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Instant File Access

In its simplest form, this utility speeds up the task of reopening previously used files into your Windows applications.   This is achieved by adding functionality to the Common Dialogs which are used by most applications to open and save files.

A key feature of Instant File Access is the ability to remember **previously opened files** for each application.   Other features include the ability to perform **file management functions** within the Open or Save As dialog box, or even **locate a file** without leaving the application you're currently in.

Accessing the features of Instant File Access can be done in two ways; by pressing the **Right Mouse Button** over any part of the Open or Save As dialog box and selecting the function from the popup menu, or by clicking the appropriate button in the **Toolbar**.

A powerful **Context Help** system can be used to quickly get help on any field of any dialog.   Simply click the *Help* button or press the **F1** key and the cursor will turn into a help pointer.   Click over any field of the currently displayed dialog box, and the help text for that field will appear.

Floating file lists, called Floaters, can be created to appear along side of the file dialog, giving you quick access to frequently used files.   Multiple profiles can be configured for each application, each containing a different set of Floaters and preferences.   This is useful when working with several sets of files in an application.

File Databases

A File Database is simply a place where lists of files and directories are stored.   Once a File Database is created, it can be associated with one or more of the following...

Previously Accessed Files

Files opened in an application are placed into the File Database specified in the ***File Recall Database*** field of the Main Configuration.

Floaters

The contents of a File Database can be displayed in a small floating window by associating it with a

Floater.   This is done by selecting the button from the Toolbar, selecting the File Database, and clicking on the ***Make Floater*** button.

Permanent Lists

The contents of a File Database can be displayed at the top of the previously accessed files popup by

associating the database with the Permanent File List.   This is done by selecting the button from the Toolbar, selecting the File Database, and clicking on the ***Make Permanent*** button.

A File Database is automatically created for each application and is given the name appearing in the main windows of the application.   This database is the default File Recall Database for this application.   Files opened by the application are automatically added to this database.

The Tool Bar

The Toolbar is located at the top of the Open or Save As dialog. Its buttons are used to access the functions of Instant File Access. The Toolbar can be made to float by clicking the **Floating Toolbar** item in the main configuration.

Find Files and Text

To find files, simply click on the button in the Toolbar and fill in the file criteria for the search.

To find text within files, add the text you wish to find in the ***Texts*** box of the File Find dialog.   Make sure the files specified are pure **TEXT** files.   Non text files, such as those with the EXE, COM, PIF, and BMP extensions are **NOT TEXT FILES**, and should not be searched for text.   Also, a text replace can only be performed on **TEXT** files.   Doing so on non text files will **<u>surely result in loss of data!</u>**

Replace Text in Files

The following steps are used to replace the modified lines found in the previous text search...

1. Click the *Edit lines* button in the File Find dialog after the text search is complete. Modify the text after the numeric line number segment.
2. Save the file.
3. Select File Find from the main popup or Toolbar.
4. Click the *Replace* button.
5. Follow the replace instructions.

Floaters

A Floater is a window which appears beside the Open or SaveAs dialog.   Each Floater is associated with a File Database, and displays its contents.   One or more Floaters can be defined for each application by clicking the Toolbar button.

Permanents

A Permanent is an item in the Main Popup menu or Toolbar which displays the contents of a File Database.   It is used to display a group of frequently accessed files for quick access.   Previously accessed files appear under the Permanent items.

Profiles

A Profile is the ability to give a name to a set of preferences.   Each application can work on different sets of files, each for a different purpose.   Creating a different profile for each purpose gives you the option of creating different sets of Floaters, Permanents, Configurations, etc., for each purpose.

For example, you may use your spread sheet program on two different sets of files; Accounting and Expense sheets.   You can create a profile called **Accounting** which contains a Floater to display the Accounting spreadsheets, and a profile called **Expenses** which contains a Floater to display the Expense spreadsheets.   When you switch profiles by clicking and holding the mouse over the button in the Toolbar, the new Floater will appear for the selected profile.

IFA

To see help on an item in the currently displayed dialog box, click over the item.   A help **popup** will appear containing help text.   When finished, click on the *Help off* button in the dialog, or the button in the Toolbar.

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Register Instant File Access

To register Instant File Access, select the ***About IFA...*** option in the IFA icon menu, then click the ***Registration form...*** button.   Fill out and print the registration form, and mail to Alexoft with payment.

You can also register Instant File Access on **CompuServe**.   Type **GO SWREG** at the **!** prompt, and enter the registration id: **1526**

Updates and Patches

Updates and/or bug fixes to Instant File Access can be acquired in one of the following ways...

By Mail

Registered users send **$10.00 (US Dollars)** for postage and handling to receive a disk containing the latest version of IFA.   Please specify disk format.   *NOTE: You must include your name and previous registration number.*

CompuServe

The **WINSHARE** and **WUGNET** forums of CompuServe always contain the latest version of IFA.   For WINSHARE it is found in the **File Utilities [2]** area.   For WUGNET it is found in the **Config Secrets [4]** area.

Internet

The **US Internet FTP site** at address "**ftp.cica.indiana.edu**" has the latest version of Instant File Access.

Bulletin Boards

Most bulletin boards in North America will have a copy of IFA, but possibly not the latest, and possibly not directly uploaded by Alexoft.   Please be careful to scan the IFA zip file when received to ensure the files did not contract viruses.

All to Common

The All to Common features lets you replace the old style File Open and Save As dialogs with Common Dialogs. The process involves the following steps...

▶ Open the old style dialog box
▶ Select the **New Open Dialog...** option from the IFA desktop icon
▶ Follow the instructions
▶ Click the **Save** button

The new Common Dialog should appear. If, for any reason, you wish to use the original Open dialog, simply select the File/Open menu option while holding down the Shift key.

Start up Parameters

Instant File Access may be started hidden by adding **/HIDE** to the program manager item.   For example, a command line to start IFA hidden should look something like this...

C:\IFA\IFA.EXE /HIDE

You can also set the IFA environment variable in your **AUTOEXEC.BAT** file to the same option, like this...

SET IFA=/HIDE

Submitting Bug reports

When a bug is encountered in Instant File Access (which is rare we hope!!), the following procedure should be followed to ensure a quick response and fix...

▶ Try to reproduce the bug.   In other words, make sure you know exactly what actions led to the bug's appearance.

▶ Take note of the application name, version, and release date from the About box of the application.

▶ If you are familiar with the **Dr. Watson** utility of Windows, produce a report and send it along with the bug report form.

Click here to see the bug report form.   Print and fill out this form and mail to Alexoft for analysis.

Sending Comments and Suggestions

Alexoft wants your comments and/or suggestions because we would like to know what features or changes you want in future versions of Instant File Access.   Because you use IFA on a daily basis, you know best what features would increase your productivity.   We look forward to hearing from you.

Removing Instant File Access

To remove Instant File Access from your system, simply run the **IFA Setup/Remove** program from your IFA group, and click the ***Remove IFA*** button.

Keyboard

The following functions can be performed using the keys below...

Function	Keyboard Key
Delete File	Del (while in Files box)
Delete Directory	Del (while in Directories box)
Rename File	Ctrl+Ins
Copy File	Alt+Ins
Move File	Shift+Ins
Create Directory	Ins
Open using original dialog	Shift+File/Open
Open file without adding to history	Shift+File/Open
Alt+Left Click (in Files box)	Run application associated with selected file

Compatibility with Other Utilities

Some other utilities may perform tasks which interfere with Instant File Access.   A utility or   application which uses the Right Mouse button to perform a task within the File Dialogs could interfere with the way Instant File Access uses the Right Mouse button.   In this situation, turn off the Right Mouse button processing in the utility which uses it, or tell Instant File Access to ignore the mouse buttons by using the *Configure IFA...* option in the IFA icon.

Other utilities such as Norton Desktop, include a utility called **FileAssist**, which works like Instant File Access by adding features to the Common Dialog box.   Using IFA and FileAssist at the same time makes the File Dialog look rather cluttered and large.   If you choose to use Instant File Access, the following can be done to disable FileAssist...

1. Run Norton's Control Center program.
2. Click the Defaults button.
3. Click the FileAssist button.
4. Uncheck the *Enable File Assist* option.

Please notify Alexoft if you encounter any other type of problem with Instant File Access, and we will try our best to come up with a solution.

Known Incompatibilities

There are a few applications which are known to have problems with Instant File Access.   The following list describes the application and the problem.   We are working to find solutions to these problems.

Application	Problem
CodeWrite	The Open dialog has been modified so that files cannot be seen by IFA. Therefore, file names are not placed into the File Recall Database.
Corel Draw	The Files listbox has been modified so IFA does not see the files it contains. Therefore, the file management functions are not available.
Designer 4.0a	Some problems exist when using All to Common to substitute the original Open and Save As dialogs.
Word 6	The Save As dialog cannot save files other than **.DOC** because the mechanism used to specify other file types is directly linked to the **Files of Type** combo box, which is inaccessible when the Common Dialog is used. To save files of different types, select the Save As option while holding down the Shift key, which will display the original dialog.

In Case of Emergency

In the unlikely event that Instant File Access begins to generate **General Protection Faults** often, re-install IFA from your original installation diskette.   *NOTE: DO NOT DELETE THE IFA DIRECTORY FIRST, AS YOU WILL LOOSE ALL YOUR CONFIGURATION AND REGISTRATION INFORMATION!*

If the problem persists, delete the **IFADB.*** files from your IFA directory.   By doing this, you will loose all your profiles, configurations, Floaters, etc., so only resort to this when all else fails.   *NOTE: You will also loose your registration information, making it necessary to enter this information again.*

Common Dialog Box

A Common Dialog Box is used to open and save files from within an application. It is used to navigate through your disks and directories to open and save files.

Windows

Trademark of Microsoft Corporation.

File Databases

When a new application is used for the first time with IFA, a configuration entry is created in IFA's configuration database, and a new File Database is created and given the name of the application.   This File Database is where all opened and saved file names will be placed for later recall.   This is also known as the File Recall Database.   You can find this association in the Main Configuration dialog.

Save Changes

This button is used to accept the dialog box information.

Cancel Changes

This button is used to dismiss the dialog box without accepting the information.

Unlikely Event

We know what **Murphy's Law** would say on this one...

File Database Update

This dialog displays the files and directories contained within a file database.   Files, directories, and file lists are added, deleted, and moved from here.   Each file database contains two kinds of information; file names and directory names.   File databases can be attached to Floaters and Permanent Lists, and can be made to receive file names opened by an application for later recall.

Database Name

This is the name of the database.   If this field is blank, then a new name must be entered here.   This name must be unique or an error message will appear.

Maximum Files

This sets the maximum number of files allowed in this database.   When this database is assigned to gather file usage history for an application and the maximum number of files is reached, the oldest file name is deleted and the new file name is added to the top.

Maximum Directories

This sets the maximum number of directories allowed in this database.   When this database is assigned to gather file usage history for an application and the maximum number of directories is reached, the oldest directory name is deleted, and the new directory name is inserted at the top.

View Files

This button allows you to view files in the item view below.

View Directories

This button allows you to view directories in the item view below.

File Items

This is the list of files in the database.   File items beginning with $(...) are File List items.   These are expanded at the time the database is accessed.   To insert a File List item, click the "Add list..." button.

Directory Items

This is the list of directory entries in the database.

Add Item

When viewing Files, this button is used to add file names to the list by selecting them from a file list. When viewing Directories, this button is used to add directory names by selecting them from a directory list.

Add List

Allows you to enter a file group specifier, also known as a Wild Card specification.   For example, you can specify all DOC type files in the C:\WORD directory.   If the file database is associated with a Floater, you will see all files with the DOC type displayed in the Floater window when it appears.   This list of files is gathered when the Floater window is created, therefore, is always up to date with the files in the specified directory.   This is useful when files change frequently within a directory.

Delete Item

Deletes the currently selected item from the list.

Clear All Items

Clears all items from the list.

Insert Separator

Inserts a separator between two items in the list.   A **{{SEP}}** will appear between the items.   When this database is associated with a Floater or Permanent List, this will show up as a thin line separating the items.

Move Up

Moves the currently selected item up.

Move Down

Moves the currently selected item down.

Find Files

You can find files, and text within ASCII files from within this dialog.   Once files have been found, they can be opened, or the file list can be copied into the clipboard, File Database, Tool Bar, or Main Popup.

File

The one or more files to include in the search.   If more than one file is entered, each file should be separated by a space.   To search for files of a specific group or type, Wild Card specifiers may be used. To find out more about these specifiers, consult your DOS manual.

Texts

If the files specified are known to be Pure ASCII, then you can search the contents of each file for specific text.   One or more texts may be entered in this dialog, of which all will be searched for in each file.   To enter more than one line, press the Enter key between lines.

Case Sensitive

If you wish to search for exact matches to the texts entered, check this button.   Otherwise, the search will ignore case.

Directories

Specify the drives and directories to search through.   One or more may be entered, separated by a space.   If a drive letter followed by a ':' is entered, eg., 'A:', the search will start from the root directory.

Recurs Directory Tree

If this button is checked, the search will start from the specified directory, and continue through all directories under the specified directory.   Otherwise, the search will only include the specified directory.

Drive List

To select individual directories to include in the search, click this button.

Start Search

Click this button to start the search.   A progress dialog will appear to indicate where the search is at any given time.   You may switch to another application while the search takes place, but not to the application which owns the Open or Save As dialog under the Find dialog.   The search may be terminated by clicking the Cancel button within the progress indicator dialog.   The results up to the time the Cancel button was clicked will appear in the Find File dialog.   When the search is complete, the progress indication dialog will disappear and the Find File dialog will be filled with the results of the search.

Files Found

Contains the list of files found in the current search.   This may be a full list of all files found, or may only include files found containing search texts.   If no texts were found, this entry may contain no files.

Number of Files Found

Specifies how many files were found with the specified criteria.

Run Associated Application

Displays the icon of the application associated with the currently selected file in the found file list.   File associations are created using the File Manager.   Each file type (the three characters following the dot in a file name) can be associated with an application used to view its contents.   To find out more about file associations, consult your DOS manual.   To start the application associated with the file, click this button. The currently selected file will be opened into that application.

Open Selected File

The currently selected file will be submitted to the application which started the find file dialog.   This is the same as opening the file from the Open dialog box.   The file will also be added to the previously accessed file list.

Clear All Files

Clears all files from the find file list.   Can also clear the files from the main popup menu and toolbar.

Copy Files

Copies the files in the found file list to one or more of the following places...

Main popup menu/Tool Bar

The files will appear under the

Clipboard

Copies the files in the found file list to one or more of the following places...

File Database

Copies the files in the found file list to one or more of the following places...

Text Found in Files

Displays the lines which contain the specified texts from the currently selected file from the found file list.

Number of Lines Found

Specifies the total number of lines found within the currently selected file.

Show only Files Containing Text

If checked, will only display a list of the files containing one or more occurrences of the specified texts. If no files were found containing the search texts, no files will be displayed.

Edit Found Lines

Opens the file containing the search results.   This file is stored in the same directory as the Instant File Access program file, and is an ASCII file.   Each file name is placed in this list, followed by the occurrences of the specified search texts.

Replace Modifications

Starts the text replacement dialog.   This is used to replace text lines found in a previous search.

See also...
Replacing Text in Files

Copy Now

Does the same as *Copy...*, but uses the settings of the last copy.   In other words, if a previous copy was done to the clipboard, clicking this button will copy the found file list to the clipboard.   This will also dismiss the Find File dialog box.

Copy Found File List

This dialog box is used to copy the file names found in the previous file find to the places selected by the check boxes.

Main Popup Menu

Copies the file names to the main popup menu, also to appear when the button is clicked on and held.

Clipboard

Copies the file names to the clipboard.   The file names can then be pasted into another application by selecting the Edit/Paste menu item.

Tip!

File Database

Copies the file names to the File Database selected in the *List of File Databases* combo box.

[Tip!](#)

File Databases

This is a list of all File Databases available in the system. A new database can be created by clicking on the *Add...* button.

Auto-Float

When checked, automatically creates a Floater containing the list of files found in the previous search.

Wipe File Database

Removes the contents of the File Database before the file names are copied.

Add File Database

Use this button to add new File Databases to the list.

Toolbar

This is where functions of Instant File Access can be selected.   To see help on each button of the Toolbar, simply click on the button.

Previously Accessed Files

This button shows a drop down list of files which have been previously opened by the application you are currently using.   Each time a file is opened, it is added to the top of this list.

Previously Accessed Directories

This button shows a drop down list of directories which have been previously accessed by the application you are currently using.   Each time a file is opened, it's directory origin is added to the top of this list.

Delete File/Directory

This button deletes the currently selected file or directory.

Rename File/Directory

This button renames the currently selected file or directory.

Move File

This button moves the currently selected file to another location.   This location may be another directory, name, or disk drive.

Copy File

This button copies the selected file.

Create Directory

This button creates a new sub directory in the directory currently selected.

Configuration

This button is used to configure the behavior of Instant File Access for this application.   Holding down the mouse button for more than 1/4 second will display a dropdown list of available <u>profiles</u> for this application.   To add a new profile, select the **"New..."** item from the list.

File Database Update

This button is used to update the **Global File Databases**.   A dialog will appear showing all **File Database** in the system.   Databases may be added, deleted, and modified using this dialog box.   This dialog is also used to define **Floaters** and **Permanents** for the currently active profile.

File Properties

This button is used to modify the properties of a file or directory.   This includes the Attributes, Size, Date and Time, and Age of the file.

Find Files

This button is used to perform a file find.   Text within files can also be searched using this facility.

Register This Application

This button is used to register Instant File Access.

Floater Window

This mini-window displays the list of a File Database.   The name of the File Database is displayed in the caption of this window.

[System Menu Commands](#)

System Menu Commands

The following is a list of menu items available in a Floater window...

Close Floater	Closes the Floater.
Next Floater	Goes to the next Floater in the list.
Cascade	Arranges the Floaters in a cascading fashion moving up from right to left.
Tile	Arranges the Floaters in a tile fashion, from left to right.
Size All	Sizes the Floater to fit its contents.
Show Files	Shows the files within the File Database associated with this Floater.
Show Directories	Shows the directories within the File Database associated with this Floater.
Auto Size	The Floater will always adjust to fit its content.
Edit Database	Edits the File Database associated with this Floater.

Sorting

None	Does not perform sorting on the files.
Drive	Sorts by disk drive letter.
Directory	Sorts by directory name.
File Name	Sorts by file name.
File Type	Sorts by file extension.

Configuration

This dialog box displays parameters used to customize the look and feel of this applications File Open dialog box.

Application Name

This is the name of the application to which the Open dialog belongs.   All preferences set in this configuration are specific to this application.

Dialog Box Name

This is the caption of the file dialog box.   This name is used when profiles are associated with dialogs.

Profile Name

This is the name of the currently active profile.   Each application can have one or more profiles, each one having its own preference settings, Floaters, Permanents, and File Recall Database.

Same Profile for All Dialogs

☒   Preferences will be the same for all
     dialogs for this application.

☐   Each unique dialog will have its own
     preference settings, Floaters, Perms,
     and File Recall Database.

This option is useful when an application has several File Open dialog boxes, each for a different set of files in a different directory.   Unchecking this button allows you to set the preferences for each of those dialogs.   Checking the **Restore Directory** button in each configuration preference allows each dialog to open in a different directory.

File Recall Database Name

This is the name of the File Database to which all opened or saved files will be placed. Clicking on the Files or Dirs tool bar items, or selecting the Files or Dirs options from the popup menu will display the contents of this database.

Automatic Sizing of Combo Boxes

☒ Automatically sizes the Types and Drives combo boxes to fit all items they contain.

☐ Sizes the Types and Drives combox boxes to the number of items specified in the two edit fields.

Items in Types Combo Box

The number of items to view at one time in the Types combo box.

Items in Drives Combo Box

The number of items to view at one time in the Drives combo box.

Small Font for Popup Menus

☒ Uses a smaller display font in popup menus.

☐ Uses the standard system font for popup menus. This font is larger and more readable on high resolution screens.

Space Between Menu Items

When the "*Small Fonts for Popup Menus*" item is checked, this specifies the amount of space to add between menu items.

Last Use Item to Top

When a file is selected and opened from the File History list, it is placed to the top of the list.

The file is not moved in the list.

Cascade by File Type

The File History list is sorted according to file type.   Each file type is shown as a nested popup item, which contains all files of that type.

All files are listed unsorted.

Restore Last Directory

Restored the dialog box to the last directory accessed.

Lets the application control which directory the dialog will appear in.

Restore Listbox Position

Restores the positions and selections of the Files and Directories listboxes.

Lets the application control which items are shown.

Use Ins/Del in List Boxes

The Insert and Delete keys may be used to perform functions on files and directories.   In some cases this may interfere with other applications.   If a problem exists, try turning this option off.

Disables the use of Insert and Delete to perform file and directory functions.

High Light File Names

Displays the directory portion of a file name in a small thin font, with the file name portion in larger bold font.

Displays the entire file name in the regular font.

Upper Case File Names

Displays the directory portion of a file name in lower case, with the file name portion in upper case.

Displays the entire file name in lower

case.

Use Small Font in Dialog

Changes the font of the main dialog to a smaller font.

Does not modify the default font used in the dialog.

Restore Dialog Position

Restores the dialog box to its last position relative to the application window.

Allows the application to control where the dialog is placed.

Floating Toolbar

The Toolbar is placed outside the dialog box, where it can be moved and sized.

The Toolbar is placed within the dialog box.

Delete this Profile

Deletes the current profile.

Common Dialog Box

This is the Common Dialog Box.   It is used to open or save files on your disks.

Current Path

This shows the directory you are currently in.

Files

This shows the files within the current directory.   To open a file, select it and click the OK button.

You may perform other actions on these files using the Toolbar.   For example, to delete a file, select it and click on the button.

Directories

This shows the directories (or sub directories) contained within the current directory.   To change to another directory, click on the desired directory and click the OK button.

You may perform other actions on these directories using the Toolbar.   For example, to create a sub directory, click on the directory you wish to create a sub directory in, then click the button.

File Types

This shows the types of files which can be displayed in the *Files* list.   To display another file type, simply click on the button, select the new type, and the file list will be updated to reflect the new type.

Available Drives

This shows the disk drives of your computer system, and possibly of remove disk drives if your computer is connected to a Local Area Network (LAN).   To display the files within another disk drive, simply click on the button, select the new drive, and the file list will be updated to reflect the new disk drive.

File Name

This is where you can type the name of the file to open.   If you selected the File/Open menu option, then you must enter a file that exists, unless the application your opening the file in will create it for you.   A file can be selected from the *Files* list.   It's name will be copied into this field automatically.   To open the selected file, click on the OK button.

Directory Name

New Topic text goes here.

File Properties

This area displays information on the currently selected item.   If a File is selected, then the **Size**, **Date**, **Time**, and **Permission** of the file are shown.   If a Directory is selected, then the **Number of Files Contained**, **Total Size**, **Date**, and **Permission** of the directory are shown.   If the Root Directory is selected, then the **Free Space** and **Total Size** of the disk drive are shown.

To change the properties of a file or directory, use the button in the Toolbar.

IFA Tips

The following helpful tips can be used to make your life a little easier...

Creating Batch Files From File Lists
Creating Floaters of Application Files

Creating Batch Files From File Lists

In some cases, it is useful to perform a task on many files at the same time.   The File Find facility can be used to create a batch file to do this.   Simply specify the files you wish to perform the task on and perform a find file.   Once the find is complete, click the **Copy...** button and check the **Clipboard** button, then select OK.   Now, start Notepad (or whatever editor you like) and select **Edit/Paste** from the menu. All files found will appear in the editor.   You can now prefix each file name with a command and save the file with a **.BAT** extension.

Creating Floaters of Application Files

You can create a Floater of all files that are used by a particular application.   For example, start your **NOTEPAD** editor and click *Open* then *File Find* from the Toolbar.   Type ***.TXT** in the **Files** field and **C:** in the **Directories** field.   Click GO to perform the search.   Once completed, click the *Copy...* button and check the *File Database* and *Auto Float* buttons.   Then click the *Add...* button and enter the name "**Notepad Files**", then click OK.   Now click OK and all files found will be placed into the "**Notepad Files**" Database which will appear as a Floater.

File Properties

This dialog displays information on the currently selected file or directory.   The attributes of the item are also displayed, and can be modified by checking/unchecking the attribute check boxes, then clicking on *Update* to make the changes permanent.

File Name

This is the name of the file or directory currently selected in either the Files or Directories lists.

Directory Name

This is the directory portion of the currently selected file.

File Size

This is the size of the selected file.   This field is not used for directories.

Modification Date

This is the date the file or directory was last modified.

Read Only

The file is Read Only, which means it cannot be deleted or modified.

The file can be deleted and modified.

Archive

The file is an Archive, which means it has been modified by an application and saved.

The file has not been modified by an application since this attribute has been cleared.

Hidden

The file is Hidden, which means you can't see it in the directory.   Use this with care, as you will not see this file in the Files list next time the Open or Save As dialog is used.

The file is not Hidden and can be seen in the directory.

System

The file is a System file, usually used by DOS to indicate the file has a special purpose.

The file is not a System file.

Years

The age of the file in years.

Months

The age of the file in months.

Days

The age of the file in days.

Weeks

The age of the file in weeks.

Hours

The age of the file in hours.

Minutes

The age of the file in minutes.

Seconds

The age of the file in seconds.

Get File List

This dialog is used to get a file specifier.   This specifier is usually a wild card to specify more than one file.   The files are expanded when this database is associated with a Permanent or Floater, at the time the Permanent or Floater is shown.

Directory

Enter the directory of the files, without the file specifier.   For example, to display all files within your spreadsheet directory on your C: disk, enter the following...

C:\EXCEL

File

Enter the file specifier, which should be a wild card of some type.   For example, to display all batch files, enter the following...

*.BAT

File Database Update

This dialog is used to maintain the list of file databases in your system, and how they are associated with Floaters and Permanents.

File Databases

This listbox shows all File Databases contained within Instant File Access.

Add

Click this button to add a new File Database.

Delete

Click this button to remove the currently selected File Database.

Edit

Click this button to modify the contents of the currently selected File Database.

Make Floater

Click this button to associate or unassociate the currently selected File Database(s) with a Floater.   This button is a toggle, which will turn the association on and off each time it is clicked.

Make Permanent

Click this button to associate or unassociate the currently selected File Database(s) with a Permanent. This button is a toggle, which will turn the association on and off each time it is clicked.

Main Configuration Dialog

This dialog is used to configure the default behavior of Instant File Access.   The options set here are reflected in all applications which use Instant File Access.

Fast Track Windows

Allows mini-windows to be dragged to a new location without the use of a tracking frame.   In other words, the entire window moves as it is dragged to a new location.

A transparent tracking frame is used to move and size mini-windows.

Copy Directory of File

Places the path of a newly added file into the directory portion of a File Database.

The file name and path are placed only into the Files portion of a File Database.

Ignore Mouse Clicks

Does not respond to the right or left mouse buttons over the Open dialog. Used when other utilities interfere with the operation of Instant File Access. Functions can then be accessed via the Toolbar.

The right and left mouse buttons can be used to access all functions of Instant File Access.

Configure All to Common

Click this button to configure **All to Common**.

Default Configuration

Click this button to update the default configuration.   This configuration is used as a template for new applications and profiles.

Make Directory

Creates a directory under the currently selected directory in the **Directories** box.   Multiple directories can be created by entering each directory separated by back-slashes like this...

EXCEL\SHEETS\EXPENSES

To automatically change to the new directory, check the ***Change to new directory*** button.

Delete Directory

Deletes the directory currently selected in the **Directories** box.   This can only be done if the directory does not contain files or other directories.

Rename Directory

Renames the directory currently selected in the **Directories** box.

Delete File

Deletes the file currently selected in the **Files** box.

Rename File

Renames the file currently selected in the **Files** box.

Copy File

Copies the file currently selected in the **Files** box to another disk or directory.

Move File

Moves the file currently selected in the **Files** box to another disk or directory.   This is the same as a Copy, only the source file is deleted after the copy is complete.

Register Dialog

New Topic text goes here.

Name

New Topic text goes here.

Address

New Topic text goes here.

Number

New Topic text goes here.

Replace Text Dialog

This dialog is used when replacing lines of text within files.   This is usually done after the lines have been modified, and the modified lines are to be placed back to the original source files.

Files to Replace

This is a list of files to which the replacement will take place.   Select the files to be replaced, then click *Replace* and the lines will be replaced within the source files.

Prompt For Each File

Will prompt you before each file is replaced.

Comment Old Text

Will add a comment to the original line which is being replaced.   This is useful when replacing a change within programmer's source code.   The initials of the programmer who performed the change can be recorded.

See also...
Comment Format

Comment Text

Type the text of the comment in this field.   To create multiple line comments, simply press **Enter** after each line.

See also...
Comment Format

Comment Date

Select the date format for the comment.

See also...
Comment Format

Single Line Comment

Each comment line can be prefixed with a comment delimiter.

See also...
Comment Format

Comment Start

This is the starting comment delimiter, placed before the first comment line.

See also...
Comment Format

Comment End

This is the ending comment delimiter, placed after the last comment line.

See also...
Comment Format

Start Replacing

Click here to begin the replacement process.   A prompt will first ask if you wish to validate your settings and files, plus give you a warning about replacing non-text files, as this will certainly destroy the integrity of the file.

Select All

Selects all the files listed.

Clear All

Removes the selection from all the files listed.

Comment Format

When old lines are commented within source files, each comment has the following format...

```
if( (days >= (EXP_DAYS + 1) || days < 0)  )
{
      if( days > 1 )
/*{IFA_BEGIN:768069713}
      Wednesday, May 4, 1994
      MM: Use new function written to accept
      multiple parameters.
      wsprintf( szText, gr( IDS_REG_WARNING ), days - EXP_DAYS, EXP_DAYS );
{IFA_END}*/
            Test_Printf( szText, gr( IDS_REG_WARNING ), days - EXP_DAYS );
      else
            strcpy( szText, gr( IDS_EVALUATION_OVER ) );
```

In the example above, the Single Line was not checked.   In the example below, Single Line comment delimiters are used...

```
if( (days >= (EXP_DAYS + 1) || days < 0)  )
{
      if( days > 1 )
//{IFA_BEGIN:768069713}
//      Wednesday, May 4, 1994
//      MM: Use new function written to accept
//      multiple parameters.
//      wsprintf( szText, gr( IDS_REG_WARNING ), days - EXP_DAYS, EXP_DAYS );
//{IFA_END}
            Test_Printf( szText, gr( IDS_REG_WARNING ), days - EXP_DAYS );
      else
            strcpy( szText, gr( IDS_EVALUATION_OVER ) );
```

Bug Report Form

[Print]
[Copy]

Date: _____

Name: _____

Company: _____

Phone: _____

IFA Version: _____

Windows Version: _____

DOS Version: _____

Application Causing Bug: _____

Version: _____

Desktop Application: _____

Version: _____

Describe the bug:

Describe how to reproduce the bug:

Date

Enter today's date.

Name

Enter your name.

Company

Enter your company name (if applicable).

Phone

Enter a phone number which can be used to contact the person reporting the bug.

IFA Version

Enter the version of IFA being used.   Use the *About...* option to find this number.

Windows Version

Enter the version of Windows being used.   Use the *About...* option in the Program Manager to find this number.

DOS Version

Enter the version of DOS currently running on your computer.

Application Causing Bug

Enter the full name of the application being used at the time of the bug.

Version

Enter the version of the application being used at the time of the bug.

Desktop Application

Enter the name of the Desktop Application being used with Windows.   For example, you may be using Norton Desktop or PC Tools Desktop.

Version

Enter the version number of the desktop application being used (if other than Program Manager).

Describe the bug

Enter a detailed desktop of the bug, including any error dialogs which may appear.

Describe how to reproduce the bug

Enter a full description of how the bug was caused.   This is used by Alexoft to reproduce the bug under test conditions.