

FOODfind Quick Reference Guide

Folio Views Software

Starting a Session

Double-click on the **FOODfind** icon on your desktop or choose Start Programs - **FOODfind**.

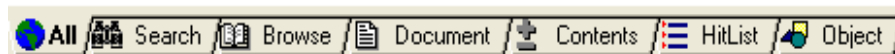
The Viewer Window


This is the first window you will see. The text of the **FOODfind** sections will be displayed here. The menus and buttons at the top of the window provide access to all of **FOODfind**'s functions.

You can scroll up and down through the currently displayed section by using the scroll bar at the right hand side or by pressing the **PgUp** and **PgDn** keys.

Navigating the Viewer Window

Several "Views" are available and these are accessed by the tabs on the toolbar at the bottom of the screen.

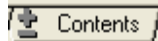



-  – Selecting this tab will split the screen into 4 sections:

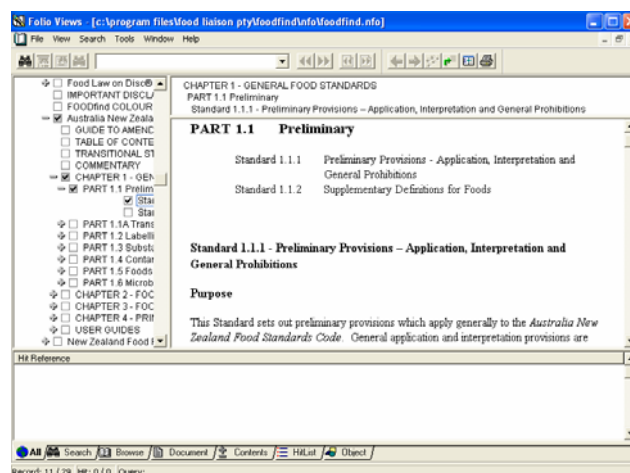
On the top right is the Navigation section – this will tell you exactly where you are in the document. For example

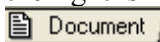
CHAPTER 1 – GENERAL FOOD STANDARDS
PART 1.1 Preliminary
Standard 1.1.1 – Preliminary Provisions ...

On the left is the



(see the  section for further details)




On the right is the 

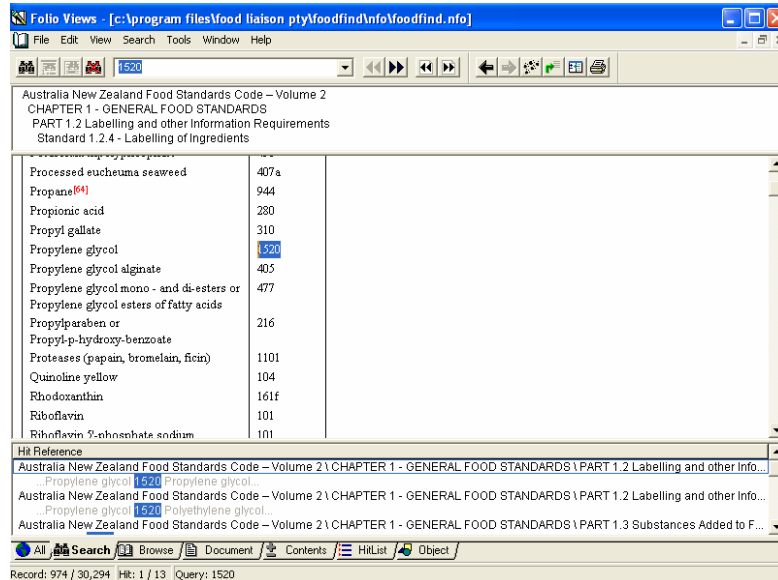
This is the ANZ Food Standards Code or other document selected from the Contents.

At the bottom is the  - a list of all the results when a search is requested.

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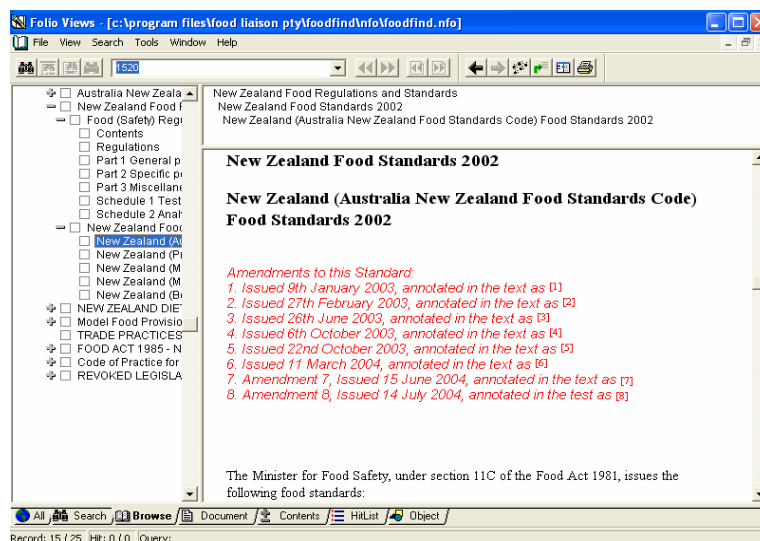
-  **Search** – Selecting this tab will split the screen into 3 sections:



As above, except that the Contents Sections is now removed. The results of the search are shown in the Hit Reference Section at the bottom. These may be browsed, and by clicking on each reference it will take you to the section of the document where the subject of the search has been found.


More details on conducting a search appear below.

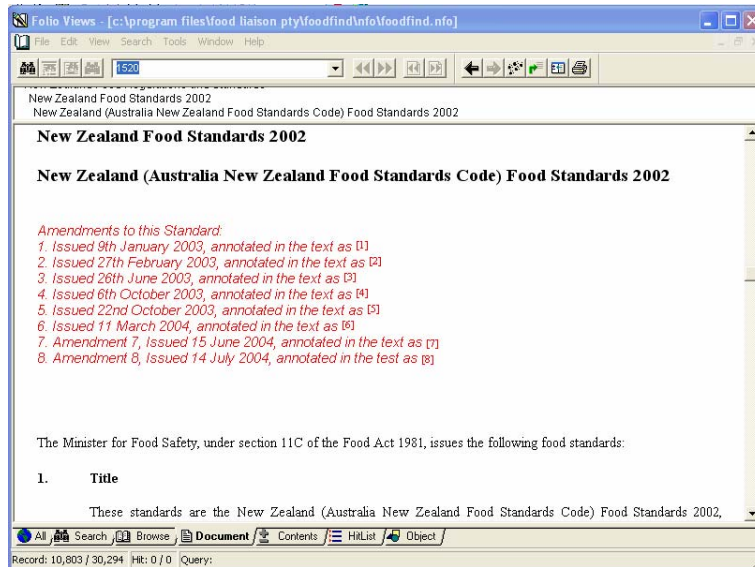
-  **Browse** – Selecting this tab will also split the screen into 3 sections, showing the Contents, Navigation and Document.




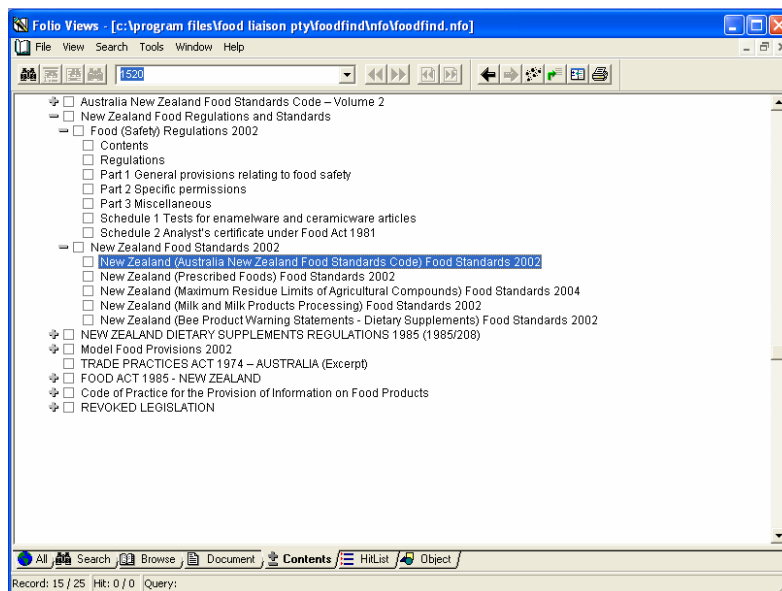
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-  **Document** – Selecting this tab will split the screen into 2 sections, showing the Navigation and Document only.





-  **Contents** – Selecting this tab will Contents list only.





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Using the contents section:

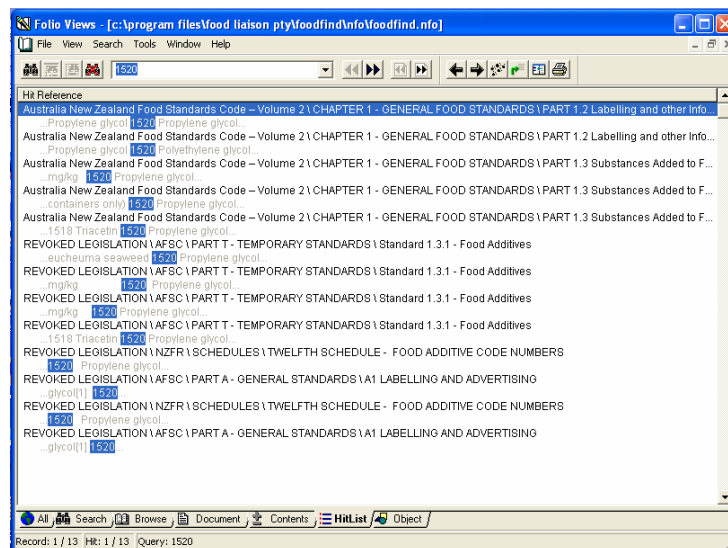
Where a  symbol appears that means that the section has subsections. Click on the  to expand the sections:

- New Zealand Food Regulations and Standards
 - Food (Safety) Regulations 2002
 - Contents
 - Regulations
 - Part 1 General provisions relating to food safety
 - Part 2 Specific permissions
 - Part 3 Miscellaneous
 - Schedule 1 Tests for enamelware and ceramicware articles
 - Schedule 2 Analyst's certificate under Food Act 1981
 - New Zealand Food Standards 2002
 - New Zealand (Australia New Zealand Food Standards Code) Food Standards 2002
 - New Zealand (Prescribed Foods) Food Standards 2002
 - New Zealand (Maximum Residue Limits of Agricultural Compounds) Food Standards 2004
 - New Zealand (Milk and Milk Products Processing) Food Standards 2002
 - New Zealand (Bee Product Warning Statements - Dietary Supplements) Food Standards 2002
- NEW ZEALAND DIETARY SUPPLEMENTS REGULATIONS 1985 (1985/208)
- Model Food Provisions 2002
 - TRADE PRACTICES ACT 1974 – AUSTRALIA (Excerpt)
 - FOOD ACT 1985 - NEW ZEALAND
 - Code of Practice for the Provision of Information on Food Products

Where the section is fully expanded the  symbol will appear. To open a particular section of the Document, either click on the  symbol, or on the name of the section to open that section of the Document.


To close the expanded section, click on the  symbol.

-  **HitList** – Selecting this tab will show the Hit List only – the results of a particular search.



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- The  Object / tab is not used in FOODfind.

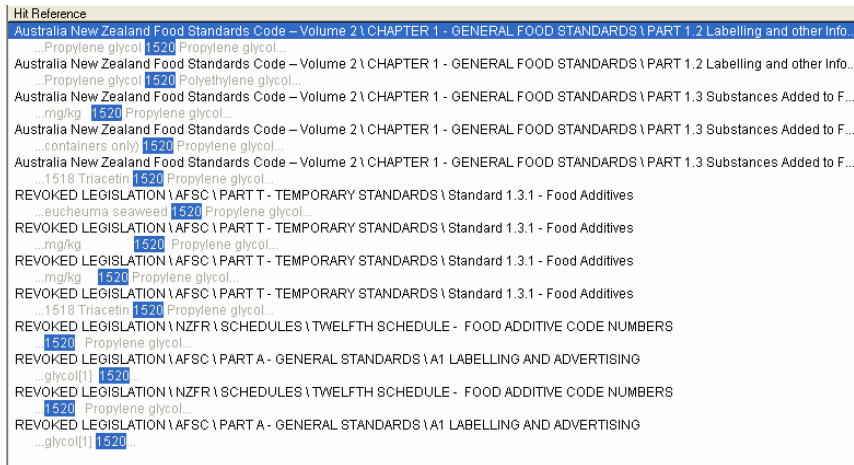
Searching

A search can be conducted by several means. Each will obtain the same results.

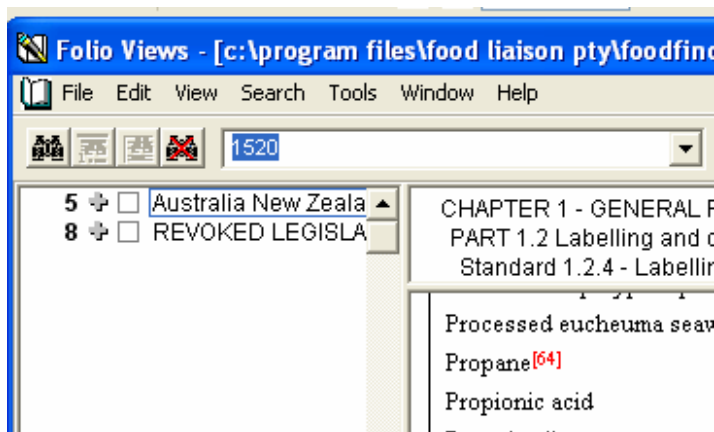
There is a Search Window at the top of the screen:



This is convenient for simple searches like single word searches. Just type in the word or number you wish to find and press enter. In this case have search has been for the number 1520. Several hits have been found. Each can be selected individually by clicking on them with the mouse.



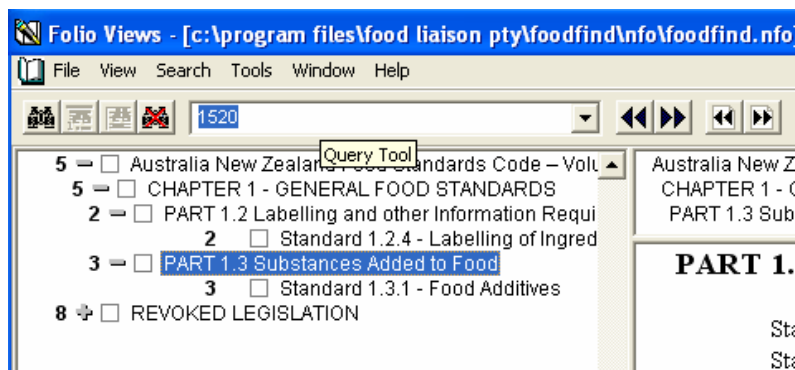
After a search has been conducted, the Contents Section will be limited to the items that contain the subject of the search. As you can see below the Australia New Zealand Food Standard Code has 5 standards that include 1520.




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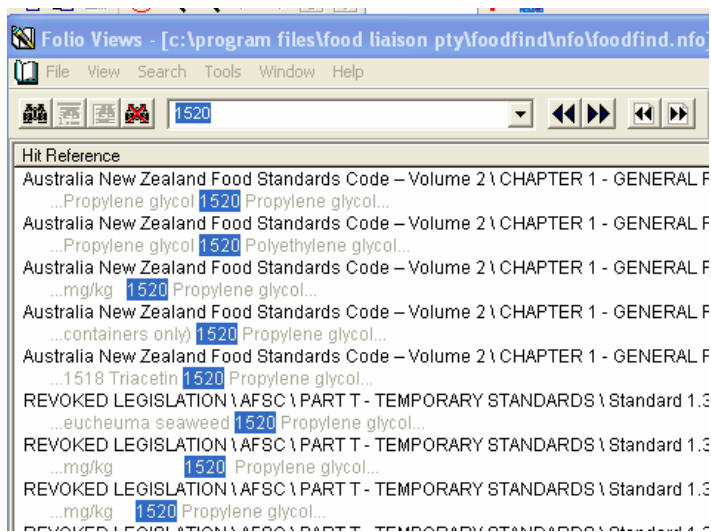
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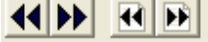
These can be expanded to show the exact location of each reference and each can be selected by clicking on the reference in the contents.




When you have finished your search you can return to the full Contents by clicking on the  symbol.

Further details may be obtained from the Hit List. Again each result can be reached by clicking on the reference in the Hit List.

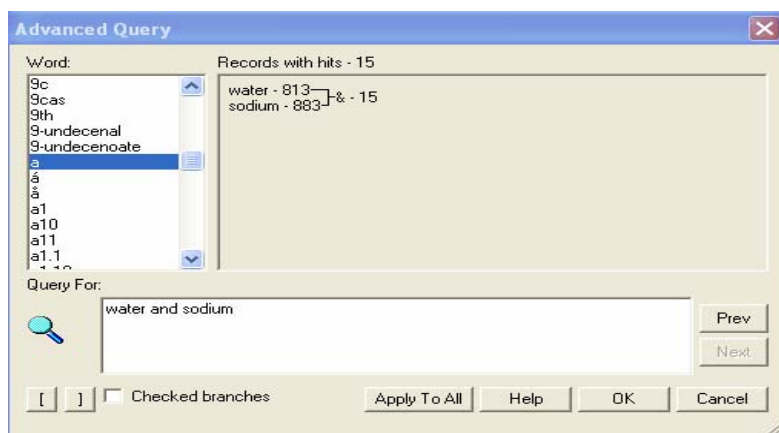


You may also scroll through the results by using the  symbols on the top tool bar. Note – your cursor must be in the Document for these arrows to work.

For a more advanced search use the  symbol at the left of the top tool bar, or simply select Search from the menu at the top of the screen. The Advanced Query window will open. Type in your search e.g. “water and sodium” and the results will be shown – 813 occurrences of water and 883 occurrences of sodium and 15 occurrences of them combined.

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The Hit List can be reviewed to find the occurrences of both words.

REVOKED LEGISLATION \AFSC \PART B - CEREALS AND CE
...g/kg sodium on a water-free basis...

Search Operators

Operators can be entered between words in a query to modify how sections are retrieved.

The basic Boolean operators are **AND** (the default), **OR**, **NEAR** and **NOT**. For example **a and b** will retrieve sections where a is near to b. The two words must occur within a certain number of words of each other (as specified by the Options button) for the section to be retrieved.

More details can be obtained from the **Help** menu.

Printing


- Choose the “Print Topic” option from the File menu to print the currently displayed section.
- OR
- Choose the Copy option from the Edit menu and highlight some text to be copied to the clipboard. The clipboard text can be pasted into another application such as a word processor.
- OR
- Some topics exceed the limits of the copy facility, you may not be able to access the section you want to print. To overcome this simply press **<Ctrl> + C** anywhere in the topic you want to print. This will copy the whole of the topic to the clipboard. Empty the clipboard in your word processing program and highlight and save the section you want to print. You can then print this section from your word processing program.

Go Back – Go Forward


As you jump from one section of **FOODfind** to another, a record is kept of the sections you

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visited. Click on the [Go Back](#) or [Go Forward](#) buttons  in the Viewer to jump back to the last section you were looking at.

History

Click on the [History](#) button  in the Viewer to see the trails of sections you have visited. If you wish to return to a previous section, click on the item in the list then click the [Go To](#) button to display that section in the Viewer.

The “<<” and “>>” Buttons

These buttons take you to the next or previous section of legislation in **FOODfind**. For example if you are currently viewing Part I, clicking the << or >> button will take you to Part II.

Inserting a Bookmark

You may find that there are sections to **FOODfind** you refer to regularly. Rather than having to search or browse to find the section each time you can insert a [bookmark](#). If you are in a section you may want to return later:

- Click in the [Bookmark](#) menu item and choose the [Define](#) option.
- By default, the bookmark will have the name of the current section but you can type in any text you like to identify the bookmark.
- Click [OK](#) to save the bookmark.

When you want to return to the section:

- Click in the [Bookmark menu](#) item.
- Choose the bookmark you want to jump to.

Adding Annotations

You can add your own notes to the section currently displayed in the Viewer by clicking on the [Edit](#) menu and choosing [Annotate...](#) Enter the text and click on [Save](#) to save the annotation.

Ending a Session

Choose [Exit](#) from the [File Menu](#) to close **FOODfind**.