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How Do I Step-by-step instructions for common tasks



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Using Help Hints on learning Help

Add Feature Buttons



Preferences, Create or Edit, Activate a Feature

Purpose

Use Activate a Feature to add application and Windows features to the Toolbars in DAD and to copy buttons from one bar to another.

Steps

- 1 Right-click on DAD, then choose Preferences.
- 2 Select a DAD Bar, then choose Edit.
or
Choose Create, specify a name for the new bar, and choose OK.
- 3 Select Activate a Feature.
- 4 Choose the Feature Category you wish.
- 5 Choose the feature you wish to add, then choose Add Button.
- 6 Choose OK.

See Also

DAD Features
Edit DAD Bars

Select DAD Bars

Purpose

Use Preferences to select, create, edit, rename, delete, and set the appearance and location options for the Toolbars in DAD.

Steps

- 1 Right-click on DAD, then choose Preferences.
- 2 Select DAD Bar you wish to use.
- 3 Choose Select.

See Also

[Choose Display Options](#)

[Create DAD Bars](#)

[Customise Buttons](#)

[Delete DAD Bars](#)

[Edit Button Images](#)

[Edit DAD Bars](#)

[Rename DAD Bars](#)

DELETED TOPIC

Choose Display Options



Preferences, Display


Purpose

Use Display Preferences to set the position, appearance, and characteristics of DAD and its Toolbars.

Steps

1 Right-click on DAD, then choose Preferences.

2 Choose Display.

3 Select the appearance and location options you wish. 

4 Select Always in Front to let DAD overlay any open applications.

or

Select Auto Hide to make DAD disappear when you are not using it. 

or

Select Normal to let other applications overlay DAD.

5 Select Display Quick Tips to display a short description when you move the pointer over each button.

6 Choose OK.

See Also


[Create DAD Bars](#)

[Customise Buttons](#)

[Edit Button Images](#)

[Edit DAD Bars](#)

Set Application Launch Properties

 [Preferences](#), [Create](#) or [Edit](#), double-click an application button, Properties

Purpose

Use Application Launch Properties to set the command line and working directory for applications the [Toolbars](#) in DAD. You can set launch properties only for buttons that launch applications.

Steps

- 1 Right-click on DAD, then choose Preferences.
- 2 Select a DAD bar, then choose Edit.
or
Choose Create, specify a name for the new bar, then choose OK. Add buttons to the new bar.
- 3 Double-click the application button you wish, then choose Properties.
- 4 Specify the command line for the application.
- 5 Specify the working directory for the application.
- 6 Select Run Minimized if you wish the application to be minimized when it opens.
- 7 Choose OK.

See Also

[Create DAD Bars](#)

[Customise Buttons](#)

[Edit DAD Bars](#)

[Edit Keyboard Scripts](#)

Delete DAD Bars



Preferences, Delete

Purpose

Use Delete to delete a Toolbar from DAD.

Steps

- 1 Right-click on DAD, then choose Preferences.
- 2 Select the bar you wish to delete, then choose Delete.
- 3 Choose Yes.

See Also

Create DAD Bars

Edit DAD Bars

QuickTasks

Opens a list of predefined and custom automated tasks.

[How to Use It](#)

About Desktop Application Director (DAD)

Purpose

Use the Desktop Application Director (DAD) to fully integrate the applications in your Suite. QuickTasks allow you to use several applications to carry out everyday tasks. QuickRun allows you to instantly launch any application. QuickOpen displays a list of previously opened files you can choose to open inside their applications.

You can also use DAD as a shell program to quickly switch between Windows applications without using Program Manager, manage and run files, play keyboard scripts and macros in any available application, perform desktop display functions, and to exit Windows.

DAD is customisable. You can create your own customised Toolbars giving you instant access to applications, features, keyboard scripts, and macros. You can also place DAD beside any application window or use it as a floating palette.

You can add an About button to DAD to display information about file locations, version number, and release dates.

Steps

To add an About button to DAD,

- 1** Right-click on DAD, then choose Preferences.
- 2** Select the DAD bar you wish to add the About button to, then choose Edit.
- 3** Select Activate a Feature, then select the DAD feature category.
- 4** Choose About..., then choose Add Button.
- 5** Choose OK.

To display information about DAD,

- 1** Click the About button.

See Also

[DAD Features](#)

[Select DAD Bars](#)

[Using QuickTasks](#)

QuickOpen

Displays a list of previously opened files and their original applications. Click a filename to launch the application and open the document within it.

Create DAD Bars



[Preferences](#), Create

Purpose

Use Create to create [Toolbars](#) that give you instant access to applications, features, keyboard scripts, and macros.

Steps

To create an original bar,

- 1 Right-click on DAD, then choose Preferences.
- 2 Choose Create.
- 3 Select Create a New DAD Bar, specify a name, then choose Create.
- 4 Add and edit application, feature, macro, and script buttons.
- 5 Choose OK.

To create a bar from a program group,

- 1 Right-click on DAD, then choose Preferences.
- 2 Choose Create.
- 3 Select Create From a Program Group, then select the program group you wish.
- 4 Specify a name for the bar, then choose Create.
- 5 Choose Close, select the new bar, then choose Select.

See Also


[Edit DAD Bars](#)

[Edit Keyboard Scripts](#)

[Set Application Launch Properties](#)

[Set Macro Properties](#)

Customise Buttons

 [Preferences](#), [Create](#) or [Edit](#), double-click a button

Purpose

Use Customise to change button text and graphics on DAD bars.

Steps

- 1 Right-click on DAD, then choose Preferences.
- 2 Select a DAD bar, then choose Edit.
or
Choose Create, specify a name for the new bar, then choose OK. Add buttons to the new bar.
- 3 Double-click the button you wish to customise.
- 4 Type the text you wish to appear on the button and in the Help Prompt.
- 5 Choose Edit to change the button graphic, change the image, then choose OK.
- 6 Choose Properties to change the properties of applications and macros or edit a keyboard script, make the changes you wish, then choose OK.
- 7 Choose OK.

See Also

[Choose Display Options](#)

[Edit Button Images](#)

[Edit Keyboard Scripts](#)

[Set Application Launch Properties](#)

[Set Macro Properties](#)

Edit DAD Bars



Preferences, Create or Edit

Purpose

Use Edit to edit existing Toolbars.

Steps

- 1 Right-click on DAD, then choose Preferences.
- 2 Select a DAD bar, then choose Edit.
- 3 Add the buttons you wish.
- 4 Drag a separator onto the bar to add a space between buttons.
- 5 Drag a button or separator on the bar to move it.
- 6 Drag a button or separator off the bar to delete it.
- 7 Choose OK.

See Also

Add Feature Buttons

Add Keyboard Script Buttons

Add Macro Buttons

Add Program Buttons

Customise Buttons

Edit Button Images

Edit Button Images



Preferences, Create or Edit, double-click a button, Edit

Purpose

Use the Button Image Editor to change button graphics.

Steps

- 1 Right-click on DAD, then choose Preferences.
- 2 Select a DAD bar, then choose Edit.
or
Choose Create, specify a name for the new bar, then choose OK. Add buttons to the new bar.
- 3 Double-click the button you wish to edit, then choose Edit.
- 4 Select Draw to change the graphic one small square at a time.
or
Select Fill to change areas of one colour to another colour.
- 5 Select the colours you wish by clicking on them, then click squares in the Zoomed Image area to change the colours.
- 6 Choose Copy to copy the current image to the Clipboard.
- 7 Choose Paste to paste the Clipboard contents into the Image Editor.
- 8 Choose Undo to reverse your last change.
- 9 Choose Clear to erase the entire graphic.
- 10 Choose OK when you finish editing.

See Also

Choose Display Options
Customise Buttons

 **Hint**

DAD can be positioned on the Left, Right, Top, or Bottom of your screen, or it can be a floating Palette.

The Toolbars can appear with Text Only, Picture Only, or Picture and Text.



Create a QuickTask

Allows you to record a customised macro that allows you to perform tasks using several Suite applications.

[How to Use It](#)

Restart Windows W/O Prompt

Closes all open applications and restarts Windows without prompting.

DAD Coach

Starts an automated tutorial about using DAD.

DELETED TOPIC

keyboard script

A keyboard script can contain text, extended and WordPerfect characters, and simple commands (such as keystrokes that bring up a dialog box). You can use any keystroke combination available in an application's keyboard layouts. Type keystroke combinations in braces: {Alt+F7}.

Add Keyboard Script Buttons



Preferences, Create or Edit, Play a Keyboard Script

Purpose

Use Play a Keyboard Script to add buttons that play keyboard scripts to the Toolbars in DAD. Clicking the button plays the keystrokes in the active application exactly as you have typed them.

Steps

- 1 Right-click on DAD, then choose Preferences.
- 2 Select a DAD bar, then choose Edit.
or
Choose Create, specify a name for the new bar, and choose OK.
- 3 Select Play a Keyboard Script.
- 4 Type the keystrokes the button will play, then choose Add Script.
- 5 Choose OK.

See Also

Edit DAD Bars


Edit Keyboard Scripts

Add Program Buttons



Preferences, Create or Edit, Launch a Program

Purpose

Use Launch a Program to add buttons that open and run other applications to the Toolbars in DAD. You can add a button for any .EXE file. 

Steps

- 1 Right-click on DAD, then choose Preferences.
- 2 Select a DAD bar, then choose Edit.
or
Choose Create, specify a name for the new bar, and choose OK.
- 3 Select Launch a Program, then choose Select File.
- 4 Specify the location, path, and filename of the program file you wish to run.
- 5 Choose OK.

See Also

Edit DAD Bars

Run Programs

Set Application Launch Properties

feature category

A feature category contains features grouped together by characteristic or location. Feature categories include DAD bars, so you can copy buttons from one bar to another.

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Hint

Drag an .EXE filename onto the Toolbar to instantly create a button for that application.

Run Programs



Right-click, QuickRun

Purpose

Use QuickRun to instantly launch any program from DAD.

Steps

- 1 Right-click on DAD, then choose QuickRun.
- 2 Choose Browse, specify the filename of the application you wish to run, then choose Select.
or
Click the arrow button and select a previously-run program from the list.
- 3 Choose Run.

See Also

[Add Program Buttons](#)

[Set Application Launch Properties](#)

Add Macro Buttons



Preferences, Create or Edit, Play a Macro

Purpose

Use Play a Macro to add buttons that play macros to the Toolbars in DAD. You can add buttons for macros stored as files on disk, or macros embedded in DAD itself. You can also embed file macros into DAD.

Steps

To add a button for a file macro,

- 1 Right-click on DAD, then choose Preferences.
- 2 Select a DAD bar, then choose Edit.
or
Choose Create, specify a name for the new bar, and choose OK.
- 3 Select Play a Macro, then choose Add Macro.
- 4 Choose Macro Stored on Disk.
- 5 Select Copy Macro from Disk to DAD to store a copy of the macro inside DAD.
- 6 Choose OK.
- 7 Specify the macro you wish to play, then choose OK.

To add a button for an embedded macro,

- 1 Right-click on DAD, then choose Preferences.
- 2 Select a DAD bar, then choose Edit.
or
Choose Create, specify a name for the new bar, and choose OK.
- 3 Select Play a Macro, then choose Add Macro.
- 4 Choose Macro Stored in DAD, then choose OK.
- 5 Specify the name of the embedded macro you wish, then choose Select.

See Also

Set Macro Properties

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DELETED TOPIC

**Hint**

Move the pointer to DAD's location to reactivate it. Auto Hide shrinks DAD to one pixel width on the edge of the screen you chose for its location. Moving the cursor over that edge restores it to its full size.

Auto Hide does not work when DAD is a palette. Choose Left, Right, Top, or Bottom as its Location.

Edit Keyboard Scripts



Preferences, Create or Edit, double-click a keyboard script button, Properties

Purpose

Use Script Properties to edit keyboard scripts for buttons on the Toolbars in DAD. You can change script properties only for buttons that play keyboard scripts.

Steps

- 1 Right-click on DAD, then choose Preferences
- 2 Select a DAD bar, then choose Edit.
or
Choose Create, specify a name for the new bar, then choose OK. Add buttons to the new bar.
- 3 Double-click the keyboard script button you wish, then choose Properties.
- 4 Edit the keyboard script.
- 5 Choose OK.

See Also

Add Keyboard Script Buttons

Create DAD Bars

Customise Buttons

DAD Features

Use the following DAD features to launch applications, manage files, display, create, and edit Toolbars, and perform basic display functions. You can also use DAD as a simple shell program using its features.

These are DAD's features:

[About](#)

[Cascade Applications](#)

[Create a QuickTask](#)

[DAD Bar Editor](#)

[DAD Coach](#)

[DAD Display Preferences](#)

[DAD Preferences](#)

[Exit DAD](#)

[Exit DAD W/O Prompt](#)

[Exit Windows](#)

[Exit Windows W/O Prompt](#)

[Help](#)

[Minimize DAD](#)

[QuickFiles](#)

[QuickOpen](#)

[QuickRun](#)

[QuickTasks](#)

[Restart Windows W/O Prompt](#)

[Tile Applications](#)

See Also

[About Desktop Application Director \(DAD\)](#)

[Add Feature Buttons](#)

About

Displays information about DAD: version, release dates, file paths, and BIF files.

Toolbar Editor

Opens the Toolbar Editor, allowing you to add, delete, and change buttons on any DAD Bar.

[How to Use It](#)

Display Options

Allows you to choose the appearance, location, and display defaults for DAD Bars.

[How to Use It](#)

Preferences

Allows you to select, create, edit, delete, and set options for DAD Bars.

[How to Use It](#)

Cascade Applications

Arranges all open applications in an overlapping series on the desktop.

Exit DAD and Exit DAD W/O Prompt
Closes DAD with or without prompting.

Exit Windows and Exit Windows W/O Prompt

Closes all applications and exits windows with or without prompting you for an OK or Cancel.

DELETED TOPIC

Rename DAD Bars



Preferences, Rename

Purpose

Use Rename to give a DAD bars new names.

Steps

- 1 Right-click on DAD, then choose Preferences
- 2 Select a DAD bar, then choose Rename.
- 3 Type a new name, then choose OK.

See Also

Create DAD Bars

Edit DAD Bars

Help

Opens the online help file (wpdt20uk.hlp) for DAD.

Minimize DAD
Minimizes DAD.

QuickFiles

Allows you to organise and manage files and directories.

QuickRun

Allows you to quickly run any application.

Tile Applications

Arranges all open applications side by side on the desktop without overlapping them.

Set Macro Properties



Preferences, Create or Edit, doubleclick a macro button, Properties

Purpose

Use Macro Properties to set the path and filename for macros buttons on Toolbars in DAD. You can set macro paths only for buttons that play macros stored on disk, not in DAD.

Steps

- 1 Right-click on DAD, then choose Preferences.
- 2 Select a DAD bar, then choose Edit.
or
Choose Create, specify a name for the new bar, then choose OK. Add buttons to the new bar.
- 3 Double-click the file macro button you wish, then choose Properties.
- 4 Specify the path and filename for the macro.
- 5 Choose OK.

See Also

Add Macro Buttons

Create Your Own Tasks

Purpose

Use Create a QuickTask to record a customised macro that allows you to perform tasks using several Suite applications.

Steps

- 1 Right-click on DAD, choose QuickTasks, then choose Create a QuickTask.
- 2 Type a name, description, and filename for your new task.
- 3 Select Walk me through it to display step-by-step instructions, then choose Next.
- 4 Select the applications you wish to use for your task, then choose Next.
- 5 Read the instructions for recording tasks, then choose Next.
- 6 Record your tasks, using Alt+Tab to switch between applications.
- 7 Choose Stop when you are finished.

! Do not choose Stop from the Macros submenu in Quattro Pro while recording your QuickTask, as it will cause inaccuracies and possibly General Protection Failures.

- 8 Select Add to DAD to create a new button for your task.
- 9 Select Add to QuickTasks to put an entry for your task on the QuickTasks list.
- 10 Choose Exit.

See Also

[Using QuickTasks](#)

Using QuickTasks

Purpose

Use QuickTasks to help you use the best combinations of your applications' capabilities. DAD includes several pre-defined tasks and you can also create your own tasks.

These are the pre-defined tasks you can choose from:

Add Person to InfoCentral	Helps you add a person or organisation.
Archive a File	Helps you archive a copy of a file.
Calculate Loan Amotrization	Creates a long-term loan amortization sheet based on your loan amount, interest rate, and loan terms.
Calculate Statistical Analysis	Provides several Data Analysis tools for a spreadsheet.
Change Network Password	Allows you to change a network password.
Check GroupWise Mail	Displays your incoming e-mail.
Create "End My Day" QuickTask	Create a QuickTask that runs any documents, programs, or macros you choose.
Create "Start My Day" QuickTask	Create a QuickTask that runs any documents, programs, or macros you choose.
Create Agenda	Helps you create an agenda using an agenda template.
Create Balance Sheet	Helps you create a balance sheet using a WordPerfect template.
Create Brochure	Helps you create a brochure using a WordPerfect template.
Create Bugdet	Helps you create a Quattro Pro budget notebook to keep track of your home expenses.
Create Business Card	Helps you create a business card using a WordPerfect template
Create Calendar	Helps you create a monthly calendar in WordPerfect.
Create Card	Helps you create a greeting card or thank-you note using a WordPerfect template.
Create Cash Flow Statement	Helps you create an income statement using a WordPerfect template.
Create Certificate	Helps you create a certificate using a WordPerfect template.
Create Chart in Quattro Pro	Uses selected data in your Quattro Pro notebook to build a chart.
Create Envelope	Helps you create an envelope using a WordPerfect template.
Create Expense Report	Helps you create an expense report using a WordPerfect template.

Create Fax	Sends a fax of the current document or one saved on disk.
Create Form in Paradox	Helps you select and create a form from several layouts.
Create Idea List	Helps you create an idea list using a WordPerfect template.
Create InfoCentral Phone List in WordPerfect	Helps you change a phone list from an InfoCentral category to a WordPerfect table.
Create Invoice	Helps you create an invoice using a WordPerfect template.
Create Letter	Helps you create a letter in WordPerfect using a letter template.
Create Memo	Helps you create a memo in WordPerfect using a memo template or an existing document.
Create New QuickTask	Record a customised QuickTask that allows you to perform tasks using several Suite applications.
Create New Template	Helps you create your own WordPerfect template.
Create Newsletter	Helps you create a newsletter using a WordPerfect template.
Create Pleading	Helps you create a pleading using a WordPerfect template.
Create Press Release	Helps you create a press release using a WordPerfect template.
Create Purchase Order	Helps you create a purchase order using a WordPerfect template.
Create Report	Helps you create a report using a WordPerfect template.
Create Report in Paradox	Helps you select and create a report from several layouts.
Create Resume	Helps you create a resume using a WordPerfect template.
Create Sign	Helps you create a sign using a WordPerfect template.
Create Slide Show	Helps you create a new Presentations 3.0 slide show using an existing outline or Show Expert.
Create Term Paper	Helps you create a term paper using a WordPerfect template.
Delete Network Print Job	Allows you to delete a print job you sent over the network.
Detach Server	Allows you to detach a server on the network.
Edit QuickTask List	Access the Toolbar Editor for Perfect Office to edit the QuickTask list.
Extra Payment Analysis	Creates a Mortgage Analysis spreadsheet to help you figure loan savings when you make extra loan payments.
Find File	Helps you find a WordPerfect document, a Quattro Pro notebook, or a Presentations 3.0 slide show.

Finish Document	Helps you finish your document by completing a list of selected tasks.
Index File	Helps you build a QuickFinder Index file from the filenames and directories you choose.
Link Quattro Pro table	This QuickTask links a Paradox database table with the current spreadsheet or one on disk.
Map Network Drive	Allows you to assign a map letter to a network drive.
Merge InfoCentral Addresses into WordPerfect	Helps you merge information from an InfoCentral category into a form file.
Merge Paradox Data into WordPerfect	Merges data from a Paradox table into a form file.
Open Document As Copy	Helps you create a new WordPerfect document out of an existing one.
Open Spreadsheet as Copy	Helps you create a new Quattro Pro spreadsheet out of an existing one.
Perform Spreadsheet Consolidation	Combines Quattro Pro data from multiple ranges or notebooks.
Perform Spreadsheet Scenario Analysis	Records and stores a series of changing values and their results in a Quattro Pro notebook.
Perform "What If" Analysis	Helps you see what happens when you substitute different values into a spreadsheet formula.
Plan Project Schedule	Helps you schedule projects by creating a Gantt chart in your spreadsheet.
Print Labels from Paradox	Helps you create and print mailing labels from a database.
Schedule a Trip	Creates a Trip Information report in your spreadsheet.
Schedule an Appointment in InfoCentral	Helps you schedule an appointment, event, meeting, or telephone call.
Send File	Helps you e-mail a file to someone.
Synchronize GroupWise and InfoCentral	Makes sure that the appointments and tasks in GroupWise and InfoCentral are the same.

See Also

[Create Your Own Tasks](#)

Edit the QuickTask List

Purpose

Use the Toolbar Editor to edit the QuickTasks list. You can also add a new task to the list as soon as you finish creating it.

Steps

To edit the QuickTask list from DAD,

- 1 Right-click on DAD, choose QuickTasks, then choose Edit QuickTask.
- 2 Drag a QuickTask off the window to remove it.
- 3 Add and edit the buttons you wish, then choose OK.

To add a newly created QuickTask to the list,

- 1 Right-click DAD, choose Create a QuickTask, and create your new task following the directions.
- 2 Choose Add to QuickTasks, then choose Finish.

See Also

[Edit DAD Bars](#)

How Do I



Open Books



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Close



Basics



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Using Help

The following information explains basic features of a Help topic (this screen is a Help topic).

Pop-up definitions are dot-underlined, coloured words and phrases that you click to see a "pop-up" window that displays information. The pop-ups below explain the buttons on the top of this Help screen, and are examples of the pop-ups found in Help. Click once to read them, then click again to close them.

Contents

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Back

History

Print

Close

Jump terms are underlined, coloured words and phrases that move you to another Help topic. To read the topic about Context-sensitive Help, click this jump term: context-sensitive Help, then click the Back button to return to this Help topic.



The light bulb is an icon containing a hint. Click the light bulb to read the hint.



Text following a route icon shows the menus and buttons you choose to access a feature.



Text following an exclamation point is important information.



Text following a reference icon directs you to the printed documentation.

Many Help topics contain graphics you can click to display a pop-up definition.

DELETED TOPIC

Search



Help, Search for Help On

Purpose

Use Search to find topics by feature name or keyword.

Steps

1 Choose Search for Help On from the Help menu.

Choose the Search button in the Help screen.

2 Type or select the word or phrase you wish to search for.

3 Double-click a term from the list of terms.

Choose Show Topics.

4 Double-click an item from the list of topics.

Select the topic you wish to view, then choose Go To.

See Also

[Using Help](#)

DELETED TOPIC

Close button

A Help button you can use to close the Help window.

ODMA Support

Purpose

ODMA (Open Document Management API) lets you use other ODMA-supporting document management systems you have installed instead of WordPerfect's file management dialog.

Steps

To use a WordPerfect file management dialog,

- 1** Request a WordPerfect file management dialog box from the current document management system.

To return to your document management system,

- 1** Open a WordPerfect file management dialog box.
- 2** Choose the appropriate button.

See Also

[Managing Files](#)



route

The path that indicates where a feature is found. The hand icon points to the steps you take to access the feature.

jump term

A graphic or underlined, coloured word or phrase you can choose to go to a related Help topic.

Open a Copy of a File

Purpose

Use Open As Copy to open a document as a read-only copy. You can read the document and make changes to it, but you must save it with a different filename.

Steps

- 1 Choose Open from the File menu, then select Open As Copy.
- 2 Specify the filename you wish, then choose Open.
- 3 Read the file or make changes to it.
- 4 Choose Save As from the File menu, type a new name for the file, then choose Save.

See Also

[Opening Files](#)

Context-Sensitive Help

Purpose

Use Shift+F1 or F1 to get context-sensitive Help in a dialog box, menu, or window. Shift+F1 requires a mouse and provides more specific help than F1.

Steps

To use Shift+F1,

- 1 Press Shift+F1 in a dialog box, menu, or window.
- 2 Click the item or control you wish information about.

To use F1,

- 1 Press F1 while a menu item is highlighted or when a dialog box or window is open.
or
Choose the Help button in a dialog box.

See Also

[Using Help](#)

**Hint**

Find allows you to use multiple wildcard characters (* and ?) in your search string.

Expand Word Searches



QuickFinder, Concepts

Purpose

Use Concept Builder to expand your QuickFinder searches by including alternative forms of words such as conjugations, synonyms, and other spellings.

Steps

- 1 Open QuickFinder stand-alone or from a directory dialog box.
- 2 Type the word(s) you wish to Search For, then choose Concepts.
- 3 Select the search term for which you wish to include alternate words.
- 4 Choose from the following options:
 - Word Forms
 - Thesaurus
 - Thes. -> Word Forms
 - Typo
 - Phonetic
- 5 Select the original or alternative words you do not wish to use and choose Disable. (Select disabled words and choose Enable to include them again.)
- 6 Choose OK to include the enabled alternative words in the search.
- 7 Choose Find to begin the search including the alternative words.

See Also

QuickFinder
QuickFinder Search For
QuickFinder Search In
Refine QuickFinder Searches

Select Directory

Purpose

Use the folder icon to select the directory you wish. It appears next to text boxes where you need to specify a directory name. When you choose OK, the directory you selected appears in the text box.

Steps

- 1 Click the folder icon.
- 2 Select the drive and directory you wish to list the files in.
or
Choose a QuickList entry.
- 3 Choose OK.

Filename

Purpose

Use the Filename text box to specify the file you wish. You can type in the full pathname of a file, or select it from the list of files in the current directory. You can also use the History list to access a list of previously opened files or selected directories.

Steps

To select a particular filename,

1 In a directory dialog box, select the drive and directory you wish to list the files in.

or

Choose a QuickList entry.

2 Specify the name of the file you wish to open, select or save.

3 Choose OK.

or

Right-click on the files list, then choose the option you wish.

To select a previously selected filename or directory,

1 In a directory dialog box, click the arrow to the right of the Filename text box.

2 Select the name of the file you wish to open, or the directory you wish to use.

3 Choose OK.

See Also

[Directories List](#)

[Drives](#)


[File Options](#)

[List files](#)

[QuickList](#)

List Files of Type

Purpose

Use the List Files of Type drop-down list to choose the type of files you wish to display. For example, choosing Text Files (*.txt) displays all the files in the current directory with a .TXT extension. 

Steps

- 1 In a directory dialog box, choose the file type you wish to display in the list files.

See Also

[Directories List](#)

[Drives](#)

[List files](#)

[QuickList](#)

[Save File As Type](#)

Drives

Purpose

Use the Drives drop-down list to choose the drive in which you wish to list directories and files.

Steps

- 1 In a directory dialog box, choose the drive you wish.

See Also

Directories List

List files


QuickList

List files

Purpose

Use the list files box to view the files in the currently selected drive and directory, and to select the files you wish to use.

Steps

- 1 In a directory dialog box, select the type of files you wish to list.
- 2 Select the drive and directory whose files you wish to list.
or
Select a QuickList item.
- 3 Select the file(s) you wish. 
- 4 Choose OK.
or
Right-click on the files list, then select the option you wish.

See Also

[Directories List](#)
[Drives](#)
[File Options](#)
[List files Display](#)
[List Files of Type](#)
[QuickList](#)
[Save File As Type](#)

QuickList

Purpose

Use the QuickList to access directories or files without entering the full path every time. Use the QuickList options to change the default directory display in your directory dialog boxes and to edit your QuickList.

Steps

To display the QuickList,

- 1 Enter any directory dialog box, then choose QuickList.
- 2 Choose Show QuickList, Show Directories, or Show Both.

To use the QuickList,

- 1 Select the QuickList item you wish.
- 2 Select the file(s) you wish.
- 3 Choose OK.
or
Right-click on the files list, then select the option you wish.

See Also

[Add or Edit QuickList Item](#)

[Delete QuickList Item](#)

[Open/Save As Setup](#)

[Print Lists](#)

Viewer

Purpose

Use the Viewer to display, print, or play files without retrieving them into the document window.

Steps

- 1** Enter any directory dialog box or QuickFinder search results list, then select a file from the list files.
- 2** Choose View.
- 3** Right-click on the Viewer window, then select an option from the QuickMenu to use Viewer features.
- 4** Choose Close from the Control menu to exit the Viewer.

See Also

Additional Information about Viewer

Viewer Info


Viewing Files

File Options

Purpose

Use the File Options pop-up list to choose options you wish to perform on the selected file(s) or directory.

Steps

- 1 In a directory dialog box, select the file(s) you wish to affect. 
- 2 Choose File Options, then choose from the following options:
 - Copy
 - Move
 - Rename
 - Delete
 - Change Attributes
 - Print
 - Print List files
 - Create Directory
 - Remove Directory
 - Rename Directory

Directories List

Purpose

Use the Directories list box to view a list of directories and subdirectories in a selected drive and to select the directory you wish to use.

Steps

- 1** In a directory dialog box, select a drive from the Drives drop-down list, then double-click directory names to list their subdirectories.
- 2** Double-click a directory name to select that directory and display the names of the files in it.
- 3** Right-click on the Directories list, then choose Create Directory to create a subdirectory within a selected directory.
or
Choose Remove Directory to remove the selected directory.

See Also

[Create Directory](#)

[Drives](#)

[File Options](#)

[Print Lists](#)

[QuickList](#)

[Remove Directory](#)

Sorting Files



Open/Save As Setup, Sort By and Sort Order

Purpose

Use Sort By to sort filenames in the files list box by filename, extension, size, date/time, descriptive name, or descriptive type. Use Sort Order to specify an ascending or descending order.

Steps

- 1 Enter any directory dialog box, then choose Setup.
- 2 Select a Sort By option.
- 3 Select a Sort Order.
- 4 Choose OK.

See Also

Create Speedup Files

List files Display

Open/Save As Setup

List files Display





Open/Save As Setup, List files Display

Purpose

Use List files Display to specify which elements of a file's description will display in the list files box.

Steps

- 1 Enter any directory dialog box, then choose Setup.
- 2 Select a Show option. 
- 3 Select Show Column Labels if you wish to display headings for Custom Columns. 
- 4 Select Show Hidden/System Files if you wish to display hidden and system files.
- 5 Select Change Default Directory to change the default directory every time you move to a new directory.
- 6 Choose OK.

See Also

[Create Speedup Files](#)
[Open/Save As Setup](#)
[Sorting Files](#)

Create Speedup Files



Open/Save As Setup, Create Speedup Files

Purpose

Use Create Speedup Files to make files display faster when you are displaying Document Summary information (descriptive name and type) in the list files.

Steps

- 1 Enter any directory dialog box, then choose Setup.
- 2 Select Custom Columns or Descriptive Name, Filename.
- 3 Select Create Speedup Files.
- 4 Specify a directory to store the speedup files.
- 5 If the directory specified does not exist, choose Yes to create the directory.

See Also

List files Display

Open/Save As Setup

Sorting Files

Word Forms


Includes conjugations, plurals, adjective, and adverb forms of the selected word in the search.

Save File As Type

Purpose

Use the Save File As Type drop-down list to choose the format of the file you wish to save.

Steps

- 1 In a directory dialog box, select the drive and directory where you wish to save your file.
- 2 Specify the name of the file you wish to save. 
- 3 Choose the format you wish.
- 4 Choose OK to save the file in the selected format.

See Also

[Directories List](#)

[Drives](#)

[Filename](#)

[List files](#)

[QuickList](#)

[Save Format](#)

QuickFinder Search For



QuickFinder, Search For

Purpose

Use Search For to specify the word string or word pattern you wish QuickFinder to find.

Steps

- 1 Open QuickFinder stand-alone or from a directory dialog box, type a word or phrase to search for.
- 2 Choose Operators, then choose options to refine your search.
- 3 Choose Concepts, choose the words you wish to include, then choose OK.
- 4 Specify a File Pattern and choose a Search In option to add further search criteria.
- 5 Choose Find.

See Also

[Expand Word Searches](#)

[QuickFinder](#)

[QuickFinder Search In](#)

[Refine QuickFinder Searches](#)

QuickFinder

Purpose

Use QuickFinder to search for specific files by file pattern, words or phrases, summary fields (such as descriptive name, abstract, or typist), date range, or QuickFinder (full-text) index. QuickFinder indexes are full-text indexes of all the words in a collection of documents.

Steps

- 1 Open QuickFinder stand-alone or from a [directory dialog box](#), then specify your search criteria.
- 2 Type a file pattern to search for.
- 3 Type a text string to search for.
- 4 Choose a Search In option.
- 5 Select WordPerfect Documents Only to limit the search to documents in WordPerfect 5.0/5.1/5.2/6.0 format.
- 6 Specify a From date and To date to specify files whose DOS revision date falls within a date range.
- 7 Choose Find to obtain a list of filenames that match your search criteria. The Search Results List displays all matching filenames.

Choose from the following options for more information:

[File Pattern](#)
[Search For](#)
[Search In](#)
[Concepts](#)
[Operators](#)
[Options](#)

See Also

[Additional Information about QuickFinder](#)
[Expand Word Searches](#)
[QuickFinder Indexer](#)
[QuickFinder Indexer Preferences](#)

Create or Edit Index Criteria



[QuickFinder](#), [Indexer](#), Create or Edit

Purpose

Use QuickFinder Indexer to create and edit indexing criteria (the directories, files, or indexing options included in your index) and to generate QuickFinder indexes for quick searches. QuickFinder indexes are full-text indexes of all the words in a collection of documents.

Steps

- 1 Open QuickFinder stand-alone or from a [directory dialog box](#), then choose Indexer.
- 2 Choose Create, type a name for the index, then choose OK.
or
Select the name of the index you wish to edit, then choose Edit.
- 3 Type the name of the directory or file you wish to add.
or
Choose Browse to display a list of files and directories, then select the directories you wish to index, then choose Add. Select the directories you do not wish to index, then choose Remove.
- 4 Select Include Subtree to include all subdirectories.
- 5 Choose Options to set individual indexing preferences.
- 6 Choose Generate to create the index.

If you are editing an index, indicate if you wish to regenerate the entire index or update the index with new or modified files, then choose OK.
- 7 From QuickFinder, enter search criteria, then choose Find to search the newly created index.

Choose the following option for more information:

[Options](#)

See Also

[Add Directory or File](#)

[Index Name](#)

[QuickFinder](#)

[QuickFinder Indexer](#)

Viewing Files



Viewer, select a file

Purpose

Use the Viewer to display, print, or play the contents of text, graphics, audio-visual, sound, cursor, icon, and fax files. The Viewer may not show all formatting exactly as it appears in the file.

Steps

1 Enter any directory dialog box or QuickFinder search results list, then select a file from the list files.

2 Choose View.

Use the controls in the Viewer to play, stop, reset, fast forward, rewind, or move to the beginning or end of audio-visual or sound file.

3 To use features supported by the Viewer, right-click inside the Viewer window, then select an option from the QuickMenu. The QuickMenu will change, depending on what type of file you are viewing.

Copy to Clipboard

Document Summary

Document Text

Find

Find Next

Find Previous

Font

Go To Page

Graphic Conversion

Hex Display

Invert

Next Page

Previous Page

Print

Remove Highlights

Rotate

Viewer Info

Word Wrap

Zoom

4 Choose Close from the Viewer Control menu to exit the Viewer.

See Also

Printing from the Viewer

Viewer Info

Delete Index



QuickFinder, Indexer, Options, Delete

Purpose

Use Delete Index to delete an existing QuickFinder index.

Steps

- 1 Open QuickFinder stand-alone or from a directory dialog box, choose Indexer, then select the index you wish to delete.
- 2 Choose Options, choose Delete, then choose Yes.

See Also

QuickFinder

QuickFinder Indexer

QuickFinder Document Summary Fields






QuickFinder, Options, Summary Fields

Purpose

Use Summary Fields to display and search a list of document summary fields. Only WordPerfect 5.0/5.1/5.2/6.0-level documents that contain document summary information will be found.

Steps

- 1** Open QuickFinder stand-alone or from a directory dialog box, choose Options, then choose All Summary Fields to expand the dialog box to display all possible document summary fields. 
or
Choose Default Summary Fields to display a selected set of summary fields.
- 2** Specify the text, numbers, or dates you wish to find. 
- 3** Specify additional searching criteria such as file patterns, phrases, or date ranges.
- 4** Choose Find to perform the search. 

See Also

[Expand Word Searches](#)

[QuickFinder](#)

[QuickFinder Options](#)

[Refine QuickFinder Searches](#)

Clear



QuickFinder, Options, Clear

Purpose

Use Clear to remove all present QuickFinder search criteria, including all document summary fields scrolled off-screen (if the dialog has been expanded using Default Summary Fields or All Summary Fields under Options).

Steps

- 1 Open QuickFinder stand-alone or from a directory dialog box, choose Options, then choose Clear.

See Also

QuickFinder

QuickFinder Document Summary Fields

QuickFinder Options

Thesaurus

Includes synonyms of the selected word from the Thesaurus list in the search.

Thes. -> Word Forms

Includes conjugations, plurals, adjective, and adverb forms of the synonyms of the selected word in the search.

Typos

Includes possible misspellings and typos of the selected word in the search, and words the selected word might be a misspelling or typo for.

QuickFinder File Pattern



QuickFinder, File Pattern

Purpose

Use File Pattern to find files with filenames that contain characters or extensions in common. You can specify multiple directories or file patterns in this field.

Steps

1 Open QuickFinder stand-alone or from a directory dialog box, type a file pattern. Use wildcards to help define the pattern.

2 Type a word string to Search For, along with any operators you wish.

You may specify additional search criteria in any of the QuickFinder fields, such as Search For and Date Range.

3 Choose Find to perform the search.

See Also

QuickFinder

QuickFinder Search For

QuickFinder Search In

QuickFinder Search In



QuickFinder, Search In

Purpose

Use Search In to specify which drives, directories, or indexes you wish to search for files.

Steps

- 1 Open QuickFinder stand-alone or from a directory dialog box, choose a Search In option.

If you selected QuickFinder Index, select the index you wish to search from. Information about the index appears on the next line of the dialog box.

If you selected Disk, choose the disk you wish to search.

- 2 Specify your search criteria in the Search For, File Pattern, Date Range, or Document Summary fields, then choose Find.

See Also

QuickFinder

QuickFinder Search For

Phonetic

Includes phonetic spellings that sound like the selected word in the search.

Scan Off

Appears as **/Noscan**

Disables QuickFinder's scanning in proximity and quoted searches. This results in a longer list of files that include the search words, but does not check their order or closeness.



folder icon

A small file folder icon next to a text box. The folder icon appears on dialog boxes and is used to access another dialog box to select files or change directories. Sometimes called a list button.

menu

A list of options displayed on screen from which you can select a particular function or command.

directory dialog box

Dialog boxes that allow you to open, save, name, find, view, copy, move, rename, delete, and print files. They also let you create and remove directories. Directory dialog boxes appear when you use any feature that retrieves or saves a file, such as Open, Save As, Insert File, and so on.

Relevancy in QuickFinder Searches



QuickFinder, Options, Estimated Relevance Ranking and Full Word Count Relevance

Purpose

Use Estimated Relevance Ranking and Full Word Count Relevance to let QuickFinder rank the documents satisfying the search query in order of relevancy, based on the number of words found. Complex queries with several words will give higher Relevancy numbers, since relevancy is additive. Relevancy numbers apply only to the current search query- they are not comparable across different queries.

Steps

- 1 Open QuickFinder stand-alone or from a directory dialog box, define a search query using a file pattern or word pattern, along with any operators, date ranges, and document summary field information you wish to search for.
- 2 Choose Options, then choose Estimated Relevance Ranking.
or
Choose Full Word Count Relevancy.
- 3 Choose Find.

The Search Results List appears sorted in order of relevancy, with the most relevant at the top of the list. This is how QuickFinder determines relevancy:

Scan and Index searching with Full Word Count Relevance: QuickFinder automatically uses a scanning search. The Search Results List displays the number of times the search text is found in the document. This search takes longer but is more precise.

Index searching with Estimated Relevance Ranking: The Search Results List displays the number of hits (search elements) found, determined by the level of the index (document paragraph, line, and so on).

Scan searching with Estimated Relevance Ranking: The Search Results List displays the estimated # of hits per 1000 words. If the search word(s) is found on page 1, QuickFinder estimates how many hits the document would yield in each 1000 words.

See Also

QuickFinder

QuickFinder Search Results List

dialog box

Dialog boxes let you communicate with an application. They display warnings and messages, and they let you select and implement options by choosing appropriate command buttons. Dialog boxes have a title bar and a control menu, but they do not have a menu bar. They can be moved to different locations on the screen. Most dialog boxes must be closed before you can work in the document window, but a few allow you to move between the window and the dialog box.

When a dialog box option is unavailable and cannot be used, it appears dim. If subsequent actions make the item available, it changes to a normal appearance.

text box (dialog box)

The area in a dialog box where you type text or where the application types text for you. The selection insertion point must be in the text box before you can begin to type.

Viewer Info

Lets you display default settings by viewer or file type.

Find Next

Lets you find the next occurrence of the current Viewer search text. (Find Next appears only if you have used Find in a text file.)

Find Previous

Lets you find the previous occurrence of the current Viewer search text. (Find Previous appears only if you have used Find in a text file.)

drop-down list

A list of options that appears to "drop down" from an option when you click a button in a dialog box. Drop-down lists are marked by downward-pointing arrows.

pop-up list

A list of options that appears when a pop-up button is selected. Most pop-up lists are marked by double arrows or triangles and display mutually exclusive options. The button itself shows the selected option. Other pop-up lists, marked by single arrows or triangles, show the feature name rather than the selected option.

About QuickFinder



[QuickFinder](#), [Indexer](#), [Options](#), About

Purpose

The WordPerfect QuickFinder File Indexer is an application you can use to create indexes for selected documents and then rapidly search through these indexes for documents containing a specific word or phrase. You can also use QuickFinder to search for specific files and file patterns.

Use About QuickFinder to read about your version of QuickFinder, the release date, program paths, and initialisation files.

Steps

- 1 Open QuickFinder stand-alone or from a [directory dialog box](#), choose Indexer, then choose Options.
- 2 Choose About.
- 3 Choose OK.

See Also

[QuickFinder](#)

[QuickFinder Indexer](#)

[QuickFinder Indexer Options](#)

Add or Edit QuickList Item




QuickList, Add Item

Purpose

Use Add QuickList Item to add items to the list of directories and files you use frequently.
Use Edit QuickList Item to edit your list of frequently used directories and files.

Steps

To add a QuickList item,

- 1 Enter any directory dialog box.
- 2 Right-click on the QuickList, then choose Add Item.
- 3 Specify the directory or filename you wish to add to the QuickList.
- 4 Type a descriptive name.
- 5 Choose OK.

To edit a QuickList item,

- 1 Enter any directory dialog box.
- 2 Select the item you wish to edit.
- 3 Right-click on the QuickList, then choose Edit Item.
- 4 Make the changes you wish.
- 5 Choose OK.

See Also


Delete QuickList Item
QuickList

Change File Attributes

Purpose

Use Change Attributes to change the Archive, Read-Only, Hidden, and System attributes of one or more files.

Steps

- 1 In a directory dialog box, select the file(s) you wish to change. Make sure the selected files are not already open. 
- 2 Right-click on the files list, then choose Change Attributes.
- 3 Choose from the following options:
 - Archive
 - Read-Only
 - Hidden
 - System
- 4 Choose OK.

See Also

File Options

**Hint**

To open a file without choosing OK, double-click a filename in the list files box of a directory dialog box that lets you open files.

Remove Highlights

Removes any highlights placed in the Viewer file by Find.

Drag and Drop Capabilities

Purpose

Use the drag-and-drop capabilities built into directory dialog boxes to launch applications, open files, package files as OLE objects, and create Windows Program Manager icons for applications.

Steps

To launch an application,

- 1 In a directory dialog box, drag a filename from the list box onto the .EXE file for the application you wish to launch.

This launches the application and opens the selected file within it.

To open a file in an open application,

- 1 Open the application you wish to work in.
- 2 Open a directory dialog box in another application.
- 3 Drag the filename of the file you wish from the files list onto the title bar of the application.

To package a file as an OLE object,

- 1 Open a directory dialog box.
- 2 Drag the filename of the file you wish from the files list into an open document window in a different application.

To create an application icon,

- 1 Open a directory dialog box.
- 2 Drag an .EXE file into a Program Group in Windows Program Manager.

See Also

[Managing Files](#)
[Opening Files](#)

 **Hint**

Filenames can be a maximum of eight characters, followed by a period and a three-character extension. When you name a document, do not use the following characters: * + = [] : ; < > ? / \ |. A period can be used only to separate the first part of the filename from the filename extension. For example, if you specify the filename GIRAFFE.ABCD, WordPerfect applications will read and record the name as GIRAFFE.ABC.

If you do not specify an extension, WordPerfect applications save the file with the extension that identifies the format selected. Specify a filename that ends with the period if you do not wish to add the default extension.

Import Indexes



[QuickFinder](#), [Indexer](#), [Options](#), Import

Purpose

Use Import to access QuickFinder indexes created by others.

Steps

- 1 Open QuickFinder stand-alone or from a [directory dialog box](#), then choose Indexer.
- 2 Choose Options, then choose Import. You can select more than one index at a time to import.

See Also

[QuickFinder](#)

[QuickFinder Indexer](#)

[QuickFinder Indexer Options](#)



Hint

You will not be able to recover the files or subdirectories after you delete them.

If you do not select a different directory before choosing Remove Directory, the application will remove the current directory.

Rename Directories

Purpose

Use Rename Directory to give directories new names.

Steps

- 1 In a directory dialog box, right-click on the Directories list, then choose Rename Directory.
- 2 Specify the new location or name for the selected directory, then choose Rename.

See Also

Create Directory
Remove Directory

Archive


Archives or backs up the file(s) the next time you run a third-party backup program.

Copy Files

Purpose

Use Copy to copy one file or multiple files into other drives or directories.

Steps

- 1 In a directory dialog box, select the file(s) you wish to copy. 
- 2 Right-click on the files list, then choose Copy.
- 3 Specify the path or filename for the file(s).
- 4 Select Do not replace files with the same size, date, and time to avoid copying files that are identical to the files they would replace.
- 5 Choose Copy.

You can also copy files by selecting a filename from the list box and dragging it to another drive or directory in the Directories list box or the QuickList.

See Also

[Move Files](#)

[Rename Files](#)

Create Directory

Purpose

Use Create Directory to create a new directory or subdirectory in the current drive.

Steps

- 1 In a directory dialog box, select the drive or directory you wish to add a directory to.
- 2 Right-click on the Directory list, then choose Create Directory.
- 3 Type a name for the directory.
- 4 Choose Create.

See Also

[File Options](#)

[Remove Directory](#)

[Rename Directories](#)

Index Name



QuickFinder, Indexer, Create

Purpose

Use Index Name to specify a name for the QuickFinder index you are about to create.

Steps

- 1 Open QuickFinder stand-alone or from a directory dialog box, then choose Indexer.
- 2 Choose Create.
- 3 Type a name for the index, then choose OK.

See Also

Create or Edit Index Criteria
QuickFinder

Read-Only

Protects the file(s) from being modified or deleted.

Custom Columns

If you also select Show Column Labels, Custom Columns lets you select from a list of column types to display in a list files.

Location for Index Files



[QuickFinder](#), [Indexer](#), [Options](#), Preferences

Purpose

Use Location for Index Files to identify the directory where you wish to place your QuickFinder indexes.

Steps

- 1 Open QuickFinder stand-alone or from a [directory dialog box](#), then choose Indexer.
- 2 Choose Options, then choose Preferences.
- 3 Specify a location for Index Files, then choose OK.

See Also


[QuickFinder](#)
[QuickFinder Indexer Options](#)

Delete Files

Purpose

Use Delete to delete one or more files.

Steps

- 1 In a directory dialog box, select the file(s) you wish to delete. 
- 2 Right-click on the files list, then choose Delete.
- 3 Choose Delete.

See Also

[Copy Files](#)
[File Options](#)
[Move Files](#)

Hidden

Hides the file(s) in directory dialog box list files and QuickFinder Search Results lists, and makes it a hidden file for DOS.

**Hint**

To select a column label, click a blank space between column labels with the right mouse button, then choose an option. You may need to scroll right to find a blank space.

Wildcard Off and Wildcard On

Appear as **/Nowildcard** and **/Wildcard**

Wildcard Off disables wildcard functionality and accepts * and ? as characters in your search query.

Wildcard On returns QuickFinder's wildcard capability and treats * and ? as wildcards, not as characters.

Network

Purpose

Use the Network options list to view and edit network settings. The number and type of options will vary depending on your network software. Network only appears if your computer is connected to a network.

Steps

- 1 Enter any directory dialog box, then choose Network.

Depending on the network driver and version you are using, the options that appear will vary. Choose the Help buttons on the Network dialog boxes for more information.

DELETED TOPIC

Add Directory or File



QuickFinder, Indexer, Create or Edit, Add Directory or File

Purpose

Use Add Directory or File to create or edit a directory pattern that you wish to include in the index.

Steps

- 1** Open QuickFinder stand-alone or from a directory dialog box, choose Indexer, then choose Edit.
or
Choose Create, specify an index name, then choose OK.
- 2** Type the pathnames of the drives and directories you wish to index.
or
Choose Browse to select the drives and directories to be indexed.
- 3** Select Include Subtrees to include subdirectories.
- 4** Choose Add to add the directory pattern to the list of directories to be indexed.
- 5** Choose Generate to generate the index.

See Also

Create or Edit Index Criteria

QuickFinder

QuickFinder Indexer

Index File Information



[QuickFinder](#), [Indexer](#), [Options](#), Information

Purpose

Use Index File Information to display information about the contents of your QuickFinder index files.

Steps

- 1 Open QuickFinder stand-alone or from a [directory dialog box](#), choose Indexer.
- 2 Choose Options, then choose Information.

You must have an index created to use this option.

See Also

[QuickFinder](#)

[QuickFinder Indexer](#)

[QuickFinder Indexer Options](#)

Index Method




QuickFinder, Indexer, Generate

Purpose

Use Index Method to regenerate the entire index or just update the index with new, modified, or deleted files. Updating an index is faster than regenerating the entire index. But as the incremental (.INC) index file gets large, regenerate the entire index to speed up the updating process.

Steps

- 1 Open QuickFinder stand-alone or from a directory dialog box, choose Indexer, then choose an index to update.
- 2 Choose Generate.
- 3 Choose Index All Files to regenerate the entire index.
or
Choose Update Index With New or Modified Files to update the index with new, modified, or deleted files.
- 4 Choose OK. 

See Also

QuickFinder

QuickFinder Indexer

Individual Index Options




QuickFinder, Indexer, Create or Edit, Options

Purpose

Use Individual Index Options to specify indexing conditions for the selected QuickFinder Index.

Steps

- 1 Open QuickFinder stand-alone or from a directory dialog box, choose Indexer, specify an index, then choose Edit.
- 2 Choose Options.
- 3 Choose from the following options:
Entire Document
Entire Document-Summary Fields
Text Only
Summary Fields Only
Filename Only
- 4 Select WordPerfect Documents Only to exclude unknown formats.
- 5 Select Include Numbers in Index to index numbers.
- 6 Specify file extensions you wish to exclude from the index.
- 7 Specify an Index Level to determine how large an area to look for word patterns. 
- 8 Specify how the index should interpret extended characters in unrecognized formats.
- 9 Choose OK.

See Also

Create or Edit Index Criteria

QuickFinder

QuickFinder Indexer

QuickFinder Search Query



QuickFinder, Options, Load Search Query, Save Search Query, Delete Search Query

Purpose

Use QuickFinder Options to save, reuse, or delete a QuickFinder search query.

Steps

To save a search query,

- 1** Open QuickFinder stand-alone or from a directory dialog box, define a search query using a file pattern or word pattern, along with any operators, date ranges, and document summary field information you wish to search for.
- 2** Choose Options, then choose Save Search Query.
- 3** Type a name for the search, then choose Save.

To reuse a saved search query,

- 1** Choose Options, then choose Load Search Query.
- 2** Select the search query you wish to retrieve, then choose Load.

To delete a search query,

- 1** Choose Delete Search Query.
- 2** Select the search query you wish to delete, then choose Remove.

If you accidentally delete a name from the Search Query list, choose Cancel to exit the dialog box without saving the changes. 

See Also

QuickFinder Options

Prefix Mode On and Off

Appear as **/Prefix** and **/Noprefix**

Prefix Mode On treats all search terms as wildcard searches. For example, **(/Prefix cat & dog)** finds "cats," "catapult," "catalepsy," "dogs," "doggerel," and so on.

Prefix Mode Off turns off this functionality and searches only for the words specified.

System


Identifies the file(s) to DOS as part of your computer's operating system. The file(s) are not displayed in directory dialog box list files or QuickFinder Search Results lists.

Move Files

Purpose

Use Move to move one or more files to a different drive or directory.

Steps

- 1** In a directory dialog box, select the file(s) you wish to move. 
- 2** Right-click on the files list, then choose Move.
- 3** Type the path or filename you wish the file(s) moved to.
or
Click the list button, select the directory you wish the files moved to, then choose OK.
- 4** Choose Move.

You can also move files by selecting a filename from the list box and pressing Alt or Shift while dragging it to another drive or directory in the Directories list box or the QuickList.

See Also

[Copy Files](#)

[File Options](#)

Move Index File



[QuickFinder](#), [Indexer](#), [Options](#), Move

Purpose

Use Move Index File to move a QuickFinder index file to a different file location.

Steps

- 1 Open QuickFinder stand-alone or from a [directory dialog box](#), then choose Indexer.
- 2 Select the index you wish to move.
- 3 Choose Options, then choose Move.
- 4 Type a new filename and network or local directory, then choose OK.

See Also

[Network Index File Location](#)

[QuickFinder Indexer](#)

[QuickFinder Indexer Options](#)

Network Index File Location



QuickFinder, Indexer, Options, Move

Purpose

Use Move Index File to move a QuickFinder index file to a network file location.

Steps

- 1 Open QuickFinder stand-alone or from a directory dialog box, choose Indexer, then choose Options.
- 2 Select the index you wish to move.
- 3 Choose Move.
- 4 Type a new network or local directory and filename, then choose OK.

See Also

Location for Index Files

Move Index File

Managing Files

Purpose

In WordPerfect applications, file management capabilities are provided in directory dialog boxes. For example, you can use this dialog box to select directories, choose macros, locate specific files, open documents, and save documents as new or renamed files. You can find and select directories and files using the drive, directory, and list files. You can also change network connection or document management options if you are connected to a network or have alternate document management programs.

To find a more specific Help topic about your task, use the Search button above to look up the title of a specific dialog box or option.



The options that appear on this dialog box will change depending on its title and the application in which it appears.

Choose from the following options for more information:

[Filename](#)

[List files](#)

[Save File As Type](#)

[Directories List](#)

[QuickList](#)

[Drives](#)

[List Files of Type](#)

See Also

[Drag and Drop Capabilities](#)

[File Options](#)

[Network](#)

[ODMA Support](#)

[Opening Files](#)

[Saving Files](#)

Open/Save As Setup

Purpose

Use Open/Save As Setup to specify how you wish to display the list files and to set the Speedup Files options for directory dialog boxes.

Steps

- 1 Enter any directory dialog box, then choose Setup.
- 2 Make the changes you wish, then choose OK.

Choose from the following options for more information:

Create Speedup Files

List files Display

Sorting Files

See Also


Managing Files

Print Files

Purpose

Use Print to print one or more files without opening them into the current document window.

Steps

- 1 In a directory dialog box, select the file(s) you wish to print. 
- 2 Right-click on the files list, then choose Print.
- 3 Choose Print.

See Also

[File Options](#)

[Print Lists](#)

Print Lists

Purpose

Use Print List to print a list of selected files or all files displayed in the list files box, the Directory List, or the QuickList.

Steps

To print a list files,

- 1 In a directory dialog box, choose Setup, then select the List files Display options you wish. The information displayed on a printed list files is identical to the information displayed in the list files box.
- 2 Select the files in the list files that you wish to include on the printed list. Skip this step if you wish to print the entire list files.
- 3 Right-click on the files list, then select Print List files.
- 4 Choose the type of list you wish to print.
- 5 Select Include Subdirectories to print subdirectories in addition to the list.
- 6 Choose Setup, select a printer, orientation, and paper size and source, then choose OK.
- 7 Choose Change, select a font, style, and size, then choose OK.
- 8 Choose Print.

To print a directory list,

- 1 Enter any directory dialog box, then right-click on the Directories List.
- 2 Choose Print Directory List.
- 3 Select the printing option you wish.
- 4 Choose Setup, select a printer, orientation, and paper size and source, then choose OK.
- 5 Choose Change, select a font, style, and size, then choose OK.
- 6 Choose Print.

To print a QuickList,

- 1 Enter any directory dialog box, then choose QuickList.
- 2 Choose Print QuickList.
- 3 Select the printing option you wish.
- 4 Choose Setup, select a printer, orientation, and paper size and source, then choose OK.
- 5 Choose Change, select a font, style, and size, then choose OK.
- 6 Choose Print.

See Also

[File Options](#)

[Print Files](#)

QuickFinder Indexer



QuickFinder, Indexer

Purpose

Use the QuickFinder File Indexer to create or edit indexes. QuickFinder indexes are full-text, alphabetical lists of every word contained in the files and directories you specify as well as information about the files. You cannot view or print QuickFinder indexes; they are highly compressed for QuickFinder use only. Searching a QuickFinder index for a word or phrase is extremely fast, compared to opening and searching each individual file.

Steps

- 1 Open QuickFinder stand-alone or from a directory dialog box, then choose Indexer.
- 2 Choose Create, type an index name, then choose OK.
or
Select the name of the index you wish to edit, then choose Edit.
- 3 Type the name of the directory or file you wish to add, then choose Add.
or
Choose Browse for a list of files and directories. Select the directories you do not wish to include in an existing index, then choose Remove.
- 4 Select Include Subtree to include all subdirectories under the directories you have added to the list.
- 5 Choose Options to specify individual index options.
- 6 Choose Generate to generate the index of the selected files.
or
Choose an Index Method option to update a previously created index.

See Also

[Additional Information about QuickFinder](#)

[Create or Edit Index Criteria](#)

[Index Method](#)

[Individual Index Options](#)

[QuickFinder](#)

[QuickFinder Indexer Options](#)

QuickFinder Indexer Preferences



QuickFinder, Indexer, Options, Preferences

Purpose

Use Preferences to change how QuickFinder creates an index. Most of the options affect the speed of indexing.

Steps

To change options for all indexes,

- 1** Open QuickFinder stand-alone or from a directory dialog box, then choose Indexer.
- 2** Choose Options, then choose Preferences.
- 3** Specify how often you wish to display indexing progress.
- 4** Specify a Location for Index Files.
- 5** Select Expand Browse Dialog to display the Filename and Directories list boxes by default.
- 6** Choose Advanced>> to set further Indexer defaults.
- 7** Specify which file extensions you wish to exclude.
- 8** Select WordPerfect Documents Only to limit indexing to documents in WordPerfect format.
- 9** Choose index contents and indexing levels.
- 10** Select Include Numbers in Index to index numbers as well as words.
- 11** Choose an option for Extended Characters.
- 12** Choose OK.

To change options for a particular index,

- 1** Select the index.
- 2** Choose Edit, then choose Options.

See Also

[Additional Information about QuickFinder](#)
[Individual Index Options](#)
[QuickFinder](#)
[QuickFinder Indexer](#)
[QuickFinder Indexer Options](#)

Remove Directory

Purpose

Use Remove Directory to remove a directory and to delete any subdirectories and files contained in the directory you wish to remove. If you do not select a different directory, the application will delete the current directory.

Steps

- 1 In a [directory dialog box](#), select the directory you wish to remove.
- 2 Right-click on the Directories list, then choose Remove Directory.
- 3 Choose Yes to delete the selected directory, including all files and subdirectories in it.

See Also

[Create Directory](#)

[Delete Files](#)

[File Options](#)


[Rename Directories](#)

Rename Files

Purpose

Use Rename to give one or more files new names and locations.

Steps

- 1 In a directory dialog box, select the file(s) you wish to rename. 
- 2 Right-click on the files list, then choose Rename.
- 3 Specify the new path or filename for the selected file(s), then choose OK.
- 4 Choose Rename.

See Also

[File Options](#)

[Move Files](#)

[Select Directory](#)

Rename Index



[QuickFinder](#), [Indexer](#), [Options](#), Rename

Purpose

Use Rename Index to give a QuickFinder index a different name.

Steps

- 1 Open QuickFinder stand-alone or from a [directory dialog box](#), choose Indexer, then select an index name.
- 2 Choose Options, then choose Rename.
- 3 Type a new name, then choose OK.

See Also

[Index Name](#)

[QuickFinder](#)

[QuickFinder Indexer](#)

[QuickFinder Indexer Options](#)

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Entire Document

Indexes both text and document summary fields, including subfunctions: headers, footers, footnotes, tables, graphics, and so on. However, document summary information is combined with text information in the index.

QuickFinder Search Results List



[QuickFinder](#), Find, Search Results



[QuickFinder](#), [Options](#), Last Search Results

Purpose

A Search Results List, generated by a QuickFinder search, contains the files that match the search criteria you entered. From the Search Results List you can open as many as nine files. You can also copy, move, rename, delete, preview, or print files, or save the list for reference in further searching.

Steps

To generate and use a list of search results,

- 1 Open QuickFinder stand-alone or from a [directory dialog box](#), type a search query, then choose Find.

If any files match the search criteria, a Search Results List will display. If not, you will see a No Files Found message.

- 2 Select the file(s) you wish to process from the Search Results List, then choose either Open, View, or one of the File Options.
or
Choose QuickFinder to continue searching.

To save your Search Results List for future use,

- 1 Select Save Search Results from the Search Results List, then choose either Open or Close.
- 2 Choose QuickFinder again to retrieve the saved search results list, choose Options, then choose Last Search Results.

To further refine your search,

- 1 Choose QuickFinder from the Search Results List.
- 2 Note that Search In contains a new item called Search Results List. Choose this item if you wish to use your previously created search results list.
- 3 Select Add Matching Files to Search Results List to include matching files to your list.
- 4 Choose Find. The Search Results List will be displayed again if you have any matching files.

Choose from the following options for more information:

[View](#)

[QuickFinder](#)

[File Options](#)

[Sort Setup](#)

See Also

[Expand Word Searches](#)

[QuickFinder Document Summary Fields](#)
[QuickFinder Indexer](#)
[Refine QuickFinder Searches](#)
[Relevancy in QuickFinder Searches](#)

QuickFinder Search Results Sort Setup



QuickFinder, Find, Search Results, Sort Setup

Purpose

Use Search Results Sort Setup to sort files in the QuickFinder Search Results by filename, extension, size, date/time, descriptive name, descriptive type, or path, in ascending or descending order.

Steps

- 1 Open QuickFinder stand-alone or from a directory dialog box, type a search query, then choose Find.
- 2 Choose Sort Setup in the Search Results List.
- 3 Choose a Sort criterion.
- 4 Choose an Ascending or Descending sort order, then choose OK.

See Also

QuickFinder

QuickFinder Search Results List

Relevancy in QuickFinder Searches

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Entire Document-Summary Fields


Indexes both text and document summary fields, including subfunctions: headers, footers, footnotes, tables, graphics, and so on. Document summary information is indexed separately to increase speed when searching document summary fields.

Viewer Find

Purpose

Use Viewer Find to highlight all occurrences of the search words or phrases in the file.

Steps

- 1** Enter any directory dialog box or QuickFinder search results list, then select a text file from the list files.
- 2** Choose View.
- 3** Right-click inside the Viewer window, then choose Find from the QuickMenu.
- 4** Type the text you wish to find. If you wish to find a phrase, enclose it in quotation marks. 
- 5** Select Match Whole Word Only if you do not wish to find the search text within other words, like "cat" in "vacation."
- 6** Select Case Sensitive if you wish to search for capital letters just as you have typed them.
- 7** Press Enter.
- 8** Choose Find Next or Find Previous to locate other instances of the search text.
- 9** Choose Close.

See Also

Viewer
Viewing Files

Viewer Font

Purpose

Use Viewer Font to select the font (size and typeface) you wish to display in the Viewer.

Steps

- 1** Enter any directory dialog box or QuickFinder search results list, then select a text file from the list files.
- 2** Choose View.
- 3** Right-click inside the Viewer window, then choose Font from the QuickMenu.
- 4** Select a font and point size.
- 5** Select Bold or Italic if you wish the entire Viewer text in bold or italic.
- 6** Choose OK.

See Also

Printing from the Viewer
Viewer
Viewing Files

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QuickFinder Indexer Options



[QuickFinder](#), [Indexer](#), Options

Purpose

Use the QuickFinder Indexer Options to specify indexing preferences or index operations.

Steps

- 1 Open QuickFinder stand-alone or from a [directory dialog box](#), choose Indexer, then choose Options.

Choose from the following options for more information:

[Information](#)

[Delete](#)

[Rename](#)

[Move](#)

[Import](#)

[Preferences](#)

[About](#)

See Also

[Individual Index Options](#)

[QuickFinder](#)

[QuickFinder Indexer](#)

QuickFinder Options



QuickFinder, Options

Purpose

Use Options to display summary fields and the results of the last search, and to refine, save, delete, or reuse searches.

Steps

- 1 Open QuickFinder stand-alone or from a directory dialog box, then choose Options.
- 2 Choose No Summary Fields to hide document summary fields.
or
Choose Default Summary Fields to display a portion of the possible document summary fields.
or
Choose All Summary Fields to display all possible summary fields.
- 3 Choose Last Search results to display the results of the last search.
- 4 Choose the search query options you wish.

Choose from the following options for more information:

Full Word Count Relevancy

No Summary Fields

Default Summary Fields

All Summary Fields

Last Search Results

Clear

Load Search Query

Save Search Query

Delete Search Query

See Also

Expand Word Searches

QuickFinder

Refine QuickFinder Searches

group box

A set of related options in a dialog box, often with its own subtitle.

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dialog box title bar

The horizontal bar across the top of the dialog box that contains the name of the dialog box and the Control-menu box.

application

Software designed to carry out a certain kind of action or activity, such as word processing, electronic mail, or spreadsheet entries. Sometimes called a program.

check box

A small box next to an option in a dialog box. Clicking an empty check box selects the option; clicking a marked check box deselects the option.

command button

A button in a dialog box that carries out a command such as Open, Close, Exit, OK, or Cancel. The selected command button is indicated by a dotted rectangle.

Control menu

The menu containing commands that will open, close, maximize, minimize, or restore a window or dialog box. You can display a Control menu by clicking the Control-menu box or by pressing Alt+Spacebar.

Control-menu box

A small rectangular button in the upper-left corner of a window or dialog box. Clicking a Control-menu box displays the Control menu; double-clicking the Control-menu box closes the window or dialog box. Several windows can be open at the same time, each with its own Control-menu box.

document window

The window in which documents are created or edited.

double-click

To press and release the mouse button twice in rapid succession.

filename

The name given to a data file used by applications to perform open and save operations. In DOS and Windows applications, filenames can have as many as eight characters with an optional extension of as many as three characters. The filename and extension are separated with a period.

Saving Files





File, Save or Save As

Purpose

You can save hundreds of files on a hard disk, which works like a filing cabinet with directories and subdirectories as file drawers and folders that group similar files. You can save files with new names, save them in different directories, or save them in different formats. If you do not specify a directory or format, WordPerfect applications save files in the current directory and default format.

You should use Save periodically to avoid losing your work if a power or system failure occurs. You can also use the Backup features to avoid losing your work.

Steps

- 1 Choose Save or Save As from the File menu.
- 2 Select the directory where you wish to save the file from the Directories list box or the QuickList.
or
Type the full path for the file before the filename.
- 3 Type a filename for the file.
or
Select the file you wish to replace with the saved file.
- 4 Choose the format you wish.
- 5 Choose Save to save the file in the selected format.

See Also

[Opening Files](#)
[Save File As Type](#)
[Save Format](#)

icon

A small graphics image that represents an application, a command, or a tool. Clicking or double-clicking an icon will produce an action.

list box

A box that displays a list of choices. When a list is too long to display all choices, it will have a scroll bar, so that you can view additional items.

list button

In dialog boxes, a way to get to another dialog box to select files or change directories. It appears as a small file-folder button next to a text box.

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menu bar

The area at the top of a window containing headings for pull-down menu items.

pointer

A symbol that indicates a position on screen as you move the mouse on your desktop.

palette

An on-screen box or window that contains tools, available colours, or possible fill patterns.

path

The address that tells a computer where to locate a directory or file on a disk or network. A path includes the drive, the root directory, and any subdirectory names that branch from the root directory.

pop-up definition

A graphic or dot-underlined, coloured word that you can click to display a definition or explanation.

QuickMenu

A pop-up menu that lists a specific set of items that apply to a particular feature. You can open a QuickMenu by placing the mouse pointer over the object and pressing the right mouse button. Click the left mouse button to choose the option you wish.

radio button

One of a set of buttons found before options in a dialog box. Only one radio button in a set can be selected at a time.

root directory

The fundamental directory of a disk, created when the disk is formatted.

scroll bar

The bars on the right side and bottom of the window that let you move vertically and horizontally through a document, list, or graphic by clicking the scroll arrows or dragging the scroll box.

Status Bar

The line at the bottom of a document window that shows information such as the document number, page, line, and vertical and horizontal position of the insertion point.

wildcard

Character used to replace one character (?) or any number of characters (*) in a search string. These two characters are conventions in most applications.

window

A method of displaying a document so that many of its elements appear graphically and many features are immediately available as on-screen choices. The place where you type your documents is called a document window.

application window

The window that contains the operating features of the application, such as the menu bar, Toolbar, and document window. Document windows are placed within the application window and, if your computer has enough memory, you can open as many as nine document windows at a time.

title bar

The horizontal bar across the top of each window that contains the name of the window, the Control-menu box, and the maximize, minimize, and restore buttons. Sometimes the title bar also contains Help prompts that give you information about menu items you select.

minimize button

A button that you use to shrink an application window or document window to an icon.

maximize button

A button that you use to enlarge a small application window or document window to its maximum size. A window that is smaller than a full-screen window, but not minimized to an icon, can also be maximized by double-clicking its title bar.

Toolbar

A feature that contains buttons representing features you use often. You can create your own customised Toolbars.

Power Bar

A group of buttons representing frequently used features.

Contents button

A Help button you can use to return to the main Contents screen which helps you quickly navigate through specific areas of Help.

Search button

A Help button you can use to search for Help topics by typing keywords.

Back button

A Help button you can use to return to the last topic you opened.

History button

A Help button you can use to display the last 40 Help topics you opened, with the most recent at the top of the list. To reopen a topic, double-click it.

Print button

A Help button you can use to print the current Help topic.

Browse buttons

Buttons which display the previous (<<) or next (>>) topic in a series of grouped or associated topics. When you reach the first or last topic in the series, the corresponding previous or next button is dimmed.

 **Hint**

You can reduce the size and move the Help window to keep it on-screen while you follow the steps.

Choose Always on Top from the Help menu above to display the Help window "on top" of other applications, even when it is minimized. Or, size both Help and the application window so they do not overlap.

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Choose an option from the Save File As Type list to save a file in a format other than the default for the current application. WordPerfect applications save the file with a default extension that identifies the selected file type and format. You can type a period at the end of the filename to save the file without an extension, or type your own extension.

Some extensions have special meaning in WordPerfect applications, DOS, or Windows. These include .ALL, .BAT, .BIF, .COM, .DLL, .EXE, .INI, .PRS, .SET, .WCM, .WPT, and .WWK. Do not use these extensions when saving documents unless you have a specific reason for doing so.

 **Hint**

Click and drag to select a continuous range of items. You can also click an item at one end of the range, then hold down the Shift key and click the item at the other end of the range.

Press Ctrl while clicking each item you wish to select noncontinuous items. Press Ctrl+/ to select all items.

Click inside the list files, then type the first letters or numbers of the filename to move to a specific file in a list files sorted by filename, size, or date/time. When the list files is sorted by extension, descriptive name, or descriptive type, those items are used in searching.

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Document Text

Lets you view the body of a document (instead of the Document Summary).


Save Format

Purpose

The Save Format dialog box appears when you attempt to save a document which was converted from another format when you opened the document.

Save Format allows you to save the file in the current default format, the original format, or in another format.

Steps

- 1** Open a document that was saved in a format other than your current default format, make any changes you wish, then choose Save As from the File menu.
- 2** Choose the default format or the original format.
or
Choose Other, choose OK, then choose the format you wish. 
- 3** Choose OK.

See Also

[Managing Files](#)
[Open/Save As Setup](#)
[Save File As Type](#)
[Saving Files](#)

Hex Display

Lets you display a file in hexadecimal mode. You can print any kind of file as a hexadecimal document.

Copy to Clipboard

Lets you copy selected text from the Viewer to the Clipboard.

Document Summary

Lets you view the Document Summary of a file (instead of the body of the document).

Word Wrap

Lets you wrap document text in the Viewer window so all text shows regardless of the window size.

Opening Files




File, Open

Purpose

Use Open to open as many as nine documents or windows in the same application. Open works with documents you have previously saved as files on a hard disk or floppy disk. When you wish to edit a document that is saved on disk, you need to open a copy of the file into a window. The file then becomes active in your computer's memory so that you can edit it. The changes you make are not recorded on disk until you save the file again.

Steps

- 1 Choose Open from the File menu.
- 2 Select the drive and directory you wish to list the files in.
- 3 Select the file you wish. 
or
Type the full path, separated by commas, of as many as nine files at one time to open multiple files.
- 4 Choose OK.

See Also

[Managing Files](#)

[Open a Copy of a File](#)

[Saving Files](#)

Find

Lets you find words or phrases in the document displayed in the Viewer.

Font

Lets you change the font that will show in the Viewer.

Text Only

Indexes only textual information without summary fields or other subfunctions.

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DELETED TOPIC



Hint

Filling in more than one field performs a logical AND operation.



Hint

Make sure you have documents with document summary information.



Hint

If you choose No Summary Fields from the Options drop-down list to collapse the QuickFinder dialog box, all document summary fields are cleared and are not used in the search.

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Hint

Updating the index with new or modified files speeds up the indexing process.

 **Hint**

Index level refers to the amount of information stored in the index, that is, which document, paragraph, line, or sentence the word is contained in. Indexing at the larger levels (document, hard page, or page) decreases the size of the index. Indexing at the smaller levels increases the index size but allows you to find multiple words within the same line, sentence, or paragraph much faster.

**Hint**

If a query has been saved with document summary fields (expanded mode), then the summary fields display when you load the query.

DELETED TOPIC

Filename Only

Indexes only DOS filenames.

Summary Fields Only

Indexes only document summary fields.

Viewer Go To Page



Viewer, right-click, Go To Page

Purpose

Use Viewer Go To Page to view multiple-page fax files.

Steps

- 1** Enter any directory dialog box or QuickFinder search results list, then select a text file from the list files.
- 2** Choose View.
- 3** Right-click inside the Viewer window, then choose Go to Page from the QuickMenu.
- 4** Specify the page number you wish to view.
- 5** Choose OK.

See Also

Viewer

DELETED TOPIC

Cascade

Purpose

Use Cascade to view as many as nine open document windows at the same time. Cascade overlaps the windows.

Steps

- 1 Choose Cascade from the Window menu.

See Also

[Tile](#)

Control Menu

Purpose

Use the options on the Control Menu to position, size, close, and switch application windows. Double-click the control-menu box, then choose an option from the Control Menu.

Restore

Move

Size

Minimize

Maximize

Next

Exit

Switch To

document

A file (drawing, text, slide show, spreadsheet, and so on) created in a WordPerfect application.

Close



Control Menu, Close

Purpose

Use Close to close a document or to exit an application.

Steps

- 1 Choose Close from the Control menu.
- 2 Choose Yes to save changes and exit the document or application.

See Also

Switch To

Maximize



Control Menu, Maximize

Purpose

Use Maximize to enlarge a window to full size.

Steps

- 1 Activate the window you wish to maximize, then choose Maximize from the Control menu.
or
Double-click the title bar of the window you wish to maximize. Click the Maximize button (the up-arrow button on the window title bar).

See Also

Minimize

Minimize



Control Menu, Minimize

Purpose

Use Minimize to reduce a window to an icon.

- 1 Activate the window you wish to minimize, then choose Minimize from the Control menu.

or

Click the Minimize button (the down-arrow button on the window title bar).

See Also

Maximize

Move



Control Menu, Move

Purpose

Use Move to relocate a window on the screen.

Steps

- 1 Activate the window you wish to move, then choose Move from the Control menu. Use the arrow keys to move the window to a new location, then press Enter.
or
Drag the title bar to the new location.

See Also

Size

Next



Control Menu, Next

Purpose

Use Next to scroll through open document windows.

Steps

- 1 Choose Next from the Control menu.

See Also

Switch To

Restore



Control Menu, Restore

Purpose

Use Restore to return a window to its previous size and position.

Steps

- 1 Activate the window you wish to restore, then choose Restore from the Control menu.
or
Click the Restore button (the double-arrow button on the window title bar).

See Also

Maximize
Size

Size



Control Menu, Size

Purpose

Use Size to modify the size of a window.

Steps

- 1 Activate the window you wish to size, then choose Size from the Control menu. Use the arrow keys until the outline of the window is the size you wish, then press Enter.
or
Place the pointer on the window border (the pointer becomes a double arrow), then drag the pointer to the size you wish.

See Also

Maximize

Move

Restore

Switch To



Control Menu, Switch To

Purpose

Use Switch To to activate other applications without exiting the current one.

Steps

- 1 Choose Switch To from the Control menu, select the application you wish, then choose Switch To.
or
Press Alt+Tab.

See Also

Next

Tile

Purpose

Use Tile to view as many as nine open windows at the same time. Tile places the windows side by side.

Steps

- 1 Choose Tile from the Window menu.

See Also

Cascade

window border

The outside border of an application window or a tiled or cascaded document window. Drag the border to size the window.

DELETED TOPIC

Invert

Lets you change the display of fax files from black on white to white on black and vice versa.

Rotate

Lets you rotate the current page of a fax file 180 degrees.

Zoom

Lets you change your view of a fax, cursor, or icon file. You can enlarge faxes up to 200% or reduce them down to 50%. You can enlarge cursor and icon files up to 800%.

Zoom does not actually size the image, it only changes your view.

Print

Lets you print all or part of a text or hex file, select printers, change fonts, and specify margins.

Printing from the Viewer



Viewer, right-click, Print

Purpose

Use Print to print all or part of a text or hex file, select printers, change fonts, and specify margins.

Steps

- 1** Enter any directory dialog box or QuickFinder search results list, then select a text file from the list files.
- 2** Choose View.
- 3** Right-click inside the Viewer window, then choose Print from the QuickMenu.
- 4** Specify the pages you wish to print.
- 5** Choose Setup to select a printer or change printer options, then choose OK.
- 6** Select display Font to print using the current display font.
or
Select Specific Font, choose Change, select a font and a point size for printing, then choose OK.
- 7** Select Inches or Centimetres, then specify the margins for printing.
- 8** Choose Print.

See Also

Viewing Files

Refine QuickFinder Searches



QuickFinder, define a search

Purpose

Use the operators and switches from Operators lists to create and refine complex searches. Search operators and switches apply to all text that follows in the Search For text box.



Search switches should be placed before the search terms they will affect. Use parentheses to group search terms, switches, and operators. Search operators bind in the following order if no parentheses or switches are used: NOT, FOLLOWED BY, AND, OR.

Steps

- 1 Open QuickFinder stand-alone or from a directory dialog box, choose Operators, then choose options to refine your search.
- 2 Select the category you wish, then choose the operator, switch, or document summary field you wish to use.

These are the search operators you can use:

And (&)
Followed By (..)
Group ()
Not (!)
Or (|)

These are the matching operators you can use:

Zero or More Characters (*)
Any Single Character (?)
Case Insensitive
Case Sensitive
Prefix Mode On and Off

These are the switches you can use for word proximity searches:

Document
Field
Hard Page
Line
Page
Paragraph
Phrase ("")
Record
Sentence
Within # Words

These are the switches you can use to search specific parts of a document:

Entire
First Page
Summary Only

Text Only

You can also search any Summary Fields included in the document.

These are the Other operators you can use:

Scan Off

Wildcard Off and On

- 3** Type the word or phrase you wish to search for. Place the switches after the words they affect, and use parentheses to group a search query.
- 4** Choose Insert to insert the operator or switch and leave the dialog box open.
or
Choose Insert and Close to insert the operator or switch and close the dialog box.
- 5** Choose Find.

See Also

Expand Word Searches

QuickFinder

QuickFinder Indexer

QuickFinder Search For

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And (&)

Appears as **&**, **AND**, or a space.

For example, **mountain & goat**, **mountain AND goat**, and **mountain goat** all find documents containing the search terms "mountain" and "goat."

Any Single Character (?)

Appears as ?.

For example, **mountain?** finds all documents containing the word "mountain" plus a single character, like "mountains."

Case Sensitive

Appears as **/Case**.

Finds search terms that match upper- and lowercase pattern of the search terms. For example, **/Case Zoo** finds "Zoo," but not "zoo."

Document

Appears as **/Document**.

Finds search terms in the same document (this option resets all other levels).

Entire

Appears as **/Entire**.

Finds search terms in all document text and in all document summary information. This is the default switch.

Field

Appears as **/Field**.

Finds search terms in the same field. Use this option with database-oriented files such as Merge files. Works on non-index searches only.

First Page

Appears as **/FirstPage**.

Finds search terms only in the first page of the document text and in the document summary.

Followed By (..)

Appears as ...

For example, **mountain .. goat** finds document that contain both search terms, with "mountain" before "goat" somewhere in the document.

Group ()

Appears as () with search text in between.

For example, **(/FirstPage (/Line subject reorganisation) "John Smith" companyX)** finds documents with the first page containing the search terms "subject" and "reorganisation" on the same line, with "John Smith" and "companyX" appearing on the same page.

Hard Page

Appears as **/HardPage**.

Finds search terms in the same section of a document, bounded by hard pages.

Line

Appears as **/Line**.

Finds search terms on the same line of the document, as currently formatted on disk.

Not (!)

Appears as ! or **NOT**.

For example, **mountain ! goat** and **mountain NOT goat** both find documents containing the word "mountain" but not the word "goat." Documents that contain both are not included.

Case Insensitive

Appears as **/NoCase**.

Finds search terms that match the search terms, ignoring upper- and lowercase. For example, **/NoCase Zoo** finds both "Zoo" and "zoo." This is the default setting.

Or (|)

Appears as | or **OR**.

For example, **mountain | goat** and **mountain OR goat** both find documents containing "mountain" or "goat" or both search terms.

Page

Appears as **/Page**.

Finds search terms on the same page of the document, as currently formatted on disk.

Paragraph

Appears as **/Paragraph**.

Finds search terms on in the same paragraph of the document.

Phrase ("")

Appears as " " with a search phrase between.

Finds phrases, exactly as you type them. For example, "**Dr. Jane Smith**" finds Dr. Jane Smith, but not Dr Jane Smith or Dr. J. Smith.

Record

Appears as **/Record**.

Finds search terms in the same record. Use this option with database-oriented files such as Merge files. Works on non-index searches only.

Sentence

Appears as **/Sentence**.

Finds search terms in the same sentence of the document.

Summary Fields

Appears as **/Summary=name**, **/name**, or **/Summary=n**.

Finds search terms in the document summary field you specify. The name of the field replaces the field number or name in the switch pattern. For example, **/Summary=Typist Shauna** finds documents with "Shauna" in the Typist field of the Document Summary.

Summary Only

Appears as **/Summary**.

Finds search terms in all document summary information, but not in the document itself.

Text Only

Appears as **/Text**.

Finds search terms in all document text, excluding headers, footers, and document summaries.

Within # Words

Appears as */#*.

Finds search terms that are within a certain number of words of each other. For example, **/2** finds search terms within two words of each other.

Zero or More Characters (*)






Appears as *.

For example, **mountain*** finds documents containing all variation of words that begin with "mountain," with or without other characters. This includes "mountain," "mountains," "mountainous," and so on.

Additional Information about QuickFinder






Speeding Up Indexing

The QuickFinder Indexer is one of the fastest indexers in the industry. However, there are ways to optimize indexing time. Here are some suggestions that can help you increase the speed of creating QuickFinder indexes:

- ◆ Select a broad level of indexing for Index Level, such as Document or Paragraph.
- ◆ Launch QuickFinder File Indexer in standalone mode (while no other programs are running).
-  Create an index that contains only document Summary Fields.
-  Exclude as many document types as you can.
-  Do not include numbers.
-  Index only WordPerfect documents if you have a mix of WP and non-WP documents.
-  If you are indexing a large number of small files, change the show indexing progress to a larger number.

Indexing with Startup Options

You can use the following startup options to automate updating QuickFinder indexes:

-  **/ra:** Rebuilds all indexes listed in the QuickFinder Index Names list box.
-  **/r-[long index name]:** Rebuilds only the specified index.
-  **/ia:** Updates the specified index with new or modified files.
-  **/i-[long index name]:** Updates the specified index with new or modified files.
-  **/g-[long index name] and /ga:** "Smart update." If the .inc file is 10% the size of the .idx file, it will rebuild the index. If it is smaller than 10%, it will update the index.

Because the Command Line is case sensitive, entries must be typed exactly. You can specify more than one index name, as long as you separate them with a comma and a space (for example, c:\wpc20\qfwin20.exe /r-newsletters, 1982 magazines).

QuickFinder Log Files

A QuickFinder log file is created when QuickFinder attempts to index a file that is open or password protected. The log file has the same name and directory location as the QuickFinder index file, but has a .LOG file extension.

Saving QuickFinder Indexes

QuickFinder saves indexes after every generation. You name the file when you create the index, and QuickFinder stores the indexes as files that use a .IDX extension (for example, BRIEFS92.IDX). Incremental index files receive a .INC extension. Error messages are stored in a file with a .LOG extension. You can specify the directory where indexes are stored using the Location for Index Files option on the QuickFinder Indexer Preferences dialog box.

Running QuickFinder as a Standalone Application

You can run QuickFinder independent of any other WordPerfect application by double-clicking the QuickFinder icon in the Windows Program Manager.

See Also

[QuickFinder](#)

[QuickFinder Indexer](#)

**Hint**

You can use wildcard characters to include specific types of files. For example, typing `c:\october*.shw` will include all files in the OCTOBER subdirectory of the C: drive with the extension `.SHW`; typing `c:\october*.*` includes all files in the OCTOBER subdirectory.

Viewer Info



Viewer, right click, Viewer Info

Purpose

Use Viewer Info to display viewer capabilities by viewer and file type.

Steps

- 1 Right-click inside the Viewer, then choose Viewer Info.
- 2 Select Viewer to display available viewers.
or
Select File Type to display available file types.
- 3 Select the viewer you wish to display the file types it can view.
or
Select the file type you wish to display the compatible viewers.
- 4 Choose OK.







See Also

[Viewing Files](#)

Additional Information about Viewer

Using the Viewer

The Viewer has been designed to:

-  Help you find a specific file quickly, especially when you know something about the content of the file.
-  Help you create documents by copying parts of the document you are viewing into another document.
-  Provide viewing capabilities for files located by a QuickFinder search. The Viewer highlights the word or phrase searched for and displays the document at the first occurrence of the search text.
-  Let you assign viewers to specific types of files.
-  Let you look at or hear a file before you use it in a document.
-  Let you print all or part of a file without retrieving it into a document.







If a Viewer window is displayed, you can select a filename in any list box to view the contents of that file.

How the Viewer Works

The Viewer provides a quick display of the contents of a file. The Viewer can display text, graphics, codes, and faxes. It also plays audiovisual and sound files.

To enhance its speed, the Viewer has been designed to display document contents, but not all of the formatting. Thus, the Viewer does not provide full WYSIWYG viewing of file contents. Files display both text and graphics in the Viewer window. If a file you are viewing contains only graphics, you can view them if they are in a supported graphics format.

Types of Files the Viewer Displays

-  WordPerfect documents (4.2, 5.x, and 6.0 formats)
-  WordPerfect graphics files (.WPG)
-  Sound files (Waveform, MIDI)
-  Various non-WordPerfect document and spreadsheet files (including documents created in Word for Windows, AmiPro, and Lotus 123 spreadsheets)
-  Various graphics file formats
-  Fax files (DCX and some TIFF formats)



List of files contained in a ZIP file



Cursor and icon files

See Also

[Viewer](#)

[Viewing Files](#)

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Hint

If you try to open a file that was created in a format other than the format the current application uses, the Convert File Format message box appears. Choose OK to convert the file.

If a WordPerfect application cannot convert the file, an error message will inform you that the file format is unknown. If this occurs, you may wish to use the original program to save the file in DCA/RTF or RTF format. If neither of these formats is available, you can save the file as an ASCII (DOS) text file. However, some formatting features in your file may be lost when you open it into the current application.

Graphic Conversion

Lets you convert graphics for viewing. If you choose Disable Graphics Conversion from the QuickMenu, you can use the conversion button in the Viewer to convert individual graphics files for viewing.

Exclude Files

Ignores all specified file types. All files with .EXE, .COM, and .DLL extensions are excluded by default.

Expand Browse Dialog

Lets you specify how the Create and Edit Index dialog boxes appear. If you select Expand Browse Dialog, the Filename, Drives, and Directories display each time the dialog box is opened. (Applies to all indexes.)

Extended Characters in Non-WP Documents

Lets you specify how extended characters in documents other than WordPerfect formats are treated in the index. If you are indexing a document created in Windows, choose Interpret as ANSI; if you are indexing a document created in DOS, choose Interpret as ASCII. If you have both or are unsure, select Exclude.

Include Numbers in Index

Indexes numbers as well as letters.

Index Contains

Lets you specify how much of a document to index.

Index Level

Lets you specify an area to search for word patterns (for example, on the same line, or in the same paragraph).

Index WordPerfect Documents Only

Indexes only WordPerfect 5.1/5.2 and 6.0 documents (but not WordPerfect 4.0 documents).

Location for Index Files

Lets you specify the default location for index files. (Applies to all indexes.)

Regenerating Indexes



QuickFinder, Indexer, Create or Edit, Generate

Purpose

Use Index All Files regenerate indexes by indexing all the files in the index again.

Steps

- 1 Open QuickFinder stand-alone or from a directory dialog box, then choose Indexer.
- 2 Select the index you wish to update from the Index Names list box.
- 3 Choose Generate, select Index All Files, then choose OK.
- 4 Choose OK when the index is complete.
- 5 Choose Close, then choose Close again to return to your document.

See Also

Updating Indexes

Show Indexing Progress Every x Files

Lets you specify how many files will be indexed before the progress line shows change.
(Applies to all indexes.)

Updating Indexes



QuickFinder, Indexer, Create or Edit, Generate

Purpose

Use Update Index with New or Modified Files to add new information to the most recently generated index file.

Steps

- 1 Open QuickFinder stand-alone or from a directory dialog box, then choose Indexer.
- 2 Select the index you wish to update from the Index Names list box.
- 3 Choose Generate, select Update Index With New or Modified Files, then choose OK.
- 4 Choose OK when the index is complete.
- 5 Choose Close, then choose Close again to return to your document.

See Also

Regenerating Indexes

Delete QuickList Item



QuickList, Delete Item

Purpose

Use Delete Item to remove an item from a QuickList.

Steps

- 1 Enter any directory dialog box.
- 2 Select the item you wish to delete.
- 3 Right-click on the QuickList, then choose Delete Item.
- 4 Choose Yes.

See Also

Add or Edit QuickList Item
QuickList

counter box

A box in which you specify a number by typing or by using the incrementor/decrementor buttons.

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Go to Page

Lets you specify the page number you wish to view.

Next Page

Lets you move to the next page of the fax file.

Previous Page

Lets you move to the previous page in the fax file.

UNC Drive Mappings

Purpose

When your computer is part of a network, use Universal Naming Convention (UNC) drive mapping formats anywhere you specify a filename.

Steps

- 1 Enter any directory dialog box or QuickFinder search results list.
- 2 Specify the filename of the file, using the following drive mapping conventions:

Format	Syntax
UNC	\\Server\Volume\Dir\Dir etc...
Acceptable	//Server/Volume/Dir/Dir etc...
Novell	Server/Volume:Dir\Dir etc...
Acceptable	Server\Volume:Dir/Dir etc...

- 3 Choose OK.

See Also

[Managing Files](#)

