# Search and Replace Help Index

Search and Replace is a Search (grep) utility you can use to find a given string in multiple files. In the registered version, you can replace some, all or none of these strings with another string. A touch button allows you to change the date and time of the files you specify. The Search Results list allows you to view the file using the associated viewer or the context of the line where the string was found (see <u>Search and Replace for Windows main dialog</u>). Regular expressions are supported for both Search and Replace (registered version only).See <u>Regular</u> <u>Expression Support</u> for more details.

# How to...

Start a search	Enter (or select from combo boxes) a search string, one or more file masks and a path. Then click Search. For more information see <u>Search and Replace for Windows main</u> <u>dialog</u> .
Use Special characters or Multiple Lines in Search or Replace	Click the () button to the right of the Search or Replace String field to use multiple lines or special characters for that field. The <u>Binary Mode dialog</u> will be displayed. When you are done creating the string Binary mode>> is displayed on the main dialog. To view the string later, click the button again (it cannot be shown on the main screen).
Start a replace (registered version only)	Enter (or select from combo boxes) a search string, a replace string, one or more file masks and a path. Then click Search & Replace. For more information see <u>Search and Replace for Windows main dialog</u> .
Find Files only	Enter one or more file masks and a path. Do not enter a Search String (or blank it out). Then click Search. For more information see <u>Search and Replace for Windows main dialog</u> .
Touch Files	Enter (or select from combo boxes) one or more file masks and a path. You will be prompted for a date and time to use for all the files.
Change Options	Click the Options button (see <u>Options dialog</u> ). Among the options you can change are the colors to use for display, how often to prompt during replaces, a file(or printer) to write the output to, number of items to save in the combo boxes, etc.
View the Context of a Search Result	Double-click the Search Result or click the right (left for left-handers) mouse button and use the pop-up menu. Binary files cannot be viewed at this time. Registered version allows you to edit the file. To open the file using the associated program, double-click the Processing file line in the Search Results or click the right (left for left-handers) mouse button and use the pop- up menu.

Use Regular Expressions	See <u>Regular Expression Support</u> . Regular expressions are supported for Search and Replace (replacing allowed only in registered version).
Use Command Line Parametrs	See <u>Command Line Parameters</u> . For all practical purposes, only the Windows 95/NT can be used from the command line.

# Main Menu

<u>Action Menu</u> <u>Edit Menu</u> <u>View Menu</u>

# Commands

Search and Replace for Windows main dialog Options dialog Touch dialog About dialog Ordering Information License Information

# Copyright 1993-1996 Funduc Software Inc.

# Actions Menu

# Search

Select this item to start a search.

### Search and Replace

We recommend that if you use this feature you also enter a backup path in the Options dialog. Select this item to start a search and replace.

# Touch

Select this item to touch the files found using the mask(s) provided in the specified directory.

# Exit

Select this item to exit the application.

# Edit Menu

**Copy Search Results** Select this item to copy the Search Results (if any) to the clipboard. If the Search Results list contains nothing, this item is not available.

# View Menu

### **Open with Associated File**

Select this item to open the current file in the Search Results (if any) using the associated viewer. If no viewer is associated with that file extension, the default viewer (configurable in the <u>Options dialog</u> is used (default is NOTEPAD.EXE). The line where the focus is (marked by a thin rectangle) on the Search Results list is used to determine which file to open. If the Search Results list contains nothing, this item is not available.

### **Open with Default Viewer**

Select this item to open the current file in the Search Results (if any) using the default viewer (configurable in the <u>Options dialog</u> is used (default is NOTEPAD.EXE). The line where the focus is (marked by a thin rectangle) on the Search Results list is used to determine which file to open. If the Search Results list contains nothing, this item is not available.

### Open with...

Select this item to open the current file in the Search Results (if any) using the a viewer of your choice. A <u>Select Viewer dialog</u> will allow you to select the viewer to use. The line where the focus is (marked by a thin rectangle) on the Search Results list is used to determine which file to open. If the Search Results list contains nothing, this item is not available.

### Contents

Select this item to view the current line in the Search Results (if any) and several lines before and after it using the <u>View Context dialog</u>. The line where the focus is (marked by a thin rectangle) on the Search Results list is used to determine which line to show.

### Options

Select this item to display the Options dialog.

# Search and Replace for Windows dialog box

### **Basic Functionality**

The Search and Replace for Windows Utility allows you to search (and replace it with another string if you wish) for a given string in a set of files you specify on a path you specify. You can also use the application as a file finder by not entering a Search String.

The dialog box is sizable, maximizable and minimizable for your convenience.

The found strings and the files they are found in are clearly displayed in a list box using a custumizable color.

### Search String field

Enter the string to search for in this field or select a previous search string from the combo list. Your last few search strings are saved for you by the application and you can find them in the combo box list. If you do not enter a Search String, the File Mask and Path fields will be used to execute a File Find, with the results displayed in the Search Results list.

### Search String Browse button (... next to Search String field)

Click to use multiple lines or special characters for the Search field. The <u>Binary Mode</u> <u>dialog</u> will be displayed to allow you to create the multiple line and/or special character Search String. When you are done creating the string Binary mode -->> is displayed on the main dialog. To view the string later, click the button again (it cannot be shown on the main screen).

### **Replace String field**

Enter the string to replace with in this field or select a previous replace string from the combo list.

Your last few strings to replace are saved for you by the application and you can find them in the combo box list.

### Replace String Browse button (... next to Replace String field)

Click to use multiple lines or special characters for the Replace field. The <u>Binary Mode</u> <u>dialog</u> will be displayed to allow you to create the multiple line and/or special character Replace String. When you are done creating the string Binary mode -->> is displayed on the main dialog. To view the string later, click the button again (it cannot be shown on the main screen).

### File Mask field

One or more search masks for search files. The masks are those used in the DOS dir command (Examples:

\*.\*;\*.txt;\*.doc;\*.??1). More than one mask can be specified by using a semicolon separator (see

example above). Your last few search file masks are saved for you by the application and you can find them in the combo box list.

### Path field

Path where files to search reside. You may type it by hand, navigate to it by using the Browse button below, or select a previously used path from the combo list. Your last few search paths are saved for you by the application and you can find them in the combo box list.

### Path Browse button (... next to Path field)

Click to select the path where files to search reside. The <u>Select Path dialog</u> will be displayed to allow you to visually select the path. If the Path field (described above) contains a valid path, it will be your starting path in the <u>Select Path dialog</u>. Otherwise, the current path will be used.

#### **Case sensitive field**

Check this field if you want the search to be case sensitive. Uncheck it if you want to search regardless of case.

### Search subdirectories field

Check this field if you want to search all subdirectories of your path (this will usually slow your search down). Uncheck it if you just want to search the specified path.

### **Match Whole Word**

Check this field if you want to look for the exact word or phrase specified (enclosed by whitespace). For example, if this option is on and you look for Window, the program will find it in the phrase ...use the **Window** menu... but not in the phrase ...Windows 95.... If this option is not checked, both occurrences will be found.

#### **Regular Expression field**

Check this field if you want to use a regular expression. Case sensitive and binary mode can be used in conjunction with this type of search. See <u>Regular Expression Support</u> for more information on the syntax supported.

#### Search Results List

Your search results are displayed there. The file name and the strings found are displayed in different colors (if you cannot see them, try changing the colors from the Options dialog). You can double-click an item to display the <u>View Context dialog</u> (if double-clicking on a line where the search string is displayed) or Shell the executable associated with it (in File Manager). You can also use the right mouse button to display a menu or use the Ctrl+C key to copy the list box contents to the Clipboard.

#### **Search button**

Click this button to start a search.

#### Search and Replace button

We recommend that if you use this feature you also enter a backup path in the Options dialog. Click this button to start a search and replace.

#### **Options button**

Click this button to display the Options dialog.

#### **Touch button**

Click this button to touch the files found using the mask(s) provided in the specified directory.

#### About button

Click this button to view system information, <u>Ordering Information</u> and licensing information.

### **Exit button**

Click this button to exit the application.

# **Options dialog box**

### **Display File Names**

Select All Files Searched to get a notification for every file searched (even if no strings were found).

Select Only ones with hits to get feedback only from files where the search string was found.

### Number of items to save

Select the maximum number of items to save in the Search String, Replace String, Mask and Path combo boxes.

### Number of lines to view

Select the number of items before and after the hit line to view in the <u>View Context</u> <u>dialog</u>.

### **Found Color Button**

Choose this button to display the <u>Color dialog</u> to select a new color for the found strings in the list.

#### **File Color Button**

Choose this button to display the <u>Color dialog</u> to select a new color for the file names where the strings were found.

### Show Output to File and Browse button

Enter a file name (if no path is specified, the current directory is used) for a file where the list output will be directed. If this field is blank, no file is produced. ). You may also use the Browse button to select a default viewer, in which case you will see <u>File Save As</u> <u>dialog</u>.

#### **Before Hit**

You can change the string displayed before hits in clipboard dump or in the Output File. If you do not want anything displayed, blank out this field.

#### After Hit

You can change the string displayed after hits in clipboard dump or in the Output File. If you do not want anything displayed, blank out this field.

#### If no association use and Browse button

Enter a file name for the default viewer (to be used when a file has no association). You may also use the Browse button to select a default viewer, in which case you will see <u>Select Viewer dialog</u>.

### Search and Replace group

Select Prompt on all to get a prompt on every string to be replaced in every file. Select Prompt on each file to get a prompt for all occurrences in each file. (If you use this option, you may not realize exactly the context of every string you replace). Select Replace All to not get any prompts at all for all replaces. (If you use this option, you may not realize exactly the context of every string you replace or which files you replace them in until after the operation is finished).

### **Backup Path and Browse button**

Select a backup path if you want your old files backed up. You may also use the Browse button to select a path, in which case you will see the <u>Select Path dialog</u>.

### **OK button**

The changes will be made.

# **Cancel button**

The changes will not be made.

# **Regular Expression support**

Regular expressions are supported using a subset of the UNIX grep notation for Searching and DOS style Batch file input parameter notation with some extensions for Replacing.

The major differences between the Search and Replace and egrep regular expressions are:

• ^.\$ operators are not (yet) supported

• \*+? operator must **precede** an expression enclosed by () or [] (such as \*[123] or + (Windows)). Otherwise, the operator is assumed to match any/all characters from beginning of line or to the end of the line.

• [0-9] will span all numbers (whereas egrep only matches the first one). To match only one, use ?[0-9].

See more <u>Regular Expression Examples</u>.

Using the case sensitive flag and binary mode strings are supported. Note that the \ character must be doubled (\\) for it to be matched correctly when using Regular Expressions. Also see below which characters must be preceded by \ to be interpreted as a literal (search and replace special characters are different).

# Search Regular Expressions Supported

# **Match Operators**

 Zero or more expressions enclosed in () or can be used by itself (see below). This operator is meant to be used around strings. Entering several expressions in a row containing \* should be carefully done to avoid overlapping characters which can produce unpredictable matches. Example: \*(is) will match zero or more strings such as: is, isis. This operator can also be used to match all characters between two strings. Example: Win\*95 will match Windows 1995, Win 95, Windows 95 etc. Note: using the operator at the beginning of the line will match all characters from the start of the line and at the end, to the end of the line. Using it by itself will not be allowed since all empty strings will match.

+ One or more expressions enclosed in ().

Example: +(is) will match one or more strings such as: is, isis.

Exactly one expression enclosed in () or any one character.
Example: ?(is) will match the string is.
This operator can also be used to match any character between two strings or before or after a string. This is the main use for this operator.
Example: Win?95 will match Win 1995, Win-95, Win/95 etc.
Note: Using this operator by itself will match every character in a file one at a time and should be avoided.

# **Sub-Expression Operators**

[] Any characters entered between the brackets will be matched. Ranges are allowed by using the a-z notation.
Example: [niewW] will match one or more strings such as: Win, new, win.
Example: [a-z] will match any lower case strings if case sensitive and any words if not case sensitive. You can also enter [a-zA-Z0-9\-\_] ie. multiple ranges and the - character itself preceded by a \.

 Denotes one or more sub-expression. You can specify matching an expression or another by using the | operator. Example: Win( 95|dows 95) will match strings such as: Windows 95 and Win 95.

### **Special Search Characters**

The following characters must be preceded by a  $\ be interpreted as a literal in a search: <math>+*?()[]$ 

### **Complex Expressions**

The above mentioned operators can be combined to produce searches such as:

### **Replace Regular Expressions Supported**

### Match Operators

<

%1 will use the first expression in the search string. For example: %n Given Search string: ?include  $(<|\setminus[)[a-z0-9].h^*(p)+[\setminus]>]$ You can replace that with: %1exclude [%3>.H%4>] and get results: #include [stdafx.h] #exclude [STDAFX.H] to #include <dos.h> #exclude [DOS.H] to #include [my\_include.hpp] to #exclude [MY\_INCLUDE.HPP] #include [sr32.h] to #exclude [SR32.H] In this example: %1 -? %2 - (<|\[) %3 - [a-z0-9\_] %4 - \*(p) %5 - +[\]>]

These parameters can be used several times, omitted or used in any order. Make lower case operator. To be used in conjunction with %n: %1< will

- replace the original first matched expression with its lower case version.
- > Make upper case operator. To be used in conjunction with %n: %1> will replace the original first matched expression with its upper case version.

### **Special Replace Characters**

The following characters must be preceded by a  $\$  to be interpreted as a literal in a replace:  $\$ 

# **Regular Expression Examples**

For all the replaces, you can see the result of the operation by making sure that in the <u>Options dialog</u> the Prompt on All radio button is selected (in Search and Replace Options group).

Search String [abc]	Will Match a or b or c
\[	[
[a-z]	abcdefghijklomopqrstuvwxyz if used with Case Sensitive off, it will also match ABCDEFGHIJKLMNOPQRSTUVWXYZ
[a-zAZÀ-ÿ]	matches the same as the example directly above (regardless of case sensitive flag) and also all other special characters for Western European languages. See the <u>Binary Mode dialog</u> for the order of those characters in the ASCII table.
*[ab]c	c abc hac abbc bhac

*[ab]c	c, abc, bac, abbc, bbac

•

Search String *.*	<b>Replace String</b> %1>.%2>	Effect c:\windows\win.ini => C:\WINDOWS\ WIN.INI	
[a-z]	%1>	Windows => WINDOWS	
7*.htm	5%1.htm	711.htm => 511.htm 7days.htm => 5days.htm	
[253]7[832].htm	%15%2.htm	3572.htm => 3552.htm	
*[253]7[832].htm	%15%2.htm	72.htm => 52.htm	
(homepage index).htm	%11.htm	homepage.htm => homepage1.htm index.htm => index1.htm	
+(12)[0-9]	%1%2a	12532 => 12532a 1212753 => 1212753a	
???*(d m).htm	%1%2%3d1.htm	card.htm => card1.htm form.htm => form1.htm	
?(Windows)	OS/2	Windows => OS/2 (just kidding)	

# **Touch Dialog**

This window allows viewing and changing the date and time which will be assigned to the files using the masks specified.

### Date field

Select the date to be used (in format mm/dd/yy or mm/dd/yyyy).

### **Time fields**

Select the time to be used (in format hh or hh:mm or hh:mm:ss) and AM or PM (do not use military time).

### **OK button**

The dates and times will be set for all the files found using the masks specified.

### **Cancel button**

No files will be touched.

### **Update button**

The date and time will be refreshed using the current date and time (on the PC clock).

# **Binary Mode Dialog**

This window allows entering multiple lines for search and replace strings. It also allows users to enter binary characters(such as tabs, special characters, etc).

### Search/Replace Block field

You can type, paste(using paste button or Ctrl+V) text already in the Clipboard or use the Binary Codes list (below) to add characters to this field. Note that you can perform the usual editing operations in this field by using the keyboard as follows: Copy - Ctrl+C Paste - Ctrl+V Undo - Ctrl+Z(last operation only)

# **Binary Codes fields**

This List allows you to add special characters to the Search/Replace field by either double-clicking or selecting an item and then clicking the Add Code button

### Add Code button

The Binary Code specified will be added to the Search/Replace Block field.

### **OK button**

The Search/Replace field will be used as specified.

### **Cancel button**

No changes are made.

### Paste Text

The text currently in the clipboard is pasted in the Search/Replace Block field. If anything is selected in the Search/Replace field, the selection will be replaced by the text pasted. If no text is in the clipboard, nothing will happen.

# **Command Line Parameters**

For the Windows 95/NT version, command -line parameters can be used as follows:

/i	Case Insensitive (note that this option is the reverse of what the user interface shows). If not specified, Case Sensitive is assumed.
/x	Regular Expression. If not specified, it is assumed off.
/d	Search Subdirectories. If not specified, it is assumed off.
/w	Match Whole Word (ignored if Regular Expression is used) . If not specified, it is assumed off.
/sstring	Search String to use (automatically starts a Search). If the string contains spaces or / characters, enclose it in double quotes.
/pC:\ *.ini;*,txt /oresults.txt	Path to search with mask(s) appended after the \. If no path or masks are specified, the last program default is used. Output file to send the search results to. If not specified, the last program default is used (this is specified in the <u>Options dialog</u> ).
	μ. 3. · · · · · · · · · · · · · · · · · ·

The flags can be upper or lower case and the ixdw flags can be used separately or together in any order. Here are some examples:

SR32 /oc:\dump.txt /sWindows /pc:\windows\\*.ini /id SR32 /I /D /oc:\dump.txt /SWindows /pc:\windows\\*.ini /id

# **Replace Confirmation Dialog**

This window allows several options for replacing the string found:

### **Replace This button**

This occurrence of the found string will be replaced.

### **Replace Rest In File button**

All occurrences of the found string in the file currently processed will be replaced.

### **Replace All Remaining button**

All occurrences of the found string in the file currently processed and the files processed after that will be replaced. No more prompts will be displayed until the end of the operation.

### **Skip This button**

This occurrence of the found string will not be replaced.

### **Skip Rest of File button**

All remaining occurrences of the found string in the file currently processed (including the current one) will not be replaced.

### **Cancel Remaining button**

All occurrences of the found string in the file currently processed and the files processed after that will not be replaced.

### **Found String List**

The list box containing the Search Results allows you to double-click an item to display the <u>View Context dialog</u> (if double-clicking on a line where the search string is displayed) or Shell the executable associated with it (in File Manager). You can also use the right mouse button to display a menu or use the Ctrl+C key to copy the list box contents to the Clipboard. To change the colors and many other options, click the Options button.

# About Box

This window contains system and copyright information. Click the Ordering Info button for <u>Ordering Information</u> or the License Info button for <u>License Information</u>. For customer support, contact 102372.2530@compuserve.com.

# **Confirmation Dialog**

This window allows you to confirm whether or not you want to perform an operation (such as replace Read-Only files). A Yes To All button allows you to avoid being prompted again. The Cancel button will Cancel the entire remaining replaces.

# **View Context**

This window allows you to view and change (in the registered version) the lines around where the search string was found.

The number of lines before and after is configurable in the <u>Options dialog</u> (see the Number of Lines to View field).

Note that you can perform the usual editing operations in this field by using the keyboard as follows: Copy - Ctrl+C

Paste - Ctrl+V Undo - Ctrl+Z(last operation only)

### Save button

The changes will be made (registered version only).

### **Cancel button**

The changes will not be made.

### Page Up button

Will display the block of lines above the current block.

### Page Down button

Will display the block of lines above the current block.

# **Ordering Information**

As part of the registration, you will also receive free updates and customer support (by E-MAIL) for a year. Updates are sent to registered customers quarterly. They incorporate your suggestions so please send them. If you have problems receiving the program or need customer support, contact us directly by E-MAIL at 102372.2530@compuserve.com. Quantity discounts are listed on the WWW at: http://home.sprynet.com/sprynet/funduc or http://ourworld.compuserve.com/homepages/funduc.

- Ordering by check: To order by check send this order form and a check for \$20 (+\$3 if you want a diskette mailed) to Funduc Software Inc., P.O. Box 530904 Livonia, MI 48153. Please allow 7-10 days for mail to reach you, then contact us by E-MAIL if you did not receive the program. To print this order form, click on Print Topic in the File pull-down menu or print the ORDER.TXT file. Payments must be in US dollars drawn on a US bank or international postal money order in US dollars.
- **CompuServe** subscribers may register by typing **GO SWREG** and using the Registration ID **7964** (the cost is **\$23**/user due to CompuServe charges). CompuServe orders are filled by E-MAIL within 24-48 hours regardless of delivery method selected. Therefore please check you CompuServe mail a day or two after ordering.
- You can order by credit card through PSL (Public Software Library) by calling: (713)524-6394 or by FAX to (713)524-6398. Specify order is for product number 14483 (Search and Replace). The cost through this option is \$25/user (due to PSL charges) + \$3 (S&H if you want a diskette mailed). You can also register by using your credit card (for the same price) and a secure Web browser (such as Netscape) from the URL: http://home.sprynet.com/sprynet/funduc or http://ourworld.compuserve.com/homepages/funduc.

Please note: PSL and CompuServe cannot deliver the program. They notify us and then, within 24-48 hours, the program can be mailed or E-MAILed to you. If you have problems receiving the program, contact us directly by E-MAIL at 102372.2530@compuserve.com.

If no disk size is specified with your order, E-MAIL (or 3.5" diskette if no E-MAIL address) will be assumed.

E-MAIL(please include your address)
5.25" Disk(please add \$3 for S&H below)
3.5" Disk (please add \$3 for S&H below)

Search and Replace for Windows	copies at \$20 each	
Michigan residents add 6% sales tax		
For snail mail delivery (3.5 or 5.25 disk) a	idd \$3.00	
Total payment		

Prices subject to change without notice.

Name: \_\_\_\_\_Date:\_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_\_ Country: \_\_\_\_\_\_

Day Phone: \_\_\_\_\_Eve:\_\_\_\_\_

Electronic Mail address: \_\_\_\_\_

How did you hear about Search and Replace for Windows?

Comments:

# **License Information**

### Copyright/License/Warranty

For ordering information, see the section Ordering Information.

Search and Replace for Windows Copyright (c) 1993-1996 by Funduc Software Inc. - All rights reserved.

License Agreement and Warranty Disclaimer

You should carefully read the following terms and conditions before using this software. Use of this software indicates your acceptance of these terms and conditions. If you do not agree with them, do not use the software.

Shareware Version

You are hereby licensed to: use the Shareware Version of the software for a 21 day evaluation period; make as many copies of the Shareware version of this software and documentation as you wish; give exact copies of the original Shareware version to anyone; and distribute the Shareware version of the software and documentation in its unmodified form via electronic means. There is no charge for any of the above.

You are specifically prohibited from charging, or requesting donations, for any such copies, however made; and from distributing the software and/or documentation with other products (commercial or otherwise) without prior written permission.

Unregistered use of Search and Replace for Windows after the 21-day evaluation period is in violation of federal copyright laws.

### Evaluation and Registration

This is not free software. This license allows you to use this software for evaluation purposes without charge for a period of 21 days. If you use this software after the 21 day evaluation period a registration fee is due (see <u>Ordering Information</u>).

Customer support can be obtained by visiting our homepage at http://home.sprynet.com/sprynet/funduc or http://ourworld.compuserve.com/homepages/funduc or by E-MAIL (102372.2530@compuserve.com).

One registered copy of Search and Replace for Windows may be dedicated to a single person who uses the software on one or more computers or to a single workstation used by multiple people.

You may access the registered version of Search and Replace for Windows through a network, provided that you have obtained individual licenses for the software covering all workstations that will access the software through the network.

### Governing Law

This agreement shall be governed by the laws of the State of Michigan.

### **Disclaimer of Warranty**

This software and the accompanying files are sold "as is" and without warranties as to performance of merchantability or any other warranties whether expressed or implied. In particular, there is no warranty for the string Replacing feature.

Good data processing procedure dictates that any program be thoroughly tested with noncritical data before relying on it. The user must assume the entire risk of using the program. Any liability of the seller will be limited exclusively to product replacement or refund of purchase price.

# Select Path dialog box

# Directories

Select the directory where the files you want to search reside.

# Drive

Select the drive where the files you want to search reside.

### **OK button**

The path you selected will be used.

### **Cancel button**

The path will not be changed.

# File Open/Select Viewer dialog box

# File Name

Select or type the name of the document you want to open. This box lists documents with the filename extension selected in the List Files Of Type box. To see a list of files with a particular extension, type an asterisk (\*), a period, and the three-character extension, and then press ENTER. To see files with more than one filename extension, type a semicolon (;), a second asterisk (\*), a period, and another three-character extension. For example, if you

want to see all files with the .TXT extension and all files with the .INI extension, type \*.txt;\*.ini.

# List files of Type

Select the type of files you want to see in the File Name list.

### Directories

Select the directory where the files you want reside.

### Drive

Select the drive where the files you want reside.

### **OK** button

The File you selected will be used.

### **Cancel button**

The File will not be used.

# File Save dialog box

### File Name

To save a document with a new name, in a different file format, or in a different location, type a new filename. To save a document with an existing filename, select the name in the list or type the current name.

### Save files of Type

Select the type of files you want to see in the File Name list.

### Directories

Select the directory where the files you want to search reside.

### Drive

Select the drive where the files you want to search reside.

### **OK button**

The File you selected will be used.

### **Cancel button**

The File will not be used.

# **Color dialog**

### **Basic Colors**

Basic colors is a palette of the preset colors available for your screen.

Click the color you want to use. Or TAB to the color you want and press the SPACE bar to select it.

### **Custom Colors**

Custom color can be set by the user by using the Define Custom Colors Button. They are selected the same way Basic Colors are.

# **Define Custom Colors Button**

The changes will be made.

### **OK button**

The changes will not be made.

# **Cancel button**

The path will not be changed.

# No Help Available

No help is available for this area of the window.

# No Help Available

No help is available for this message box.