

# Find it, Fast

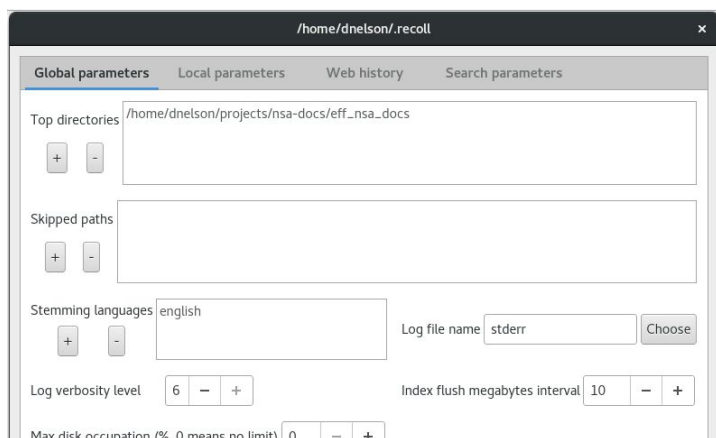
## A Quick Cheat Sheet for Recoll

First, install Recoll from <https://www.lesbonscomptes.com/recoll/download.html>

### Full-Text Search

An index is what Recoll uses to search through your documents efficiently. It needs to set one up in order to do any searches. To do this:

Preferences > Index Configuration > Top Directories "+" > Folder of PDFs



Once the index has finished building, every document in that folder will be searchable.

Here's an example of what can be indexed:

7zip, Abiword, CHM (Microsoft help), Dia diagrams, EPUB, Excel and Powerpoint, Fb2 ebooks, gaim and purple log files, GNU info files, Gnumeric, Html, iCalendar(.ics), Konqueror webarchive, Kword, Lyx, maildir, mh, and mailbox, Man pages, Microsoft Office Open XML, Mimehtml web archive, Mozilla calendar, Okular annotations, OpenOffice, Pdf, postscript, Rar archives, Scribus, SVG, Tar, Text, Wordperfect, Zip

For more help, see:

<https://www.lesbonscomptes.com/recoll/>

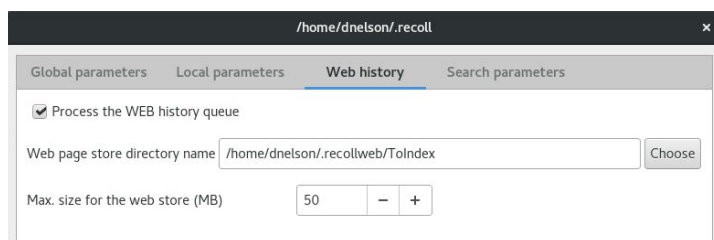
### Web Capture and Search

Recoll has a Firefox extension (available from <https://sourceforge.net/projects/recollfirefox/>) which automatically saves and indexes websites you visit.

The sites are saved to ~/.recollweb/ToIndex. To get Recoll to index those files:

Preferences > Index Configuration > Top Directories "+" > ~/.recollweb/ToIndex

Preferences > Index Configuration > Web History (tab) > check box, put ~/.recollweb/ToIndex in text box, set cache size



Finally, make sure the Firefox extension is saving pages by visiting its preferences, then rebuild the index in Recoll:

