

PROFINDER™

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Introduction

ProFinder helps you keep your files and programs organized and accessible. ProFinder displays a file list similar to the one displayed with the DOS DIR command. Besides looking at the filenames, you can

- Scroll up and down through the list
- Assign a descriptive label to each file so you can identify its contents easily
- Sort the filenames so you can see the list, for example, in alphabetical order or by filename extension
- Locate all the files in a directory that contain certain words or phrases
- View individual files and search for text within a file
- Tag any number of files in the directory and perform operations such as deleting or copying quickly
- Create, rename, and delete directories
- Run a program by choosing either the program or one of its data files at the file list
- Change with one keystroke to a file list for another disk or directory
- Start WordStar® (or another program) from within ProFinder, then use a special "hot key" to flip between ProFinder and WordStar as often as you want while you're working
- Automate frequently performed activities by creating and using personal menus

Installing ProFinder

If you didn't copy ProFinder when you installed WordStar, do so now. See the *Installing and Customizing* booklet for information on adding a feature.

IMPORTANT *You should put the directory containing ProFinder (usually \WS\OPTIONS) on your DOS path so you can start ProFinder from any directory.*

After you've copied ProFinder you can run the ProFinder installation program, PFINST, which contains monitor and color settings and other program configuration settings. Most users don't need to run PFINST, but you may find it helpful. You must run the installation program if:

- You have a gas plasma monitor or other monochrome monitor but have a color graphics board in your computer.
- You move your ProFinder files from one directory to another. (Otherwise, your configuration settings may not be saved and you may not be able to access help.
- Your computer is not totally IBM compatible and when you run ProFinder, the system freezes or the screen doesn't look right. In this case, set **Speed** on the **Video** submenu to **Slow**.

To run the installation program, type **pfinst** and press ↵. The program asks for the name of the directory that contains the ProFinder files. Press ↵ to accept the displayed name (the current directory), or type the correct directory name and press ↵.

The installation menu appears. To choose an option, move the highlighting to it and press ↵, or just press the first letter of the option. Follow the onscreen instructions. You can press **F1** for help with any option.

Video allows you to change monitor and color settings.

Sort, **File**, **Locate**, **Options**, and **Configuration** allow you to change the same settings you can change in the ProFinder menus with the same names. More information on these options is given later in this section. Changing settings in PFINST is the same as changing the same settings in ProFinder and choosing **Save all settings**. The Options menu has one additional command, **Insert**, which allows you to set the typing mode to insert or overtype for typing information in ProFinder's prompts.

Restore changes settings for all options back to their original settings, whether you've changed them here or from inside ProFinder.

Using ProFinder

Running ProFinder

To start ProFinder, type **pf** and press **↵**. A list of the files in the current directory appears on the screen. Each file's name, extension, size, date, and time are shown in the same way the DOS DIR command shows them. Disk space information is shown below the last file in the list.

The ten main ProFinder commands are shown on function key tags on the bottom line of the file list screen. To use any of these commands, just press the corresponding function key or the corresponding number key at the top of your keyboard (use **0** for **F10**). You can also hold down the **Alt** key and press the first letter of the command (for example, **Alt-H** for Help).

Some of the ProFinder commands display menus. To choose a command from a menu, either move the highlighting to the command and press **↵**, or just press the first letter of the command.

When you are using ProFinder, you can press **.** (period) to go back one step. For example, if you are displaying a submenu, pressing **.** causes ProFinder to go back to the previous menu.

Press **F1** (or **1** or **Alt-H**) whenever you need help for the command you're using. Press **Esc** after you finish reading the help screen to return to where you were.

Working with the File List

When you start ProFinder, the file list is displayed. You can scroll through the file list using the keys shown below.

PRESS	TO
↑ or ^E	Scroll up one filename
↓ or ^X	Scroll down one filename
PgUp or ^R	Scroll up one screenful
PgDn or ^C	Scroll down one screenful
Home or ^QE	Move the highlighting to the top of the screen
End or ^QX	Move the highlighting to the bottom of the screen
^ Home or ^QR	Move the highlighting to the top of the list
^ End or ^QC	Move the highlighting to the bottom of the list
^Z	Scroll the screen up one filename (highlighting doesn't move)
^W	Scroll the screen down one filename (highlighting doesn't move)

You can also press the first letter of a filename to move the highlighting to the next filename that begins with that letter. Press the **Shift** key plus the first letter of a filename to move the highlighting to the previous filename that begins with that letter.

Using File Titles

On the right side of the file list screen is space for file titles. A file title is descriptive text that further identifies a file. You'll find file titles helpful if you have many files and sometimes can't remember the name of the file you're looking for. To add or edit a file title, move the highlighting to the filename and press → (or **Tab** or ^D). Type the title. You can edit the file title with the WordStar editing commands. When the title is the way you want it, press ↵.

You can move up in the titles column using ↑, ^E, **PgUp**, or ^R; you can move down using ↓, ^X, **PgDn**, or ^C.

ProFinder stores file titles in a file named TITLES.PF. Each directory that contains files with titles has its own TITLES.PF file. When you use ProFinder to copy, move, or delete files, ProFinder also copies, moves, or deletes their titles.

You can remove the display of file titles from the file list. Press **F6** (Options) and choose **Titles**. The default setting for this option is Yes (titles are displayed). Choosing the option changes it to No. You can change back to Yes by choosing this option again. To quit displaying file titles for longer than the current work session, use the **Save all settings** option (see "Setting the Configuration Options").

Changing to Another Directory

If you are in a subdirectory, the first line of the list says UPDIR in the file size column. This signifies the parent directory. If the directory has any subdirectories, the file size column for each of them says DIR. The table below shows how to change to a listing of another directory or disk.

TO CHANGE TO	DO THIS
Another directory	Press \ (backslash) and type the name of the directory
Another disk drive	Press : (colon) and type the drive letter, then either press ↵ to accept the default directory path (*.*) or type a new path and press ↵
The parent directory	Press . (period), or move the highlighting to the UPDIR line and press ↵, or press the Backspace key
A subdirectory	Move the highlighting to the DIR line and press ↵
The root directory	Press ^\ (Ctrl -backslash)

Displaying Selected Filenames

To specify which filenames you want to display in the file list, press \, or press **F6** (Options) and choose **Directory list**. The default directory search path is all files (*.*) in the current directory. Edit the search path so that it is the one you want and press ↵. (You can use the WordStar editing commands.) As soon as you enter the new search path, the file list changes accordingly. Some sample search paths are shown below:

C:\WS*.DOC	All files in the \WS directory with the .DOC extension
C:\MEMO?.*	All files in the root directory with filenames that consist of MEMO and one more character, with any extension
A:LET.*	All files named LET with any extension on the disk in drive A

To display only program filenames (with the .EXE, .COM, and .BAT extensions), press **F6** (Options) and choose **Programs only**. The default setting is No. Choosing the option changes it to Yes.

To display only the names of subdirectories of the current directory, press **F6** (Options) and choose **Subdirs only**. The default setting for this option is No. Choosing the option changes it to Yes.

After displaying selected filenames, you can return to the full file list quickly by pressing * (asterisk), or you can press **F4** or **F6** and choose **List all files**.

Sorting a File List

You can display your directory in several orders.

To sort the current file list, press **F7** (Sort), and choose the options you want from the submenu. The default sort order is by Extension, then Name. The options are described below.

Begin sort sorts the file list in the order shown in the sort order box.

Order of sort allows you to specify a new sort order. The displayed options, Name, Extension, Date/Time, and Size, are the orders you can use to sort. You can use any combination of these options for sorting. For each option you choose, another prompt asks you for the sort direction; choose either the default, **Ascending** (regular alphabetical), or **Descending** (reverse alphabetical). Choose the options in the order you want them used. For example, if you want to sort first by filename, then by extension, choose **Name** first, then **Extension**. After you set the sort order, choose **Resume** or press **Esc** or **.** (period). When you set up a new sort order, it remains in effect until you change it again or exit ProFinder. If you want to keep the sort order longer than the current work session, use the **Save all settings** option (see "Setting the Configuration Options").

Auto-sort allows you to sort all directories automatically as soon as you change to them. The default is No; choosing this option changes it to Yes. When auto-sort is off, if you want to see sorted file lists, you need to sort each list as you display it. When you turn auto-sort on, it is in effect until you change it or exit ProFinder. To keep auto-sort on for longer than the current work session, use the **Save all settings** option (see "Setting the Configuration Options").

Using the Hot Keys

ProFinder recognizes two "hot keys." The flip hot key allows you to flip back and forth between WordStar and ProFinder. The copy hot key allows you to copy a block of text from a file you display with ProFinder into a WordStar file.

The hot keys can be very handy. For example, if you're not sure of the name of the file you want to edit, you can use ProFinder to find the file you want, then automatically start WordStar and open the file. While you're editing, you can go back to ProFinder, look through several files to find text you want, and mark it as a block. You can then go back to WordStar and copy the marked block into your document with a single keystroke.

Flip hot key This is the plus key on the numeric keypad. To use it, start at the ProFinder directory display. Move the highlighting to the name of a file you want to edit and press **+**. ProFinder starts WordStar and opens the file you selected. You can now edit the file and do any other WordStar operations (save the file, print, open a new file, and so on).

When you start WordStar using the + key, ProFinder remains in your computer's memory. You can access ProFinder from WordStar by pressing + again. You can flip back and forth between WordStar and ProFinder as often as you like. When you exit WordStar, you return to ProFinder. You can't exit ProFinder until you exit WordStar; if you try, ProFinder displays a message and returns you to WordStar.

You can change the flip hot key from + to another key. You can also use the flip hot key to flip between ProFinder and another program instead of WordStar. For more information, see "Setting the Configuration Options."

Copy hot key This is the minus key on the numeric keypad. It works only when you have started WordStar from ProFinder (using the flip hot key). When you use ProFinder to view a file, you can mark a block in the file (see "Working with Blocks" in "Viewing Files"). After you flip back to WordStar, while you're editing a file, you can press the copy hot key anywhere in the file to copy the marked block. If you are not viewing a file with ProFinder, the copy hot key copies the highlighted filename into WordStar or, if you have tagged filenames, copies each tagged filename in turn. For example, if you want to read several files into a WordStar file, you can tag the filenames in ProFinder, then press ^KR from WordStar, and press the copy hot key at the filename prompt. Repeat this procedure for each file to be read. Each time you press the copy hot key, the next tagged filename appears.

You can change the copy hot key from the minus key (-) to another key. See "Setting the Configuration Options."

Working with Files

When you're displaying a file list with ProFinder, you can do several operations on the files in the list. These operations are described in the following sections.

You can select, or tag, any number of files for a file operation. Here's how tagging works:

- To tag a file, move the highlighting to the filename and press **F3** or **^K**. You can press **F3** again to untag the highlighted file.
- To tag a group of files, press **F4** (Files), choose **File tag by wild card**, and type the filename, using the * and ? wild-card characters. For example, to tag all files with the .BAK extension, type ***.bak**.
- To see a file list of only the tagged files, press **F4** (Files), then choose **Select tagged files**. To return to a full directory display, press * or press **F4** or **F6** and choose **List all files**.
- To remove the tags from all files that you have tagged, press **F4** (Files), then choose **Untag all**.

- To retag files that you untagged or that ProFinder untagged after a file operation, press **F4** (Files), then choose **Retag**.

While a file operation such as copying or deleting is in progress, you can press any key to interrupt the operation. A prompt asks whether you want to quit or continue.

Copying, Moving, and Renaming Files

To copy files to another directory, press **F4** (Files), then choose **Copy**. To move files to another directory or to rename files, press **F4** (Files), then choose **Move/rename**.

If you have tagged any files, all tagged files will be copied or moved. If you have not tagged any files, type the name of the file(s) to copy or move at the prompt that appears. Include the drive letter or directory path if necessary. You can use the DOS wild-card characters * and ? to name a group of files. For example, you could type `\ws*.doc` to specify all the files in the \WS directory with the .DOC extension.

At the *Copy to* or *Move to* prompt, type the directory you want the files copied or moved to. If you have not tagged files, you can include the filename if you want the copied or moved file to have a new name. You can use wild-card characters in the filename.

After you enter the file information, you can start copying or moving, or you can set several options. Choose **Begin** to start. The other options have yes/no settings; you just need to choose the option to change the setting. These options are described below.

Confirm overwrites This option determines whether ProFinder asks you if you want to overwrite an existing file (if you are about to overwrite it in a copy or move operation). The default is No.

Transfer titles This option determines whether ProFinder file titles will be copied and moved with files. The default is Yes.

Verify This option allows you to verify as you copy and move. It is the same as the DOS Verify (/v) option. The default is Yes.

Skip same version If you set this option to Yes, ProFinder won't overwrite an existing file that has the same file size, time, and date as the file you are copying or moving. This can save time. For example, if you are backing up a directory of files to a floppy disk, ProFinder can copy only the files that have changed since you last backed up. The default is No.

If you change any of these settings and want to keep your changes for longer than the current work session, use the **Save all settings** option (see "Setting the Configuration Options").

Deleting Files

To delete files, press **F4** (Files), then choose **Delete**.

If you have tagged any files, all tagged files will be deleted. If you have not tagged any files, type the name of the file(s) to delete. Include the drive letter or directory path if necessary. You can use the DOS wild-card characters * and ? to name a group of files. For example, you could type `\ws*.bak` to delete all the files in the \WS directory with the .BAK extension.

At the prompt, press ↵ to begin. The files you tagged or named are deleted.

Changing File Dates and Times

To change the dates and times shown with filenames, press **F4** (Files), then choose **Time/date stamp**.

If you have tagged any files, the date and time of all tagged files will be changed. If you have not tagged any files, type the name of the file to stamp. Include the drive letter or directory path if necessary. You can use the DOS wild-card characters * and ? to name a group of files. For example, you could type `\ws*.doc` to change the date and time for all the files in the \WS directory with the .DOC extension.

For the date, press ↵ to accept the default, which is the current date, or type another date and press ↵. For the time, press ↵ to accept the default, which is the current time, or type another time and press ↵. (You can type **0** (zero) to omit the time from the list.) At the prompt, press ↵ to begin. ProFinder changes the dates and times.

Printing the File List

To print the file list, be sure your printer is ready. Press **F4** (Files), then choose **Print file list**. ProFinder prints the current file list. If you have tagged any files, they are underlined in the printed list.

Writing Filenames to a File

You can create a file that contains the filenames in the current list. If you have tagged files, the file contains only the tagged filenames. Press **F4** (Files), then choose **Write filenames**. Type the name of the file to write the filenames to and press ↵. If the filename you type is an existing file, a prompt appears. Press **O** to overwrite the file, **A** to append the new filenames to the end of the file, or **Esc** to exit.

Next you can specify up to 20 characters that will appear before (prefix) or after (suffix) each filename in the new file. At each prompt, type the text you want and press ↵. If you don't want a prefix or suffix, just press ↵. As soon as you answer the last prompt, ProFinder writes the filenames to the file you specified.

Viewing Files

You can use ProFinder to look at the contents of any file in the current file list, and you can do several operations with a file you're viewing. To view a file, move the highlighting to the name of the file and press ↵.

While you are viewing a file, you can use the cursor movement keys or the WordStar cursor movement commands to move the cursor around in the file. For a complete list of these commands, press **F1** or **^J** for help while you are viewing a file. You can also locate specific text, mark blocks, and use several other commands. The following sections give complete instructions on how to work with a file you're viewing.

File Format

ProFinder normally assumes the file is in WordStar format. You can usually view ASCII files correctly in WordStar format. However, graphics characters from ASCII files are not displayed correctly, so you may sometimes need to switch from WordStar to ASCII format. You can also view WordStar 2000 files, which have a different format. To switch between formats while you are viewing a file, press **^QG**.

You can change the default format; see "Setting the Configuration Options."

ProFinder also automatically recognizes Lotus 1-2-3 files and displays them in the correct format. When you view a Lotus 1-2-3 file, you can see only the top-left screenful of the file; you can move the cursor through the displayed portion of the file, but you can't scroll to other portions of it.

Finding Text

While you're viewing a file, you can easily find a specific word or phrase. Press **F2** or **^QF** and choose **Text to locate**. ProFinder prompts you for the text to locate. Type up to 20 characters of text and press ↵. You can press ↵ again at the *Begin search* prompt to begin the search, or you can first change any of the search options. To change a search option, choose the option you want to change. The options are described below.

Whole words only specifies that the text to search for must be whole words. The default is No. Thus, if you search for the word "cat" with the No setting, ProFinder will locate "concatenation" or "catered."

Case ignore tells ProFinder to find all instances of the text whether or not any characters are uppercase or lowercase. The default is Yes.

Lightning synonyms is for Turbo Lightning users. It allows you to use a Turbo Lightning synonym file with your searches. The default is No.

User synonyms lets you use a synonym file that you create yourself. For more information, see "Setting the Configuration Options." The default is No.

Direction lets you run a forward, backward, or global search. The default is global; pressing **↵** toggles among the three choices.

The settings for these options (except for Direction) apply to locating files as well as finding text within a file. If you want to keep your changes longer than the current work session, choose the **Save all settings** option (see "Setting the Configuration Options").

Once you've searched for specific text in a file, you can press **F4** or **^L** to find the next instance of the current search text, and you can press **F3** or **^QV** to find the previous instance.

Working with Blocks

While you're viewing a file, you can mark a block within the file. You can then write the block to another file or use the copy hot key to copy the block to a WordStar file (or to a file in whatever program you use with the flip hot key). See also "Using the Hot Keys."

PRESS	TO
F7 or ^KB	Mark the beginning of a block.
F8 or ^KK	Mark the end of a block.
F10	Automatically mark the line the cursor is on as a block (Auto-block). Press F10 again to add the next line to the block. Mark as many consecutive lines as you want. If you mark a line that is not the next line below the current block, that line begins a new block.
^KH	Hide the display of the marked block.
F5 or ^KW	Write the marked block to a new file. At the prompt, type the name of the file to write the block to and press ↵ . If the filename is an existing file, press O to overwrite the file, A to append the block to the end of the file, or Esc to exit. (The block is always written as it is shown on the screen.)
F6 or ^KP	Print the marked block. At the <i>Left Margin</i> prompt, type the number of columns you want the text offset from the left edge of the paper, or press ↵ to accept the default, 0.

Viewing Another File

While you're viewing a file, you can press **F9** or **^OK** to open another file. If the cursor is on a word that is the name of a file in the current directory, ProFinder opens that file. Otherwise, at the prompt, type the name of the file you want to open and press **↵**.

When you open more than one file each file appears in a separate "window" on the screen. You can view up to three files at a time. Press **Esc** or **.** (period) to close the current window.

Locating Files

ProFinder can find all the files in the current list that contain certain text. For example, you can quickly find all your documents that mention the Houston contract or June 4, 1988. You can also search file titles instead of the files themselves. This allows you, for example, to display a list of the files that have "report" or "Fjerstad" in their titles.

Note: When you are searching through WordStar document files, the file format should be set to WordStar (the default) for best results. See "Setting the Configuration Options."

To locate files, press **F2** (Locate) at the file list. Then choose **Search files by text** to search for text in files, or choose **Find files by title** to search in file titles. You can now specify the text and set several options, as described below.

Text to locate You can specify up to three text strings (words or phrases), each up to 20 characters long. After you type each search string, press ↵, or press **Esc** when you're finished entering search strings.

Begin search When you choose this option, ProFinder searches for all files (or titles) that contain any of the search strings you entered. The file list changes so that it displays only the files that contain a search string. It also shows which search strings each file contains. When you view any of these files, each instance of a search string in the file is highlighted, and the cursor is on the first instance.

TIP If you have a lengthy search, you can continue to work while ProFinder searches. Just use any commands you want. The search will resume the next time you're at the file list and you stop using the keyboard for a few seconds.

Whole words only tells ProFinder that the text to search for must be whole words. The default is No. Thus, for example, if you search for the word "cat," ProFinder will locate "concatenation" or "catered."

Case ignore tells ProFinder to find all instances of the text whether or not any characters are uppercase or lowercase. The default is Yes.

Lightning synonyms is for Turbo Lightning users. It allows you to use a Turbo Lightning synonym file with your searches. The default is No.

User synonyms allows you to use a synonym file that you create yourself. For more information, see "Setting the Configuration Options." The default is No.

The settings for these options apply to finding text in a file while viewing the file as well as to locating files. If you want to keep your changes for longer than the current work session, use the **Save all settings** option (see "Setting the Configuration Options").

After you finish examining the list of files you located, you can return to the full file list by pressing * (asterisk), or you can press **F2** and choose **List all files**.

TIP To avoid lengthy searches of files that you don't want to include in a search, you can specify up to 15 filename extensions to skip. Press **F2** (Locate) and choose **Extensions to skip**. You see a preset list of 13 extensions: `.EXE`, `.OBJ`, `.COM`, `.LIB`, `.OVR`, `.BAK`, `.HLP`, `.MAP`, `.DTY`, `.$$$`, `.SYN`, `.DCT`, and `.ARC`. To add or change an extension, move the highlighting to it and type the extension you want. The new extensions you choose are in effect until you exit ProFinder. To make your changes permanent, use the **Save all settings** option (see "Setting the Configuration Options").

Working with Directories

You can use ProFinder to create, rename, and delete directories.

Creating a Directory

To create a directory, press **F5** (Directories), and then choose **Create**. At the prompt, type the name of the directory to create. If the directory will not be a subdirectory of the current directory, be sure to include the complete path. When you press ↵, ProFinder creates the directory.

Renaming a Directory

To rename a directory, press **F5** (Directories), and then choose **Rename**. At the prompt, type the name of the directory to rename and press ↵, or just press ↵ to accept the displayed name. At the next prompt, type the new name you want to assign to the directory. The path to the directory must remain the same. When you press ↵, ProFinder renames the directory.

Deleting a Directory

To delete a directory, press **F5** (Directories), and then choose **Delete**. At the prompt, type the name of the directory to delete and press ↵. Include the complete path if necessary. When you press ↵, ProFinder deletes the directory.

Note: If the directory to delete contains any files or subdirectories, ProFinder will not delete it. You must delete all the files and subdirectories before deleting the directory.

Exiting ProFinder

Press **F8** to exit ProFinder. When you use **F8**, if you've changed from one directory to another since starting ProFinder, you exit to the directory you've changed to. You can also exit by pressing **Esc**. When you press **Esc**, you exit to the directory you were in when you started ProFinder.

If you are running WordStar (or another program) from ProFinder, you can't exit ProFinder until you exit WordStar (or the other program). If you try to exit, you'll find yourself back in WordStar. For more information, see "Using the Hot Keys."

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You can also exit by choosing **Quit** from the menu displayed when you run the Menu command (**F10**). For more information about using this menu, see "Creating and Using Menus."

More About ProFinder

This chapter gives information about more advanced ProFinder functions. You should be somewhat familiar with ProFinder before using these functions.

Setting the Configuration Options

The Configuration submenu of the Options Menu contains several options that you can set. To set these options, press **F6** (Options) at the file list, then choose **Configure**. When you change a setting, the new setting is used until you exit ProFinder. To make the setting permanent, choose the **Save all settings** option. The configuration options are described below.

User synonym file This option allows you to give the name of the synonym file used when you use ProFinder to locate files (or file titles) that contain certain text. If your search string contains any word that is the first word in a line of the synonym file, ProFinder will search for all the other words in the line as well.

The default synonym file is USERSYN.PF. You can edit the USERSYN.PF file that comes with ProFinder, or you can create another file. To change to a different synonym file, choose this option and give the name of the synonym file.

The synonym file is an ASCII file, which you can create and edit with WordStar in non-document mode. It consists of one line for each word for which you are naming synonyms. The line consists of the word followed by all its synonyms. All the words in the line are separated by commas.

Hot key settings This option allows you to change the hot keys, the program started by the flip hot key, and the keyboard delay. The four choices are explained below.

Program is the program that is started when you first press the flip hot key. Normally this is WordStar. You can change this if you want to run another program with the flip hot key. The default program command line is `ws ~f~e/o~o`. The `~f` and `~e` insert the highlighted filename and extension into the command line. For more information on these and other options you can use, see the list in "Creating and Using Menus." If you enter a different program name, you must include the program file extension if it is not .EXE.

Flip hot key and *Copy hot key* allow you to change the + and - hot keys to other keys. When you choose one of these options, press the hot key you want to use. You can use any function key or a combination of the **Alt** key and a letter, number (not those on the numeric keypad), hyphen, or equal sign. The new hot key is in effect as soon as you press it. Take care not to select a hot key that conflicts with a WordStar command or a hot key for a memory-resident program you use.

TIP You may want to change both hot keys so that they don't interfere with page preview. Otherwise, when you start WordStar using the ProFinder hot key, you won't be able to use the + and - keys for the zoom options in page preview.

Keyboard delay allows you to set the speed at which your keyboard copies a block when you use the copy hot key. The default is 0, no delay. This works fine with WordStar. However, if you set up ProFinder so that the flip hot key starts a different program, and you notice that you lose characters when you use the copy hot key to copy a block, you may need to set a keyboard delay. Try increasing the delay to 1 or 2; no system should require a delay greater than 5.

Print margin This option sets the distance from the left edge of the paper where printing begins when you use ProFinder to print a file you're viewing. Enter the number of columns you want for the margin.

File format This option sets the format that ProFinder uses when you view a file. The default is WordStar. You can choose WordStar, ASCII, or WordStar 2000 format. (This setting also changes when you use **^QG** to toggle file format when you're viewing a file.) ProFinder automatically recognizes Lotus 1-2-3 files regardless of which format is chosen.

Tab settings This option determines how document tabs are displayed when you view different types of files. You can have different tab sizes for all files with three specific filename extensions (which you can specify), and one tab size for all other files. The

defaults are 4 for files with the .C and .H extensions and 8 for all other files. To change any extension or tab size, move the cursor to the item you want to change and enter the new setting.

About This option displays program information about ProFinder.

Save all settings This option saves all the configuration settings and several other settings. Be sure to choose it if you want the new settings to be permanent. If you don't save your settings, the new settings remain in effect only until you exit ProFinder.

Besides the configuration settings, this option saves the on/off options on the Options Menu, the sort order for sorting, automatic file list sorting, settings for four options for copying and moving files, settings for four options for locating files or text, and the list of extensions to skip while searching for files. If you have changed any of these settings, the new setting will now be the default until you change it again and save the setting. You can also change and save these options using the PFINST installation program. See "Installing ProFinder."

Command Line Options

When you type **pf** to start ProFinder, you can add other information to have ProFinder automatically do certain operations as it starts. The complete command line syntax is *pf filespec search1 search2 search3 /option*

filespec is the search path for the file list to display; for example, C:\MEMOS*.MEM, or A:*.*. The default is a file list of all files in the current directory; use a filespec if you want to display a different list. If you want the default directory list and you want to specify a search string or option, you can put a period (.) in the filespec position to indicate *.*.

search1, *search2*, and *search3* are search strings. If you specify any search strings, ProFinder automatically runs its Locate function, and the file list that appears includes only the files that contain any of these strings. If a search string contains any spaces, enclose the string in quotation marks. For example, to search all files in the current directory for the words yacht and party, type **pf . yacht party**. To search all .DOC files for April 9, 1990, type **pf *.doc "April 9, 1990"**.

/option is either */k* or */m*. */m* tells ProFinder to display the menu in the file named after the equal sign. */k* tells ProFinder to run the commands signified by the keystrokes that follow the equal sign. All the keystrokes must be enclosed in quotation marks. For example, you can use the */k* option to sort a file list; type **pf /k="{F7}{enter}"**. {F7} chooses the Sort function, and {enter} accepts the default sort order. For more information about these options, see "Creating and Using Menus."

Running Another Program or DOS Command

You can run another program or command from ProFinder in several ways. One simple way is by using the flip hot key; this enables you to run ProFinder and another program (usually WordStar) at the same time. Other ways to run a program or command are described below.

The Go to DOS Command

To go to DOS without exiting ProFinder, press **F4** (Files), then choose **Go to DOS**, and use any DOS commands you want. When you are finished, type **exit** and press **↵** to return to ProFinder. Don't use this command to load a memory-resident program; exit from ProFinder first.

You can't use Go to DOS when you are flipping between ProFinder and WordStar. (You can use the WordStar command to run a DOS command.)

The Run Command

This command allows you to run a program from ProFinder in two ways. You can't use this command while you are flipping between ProFinder and WordStar.

First, when you move the highlighting to a filename with the .EXE, .COM, or .BAT extension and press **F9**, ProFinder exits to DOS and starts the program.

Second, when you press **F9** while highlighting files with certain filename extensions, ProFinder can start the program you use to edit these files. With many programs, it can automatically open the highlighted file. A file named EXTLIST.PF contains a list of extensions and one or more commands to run for each extension.

The EXTLIST.PF file supplied with ProFinder has two extensions. You can add, change, or delete items in this file by editing it in WordStar nondocument mode. Notice that you can give several commands to be run for an extension. Put each command on a

new line and indent each of these additional lines at least one column. Use a comma between the extension and the first command. This file is shown below:

```
DOC,ws ~d~p~f~e
WKS,c:
    cd\lotus
    123
    pf ~d~p
```

The first line in the file tells ProFinder to start WordStar and open the highlighted file when the highlighted file has the .DOC extension and you press **F9**. It types **ws** followed by the current drive letter (~d), directory path (~p), filename (~f), and extension (~e).

The rest of the file tells ProFinder to start Lotus 1-2-3 when the highlighted file has the .WKS extension and you press **F9**, and to restart ProFinder on the current drive (~d) and path (~p) after you finish using Lotus 1-2-3.

The next section, "Creating and Using Menus," contains more information on the options you can use in the EXTLIST.PF file.

Creating and Using Menus

You can set up a system of menus of things you can do from ProFinder. To display your main menu, you press **F10** (Menu) at the file list.

TIP You can have several menus to use in different directories if you want. When you choose **F10**, ProFinder first looks in the current directory for a USERMENU.PF file. If it doesn't find one, it then looks in the directory where you installed ProFinder.

A sample menu has been set up for you. To choose any option on the menu, move the highlighting to the option and press **↵** or just press the first letter of the option. You can use this menu as it is, or you can change it by adding, modifying, and deleting choices. The menu is in a file named USERMENU.PF, which you can edit as a WordStar nondocument file.

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The sample file is shown below.

```
>Sample Menu
Documents,      /k=":c{enter}{F3}\doc{enter}{F7}{enter}"
<-----Inset-----
Inset,          c:
                cd\inset
                inset
                pf ~d~p
Remove Inset,   c:
                cd\inset
                ri
                pf ~d~p
<----PC-Outline---
Normal version, c:
                cd\pco
                pco /r
                pf ~d~p
Small version,  c:
                cd\pco
                pco /r /m=20
                pf ~d~p
<-----Other-----
Lotus,          c:
                cd\lotus
                123
                pf ~d~p
Quit,           /m=quitmenu.pf
```

Here is the format for the menu file:

- The menu title ("Sample Menu") begins with a right angle bracket (>). This tells ProFinder to center the title at the top of the menu.
- Each of the lines that is a heading on the onscreen menu begins with a left angle bracket (<). The bracket does not appear on the menu. (The left angle bracket can also be used to create an inactive menu item; the menu line appears dim and the highlighting skips over the line so that you can't choose it.)
- Only the lines that are to appear on the onscreen menu start in the first column. The other lines must be indented at least one space.
- The lines that appear on the onscreen menu can be no longer than 30 characters. Fewer characters are better; ProFinder automatically adapts the size of the menu window to the length of the longest menu line.
- Each line that appears on the onscreen menu is separated from the other information in the file by a comma.

- Each line that appears on the onscreen menu causes ProFinder to run all the commands following it in the file until the next menu (unindented) line. These commands can be any DOS commands.

The commands in the menu file can include several ProFinder options, which are listed below. Each option begins with the ~ (tilde) character, which you'll find on the keyboard.

- ~d This is replaced with the current drive letter and a colon (for example, C:).
- ~p This is replaced with the current directory path (for example, \WS\DOC).
- ~f This is replaced with the current filename.
- ~e This is replaced with the current filename extension (including the dot).
- ~o This is replaced with the offset (position in the file in decimal notation) of the first instance of the search text if you've used the **Locate** command. If you haven't used **Locate** and you've viewed the file since starting ProFinder, the offset used is the most recent cursor location. You can use ~o with the WordStar **/o** command line option to start WordStar, open a file, and go to this location in the file.
- ~m This is replaced with the file mask currently in use with ProFinder. For example, if the current file list shows C:\WS*.DOC, and you use a menu command that contains ~m, ProFinder inserts C:\WS*.DOC into the command line.

Three special ProFinder commands enable you to use the menu for advanced ProFinder functions. They are described below.

/k= tells ProFinder to close the menu and then do the ProFinder functions signified by the following keystrokes. All the keystrokes must be enclosed in quotation marks (" "). For example, the command for the Documents menu line uses the **/k** command to switch to the \DOC directory and display a sorted file list as explained below.

```
Documents,/k=":c{enter}{F3}\doc{enter}{F7}{enter}"
```

The **:** displays the disk drive prompt, and **c{enter}** changes to drive C. At this point, the directory path prompt is on the screen. **{F3}** clears the displayed path and **\doc{enter}** changes the directory to \DOC. **{F7}** chooses the Sort function, and **{enter}** accepts the default sort order.

Notice that the names of certain keys are enclosed in curly brackets ({ }). The function keys are {F1} through {F10}, the ↵ key is {enter}, and **Esc** is {esc}. (You can use either uppercase or lowercase letters.)

/f= tells ProFinder to place the highlighting at the specified filename. For example, **pf ~d ~p /f= ~f e** would start ProFinder, change to the same directory, and highlight the same filename as when you chose the menu option.

/m= tells ProFinder to close the menu and then display the menu in the file named after the equal sign. For example, the Quit line in the menu reads:

```
Quit,/m=quitmenu.pf
```

This command displays the menu in the QUITMENU.PF file, which is shown below. It works just like USERMENU.PF. It is supplied with ProFinder as an example of a submenu you can construct.

```
>Exit to:
Current directory,/k="{F8}"
Initial directory,/k="{ESC}"
Resume,/k=""
```

The first menu line, Current directory, sends ProFinder the **F8** command, and you exit to the directory of the current file list. The second line sends ProFinder the **Esc** keystroke, and you exit to the directory where you started ProFinder. The last menu line, Resume, sends ProFinder no keystrokes, and you return to the ProFinder file list.

You can construct as many levels of submenus as you like, as long as the main menu is named USERMENU.PF.

Tips for Advanced Users

ProFinder is great for creating and working with a list of files. Here are a few tips you may find useful:

- Need to create a batch file to do something with several files? Tag the files, then choose **F4** (Files) and choose **Write filenames**. Give the filename you want for your batch file and give a prefix or suffix (or both) to put commands or other information into your batch file. For example, to create a batch file to copy a group of files to a floppy disk, use the prefix **copy** and the suffix **a:**. The resulting batch file might look like this:

```
copy file1.ext a:
copy file2.ext a:
copy file3.ext a:
```

- Here's another way to mark a group of files. Place an identifying tag in the file title of each file; for example, make sure each file title contains the characters **#1**. Then, whenever you want to do something with these files, press **F2** (Locate) and choose **Find files by title**. Specify **#1** as the text to locate. The new file list will include only this group of files, and you can copy, move, or do another operation with them.

- It's easy to back up your files to floppy disks. First, tag all the files you want to back up. (Use **F3** or **File tag by wild card** on the **F4** Files Menu. Then press **F4**, choose **Copy**, and name your floppy disk drive. ProFinder copies the files. When the floppy disk is full, copying automatically pauses to let you insert another disk.
- The example below shows how a programmer can quickly locate and edit all the C source files that reference a certain procedure whose argument list has changed.
 - 1 To see a list of the source files, start ProFinder by typing **pf *.*?** to display all the .C and .H files.
 - 2 To list only the source files that reference a specific procedure, press **F2** (Locate) at the file list and choose **Search files by text**. Use the name of the procedure or other identifying text as the text to locate, and run the search.
 - 3 To note which of these files require changes, move the highlighting to each filename in turn and press **↓** to view the file. When you view each file, the cursor is on the first instance of the search text. You can scroll through each file if necessary to find if you need to change it. If you need to change the file, when you return to the file list, press **F3** to tag the filename.
 - 4 When you finish viewing and tagging files, move the highlighting to the first filename you tagged and press the flip hot key (the + key unless you've changed it). ProFinder starts WordStar and opens the highlighted file. (The default hot key program is WordStar; if you have changed it, you must change it back for this step to work.) Edit the file to make your changes, then save it.
 - 5 Choose the WordStar command to open a file. At the prompt for the file to edit, press the copy hot key (the - key unless you've changed it). ProFinder copies the next tagged filename from the file list. Edit the file, and repeat this procedure until you've edited all the tagged files. While you're editing files, you can use the flip hot key at any time to flip back to ProFinder to check something about your files, then flip back into WordStar right where you left off.

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