Introduction to Findit

Findit is a set of software tools for cataloging, finding, and browsing files on your removable disks.   When you have files on more than one removable disk, keeping track of what is where can be a problem. Findit solves the problem by allowing you to create a file and directory catalog of each disk.   Find can then locate any file and tell you which disk to insert so you can access the file.

Find: The Find tool helps you search all cataloged disks or a selected disk for a specified file name.

Browse: The Browse tool allows you to look at the contents of any cataloged disk sorted by File Name, Size, Date, or Time.

Catalog: The Catalog tool allows you to catalog the contents of any removable disk.

The main Findit window also shows all cataloged disks and provides buttons for sorting by Disk Label, Description, Free Space, and Date Cataloged.   You can select Ascending or Descending sort order simply by clicking on the tiled information bars titled: "Name," "Size," "Date," or "Time."   The order is automatically changed to ascending or descending order according to the sort group you have selected.

Find

The Find tool helps you search all cataloged disks or a selected disk for a specified file name.   To speed searches, Find remembers the last four files specified.   The Options >> button gives you access to more file-specification options: File Size, Date Modified, and Time Modified.   The Find Results window lists files by Disk Label, File Path, File Name, Size, Date and Time.

If you have trouble finding a file, try using standard wildcard characters in appropriate places in the file name.

Find is also accessible on the main menu under File.

Browse

The Browse tool allows you to look at the contents of any cataloged disk sorted by File Name, Type, Size, Date, or Time.   You can select Ascending or Descending sort order simply by clicking on the tiled information bars titled: "Name," "Size," "Date," or "Time."   The order is automatically changed to ascending or descending order according to the sort group you have selected.

Browsing your disks is useful in deciding how to organize files and directories.   However, reorganizing must be done outside of Findit.

Browse is also accessible on the main menu under Disk.

Catalog

The Catalog tool allows you to catalog the contents of any removable disk.   Catalog asks you for a <u>disk label</u> (if there is none), and gives you the option of adding a short <u>description</u>.

Cataloging your removable disks makes it possible to find any file on any cataloged disk by simply asking for it through <u>Find</u>.   You never have to worry about remembering where you stored a file because Findit remembers.   Catalog is also accessible on the main <u>menu</u> under Disk.

Compact Catalog

When you choose this menu option under File, Findit removes any empty space in the catalog file to speed up your search requests.   Empty space is sometimes left over in the catalog file after a cataloged disk is deleted.

Sort Order

You can select Ascending or Descending sort order simply by clicking on the tiled information bars on the main Findit menu and the Browse menu in Findit.   Sort order applies to:

1.   The tiled buttons in the main window marked Disk Label, Description, Free Space, and Date Cataloged.

2.   The tiled buttons on the Browse window marked File Name, Size, Date, and Time.

The order is automatically changed to ascending or descending order according to the sort group you have selected.

Findit Menu Commands

File

[Find](#)

Print Report	Prints a list of cataloged disks.
Compact Catalog	Compacts the catalog listing.
Exit	Exits the program.

Disk

[Catalog](#)

[Browse](#)

Relabel	Relabel a cataloged disk.
Delete	Delete the catalog listing of a disk.
Edit Description	Edit the description of a cataloged disk.
Statistics	View the statistics for a cataloged disk by Disk name, Last Update, Volume Size, Used Space, Free Space, Total Directories, Total Files.

Help

Contents	Contents of Findit Help.
How to use Help	Windows Help on Help.
About	Findit copyright screen.

Disk Label

Findit requires a label (up to 11 characters) before it can catalog a disk.   Make sure that you also physically label the disk with the same name.

Disk Description

At catalog time, Findit gives you the option of adding a short description to further identify your disk.   You may want to include the description on your physical disk label.

Free Space

The main Findit window indicates how much free space is left on cataloged disks.   This information helps in planning disk organization.

Commonly-Asked Questions

Q: Why should I use Findit?
A: When you have files on more than one removable disk, keeping track of what is where can be a problem.   Findit solves the problem by allowing you to create a file and directory catalog of each disk. Find can then locate any file and tell you which disk to insert so you can access the file.

Q: When I'm using the Find feature, do I need to give the exact file name?
A: No.   Find recognizes the standard Windows wildcard characters.   However, you must allow for file extensions.   For example, in searching for a file named FINANCE.TXT, ***.TXT** or **FINANCE.*** would locate the file, but just **FINANCE** would not.

Q: What does the **+** sign mean on the directory folders in Browse?
A: It means there are subdirectories under that directory.   Double-click to see the subdirectories.

Q: What are the filenames in the scroll box in Find?
A: They are the last four files that were requested of Find.