X1® Professional Client

Quick Start Guide

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x1

Contact us at:
1.866.918.3241
www.x1.com/contact_us
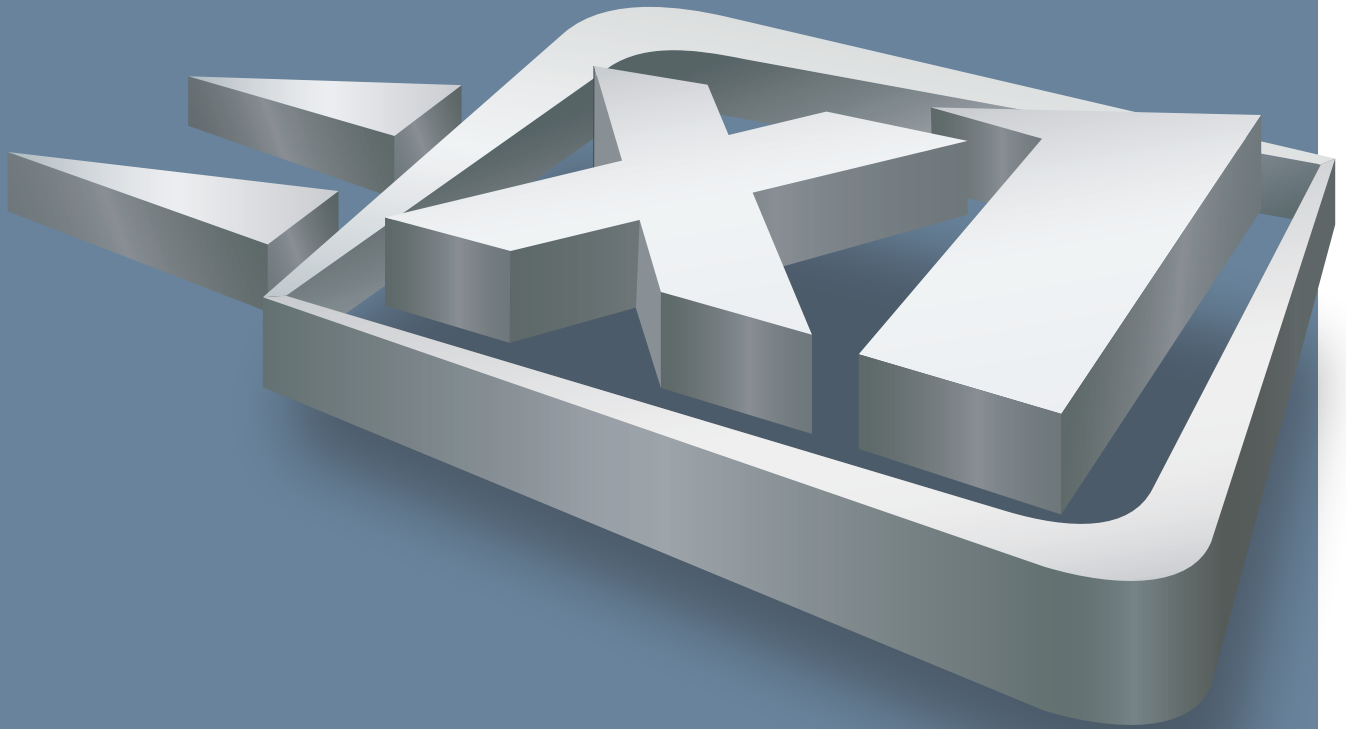
What Will X1 Do For Me?

X1 instantly locates any word in any email message, attachment, file or Outlook contact on your PC.

Most search applications require you to type a search, click a button, then wait for results. X1 delivers search results *as you type your search.*

● INDEXING

What is Indexing?
X1 creates a specially designed index (a very fast database) of every file and email message on your hard drive. The creation of this index can take from a few minutes to a couple of hours, depending on how many email messages and files you have. The X1 index updates automatically (you decide how frequently) as new files and email messages are added to your PC.

Check on the Progress of Your Index
At the bottom of the X1 interface is a Status Bar. You may not get a complete set of search results until the Status Bar indicates that indexing is complete.

● X1 SEARCH
Search email messages, email attachments, files, tasks, calendar entries and Outlook contacts on your PC with the X1 Professional Client.

Email Search Features Include
As fast as you can type your search, X1 finds any word in any email message on your PC or network.

• Supports Outlook, Outlook Express and Thunderbird formats
• Can integrate with Exchange® email server
• Search Outlook .PST email archives
• Copy email messages to a folder or Outlook .PST file

Email Attachments
If you know your target document is an email attachment, you can pinpoint it and preview it instantly, rather than opening multiple windows and hunting for it. Click the **Attachments** search tab, enter your search string, file type or even just the name of the sender. Select a result from the list to **Preview** it immediately, then select the **Open File** button or double-click the result in the Results Pane to open the attachment.
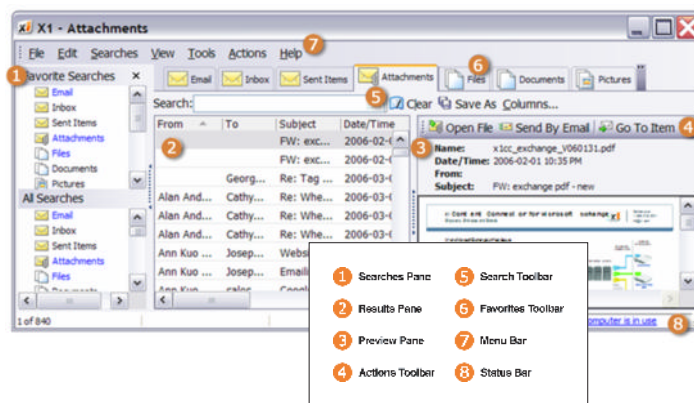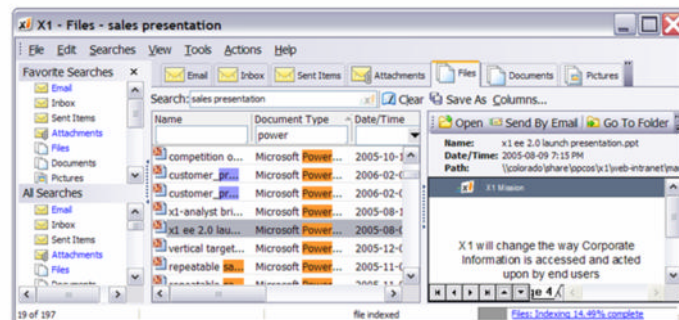
Contacts
Click the **Contacts** search tab and type a search. Contacts can be opened, printed, forwarded, deleted and added.

Files
Find any file on your PC by its contents, name, date or size. Click the **Files** search and enter your search string. When you find your desired file, select the **Open** button or double-click it in the **Results Pane** to open the file in its original program. Double-clicking a .doc file, for example, will open the file in Microsoft Word.

Files appear in their proper formats (Excel files in Excel format, Word docs in Word format, etc.).

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▶ X1 SEARCH (Continued)

Tips on Email and File Searching

Prefix Searches: Each string of characters you type is treated as the beginning of a word. That is, you can find an email message from Fred by typing *Fre*, but not by typing *red*.

Phrase Searches: Use quotation marks to tell X1 to find a specific phrase instead of individual words. Entering "*as fast as you can type*" in the search tab will retrieve only those documents and messages that contain that exact phrase, and the entire phrase will be highlighted in a single color.

Boolean Searches: It's possible to construct Boolean searches using *AND*, *OR*, and *NOT* and enclosing terms in parentheses for greater accuracy. The search *X1 AND (fastest OR 255) NOT projector* will find all documents or messages that contain both *X1* and either *fastest* or *255* but that do not contain the word *projector*.

Basic Search Commands

There are a few basic search rules in X1. Here's a summary of the search results you can expect when entering basic search terms in the main search field.

Search Term	Search Results
the	A word starting with *the* in any column
the=	The exact word *the* in any column
-the	No occurrence of any word starting with *the* in any column
NOT the	Same as *–the*. *NOT* must be all caps.
-the=	No occurrence of the exact word *the* in any column
NOT the=	Same as *-the=*
a AND b	A word starting with *a* and a word starting with *b* in the same column. *AND* must be all caps.
a b	Same as *a AND b*
a & b	Same as *a AND b*
a OR b	A word starting with *a* or a word starting with *b* in the same column. *OR* must be all caps.
a / b	Same as *a OR b*

Advanced Search Commands

There are a number of advanced search rules that you use to further narrow your search results. The following table explains the search results that you can expect to receive when entering more advanced search strings into the main search field.

Search Term	Search Results
content:the	A word starting with *the* in the right View Pane only. This only works for Email, Files and Attachments.
subject:the	A word starting with *the* in the Subject column. The same structure may be used for searches in other columns from the main search field.
(a | b) & c	Performs *a | b* first, then *AND* with *c*.
a | (b & c)	Performs *b & c* first, then *OR* with *a*.

Parentheses ( ) can be replaced with brackets [ ] in any of the above examples.

Column Searches

Some search rules apply only to column search fields. The following table explains the search results you can expect to receive when entering search terms in a column search field.

Search Term	Search Results
-	Displays items that contain something in that column (i.e., items with nothing in that column will be excluded).
=	Displays items that contain nothing in that column (i.e., items with something in that column will be excluded).

The above search terms only behave this way when they appear by themselves. Once you type more characters (i.e., -the rather than just -), searches behave just as described in the Basic Search Rules.

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X1 SEARCH (Continued)

Range Searching
You can narrow your search results quickly and easily by specifying a date range, for the date items were created or modified, and size ranges to specify the size of items to include in the results list. Use dropdown menus associated with date/time and size columns. There are additional operators you can use to refine your search.

>[date/file size]	Greater than. Enter this into the date or file size filters at the top of any of the column fields. Display items that are larger than or appear later than [number/date].
<[date/file size]	Less than. Display items that are larger than or appear later than [number/date]. *For example, size:>10 < 30 will search for files with a size between 10 and 30.*
BETWEEN [date/ file size] AND [date/ file size]	Enter this into the date or file size filters at the top of any of the column fields.

Search Hierarchy
Certain search terms take precedence over other search terms in more advanced search strings. The order in which search operations are performed is:
• Parentheses
• Negation (*-*, *NOT*)
• Intersection (*&*, *AND*)
• Union (*|*, *OR*)

Double Quotes
Double quotes denote a phrase search. Operators (*AND*, *OR*, *NOT*) and special symbols (*&*, *|*, *-*) are taken literally when surrounded by double quotes. For example, a search for "*a & b*" will only return results that contain the exact expression *a & b* (no *a AND b* operation takes place). In general, extra spaces are ignored except when found within double quotes.

Searching for Numbers
A search for *1,234,567.89* is equivalent to a search for *1,234,567.89* or *1234567.89*. In other words, the commas are optional so X1 searches for both.

Negative Searches
A search for *-123* is equivalent to *NOT 123* or *"-123"*. In other words, the negative sign could mean logical negation or a number less than zero, so X1 searches for both.

Punctuation Rules
Punctuation is used to break up search expressions into smaller components. If the punctuation is within two characters of the start of the word, it is kept as a part of the word. Punctuation at the fourth character or later within a word acts as a space. For example, *x1.com* is searched as one word, but *idealab.com* is not. In the latter case, the search expression is split into two components: *idealab* and *com*. The first component is searched as an exact match, so *idealab.com* is actually searched as *idealab= com*. If there is more than one component (e.g., *myfriend@idealab.com*), all but the last component are searched as exact matches (i.e. *myfriend= idealab= com*).

Initial punctuation is converted into spaces, except for the minus sign. Since X1 ignores extra spaces, a search term such as *!$#@abc* would be searched as *abc*.

OPTIONS

X1 has a large number of settings, all of which are available by clicking on **Tools** > **Options...** from the Menu Bar. We encourage you to explore all of these features but, for the moment, we'd like to highlight one of them.

Show X1 Icon in the System Tray
Many users prefer to launch applications from or minimize them to the system tray rather than the taskbar. You can perform both of these functions by choosing the option that allows you to display the X1 icon in your system tray.

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▶ **OPTIONS** (Continued)

To turn this option on or off, go to **Tools** > **Options** and click on **Basic Options**:

- If you would like the X1 icon to appear in the system tray, place a checkmark in the **Show X1 icon in system tray** box, then click the **OK** button. The X1 icon will appear in your system tray—even after you have closed the application. You can then launch X1 simply by left clicking on the system tray icon. X1 will minimize to the system tray rather than to the taskbar.

- If you would prefer that the X1 icon not appear in the system tray, remove the checkmark from the **Show X1 icon in system tray** box, then click the **OK** button. The X1 icon will no longer appear in your system tray. X1 will minimize to the taskbar, and you will need to launch the application from the Desktop or Start Menu.

▶ **NEXT STEPS**

Did you know that you can use X1 to search everything across your enterprise?

The X1 Professional Client allows you to find, preview and take action upon virtually anything on your local hard drive, including your email. Once you've become familiar with the X1 Professional Client, you can unlock the full power of X1 with the X1 Enterprise Platform. The Enterprise Platform allows you to search shared directories on your network and critical enterprise systems. In one search, see everything that is relevant to your query, use powerful filters to pinpoint selections and exponentially increase your productivity.

Tell your IT group that you want to X1 everything in your environment. Ask them to contact us at sales@x1.com, **866.X1.TECH1**, or visit our Web site at: www.x1.com.