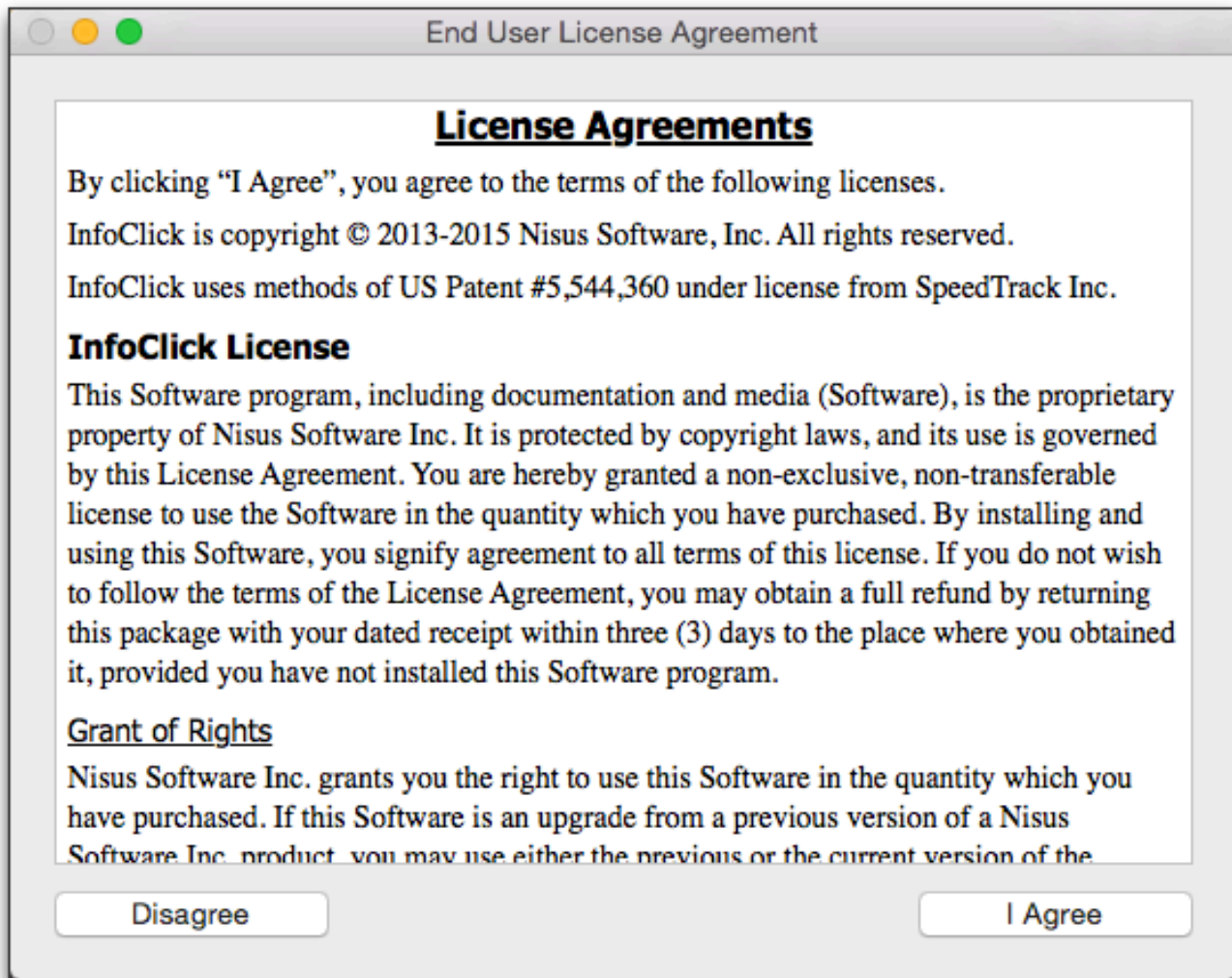


Figure 5
The InfoClick License Agreement

The first time you launch InfoClick all your emails stored locally by Apple's Mail.app will be indexed in the background. When this indexing is completed InfoClick displays the alert illustrated in Figure 1 on page ①.

If no emails are found in the standard location, InfoClick notes this and presents the alert illustrated in Figure 6. Click **Cancel** to quit the application or **Choose Email Folder...** to designate the folder where you have stored your email. A variant of the standard Open dialog appears, illustrated in Figure 7, enabling you to navigate to the appropriate folder.



You can have InfoClick index additional emails, stored elsewhere on your computer using the InfoClick Preferences. This is explained on page 43.

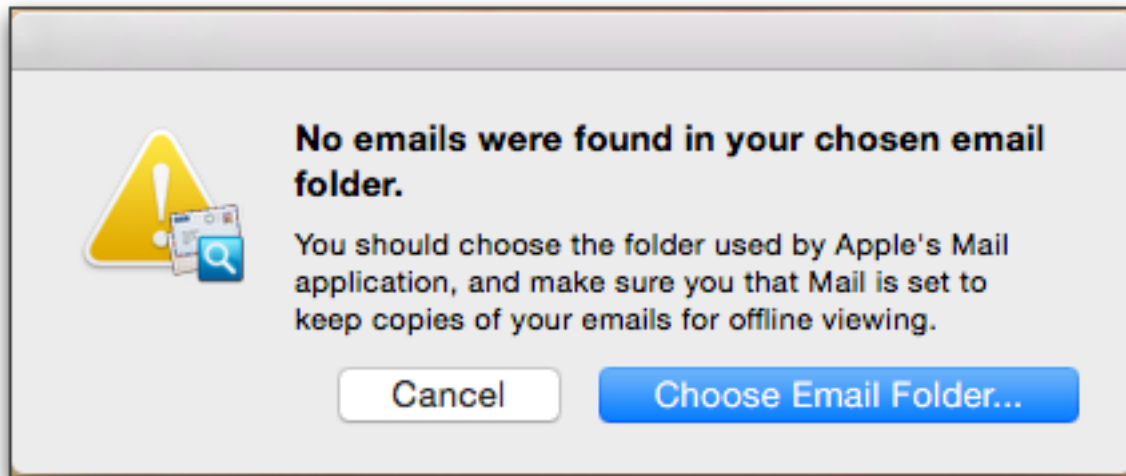


Figure 6
The “No emails found” alert

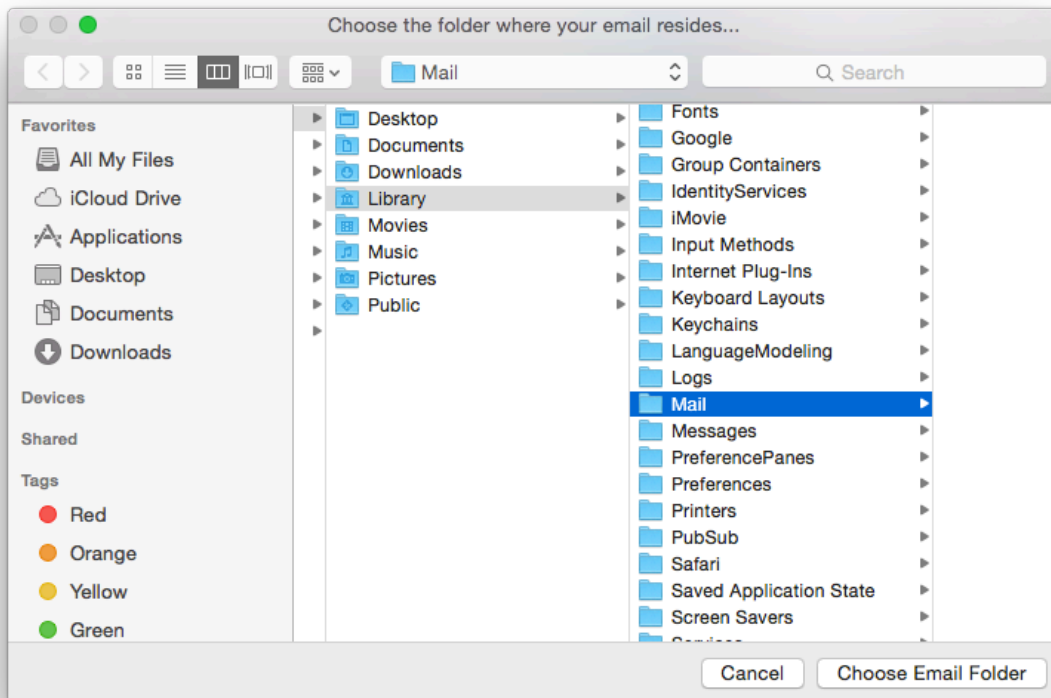


Figure 7
The variant of the Open dialog illustrating the standard location where Mail.app stores email

- ✎ The initial indexing process will take some time, particularly if you have a lot of emails, notes or RSS feeds.
- ✎ Only emails downloaded and stored for offline viewing in Apple's Mail application are searchable by InfoClick.
This only happens once; InfoClick automatically updates its index periodically to include new emails *if you keep it running*. For that reason we recommend that you have InfoClick launch automatically when you log in.

Enter your license number



If you purchased InfoClick from the Mac App Store you do not need to enter a license number. The following section is moot.

InfoClick runs for fifteen (15) individual days in Demo mode. If you do not use InfoClick for a few days and then restart it, only the days you actually used it are counted against the 15 allotted. In addition, if all you do is open the application and quit it, without doing anything else, that is considered one day of use. So, number your days. Each day you start InfoClick as a demo you will see the dialog illustrated in Figure 8. You can buy a license at any time; click **Buy License**. If you have already purchased InfoClick and are ready to enter its license click **Enter License**. If you are still testing, click **Use Demo**.

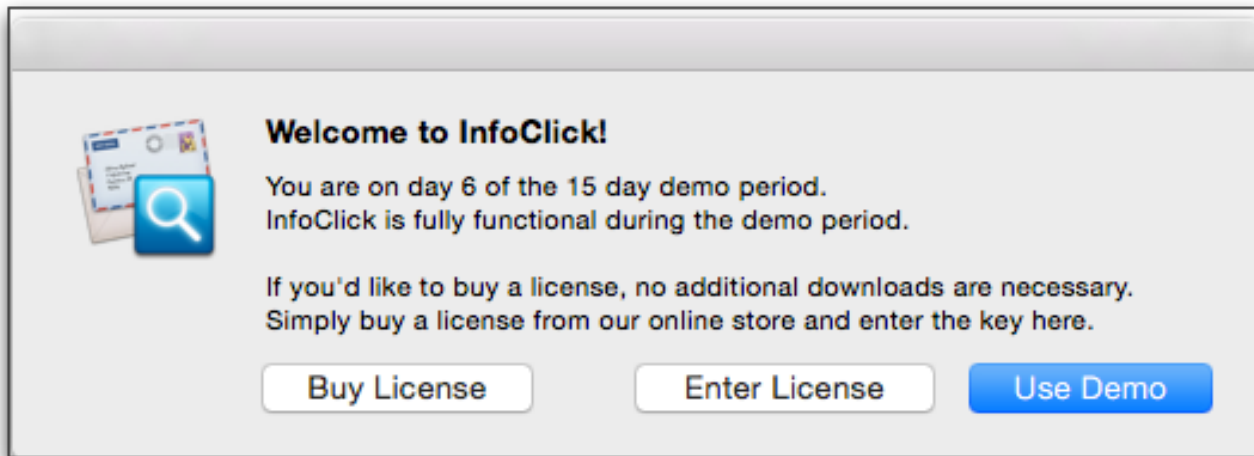


Figure 8
The “Welcome to InfoClick!” dialog

No aspect of the application is disabled during the demo period.

If you have received your license in your email, but not clicked the Enter License button as illustrated in Figure 8....

1. Click the InfoClick icon in the Dock.
2. Choose the menu command **InfoClick > Licenses....**



Figure 9
The Licensing dialog

3. If you have used up your demo time
 - ▶ and have not yet purchased the program, click **Buy License**.

This opens your Web browser and takes you to the Nisus Software Inc. online store where you can purchase a license.

- and have already purchased the program, click **Enter License**.
- 4. Enter your name as the **Customer Name**.
- 5. Press and enter your **License Key**.

Since you have purchased InfoClick online you should have the license number in your receipt email from Nisus Software Inc. Copy it to the Clipboard and paste it into this dialog.

- 6. Click **Enter License**.
- 7. If you ever lose your license number you can return to this window, click the **online license lookup** button and receive a copy of your license in your email.
- 8. Once your number has been entered correctly, the **Enter License** button changes to **OK**. Click that to close the dialog.

Thank you for purchasing InfoClick.



Once again, if you purchased InfoClick from the Mac App Store you do not need to enter a license number. The above section is moot.

Check for updates?

As InfoClick continues its startup tasks, it asks if you want the application to automatically check for updates (new versions).

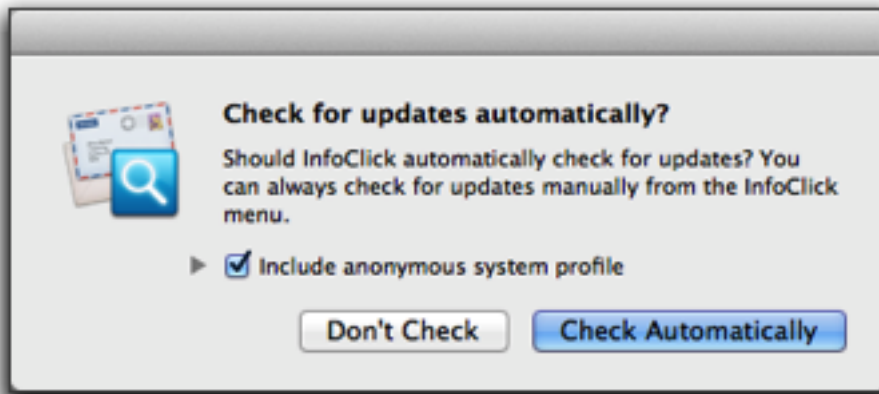


Figure 10

The check for updates on startup dialog

If your working environment includes a persistent and fast Internet connection you should click **Check Automatically**. This enables you to receive each new update as it is released without bothering to pay attention. What you choose here determines the preference set in the InfoClick preferences illustrated in Figure 62 and described on page 44. If, later you wish to change this notification, you can do so in the preferences.

You can help Nisus Software Inc. learn how to make InfoClick better by also checking the box **Include anonymous system profile**. If you are concerned and curious to know what kind of information is collected, click the triangle to the left of the checkbox. The window expands to display the information sent, as illustrated in Figure 11.

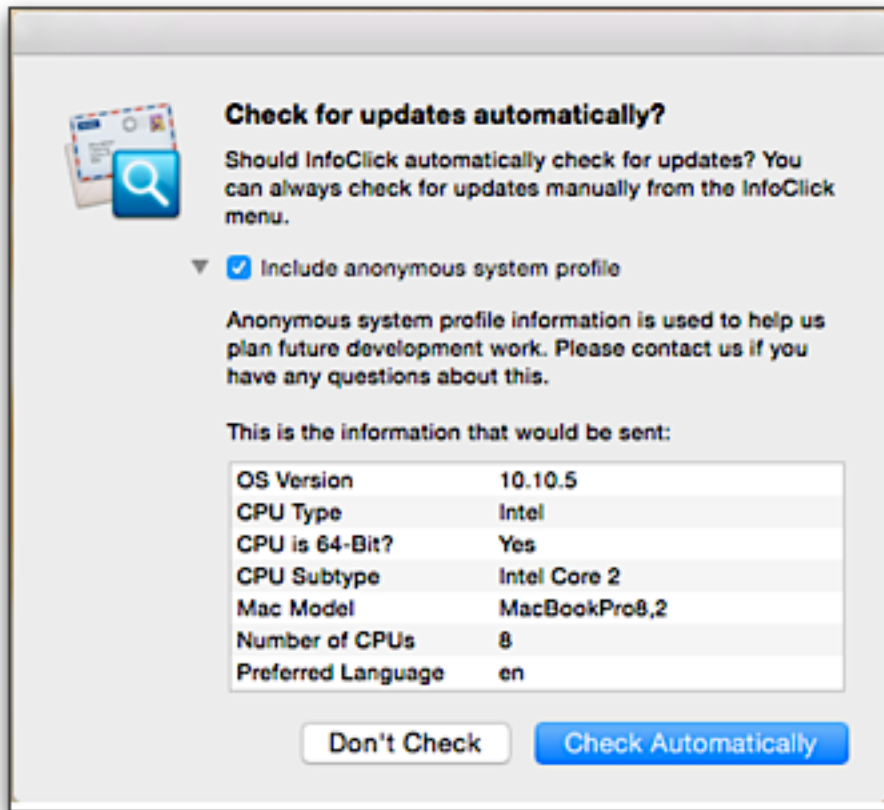


Figure 11
Example of anonymous system profile information sent to Nisus Software Inc.

Start InfoClick as you start your work

As you quit InfoClick the first (or second) time, it asks: **“Would you like InfoClick to open automatically when you log in?”** as illustrated in Figure 12. We recommend that you have InfoClick launch automatically when you log in and keep it running all the time so that your data is only a click away.

- Click **Auto Open**.

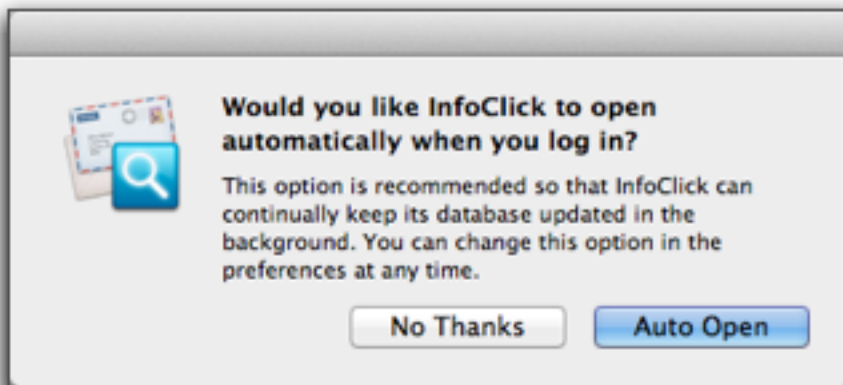


Figure 12
The open automatically at log in alert

Subscribe to the Nisus Newsletter

Learn about the latest Nisus news, receive relevant tips and hints about how to maximize your use of InfoClick and get great Nisus deals. Subscribe today.

1. Go to the Nisus Software Inc. newsletter-page.
<http://nisus.com/news/newsletter.php>

2. Enter your email address in the box provided.
3. Click **Subscribe**.

Getting Started

For those who do not believe in reading manuals, you might want to return to the beginning of this document and review only “The Quickest Start” on page ①. Here, this “Basic Start” and “Grand Tour” offer a broad introduction to the InfoClick interface, the available tools and what you need to know when you start the application, for the first time.



To begin using InfoClick jump to page 7 to Find What You Seek!

InfoClick is an information storage and retrieval application. It is initially focussed on providing a very powerful and comprehensive search of your emails. It also includes a note taking feature. This allows you to link files, emails, other notes and web pages to any note.

In today’s computer based work, each of us is critically dependent on the use of our email. Apple’s Spotlight search is very useful and works well for some searches. But sometimes you experience frustration knowing that the email you are searching for exists, but you can’t think of the right words to find it. InfoClick helps you on such frustrating occasions.

InfoClick — a “Grand Tour” beginning on page 2 is where you learn about InfoClick menus, dialogs, and tools. Review this section to learn more about the InfoClick working environment and its features. This portion of the manual lists each menu with a short description of what it does.

If you have questions about your Macintosh or other computer equipment, refer to the manufacturers’ manuals.

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Basic Start

Here’s how to open or start InfoClick:

Open or Start InfoClick

- ▶ Click the InfoClick icon in the Dock.

An InfoClick search window labeled “InfoClick Search” displays, ready for searching. The window has two optional states:

- Normal Search
- Detailed Search

You can switch from one to the other at any time. InfoClick remembers the state of the window when you quit and reopens in that same state.

Open or Start InfoClick for the First Time

When you first start InfoClick, the initial indexing process will take some time, particularly if you have a lot of emails, notes or RSS feeds. Processing will proceed in the background as you work on other projects on your computer, but you will not be able to use InfoClick until the indexing completes.² After that initial long indexing, updates occur automatically when InfoClick is running and you should not notice any further delays. During automatic updates, the bottom of the InfoClick window displays the progress and the updating should not impact your work.

When indexing is completed InfoClick displays the alert illustrated in Figure 1 on page ①.

When InfoClick is the active application, which means its name is displayed immediately to the right of the apple on the menu bar, it will update frequently, every few minutes. When it is inactive, which means a different application’s name is displayed to the right of the Apple menu, the updates are infrequent, every hour or so. You will see that InfoClick is busy when a task/progress bar appears in the lower left corner of the InfoClick window as illustrated in Figure 13. You can cancel (to postpone) this task by clicking the **X** button to the left of the progress bar.

We recommend keeping InfoClick running, if inactive, all the time so that when you need it, the index is current.



You can set the frequency of InfoClick’s scans and its indexing speed in the Preferences as explained on page 43.

² During initial indexing a progress window displays.



Figure 13
Task/Progress bar in the lower left corner

InfoClick — a “Grand Tour”

Have you ever entered a new building or travelled to a new land and stood bedazzled by what lay before you? Where were all those buttons and knobs? Why were all the street signs and address markers different from what you knew before? Even cars, which are all pretty standard in their tools, put the light and windshield wiper controls in different locations.

So it is, also, with software. To help you understand and use the many tools that are all within the reach of your mouse or trackpad, read on.


Windows and Pointers

This portion of the manual describes the graphical elements you see on screen for controlling InfoClick. Features of InfoClick windows and the buttons they contain, are fully explained. Also included is a description of the various pointers you see when you perform different tasks. Finally, you can learn about how InfoClick allows you to manipulate dialog boxes.

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The InfoClick window

InfoClick’s window resembles those of other Macintosh applications. However, it does not have a Toolbar at the top, nor does it have a full screen mode. You can rearrange the sequence of the columns in mid portion of the InfoClick window. Click and drag the title of the column to the location you prefer.

 **Note, Beginning in version 1.2, the InfoClick window has previous and next search buttons in the upper right area as illustrated in Figure 14. These buttons enable you to step through the various searches you have made since opening InfoClick. The buttons only appear in the following three figures, not through the remainder of this documentation.**

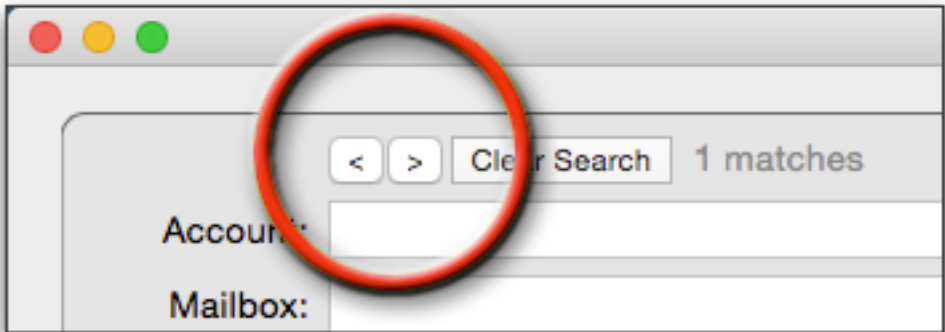
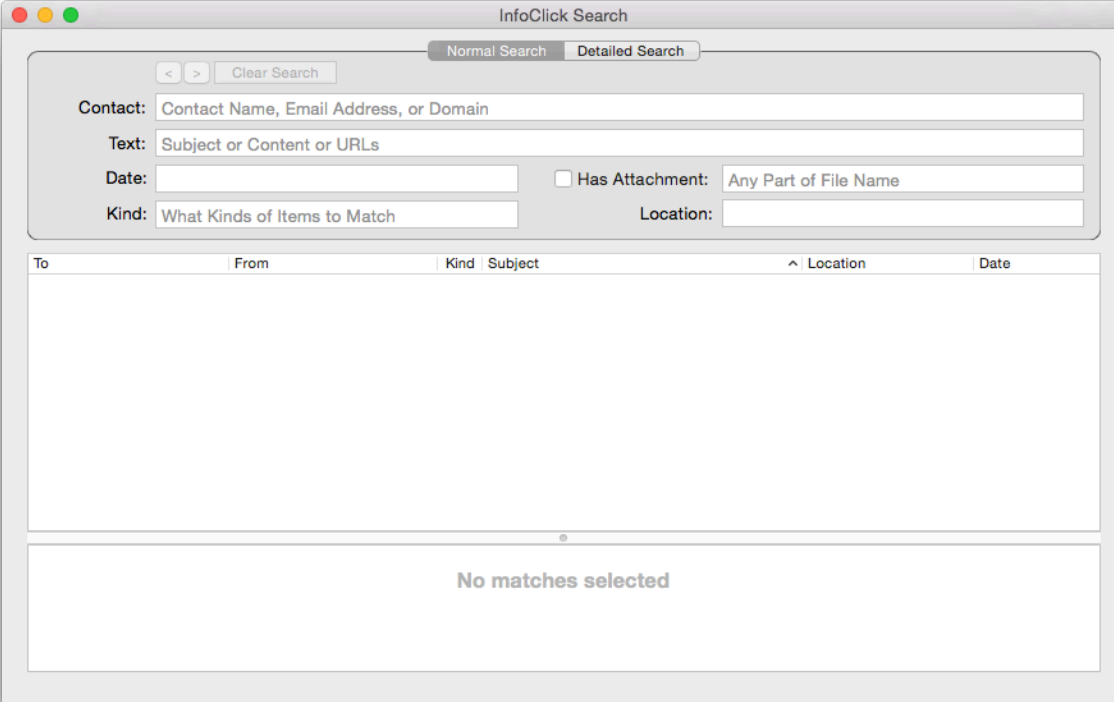


Figure 14
The Previous Search and Next Search buttons

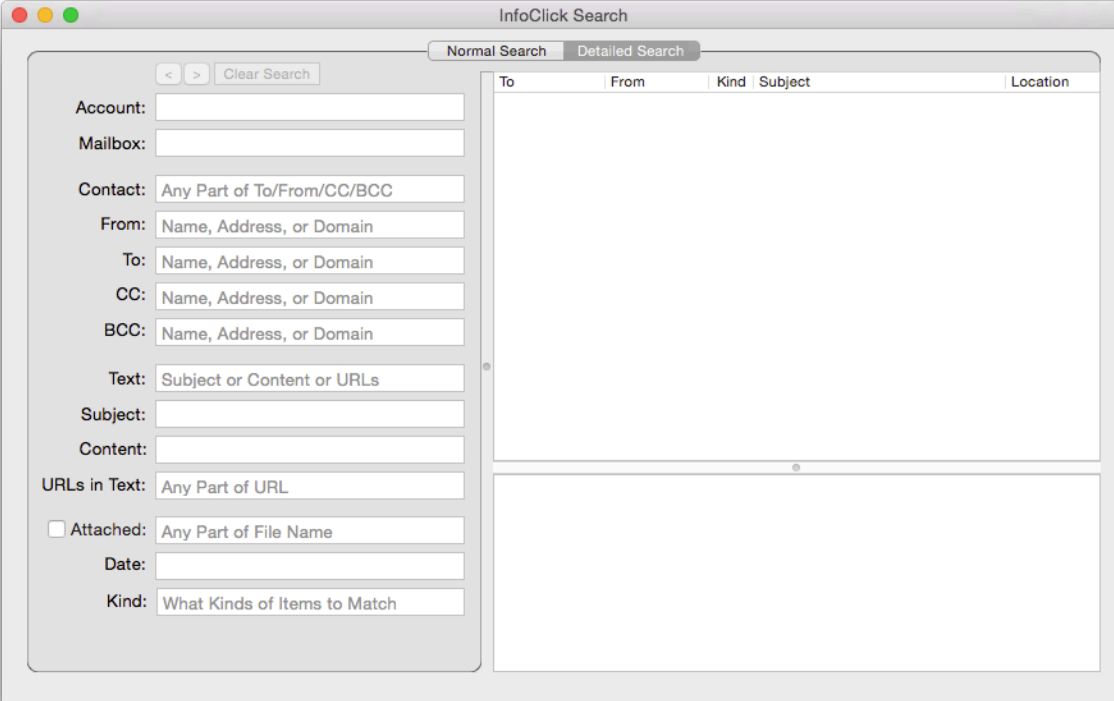


The InfoClick Search window is shown in the "Normal Search" mode. The search criteria are as follows:

Field	Value
Contact	Contact Name, Email Address, or Domain
Text	Subject or Content or URLs
Date	
Kind	What Kinds of Items to Match
Has Attachment	<input type="checkbox"/> Any Part of File Name
Location	

The search results table is empty, displaying the following headers: To, From, Kind, Subject, Location, Date. A message at the bottom states "No matches selected".

Figure 15
The InfoClick window when first opened in Normal Search



The InfoClick Search window is shown in the "Detailed Search" mode. The search criteria are as follows:

Field	Value
Account	
Mailbox	
Contact	Any Part of To/From/CC/BCC
From	Name, Address, or Domain
To	Name, Address, or Domain
CC	Name, Address, or Domain
BCC	Name, Address, or Domain
Text	Subject or Content or URLs
Subject	
Content	
URLs in Text	Any Part of URL
Attached	<input type="checkbox"/> Any Part of File Name
Date	
Kind	What Kinds of Items to Match

The search results table is empty, displaying the following headers: To, From, Kind, Subject, Location. A message at the bottom states "No matches selected".

Figure 16
The InfoClick window when first opened in Detailed Search

The InfoClick icon in the Dock



Figure 17
The InfoClick icon, and its menu, in the Dock under Lion, Mac OS X 10.7.x

The InfoClick Dock icon also has a special menu that appears when you click and hold your pointer on it. From this menu you can choose any recently opened emails or notes and any of your currently open InfoClick windows.

The menu also indicates:

- which InfoClick window is active (the check mark)
- which InfoClick window is in the Dock (the diamond).

The menu offers the opportunity to create a **New InfoClick Note**, to **Show All Windows**, **Hide InfoClick**, **Quit InfoClick**, and additional **Options** including **Keep in Dock/Remove from Dock**, **Open at Login** and **Show in Finder**.

The Menu Bar

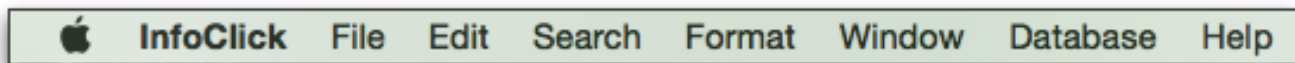


Figure 18
The InfoClick Menu Bar

The menu bar lists the menus available in InfoClick. Click your pointer on a menu title to display the list of available commands.

The list below reviews the menus available in InfoClick and briefly describes when to use which menu.

InfoClick

Use the **InfoClick** menu to access commands that control the entire application, not one portion of it: Preferences, Services, Hide/Show, Quit. A complete listing and description of the commands of this menu begins on page 49.

File

Use **File** to create a new or open an existing note, close, save, and print notes, or the state of the search window. A complete listing and description of the commands of this menu begins on page 50.

Edit

Use **Edit** to change text as well as undo or redo actions and use Cut Copy, Paste, Delete, Select All, Find, Spelling and Grammar, Substitutions, Transformations, and Speech. A complete listing and description of the commands of this menu begins on page 50.

Search

Use **Search** to save and return to previously used searches. A complete listing and description of the commands of this menu begins on page 51.

Email

Use **Email** to interact with Apple's Mail.app in various ways. A complete listing and description of the commands of this menu begins on page 52.

Format

Use **Format** (with its submenus) to change the way your text appears in your notes. A complete listing and description of the commands of this menu begins on page 52.

Window

Use **Window** to choose among active windows. A complete listing and description of the commands of this menu begins on page 53.

Database


Use **Database** to make sure that the InfoClick database is always up to date.

Help

Use **Help** to get InfoClick Help which gives you extensive explanations and hints regarding all of the features found in InfoClick. A complete listing and description of the commands of this menu begins on page 54.

The Note Title Bar

The Title Bar, which appears across the top of every note window, consists of two parts.

- The left side contains three buttons. Click to close (red/left), minimize (to the Dock) (amber/center), and zoom (green/right).
- The center of the Title Bar displays the InfoClick note icon and its name.
- Press  and click the name of a saved note to see the path to that note's location on your hard drive.

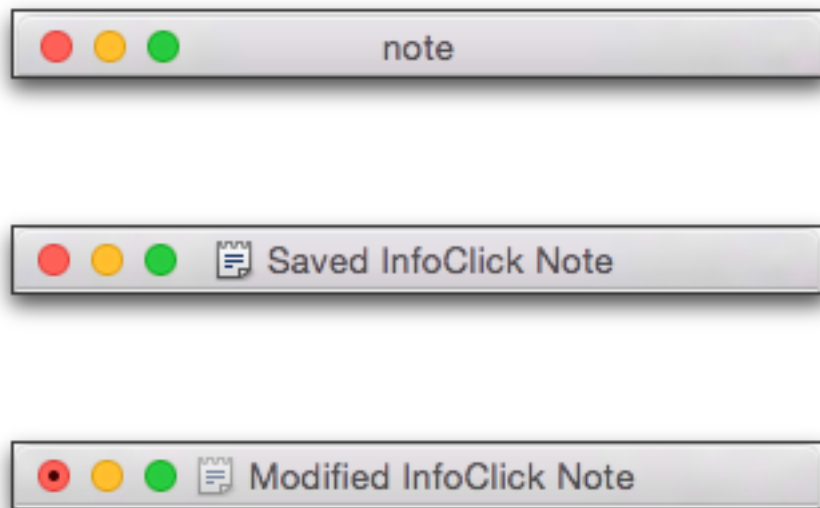




Figure 19
The InfoClick Title Bar (Untitled, Saved, Saved and then modified)

InfoClick windows

As you work with multiple windows

- The pointer is an arrow  in all window regions not allowing text entry.
- To control an inactive window, press . You can, scroll, move and resize inactive windows in this way without activating them. You cannot click inside the text editing area of the window without activating it.

InfoClick pointer variations

The pointer changes shape to give you feedback as you complete different tasks. You should be familiar with some of these from your previous activities on the Macintosh. The list that follows describes InfoClick pointer shapes.






Arrow Pointer

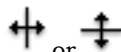

The left-slanting arrow points to images, icons, menu commands and buttons you can choose or click. It also indicates that you have text to drop elsewhere. Select what you want to move then click and drag the pointer.



Arrow Pointer with Plus





This variant of the Arrow Pointer points to images, or text you can choose or click. It appears after you begin to drag something and press  to indicate that you have something to duplicate elsewhere. Select what you want to move then click and drag the pointer, then press .

 I-Beam The I-beam indicates where you can enter text. When you click in the text it changes to an insertion point.

 or  Margin Mover When your pointer hovers over one of the lines that separate the various resizable parts of an InfoClick window.

Keyboard shortcuts in InfoClick





You can use the keyboard for more than entering text and numbers. You can use it to give instructions to the computer to perform certain tasks.


Macintosh keyboards include a variety of modifier keys and function keys. The four modifier keys are  (Command),  (Shift),  (Option), and  (Control).

InfoClick dialogs

Dialogs are used to get information from you. Dialogs in InfoClick appear from the Title Bar of the window to which they refer.

Dialogs can have a variety of controls, including checkboxes, buttons, pop-up menus & text boxes.

- A checkbox () is referred to as checked when there is a “✓” a check mark in it (). You click a checkbox to check or uncheck it. It is possible to check multiple checkboxes in a dialog.
- A radio button () is referred to as selected when there is a “•” in it (). You can only select one radio button in a dialog. Click a button to select it; click an alternate button to deselect the first one and select the other.
- Text boxes, indicated by a rectangular box, allow you to enter text in a dialog.

To type in a text box, click in the box and begin typing. To move between text boxes, press .

InfoClick allows you to copy, cut and paste in all the dialog text boxes.

Find What You Seek!

Finding an email or note in InfoClick is an incremental winnowing down process. InfoClick uses *selectors*: words, numbers, symbols and other useful criteria which you pick to narrow down your search to find what you seek.

What InfoClick Can Find

The InfoClick database stores an index to all the mail and RSS articles you have stored in Apple's Mail.app as well as any InfoClick notes you may create. The target of your search we call an *item*. It can be:

- emails
- sent emails
- received emails
- junk emails
- trashed emails
- RSS articles
- InfoClick notes and any Mail.app notes and files that have been linked-to in an InfoClick note
- ☞ InfoClick also indexes notes created in Mail.app and files that have been linked-to in an InfoClick note.
- files (that you designated to be searched by InfoClick)

Comparing a Spotlight Search with an InfoClick Find	
<i>Spotlight does not</i> guarantee a find.	InfoClick <i>guarantees</i> at least one found item because InfoClick only shows you search criteria that match one or more items.
<i>Spotlight does not</i> show you alternative spellings, nor allow you to select those multiple alternatives at once.	InfoClick <i>allows</i> you to use alternative spellings, and to select those multiple alternatives at once.
<i>Spotlight does not</i> show you how to narrow your results.	InfoClick <i>guides</i> you to narrow your results.
<i>Spotlight is not</i> sufficiently detailed.	InfoClick is as <i>detailed</i> as you choose.
<i>Spotlight does not</i> guide you to your target.	InfoClick <i>guides</i> you incrementally to precisely your target.
<i>Spotlight does not</i> search on parts of email addresses, nor parts of URLs.	InfoClick <i>searches</i> on parts of email addresses, and parts of URLs.

Table 2
Comparing an InfoClick Find with a Spotlight Search

What Types of Content Can InfoClick Search For?

InfoClick offers two modes for searching:

- **Normal Search**
- **Detailed Search**

In **Normal Search**, InfoClick offers six fields in which you can enter search terms “selectors”. **Detailed Search**, described beginning on page 26, offers fourteen fields. The fields are organized into logical *groups*.

Normal Search groups

The groups available in Normal Search as illustrated in Figure 15 on page 3 include:

- Contact
- Text
- Date
- Kind
- Has Attachment
- Location

Most fields display a hint as to the kind of entry it can accept. The text you enter in the fields are called *selectors*. These are words and other useful criteria which you pick to narrow down your search. Selectors can be a wide variety of things:

- words (in any language or “script” that might appear in your emails)
- email addresses
- parts of a file path
- URLs
- numbers
- symbols (such as mathematical “÷” or currency “€”)

The Contact search group

The first field, as hinted, can search for **Contact Name, Email Address, or Domain**. As you type, only names or email addresses indexed by InfoClick will appear in the list, as illustrated in Figure 21.³

1. Begin typing the name or email address of the contact you have in mind.

 When you first start typing InfoClick begins “Loading Completions” to prepare the appropriate selectors as illustrated in Figure 20. InfoClick loads completions in this manner for all of its lists of selectors.

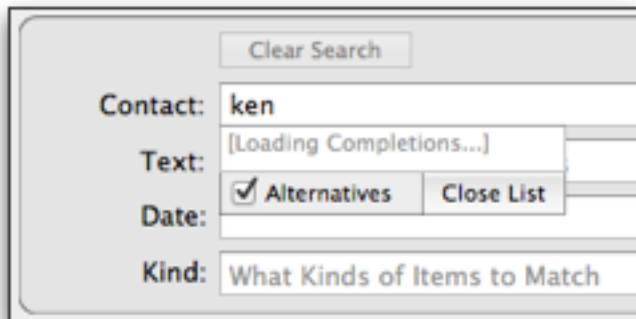


Figure 20
“[Loading Completions...]”

If you misspell a term, InfoClick quickly notifies you that what you have entered has no matches, as illustrated in Figure 22.

³ Many of the examples in this document use the Enron Email Dataset. This dataset was collected and prepared by the CALO Project (A Cognitive Assistant that Learns and Organizes). It contains data from about 150 users, mostly senior management of Enron, organized into folders. The corpus contains a total of about 0.5M messages. This data was originally made public, and posted to the web, by the Federal Energy Regulatory Commission during its investigation. You can learn more about it here.

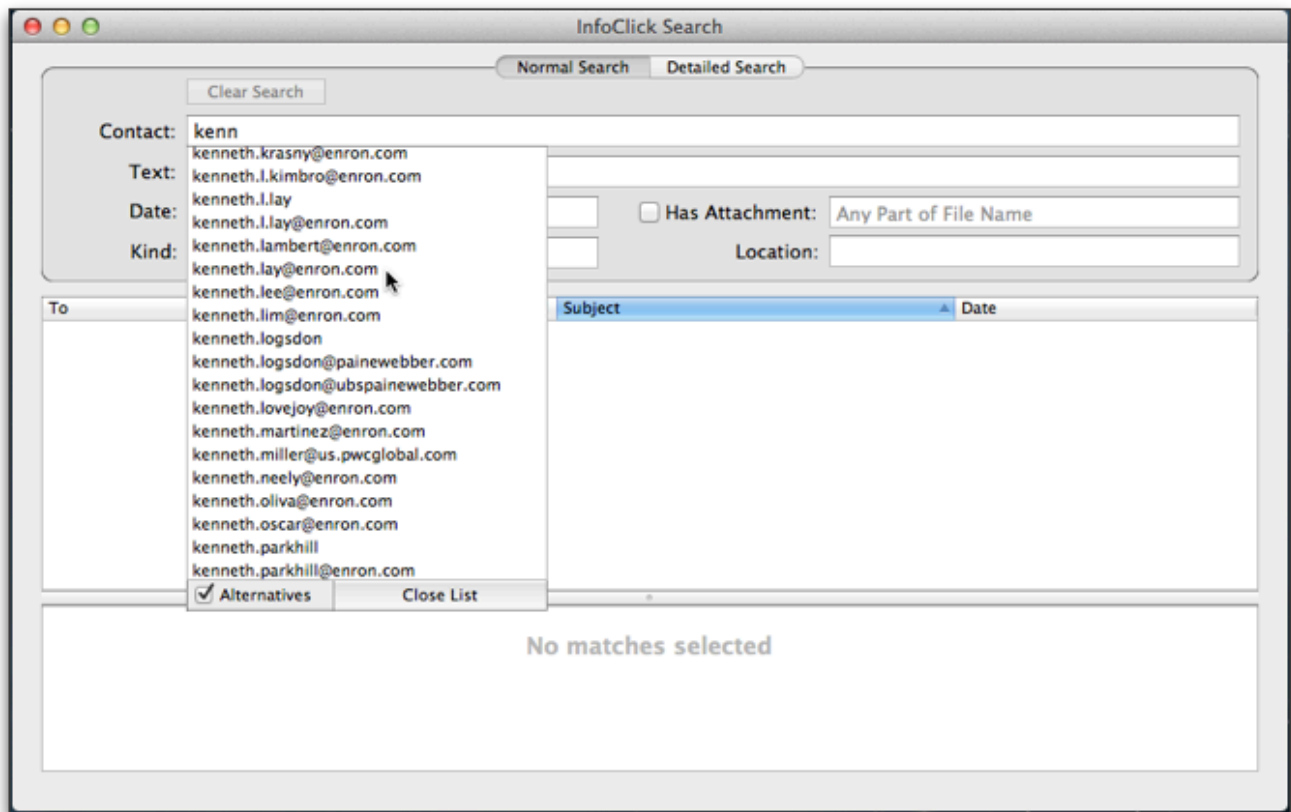


Figure 21
Typing in the Contact field displays names and email addresses

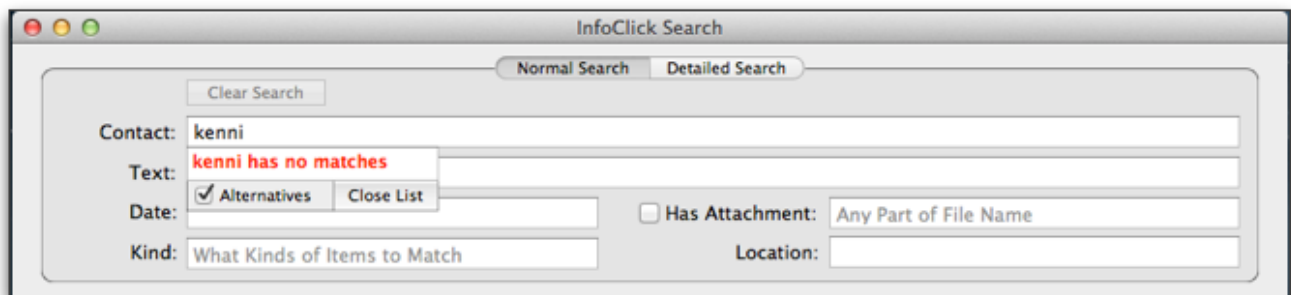






Figure 22
Typing something that has no matched items

As the list in the pop-down menu command shortens you will likely see the selector you want.



2. When the list is short enough (consisting of hundreds rather than thousands of possible selectors), scroll using the down- or up-arrow keys or drag the scroll bar on the menu.
3. Click the selector you want.
4. If various spellings exist or you want to select more than one contact
 - Press  or  and click as many selectors as you need.

The search does not occur until you release the key.

If your alternative choices are not close to each other in the pop-down menu, using  or  might be inconvenient. Instead

- Click the **Alternatives** checkbox at the bottom left of the pop-down menu.

When the box is checked it acts as if  or  were pressed.

5. If you have pressed  or , when you release the key, the menu closes. When you have finished choosing your alternatives, you can uncheck the box, or click elsewhere to close the menu.

When the menu closes you will see a “bubble” with the contents of the selector(s). InfoClick also lists the results in the upper left portion of its window to the right of the **Clear Search** button. In this case, as illustrated in Figure 23, there are 4,639 email items that were either sent by or to Kenneth Lay (or in which he was copied or blind copied). That is still far too many possibilities among which to find the item sought.

6. As illustrated in Figure 23, click the down-pointing triangle, or right-click (or control-click) anywhere on the bubble, to display a menu from which you can disable options to narrow your search:

- **Not**



You can find all items that *do not* contain a particular selector (in this context, a contact). You can negate a search term by typing an exclamation mark before the term (such as: “!kenneth.lay@enron.com” searches for all emails neither to (including CC and BCC), nor from Kenneth Lay). When the completion list appears, you can also negate selectors by pressing the option/alt key.

- **Search To**

- **Search From**

- **Search CC**

- **Search BCC**

The menu is preset with all options turned on. You can turn any options off or on by clicking the checkbox as illustrated in Figure 24. The menu stays open until you click in a different location.

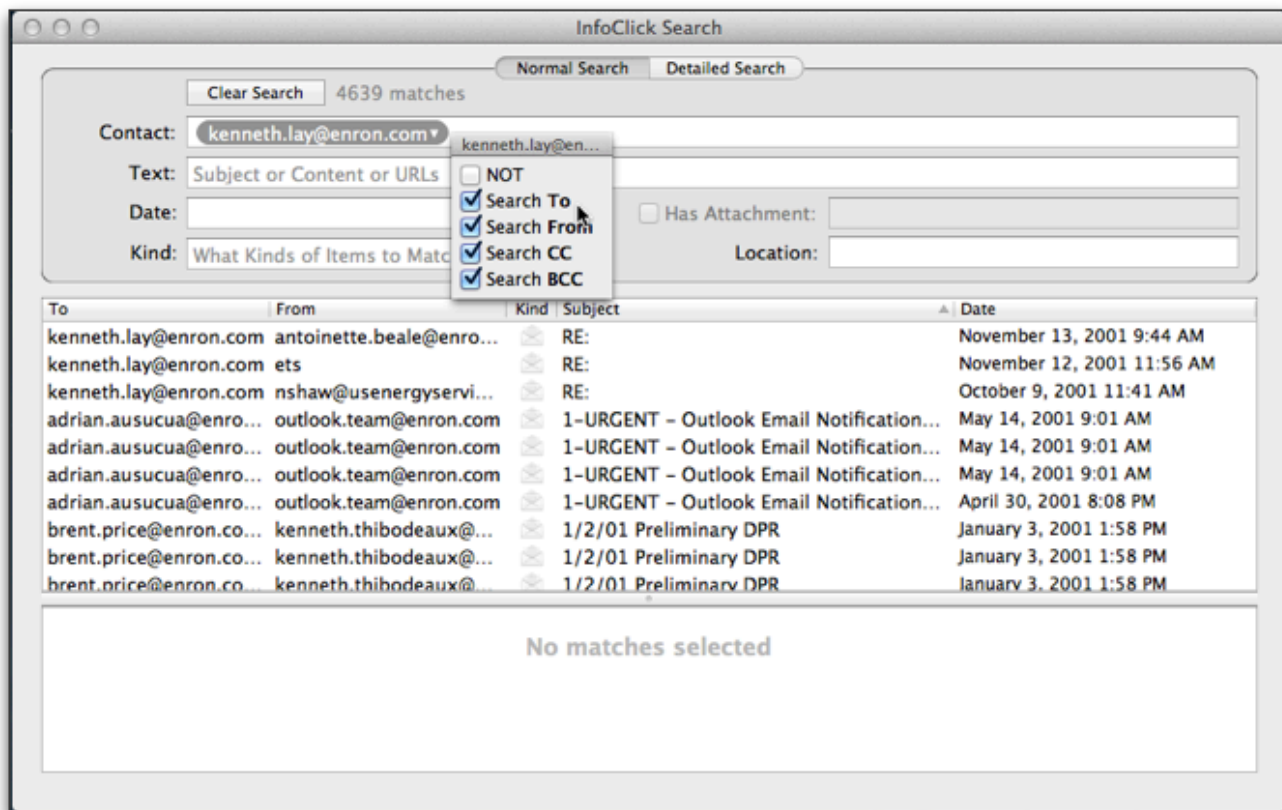


Figure 23 The pop-down menu of the Contact selector bubble

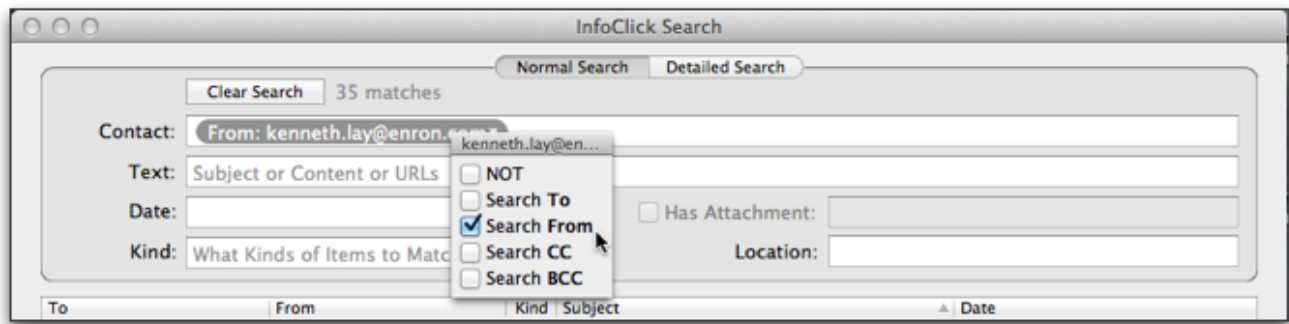


Figure 24

The Contact selector bubble pop-down menu with options turned off

The list area displays all matching items. They are identified by:

- **To** whom they are addressed
- **From** whom they were sent
- **Kind** indicating if the item is an email an InfoClick note or an item from an RSS feed.
- whatever appeared in the **Subject** field
- the **Date** (and time) they were sent

You can customize this list:

- Click any one of the headings to sort the by that list list
- Click the same heading a second time to reverse the sequence of the sort order.
- Drag the little vertical separator lines to expand the fields
- Drag the title bar of any column to change its position.

InfoClick saves these settings when you quit the application.



The Text search group

As illustrated in Figure 24, searching only for emails *from* Kenneth Lay lists all of 35 items. However, the particular one you may want might not yet display in the list.

1. Begin typing in the **Text** area to further narrow the search.

The hint here reads **Subject or Content or URLs**.


2. Click the selectors you want.

Suppose you want to find something related to “promotions”. Type: pro. The pop-down menu appears as illustrated in Figure 25 and you can press  or  to select the words “promotion” and “promotions”. The resulting “bubble” is illustrated in Figure 26 on page 13.

3. Once again, as illustrated in Figure 26, click the down-pointing triangle, or right-click (or control-click) anywhere on the bubble, to display a menu from which you can disable options to further narrow your search.

In this case, the options are:

- **Not**

 You can find all items that *do not* contain a particular selector (in this context, some text that appears in the item). You can negate a search term by typing an exclamation mark before the term (such as: “!promotion” searches for all emails that do not contain the word “promotion”). When the completion list appears, you can also negate selectors by pressing the option/alt key.

- **Search Content**

- **Search Subject**

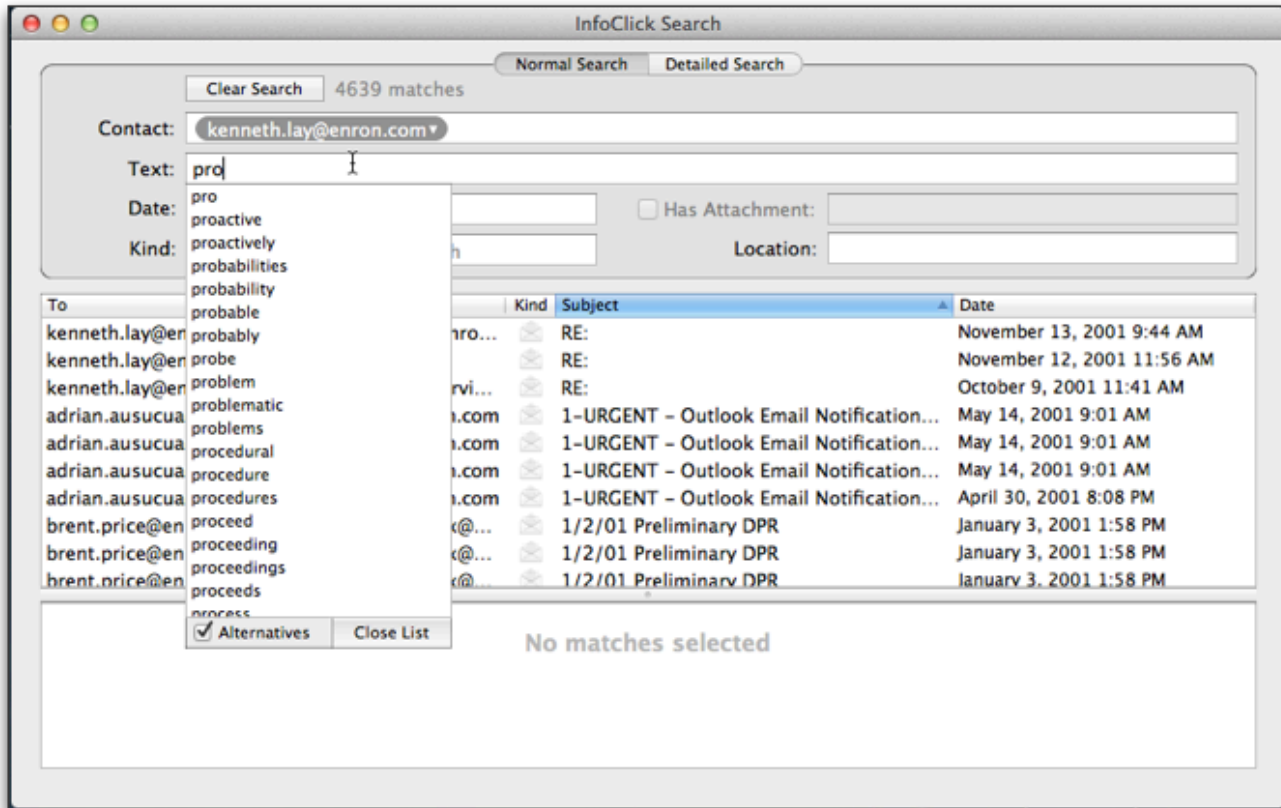


Figure 25
Searching for Text in an email

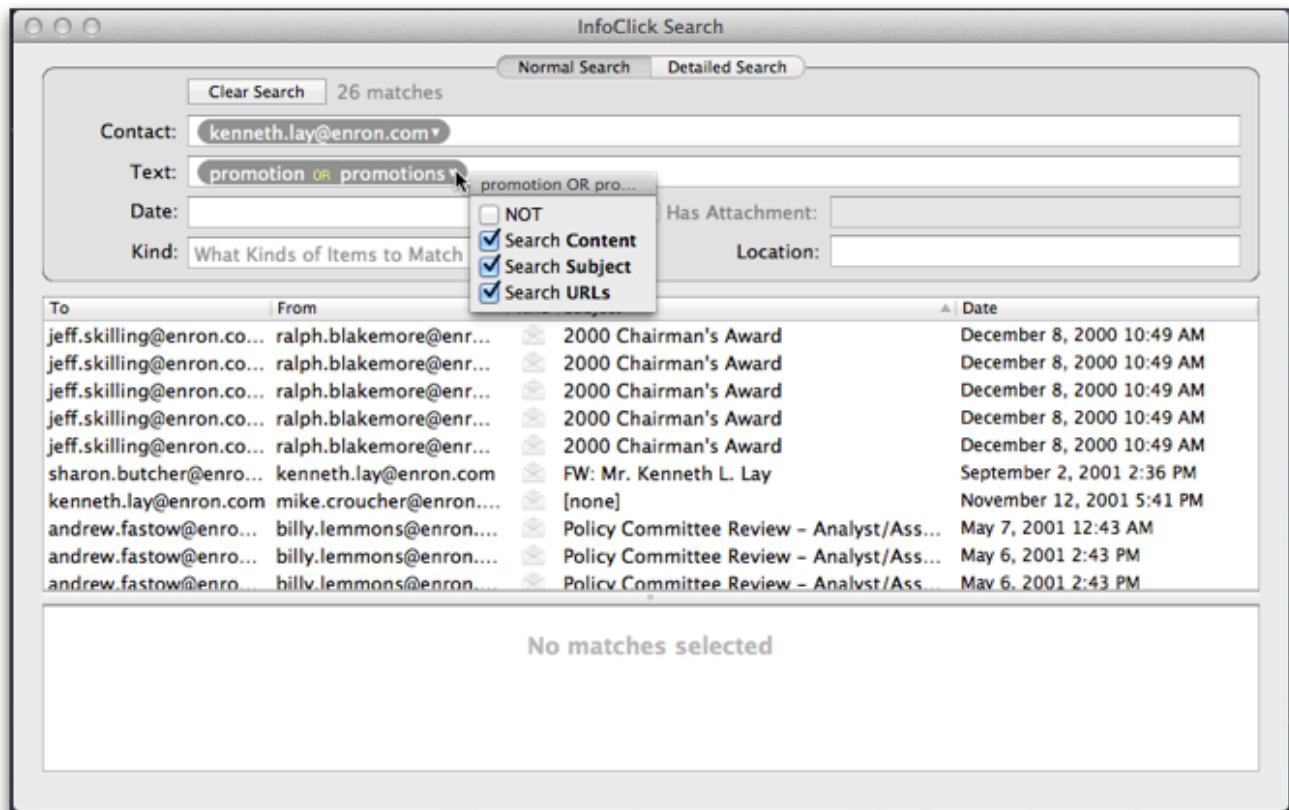


Figure 26
The Text field pop-down menu

Further narrowing is unnecessary because, as illustrated in Figure 31 on page 17, Kenneth Lay only sent three items dealing with “promotion”.

Copying lists using the contextual menus

You can copy the list of displayed selectors in a group by using the contextual menu which appears when you right-click (or control-click) in the appropriate place.

- ▶ Right-click (or control-click) any part of the field excluding the selector bubble (i.e: the whitespace), the contextual menu shows general editing commands, which including **Copy Selector List** as illustrated in Figure 27.

This enables you to copy the selector list for future study and use.

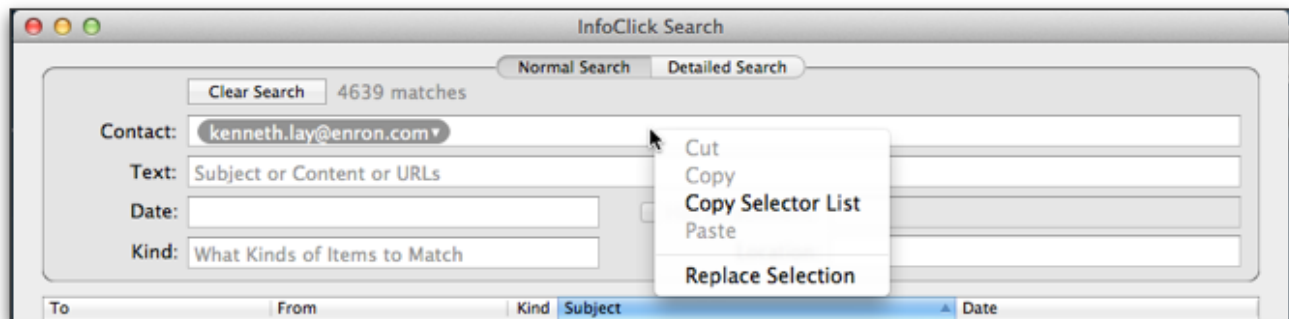


Figure 27
Contextual menu from white space

- ▶ Right-click (or control-click) the selector list itself, and only **Copy Selector List** appears as illustrated in Figure 28.

☞ The Services submenu of the Apple menu, as provided by OSX, appears here automatically, though it is doubtful that any of its options would be useful.

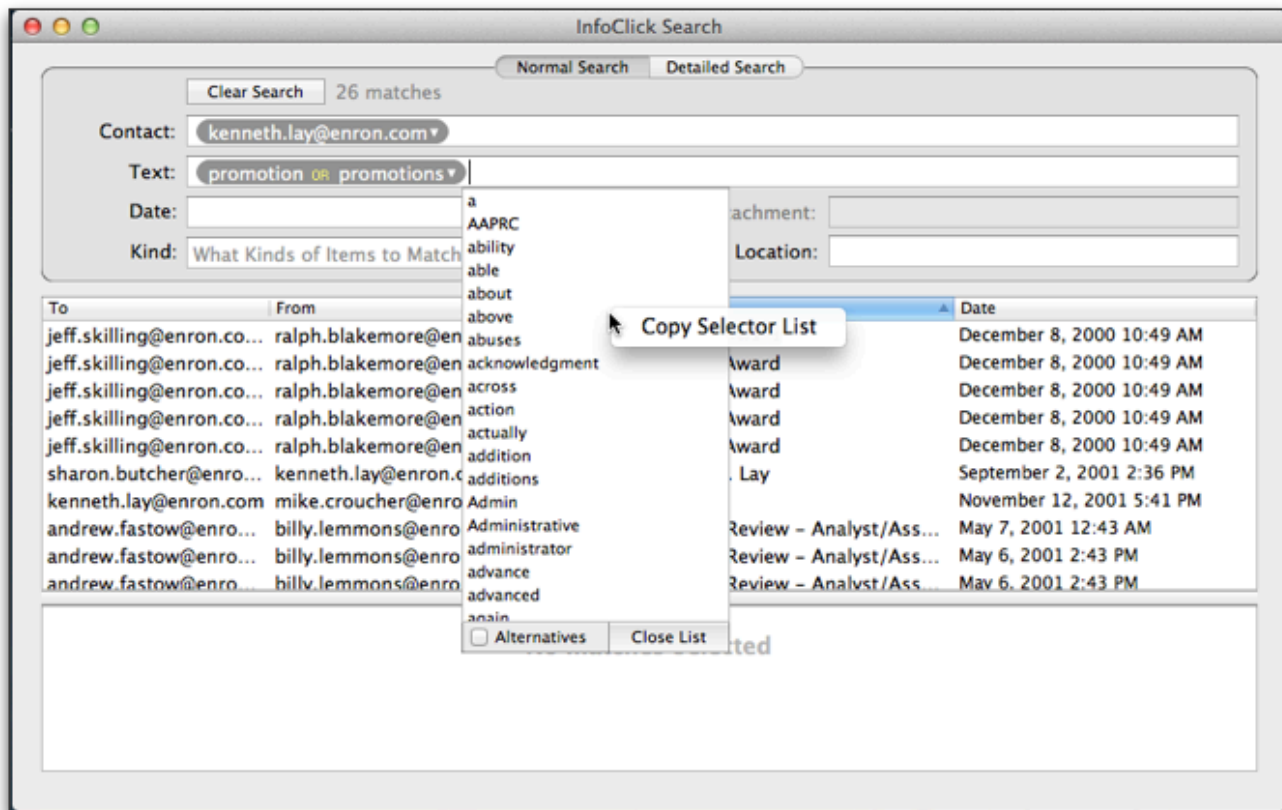


Figure 28
Copy selector list contextual menu

- Right-click (or control-click) the list of matching item names as they are displayed, by selecting those you wish to copy and using the right-mouse click with the mouse over the selection. You can then paste the tab separated copied list and convert it to a table to see a conveniently formatted display.

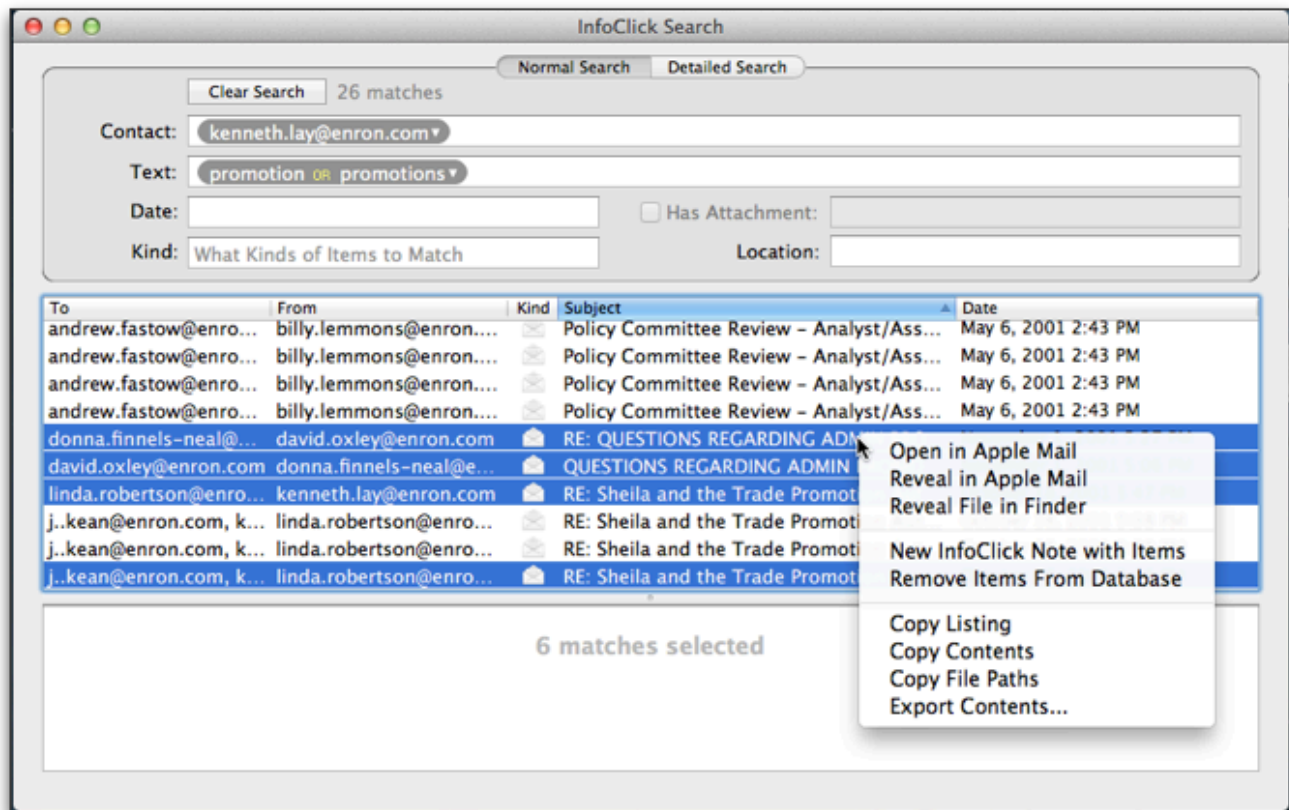


Figure 29
Matching items contextual menu

The commands in the **Matching Items** contextual menu include:

- **Open in Apple Mail**
- **Reveal in Apple Mail**
- **Reveal File in Finder**
- **New InfoClick Note with Items**
- **Remove Items From Database**
- **Copy Listing**
- **Copy Contents**
- **Copy File Paths**
- **Export Contents...**

The commands are fairly self explanatory. They are described in Appendix I: Contextual menus, on page 54.

Other contextual menus

When you select a single item in the Matching items are of InfoClick the entire contents of that item displays. You can select and copy the text that appears (including embedded links) that appears there. As illustrated in Figure 30, the Mac OS X enables an additional contextual menu when you select text in this area.

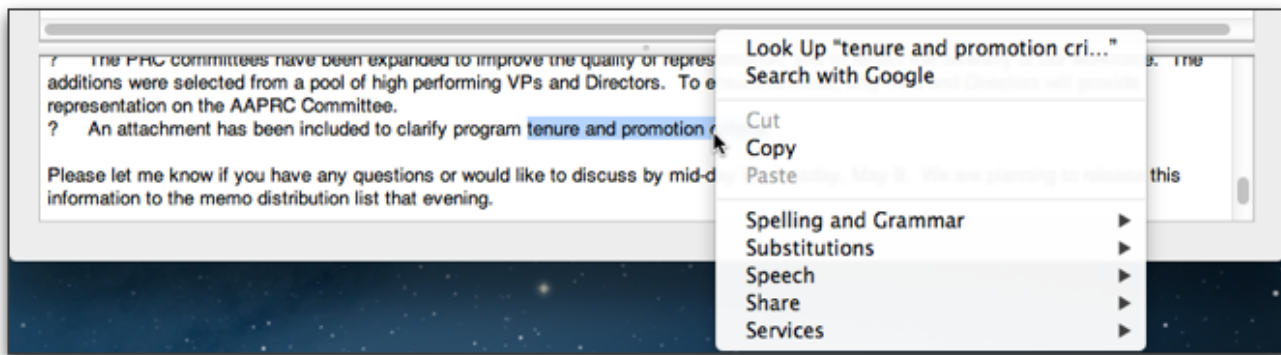


Figure 30
The contextual menu that appears when selecting text of a matched item

The Date search group

Perhaps you need to find all the emails that Kenneth Lay was involved (sent or received, CC'd or BCC'd) in during a particular period, regardless of the subject. In this situation you would use the **Date** search group. InfoClick lets you specify just the parts of the date you remember.

1. Click in the **Date** search group.

A menu with all the possible dates associated with the emails appears⁴. The **Alternatives** checkbox is on by default (and cannot be turned off).

2. Click from left to right as many selectors as you need to narrow your search: the year(s), month(s), day(s) of the month(s) and then the day(s) of the week.

While clicking from left to right (year > month > date > day) may make conceptual sense, if you know the date, it might be easier to search through the many possible thousands of emails you may have received in a particular year by clicking in the reverse order. In that case, click from right to left (date > month > year).

For example, in one sample database narrowing from year to date takes longer to display:

- 2012 92,009 items
- Nov. 12,637 items
- 27th 380 items

...than narrowing from date to year:

- 27th 11,552 items
- Nov. 910 items
- 2012 380 items

Or, as another example, if you know a particular correspondence occurred on a weekend, select Saturday & Sunday and continue from there.

As yet another example, if you remember that the correspondence occurred during a particular month, select that month and year and see what else is available.

3. Click **Close List**.

As illustrated in Figure 32 on page 18, once the year 2000 is selected, only those months in which there was mail to or from Kenneth Lay are enabled in the month column, similarly, once the month of June is selected only those days in June when he either sent or received mail are enabled. In this way, InfoClick guides you to what you seek.

Because there is nothing you can do to modify the meaning of the dates, these bubbles have no down-pointing triangle. However, you can right-click (or control-click) anywhere on the bubble.

This enables you to **Cut**, **Copy**, **Paste**, **Copy Selector List**, or access any number of **Services**

⁴ The years are taken from whatever the date field indicates in a particular email. There are no rules regarding what people/software can put in email headers. Anyone who has received spam knows you can fake a From field, use unusual dates, add custom headers, etc- there are no restrictions. So if an email is stamped as being from the year 2044, as are some of the emails in the Enron collection, then, who are we to say otherwise! As to how/why these occur, there are various reasons: misconfigured computers/servers or malicious intent. Spammers sometimes use the tactic because it means the email will sort topmost in an inbox. Don't believe dates before the year 1971. According to the Wikipedia, "in 1971 the first ARPANET email was sent".

you have available in your System. Even most of these are not likely to have much utility, but they are available for your convenience.

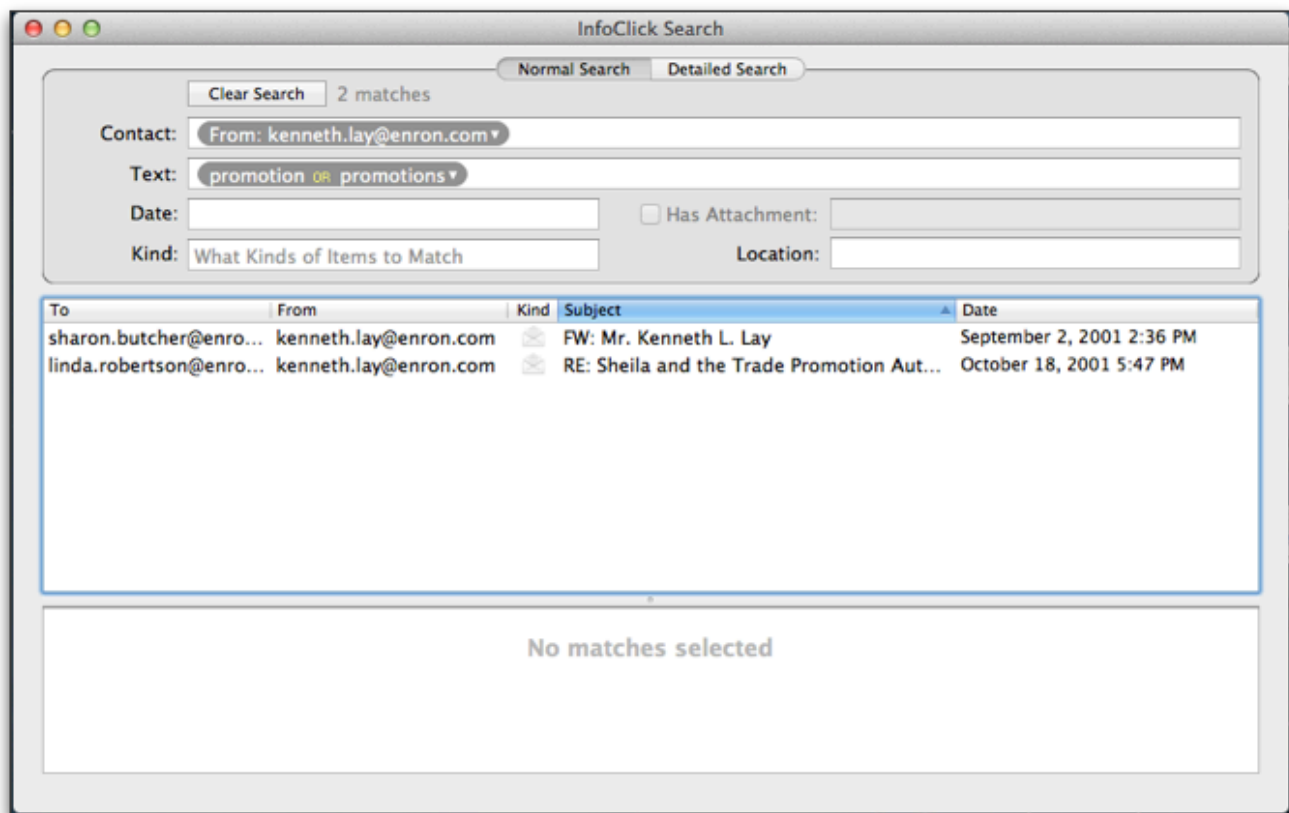


Figure 31
Kenneth Lay's correspondence dealing with "promotion" etc.

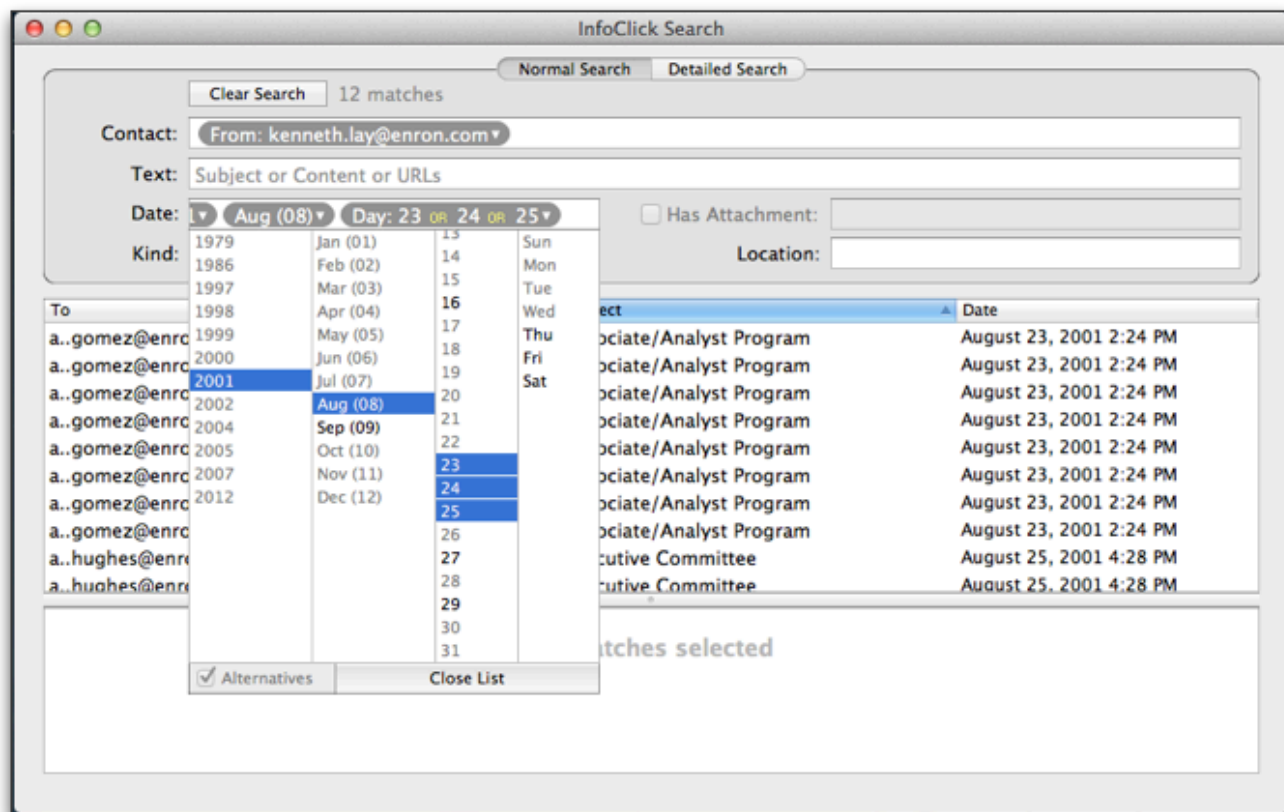


Figure 32
Choosing selectors in the Date search group

The Kind search group

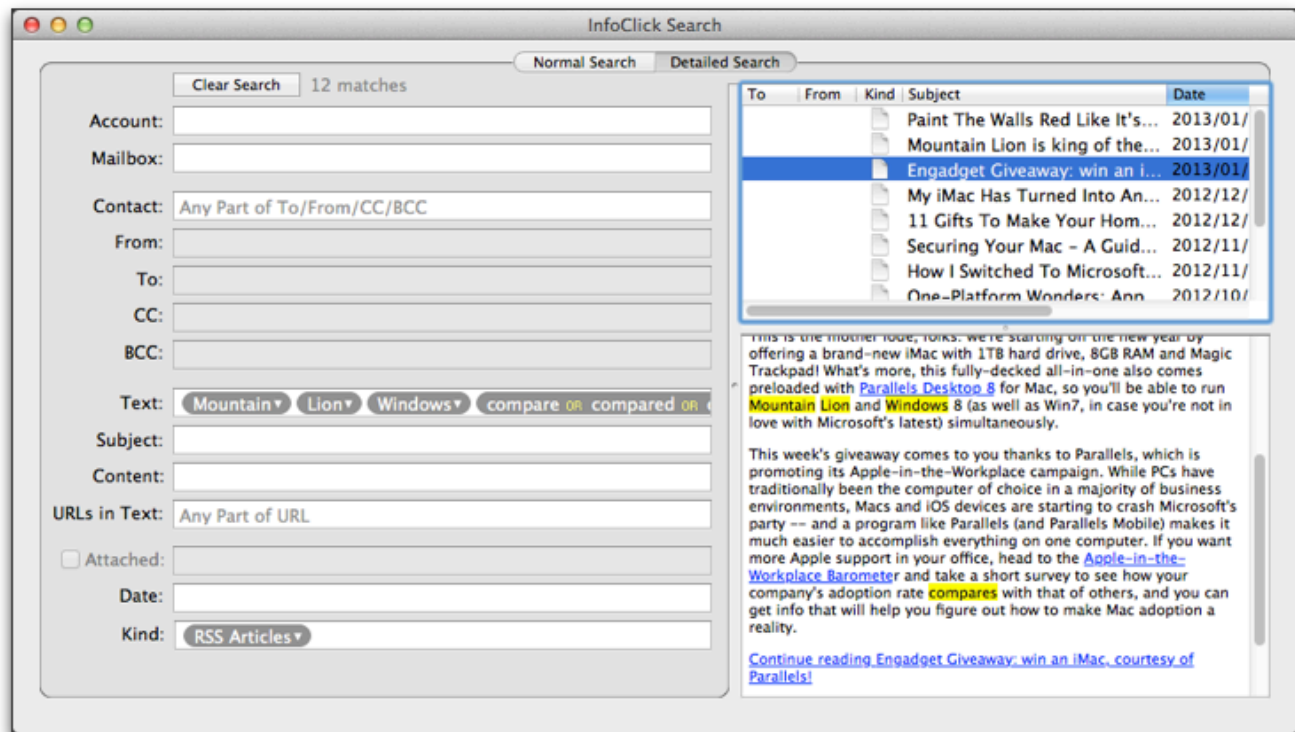


Figure 33 Searching for RSS articles dealing with comparisons of Mountain Lion and Windows

The search text box labeled **Kind** allows you to limit your target items to the chosen kind(s).

- Choose among which kind(s) of items you want InfoClick to search from the pop-up menu that appears when you click in the **Kind** field, as illustrated in Figure 34.

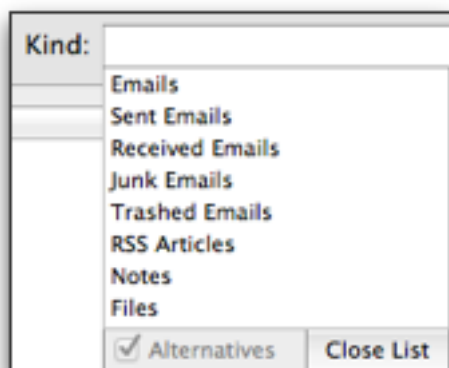



Figure 34 The Kind pop-up menu


As explained in “What InfoClick Can Find” on page 7, InfoClick can limit your search so that it looks among any one or a combination of your:

- emails
- sent emails
- received emails
- junk emails
- trashed emails
- RSS articles


- InfoClick notes and any Mail.app notes and files that have been linked-to in an InfoClick note
- files (that you designated to be searched by InfoClick)

 Currently the only way to include files in InfoClick's database is to add a link to the desired file in an InfoClick note.

The hint text in that field reads: **What Kinds of Items to Match**. If you do not choose anything from the **Kind** group, your target will include all the available kinds. Choosing one or more kinds limits your search to just those chosen. Choosing all of the listed kinds is equivalent to choosing none.

 Clicking **Emails** does *not* include **Junk Emails**, but (naturally) does include **Sent Emails** and **Received Emails**.

While many RSS readers exist for the Macintosh, support for this feature was part of Apple's Mail application since Mac OS X 10.5 Leopard was released in October 2007 through Lion Mac OS X 10.7). The use of Mail as an RSS reader was discontinued in Mountain Lion (Mac OS X 10.8). If you are one of those people who archives your RSS reading locally, on your own hard drive, you can have InfoClick search through what may amount to many thousands of items.

 While Mail can no longer be used to read and download current RSS feeds, any items you may have downloaded previously can still be indexed by InfoClick.

The search illustrated in Figure 33 would be nearly, if not altogether, impossible in any other tool.

The Attachment search group

The Enron Email Dataset does not contain any items with attachments. In order to illustrate this search group the more-than-ten years of emails, notes and RSS items of Yours Truly will have to serve as an example.

Suppose for a moment you want to search for an item related to “chocolate” in “Paris” that has a photograph as an attachment. The hint for the **Has Attachment** field states: **Any Part of File Name**. You can enter any terms you think might appear in the filename, or even their extensions, searching, for example only for pdf documents or jpg and gif images. Here the search is for items that contain images and deal with chocolate in Paris.

- Searching for all those items that have “chocolate” in their subject or contents delivers far too many results (6865), as illustrated in Figure 35.
- On the other hand searching for all those items that have “Paris” in their subject or contents also delivers far too many results (3959), as illustrated in Figure 36.
- Combining the searches for “chocolate” & “Paris” reduces the results to “only” 172 matches as illustrated in Figure 37.
- But when adding the search group **Attached** (that is checking the checkbox, even without indicating anything about what that attachment might be), the matching results are reduced to only 27, including emails, RSS items and InfoClick notes, ranging in dates from 2007 through 2013, as illustrated in Figure 38.

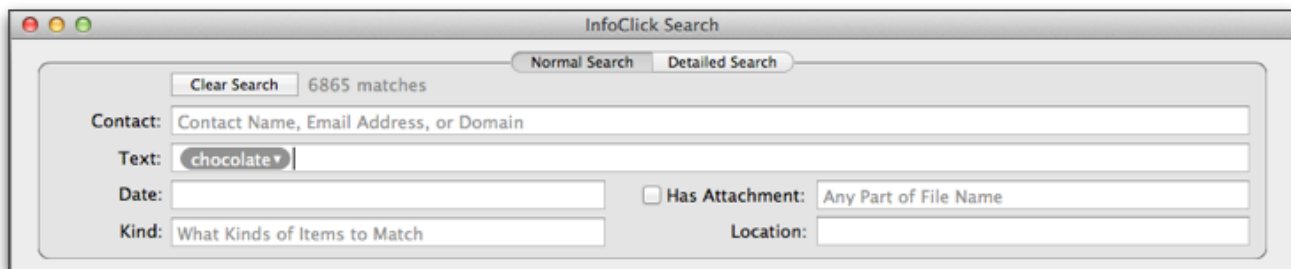


Figure 35
Searching for “chocolate” delivers 6865 matched items

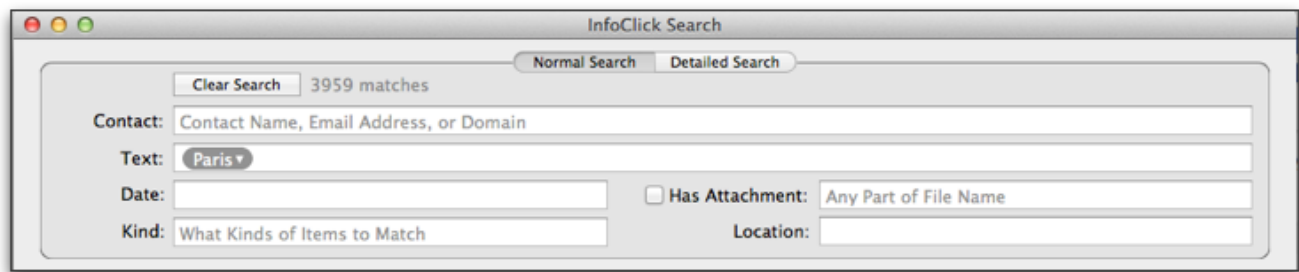


Figure 36
Searching for “paris” delivers 3959 matched items

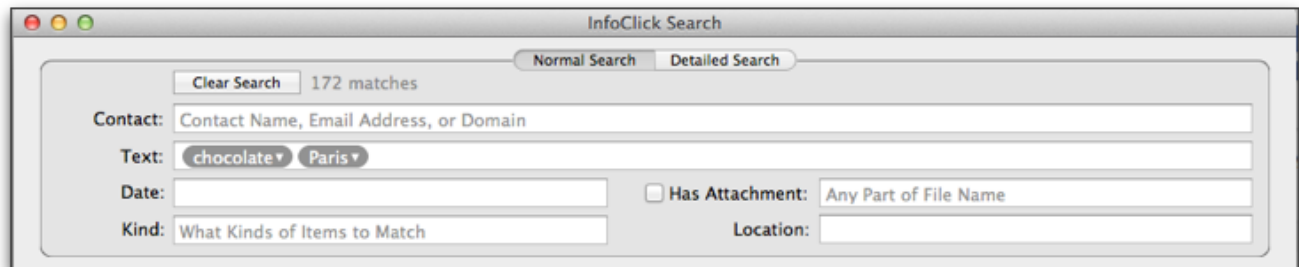


Figure 37
Searching for “chocolate” & “paris” reduces the results to only 172 matched items

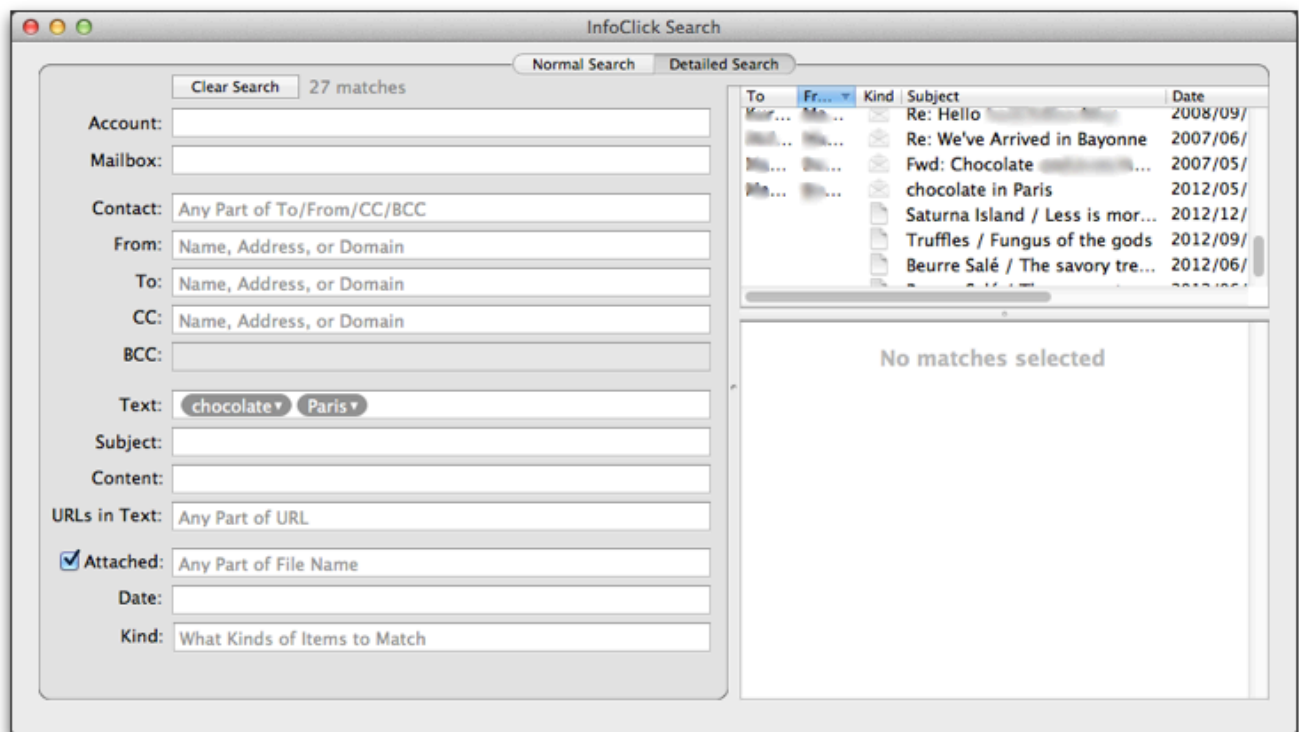


Figure 38
Searching for “chocolate” & “Paris” and “Attached” reduces the matched items to only 27

The Location search group

Over the years you may have switched email addresses. You may currently save both your private and work email locally. Or, you may have used Mail's ability to sort your emails into "mailboxes". In any of these cases InfoClick can help you limit your search to one or more account, one or more mailbox, or exclude specific accounts or mailboxes.

The Enron Email Dataset used in the examples here, is a compilation of email accounts containing data from about 150 users, organized into folders. So, limiting the search for mail to, or from, Kenneth Lay on the subject of promotion(s) only in the account of Jeffrey Skilling yields a match of only 6 items as illustrated in Figure 39.

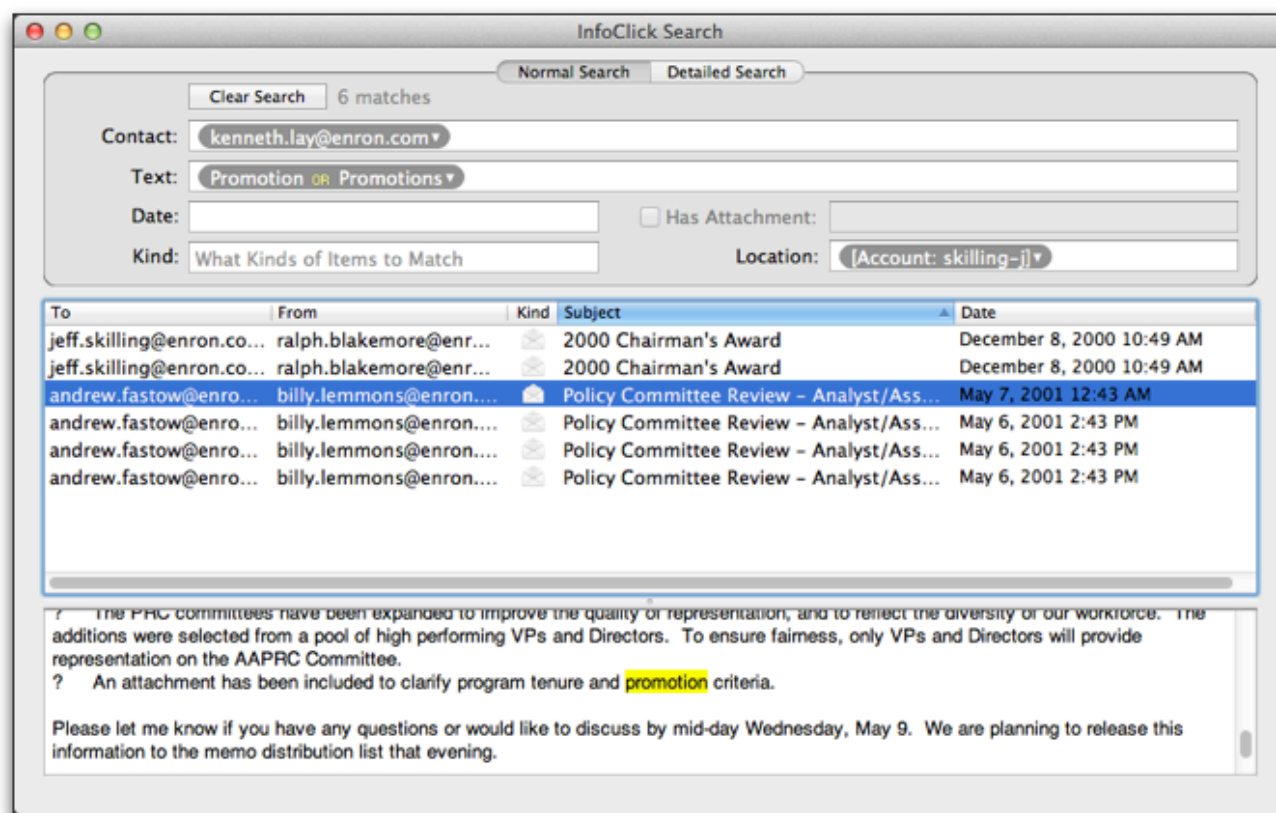


Figure 39
Designating a specific account in which to search

As illustrated in Figure 40 on page 23, you can use the **Location** field's pop-down menu to alter the search so that you can examine only those emails not in the Skilling account (resulting in 20 matches).

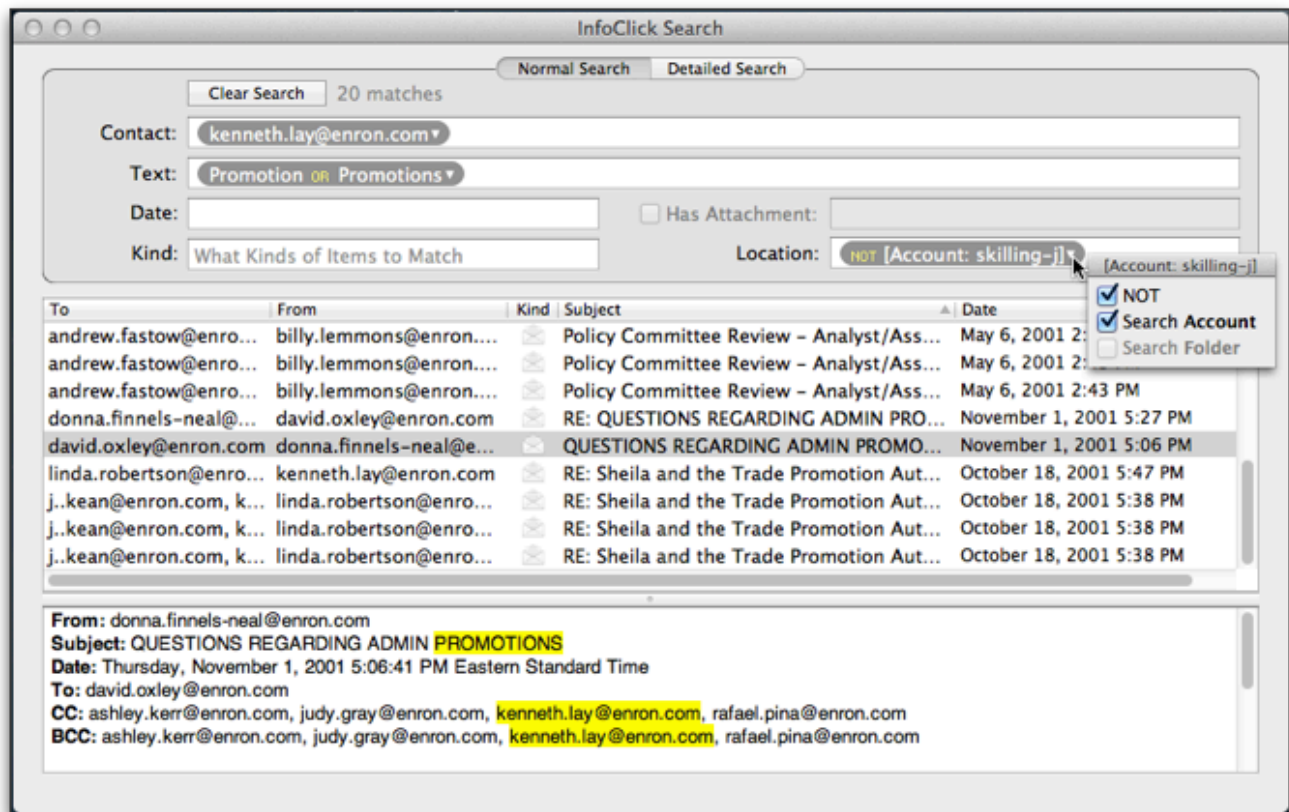


Figure 40
The Location field pop-down menu

In the **Normal Search** mode you can use the **Location** field to search in either an **Account** or a **Folder** (i.e. “mailbox”), but not both. Once again, as illustrated in Figure 41 on page 24, examining the emails of “Yours Truly” for any items dealing with the explosive issue of “nuclear” (5168 items) that had been stored in the various folders “Iran”, “Israel”, “mideast situation”, “politics”, etc. The number of relevant emails decreases to 43 items.

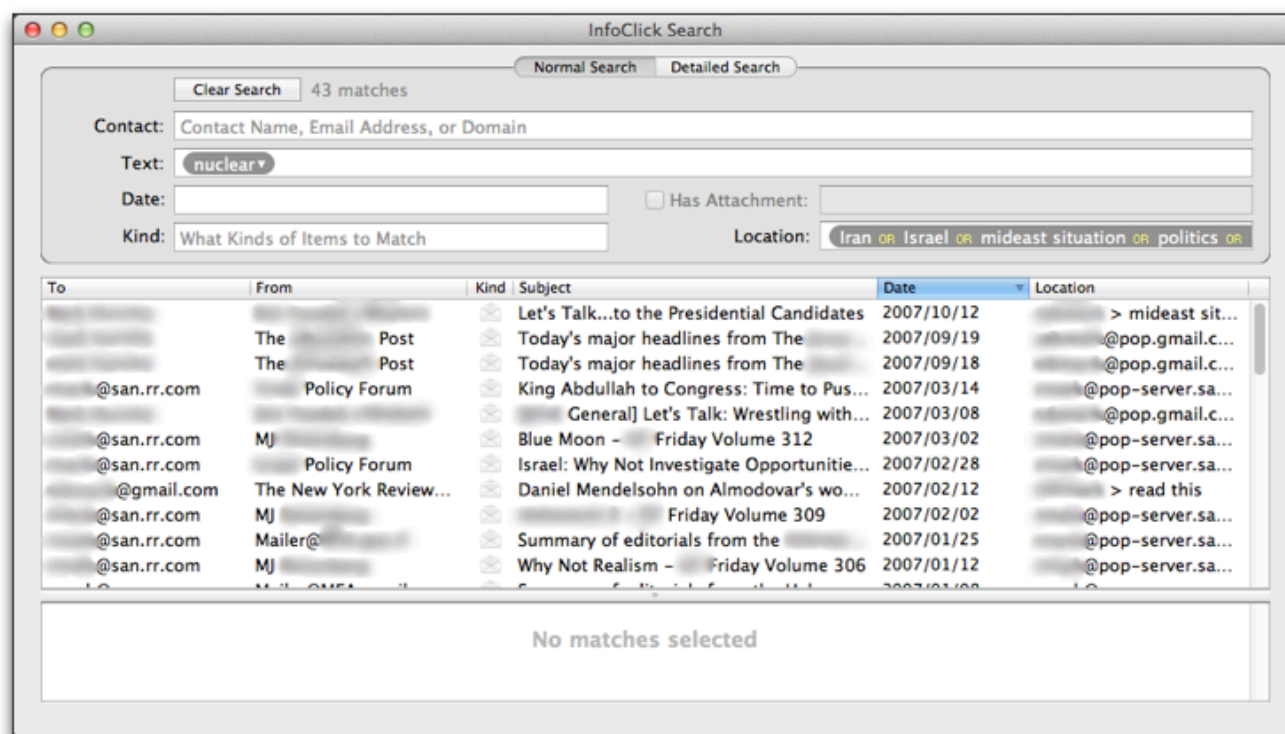



Figure 41
Searching in designated folders but various accounts

- To search in more than one folder press  as you choose additional selectors from the pop-down menu.

If you use the **Detailed Search** mode (explained further beginning on page 26) the **Location** field expands to two fields: **Account** and **Mailbox**. This enables you to extend your winnowing to search in, or exclude from your search, the various accounts you have in your stored email as illustrated in Figure 42 on page 25.

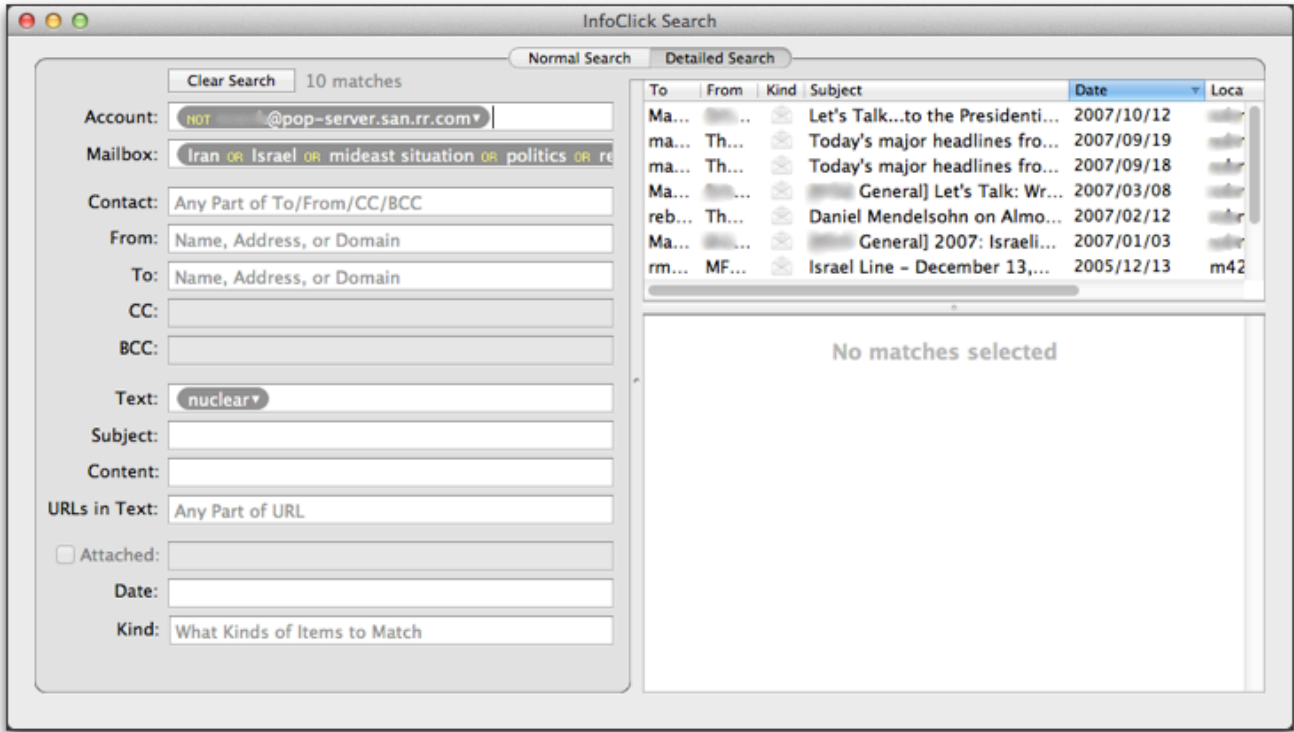


Figure 42 Searching in designated folders excluding a specific account

Detailed Search groups

When you click the **Detailed Search** button at the top of the InfoClick window the groups available in Normal Search expand to those illustrated in Figure 16 on page 3.



The **Account** and **Mailbox** fields are explained above as part of the description of “The Location search group” beginning on page 22.

The Contact search groups

The same **Contact** field is still available as in Normal Search, hinting that you can enter a **Any Part of To/From/CC/BCC**. However using the Detailed Search approach you can designate **From, Address, or Domain** more precisely by using the specialized fields:

- **To** whom Kenneth Lay might have written,
- **From** whom the email might have come,
- or if Kenneth Lay, or anyone else, was included as a **CC** or **BCC** as illustrated in Figure 43.

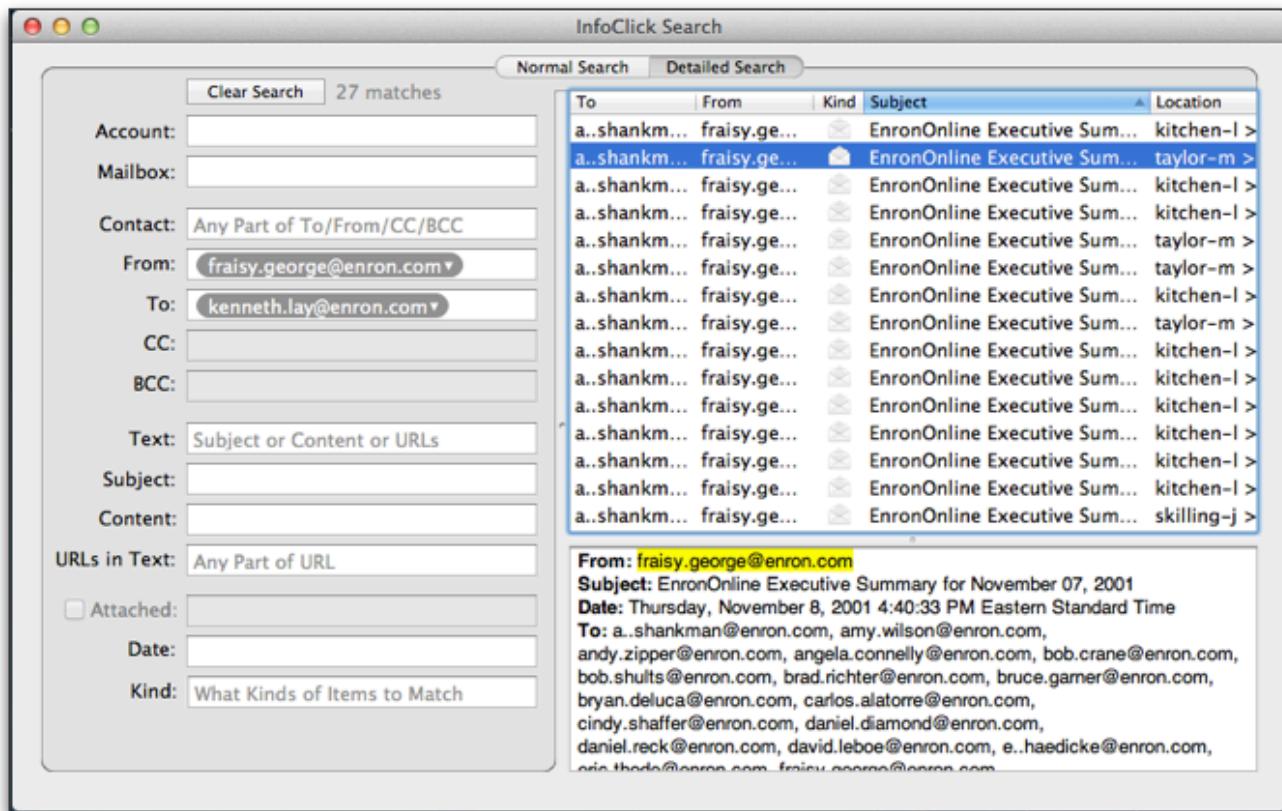


Figure 43
Searching separate “to” and “from” contacts

It appears that the workers at Enron did not use the CC fields for this message but included everyone in the “To” field. The CC and BCC fields are disabled, indicating that they were not used.

The Text search groups

As with the Contact search group, the Detailed Search groups offer additional options. The **Text** field is still available as in Normal Search, hinting that you can enter a **Subject or Content**. These options were both available from the contextual menu in Normal Search as mentioned in “The Text search group” step 3 on page 11.

Distinguishing between Subject and Content in the Text search groups

The Normal Search Text search group offers the ability to distinguish between subject and content. However, doing so requires additional steps. When you use the Detailed Search view, content and subject are clearly distinguished at the outset.

If, for instance you were looking for emails that dealt with “energy” and “electric/electricity”, using the Normal Search mode this would be at least a three step process.

1. Enter the selectors you want to search.
In this example we use “Energy” and “Electric or electricity or Electricity”. This displays 16690 items as illustrated in Figure 44.
2. Uncheck **Search Content** from the contextual menu associated with “energy”, as illustrated in Figure 45.

This reduces the number of matched items to 16631.

3. Uncheck Search Subject from the contextual menu associated with “electric/electricity”, as illustrated in Figure 46.

This reduces the number of matched items significantly to 1111!

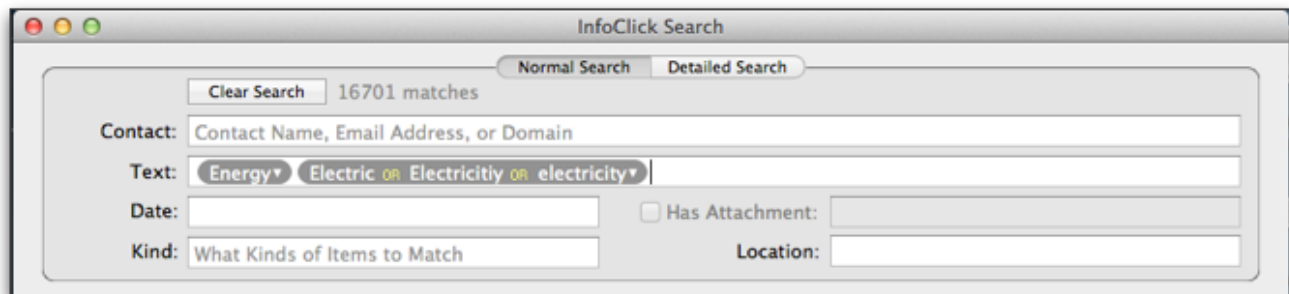


Figure 44 Searching for “energy” and “electric/electricity” in the Normal Search mode

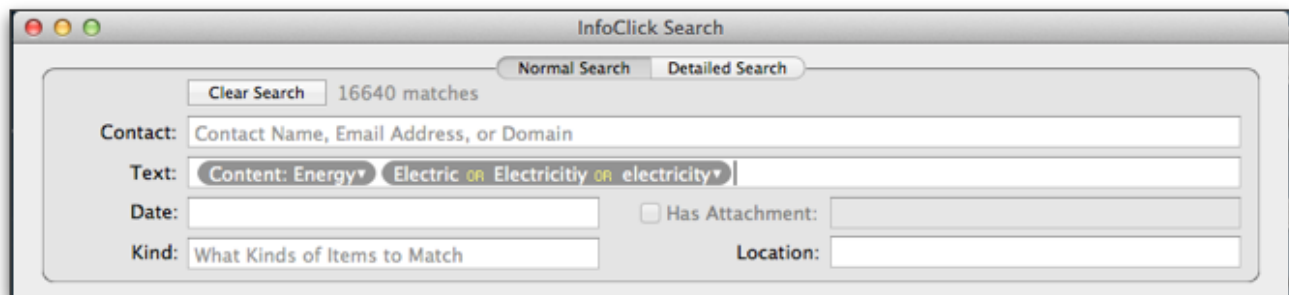


Figure 45 Unchecking “Subject” using the contextual menu

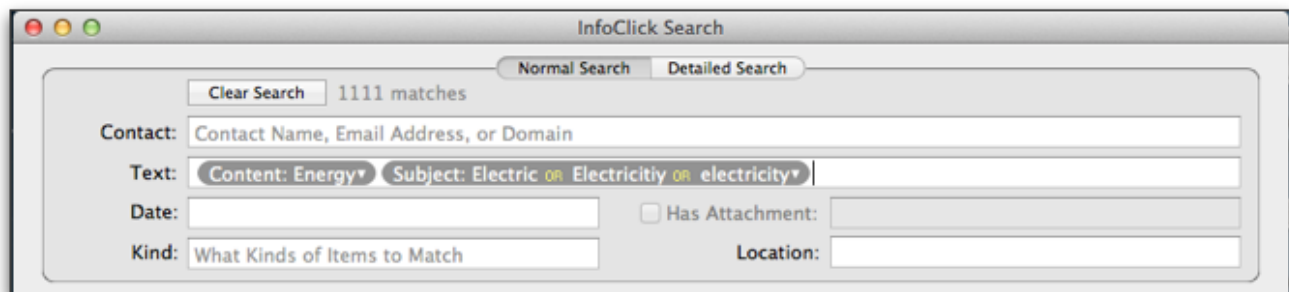


Figure 46 Unchecking “Content” using the contextual menu

Using the Detailed Search mode is easier

The Text search groups already have **Content** and **Subject** fields. Simply enter the selectors you want directly into those fields. If, however, you had already entered your selectors using the Normal Search mode, you can switch to Detailed Search, as illustrated in Figure 47. If you decide on this action the window expands with your selectors appropriately separated.

The Detailed Search mode increases your options by adding the **URLs in Text** field. You can further winnow down the list of matched items. Perhaps you want to find only those emails that mention “.gov” in their text (not as part of a **To** or **From** field). The results of this are illustrated in Figure 48. Additionally, if you think there is a term that may be either in the content or subject, the original **Text** field remains for that purpose.

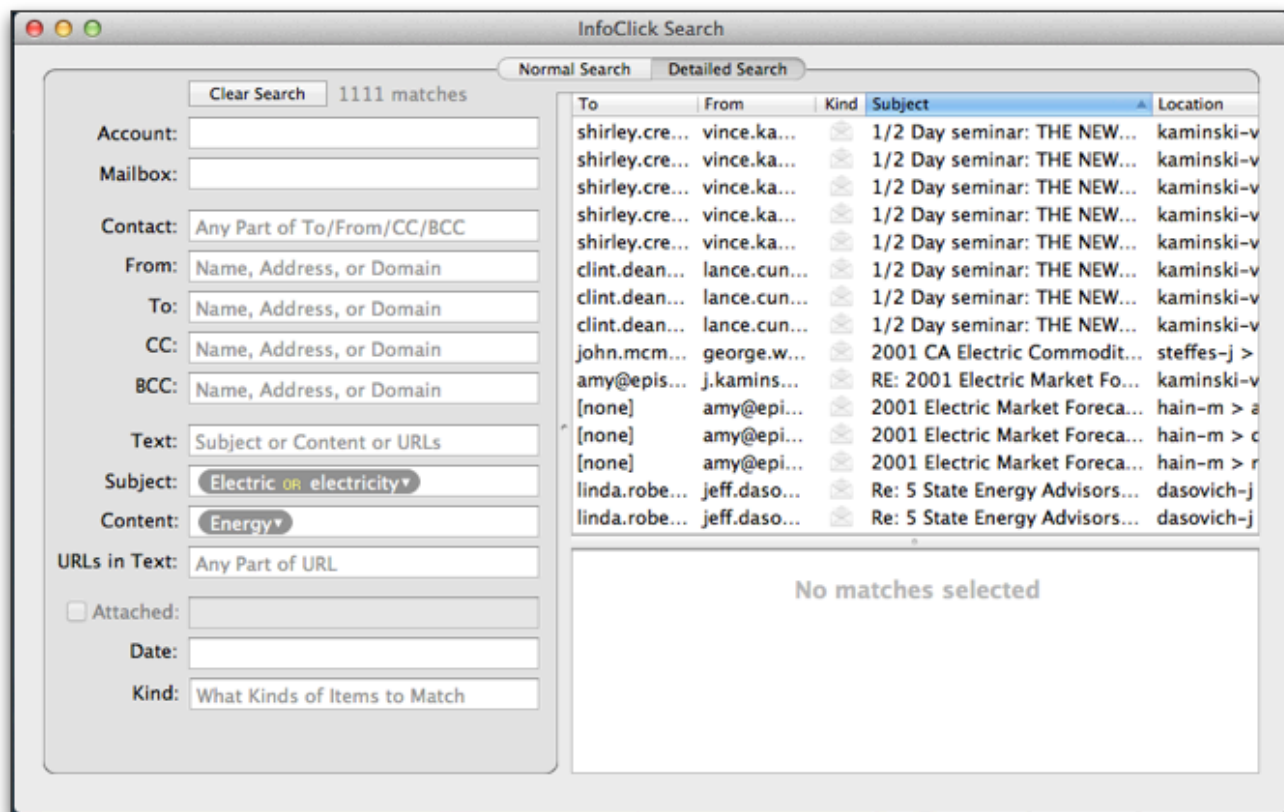


Figure 47 Switching from Normal Search to Detailed Search adds more options

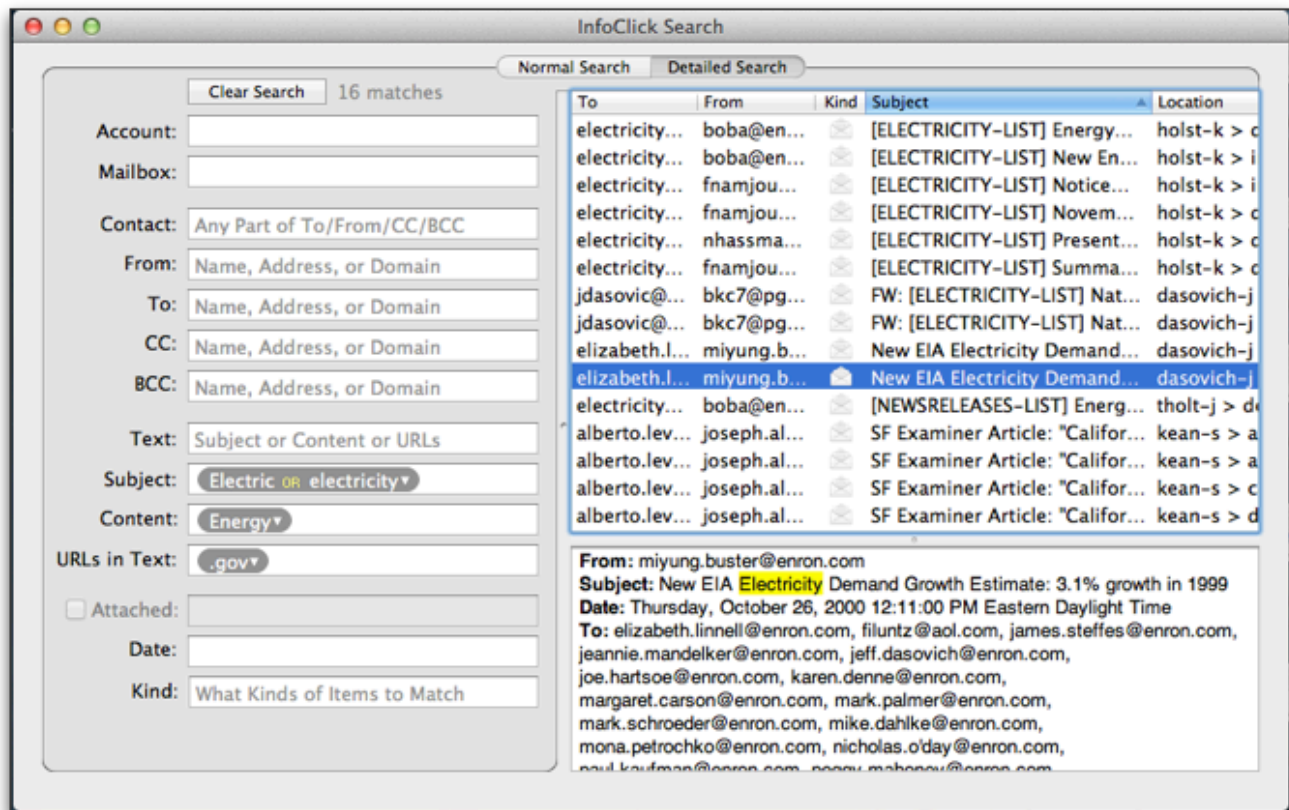


Figure 48
Adding a top level domain in the "URLs in Text" field

The Date, Kind and Attached search groups

The remaining search groups function exactly the same in Detailed Search as in Normal Search as explained above:

- **Date** see page 16
- **Kind** see page 19
- **Attached** see page 20.

Reusing Searches

You may search for the same or similar emails on a frequent basis. InfoClick eases that process by keeping track of previous searches and enabling you to save your favorite searches.



InfoClick does not register that a search has occurred until you select one of the emails found.

To reuse a previous search

- Click the left-pointing triangle in the upper right corner of the InfoClick window, as illustrated in Figure 49,

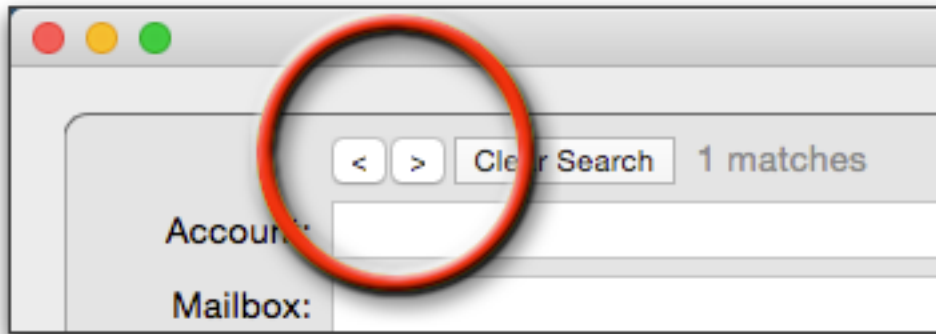


Figure 49

The Previous Search and Next Search buttons

or...

- Choose the menu command **Search > Back**.

This displays the immediately preceding search. If new emails have arrived and been indexed since you previously used this search pattern, these will be displayed if they match the selected categories.

To reuse a more recent search

If you have regressed to a previous search you can return to a more recent search.

- Click the right-pointing triangle in the upper right corner of the InfoClick window, as illustrated in Figure 49 or...
- Choose the menu command **Search > Forward**.

This displays the immediately next search. If new emails have arrived and been indexed since you previously used this search pattern, these will be displayed if they match the selected categories.

To reuse a specific search

You can choose a specific search that you have previously used. These are kept on the Search menu as illustrated in Figure 50.

- Choose search you want from the menu commands in the **Search > Recent Searches** submenu.

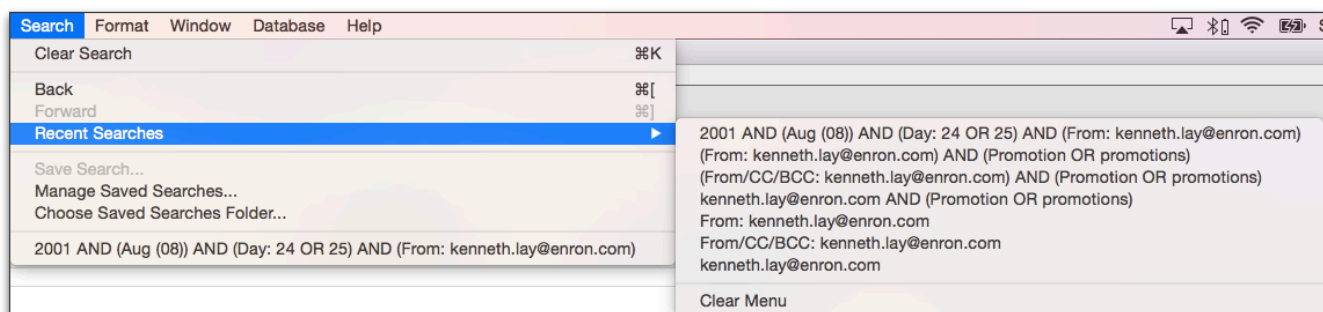


Figure 50

Recent searches on the menu

The searches appear newest to oldest on the menu.

To clear the Recent Search submenu

The searches are kept on the menu even after you quit InfoClick. You may want to clear the menu.

- Choose the menu command: **Search > Recent Searches > Clear Menu.**

To set the number of searches the Recent Search submenu tracks

You can set the number of searches kept as high or low as you like as explained in “Customizing InfoClick” on page 43.

Save a search for future use

You may have set the number of recent searches to 25, but have a particular search that you used 30 searches ago and want to use that search repeatedly. You can save that search.

1. Choose the menu command **Search > Save Search....**

If this is the first time you have saved a search InfoClick notifies you that you need to select a folder where your searches are kept as illustrated in Figure 51.

- a. Click **Choose Folder....**

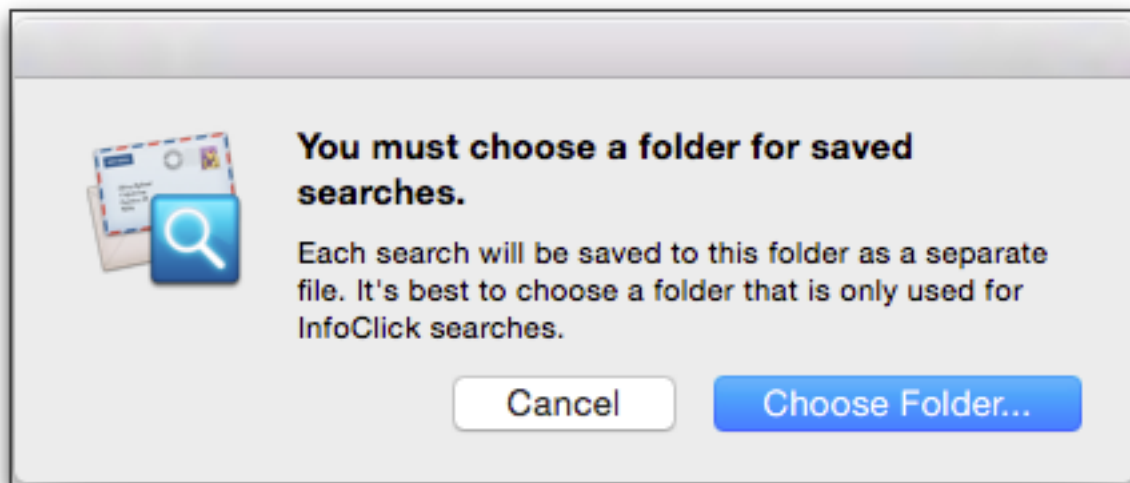


Figure 51

You must choose a folder for saved searches

- b. Navigate to the location where you want to save the searches.
A designated InfoClick Searches folder in your Documents folder is advised as illustrated in Figure 52.
- c. Click **New Folder.**
- d. Enter the name for your folder and click **Create.**
- e. Click **Open.**

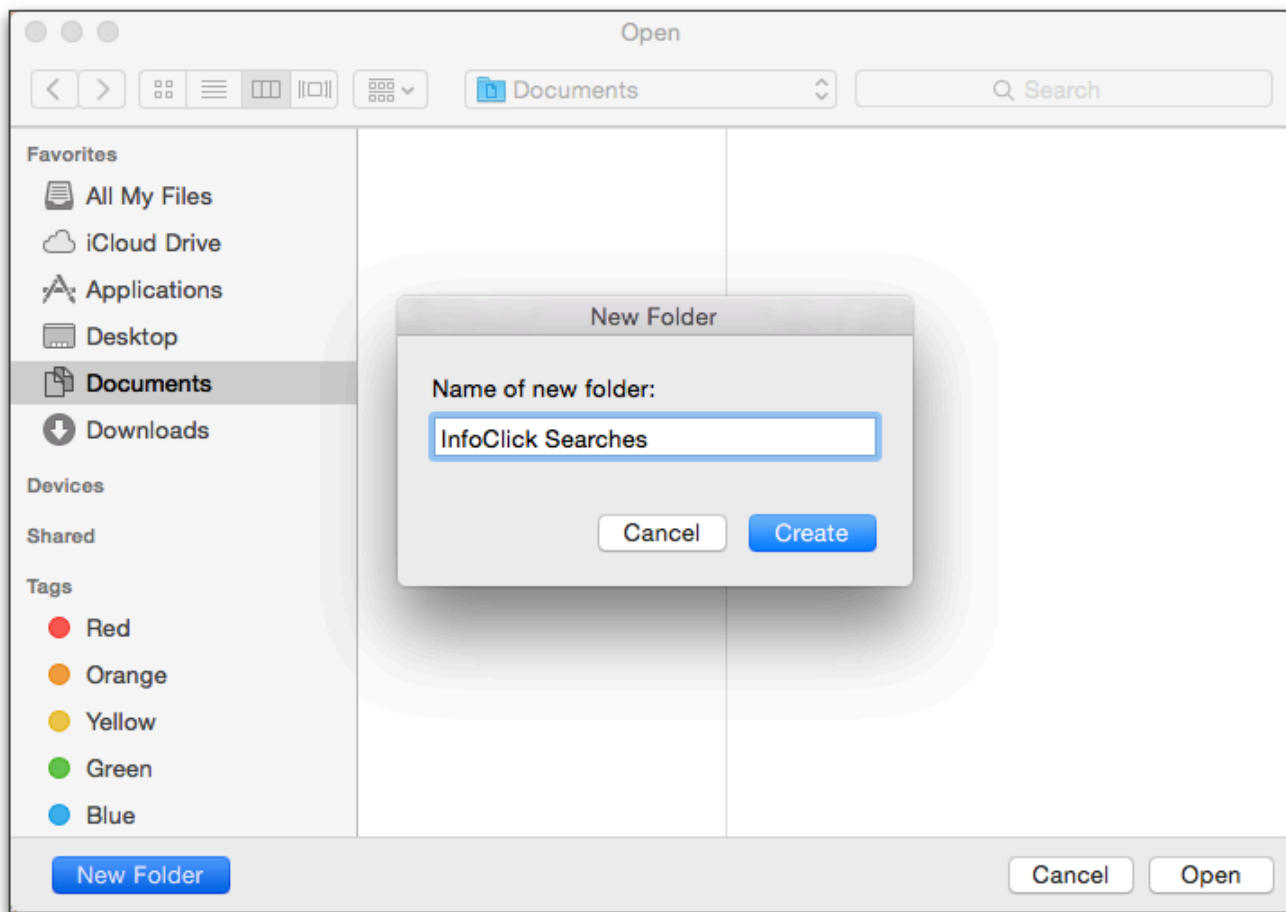


Figure 52
Creating an InfoClick Searches folder

2. InfoClick uses the selectors of your search as the search's name. You can enter other text in the variant of the Save dialog that appears.
3. Click **Save**.

Manage your saved searches

You may not want to save all your searches for eternity. You can eliminate any one(s) you want.

1. Choose the menu command **Search > Manage Saved Searches...**
This opens the InfoClick Searches folder you created in the Finder.
2. Select and delete any search files you want to remove.



You can rename a saved search here. If you have extensions turned on in the Finder be sure to preserve the existing “.query” at the end of the filename. If you have extensions turned off, you can ignore this detail.

Use a saved search

Once you have saved a search you can reuse it whenever you wish.

- Choose the saved search's name from the bottom of the **Search** menu.



InfoClick uses the saved search criteria and reloads them, not the results. The results are refreshed to match any new emails that may have arrived and been indexed since the search was saved.

Review the Methods of Finding

Choose a selector by:



- Typing in the appropriate group field,
- Clicking a selector from the pop-down list,
- Pasting in text you have on the Clipboard.



When you begin typing, the list of available selectors opens. If you type something that has no match in the group, your typing will turn red, the pop-down list will be empty and will display the **no matches** message as illustrated in Figure 22 on page 9. As you type each character, the pop-down list shrinks to show only selectors which match what you have typed. You indicate completion of the typed selector by typing a space or a return. This chooses the first selector listed. Instead of typing space or return, you can indicate your choice by using the mouse or trackpad to click a listed selector.



Choosing multiple selectors from any group, except the **Date** and the **Kind** groups, finds items each of which is described by all selectors chosen. This means, for example, that choosing “science” and “news”, only finds every item containing both “science” *and* “news”. The order of the selections does not matter.


Choose selector terms as alternatives.

As you type and the list of matching selectors shrinks, you will sometimes see several different forms of a matching word selector (e.g.: “nation”, “nations” “national”, “nationalist” “nationalism”). If you are not sure which of these forms (“...s” “...al” “...ist” “...ism”) will be in your item, you can choose them all as alternatives by doing the following:


1. Press  while you click all the alternative selectors.
2. Release .

InfoClick does not begin its search until you release . The groups **Date** and **Kind** do not require  to choose multiple alternatives, because in those groups it only makes sense to choose alternatives.

If your alternative choices are not close to each other in the selectors list, pressing  can be inconvenient. In those instances, click **Alternatives** at the bottom left of the selectors list. When checked it acts just as if  is pressed. When you finish choosing your alternatives, you can uncheck the box, or just click somewhere else so the selector list closes.

The checkbox is automatically displayed checked when you press .

As you choose additional selectors you progressively narrow down the matching items list. After each choice of a selector, or a set of alternative selectors, the matching items and the list of remaining selectors are updated immediately, so you can narrow down your matches further. In the case where you are choosing alternatives using the Command key, or have the Alternatives checkbox checked, the list of remaining selectors is not updated until you release the Command key or uncheck the checkbox.

To see the list of available selectors in any group, click the text entry box for that group and start typing, or before you start typing, click again. The list shows all currently available selectors through which you can scroll or you can begin typing to display a more limited list. Pressing  also toggles between displaying the list and hiding it.

Alternatives and George Boole⁵

InfoClick uses the Alternatives check box to allow for the “or” Boolean (Disjunctive) in groups that by default are “and” (Conjunctive).

⁵ See Appendix II

Additional Example Finds

Multiple permutations of the same “root” word

Suppose you receive many emails from certain subject-focussed web sites, and news sites, about scientific topics. Suppose you remembered that some time ago you received an email about a science web site which advocated free access to all scientific publications and you want to find that particular email.

1. Choose **Emails** from the **Kind** group.
2. Begin typing
scien

in the **URLs in Text** group and look at the list of available selectors in that group.


You might see the following long list, shown here in four columns for compactness:

“scien” Alternatives			
science	science.nasa.gov	science.uva.nl	science1 Science2
scienceandtechnology	scienceastronomy	scienceblog.com	scienceblogs
sciencedaily	sciencedirect	sciencedirect.com	scienceinsider
sciencejournal	sciencemag	sciencemag.org	sciencenews
sciencenews.org	sciencenow	sciencenow.sciencemag.org	scienceoffiction
scienceonline2011	scienceonlinelondon	sciencepolicy	sciences
ScienceWatch	scienceexpress	scientific	scientificamerican
scientificamerican.com	scientist	scientists	

Table 3

Many alternative permutations of “scien”

There are too many possibilities. Looking through them, you happen to notice two interesting ones (shown above, here highlighted in red).

- If you were to choose them one at a time, then after the first choice the list would be adjusted and this could remove the other possible selector making it unavailable.
 - If you were allowed to choose them both, you would find only those items which contain both selectors as terms.
 - Instead you want to find all items that contain *either one of them*.
3. So, press  while you choose those two as alternatives.

Too many matching items remain, so you add more selectors. You know that the article was about free access, so...

4. Type the two words **free** and **access** into the **Any Text** group.
The article appears in a short list of 7 matched items.

In general it is best to use as little specificity as you need to sufficiently narrow your list of matched items, unless you are sure of the specifics.

Matching “someone” @domain... versus a bare domain

If you enter in a single word into either the **To** or **From** fields, that word *will not* match a bare domain.

For example, if you type

nisus

into the **To** field it would match the contact:

Nisus Support <support@nisus.com>

because of the “Nisus” in “Nisus Support”. But it would NOT match:

Reuben Simons <reuben@nisus.com>

because InfoClick *does not* match the bare domain (e. g: just “nisus” from “nisus.com”).

You could match the domain by searching on “nisus.com” instead.

Keep The Database Up To Date

It is likely that you constantly receive new mail and RSS feeds (if you have not upgraded to Mountain Lion: Mac OS X 10.8.x) throughout the day and night. You may periodically go through your “junk” mail folder and delete items that are confirmed junk and not misattributed. InfoClick’s normal tools take these phenomena into account. However, you may also want to anticipate InfoClick’s work in this area.

Building Your Database

InfoClick builds its database of your emails, RSS feeds, and notes when it first launches. However, computers are not foolproof, (as the seemingly anonymous statement goes: “Nothing is foolproof to a sufficiently talented fool.”) something may crash and damage the file that InfoClick keeps. If InfoClick notices that there is a problem it will notify you. You can, however, rebuild the database on your own.

- ▶ Choose the menu command **Database > Rebuild Database**.

Remember, however, that this process will take some time (depending on the size of your database) and you will not be able to use InfoClick in the interim.

InfoClick looks for your emails in the folder usually designated by the OS as illustrated in Figure 53 for those using Mac OSX 10.10.x Yosemite:

To be on the safe side for the future, you can probably use:
~/Library/Mail.

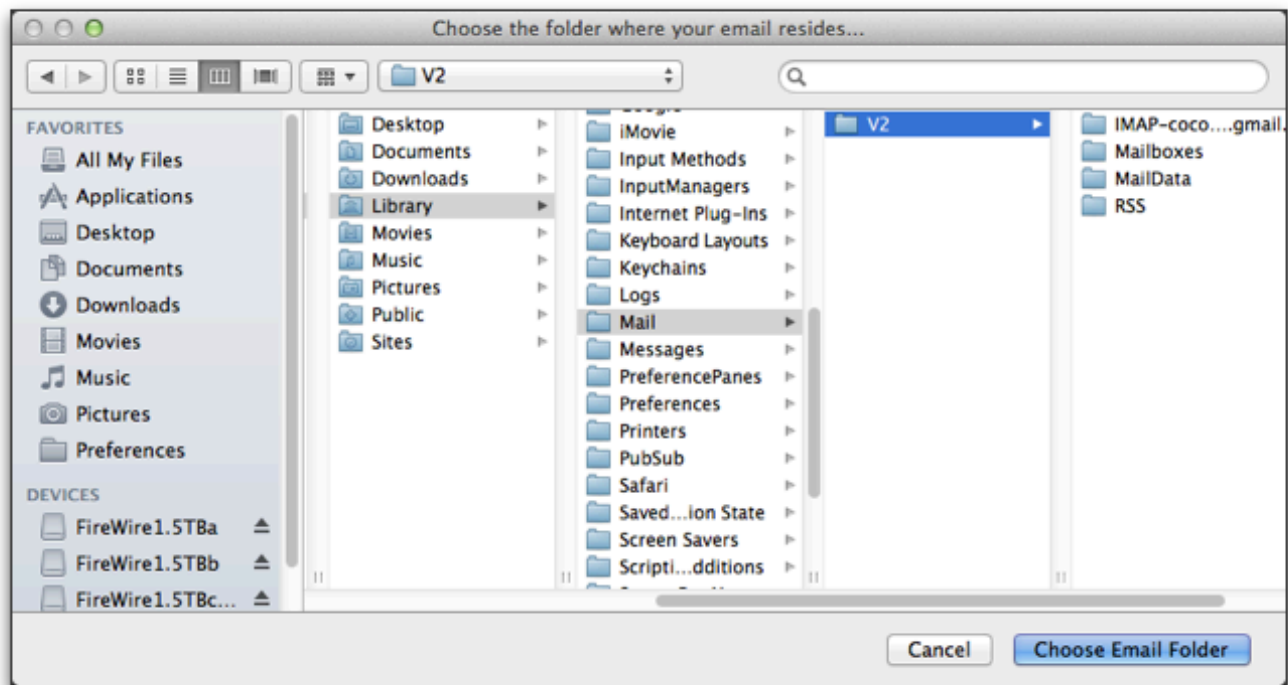


Figure 53
Default location of the Mail

You may, however, like to keep your mail elsewhere, perhaps on an external drive. In that case you need to tell InfoClick that the mail database is not in the usual location.

1. Choose the menu command **Preferences**.
2. Click the **Plus (+)** in the lower right area of Email Folders portion of the Preferences window as illustrated in Figure 62 on page 44.
3. In the variant of the Open dialog that appears, navigate to the location of the folder that encloses your emails and click **Choose Email Folder**.

Scan for New Emails

InfoClick frequently updates its database by scanning for new emails. You may, however be in the midst of a variety of intense email exchanges before InfoClick has had the chance to go through its three steps on its own, as illustrated in Figure 54 through Figure 56:

- Looking for new emails...

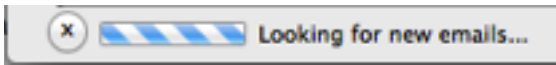


Figure 54
Looking for new emails...

- Analyzing emails (# of #)...

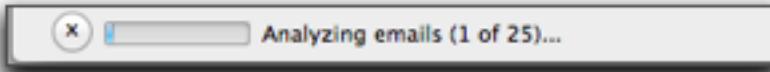


Figure 55
Analyzing emails

- Saving...



Figure 56
Saving...

You can command InfoClick to do this at will.

- Choose the menu command **Database > Scan For New Emails**.

Remove Deleted Emails

On the other hand, you may periodically review your various folders of emails and RSS feeds in the Mail application and delete items you do not want. Perhaps they were in your Junk mailbox, or you simply do not want the items. These, however remain in the InfoClick database until InfoClick runs a scan on its own or you choose to do it yourself.

- Choose the menu command **Database > Remove Deleted Emails**.

When InfoClick has completed its task it presents an alert indicating that it has finished.



Because they take more time and memory to complete, deletion culling updates occur less frequently than scans for new emails.

Delete Files From the Database

You might want to (or accidentally) delete a selection from the database listing. If you do so, the warning “**Are you sure you want to permanently remove the selected items from all search results?**” illustrated in Figure 57 appears.

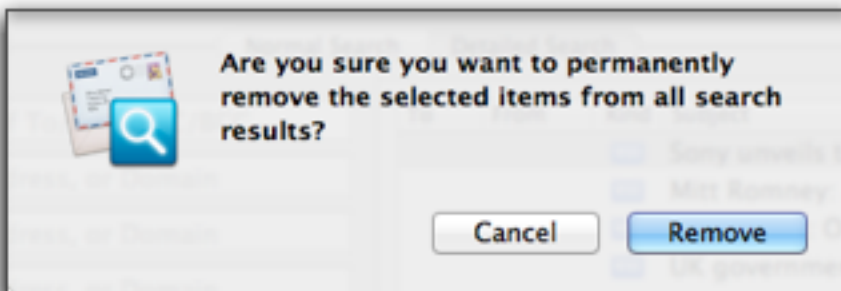


Figure 57
The remove from search results warning

This does not remove the item from your hard drive, only from the InfoClick database. You can restore the item to the database if you rebuild it by choosing the menu command **Database > Rebuild Database**.



If you also (or instead) have one or more InfoClick notes (explained beginning on page 39) selected when you delete, the alert will ask if you would like to move the notes to your Trash as illustrated in Figure 58.

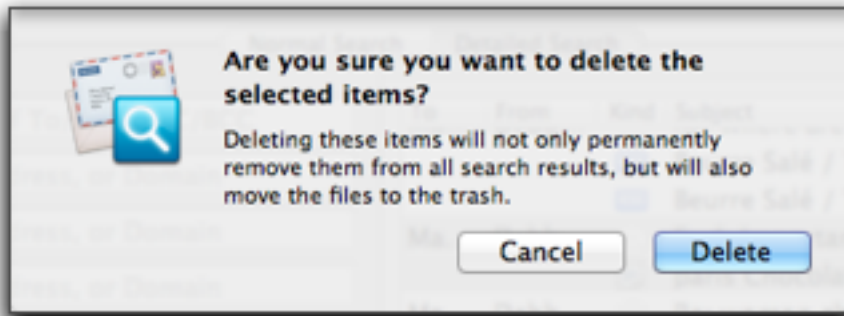


Figure 58
The remove from search results warning with note(s) selected

InfoClick Notes

InfoClick includes a notes facility to help you manage your projects and to group your related emails together. All of your notes are automatically indexed by InfoClick and you can search for them using the normal InfoClick window.

Creating Notes

1. Choose the menu command **File > New InfoClick Note**.

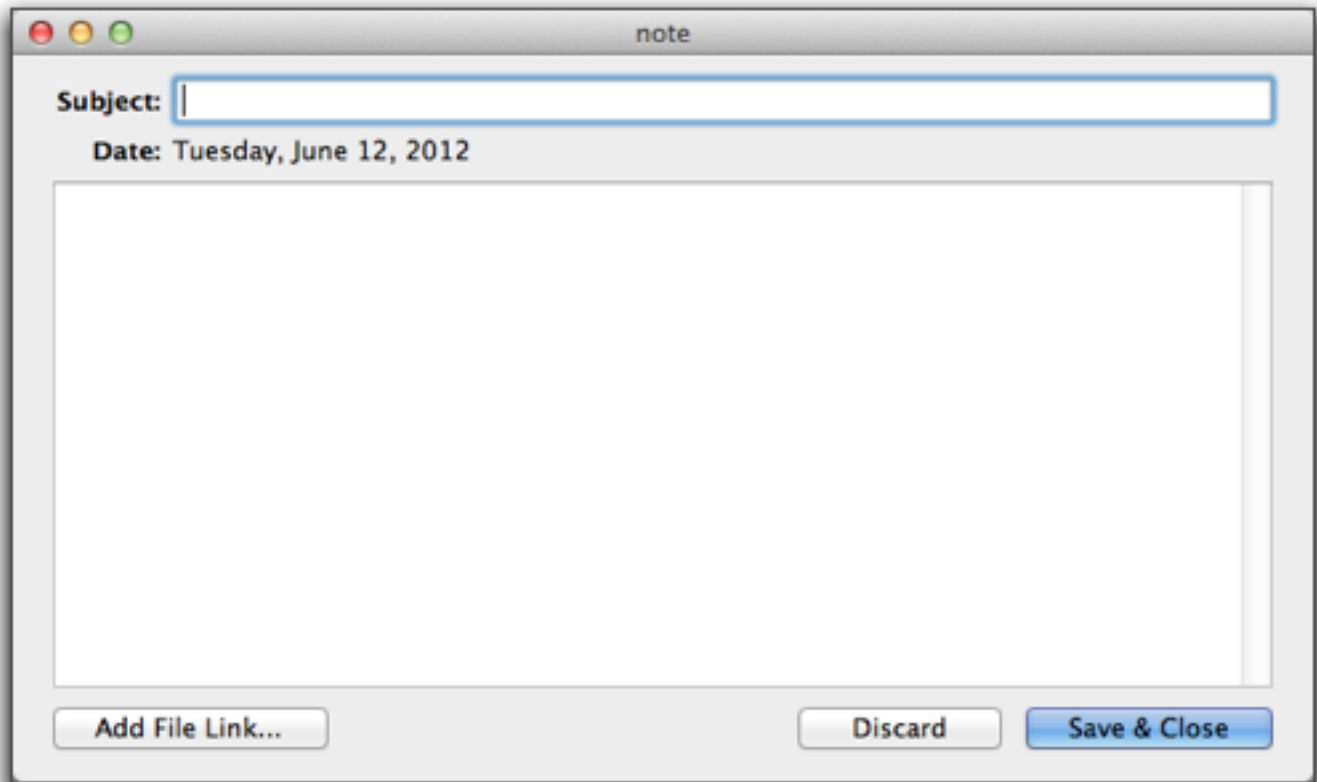


Figure 59
The InfoClick note window

2. Give the note a **Subject**.
3. Enter the text of your note.

Write in a language other than American English

InfoClick is configured to write in whatever language the you have set in OSX. Text entry behaves just as anywhere else in OSX. In order to type text in a language other than English choose the input method you want from the **Input** menu in the menu bar.

Saving Notes

When you are satisfied with the contents of your note, there are two ways to save your notes.

- ▶ Choose the menu command **File > Save**
This saves the note but does not close it.
- ▶ Click the button **Save & Close**
This saves and closes note.

All your notes are saved in the InfoClick application's Application Support folder according to the date of its creation.



When you reopen and edit a note, any changes are automatically saved when you close it.

Closing Notes

When you want to close your note, there are two methods.

- ▶ Choose the menu command **File > Close**
This presents the alert illustrated in 40 asking if you are sure you want to close the note without saving it.
 - Click **Don't Save** to discard the note.
 - Click **Cancel** to return to the InfoClick note window.
 - Click **Save** to have InfoClick save the note based on the content in the Subject field or the first line of its text, then immediately close the note.

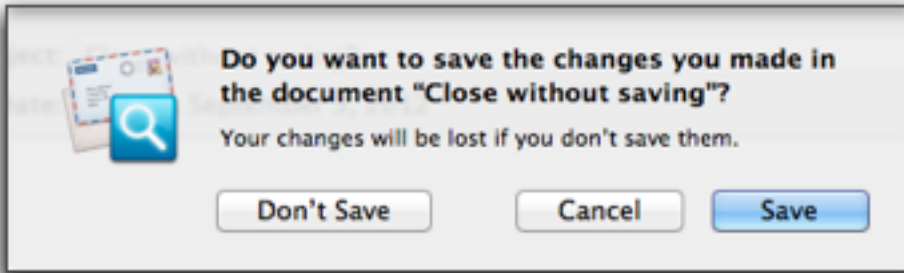


Figure 60
The InfoClick Save alert.

- ▶ Click the button **Save & Close**
This saves and closes note.
All your notes are saved in the InfoClick application's Application Support folder according to the date of its creation.

Opening Notes

There are two methods for opening notes.

- ▶ Search for the note in the InfoClick Search window, select the note item and double-click or press **⌘O**.
- ▶ Choose the note from the menu: **File > Open Recent**.

Exporting Notes

- ▶ Choose **File > Export As...** to export your file to a different format such as
 - **Microsoft Word 97 – 2004 document**,
 - **Rich Text (RTF)**,
 - **HTML Text**,
 - **Text**,
 and save it to your disk.

Formatting Notes

InfoClick enables you to format your notes in a number of ways. The tools are all available in the Format menu and in the Toolbar that appears in the text (as contrasted with the **Subject**) portion of your note.

Display formatting tools

Most of the formatting tools for InfoClick notes are in the Format menu. These are described individually beginning on page 52.

- ▶ Put your insertion point inside the text editing area of a note and choose the menu command **Format > Show Ruler**.

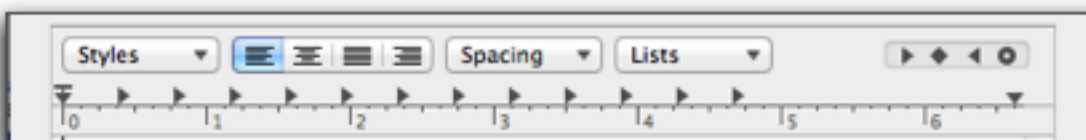


Figure 61
The InfoClick Note Ruler and Toolbar

The InfoClick note ruler

Immediately beneath the Toolbar and above the text editing area the ruler appears. This is comparable to the ruler and tools available in Apple's own TextEdit application. It needs no explanation. You can learn more about TextEdit [here](#).

Linking Items to Notes

You can use the InfoClick notes facility to store links to documents, emails, web pages, and other notes associated with a project.

You can create a note for each project at the time you start it, or when you need to locate items associated with it.

1. Give the note a **Subject** descriptive of the project using a sufficient number of key words to distinguish it from other projects. This makes it easier for you to find.
2. Write a description of the project in the note body.
3. Collect all emails related to the project and link them to the note as follows:
4. Use the InfoClick search to find all emails related to the project.
5. Drag and drop all the related emails, listed in InfoClick, to the note, either one at a time or all at once, in the usual way.
6. Save the note.

This action copies a link to each email in the note and allows you access to them by clicking the link for any of those emails. You can do the same with documents or any files, by dragging them to the note or by clicking the **Link to File** in the lower left corner of the note window.

- To link web page to a note, drag the web page address (URL) to the note.



Note searches currently match the note name and the note content, but not the content of the linked documents or emails. The note content includes the full path to each linked file and the subject of each linked email. Therefore a search of a note by the linked file name, or the linked email subject as the note's content, will find the note. All emails can be searched for all their content, independently of the notes to which they may be attached.

The ability to link notes to other notes (not available in the Apple's Mail.app notes) allows you, for example, to create a multi-phase project note in which you have links to a separate note for each phase.

Print Your InfoClick Note

When you are satisfied with the appearance of your document and are ready to store it on paper or share it with someone in a Portable Digital Format (PDF), InfoClick is at your service.

Print an open note

- Choose the menu command **File > Print...** and enter your choices in the dialog that appears.

Create a PDF file of your InfoClick note

You may want to save your InfoClick note as a PDF.

1. Choose the menu command **File > Print....**
2. Click the PDF button in the lower left corner of the Print dialog.
3. Name the file and navigate to the location in which you want to save it.
4. Click **Save** in the Save As dialog.

Quit InfoClick

You can leave InfoClick open in the background all the time.

Keeping InfoClick open all the time makes it much easier to keep the InfoClick database up to date. In that way, InfoClick is always available to you with all your mail info, easily findable only a click away.

However, if you insist...

- Choose **Quit InfoClick** from the bottom of the **InfoClick** menu.



The first time you quit InfoClick it asks: "**Would you like InfoClick to open automatically when you log in?**" as illustrated in Figure 12 on page viii.

Customizing InfoClick

InfoClick has a very simple set of preferences illustrated in Figure 62. The preferences enable you to:

- Set InfoClick so that you **Open InfoClick automatically when you log in** (when you start your computer and log into OSX when switching from another user on the computer... if there is one).
- Make sure your InfoClick is up to date by having it **Check for updates automatically**.
- At the same time you can help Nisus Software Inc. improve InfoClick by making sure to **Include anonymous system profile** information.
- Set the **Number of recent search entries** in the **Recent Search** submenu of the **Search** menu. This is initially set to 25, you can choose any number you wish.
- Determine which **Email Folders** InfoClick searches for indexing your emails. The default location is your **User's Folder > Library > Mail**. You can add or remove other folders by clicking the Plus or Minus buttons to the lower right area of the **Email Folders** field.
- You can set the frequency and speed at which InfoClick indexes your mail.
 - InfoClick comes set to **Scan for new emails every 60 minutes**. You can reset that to as (in)frequent as you like.
 - You can determine the Indexing speed that InfoClick uses. This preference controls how many CPU resources to use while indexing. The faster the indexing, the more RAM and CPU the indexing will use, leaving less RAM/CPU for other tasks and applications. It never affects how thorough or complete the email parsing / indexing is. You will not get a ticket for speeding.

You can also set certain aspects of InfoClick's appearance.

- You can click the button to set the **Results listing font**.
- You can set the font and degree of zoom in the email preview area.
 - ▶ Click the radio button: **Email preview font Zoom by** and enter the degree of zoom. This keeps the fonts as they are in the email, but increases or decreases the zoom. Or...
 - ▶ Click the radio button: **Email preview font Force font** and click the button to set the font in which you want the preview to appear.
- You can set the **InfoClick note default font**:
 - ▶ Click the button to the right and choose the font you want.
- Click the color swatches to the right to change the:
 - **Junk email listing color**.
 - **Found text highlighting color**.

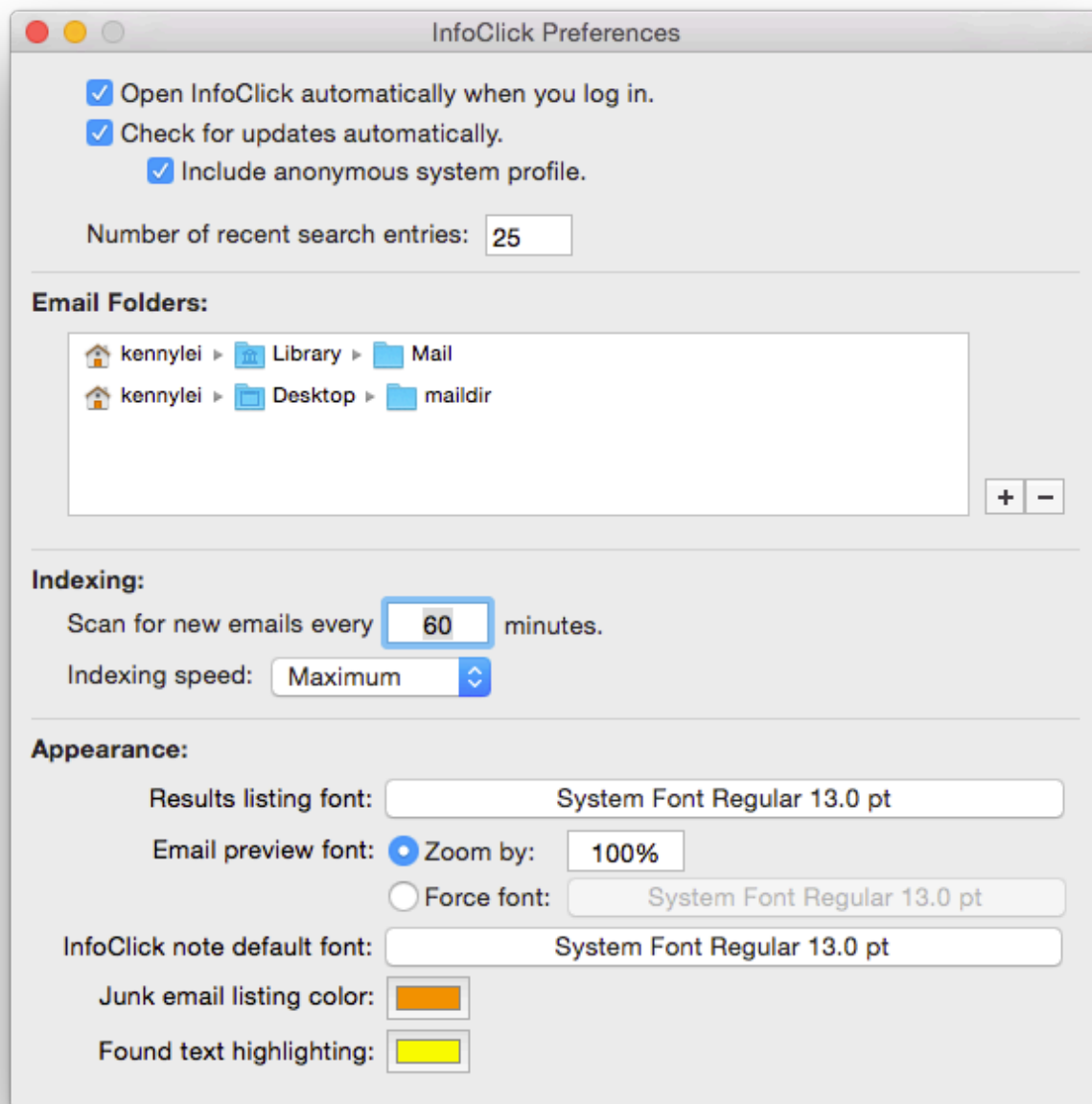


Figure 62
The InfoClick Preferences

Afterword

If you have any thoughts about how we can make InfoClick even better in the future, we welcome your ideas.

Send Feedback to Nisus Software Inc.


Figure 63 on page 46 illustrates InfoClick Send Feedback window. It is designed to help you collect all the information that can help us deal with an issue you want to share with us.

1. Choose the menu command **Help > Send Feedback....**
2. Choose the kind of feedback you want to send from the pop-up menu at the top of the dialog. Report a **Crash**, some **Unexpected Behavior**, or **Performance**, or submit a **Feature Request**.
3. Describe the issue in the area provided.
4. Please send your email address so we can get back to you if we need more details (or let you know if something has been done in relation to the matter you raise).
5. Please also include files on your hard drive “Diagnostic Data” that will help us determine what may have gone wrong.
6. Send a screenshot if you think that a picture is worth a thousand words.
If you check **Send an image**, set up your screen so that it displays what you want us to see. Then click **Take Screenshot** or drag and drop an image into the available field.
7. Click **Send Feedback**.

See What Information You Send with “Send Feedback...”

1. Click **Save Report....** An alert asking if you want to **Save report to your computer** appears.
2. Click **Save**. A variant of the Save As dialog appears enabling you to save the materials need in a “zip” file somewhere on your computer.
3. Click **Save** once again.
4. You can un-zip this file and study the contents at your leisure.
This exciting reading is guaranteed to keep you awake at night.

Feedback Reporter

 **InfoClick**
Feedback

Email Address: (Your address is only used to answer your feedback)

Feedback Type:

Please describe your issue.

Attach Diagnostic Logs:

☐ No crash logs detected. ☐ No hang logs detected. ☒ Send console log.

Attach Files:

Attach Image:

Figure 63
The InfoClick Feedback dialog

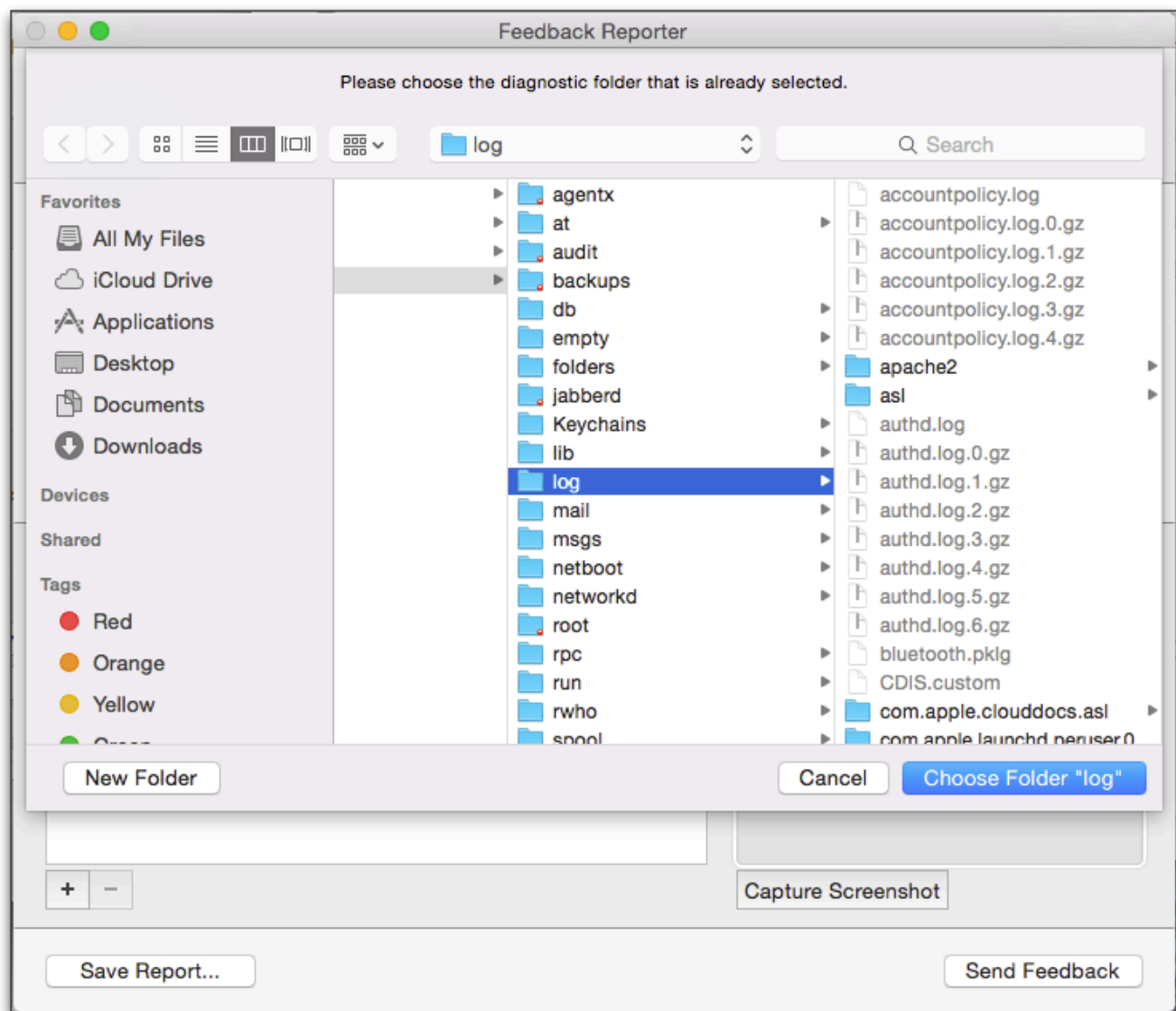


Figure 64
Diagnostics enabled

On the odd chance that you are not connected to the Internet at the time you want to send your feedback, the alert in Figure 65 appears. Click **Save Report...** in the Feedback Reporter dialog and when you regain connectivity, please send that to us.

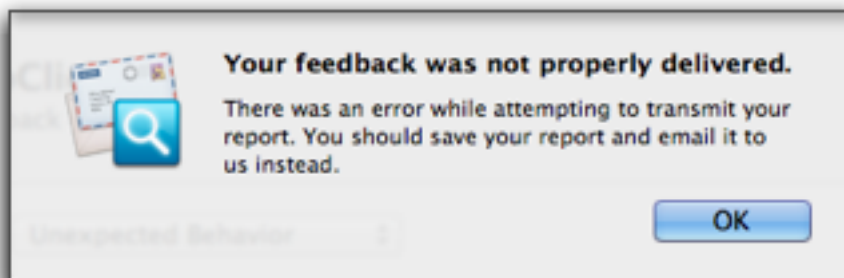


Figure 65
The "Not Connected" alert

May All Your Information Be Only a Click Away With InfoClick

The dedicated group of people at Nisus Software Inc. created InfoClick as a tool to enable better communication, worldwide.

Indeed, we hope that we play a small role in helping ease the stress associated with email clutter and frustrating searches.

Appendices

Appendix I

The InfoClick Menus

For reference, this section gives a brief description of every menu command in InfoClick. Details on how to use the commands in conjunction with one another to accomplish tasks appear in later sections of the manual. It is structured by the order of the menus on the Menu Bar; the commands in the **InfoClick** menu are discussed first, then those in the **File**, and so forth.

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Conventions

Every application uses its own menu bar. If a menu command is dimmed, it is not available in the context of your work at that time. Ellipses (...) identify commands that require dialog entries. Check marks (✓) identify selected menu items. If you select a region of text that has more than one font size and/or style associated with a portion (though not all) of it InfoClick displays a dash (-) beside all those attributes partially represented in the selection. Wedge-shaped symbols (▶) identify submenus which open to give you access to more commands.

InfoClick menu

Choose commands from the **InfoClick** menu that affect the entire application. These include **About InfoClick**, **Preferences...**, **Hide** and **Quit InfoClick** as well as the **Services** submenu. InfoClick is a Cocoa application, any services you add to your /Library/Services folder are available to you in InfoClick. In addition to these standard commands, you will find

Preferences... Sets preferences specific to InfoClick. Customizing InfoClick's preferences is discussed in detail beginning on page 43.

Check for Updates... Either presents an alert indicating that "You're up to date!", or opens a dialog that includes the release notes for the new version and offers you the options to either **Skip This Version**, **Remind Me Later**, or **Install Update**. If you click **Install Update**, the new version will be downloaded after which a new alert will appear inviting you to quit the old version and restart the new one.

Buy InfoClick Opens a Web Browser that points to the Nisus Software Online store where you can pay for the demo version of InfoClick you may be using. If you purchased InfoClick from the Mac App Store this command does not appear. Similarly after you purchase and enter your license number, the command is removed.

Licenses... Opens a dialog that enables you to buy, delete or add a license to your InfoClick.

Services:InfoClick Because InfoClick is a Cocoa application it can use all the tools of the menu **InfoClick > Services**. These are commands made available by other applications. InfoClick adds a command to the **Services** menu that you can use in any other application that supports Services.

▶New Document With Selection

Whenever you select text in another application you can choose this command to create a new InfoClick document.

Quit InfoClick Quits the application. Depending on how you set your preference in the **General** preferences of InfoClick, you can have all windows open on quitting opened again when you start the application.

File menu


Choose commands from the **File** menu to open, save, and print documents in InfoClick.

New InfoClick Note

Opens a new, untitled InfoClick note.

Open Recent Choose commands from the **Open Recent** submenu to open InfoClick notes you have recently worked on in InfoClick.

►Clear Menu Removes all InfoClick notes accumulated in the **Open Recent** submenu.

Close Closes the active window. If it is an InfoClick note that contains any unsaved changes you will see a dialog prompting you to save. Press  to close all open windows. If any windows contain unsaved changes, a dialog prompts you to save them.

Save Saves the active InfoClick note. If the note has never been saved, InfoClick automatically names the note based on what you have entered in the subject field, or, if there is nothing in the subject field, the first characters in the note.

Export As... Exports your file to a different format such as **Microsoft Word 97 – 2004 document**, **Rich Text (RTF)**, **HTML Text**, **Text**.

Revert to Saved Returns the active InfoClick note window to the way it was when it was last saved.

Page Setup... Customize specific printer options. The options in the Page Setup dialog are specific to the printer selected.

Print... Print an InfoClick note or a search results listing, whichever is the active window.

Edit menu

Undo Reverses the effect of the last action made in the current editing session of an InfoClick note window. Choose **Undo** repeatedly to step back through all changes made in the active InfoClick note window.

Redo Undo an **Undo**. Choose **Redo** repeatedly to redo all recent Undos until the Undo list is empty.

Cut Removes the current selection and inserts it in the current Clipboard, replacing whatever was in the Clipboard.

Copy Places a copy of the current selection in the current Clipboard, replacing whatever was in the Clipboard.

Paste Places the contents of the current Clipboard into your document at the insertion point.

Paste And Match Style

Pastes the text on the Clipboard so that it assumes surrounding attributes in an InfoClick note.

Delete Deletes the current selection from your InfoClick window or note. The deleted selection is not stored on the Clipboard.

Select All Selects everything in that portion of the active InfoClick window or note where the insertion point appears.

Find Choose commands from the **Find** submenu to specify Find and Replace options. in your InfoClick notes.

►Find... Opens the Find window.

►Find Next Finds the next occurrence of the Find Expression in the active note without activating the Find/Replace window.

►Find Previous Finds the preceding occurrence of the Find Expression in the active document without activating the Find/Replace window.

►Use Selection for Find Inserts the current selection in the Find box of the Find & Replace window without activating it. This is similar to Copy to Find in Nisus Writer Pro and Nisus Writer Express.

►Jump to Selection Scrolls the active InfoClick note to the location of the insertion point/selection.

Spelling & Grammar Choose commands from the **Spelling & Grammar** submenu to check the spelling of your InfoClick note.

►Show Spelling and Grammar

 Opens the Spelling dialog for you to check the spelling. It

	immediately scrolls to and selects the first word not recognized by the Apple dictionaries.
‣ Check Document Now	If the Spelling dialog is already open, this selects the next misspelled word following the insertion point.
‣ Check Spelling While Typing	Turns on or off InfoClick's ability to draw a red squiggly line beneath misspelled words (as you type).
‣ Check Grammar With Spelling	Turns on or off InfoClick's ability to draw a green squiggly line beneath improperly formed words and report them in the OSX spelling panel.
‣ Correct Spelling Automatically	Uses the iOS and Lion automatic correct spelling dictionaries to correct your spelling as you type.
Substitutions	Choose commands from the Substitutions submenu to quickly change the kind of quotes, dashes and other bits of text as you type.
‣ Show Substitutions	Opens the Substitutions dialog where you can enable or disable text substitution options (as listed below), open the Language & Text preferences dialog, or make text replacements.
‣ Smart Copy/Paste	Turns on/off a Mac OS X feature that automatically inserts/deletes whitespace in an effort to be helpful.
‣ Smart Quotes	When turned on makes all quotes (and apostrophes) "Smart" or "curly" as you type.
‣ Smart Dashes	When turned on makes all double dashes -- into M or N dashes as you type.
‣ Smart Links	When turned on makes all URLs and email addresses live as you type them.
‣ Text Replacement	When turned on, replaces text using the list in Language & Text preferences of your System Preferences
Transformations	
‣ Make Upper Case	Changes the current selection to all UPPERCASE characters.
‣ Make Lower Case	Changes the current selection to all lowercase characters.
‣ Capitalize	Makes the first letters of all words in the current selection uppercase characters. If any uppercase characters appear in the selection (and not at the beginning of words) InfoClick makes these lowercase.
Speech	Choose commands from the Speech submenu to have InfoClick start or stop speaking the selected text of your document.
‣ Start Speaking	Causes InfoClick to start speaking your text from the location of your insertion point, or the selected text.
‣ Stop Speaking	Causes InfoClick to halt speaking your text.
Start/Stop Dictation	If you have Mac OS X 10.8 or higher, InfoClick supports Apple's dictation technology. You can learn more about this on Apple's site.
Emoji & Symbols	(Supplied by the System.) Opens the System's Characters palette from which you can choose to insert into your document any special character or symbol in the System. InfoClick will find emails with specific emojis.

Search menu

Choose commands from the **Search** menu to reuse, save and manage your searches.

Clear Search	Clears the InfoClick window of all search selectors. This is equivalent to clicking the Clear Search button in the InfoClick window.
Back	Displays the previous search. InfoClick does not register that a search has occurred until you select one of the emails found. This is equivalent to clicking the previous button in the InfoClick window.
Forward	Displays the next search. InfoClick does not register that a search has occurred until you select one of the emails found. This is equivalent to clicking the next button in the InfoClick window.
Recent Searches	Choose commands from the Recent Searches submenu to display any particular search you have recently done.
‣ Clear Menu	Clears the Recent Searches menu.

- Save Search...** Saves the current search to a file in the folder designated by **Choose Saved Searches Folder....** The saved searches appear at the bottom of the **Search** menu.
- Manage Saved Searches...**
Opens the Saved Searches folder in the Finder, enabling you to delete saved searches.
- Choose Saved Searches Folder...**
Displays a variant of the Open/Save dialog enabling you to create a folder for your saved searches.

Email menu

Choose commands from the **Email** menu to interact with Apple's Mail.app in various ways.

Open in Apple Mail

Opens the selected email or RSS item in Apple's Mail.app.

Reveal in Apple Mail

Reveals the selected email or RSS item in Apple's Mail.app. This command can fail for messages that are in Mail "conversation" groups

Reply in Apple Mail

Prepares a reply to the selected email item in Apple's Mail.app.

Reply All in Apple Mail

Prepares a "reply all" to all the correspondents of the selected email item in Apple's Mail.app.

Forward in Apple Mail

Prepares a forward to the selected email item in Apple's Mail.app.

Redirect in Apple Mail

Prepares a redirect to the selected email item in Apple's Mail.app.

Format menu

Choose commands from the **Format** menu to alter the display of text of your InfoClick notes.

Font

- ▶ **Show Fonts** Opens the Fonts panel which allows you to choose from various sets of fonts or font families, the typefaces they support, and their various sizes.
- ▶ **Bold** Displays selected text in bold face.
- ▶ **Italic** Displays selected text in *italic face*.
- ▶ **Underline** Displays selected text with an underline.
- ▶ **Bigger** Enlarges the size of the current selection in one-point increments.
- ▶ **Smaller** Diminishes the size of the current selection in one-point increments.
- ▶ **Kern** Choose commands from the **Kern** submenu to cause selected text to be squeezed closer or spread further apart. Kerning affects the space to the right of the character(s) selected.
- ▶ **Use Default** Removes any squeezing or spreading of selected text (unless some other baseline attribute has been added i.e. based on a style defined in Style Sheet view).
- ▶ **Use None** Removes any squeezing or spreading of selected text (unless some other baseline attribute has been added i.e. based on a style defined in Style Sheet view).
- ▶ **Tighten** Squeezes selected text closer together.
- ▶ **Loosen** Spreads selected text further apart.

Ligature

Choose commands from the **Ligature** submenu to cause selected text to use ligatures (characters (such as æ) consisting of two or more letters or characters joined together). Various fonts support more or less ligatures.

- ▶ **Use Default** Uses the basic set of ligatures built into "most" fonts.
- ▶ **Use None** Prevents any connecting of characters.
- ▶ **Use All** Uses the greatest available number of ligatures built into a font.

Baseline

Choose commands from the Baseline submenu to raise or lower selected text.

- ▶ **Use Default** Returns the selected Super or Subscripted text to the baseline of the surrounding text.

‣ Superscript	Places the current selection five points above the baseline of the surrounding text.
‣ Subscript	Places the current selection five points below the baseline of the surrounding text.
‣ Raise	Raises the current selection in one point increments above the current height.
‣ Lower	Lowers the current selection in one point increments below the current height.
Show Colors	Opens the Colors panel enabling you to apply color to your text.
Copy Style	Copies the font attributes of selected text.
Paste Style	Pastes the font attributes of selected text.
Paragraph	Choose commands from the Paragraph submenu to control the shape of paragraphs.
‣ Align Left	Aligns text along the left edge of the line wrap area.
‣ Center	Centers text around an invisible line between the left and right line wrap indicators.
‣ Justify	Spreads text “evenly” between the left and right line wrap indicators so that it touches both sides.
‣ Align Right	Aligns text along the right edge of the line wrap area.
Writing Direction	Choose commands from the Writing Direction submenu to control the direction text flows. You can set the direction of an entire Paragraph or limit the change to a small Selection within a paragraph. The commands are the same in each sub-set of the menu.
‣ Default	Causes text to flow in the “natural” direction for the language associated with the text.
‣ Left to Right	Causes the primary direction of the paragraph to flow from left to right.
‣ Right to Left	Causes the primary direction of the paragraph to flow from right to left.
Show Ruler	Displays a ruler across the top of the text area of the InfoClick note.
Copy Ruler	Copies the attributes of the ruler that governs the current selected paragraph of the InfoClick note.
Paste Ruler	Pastes the attributes of the copied ruler so that it governs the current selected paragraph of the InfoClick note.

Window menu

Choose commands from the **Window** menu to manage document windows.

The names of open documents appear at the bottom of the Window menu in alphabetical order. If the document name has a bullet in front of it, the document has changed since it was last saved. If the document name has a diamond in front of it, the document is “minimized” in the Dock. Choosing a document name from the Window menu brings its window to the front. The document name with a check is the active window.

Search Window	Brings the InfoClick Search window to the forefront, or opens it if it has been closed.
Minimize	This has the same effect as clicking the Minimize (amber) button, it sends the window to the Dock.
Zoom	This has the same effect as clicking the Zoom (green) button, it alternates between the full height and width of the window and its previous display size. The fully zoomed size differs depending on whether you use Draft or Page View.
Bring All to Front	Brings all InfoClick windows to the front of all other windows.

Database menu

Rebuild Database	Causes InfoClick to rescan all your mail, RSS, and InfoClick note items, to rebuild its index (rarely, if ever, needed).
Scan For New Emails	InfoClick periodically scans for new emails to add them to its database. You can command InfoClick to do this when you want by choosing this command.

Remove Deleted Emails

InfoClick periodically scans for deleted emails to remove them from its database. You can command InfoClick to do this when you want by choosing this command.

Help

Search

Searches the InfoClick menus for any text entered into the field provided. You can use this to learn more about where various InfoClick commands are located.

InfoClick Help

Opens this document.

Release Notes

Opens the release notes document for this version of InfoClick.

License Agreement

Opens the InfoClick License Agreement.

Get Support...

If you are connected to the Internet, this opens your Web browser and displays the Nisus Software Support Forum.

Send Feedback...

Opens a dialog that enables you to send feature requests or problems directly to Nisus Software.

Contextual menus

Use the Contextual menu commands, that appear when you right-click (or control-click), for the search window's result listing.

Open in Apple Mail

Opens the selected item(s) in Mail.app.

Reveal in Apple Mail

Switches to Apple's Mail.app and shows the selected item(s) in the appropriate list window..


Reveal File in Finder

Switches to the Finder and displays the folder in which the first of selected items appears.

New InfoClick Note with Items

Creates a new InfoClick note with hyperlinks to the selected item(s). The note is automatically named using the subject of the first item. The text of the link consists of the subject(s) of the selected item(s).

Remove Items From Database

Removes the selected item from the InfoClick database. This has the same effect as pressing .

Copy Listing

Copies the "To," "From," "Subject," and "Date" information of selected item(s).

Copy Contents

Copies the formatted text (but not images) of selected item(s).

Copy File Paths

Copies the path(s) to the selected item(s) on your hard drive. To see the path, paste text only. Pasting as formatted text embeds the path as a (clickable) link in the ".emlx" file.

Export Contents...

Displays a variant of the Save As dialog enabling you to export the selected item(s) in any of the formats identified in **Export As...** on page 50.

Appendix II

Glossary of Useful Terms

This document uses a couple of terms that either may not be familiar to the “casual” user or are used in a technical way. We offer a small glossary of terms here . If you encounter other words that you believe should be included, please send them to <support@nibus.com>

Boolean	Named for George Boole, who developed a general method of symbolic reasoning that lead to the idea that “on/off” (“true/false”, “yes/no”, “1 or 0”) circuits with relays could solve certain algebraic problems. This is the concept that supports the possibility of digital computers.
Selector	InfoClick search terms. These are words and other useful criteria which you pick to narrow down your search. Selectors can be all kinds of things: words, email addresses, parts of a file path, URLs, numbers, etc. Selectors are organized into logical groups.

Appendix III a short history of InfoClick

The GIA Search Technology

The foundations of the search technology in InfoClick were invented and patented by Jerzy Lewak, Sławomir Grzechnik, and Jon Matousek and implemented by Nibus Software in 1992 as a feature in a special version of Nibus Compact, a word processor for the first Apple laptops. Nibus Compact is no longer available. The technology, however, has evolved since that time. It is now being used by many shopping sites on the web and is sometimes referred to as *Faceted Navigation* or *Faceted Search*, which however, in contrast to GIA (Guided Information Access), does not let you navigate through text contents. The patent is currently owned by SpeedTrack Inc., and is used in InfoClick under license from SpeedTrack. You can learn more about GIA at SpeedTrack.

InfoClick guides you to the available information showing you which words can narrow your search, in such a way that you can never receive the “no matches” result and can successfully narrow your search results to the matches you are looking for. This Guided Information Access (GIA) works like a *GPS Navigator* through your stored information—you are shown the way to your final destination. In that sense it is not the usual *search* engine, but rather the *Find Engine*, making sure you find your target, not just search and search and search, in frustration.

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