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AppleSearch Quick Start (7/96)

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TOPIC ---

This article will help you install your AppleSearch software. While this
information will get you started quickly and easily, the documentation that came
with AppleSearch contains important additional information.

DISCUSSION --

In order to set up your server for AppleSearch you need to name your server,
specify its owner, and enable program linking using the Sharing Setup control
panel, if you haven't already done so.

Installing the AppleSearch Server Software
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Follow the steps in this section to perform an Easy Install (all components) of
the AppleSearch Server software.

Step 1
Insert the disk AppleSearch Server 1 into your disk drive and open the Installer
program.

Step 2
Select the disk where you want to install AppleSearch, then click Install.

Step 3
Remove the AppleSearch Server 1 disk and insert the AppleSearch Server 2 disk
when prompted by the Installer software.

Step 4
Remove the AppleSearch Server 2 disk and re-insert the AppleSearch Server 1
disk.

Step 5
Click the Restart button when the installation is finished.

NOTE: If you're using a version of AppleShare earlier than 3.0.2, run the
AppleShare 3.0.2 patch located on the AppleSearch Server 3 disk. Only AppleShare
3.0.2 or later is supported with AppleSearch.

Starting Up AppleSearch
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Follow these steps to start up the AppleSearch Server program.

Step 1
Open the AppleSearch Server folder.

Step 2
Double-click the AppleSearch Server icon.

Adding Shared Volumes or Folders as Information Sources
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To designate a shared volume or folder of documents as an AppleSearch
information source, simply add the shared item (volume or folder) to the list of
information sources, as described in this section.

IMPORTANT: Before proceeding, make sure that you have sufficient disk space,
equal to the size of the information source, for storing temporary files. If you
don't have enough room on your startup disk, the default location for storing
temporary files, choose Preferences from the Server menu and select another
locally connected disk for the temporary files.

The AppleSearch Server application allocates 3500 KB of RAM to support 10
information sources. You need to allocate an additional 100 KB to the
AppleSearch Server application for each information source beyond 10 that you
add. Follow these steps to designate shared items as information sources:

Step 1
Choose Information Sources from the Server menu.

Step 2
Click the shared volume or folder that you want to designate as an information
source. Use the pull-down menu, if necessary, to find the correct item.

Step 3
Click the Add button to designate the volume or folder as an information
source.

Step 4
Select where you want to store the index files associated with the specified
information source using the "Store index on" pop-up menu. The pop-up menu
contains a list of all locally connected volumes on your server.

Step 5
Click the OK button.

Indexing Information Sources

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When you index an information source, AppleSearch makes a list (an index) of
every distinctive word contained in the source. A separate index must be created
for each information source. Follow these steps to perform immediate indexing of
an information source:

Step 1
Select the information source on the right side of the Information Sources
window.

Step 2
Click the Index button.

NOTE: The information sources are indexed at an average rate of 10 to 20 MB per
hour when the information source is on a hard disk.

Moving an Index
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You can move the index of an information source from one hard disk volume to
another as your needs determine. If you're using a pre-indexed CD-ROM as an
information source, you may want to copy its index to a hard disk to improve the
speed of information searching. You may also want to move the index from one
volume to another if storage space on the current volume is becoming limited.

Moving an Index from CD-ROM to Hard Disk

Step 1
Mount the pre-indexed CD-ROM on your server desktop.

Step 2
Create a new folder called "AppleSearch Indexes" (if one doesn't already exist)
at the root level of the volume where you want to move the index.

NOTE: Do not change the name of the AppleSearch Indexes folder. The AppleSearch
Server software looks for a folder that is specifically named AppleSearch
Indexes.

Step 3
Open the CD-ROM and its AppleSearch Indexes folder.

Step 4
Locate the information source index that you want to move.

NOTE: The index consists of three files. Each file has the same name as its
information source plus the suffix .def, .pls, or .sif.

Step 5
Copy the three index files from the CD-ROM to the AppleSearch Indexes folder
that you created in Step 2.

Step 6
Open the Information Sources window.

Step 7
In the left side of the window, locate the information source on the CD-ROM and select its name.

Step 8
Click the Add button.

Step 9
Click the pop-up triangle by the volume name and use the directory list to select the hard disk that contains the newly copied index.

Step 10
Click OK.

Moving an Index from One Hard Disk to Another

Step 1
Quit the AppleSearch Server application.

Step 2
Create a new folder called "AppleSearch Indexes" (if one does not already exist) at the root level of the volume where you want to move the index.

NOTE: Do not change the name of the AppleSearch Indexes folder. AppleSearch Server software looks for a folder that is specifically named AppleSearch Indexes.

Step 3
Open the original AppleSearch Indexes folder at the location you specified when you first added the information source.

Step 4
Locate the index of the information source that you want to move.

NOTE: The index consists of three files. Each file has the same name as its information source plus the suffix .def, .pls, or .sif.

Step 5
Copy the three index files from the source volume to the destination volume.

Step 6
Delete the older set of index files from the source volume by dragging their icons to the trash.

Step 7
Restart the server.

Step 8
Use the directory list in the pop-up menu to find the new AppleSearch Indexes folder and open it.

Step 9
Select the name of the index file, then click the Open button.

Setting Preferences
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By setting preferences you can schedule automatic indexing, designate a location
for the storage of temporary files associated with indexing, and set an optional
password required for server administration. To set server preferences, follow
these steps:

Step 1
Choose Preferences from the Server menu.

Step 2
Specify the days of the week and times of the day when you want indexing to
occur.

Step 3
Specify the folder or volume where you want the temporary files to be stored by
using the "Store temporary files on" pop-up menu.

IMPORTANT: To avoid running out of storage space, be sure that you select a
location that has available disk space equal to approximately 1.5 times the size
of the information source.

NOTE: If you specify a different volume on which to store temporary files, the
change will not take effect until the server is restarted.

Step 4
If you want to restrict access to server administration windows, click Always
Require Password.

Step 5
To set a password, click the Set Password button.

• Type a password in the "New password" box.

• Type the password again (for confirmation) in the "Confirm new" box.

• Click the OK button.

NOTE: The password goes into effect only after you click the Always Require
Password button. In other words, you may set a password and confirm it, but it
will not become active until you click Always Require Password.

Working with the AppleSearch Stopwords List
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While creating an index for the information source, AppleSearch filters out

certain non-distinctive words, called stopwords, such as articles (for example: "the", "an", "a"), and prepositions (for example: "with", "of", "on"). You can modify the contents of the stopwords list to add or delete specific stopwords, as your needs determine.

NOTE: Unless you have very special needs, you should not modify the AppleSearch Stopwords file. The file conforms to established conventions for standard information search-and-retrieval systems.

Follow these steps to modify the stopwords file:

Step 1
Shut down the AppleSearch Server program by choosing Quit from the File menu.

Step 2
Open the AppleSearch folder within the Preferences folder of your System Folder.

Step 3
Open the AppleSearch Stopwords file.

IMPORTANT: Keep the words in alphabetical order. The stopwords file is sorted alphabetically and must be kept in alphabetical order.

Step 4
Add words to the list or remove them as needed. You can also modify existing stopwords.

NOTE: If you modify the stopwords list, you should delete the indexes that used the old stopwords list; then, re-index all the corresponding information sources.

Step 5
Save the stopwords list as a text-only file but do not change its name.

Step 6
Restart the server.

Installing the AppleSearch Client Software
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Follow the steps in this section to install the AppleSearch client software on your computer.

Step 1
Insert the AppleSearch Client Installer disk into your floppy disk drive, open the disk, and double-click the Installer icon.

Step 2
Select the disk where you want to install AppleSearch, then click install.

Step 3

Click the Restart button to restart your computer.

Connecting to an AppleSearch Server
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Step 1
Open your AppleSearch Client folder and then open the AppleSearch Client
application.

Step 2
If your network contains zones, they are listed in the lower-left corner of the
Select an AppleSearch Server window. Select the name of the zone in which your
AppleSearch server resides.

Step 3
Select the name of the Apple Workgroup Server that you want to use in the
top-left corner of the window, then select the AppleSearch Server program on the
right side of the window.

Step 4
Click the OK button.

Step 5
Connect as a registered user or guest.

Creating an AppleSearch Reporter
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An AppleSearch Reporter is an electronic search agent that actively finds the
information you want on the AppleSearch server and makes it available to you. To
create a Reporter you need to tell it where to look, what to look for, and when
to look for the information. You can do this by doing the following:

Step 1
From the AppleSearch window, click the New Reporter button to open a new
Reporter window.

Step 2
Click the Info Sources button or choose Info Sources from the Search menu.

Step 3
Review the available information sources in the left side of the Information
Sources window and click the ones that are most relevant to your search.

Step 4
Click the Add button to specify that the selected sources should be searched by
the AppleSearch Reporter.

NOTE: If you decide that a source you selected is not appropriate, select its
name in the right side of the window, then click Remove.

Step 5
Click Done when you have finished adding or removing information sources.

Step 6
Type a search request in the "Search for" box.

IMPORTANT: If you copy and paste words into the "Search for" box, use only alphanumeric characters (letters and numbers) and avoid using the words and, or, and not. Your Reporter translates the search request from your own words into Boolean operations; and, or, and not, and certain non-alphanumeric characters have specialized meanings in AppleSearch. For more information see chapter 3 of your "AppleSearch User's Guide."

Step 7
Specify the Minimum Rank (for relevance ranking) in the Search Options box. See Chapter 3 of the "AppleSearch User's Guide" for detailed information on relevance ranking.

Step 8
Specify the Maximum Returns in the Search Options box.

Step 9
Specify the After Date in the Search Options box to limit how far back in time you want your reporter to search.

Obtaining Immediate Search Results

To obtain immediate search results perform the following steps:

Step 1
Click the Start Search button in the top of the Reporter window.

Step 2
Double click the information source icon or name in the lower part of the window, or click the adjacent triangle.

Step 3
Double click any article title to view its content.

Step 4
To close the Article Viewer click the close box.

Additional Options

Once you have a reporter that you want to save, all you have to do is click the Save Reporter button on the right side of the Reporter window or choose Save Reporter from the Search menu, type a name for your Reporter in the "Save as" box, and then click Save.

See chapter 2, Schedul0receiving an update, in your "AppleSearch User's Guide" to learn how to schedule a Reporter to retrieve information on a regular basis.

Your "AppleSearch User's Guide" also contains additional valuable information
that will increase the usefulness of your AppleSearch software.

Where to Get More Information
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For additional information about AppleSearch, you have two other sources of
information: The "AppleSearch Administrator's Guide" and the "AppleSearch User's
Guide."

This article is one of many available through the Apple Fax center. For a
complete list of available Fax documents, search the Tech Info Library for Apple
Fax Document Index or call the Apple Fax line at 1-800-505-0171 and select
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Support Information Services

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