



Place the cursor hand anywhere and click the mouse button for further information.

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Overview

Nothing stays hidden. With Search Express, you can search through thousands of word-processing files, e-mails, faxes, scanned documents, text files, database files and more, to find just the information you need, FAST! You can accomplish work that would normally take you weeks or even months, looking for that key information you knew you had but couldn't remember where. Phantech's Search Express can sift through megabytes of files in just a few minutes.

Three type of searches are available:

Local

You chose the directory and the files, Phantech's Search Express searches through them to find what you need in a hurry. If you know the directory where the information is then this type of search is very fast because it only works on files that you have selected.

Global

Searches your entire hard disk, diskette or network. If you don't know where the information is then a Global Search is in order. If it's there, Phantech's Search Express will find it. You can choose the directory to start from, stop the search, restart it, restart it from a new directory or start a new search. And Search Express keeps you informed of the search's progress by letting you know what directory is currently being searched, how many files it searched through, the accumulated size of files searched and the number of finds produced.

File

Searches your entire hard disk, diskette or network for files that meet a certain file pattern. File Patterns can be names or partial names or wildcards in many different combinations. If the file is there somewhere Search Express will find it. With blinding speed.

With Search Express you are not limited to just simple searches. Search Express has a very sophisticated search engine that can perform SIMPLE as well as FUZZY and BOOLEAN (Logic) searches with 2 search words using AND, OR, NOT logic. You can search numbers, greater than, less than, between numbers and search for dates, a certain date or between dates.

When you're done, just click a button and Search Express's Find List will show you a list of finds. Double click on a find and Phantech's Search Express will open the file in it's File Viewer and highlight the find.

Search Express can be a real Life Saver. Save countless hours! Search anything, anywhere!

If it's there Search Express will find it for you. **With Search Express nothing stays hidden!**

Menu

The Menu Bar is located just below the Title bar. When one of these menus is selected, a pull down menu will appear, containing further menu items. Some of the menus have three periods, indicating that if you select one of them, a dialog box will appear asking you for more information before proceeding.

A function key like F2 or a key combination like Ctrl+x to the right of the menu item indicates that the function can be accomplished by pressing these keys or by selecting the menu item. Letters of the menu items are underlined. This means that the menu item can also be selected by pressing the Alt in combination with the underlined letter.



Place the cursor hand on any of the menu items and click the mouse button for further information.

Keyboard

Main Display



General



All dialog box items have shortcut key combinations. Any feature whose button, check box or option box descriptions have a letter that is underlined can be activated by using that key combination.

Search Dialog Box



Place the cursor hand on any of the options items and click the mouse button for further information.

Finds



Place the cursor hand anywhere and click the mouse button for further information.

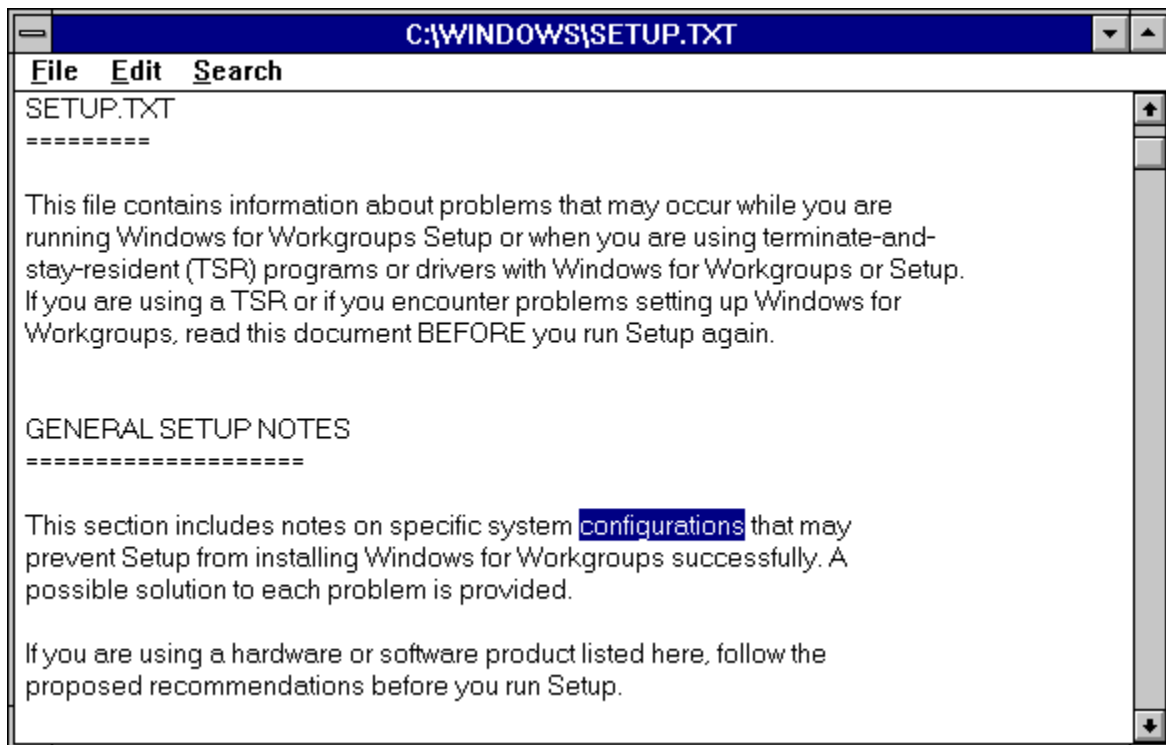
Note:

Search Express remembers the position of the Find Viewer as well as any changes to it's size or background color and fonts.

Search Express will reflect these changes the next time you start it.

[File Viewer](#)

File Viewer



Note:

Search Express remembers the position of the File Viewer as well as any changes to its size or background color and fonts.

Search Express will reflect these changes the next time you start it.

After a successful completion of a search, press F8 or click on the View Finds button. The Find Viewer will show you all the finds produced. When you double click on a find the File Viewer will appear with the appropriate file open and the first occurrence of the search word highlighted.

To find the next occurrence of the search word press F3.

You can also use all the features built into the File Viewer, like opening and saving a file as well as printing it.

Boolean Searches

AND

This type searches your records using two search keys. Both search keys must be found for the search to be successful. For example, suppose you are a manager and would like to isolate all records that mention SALES and WIDGETS together.

Do the following:

- 1 Leave the NORMAL search option button on.
- 2 In the Search Key 1 drop-down box, type SALES
- 3 Click on the AND option button
- 4 In the Search Key 2 drop-down box, type WIDGETS
- 5 Click on the Okay button (ALT, O)

Status Bar

Number of Files Searched	KiloBytes Searched	Number of Finds
654	38,958 KB	392

The status bar reflects what is going on while searching. The numbers change all the time while a search is under way. Once the number stop changing the search has been completed.

Number of Files Searched

The number of files that meet the File Type criteria selected in the Files Types box that Search Express has searched through.

Kilobytes Searched

The accumulated size of the files search through. Shown in kilobytes.

1024 bytes = 1 kilobyte

1000 kilobytes =1 megabyte.

Number of Finds

The number of finds produced during the search.



Clears all search parameters and set the directory to the root directory. Search Express is ready for a new search.

Date Search

As a manager, a certain meeting requires that you bring a copy of all notes and memos dated February 1, 1993 through March 31, 1994 to the meeting .

Do the following:

1. Leave the Normal search option button on
2. In the Search Key 1 text box, type February 1 1993
3. Click on the Date option button
4. In the Search Key 2 text box, type Mar. 31, 1994
5. Click on the Search button (ALT+S)

(The earliest date must go first)

Date formats conform to the Windows international default. English month names are also supported (either three letter abbreviation or complete month name).

Date formats are interchangeable. Search Express will interpret 2/2/94 the same as Feb. 2, 94 or February 2, 1994

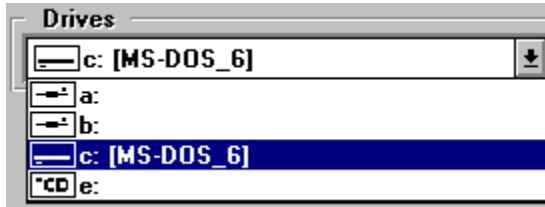
Date Formats

Month/day order as set by WIN.INI international setting

Year can be as in 94 or 1994

01/31/94	01-31-1994	31-Jan-94	Jan-31-94	Jan/31/94
31 January 94	Jan 31 94	Jan. 31 94	Jan 31, 1994	Jan. 31, 94
January 31 94	January 31, 94	26-2-1994	94-02-26	1994/2/26

Directories

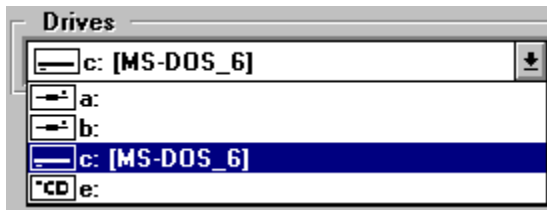


Directory shows the directories available on you hard disk or floppy disk. When doing a search you can select a directory to start from. When doing a Global search, the search is automatically set to start in the root directory (c:\). You can also choose another directory to start from. When a search is stopped, you can re-start it where you stopped or re-start from another directory.

To change directory:

- 1 Double click on the root directory (C:\, F:\) etc.
- 2 Choose another directory. Use the scroll bar on the right to uncover more directories.
- 3 Double click on the new directory or select it and press Enter.

Drives



The Drive drop-down box is used to change drives.

To do so:

- 1 Click on the arrow on the right side of the drop-down box.
- 2 Select a drive.



Ends a Search Express session.

You can also exit Find It by doing one of the following:

- 1 Press Alt+X
- 2 Open the application Control menu, (ALT+SPACEBAR) and then choose Close.
- 3 Double-click the application Control-menu box.



File Search searches your hard disk, floppy disk or network for files that match the specified File Types. You can start the search from the root directory or choose the directory to start from, stop the search, restart it or start a new search.

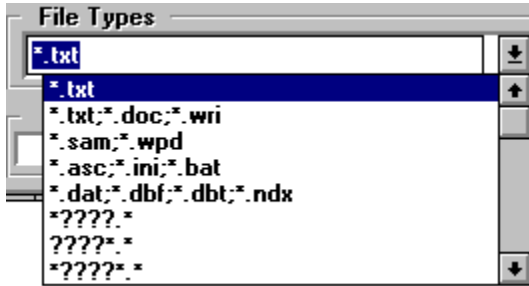
To perform this search:

File Types

- 1 Press F3 or choose File Search from the search menu (Alt+S+F).
- 2 Select the File Types to search for from the Files Types drop-down box or type it in the box. Click on File Types above to see examples of File Types usage.
- 3 Start searching from the root directory or select the directory to search from. Use the scroll bar on the directory list box to view more directories. Double click on the directory of your choice or highlight the directory and press Enter.
- 4 Press F5 or click on the Start button.

File Search keeps you informed! While the search is in progress, Search Express shows you what directory it is currently working in and displays the files in that directory that meet the file extensions selected earlier. It also keeps you informed of the number of files found that meet the file specifications.

File Types



Clicking on the arrow on the right side of the File Types drop-down box will expose some File Types. By clicking on a line, it will be highlighted and can be used for your search. If your File Types are not listed you can type them into the box.

File Types can be used singly or in combination with each other or in combination with wildcard File Types. When more than one File Types is used they must be separated by a semicolon (;).

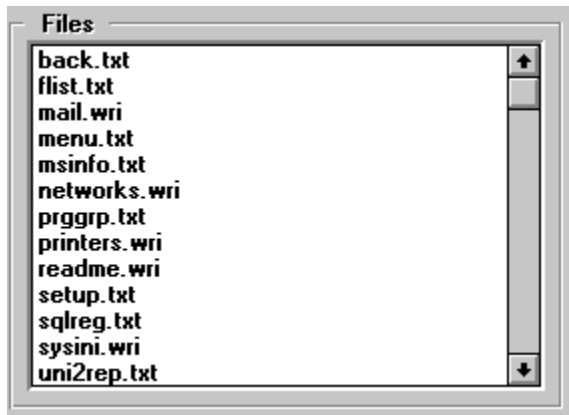
File Type Examples:

File Type	Operation
sample.txt	Search only txt files with the name of sample
sample.*	Search all files with the name of sample, regardless of type
sample.txt;sample.doc;sample.sam	Search all txt, doc and sam files with the name of sample
*.txt	Search all txt files regardless of name
.txt;.doc;*.sam;*.wpd	Search all txt, doc, sam and wpd files regardless of name
*sam.txt	Search only txt files with that start with sam (sam?????.txt)
sam.txt;.sam.doc;*.sam.wpd	Search only txt, doc, wpd files that start with sam (sam?????.txt)
sam*.*	Search all files regardless of type, that start with sam (sam??????.*)
sam.	Search all files regardless of type, that end with sam (?????sam.*)
sam.*	Search all files regardless of type, where sam occurs anywhere (???sam???.*)

Search Express allows great flexibility with File Types.

Combine any number or sort of FileTypes to achieve the greatest chance of success the first time.

File List



The file list shows all the files that meet the File Type as selected in the File Type box. When doing a Global search, the file that is currently being searched will be highlighted. When doing a Local search, this is the file selection area.

There are 3 ways to select files:

- 1 Drag the mouse over several files. The selected files will be highlighted.
- 2 Click on a files and press the Shift key and click on another file. All the files between the first and last files selected will be highlighted.
- 3 Press Ctrl and click on any files in whatever order. The selected files will be highlighted.

When doing a File search, the files will be shown but not highlighted.

NOTE:

Double clicking on a file name activates the File Viewer and opens the file for you to view.

Fuzzy Search

Fuzzy searching is a word search that compares two words for a similar phonetic sound match. Fuzzy searching is often used to search for names, although it is by no means restricted to name searching. The typical use is to find a word when the exact spelling may not be known. The match returned from the search is an phonetic representation of the word being searched for.

To do a Fuzzy Search:

- 1 Select the Fuzzy option.
- 2 Enter the search word or phrase in the Search Key 1 drop-down box
- 3 Click on the Okay button (ALT+ O)



Global Search searches all the chosen file types in a specified hard disk or diskette. You can start the search from the root directory or choose the directory to start from, stop the search, restart it or start a new search. **To perform this search:**

File Types

- 1 Select the File Types to search from the Files Types drop-down box or type it in the box. Click on File Types above to see examples of File Types usage.
- 2 Press F2 or choose Global Search form the search menu (Alt+S+G). The Search files dialog box will appear. If you are not familiar with the search options and the search types then please read the section on these items.
- 3 Enter the search words. (Words, phrases, sentences).
- 4 Choose the search type if not NORMAL.
- 5 Enter the second search word. (Use only if you are doing a logical search using AND, OR, IF NOT, Numbers or DATES).
- 6 Select a search option like Match Whole word only or First Match each record only. If you are searching many files, particularly if they a large, it may be best to select or First Match each record only. This will pick up the first occurrence of the search parameter in a file and then go to the next file. This speeds up the search considerably as well as saving memory.
- 7 Click Okay or press Enter. The search dialog will disappear.
- 8 Start searching from the root directory or select the directory to search from. Use the scroll bar on the directory list box to view more directories. Double click on the directory of your choice or highlight the directory and press Enter.
- 9 Press F5 or click on the Start button.

Global Search keeps you informed! While the search is in progress, Search Express shows you what directory it is currently working in and displays the files in that directory that meet the file extensions selected earlier. It also keeps you informed of the number of files searched through, the total amount of bytes searched and number of finds.

[Search Dialog Box](#)

[Stopping a Search](#)

[Re-Starting a Stopped Search](#)

[Starting a New Search](#)



Starting a Search

For all searches. After all search parameters have been selected, press F5 or Click the Start button.

Stopping a Search

You can stop the search at any time by pressing F6 or clicking on the Stop button. Your search finds will be preserved and are available for viewing. You will not lose the finds that were made so far.

Re-Starting a Global Search

You can re-start the search by pressing F5 or clicking on the search button. You can re-start the search with either the same file extensions or you can choose new file extensions to widen or restrict your search.

The search will continue from the directory it was in when you stopped it.

Re-Starting a Global Search from a new Directory

You can re-start your search from a different directory and still preserve your finds accumulated so far.

To do so:

- 1 Select the File Types (file extensions) to search from the List Files of Type box or type it in the box. Typical file types are *.txt or *.doc. You can also use file type combinations like: Search all file types that have a file extension of *.txt;*.doc;*.wri etc. File extensions must be separated by a semicolon (;).
- 2 Select the directory to search from. It must be a directory not a sub directory. Use the scroll bar on the directory list box to view more directories. Double click on the directory of your choice or highlight the directory and press Enter.
- 3 Press F2 or Click the Start button.

If you re-start your search from the root directory (C:\), you will lose all previous finds.

Starting a New Search

To start a new global search click the Clear button. This will clear all previous finds. The starting directory will once more be the root directory. The search parameters will remain the same. You will lose all previous finds when you click the clear button!

Help

Contents

This is the main Search Express help window. Click on any area and get the appropriate help.

Search for Help On

When you select Search for Help On a dialog box will appear prompting you to enter the feature you are searching for. If found, it will be listed. Select it and click on the Go To button.

How to Use Help

This feature calls up the How to Use Help help file.

About Search Express

Shows information on who produced the software and the producers phone and fax numbers.

Boolean Searches

IF NOT

This type searches your files using two search keys. The search is successful if the first search key is found in a file that does not contain the second search Key. For example, imagine that you are a Sales person who is looking for files containing all California retailers who sell your Widgets or similar competitive products. You want to call all retailers in Los Angeles except those who already carry your product.

To produce this contact list, do the following:

- 1 Leave the NORMAL search option button on
- 2 In the Search Key 1 drop-down box, type Los Angeles
- 3 Click on the IF NOT option button
- 4 In the Search Key 2 drop-down box, type Widgets
- 5 Click on the Okay button (ALT+ O)



Local Search allows you to search selected files in a single directory. All searches are very fast, but if you happen to know in what directory the required information is, you don't have to waste time looking through the whole disk.

To perform this search:

File Types

- 1 Select the files you want to search.
- 2 Select the File Types to search from the Files Types drop-down box or type it in the box. Click on File Types above to see examples of File Types usage.
- 3 Press F3 or choose Local Search from the search menu (Alt+S+L). The Search files dialog box will appear. If you are not familiar with the search options and the search types then please read the section on these items.
- 4 Enter the search words. (Words, phrases, sentences).
- 5 Choose the search type if not NORMAL.
- 6 Choose the search type.
- 7 Enter the second search word. (Use only if you are doing a logical search using AND, OR, IF NOT, Numbers or DATES).
- 8 Select a search option like Match Whole word only or First Match each record only. If you are searching many files, particularly if they are large, it may be best to select or First Match each record only. This will pick up the first occurrence of the search parameter in a file and then go to the next file. This speeds up the search considerably as well as saving memory.
- 9 Click Okay or press Enter. The search dialog will disappear.
- 10 Press F5 or click on the Start button.

Local Search keeps you informed! While the search is in progress, Search Express highlights the file it is currently working on. It also keeps you informed of the number of files searched through, the total amount of bytes searched and number of finds.

Search Dialog Box

Normal Search

This type searches for a word, a phrase or a single block of text in a file. This is the most common of the search types and

uses a single search key. It finds all occurrences of the search key in a file. If the search key is a word, Search Express will look for it either as a whole word or as a part contained within another word. To limit the search to whole words only, select Match Whole words Only.

To Search Normal:

- 1 Leave the Normal search option button on
- 2 Enter the search word or phrase in the Search Key 1 drop-down box.
- 3 Click on the Okay button (ALT+O)

Number Search

With Search Express you may search files that contain numbers. Four types of searches are supported:

- 1 Single numbers (=)
- 2 greater than (>)
- 3 less than (<)
- 4 Between numbers

You can search for a number with the Normal search however if the number includes a comma or a space delimiters, signs and decimal points then the NORMAL search will not find it.

To search for a \$17,500:

- 1 Leave the NORMAL search option button on.
- 2 In the Search Key 1 text box, type =17500.
- 3 Click on the NUMBERS option button.
- 4 Click on the Okay button (ALT+O).

To search for greater than or less than:

- 1 Leave the NORMAL search option button on.
- 2 In the Search Key 1 text box, type < 500 for less than 500 (or >500 for greater than 500).
- 3 Click on the NUMBERS option button.
- 4 Click on the Okay button (ALT+O).

To find all numbers between 100 and 5500:

- 1 Leave the NORMAL search option button on.
- 2 In the Search Key 1 text box, type 100.
- 3 Click on the NUMBERS option button.
- 4 In the Search Key 2 text box, type 5500.
- 5 Click on the Okay button (ALT+O).

Numeric formats can include comma and space delimiters, signs and decimal points (for instance \$17,500.00 will be recognized as 17000).

Boolean Searches

OR

This type searches your records using two search keys. Only one search key must be found for the search to be successful. Suppose are in Real Estate and you want to find all records pertaining to some features of a property, say a Swimming pool or Sauna.

You do the following:

- 1 Leave the NORMAL search option button on
- 2 In the Search Key 1 drop-down box, type Swimming pool
- 3 Click on the OR option button
- 4 In the Search Key 2 drop-down box, type Sauna
- 5 Click on the Okay button (ALT+O)

Print List

Print List of Selected Finds

To print a List of a few selected finds, first select the finds to be printed. There are 2 ways to select finds:

- 1 Drag the mouse over several finds: The selected finds will be highlighted.
- 2 Select a find press the Shift key and click on another find. All the find between the first and last find selected will be highlighted.

When you click on the Print List button a dialog box will appear asking you if you want to print the highlighted selection only. Click on Yes if you want that or no if you want to print a list of all the finds. Click Cancel to abort.

Print List of all Finds

To print a list of all finds as shown, no selection needs to be made. Simply press Print List and a full list will be printed.

The print-out will look like this:

Search Type: Global
Search Key:Business
Found: 33 Instances

C:\SAMPLE SAMPLE.TXT
the operation of the business. These assets usually include land

C:\TEMP NOTES.DOC
In the business of arranging flowers for birthdays, parties, weddings

C:\WINDOWS FLEXIBLE.SAM
A business BUDGET predicated upon the variability of costs.

The first three lines are the Search Type, the search Key, the number of finds followed by directory of the find, the file name and a line of the file text showing the find in context of the file.

Print Page Setup

This feature enables you to change the Margins of the File Viewer printed page as well as turning ON/OFF the printing of the File Name as the Page Header. Selecting Page Layout from the File Menu will bring up a dialog box for you selection.

Header

If you want the file name to be the title or the header of the page you are printing then this feature must have the letters &f in the Header box. To disable the printing of the header, delete the letters &f.

The default setting is Header on.

Footer

Margins

The settings you choose for margins affect the printed page. The default settings for margins are set to .75 inches (2.54 Centimeters) all around. You can change the top, left, right and bottom margin of the printed page to suit your individual needs.

To change the Print Page Layout

- 1 From the Viewer File menu, choose Page Layout.
- 2 Type the margins you want for your print job.
- 3 Choose the OK button.

Printer Fonts

When you choose Printer Fonts the Windows Font dialog box will come into view. The Printer Fonts feature enables you to select different printer fonts and font styles as well as font sizes. The dialog box will show all the fonts available to you. Select a font and a font size and font style then click the OK button.

Browser Color

You can quickly change the Search Results Browser background color. Click the Browser Color button (ALT+B)

The Color dialog box will appear.

To change color, select:

- 1 Click on a color
- 2 Click Okay or Press Enter

How successful the color selection is applied depends on the type of monitor and color card you use. If you do not have a color card that can support more colors then you have to stay with the basic colors. However, if your computer supports more colors then you may select all the colors as well as define custom colors.

Search Key Features

Saving Search Keys after a Search session

Every time you perform a search the Search Keys are put into the list. To save them

- 1 Be sure the Search dialog is active.
- 2 You can look in on the list by clicking the down arrow on one of the Search Key fields.
- 3 Click Save Keys (ALT+S). The Save Search Keys dialog box will appear.
- 4 Type the name you want for the List. You are restricted to 8 characters. You don't have to add the file extension, it will be added automatically. You can also choose one of the grayed out file for you name. If you choose to do so you will be warned that the file already exist and if you want to overwrite it.

Manually adding Search Keys and saving them

You can add Search Keys directly to a List without first performing a search. To do so:

- 1 Be sure the Search dialog is active. Press F2 to activate it.
- 2 Select either Search Key 1 or Search Key 2 by clicking on it
- 3 Type the Search Keys
- 4 Click Manual Add (ALT+U)
- 5 Repeat steps 4 and 5
- 6 Click Save Keys (ALT+K). The Save Search Keys dialog box will appear.
- 7 Type the name you want for the List. You are restricted to 8 characters. You don't have to add the file extension, it will be added automatically. You can also choose one of the grayed out file for you name. If you choose to do so you will be warned that the file already exist and if you want to overwrite it.
- 8 Click OK. The List is now saved for later use.

[Search Keys List](#)

Search Keys List

Overview

Search Express keeps a list of Search Keys during a search session for both Search Key 1 and Search Key 2. This enables you to use them again and again without having to type them anew every time that you want to do a search. It also keeps you informed as to what Search Keys you have used in the current search session. Every time you perform a search the Search Keys are put into the list. To see the list just click on the down arrow at the right side of the Search Keys fields.

The Search Key List is temporary for as long as you have Search Express active, when you exit Search Express the Search Key List is deleted and can't be used again. You can save the Search Keys however, so that they will be available to you any time you perform a search. This is an extremely useful feature if you repeatedly conduct searches that use the same Search Keys.

The Search Key List is a ASCII text file. There are several ways that a list can be made:

- 1 Let Search Express collect them for you during a search session and then simply save them
- 2 Add them manually to the search dialog and save them
- 3 Use any text editor to make up the list

To have Search Keys for Search Key 1 only requires one file with the extension of KEY as in SAMPLE.KEY

To have Search Keys for both Search Key 1 and Search Key 2 two files are required, one with the extension of KEY and the other with the extension of KEX like in SAMPLE.KEY and SAMPLE.KEX.

SAMPLE.KEY is used by Search Key 1

SAMPLE.KEX is used by Search Key 2

If you save the list through Search Express the files will be built automatically. Whether one file or two files are made depends on whether there were keywords in one or both the keyword fields.

- [Saving Search Keys after a Search session](#)
- [Manually adding Search Keys and saving it](#)
- [Using a text editor to build a Search Key List](#)
- [Modifying a Search Key List](#)
- [Loading a Search Key List](#)
- [Using the Search Keys](#)

Search Key Features, Cont...

Using a text editor to build a Search Key List

You can use any text editor to build a Search Keys List. To do so activate a text editor and:

- 1 Type a Search Keys and press ENTER.
- 2 Repeat until you have finished.
- 3 Save it as a text file using the extension of either KEY or KEX. The file with the extension KEY is used by Search Key 1, the file with the extension KEX is used by Search Key 2.

How to modify a Search Key List

Simple use a text editor and open the List, modify it and save it. If you are adding to the List, always press ENTER after each Search Key. Save it as a text file.

How to load a Search Key List

To load a List you must have the Search dialog box active. To load a List:

- 1 Click Load Keys. The Load Search Key dialog box will appear.
- 2 Select a List
- 3 Double click or click OK

The Search keys are now loaded. Search Express! automatically loads both Search Key 1 and Search Key 2 if both had Search Keys in it.

How to use the Search Keys

Whether you have loaded a Search Key List or you have been accumulating Search Keys through a search session the Search Keys they are always available for use.

- 1 Clicking on the down arrow on the Search Key fields
- 2 Select a Search Keys by highlighting it.
- 3 Perform your search.

[Search Keys List](#)

Search Options

- Match Whole Word Only: Searches for an exact match
- First Match each File Only: Finds the first match of your search key then goes to the next record

If none of these options are selected, then Search Express will search all the files and pick up everything that matches the search keys, whether they are whole words or not.

Default Search Settings, Global Search:

Normal search - Not case sensitive - First Match each File Only

Default Search Settings, Local Search:

Normal search - Not case sensitive - Find all occurrences



When your search has successfully completed, press F8 or choose View Finds from the View menu (Alt + V) and Search Express will display the finds in the Find List.

The Find List will show you all the finds. The first column shows the directory name followed by the file name followed by about eighty characters of the record text where the search word was found.

Use the scroll bar on the bottom to scroll text to the right to see more of it. Use the scroll bar to the right to view results not currently visible. You can also use the direction cursor keys and Page Down, Page Up, End and Home as long as the focus is on the Find List.

When you find the instance of the word or phrase that meets your search requirements, place the mouse cursor on it or use the arrow cursor keys to select it, then either click on the View button or double click on your selection or simply press Enter.

Search Express will open the File in the File Viewer and highlight the first occurrence of the search word. Press the F3 key to see the next occurrences of the search word.

Find List

The Find List for the current search can be accessed as many times as you want to. The finds of the search are stored in an array so that when you check the list again, you will find it quite a bit faster than the original search. The finds are retained until another search is made. Search Express remembers the last record viewed and will highlight it next time you access the list so that you will know where you have left off.

File Viewer

Find List Font Attributes

You can quickly change the Find List font type and font color. To change the font attributes click List Fonts or PRESS (ALT + N).

The Font dialog box will appear.

To change attributes, select:

- 1 Type of font
- 2 Font style (Regular, Italic, Bold, Bold Italic)
- 3 Font size
- 4 Font color

Press Okay after your selection is finished.

Viewer Color

You can quickly change the Find List background color.

To change the background color:

- 1 Click on the List Color button (Alt+O). The Color dialog box will appear.
- 2 Click on a color.
- 3 Click Okay or Press Enter.

How successful the color selection is applied depends on the type of monitor and color card you use. If you do not have a color card that can support more colors then you have to stay with the basic colors. However, if your computer supports more colors then you may select all the colors as well as define custom colors.

File Viewer

Selecting this menu item activates the File Viewer.

File Viewer features are:

- Open
- Close
- Save
- Save As
- Print
- Page Setup
- Print Setup

- Edit Functions
- File Viewer Fonts
- File Viewer Color

- Find
- Replace
- Repeat F3
- Goto Line

