

ACQUIRE A SEARCH PROGRAM OR A DOCUMENT MANAGEMENT SYSTEM

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WINDOWS SEARCH OPTIONS

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X1 SEARCH

RECOMMENDED: \$79/yr - See <https://www.x1.com/products/x1-search/>. Very fast searching of "desktop files, remote file shares, emails, attachments, SharePoint data, and more."

COPERNIC DESKTOP SEARCH

RECOMMENDED - See www.copernic.com. There are five editions of Copernic Search, Free, Knowledge Worker (\$15/yr), Professional (\$26/yr), Advanced (\$56/yr), and Server (contact them). Unless you're installing it in a very large firm, you only need the Professional edition. You can try the free edition, but among its limits are that it does not search email, MS Office documents, or PDF documents, and it only indexes 25,000 files. Copernic (Knowledge Worker and above) will search all of your files (Word, Excel, PowerPoint, PDF, HTML, WordPerfect, text and another 119 types of files). It will also search Outlook and any attachments to email.

DTSEARCH

RECOMMENDED: See www.dtSearch.com - \$199 - one of the most sophisticated and fast search engines I've ever seen. It provides the most search options and file types that it can recognize. If you need industrial strength search capability involving enormous numbers of documents, this is your program.

WINDOWS INSTANT SEARCH

This is free and is included with Windows.

APPLE/MAC SEARCH PROGRAM OPTIONS:

HOUDAHSPOT

\$34 - see www.houdah.com/houdahSpot.

PATH FINDER

\$40 - see <http://www.cocoatech.com/pathfinder/>.

SPOTLIGHT SEARCH: (MACOS)

This is included with the macOS operating system. For more information, see <http://support.apple.com/kb/HT2531>.

WHAT SEARCH PROGRAMS DO

Briefly, they read through all of the documents you've created in a word processor or scanned, and they build an index of the text contained therein. Once the index is built, you can search through all of those documents by either file-name OR the words contained inside them. When searching for words contained inside the documents, you can use the standard Boolean logic (and, or, not, etc.).