

# OsoSoft's Filer 4.0

## Windows 3.x File Management, Viewing & More!

ShareWare from OsoSoft  
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### INTRODUCTION

There are lots of File Finder utilities available for *Windows 3.x* but most of them do just that--find files. *Filer* is a bit different; it finds files, but does a lot more too. Here's just some of what you can do with this program:

- \*\***Locate** any file on any hard disk drive or partition, or CD-ROM drive, using normal DOS wildcards.
- \*\***Search** the current drive or all hard drives and partitions.
- \*\***Find Duplicate Files** anywhere on your system.
- \*\***Display** just the files found, or the files along with the complete directory structure of the disk(s).
- \*\***Display** just the tree structure of your drive or drives.
- \*\***See** detailed information about any file.
- \*\***Print** a formatted copy of your search results on any *Windows*-compatible printer. You can then print a list showing the directory structure of your disk(s) for future reference.
- \*\***View** Graphics files found by *Filer*. If they are **BMP, DIB, WMF, RLE, PCX, PIC, TGA, JPG** or **ICO** files, you'll see the image itself on the screen.
- \*\***Hear** sound files, including **WAV, MID, and RMI** Files.
- \*\***View AVI** (Video for *Windows*), **FLI, FLC** (AutoDesk Animations) and **MOV** (QuickTime for *Windows*) Movies. View in a Window or full Screen.
- \*\***Preview TrueType Fonts**, even if they aren't installed.
- \*\***Delete** a single file, or selected files found by *Filer*. A confirmation box prevents costly errors.
- \***Copy** files to new directories.
- \***Move** files to new directories, deleting old files after checking the validity of the new copy.
- \*\***Wipe** Files, then delete them, to prevent snoopers from having access to your data.
- \*\***Search for text** within the files found by *Filer*. This lets you find the exact file you wish to see, based on its contents. The text search allows up to **four** search strings, which can be linked with **AND/OR** Boolean options. If you choose **AND**, you can search either for linked text in the same paragraph, or in the entire file. Searching is as fast as possible.
- \*\***Launch** files you find in either the File Search or Text Search windows. You can run an **EXE, BAT, COM, or PIF** file to start that application, whether it's a DOS or *Windows* application. If a file has a *Windows* association with a program, you can load the file into that application
- \*\***Set customized associations** for data files. Normally, *Filer* uses the associations you've specified in *Windows*. It reads the **WIN.INI** file and parses the associations, then uses that data to launch file. However, you can set up to **36 customized associations** for use in launches. *Filer* always uses your custom associations rather than the default *Windows* associations if it finds them.
- \*\***Edit or run .BAT or .PIF** files. That way, you can choose to edit a batch file or **PIF** file rather than run the file. Check the options menu.
- \*\***Keep informed** of the state of your search at all times. *Filer* shows you the directories or files currently being searched.
- \*\***Use the [Zoom]** button to view images too large to display in the sample window.
- \*\***Get Help** by Right-Clicking on any *Filer* object.

## LICENSE INFORMATION

This is the unregistered version of *Filer* 4.0. *Filer* is a shareware program. You may try this copy of the program for a period not to exceed 30 days to determine whether or not it is suitable for your needs. After that time, if you continue to use the program, you must pay for your copy and register with the author. To pay and register, use the **OsoSoft Program Info** command in the **Help** Menu to print the Order form. The Registration payment for this program is \$25.

You can also pay with a Visa or MasterCard by calling OsoSoft at (805) 528-1759 during normal West Coast business hours. Or FAX your credit card order to (805) 528-3074. OsoSoft programs may also be ordered on CompuServe in the SWREG forum. SWREG orders will be charged to your CompuServe account.

Registered users receive the very latest version of the program, a printed manual, automatic notification of major upgrades, and support. In addition, when you register, you'll always be entitled to upgrade to new registered versions at no charge on the OsoSoft BBS at (805) 528-3753 or in the OsoSoft support section on CompuServe (**GO OSOSOFT**). Registered users are entitled to unlimited free support by telephone, fax, on the OsoSoft BBS, and in OsoSoft's CompuServe support section. Registered users will also receive an offer for a Free Trial Membership on CompuServe, where OsoSoft has a support section. To access the OsoSoft support section, give the command: **GO OSOSOFT**.

Unregistered users receive only a minimum of support, limited to some installation help, if necessary. If you call the OsoSoft voice number for support as an unregistered user, you will be asked to register and pay at that time by credit card.

### Registration Reminder Screens

From time to time at random, while viewing files or when you exit *Filer* you'll occasionally see the **About** window, which reminds you to pay for your copy of the program. This screen will not appear in registered versions. To hear a message, if you have a sound card, click on the speaker button. To access the Order form, click the **[Register]** button. Click **[OK]** to exit to Windows or to return to *Filer*.

Users of this program, along with traditional shareware distributors may distribute copies of the shareware versions of this program, but only under the terms described in the **VENDOR.DOC** file included with this copy of the program. All commercial distributors **MUST** read that file and abide by the distribution rules contained in that file. Violations of the distribution license in **VENDOR.DOC** may result in prosecution under appropriate copyright laws of the United States and other countries.

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OsoSoft is a member of the Association of Shareware Professionals (ASP) and the Software Publishers' Association (SPA).

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## HOURS

OsoSoft business hours are 7 AM to 4 PM, Pacific Time, on weekdays. Calls outside those hours are not appreciated.

## ASP OMBUDSMAN NOTICE

This program is produced by a member of the Association of Shareware Professionals (ASP). ASP wants to make sure that the shareware principle works for you. If you are unable to resolve a shareware-related problem with an ASP member by contacting that member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products. Please write to the ASP Ombudsman at 545 Grover Road, Muskegon, MI 49422-9427 USA FAX 619-788-2765 or send a CompuServe message via CompuServe mail to ASP Ombudsman 70007,3536.

## SYSTEM REQUIREMENTS

*Filer* requires a 386 or better PC, Windows 3.1 operating in Enhanced Mode, and a minimum of 4 MB of memory. You'll also need 1 MB of disk space for installation. You'll also need a fully-supported Windows-compatible printer and a valid video display with 640 X 480 resolution minimum.

## INSTALLATION

**NOTE:** If you are installing this program as part of OsoSuite 1.1, skip these installation instructions. The program was installed correctly when you used the instructions in OSOSUITE.WRI. If you did not install using those instructions, please read OSOSUITE.WRI before installation.

The Shareware version of *Filer* use a manual installation technique. The Registered Version includes an automated installation program. To install this program, take the following steps. If you need help with any of the file and directory procedures, consult your Windows or DOS Manual.

1. Copy all files from the distribution diskette or the **ZIP** file containing the program into a directory on your hard disk. OsoSoft recommends that you create a directory called **FILER** for the files.

**WARNING:** Do not install *Filer* in your **WINDOWS\SYSTEM** directory. If you do, *Filer* will not be able to display TrueType fonts. It is never a good idea to install any program in the **WINDOWS\SYSTEM** directory.

2. Now, copy all files with the extensions **DLL** and **VBX** from the **FILER** directory into your **WINDOWS\SYSTEM** directory. If you're working from the DOS prompt while in the **FILER** directory, the commands would be:

```
COPY *.DLL C:\WINDOWS\SYSTEM  
COPY *.VBX C:\WINDOWS\SYSTEM
```

Naturally, you'd substitute your own drive and directory information if you installed Windows in a different directory.

**NOTE:** If you do not wish to copy the **DLL** and **VBX** files to your **WINDOWS\SYSTEM** directory, you may leave them in the directory where you installed *Filer*. However, in this case, you must be sure that the **Working Directory** field is properly filled out in the **File/Properties** command in Program Manager.

**NOTE:** Once you have successfully copied all **DLL** and **VBX** files into the **WINDOWS\SYSTEM** directory, you may delete them from the *Filer* home directory, if desired, to save disk space. Do not, however, delete any other files.

### **VBRUN300.DLL REQUIRED**

The shareware and online update versions also require **VBRUN300.DLL**, which must be installed in the **WINDOWS\SYSTEM** directory. If you do not have a copy of that file, you may download it as **VBRUN300.ZIP** from the OsoSoft BBS at (805) 528- 3753, or obtain it from the source where you got your copy of the shareware version.

3. If Windows is not running, start it. Then, from the Program Manager, click once inside the program group where you want the *Filer* icon. Then, select the **New** command from the Program Manager's **File** menu. Make certain the **Program Item** option is selected, then click **[OK]** or press **<Enter>**.

4. In the **Description** field of the resulting dialog box, type *Filer*, then press **<Tab>**.

5. In the **Command Line** field, type **C:\FILER\FILER.EXE**, substituting other drive and directory information, if necessary. Press **<Tab>**.

6. In the **Working Directory** field, type **C:\FILER**, or substitute other drive and path information, if necessary. This field is necessary especially if you leave **VBX** and **DLL** files in the program directory.

7. Press **<Enter>** or click **[OK]** to complete the installation. The *Filer* icon will appear in the program group you selected earlier.

### **Uninstalling Filer**

Should you choose to uninstall *Filer*, first remove the *Filer* icon from Program manager. Click once on the icon, then press the **<Del>** key. Answer **Yes** to the prompt. To delete the program files, use File Manager or the DOS DELTREE command to remove the directory where you installed *Filer*. You may have copied several **DLL** and **VBX** files into your **WINDOWS\SYSTEM** directory. You may refer to the list of files in your distribution copy of the program for the names of these files, which you may wish to delete. **CAUTION:** The **DLL** and **VBX** files installed with *Filer* may be required by other programs on your system. Use caution before deleting these files if you copied them into **WINDOWS\SYSTEM**.

### **Finding Files with Filer**

After you start *Filer* by double clicking on the *Filer* icon, you'll see the *Filer* interface on your screen. In the upper left of the screen is a text box for entering your search specification. Just click inside the box and type your own search to replace the \*.\* default entry. Use any normal DOS wildcard criteria for your pattern. You can search for a single file by name or for any group of files meeting your search criterion. **NOTE:** Enter only filename specifications here, without any path information. *Filer* can't search for directories.

#### **Valid Wildcard Examples**

You can use the asterisk (\*) or the question mark (?) to indicate portions of a file specification in the search pattern. The asterisk represents any number of unknown characters, while the question mark indicates a single unknown character. Here are some examples of wildcard file specifications:

\*.\*      \*.DOC      \*.T\*      R\*.DOC      \*.D?C      R???ME.\*  
COMM???.C\*      \*.DLL      LETTER???.DOC      B\*.\*

### Selecting Drives to Search

If you want to search only a single drive, select that drive in the drive list before starting the search. Now, click the **[Search Current Drive]** button or the **[Search All Drives]** button to begin your search. If you wish to cancel a search, click the **[Cancel Search]** button while the search is in progress.

*Filer* will look for matching files, giving you a count of those it finds as it goes. Once the search is done, a list box will appear containing all the matching files. Above the list box, you'll find a count showing the number of files found. You can use the scroll bar to view more files.

**NOTE:** *Filer* can only display 1000 files at one time in the list box. If more files are found, you'll see the **More Files** label. Click **[Next]** to view additional files or **[Previous]** to move back to a previous list.

If there are already filenames in the file list box when you start a new search, *Filer* will ask if you want to clear the list. If you answer **[Yes]**, you'll start a new search from scratch.

**Note:** *Filer* always returns to the **C:** Drive following each search.

### Changing The Filer List's Font Size

On some systems, complete file specifications are too long to display visibly in the list window. If a filename extends past the right edge of the list box, you can change to a smaller font to display your filenames. To do this, give the **Small Fonts in List** command in the **Options** menu. To return to the normal font size, give the command again.

### Finding Duplicate Files with Filer

Over time, we all accumulate duplicate files on our hard disks. These duplicates can eat up precious hard disk space. *Filer* can locate and list those duplicate files to help you eliminate the ones you don't need.

To do a simple search for duplicate files, set a pattern, just as you do for finding files. Then, click the **[Find Duplicate Filenames]** button. *Filer* will first search for the files you specified, on your hard disk or hard disks, but will skip any floppy or CD-ROM drives. It then searches the list for duplicated files, cleans up the list, calculates the space used for duplicated files and shows you a list.

**HINT:** While you can use the \*.\* wildcard for duplicate searches, this can take a long time, especially on today's large hard disks. It's always best to search for duplicates by specifying specific file extensions. For example, **DLL** files are often duplicated, so searching for **\*.DLL** is a good way to find duplicated files.

If you've already done a file search, you can click the **[Find Duplicate Filenames]** button to search your current list. Just answer **[No]** when asked if you want to clear the current list.

### Viewing Files with *Filer*

After *Filer* finds your files, you can view details about any file by clicking once on the filename. If the **[Show File Details]** check box is marked, a window will appear showing information about your selected file, including date and time, size, attribute information, plus the type of file and

information on whether the file is associated with a program and whether Filer can view the file or preview it.

Once you have a list, you can view individual files. Just double click on a filename, or click the **[View]** button to view the currently selected file. For some file types which do not display directly in *Filer*, you'll see the first 4096 bytes of the file in the text box to the right. If you're viewing a binary file, such as an **EXE** file, some characters will appear as **+** or **-** characters. These are unprintable characters. Text files will appear normally, wrapped to fit inside the text box.

### Viewing Graphics Files

If you've chosen a graphic with the extensions **WMF, RLE, ICO, PCX, TGA, DIB, JPG, PIC,** or **BMP**, you'll see the image contained in the file. If the image is too large to display completely, you'll see the upper left corner. To view the complete image, or as much as will fit on your entire screen, click the **[Zoom]** button. To return to the *Filer* window, click the **[Return]** menu item on the Zoom display.

**NOTE:** You must have the appropriate QuickTime for Windows MultiMedia driver installed to view **JPG** files. If the driver is not installed, the file will not display.

**NOTE ON GIF FILES:** *Filer* no longer displays *GIF* files, due to a patent dispute with UNISYS, which demands royalties to be paid even for free or shareware software if that software can display **GIF** files. OsoSoft regrets having to remove this format, but had no option.

### Playing Sound Files

If you've selected a sound file with a **WAV, MID,** or **RMI** extension, *Filer* will play the sound or musical passage. **NOTE:** You must have a sound card installed to hear these files.

### Showing Movie Files

If you've selected an **AVI** (Video for Windows), **FLI, FLC** (Autodesk Animator) or **MOV** (QuickTime for Windows) file, *Filer* will display the movie in a window. For **AVI** files, you can click any of the View buttons which appear to see the movie in a different size. For **MOV** and **FLI** files, use the maximize button on the window to change the viewing size.

**NOTE:** You must have the appropriate MultiMedia driver installed to view these files. If the driver is not installed the file will simply refuse to display.

**NOTE:** You can stop the display of any movie file by clicking on another filename, by clicking **[Clear]** or by clicking on the movie window for **AVI** files. Movies which display in a window with a control bar may be controlled or closed by clicking on the control bar.

**HINT:** Many MultiMedia CD-ROM applications include **AVI** and **MOV** files which you can't see from within the application. Most often, these files were left on the disk by accident, and can be very interesting to view. *Filer* lets you explore your CD-ROM disks without loading the application.

### Viewing TrueType Font Files

If you've selected a TrueType Font file (**TTF**), *Filer* can show you a sample of the font. You can view both installed and uninstalled TrueType fonts in this way. This is especially useful if you have a CD-ROM full of TrueType fonts, since it lets you preview the fonts without first installing them. The name of the font appears above the font display. To view the complete character set for the font, use the scroll bars to move down in the display.

**HINT:** You can type in the font sample display if you want to see how a particular phrase appears in the previewed font.

### Display Icons

If you've clicked on one of the graphics, sound files, or movie files listed above, you'll see an icon

near the file list when you select a file. You can also click this icon to display the file. If you've selected a **TTF** file, you'll see a **[Font Sample]** button which serves the same purpose.

### **[Clear] Button**

At any time, you can click the **[Clear]** button to clear a file display and return to the File Information screen.

## **Managing Files With Filer**

*Filer* includes all the tools you need to manage your files. All of these tools depend on your first getting a list of files on the screen with one of the search tools. Then, you select the files you want to manage in the list.

### **Selecting Files**

Most *Filer* commands can operate on either a single file or on multiple files. To select a single file, just click on it. To select multiple adjacent files, just click and drag over the files you want to select. To select multiple, non-adjacent files, hold down the **<Ctrl>** key while you click on the files you want to select.

### **Deleting Files**

*Filer* can delete files from any non-write-protected drive. Start by selecting a file or files, then click the **[Delete Selected]** button. Two confirmation boxes will appear, and if you click **[Yes]** on both, you'll delete the selected files from the disk. If you've selected multiple files, another confirmation box will appear with each file. Answer **Yes** to delete, **No** to skip that file, or **Cancel** to tell *Filer* to stop confirming each deletion.

**NOTE:** If you know you do not want to confirm each deletion, uncheck the **Prompt Before Each Deletion** menu command in the **Options** menu.

**CAUTION:** Make sure you really want to delete a file or all files before clicking **[Yes]** in the confirmation box! Once you've deleted the files, you will be able to get them back only with an Undelete utility!

### **Wiping Files**

When you delete files from your computer, the data is not removed from your disk. The file name is merely removed from your drive's directory. A skilled person can still find and view your data. If you need to remove a file completely from your drive and make it unreadable by anyone, use the **[Wipe File]** button or the **Wipe File and Delete** command in the **Utilities** menu. This command overwrites the file with a space character, then deletes the file. It completely obliterates all data stored in that file.

**CAUTION:** This command works only on one file at a time, for safety's sake. Once a file has been Wiped, not even an undelete utility can recover the data. Use this command with caution.

### **Copying Files**

*Filer* lets you copy files from one location to another. First, select the files you want to copy in the list box, then press the **[Copy Selected]** button. You'll be asked for a destination directory. Type this information, including drive and path information if necessary, then click **[OK]**. If you click **[Cancel]**, no files will be copied.

### **Renaming Files**

*Filer* can rename files. Select a single file, then give the **Rename File** command in the **Utilities** menu. *Filer* will present the current filename to you and let you edit it. When you click **[OK]** the file will be renamed and the list updated. If you click **[Cancel]** no renaming will take place.

## Moving Files

You can also move files from one directory to another. *Filer* will delete the original file after confirming the copy. As with all commands, select the files you want to move, then press the **[Move Selected]** button. You'll be asked for a destination directory. Type this information, including drive and path information if necessary, then click **[OK]**. If you click **[Cancel]**, no files will be moved or deleted.

## Comparing Files

When you're searching for or deleting duplicate files, or any other time you're using *Filer*, you may want to compare two files to see if they're identical. To do this, select two files, then give the **Compare Files** command in the **Utilities** menu. *Filer* will first compare the files sizes. If they do not match the comparison ends. Next the files' dates and times will be compared. If they do not match, *Filer* will inform you and ask you whether you want to continue. Then, *Filer* compares the two files, byte for byte, and tells you whether they match or not. **NOTE:** With large files, comparisons can take some time, so please be patient.

**CAUTION:** Be careful when deleting duplicate files to do a comparison on any files you're not sure of. This is especially true with **DLL**, **VBX**, and other files required by Windows.

## Your Directory Tree

By default, *Filer* shows only the files found during the search. However, you can modify this process. Two check boxes appear just above the list box. If you check the **[Show Directories Only]** check box, *Filer* will ignore your search specifications and list your drive(s) directory structure instead. This is a very useful tool. Printing a list of your computer's directory structure can help you find directories later.

In addition, the **[Don't List Directories]** check box, which is normally checked, can be disabled. If you do this, *Filer* will find the files, but will also list all your directories as well.

**NOTE:** While *Filer* can list directories, it cannot delete, rename, move, or perform most other management operations on them. If you try, *Filer* will display a message and abort the action. This is done for data safety reasons. If you want to manipulate directories, use File Manager instead.

## Printing File Lists

*Filer's* **Print File List** command in the **File** menu sends whatever is in the list box to your printer. Printouts have a 1-inch left margin, but top and bottom margins are whatever your printer supports as its default.

## Errors

*Filer* automatically handles most errors you'll encounter, informing you of the error when one occurs.

*Filer* attempts to display all graphics files in the formats supported. However, a defective graphic file in any format may cause a crash, including a General Protection Fault (GPF). If this occurs, go ahead and exit the program in the GPF dialog box. You can then restart *Filer*. If this occurs, it's a good idea to delete the offending file from your hard disk.

## Executing, Launching, or Editing a File

Below the *Filer* list window is a large button, marked **[Execute or Edit Selected File]**. With a file



highlighted in the file list window, click this button. If the file is an **EXE** or **COM** file, you'll run that program.

**WARNING: Not all files with these extensions are standalone programs. Be sure the program you try to execute will run properly before pressing this button. Do not run any .EXE or .COM file with which you are not familiar. If you do so, some files may actually damage your data. Proceed with extreme caution.**

If the file is a **PIF** or **BAT** file, this button will either run the file, or load it into an appropriate editor, depending on the setting for that file type in the **Options** menu. The default settings are to edit **BAT** files and to run **PIF** files. Use the **Options** menu to change the settings if you want to do something else.

If you run a DOS program from within *Filer*, it will run but, if the program executes, then normally returns to the DOS prompt, you'll return to *Filer* instead.

For all other files, if you have an association for that file type in your **WIN.INI** file, *Filer* will load the appropriate program, with your selected file loaded into the program for editing. You can view a list of file extensions and their associated applications with the **View Windows Associations** command in the **Utilities** menu.

### **Custom Associations**

Not all file types have associations set up in *Windows*. This is especially true with files created by non-*Windows* programs. For this reason, *Filer* lets you set up custom associations. To do this, select the **Utilities** menu, then click on the **Edit Custom Associations** command. You'll see a new window.

Type an file extension you want to associate with a program in the first field. Type the extension completely, *including the period character*, as in **.LST**, but do not include any wildcard characters.

In the next field, type the complete file specification of the program you want to use to edit this file type. Include the drive designation, the entire path and the complete filename, The entry should look like:

**C:\UTIL\LIST.EXE**

Naturally, you'll substitute your own information.

If you like, click the **[Test Program]** button to load the program and make sure you have it right.

When you're satisfied, click the **[Replace]** button to add the association to the list. If you want to add another association, click the **[View Next]** button and create another association. You can use the **[View Next]** and **[View Previous]** buttons to step through the list. Just remember to click the **[Replace]** Button after adding or editing an association.

To make these associations permanent, click the **[Save]** button. *Filer* will save the associations you create, loading them each time the program starts. To use the associations only in the current session, and to return to the main *Filer* window, click the **[Return]** button.

**NOTE:** If you create associations for file extensions which also have a *Windows* association, your custom association takes precedence when you click the **[Execute or Edit Selected File]** button. You can use this feature to create special associations you'll use only with *Filer*.

## **SEARCHING FOR TEXT IN FILES**

*Filer* has another very important and powerful feature. It can find files which include any text you specify. This lets you locate any file on your hard disk by looking for internal data. This search routine works in all files, including binary files. Here's what you do:

Start by doing a normal file search in the File Search window. For example, if you know that your file will have the extension **DOC**, but don't know what drive it's on, use that extension, then use the **[Search All Drives]** button to locate all the **DOC** files. For other searches, use whatever search method works best to get a list of files which might contain the text you want.

**NOTE:** You can search for text in *ANY* type of file, including binary files.

Once *Filer* has found the target files and displays them in its file list, click the **[Text Search]** button. You'll see a new window.

### **Specifying Search Text**

In this window, you can specify up to 4 search strings. Just type them in in the fields provided. Press **<Enter>** or **<Tab>** to move between fields. Since searches are done precisely for the text you specify, make certain that you type what you want to find. A single word per field makes the most sense.

After entering text, select the search options. Check either the **[AND]** or **[OR]** option, depending on whether you want to search for files which contain text in *all* the fields or *any* of the fields. The default is **AND**.

By default, *Filer* pays no attention to capitalization. If you want to search for text exactly as it is in the fields, in a case-sensitive way, check the **[Case Sensitive]** box.

If you've selected **AND** as your Boolean criterion, check the appropriate box to search for the combination of text in all fields **[Within Paragraph]** or in **[Entire File]**. Use the **[Within Paragraph]** option to find words which are close to each other.

### **Performing the Search**

To start the search, click the **[Search]** button. *Filer* will search through all the files in the list selected in the File Search window. You'll see which file is being searched at all times. When a file is found which contains the text strings, it will appear in the list. To cancel a search in progress, click the **[Cancel Search]** button with the hourglass cursor.

Once the search is complete, you'll have a list of all files containing your search text. You can select any of these files, then execute or edit the file using either Windows or custom associations. To conduct a new search in the same list of files, press the **[New Search]** button. This clears the list.

To return to the File Search window, click the **[Return]** button. Your list of found files remains intact, allowing you to conduct a new file search, then continue your text search with another list of files. You can repeat this process as often as you like. The file list will grow until you click the **[New Search]** button.

### **Printing a List from the Text Search Window**

As in the File Search window, you can print the list of files found in a text search by clicking the **[Print]** button. This list will contain full information on your search, including search text, and search criteria.

## Getting Help in Filer

*Filer* can always display a brief help message for any command or on-screen object. Just click on the object with the right mouse button. A message will appear in the title bar at the top of the *Filer* Window.

If you need more help, use the commands below, in the **Help** menu:

### Help with Filer

You'll see a new window. On the left is a Topic Index. On the right is the Help information. To view help on a topic, simply click on that topic in the Topic Index. To return to *Filer*, click the **[Exit]** button or the **Return to Program** command.

### About Filer

View version information about Filer and find the OsoSoft support access numbers.

### Help/OsoSoft Program Information

You'll see an order form for OsoSoft products. To learn more about a product, click the **[Info]** button next to that product's listing. To order, type the number of copies for each product. The rest is automatic. Click the **[Print]** button to print the form.