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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**.

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.

Floater

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, clicking on the Floaters tab, selecting one or more file datases, and clicking on the Add > button next to the Floaters list.

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, clicking on the Floaters tab, selecting one or more file databases, and clicking on the Add > button next to the Permanents list.

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 **surely result in loss of data!**

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.

Floater

A Floater is a window which appears beside the file dialog. Floaters display the contents of file databases. Floaters are created using 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 usually used to display a group of frequently accessed files for quick access. Previously accessed files appear under the Permanent items. Permanents are created using the  toolbar button.


Profiles

Profiles give you the ability to name a group of preferences. Each application can work on different sets of files, each for a different purpose. Each profile stores its own set of Floaters, Permanents, Configurations, etc.

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 the drop-down beside 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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To copy the text of this popup onto the clipboard, [click me!](#)

Register Instant File Access

Cost of Instant File Access

The following is the price breakdown of Instant File Access:

1 user @ \$25.00 per user
2 to 9 users @ \$18.00 per user
10 to 24 users @ \$15.00 per user
25 to 49 users @ \$13.00 per user
50 to 99 users @ \$11.00 per user
100 to 999 users @ \$ 9.00 per user

Contact [Alexoft](#) for Corporate Site License pricing.

Payment is accepted as Cash, Cheque, Money order, or Credit Card (see below).

!!!!!! WE DO NOT ACCEPT EUROCHEQUES !!!!!

Register By Regular Mail

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 in US Dollars **drawn on a US Bank**.

Register By CompuServe

You can also register Instant File Access on **CompuServe**. Type **GO SWREG** at the ! prompt, and enter the registration id: **7008**

Register By Credit Card!!

Please read the **Registering by Credit Card** document in the Instant File Access program group for information on ordering by Credit Card.

Register By Credit Card on the Internet!!

To register using your credit card on the Internet, go to the following address:

http://206.109.101.6/cgi-win/psl_ord.exe/ITEM11873

Updates and Patches

Instant File Access can be found at the download sites listed below. The file name is usually IFAX.ZIP, where x is the version number. To find the file, search for IFA*.* and the one with the latest date will be the most recent version.

CompuServe	The WINUTIL forum
America Online	Windows shareware
Microsoft Network	Shareware Submissions Windows Utilities
Internet FTP	ftp.cica.indiana.edu under win95\uploads or Win95\ Utility

You can also download IFA from our WEB site at the following address:

<http://ourworld.compuServe.com/homepages/alexoft>

All to Common

The All to Common features lets you replace the old style File Open and Save As dialogs with Common Dialogs. To do this, following the steps below...

- 1 Start the application which contains the file dialog to be replaced.
 -
- 2 Show the file dialog to be replaced. Usually this is done by selecting File/Open or File/Save As from the File menu.
 -
- 3 **[If using Windows 3.1x]** Click on the IFA desktop icon and select the **All To Common Wizard** option.
 -
- **[If using Windows 95]** Right click on the IFA icon in the task bar and select the **All To Common Wizard** option.
- 4 Follow the steps in the wizard.
 -

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...

Keyboard Key	Function
Del (in Files box)	Delete File
Del (in Directories box)	Delete Directory
Ctrl+Ins	Rename File
Alt+Ins	Copy File
Shift+Ins	Move File
Ins	Create Directory
Alt+Left Click (in Files box)	Run application associated with selected file
Shift+OK (in regular file dialog)	Open file without adding to history database.
Shift+OK (in All To Common dialog)	Dismiss the IFA dialog, leaving the original file dialog of the application.

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. Run All To Common on this dialog to replace it with an IFA compatible dialog.
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. Make sure to run the First Time wizard (the flashing red light in the toolbar).
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. This is why the little IFA button appears beside the original Word save-as dialog. Click the button, enter the long name with the new file type, click OK, then select the file type in the original Word dialog and click OK.

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.**

Meet the Author

At the About box, hold down a SHIFT key while clicking on Close.

Our Internet Home Page

To get up to the minute answers to questions asked by our customers, check our home page. It can be reached at the following address:

<http://ourworld.compuserve.com/homepages/alexoft>

To copy the text of this popup onto the clipboard, [click me!](#)


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.

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 semicolon. 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.

Perform text search

Performs a search for the text or texts specified in the Text(s) to search for edit box in the Text Search tab.

Text(s) to search for

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 semicolon. 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.

Browse

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

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.

Open

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.

Run

Runs the application associated with the file selected in the Files found list. If the file selected is named TESTER.TXT, then by default, the NOTEPAD application will be run and this file will open.

Clear

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

Copy to

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...

Edit 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 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.

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 - Main

Name

The name of the application to which this file dialog belongs.

Dialog Title

The title of the file dialog which is being configured

Profile

The current profile being used by this file dialog.

File list

This is the name of the File List in which the file history will be saved for this application.

Disable IFA for this file dialog

Turns off IFA for this file dialog of this application.

Maximum number of items to remember

Files

The total number of files to allow into the File List database.

Directories

The total number of directories to allow into the File List database.

Edit

Modify the File List database. This allows you to modify the file and directory names in the file list database. You can also add your own files and directories.

Clear

Clears the files and directories in the File List database associated with this applications file data.

Configuration - Preferences

General Preferences

Place last file to top of list

When a file is opened, its name is placed at the top of the popup file/directory history menu.

Cascade files by file type

Files are sorted according to file type. This makes it easier to find files when the list gets large.

Use Ins/Del in listboxes (*)

Allows you to delete, rename, copy, move files using the keyboard when the focus is in the files or directories listboxes.

Floating Tool bar

Makes the toolbar float, or attach itself to the file dialog.

Restore

Last directory used (*)

Restores the file dialog to the last directory accessed.

Last file/dir selected (*)

Restores the files and directories listbox selections to the items selected last time a file was opened.

File dialog position (*)

Restores the position of the file dialog.

Appearance

High light dirs/files

When displaying files and directories in menu popups, the path portion will be shown in a smaller lighter font than the file name portion.

Show file names in upper case

When displaying files and directories in menu popups, the file name portion will be in upper case, while the path will be in lower case. This makes the file name stand out more clearly.

Use small font for the dialog

Uses a smaller lighter font in the file dialog, enabling more information to be seen in the files and directories listboxes.

Enable 3D Look (*)

Gives the file dialog a 3D look.

Long filenames

Show in "Files:" listbox

Show in "Directories:" listbox

Shows long file and directory names in the files and directories listboxes. Disable this feature if problems are encountered displaying long names in a particular file dialog, in which case the long name will be displayed at the bottom of the file dialog in the status bar.

Show file types

Display file types in the files listbox. When disabled, the file types are hidden, making it easier to read the file name.

Allow in "Filename:" field

Allows long file names to be entered when saving files. Disable this option if problems are encountered when saving files with long names, in which case the long name is assigned by renaming the short file name once saved.

Configuration - Sizes

Show all items

Displays all items within the Files of Type and Drives listboxes. This means the combo box is expanded to display all items, and the scroll bar should never be displayed.

Files of Type

Drives listbox

If the Show all items is disabled, these fields specify the number of items to display in each combo box.

Use small font

Displays a smaller lighter font when displaying the right-mouse popup menu. When disabled, the regular system font is used, which is larger and takes up more space.

Space between items

When the Use small font is enabled, you can specify the space to leave between menu items.

Configuration - File Types

File types

Lists the current file types defined for the Files of Type combo box of the file dialog associated with the current application. These file types can be changed or reordered, but must be formatted exactly as shown below:

File type 1 (*.typ)
File type 2 (*.mik)

Use these file types (*)

Enables the file types shown in the File types box. When disabled, the file types used are those defined by the application.

Show file types in combo box (*)

When enabled, displays the file type portion of each entry in the Files of type combo box. Otherwise, the type portion is left out.

Insert...

Allows you to insert a file type from a predefined list.

Default

Resets the file types in the File types box to their original application defined format.

Configuration - Floaters/Permanents/Lists

File lists

Lists the available File Lists.

Edit...

Lets you modify the list currently selected in the File lists listbox.

Add...

Lets you add a new file list.

Delete...

Lets you delete the list currently selected in the File lists listbox.

Floaters

Lists the File Lists currently assigned as Floaters. When focus is in this listbox, the < Remove button is used to remove entries from the list.

Permanents

Lists the File Lists currently assigned as Permanents. When focus is in this listbox, the < Remove button is used to remove entries from the list.

Advanced Configuration

Profiles

These are the currently defined profiles for this application.

New Profile

Creates a new profile and adds it to the list of profiles for this application. The new profile can then be selected by clicking on the dropdown menu beside the Configuration button and selecting the profile.

Remove Profile

Removes the profile currently selected in the combo box. This will remove the profile and its configuration, but not Floaters or any other item associated with the profile.

Advanced Settings

This dialog sets the advanced settings of this applications file dialog. Use this dialog to associate the file dialog with a different history database than the default, and create profiles to store more than one setting of Floaters, Permanents, etc., for each file dialog.

Configuration - Applications

Applications

This is a list of applications which IFA has recognized. When a file dialog is used while IFA is running, it automatically creates an entry for that application.

Dialogs

Lists the file dialogs which IFA has recognized.

Profiles

Lists the profiles for each dialog. These are created using the [Advanced Configuration](#)

Properties

Click this button to display the configuration for this application/dialog.

Delete

Click this button to delete this applications entry. The applications file list database will not be deleted.

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.
Archive	The file is an Archive, which means it has been modified by an application and saved.
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.
System	The file is a System file, usually used by DOS to indicate the file has a special purpose.
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**

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.

Copy Directory of File

Places the path of a newly added file into the directory 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.

Show toolbar

Turns off the toolbar for all applications being used for the first time with IFA.

Hide DESCRIPT.ION files

Hides the files which hold the long file names within each directory.

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.

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.

Comment Text

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

Comment Date

Select the date format for the comment.

Single Line Comment

Each comment line can be prefixed with a comment delimiter.

Comment Start

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

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



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.

File Modification Dialog

This dialog is used to modify a file or directory name. It serves two purposes; to change the name of the file, and to allow you to change the long name without changing the short DOS equivalent.

To Name

The destination name. When copying or moving, its the name of the destination file and should include the full path if copying to another drive or directory. When renaming, it should be the new name for the file, without a path specifier.

Keep same DOS name

When checked, the dialog will grow exposing more options. This is used to change the destination name without changing the [DOS short name](#).

DOS Name

This is the short name assigned to the file. When the **Keep same DOS name** option is unchecked, this is assigned automatically by IFA. Otherwise, you must enter the name yourself.

Change DOS name this time only

To make this dialog always open with all options exposed, check this button.

Browse...

This button only appears when moving or copying files. Click here to browse the file system and select a directory to copy or move to.

DOS Short Name

Long file names are stored in an association file named `DESCRIPTION` in each directory. This file contains the long name and short name for each file in that directory. In Windows 95, this is done by the operating system without using an external file, but the concept is still the same. Other DOS applications must have complete access to all files in the system, and they must conform to the 8.3 format. So all long filenames have an associated short name which consists of the first 6 legal characters of the long file name, followed by a tilde, followed by a numeric value to make the file unique.

