

# Get Organized Day Is April 26. But if We Aren't Organized Yet, What Are the Chances This Year Will Be Different?


Get Organized Day is April 26. Theories of organization have been around since the ancient world, with new theories popping up all the time. But what good are more and more theories of organization when we have less and less time to implement them? And if we aren't organized yet, what are the chances 2026 will be different? This lack of organization translates into a continuing need for instant enterprise-wide concurrent searching.

Whether enterprise search like dtSearch® runs on-premises or from the cloud, on a standalone basis or inside a larger application, indexing is the first step. Indexing stores each unique word and number across the data and the location of each in the data. A single dtSearch index can hold up to a terabyte of text and there are no limits on the number of indexes the software can generate and end-users instantly concurrently search.

While a lot of work for the software, indexing couldn't be easier for you. Just point to the folders to index and let the indexer take it from there. The indexer needs to identify the exact right file type to correctly parse each file. But the indexer can do this identification through binary format access alone. It doesn't even matter if the file has a mismatched file extension like a Word document saved with a .PDF extension or a PDF saved with a .DOCX extension.

So long as selected folders are visible through Windows, even the “off the shelf” enterprise search indexer can interchangeably handle both local

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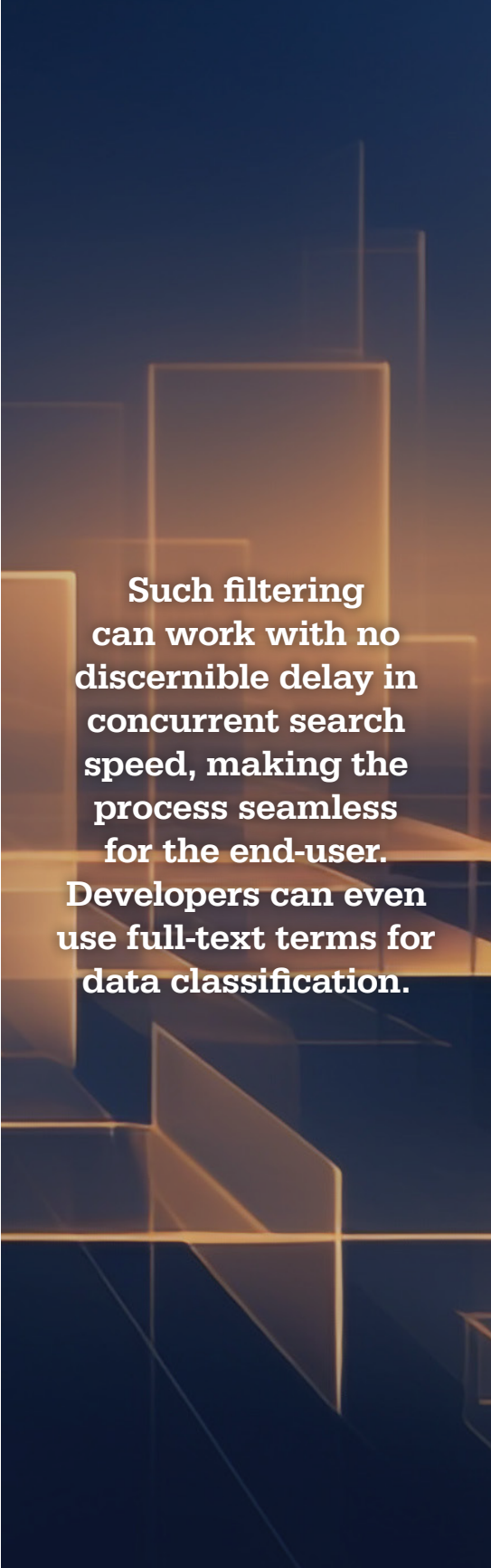
and remote files in the folders, including Office365, SharePoint and DropBox files. The local and remote files can include any mix of formats like PDF, Microsoft Word, Excel, Access, PowerPoint, OneNote, web-based formats, email formats, ZIP, RAR, etc. Additionally, the indexer can automatically handle recursively nested files, like an email with a ZIP or RAR attachment including a Word document with an embedded Excel spreadsheet.

For evolving data, enterprise search supports automating index updates via the Windows Task Scheduler or other scheduling mechanism. Index updates can just index files that have been added, deleted or modified. Plus, index updates can proceed without disruption to ongoing concurrent searching. 64-bit multithreaded indexing can greatly speed up not only initial indexing but also index updates.

Indexing goes deep. Binary format access ensures that text blending in with its background color like white text against a white background or black text against a black background (such as text remaining under rectangular redaction marks) is fully available to the indexer. The binary format also includes track changes that have not been fully “accepted.” The index logs can further flag PDFs that require OCR for full-text searching.

The indexer can cover metadata both for purposes of direct searching as well as developer-oriented features like faceted search, or optional category drill-down in conjunction with full-text search, and data classification for security purposes. The metadata can be in files themselves, as the binary format covers all file metadata no matter how obscure. Developers can also access metadata in a separate database like SharePoint, SQL or NoSQL along with referenced files or BLOB data. Developers can add metadata “on the fly” during indexing too.

Developers can apply any combination of metadata to faceted searching and to security-driven filtering for granular data classification. Such filtering can work with no discernable delay in concurrent search speed, making the process seamless for the end-



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user. Developers can even use full-text terms for data classification. Say *ProjectABC* is just another project one day but turns red-hot radioactive the next day. *ProjectABC* mentions, metadata or full-text, can be “eyes only” for key executives.


Indexing enables over 25 different full-text and metadata search features, including basic options like “all words” or “any words” as well as complex Boolean (and/or/not) and proximity search expressions. Concept searching uses a built-in thesaurus or user-defined synonym rings. For example, suppose a law firm is working on the *Smith Jones* case. *Smith* and *Jones* can be synonyms for that case. Fuzzy searching adjusts from 1 to 10 to sift through typographical and OCR errors, like *Nebrasja* for *Nebraska*.

Searching also spans numbers and numeric ranges. Date and date range searching can automatically extend across common date formats. An embedded credit card validator can even flag credit card numbers in text. Searching covers not only English but hundreds of Unicode languages, including European languages with different alphabets, right-to-left Middle Eastern text and double-byte Asian text. Searching also encompasses Unicode emojis 😊

Relevancy-ranking sorts search results using hit term density and rarity across indexed data. End-users can also add their own custom positive or negative variable term weighting anywhere, or with a higher weight to mentions in certain metadata or near the top or bottom of a file. For a new search results view, the software can instantly re-sort by a completely different metric like file date, file location or filename. Whatever the sorting, enterprise search can display a full copy of retrieved files with highlighted hits for convenient review.

If humanity hasn't gotten organized yet, Get Organized Day this April 26 will probably not make that happen. But there's always enterprise search. Whether you are part of a large international organization or a small local business, please visit [dtSearch.com](http://dtSearch.com).

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