

TOSHIBA

Leading Innovation >>>



V7.0
Client Guide

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To Administrators

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- When connecting this product with an outer network such as the Internet, only operate it in a network environment protected by a firewall, etc. to prevent information from being leaked due to incorrect settings or to avoid illegal access by unauthorized users.

- e-BRIDGE Re-Search does not provide separate security controls but leverages existing operating system and network security settings to control what files users can see in their search result.

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1 Introduction

Thank you for purchasing Toshiba's e-BRIDGE Re-Search™ Client, an automated records management and eDiscovery solution for Windows Clients. e-BRIDGE Re-Search is a software system that helps manage your data so you can quickly find the files you are looking for and take intelligent action on them.

- The real-time indexing capability results in lower overhead and ensures accurate up-to-date search query results.
- The highly compressed and optimized index requires minimal disk space.
- Faster more accurate and granular search results are driven by the index's intelligent and automatic classification of rich media files and unstructured data.

e-BRIDGE Re-Search users have all the basic benefits of search & retrieval, file management, and an unstructured database, all in one product. This is all without having to learn a new application.

e-BRIDGE Re-Search will initially scan your system to create an index. It will then automatically index your files in real time as they are written to disk. This feature automates the metadata collection process and removes users from manually entering and creating metadata; increases the accuracy of indexing rich media content, resulting in more

successful searches. e-BRIDGE Re-Search also allows you to manage your data intelligently and intuitively.

2 Getting Started

This section will walk you through the various ways to search using e-BRIDGE Re-Search on your system.

2.1 Accessing e-BRIDGE Re-Search

Once e-BRIDGE Re-Search is successfully installed on your system and your index file has been created you are ready to access the application. You can access Re-Search four different ways:

1. e-BRIDGE Re-Search Desktop Shortcut
2. e-BRIDGE Re-Search Deskbar
3. e-BRIDGE Re-Search System Tray Icon
4. e-BRIDGE Re-Search Start Menu

e-BRIDGE Re-Search Desktop Shortcut

From your desktop ***Double-Click*** on the Re-Search desktop shortcut to launch the Re-Search application.

e-BRIDGE Re-Search Deskbar



To turn on the e-BRIDGE Re-Search Deskbar:

1. **Right-click** on the **Windows Taskbar**
2. Select Toolbars > e-BRIDGE Re-Search Deskbar

From the e-BRIDGE Re-Search Deskbar you can open e-BRIDGE Re-Search in two ways.

1. **Type** a keyword into the Deskbar and press **Enter** to initiate a Search on the keyword.

or

2. **Click** on the magnifying glass icon in the Deskbar to open e-BRIDGE Re-Search.

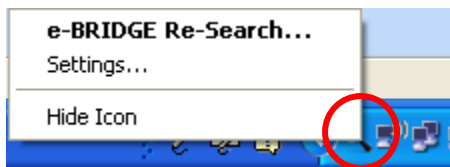
e-BRIDGE Re-Search System Tray Icon



To open e-BRIDGE Re-Search:

1. **Click** on the **e-BRIDGE Re-Search magnifying glass icon** in the system tray.

To open the e-BRIDGE Re-Search Tray Icon context menu:



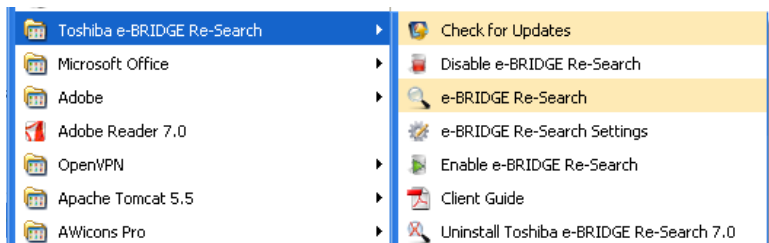
2. **Right-click** on the e-BRIDGE Re-Search Tray Icon.

Clicking on each menu option results in the following:

e-BRIDGE Re-Search...	Opens the e-BRIDGE Re-Search application.
Settings...	Opens the e-BRIDGE Re-Search Settings console.
Hide Icon	Hides the e-BRIDGE Re-Search magnifying glass icon.

e-BRIDGE Re-Search Start Menu

You can also access e-BRIDGE Re-Search from the Windows Start menu:



1. **Click on Start**
2. **Click on All Programs**
3. **Click on Toshiba e-BRIDGE Re-Search**
4. **Click on e-BRIDGE Re-Search**

The other menu options perform the following functions:

Check for Updates	Checks over the internet for software updates for e-BRIDGE Re-Search.
Disable e-BRIDGE Re-Search	Stops the e-BRIDGE Re-Search indexing service (any files updated while e-BRIDGE Re-Search is disabled will not be

	indexed until e-BRIDGE Re-Search is re-enabled and a scan conducted).
Enable e-BRIDGE Re-Search	Turns on the e-BRIDGE Re-Search indexing service.
e-BRIDGE Re-Search	Opens e-BRIDGE Re-Search.
e-BRIDGE Re-Search Settings	Opens the e-BRIDGE Re-Search Settings console.
e-BRIDGE Re-Search Client Guide	Opens the e-BRIDGE Re-Search user guide.
Uninstall Toshiba e-BRIDGE Re-Search	Removes the e-BRIDGE Re-Search Client from the computer.

3 Finding Information

Once e-BRIDGE Re-Search has created the initial index of your system the power of the application is how easy it is to find files. This section covers the ways you can search for files to ensure you find what you need fast.

Before you begin your search it is helpful to correlate what you know with the best approach to find it. The information you do know will be attributes of the file and/or something about the contents of the file. Using this information we will describe to you four methods for finding the files you need:

1. Search by file type
2. Search by keyword
3. Search by file name
4. Search by file metadata

The sections below will cover each of these methods and their variations in detail.

3.1 Keyword Search

When you know something about the contents of the file(s) you are searching for, then you can use e-BRIDGE Re-Search to do a keyword search. Since e-BRIDGE Re-Search indexes the contents and metadata of every file on your system, searching by unique keywords can deliver very accurate results.

There are two query tools e-BRIDGE Re-Search has by which you can conduct a basic keyword search:

e-BRIDGE Re-Search Deskbar



Using the e-BRIDGE Re-Search Deskbar will locate all files in the index that have **all** of the keywords you entered either in the contents of the file, metadata, or in the file name.

e-BRIDGE Re-Search Application

In the e-BRIDGE Re-Search application there is a query pane.

The screenshot displays the query pane of the e-BRIDGE Re-Search Application, which is divided into three main sections, each highlighted with a red border:

- Search For:** A text input field containing the wildcard characters `*.*`. Below the input field are three buttons: **Search On Results**, **Back**, and **Search**.
- Search In:** A dropdown menu labeled **Path:** with a globe icon, currently set to **Everything**.
- Refine By:** A series of five dropdown menus for refining search results:
 - Name:** `*.*`
 - Class:** **Any**
 - Field:** **Any**
 - Size:** **Any**
 - Date:** **Any**

At the bottom right of the pane is a **Reset All** button.

The query pane is composed of three main components listed below:

Search For is where keywords can be entered and either search on the entire index or on the results of the last query;

Search In tells the system where to look for the information, such as *Everything*, *Only my Computer*; *only a certain drive (such as C:)*; e-BRIDGE Re-Search will discover servers on your network automatically that have the e-BRIDGE Re-Search Server Edition installed. Based on your network security, e-BRIDGE Re-Search will receive query results from each e-BRIDGE Re-Search server in real time.



TIP: If you are connected to a network with e-BRIDGE Re-Search Server(s) is/are installed, be careful when selecting the **Search In Everything** menu option.

Refine by filters a query through five categories that are: Name; Class; Field; Size and Date.

To conduct a key word search simply:

1. **Type** in one or more keywords into the Search For field.



The image shows a search interface with the following elements:

- Search For:** A text input field containing the text `*,*`, which is circled in red. A dropdown arrow is on the right.
- Buttons:** Below the search field are three buttons: "Search On Results" (disabled), "Back" (disabled), and "Search" (active).
- Search In:** A section with a "Path:" label and a dropdown menu showing "Everything".
- Refine By:** A section with five dropdown menus:
 - Name: `*,*`
 - Class: Any
 - Field: Any
 - Size: Any
 - Date: Any
- Reset All:** A button at the bottom right of the interface.

2. **Click** on the **Search** button.

This will execute the search and present the results.

Be aware that entering more than one word can actually return many more results. For example:

Keyword(s)	Results
e-BRIDGE	All files with e-BRIDGE in the file contents or in the file name.
e-BRIDGE Re-Search	All files that contain the word e-BRIDGE and the word Re-Search.
e-BRIDGE Re-Search Client Guide	All files that contain e-BRIDGE, Re-Search, Client, and Guide in the contents or file name.

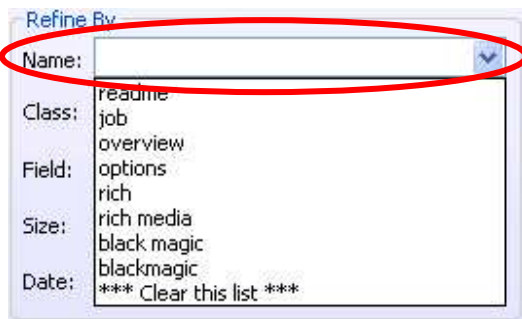


NOTE: The e-BRIDGE Re-Search Application DOES NOT support Boolean operators, AND, OR and NOT as part of the keyword search. Use the Search On Results feature for AND operations.

3.2 File Name Search

When you need to find a file and you know at least a portion of what the file name contains you can use e-BRIDGE Re-Search to find it based on what you know. Enter the portion of the file name that you know into the **Refine By Name** field to begin narrowing the search. This method of searching is the most restrictive and most targeted as it will limit the results more than the previous method.

When typing in a file extension, be sure to use an asterisk followed by a period and then the file extensions. As an example, if you are searching for pictures you would enter *.jpg into the field to find JPEG files.



This field supports the use of an asterisk as a wild card character. Using variations on the portion of the file name that you know and the file extension can deliver improved search results.

The table below shows some examples of how to refine your search using the file name search field.

File Name Search Criteria	What to Expect
Toshiba	All files that contain "Toshiba" within the file name. This could include the word Intel itself or words such as intellectual. The word can occur anywhere in the file name.
Toshiba Copier	All files that contain "Toshiba Copier" in the file name. This exact phrase must exist within the file name.
Toshiba * Copier	All files that contain "Toshiba" followed by "Copier" in the file name. The word "Copier" must come after "Toshiba" in the file name to be a result of the search.
Toshiba * Copier *.pdf	All files that contain "Toshiba" followed by "Copier" in the file name and are PDF files will be returned. Adding the file extension further refines the search to only be for a specific file type.



NOTE: When entering file extensions searching it is recommended not to combine this with a selection from the **Refine by Class:** field as the two selections can be in conflict. For example if you search for *.txt files but select **Pictures** as the result type then you would receive zero results as the condition cannot exist.



TIP: Use a file extension search when you know the exact kind of file you are searching for and want to search using additional criteria. This search can also be a first step from which you can further refine your search using the **Search On Results** option.

Below is a chart that shows which options can be used to facilitate a file type search:

File Search Options	Use for File Type Search
---------------------	--------------------------



The screenshot shows a file search dialog box with the following sections:

- Search For:** A dropdown menu containing the text '*.*'. Below it are three buttons: 'Search On Results', 'Back', and 'Search'.
- Search In:** A dropdown menu with a globe icon and the text 'Everything'.
- Refine By:** A series of five dropdown menus:
 - Name:** '*.*' (marked with a blue checkmark)
 - Class:** 'Any' (marked with a blue checkmark)
 - Field:** 'Any' (marked with a red 'X' in a box)
 - Size:** 'Any' (marked with a blue checkmark)
 - Date:** 'Any' (marked with a blue checkmark)
- Reset All:** A button at the bottom right.

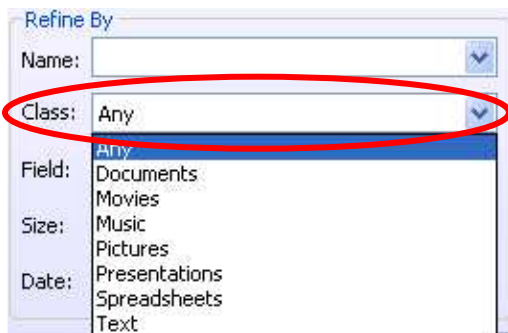


 Valid Field for File Type Search

 Invalid Field for File Type Search

3.3 Refine By Class

In the Refine By section of e-BRIDGE Re-Search there is a dropdown filter called **Class**:



This filter can be combined with all of the other search filters and parameters. The key differences are that **Text** files, which include text files, HTML, URLs and Outlook messages, are separated out as a unique type that is distinct and different from **Application** generated files. There is no unique e-mail selection that is combined into the **Text** option.

The chart below shows the kinds of files returned with each option.

Results Type Value	File Types Included
Documents	Document File Types
	MS-PowerPoint (ppt, pot, pps) MS-Word (doc, dot) MS-Excel (xls, xla, xlc, xlm, xlt) MS-Project (mpp) MS-Works (wcm, wdb, wks, wps) WordPerfect (wpd) Postscript (eps, ps) Rich Text Format(rtf) LATEX, TEXI, TEXINFO
Movies	Video File Types
	QuickTime (mov, qt) MPEG (mpeg, mpg, mpa, mp2, mpe, mpv2) Windows Media (wm, wmv, wmx) Advanced Streaming Format (asf) Audio Video Interleave (avi)
Music	Audio File Types
	MPEG (m3u, mp3) RealAudio (ram, ra) Windows Media Audio (wma) Audio Interchange Format (aif, aifc) Audio Interchange File (aiff) Advanced Streaming Format (asf) uLaw Audio File(au) Musical Instrument Digital Interface (mid, rmi) Macintosh Sound Resource(snd) Waveform Audio (wav)

Results Type Value	File Types Included
Pictures	Image File Types
	JPEG (jpg, jpeg) TIFF (tif, tiff) Illustrator (ai) Photoshop (psd) Bitmap (bmp) Portable Network Graphic (png) Graphic Interchange Format (gif) Windows Icon (ico) COD, IEF, JFIF, RAS, CMX, PNM, PBM, PGM, PPM, RGB, XBM, XPM, XWD
Presentations	MS-PowerPoint File Types
	MS-PowerPoint (ppt, pot, pps)
Spreadsheets	MS-Excel File Types
	MS-Excel (xls, xla, xlc, xlm, xlt)
Text	Text File Types
	Text (txt) HTML (htm, html) Extensible Markup Language (xml) Internet Location (url) Outlook and Outlook Express (msg) And other text oriented files

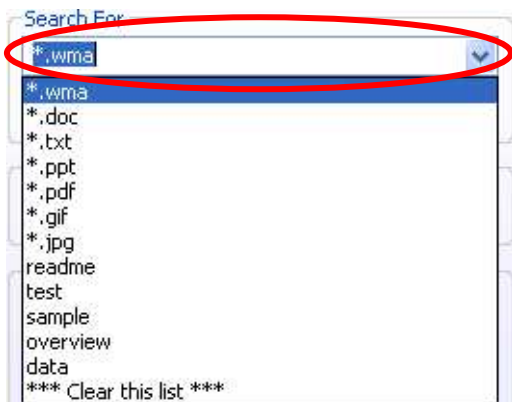


TIP: Use Results Type searches when you are searching for specific files using keywords and/or portions of the filename to limit your search to selected types of files. Additionally, if you know you need a specific kind of file the Results Type search can be a first step from which you can further search on the results.

3.4 Search by Metadata

When you know some of the attributes about the file(s) you need e-BRIDGE Re-Search provides the ability for you to search for specific metadata values about the files. Metadata is data or tags that describe files. For example, Microsoft Word document files contain a tag called Author. This field is filled in automatically with the users name when a new document is created. The value can be edited by viewing the document properties and clicking on the Summary tab in Word.

So, if you know that the documents you want to find were all authored by one person you can use e-BRIDGE Re-Search to find the files that have a particular value in the Author field. To do this, follow these steps:



1. **Type** in the value of the field you want to search (i.e. Eric Clapton) into the **Search For** field.

Refine By

Name:

Class: Any

Field: Any

Size: Attributes

Date: Owner

Name: Author

Company

Created Time

Title

Subject

Category

Keywords

Description

Comments

Page Count

Source

Revision

Template

Manager

Text

Artist

Album Title

Year

Track Number

Genre

Duration

Bit Rate

Channels

Audio sample rate

Audio sample size

Rating

Media Title

2. **Click** on the **Refine By Field** drop down menu item.
3. **Select** the metadata field you want to search from the list.

or

4. **Type** in your own custom field.
5. **Click** the **Search** button.

e-BRIDGE Re-Search by default contains a list of metadata fields that are related to the general file type. The list below shows the default fields grouped by their related file type.

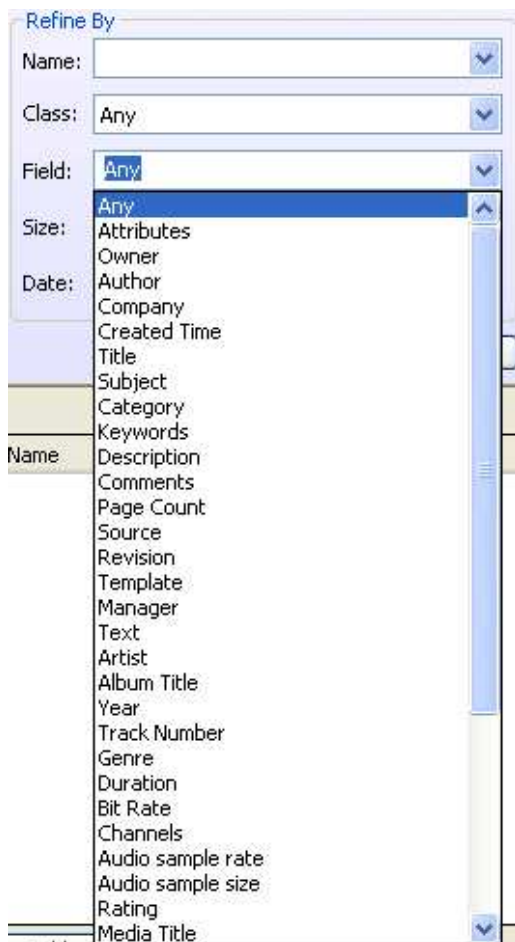
Document	Attributes Owner Author Company Created Time Title Subject Category Keywords Description Comments Page Count Source Revision Last Save Template
-----------------	--

	Manager
Audio	Artist Album Title Year Released Track Number Genre Duration Bit Rate Channels Audio Sample Rate Audio Sample Size
Pictures	Make Model Date Time Original Dimensions Height Width Orientation Scene Type
Video	Rating Media Title File ID
E-mail	To From CC

Searching on a metadata field inherently limits your search to the type of file that contains that field.

There can be a wide variety of additional metadata fields either added by applications or custom fields added from e-BRIDGE Re-Search.

To search on metadata fields not included in the default list follow these steps:



1. **Click** in the **Refine By Field** drop down box, this will highlight the current selection.

2. **Type** in the name of the metadata field you wish to search.
3. Press **Enter**.



NOTE: The first keystroke will empty the drop down box and put the keystroke that you just typed into the first position.

The newly entered field name will now be part of your list every time you use e-BRIDGE Re-Search.

To clear all of the field names that you have manually entered for searching follow these steps:

1. **Click** in the **Refine By Field** drop down box.



2. **Scroll** to the bottom.
3. **Click** on ***** Clear this list *****

Below is a chart that shows which options can be used to facilitate a file metadata specific search:

Metadata Search Options	Use for File Type Search
-------------------------	--------------------------



The screenshot shows a search interface with the following elements:

- Search For:** A dropdown menu containing the text '*.*'. Below it are three buttons: 'Search On Results', 'Back', and 'Search'.
- Search In:** A dropdown menu with a globe icon and the text 'Everything'.
- Refine By:** A section containing five dropdown menus:
 - Name:** '*.*'
 - Class:** 'Any'
 - Field:** 'Any'
 - Size:** 'Any'
 - Date:** 'Any'
- Reset All:** A button at the bottom right.

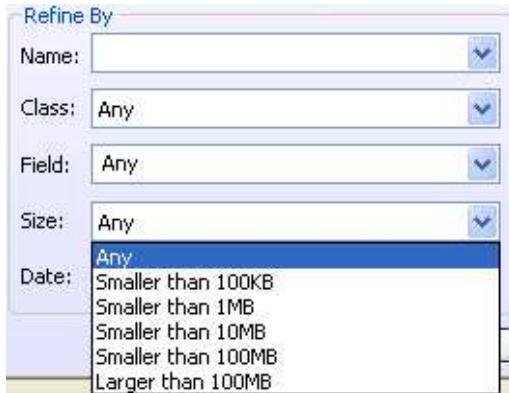


 Valid Field for Metadata Search

 Invalid Field for Metadata Search

3.5 Refine By File Size

The refine by file size option helps narrow your search by limiting the search to files of a certain size. The options in the **Refine By Size** drop down menu are:



The image shows a 'Refine By' dialog box with several dropdown menus. The 'Size' dropdown menu is open, displaying the following options: 'Any', 'Smaller than 100KB', 'Smaller than 1MB', 'Smaller than 10MB', 'Smaller than 100MB', and 'Larger than 100MB'. The other dropdown menus (Name, Class, Field, Date) are currently set to 'Any'.

The Find files refine by must be used with one of the search methods discussed earlier in this section – search by file type, search by keyword, search by file name or search by metadata. You cannot search only by file size.

3.6 Refine By Date

The refine by date option narrows your search results by limiting the search to files that have been updated in a specific time frame. The options are:

The image shows a 'Refine By' search filter interface. It consists of five dropdown menus, each with a label and a value, and a small downward arrow on the right side of each menu. The labels and values are: Name: (empty), Class: Any, Field: Any, Size: Any, and Date: Any. The Date dropdown menu is open, showing a list of options: Any, Last Day, Last Week, Last Month, Last Three Months, Last Six Months, Last Year, and Older Than a Year. The 'Any' option is highlighted in blue. The interface has a light blue header and a light yellow background for the Date dropdown options.

This constrain looks at the files last update date in the operating system. The **Refine By Date** drop down menu must be used with one of the search methods discussed earlier in this section – search by file type, search by keyword, search by file name or search by metadata. You cannot search only by the last update date.

3.7 Search on Results

One of the most powerful tools in e-BRIDGE Re-Search to really help you find the specific files you need is the **Search On Results** feature. When you initially open e-BRIDGE Re-Search this option is not available and the Search On Results button is grayed

out, as seen in the e-BRIDGE Re-Search Query box below.

The image shows a search interface with the following elements:

- Search For:** A text input field containing "storage vision" and a dropdown arrow.
- Buttons:** "Search On Results" (circled in red), "Back", and "Search".
- Search In:** A section with "Path:" and a dropdown menu showing "My Computer".
- Refine By:** A section with five dropdown menus:
 - Name: * *
 - Class: Any
 - Field: Any
 - Size: Any
 - Date: Any
- Reset All:** A button at the bottom right.

You first need to conduct an initial search. You can use any of the methods discussed above. The initial search will display a set of results. At that point the **Search On Results** button has become enabled and you can click on it. Once you enter a whole new set of search parameters, Click on the Search On Results button instead of the Search button. Clicking on the **Search On Results** button will then examine only

the initial results for criteria that match your search parameters.

You can now search this new set of results again by deleting any search parameters, entering new search parameters and clicking the **Search On Results** button again. Once your third iterative search is completed the **Back** button is enabled.

Clicking the Back button will change the results pane to show the previous search results but it does not show the previous search parameters. Clicking **Back** again will change the results pane to show the original search results. However, the Standard search tab will continue to display the search criteria for only the last search executed.

The **Search On Results** function can be used an unlimited number of times to further refine the search results.



TIP: The following example will illustrate what to expect when searching on results.

Search #1

We begin our search with a file type search using a file extension for PDF files. We enter "*" to search for everything in the Search For query and "*.pdf" in the Refine By Name field and execute the search. This search delivers 766 files – too many to find what we really need.

The screenshot shows a search interface with the following fields and buttons:

- Search For:** A text box containing the asterisk symbol (*), which is circled in red. To its right is a dropdown arrow.
- Buttons:** Below the search box are three buttons: "Search On Results", "Back", and "Search".
- Search In:** A section with a label "Search In" and a "Path:" label. The dropdown menu shows "My Computer".
- Refine By:** A section with a label "Refine By" and several dropdown menus:
 - Name:** The dropdown menu shows "*.pdf", which is circled in red.
 - Class:** The dropdown menu shows "Any".
 - Field:** The dropdown menu shows "Any".
 - Size:** The dropdown menu shows "Any".
 - Date:** The dropdown menu shows "Any".
- Reset All:** A button located at the bottom right of the interface.

Search #2

We now delete the "*.pdf" from the Refine By Name field and move to create our second search on the 2,036 files found. We will now conduct a keyword search on the result set looking for the word "computers". So we type "computers" into the **Search For** field and click the **Search On Results** button. This results in a refinement down to 59 files that match.



The screenshot shows a search interface with the following elements:

- Search For:** A text input field containing the word "computers", which is circled in red. A dropdown arrow is visible on the right side.
- Buttons:** Three buttons are located below the search field: "Search On Results", "Back", and "Search".
- Search In:** A section with a "Path:" label and a dropdown menu currently set to "My Computer".
- Refine By:** A section with five criteria, each with a dropdown menu:
 - Name:** Set to "*.*"
 - Class:** Set to "Any"
 - Field:** Set to "Any"
 - Size:** Set to "Any"
 - Date:** Set to "Any"
- Reset All:** A button located at the bottom right of the interface.

Search #3

Since we know we are looking for a recently updated file, we select the **Refine By Date** dropdown menu and choose "Three Months" from the drop down list. Since the update date constraint cannot be used on its own we leave the keyword "computers" in the **Search For** field and click the **Search On Results** button. This search returns only six results.



The screenshot shows a search interface with the following fields and options:

- Search For:** A text box containing "computers" and a dropdown arrow.
- Buttons:** "Search On Results", "Back", and "Search".
- Search In:** A dropdown menu with "Path: My Computer" selected.
- Refine By:** A section with five dropdown menus:
 - Name:** *.*
 - Class:** Any
 - Field:** Any
 - Size:** Any
 - Date:** Last Three Months (circled in red)
- Reset All:** A button at the bottom right.



NOTE: Notice that after the second search the **Back** button is enabled. This button allows us to move back through the previous sets of results. Clicking the **Back** button here changes the results list back to the 134 files found in search #2. However the "Standard" search tab continues looking like the parameters entered for search #3. Clicking the **Back** button again changes the results pane back to the original 2,036 results found with search #1. Notice as well that since we are back to our original search the **Back** button has been disabled and is grayed out.

4 Working with Results

Once you have conducted a search its time to work with the results to first ensure that you have the file(s) you need and second to take intelligent action with the file(s).

This section covers the key methods for working with your search results.

4.1 Result Views - InVision™

When e-BRIDGE Re-Search executes a search all of the files that match the search criteria are displayed in the results pane to the right of the search tabs.

The screenshot displays the e-BRIDGE Re-Search application window. The title bar reads "e-BRIDGE Re-Search - Look No Further". The interface includes a menu bar (File, Edit, Search, View, Tools, Help), a toolbar with icons for Settings, Archive, Retain, Documents, eMail, Movies, Music, and Pictures, and a navigation pane with icons for Settings, Archive, Retain, Documents, eMail, Movies, Music, and Pictures.

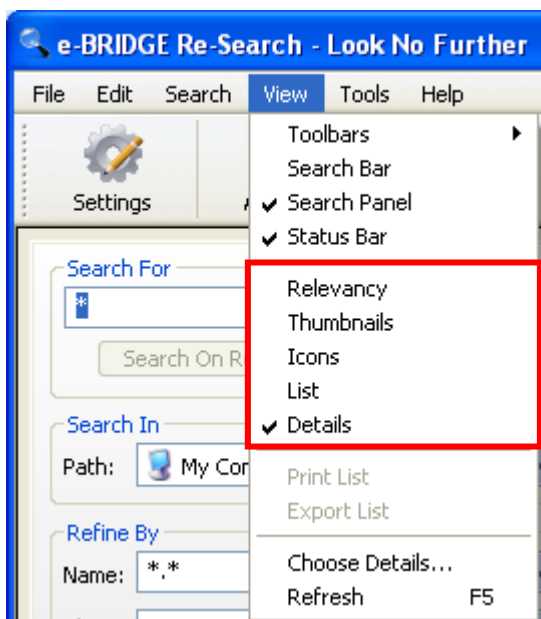
The main window is divided into several sections:

- Search For:** A dropdown menu showing "brown". Below it are buttons for "Search On Results", "Back", and "Search".
- Search In:** A dropdown menu showing "My Computer".
- Refine By:** A section with dropdown menus for "Name" (set to "*.*"), "Class" (set to "Any"), "Field" (set to "Any"), "Size" (set to "Any"), and "Date" (set to "Any"). A "Reset All" button is located below these menus.
- Results Pane:** A table listing search results with columns for Name, Date Modified, Type, Size, and In Folder. The table contains 25 entries, including files like "Radio Station Record P...", "BB-Tuner Academic Det...", "BlackMagic Questionar...", "BlackBall Product Requir...", "SearchIn v3.1 Press R...", "BlackBall Operating Res...", "Fax Cover Sheet vlt re...", "01022ich.htm", "radkastationb28.doc", "imgbtr23.doc", "Ferrari Product Busines...", "nightclubr22.doc", "BB-Tuner Computers &...", "SearchIn Questionare...", "BlackBall Product Ship M...", "BlackBall Magic_Versior2.doc", "BlackBall Overview.ppt", "Fax Cover Sheet vlt re...", "010326ch.htm", "ireagast.pl", "radkastation27.doc", "imgbtr24.doc", "Ferrari Product Busines...", "BlackBall Corporate Bre...", "BB-Tuner Musicians Frie...", "BlackBall Product Specif...", "BlackBall Sebto Press Re...", "BlackBall Partner Overvi...", "Fax Cover Sheet vlt re...", "01041storsy.pl", "ireagastory.pl", and "radkastationb28.doc".
- Standard View:** A pane on the left showing the details of the selected file "SearchIn v3.1 Press Release". The details include: Name: SearchIn v3.1 Press Release, Date Modified: 1/11/2005 12:43 PM, URL: path:C:\Documents and S..., Size: 116 KB, Application Name: Microsoft Office Word, Author: Bob Brown, and Category: Press Release. There are "Add" and "Delete" buttons at the bottom of this pane.

The status bar at the bottom of the window shows "Ready" and "1 Item / 116 KB".

The image above shows the results pane with a search that yielded 1,739 items. The results are shown in the Details view.

e-BRIDGE Re-Search results can be viewed in five different ways. These different views are accessed from the view menu option at the top of the application window.



Relevancy View

The Relevancy view sorts your search results based on how closely they match your search criteria. This view is most useful when conducting Keyword searches. If searching by file type, file name or metadata the relevancy view will not provide a different sort of the results than what is initially delivered from the search. For keyword searches relevancy is determined through a combination of the frequency of the keywords occurring in the file and the context in which they appear. The results are displayed with a thumbnail or icon that indicates the type of file, the folder location of the file, the date it was last modified and the size of the file. Thumbnails are displayed for image files and some document files.

The screenshot shows the BRIDGE Re-Search application window. The title bar reads "e-BRIDGE Re-Search - Look No Further". The interface includes a menu bar (File, Edit, Search, View, Tools, Help) and a toolbar with icons for Settings, Archive, Retain, Documents, eMail, Movies, Music, and Pictures. The main search area on the left contains a search box with "Brown" entered, a "Search On Results" button, and a "Back" button. Below this are "Search In" (My Computer) and "Refine By" options for Name, Class, Field, Size, and Date, all set to "Any". A "Reset All" button is at the bottom of the refine section. A table below the refine section shows search criteria:

Name	Value
Standard	
Name	SearchIn v3.1 Press Rel...
Date Modified	1/11/2005 12:43 PM
URL	path:C:\Documents and S...
Size	116 KB
Application Name	Microsoft Office Word
Author	Bob Brown
Category	Press Release

The search results pane on the right displays five items, each with a thumbnail and metadata:

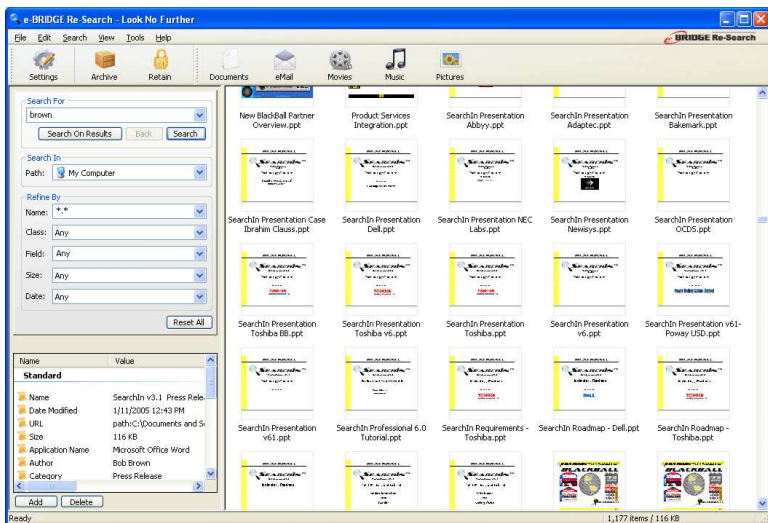
- BlackBall Understanding and Managing Unstructured Data.ppt**
Location: C:\Documents and Settings\jobj\My Documents\BlackBall\Marketing\Trade Shows\Storage Visions
Modified: 1/22/2007 11:23 AM
Size: 6,032,120 bytes
Owner: BLACKBALL\jobj
- BlackBall Wireless Strategic Partner Overview.ppt**
Location: C:\Documents and Settings\jobj\My Documents\BlackBall\Marketing\Ppresentations
Modified: 4/1/2005 11:40 AM
Size: 686,632 bytes
Owner: BLACKBALL\jobj
- BlackBall.ppt**
Location: C:\Documents and Settings\jobj\My Documents\BlackBall\Marketing\Ppresentations\Old
Modified: 4/1/2005 11:40 AM
Size: 297,984 bytes
Owner: BLACKBALL\jobj
- BlackBall.ppt**
Location: C:\Documents and Settings\jobj\My Documents\BlackBall\Marketing\Ppresentations
Modified: 9/27/2005 8:25 AM
Size: 297,984 bytes
Owner: BLACKBALL\jobj
- BlackBall.ppt**
Location: C:\Documents and Settings\jobj\My Documents\BlackBall\Marketing\Templates
Modified: 2/10/2003 2:28 PM
Size: 290,304 bytes
Owner: BLACKBALL\jobj
- BlackBallRoadShow.ppt**
Location: C:\Documents and Settings\jobj\My Documents
Modified: 2/8/2007 9:42 AM
Size: 3,027,456 bytes
Owner: BLACKBALL\jobj

The status bar at the bottom indicates "Ready" and "1,177 Items / 116 KB".

The screen shot above shows the relevancy view. Notice how there is a thumbnail displayed for the .jpg, .psd and the .ppt files but there is just an icon for the Word document and the e-mail message.

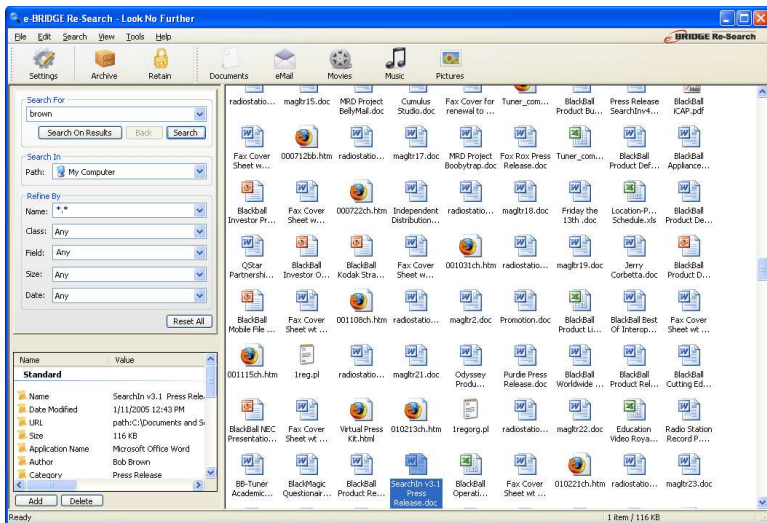
Thumbnail View

The Thumbnail view provides an easy way to view search results especially when your search results contain pictures/images. The Thumbnail view is the default results view when using the **Pictures** Quick Search Button. This view includes a small image of the file or an icon representing the type of file and the file name.



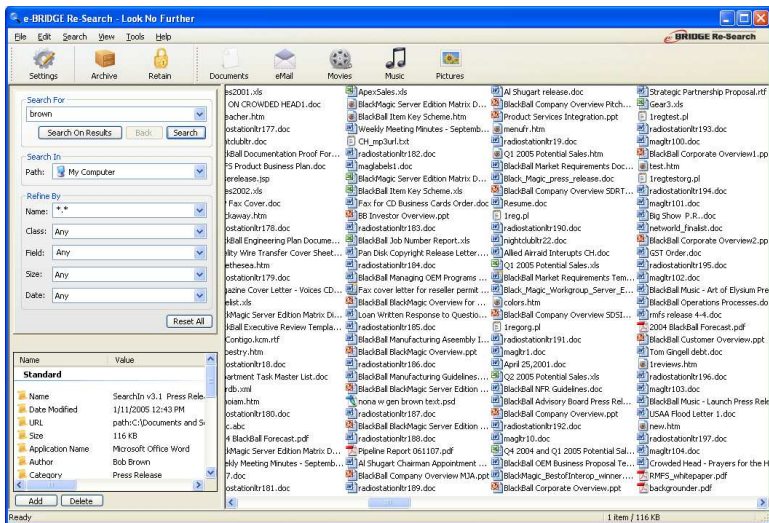
Icons View

The Icons view shows just an icon representing the type of file and the name of the file as shown in the image below:



List View

The List view displays a smaller icon representing the file or source application and the file name in a manner that more results can be displayed. The icons are displayed in columns and you scroll right to see more information not down.



Details View

The Details view shows all of the results with a small icon, the name of the file and then a variety of other details such as

Name	Date Modified	Type	Size	In Folder
Radio Station Record P...	4/18/2001 3:55 PM	Microsoft Word Document	30.0 KB	C:\Documents and Setting...
BB-Tuner Academic Det...	9/12/2003 3:31 PM	Microsoft Word Document	96.0 KB	C:\Documents and Setting...
BlackMagic Questionair...	6/4/2005 9:33 AM	Microsoft Word Document	168 KB	C:\Documents and Setting...
BlackBall Product Requir...	5/19/2003 9:04 AM	Microsoft Word Document	254 KB	C:\Documents and Setting...
SearchIn v3.1 Press Re...	1/11/2005 12:43 PM	Microsoft Word Document	116 KB	C:\Documents and Setting...
BlackBall Operating Res...	9/12/2003 3:36 PM	Microsoft Excel Worksheet	934 KB	C:\Documents and Setting...
Trax Cover Sheet vlt re...	8/5/2002 11:17 AM	Microsoft Word Document	71.0 KB	C:\Documents and Setting...
010221ch.htm	9/29/2002 2:17 PM	Firefox Document	4.26 KB	C:\Documents and Setting...
radiostationhr26.doc	8/23/2000 10:46 AM	Microsoft Word Document	24.5 KB	C:\Documents and Setting...
maghr23.doc	9/26/2000 1:00 PM	Microsoft Word Document	20.0 KB	C:\Documents and Setting...
Ferrari Product Business...	3/22/2000 5:29 PM	Microsoft Word Document	190 KB	C:\Documents and Setting...
nightclubr22.doc	9/5/2000 9:44 AM	Microsoft Word Document	24.5 KB	C:\Documents and Setting...
BB-Tuner Computers &...	9/12/2003 3:31 PM	Microsoft Word Document	94.5 KB	C:\Documents and Setting...
SearchIn Questionair...	6/4/2005 9:33 AM	Microsoft Word Document	176 KB	C:\Documents and Setting...
BlackBall Product Ship M...	5/19/2003 9:04 AM	Microsoft Excel Worksheet	27.0 KB	C:\Documents and Setting...
BlackBall Version3.doc	12/14/2004 11:39 AM	Microsoft Word Document	113 KB	C:\Documents and Setting...
BlackBall Overview.ppt	9/1/2004 12:24 PM	Microsoft PowerPoint Pres...	590 KB	C:\Documents and Setting...
Fax Cover Sheet vlt re...	11/27/2001 10:53 AM	Microsoft Word Document	67.0 KB	C:\Documents and Setting...
010326ch.htm	9/29/2002 2:17 PM	Firefox Document	3.83 KB	C:\Documents and Setting...
Iregistp.pl	9/25/2001 11:54 AM	PL File	98.0 KB	C:\Documents and Setting...
radiostationhr27.doc	8/23/2000 10:48 AM	Microsoft Word Document	24.5 KB	C:\Documents and Setting...
maghr24.doc	9/26/2000 1:00 PM	Microsoft Word Document	20.0 KB	C:\Documents and Setting...
Ferrari Product Business...	4/6/2001 9:19 AM	Microsoft Word Document	200 KB	C:\Documents and Setting...
BlackBall Corporate Brie...	8/17/2001 9:27 AM	Microsoft PowerPoint Pres...	394 KB	C:\Documents and Setting...
BB-Tuner Musicians Frie...	9/12/2003 3:31 PM	Microsoft Word Document	94.5 KB	C:\Documents and Setting...
BlackBall Product Specifi...	5/19/2003 9:04 AM	Microsoft Word Document	412 KB	C:\Documents and Setting...
BlackBall Sabio Press Re...	5/3/2006 8:32 AM	Microsoft Word Document	96.0 KB	C:\Documents and Setting...
BlackBall Partner Overvi...	3/11/2003 10:06 AM	Microsoft PowerPoint Pres...	382 KB	C:\Documents and Setting...
Fax Cover Sheet vlt re...	3/26/2002 7:46 AM	Microsoft Word Document	65.5 KB	C:\Documents and Setting...
01041ch.htm	9/29/2002 2:17 PM	Firefox Document	6.37 KB	C:\Documents and Setting...
Iregistp.pl	9/25/2001 11:54 AM	PL File	9.05 KB	C:\Documents and Setting...
radiostationhr28.doc	8/23/2000 10:49 AM	Microsoft Word Document	24.5 KB	C:\Documents and Setting...

The details view supports many of the common features of Windows.

- Change the width of displayed columns by placing the cursor on the line separating two columns, click and drag one side of the column to make it wider or narrower.
- Reorder columns by clicking on the column heading and dragging it to the position you need.

- Add or change the columns of information that are displayed by right-clicking in a column heading and selecting the columns to display.

4.2 Custom Columns

The Custom Column feature allows you to customize how you want to view your data. Up to 50 different columns can be displayed. e-BRIDGE Re-Search has enhanced the basic capabilities and added all of the metadata fields as columns that can be displayed in the results pane.









To add a new column to the results pane position your mouse in the current column heading in front of which you want to add a new column and right-click the mouse. This will bring up a list of data elements to be used as columns.

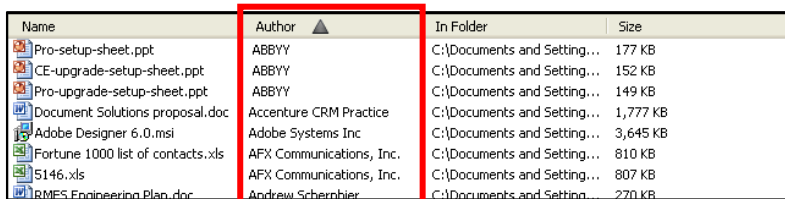
You will see check marks next to the elements included in the current results pane. Click on any unchecked column and that item will be added to the display in front of the column where you clicked your mouse. Click on an item that already has a check mark by it and that column will be removed from the results pane.

Example

You have just conducted a search and it found 295 items that match our criteria. The results pane is using the Details view.

Name	In Folder	Size	Type
 finereader_pro_setup_sheet.ppt	C:\Documents and Setting...	175 KB	Microsoft PowerPoint Pres...
 CE-setup-sheet.ppt	C:\Documents and Setting...	174 KB	Microsoft PowerPoint Pres...
 finereader_CE_setup_sheet.ppt	C:\Documents and Setting...	172 KB	Microsoft PowerPoint Pres...
 Pro-setup-sheet.ppt	C:\Documents and Setting...	177 KB	Microsoft PowerPoint Pres...
 CE-upgrade-setup-sheet.ppt	C:\Documents and Setting...	152 KB	Microsoft PowerPoint Pres...
 Pro-upgrade-setup-sheet.ppt	C:\Documents and Setting...	149 KB	Microsoft PowerPoint Pres...

You know that you are looking for a document authored by a particular person. To add the Author field to the display we right-click on the **In Folder** field and select Author from the list. This adds the **Author** column and we can now quickly locate the file we need.



Name	Author ▲	In Folder	Size
Pro-setup-sheet.ppt	ABBYY	C:\Documents and Setting...	177 KB
CE-upgrade-setup-sheet.ppt	ABBYY	C:\Documents and Setting...	152 KB
Pro-upgrade-setup-sheet.ppt	ABBYY	C:\Documents and Setting...	149 KB
Document Solutions proposal.doc	Accenture CRM Practice	C:\Documents and Setting...	1,777 KB
Adobe Designer 6.0.msi	Adobe Systems Inc	C:\Documents and Setting...	3,645 KB
Fortune 1000 list of contacts.xls	AFX Communications, Inc.	C:\Documents and Setting...	810 KB
5146.xls	AFX Communications, Inc.	C:\Documents and Setting...	807 KB
RMES Engineering Plan.doc	Andrew Scherbier	C:\Documents and Setting...	270 KB

4.3 e-BRIDGE Re-Search Sorting

The Details view provides another extremely valuable feature that can accelerate your ability to find the exact file that you need – sorting. With the flexibility in setting and adjusting the columns in the Details view you can set the view to have the pieces of information you need. The ability to sort on any of the columns gives you the ability to quickly locate specific values.

By default every time you execute a search the results are ordered based on relevancy regardless of the view used. Changing views in e-BRIDGE Re-Search does not change the order. To sort the results in the Details view by a specific column, **click** on the column heading.

Name ▲	In Folder	Size
03 13 03 Working Copiers & Faxes RFP FINAL.doc	C:\Documents and Setting...	478 KB
2004.FORTUNE.500.pdf	C:\Documents and Setting...	1,227 KB
5146.xls	C:\Documents and Setting...	807 KB
CFO2_leads_6-29-04(19).xls	C:\Documents and Setting...	807 KB
CFO2_leads_6-29-04.xls	C:\Documents and Setting...	731 KB
Conversion Schedule.pdf	C:\Documents and Setting...	90 KB
forrester_trends_2005_convergence.pdf	C:\Documents and Setting...	132 KB
Fortune 1000 list of contacts.xls	C:\Documents and Setting...	810 KB
ODM Implementation Plan 06-26-02.doc	C:\Documents and Setting...	654 KB
Positive Coaching Alliance Rings Wall Street's Bell.msg	outlook:\Personal Folders...	10 KB
Remote Device Management System Vision v3.doc	C:\Documents and Setting...	147 KB
Section 12 Future State RFP Doc.doc	C:\Documents and Setting...	113 KB

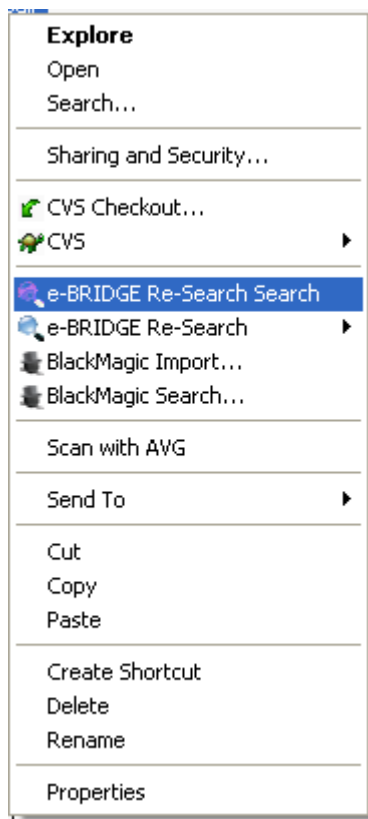
The image above shows the e-BRIDGE Re-Search results resorted based on the field "Name". Notice that to the right of the word "Name" is a triangle pointing open up. This indicates that the "Name" column is sorted in an ascending manner. That means that the information in the results pane is sorted based on the values of the column and they are order A to Z for alphanumeric data, 1 to N for numeric data, and latest to oldest for date fields. Clicking on the same column heading a second time and the sort order is changed to descending. The triangle next to the column heading label is now pointing down.

Name ▼	In Folder	Size
WACHOVIA.PDF	C:\Documents and Setting...	33 KB
Wachovia Preliminary EDAM Model.XLS	C:\Documents and Setting...	138 KB
Wachovia & AAG.ppt	C:\Documents and Setting...	411 KB
toshiba_leads_8_8_04.xls	C:\Documents and Setting...	402 KB
Toshiba_Leads_4-21-2004.xls	C:\Documents and Setting...	299 KB
toshiba_11_15_04.xls	C:\Documents and Setting...	431 KB
TABS_Leads_5-20-2004.xls	C:\Documents and Setting...	306 KB
Section 12 Future State RFP Doc.doc	C:\Documents and Setting...	113 KB

When you have sorted the Details view on one column, and click on a different column heading to sort, the order will be the same as the first column. So, if you sorted ascending by the column "Name" and then clicked to sort by "Size", the sort order would remain ascending. Any additional sorts that you do will also keep the same sort order.

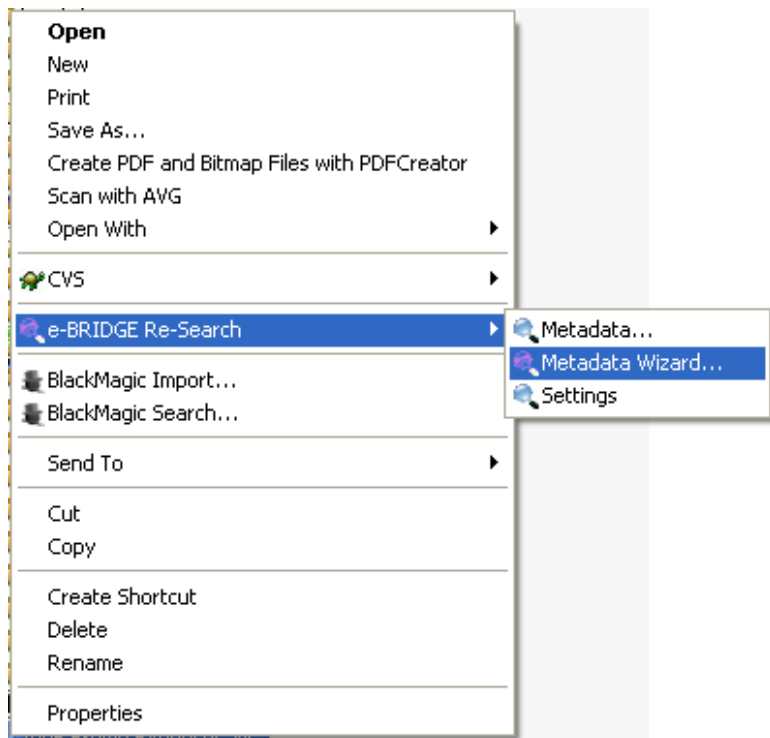
4.4 Intelligent Action with Results

From the results pane another powerful feature of e-BRIDGE Re-Search is the ability to take intelligent action with the files you have found. By simply right-clicking on any of the result files e-BRIDGE Re-Search opens a menu that enables you to do a variety of functions with the selected file. The exact options displayed on this menu will vary based on the applications installed on your computer and what type of file you selected.



The image above shows an example of the menu accessible via a right-click. The menu will give you the ability to perform a variety of file management tasks such as file rename, move, cut, copy, paste, print, launch, edit, delete and send to a variety of destinations including an e-mail address.

There are three options shown on the image at the right that are unique to e-BRIDGE Re-Search and can be accessed from not only the e-BRIDGE Re-Search application but also from Windows Explorer. These options are the ones with the e-BRIDGE Re-Search magnifying glass in front of them.



The first two options provide quick access to e-BRIDGE Re-Search's custom tagging features. The third option opens the e-BRIDGE Re-Search application.

The **e-BRIDGE Re-Search Metadata...** option launches the file Properties window and focuses on the **e-BRIDGE Re-Search - Data** tab. This tab shows all of the metadata for the file and provides the ability to add and delete custom metadata.

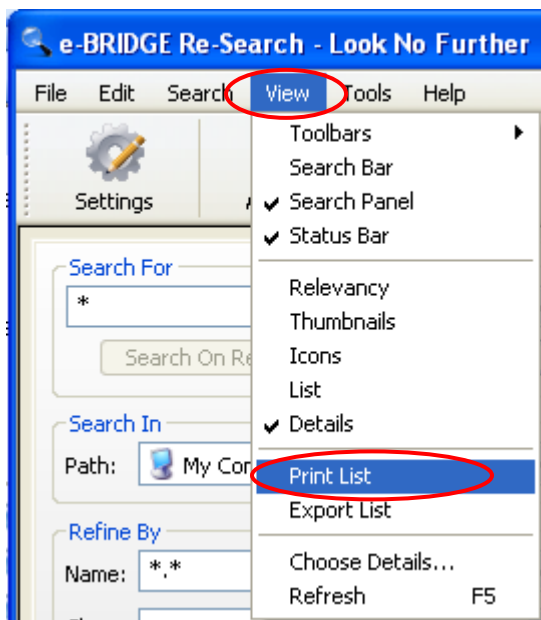
The **e-BRIDGE Re-Search Metadata Wizard...** option launches the e-BRIDGE Re-Search Metadata Wizard which is used to add custom tags or metadata to one or more files.

The **e-BRIDGE Re-Search Settings...** option launches the e-BRIDGE Re-Search Settings applet.

The above three options will be discussed in more detail below.

4.5 Printing Results

When search queries are performed the results can be printed. To print the results of a search query:



1. **Click** on the **View** menu.
2. **Click** on the **Print List** menu item.

The search results will be sent to the printer. You can expect to see your standard print dialog window displayed.

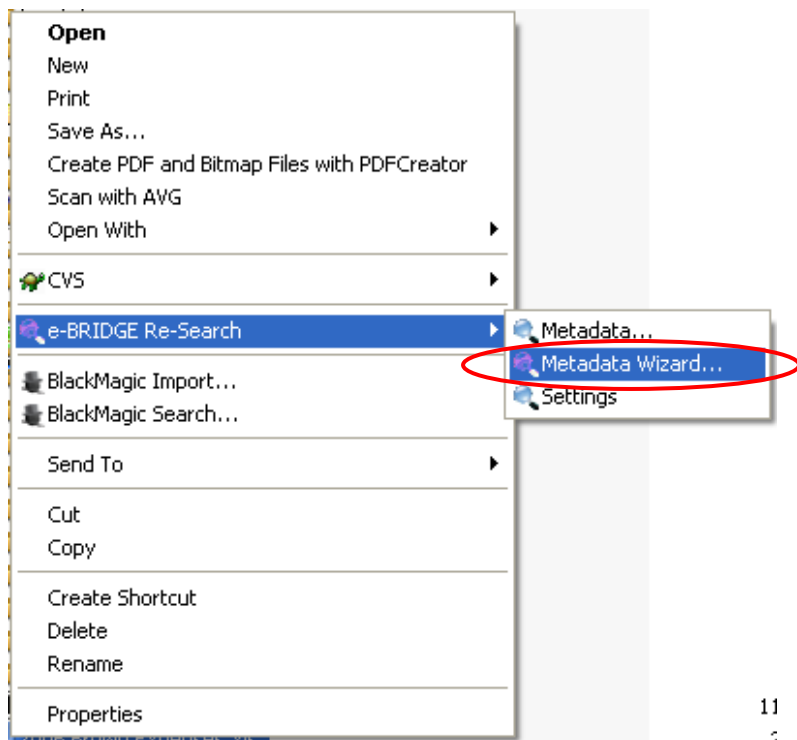
5 Metadata

One of the most powerful features of e-BRIDGE Re-Search is the ability to add custom tags or metadata to any file. The metadata tags are associated with the files to further classify the file for searching capabilities and storage management. Users can dynamically create metadata tags and attach keywords to those fields as descriptions. This happens in real-time so the metadata can be immediately queried.

5.1 Metadata Wizard

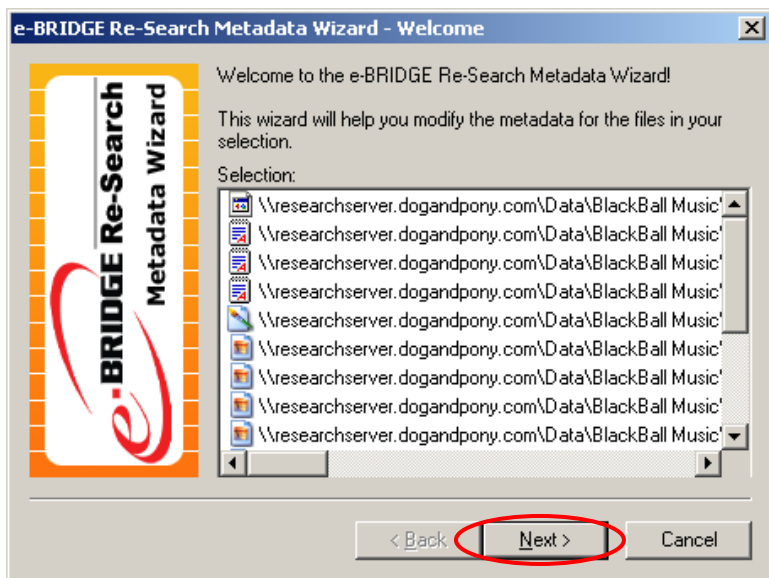
There are several ways to add custom metadata within e-BRIDGE Re-Search. The first method is to use the e-BRIDGE Re-Search Metadata Wizard. You access this Wizard by:

1. **Selecting** one or more documents from the results pane. If you are selecting more than one document they must all be in the same directory location to use the Metadata Wizard.
2. **Right-click** on one of the selected files.



3. **Click** on the **e-BRIDGE Re-Search Metadata Wizard...** menu option.

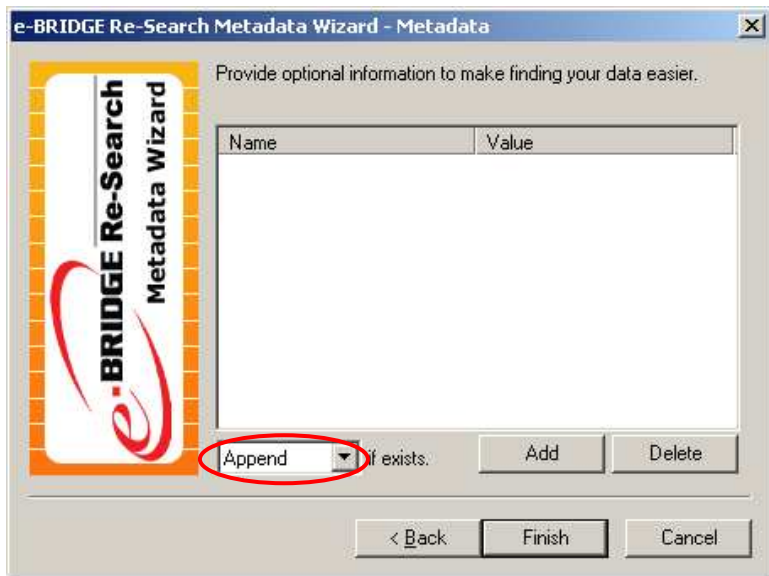
The Metadata Wizard window will then open.



1. **Click** on the **Next** button to proceed.

Now you can add custom metadata for the selected files. Note that any time you use the Metadata Wizard no existing metadata fields for the selected files will be displayed. The Wizard is designed to help you add information to one or more files at one time. Before you complete the process of adding the information you do have the ability to change or delete the metadata field names and their values.

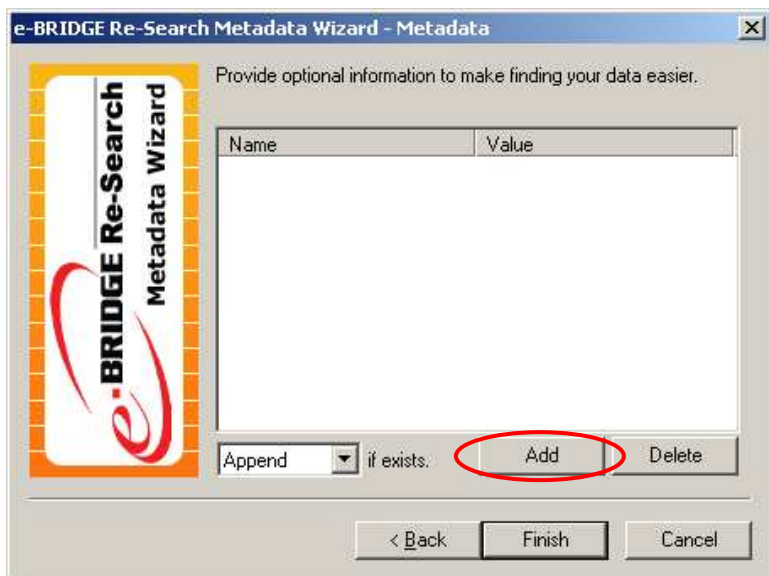
To add custom metadata:



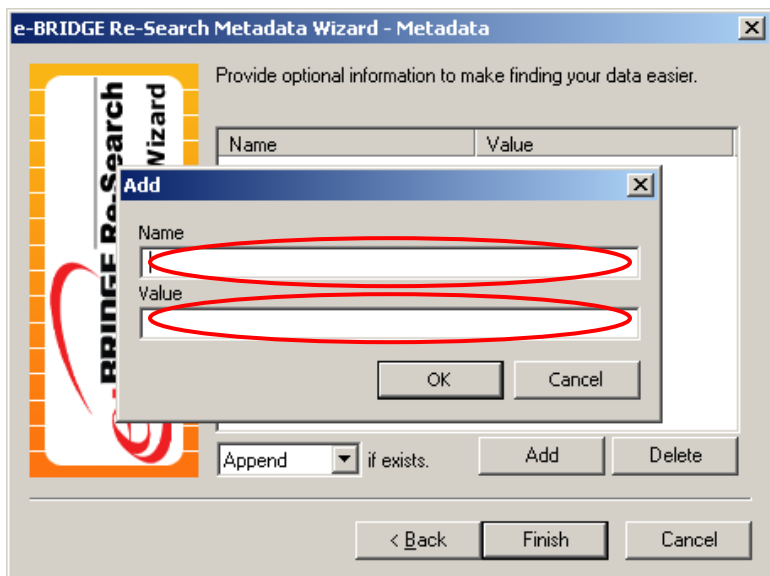
- 1. Select** the appropriate option from the drop down box that tells the Metadata Wizard what to do if the field name you enter already exists for any of the selected files.

The selections have the following effect:

Append	The value entered here will be appended to the current value (i.e. metadata field "Analyst" has a value "James" and you add "Thomas" the new value is "James Thomas")
Overwrite	The value entered here replaces the current value (i.e. metadata field "Analyst" has a value "James" and you add "Thomas" the new value is "Thomas")
Skip	The value entered is ignored and the original value is retained (i.e. metadata field "Analyst" has a value "James" and you add "Thomas" the value remain "James")

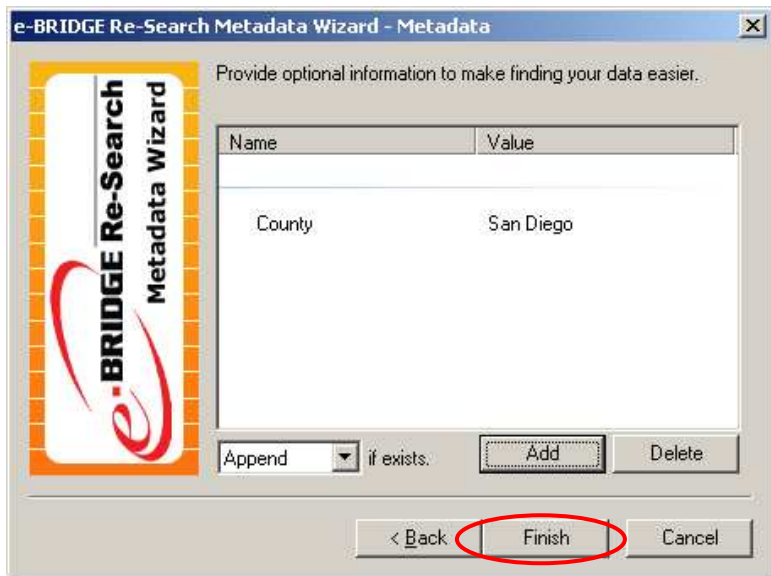


2. **Click** the **Add** button to display the metadata entry window.



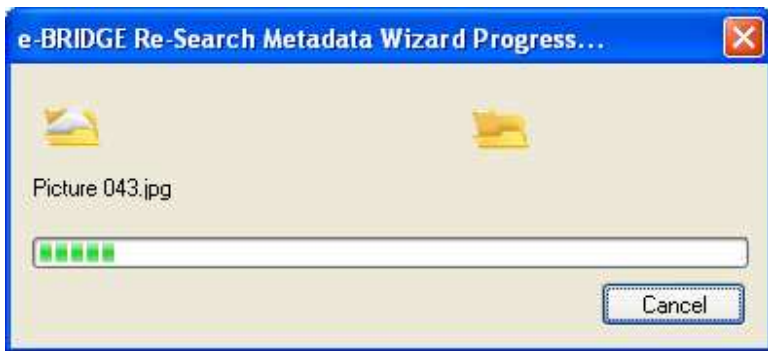
3. **Type** in a label name for the metadata field you are adding.
4. **Type** in a value for the tag.
5. **Click** on the **OK** button to add the metadata.

The window now displays the entered information.



6. Click the **Finish** button to add the metadata.

Once you have added all of the metadata fields and values you need **click** the **Finish** button. You will then see an update progress window as e-BRIDGE Re-Search adds the information you have entered to its index.

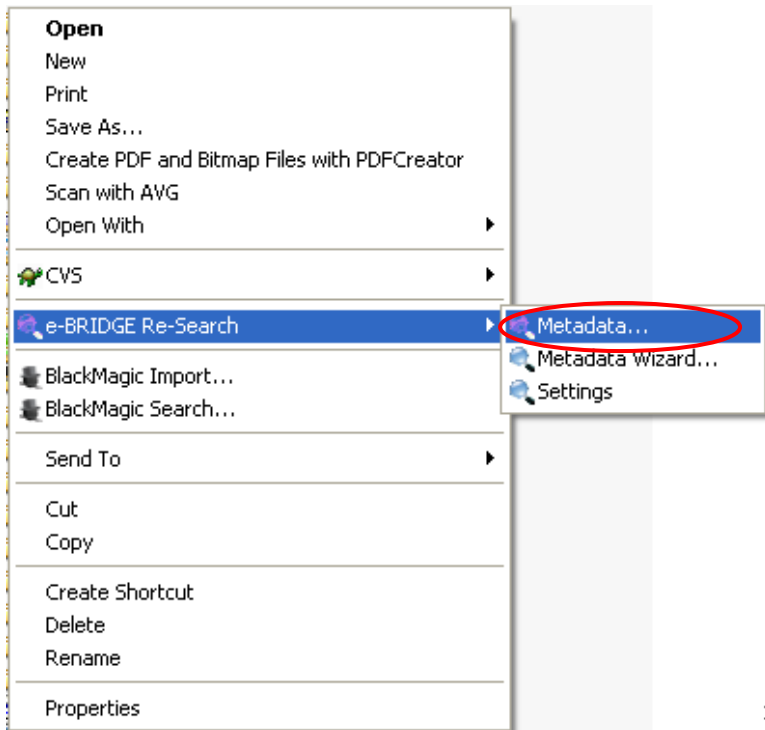


When all of the updates have been made you will be returned back to the main e-BRIDGE Re-Search window.

5.2 Metadata Property Page

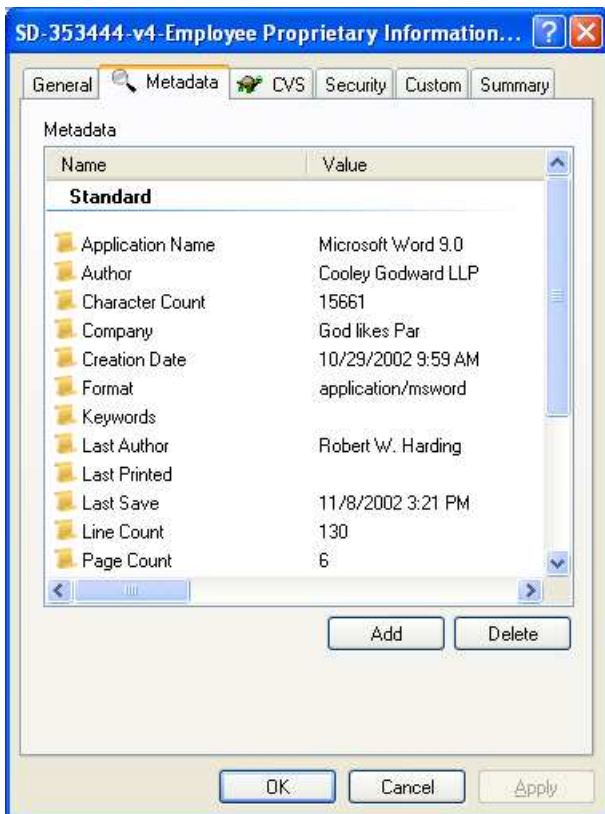
The second method that can be used to work with custom metadata is to access the **e-BRIDGE Re-Search – Data** tab on the Properties window for any file. From within e-BRIDGE Re-Search this can be done by:

1. **Right-click** on one file in the results pane.

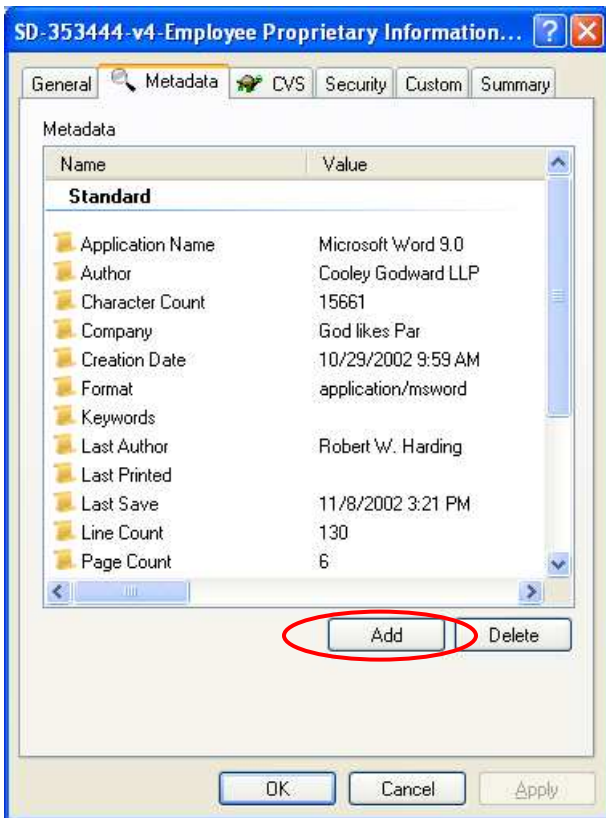


2. **Click** on the **e-BRIDGE Re-Search -> Metadata...** menu option.

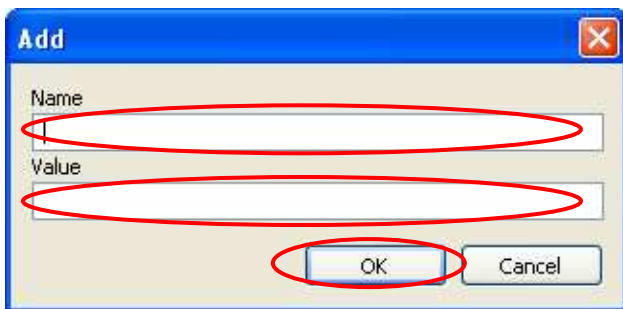
The Properties window will then open with the e-BRIDGE Re-Search – Data tab displayed. The metadata fields and values shown in the window are the fields that e-BRIDGE Re-Search has already extracted from the file as part of the index process. These fields cannot be edited or deleted from this window.



To add a metadata field:






1. **Click** on the **Add** button



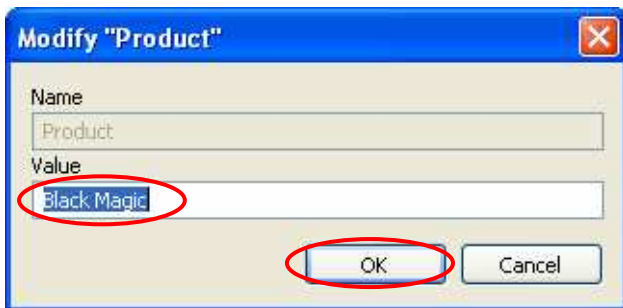
2. **Type** a name for the new metadata field.
3. **Type** in a value for the tag.
4. **Click** the **OK** button to add the metadata

The window now displays the metadata with the new field added. Note that all custom metadata can be identified by the unique icon for the metadata item that has a pencil on it.

Metadata	
Name	Value
 Company	BlackBall Inc
 Content Type	Company Information
 Created Time	Thursday, Sep 25, 2003, 10:4

To edit a metadata field value:

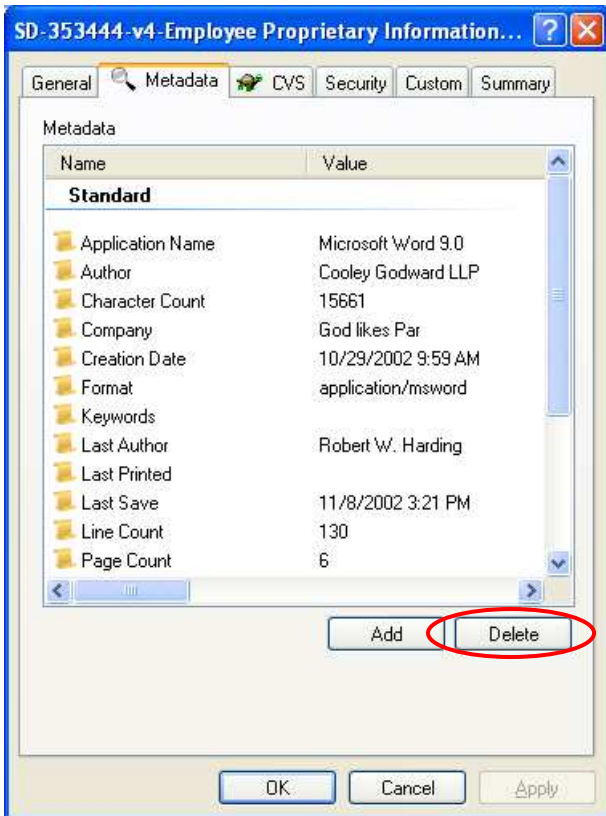
1. **Double-click** on the metadata field name.
2. **Edit** the value.



3. **Click** the **OK** button.

To delete a metadata field from a file:

1. **Click** on the metadata field name you want to delete.



2. **Click** the **Delete** button.

5.3 Metadata Pane

The main search application window has a metadata preview pane in the lower left hand portion of the application. This allows you to view metadata in the lower left hand portion of the e-BRIDGE Re-Search application. This pane shows the metadata for the selected file from the search results panel. There is also an “*add* and *delete*” metadata button that allows quick and easy tagging and classifying of files.

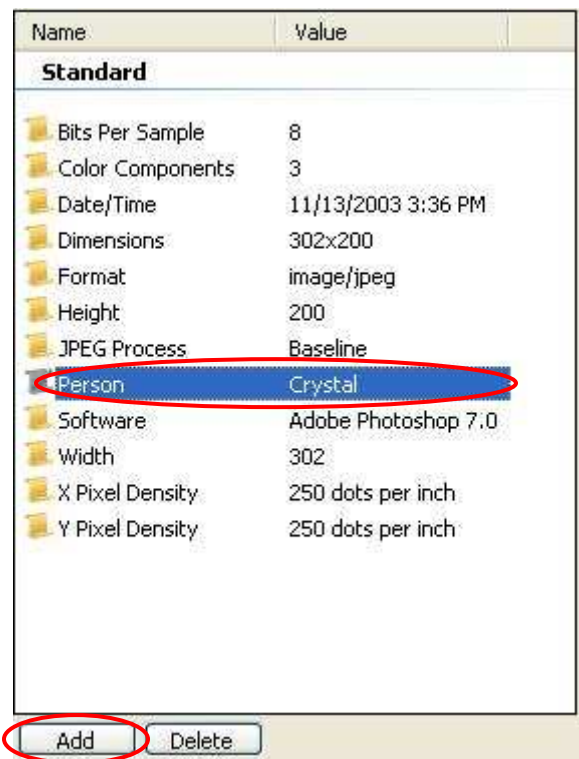


The screenshot shows a metadata preview pane with a table of metadata. The table has two columns: 'Name' and 'Value'. The metadata is categorized under 'Standard'. Below the table are 'Add' and 'Delete' buttons.

Name	Value
Standard	
Album Title	
Artist	Ludwig van Beethoven, cc
Bit Rate	64648
Codec 1: Description	64 kbps, 44 kHz, stereo
Codec 1: Name	Windows Media Audio V8
Codec 1: Type	Audio codec
Composer	
Creation Date	4/26/2001 9:47 AM
Duration	00:01:15
File ID	FF93ED0E-A85B-4A86-91...

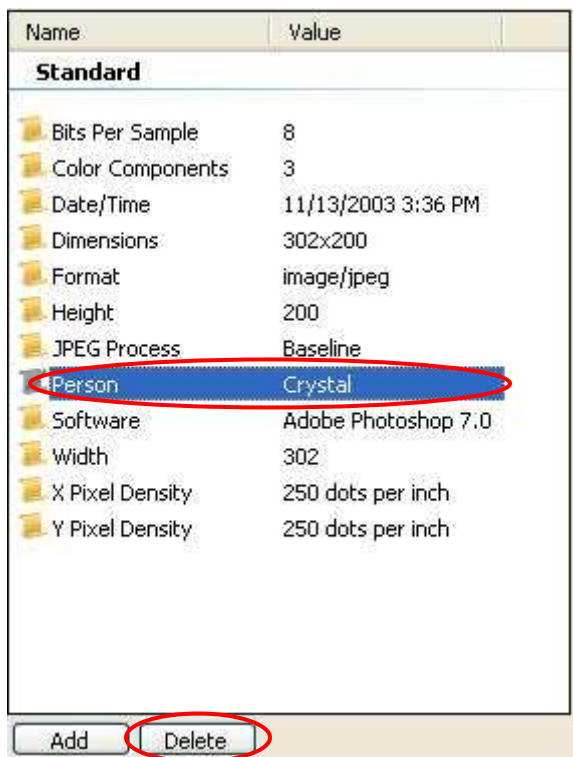
Buttons: Add, Delete

To add a metadata field:



1. **Click** on a metadata field name to highlight the field and its value.
2. **Click** the **Add** button.

To delete a metadata field:



1. **Click** on a metadata field name to highlight the field and its value.
2. **Click** the **Delete** button.

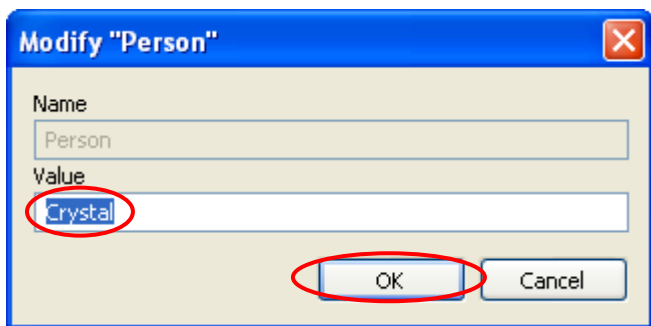
To change a metadata value:

Name	Value
Standard	
Bits Per Sample	8
Color Components	3
Date/Time	11/13/2003 3:36 PM
Dimensions	302x200
Format	image/jpeg
Height	200
JPEG Process	Baseline
Person	Crystal
Software	Adobe Photoshop 7.0
Width	302
X Pixel Density	250 dots per inch
Y Pixel Density	250 dots per inch

Add Delete

1. **Double-click** on the metadata field name to open the Modify window.

This will open the Modify metadata dialog, like the one seen below.



2. **Edit** the name and/or value information.
3. **Click** the **OK** button.



NOTE: When adding metadata fields to files in a multi-user environment, be sure to provide clear instructions to all users relative to metadata naming conventions. Since custom metadata fields are created individually by each user there is the potential for misspelling of field names or values. For example, if you want to add a customer number to files so that they can be easily found it is important to have everyone use the same field name of "Customer No.". If one user decides to enter "Cust Num" then the group as a whole will not find those files when conducting a metadata search as e-BRIDGE Research will treat the "Cust Num" field as an entirely separate field from "Customer No.".

6 Saved Searches

Once you have executed a search, e-BRIDGE Re-Search provides the ability for you to be able to save the search as a Saved Search. This enables you to quickly access the search again at a later time. In addition, any changes that you made to the columns displayed or in how the results were sorted will be saved as well.

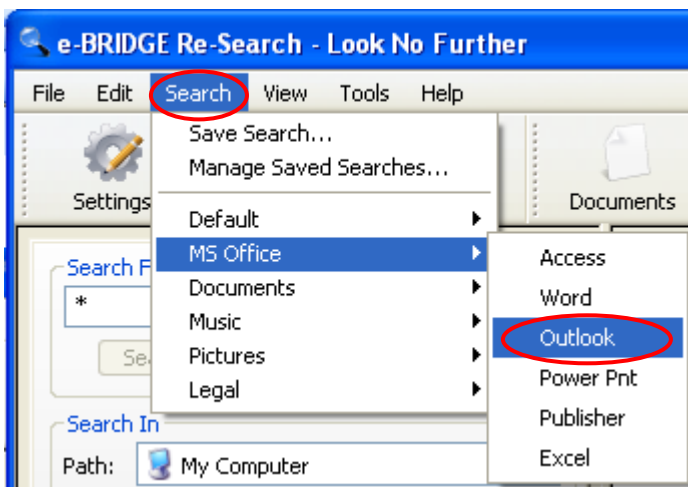
6.1 Default Saved Searches

e-BRIDGE Re-Search comes with seven default built-in searches in the saved searches menu. They are:

- My Documents - searches for Word files (*.doc)
- My Email - searches everything in the My Email area of My Computer
- My Movies - searches for results of type **Movie**
- My Music - searches for results of type **Music**
- My Pictures - searches for results of type **Pictures**
- My Presentations - searches for PowerPoint files (*.ppt)
- My Spreadsheets - searches for Excel files (*.xls)

6.2 Running a Saved Search

To run a saved search:

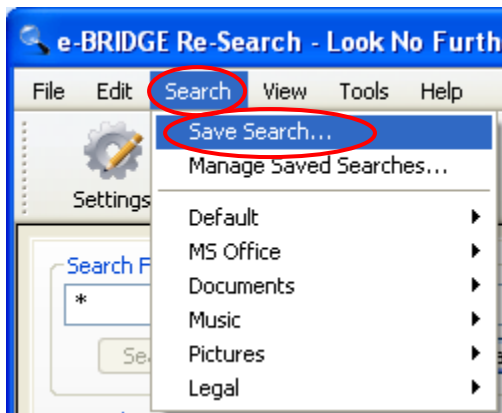


1. **Click** on the **Search** menu option.
2. **Click** on the name of the saved search you want to run.

e-BRIDGE Re-Search will then populate the query pane with the saved parameters and execute the search.

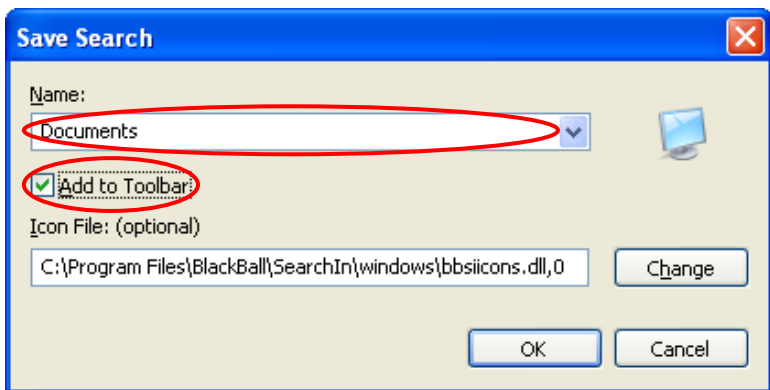
6.3 Saving a Search

To save a search make sure that all of your search parameters and the layout of the results pane are set the way you want them. Then follow these steps:

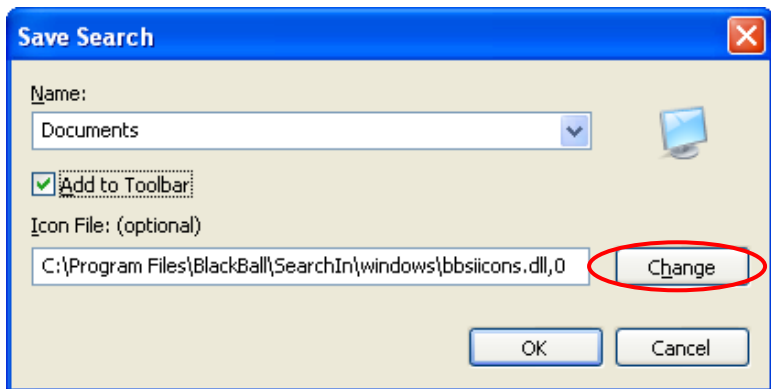


1. **Click** on the **Search** menu option.
2. **Click** on the **Save Search** menu item.

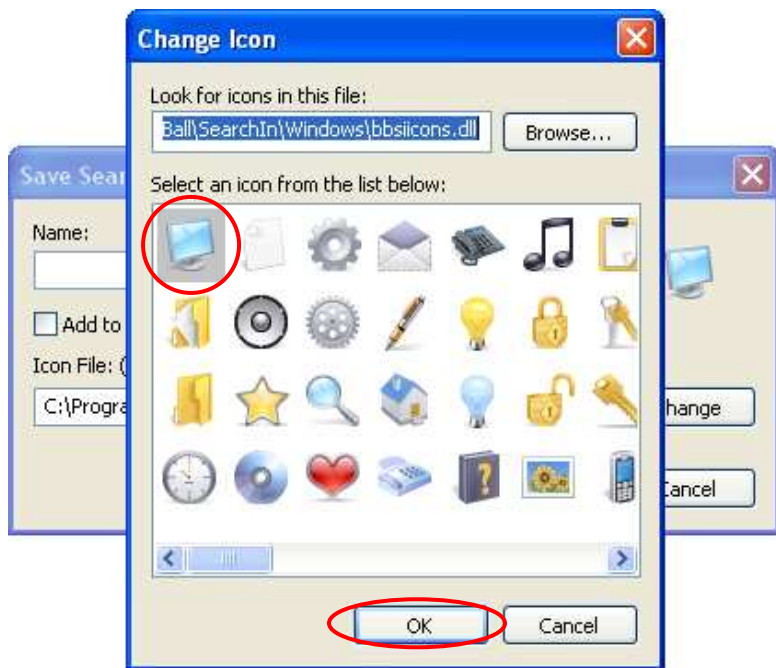
This will cause the Save Search dialog to be displayed.



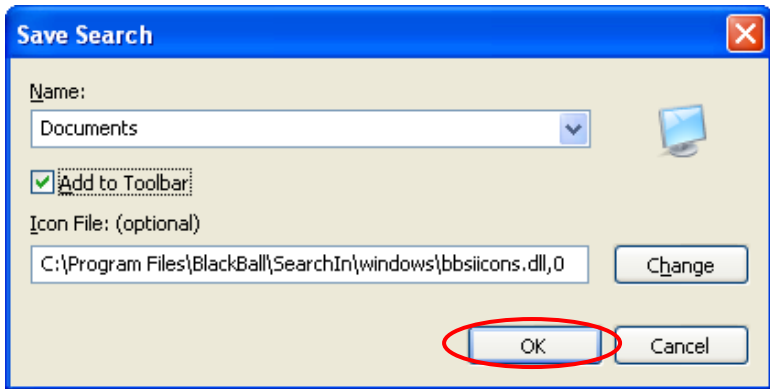
3. **Type** in a name for the saved search.
4. If you want the saved search to show up in the toolbar, **Check** the "Add to Toolbar" checkbox.



5. Then **Click** on the **Change** button.



6. **Select** an Icon.
7. **Click** on the **OK** button.

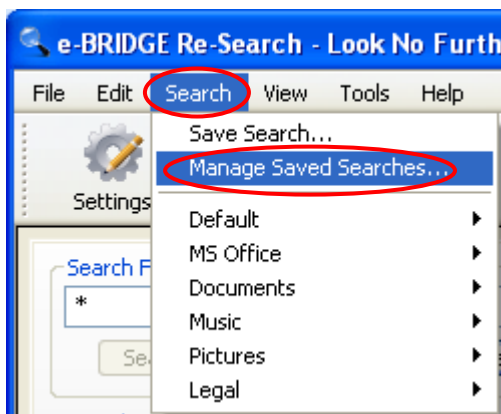


8. **Click** the **OK** button to save the search.

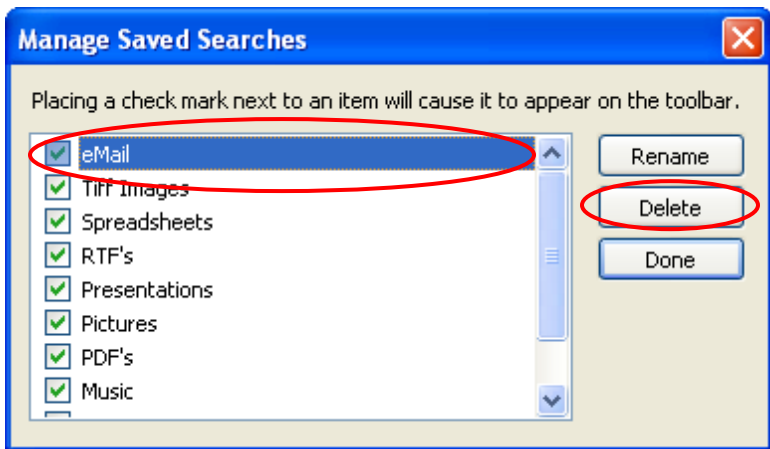
Your saved search is now accessible from the **Search** menu. It will also be visible on the toolbar if you put a check in the checkbox by **Add to Toolbar**. The saved searches in the **Search** menu are sorted alphabetically. You can delete and rename searches once they are saved to your favorites list.

6.4 Deleting a Saved Search

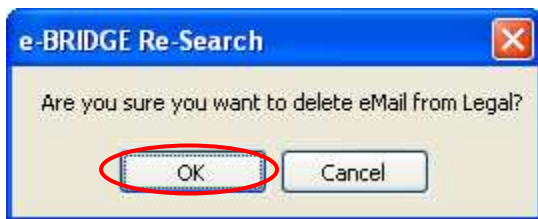
To delete a saved search:



1. **Click** on the **Search** menu option.
2. **Click** on the **Manage Saved Searches...** menu option.



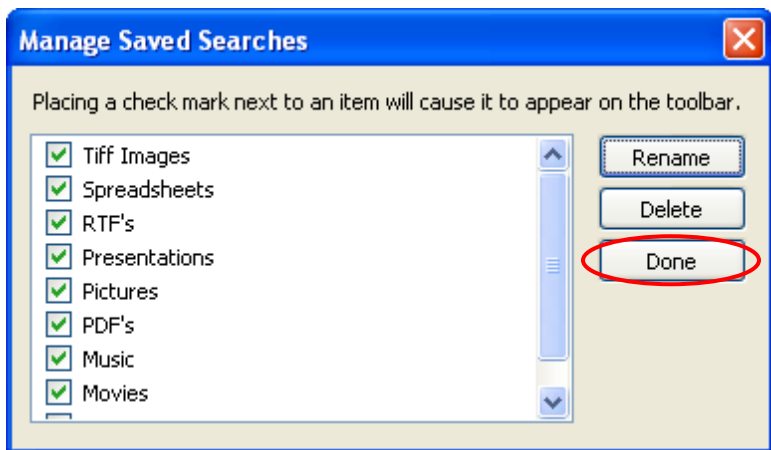
3. **Click** on the name of the search you wish to delete.
4. **Click** the **Delete** button.



5. **Click** on the **OK** button on the confirmation window.

Notice that the saved search for eMail is no longer in the list of saved searches. At this point, it will still be

displayed on the toolbar, until the final next step is completed.

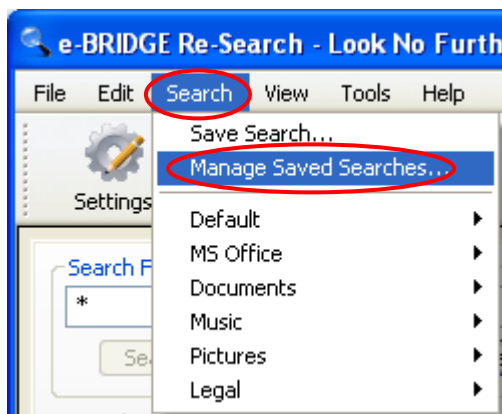


6. **Click** the **Done** button.

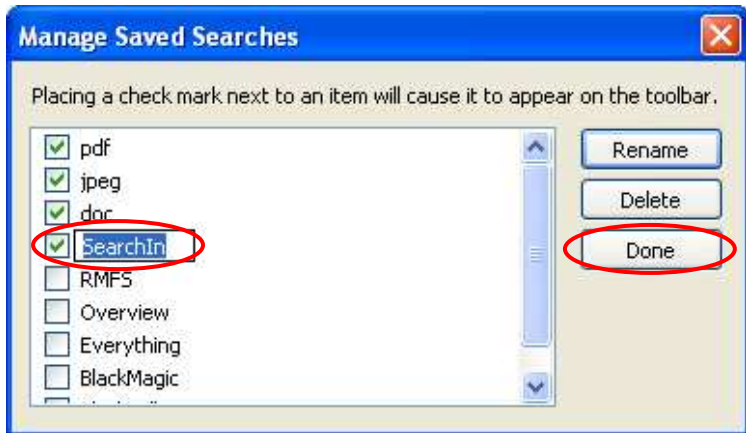
This will remove the selected search from the **Search** menu, and the toolbar, if it was selected to show up on the toolbar.

6.5 Renaming a Saved Search

To rename a saved search:



2. **Click** on the **Search** menu option.
3. **Click** on the **Manage Saved Searches...** menu item.



4. **Click** on the name of the search you wish to rename – this will highlight the name in an edit box.
5. **Type** in the new name of the search.
6. **Click** the **Done** button.

The search will now appear with the new name on the **Search** menu, and in the toolbar, if the saved search was configured to show up there.

6.6 Application Toolbar

This application toolbar allows you to save searches with associated icons and display them in the toolbar of the e-BRIDGE Re-Search application. This

enables the application to look and feel like it is designed for specific data mining tasks.

Below is a list of the toolbars and the saved search queries for each toolbar.

Toolbar	Saved Searches Included
Microsoft Office	Access (*.mdb; *.adp; *.mda; *.mde; *.adp; *.asp) Word Documents (*.doc) InfoPath (*.xml) Outlook Emails (msg) PowerPoint Presentations (ppt, pot, pps) Publisher (*.pub) Excel (xls, xlt)
My Documents	MS-Word Documents (*.doc) Postscript (*.eps) Hypertext Markup Language (*.htm*) Adobe Acrobat (*.pdf) Rich Text Format (*.rtf) Tagged Image File Format (*.tif) Text Files WordPerfect (*.wp*)
Movies and Music	ASF (*.asf) AU (*.au) AVI (*.avi) MOV (*.mov) MP3 (*.mp3) MXF (*.mxf) Movies (Movie File Types) WAV (*.wav)
Pictures and Images	Bitmaps (*.bmp) GIF (*.gif) Icons (*.ico) JPG (*.jpg) PNG (*.png) Pictures (Picture File Types) TIF (*.tif)

Legal	MS-Word Documents (*.doc) HTML (*.htm*) PDF (*.pdf) Presentations (Presentation File Types) Spreadsheets (Spreadsheet File Types) Text (Text File Types) WordPerfect (*.wp*)
Custom	Documents (Document File Types) Movies (Movie File Types) Music (Audio File Types) Pictures (Image File Types) eMails (eMail msg files)



TIP: Use the Saved Search Buttons when you are searching generally on your system to look at all of one type of file. Additionally, if you know you need a specific kind of file the Saved Search Buttons can be an easy first step from which you can further search on the results.

7 Indexing

The power behind e-BRIDGE Re-Search is the robust indexing capabilities. This is what enables you to find exactly what you need. The initial scan of your computer will be the most time consuming indexing process that will occur. Once the initial scan is complete e-BRIDGE Re-Search indexes everything else you do in real time. The index is a file that e-BRIDGE Re-Search creates upon the initial scan in the directory path you entered during installation.

The initial scan pulls information from three sources: the Windows files system, the contents of the file, and the metadata embedded in the file. All of the information that is collected is stored in the e-BRIDGE Re-Search index. The file system data provides basic information about the file such as the name, directory location, file size and the last modified date. The file contents provide all of the details within the file. For files like Word, Excel and PDF there can be a tremendous amount of information since e-BRIDGE Re-Search stores all of the text information in those files. For rich media files like pictures, music and movies there is a much smaller amount of text information. Lastly, to obtain the metadata in each file e-BRIDGE Re-Search uses File System Objects (FSOs). The FSOs are the key to e-BRIDGE Re-Search's superior indexing capabilities. Each FSO understands the file format of one or more related file types. The FSOs are part of a snap-in architecture and can be added to and

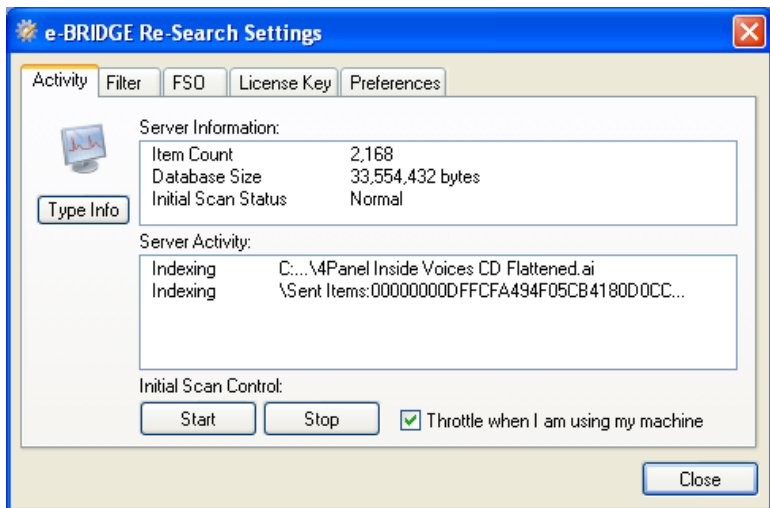
updated at any time. FSOs are used to do the data extraction and provide extended capabilities. This gives e-BRIDGE Re-Search the ultimate flexibility. The exact metadata that is created depends on the kind of FSOs that are installed at the time the copy, creation, or save of a file occurs. e-BRIDGE Re-Search comes with FSOs that can extract rich data from over 175 different file formats.

This section provides information on how to work with and manage the indexing process.

7.1 Running a Scan

When a scan of your system is running e-BRIDGE Re-Search provides some tools to manage the process.

The Activity Tab on the settings applet will show you the real time status of the e-BRIDGE Re-Search scan.

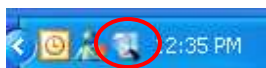


When the scan is running in friendly mode the system tray icon will alternate between being paused and running the scan. When the scan is paused the system tray icon will have two vertical yellow lines in front of it like a pause button on a music or movie player. When the scan is running the icon is the magnifying glass in front of a computer monitor.

Paused

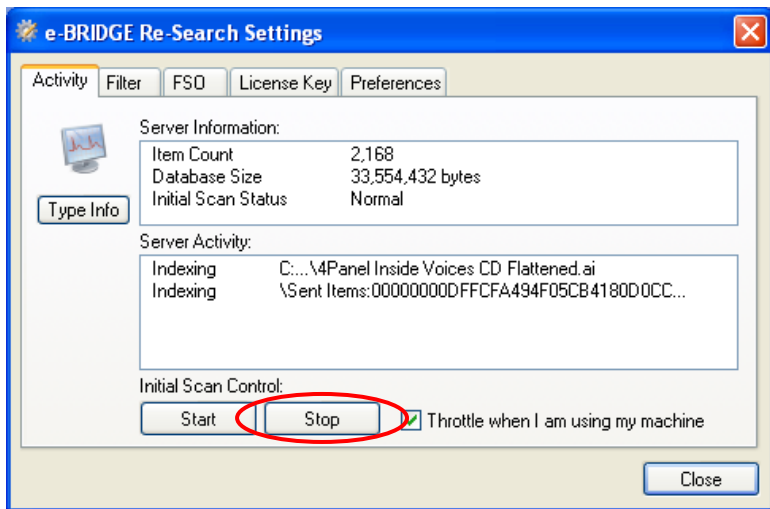


Scanning



To stop the scan completely:

1. **Open** the Settings Application to the Activity Page.
2. **Click** the **Stop** button on the Activity Page.



You can also stop a scan using the menu option from the Start>All Programs>Toshiba e-BRIDGE Re-Search menu.

To start a scan:

1. **Right-click** on the icon in the system tray.

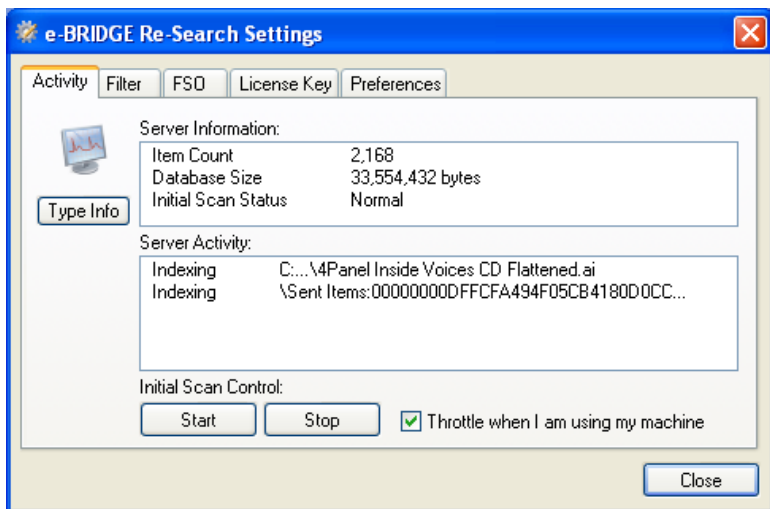
2. **Click** the **Start Scan** option.

You can also start a scan from the e-BRIDGE Re-Search menu off the Start button.

7.2 Scan Results

Once a scan has completed to view the results of the scan:

1. **Click** the **Settings** button on the e-BRIDGE Re-Search screen.
2. **Click** the **Activity** tab.



This window shows how many items were scanned, what the results were, when the scan started and stopped and how long it lasted. Under the server section the window shows the total number of files that have been indexed from all scans and how large the index file is.

8 Settings Console

The e-BRIDGE Re-Search Settings console allows you to configure and control e-BRIDGE Re-Search. e-BRIDGE Re-Search Settings is a Windows™ control panel application for system administration that allows management and control of the system. e-BRIDGE Re-Search Settings seamlessly integrates within Windows control panel.

There are five tabs: Filter; FSO; License Key; Activity; and User Preferences.

8.1 Filter Tab

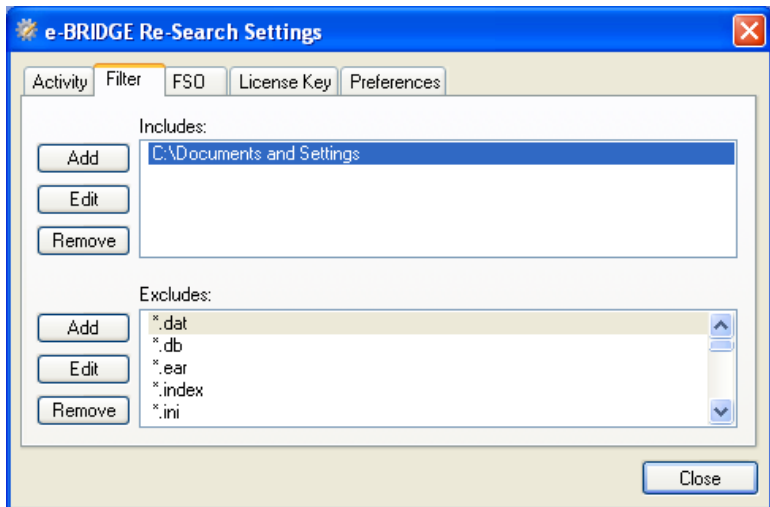
You may select which directories and/or files to be included or excluded from the monitoring and indexing process.

8.1.1 Include Filter

Once the software is installed you will be presented with e-BRIDGE Re-Search Settings window to configure how e-BRIDGE Re-Search will be used on your system. Note that these settings will be used to create the complete index of your system. Give some thought to what files and directories you want indexed to maximize your search results.

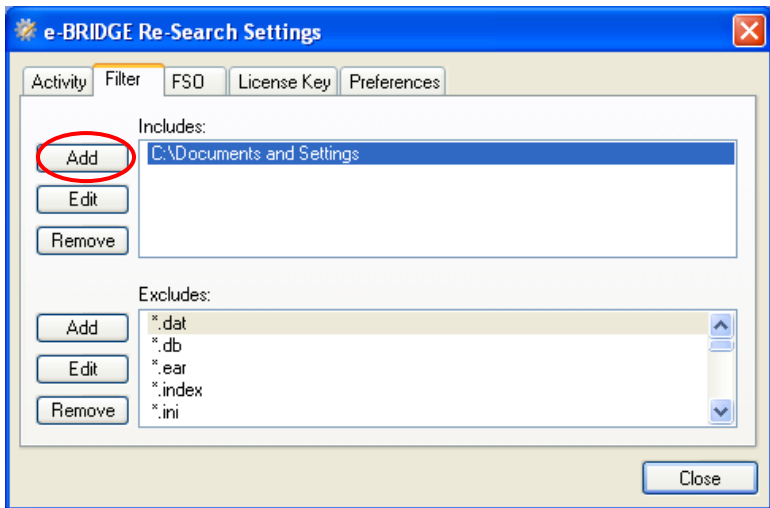
The e-BRIDGE Re-Search Settings window will open up to the Filter tab. Here you can select which

folders you want e-BRIDGE Re-Search to include when it is indexing files.

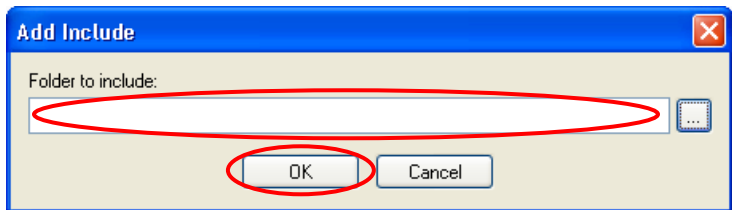


The e-BRIDGE Re-Search Client will ONLY use the locations specified here. The default path is set to: **C:\Document and Settings**. This includes all subdirectories within that path.

To add additional locations for indexing:

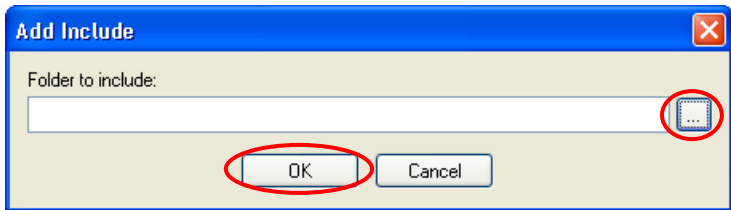


1. **Click** on the **Add** button.



2. **Type** in the path of the folder to include
3. **Click** on the **OK** button to save.

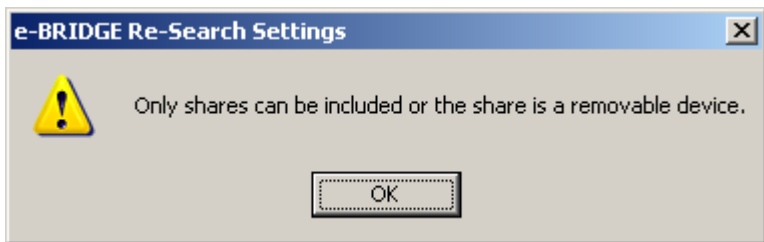
Or



2. **Click** on the **Browse** button to select the location.
3. **Click** on the **OK** button to save.



NOTE: You can only add paths that are physically on the computer you are using. If you attempt to add a mapped network drive you will receive the following error message:

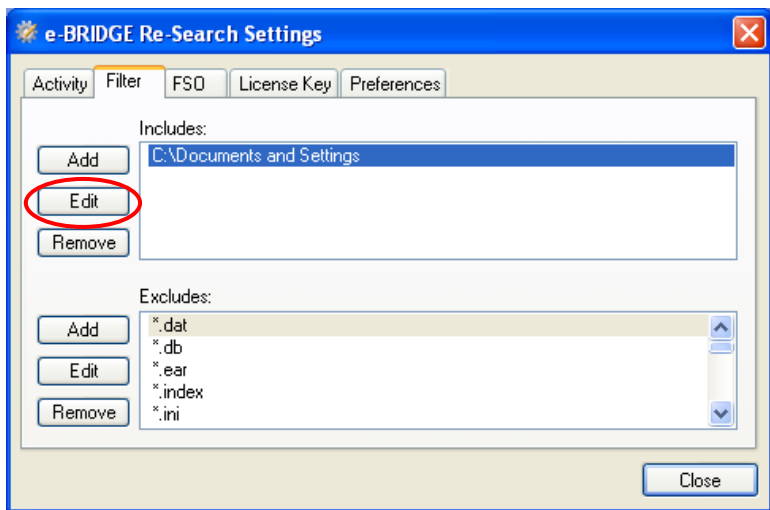


1. **Click** on the **OK** button to proceed.

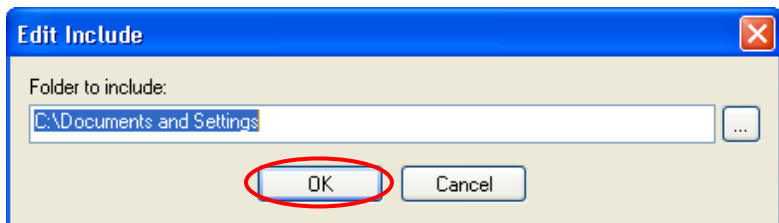


TIP: If you want to be able to search a mapped network drive then you should purchase the appropriate e-BRIDGE Re-Search Server or Agent license that supports the operating system of the network server. For more information contact your Toshiba dealer or go to copiers.toshiba.com.

To change a current path:

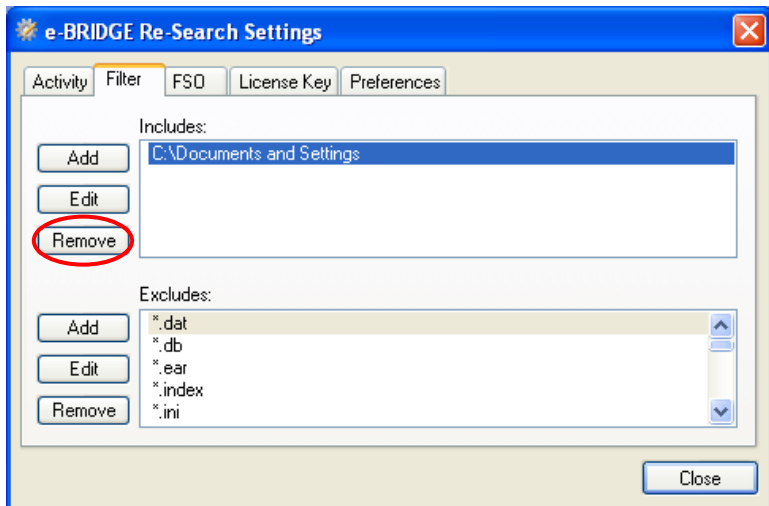


1. **Click** on the **Edit** button.
2. **Edit** the path name in the pop-up window or simply delete it and type in a new value.

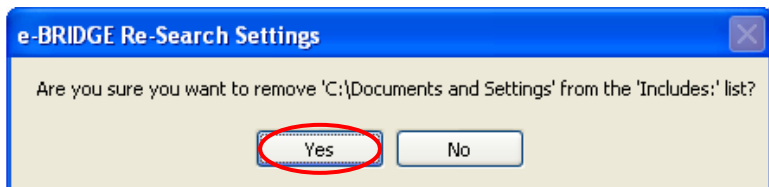


3. **Click OK** to save the changes.

To remove a path:

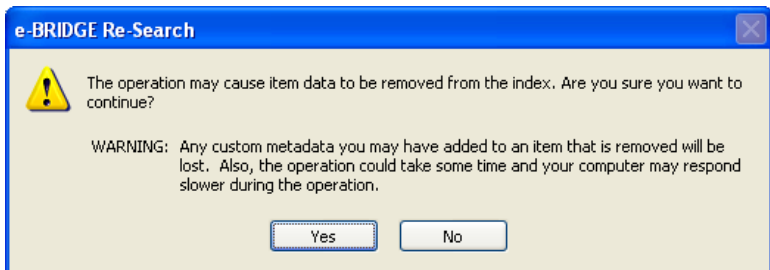


1. **Click** on the selected path you want to remove.
2. **Click** on the **Remove** button.



3. **Click Yes** on the confirmation window.

You will then be presented with a message that asks if you want e-BRIDGE Re-Search to re-index the system during the next start-up because the “includes” paths have changed.



1. **Click Yes** to have e-BRIDGE Re-Search re-index.

or

2. **Click No** to skip it.

8.1.2 Exclude Filter

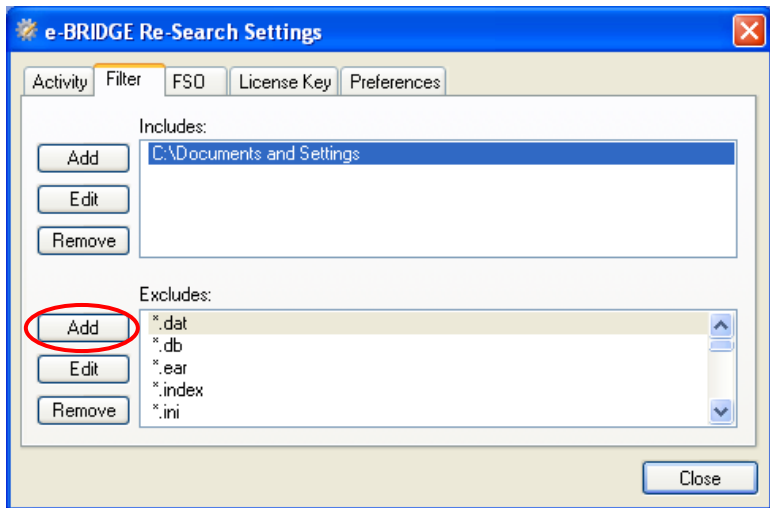
The other portion of the Filter settings window is the Excludes section. In this section folders, files and file suffix values, are listed that will NOT be indexed by e-BRIDGE Re-Search. These settings are also very important to the effectiveness of e-BRIDGE Re-Search. Use forethought and caution when changing these settings.

By default e-BRIDGE Re-Search has the following exclusions:

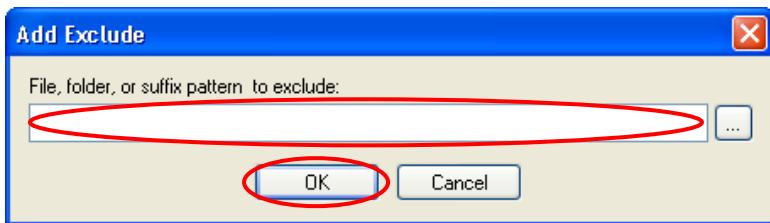
<i>File suffixes:</i>	*.dat *.db *.ini *.lnk *.sys *.tmp *.url
<i>Folder suffixes:</i>	*\Application Data *\bbsi *\Cookies *\cvs *\I386 *\Local Settings *\recycled *\recycler *\Temp *\tmp
<i>Folder paths:</i>	C:\Program Files\Toshiba \e-BRIDGE Re-Search\ Windows C:\WINDOWS

These settings prevent the majority of system files that support Windows and core applications from being indexed. Most users will never need to search on these files.

To add items to the “excludes” list:



1. **Click** on the **Add** button.



2. **Type** in the filename, path of the folder to exclude or file suffix pattern (extension like *.exe or *.doc).
3. **Click OK** to save the selection.



NOTE: You can only add paths that are physically on the computer you are using. If you attempt to add a mapped network drive you will receive the following error message:

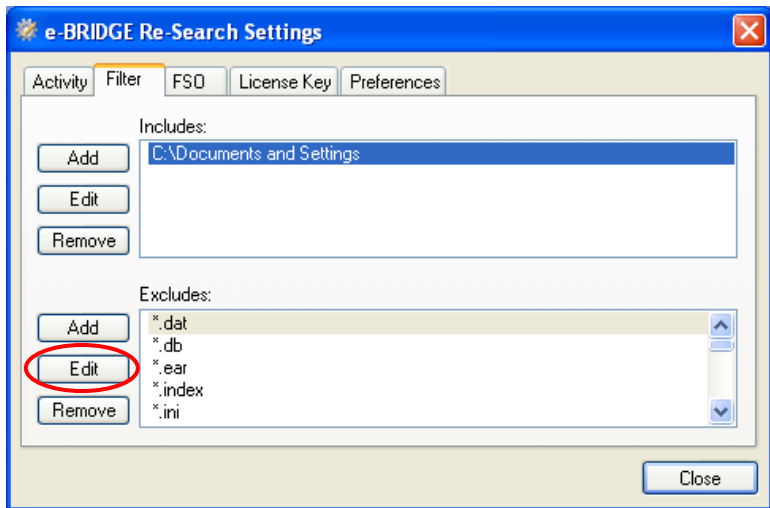
e-BRIDGE Re-Search Settings



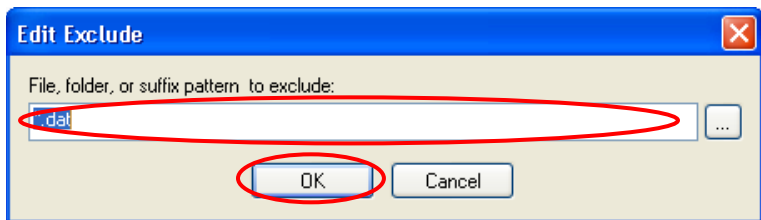
Not a valid path. Please make sure the path exists on your computer and does not indicate a removable device.

OK

To change a current “excludes” item:

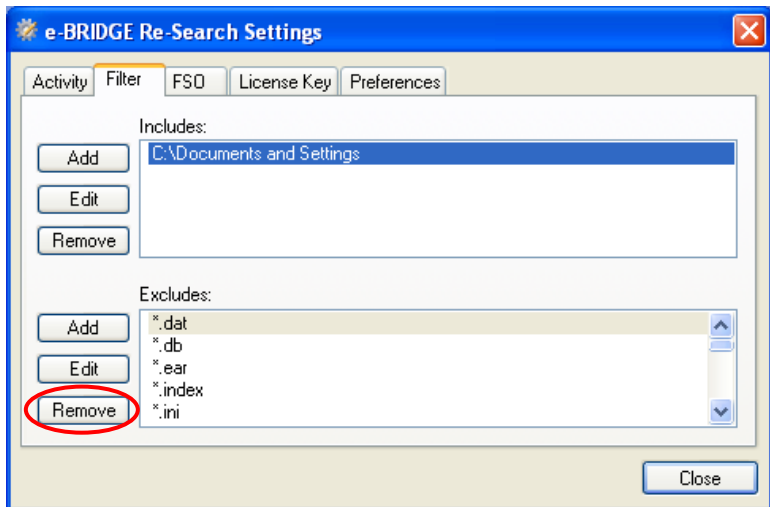


1. **Click** on the **Edit** button.

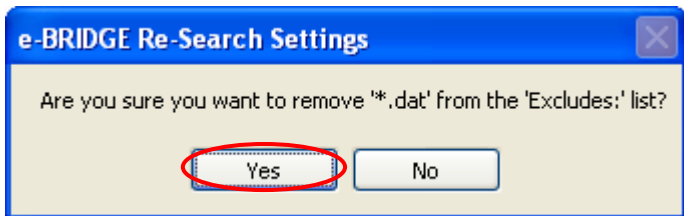


2. **Type** in the filename, path of the folder to exclude or file suffix pattern (extension like *.exe or *.doc).
3. **Click OK** to save the changes.

To remove a path:

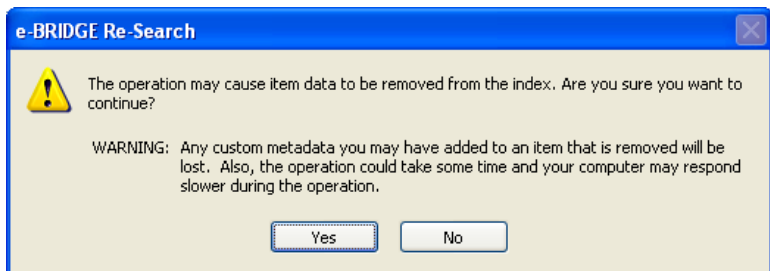


1. **Click** on the selected path you want to remove.
2. **Click** on the **Remove** button.



3. **Click Yes** on the confirmation window.

You will then be presented with a message that asks if you want e-BRIDGE Re-Search to re-index the system during the next start-up because the “excludes” paths have changed.



3. **Click Yes** to have e-BRIDGE Re-Search re-index.

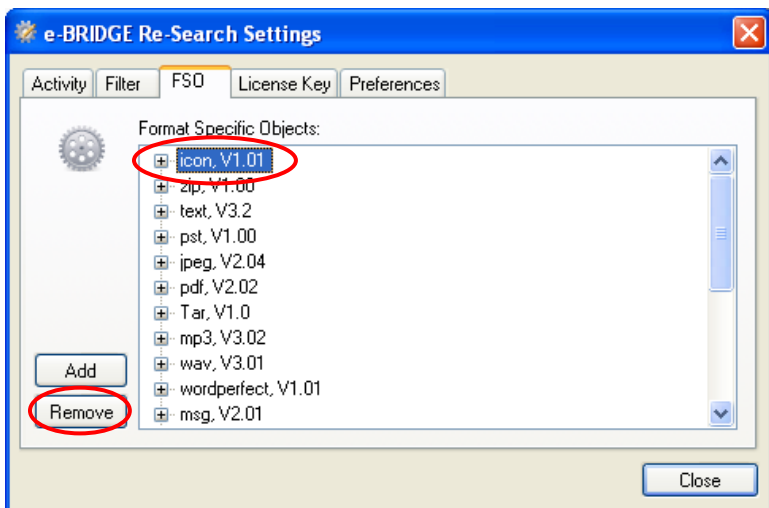
or

4. **Click No** to skip it.

8.2 FSO Tab

e-BRIDGE Re-Search is able to automatically parse embedded metadata within file streams for searching through what are known as FSO's, or snap-in Format Specific Objects. e-BRIDGE Re-Search Settings provides the mechanism to manage these FSO's, and provides the ability to load and unload them dynamically.

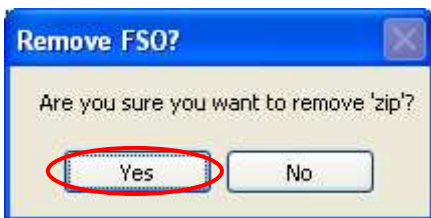
You can view the loaded FSO list, add and/or remove FSO's.



To remove an FSO:

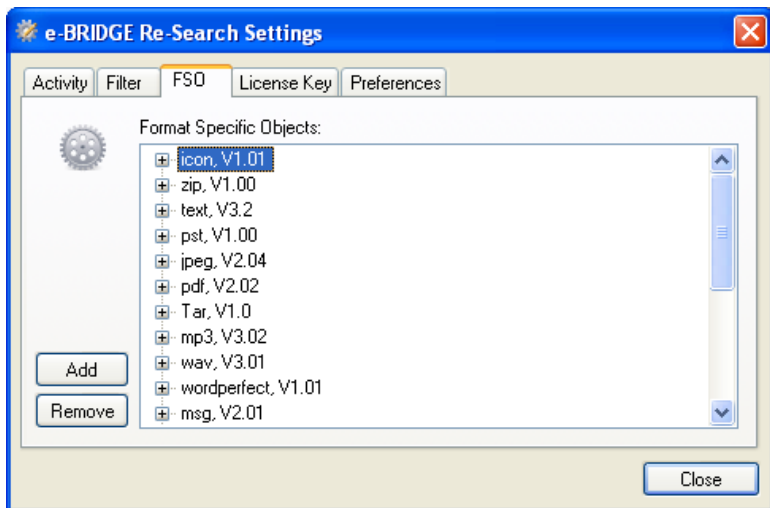
1. **Click** on the FSO to select it for removal.
2. **Click** on the **Remove** button.

The Remove FSO confirmation dialog will be displayed.



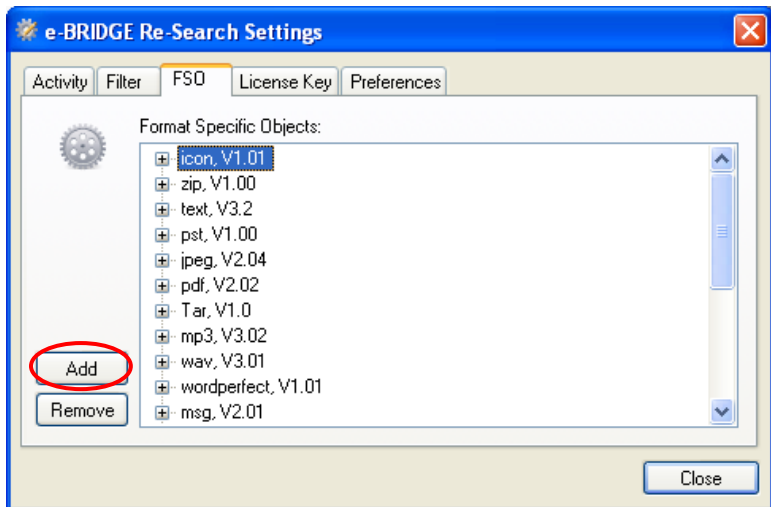
To confirm removal of the FSO:

3. **Click** on the **YES** button.



Note that the zip FSO has been removed from the list above.

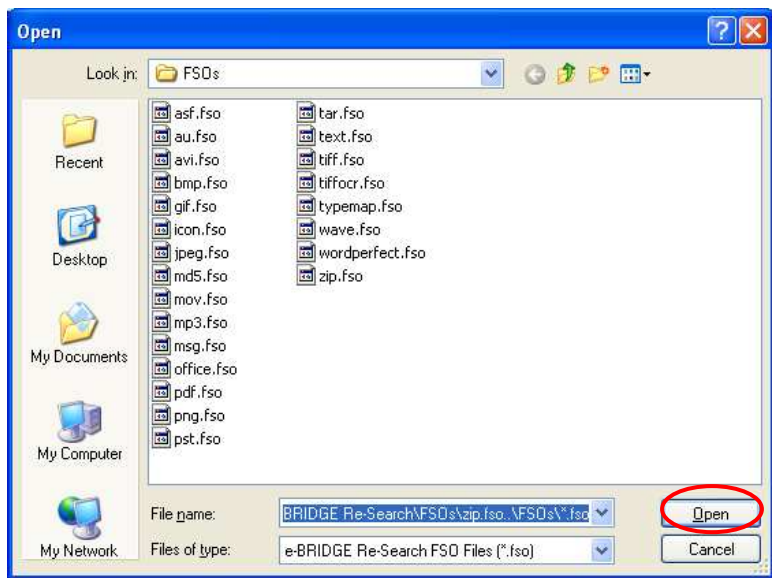
You can dynamically add an FSO's to the system without having to stop or take the system down.



To add an FSO:

1. **Click** on the **Add** button.

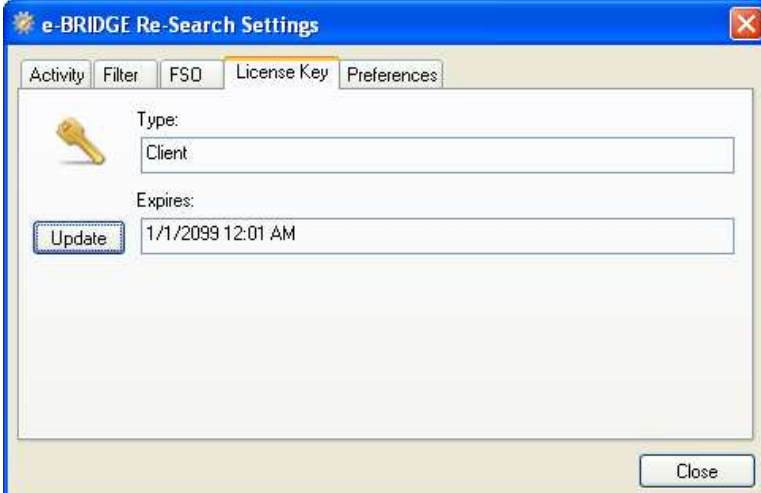
An open file dialog will be displayed at the FSOs folder.



2. **Highlight** and select the FSO you want to load.
3. **Click** on the **Open** button.

8.3 License Tab

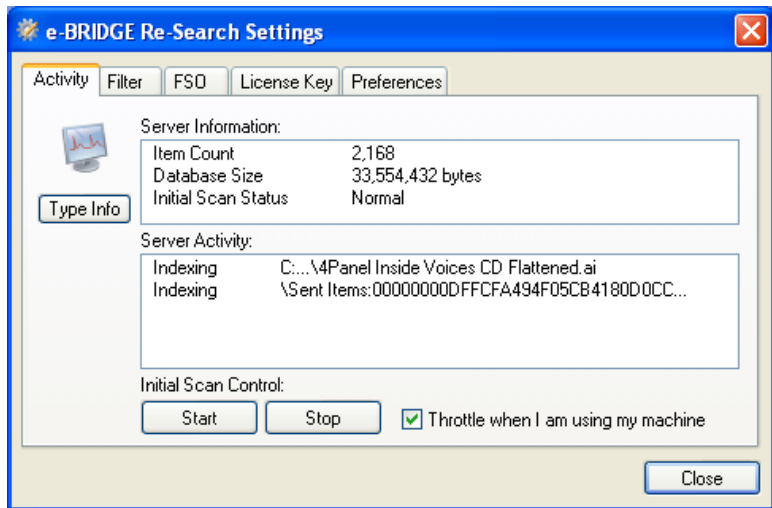
This tells the user the license type and when/if the license expires. When the **Update** button is clicked it allows you to put in a license key.



The screenshot shows a window titled "e-BRIDGE Re-Search Settings" with a blue header bar and a close button (X) in the top right corner. Below the header is a tabbed interface with five tabs: "Activity", "Filter", "FSD", "License Key", and "Preferences". The "License Key" tab is currently selected and highlighted with an orange underline. To the left of the main content area is a yellow key icon. The main area contains two text input fields. The first is labeled "Type:" and contains the text "Client". The second is labeled "Expires:" and contains the date and time "1/1/2099 12:01 AM". To the left of the "Expires:" field is a button labeled "Update". At the bottom right of the dialog is a "Close" button.

8.4 Activity Tab

The Activity Tab allows you to view current server statistics, monitor current server activity, view file level type reports, and scan control.

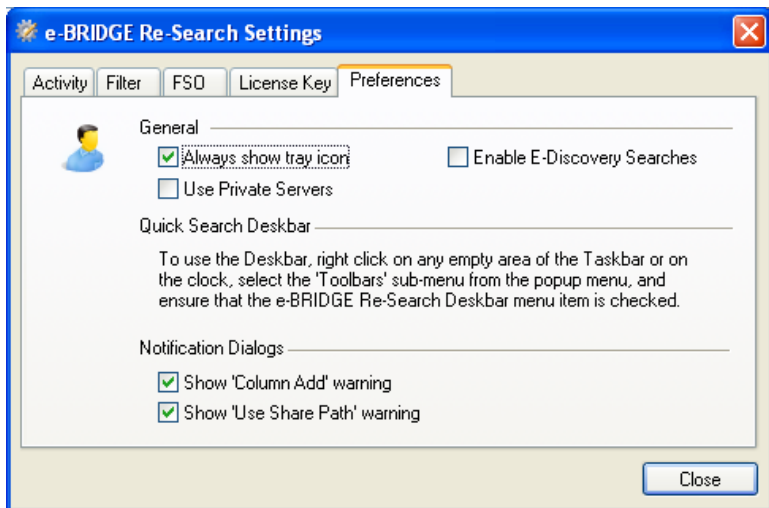


For more information see:

[7.2 Scan Results](#)

8.5 User Preferences

You choose to have the e-BRIDGE Re-Search taskbar tray icon to be displayed and there are instructions on how to have the e-BRIDGE Re-Search Deskbar display. You can also choose to show to the column add warning dialog that warns a search is rerun when columns are changed.



9 Advanced Users

Below is additional information on more advanced features of e-BRIDGE Re-Search.

9.1 Searchable File Types

e-BRIDGE Re-Search can monitor and index any type of file. e-BRIDGE Re-Search supports and indexes all file types, file system data and custom metadata fields. e-BRIDGE Re-Search also supports and indexes the embedded file metadata and contents of over 272 file types. For e-BRIDGE Re-Search to extract metadata or content from a file, an FSO must be installed. An FSO will typically handle several to dozens of file types. There are APIs available to write new or enhance existing FSOs. Without an FSO, e-BRIDGE Re-Search will still index the file system information about any file it finds.

As new Format Specific Object (FSO) for extracting metadata and text for additional file types are created, they can be plugged into the system dynamically. The following is a list of the over 260 file types that the current FSOs support. For more information on available FSOs, visit copiers.toshiba.com.

mp3: MP3 Audio (*audio/mpeg*)
tif/tiff: TIFF Image (*image/tiff*)
avi: AVI Video (*video/avi*)
snd/au: AU Basic Audio (*audio/basic*)
msg: Mail message (*application/x-outlook*)
gif: GIF Image (*image/gif*)
bmp: Bitmap Image (*image/bmp*)
jpeg/jpg: JPEG Image (*image/jpeg*)
ppt/pot/pps: Microsoft PowerPoint (*application/vnd.ms-powerpoint*)
doc/dot: Microsoft Word (*application/msword*)
xlw/xla/xlc/xls/xlm/xlt: Microsoft Excel (*application/vnd.ms-excel*)
xml: XML (*text/xml*)
html/htm: HTML (*text/html*)
txt: Text (*text/plain*)
wav: WAV audio (*audio/wav*)
mov/qt: Quicktime Video (*video/quicktime*)
wm: Window Media (*video/x-ms-wm*)
wmv/wmx: Windows media video (*video/x-ms-wmv*)
asf: ASF Video (*video/x-ms-asf*)
wma: Windows media audio (*video/x-ms-wma*)
htt: Text (*text/webviewhtml*)
wri: Microsoft Write (*application/x-mswrite*)
cat: Microsoft PKI Security Catalog (*application/vnd.ms-pkiseecat*)
css: Text (*text/css*)
tcl: TCL (*application/x-tcl*)

vcf: Text (*text/x-vcard*)
ms: Troff (*application/x-troff-ms*)
hdf: HDF (*application/x-hdf*)
acx: Internet Property Stream (*application/internet-property-stream*)
mdb: Microsoft Access (*application/msaccess*)
gtar: GNU Tar (*application/x-gtar*)
ustar: USTAR (*application/x-ustar*)
scd: Microsoft Schedule (*application/x-msschedule*)
clip: Microsoft Clip (*application/x-msclip*)
setpay: Set Payment Initiation (*application/set-payment-initiation*)
p7m/p7c: PKCS (*application/x-pkcs7-mime*)
js: Javascript (*application/x-javascript*)
ps/eps/ai: Postscript (*application/postscript*)
zip: Zip (*application/zip*)
p7s: PKCS (*application/x-pkcs7-signature*)
tex: TEX (*application/x-tex*)
me: Troff (*application/x-troff-me*)
rgb: Image (*image/x-rgb*)
man: Troff (*application/x-troff-man*)
pgm: Image (*image/x-portable-graymap*)
dll: Microsoft Dynamic Load Library (*application/x-msdownload*)
rtx: Text (*text/richtext*)

xwd: Image (image/x-xwindowdump)
evy: Envoy (application/envoy)
ins/isp: Internet Signup (application/x-internet-signup)
tgz: Compressed (application/x-compressed)
pub: Microsoft Publisher (application/x-mspublisher)
dxr/dir/dcr: Director (application/x-director)
spl: FutureSplash (application/futuresplash)
uls: Text (text/iuls)
mpeg/mpg/mpa/mp2/mpv2/mpe: Video (video/mpeg)
m13/mvb/m14: Microsoft Media View (application/x-msmediaview)
ppm: Image (image/x-portable-pixmap)
mny: Microsoft Money (application/x-msmoney)
sst: Microsoft PKI Cert (application/vnd.ms-pkicertstore)
gz: GZip (application/x-gzip)
mpp: Microsoft Project (application/vnd.ms-project)
hta: HTA (application/hta)
java/bas/cpp/h/c: Text (text/plain)
sv4cpio: CPIO (application/x-sv4cpio)
m3u: Audio (audio/x-mpegurl)
cpio: CPIO (application/x-cpio)
movie: Video (video/x-sgi-movie)
cmx: Image (image/x-cmx)
oda: Oda (application/oda)
asx/asr: Video (video/x-ms-asf)

evy: BinHex (application/mac-binhex40)
lsf/lst: Video (video/x-la-asf)
tar: TAR (application/x-tar)
spc/p7b: PKCS (application/x-pkcs7-certificates)
xbm: Image (image/x-xbitmap)
ras: Image (image/x-cmu-raster)
latex: Latex (application/x-latex)
323: Text (text/h323)
sct: Text (text/scriptlet)
texinfo/texti: TEXInfo (application/x-texinfo)
tsv: Text (text/tab-separated-values)
fif: Fractals (application/fractals)
rmi/mid: Audio (audio/mid)
pdf: PDF (application/pdf)
cdf/nc: NETCDF (application/x-netcdf)
wmf: Microsoft Metafile (application/x-msmetafile)
bcpio: BCPIO (application/x-bcpio)
pfx/p12: PKCS (application/x-pkcs12)
src: WAIS Source (application/x-wais-source)
jfif: Image (image/pipeg)
rtf: Rich Text Format (application/rtf)
trm: Microsoft Terminal (application/x-msterminal)
cer/der/crt: X509 CA Cert (application/x-x509-ca-cert)
ram/ra: Audio (audio/x-pn-realaudio)
hlp: Windows Help (application/winhelp)

setreg: Set Registration Initiation (*application/set-registration-initiation*)
stl: Microsoft PKI STL (*application/vnd.ms-pkistl*)
pml/pmr/pmw/pmc/pma: PerfMon (*application/x-perfmon*)
ief: Image (*image/ief*)
cdf: CDF (*application/x-cdf*)
crl: PKIX CRL (*application/pkix-crl*)
htc: Text (*text/x-component*)
xpm: Image (*image/x-pixmap*)
aifc/aiff/aif: Audio (*audio/x-aiff*)
png: Image (*image/x-portable-anymap*)
sv4crc: CRC (*application/x-sv4crc*)
cod: Image (*image/cis-cod*)
ico: Image (*image/x-icon*)
pbm: Image (*image/x-portable-bitmap*)
wdb/wcm/wps/wks: Microsoft Works (*application/vnd.ms-works*)
roff/t/tr: Troff (*application/x-troff*)
pko: Microsoft PKIKO (*application/x-vnd.ms-pkiko*)
prf: PICS Rules (*application/pics-rules*)
p10: PKCS10 (*application/pkcs10*)
axs: Ole Script (*application/olescript*)
sh: Bourne Shell (*application/x-sh*)
crd: Microsoft Cardfile (*application/x-mscardfile*)
iii: iPhone (*application/x-iphone*)

csh: C-Shell (*application/x-csh*)
p7r: PKCS (*application/x-pkcs7-certreqresp*)
sit: Stuffit (*application/x-stuffit*)
etx: Text (*text/x-setext*)
shar: Shell Archive (*application/x-shar*)
dvi: DVI (*application/x-dvi*)
z: Compressed (*application/x-compress*)

9.2 Customization

It is easy to integrate e-BRIDGE Re-Search into other applications and leverage the robust filtered monitoring, indexing, searching, and retrieval functions through APIs. The Software Development Kits (SDKs) also provide the tools, instructions, and an example FSO source code to create new Format Specific Objects (FSOs) for integration with e-BRIDGE Re-Search. These kits allow third parties and OEMs to enhance and extend e-BRIDGE Re-Search, to integrate with their applications and extend their specific FSOs into the e-BRIDGE Re-Search system. These SDKs include:

Foundation SDK – this SDK allows the tightest integration of all by allowing access directly to the e-BRIDGE Re-Search Foundation APIs by passing our RAP layer protocols. Portions of the embedded SDK are used by FSO developers.

WinRAP SDK – designed to be used by Windows applications. This C++ SDK is used by e-BRIDGE Re-Search Windows components including the IFS services, search, properties and other integration components.

JavaRAP SDK – similar to WinRAP, this SDK allows tighter integration with the

server by allowing JAVA applications to integrate with e-BRIDGE Re-Search.

MoRAP SDK – similar to WinRAP, this SDK allows tighter integration with the server by allowing Mobile device applications on PocketPC, Mobile Windows, and BREW to integrate with e-BRIDGE Re-Search.

10 Troubleshooting

e-BRIDGE Re-Search has been tested with a wide variety of applications. However, if you experience issues with an application, please let us know about this.

Please contact us if you have any issues, questions, or feature enhancements. The first point of contact is your local Toshiba dealer. To locate your dealer, go to:

copiers.toshiba.com, then select the dealer locator link.

Phone support: 888-879-8247

10.1 Before Calling Technical Support

If you find yourself in a situation where you need help, before you call technical support, try these first:

- Check FYI for the latest downloads and patches.
- Review the FAQ's on FYI.
- Make sure your Operating System has the latest patches installed.

If you still are having trouble after trying the above, make sure to have the following information ready when you call technical support:

Name:

Address:

Phone Number:

eMail Address:

Company Name:

e-BRIDGE Re-Search Component:

e-BRIDGE Re-Search Version Number:

License Key:

Computer Configuration

Make:

Model:

Processor Speed:

Memory:

Hard Disk Space:

Operating System:

Operating System Patches:

e-BRIDGE Re-Search
Client Guide

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