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## Introducing The Locator

The Locator provides a simple way of easily locating files which are on one of your removable disks and informing you of which disk the file resides. The Locator allows you to catalog files on each of your removable disks into a database and using the file finder, quickly locate and determine which disk a file is on.

Software programs used today occupy a massive amount of hard disk space and data files are getting larger and larger. Removable media use is growing as a result of the need for more and more disk space for applications such as backup, archival, secondary storage, additional primary storage and security. Keeping these disks organized, locating files and determining which disk a file is on is time consuming, difficult and cumbersome.

Using removable media and making it an integral part of your computing is easy, assuming you have the right utilities. It saves you time and money. The use of removable media such as Bernoulli Boxes, Syquest drives, flopticals, opticals, floppies and the emerging PCMCIA cards is growing.

Other file finder programs only locate files which are "on-line". The Locator keeps an on-line database of all the files you have on removable disks. Now the location of these files is at your fingertips and instantly accessible. To find a file, you no longer have to tediously insert each disk and repeatedly change and display directories.

The Locator program consists of 4 utilities.

**The Catalog Utility** creates a database on your hard disk containing information about each file which is cataloged. To use the Catalog Utility you will first set up what we refer to as Catalog Entries. Catalog Entries tell The Locator which drive, directories or files to catalog.

**The File Finder Utility** allows you to search the database to quickly locate files and determine which disk a file(s) is on. You can be as selective as you want in determining which files to find.

**The On-Line Manual** is designed to emulate a printed manual. Please refer to the Appendix if you need further assistance.

**The On-Line Registration** is the simplest method of product registration designed to date. Please refer to the Appendix if you need assistance in registering your software.

## **Commands**

Utilities

Help

## **Utilities Menu**

Catalog

File find

Exit

## Catalog Utility

The Catalog Utility creates a database on your hard disk which contains information about each file which is cataloged. Using the File Finder Utility, you can then easily locate and determine which disk a file or group of files is on.

To use the Catalog Utility you will first set up what we refer to as **Catalog Entries**. You will give each Catalog Entry a name, which will be referred to as the Catalog Name. Catalog Entries tell The Locator which drive, directories or files to catalog. You can setup as many Catalog Entries as you want or need. This allows you to be as selective as you want. These are retained so that you do not have to enter them each time.

Each file recorded to the database contains the following information.

1. Catalog Name (User defined)
2. Disk ID (User defined)
3. File Name
4. File name extension
5. Date/Time
6. Attributes (read only, system, hidden, archive, directory)
7. File Size

The Catalog Name and DISK ID are user defined to help make it easier for you to locate files and determine which disk a file is on. These are discussed in more detail later in this chapter.

The DISK ID will most often be the same with what you have written on the disk label. By having the DISK ID and the disk label match, you will more easily locate the disk which contains the files you are looking for. The Catalog Name will usually correspond or be a description of the set of disks you intend to catalog. For example if you are going to catalog a set of backup disks, then the catalog name may be BACKUP with the DISK ID for each disk being BU1, BU2, BU3, etc. All of this will be further explained later in this chapter.

You can be as selective as you want in determining which drives, files or directories you want to catalog. You can catalog an entire disk, multiple disks, selected directories, individual files or files with common file name extensions. Global (\*) and wild cards (?) may be used to specify files with common file names or extensions. Full path statements may also be used to specify files or types of files within a directory.

## **File Finder Utility**

The File Finder utility allows you to browse through or search the database to quickly locate files and determine which disk a file or group of files is on.

You can be as selective as you want in determining which files or directories to find. You can display all of the files in the database or perform a more selective search to display only a subset of the files. You can locate files, files in selected directories, individual files or files with common file name extensions. Global (\*) and wild cards (?) may be used to specify files with common file names or extensions. Full path statements may also be used to specify files or types of files within a directory.

### **How To Use The File Finder**

1. Double click on The Locator's icon.
2. To access the File Finder, click on File Find from the Utilities menu. The File Finder dialog box displays.

The **Summary Report** is presented which displays the file entries in the database in alphabetical order.

**Exit**

This command will terminate the program.

## How To Catalog a Disk

To Catalog a disk, perform the following steps.

1. Double click on The Locator's icon.
2. To access the Catalog utility, click on Catalog from the Utilities menu. Six Catalog Entries can be in view at one time. If you have more than six, click on the scroll button to scroll through the remaining Catalog Entries. They are listed in alphabetical order. For an explanation of each push-button and option, please refer to the **Options** section in this chapter.
3. Add catalog entries. For an explanation on how to set up catalog entries refer to the **Setting Up Catalog Entries** section in this chapter.

If you will be cataloging multiple disks from the same drive then you will only need one catalog entry. If you will be cataloging multiple drives for example from an optical juke box or a dual drive Bernoulli Box then you will want to set up a Catalog Entry for each drive.

4. Select the catalog entry(s) you want to add or update to the database. You can select one or more individual Catalog Entries or all of them at once.

To select an individual catalog entry, scroll to the one you want and click on it (highlight) with your mouse. To select all of the Catalog Entries, click on the SELECT ALL push-button.

To unselect an individual catalog entry after it has been selected, scroll to the entry and click on it (unhighlight) with your mouse. To unselect all of the catalog entries which have been selected, click on the UNSELECT ALL push-button.

5. Press Start to record the files into the database. All records are recorded to a file called catalog.db in The Locator directory. If you install The Locator in another directory, the catalog.db file will be located in that directory.
6. If the disk you are cataloging is a removable disk, you are prompted to insert the first/next disk. Insert the disk and press OK to continue. If the disk is a fixed disk, the prompt will not display.

If the disk has not been cataloged before, you will be prompted to enter the DISK ID. Please proceed to the next step. If the disk has been cataloged before, please refer to step #8.

Please read the **IMPORTANT INFORMATION** section for an explanation of how The Locator works.

**Note:** catalog entries are stored in a file called Locator.ini, within the Windows directory.

7. Enter the DISK ID and press OK. The DISK ID will usually be the same as what you have written on the disk label. By doing this, you will very easily be able to determine which disk a file is on. The DISK ID can be up to 6 characters in length. If you have not affixed and written a label on the disk, affix a label onto the disk and write the DISK ID on it after the cataloging is completed.
8. Press OK to begin. A message box will display which informs you of the progress of the cataloging and the number of files recorded to the database. You can press Cancel at any time to discontinue the cataloging.
9. When The Locator is finished, you will prompted to insert another disk. If you have additional disks to catalog, begin again with step #6. If you are finished, click on Cancel.



## **IMPORTANT INFORMATION**

**The Locator creates a file (hidden, read only) in the directory on each disk which you catalog, with the same name as the DISK ID you enter. For example, if you catalog the entire A drive, the file will be located in the root directory on the disk. If you catalog a directory and its sub directories, i.e. f:\winword, then the hidden file will be in the winword directory. This file is used to determine if the disk has been previously cataloged. This is important because if the disk has been cataloged before, there are already entries for this disk in the database. Since some files on the disk may have been deleted, The Locator in this circumstance will first delete all of the records in the database which have the same DISK ID and then re-catalog the disk. This ensures complete integrity and accuracy of the database.**

**If you selected multiple catalog entries which means you are probably cataloging multiple drives at the same time, The Locator will prompt you for a DISK ID as it starts each catalog entry. If each of the entries has been previously cataloged by virtue of having an existing DISK ID file on it, then the re-cataloging will proceed without any further involvement on your part.**

## Options

**ADD**      **To add a Catalog Entry**, click on the Add push-button, enter the settings and click on OK to save the entry. Refer to the section in this chapter called Setting Up Catalog Entries for instructions.

**EDIT**      **To change a Catalog Entry**, select the entry, click on the Edit push-button and change the settings. Refer to the section called Setting Up Catalog Entries in this chapter for instructions.

**Select All**      Selects (highlights) all of the Catalog Entries.

**Unselect All**      Unselects (unhighlights) all of the Catalog Entries.

**START**      Press the Start push-button to begin cataloging the files from each selected catalog entry into the database.

**DELETE**      **To delete a Catalog Entry**, select (highlight) the entry by clicking on it and click on the Delete push-button. You will be asked to confirm the deletion.

Note: when you delete a catalog entry, all of the records in the database which have been recorded with the catalog entry will be deleted.

**OK**      Click on the OK push-button to store the Catalog Entries and exit the Catalog Utility.

**CANCEL**      Click on the Cancel push-button to return the Catalog Entries to their previous setting and exit the Catalog utility.

**Database Name** the path and name of the database which will contain the Catalog Entries. The Locator automatically assigns the database a file name called locator.db and is stored in the directory in which you installed the program.

## Setting Up Catalog Entries

In order for The Locator to know which files to record in the database, you will setup Catalog Entries. Each Catalog Entry is given a "Catalog Name" which is chosen by you to easily identify and remember which files it includes.

You can be as selective as you want in determining which files or directories you want to catalog. You can catalog an entire disk, multiple disks, selected directories, individual files or files with common file name extensions.

### Suggestions

**If you intend to catalog multiple disks from the same drive, then set up only one Catalog Entry. You will be prompted to enter a DISK ID for each disk you insert. Then write the DISK ID on the label of the disk.**

**If you intend to catalog multiple drives, then set up a Catalog Entry for each drive.**

**If you intend to catalog only specific files or directories from a disk, then set up a Catalog Entry for each one you want to catalog.**

1. Enter the fields. For an explanation of each field, please refer to the [Catalog Entry Fields](#) section in this chapter.
- 2.. Press the OK push-button to store the Catalog Entry and return to the previous dialog box, otherwise press the Cancel push-button to return the Catalog Entry to it's previous setting and return to the previous dialog box.
3. Repeat steps 1 and 2 for each drive you want to catalog.

## Catalog Entry Fields

### Catalog Name

Think of the Catalog Name as you would the name you give a file folder or a directory on a disk. Each describes or identifies the contents and usually the files contained within them are similar in nature or content. Similarly, a catalog name describes what types of files are contained on the disk or group of disks to catalog.

For example, if you are going to catalog a set of backup disks, then you might name the catalog entry, **BACKUP 10/24/92**. When you perform the catalog, you will then give each disk that is a part of the backup set a DISK ID of BU1, BU2, BU3, for example.

Another example is if you have moved a group of older word processing files onto removable disks which you want to retain but no longer want on your primary disk. You might name the catalog entry, **OLD WP FILES** to make it easy to later search for these in the database. Then if these files are contained on multiple disks, you might give each disk a DISK ID of WP1, WP2, etc.

Another example is if you archive a set of disks which contain your year end financial data, you might name the Catalog Entry, FINANCIALS 1992 and each disk a DISK ID or FIN1, FIN2, etc.

You can enter up to a 12 character name.

### Drive

The letter of the drive which contains the disk you want to catalog. For example A: or B:. If you want to catalog an entire drive, this is all you will need.

### Path

You can be as selective as you want in determining which files or directories you want to catalog, although in most cases you will probably want to catalog each file. You can catalog selected directories, individual files or files with common file name extensions. Global (\*) and wild cards (?) may be used to specify files with common file names or extensions. Full path statements may also be used to specify files or types of files within a directory.

To catalog all of the files on a disk, enter \*.\*.

To catalog a single directory, enter \DIR\\*.\*, where DIR is the name of the directory.

To catalog files by file name extension for example all files with the file name extension of DOC, enter \DIR\\*.DOC.

### Include Subdirectories

Click on this checkbox to not include the files in the subdirectories of the drive or path you selected in the previous fields. Normally you will want to include the files in the subdirectories of the path or drive you specify.

For example, if you specify C:\, with this option selected, all of the files on the drive will be cataloged. If you choose not to include the subdirectories, only the files in the root directory would be cataloged.

### Auto Increment DISK ID

As mentioned in a previous section, when you catalog a disk you are prompted to provide a DISK ID for each disk which you catalog for the first time. If you are going to catalog several related disk, this feature keeps you from having to re-enter the DISK ID each time.

When this option is selected, the first time you are asked for a DISK ID, The Locator will append "01" to it, and each subsequent disk inserted will be given an ascending numeric number.

For example, when you are prompted to provide a DISK ID, if you enter BACKUP, the first and subsequent disks will be called BACKUP01, BACKUP02, BACKUP03.

## FILTERS

1. Enter your search criteria by defining the filters as described in the section [Search Filters](#).
2. Press OK to begin the search.

As the search is in progress a dialog box informs you of the number of files it has found which meet your search criteria.

When complete, the Summary Report displays with the files which meet the search criteria. The report displays the DISK ID associated with each file which meets your search criteria.

### Example #1

DISK ID Matches	Backup1
Drive Matches	D:\
File Name Matches	*.DOC

**RESULT** - Will find all files which have a file name extension of DOC from the D drive which also were identified with the Backup1 DISK ID.

### Example #2

DISK ID Matches	BU2
All other fields left empty.	

**RESULT** - Will find all files with the DISK ID or BU2.

### Example #3

DISK ID Matches	BU2
Directory Matches	\WINDOWS\CORELDRW
File Name Matches	*.CDR
All other fields left empty.	

**RESULT** - Will find all files a file name extension of CDR within the CORELDRW directory with the BU2 DISK ID.

### Example #4

Drive Matches	D:
Directory Matches	\WINDOWS\CORELDRW
All other fields left empty.	

**RESULT** - Will find all files CORELDRW directory from the D drive.

### Examples of DOS syntax and wildcards

To find all of the files within the specified drive or directory, enter \*.\* in the file name field

To find all of the files in a directory, enter \DIR in the Directory field, where DIR is the name of the directory and \*.\* in the File Name field or you can just leave it blank., .

To find files by file name extension, for example all files with the file name extension of DOC, enter \*.DOC in the File Name field.

## Search Filters

You can locate individual files, file with common file name extensions, files in selected directories, all files from a selected drive, all files with a specific date or all files with a specific DISK ID or Catalog Name. Global (\*) and wild cards (?) may be used to specify files with common file names or extensions. Full path statements may also be used to specify files or types of files within a directory.

The following fields in the database can be used to selectively locate files in the database and subsequently from your removable disks. Implied "AND" conditions are used when you search on multiple fields.

**Catalog Name**  
**DISK ID**  
**Drive**  
**Directory**  
**File Name**  
**Date**

### Example #1

DISK ID Matches Backup1  
Drive Matches D:\  
File Name Matches \*.DOC

**RESULT** - Will find all files which have a file name extension of DOC from the D drive which also were identified with the Backup1 DISK ID.

### Example #2

DISK ID Matches BU2  
All other fields left empty.

**RESULT** - Will find all files with the DISK ID or BU2.

### Example #3

DISK ID Matches BU2  
Directory Matches \WINDOWS\CORELDRW  
File Name Matches \*.CDR  
All other fields left empty.

**RESULT** - Will find all files a file name extension of CDR within the CORELDRW directory with the BU2 DISK ID.

### Example #4

Drive Matches D:  
Directory Matches \WINDOWS\CORELDRW  
All other fields left empty.

**RESULT** - Will find all files CORELDRW directory from the D drive.

## Examples of DOS syntax and wildcards

To find all of the files within the specified drive or directory, enter \*.\* in the file name field

To find all of the files in a directory, enter \DIR in the Directory field, where DIR is the name of the directory and \*.\* in the File Name field or you can just leave it blank., .

To find files by file name extension, for example all files with the file name extension of DOC, enter \*.DOC in the File Name field.

## **SUMMARY REPORT**

The Summary Report displays all of the files in the database in alphabetical order. The name in path of the database is on the top of the display. The First Letter of the File Name and DISK ID List columns are used to simplify the job of finding files. This is discussed below. The total number of files in the database is displayed at the bottom of the dialog box. The DISK ID of the selected file is displayed below the file names.

## **Finding Files**

There are several easy ways to find the files you are looking for. As you scroll through the database, the DISK ID field at the bottom of the dialog box displays the DISK ID for the selected or highlighted file name.

### **UP, DOWN, PAGE UP, PAGE DOWN, END, HOME**

Click on one of the files and use the up, down, page up, page down, home and end keys to move through the database. The up and down arrow keys move you from file to file in either direction. The page up or page down keys move you from screen to screen in either direction. The end key moves you to the last record in the database. The home key moves you to the first record in the database.

If your database is extremely large you will periodically notice a slight delay and an hour glass when The Locator is retrieving additional records from the disk.

### **SCROLL BAR**

You can scroll through the files by pressing the up or down arrow buttons from the scroll bar.

### **LETTER PUSH-BUTTON**

If you know the name of the file or at least what letter the file starts with, you can quickly display all of the files which begin with the selected letter by pressing one of the alphabetical push-buttons. The All push-button redisplay the entire database.

### **DISK ID**

To display all of the files from one of the disks which have been cataloged, double click on the DISK ID and all of the files which were cataloged with the selected DISK ID will display. The All push-button redisplay the entire database.

### **FILTERS**

Click on the Filters push-button to perform a much more selective search of files in the database. Please refer to the **FILTERS** section in this chapter for an explanation of the options in this dialog box.

### **DETAILED INFO**

To display additional information about the selected (highlighted) file either click on the **Detailed Info** push-button, or double click on the file name. Press Cancel to return to the Summary Report.

## **DETAILED REPORT**

The Detailed Report displays all of the information which was recorded about each file.

**Next** - Click on Next to display the next file/record in the detail mode.

**Previous** - Click on Previous to display the previous file/record in the detail mode.

**CANCEL** - Click on Cancel to return to the Summary Report.



## **Getting Started**

### **Product Registration**

Please take a few moments to register your software. By registering, you qualify for free technical support, product upgrade announcements and information on new products. You may register your software, automatically, from the Registration icon. Please refer to the Registration section of this manual in the Appendix for instructions.

### **Contacting SitBack Technologies, Inc.**

We value your calls and suggestions. To contact SitBack Technologies, Inc. for technical support or sales, please call or fax. Telephone Number: (913)-894-0808. FAX Number: (913)-894-0250

### **Readme File**

The Locator diskette may contain a file named Readme which will provide you with the latest information too recent to put in this manual. It is in ASCII format, therefore it can be accessed or printed from a Word Processing program.

### **System Requirements**

To use The Locator, you require: MS-DOS 3.0 or later, or equivalent, Microsoft Windows version 3.0 or later and an IBM or compatible personal computer.

### **Supported Media**

You can use The Locator to catalog and find files from any DOS storage device. This includes any storage device except any form of tape drive. This includes floppy diskettes, removable hard disks, Syquest, Bernoulli, floptical, optical drives, network drives and PCMCIA storage media.

## Installing The Locator

The installation program is a Windows application and, therefore, requires that you install the product while running Windows.

1. Insert The Locator diskette in the disk drive. Invoke File/Run from Windows Program Manager or File Manager.
2. Type A:\INSTALL, where A: is the letter of the drive that contains The Locator diskette.
3. To accept the defaults click on Continue, otherwise change the settings. Once the files are copied, a group called The Locator is created and displayed with the program icons in it.
4. You are then displayed a screen with information regarding registering your software. Click on OK to continue. You are now ready to use The Locator
5. **To select one of the utilities**, double click on the utility of your choice.

## **Appendix**

### **How To Register Your Software**

The Register icon provides a simple and automatic way to register your software. We strongly urge you to register your software. Upon registering your software you qualify for unlimited technical support and product upgrade notifications.

The Registration Icon, activates the Windows Notepad program and displays a file called REGCARD.TXT. This file contains all of the information necessary to register your software. Either print the file and fill it in by hand or type the information onto the screen and print the file. Then simply mail or fax it to SitBack Technologies, Inc.

### **On-Line Manual**

The Locator is delivered with an on-line manual. To access the on-line manual, double click on the icon. The on-line manual is designed to emulate a real manual. You are presented with a table of contents. Just scroll to the chapter or section you want to review and click on it. The procedures to use the manual are the same as using the HELP facility.

