

InfoRapid Search & Replace

InfoRapid Search & Replace is one of the most powerful text retrieval programs currently available for Windows 95, 98 and NT 4.0. With its built-in converters, it's excellently suitable for searching and previewing HTML and RTF documents. In pure text files, the found passages can be replaced after the search is over. The program has a preview window, in which the hits are marked highlighted. A special feature is, that InfoRapid can use WinWord converters to search WinWord, Excel, Lotus, WordPerfect and other documents and to preview them in their original layout.

InfoRapid Search & Replace is **freeware** and may be copied, distributed and used for **private purposes** without any limitations. **Installing and using the freeware version on a commercially used computer is absolutely prohibited.** In order to use the program commercially, you need one license (50 DM) for every user.

InfoRapid Search & Replace searches your PC for files and key words and presents the search results in a clear list with text excerpts and hypertext links. After the search is done, the found passages can be replaced - not only in ASCII, but also in binary files.

The advantages of InfoRapid Search & Replace lie in the diverse search options and in the simple operation and handiness. A click on a hypertext link in the search result list opens the corresponding file in the text viewer and jumps to the marked passage. Another click, this time with the right mouse button, brings you back to the search result list. With the function keys F5 and F6 you can browse through the search result list entry by entry, without shifting between file viewer and search result list every time. If you discover a word you would look further on, a double click on it suffices to take it as new search expression and start a new search. Up to 999 search result pages and search parameters can be stored in a database, from where they can be recalled via a register.

The main features are:

- HTML and RTF files can be searched and previewed by using the internal text converters.
- If you have installed MS-Office 95 or newer, then InfoRapid can use the WinWord converters to search and preview the most common file formats.
- Up to 999 search result pages and search parameters can be stored in a database, from where they can be recalled via a register.
- Several search expressions can be combined by using boolean operators (AND, OR, NOT, NEAR X CHARACTERS).
- The program supports a phonetic search after similarly sounding words.
- Regular expressions are supported.
- The search expressions can be divided in sub expressions, which can be replaced separately to support context sensitive replacement.
- Several file masks can be combined (*.TXT | *.DOC | *.searches files with the extensions TXT, DOC and RTF).
- Several directory names can be combined (C:\ | D:\ | E:\ searches the drives C:, D: and E:).
- Text and image files can be watched in the built in file viewer. It supports the graphic formats BMP, JPEG, WMF and EMF, GIF is locked because of the UNISYS patent. In text files, the hits are marked highlighted.

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Searching for files

First, you have to select the register card SEARCH in the search / replace dialog. Next, enter the names of the files you want to search for in the input field FILE MASK. Similarly like under DOS, you can use the place holders * and ? in order to look for a whole group of files. While the question mark ? stands for a maximum of one character, the star * corresponds to any number of characters. You can also combine file masks and file names using the character | (Alt + 0124). For example, use the file mask *.TXT | *.DOC to search for files with the extension TXT or DOC. On the right hand side of the input control is a button, which shows a popup menu. You can use it to enter the place holders ?, * and | comfortably.

After it, you must enter the names of the directories, that should be searched, in the input field DIRECTORY. You can combine them using the character | (Alt + 0124). For example, use the file mask C:\ | D:\ | E:\ to search the directories C:, D: and E:. Click the button right beside the combo box to open a directory browse dialog, with which you can select a directory on your computer comfortably. You can also open the dialog consecutively several times in order to combine several directories.

In the end you have to check, if the subdirectories of the selected directory should also be searched.

Important: Make sure that the input field SEARCH EXPRESSION is empty, because this distinguishes between a text search and a search after files.

If all data is correct, you can start searching. Make sure that the register card SEARCH is active, since the behavior of the START button depends on the active page and starts either searching or replacing.

After you have pressed the START button, InfoRapid Search & Replace switches automatically to the search result view. During the search process, an entry is inserted for each found file. The search can be canceled anytime by pressing STOP or ESC.

After the search is finished, you can browse the search result list with the function keys F5 and F6. You can also jump directly to a file by clicking on the corresponding hypertext link with the left mouse button. A click with the right mouse button or pressing the ESC key returns you to the search result list.

Searching for text

First you have to select the register card SEARCH in the search / replace dialog. Enter the desired search expression in the field SEARCH EXPRESSION. The two buttons OPERATOR and CHARACTERS right beside the input field show popup menus, with which you can insert operators and special characters into the search expression.

In the next step, you must enter the names of the files, in which you want to search, into the input field FILE MASK. Similarly like under DOS, you can use the place holders * and ? in order to look for a whole group of files. While the question mark ? stands for a maximum of one character, the star * corresponds to any number of characters. You can also combine file masks and file names using the character | (Alt + 0124). For example, use the file mask *.TXT | *.DOC to search for files with the extension TXT or DOC. The button right beside the combo box opens a file dialog, in which you can select the files directly (multiple selection by pressing the CTRL or SHIFT key). Right beside is a second button, which you can use to enter the place holders *, ? and | comfortably.

After it, you must enter the names of the directories, that should be searched, in the input field DIRECTORY. You can combine them using the character | (Alt + 0124). For example, use the file mask C:\ | D:\ | E:\ to search the directories C:, D: and E:. Click the button right beside the combo box to open a directory browse dialog, with which you can select a directory on your computer comfortably. You can also open the dialog consecutively several times in order to combine several directories.

As next, you must select the search method, that should be used. You can choose between a standard search, with which regular expressions are possible and a phonetic search, which finds also similarly sounding words. In the end you have to check if you only want to search for whole words, if the search should be case sensitive or not and if the subdirectories of the given directory should be also searched.

If all data is correct, you can start searching. Make sure that the register card SEARCH is active, since the behavior of the START button depends on the active page and starts either searching or replacing.

After you have pressed the START button, InfoRapid Search & Replace switches automatically to the search result view. During the search process, an entry is inserted for each found passage. The search can be canceled anytime by pressing STOP or ESC.

If you use external converters, then the first search process can last several minutes. That is because the documents must be converted into pure text files, before they can be searched by InfoRapid. In order to speed up the search process, InfoRapid uses a cache, in which converted text files are stored. All following search processes access the cached documents directly and last only a few seconds. If a document has changed, the cached copy is updated automatically with the next search.

After the search is finished, you can browse the search result list entry by entry with the function keys F5 and F6. With the function keys F7 and F8, you can go to the next or previous file in the search result list. You can also jump directly to a passage by clicking on the corresponding hypertext link with the left mouse button. A click with the right mouse button or pressing the ESC key returns you to the search result list.

Replacing text in files

The text replacing procedure is similar to the text searching procedure, with the difference that the found passages are replaced by the text given on the register card REPLACE in the end.

First, you must enter the search expression, that should be replaced later in the documents, on the register card SEARCH. It's best to choose the standard search method, because with the phonetic search, the found passages usually don't agree with the given search expression and so you can hardly predict, which passages are really replaced at all.

After it, you switch to the register card REPLACE and enter the text, by which the found passages should be replaced. With it, you can not only replace the whole search expression, it's also possible to replace a single sub expression.

If all data is correct, you can start searching. Make sure that the register card REPLACE is active, since the behavior of the START button depends on the active page and starts either searching or replacing.

After you have pressed the START button, InfoRapid Search & Replace switches automatically to the search result view and shows all found passages. The search can be canceled anytime by pressing STOP or ESC. The file corresponding to the first found passage is opened and a dialog pops up, in which you can check, if the passage should be replaced or not. You can also choose to replace all following passages without questioning. After a passage is replaced, the corresponding hypertext link in the search result list is marked in a different color.

If you have canceled the replace process and would like to continue at another position, you must only click with the left mouse button on the corresponding hypertext link. A click with the right mouse button or pressing the ESC key returns you to the search result list.

Important: Please replace text only in pure text files. In binary files like WinWord documents, replacing text changes the file structure and makes the document useless in most cases. Text will be replaced at the moment you confirm the replacement. Later on, you have no possibility to undo the replacement. Replacing is done on a binary level, that means that the file is really cut before the passage, the new text is inserted and the remainders are attached behind again. That has the advantage, that no format characters are lost.

The search / replace dialog

By using the search / replace dialog, you can search an expression in different files and replace the found passages afterwards with new text.

The search / replace dialog consists of five register cards: SEARCH, REPLACE, CONVERTERS, OPTIONS and EXAMPLES.

- **The register card SEARCH**
Here you can enter the search expression, the start directory, the names of the files that should be searched and the search method. Furthermore you can check, if you want to search case sensitive, if word fragments or only whole words are found and if you also want to search the subdirectories of the start directory.
- **The register card REPLACE**
On the register page REPLACE, you can enter the text, by which the found passages should be replaced. If the search expression consists of several parts or sub expressions, you can select the part, that is replaced later, here.
- **The register card CONVERTERS**
Here, you can choose if the internal converters should be used for searching HTML and RTF files and if the installed WinWord converters are used for searching and previewing documents.
- **The register card OPTIONS**
Here, you can enter the font which is used in the preview window. You can also select, if the found files are opened immediately in their registered application or if the integrated file viewer is used. Furthermore, you can choose to open the most recently used search result database automatically, when the program is started and you can enter the maximum number of search result pages, that are stored in the database.
- **The register card EXAMPLES**
It contains examples for complex search expressions

At the lower edge of the dialog you find the two buttons START and STOP.

- **The button START**
Starts depending on the active register card searching or replacing.
- **The button STOP**
Cancels the search / replace process.

The register card SEARCH

SEARCH EXPRESSION

Here you can enter the text, after which you want to search for. The last 50 used search expressions are stored and can be recalled by opening the combo box. A search expression can consist of boolean operators (AND, OR, NOT, NEAR X CHARACTERS) and can also contain regular expressions, if you use the standard search method.

OPERATOR

Opens a popup menu, which can be used to select one of the possible operators and insert it at the current cursor position into the search expression. If you have marked one or more characters in the search expression, they are overwritten by the operator.

CHARACTER

Opens a popup menu, which can be used to insert frequently used expressions and special characters into the search expression. If you have marked one or more characters in the search expression, then they are overwritten by the inserted expression.

FILE MASK

Here you can enter the names of the files, which should be searched. The last 25 used file masks are stored and can be recalled by opening the combo box. Similarly like under DOS, you can use the place holders * and ? in order to look for a whole group of files. While the question mark ? stands for a maximum of one character, the star * corresponds to any number of characters. You can also combine file masks and file names using the character | (Alt + 0124). For example, use the file mask *.TXT | *.DOC to search for files with the extension TXT or DOC. The button right beside the combo box opens a file dialog, in which you can select the files directly (multiple selection by pressing the CTRL or SHIFT key). Right beside is a second button, which you can use to enter the place holders *, ? and | comfortably.

DIRECTORY

Here you can enter the names of the directories, that should be searched. The last 25 used directory names are stored and can be recalled by opening the combo box. Several directory names can be combined by using the character | (Alt + 0124). For example, use the file mask C:\ | D:\ | E:\ to search the directories C:, D: and E:. Click the button right beside the combo box to open a directory browse dialog, with which you can select a directory on your computer comfortably. You can also open the dialog consecutively several times in order to combine several directories.

SEARCH METHOD

Here you can select between a standard search and a phonetic search. With the standard search, the search result matches exactly the search expression, while the phonetic search returns also similarly sounding words. The phonetic search is NOT case sensitive and supports only boolean operators, but no regular expressions.

MATCH WHOLE WORDS

If the input field is checked, only whole words but no word fragments are found.

CASE SENSITIVE

Determines, if the standard search should distinguish between small and capital letters.

WITH SUBDIRECTORIES

Check this input field, if the directories contain further subdirectories, that should also be searched.

The register card REPLACE

SEARCH FOR

Shows the search expression from the register card SEARCH once again.

REPLACE WITH

Here you can enter the text, by which the found passages should be replaced.

REPLACE

A search expression can consist of maximum nine sub expressions, which are surrounded by a pair of round brackets (). The sub expressions are numbered from left to right beginning with 1. Here you can distinguish, which sub expression should be replaced.

The register card CONVERTERS

USE INTERNAL CONVERTERS FOR HTML AND RTF FILES

If this option is activated, then HTML files are translated into a readable form (formatting tags are removed) before they are searched and previewed. For the first time, the internal HTML converter is clearly faster than the external one, but the internal converter shows the file only as pure text without formatings. On the other hand, RTF files are searched and previewed as formatted text, the RTF tags are interpreted and faded out.

USE EXTERNAL CONVERTERS

External converters are filters, which are installed together with WinWord on your PC and which could be shared by InfoRapid. The list box below shows the converters, that are installed on your PC. All documents, whose extension fits to an external converter, can be searched and displayed in its original layout.

If you use external converters, then the first search process can last several minutes. That is because the documents must be converted into pure text files, before they can be searched by InfoRapid. In order to speed up the search process, InfoRapid uses a cache, in which converted text files are stored. All following search processes access the cached documents directly and last only a few seconds. If a document has changed, the cached copy is updated automatically with the next search.

The register card OPTIONS

FONT FILE VIEWER

The FONT button opens a font selection dialog, with which you can adjust the font for displaying pure text documents in the preview window.

OPEN FILES IN THE REGISTERED APPLICATION

If the input field is checked, a click on a hypertext link doesn't open the file in the file viewer, but in the registered application which is associated to the file extension.

LOAD THE MOST RECENTLY USED DATABASE WHEN THE PROGRAM IS STARTED

If this option is active, then the most recently used search result database is opened automatically, when the program is started.

MAX N SEARCH RESULT PAGES PER DATABASE

Here you can enter the maximum number of search result pages, that are stored in the database. When the maximum number is reached, the new search result replaces the oldest one at the right hand side of the register.

Examples for search expressions

And-Operator &

Uwe&Udo&Jan searches for files, which contain the names **Uwe**, **Udo** and **Jan**
Uwe&20Jan searches for files, in which **Uwe** is separated by max. **20** characters from **Jan**

Not-Operator !

!Uwe searches for files, which do not contain the name **Uwe**
Uwe&!(Udo&Jan) searches for files, which contain the name **Uwe**, but not the names **Udo** and **Jan**
Uwe&20!Jan searches for files, in which **Uwe** is separated by more than **20** characters from **Jan** or in which the name **Uwe**, but not **Jan** is contained

Or-Operator |

Uwe|Jan searches for files, which contain either the name **Uwe** or **Jan** or both of them
Uwe&(Udo|Jan) searches for files, which contain the name **Uwe** and one ore both of the names **Udo** or **Jan**
Uwe&!(Udo|Jan) searches for files, which contain the name **Uwe**, but none of the words **Udo** or **Jan**

Aufzählungen

[A-C]D matches **AD**, **BD** or **CD**
[ABC]D matches **AD**, **BD** or **CD**
[A-CZ]D matches **AD**, **BD**, **CD** or **ZD**
M[AE][IY]ER matches **MAIER**, **MAYER**, **MEIER** or **MEYER**

Wiederholungen

AB*C matches **AC**, **ABC**, **ABBC**, **ABBBC** etc.
(AB)*C matches **C**, **ABC**, **ABABC**, **ABABABC** etc.
(AB)+C matches **ABC**, **ABABC**, **ABABABC** etc.
(AB)?C matches **C** and **ABC**.
(AB){3} matches **ABABAB**
(AB){2,} matches **ABAB**, **ABABAB**, **ABABABAB** etc.
(AB){2,3} matches **ABAB** and **ABABAB**.

Unterausdrücke wiederholen

(AB)(CD)\1 matches **ABCDAB**
(AB)(CD)2 matches **ABCD2CD**

Search expressions

The simplest realization of a search expression consists only of a single word. If you search many files, this could lead to a crowd of search results. To refine the search, InfoRapid Search and Replace supports the boolean operators AND **&**, Or **|** and Not **!**. For example if the search for the word "car" is too coarse, you can use the search expression **car&20red** to restrict the search results to those passages, in which the distance between the words "car" and "red" is less than 20 characters.

Sometimes it is also useful to define sub expressions by using the brackets **()**. The expression **(car|bike)&20red** first marks all files, which contain the words "car" or "bike". The so found passages were examined, if the word "red" occurs in a distance of maximum 20 characters to the words "car" or "bike". If so, they are taken over to the search result list.

With the search method **STANDARD** you can also use regular expressions to search for text patterns. A regular expression is a sequence of characters and operators, which may match different words. So the expression **[ae][iy]** in the regular expression **M[ae][iy]er** causes InfoRapid to find all words, whose first character is a "M" and whose second character is either a "a" or a "e". The next expression **[iy]** stands for a "i" or a "y". At the end, the regular expression **M[ae][iy]er** matches the names Mayer, Meyer, Maier and Meier.

The following search **Operators** can be used with the search method **STANDARD** and **PHONETIC**:

- &** **And**
(Expression_1)&(Expression_2)
Finds only those files, that contain both Expression_1 and Expression_2.
- &n** **Near n characters**
(Expression_1)&n(Expression_2)
Finds only those files, in which Expression_1 stands max. n characters away from Expression_2.
- !** **Not**
!Expression
Finds only those files, which do not contain the given expression.

With the **standard search**, you can also use the following operators:

- |** **Or**
(Expression_1)|(Expression_2)
Finds only those files, which contain either Expression_1 or Expression_2 or both of them.
- .** **Any character**
Matches all passage, which contain any character at the position of the point.
- []** **Character range**
[c1-c2]

A character range is an enumeration of characters, that are enclosed in square brackets. It can be realized by listing the characters (i.e. the characters a, b and e [abe]), by specifying a range of characters (i.e. all characters from A to Z [A-Z]) or by a combination of both (i.e. [abeA-Z0-9]). Passages are found if they contain any character of the character range at this position in the search expression.

^ Line start

^Expression

A passage is found, if it contains the expression at the beginning of the line.

\$ Line end

Expression\$

A passage is found, if it contains the expression at the end of a line.

\< Word start

\<Expression

A passage is found, if it contains the given expression at the beginning of a word.

>\ Word end

Expression\>

A passage is found, if it contains the given expression at the end of a word.

() Sub expression

Expression_1(Sub expression)Expression_2

The following repetition operators always refer to the leading character. If they should refer to more than one character, these characters must be combined to a sub expression by using round brackets.

\n Repeat sub expression n

(Sub expression)\n

All sub expressions are numbered consecutively from left to right beginning with 1. If a sub expression should be repeated at another position in the search expression, it is enough to use it's number instead of writing it completely down a second time. A passage is found, if it contains the nth sub expression at the position of \n.

*** Zero or more matches**

(sub expression)*

A passage is found, if it contains the given sub expression zero or more times in sequence.

+ One or more matches

(sub expression)+

A passage is found, if it contains the given sub expression one or more times in sequence.

? Zero or one match

(sub expression)?

A passage is found, if it contains the given sub expression zero or one times.

{n} Exactly n matches

(sub expression){n}

A passage is found, if it contains the given sub expression exactly n times in sequence.

{n,m} Min. n, max. m matches

(sub expression){n,m}

A passage is found, if it contains the given sub expression at least n and at most m times in sequence.

The special characters | . [] () { } ^ \$ \ * + ? are reserved for operators. If you want to search for them, you must put a backslash \ in front.

File menu commands

The File menu offers the following commands:

<u>New</u>	Creates a new database for search results.
<u>Open</u>	Opens a database with search results.
<u>Save As</u>	Saves the search result database with a new filename.
<u>Reorganize</u>	Rearranges the entries in the search result database, so that they use less storage. Frequently used databases should be reorganized once per month, in order to minimize the storage consumption.
<u>Page Setup</u>	Changes the page layout settings.
<u>Print</u>	Prints the active document.
<u>Most recently used files</u>	Opens the selected search result database.
<u>Exit</u>	Exits InfoRapid Search & Replace.

Edit menu commands

The Edit menu offers the following commands:

<u>Copy</u>	Copies data from the document to the clipboard.
<u>Select All</u>	Selects the entire document.
<u>Delete Page</u>	Removes the current search result page from the database.
<u>Rename Page</u>	Changes the name of the search result page in the register.
<u>Shift Page Left</u>	Shifts the current search result page by one position to the left in the register.
<u>Shift Page Right</u>	Shifts the current search result page by one position to the right in the register.
<u>Open in registered Application</u>	Opens the file, which is currently displayed in the preview window, in its registered application.

Browse menu commands

The Browse menu offers the following commands:

<u>Previous Search Result</u>	Shows the previous hit in the search result list.
<u>Next Search Result</u>	Shows the next hit in the search result list.
<u>Previous File</u>	Shows the previous file with hits in the search result list.
<u>Next File</u>	Shows the next file with hits in the search result list.

Cache menu commands

If external converters are used, InfoRapid stores the converted text documents compressed in the cache file seCache.tmp on the hard disk. This cache prevents InfoRapid from converting the documents every time they are searched and makes the search process much faster.

The Cache menu offers the following commands:

- | | |
|-------------------|--|
| <u>Reorganize</u> | Removes all obsolete documents from the cache. |
| <u>Delete</u> | Deletes the content of the cache. |

View menu commands

The View menu offers the following commands:

- | | |
|-------------------|--------------------------------|
| <u>Toolbar</u> | Shows or hides the toolbar. |
| <u>Status bar</u> | Shows or hides the status bar. |

Window menu commands

The window menu offers the following commands, which enable you, to arrange multiple views in the application window:

- | | |
|-------------------------|--|
| <u>Cascade</u> | Arranges windows in an overlapped fashion. |
| <u>Tile</u> | Arranges windows in non-overlapped tiles. |
| <u>Arrange Icons</u> | Arranges icons of closed windows. |
| <u>Window 1, 2, ...</u> | Goes to the specified window. |

Help menu commands

The Help menu offers the following commands, which provide you assistance with this application:

- | | |
|--------------------------------------|---|
| <u>Help Topics</u> | Offers you an index to topics on which you can get help. |
| <u>The InfoRapid Cardfile System</u> | Shows you a short description of the InfoRapid cardfile system, a powerful document management system for Windows 95, 98 and NT 4.0. |
| <u>License Aggrement</u> | Shows you the license agreement for InfoRapid Search & Replace. |
| <u>Order Full Version</u> | Shows you the order form for the full version of InfoRapid Search & Replace. It may be printed with the command Print in the File menu. |

Register

Shows the registration dialog, with which you can upgrade the freeware version to the full version.

About InfoRapid
Search & Replace

Shows general information about InfoRapid Search & Replace.

New command (File menu)

Use this command to create a new search result database. It can be stored on the disk afterwards by choosing the command Save As from the file menu.

Open command (File menu)

Use this command to show the file open dialog and load a selected search result database.

Save As command (File menu)

Use this command to save the current search result database with a new filename on the disk. New search results are stored automatically in the database, so you don't need to call Save As every time you execute the search process.

Reorganize command (File menu)

Use this command to rearrange the entries in the search result database, so that they need less storage. Frequently used databases should be reorganized once per month, in order to minimize the storage consumption.


Page Setup command (File menu)

Use this command to set the page layout for printed documents. This command presents the Page Setup Dialog Box, where you may specify the page format, orientation and margins.

Print command (File menu)

Use this command to print a document. This command presents a Print Dialog Box, where you may specify the range of pages to be printed, the number of copies, the destination printer, and other printer setup options.

Shortcuts

Mouse: 
Keys: Ctrl+P

Most Recently Used Files command (File menu)

This part of the file menu displays the names of the most recently used search result databases. You can choose one of them and open it quickly, without invoking the file open dialog.

Exit command (File menu)

Use this command to end your InfoRapid Search & Replace session. You can also use the Close command on the application Control menu.

Shortcuts

Mouse: Double-click the application's Control menu button.



Keys: ALT+F4

Copy command (Edit menu)

Use this command to copy selected data onto the clipboard. This command is unavailable if there is no data currently selected.

Copying data to the clipboard replaces the contents previously stored there.

Shortcuts

Toolbar:
Keys: Ctrl+C



Select All command (Edit menu)

Use this command to select the whole text at once.

Shortcuts

Keys: Ctrl+A

Delete Page command (Edit menu)

Use this command to remove the current search result page from the database.

Shortcuts

Keys: Ctrl+Del

Rename Page command (Edit menu)

Use this command to change the name of the search result page in the register.

Shortcuts

Mouse: Double click on the tab in the register

Shift Page Left command (Edit menu)

Use this command to shift the current search result page by one position to the left in the register.

Shortcuts

Keys: Ctrl+L

Shift Page Right command (Edit menu)

Use this command to shift the current search result page by one position to the right in the register.

Shortcuts

Keys: Ctrl+R

Open in registered Application command (Edit menu)

Use this command to open the file, which is currently displayed in the preview window, in its registered application. This command is only available if the preview window is active.

If the file extension isn't currently registered, you can do this using the Windows Explorer. Use the command Options in the View menu and switch to the register card File Types.

Shortcuts

Toolbar:
Keys: F9



Previous Search Result command (Browse menu)

Use this command to browse back to the previous hit in the search result list.

Shortcuts

Toolbar:
Keys: F5



Next Search Result command (Browse menu)

Use this command to browse forward to the next hit in the search result list.

Shortcuts

Toolbar:
Keys: F6



Previous File command (Browse menu)

Use this command to browse back to the previous file with hits in the search result list.

Shortcuts

Toolbar:
Keys: F7



Next File command (Browse menu)

Use this command to browse forward to the next file with hits in the search result list.

Shortcuts

Toolbar:
Keys: F8



Reorganize command (Cache menu)

Use this command to remove all obsolete documents from the cache.

The cache is a temporary storage, in which the converted and compressed text documents are stored. It prevents InfoRapid from converting documents every time from scratch, when a search with external filters is performed.

Delete command (Cache menu)

Use this command to delete the content of the cache.

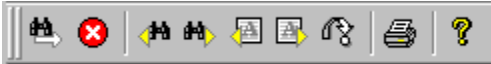
The cache is a temporary storage, in which the converted and compressed text documents are stored. It prevents InfoRapid from converting documents every time from scratch, when a search with external filters is performed.

Toolbar command (View menu)

Use this command to display and hide the Toolbar, which includes buttons for some of the most common commands in InfoRapid Search & Replace. A check mark appears next to the menu item when the Toolbar is displayed.

See [Toolbar](#) for help on using the toolbar.

Toolbar



The Toolbar is displayed across the top of the application window, below the menu bar. The toolbar provides quick mouse access to many tools used in InfoRapid Search & Replace.

To hide or display the Toolbar, choose Toolbar from the View menu (ALT,V,T).

Click	To
-------	----



Start searching



Stop searching



Browse to the previous hit in the search result list



Browse to the next hit in the search result list



Browse to the previous file with hits in the search result list



Browse to the next file with hits in the search result list



Open the file which is currently displayed in the preview window in its registered application



Print the active document



Show the help index

Status Bar command (View menu)

Use this command to display and hide the Status Bar, which describes the action to be executed by the selected menu item or depressed toolbar button, and keyboard latch state. A check mark appears next to the menu item when the Status Bar is displayed.

See [Status Bar](#) for help on using the status bar.

Status Bar



The status bar is displayed at the bottom of the InfoRapid Search & Replace Window. To display or hide the status bar, use the Status Bar command in the View menu.

The left area of the status bar describes actions of menu items as you use the arrow keys to navigate through menus. This area similarly shows messages that describe the actions of toolbar buttons as you depress them, before releasing them. If after viewing the description of the toolbar button command you wish not to execute the command, then release the mouse button while the pointer is off the toolbar button.

The right areas of the status bar indicate which of the following keys are latched down:

Indicator	Description
CAP	The Caps Lock key is latched down
NUM	The Num Lock key is latched down
SCRL	The Scroll Lock key is latched down

Cascade command (Window menu)

Use this command to arrange multiple opened windows in an overlapped fashion.

Tile command (Window menu)

Use this command to arrange multiple opened windows in a non-overlapped fashion.

Tile Horizontal command (Window menu)

Use this command to vertically arrange multiple opened windows in a non-overlapped fashion.

Tile Vertical command (Window menu)

Use this command to arrange multiple opened windows side by side.

Arrange Icons command (Window menu)

Use this command to arrange the icons for minimized windows at the bottom of the main window. If there is an open document window at the bottom of the main window, then some or all of the icons may not be visible because they will be underneath this document window.

Window 1, 2, ... (Window menu)

InfoRapid Search & Replace displays a list of currently open document windows at the bottom of the Window menu. A check mark appears in front of the document name of the active window. Choose a document from this list to make its window active.

Help Topics command (Help menu)

Use this command to display the opening screen of Help. From the opening screen, you can jump to step-by-step instructions for using InfoRapid Search & Replace and various types of reference information.

Once you open Help, you can click the Contents button whenever you want to return to the opening screen.

License Agreement command (Help menu)

Use this command to display the license agreements for InfoRapid Search & Replace.

Order Full Version (Help menu)

Displays the Order Form for the full version of InfoRapid Search & Replace. It can be printed by using the command Print in the File menu.

The full version of InfoRapid Search & Replace contains no advertising banners, but is identical with the freeware version otherwise. You need the full version, if you want to install or use the program on a commercially used PC.

Order Form for the full version of InfoRapid Search & Replace

The full version doesn't show the advertising banner at the top of the search result view, but is identical with the freeware version otherwise. You need the full version, if you want to install or use the program on a commercially used PC. After your order arrived, you will receive a license document with your personal license number. With this license number, you can upgrade the freeware version of InfoRapid Search & Replace 3.0 and the next two updates to the full version. To do that, you just have to enter the license number and your address (the same that you included in your order form) into the register dialog. The register dialog is located in the HELP menu under REGISTER.

Please send the completed order form to:

Ingo Straub
- Softwareentwicklung -
Schützenhof 2
D-73116 Wäschenbeuren
Germany

Phone: +49-(0)7161-582151
Fax: +49-(0)7161-582152

Order

I / we order:

_____ license(s) of InfoRapid Search & Replace 3.0 (single price **DM 50**)

Total price: _____ DM

Method of payment:

() Cash

() American Express () EUROCARD / MasterCard () Visa

Card number: _____ Expiry Date: _____

Card owner: _____

Address: _____

Shipping address:

Company: _____

Name: _____

Street: _____

Zip Code, City: _____

Country: _____

Date: _____ Signature: _____

The InfoRapid Cardfile System command (Help Menu)

Use this command to display a short description of the InfoRapid cardfile system, a powerful document management program.

The Register command (Help Menu)

Use this command to upgrade the freeware version of InfoRapid Search & Replace to the full version by entering your license number and address.

The About InfoRapid Search & Replace command (Help Menu)

Use this command to display general information about InfoRapid Search & Replace, like the authors address and phone number.

Print Dialog Box

The following options allow you to specify how the document should be printed:

Printer

This is the active printer and printer connection. Choose the Setup option to change the printer and printer connection.

Setup

Displays a Print Setup dialog box, so you can select a printer and printer connection.

Print Range

Specify the pages you want to print:

All Prints the entire document.

Selection Prints the currently selected text.

Pages Prints the range of pages you specify in the From and To boxes.

Copies

Specify the number of copies you want to print for the above page range.

Collate Copies

Prints copies in page number order, instead of separated multiple copies of each page.

Print Quality

Select the quality of the printing. Generally, lower quality printing takes less time to produce.

Print Progress Dialog

The Printing dialog box is shown during the time that InfoRapid Search & Replace is sending output to the printer. The page number indicates the progress of the printing

To abort printing, choose Cancel.

Print Setup Dialog Box

The following options allow you to select the destination printer and its connection.

Printer

Select the printer you want to use. Choose the Default Printer; or choose the Specific Printer option and select one of the current installed printers shown in the box. You install printers and configure ports using the Windows Control Panel.

Orientation

Choose Portrait or Landscape.

Paper Size

Select the size of paper that the document is to be printed on.

Paper Source

Some printers offer multiple trays for different paper sources. Specify the tray here.

Options

Displays a dialog box where you can make additional choices about printing, specific to the type of printer you have selected.

Network...

Choose this button to connect to a network location, assigning it a new drive letter.

Page Setup Dialog Box

The following options allow you to choose the page layout for printed documents. The top part of the dialog shows a preview of the page layout.

Paper Size

Choose the size of the paper or envelope you want to use.

Paper Source

Choose, where the paper you want to use is located in the printer. Different printer models support different paper sources, such as the upper tray, envelope feed, and manual feed.

Orientation

Choose, how the document is positioned on the page (Portrait or Landscape).

Margins

Sets the printing area of the page. The margins you set here are never printed on.

About command (Help menu)

Use this command to display the copyright notice and version number of your copy of <<YourApp>>.

Context Help command



Use the Context Help command to obtain help on some portion of <<YourApp>>. When you choose the Toolbar's Context Help button, the mouse pointer will change to an arrow and question mark. Then click somewhere in the <<YourApp>> window, such as another Toolbar button. The Help topic will be shown for the item you clicked.

Shortcut

Keys: SHIFT+F1

Title Bar

The title bar is located along the top of a window. It contains the name of the application and document.

To move the window, drag the title bar. Note: You can also move dialog boxes by dragging their title bars.

A title bar may contain the following elements:

- Application Control-menu button
- Document Control-menu button
- Maximize button
- Minimize button
- Name of the application
- Name of the document
- Restore button

Scroll bars

Displayed at the right and bottom edges of the document window. The scroll boxes inside the scroll bars indicate your vertical and horizontal location in the document. You can use the mouse to scroll to other parts of the document.

Size command (System menu)

Use this command to display a four-headed arrow so you can size the active window with the arrow keys.



After the pointer changes to the four-headed arrow:

1. Press one of the DIRECTION keys (left, right, up, or down arrow key) to move the pointer to the border you want to move.
2. Press a DIRECTION key to move the border.
3. Press ENTER when the window is the size you want.

Note: This command is unavailable if you maximize the window.

Shortcut

Mouse: Drag the size bars at the corners or edges of the window.

Move command (Control menu)

Use this command to display a four-headed arrow so you can move the active window or dialog box with the arrow keys.



Note: This command is unavailable if you maximize the window.


Shortcut

Keys: CTRL+F7

Minimize command (application Control menu)

Use this command to reduce the <<YourApp>> window to an icon.

Shortcut

Mouse: Click the minimize icon  on the title bar.
Keys: ALT+F9

Maximize command (System menu)

Use this command to enlarge the active window to fill the available space.

Shortcut

Mouse: Click the maximize icon  on the title bar; or double-click the title bar.

Keys: CTRL+F10 enlarges a document window.

Next Window command (document Control menu)

Use this command to switch to the next open document window. <<YourApp>> determines which window is next according to the order in which you opened the windows.

Shortcut

Keys: CTRL+F6

Previous Window command (document Control menu)

Use this command to switch to the previous open document window. <<YourApp>> determines which window is previous according to the order in which you opened the windows.

Shortcut

Keys: SHIFT+CTRL+F6

Close command (Control menus)

Use this command to close the active window or dialog box.

Double-clicking a Control-menu box is the same as choosing the Close command.



Note: If you have multiple windows open for a single document, the Close command on the document Control menu closes only one window at a time. You can close all windows at once with the Close command on the File menu.

Shortcuts

Keys: CTRL+F4 closes a document window
 ALT+F4 closes the main window or a dialog box

Restore command (Control menu)

Use this command to return the active window to its size and position before you chose the Maximize or Minimize command.

Switch to command (application Control menu)

Use this command to display a list of all open applications. Use this "Task List" to switch to or close an application on the list.

Shortcut

Keys: CTRL+ESC

Dialog Box Options

When you choose the Switch To command, you will be presented with a dialog box with the following options:

Task List

Select the application you want to switch to or close.

Switch To

Makes the selected application active.

End Task

Closes the selected application.

Cancel

Closes the Task List box.

Cascade

Arranges open applications so they overlap and you can see each title bar. This option does not affect applications reduced to icons.

Tile

Arranges open applications into windows that do not overlap. This option does not affect applications reduced to icons.

Arrange Icons

Arranges the icons of all minimized applications across the bottom of the screen.

No Help Available

No help is available for this area of the window.

No Help Available

No help is available for this message box.

