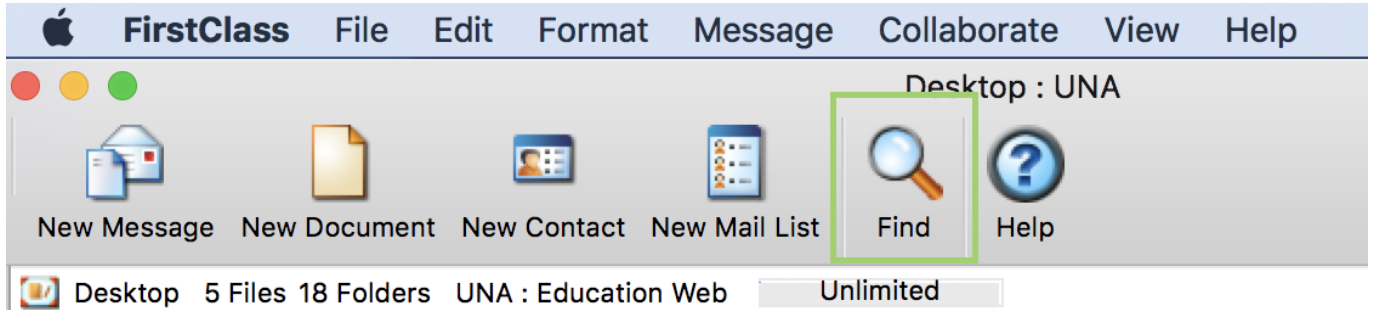


Searching in FirstClass:

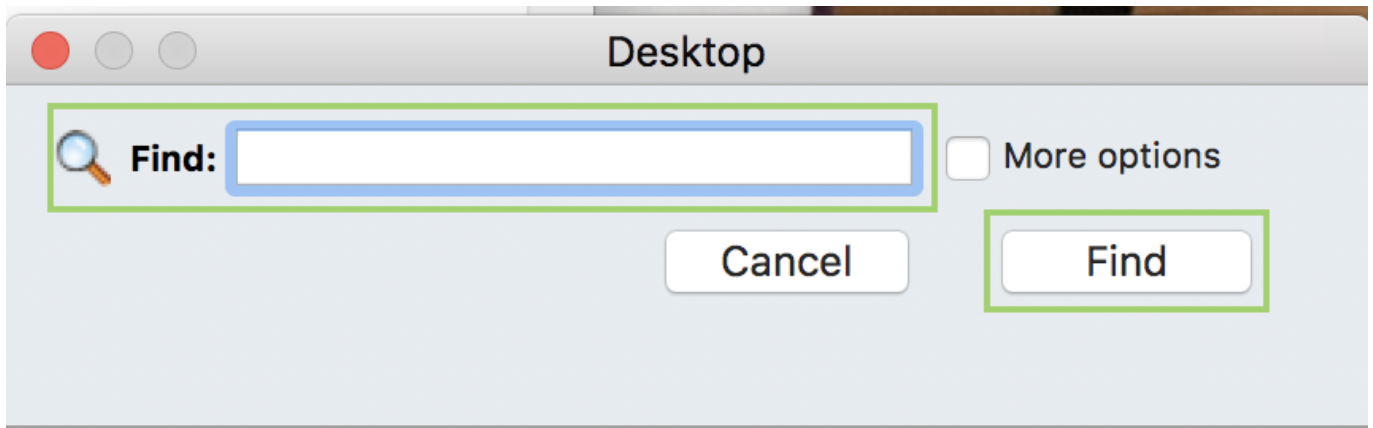
There are two methods to **Find** messages in FirstClass.

Method one

Use the **Find** button on tool bars.



The **Find** screen will pop up enter in **Find** what the search is for, then click **Find**.



Results will appear.

Method Two

Use the FirstClass menu bar. Click on **Edit**, then on **Find**. A pop-up screen will appear for you to search in.

FirstClass File **Edit** Format Message Colla

Message New Document

desktop 5 Files 18 Folder

Contacts Trash Can

Calendar

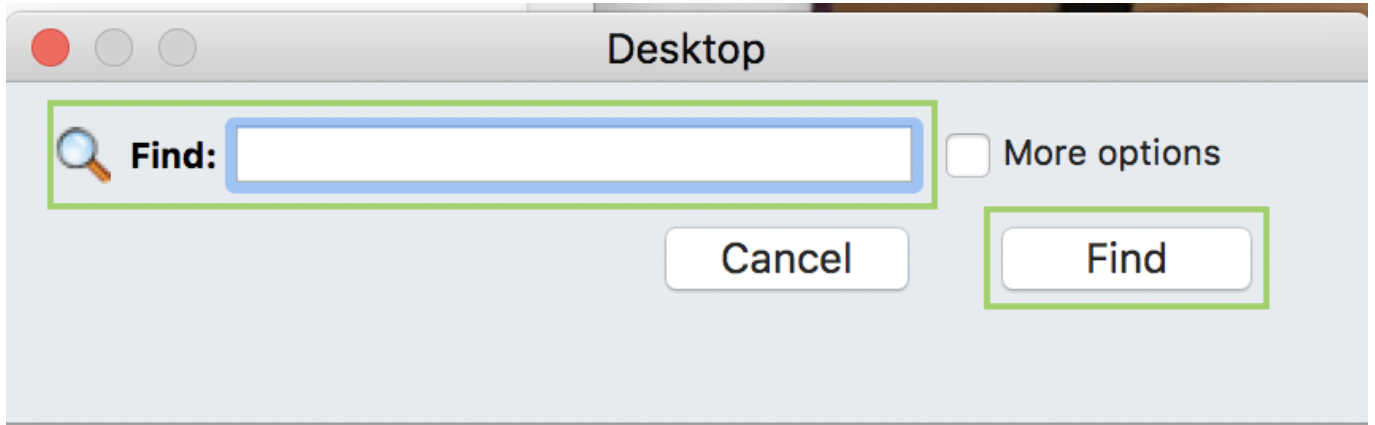
UNA Calendar

MailBox

District


- Undo ⌘Z
- Redo ⌘Y
- Revert to Saved
- Cut ⌘X
- Copy ⌘C
- Paste ⌘V
- Clear
- Select All ⌘A
- Paste Plain Text
- Paste Special... ⇧⌘V
- Find... ⌘F**
- Find Next ⌘G
- Quick Search ⇧⌘F
- Search For Selected Text
- Insert ▶
- Table ▶
- Make Marker...
- Make Link...
- List Markers...
- List Links...
- Check Spelling... ⇧⌘L
- Spell Check Selection...
- Start Dictation... fn fn
- Emoji & Symbols ^⌘Space

The **Find** screen will pop up enter in **Find** what the search is for then click on **Find**.



More Options for searching with **Find**.

Desktop

 **Find:** More options

Only items created or modified in the last:

or from: to

Include: Unread items only

Subcontainers

Max. depth:

My containers only

Look in: Subject/name and other list fields (fastest)

Attachment names History records

"From" name Text body

"To/Cc" names

Advanced options

Limit results to:

Show results as:

Use layout from searched container for results window

Save search in the current container

- **Find:** This opens a field to allow a specific term to be entered and searched.
- **Time Period:** allows control over a set date range for messages.

- **Include:** Option tells FirstClass what containers/folders to include in the search. The default is set to include everything. However, if you know the message you need is in a specific folder, open the folder before starting the search. The search is much faster this way.
- **Look in:** This option is extremely helpful since the default restricts the search to the **Subject/name and other list fields**. Adding one or more of the other options may slow your search but could also make the search results more accurate and useful.
- **Advanced options:** These often do not increase the value of a search, but you are free use them if desired. (EX: the ability to limit the search to X number of results.
- **Save Search:** Saves the results of the search to be used later if needed. The results are identified with a **magnifying glass icon** and an identifying search parameter in the **Name** column of the folder where the search was conducted.