

Saving

Use the Save and Save As... commands in the File menu to save the current document as a file for later reopening. The full index of folder and disk contents will be stored in this file, and the report will be automatically rebuilt whenever the file is opened.

Printing

The program report, file report or summary can be printed using the Print... command in the File menu. It is worth choosing Page Setup... first to set the printer up. For the program and file reports, the zig-zagged bar in the report header shows where the edge of the page is; ensure the rightmost column fits inside this bar before printing.

Preferences

Choose Preferences... from the Utilities menu to adjust some overall settings. The Report Font and Report Size settings affect how the reports are displayed and printed. The Renaming For setting determines whether file names are checked based on rules for Windows 95 or Windows NT.

Using Files in a Report Row

Click on a report row describing an individual item to select it. Choose Open Item from the Utilities menu to open the item (as if it were double-clicked in the Finder). Choose Show Item from the Utilities menu to show where the item is located in the Finder. Rows may also be double-clicked to open the item they describe.

Exporting Reports

Choose Export Report... from the Utilities menu to export the report or summary currently displayed as a text file for reading in almost any Macintosh application.