# Introduction

Archive Explorer is a Windows® based program that emulates Windows Explorer® for archived media including CDR's, CDRW's, Zip Disks, Floppy Disks, and any other storage media that is accessible through Windows Explorer.   The way Archive Explorer works is simple, after putting files onto removable or fixed media that can be browsed through Windows Explorer, you scan the media from within the Archive Explorer program and then add any keywords and notes that you may wish to use to identify certain files.   Once the media has been scanned and saved to the database, you can open up Archive Explorer and browse archived data just as if the media where loaded into your computer's drive, be it a CDROM, CDRW, Zip Disk, Floppy Disk, etc.   Archive Explorer also includes a comprehensive search feature that allows you to search for a given file by file name, path name, keywords, notes, or any combination there of.

The interface of Archive Explorer is easy to use and since it emmulates Windows Explorer, we hope that there will be a very short learning curve for you.   For instruction on how to get started, please see the Getting Started section of this help file, or just open up Archive Explorer and navigate using the menus.

Getting Started

When you start Archive Explorer, after the Registration screen, you will be presented with a dialog box that prompts you to open or create an archive. Archives are the databases that the file and folder information is stored in for your achived media. Generally, you would use one archive for all your medias' data unless you wish to break your achived data into various archives for organizational purposes. Start by selecting "New" from the "Open Archive" tab strip and browse to the location were you woul like to store the archive; then enter an archive name (there is no need to enter an extension, the progam will automatically do that for you) and then click OK. A new database will be created in the location that you specified and with the name that you specified. When you open up Archive Explorer again after shutting it down, the archive will be listed in the recent archives list that is accessible under the "Recent" tab of the "Open Archive" dialog.

You will now be presented with a big, blank screen. Since there is no data in your newly created archive, the first step is to scan a media that you would like archived. To do this, load media into a suitable drive, for example, load a CD with files on it into your CDROM drive. Once the media is loaded, the next step is to "Scan for Archive" which is a command accessible from the pull down menu at the top of the Archive Explorer window under "Archive". After selecting this command from the pull down menu, you will get a dialog box that looks something like the one below:
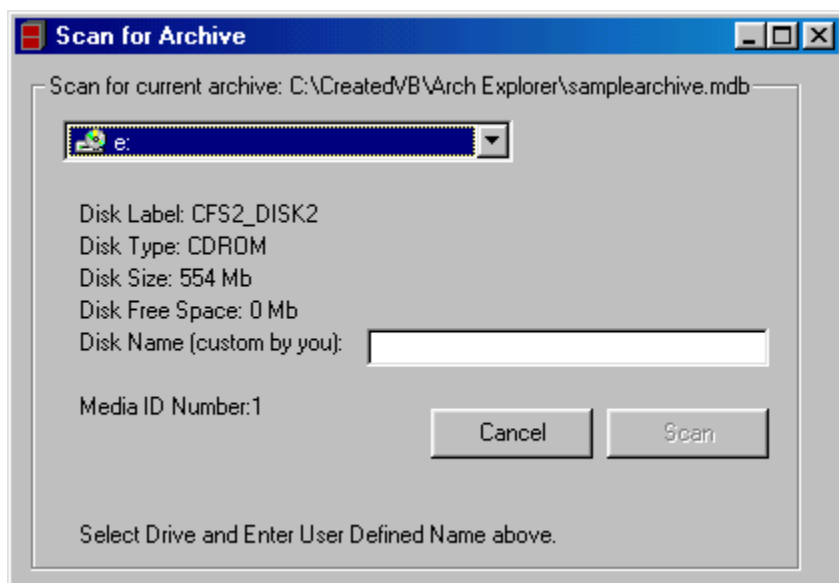
This dialog box has a pull down box which lists all the drives that are currently connected to your computer. Select the drive that you wish to scan for the archive and then enter a recognizable "Disk Name" in the text field that is on this dialog box. Once you have selected a drive that is ready with media and enter a disk name, the dialog box will have the words "Ready to Scan. . ."; click "Scan" to begin the scan.

After the program scans all of the files on the media that is in the drive that you selected, the progress of which you can see where the words "Ready to Scan. . ."

where, you will be shown a list view of all the files.   A portion of that list view is shown in the image below:

Please note that at this point, the scanned data has not yet been saved into the archive, it is only present in the program.   One thing to note in the list view is that the paths for files begins with a number, "1" in our sample, follwed by a colon.   This number uniquely identifies the media in the archive.   The name that you supplied also identifies the media, uniquely if you use unique names for all of your scanned media.   If, at some future time, you wish to update the scan, you will have to identify the archive by the combination of unique number and the name that you supplied.

If you wish, you can add keywords and notes to certain or all files presented on the screen before saving into the archive.   To do this, select the files that you wish to add keywords and/ or notes to (as with standards windows programs, you can select more than one by using the shift or control key while clicking) and either right click on the selected file(s) and select "Add Keywords and Notes" or choose "Add Keywords and Notes" from the "Edit Records" pull down menu.   Once selected, you will get a dialog box that looks something like this:
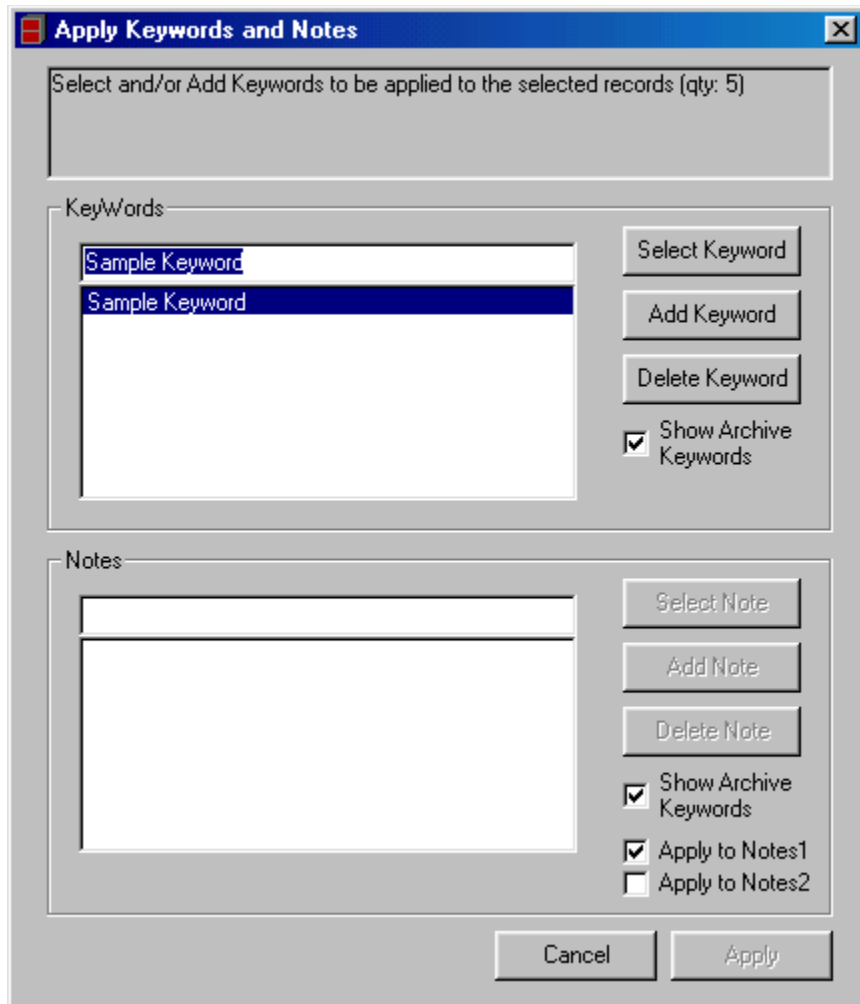
To add a keyword or note, you first have to add the keyword or note to the list below the input box by typing the keyword or note in the input box and then clicking add. After you add the keyword or note to the list you can then select 1 or more keywords and/ or notes and by clicking on them and then clicking "Select" (as with standards windows programs, you can select more than one by using the shift or control key while clicking).   The status display at the top of this dialog will display the keywords and/ or notes that you have selected.   You can now press "Apply" to apply these keywords and/ or notes to the selected records.   Continue with this until you have annotated all the records that you would like annotated.

You are now ready to save the scanned and annotated data into your archive by clicking "Save into Archive" from the "Archive" pull down menu.   Once selected, you will get a dialog box that looks something like this:

Save to Archive

Current Archive: C:\CreatedVB\Arch Explorer\samplearchive.mdb

- ● New Media Save
- ○ Update Existing Media

Scanned Media is: CFS2_DISK2; your name of: MSCFS2 is a: CDROM

Ready to Archive   [Cancel]   [Archive]
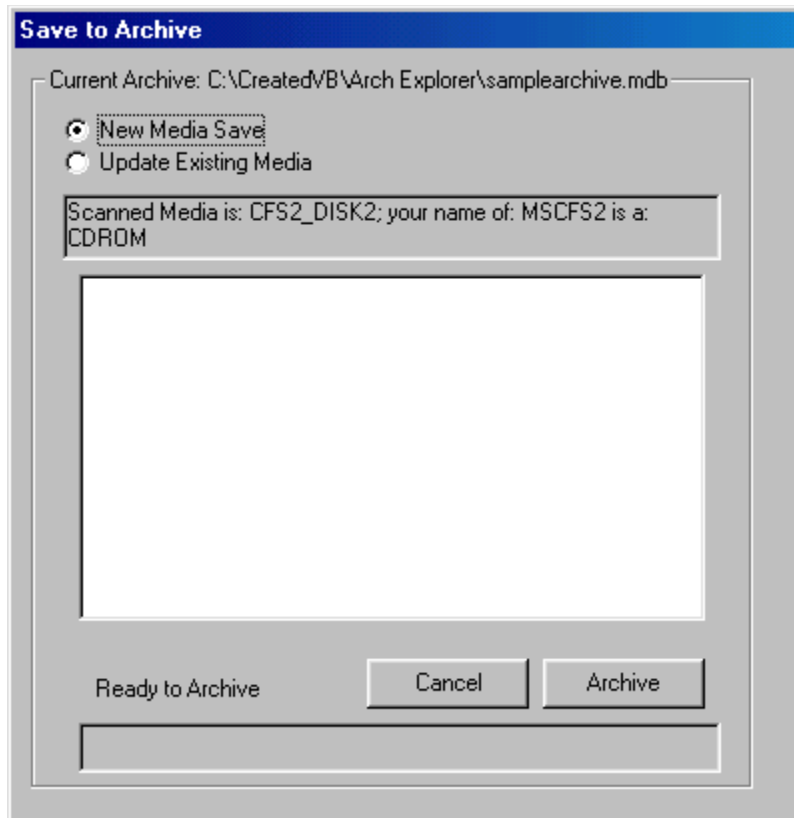
Since this is the first media scan that you are saving to this archive, you will not have any previous media scans presented in the previous scans list, so you would leave the save as "New Media Save".   If you were updating this media's data, you would select "Update Existing Media" and select the corresponding media from the list below.   Click "Archive" to archive the data.   Once clicked, the data will have been saved and is ready to be browsed and searched; see the next section, "Browsing and Searching the Archive" for more information.   If you wish, you can archive and annotate more media.

Browsing and Searching the Archive

To explore your archive, select "Explore Archive" from the "Archive" pull down menu.   Once selected, the archived media will be shown in the left window with the unique media number and the name that you supplied for the media in addition to the volume label, if any.   To browse the archive, double click on it and after the data is accessed, you can click on it to see the folders and files just as in Windows Explorer.
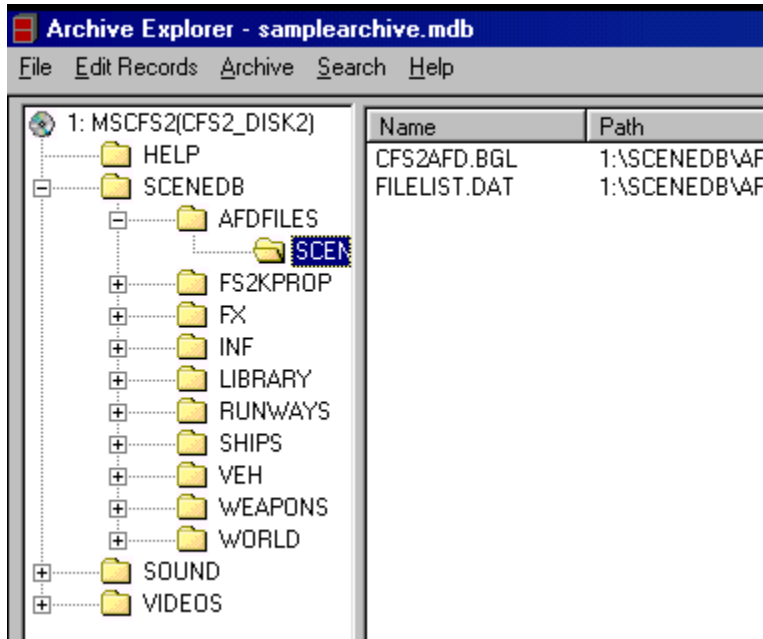
To search the archive, select "Search" from the "Search" pull down menu.   You will get a screen that looks something like this:

Search

No DataBase specified, you must select DataBase

Search For:

[   ]   [Search]

[Open DBase] [Stop] [Help]

Search Fields:
- ☑ File/ Folder Name
- ☐ Keywords
- ☐ Notes 1
- ☐ Notes 2

Files/ Folders:
- ⦿ Files and Folders
- ○ Files Only
- ○ Folders Only

Status: Ready to Search
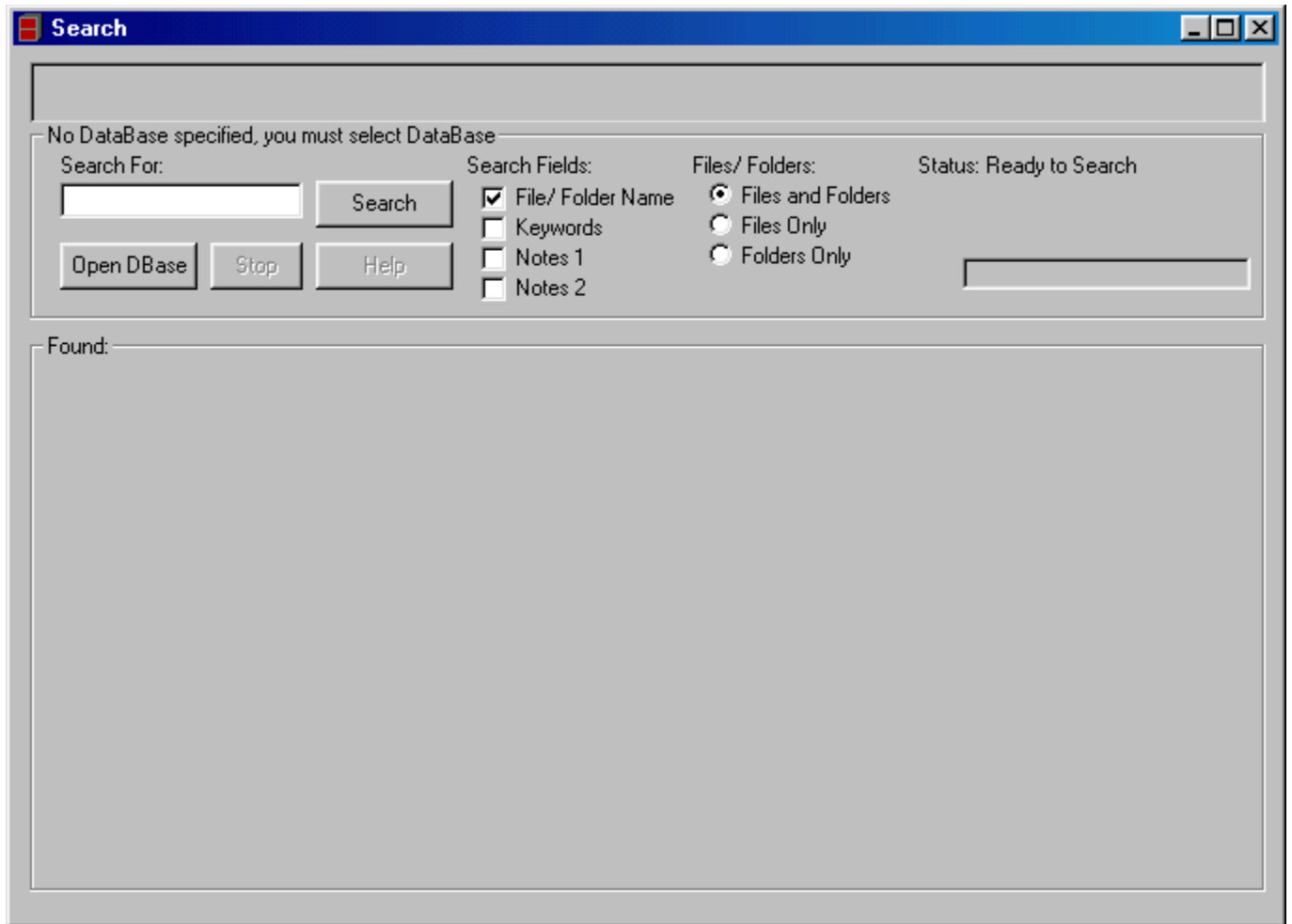
Found:

Click "Open DBase" to open your current database and then enter the search criteria using the text box and the option and check boxes.   Click "Search" and the files found within the database will be displayed.   The media id and media name will be displayed along with the file and this will allow you to locate the file from among your archived media.

Search

Search Options: (C:\CreatedVB\Arch Explorer\samplearchive.mdb)

Search For:

`*.bmp`

[Search]

[Reset] [Stop] [Help]

Search Fields:
- ☑ File/ Folder Name
- ☐ Keywords
- ☐ Notes 1
- ☐ Notes 2

Files/ Folders:
- ⦿ Files and Folders
- ○ Files Only
- ○ Folders Only

Status: Ready to Search
Found: 625
Finished Searching

Found:

Media ID	Media Name	Name	Path	Type	Keywords	Notes 1	Notes 2
1	MSCFS2	BELL_2...	1:\SCENEDB\FS2KP...	Firehand Ember...			
1	MSCFS2	PROPEL...	1:\SCENEDB\FS2KP...	Firehand Ember...			
1	MSCFS2	PROP_B...	1:\SCENEDB\FS2KP...	Firehand Ember...			
1	MSCFS2	PROP_B...	1:\SCENEDB\FS2KP...	Firehand Ember...			
1	MSCFS2	PROP_B...	1:\SCENEDB\FS2KP...	Firehand Ember...			
1	MSCFS2	PROP_C...	1:\SCENEDB\FS2KP...	Firehand Ember...			
1	MSCFS2	PROP_C...	1:\SCENEDB\FS2KP...	Firehand Ember...			
1	MSCFS2	PROP_E...	1:\SCENEDB\FS2KP...	Firehand Ember...			
1	MSCFS2	PROP_S...	1:\SCENEDB\FS2KP...	Firehand Ember...			
1	MSCFS2	PROP_S...	1:\SCENEDB\FS2KP...	Firehand Ember...			
1	MSCFS2	PROP_S...	1:\SCENEDB\FS2KP...	Firehand Ember...			
1	MSCFS2	PROP_T...	1:\SCENEDB\FS2KP...	Firehand Ember...			
1	MSCFS2	PROP_T...	1:\SCENEDB\FS2KP...	Firehand Ember...			
1	MSCFS2	FX_SMK...	1:\SCENEDB\FX\TE...	Firehand Ember...			
1	MSCFS2	ARROW...	1:\SCENEDB\INF\TE...	Firehand Ember...			
1	MSCFS2	IN28EA_...	1:\SCENEDB\INF\TE...	Firehand Ember...			
1	MSCFS2	IN30CB	1:\SCENEDB\INF\TE...	Firehand Ember...			

Registration

This program must be registered if you use it past the 15 day trial period.   To register, go to the <u>Gathering Horizon</u> web site at <u>www.gatheringhorizon.com</u>   At this web site you will also find updates and other information relevant to Archive Explorer.