

EasyFind Tutorial



This guide will show step-by-step instructions for installing and using EasyFind. EasyFind is an app that allows you to search for folders and files stored on the server.

Go to <http://www.macupdate.com/app/mac/11076/easyfind>

Select Download, Stable Version

EasyFind 4.9.3 • 17-Jul-2014
File, folder, and text contents search tool.

[Install Now](#)
w/MacUpdate Desktop

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2.9 MB

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Unlike Spotlight, **EasyFind** finds files and folders using advanced Boolean operators similar to DEVONagent, wildcards and phrases. It does not require indexing, is fast, and uses very little memory. Of course EasyFind doesn't just give you the files, it also shows previews and gives you many other options to work with them. And it's free. Life can be so good.

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File, folder, and text contents search tool.

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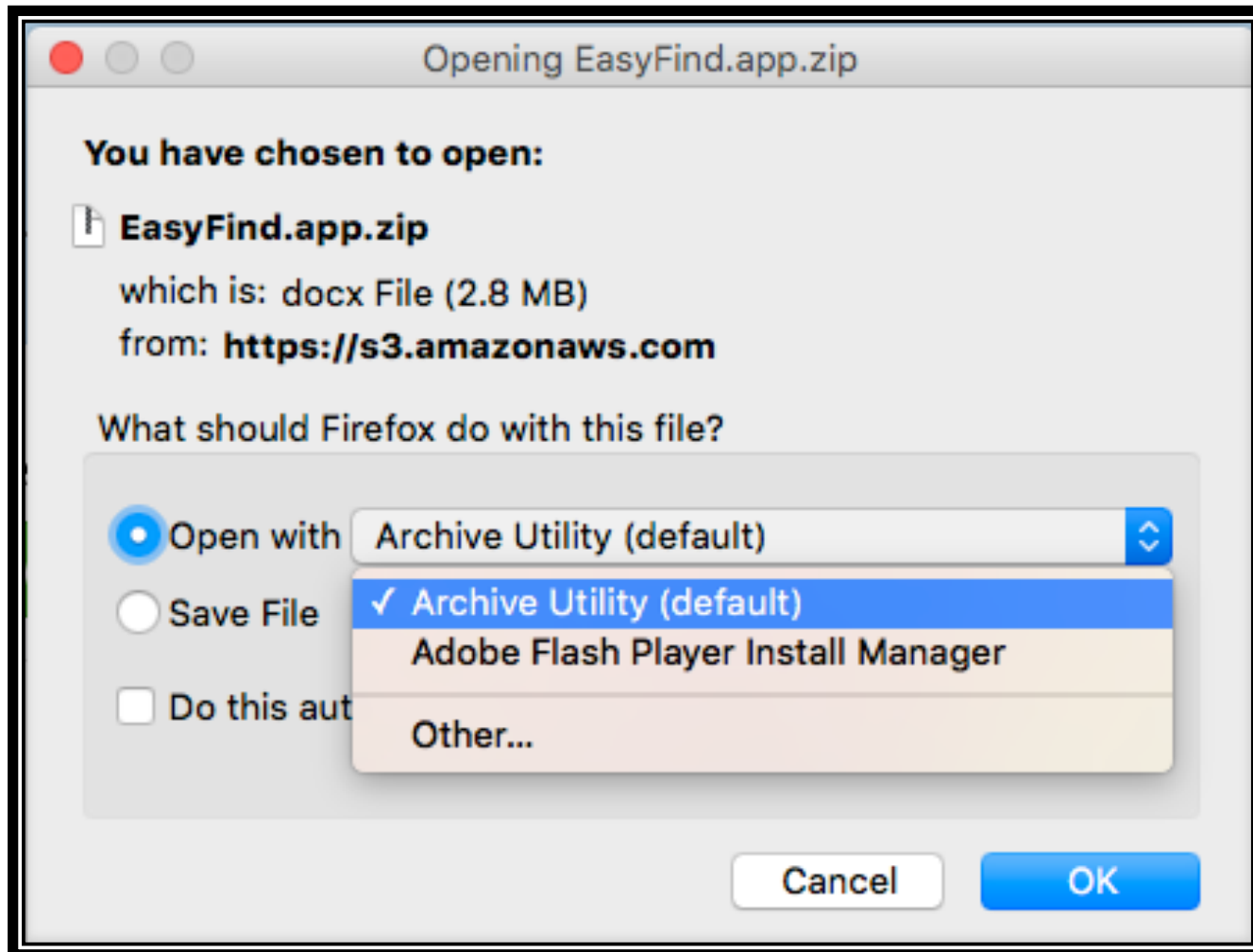
Stable Version 4.9.3

Older (OS X 10.5.8) 4.9

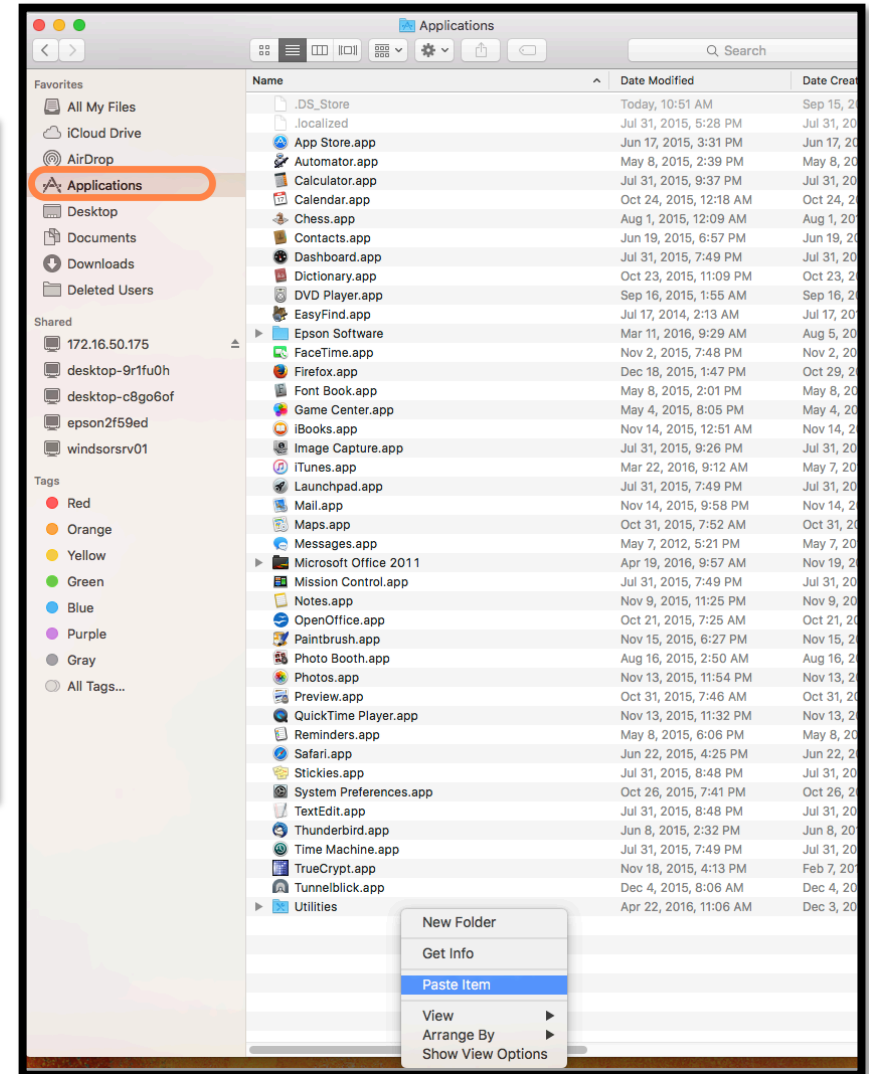
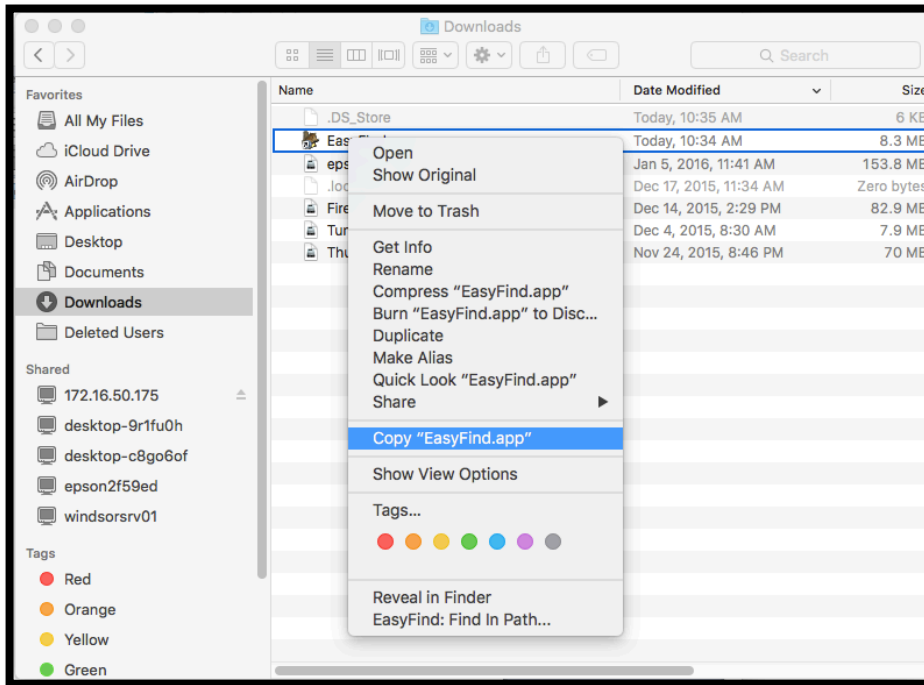
Email me when discounted:

Unlike Spotlight, **EasyFind** finds files and folders by name or content using advanced Boolean operators similar to DEVONthink and DEVONagent, wildcards and phrases. It does not require indexing, is fast, and uses very little memory. Of course EasyFind doesn't just give you the files, it also shows previews and gives you many other options to work with them. And it's free. Life can be so good.

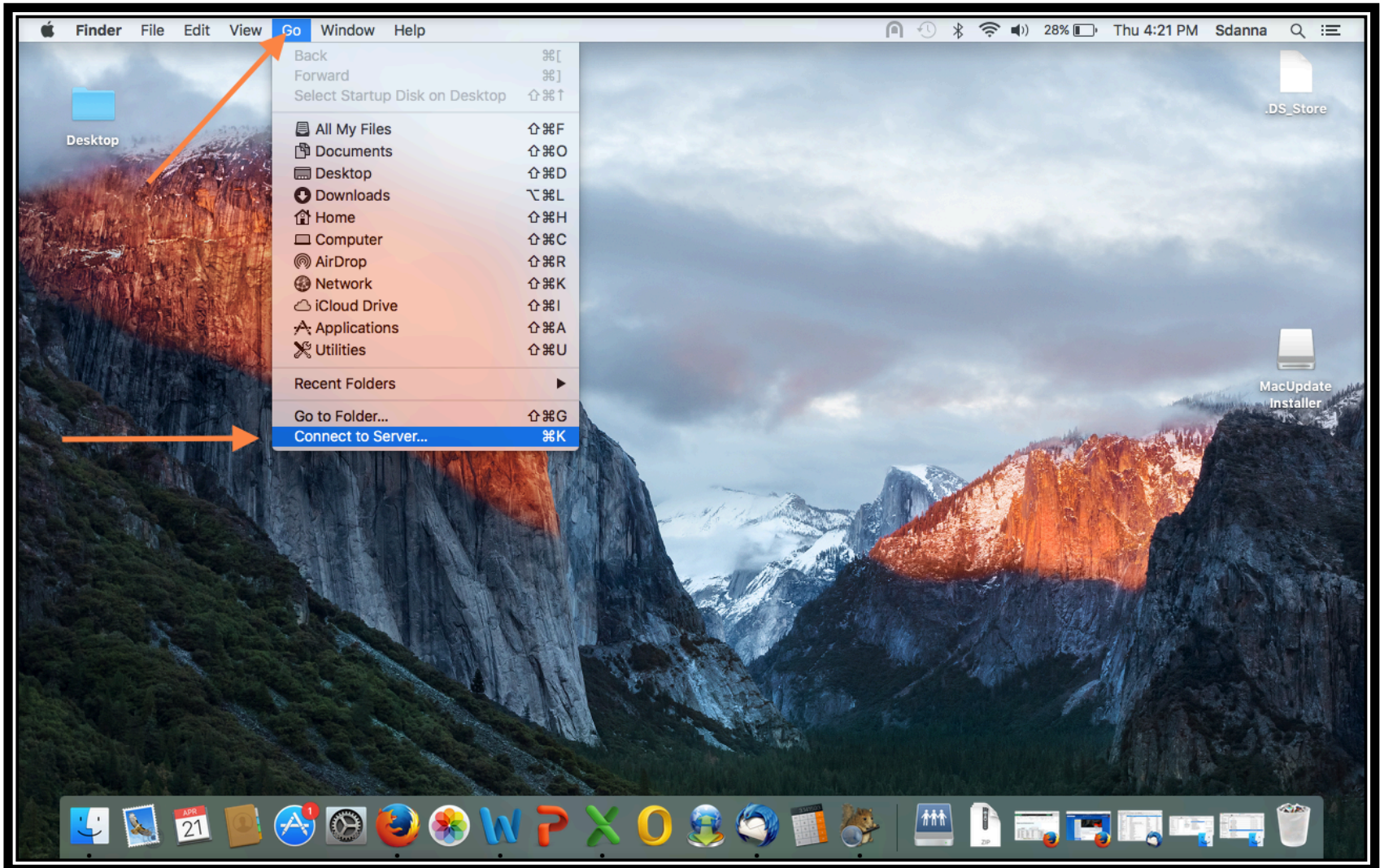
Open with Archive Utility. If it is not automatically selected it can be found in the drop down menu. Click “OK” when ready.



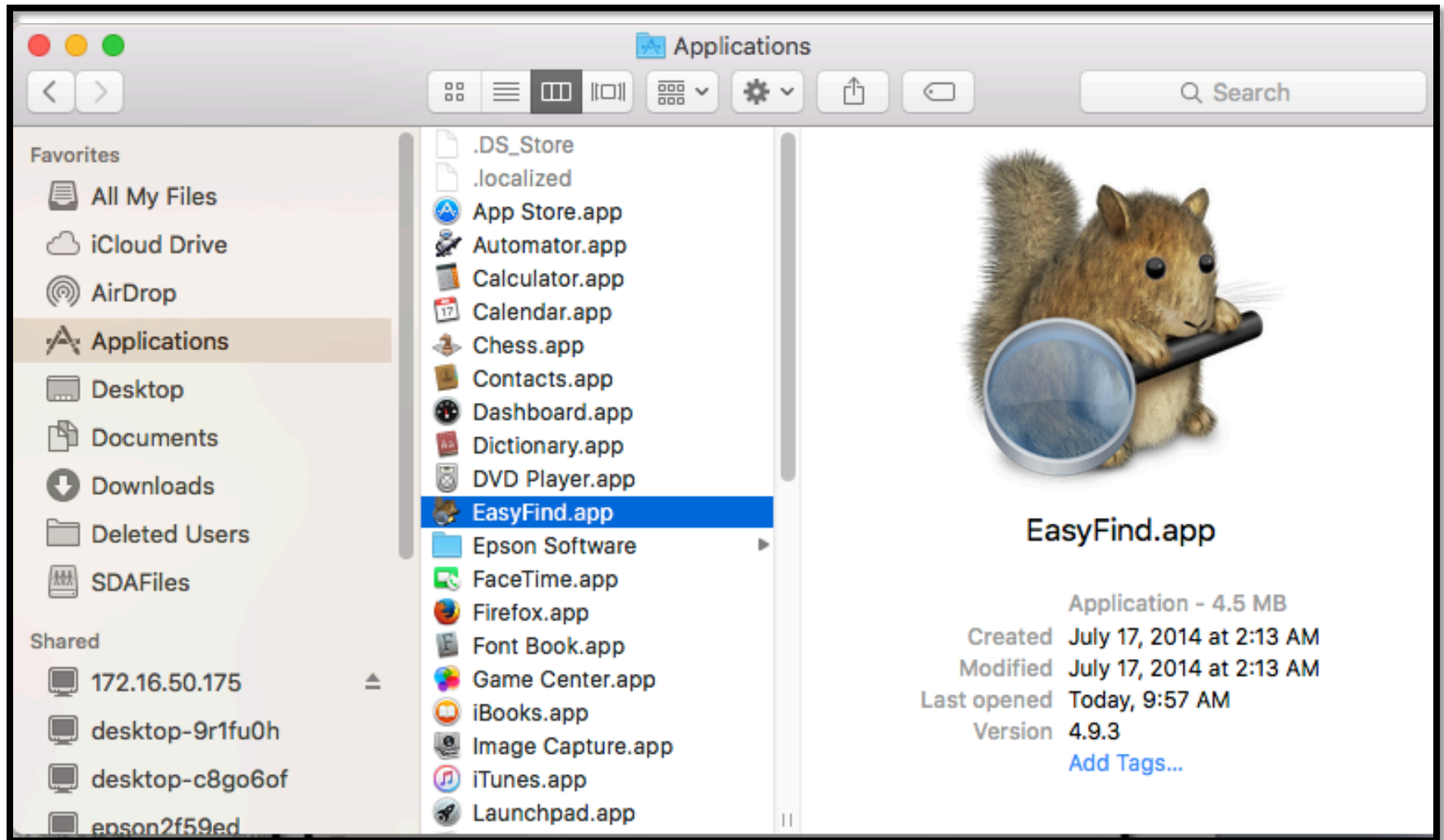
Find the EasyFind App in your Downloads folder. Right click and copy. Go to your Applications Folder, paste into your Applications.



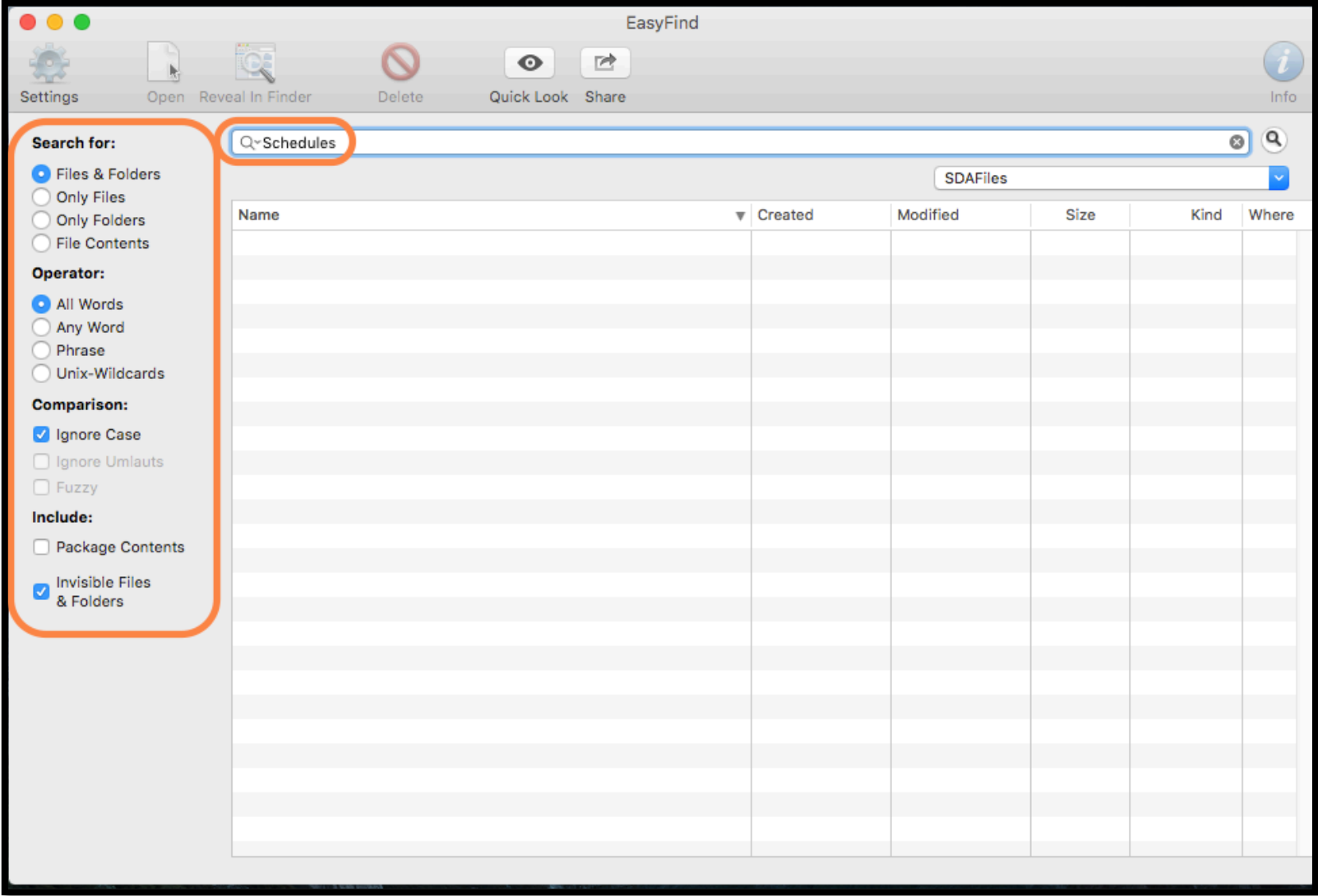
You must be connected to your server before EasyFind can search it.



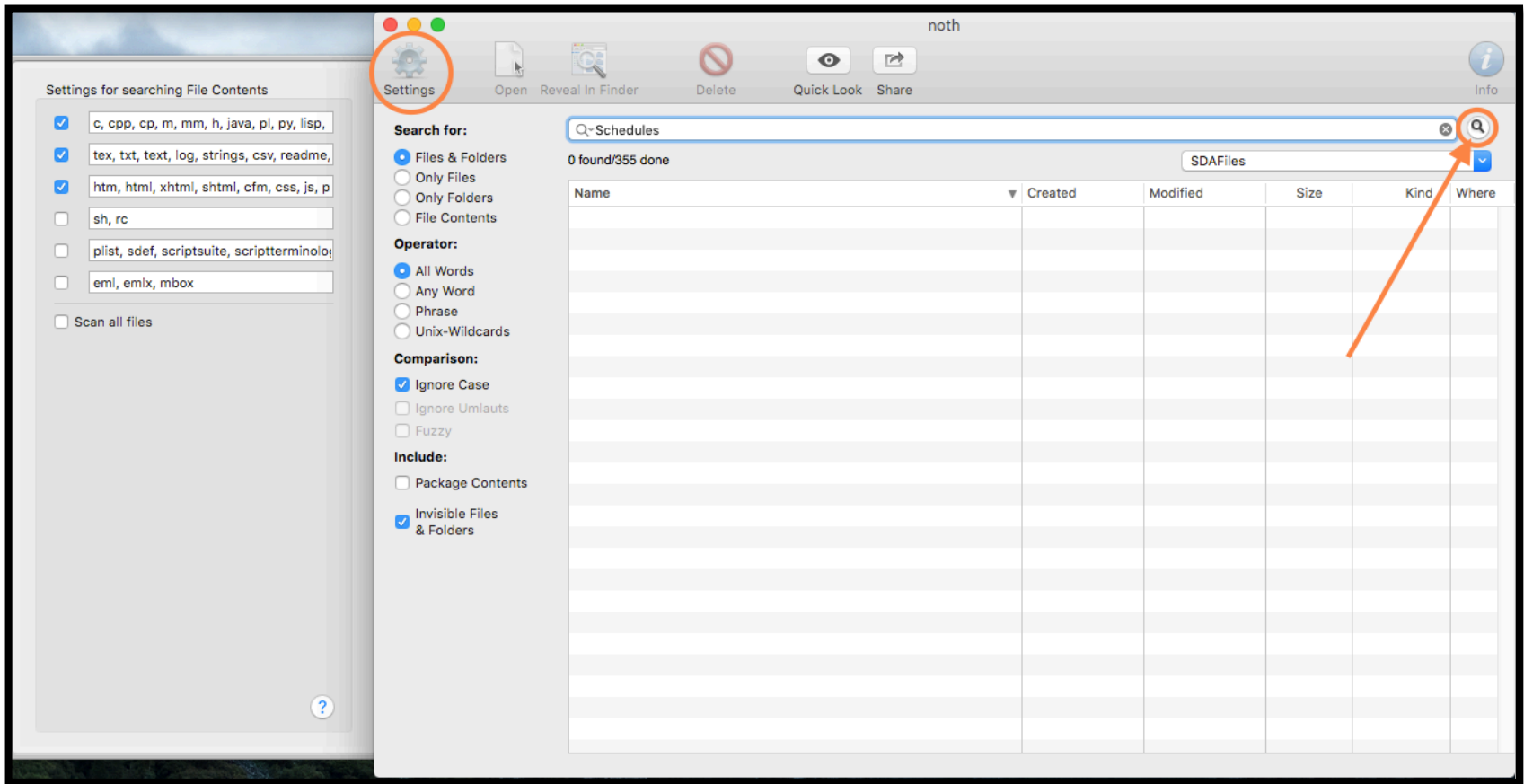
Double click to open the EasyFind App from your applications list when you are ready.



Enter the file or folder name, or key word you are looking for into the search bar. Specify search criteria on the left.




Select Settings on the top left to refine search criteria based on file format. Click the magnifying glass icon on the right of the search bar when ready to search.



You will see a spinning wheel to the left of the search bar indicating the search is in progress. Below the search bar you will see a count of the number of files found to the number of files searched. When the spinning wheel disappears the search is complete.

Settings Open Reveal In Finder Delete Quick Look Share Info

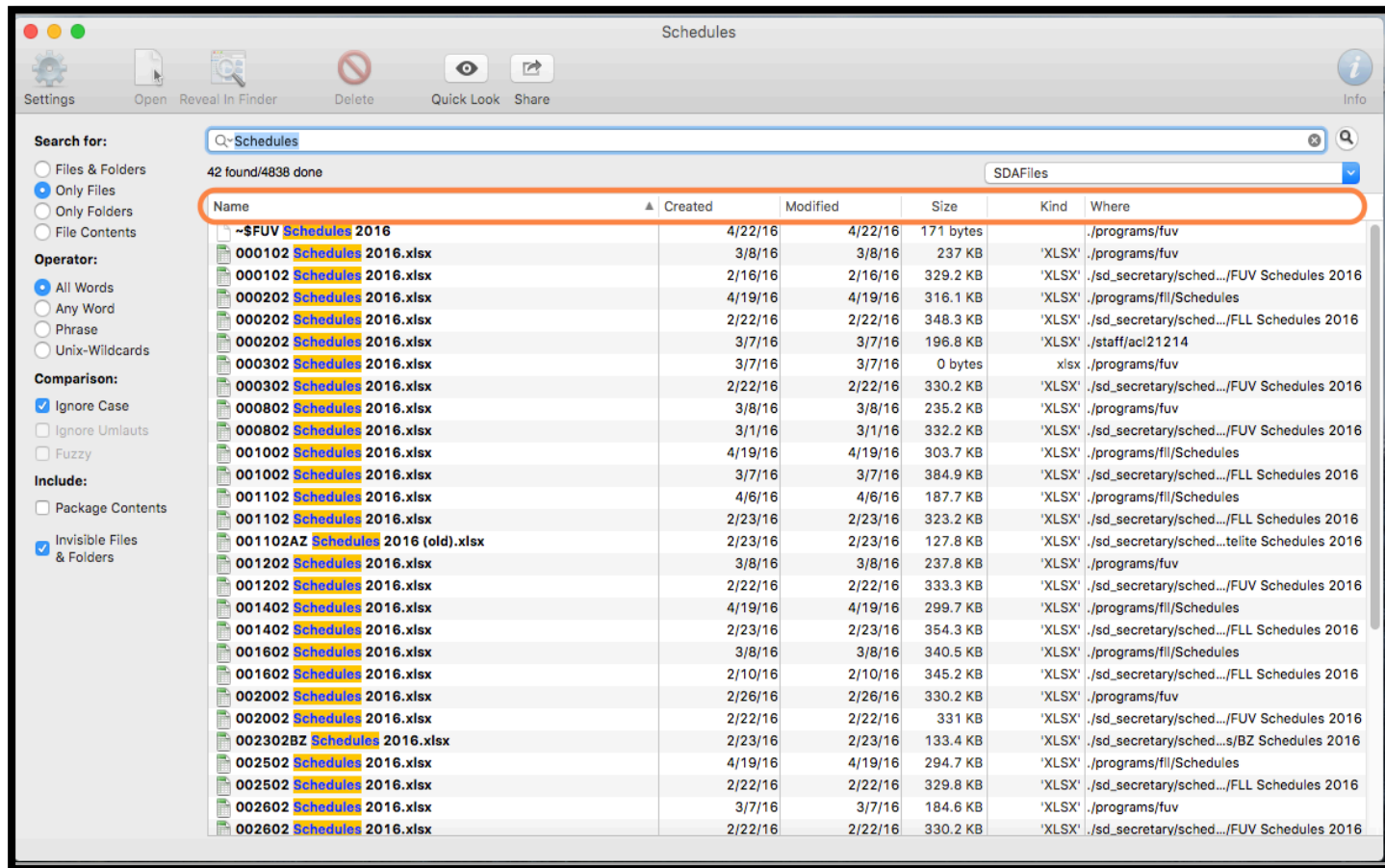
Search for:  Schedules 21 found/726 done SDAFiles

Name	Created	Modified	Size	Kind	Where
~\$FUV Schedules 2016	4/22/16	4/22/16	171 bytes		./programs/fuv
000102 Schedules 2016.xlsx	3/8/16	3/8/16	237 KB	'XLSX'	./programs/fuv
000202 Schedules 2016.xlsx	4/19/16	4/19/16	316.1 KB	'XLSX'	./programs/fil/Schedules
000302 Schedules 2016.xlsx	3/7/16	3/7/16	0 bytes	xlsx	./programs/fuv
000802 Schedules 2016.xlsx	3/8/16	3/8/16	235.2 KB	'XLSX'	./programs/fuv
001002 Schedules 2016.xlsx	4/19/16	4/19/16	303.7 KB	'XLSX'	./programs/fil/Schedules
001102 Schedules 2016.xlsx	4/6/16	4/6/16	187.7 KB	'XLSX'	./programs/fil/Schedules
001202 Schedules 2016.xlsx	3/8/16	3/8/16	237.8 KB	'XLSX'	./programs/fuv
001402 Schedules 2016.xlsx	4/19/16	4/19/16	299.7 KB	'XLSX'	./programs/fil/Schedules
001602 Schedules 2016.xlsx	3/8/16	3/8/16	340.5 KB	'XLSX'	./programs/fil/Schedules
002002 Schedules 2016.xlsx	2/26/16	2/26/16	330.2 KB	'XLSX'	./programs/fuv
002502 Schedules 2016.xlsx	4/19/16	4/19/16	294.7 KB	'XLSX'	./programs/fil/Schedules
002602 Schedules 2016.xlsx	3/7/16	3/7/16	184.6 KB	'XLSX'	./programs/fuv
002702 Schedules 2016.xlsx	4/1/16	4/1/16	191 KB	'XLSX'	./programs/fil/Schedules
002802 Schedules 2016.xlsx	4/19/16	4/19/16	284 KB	'XLSX'	./programs/fil/Schedules
005202 Schedules 2016.xlsx	2/26/16	2/26/16	332.5 KB	'XLSX'	./programs/fuv
FLL FLoat Schedules 2016.xlsx	3/29/16	3/29/16	186.5 KB	'XLSX'	./programs/fil/Schedules
FLL May Schedules.xlsx	Yesterday	Yesterday	224.9 KB	'XLSX'	./programs/fil/Schedules
FUV Schedules 2016	4/22/16	4/22/16	283.4 KB	'XLSX'	./programs/fuv
On Call Schedules 2016.xlsx	4/19/16	4/19/16	179.9 KB	'XLSX'	./programs/fil/Schedules
Schedules	Yesterday	Yesterday	--	'fldr'	./programs/fil

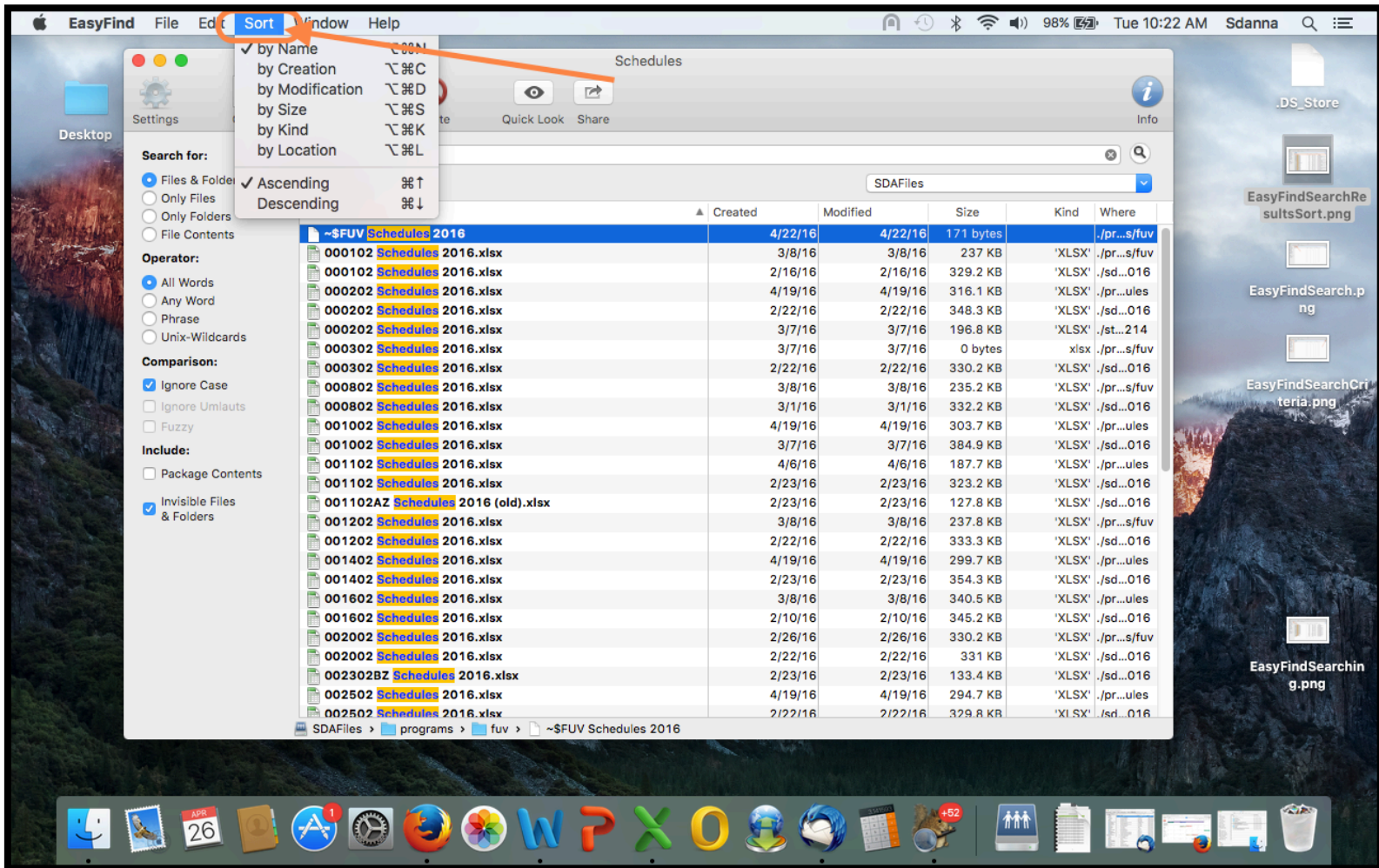
Sorting Search Results

There are three ways to sort your search results.

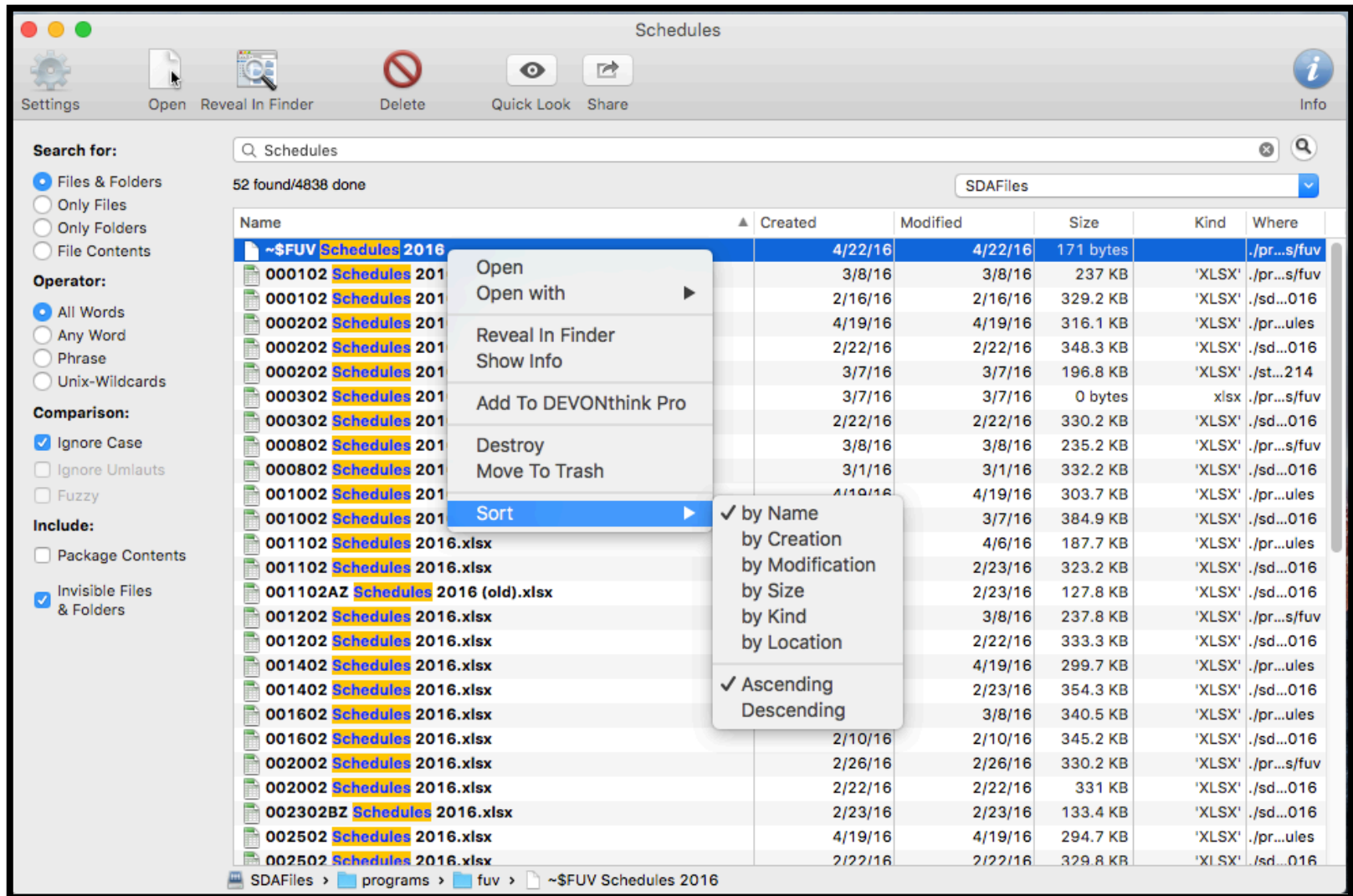
1. Click on the title of any column to sort by that category



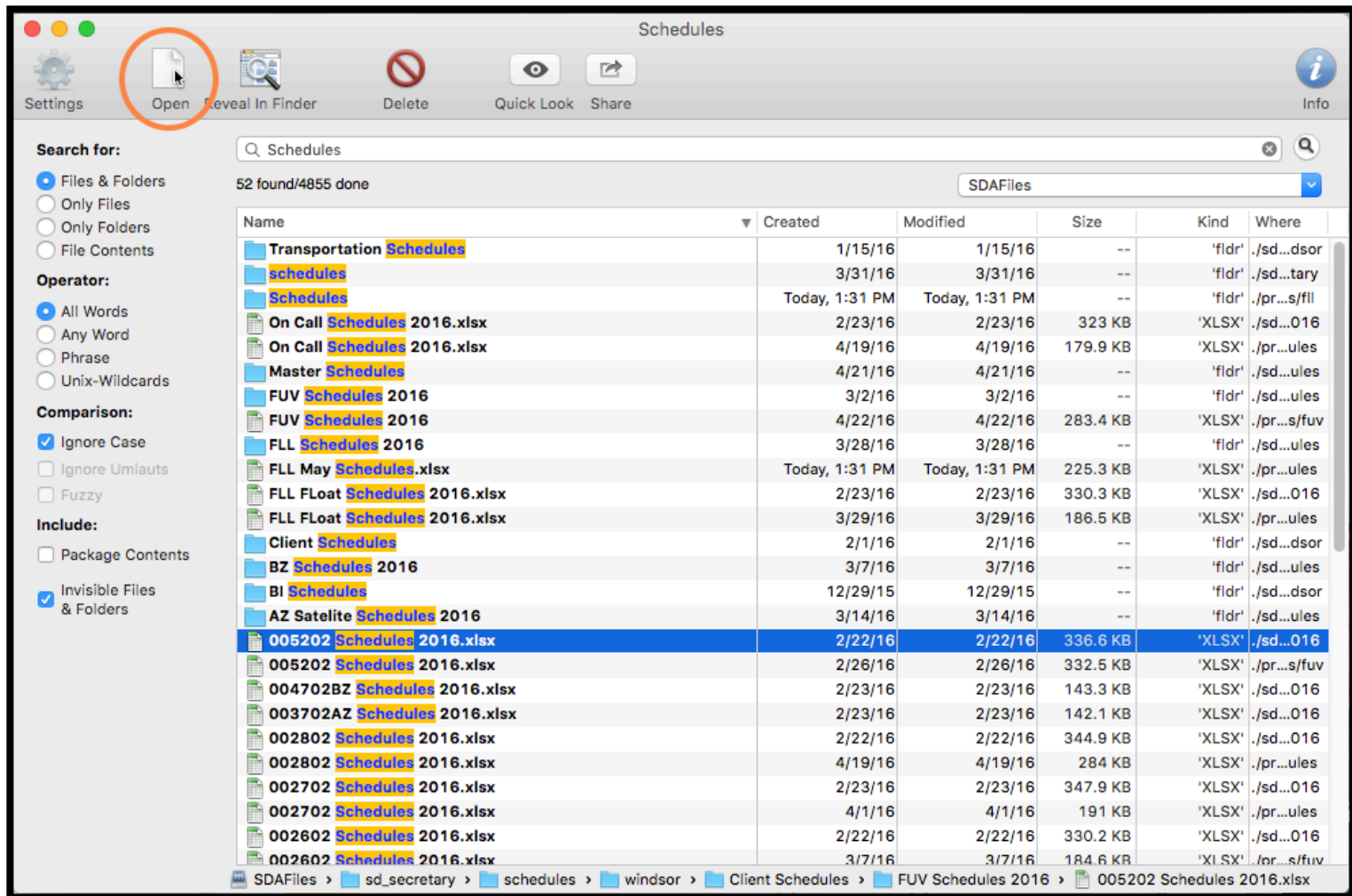
2. Go to Sort on the menu bar at the top of your screen and select the category to sort by.



3. Right click or press Ctrl+Click on the search results and choose your sort options from there.

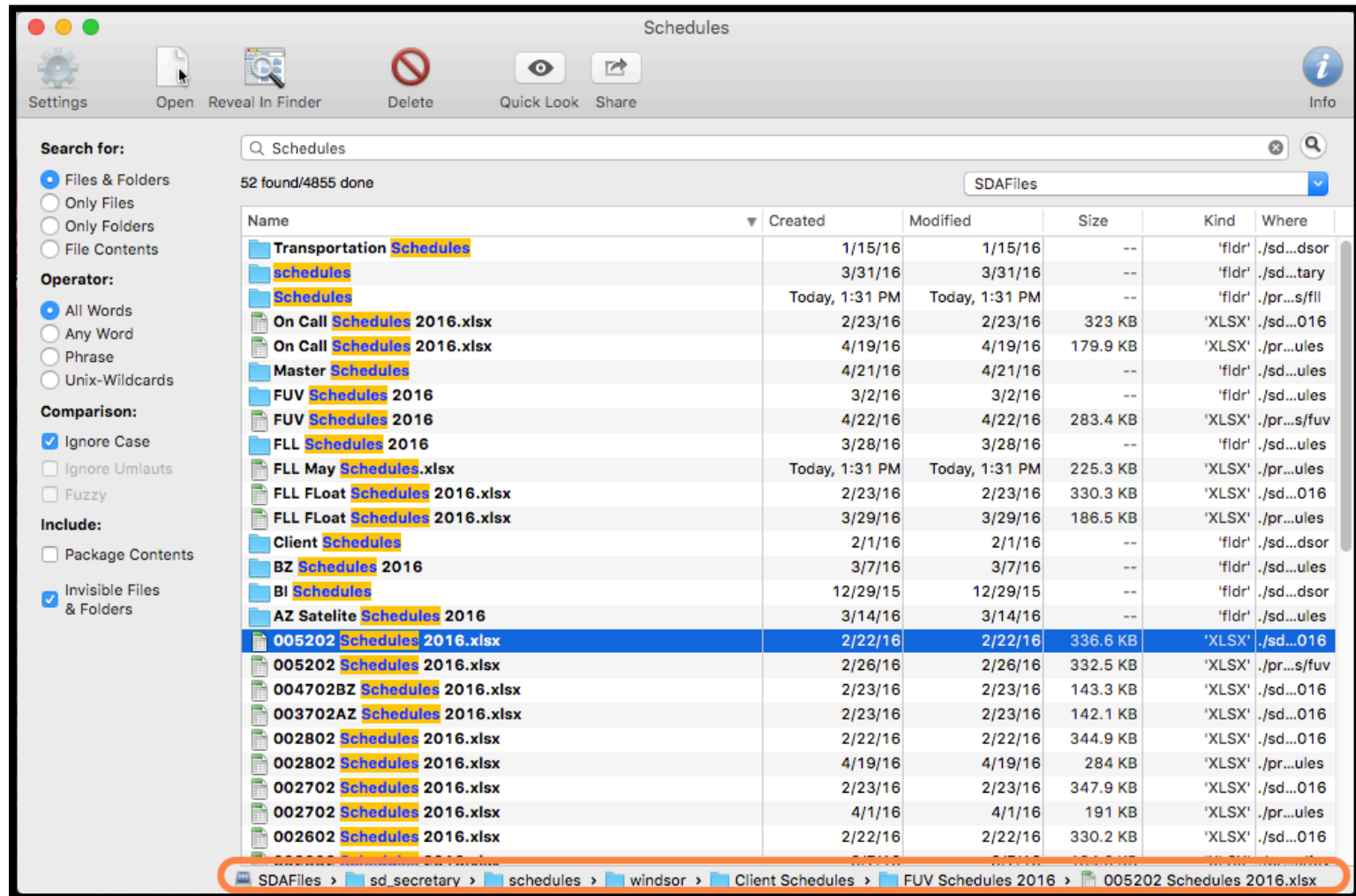


Once you have found the file you are looking for you can open it and/or find its location on the server. Double click on the file you want to open, or press the Open icon on the top of the window.

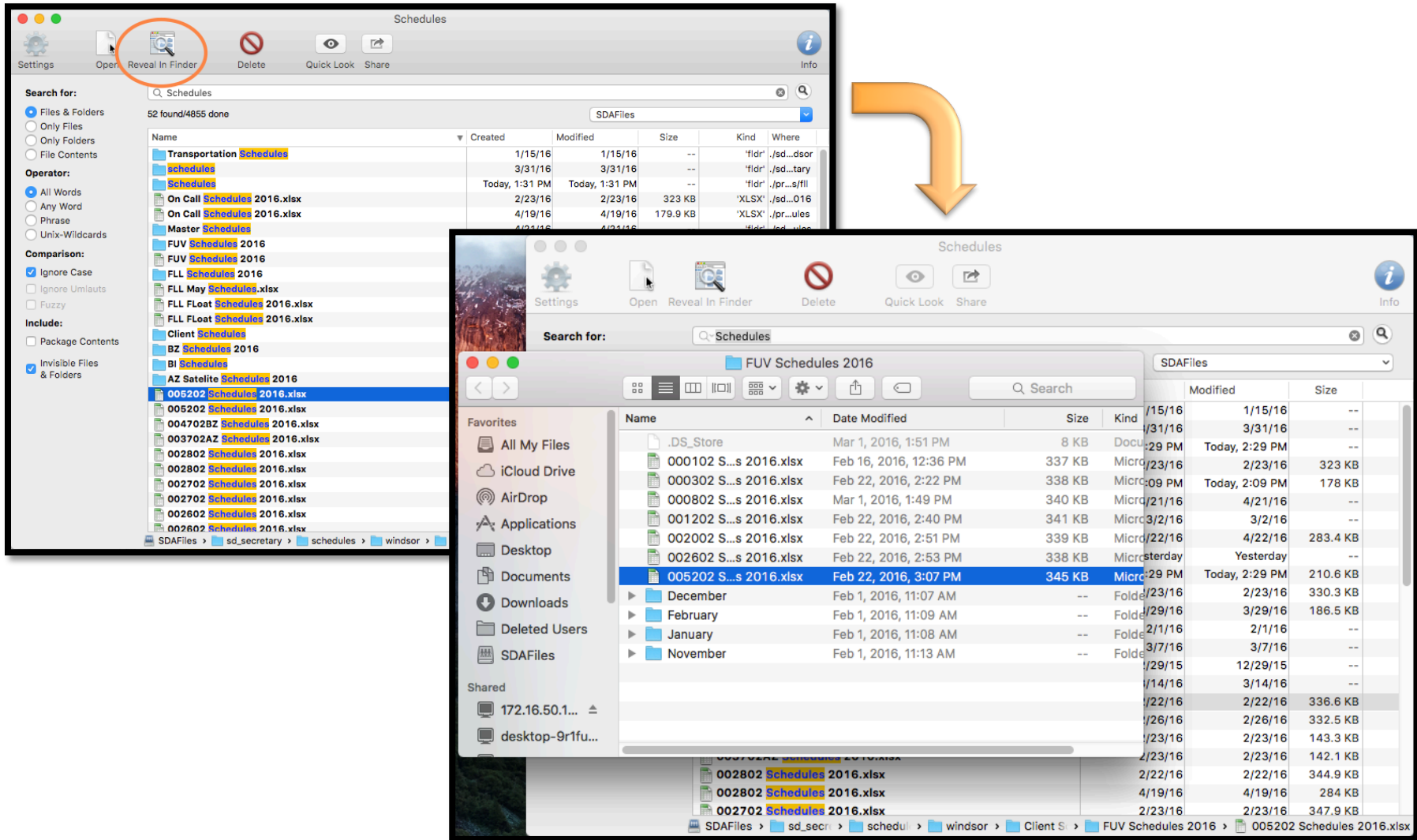


There are three ways to find the file location.

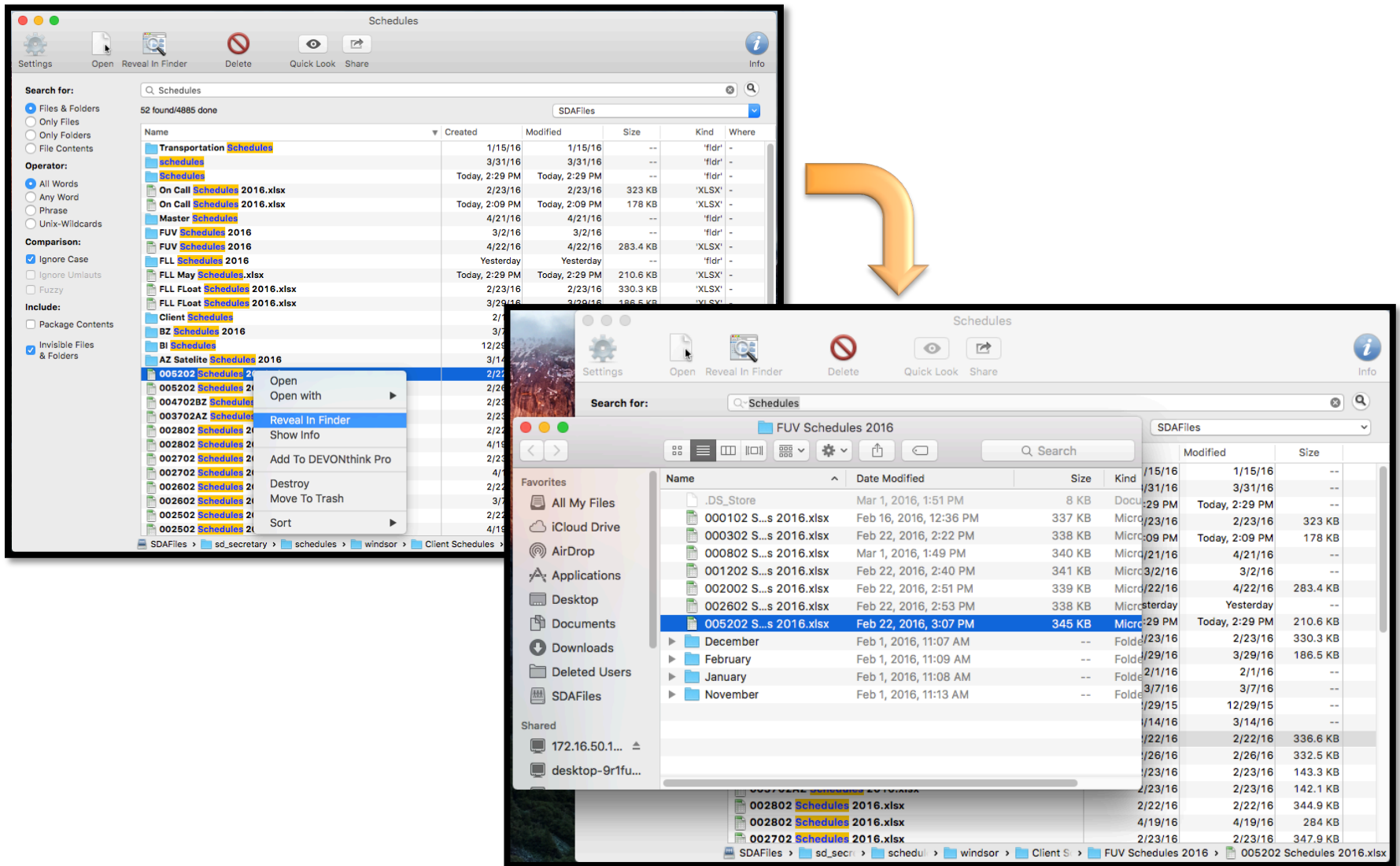
1. The file path is shown at the bottom of the window.



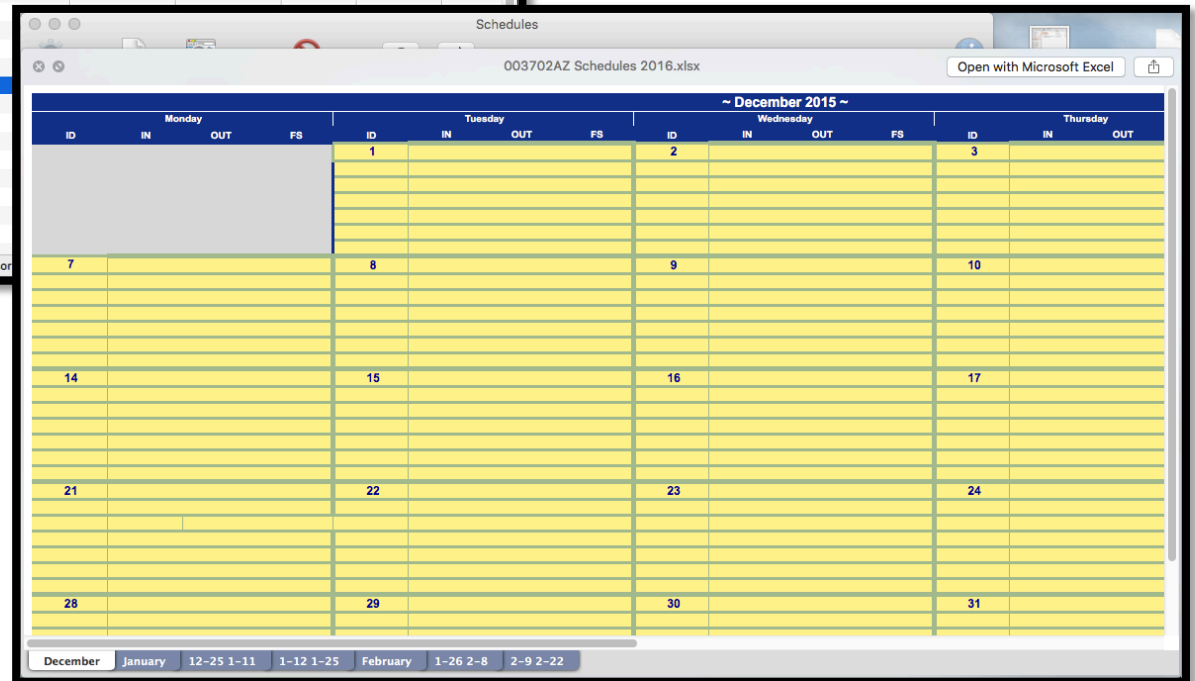
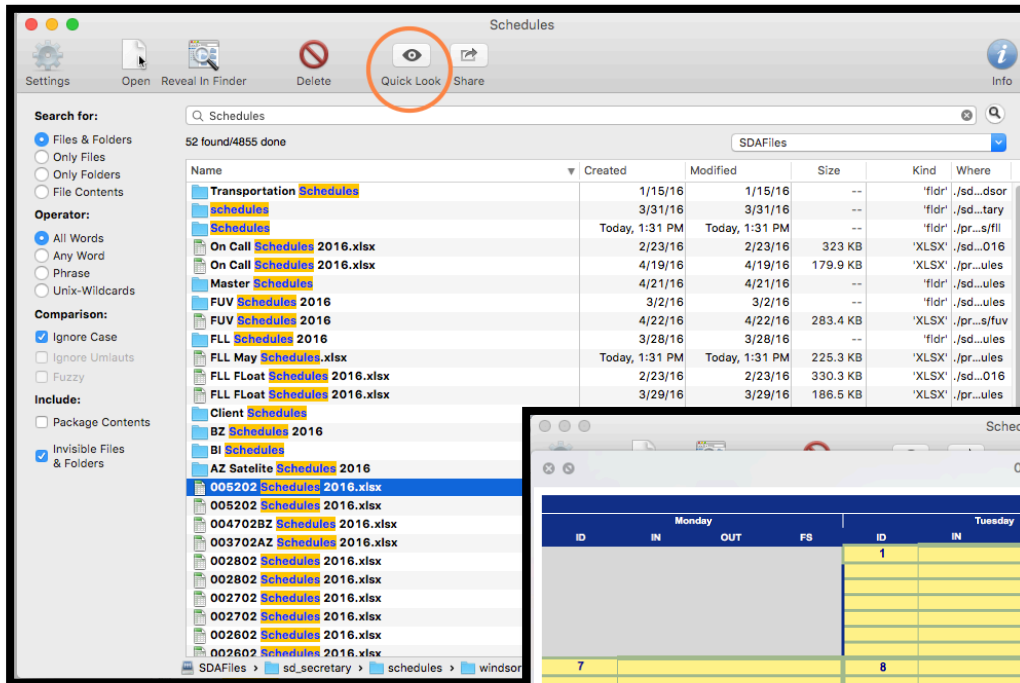
2. Click the Reveal in Finder icon at the top of the window. A finder window will pop up showing the file in its location.



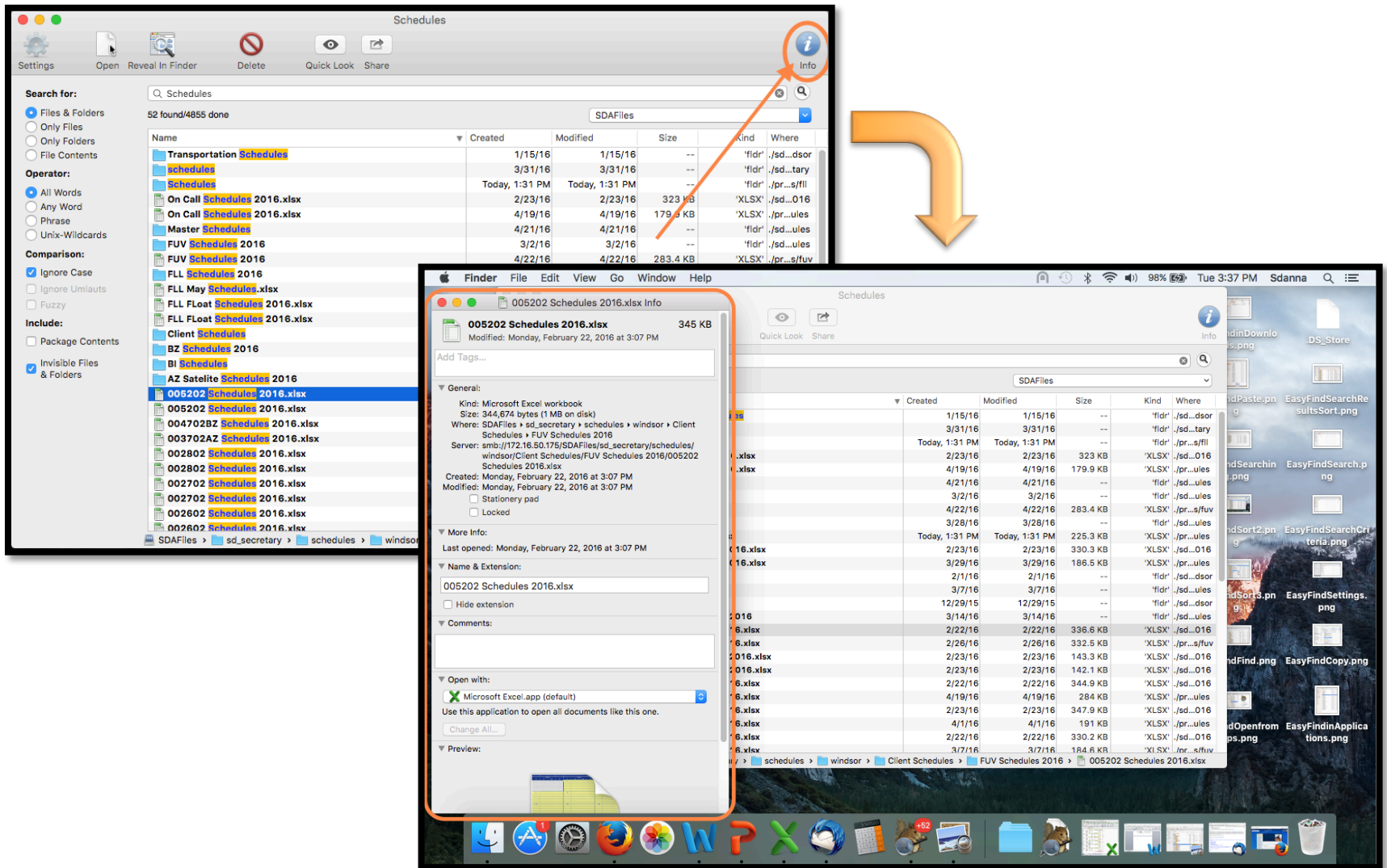
3. Right click or press Ctrl+Click on the file and select reveal in Finder from the menu that pops up.



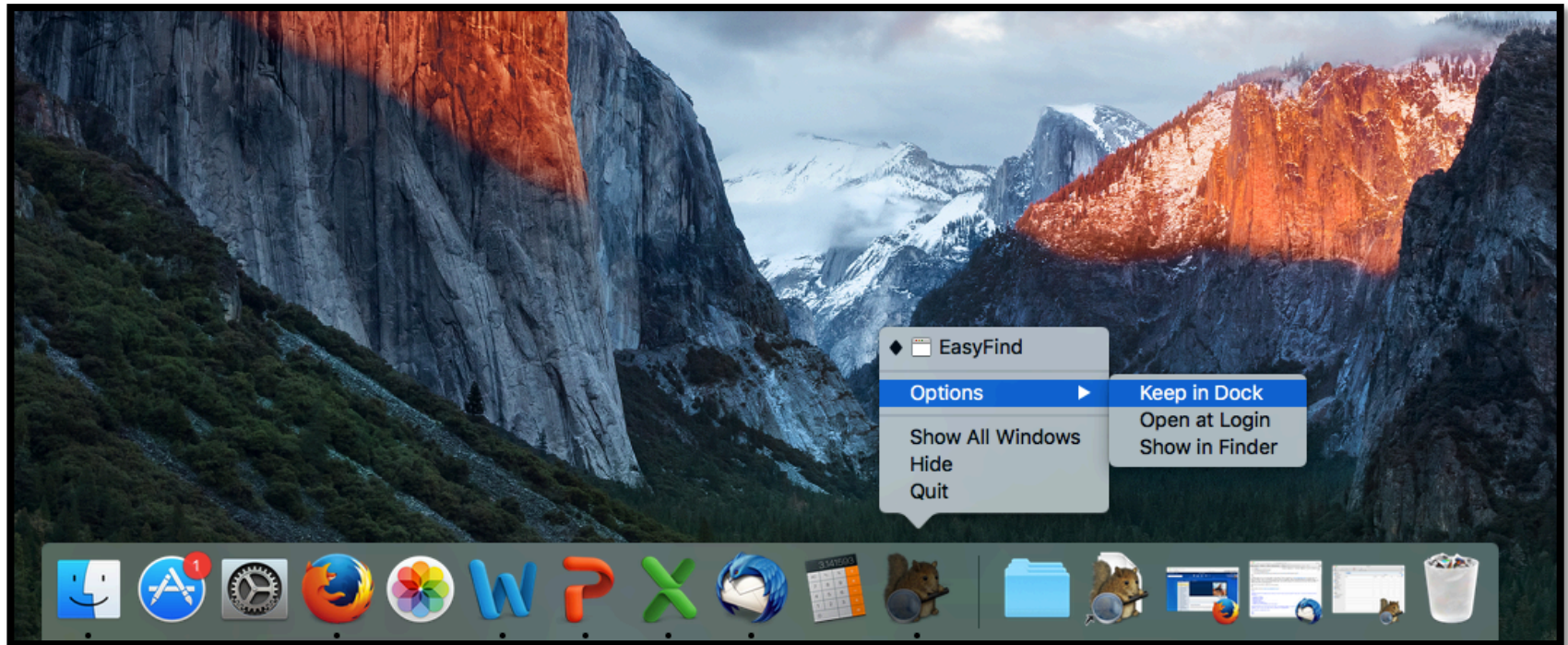
A preview of the selected file or folder can be seen by clicking the Quick Look Icon. A window will pop up showing contents of the file. This allows you to preview a file without having to open it.



Get info about the file by clicking the Info icon at the top right of the window. Another window will pop up with information about the selected item.



If you find you are using EasyFind frequently, you can keep it in the Dock for easy access. Right click or Ctrl+click on the icon, go to options, select Keep in Dock.



Contact the IT Department if you have further questions or need assistance.