



RETRIEVE IT!

User's Guide

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Welcome

Welcome

The Retrieve It!™ desk accessory quickly finds files and searches for text within any file on your hard disks, floppies, CD ROMs, or file servers. Retrieve It! can also let you “peek” inside files to see the information you’re looking for.

Retrieve It! saves you time because it allows you to easily find, view, and copy information without having to open several documents or applications.

Retrieve It! Features

Retrieve It! lets you do the following:

- Search for filenames anywhere on your system, or any text you specify inside those files.
- Minimize search time by letting you specify the hard disks or floppies, file-names, types of data, applications, and the ages of files that contain the text you're looking for.
- Use logical search operators to specify many different combinations of text to be searched.
- "Peek" into the files containing the information you searched for, so you can see that information in context.
- Copy found information and paste it in other documents.
- Open found documents in their original applications.

Customer Support and Registration

Please take the time to complete and mail the postage-paid product registration card included in the box. Technical Support and other Claris® benefits such as product update notices are offered only to registered users. We also would like to know where you bought your Claris Clear Choice™ product and how you plan to use it. Thank you for responding.

Claris Clear Choice registered users may take advantage of the following support services:

Automated Technical Support

- 24-hour Voice AnswerLine: 800-735-7393 (for pre-recorded answers to the most commonly asked questions)
- 24-hour Fax AnswerLine: 800-800-8954 (for technical documents and other information sent to your fax machine). Please use a touch tone phone and follow the menu-driven instructions.

Technical Support by Telephone

Monday through Thursday, 6 AM to 6 PM; Friday, 6 AM to 2 PM (Pacific Time). Please have your product serial number ready when you call.

- For Apple Macintosh applications: 408-727-9054
- For Microsoft Windows applications: 408-727-9004

Claris Customer Assistance

Claris Customer Assistance is available to answer your questions about product availability, upgrades, features, customer registration, policies, procedures, and other nontechnical topics. We will also look into any problems you may encounter while doing business with Claris.

Contact Customer Assistance if your product is damaged or defective. Be sure to have your product serial number handy when you call. Defective disks will be replaced free of charge during the 90-day limited warranty period. After the warranty period, replacement disks are available to registered customers at a cost of \$10 each.

You can telephone Customer Assistance from 8 AM to 5 PM, Monday through Thursday; 8 AM to 2 PM on Friday (Pacific Time), at 408-727-8227.

System Requirements

To run Retrieve It!, you need:

- Apple Macintosh Plus or higher, including the Macintosh Classic, LC, SE, and SE/30, and all Apple Macintosh II, Apple PowerBook, Performa, and Macintosh Quadra models.
- At least 1MB of RAM.
- Apple System 6.0.4 or later (with or without Apple MultiFinder); Apple System 7 compatible.

Installing Retrieve It!

To install Retrieve It!, follow these steps:

1. **Quit any applications currently running.**
2. **Insert the Retrieve It! disk that comes with this manual.**
3. **Double-click the Installer icon.**



The installer program leads you through the rest of the installation. If you are not running System 7, the installer restarts your computer after the installation.

The installer places Retrieve It! in your Apple menu. If you're running under System 7, the application is placed inside the Apple Menu Items folder within your System Folder. The installer also places Retrieve It! Help in your System Folder. If you want another arrangement, or if you do not want to install Help, click the Customize button in the Installer dialog box. Another dialog box appears, allowing you to select from three installation choices.

- ◆ **Note** If you're running System 6 and you only have 1MB of RAM, you should turn MultiFinder off so the installer has enough memory.

Once you have completed the installation, you can start Retrieve It! by choosing it from the Apple menu (🍏) in the top left corner of your screen. The first time you start Retrieve It!, a screen appears that allows you to personalize your copy. Just type your name and then press the Tab key to move to the next box. Then enter the serial number of your copy of Retrieve It!, using the number printed on the registration card.

CLARIS CLEAR CHOICE

RETRIEVE IT!

Name

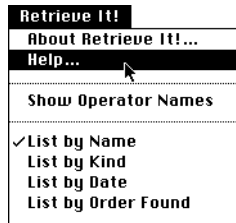
Company

Serial Number

Register your product now to receive our newsletter, updates, and upgrade notification.

Getting Onscreen Help

If you want information about this desk accessory while you're using it, choose Help from the Retrieve It! menu.



The Help window opens with text that describes the features and steps you need to know.

You can scroll through the text or, to move quickly to a topic, type a descriptive word in the box next to the Find button and then click Find.

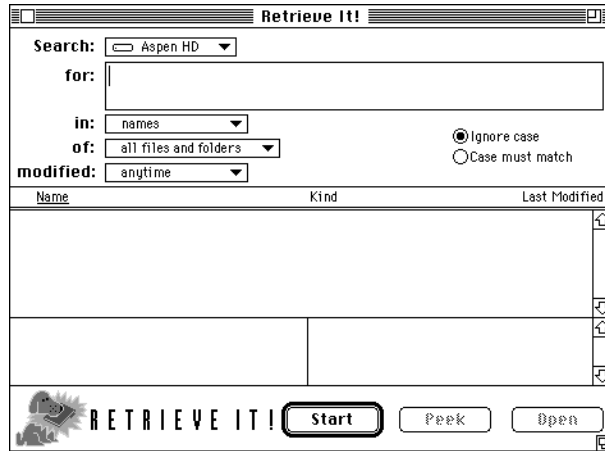
You can copy text in this Help window and then paste it into another document.

Finding Files and Words Inside Them

This chapter explains how to use the Retrieve It! search options to find information quickly anywhere on your Macintosh.

Starting Retrieve It!

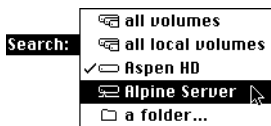
When you select Retrieve It! from the Apple menu, this window appears:



Each box with a little black inverted triangle is a pop-up menu. When you click and hold the mouse button on a pop-up menu, you can choose from a menu of options.

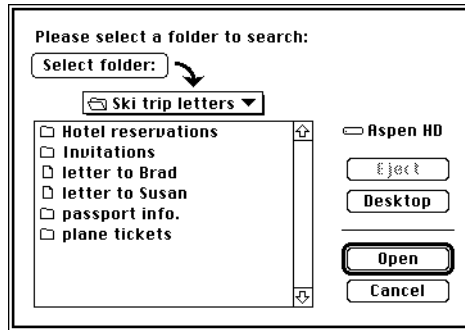
Choosing Where to Search

Use the “Search” pop-up menu to choose the volume or folder you want to search. Hard disks, floppies, and file servers are examples of volumes.



Choose “all local volumes” to search all the volumes mounted on your system other than remote file servers. Alternatively, you can choose “all volumes” to search through everything on your system and any file servers you’re connected to, but this is a much slower process.

After you choose a hard drive, you can limit the search by choosing “a folder” from the Search pop-up menu. Retrieve It! then opens this dialog box:



To limit the search further, open a file or a folder inside the folders listed in the volume you chose. Click the folder name you want and then click the Open Folder button. To search in a specific folder, click its name to select it and then click OK.

Entering What to Search For

Use the “for” box to type the sequence of letters, numbers, or words (the search string) that you want to find:

for:

To find files that contain characters or words you’re looking for, type the text in the “for” box of the Retrieve It! window and then click Start.

- ◆ **Note** Retrieve It! finds your search string inside files only if you have chosen data from the “in” pop-up menu, as described in the next topic. If you’ve chosen names, then Retrieve It! looks for occurrences of the search string in the names of files.

Retrieve It! lists all files containing the text you typed. You can use search operators to find combinations of words, like “apple” and “orange.” Search operators are discussed in chapter 2.

Specifying the Parts of Files to Search

Use the “in” menu to select which part of files to search: names, data, or resources. Most word processing applications store text in the part of files called *data*. Some Macintosh applications store information such as fonts in another part called *resources*. You probably won’t have many occasions to search the resources of files.



Choosing the File Types to Search

Use the “of” pop-up menu to specify the file types you want to search.



The preset selection is “all files and folders.” You can speed up the search by narrowing it to files created in a specific application. To see a list of all the applications in your system, choose “other.” When you choose one, it is added to this menu. Retrieve It! remembers the last five applications you chose.

Choosing the Age of Files to Search

Use the “modified” pop-up menu to specify the age of the files you want to search. For example, you may want to look only in the files you’ve changed within the past week. This would be faster than a search of all your files.



Choosing “Case must match” or “Ignore case”

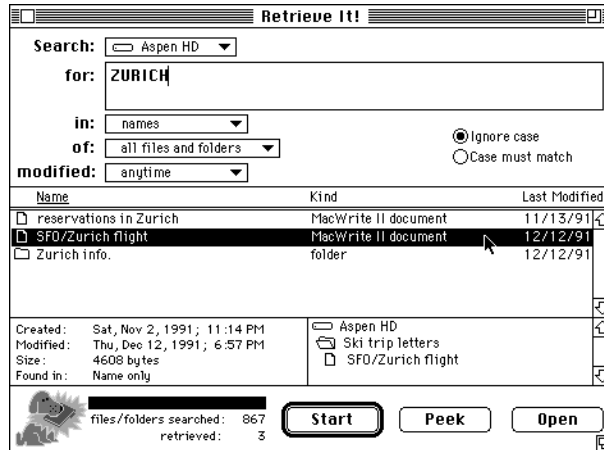
- Ignore case
- Case must match

Retrieve It! lets you decide if case is significant during the search. For example, if “Case must match” is selected, a search for “Retrieve” would not match “retrieve” because the uppercase “R” does not match the lowercase “r.” The two words do match when you select “Ignore case.”

Starting and Stopping the Search

Click the Start button to begin the search.

While the search is in progress, the button name changes to Pause. Click the Pause button to suspend the search. The button changes back to Start, and you can resume searching by clicking it again. Found files appear in the lower part of the window:



Listing Found Files

To change the listing order of found files, click the Name, Kind, or Last Modified column heading. The selected column heading is underlined. Clicking Name sorts files alphabetically by name; Kind sorts the files alphabetically by kind; Last Modified sorts the files by the date they were last modified, in reverse chronological order.

Alternatively, you can choose List by Name, List by Kind, List by Date, or List by Order Found in the Retrieve It! menu to change the list order.

Displaying File Information

When you click a name in the list of found files, Retrieve It! displays the file's creation and modification dates, its size, and the part of the file in which the search was satisfied. This information appears under the found file list in the left column. In the right column, you'll see the hierarchy of folders in which the file resides. To see information about the next or previous file in the list, use the down or up arrow key on the keyboard.

Viewing a Found File

To see the contents of a found file, select its name from the list and then click the Peek button. Alternatively, you can double-click the file's name.

When the Peek window opens, you can view the file, scroll through it, find text, and select and copy portions into other documents. Also, you can choose the Peek In Any File command in the Retrieve It! menu to view any file, whether or not the file was found as the result of a search. Chapter 3 explains the Peek window in more detail.

Opening a Found File

Because the Peek view may not be exactly the way the file looks in the application that created it, you may want to see the file in its original form. To open a file within its application, select the file's name from the list of found files in the Retrieve It! window and then click Open. Retrieve It! starts (launches) the application and opens the selected file.

- ◆ **Note** The Open button works only if the application that was used to create the selected file is found on your system. Also, the Open button launches only applications that are not already running. Once you have started an application, use the application's File menu to open other files of the same kind.

Using Search Operators to Find Combinations of Words

You can find files containing specific combinations of words using search operators. For example, to find the files that contain both the word “apple” and the word “orange,” use the search operator AND. Type “apple and orange” into the “for” box.

for:

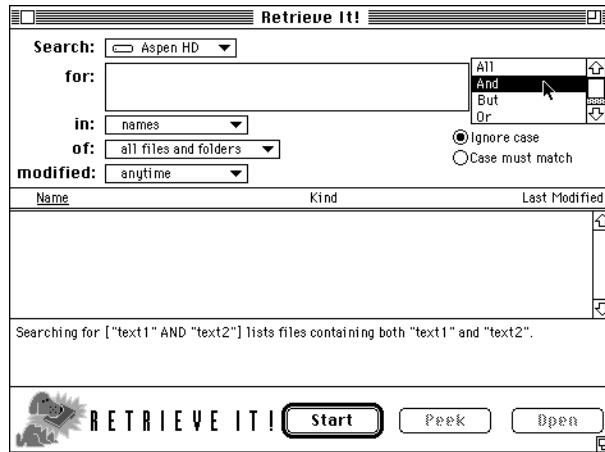
When you start the search, Retrieve It! lists all files containing *both* the word “apple” and “orange.”

◆ **Note** The case of search operator words is ignored.

Retrieve It! has many other search operators, like OR (for finding files containing either one word or another) and MORETHAN (for finding files containing more than a certain number of occurrences of a word). All the Retrieve It! search operators are discussed later in this chapter.

List of Search Operators

To see a list of all the search operators, choose Show Operator Names from the Retrieve It! menu. The list appears in the top-right corner, as shown here:



Examples of Search Operator Uses

Click a search operator name in the list to see what that operator does.

If you double-click an operator name, that name is entered in the “for” box at the current selection point.

Using Parentheses and Quotation Marks

If you type a search string containing more than one search operator, Retrieve It! inserts quotation marks and parentheses where it thinks they should be. For example, suppose you type the following and then click Start:

for: crown or Jack and Jill

Retrieve It! rewrites the search string as:

for: ("CROWN" OR "JACK") AND "JILL"

The search finds files containing either “Crown” or “Jack,” and containing “Jill.”

If you want the terms grouped differently you can insert parentheses where you want them. For example, you can retype the previous search string as:

for: "CROWN" OR ("JACK" AND "JILL")

This finds all files containing “crown,” or containing both “Jack” and “Jill.”

Similarly, you can put in your own quotation marks. For example, if you’re interested in files that contain the phrase “Jack and Jill,” as opposed to just the word “Jack” and the word “Jill,” you can type:

for: "CROWN" OR "JACK AND JILL"

Using Search Operators

The following examples illustrate how to use each Retrieve It! search operator. The operators are written here in capital letters, but the case you type in the “for” box doesn’t matter.

ALL

Searching for `ALL` lists all files.

AND

Searching for `"Busi" AND "cards"` lists files containing both the partial word “Busi” and the word “cards.”

BUT

Searching for "Busi" BUT NOT "cards" lists files containing the partial word "Busi" but not the word "cards." The NOT operator is discussed below.

OR

Searching for "Matt", "Kim" lists files containing either "Matt" or "Kim."

► Type a comma in the "For" box to specify the OR operator.

NOT

Searching for NOT "peach" lists files that do not contain the word "peach." This is most often used in conjunction with another operator like AND or BUT. See the earlier example for BUT.

- ◆ **Note** You can use the search operators covered so far, but not the ones discussed next, to combine other search phrases. For example, this is an acceptable search:

```
("cat" AND "mouse") OR ("cheese" NOT "cheddar")
```

The OR operator combines the two phrases in parentheses on either side of it.

However,

```
("cat" AND "mouse") AFTER ("cheese" NOT "cheddar")
```

is unacceptable, because AFTER and the other operators described below cannot be used to combine search phrases. They can only be surrounded by single text strings.

AFTER

Searching for "bone" AFTER "dog" lists files in which "bone" occurs after "dog."

BEFORE

Searching for "bone" BEFORE "dog" lists files in which "bone" occurs before "dog."

.....

WITHIN *number*

Searching for "Berk" WITHIN 50 "University" lists files in which "Berk" occurs within 50 characters of "University."

- You can change the number of preset characters in the operators WITHIN, NEAR, WITHINBEFORE, WITHINAFTER, and MORETHAN. See "Setting Your Own Search Range" following this list of search operators.

NEAR

Searching for "Berk" NEAR "University" lists files in which "Berk" occurs within 25 characters of "University." The NEAR search operator is simply shorthand for WITHIN 25.

WITHINBEFORE *number*

Searching for "dog" WITHINBEFORE 30 "bone" lists files in which "dog" occurs before "bone" and within 30 characters of it.

WITHINAFTER *number*

Searching for "dog" WITHINAFTER 30 "bone" lists files in which "dog" occurs after "bone" and within 30 characters.

MORETHAN *number*

Searching for MORETHAN4 "apple" lists files in which "apple" occurs more than four times.

(...)

Parentheses were discussed earlier in this chapter. For example: "apple" or ("oranges" and "bananas") lists files in which "apple" occurs, or in which both "oranges" and "bananas" occur. If you double-click on the parentheses in the operator list, Retrieve It! puts parentheses around whatever is selected in the current search string.

"..."

You can use quotation marks around any sequence of characters for which you might search. For example, searching for: "to be or not to be" lists files that contain the phrase "to be or not to be."

.....

If you do not use quotation marks around a phrase like “Jack and Jill,” Retrieve It! interprets the word “and” as a search operator. That is, it would search for “Jack” and “Jill” and would list files containing both the word “Jack” and the word “Jill,” not necessarily near one another. In general, you must use quotation marks to search for phrases containing words that Retrieve It! uses for its search operators. You do not have to use quotation marks for phrases like “once upon a time,” which don’t contain any search operator names.

If you double-click the quotation marks in the operator list, Retrieve It! puts quotation marks around whatever is selected in the current search string.

Setting Your Own Search Range

When using WITHIN, NEAR, WITHINBEFORE, WITHINAFTER, or MORETHAN, you can change the number of characters that modify the search operator. To replace the preset number:

- 1. Enter the characters in the first search string.**
 - 2. Double-click the search operator from the operators list.**
 - 3. Select the number that modifies the search operator and then type the number you want.**
 - 4. Enter the characters in the second search string (except for MORETHAN).**
 - 5. Click the Start button.**
- ◆ **Note** When you change a modifying number in this way, it applies only to a single search.

Viewing Files

There are two commands for viewing the contents of a file that Retrieve It! has found: Peek and Open.

Peek Command

Select a filename from the list of found files and click the Peek button. The Peek window appears, displaying the file's contents. You can view multiple files, each in its own Peek window, even when the search is in progress.

Use the Peek window to view the file, scroll through it, find words in it, and select and copy portions of it for pasting into other documents. The Peek window doesn't allow you to change the contents of the file.

Open Command

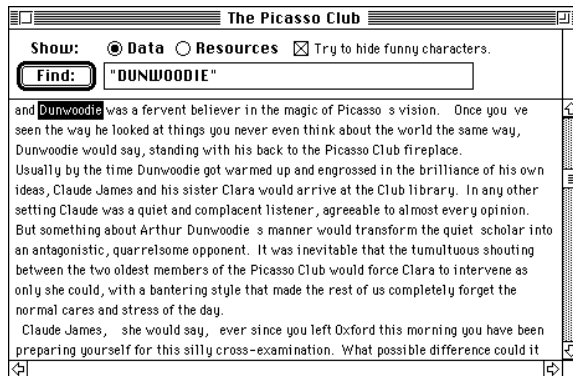
Your view of a file in the Peek window often looks different from the file's appearance when it's opened in the application that created it. This is because the Peek window doesn't interpret images in a graphics document or formatting in a word processing document. To see the document in its original form, you need to open it in the application that was used to create it.

First, select the file's name from the list of found files and then click the Open button; or choose Open from the Retrieve It! menu. You can do this even while the search is in progress. For example, if a MacWrite® document is found and selected, and you have the MacWrite application, then the Open command is enabled. Clicking Open starts (launches) the MacWrite application and tells it to open the found document. If an application is in the found list, you can select and open it the same way.

- ◆ **Note** The Open button works only if the application that was used to create the selected file is found on your system. Also, the Open button launches only applications that are not already running. Once you have started an application, use the application's File menu to open other files of the same kind.

Peek Window

You can view the contents of a file by selecting the file's name from the list of found files and clicking the Peek button, or by choosing Peek from the Retrieve It! menu. The Peek window opens:



To view a file that isn't listed in the main Retrieve It! dialog box, choose the Peek In Any File command from the Retrieve It! menu.

You cannot change a file in the Peek window, but you can scroll, select text, and copy just as you do in any Macintosh word processor. To select some text, hold the mouse button down and drag the pointer over that text. Then choose the Copy command from the Edit menu. You can paste the copied text into other documents.

Viewing Data or Resources

To view either the data or resources part of a file, click the Data or Resources button in the Peek window. Most word processing applications store text in the Data part of files. Some applications store format information (fonts, for example) in the Resource part.

If the file you're viewing doesn't include data or resources, that button is disabled. When you can view either part of the file, the corresponding button is enabled.

Hiding Funny Characters

The Peek window doesn't interpret formatting characters or graphics as a word processing or graphics program would. Instead, it displays everything as text. Formatting characters, graphics, and other non-text elements may appear as random characters.

To have Retrieve It! try to hide these funny looking characters, click the "Try to hide funny characters" box at the top of the Peek window. The file itself is not affected, just the way it's displayed in the Peek window. To re-show the funny characters, click that box again.

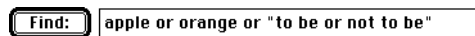
Retrieve It! may not be able to hide all the funny characters, because it doesn't know exactly which characters were meant to be displayed as text by the application used to create the file. If you have the application, you can view the file as it was created by using the Open command in the Search dialog box. You could also transfer the file to the desktop with the Move to Desktop menu command and then open the file by double-clicking its icon.

Finding Text in the File

Type the text you want to locate in the Find box in the Peek window and then click the Find button. Retrieve It! searches from the current selection point to the end of the file and highlights the first occurrence it finds. To search for the next occurrence, click Find again. If no more occurrences are found before the end of the file, Retrieve It! beeps. Click the Find button again to continue searching from the beginning of the file.

Alternatively, you can execute the Find command by selecting Find from the Retrieve It! menu or by typing its keyboard equivalent, Command-F.

You can type several words or phrases separated by OR into the Find box at the top of the Peek window:



When you execute the Find command, Retrieve It! scrolls to the first occurrence of any of the words or phrases in the Find box. The above example would find the next occurrence of the word “apple” or the word “orange” or the phrase “to be or not to be.”

Finding Text in the Next or Previous File

Suppose a search for the phrase “to be or not to be” turned up five files. They would all be listed on the main Search screen. You can view the contents of any of these files by selecting it and by then clicking the Peek button.

Use the Find command to locate all occurrences of the phrase “to be or not to be” in the file you selected. If the file doesn’t contain the occurrence of “to be or not to be” you want, choose the Find in Next File command from the Retrieve It! menu. Then, click the Find button in the Peek window to find each occurrence of the phrase in the new file. Repeat these steps until you find the precise text you’re looking for.

The Find in Previous File command is just like Find in Next File, except that it brings up the previous file in the list.

Finding Selected Text

If you select some text in the file you're viewing and then choose the Find Selection command from the Retrieve It! menu, that text is copied to the Find box and the next occurrence of the text is found. You can then use the Find commands described earlier to locate other occurrences.

Retrieve It! Menu Commands

This chapter summarizes the menu commands in Retrieve It!, and describes the keyboard shortcuts you can use to invoke those commands.

Using Keyboard Equivalents

Retrieve It!	
About Retrieve It!...	
Help...	
Show Operator Names	
List by Name	
List by Kind	
List by Date	
List by Order Found	
Move to Desktop	⌘M
Open	⌘O
Peek	⌘P
Peek In Any File...	
Find	⌘F
Find in Previous File	⌘B
Find in Next File	⌘N
Find Selection	⌘H

When Retrieve It! commands in the menu are shown with keyboard equivalent symbols, you can invoke those commands by using key combinations. Many users prefer this method instead of opening the menu and dragging through the list to choose a command.

The cloverleaf refers to the Command key, which has both the Apple and cloverleaf symbols.

Retrieve It! Menu Commands

- *About Retrieve It!*—Displays information about the program, including the version you're using.
- *Help*—Opens the help file onscreen instructions. You can scroll through this file to find the information you need. You can also type in a topic word and click the Find button to locate it quickly.
- *Show Operator Names*—Lists the search operators in the main Retrieve It! dialog box. This command changes to Hide Operator Names when the list is already visible. Chapter 2 describes the search operators.
- *List by*—Sorts the list of found files by name, kind, date of last modification, or order found.
- ◆ **Note** The next three commands are enabled only when Retrieve It! has found and listed some files and you have selected one of them. These commands apply to the selected file.
- *Move to Desktop* (or Command-M)—Moves the selected file or folder to your Macintosh desktop. The file or folder icon appears on the right side of your screen. (If you're running System 6 without MultiFinder and an application other than Retrieve It! is running, you may need to quit the application to see the icon. If you're running MultiFinder or System 7, you may have to switch to the Apple Finder to see the icon.)

This command is useful for quickly getting to a file's icon so you can copy, open, or delete it. To put the icon back where it came from, switch to the Finder. Select the icon and then choose the Put Away command (Command-Y) from the Finder File menu.
- *Open* (Command-O)—Opens the selected file within the application that created it. See chapter 3 for a more detailed description.
- *Peek* (Command-P)—Brings up a window that you can use to view the selected file, scroll through it, find words in it, and select and copy portions of it (using the Copy command under the Edit menu). You can paste copied text into other documents. Chapter 3 details how to view files.
- *Peek In Any File*—Lets you view any file, including ones that aren't listed in the main Retrieve It! dialog box. A screen like those used to open files in other Macintosh applications appears, allowing you to select a file.

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- ◆ **Note** You can use the next four commands only when you're viewing a file in the Peek window:
 - *Find* (Command-F)—Locates each occurrence of the text string shown in the Peek window box to the right of the Find button.
 - *Find in Previous File* (Command-B)—Locates each occurrence of the same text string in the previous file listed in the main Retrieve It! window.
 - *Find in Next File* (Command-N)—Locates each occurrence of the same text string in the next file listed in the main Retrieve It! window
 - *Find Selection* (Command-H)—Copies a text string you select in the Peek window to the “Find” area and locates the next occurrence of that string.

