

HUG 2011

Jamming out!



halFILE Shortcuts and Tricks

Shortcut #1: Index Module

Duplication Hot Keys

- Tools - Options
- Alt+A : duplicate entire prior record
- Alt+D : duplicate current field
- User assigned hot keys

Example:

Alt-R for Grantor and Alt-G for Grantee

Shortcut #2: Index Module

HFQuickfind and the Document Clipboard

- Set up HFQuickfind on the Index Menu
Execute tab behind Tools/Options in index
 - HFQuickfind.ini contains the field search settings
 - Used to quick load the Document Clipboard with values from a searched document
 - Then use duplication hot keys
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Shortcut #3: Index Module

Index Autofill Feature

- Set up local Autofill in Tools/Options in Index
 - HALFILE.INI and .AIF file contain the field autofill information
 - Used to auto-index repetitive index fields i.e. recording information, etc.
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Shortcut #4: halFILE Viewer

- Hot keys
 - Alt+Z
 - Alt+~,1,2,3,4
 - Ctrl+F
 - Ctrl+L
 - Zoom options
 - Thumbnail view
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Trick #1: Database Integrity

halFILE Validator

- halFILE Administrator
- Tools – Database Validator

Verify that your documents have images and all table-driven fields are valid

Trick #2: Search Module

Color Hit Lists

- Tools-Options in Search module
- Hit List tab

Find important documents at a glance

Trick #3: Search Module

Wildcard searches / Search tools

- Smith%John finds Smith John and Smith Mary & John and Smith Robert John
 - % in block field will locate all lots regardless of block
 - halFILE Proximity Search to find words in any order that are in close proximity to each other
 - Manipulation of SmartNames table
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Trick #4: Cross Name/Search Order

- Tools – Options Cross Name Search tab
 - Click Cross Name check box
 - Enter one name and search both fields
 - Order by clauses
 - Sorting hit list “on the fly”
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