

Nifty James' File Finder Index

Procedures

[Searching for Files](#)
[Aborting a Search](#)
[Running a found file](#)
[Copying File Names](#)
[Exiting](#)

Options

[Displaying Progress](#)
[Searching Archives](#)

Interface

[Using the Keyboard](#)

What is Shareware?

Searching for Files

Nifty James' File Finder is a program designed to rapidly find files in Windows. To find a file, enter the filename you are looking for in the edit box on the main window of NJFINDW. Then, click the Start choice under the Search menu.

NJFINDW will, by default, search through different archive files. If you don't want to search through archives, you should individually take the checks out of the checkboxes in the Archives group box. This can speed up searches, but won't find files matching your filename if they are stored in an archive.

Aborting a Search

If you have started a search that you do not want to continue, you can click on the Abort choice in the Search menu. If you don't have a mouse, you can press the ESC key to stop the search. Even though the hourglass cursor is up, it will change to a pointer when you are near the menu bar.

Running a Found File

If you have found a file that you would like Windows to run, you can select the file in the found list box and then click on the Run pushbutton. As a short-cut, double clicking on the item name in the found file listbox will also run the file. Note that you can not run files that are stored in archives.

If a file has the extension EXE, NJFINDW will just ask Windows to run it. If it has any other extension, NJFINDW will look in the "Extensions" section of your WIN.INI file to see what application is associated with that file extension. See page 136 of your Microsoft Windows Users' Guide for information on setting up file associations.

Copying File Names

After you have done a search and NJFINDW has listed file names in the "Found" files listbox, you can copy the names of files into the clipboard to paste them into other programs. To do this, highlight one or more items in the list box and then click the Copy choice in the Edit menu.

Exiting

To leave NJFINDW, click the Close item in the Search menu. You can also click the system menu and choose Close there. A shortcut key for leaving NJFINDW is ALT+F4.

When you leave NJFINDW, you also close this Help session.

Displaying Progress

While doing a lengthy search for a file, it is sometimes reassuring to see how the search is progressing. If the Progress checkbox is marked, NJFINDW will show what file it is currently looking at. If the Progress checkbox is not marked, the search will change the progress display only when it moves to a new disk drive. When the progress display is off, the program is much faster.

Searching Archives

If you want it to, NJFINDW will search through any archives files that it might find. If you know that your file is in a certain kind of archive, it is a good idea to check only that archive type.

If you're completely unsure of where your file is, you should make sure all of the archive file options are checked. A search that goes through no archive files is much faster than one that does.

Shareware

Nifty Jame's File Finder for Windows is a work of Shareware. Please be sure that you read the accompanying NJFINDW.WRI file for more information about the author of this program and The Association of Shareware Professionals.

If you like NJFINDW, please register it for \$15. You may send your registration to the author at this address:

Mike Blaszcak
112 Verlinden Drive
Monroeville, Pennsylvania
15146-2041

If you're having trouble getting NJFINDW to work, or have questions about how it works, please do not hesitate to write -- even if you're still unsure about registering.

Help Index

This screen is the index for help on Nifty James' File Finder for Windows. You can click on any of the green items for more information about them.

Main Window
Search For

This field lets you specify which file name you want to find. You can specify any filename you like using wildcards. For example:

WIDGET*.DOC	Finds any file name beginning with WIDGET
WIDGET.???	Finds any file named WIDGET with any extension

Do not enter an explicit drive to search on in this field.

Main Window
Archives Group Box

The check boxes in the Archives Group Box correspond to the different archive formats that NJWFIND knows how to interrogate. If you wish to save time by not searching a given archive format, you can uncheck the appropriate box to cause NJWFIND to skip those files when executing a search.

NJWFIND stores the selected file types in your preferences settings.

Main Window

Drives Listbox

The drives listbox allows you to tell NJWFIND which drives to search for. You can select one or more drives, but you must select at least one drive to begin a search.

Note that, if you select a network drive, NJWFIND will search it starting at the root directory of the drive; this is not necessarily the effect you might want.

NJWFIND stores the selected drives in your preferences settings.

Main Window

Progress Checkbox

The progress checkbox lets you decide if you want to see information on the search for files as it progresses. If this box is checked, NJWFIND will show you exactly what file it is looking at while it is searching. This is informative and reassuring, but it can slow down the search speed. If you want th search to run faster, do not check this box. You will then only be told when NJWFIND moves to another drive.

The setting of this box is stored in your settings information.

Main Window Found Box

The found box enumerates the files that have been found in your search. Files found inside of archives will be listed with the name of the archive as well as the name of the file found. Files found as normal DOS files will be named fully; the path,

You can highlight one or many files in this listbox by holding down the shift key while selecting another item. To select all the items in the box, use the Select All command in the Edit menu.

Once one or more items are highlighted, you can either copy them to the clipboard with the Copy command in the Edit menu, or you can use the Get Info command in the Search menu to see more information on a file.

Double click on an item in this listbox as a shortcut for the Get Info command.

Get Info Dialog Box

Previous Pushbutton

Press this button to move to the previous file selected. Since you can select more than one file in the "Found" list box, you can move forwards and backwards through that list. This button will become grey if you're already at the first file you've selected.

A line of text above the Next and Previous pushbuttons lets you know how many files you've selected, and which file in the list you are viewing.

Get Info Dialog Box
Next Pushbutton

Press this button to move to the next file selected. Since you can select more than one file in the "Found" list box, you can move forwards and backwards through that list. This button will become grey if you're already at the last file you've selected.

A line of text above the Next and Previous pushbuttons lets you know how many files you've selected, and which file in the list you are viewing.

Get Info Dialog Box
Run Pushbutton

Pressing this pushbutton will run the currently selected file. Note that this file is greyed for any file that is a member of an archive.

Windows will run this file with whatever association you have for the file extension. For example, if you have the XLS extension associated with Excel, NJWFIND will run Excel and ask it to load the named file.

**Get Info Dialog Box
OK Pushbutton**

Press the OK pushbutton to leave the "Get Info" dialog box.

Archives

Archives are files maintained and manipulated by special utilities that are capable of storing many files within them. The most important feature of archives is that they also compress files so they will take up less disk space. Since the same information can be stored in a smaller file, archives are also handy for moving data from one place to another, such as across a network or over a modem telephone line.

One of the inconveniences caused by archives is that they can "conceal" the files they contain. You might have to issue hundreds of commands to find a particular file stored in a set of archives.

Archives are stored in files with certain extensions. These are the most common:

.ARC .ZIP .LZH .ZOO .PAK .DWC .ARJ

Nifty James

Nifty James is a *nom de keyboard* used by Mike Blaszcak, a professional computer consultant living near Hartford, Connecticut. Mike runs the IBM Users' Group on NWI, an electronic communications service in East Hartford, Connecticut. He has been a Shareware author since age sixteen, and an Author Member of the Association of Shareware Professionals.

Mike also occasionally writes for computer magazines; his work has been featured in *Byte* and *Computer Buying World*.

The name Nifty James was taken from a cartoon character drawn by a friend of Mike's. He was accidentally stuck with it, for life, after using it to sign on to Participate on The Source.

Clipboard

The clipboard is a place where Microsoft Windows keeps information as you move it from one application to another. You can view the contents of the clipboard using the application called CLIPBOARD that came with Microsoft Windows. You can put data into the clipboard using the Copy command in the Edit menu, and get it off again using the Paste command in the Edit menu.

Windows Keys

The keyboard topics below come from Help for Windows. You can create similar keyboard topics for your application's Help. Choose from the following list to review the keys used in Windows:

[Cursor Movement Keys](#)

[Dialog Box Keys](#)

[Editing Keys](#)

[Help Keys](#)

[Menu Keys](#)

[System Keys](#)

[Text Selection Keys](#)

[Window Keys](#)

Cursor Movement Keys

Key(s)	Function
DIRECTION key	Moves the cursor left, right, up, or down in a field.
End or Ctrl+Right Arrow	Moves to the end of a field.
Home or CTRL+Left Arrow	Moves to the beginning of a field.
PAGE UP or PAGE DOWN	Moves up or down in a field, one screen at a time.

Dialog Box Keys

Key(s)	Function
TAB	Moves from field to field (left to right and top to bottom).
SHIFT+TAB	Moves from field to field in reverse order.
ALT+letter	Moves to the option or group whose underlined letter matches the one you type.
DIRECTION key	Moves from option to option within a group of options.
ENTER	Executes a command button. Or, chooses the selected item in a list box and executes the command.
ESC	Closes a dialog box without completing the command. (Same as Cancel)
ALT+DOWN ARROW	Opens a drop-down list box.
ALT+UP or DOWN ARROW	Selects item in a drop-down list box.
SPACEBAR	Cancels a selection in a list box. Selects or clears a check box.
CTRL+SLASH	Selects all the items in a list box.
CTRL+BACKSLASH	Cancels all selections except the current selection.
SHIFT+ DIRECTION key	Extends selection in a text box.
SHIFT+ HOME	Extends selection to first character in a text box.
SHIFT+ END	Extends selection to last character in a text box

Editing Keys

Key(s)	Function
Backspace	Deletes the character to the left of the cursor. Or, deletes selected text.
Delete	Deletes the character to the right of the cursor. Or, deletes selected text.

Help Keys

Key(s)	Function
F1	<p>Gets Help and displays the Help Index for the application. If the Help window is already open, pressing F1 displays the "Using Windows Help" topics.</p> <p>In some Windows applications, pressing F1 displays a Help topic on the selected command, dialog box option, or system message.</p>
SHIFT+F1	<p>Changes the pointer to {bmc helpicon.bmp} so you can get Help on a specific command, screen region, or key. You can then choose a command, click the screen region, or press a key or key combination you want to know more about.</p> <p>(This feature is not available in all Windows applications.)</p>

Menu Keys

Key(s)	Function
Alt	Selects the first menu on the menu bar.
Letter key	Chooses the menu, or menu item, whose underlined letter matches the one you type.
Alt+letter key	Pulls down the menu whose underlined letter matches the one you type.
LEFT or RIGHT ARROW	Moves among menus.
UP or DOWN ARROW	Moves among menu items.
Enter	Chooses the selected menu item.

System Keys

The following keys can be used from any window, regardless of the application you are using.

Key(s)	Function
Ctrl+Esc	Switches to the Task List.
Alt+Esc	Switches to the next application window or minimized icon, including full-screen programs.
Alt+TAB	Switches to the next application window, restoring applications that are running as icons.
Alt+PrtSc	Copies the entire screen to Clipboard.
Ctrl+F4	Closes the active window.
F1	Gets Help and displays the Help Index for the application. (See Help Keys)

Text Selection Keys

Key(s)	Function
SHIFT+LEFT or RIGHT ARROW	Selects text one character at a time to the left or right.
SHIFT+DOWN or UP	Selects one line of text up or down.
SHIFT+END	Selects text to the end of the line.
SHIFT+HOME	Selects text to the beginning of the line.
SHIFT+PAGE DOWN	Selects text down one window. Or, cancels the selection if the next window is already selected.
SHIFT+PAGE UP	Selects text up one window. Or, cancels the selection if the previous window is already selected.
CTRL+SHIFT+LEFT or RIGHT ARROW	Selects text to the next or previous word.
CTRL+SHIFT+UP or DOWN ARROW	Selects text to the beginning (UP ARROW) or end (DOWN ARROW) of the paragraph.
CTRL+SHIFT+END	Selects text to the end of the document.
CTRL+SHIFT+HOME	Selects text to the beginning of the document.

Window Keys

Key(s)	Function
ALT+SPACEBAR	Opens the Control menu for an application window.
ALT+Hyphen	Opens the Control menu for a document window.
Alt+F4	Closes a window.
Alt+Esc	Switches to the next application window or minimized icon, including full-screen programs.
Alt+TAB	Switches to the next application window, restoring applications that are running as icons.
Alt+ENTER	Switches a non-Windows application between running in a window and running full screen.
DIRECTION key	Moves a window when you have chosen Move from the Control menu. Or, changes the size of a window when you have chosen Size from the Control menu.

