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File menu commands

The File menu offers the following commands:

New Index Open Index Opens an existing index.

Save Index Saves the current index in its original file.

<u>Save Index</u> Saves the current index to a specified file name.

<u>As</u>

<u>Print</u> Prints the document being viewed.

Print Setup Selects a printer and printer connection.

Edit the selected file with the default text editor

Launch Open the selected file in its associated application

Preferences Set the default editor and zip file temporary directory

1,2,3,4 Open previous index files

<u>Exit</u> Exits Wilbur.

Edit menu commands

The Edit menu offers the following commands:

<u>Copy</u> Copies data from the document to the clipboard.

Search menu commands

The search menu offers the following commands:

<u>Find</u> Search the index for a word or words.

Find Next Look for the next occurrence of the search words

View menu commands

The View menu offers the following commands:

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

Bar

Font Change the font of the file list or file contents pane.

Help menu commands

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

<u>Index</u> Offers you an index to topics on which you can get help.

<u>Using</u> Provides general instructions on using help.

<u>Help</u>

<u>About</u> Displays the version number Wilbur.

New command (File menu)

Use this command to create a new index. Since no files will have been selected for the new index, the <u>Index Dialog</u> will be opened so you can define the files to include.

You can open an existing index with the **Open command**.

Shortcuts

Toolbar: Keys: CTRL+N

Open command (File menu)

Use this command to open a previously \underline{saved} index. When you start Wilbur, it automatically opens the last index you were working with.

You can create a new index with the New command.

Shortcuts

Toolbar: Keys: CTRL+O

File Open dialog box

The following options allow you to specify which file to open:

File Name

Type or select the filename you want to open. Under Win NT this box lists files with the extension you select in the List Files of Type box. Win95 lists the files in a separate box.

List Files of Type

Select the type of file you want to open:

Wilbur indexes normally have a file extension of Wilbur.

Win NT

Drives

Select the drive in which Wilbur stored the file that you want to open.

Directories

Select the directory in which Wilbur stored the file that you want to open.

Network...

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

Win95

Look In:

Use this box and the buttons beside it to control which computer and directory to look in. You can click on the ? on the title bar and then point to elements on the dialog for more information.

Save command (File menu)

Use this command to save the current index to its current name and directory. When you save an index for the first time, Wilbur displays the <u>Save As dialog box</u> so you can name your index. If you want to change the name and directory of an existing index before you save it, choose the <u>Save As command</u>.

Shortcuts

Toolbar:

Keys: CTRL+S

Save As command (File menu)

Use this command to save and name the current index so you can use it in the future without rebuilding it. Wilbur displays the <u>Save As dialog box</u> so you can name your index.

To save an index with its existing name and directory, use the <u>Save command</u>.

File Save As dialog box

The following options allow you to specify the name and location of the file you're about to save:

File Name

Type a new filename to save an index with a different name. Wilbur adds the extension you specify in the Save File As Type box.

Win NT

Drives

Select the drive in which you want to store the index.

Directories

Select the directory in which you want to store the index.

Network...

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

Win95

Look In:

Use this box and the buttons beside it to control which computer and directory to look in. You can click on the ? on the title bar and then point to elements on the dialog for more information.

File Preferences

This command opens the <u>Preferences Dialog</u> where you can specify a command for the text editor (the default is notepad.exe) and the directory to used for temporary storage when unzipping files. You can also set the separation allowed in words in a near search (see Index/Search).

1, 2, 3, 4 command (File menu)

Use the numbers and filenames listed at the bottom of the File menu to open the last four indicies you closed. Choose the number that corresponds with the index you want to open.

Exit command (File menu)

Use this command to end your Wilbur session. You can also use the Close command on the application Control menu. Wilbur prompts you to save an index that has been built or updated with out saving.

Shortcuts

File

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

(Win95 will have a small Wilbur icon instead of the Control menu. You can double click on this or just click on the X at the right of the title bar to shut Wilbur down.)

Keys: ALT+F4

Copy command (Edit menu)

Use this command to copy selected text from the $\underline{\text{view pane}}$ onto the clipboard. This command is unavailable if there is no text currently selected in the view pane.

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

Shortcuts

Toolbar:

Keys: CTRL+C

Toolbar command (View menu)

Use this command to display and hide the Toolbar, which includes buttons for some of the most common commands in Wilbur, such as File Open. A check mark appears next to the menu item when the Toolbar is displayed.

See <u>Toolbar</u> 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 the tools used in Wilbur.

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

Click To



Open a new index.



Open an existing index. Wilbur displays the Open dialog box, in which you can locate and open the desired file.



Save the current index with its current name. If you have not named the index, Wilbur displays the Save As dialog box.



Copy the selection to the clipboard.



Print the contents of the view pane.



Specify the files to include and exclude from the index



Build the index from scratch for the specified files.



Update the index to reflect any changes since the last full build.



Search the index for a word or combination of words.



Repeat the last search.



Invoke the <u>default text editor</u> on the selected file.



Change the font in the file list or file content pane.

{bmc hlp\stop.bmp} Halt the current build or update operation.



Show the version number of Wilbur



Context sensitive help.

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. The status line is also used to indicate progress while building or updating an index. A check mark appears next to the menu item when the Status Bar is displayed.

See <u>Status Bar</u> for help on using the status bar.

Status Bar



The status bar is displayed at the bottom of the Wilbur 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.

While building or updating an index, the status line shows the current group of files being processed.

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.

Index 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 Wilbur 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.

Using Help command (Help menu)

Use this command for instructions about using Help.

About command (Help menu)

Use this command to display the copyright notice and version number of your copy of Wilbur.

Context Help command



Use the Context Help command to obtain help on some portion of Wilbur. 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 Wilbur 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 (Wilbur) and the name of the current index and various window control buttons.

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

The title bar contains the following elements:

- Application Control-menu button
- Maximize button
- Minimize button
- Name of the application (Wilbur)
- Name of the current index
- Restore button

Scroll bars

Displayed at the right and bottom edges of both the file list and file view panes. The scroll boxes inside the scroll bars indicate your vertical and horizontal location in the list or file. You can use the mouse to scroll to other parts of the list or file.

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 (System menu)

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



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

Minimize command (System menu)

Use this command to reduce Wilburs window to an icon.

Shortcut

Mouse: Click the minimize icon on the title bar.

Maximize command (System menu)

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

Shortcut

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

Close command (System menus)

Use this command to shut down Wilbur or a dialog box.

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



Shortcuts

Keys: ALT+F4 closes the Wilbur window or dialog box

Restore command (System menu)

Use this command to return Wilburs 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.

Modifying the Document

<< Write application-specific help here that provides an overview of how the user should modify a document using your application.

If your application supports multiple document types and you want to have a distinct help topic for each, then use the help context i.d. generated by running the MAKEHELP.BAT file produced by AppWizard. Alternatively, run MAKEHM as follows:

makehm IDR HIDR ,0x2000 resource.h

If the IDR_ symbol for one of your document types is, for example, IDR_CHARTTYPE, then the help context i.d. generated by MAKEHM will be HIDR_CHARTTYPE.

Note, AppWizard defines the HIDR_DOC1TYPE help context i.d. used by this help topic for the first document type supported by your application. AppWizard produces an alias in the .HPJ file for your application, mapping HIDR_DOC1TYPE to the HIDR_ produced by MAKEHM for that document type. >>

No Help Available

No help is available for this area of the window.

No Help Available

No help is available for this message box.

Print command (File menu)

Use this command to print a document. The file selected in the file list is printed by the application associated with its extension. If the file does not have an application associated with it, then this command has no effect. Note that the entire document is printed. If you wish to only print some pages, use the <u>file launch</u> command to start the application and select the items to be printed.

Shortcuts

Toolbar:

Keys: CTRL+P

Print Setup command (File menu)

Use this command to select a printer and a printer connection. This command presents a <u>Print Setup dialog box</u>, where you specify the printer and its connection.

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.

Wilbur's Mission

Wilburs mission is to help you find things in all those files you accumulate on your hard disk.

He does this by creating an index of all the words in a given set of files that you define, For instance you might want an index of all the *.txt, *.doc and *.wri files on your C drive. Once the index is prepared, Wilbur can quickly show you a list of all the files containing any word or group of words. He can also show you a view of the sought after words in context in any file selected.

In addition to simple word searches, Wilbur allows word descriptions to contain wild cards and simple logical expressions. Wilbur can even index the files inside Zip archives on your disk.

Please note that Wilbur is a Win32 program and will only run on the Intel version of WinNT (3.5 or higher) and Win95. It will not run with the Win32s extensions for the 16 bit Windows.

Wilbur's Display

Wilbur uses a simple two pane window to display his results. On the left is a <u>list of files</u> that meet the current search criteria. If the search criterion is blank, then this list will contain all of the files in the index.

When a file is selected from the file list, then a text representation of this file is shown in the <u>file contents pane</u> on the right, with the first occurrence of a search word being highlighted. Wilbur does not attempt to do anything beyond basic formatting of this text, but double clicking on the file name in the list will launch the file in its associated application.

You can change the amount of area assigned to each pane by using your mouse to point at the divider between the two panes, and then pressing and holding the left mouse button while dragging the divider to the desired position.

At the top of the screen Wilbur has a standard Windows menu bar.

The File menu used to save and recall different indices.

The Edit menu is used to copy text from the view pane to the clipboard

The Index menu is used to maintain an index.

The Search menu is used to search for words in the index

The <u>View menu</u> is used to toggle the <u>Tool Bar</u> and the <u>Status Bar</u> on and off and change the <u>fonts</u> used in the file list and file contents pane.

Getting Started

When you run Wilbur for the first time or create a new index with the <u>File/New</u> command, Wilbur will display the <u>Index Dialog</u> where you can specify which files are to be included in the index. When you have done this press the Build button on the dialog or the <u>Index/Build</u> command after closing the dialog. This will cause Wilbur to scan all of the included files and prepare an index that can be used for quickly finding words you are looking for.

When the index is built, you can save it with the <u>File/Save</u> command so it can be used in future sessions. You can now search for words with the <u>Search/Find</u> command.

As you use your computer to create, delete and modify files your index will get out of date. You can rebuild the index from time to time or just update it with the Index/Update command which is somewhat faster.

Contacting RedTree

If you have any questions, suggestions, or need any help, please contact us at one of the following:

Internet: wilbur@redtree.com

CompuServe: 70233,1004

Fax: +1-604-423-6519
Postal: 2 Timberline Crescent
Fernie, B.C., V0B 1M1

Canada

Unfortunately we are not able to offer telephone support at this time.

Index Menu Commands

The Index menu offers the following commands:

Edit Open the index dialog where you can specify which files to include

and exclude from your index.

<u>Build</u> Scan the files on the disk and prepare the index.

Update Scan the disks for files that have been modified since the index was

built and updates the index accordingly.

Stop Halts the current build or update operation.

Building an Index

This Index/Build command tells Wilbur to start indexing all the files you have designated in the <u>Index/Edit</u> dialog. You must build the index before you can <u>search</u> the files.

Building the index will probably take a few minutes if you have a significant number of files, particularly if you have a lot of zip files and are treating them as directories. Of course as you work on your computer, you will modify the contents of the indexed files or add files to the group and you will need to update the index to reflect these changes. This is done with the Index/Update command. Since this command does not have to look at files that have not been modified since the full index was built, it is much faster.

While Wilbur is indexing your files, you can still view and launch whatever files are listed in the file list, but you cannot do new searches. You can interrupt the indexing by clicking on the



button on the toolbar, selecting Index/Stop on the menu bar or by pressing the escape key on the keyboard. If you interrupt the indexing, the resulting index will not have any files indexed, but all of your include and exclude specifications will be preserved. If there was a previous version of the index stored, you can read it back in, but you will have to first use the <u>File/New</u> command to clear the erased copy from Wilburs memory.

Shortcuts

Toolbar: Keys: CTRL+B

Updating an Index

You must <u>build</u> an index before you can <u>search</u> your files for whatever words you want. As you work with these files, the index will slowly get out of date. Rather than rebuilding the entire index, the update command will just re-index new or modified files and thus is quite a bit faster than doing a full build.

Because update always checks all files modified since the last full build, you will still want to periodically do a full build so that later updates are faster. Also the update process does not remove deleted or moved files from the index, so you may encounter a file in the file list that cannot be read since it is no longer there.

While Wilbur is indexing your files, you can still view and launch whatever files are listed in the file list, but you cannot do new searches. You can interrupt the indexing by clicking on the



button on the toolbar, selecting Index/Stop on the menu bar or by pressing the escape key on the keyboard. If you interrupt the indexing, the resulting index will not have any files indexed, but all of your include and exclude specifications will be preserved. If there was a previous version of the index stored, you can read it back in, but you will have to first use the <u>File/New</u> command to clear the erased copy from Wilburs memory.

Shortcuts

Toolbar: Keys: CTRL+U

Defining the Files to be Indexed

Before you can begin searching for words in your files, you must build an index and before you can build an index you must tell Wilbur what files are to be included in the index. The Index/Edit command invokes the <u>Index Dialog</u> where you can specify which files to include or exclude from your index.

Note that you can use many different indices with Wilbur. For instance I have a text index that contains all the files on my disk with letters, email, program documentation, etc.; another that indexes my program files; and another that indexes all the sample programs on my compilers CD-ROM.

You can switch from one index to another with the File menu commands.

Shortcuts

Toolbar:

Keys: CTRL+I

Index Dialog

This dialog is used to tell Wilbur which files you want included and which files you want excluded from the index.

The dialog consists of two lists; one for the files to be included and one for those to be excluded. Beside each list there are four buttons:

Add Add file names to the list.

Delete Delete the selected file names from the list.

Edit Open a dialog with the selected file name, so it can be edited.

Clear Remove all entries from the list.

It is tempting to just include all the files (*.*) on your disk and then exclude those files you dont want indexed like *.exe. You will probably end up with a huge slow index doing this. Instead include those files and file types that you know you want to search through and reserve the exclude list for excluding specific subgroups of those files.

Note that if you accidentally clear one of the file lists, closing and reopening this dialog will not restore the original names. Instead exit the dialog and close the index without saving it. Then read the index back in. The original lists will have been saved with the index.

Treat Zip Files as Directories Check Box (Registered Version Only)

Below the file lists, there is a check box where you can specify that Wilbur is to treat any ZIP archive files it comes across as directories. When selected Wilbur will open zip files and index any files they contain that meet your criteria. When you later perform searches, files contained in the ZIP files will be listed and can be viewed like any other file. The only negative is that index building will be somewhat slower. Updating the index and searching will normally not be significantly slower.

Temporary Zip Path - directory used to temporarily expand zip files

Build or Update

Finally at the bottom of the dialog there are short cut buttons for <u>building</u> and <u>updating</u> the index. They perform the same function as their menu and toolbar counterparts.

Temporary Zip Path

If you are treating ZIP files as directories, you should specify a directory in the Temporary Zip Path that Wilbur can use to temporarily extract files. If this directory does not exist, Wilbur will create it. Any files extracted will be deleted when Wilbur is finished with them, but directories stored in the ZIP files may be left behind as subdirectories in the temporary directory. These dont take much space, but you can delete them if you wish; Wilbur will recreate them when necessary.

Include File Dialog

Enter the name of the file(s) you wish indexed. The * and ? wild card characters can be used in the filename portion of the path (not for directories or drives). All the subdirectories of the path will be searched for matching files as well. For instance c:\word*.doc would look in the word directory and all its subdirectories for files with the doc extension.

You can enter multiple paths separated with blanks and they will be entered into the include list separately.

Exclude File Dialog

Enter the name of the file(s) you wish excluded from the index. The * and ? wild card characters can be used anywhere in the path, including for directories and drives. For instance ?:\word*.dll would exclude any files ending in .dll that was found in the word directory of any drive.

You can enter multiple paths separated with blanks and they will be entered into the include list separately.

Use this option to refine the selection of files to be indexed. For instance you might want to include all the files that end with the extension SAV, but not want to include the large binary files in the UGLYAPP directory that also have that extension. You might then have c:*.sav in your include list and c:\uglyapp*.sav in your exclude list.

Stopping an Index Build or Update

This command will halt the building or updating of an index. Inorder to save memory usage, the original index is not retained during the build process, so after a build or update is interrupted, the resulting index will not have any files indexed. All of your include and exclude specifications will be preserved however. If there was a previous version of the index stored, you can read it back in, but you will have to first use the File/New command to clear the erased copy from Wilburs memory.

Shortcuts



Toolbar: Keys: Esc

Search Dialog

Enter the word or words you want to search for and then click the OK button. Click the Cancel button to abort the search. See the <u>Searching For</u> topic for a description of using wildcards and logical operators in your search phrase.

Adding File Names

When adding file names to the index include list, you can use the ? and * wildcards to designate groups of files. Any subdirectories encountered will also be searched, so the description:

c:*.txt

would include all the TXT files on your C drive. The phrase:

c:\windows*.ini

would include all the INI files in the windows directory or any of its subdirectories.

The drive designator is not necessary, but probably a good idea. You cannot, at this time, use wild card characters for the drive letter or directory names in the include list.

The exclude list also allows wild cards, but handles them somewhat differently. Wild cards are allowed in the drive and directory portions of the path. A more subtle difference is that an exclusion must have an appropriate * wild card if it is to exclude files in subdirectories. This means that c:*.exe would exclude all the exe files on your C drive, but c:\?.exe would only exclude single character exe files from the root directory of C. To exclude all single character exe files you would need to enter c:*\?.exe.

You can enter several file descriptions in the input box as long as they are separated by spaces. They will be added to the list individually.

Also see:

Include File Dialog

Exclude File Dialog

Searching for Words

The Search/Find command will pop up a <u>search dialog</u> where you can enter the phrase or phrases you want to find. Wilbur will then search through its index and list any files matching your criteria in the pane on the right.

The search phrase can be a single word or a series or words possibly separated by logical operators. A word can contain a ? to indicate any character is acceptable in that position. It can also contain a * to indicate that any number of arbitrary characters can be in that position.

If two or more words are listed and they are not separated by a logical operator, Wilbur will only list those files that contain all of the words. In other words, Wilbur will perform a logical AND if no other operator is present.

You can also use the & symbol to designate that the next word must be present. This has exactly the same effect as no operator in terms of what files will appear in the <u>file list</u>, but Wilbur will only fiind a match when he searches the <u>file contents pane</u> for a selected file, if the words separated by the & are close together. The allowable separation for near words can be set in the <u>File/Preferences</u> dialog.

If two words are separated by a | symbol, then Wilbur will list any file that has either of the words in it. Here Wilbur is performing a logical OR.

If a word is preceded by the ~ symbol, Wilbur will not list any file which contains that word.

Wilbur evaluates an expression from left to right and does not support parenthesis. Thus the expression:

red blue | green

would list all files that had both red and blue or green or all three in them. The expression:

green | red blue

would find all the files that had green or red and also had blue in them.

Note that Wilbur only indexes words comprised of alphabetic characters or the underscore character and that are at least three characters long..

Shortcuts

Toolbar:

Keys: CTRL+F or F2

Find Again

The Search/Find Next command looks for the next instance of the sought after text. The search starts from the cursor location in the contents pane and proceeds downwards. If there are no more occurrences of any of the words in the search phrase, Wilbur will proceed to the next file in the list.

If you wish to halt a search, simply press any key on the keyboard or click the mouse in either pane.

Shortcuts

Toolbar:

Keys: F3

Text Editting

You can use a default editor to edit any file selected in the file list, by selecting File/Edit. This is handy when you want to edit text files that dont have an association with an application. The default editor is Notepad, but you can change this by selecting Preferences from the file menu.

Files inside ZIP archives cannot be edited.

Shortcuts

Toolbar:

Keys: CTRL+E

Launching a File in an Application

A file in the file list can be launched in its associated application with the File/Launch command. You can also launch a file by double clicking on its name in the file list. If there is no association, then this command will have no effect.

Files inside ZIP archives cannot be launched.

Shortcuts

Keys: CTRL+L or double click name in file list

Preferences Dialog

Text Editor Command

Enter the command to be given when the <u>File/Edit</u> is chosen. The path name of the file selected will be supplied as a parameter to this command. The browse button opens a standard file open dialog to assist you in finding the right path.

Temporary Zip Path

This is the directory where zip files are temporarily expanded.

Max Words Separation for Near

The separation allowed, in words, for a near search (see Index/Search).

Changing Fonts

You can change the font used in either the file list or file contents pane. Click in which ever pane you want to change and then select View/Font. A standard font selection box will come up allowing you to select the font characteristics you want.

When you save an index, the fonts you have selected will be stored with it and used automatically the next time you read in the index.

Shortcuts





File List Pane

The right side of Wilburs window has a list of the files that meet the current search criteria. If the search criterion is blank, then all the files in the index will be listed. The files are listed with their drive letter and full path in alphabetical order. Selecting a file in the list will result in the text of that file being displayed in the file contents pane.

Double clicking on a file name will launch that file in its associated application.

File Contents Pane

On the right of Wilburs window is a file contents pane which displays the text of the file selected in the file list.

The purpose of this display is just to show the sought after words in context. No attempt is made to retain the formatting of word processing or other formatted files, but unprintable characters are stripped out and some basic paragraph and line formatting is done when possible. Still some files such as MS Word documents may show a considerable amount of normally hidden material and may even have multiple copies of the desired text. To view these files in their native format, simply double click the file name in the file list or select <u>File/Launch</u> to launch its associated application.

You cannot edit the material in the view pane, but you can select text by dragging the mouse cursor across it while holding the left mouse button down. The selected text can be copied it to the Windows clipboard with the Edit/Copy command.

When you click in the with mouse in the contents pane, it becomes the focus for keyboard commands. This is shown by displaying a text cursor and by switching the text from gray to black. The arrow keys can then be used to scroll the contents up and down and sideways. The home and end keys can be used to jump to the top and bottom of the file respectively, while the page up and page down keys can be used to jump up and down one screen at a time.

While the contents pane has the focus you can also start a secondary search by simply starting to type a search phrase. A <u>search dialog</u> is opened where you can complete the search phrase. When this dialog is closed, Wilbur will start searching from the current cursor position for the word or words. The <u>Search/Find Next</u> command can be used to continue the search for further occurrences. When the end of file is found, the search continues in the next file in the list. Note that succeeding files are only searched when the <u>Search/Find Next</u> command is used. If the original search did not find the string, it will not automatically proceed to the next file unless <u>Search/Find Next</u> is used.

To stop a search that is proceeding through successive files without success, click in either the file list or the file contents pane or press any key on the keyboard.