Find-It for Windows <u>Index</u>　　　　　　<u>**1 of 2**</u>

The Index contains a list of all Help topics available for Find-It.   For information on how to use Help, press F1 or choose Using Help from the Help menu.

General Instructions

Find-It is an all purpose file finder with special capabilities. It can use database type searches using the DOS wildcards * and ?. You enter the <u>Filename</u> or specification in the shadow box labeled Filename. You then select the drives you wish to search, press the **Find-It button** and off it goes. The <u>Options</u> or <u>Notify When Done</u> selections you check are saved when you quit and restored at program start up. You'll notice that certain functions are disabled (grayed). In order to encourage users to register the product, a few of the neat functions have been disabled; the ability to operate in the Background and the ability to search through Compressed file formats ARC, ZIP, LZH, ARJ, and ZOO. Once you **<u>register</u>** the product, those features are enabled.

Filename

The filename is the name or sepcification of the file(s) that you wish to locate.   Use the * and ? as wildcards for fuzzy searches in a database style.

          * represents 0 to any number of characters

          ? represents 1 character.   ie. *h*e*   finds   hope those help

You can also **search for multiple filenames** by separating them with a space.

          ie. to find spreadsheet file(s) enter the filename as:

                    *.wk1 *.wks *.wq1 *.wr1 *.xls

          This will find all Lotus, Symphony, Quattro, and Excel files.

FileType

The FileType associates a name with a Filename or specification.   The FileType *cannot* contain a space!
Examples:

FileType	Filename
PageMaker	*.pm3 *.pm4
SpreadSheets	*.wk1 *.wks *.wq1 *.wr1 *.xls
C_Files	*.c *.cpp *.h

Press **Add** to add another FileType.
Press **Del** to delete the highlighted FileType.

Drives

The Drives select box contains a list of available drives to search.   Simply click on the Drive(s) you wish to include in the search.

Search Criteria

☒ **By date**

◯ <   date is less than

◯ =   date is equal to

◯ >   date is greater than

◯ -   date is between (-) two dates.

Enter the date (according to the date format from the Control Panel, International icon, 'Date format section') into the appropriate box(es).

☒ **By size**

◯ <   size is less than

◯ =   size is equal to

◯ >   size is greater than

◯ -   size is between (-) two dates.

Enter the size in bytes into the appropriate box(es).

Options

☒ **Look in .Arc, .Zip, .Arj, .Lzh, or .Zoo files**   This allows searching for files that are contained in files compressed by these utilities.   *This feature is only available upon registering.*

☒ **Pop Up List During Search**   This allows you to view the files as they're found.   That way you can see if your criteria is working.

☒ **Sort Alphabetically**   This sorts the files alphabetically, allowing you to find duplicates or find your files easily.   Without this option your files are listed as they're found   on the drive.

☒ **Background Operation**   This allows the program to share resources with other programs, otherwise it consumes ALL of Windows' resources.   *This feature is only available upon registering.*

Notify When Done

☒ **Alarm** If the program is an icon, it beeps every second until it's been restored to a window.   At that time the beep terminates.   If the program is a window it beeps 3 times.

☒ **Pop Up List**   This pops up the list of found files upon completion.

☒ **Reactivate**   This reactivates the program and brings the program to the foreground whether it's been reduced to an icon or not.

Files Found Counter

This counts the number of files that match your filename or specification.

Search Time

This displays the total time (min:sec) for the search.

Search Path

This displays the path / compressed file being searched (if Look in .Arc, .Arj, .Zip, .Lzh, or .Zoo option is selected).

Find-It

This button begins the search!   If you have checked the ☒ Background Operation box, a STOP button displays in its place during a search.   If you click on it you would terminate the current search.

Stop

This button *only* appears during Background Operation and allows you to terminate the current search.

About

This button displays the About window for Find-It.   The About window displays the version of Find-it along with the owner and his registration number.

Help

This button gets you Help information on Find-It.

Show Found Files

This button *only* appears if files have been found for the search.   If you click on it you will display the list of found files.

Files Found

This box contains the list of the found files.   It displays the filename (if the file was found inside of a compressed file it will have an * appearing after the filename), date, time, size, attribute (rhsa), and directory the file was found.

Attribute	Meaning
r	read only
h	hidden
s	system
a	archive

Process Found Files

This button brings up the Process Files window.   This window allows you to process the files using any DOS command.

Select Files

This checkbox displays the files found by group:

◉

       N̲ormal Files   files *not* found in a compressed file

◯

       In Arc Files   files found in .ARC files

◯

       In ZIP Files   files found in .ZIP files

◯

       In ARJ Files   files found in .ARJ files

◯

       In LZH Files   files found in .LZH files

◯

       In ZOO Files   files found in .ZOO files

You may **only** check one box at a time.   This allows you to process those files *grouped* with their own special Commands.   When you check the available (darkened) option, the corresponding files are displayed in the Found Files box and are all initially selected.   You may then select only those files you wish to process.

Command

Once the program has found files, you may process them through *any* DOS command.   By utilizing the
appropriate substitution symbols (! for the found filename,   @ for the parent filename) you have complete
processing capabilities.   If the files were found in .ZIP files you could process them as follows:

      pkunzip @ b:!
      pkzip -d @ !

These Commands would unzip the filename from the parent to drive B, then delete the filename from the
parent.   These Commands are looped through for each filename found.   The possibilities are endless!

Files to Process listbox

This box contains the files corresponding to the <u>Selected Files</u>.   By that I mean that if the Normal Files box is checked, these files displayed are files not found in compressed formatted files.   Initially all of the files are selected, you may then click on any one of the files to <u>unselect</u> them.   The selected files can then be processed by the <u>Commands</u> that you enter.

Execute

This button executes the Command(s) you have entered immediately.

Save to .BAT

This button will save the Command(s) you have entered to a .BAT file.

Save List

This button will save the Command(s) you have entered to a .LST file.

Multiple Searches

One unique feature of Find-It (once it's been **registered**) is that you can have multiple copies of the program running simultateously **in the background *(if the Background Operation checkbox is checked ☒)*.**   You can then have multiple searches going on and continue to work with your other programs!   (That's the reason you bought Windows!)   If you have checked one of the boxes in the <u>Notify When Done</u> section you will be alerted when the search is completed.

Registering

This program does not fully qualify as Shareware because some of its options (Background Operation and Look in Archived Files) are inhibited, however it is fully functional on Normal Files.   That is, files that are *not* contained in compressed files.   This program works in DOS and Windows (ver 3.0 & 3.1).   The registration fee for both portions (Windows & DOS) of this version is $25 U.S., or individually for $15 U.S. Upgrades are available for both portions (Windows & DOS) for $15 U.S. or individually for $10 U.S.   Out of the U.S. please add $5 US.   You may use your VISA® and MasterCard® by phoning (313) 623-6970. If you reach an answering machine you may leave your name, address, city, state, zip, complete phone #, card #, and card expiration date (please speak clearly without pausing); we will return your call with your registration #.   In any way ***you will receive by mail*** the transaction receipt along with your complete registration.

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If there are additional features that you would like us to incorporate, please feel free to drop us a postcard or send a message on CompuServe® ID 70670,1740.

Windows Keys

The keyboard topics below come from Help for Windows. You can create similar keyboard topics for your application's Help. Choose from the following list to review the keys used in Windows:

Cursor Movement Keys
Dialog Box Keys
Editing Keys
Help Keys
Menu Keys
System Keys
Text Selection Keys
Window Keys

Cursor Movement Keys

Key(s)	Function
DIRECTION key	Moves the cursor left, right, up, or down in a field.
End or Ctrl+Right Arrow	Moves to the end of a field.
Home or CTRL+Left Arrow	Moves to the beginning of a field.
PAGE UP or PAGE DOWN	Moves up or down in a field, one screen at a time.

Dialog Box Keys

Key(s)	Function
TAB	Moves from field to field (left to right and top to bottom).
SHIFT+TAB	Moves from field to field in reverse order.
ALT+letter	Moves to the option or group whose underlined letter matches the one you type.
DIRECTION key	Moves from option to option within a group of options.
ENTER	Executes a command button. Or, chooses the selected item in a list box and executes the command.
ESC	Closes a dialog box without completing the command. (Same as Cancel)
ALT+DOWN ARROW	Opens a drop-down list box.
ALT+UP or DOWN ARROW	Selects item in a drop-down list box.
SPACEBAR	Cancels a selection in a list box. Selects or clears a check box.
CTRL+SLASH	Selects all the items in a list box.
CTRL+BACKSLASH	Cancels all selections except the current selection.
SHIFT+ DIRECTION key	Extends selection in a text box.
SHIFT+ HOME	Extends selection to first character in a text box.
SHIFT+ END	Extends selection to last character in a text box

Editing Keys

Key(s)	Function
Backspace	Deletes the character to the left of the cursor.
	Or, deletes selected text.
Delete	Deletes the character to the right of the cursor.
	Or, deletes selected text.

Help Keys

Key(s)	Function
F1	Gets Help and displays the Help Index for the application. If the Help window is already open, pressing F1 displays the "Using Windows Help" topics.
	In some Windows applications, pressing F1 displays a Help topic on the selected command, dialog box option, or system message.
SHIFT+F1	Changes the pointer to so you can get Help on a specific command, screen region, or key. You can then choose a command, click the screen region, or press a key or key combination you want to know more about.

(This feature is not available in all Windows applications.)

Menu Keys

Key(s)	Function
Alt	Selects the first menu on the menu bar.
Letter key	Chooses the menu, or menu item, whose underlined letter matches the one you type.
Alt+letter key	Pulls down the menu whose underlined letter matches the one you type.
LEFT or RIGHT ARROW	Moves among menus.
UP or DOWN ARROW	Moves among menu items.
Enter	Chooses the selected menu item.

System Keys

The following keys can be used from any window, regardless of the application you are using.

Key(s)	Function
Ctrl+Esc	Switches to the Task List.
Alt+Esc	Switches to the next application window or minimized icon, including full-screen programs.
Alt+TAB	Switches to the next application window, restoring applications that are running as icons.
Alt+PrtSc	Copies the entire screen to Clipboard.
Ctrl+F4	Closes the active window.
F1	Gets Help and displays the Help Index for the application. (See <u>Help Keys</u>)

Text Selection Keys

Key(s)	Function
SHIFT+LEFT or RIGHT ARROW	Selects text one character at a time to the left or right.
SHIFT+DOWN or UP	Selects one line of text up or down.
SHIFT+END	Selects text to the end of the line.
SHIFT+HOME	Selects text to the beginning of the line.
SHIFT+PAGE DOWN	Selects text down one window. Or, cancels the selection if the next window is already selected.
SHIFT+PAGE UP	Selects text up one window. Or, cancels the selection if the previous window is already selected.
CTRL+SHIFT+LEFT or RIGHT ARROW	Selects text to the next or previous word.
CTRL+SHIFT+UP or DOWN ARROW	Selects text to the beginning (UP ARROW) or end (DOWN ARROW) of the paragraph.
CTRL+SHIFT+END	Selects text to the end of the document.
CTRL+SHIFT+HOME	Selects text to the beginning of the document.

Window Keys

Key(s)	Function
ALT+SPACEBAR	Opens the Control menu for an application window.
ALT+Hyphen	Opens the Control menu for a document window.
Alt+F4	Closes a window.
Alt+Esc	Switches to the next application window or minimized icon, including full-screen programs.
Alt+TAB	Switches to the next application window, restoring applications that are running as icons.
Alt+ENTER	Switches a non-Windows application between running in a window and running full screen.
DIRECTION key	Moves a window when you have chosen Move from the Control menu.
	Or, changes the size of a window when you have chosen Size from the Control menu.