

# Concepts

## What does the QuickFinder File Indexer do?

The Indexer lets you build an index for a set of specified files.

## What is an index?

An index is an alphabetical list of every word in a set of files (sometimes called a full text index). The index also contains information about which file each word is in.

**Hint:** There is another feature in WordPerfect called Index that lets you build a table of subjects and page references (the type of index that appears at the back of many books). The Index feature is unrelated to QuickFinder file indexes.

## Why use a QuickFinder index?

Once you have built an index, you can quickly find files that contain a particular word or phrase. When you search using a QuickFinder index, primarily one file (the index) is searched. When you don't search using a QuickFinder index, Find Files must search every file you specify (all the files in a directory, for example) for the word or phrase you want to find, which takes much longer. In other words, by taking a few minutes to build a QuickFinder index, you can speed up all subsequent searches significantly, which makes accessing information much more practical.

## See Also

[How Do I Create a QuickFinder Index?](#)

[How Do I Edit a QuickFinder Index?](#)

[How Do I Find Files Using a QuickFinder Index?](#)

[How Do I Rebuild a QuickFinder Index?](#)

[How Do I Use QuickFinder Indexes on a Network?](#)

**index**

An alphabetical listing of all the words in a set of specified documents.

## How Do I Create a QuickFinder Index?

The QuickFinder is a very fast way to search files for a word or phrase. Before you can search, however, you must create a QuickFinder index. You can create as many indexes as you like.

To create a QuickFinder index,

- 1 From the QuickFinder File Indexer dialog box (the dialog box that appears when you first open QuickFinder), choose Create.
- 2 Type a name for the index, then choose OK.
- 3 Choose Browse and then select a directory you want to index from the Directories list (you may need to select a different drive using the Drives pop-up list).  
or... Type the name of a directory or file pattern you want to index in the Add Directory or File text box.

**Hint:** If you use Browse, you can also select Quick List to select any defined Quick List directories.

- 4 If you want to index files in all subdirectories of the directory you have specified, select the Include Subtree check box.
- 5 Choose Add.

The directory appears in the Directories to Index list box. If you selected the Include Subtree check box, a subtree icon appears next to the name in the list.

- 6 Repeat steps 3-5 for each directory you want to index.

If you add a directory and then decide not to include it, select the directory in the Directories to Index list and choose Remove.

- 7 Choose Index.

A dialog box appears to show the progress of the indexing. When the index file has been built, another dialog box appears that displays information about the index file.

- 8 Choose OK.

See Also

Concepts

[How Do I Edit a QuickFinder Index?](#)

[How Do I Find Files Using a QuickFinder Index?](#)

[How Do I Rebuild a QuickFinder Index?](#)

[How Do I Use QuickFinder Indexes on a Network?](#)

## How Do I Rebuild a QuickFinder Index?

If you have built an index and the files you indexed have changed, you may want to rebuild the index to make sure you are searching for current information.

To rebuild an index,

- 1 Select an index from the Index Names list box in the QuickFinder File Indexer dialog box (the dialog box that appears when you first open QuickFinder).
- 2 Choose Index.
- 3 Select Update Index with New or Modified Files to reindex only files that have changed since you last built the index, or select Index All Files, then choose OK.

Choosing to update only new or modified files speeds up the indexing process considerably.

A dialog box appears to show the progress of the indexing. When the index file has been built, another dialog box appears that displays information about the index file.

- 4 Choose OK.

**Hint:** If there is a lot of change to indexed directories, you should periodically rebuild the index from scratch.

See Also

[Concepts](#)

[How Do I Create a QuickFinder Index?](#)

[How Do I Edit a QuickFinder Index?](#)

[How Do I Find Files Using a QuickFinder Index?](#)

## How Do I Edit a QuickFinder Index?

If you want to rebuild a QuickFinder index but change the directories or files included, you can edit the index.

To edit a QuickFinder index,

- 1 Select an index from the Index Names list box in the QuickFinder File Indexer dialog box (the dialog box that appears when you first open QuickFinder).
- 2 Choose Edit.
- 3 To remove a directory, select it in the Directories to Index list and then choose Remove.
- 4 To add a directory, choose Browse, select a directory from the Directory list, then choose Add.  
or... Type the name of a directory or file you want to index in the Add Directory or File text box.
- 5 Choose Index.
- 6 Select Update Index with New or Modified Files to reindex only files that have changed since you last built the index or select Index All Files, then choose OK.  
A dialog box appears to show the progress of the indexing. When the index file has been built, another dialog box appears that displays information about the index file.
- 7 Choose OK.

See Also

Concepts

How Do I Create a QuickFinder Index?

How Do I Find Files Using a QuickFinder Index?

How Do I Rebuild an Index?

## Search Modifiers

If you have NOT checked the Words Must Be Next to Each Other check box, the following modifiers can be used to perform special types of searches:

### Wildcard Searches

single character wildcard

multiple character wildcard

### Boolean Searches

logical "AND"

logical "OR"

logical "NOT"

### Proximity Searches

**Hint:** Using any of the proximity searches may reduce the speed of the search.

phrase

within  $n$  words of each other

same line

same sentence

same paragraph

same page

### **Multiple Character Wildcard Search**

Usage: `text*` (text followed by an asterisk)

Example: `ab*`

Result for this example: Searches for files that contain words that begin with the letters ab (abacus, abet, abstract, and so forth).

**Hint:** The `*` represents any number of characters, including zero characters. The asterisk must be the last character of the search text. In other words, you could not search for `*ab` or `a*b`.

### Single Character Wildcard Search

Usage: *text?* or *text?text* (text followed by a question mark or a question mark in text)

Example: *c?d*

Result for this example: Searches for files that contain words that begin with c, followed by any single letter, and that end with d (cad, cod, and cud).

**Hint:** The ? represents any one character. The ? can be used in combination with the \*.



### **Logical "AND" Search**

Usage: *text text* (two or more words or phrases separated by a space)

Example: apple pear

Result for this example: Searches for files that contain both "apple" and "pear".

**Hint:** The words can be anywhere in the document.

### **Logical "OR" Search**

Usage: *text, text* (two or more words or phrases each separated by a comma and a space)

Example: apple, pear

Result for this example: Searches for files that contain just "apple", just "pear", or both words.

**Hint:** The words can be anywhere in the document.

### **Logical "NOT" Search**

Usage: *text -text* (a word followed by a space, then a hyphen, then another word)

Example: apple -pear

Result for this example: Searches for files that contain "apple" but not "pear".

## Phrase Search

Usage: "text text text" (a phrase enclosed in quote marks)

Example: "apples and pears"

Result for this example: Searches for files that contain the phrase "apples and pears" (those three words must appear next to each other in that order).

**Hint:** Using quote marks to specify a phrase gives the same results as checking the Words Must Be Next to Each Other check box. However, you can use quote marks in combination with other search modifiers (other search modifiers are ignored when you check the check box). For example, you could use quote marks and the comma to search for files that contain either of two phrases. Checking the Words Must Be Next to Each Other check box invalidates any other search modifiers.

### **Within *n* Words of Each Other**

Usage: *text text /nnn* (two words separated by a space and followed by a space, then a slash, then a number)

Example: *apple pear /100*

Result for this example: Searches for files that contain "apple" and "pear" within 100 words of each other.

### **Same Line**

Usage: *text text /line* (two words separated by a space and followed by a space, then a slash, then the word "line" or the abbreviation "lin")

Example: apple pear /line

Result for this example: Searches for files that contain "apple" and "pear" on the same line.

**Hint:** A line is the text between two "end of line" markers, which, in WordPerfect documents, are soft returns, hard returns, soft pages, and hard pages.

## Same Sentence

Usage: *text text /sentence* (two words separated by a space and followed by a space, then a slash, then the word "sentence" or the abbreviation "sen")

Example: apple pear /sentence

Result for this example: Searches for files that contain "apple" and "pear" in the same sentence.

**Hint:** A sentence is the text between any two "end of sentence" markers, which are a period, a question mark, and an exclamation mark.

### Same Paragraph

Usage: *text text /paragraph* (two words separated by a space and followed by a space, then a slash, then the word "paragraph" or the abbreviation "par")

Example: apple pear /paragraph

Result for this example: Searches for files that contain "apple" and "pear" in the same paragraph.

**Hint:** A paragraph is the text between any two "end of paragraph" markers, which, in WordPerfect documents, are two hard returns, or hard returns followed by tabs or indents.



### **Same Page**

Usage: *text text /page* (two words separated by a space and followed by a space, then a slash, then the word "page" or the abbreviation "pag")

Example: *apple pear /page*

Result for this example: Searches for files that contain "apple" and "pear" in the same page.

**Hint:** A page is the text between any two "end of page" markers, which are soft page and hard page codes in WordPerfect documents.

## Add

Use Add to add a directory to the list of directories to be indexed.

To add a directory to the list,

- 1 Choose Browse and then select a directory you want to index using the Drives pop-up list and Directories list.  
or... Type the name of a directory you want to index in the Add Directory or File text box.

**Hint:** If you use Browse, you can also select Quick List to select any defined Quick List directories.

- 2 If you want to index files in all subdirectories of the current directory, select the Include Subtree check box.
- 3 Choose Add.

See Also

[Create or Edit Index](#)

## Remove

Use Remove to remove a directory from the list of directories to be indexed.

To remove a directory from the list,

- 1 Select the directory in the Directories to Index list box.
- 2 Choose Remove.

See Also

[Create or Edit Index](#)

## Options

The Indexer Options let you delete, rename, move, or get information about index files and change the Index Preferences.

### Information

Choose Information to open a dialog box that gives you information about the currently selected index.

### Delete

Choose Delete to delete the currently selected index.

### Rename

Choose Rename to give the currently selected index a different name.

### Move

Choose Move to move the currently selected index file to a different disk location or to change the name of the index file.

### Preferences

Choose Preferences to change the way certain QuickFinder File Indexer features work.

### About

### See Also

[QuickFinder File Indexer](#)

# Preferences

Use the Preferences dialog box to control how certain features work.

To change the preferences,

- 1 Choose Preferences from the Options pop-up list.
- 2 Make any changes you want (click an option below for a description of what it does).
- 3 Choose OK.

Click on the name of an option for more information:

Show Indexing Progress Every  $n$  Files

Location for Index Files

Do Not Index Executable Files

Include Numbers in Index

Extended Characters in Non-WP Documents

See Also

Concepts

**Do Not Index Executable Files**

If this check box is checked, the Indexer will ignore executable files (files with .EXE, .DLL or .COM extensions) when it is building an index. This can save time building the index and make the index file smaller.

### **Show Indexing Progress Every $n$ Files**

When the Indexer is building an index, a dialog box appears to show the progress of the indexing. The number you specify here controls how often that dialog box is updated. For example, if you specify 10, the Indexer will show progress each time 10 more files have been indexed. Specifying a larger number speeds up the indexing process slightly, particularly if you are indexing lots of small files.

**Location for Index Files**

Use this text box to specify the directory where index files are saved.



**Include Numbers in Index**

If this check box is checked, the Indexer will index any numbers it finds in the files it is indexing. If you don't ever plan to search for numbers, you can deselect this check box, which usually makes your index files smaller and speeds up the indexing process.

### **Extended Characters in Non-WP Documents**

Select an option from this pop-up list to specify how extended characters in non-WordPerfect documents are interpreted when building an index. Extended characters are characters with special markings (ç, ñ, ü). There are two standards for such characters: ASCII and ANSI. Use this option to decide whether to interpret extended characters by the ASCII standard, to interpret them by the ANSI standard, or to exclude extended characters from the index.

**Hint:** Documents created using DOS character-based applications are more likely to have been created using the ASCII standard. Documents created using Windows applications are more likely to have been created using the ANSI standard.

## Index File Information

Use the Index File Information dialog box to display information about an index file.

To get information about an index file,

- 1 Select an index from the Index Names list box in the QuickFinder File Indexer dialog box (the dialog box that appears when you first open QuickFinder).
- 2 Choose Information from the Options pop-up list.
- 3 When you are done viewing the index file information, choose OK.

See Also

[Concepts](#)

[Options](#)

## QuickFinder File Indexer

Use the QuickFinder File Indexer dialog box to create new indexes (see [How Do I Create a QuickFinder Index?](#)), to modify existing indexes (see [How Do I Edit a QuickFinder Index?](#), [How Do I Rebuild a QuickFinder Index?](#), and [Options](#)), and to find files using an index (see [How Do I Find Files Using a QuickFinder Index?](#)).

See Also

[Concepts](#)

## Index Names

The Index Names list box lists all current indexes. Select an index from this list to modify it or display information about it.

See Also

[QuickFinder File Indexer](#)

## Directories in Index

The Directories in Index list box displays all the directories that were included when the currently selected index was created or last modified.

See Also

[QuickFinder File Indexer](#)

# Index File and File Info

## Index File

This is the directory path and name of the file that contains the index currently selected in the Index Names list box.

## File Info

This shows the size, creation date, and creation time of the index file that contains the index currently selected in the Index Names list box.

## See Also

[Concepts](#)

## Create

Use the Create button to make a new index.

See Also

[How Do I Create a QuickFinder Index?](#)  
[QuickFinder File Indexer](#)



## Index

Use the Index button to rebuild an existing index. The reason you would want to rebuild an index is because the files from which the index was built have changed or new files have been added to an indexed directory, which makes parts of the index obsolete.

### See Also

[How Do I Rebuild a QuickFinder Index?](#)  
[QuickFinder File Indexer](#)

## Edit

Use the Edit button to change the directories and files included in an index.

### See Also

[How Do I Edit a QuickFinder Index?](#)

[QuickFinder File Indexer](#)

## Find Files

Use the Find Files button to search for files that contain a particular word or phrase or some combination of words or phrases.

See Also

[How Do I Find Files Using a QuickFinder Index?](#)  
[QuickFinder File Indexer](#)

## Create Index Name

Use the Create Index Name dialog box to give a name to a new index.

See Also

Concepts

How Do I Create a QuickFinder Index?

## **Name**

Type the name for a new index in the Name text box.

**Hint:** The index name is different from the name of the file where the index is stored.

**See Also**

[Create Index Name](#)

## **OK and Cancel**

### **OK**

Choose OK to close a dialog box and confirm any choices you have made.

### **Cancel**

Choose Cancel to close a dialog box without performing any action or changing any options.

## Create Index or Edit Index

Use this dialog box to choose which directories to index when you are building a new index or changing an existing index.

[See Also](#)

[Concepts](#)

[How Do I Create a QuickFinder Index?](#)

[How Do I Edit a QuickFinder Index?](#)

## Create or Edit Index: Index

Use the Index button to start building an index of the files and directories listed in the Directories to Index list box. Use the Add and Remove buttons to change the list of directories to index.

See Also

Create or Edit Index



## **Browse**

Use the Browse button to select directories to index from a directory list (including any directories you have previously defined for the Quick List).

See Also

[Create or Edit Index](#)

## Delete Index

Use the Delete Index dialog box to delete an index.

To delete an index,

- 1 Select an index from the Index Names list box in the QuickFinder File Indexer dialog box (the dialog box that appears when you first open QuickFinder).
- 2 Choose Delete from the Options pop-up list.
- 3 Choose Yes to delete the index.

See Also

[Concepts](#)

[Options](#)

## Rename Index

Use the Rename Index dialog box to change the index name. Changing the index name does not change the index filename.

To change the index name,

- 1 Select an index from the Index Names list box in the QuickFinder File Indexer dialog box (the dialog box that appears when you first open QuickFinder).
- 2 Choose Rename from the Options pop-up list.
- 3 Type a new name for the index in the New Name text box.
- 4 Choose OK.

See Also

Concepts

Options

## Current Name

Current Name shows the current index name.

See Also

Rename Index

## **New Name**

Type a new index name in the New Name text box.

See Also

Rename Index

**index name**

When you create an index, you give it a name. This name can include spaces. The index name is different from the name of the file that contains the index.

**index filename**

Each index is stored in a file created by the Indexer. The file is named by the Indexer and saved in the directory specified in the Preferences dialog box. The index filename is different from the index name. All index files are given a .IDX extension.

## Move Index File Location

Use the Move Index File Location dialog box to move an index file to a different directory. You can also use this dialog box to give an index file a new name.

To move or rename an index file,

- 1 Select an index from the Index Names list box in the QuickFinder File Indexer dialog box (the dialog box that appears when you first open QuickFinder).
- 2 Choose Move from the Options pop-up list.
- 3 Type the name of the directory where you want to move the index file (example: C:\WPWIN\INDEX).
- 4 If you want to rename the index file, type the directory name followed by the new filename (example: C:\WPWIN\INDEX\MYDOCS.IDX).

If you are renaming the index file, you must give it a .IDX extension for the Indexer to recognize it as an index file.

Be sure to separate the directory name and the new filename with a backslash (\).

- 5 Choose OK.

See Also

Concepts  
Options



## Index Name

This is the name of the index. The index name is different from the index filename.

See Also

Concepts

## Directories to Index

This list box shows all the directories and files to be included when you are ready to build the index. You can add or remove directories or files from the list. If you have specified a directory and its subtree, a subtree icon appears to the left of the directory name in the list.

See Also

[Create or Edit Index](#)

**subtree**

A subtree is all the files in all subdirectories of a directory. For example, suppose you have a directory on your hard disk called C:\DOCS with two subdirectories called C:\DOCS\LETTERS and C:\DOCS\REPORTS. The subtree of C:\DOCS includes all the files in the C:\DOCS directory along with all the files in C:\DOCS\LETTERS and C:\DOCS\REPORTS.

## Include Subtree

Check this check box to include a directory's subtree when you add it to the list of directories to index.

See Also

[Create or Edit Index](#)

## Add Directory or File

Use the Add Directory or File text box to type the name of a directory or file you want to index. Use DOS conventions for specifying files (examples: C:\DOCS\\*. \* to specify all the files in the DOCS directory; C:\DOCS\\*.RPT to specify all the files in the DOCS directory with .RPT extensions).

**Hint:** It is best to specify a file pattern (such as C:\DOCS\\*. \*) rather than individual files, because individual files cannot be indexed efficiently.

To include a directory's subtree, type the directory name and file pattern followed by a space and then /s (example: C:\DOCS\\*. \* /s). You can also type a directory name and file pattern and then check the Include Subtree check box.

Once you have specified which directory or file pattern to add, click Add to add it to the Directories to Index list.

### See Also

[Create or Edit Index](#)

## Drives

Use the Drives pop-up list to select a different drive. The directories in the current drive appear in the Directories list.

See Also

[Create or Edit Index](#)

## Directories

Use the Directories list to select a directory you want to index. If the directory you want doesn't appear, you may need to select another [drive](#).

[See Also](#)

[Create or Edit Index](#)

## File List

This list shows the files in the directory you have selected in the Directories list. If you have checked the Quick List check box, Quick List directories are displayed in this list box.

See Also

[Create or Edit Index](#)



## Quick List

Check the Quick List check box to show currently defined Quick List directories.

See Also

[Create or Edit Index](#)

## **Index File Information: Directories in Index**

The Directories in Index list shows all the directories included in the index.

See Also

[Index File Information](#)

## **Files Indexed in Directory**

The Files Indexed in Directory list shows the files from the selected directory included in the index.

See Also

[Index File Information](#)

## **Index Information**

The Index Information shows how many bytes were in all the files indexed and how many directories and files were indexed.

See Also

[Index File Information](#)

## Index Completed

The Index Completed dialog box appears after the QuickFinder Indexer has finished building an index. It shows information about the index just built.

### See Also

#### Concepts

[How Do I Create a QuickFinder Index?](#)

[How Do I Edit a QuickFinder Index?](#)

[How Do I Rebuild a QuickFinder Index?](#)

## Current Filename

Current Filename shows the name of the index and its directory path.

See Also

[Move Index File Location](#)

## New Filename

Type a new directory path in the New Filename text box to move the current index (example: C:\DOCS\INDEXES). You can also click the [list button](#) to select a directory. To give a new name to the index file, type a directory path and a filename (example: C:\DOCS\INDEXES\REPORTS.IDX).

See Also

[Move Index File Location](#)

## Index Method

Use the Index Method dialog box to choose how to rebuild a QuickFinder index. Select Update Index with New or Modified Files to index only files that have changed since the last time you built the index. Select Index All Files to reindex all files. Choosing to index only new or modified files usually makes rebuilding an index much faster.

**Hint:** If there is a lot of change to indexed directories, you should periodically rebuild the index from scratch.

### See Also

[Concepts](#)

[How Do I Edit a QuickFinder Index?](#)

[How Do I Rebuild a QuickFinder Index?](#)



## Search Results

The Search Results dialog box appears after a search for files is initiated using the Find Files dialog box. The Search Results dialog box will let you do the following with the files that are found:

View

Search Results Options: Delete

Search Results Options: Copy

Search Results Options: Move/Rename

## Search Results Options: Delete

Delete lets you delete a file or group of files.

To delete,

- 1 Select a file in the Search Results list.
- 2 Choose Delete from the Options pop-up list.

The name of the file you selected appears in the File to Delete text box. If you want to delete a group of files, type a file pattern in the File to Delete text box.

- 3 Choose Delete.

**Hint:** Delete accepts the DOS wildcard characters "\*" and "?". A wildcard character represents one or more other characters in a command. The asterisk (\*) represents one or more letters. For example, using "part\*" in Delete would delete files named "partly," "partner," "party" and so forth. The question mark (?) represents just one letter. For example, using "?at" in Delete would delete files named "bat," "cat," "rat" and so forth.

If you use a wildcard in a search, a message box will appear prompting you to confirm the deletion of all of the files which match the wildcard pattern.

Delete will not delete a subdirectory or subdirectory structure by specifying the subdirectory name. Use File Manager for more extensive delete capabilities.

## Search Results Options: Copy

Copy lets you copy a file to any directory or drive available to you.

To copy,

- 1 Select a file in the Search Results list.
- 2 Choose Copy from Options pop-up list. The Copy File dialog box will appear.
- 3 Type a name in the To text box.
- 4 Choose Copy.

**Hint:** Copy will not create a destination directory if you specify one that does not exist. Wildcards are not allowed. Use File Manager for more extensive copy capabilities.

## Search Results Options: Move/Rename

Move/Rename lets you rename a file or move a file to any directory or drive available to you.

To move or rename a file,

- 1 Select a file in the Search Results list.
- 2 Choose Move/Rename from Options pop-up list. The Move File dialog box will appear.
- 3 Type a name in the To text box. If you type a different name without specifying the path, the file will be renamed. If you type a different path, the file will be moved to the new subdirectory.
- 4 Choose Move.

**Hint:** Move will not create a destination directory if you specify one that does not exist. Move will not move entire subdirectories or subdirectory structures. Wildcards are not allowed. Use File Manager for more extensive move capabilities.

## How Do I Find Files Using a QuickFinder Index?

You can use Find Files to search any indexes you have created to quickly find files that contain a particular word or phrase. [Find Files](#) also lets you locate files by searching directories, subdirectories, disks, or the results of a previous search.

To find a file using a QuickFinder index,

- 1 Choose Find Files in the QuickFinder File Indexer dialog box (the dialog box that appears when you first open QuickFinder).
- 2 Select the index you want to search from the QuickFinder Index pop-up list.  
You must create an index before you can use it to search for files (see [How Do I Create a QuickFinder Index?](#))
- 3 If you want to search for words that are next to each other, check the Words Must Be Next to Each Other check box.
- 4 If you want to search only WordPerfect documents, check the WordPerfect Documents Only check box.
- 5 Type the word(s) you are searching for in the Word(s) text box.  
If you did not check the Words Must Be Next to Each Other check box, you can use any of several [search modifiers](#) in the Word(s) text box to customize your search.
- 6 If you want to limit the search results to files in a certain directory or whose names have a particular pattern, type the directory name and file pattern in the File Pattern text box.  
You can also click the [list button](#) to select a directory.
- 7 Choose Find.  
The [Search Results](#) dialog box displays the files that were found.

See Also

[Concepts](#)

[Find Files](#)

[Search Modifiers](#)

## Find Files Dialog Box

The Find Files dialog box lets you locate files by searching directories, subdirectories, disks, the results of a previous search, or a QuickFinder index.

To find files,

- 1 Choose Find Files in the QuickFinder File Indexer dialog box (the dialog box that appears when you first open QuickFinder).
- 2 If you want to change the current directory, click the list button and select a directory.
- 3 If you want to search for a particular file pattern, type the pattern in the File Pattern text box.
- 4 If you want to search for a document with a particular word or phrase, type the word or phrase in the Word(s) text box.

If you do NOT check the Words Must Be Next to Each Other check box, you can use any of several search modifiers in the Word(s) text box to customize your search.

- 5 If you typed two or more words in the Word(s) text box, you can specify that they must be next to each other by checking the Words Must Be Next to Each Other check box.
- 6 Choose the check box for WordPerfect Documents Only located under Word Search Options if you want to search on WordPerfect documents only.
- 7 Select Directory from the Search group box to search the current directory only.  
or... Select Subtree to search a directory and all of its subdirectories.  
or... Select Disk to search all of the files on a disk.  
or... Select Search Results List to search only those files that are already listed in the Search Results list box (this applies only if you have just conducted a search).  
or... Select QuickFinder Index to search quickly through files that you have indexed previously.
- 8 Choose Find.  
The Search Results dialog box will appear with any files that were found.

See Also

Search Modifiers

## Performing Search

The Performing Search dialog box lists the directory being searched, the file being searched, and the number of files found. You may cancel the search at any time. The files which match the filename pattern you specified appear in the files list of the Search Results dialog box.

**Hint:** Password protected files cannot be searched.

## How Do I Use QuickFinder Indexes on a Network?

If your network administrator has created indexes on a network drive, you can access them by starting QuickFinder with the following startup options:

- /nt-n*                    The number *n* designates the network type (example: `"/nt-1"` for Novell networks).
- /ni-directorypath*    The *directorypath* is the network directory where the WPC\_NET.INI file is located (example: `S:\PROGS\WP`).

You can add these startup options by editing the QuickFinder .PIF file (WPQFUS.PIF) using the PIF Editor (see your Windows documentation).

You can use network indexes to find files, but you cannot edit or rebuild network indexes.

If you don't know where the WPC\_NET.INI file is located, or whether any network indexes are available, talk to your network administrator.

**Note to network administrators:** For information about creating network indexes and making them available to your network users, see the README.NET file in the WordPerfect program directory.

### See Also

#### Concepts

#### How Do I Create a QuickFinder Index?



## **Scroll Bars**

A bar that appears at the right side or the bottom of some dialog boxes or lists in dialog boxes. The scroll bar contains a scroll arrow at either end and a scroll box that moves within the scroll bar, reflecting your position in a list. Mouse users click the arrows or drag the scroll box to move forward or backward. Keyboard users use the direction keys to accomplish the same thing.

## **Title Bar**

A horizontal bar across the top of a dialog box or window that contains the name of the application, dialog, or file.

## Control Menu Button

The small rectangular button in the upper left corner of a window or dialog box. Clicking it will display the Control-menu for that window, which contains options to size, move, minimize, maximize, restore, or close the window or dialog box or switch to another application.

## Restore

A small box with an up arrow and a down arrow, located on the far right side of the menu bar. Clicking it changes a window from full size to medium size.

You can restore a maximized window to a window you can size or move by double-clicking the Title Bar.

Restore is also available from the Control menu.

## Size

This Control menu item lets you size a window. When you choose Size, a four-directional arrow pointer appears. Use the arrow keys to size the window, then press Enter.

You can also size the window or dialog by clicking on the window border and dragging the side or corner to a new screen position.

## Switch To

Choosing this Control menu item opens the Task List dialog box which displays a list of currently open programs. To switch to a another program, select it and choose Switch To.

## Move

This Control menu item lets you move a window to another screen position. When you choose Move, a four-directional arrow pointer appears. Use the arrow keys to move the window, then press Enter.

You can also move a dialog box by clicking on the title bar and dragging the dialog box.

## Close

Choosing this button or Control menu item closes the active dialog box.



## **View**

Choose View to see the contents of the file currently selected in the Search Results list.

[See Also](#)

[Search Results](#)

## Viewer

The Viewer lets you view the contents of files you have found using [Find Files](#).

If you were searching for a word or phrase, the Viewer highlights the first occurrence of the word (or first word of a phrase). You can choose [Search Next](#) or [Search Previous](#) from the [Control](#) menu to search for other occurrences of the word in the file. You can choose [Search](#) from the Control menu to find any word or phrase.

### See Also

[Search Results](#)

# Contents

## Concepts

The Concepts topic tells you what the QuickFinder File Indexer does and why you would want to use it.

## How Do I...?

The How Do I...? topics guide you through the most essential tasks you perform using the QuickFinder File Indexer:

[How Do I Create a QuickFinder Index?](#)

[How Do I Edit a QuickFinder Index?](#)

[How Do I Find Files Using a QuickFinder Index?](#)

[How Do I Rebuild a QuickFinder Index?](#)

[How Do I Use QuickFinder Indexes on a Network?](#)

## Yes or No

Click Yes to delete the index, or No to leave the index unchanged.

See Also

[Delete Index](#)

## **About QuickFinder**

The About dialog box contains valuable information about your program version, release dates, locations of .INI files, network type, and network user initials or name.

## Viewer: Search

Use the Search dialog box to search for words or phrases in the document you are viewing.

To search for a word or phrase,

- 1 Choose Search from the Control menu.
- 2 Type the word or phrase in the Find text box.
- 3 If you want to match only whole words, check the Match Whole Word Only check box.  
For example, if the search text is "cat" and you check the Match Whole Word Only text box, only the word "cat" is found. Otherwise, the words "catharsis" and "catalogue" are also found.
- 4 Select a search direction.
- 5 Choose Search.

See Also

[Viewer](#)

## **Viewer: Search Next**

Choose Search Next from the Control menu to find the next occurrence of the word currently highlighted in the Viewer.

See Also

Viewer

## **Viewer: Search Previous**

Choose Search Previous from the Control menu to find the previous occurrence of the word currently highlighted in the Viewer.

See Also

Viewer



## Directory List Button

List buttons display a Directory List to help you find directories whose names you may have forgotten. (A list button is a small command button with a file-folder icon.)

Choosing a directory list button displays a Directory List dialog box.

To find a specific directory,

- 1 Choose the list button next to any box in which you would specify a directory path.

A Directory List dialog box appears.

- 2 Once you have found the directory you're looking for, select it.

- 3 Choose OK.

WordPerfect copies that directory name into the box.

See Also

[Current Dir](#)

[Directory List Box](#)

[Directory Name Box](#)

[Files List Box](#)

## **Directory List: Directory Name**

In a Directory List dialog box, the Directory Name box displays the name of the highlighted directory or the current directory (see Current Dir).

## **Directory List: Current Dir**

In a Directory List dialog box, Current Dir displays the name of the current directory.

## Directory List: Files

In a Directory List dialog box, you can scroll through a Files list box, but you cannot make any selection in it. Being able to see filenames may help you identify the directory you want to choose.

## **Directory List: Directories**

In a Directory List dialog box, the Directories list box displays a list of directories.

You can change the drive or directory by double-clicking the desired item. Directories appear in brackets, such as [wpwin]. Drives are listed below the directories; they have a hyphen on both sides of the drive letter and appear in brackets, such as [c]. To move to the parent directory, double-click [..] at the top of the Directories list.

## Minimize

A small box with a down arrow, located at the right side of the title bar. Clicking the Minimize button reduces the window to an icon.

Minimize is also available from the Control menu.

## Maximize

A small box with an up arrow, located on the far right side of the title bar. Clicking it enlarges a window to full size.

You can maximize a window by double-clicking the Title Bar.

Maximize is also available from the Control menu.

## Default Directory for Saving Indexes

Use the Default Directory for Saving Indexes dialog box to specify where index files are saved when they are created.

To specify a default directory,

- 1 Type the name of a directory in the Default Index Path box.  
or... Click the Directory List Button to choose a directory.
- 2 Choose OK.

**Hint:** You can change the default directory for indexes using the Preferences dialog box.

The Default Directory for Saving Indexes dialog box appears only the first time you use the QuickFinder File Indexer.