

Where Is It?

Quick
User Manual

Covers Version 3

(based on program's help file)

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January 2001

Welcome to *Where Is It?*

Where Is It is a cataloging software application written for 32-bit Windows operating systems, designed to help you maintain and organize a catalog of your computer media collection, including CD-ROMs, audio CDs, diskettes, removable drives, hard drives, network drives, DVDs, or any other media that Windows can access as a drive. The most basic goal for WhereIsIt is to provide access to the contents of any media you have from the cataloged database, even if the media itself is not available on the system - you can browse lists of files and folders, search by any criteria, use descriptions, thumbnails, categories, etc.

WhereIsIt can be used to handle any kind of data, including downloaded programs, magazine CD-ROMs, music collections like MP3s or audio CDs, graphics collections, document backups, etc. WhereIsIt can handle lots of them, too, a couple hundreds or thousands disks in a catalog is nothing unusual, yet catalogs remain reasonably small, single-filed and easy to transfer or send to other users. You can also create more than one catalog, and at any time open and work with as many catalogs at once as needed.

WhereIsIt is easy to use for both beginners and advanced users. It features a familiar and well thought-out, Explorer-like user interface, combined with strong searching and reporting capabilities, multi-language support, automated description and thumbnails importing through extendable plugins from more than 70 different sources, and much more.

System requirements

- Windows 9x, ME, Windows NT 4.0, Windows 2000, or newer
- At least 8 MB of RAM is strongly recommended, 16 MB or more preferred.
- 5 MB free hard disk space for program installation and catalogs.
- Mouse or other Windows-compatible pointing device strongly recommended.

Program Features and Capabilities

Suitable for beginners and advanced users

WhereIsIt was designed to be a very adjustable program with lots of options for power users, as well as quick and easy to use with predefined default settings and wizards for all those who don't want to get their hands dirty.

Well thought-out user interface with multi-language support

WhereIsIt's user interface is one of its most praised qualities. Easy to use, familiar Explorer-like user interface with clear overview of available functions, adjustable toolbar, columns to choose between, and extensive use of object menus (right mouse click) to let you quickly access command you need. Want to see item's description or assigned thumbnail image? Just leave mouse pointer on it for a moment, it will popup as a tool-tip.

Multi-language Support

Not just that, WhereIsIt's user interface can be used in any of the supported languages; dialogs will adjust to translated text. Support for new languages can be downloaded in a form of small language files, or even created by users themselves by translating the program to a new language.

Manageable catalog files

WhereIsIt doesn't use large and complex databases; all information is stored in a single catalog (.ctf) file, easily transferable to another computer, a friend, a public forum... as well as easy to backup. Share your data the easy way. Catalogs don't need to be installed in any way, they can just simply be opened in the program as document files, even on someone else's computer, while still retaining full functionality. Internal catalog file structure is optimized for very efficient access and small total size, allowing fast searches and small memory footprint, even with very large catalogs. For example, 30.000 files and folders (that's about

five heavily populated CD-ROMs) will result in a catalog file approximately 1 MB in size - details may vary, depending on data structure and selected scanning options.

Detailed information about every file, folder, or disk

Every item in catalog includes detailed basic information about files and folders you would come to expect, like name, size, date, file attributes and similar, but WhereIsIt adds to that its own information it provides as a catalog program. For example, every item can include up to 32 KB textual description, a small thumbnail image, you can assign items custom-defined, multi-level categories or flags, you can even assign them so-called alias names, under which are they known in catalog - for example, if the real file name is too cryptic. When displayed in WhereIsIt, items can be colored according to their type, assigned categories or flags... All of those can be used to find items you are looking for, or just make browsing your disk images a lot simpler and more fun.

Internal support for many compressed file formats

Many of the often used compressed file formats can be handled during media scan, including ZIP, ARJ, RAR, CAB, LHA/LZH, TAR, ARC, ACE, ZOO, GZ, SFX... If so selected, compressed files can be presented as folders, showing their content inside. Files compressed inside archives can be extracted right out from WhereIsIt to any folder, or they can be viewed or launched with associated program with one click!

Automatic description and thumbnails importing

One of WhereIsIt most powerful features are description and thumbnail plugins, in charge of importing descriptions and images while media is being scanned and stored in the catalog. This way, you can have your files and folders equipped with descriptions right after scanning completes. Based on source type, descriptions are automatically attached either to files themselves, to their parent folders, other files in the folder, etc. Standard description plugins handle importing from more than 60 file types and other sources, including files like File_id.diz, Description, 00index.txt, Files.bbs, they can browse and extract details from most documents, graphics and audio files, including MP3s (sampling, play time, ID3 tags...), Audio CDs (CDDB database, Cdplayer.ini), MS Office documents, Adobe Acrobat files, executable files and fonts, and many more. Details about graphics files not only include their size and color depth, a small thumbnail can be imported in catalog as well, possibly together with digital camera info and other comments embedded inside.

As if all this wouldn't be enough, there is even more - you can develop your own description and thumbnail plugins to handle additional types of sources and files WhereIsIt doesn't handle yet at this time, or you can download plugins others have written and made them available for others to use.

Built-in media recognition system

WhereIsIt supports any media type Windows can access as drive, including diskettes, CD-ROMs, DVDs, removable disks like Iomega Zip, hard disks, network drives etc. It will recognize by name and collect useful data for most of them, too. WhereIsIt is compatible with all Windows-supported file systems, including FAT, FAT32, and NTFS.

WhereIsIt does not use drive letters to reference cataloged disks, it is able to recognize them by their key properties, like type, serial number, formatted capacity, and similar. This way, it doesn't matter which drive is your media inserted in, WhereIsIt will find it, even on some other computer over the network. In the unlikely even that media changes that much that it can no longer be recognized (for example, by reformatting it), you can still manually update its existing disk image in catalog.

Powerful searching finds what you are looking for

WhereIsIt features a powerful multi-threaded searching, with detailed settings on what to search for, where to search and how to search. Use either Quick Search to quickly find your items by name or description, or start up Advanced Search with Search Expression Editor, allowing you to write complex search queries using the full rich set of available search criteria and Boolean logic operators. WhereIsIt provides quick shortcuts to search only in selected disks or folders, or you can search through previous search results or user list items, resulting in countless capabilities to combine multiple searches, narrow down results... Searching for duplicate items is in there, too, as well as comparing cataloged disk image to actual files on the media, and see what has changed since.

Professional report generator

Adjustable and professional report generator adds a final touch to your catalog collections. Report generator is usually used together with extensive search capabilities, allowing you to first collect the items

you want in the report, while report generator handles the details about items themselves, such as specifying the details to be included, optionally sorting and arranging them by their location... Needless to point out, you can use the built in print preview, with adjustable zoom and full-screen capabilities.

Report Generator

Report generator not only allows you to print your reports on your printer or send them by fax using the Microsoft Fax, it is also used for exporting cataloged data to other formats, including ASCII files, Excel tables, rich-text RTF documents, HTML documents...

Unregistered Version Limitations

Unregistered version of WhereIsIt? has build-in some limitations in order to encourage registering this software. All of the following limitations are removed when the program is registered using the appropriate license key file.

Catalog size limit

The total allowed capacity of all media in a single catalog is limited to 2 GB. You will not be able to add more disk images to the catalog if the total sum of all media capacities in the catalog already exceeds this limit. If you want to add more data, you will have to open a new catalog.

No multi-catalog support

Only one catalog can be opened at the time. If you would like to work with another catalog, you must close the current one first.

No catalog auto-loading

Auto-loading catalogs on program startup is disabled. Registered users can setup a list of catalogs to load automatically when program is starting, or select to open all catalogs that were opened in the last session.

Unregistered message in reports

All reports will include a visible message saying they were generated with an unregistered version.

Tips can't be disabled

Tips on program startup cannot be disabled in the unregistered version. The first tip will always remind you that you are working with an unregistered shareware program.

No script language support

Script language is only available in registered version. Script language is mostly used for unattended catalog updates, or it can perform special tasks on program startup, for example, updating the catalog data when program starts, so you always have the latest state to work with.

How to Use Help in Where Is It?

Where Is It? has the help file divided in two parts, and each part can be accessed in two ways.

Interactive help

The first part is the normal help file you are just reading. Here you can find some basic information about how to use the program, with index and search support. Use this help to browse through information and find what you are looking for. Help file can be accessed from main menu using the *Help / Help Index* option

Context-sensitive help

The second part is the context-sensitive help. Use this type of help to get information about specific parts of user interface, like buttons, check boxes, edit boxes etc., right from where you see them. Many dialogs in the program are equipped with this type of help, and you can recognize them by the help button (?) in the upper right area. To use this help, just press the help button (notice that your cursor will change) point to the item you require help with and click on it. Alternatively, most controls will also allow you to right-click them and use the "What's This?" option in their pop-up menu to call up help about the selected control.

Where Do I Begin

After installing *Where Is It?* in your system you can begin your work at once. It is a good practice to check the **program settings** first, just to adjust some settings to your own needs and get familiar with program options. You can use the Quick-Setup Wizard to guide you through the most important settings. After that, here are a few basic steps for you to follow, just to get you started.

1.

Since *Where Is It?* is a media cataloging program, the first step is **creating a catalog** to work with. The easiest way to do this is to click the right-most button in the toolbar () , or to select *File / New Catalog* from the main menu. Here you may want to define some categories, flags or disk locations to use later on.

2.

Now we have an empty catalog created, and we have to **add some data**. Take a disk you would like to have in the catalog and insert it in the drive. Press the "Add disk image" button () or select *Catalog / Add/Update disk image* option in the menu. A new dialog will show, allowing you to choose the drive where you have put your disk and some other useful options involved in scanning disk for data. Note that if you are using the unregistered shareware version, there are some limitations that apply to allowed size of media in catalog.

3.

Now you have your first disk in the catalog! Repeat step **2** for any other disk you wish to add.

4.

You are almost there! You may want to complete the catalog with your own descriptions, and set categories or flags for some files and folders. For descriptions, you may use item's properties () to enter the text, or get some help from description assistant to help you describe folders by common description files like `File_id.diz` (you must set a list of such files in program settings prior to using description assistant).

Categories and flags can be set for every file or folder in their properties windows. Use the property button () to access and set item's properties. You can select more than one item in any item list (using standard Windows CTRL and/or SHIFT selection keys) and select category, flags or descriptions for all selected items at once.

5.

Now you have got yourself quite complete catalog to work with (if you didn't do so by now, this would be a really good time to save () your catalog...). Now you can browse the catalog in program's main window, search for items () using extensive search options, generate reports () and so on. You can also assign a color to each category, flags or disk location to be used with item coloring.

Where Is It? Basics

Since Where Is It? is a media catalog program, everything is based on catalogs. The main task of *Where Is It?* is to keep all data for disks and other media in one place, allowing you to access that data without having to have that media actually there. Catalog is a place where data for your media is stored. Catalog can contain data for many disks, CD-ROMs, floppy disks etc. Each catalog is organized in a tree structure layout; catalog name on the top, disks in the first level, root folders on disks are on second level and so on.

After you have created a catalog and you have stored some data in it, you can use *Where Is It?* to explore that data or to complete it with your own descriptions, categories and flags. All these are there mainly to help you search, organize and print the data you need.

User interface

As you have probably already noticed, *Where Is It?* is quite similar to Windows Explorer. The main window is divided in two resizable panes, with **status bar** at the bottom, and **toolbar** and **main menu** on the top (toolbar can be repositioned to and side of the window or even to be floating in the window on it's own - just grab it with mouse near the edge and drag it away).

Left pane is a tree structure, displaying all loaded catalogs and their contents. Items in the left pane can be expanded or collapsed; if they are expanded, all the items contained in the selected item are visible under it. On the other hand, collapsed item does not show it's content, but displays a '+' sign, announcing it can be expanded to display more.

Right pane is displaying content of currently selected item in the left pane - if you have selected a catalog, then the right pane would display all disks stored in that catalog. Right pane can be presented in either of four ways (large icons, small icons, icon list, and details), selectable in the main menu or with appropriate buttons. Detail view (most common view for WhereIsIt?) consists of columns, each displaying appropriate type of data. Columns can be adjusted by right clicking on the header area.

Every item, either on the left or the right pane has it's own **pop-up menu** - if you right-click it, a menu will show up by it, displaying all the options available over the selected item. Most of these options are accessible in more than one way; by toolbar, main menu, keyboard shortcut or item's pop-up menu; you may use any of them with the same effect.

All **buttons** on the toolbar have a hint - if you don't know what a button does, just place a mouse over it and wait for a second, and a short description will appear.

The **status lights** at the right side of status bar indicate the current program state. If the light is *green*, the program is idle. *Red light* means program is busy and you should wait for it to finish - this should never take more than a few seconds, except when sorting a lot of items, or when a media update is in progress. *Yellow light* indicates that search for items is in progress. In this case, you can still work with program, but some options may be limited until searching is finished.

Command Reference

Menu File

Create New Catalog

This option will create a new catalog, either empty or based on some other catalog or template, inheriting its settings like categories, flags, custom icons, etc. You will be prompted to enter catalog's name before new catalog is created. Once the new catalog is created, you can add disk images to catalog by using the Add Disk Image command.

Note: in shareware version, only one catalog can be opened at once. If a catalog is already present in the left window, you will not be able to create a new catalog until the current one is closed.

Button: 

Menu Command: *File / New Catalog*

Shortcut: *Ctrl-N*

Open Catalog

Opens existing catalog from your hard disk or other media. You will be prompted to select your catalog file in a standard open-file dialog box.

Hint: most recently used catalog files are listed at the end of the *File* menu. Choosing one of those is the same as opening this catalog manually by using Open Catalog command. You can also access the most recently used list by clicking the arrow on the right side of the button.

Other ways to open a catalog in *Where Is It?* include running the program with command-line parameter(s) as catalog filename(s), or using drag & drop to drag a catalog file from Explorer or other program to *Where Is It?*'s window.

Button: 

Menu Command: *File / Open*

Shortcut: *Ctrl-O*

Save Catalog

Saves currently selected catalog. This option is only enabled if current catalog has changed since when it was last saved.

Button: 

Menu Command: *File / Save*

Shortcut: *Ctrl-S*

Save Catalog As...

Saves currently selected catalog as a new file. This option is only enabled if current catalog has changed since when it was last saved.

Button: (none)
Menu Command: *File / Save As...*
Shortcut: (none)

Save All Catalogs

Saves all new or modified catalogs on one step. Existing catalogs are saved under the same name, while with new catalogs you will be asked to provide one.

Button: (none)
Menu Command: *File / Save All Catalogs*
Shortcut: (none)

Save As Template

Saves currently selected catalog as a template. Templates have a very similar structure as catalogs, but without any disks inside - they are used as a base for creating new catalogs, allowing them to inherit settings like categories, flags, disk locations, custom icons, default protection level, etc.

Button: (none)
Menu Command: *File / Save As Template*
Shortcut: (none)

Rebuild Catalog File

Rebuilds currently selected catalog file. Unlike regular saving, rebuilding a catalog makes sure that the entire catalog file structure is assembled from scratch. Existing records are read, evaluated, and written back. Rebuilding can be used for salvaging broken catalogs, or is used by default instead of saving when a major change regarding catalog file is involved, such as converting catalogs to a new format, or changing the compression / encryption level.

Button: (none)
Menu Command: *File / Rebuild Catalog File*
Shortcut: (none)

Close Catalog

Closes currently selected catalog, or the catalog of currently selected item. If catalog was modified and not yet saved, you will be prompted to save changes before catalog is closed.

Button: (none)
Menu Command: *File / Close*
Shortcut: *Ctrl-F4*

Close All Catalogs

Closes all currently opened catalogs. If some of the catalogs were modified and not yet saved, you will be prompted to save changes before this catalog is closed.

Button: (none)
Menu Command: File / Close All
Shortcut: (none)

Catalogs Info

Displays statistics for all currently loaded catalogs (how many disks and files are stored, used and free storage space for all disks in catalogs together, etc.) You can manually choose which of loaded disks will be included in statistics.

Button: (none)
Menu Command: File / Catalogs Info
Shortcut: (none)

Report Generator

Opens the Report Generator dialog box. Report Generator is used to create, print or export reports about your cataloged data. Usually, using Report Generator is the last step only, in most cases you will want first to collect the data to be included in report, using program's search capabilities and/or user list.

Button: 
Menu Command: File / Report Generator
Shortcut: Ctrl-R

Send Mail...

Sends catalogs and possibly other files by e-mail. The program will give you a chance to create a list of files you wish to send, offer to optionally pack them in a ZIP archive, and call up your e-mail program, containing a new e-mail with already attached selected files.

Button: (none)
Menu Command: File / Send Mail...
Shortcut: (none)

Export Descriptions

Opens the Export Descriptions dialog box. Descriptions can be exported into one of the supported native description formats, which include `file_id.diz` description files, 4DOS/NDOS compatible `description.ion` files, `index_00.txt` files (commonly encountered on FTP servers), `files.bbs` files (often used on public Bulletin Board Systems), and `filedesc.htm` files (HTML format).

Button: (none)
Menu Command: File / Export Descriptions to Media
Shortcut: (none)

Import from Floppy Master

Imports a catalog database from Floppy Master, DOS-based disk catalog software by the same author. This option is for all existing users of Floppy Master that decided to upgrade their catalog system to newer and more powerful *Where Is It?*.

Button: (none)
Menu Command: File / Import from Floppy Master
Shortcut: (none)

Exit program

Ends your WhereIsIt? session and terminates the program. If some of the opened catalogs were modified and not yet saved, you will be prompted to save changes before program is closed.

Button: 
Menu Command: File / Exit
Shortcut: Alt-F4

Menu Edit

Add / Update Disk Image

Adds a new disk image to current catalog, or updates existing disk image. This will be one of the most important options you will use with this program. A new dialog will show, allowing you to select the drive containing your media to catalogue. Many additional options are available to customize scanning the media, including selecting plugins that will be used to extract descriptions and thumbnails, whether or not to browse inside compressed archive files, etc.

If you are updating existing data in catalog, you can also update only specific folder, instead of the entire disk.

Note: If you would like to update a known disk in the database, there is a better way to do it. Select the disk you want to update, right click it, and select 'Update Disk Image' option. This way, program will know exactly which disk you would like to update, and adjust the actions in Add/Update dialog to that.

Button: 
Menu Command: Edit / Add/Update Disk Image
Shortcut: Ctrl-A

Add New Disk Group

Adds a new disk group at the place of currently selected item. You can use drag&drop or Catalog Manager to move existing disks or catalogs into the new group.

Button: (none)
Menu Command: *Edit / Add New Disk Group*
Shortcut: (none)

Update All Disk Images

Updates all or selected disk images in loaded catalogs. This is the equivalent of selecting the Update Disk Image command for each disk, except this one is more automated - you can select disk images to update in advance, while available options can range from fully automated updates, to assisted batch updates.

Button: (none)
Menu Command: *Edit / Update All Disk Images*
Shortcut: (none)

Update This Folder

To save on time, you can choose to update only specific folder that already exists in catalog, instead of scanning the entire disk. By selecting this option, program will open the "Add/Update Disk" dialog, with selection set to update data for currently selected folder.

Button: (none)
Menu Command: *Edit / Update This Folder*
Shortcut: (none)

Renumber Disks

Renumbers selected disks and disk groups in catalog (if only one is selected, all sibling disks and disk groups are also included in renumbering). You can specify the number of the first disk on the list and select whether numbers for other disks will be ascending or descending. Disk numbers are assigned in the same order as items appear on the list. Additional options allow you to skip disks that already have their number assigned (thus preserving existing disk numbers), and to skip numbers that are already taken in catalog (as disk numbers are not allowed to be duplicated in catalog, without this option some other disks may lose their numbers, if their number was used in renumbering process).

Button: (none)
Menu Command: *Edit / Renumber Disks*
Shortcut: (none)

Query CDDb Server

Retrieves descriptions for audio CDs and audio tracks in catalog from CDDb server. While the same can be done already when adding an audio CD in catalog, this option comes in handy if you are not permanently connected to the Internet - you can first add all audio CDs in catalog, and then connect to the Internet and make a CDDb query for all CDs at once.

This option is available when at least one audio CD is selected in catalog (a CD that was found to contain at least one audio track during scanning), and can handle more than one audio CD at once. As it uses CDDb description plugin, you also need to have at least one such plugin loaded and enabled before you can use this command.

The CDDB plugin can retrieve descriptions as well as change alias names for both disk entry and files representing audio tracks. If either of them already have descriptions or alias names, they will be replaced with newly retrieved ones.

Some more details on how to use the standard CDDB plugin are available on a separate page.

Button: (none)
Menu Command: *Edit / Query CDDB Server*
Shortcut: (none)

Export Audio CD Details

Exports audio CD details for selected audio disks to the CDPlayer.ini file in your Windows folder. Many audio CD programs can use this file to store disk and song titles, and this option allows you to share your data from catalog with them. The generic Audio CD plugin can also import descriptions from CDPlayer.ini file.

Button: (none)
Menu Command: *Edit / Export Audio CD Details*
Shortcut: (none)

Catalog Manager

In Catalog Manager you can arrange your catalogs. The most common operations are moving and copying disks between catalogs, as well as renaming and deleting disk data. The two-pane user interface also allows you to move disks between two catalogs by simply using drag&drop from one pane to other.

Hint: To move disks between catalog, you can also use drag&drop in main program's window. Just grab a disk with your mouse and drag it to some other catalog (drop it on catalog's name). You do have more options available in the Catalog Manager though, such as ability to copy disk images as well.

Button: (none)
Menu Command: *Edit / Catalog Manager*
Shortcut: (none)

Catalog Setup

Opens a dialog where you can setup your custom categories, flags, disk locations, and custom icons for currently selected catalog. By default, a new catalog has no such items defined. In this dialog, you can either setup a new set of items, or you can copy them from another opened catalog. Each category, flag or disk can also have assigned its own **color** to be used in item coloring modes. For example, if you select item coloring by categories, all items belonging to a category will be display in the color assigned to this category, giving you a visual feedback on categories.

You can assign categories, flags and disk locations in the Item Properties dialog.

Button: (none)
Menu Command: *Edit / Catalog Setup*
Shortcut: (none)

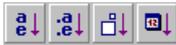
Menu View

Sort Items

Sorts items in current view. The buttons are available for the first four, most basic sort criteria, but you can sort by any other data using the menu commands, or by clicking the appropriate column header while in Details mode. Sort order can be reversed by enabling the reverse sort option (you can also quickly reverse it by clicking on column header already sorted by).

Hint: data listed when displaying contents of catalog (disks) is different from data when displaying files or folders. This is why there are TWO separate settings for sorting. You can have your disks sorted by one criteria, and files or folders by another.

Another hint: compressed archive files are presented as folders if they have information about their contents included in the catalog. This files can be sorted either as normal files or as folders; you can select how in program's settings.

Buttons:  (for files and folders) - or -

 (for disks)

Menu Command: View / Sort Items / (sort by)

Shortcut: (none)

Reverse Sort Order

Reverses sort order. Normal sort order is from smallest items on top to largest on the bottom; using Reverse Sort option, you turn that around.

Button: 

Menu Command: View / Sort Items / Reverse Sort Order

Shortcut: (none)

View Type

These four buttons allow you to select one of the four view modes for items pane, very much like you can in Windows Explorer. The default mode for *Where/Is/It?* is the Details View (last button) which gives the most useful presentation of you catalog data.

Buttons: 

Menu Command: View / View Icons, List, Small Icons, or Details

Shortcut: (none)

Columns Setup

Brings up the dialog to customize how columns are displayed when in Details View mode. You can rearrange column order, or choose to hide some columns by default.

Hint: you can customize your column order faster if you just drag&drop columns while in Details View mode. Just grab a column by its header and drag it to new position.

Button: (none)
Menu Command: *View / Columns Setup*
Shortcut: *Drag and drop column headers, right-click on column's header area when in Details View mode*

Show Alias Item Names

Select to show alias names in file lists, where available, or deselect to always display real file and folder names, as they are stored on the media. This option lets you quickly turn alias names on or off, right from the main window toolbar. Note that you can also set items coloring to display alias names in different colors as real names, to be able to quickly tell them apart. This can be especially helpful if you can't find the wanted file on the media, as you are looking at its alias name in catalog.

Alias names can be assigned to items either in their Properties dialog, or by renaming them directly on file lists (press F2, or click the item's name twice with a short pause in between). To remove alias names, you can delete them in Properties dialog, or use the Remove Alias Name command.

Button: 
Menu Command: *View / Show Alias Item Names*
Shortcut: (none)

Display Toolbar

Displays the toolbar on screen, if checked. With this option you can quickly show or hide the toolbar.

Button: (none)
Menu Command: *View / Toolbar*
Shortcut: *Right-click toolbar handle, select option*

Display Status Bar

Displays or hides the status bar at the bottom of main window.

Button: (none)
Menu Command: *View / Status Bar*
Shortcut: (none)

Menu Search

Search for Items

Displays the Search window. This is the place to do all the searching based on currently opened catalogs. You can search for files, disks or folders by many user-defined criteria (name, description, size, date, categories etc.) Search can be limited to only specific catalogs or disks, or to number of hits. Similar to regular searching, but with a different goal, is searching for duplicate items in your catalogs.

There are also special commands available if you want to search only in the specified catalog, disk, or folder, or if you would like to find copies of selected items.

Button: 
Menu Command: *Search / Search for Items*
Shortcuts: *Ctrl-F, F3*

Find on This Disk/Catalog/Folder

Searches for items inside currently selected catalog, disk, or folder. This function is basically the same as regular Search function, but is predefined to a limited search range, based on selected item. For example, it is the fastest way to find a certain file, if you know it is on the media but not exactly sure where.

Button: *(none)*
Menu Command: *Search / Find on This Disk/Catalog/Folder*
Shortcuts: *(none)*

Find Selected Items

Finds copies of selected items in loaded catalogs. It works in a similar way as searching for duplicates, except searching is limited to selected items only. Use this function if you want to quickly find copies of certain file(s) or folder(s), possibly on other cataloged disks as well. Just as with searching for duplicates, you can select the range of disks where searching will be carried out, as well as define conditions when are two files or folders considered to be the same.

Button: *(none)*
Menu Command: *Search / Find Selected Items*
Shortcuts: *(none)*

Scan for Duplicates

Opens the Search window in a special, duplicate-searching mode. Here you can search for duplicate items (files, disks and/or folders) in currently opened catalogs. You can search for certain type of files only, searching range can be limited only to certain disks or catalogs, and you can define what properties have to match for two files to be considered the same.

Button: *(none)*
Menu Command: *Search / Scan for Duplicates*
Shortcut: *Ctrl-D*

Compare to Media

Compares the data for specific media or folder in catalog to real data on the media. This way you can find out what has changed since you have last catalogued the data.

You will be asked to insert the media where selected disk or folder in catalog originates from, so have it ready. When comparing is complete, you will be presented the Compare Results window with four different file lists, showing you what is new, changed, deleted, or which files stayed the same.

Button: (none)
Menu Command: Search / Compare to Media
Shortcut: (none)

Compare Files to Catalog

Checks if files from specific disk or folder on your system appear in one of the opened catalogs. This feature enables you to detect in advance which files may become duplicated on multiple disks if they would be stored. For example, if you are making backup copies of files stored in some folder to your CD-R drive, and you don't know which files had been already written to CD-R, this option can tell you that.

In a Results Window, you will get three lists, telling you which files are new compared to catalog, which have stayed the same, and which files match by name, but differ in other properties, like size or date.

Button: (none)
Menu Command: Search / Compare Files to Catalog
Shortcut: (none)

Menu Actions

Back One Level

Returns focus to the parent item in catalog tree, usually to parent folder.

Button: 
Menu Command: Actions / Back One Level
Shortcuts: Backspace, Escape, Ctrl-PgUp

Open in Explorer

Opens the currently selected item in Windows Explorer, part of Windows operating system, or in an external shell program, as defined in program's settings. There you can perform all operations regarding this item, like copying, deleting...

If selected item is located on a media, not currently available, you will be prompted to insert this media first.

Button: 
Menu Command: Actions / Open in Explorer
Shortcut: (none)

View File

Opens the selected file in the selected viewer, to display its contents. Viewer can be either internal, built in *Where Is It?*, Windows' own Quick View (Plus), or external program, as set in program's options.

If selected file is located on a media that not currently available, you will be prompted to insert this media first.

Button: 

Menu Command: *Actions / View File*

Shortcut: *(none)*

Launch File

Launches selected file in program that is associated with file's extension (for example, Notepad is usually associated with .txt files, so when launching `Readme.txt` file, *Where Is It?* will run Notepad with `Readme.txt` file loaded).

If selected file is located on a media, not currently available, you will be prompted to insert this media first.

Button: 

Menu Command: *Actions / Launch File*

Shortcut: *(none)*

Edit Description

Edits the description for currently selected item, using the Description Assistant. Another way to edit descriptions is to call for item's properties and edit it there.

Button: 

Menu Command: *Actions / Edit Description*

Shortcut: *Ctrl-E*

Scan for Viruses

Calls up the external anti-virus program to scan selected disk or folder for viruses. Before this option is available, you have to select the external anti-virus program to be used in program's settings (General Settings / External Programs). The program is called out with a command line parameter specified the full path to the disk or folder to be scanned.

Button: 

Menu Command: *Actions / Scan for Viruses*

Shortcut: *(none)*

Add to User List

Adds selected items to User List. Each item can only appear once on the User List, and duplicated items will be skipped automatically.

Button: 

Menu Command: *Actions / User List / Add To User List*

Shortcut: *Ctrl-L*

Remove from User List

Removes selected items to User List. If only some of selected items are currently in User List, others will be simply ignored.

Button: 

Menu Command: *Actions / User List / Remove from User List*

Shortcut: *(none)*

Keep on User List

Keeps selected items on the User List, and removes the rest. This is the equivalent of the intersection operator. A typical use of this command would be in complex, repetitive searches, where you need to narrow down search results. You can assign the resulting list from the first search to the user list, perform the second search, select all found items and issue the Keep on User List command. This way, only those items from the first search that also appear on second search's results list will be kept on the user list.

Button: 

Menu Command: *Actions / User List / Keep on User List*

Shortcut: *(none)*

Keep List Difference

Keeps on the user list all those items that are not present among both current user list, and selected items. This is the equivalent of negative intersection - items that will end up on the user list are either there already or are currently among selected items, but not both.

Button: 

Menu Command: *Actions / User List / Keep List Difference*

Shortcut: *(none)*

Rename Disk or Catalog

Renames currently selected disk or catalog. Edit box will appear, allowing you to enter a new name.

Hint: you can choose to rename a disk or catalog faster if you select it, wait for a moment, and then click it again to invoke in-place editing - just like in Explorer.

Button: *(none)*

Menu Command: *Actions / Rename Disk (Catalog)*

Shortcut: *F2*

Remove Alias Name

Removes alias names from all selected items that have them. If you have showing alias names enabled, real file and folder names will appear again on all lists for those items. If you don't want to permanently remove alias names but just show item's real names, you can just disable showing alias names instead.

Button: (none)
Menu Command: *Actions / Remove Alias Name*
Shortcut: (none)

Extract To...

Extracts selected archive file or selected compressed files inside archive file to a folder of your choice. You will be presented with dialog to choose the folder to extract files to.

If selected archive file is located on a media, not currently available, you will be prompted to insert this media first.

Please note that extraction is only meant as a quick-to-access tool, and some extended features like multi-volume archive files may not be fully supported. Use your favorite compression program to handle such archive files (if archive file's extension is registered, you could just use the launch command to open archive file with appropriate program).

Button: 
Menu Command: *Actions / File Management / Extract To...*
Shortcut: (none)

Copy To...

Copies selected files and folders in catalog to some other location of your choice, like hard disk. This operation performs on actual files, not only on data in catalog. You can use this option when you have just located files you wanted in the catalog, and now you would like to make a copy of them to some other media. This option can be used together with other features in the program; for example, you can find files and folders to copy by using search capabilities, or you can gather all wanted items in User List before copying.

During copy operation, program will prompt you to insert necessary disks, check that selected files and folders actually exist on media, prompt to replace files if found on destination etc. If target disk is also available in one of currently loaded catalogs, you can set WhereIsIt to add or update just copied files in catalog as well.

Button: 
Menu Command: *Actions / File Management / Copy To...*
Shortcut: (none)

Move To...

Moves selected files and folders in catalog to some other location of your choice, like hard disk. This operation performs on actual files, not only on data in catalog. During move operation, program will prompt you to insert necessary disks, check that selected files and folders actually exist on media, prompt to replace files if found on destination etc. You have a choice of deleting files on source media by moving them to Recycle Bin (this will still allow you to restore them), or you can completely delete files from source media. If target disk is also available in one of currently loaded catalogs, you can set WhereIsIt to add or update just moved files in catalog as well.

Button: 
Menu Command: *Actions / File Management / Move To...*
Shortcut: (none)

Rename File

Renames file on the media. This is not equal to renaming a file in catalog, you can use alias names for that, this command will try to rename the actual file on the media.

Button: 

Menu Command: *Actions / File Management / Rename*

Shortcut: *(none)*

Delete Files

Deletes selected files and folders on the media. This operation performs on actual files, not only on data in catalog. During delete operation, program will prompt you to insert necessary disks, check that selected files and folders actually exist on media, prompt to replace files if found on destination etc. You have a choice of deleting files by moving them to Recycle Bin (this will still allow you to restore them), or you can completely delete files from your media.

Button: 

Menu Command: *Actions / File Management / Delete*

Shortcut: *(none)*

Remove From Catalog

Removes currently selected items from catalog. Free and used space on target disk will be adjusted accordingly, as if selected files or folders did not exist at the time media was last scanned. Please note that overusing this function is likely to cause a big rift between actual state on media, and data stored in catalog. You should only use this function to remove a small portion of files or folders that you don't want to have in stored in catalog.

If you only want to include a part of folder structure of your drive to catalog, you can deselect some folders to be left out on disk scan, or you can use the virtual root feature when preparing to scan your media.

Button: *(none)*

Menu Command: *Actions / Remove from Catalog*

Shortcut: *(none)*

Remove Archive Contents

Removes the contents of selected archive files stored in catalog. If you had WhereIsIt set to browse inside archive files during disk scan, you can now access archive files as folders, their contents showing files compressed inside. If you no longer need to know about archive file's contents, you can remove it from catalog using this option, and archive file will be presented in catalog as any other file.

Button: *(none)*

Menu Command: *Actions / Remove from Catalog*

Shortcut: *(none)*

Remove Thumbnail

Removes thumbnails from all selected items that have them assigned. You can also remove thumbnails from individual items while they are displayed in the Description Window. Thumbnails are retrieved and assigned to items during media scan, assuming that thumbnail plugins are enabled.

Button: (none)
Menu Command: *Actions / Remove Thumbnail*
Shortcut: (none)

Properties

Brings up the item's properties dialog, with all details about selected item available in the catalog. You can also edit descriptions and alias names, assign custom icons, set categories, flags, or disk locations, rename disks, or setup catalog protection in this dialog.

Button: 
Menu Command: *Actions / Properties*
Shortcuts: *Ctrl-P, Alt-Enter, F4*

Menu Options

Program Settings

The entire Settings menu is dedicated to setting up program's options. Every option in the first section will open the same Settings dialog box, but select the different section by default (once in the dialog, you can easily switch between sections by choosing appropriate groups on the left, and inside each group tabs at the top). In Settings dialog, you will find many detailed options to adjust and tune the program to your own needs and expectations. Detailed help is provided for each available setting in the Settings Dialog - click on the  button in dialog's title bar, and point and click the settings you need help with.

Hint: If you are not ready to go through all available options here, you may want to use Quick-Setup Wizard instead.

Button: (none)
Menu Command: *Settings / (entire first section)*
Shortcut: (none)

Quick-Setup Wizard

This Wizard is a shortcut for all those who do not want to spend time browsing through all available settings this program has (*Where Is It?* is a very adjustable program...). Instead, Quick-Setup Wizard can guide you step-by-step through the most important options only, making sure you save time and don't miss anything important. Later, you can still select normal program's settings to adjust some options not present in this Wizard.

Button: (none)
Menu Command: *Settings / Quick-Setup Wizard*
Shortcut: (none)

Menu Window

Next Window

Brings up the next open window in WhereIsIt. By using this function, or better, its Ctrl+F6 shortcut, you can cycle between already opened, but currently invisible or background windows. Such windows can be the main window, search window, user list window, and compare results window - use Ctrl+F6 to quickly switch between them.

Button: (none)
Menu Command: *Window / Next Window*
Shortcut: *Ctrl-F6*

View User List

Opens the User List window. User List is a special window where you can put together items of interest (those may be disks, folders or files). User list is often used as a source for making reports on specific, but otherwise unrelated items. You can add or remove items on the User List by using a dedicated set of commands, such as

Add to User List, Remove from User List, Keep on User List, and Keep List Difference - all of them are commonly available in all windows and popup menus.

Button: 
Menu Command: *Window / User List*
Shortcut: *Ctrl-U*

View Search Window

Opens the Search window - identical to the *Search / Search for Items* command.

Button: 
Menu Command: *Window / Search Window*
Shortcut: *Ctrl-F*

Show Compare Results

Opens the window with last Compare to Media, or Compare Files to Catalog results. If no results are available yet, this option will be disabled.

Button: (none)
Menu Command: *Window / Compare Results*
Shortcut: (none)

View Description Window

Check this option to show the description window, or uncheck it to make it disappear. The description window shows a description and thumbnail of currently selected item and can be either docked to the main window (beneath the right-side list view), or it can be freely floating. In the case of the latter, it can also handle items selected in other windows, such as search results or user list windows.

Button: *(none)*
Menu Command: *Window / Description Window*
Shortcut: *Ctrl-F*

Menu Help

Help Index

Brings up the main help screen. This is the default starting point for your help session.

Button: *(none)*
Menu Command: *Help / Help Index*
Shortcut: *F1*

"What Is This?" Help

This is a special type of help, allowing you to inquire about specific part of user interface, like a checkbox or a button. To get information about that item, click on the button with icon as showed bellow. Cursor will change into an arrow with question mark, allowing you to point and click the item you want to get help for. A help window will open, showing you details about the item you have selected.

You can find this option in the program's main window, as well as in top-right corner of some dialogs that already support this option.

Hint: use this type of help often since it is the best and shortest way to get the help you need. If you are not sure what some option or button is for, this is the way to find out.

Button: 
Menu Command: *Help / What Is This?*
Shortcut: *just right-click the control*

More Tips

Brings up the dialog with tips about using this program. Usually, one random selected tip is displayed when you start the program. If you have disabled this feature and would like it back, you can re-enable it in Program Settings (the *General Settings* group, *General* tab).

Button: *(none)*
Menu Command: *Help / More Tips*
Shortcut: *(none)*

Check for Update Wizard

The Check for Update Wizard can check on the Internet if there is a newer version of WhereIsIt available than the one you are currently using. Note that you need a working Internet connection for this wizard to be able to perform its task. If a new version of WhereIsIt or one of its add-ons is found, such as plugins, help files, or language files, you will be offered to download and install them on the fly. For more details about new versions as well as other news about the program, you can visit WhereIsIt's home page on the Internet, available at:

<http://www.whereisit-soft.com>

Note: In order to function, this wizard needs to have the Inetcomm.dll library available in your Windows installation. This library is shipped in most latest versions of Windows by default, and provides Internet access for programs like WhereIsIt. If by any chance this library is not available in your Windows setup, this wizard will notify you about that.

Button: (none)
Menu Command: Help / Check for Update Wizard
Shortcut: (none)

How to Order Wizard

This wizard is intended for all users who are interested in registering the program, but are not sure how to do it. Wizard will present all available options to you how to register and send registration fee, including with detailed pro and contra description of each option. Based on your decision wizard will guide you either to appropriate Internet page to place your order online, or print the filled Order Form to be mailed later together with check or cash.

Please note: You are not in any way obliged to purchase the program just by using this wizard, until you actually place the order outside this wizard. Feel free to browse around available options just to get to know about what your choices are, and perhaps print an order form with complete fee calculations based on your selections.

Button: (none)
Menu Command: Help / How to Order Wizard
Shortcut: (none)

Where Is It? on the Web

Opens WhereIsIt's home page on the Internet. Select one of the target destinations in its submenu, and WhereIsIt will call up your web browser targeted to the appropriate URL address on WhereIsIt's main home page. WhereIsIt's home page is your main source of information about WhereIsIt, including the latest news, ordering information, available updates and enhancements such as plugins, language files etc.

Note: If you are looking if there is a newer version of WhereIsIt or its standard add-ons available, you can also use the Check for Update Wizard.

Button: (none)
Menu Command: Help / Where Is It? on the Web
Shortcut: (none)

About Where Is It?

Displays the About Box, with current program version and some system information.

Button: *(none)*

Menu Command: *Help / About*

Shortcut: *(none)*

Using Report Generator

Report generator is a very flexible tool, and can be used in many different ways. Here are the basic steps how to produce a report:

Prepare items to include in report

1. Generating report from one of the lists

Normally, you will want to generate report from one of item lists in the program (current list in right pane of the Main window, search results, user list...) In this case, you need to prepare data before selecting Report Generator option (for example, execute searching to find items you want to include in report, or collect those item in the User List). After your items are ready on the list, you can click on the  button, and select appropriate list as a source.

If you did not choose contents of Main window as a source, you can also choose if you want your items in report **sorted by source** or not. Without sorting, items will be in the same order as they are on the source list. On the other hand, if items are sorted, items will be grouped together by catalogs, disks, and folders, and equipped with appropriate headings.

2. Generating custom reports

With custom reports you can visually select from loaded catalogs how your report will be put together. To make custom report, click the  button in the main window, and select custom reports option. In the left bottom corner you will get a tree-like display of your currently loaded catalogs. You can expand or collapse nodes on that tree, making more or less items visible. When report will be generated, only visible items on that tree will be included in report. Most disks and folders also have checkboxes on the left side; check those to also include files stored in the disk's root directory or selected folder in the report. You can use the 'Macros' key to perform operations on many items at once. All macro commands available apply to currently selected item in the tree.

Select report columns

Each item is presented in report with one line, and each line can have many columns with detailed information about that item (for example, for file items, there are columns with filename, file size, date, time, attributes...). You can select by yourself which columns you want in report, and in what order. In the bottom right part of Report Generator dialog, you will find list of columns available for currently selected report type. Check all columns you want in report, and adjust column order in the list as desired.

Select report destination

Report can be generated to print or preview on screen, or to export as an ASCII file. Select the appropriate option in Report Destination group. If exporting report to ASCII file, you can choose the column delimiter mode, being either space aligned (best for visual appearance), or separated with TAB or comma characters (best for importing to other programs, like spreadsheets).

At this point, you should be able to print or export your report. If you would like to preview the result first, select 'Print Preview' option (this is only available if destination is set to printer, so you may want to temporarily select printer as destination when exporting to ASCII file).

Many other settings such as paper size, fonts, and colors are also available to adjust in Report Setup dialog, allowing you to customize the look and feel for your reports.

Using Search Dialog

Search dialog allows you to search for items (files, folders, or disks) by many different criteria, standalone or combined. In general, Search dialog is divided in two sections, each is available as a separate tab.

Quick Search

Quick Search is the fastest way to find items by name, description, or both. Enter in the edit box part of the text you are searching for, and set options accordingly if you want to search by item names and/or descriptions, or if you want your search to be case sensitive. If searching by file names, you can also enter file masks, for example "*.txt", while searching by descriptions allows you use a special sound-ex feature that can help locate items with part of description that at least sounds like text you are searching for.

To search by more than one criteria, you can separate your entries with commas, for example "apple, banana" to search for either word "apple" or word "banana". If searching for expression that includes comma character, include the whole expression in double quotes ("") to avoid it being handled as two separate expressions.

Advanced Search

Advanced Search is a powerful search tool that will allow you to write and use complex search expressions, using full Boolean logic and all search criteria groups WhereIsIt has to offer, such as searching by names, descriptions, sizes, dates, times, attributes, categories, flags, disk locations,...

The main part of Advanced Search is the Expression Editor, where you can assemble your search expression. Basic building block for search expressions are search criteria, logical operations (*and*, *or*, *xor*, and *not*), and parenthesis to assign priority. Each **search criteria** is presented in a form of readable text that describes your criteria. Note that this text is handled as a whole in editor - you can not edit or delete part of it, only the whole criteria at once. To edit criteria, double-click the text, or move the caret into the text and click the "Edit Criteria" button. **Boolean operators** in search expression are displayed in bold, to make the expression easier to read. The same as with search criteria, text for Boolean operators is handled as whole as well.

When your search expression is completed, you can use the "Validate" button to check for errors, such as invalid use of operators, missing parenthesis etc. You can load or save your search expressions with the Options button.

Other Search Settings

Before you start searching with either Quick or Advanced Search, you can limit your search to only part of data, and setup some other details about how searching will be performed.

With the **Limit Search** button you can select to search either in entire catalog, only in selected disks in catalog, in previous search results, or through items currently on User List. The last two options allow you to use sequential searching, every next search further limiting down results from the previous one. On the same spot you can also limit the number of hits before searching will stop – this is always a good idea to have set, especially if working with very large catalogs, as it will prevent heavy memory load on too unrestrictive searches. Another option that may come in handy is the ability to limit the folder depth that will be searched. This option would be used if you are only interested in files or folders appearing in the root of your disks, for example.

The **Settings** button allows you to select what kind of items are you searching for - files, folders, disks, or any combination of them. You can also select not to search inside compressed files, how to handle items with alias names when searching by names, and whether or not to clear results from previous search when starting a new search.

Using Description Assistant

Description Assistant is basically an editor, where you can edit description for selected item. While you can do the same task in item's Properties dialog, Description Assistant has two major advantages over that: editing window can be much larger, allowing you more comfortable editing, and you can use Assistant's advanced features to help you describe your items. You can start the Description Assistant by activating the option to edit item's description.

Description Assistant can help you edit description by providing access to specific files that may hold some information about the item you are describing. In program settings, you can setup which files will Description Assistant look for. Typical examples are all text files (*.TXT), FILE_ID.DIZ files, and similar. Program will look for these files in the same folder where your item is from, as well as in sub-folders, down to user-definable level in depth. In Description Assistant, you will be presented with the list of such found files, and you will be able to easily browse the contents of those files. Program is even able to find and display description files if they are compressed inside archive files, provided that browsing inside archive files was enabled when adding disk to catalog.

Window in Description Assistant is divided in two parts. The upper portion is the editor, where you are editing item's description. The bottom part contains a drop-down box with list of found description files, and contents of currently selected file. Drag and drop support from bottom part to upper editor is provided, enabling you to simply select the description found in some file and drag it to your editor. You can also quickly switch between items on the list, by using either combo box available at the top, or the two buttons (Previous and Next) next to it.

The **Options** button available in Description Assistant contains some settings you may find useful. The **ANSI convert** option will convert some special DOS graphics characters that may be used in description files with more common ones, improving readability. You can also turn on **word wrapping** if selected description file contains long lines of text.

Using the User List

You can think of user list as a special sort of clipboard. It is a place where you can gather all items of interest, and then perform an operation over items in this list. For example, if you would like to print report with only specific items on it, you could gather these items in the User list and make report with User list as a source.

Another common example where user list may be of help is when you would like to select many items at once to perform a common task on them, like setting a category. The problem is, most items come from different folders, and you can not select all of them at once in the main window. The solution is to get all items listed on the same list – gather them on the user list, select all listed items and perform the operation for all selected items at once, like setting a category, copying actual files to a common location, etc.

You can add and remove items on user list using the “User List” set of commands. Generally, the commands are available as a submenu when right-clicking an item, or as a special button () with a popup menu on a toolbar. You will find these commands available in most parts of the program where dealing with items, including the Search window - this way, if you need to add some specific items to user list, you can search for them first, and add them from the Search Results list.

There are for commands available for adding and removing items on user list. Besides most often used “add” and “remove” commands, there are also “keep” (keeps selected group of items on user list and removes the rest) and “keep list difference” (adds on user list items that appear either in selected group of items or on existing user list, but not on both).

User list behaves like any other list of items, you use right-click to access item’s available commands, you can sort listed items by clicking on the appropriate column while list is in detail view, etc.

User list will only remember its contents while program is running, unless it is saved. If catalog is closed while items from that catalog are still listed in the user list, they will be removed from list while closing the catalog. user list is saved in the catalog itself, not in a separate file. Internally, it uses a method very similar to flags to mark items in catalog that are assigned to an user list. When user list is saved, the appropriate items are marked in the catalog – in order to make marks permanent, you need to save the catalog itself as well. As each saved user list can have its own name, you can have more than one user list saved in the catalog. When recalling a saved user list, you just select its name in the user list window and the program will perform a quick search through opened catalogs to gather items marked for selected user list.

Compare to Media

Results from comparing disk or folder to real media are displayed in a special window. Results consist from **four lists**, each containing either new files, changed files, deleted files, or files that have stayed the same since last cataloguing. One list is displayed at the time, in a main part of Compare Results window; you can select which list to view from the 'List Type' box on top of this window:

New files on media, not yet in the catalog

Displays all files that do not exist in the catalog, but are present on the media.

Files that did not change since last cataloguing

Displays all files that stayed the same. Files listed here have the same size, date, and location in the catalog as well as on the media.

Files that have changed since last cataloguing

Displays all files that have changed on media, but are still on the same location. The old data is listed in this list, as present in current catalog, not on the media.

Deleted files since last cataloguing

Displays all files listed in the catalog, but no longer found on media at the same location.

Comparing is folder-related, which means that all files are compared against items in the same folder. If you have moved a file on a media from one folder to another, for example, this file will be shown as deleted in first folder, and as a new file in the second.

The most common functions for file manipulation are available on the toolbar, as well as on file's pop-up menus. Toolbar is dockable to any side of list window, or can be made floating. If you close the Compare Results window, you can call it back with option available in Window menu.

Please note: File manipulation functions are only available for files already in the catalog, therefore they will not be accessible in the *New files* list.

Compare Files to Catalog

Results of comparing files against catalog data are presented as **three lists**, one of them is visible at the time. You can select which list to display by adjusting value of 'List Type' box, found on top of this window. The three lists are as follows:

Files not found in selected catalog

Here are listed all files from your source folders that were not found in selected catalog. These files are not stored on any media in the selected catalog.

Files found to be the same as in selected catalog

Files listed here are files from catalog that match completely at least one file from your source folders. If a file appears more than one time in the catalog, all appearances will be listed.

Files found in the catalog, but only matching file name

Files on this list are files from selected catalog that match by name at least one of your source files, but do not match them by other properties, like size or date. Most likely, these files have changed since last catalogued, or they may not be related at all, despite having the same name.

You can access the most common functions for item manipulation on the toolbar, as well as on item's pop-up menus. Toolbar is dockable to any side of list window, or can be made floating. If you close the Compare Results window, you can call it back with option available in Window menu.

Please note: Item manipulation functions are only available for items already in the catalog, therefore they will not be accessible in the *Files not found in selected catalog* list.

Internal Viewer

The Internal Viewer is a small and simple add-on to Where Is It? that allows you to quickly open and browse the contents of any file in the catalog. It can function in either ASCII, HEX, or IMAGE mode, and will display all text or rich-text files in a readable form, while all other binary files are presented in HEX mode. Recognized and supported image files can also display their contents in full size. If you would be rather using some other, external program for viewing files instead of this internal viewer, you can set so in the Program Settings (*General settings* group, *External programs* tab).

Before you can view your selected file, you must insert media with the required file in your drive, or make it otherwise accessible by system. If media is not accessible when you select the 'View' command, you will be prompted to insert it first.

You can switch between **ASCII**, **HEX**, and **IMAGE** modes yourself, using the *Options / View as ASCII / HEX / IMAGE* commands. Program will auto-detect the correct mode based on file contents when it is opened, so there should be no need to change it manually. Please note that the IMAGE mode is only available if the file is recognized image file and image was retrieved successfully.

Searching for part of text is also provided in internal viewer, but it is only available when in ASCII mode.

You can **select a font** to be used in Internal ASCII Viewer with the *Options / Set Font* command, or in Program Settings (Customize Fonts tab). While viewing rich-text formatted document, the font setting will be overridden with document formatting.

In the Options menu, you can also turn **word wrapping** on or off. If word wrapping is on, lines of text will be wrapped to the next line if longer than current window width. Word wrapping only applies to ASCII view mode.

If you have **Quick View (Plus)** installed on your system, you can quickly launch it with viewed file using the *Options / Open Quick View* command. Quick View is capable of showing contents of many different file formats.

Using WhereIsIt in a Network Environment

Saving and loading catalogs on network drives

Saving and loading catalogs on network drives is fully supported, either by accessing them by assigned drive letters, or using the UNC addressing in a form of "\\SERVER\SHARE\". Just make sure you have the proper access rights to read and/or write to selected network drive.

Sharing catalogs with other users

WhereIsIt supports simultaneous usage of the same catalog file, however some limitations are imposed. If file is being used by more than one user, saving catalog file is not allowed and will be denied until all other users close that catalog file in their program. You can freely make changes to loaded catalog in WhereIsIt, you just won't be able to save them if someone else is using that same catalog. You can, however, in such cases always save catalog as a new file, using the Save As... command. Just browsing catalog files by many users at the same time is fully supported.

Adding network drives to a catalog

The simplest and most reliable way to work with your network drives in WhereIsIt is to have them assigned to a drive letter, and handle them the same as any other drive on the system. This will also ensure that the program will always be able to find needed network drive since all drive letters are always checked first.

Starting with version 2.10, WhereIsIt includes full UNC addressing support to access and scan your network drives. You are no longer required to connect a network drive to a local drive letter in order to scan it with WhereIsIt (although it is still recommended that you have them assigned to drive letters), network drive can now be accessed by its UNC address in form of "\\SERVER\SHARED_DRIVE". Program will detect that it is running in the network and will add an additional *Network* button to other drive buttons - by using this *Network* button you can browse through all computers visible on the network and select their network drives to be scanned and added to catalog.

While program can allow you to logon to network resources while browsing through the Network button, this may not be possible in all cases due to specific requests imposed by certain network types. In case you have problems with accessing network drives or servers, it is recommended to gain proper access by browsing and connecting through your Network Neighborhood with Explorer before trying to access it in WhereIsIt.

Limitations of cataloging network drives

In most cases, WhereIsIt can get very limited details about drive or media when it is added to a catalog as remote network drive. There is no information offered about media type (hard disk, CD-ROM, removable etc.), and disk's serial number is most often not accessible either. All this makes it hard for WhereIsIt to recognize the cataloged media at later time, all there is left to rely on is drive's volume label and formatted capacity. In some cases, especially with removable drives often having media of the same capacity and with the same volume label, WhereIsIt may have problems telling your disks apart if they are added to the database as network drives. Therefore, it is recommended to always add disks to catalog from your local drives when possible.

Locating cataloged network drives

When later in time program needs to access actual files on the media, program is able to search for needed media on the network as well. This feature, however, has to be specifically enabled, due to limitations of network environment. When searching for any media, program will always scan all available local drive letters first - if program is looking for a network drive and you have it mapped to a drive letter, this is the best and most efficient way to make it easily accessible to the program. Only if media is not found among local drive letters, program will consider searching the network as well. This can be useful, for example, if a CD-ROM needed is currently inserted in a shared drive on some other computer on the network, and program can find and use it from there. If the disk image in catalog was cataloged as a network drive using a UNC address, this address is also stored in the catalog and program will try to access it directly - chances are that

the same drive is still available on the same UNC location. If media was not found this way, program has no other choice but to scan the entire network for possible matches.

Please note that searching the network for available shared drives can be a **slow process**, a few seconds are needed per computer available on the network. If you have a fairly large network, searching for media may take a few minutes and more. For this reason mostly, scanning the entire network for matching drives is **DISABLED by default** and must be specifically enabled with special command line switch when program is started. Specify the **-scannet** parameter to enable browsing the network, for example:

```
C:\Program Files\WhereIsIt> WhereIsIt.exe -scannet
```

This is more or less a temporary solution for the time being, in the next major version program will handle this issue itself via user interface setting, for example with an option in program's settings and/or by asking user whether to proceed searching the network if media is not found in local drives.

You will want to turn on scanning entire network if your network is fairly small, and you have a reasonably lot of cases when the media in catalog is available as a shared drive on the network. In most cases, however, it is recommended to leave browsing the network disabled due to heavy performance impact and quite noticeable delays every time program tries to find a media and it can't locate among the local drives.

Disabling UNC network support

If you have a large network or it responds slowly, just accessing basic network functions like checking if it is available can take a few seconds and cause unwanted delays. For this reason mostly you can disable all network support that requires program to browse the network directly, by using the **-nonetwork** parameter, for example:

```
C:\Program Files\WhereIsIt> WhereIsIt.exe -nonetwork
```

Even if you use this parameter you will still be able to catalog and use network drives, however they will have to be assigned a local drive letter in order to be accessed from WhereIsIt.

Language Editor

Starting with version 1.10 program uses language files in order to provide multi-language user interface. Each language file is in plain text format and can be edited by any ASCII editor; this way, you can make your own translations to unsupported languages, or modify specific user interface items, such as menu shortcuts.

Besides using an external ASCII editor, program also offers you the built-in Language Editor, the preferred method for translating or modifying language files. Language Editor can present you the data to be translated in more organized way, help you out with side by side presentation of original and translated text, and make some basic checks of data you entered.

Language Editor layout

Language Editor has the same internal structure as language file itself, allowing you to easily switch between external ASCII editor and language editor. Please see a special page about language file structure if you are not familiar with it yet.

Note that Language Editor itself is always displayed in English language, for obvious reasons. This is the only part of program (besides system dialogs that are beyond program's reach) that can not be translated to custom language.

On the top of Language Editor window you will find a **main toolbar**. Buttons include creating a new language file, opening existing language file, and saving currently loaded language. There are also two buttons for searching in currently loaded language, and the last button toggles between wrapped and unwrapped lines in main edit boxes (if wrapping is enabled, lines too long to be displayed are wrapped in the next line; normal behavior in this case is to show a horizontal scrollbar).

Right under main buttons is a **header section**, displaying properties for selected language. Edit this data to modify it in language file header. Here you can also change font used in program when this language is active.

Translation Editor is the main part of Language Editor. On the left side, you will find combo box will all sections available and just below it a list of all items in currently selected section. The right side mostly consists of both edit boxes. The upper one is read-only and serves as a reference, showing text to be translated, while the lower edit box is for you to type the translated equivalent. Navigation buttons at the bottom allow you easy navigation through items (note the Alt+P and Alt+N shortcuts!), and the 'Revert' button can recall previous contents of translated data. Program can also scan all items in language file, and change all other items with the same data as the one just have just changes (this can save you repetitive work with some controls like 'OK' buttons, often appearing in dialogs).

Selecting the default language

If, for any reason, you would like to switch back to default English language and are unable to do so in program because you can't understand or correctly display currently selected language, you can run the program from command line with this special parameter:

```
WhereIsIt.exe /English
```

This will effectively run the program in English language, ignoring current language settings.

Language File Structure

Language file is a plain ASCII text file, very similar to Windows' INI files (but not the same). Basically, it consists of header, sections and items within specific section. There is a short example at the end of this page.

Header

Header only includes descriptive information about the language file, such as language name, author, source language file used for translation, language file version. This information is mostly used inside WhereIsIt to display user-friendly language name, to select appropriate source language in Language Editor etc.

Second part of header selects the default font and its properties to be used in program. Normally, this is MS Sans Serif. **It is strongly recommended to leave font size to default, unless you have a very good reason for changing it!** Charset depends on language it will be used; and will force Windows to use specific character set, even if it has to change font because of that. That means, if you force program to use specific character set, and user does not have specified font with this character set installed, Windows will choose different font! Because of that, **it is recommended to leave charset set to default.** For some Middle-East languages, you can also set the right-to-left reading to be used in program, if necessary.

When entering language name, please use the English name for the language.

Sections

Sections are groups of items than belong together. Most sections are in fact program's windows, with two exceptions mentioned later. Every section starts with a line with section name, enclosed in square brackets, like [STRINGS]. Lines with items belonging to this section are following, and empty line is marking end of section. In each language file you will find the following sections:

[STRINGS] - this section groups all text segments used in program that are not part of static user interface, for example messages, status bar text etc. Each item has an ID number as a reference for program to find it when needed.

[TIPS] - small section that holds tips about using the program - the same one you see when program starts. Each tip has assigned a reference number. To add new tips, just add a new line with new tip, and assign it a new reference number; program will pick it up from there.

other sections - all other sections are program dialogs. Names are internal, and can only give you a hint which dialog is presented with this section. Items in these sections are Windows controls, such as buttons, labels, check boxes etc. By translating item's value in language file, you are in fact changing text that will appear on button, label,... Many controls also support shortcuts - the underlined character in text that serves as a quick way to select that control in program when it is pressed together with Alt key. To create a shortcut, insert a '&' character before chosen letter. For example, button with text '&OK' will appear as 'OK', and Alt+O shortcut will act the same way as clicking on that button.

Section items

Each item in section is represented as one line of text, starting with internal item name, following by '=' and item contents. The only thing you care about is item contents, item name is there only for program to use. However, it is often useful to know what are you translating, and from item's name you should be able to recognize if this is a button, label, check box, hint, menu option...

If any special characters need to be used, like line break, they are presented as three-digit ASCII-code numbers, preceded by character '/' (slash). For example, to insert a line break, you would insert '/013' in the text. Remember, each item must be presented as one single line of text (it can be a long one, but that's OK). If using internal Language Editor, you don't need to worry about any of this, program will take care of such conversions.

How to Translate

Translating process is most of the time nothing more than just converting text to another language. To start translating to a new language, first create a copy of existing language file, preferably the English one (in internal Language Editor, just press the New Language button, and save the new file under different name). Fill the language file header, select the source language, and you are ready to begin translating.

If using external ASCII editor:

In case you will be using external editor instead of build-in Language Editor, make sure you do not change section headers (appearing enclosed in square brackets) and anything before character '=' in lines of text. Again, each item must be in one single line of text; if you need to insert a line break, use a '\013' text sequence instead.

When translating, there are some things to be careful about:

- Try to make your translated data to be about the same length as the original English text. Try not to force it to maximum length possible, on some other display it may already appear truncated, even if you still can see it all. Program will try to adjust appearance to the new text wherever possible, but it can't do miracles. Be sure to verify how your translated data appears in the program.
- When translating the [STRINGS] section, make sure there is the same number of %s appearances in your translated text and the original text (if you are using internal Language Editor, program will check that for you, too). %s is a special placeholder for data that will be inserted during program execution. For example, in text 'Filename: %s', the %s will get replaced with actual filename, and text will show to user as, for example, 'Filename: Test.txt'.
- When entering main menu shortcuts (like Ctrl+O and similar), make sure not to assign the same shortcut to more than one menu item. The same goes for using '&' shortcut in control's texts: only one control on the form may have assigned specific hot key (for example, having controls '&OK' and 'Butt&on' on the same form is illegal, they both have set 'O' for a hot key).

A small example of language file:

```
LangName=English
LangSource=none
LangFont=MS Sans Serif
LangFontSize=0
LangCharset=Default charset
LangBiDiMode=LeftToRight
Author=Robert Galle
Version=3.00
InternalVersion=3

[STRINGS]
001=Unused buttons
002=Please check your windows registry, there may be more serious problem involved.
003=Error saving config
004=Folder "%s", set as temporary folder for extracting files does not exist!/013
    Reverting to default Windows temporary folder.
005=Invalid folder

[TIPS]
001=...this program is not free? By registering, you will support shareware concept
    and help developing new, more advanced versions. You will also receive a
    registration code to unlock the program to its full potential.
002=You can adjust size of buttons in a toolbar. Have a look in the program settings
    and resize them to fit your screen best.

[TMainForm]
MainForm=WhereIsIt?
ButtonOpen.Hint=Open Catalog
ButtonSave.Hint=Save Current Catalog
ButtonAddDisk.Hint=Add/047Update Disk Image in Catalog
ButtonSearch.Hint=Search for Items

[TMediaForm]
MediaForm=Insert Media
Labell=Please insert media labeled:
OKButton=&OK
CancelButton=&Cancel
ManualButton=&Manual Select
```

Script Language

Where Is It? has a simple script language, supporting some catalog-handling commands. The main purpose of script language is to make automated, unattended catalog updates possible.

Script Language Syntax

Syntax rules are kept as simple as possible. Each command is in a separate line, empty lines and lines starting with semicolon (;) are regarded as comments and are skipped. Each command starts with command verb, parameters, if any, are included in parenthesis ("()"). Each parameter has a name and value, in form of "name=value" - the name of the first parameter can be omitted, specifying only value. Some parameters are optional, text parameters are included in double quotes ("text"). You can find a short sample at the end of this page.

Command List

Parameter descriptions are displayed underlined, with optional parameters in Italics.

NewCatalog(*File*, *Name*)

Creates a new catalog, and assigns it a specified file name and catalog name.

Parameters:

File - the full path to a file where catalog will be saved

Name - the name of new catalog

Example:

```
NewCatalog("C:\WhereIsIt\Catalogs\CatFile.ctf" Name="New Catalog")
```

OpenCatalog(*File*)

Opens existing catalog, by specified file name.

Parameters:

File - the full path to a catalog file to be opened

Example:

```
OpenCatalog("C:\WhereIsIt\Catalogs\CatFile.ctf")
```

SaveCatalog(*File*, *CreateBak*)

Saves one of loaded catalog files.

Parameters:

File - the full path of the catalog file to save. File must be opened in WhereIsIt.

CreateBak - optional Boolean parameter (True or False), specifying if current version of catalog file should be renamed with *.BAK extension before saving the new file. Default is False.

Example:

```
SaveCatalog("C:\WhereIsIt\Catalogs\CatFile.ctf" CreateBak=True)
```

SaveCatalogAs(*File*, *NewFile*)

Saves one of loaded catalog files under a different file name. After saving is complete, catalog is known under a new file name.

Parameters:

File - the full path of the catalog file to save. File must be opened in WhereIsIt.

NewFile - Specified a new file name for catalog.

Example:

```
SaveCatalogAs("C:\WhereIsIt\Catalogs\CatFile.ctf" NewFile="C:\Test.ctf")
```

CloseCatalog(File, AutoSave)

Closes specified catalog file, with optional saving first.

Parameters:

File - the full path of the catalog file to close. File must be opened in WhereIsIt.

AutoSave - optional Boolean parameter. Specify "True" if you want changes in catalog to be saved before catalog is closed, or "False" to ignore all changes in catalog. Default is True.

Example:

```
CloseCatalog("C:\WhereIsIt\Catalogs\CatFile.ctf" AutoSave=False)
```

CloseAllCatalogs(AutoSave)

Closes all opened catalog files in WhereIsIt, with optional saving first.

Parameters:

AutoSave - optional Boolean parameter. Specify "True" if you want changes in catalog files to be saved before catalogs are closed, or "False" to ignore all changes in catalogs. Default is True.

Example:

```
CloseAllCatalog(AutoSave=False)
```

UpdateDisk(Drive, CatalogFile, AllowNew, BrowseArchive, ArchiveDescOnly, VirtualRoot)

Adds or updates disk image in one of loaded catalogs.

Parameters:

Drive - specifies drive to scan, in form of "<drive_letter>:". If data for specified drive is found in catalog it will be updated, otherwise a new disk will be added in catalog.

CatalogFile - specifies catalog file (full path) where add/update disk operation should be performed. This parameter is only needed if more than one catalog is loaded in WhereIsIt.

AllowNew - optional Boolean parameter. Specify "True" if you allow adding a new disk to catalog, or "False" to allow only disk update operation. If parameter is false, and no matching disk is found in specified catalog to be updated, this command will report an error. Default is True.

BrowseArchive - optional Boolean parameter. Specify "True" to allow browsing inside compressed archive files during disk scan, or "False" to treat archive files as all the rest. Default is the same setting as set in WhereIsIt as default option.

ArchiveDescOnly - optional Boolean parameter. Specify "True" to only import description files from compressed archive files, but no archive contents. Specify "False" to fully analyze archive files. Please note that *BrowseArchive* parameter must be True for this setting to have an effect. Default is True.

Virtual Root - optional parameter with virtual root setting. If you want to scan media with virtual root set to one of the folders, specify full path to virtual root folder in this parameter, including leading and trailing backslash, for example: "\\Virtual\Root\".

Example:

```
UpdateDisk("F:" BrowseArchive=False VirtualRoot="\Test\")
```

MessageBox(Text, Header)

Displays a simple message to the user, and wait until user clicks on the OK button.

Parameters:

Text - Text of the message to display.

Header - optional text to display on dialog's header. Default is "WhereIsIt Script".

Example:

```
MessageBox("Hello World!" Header="My First Script")
```

Debugging(State)

Turns debugging mode on or off. In debugging mode, program will pause and display each command in script file before executing it. You can use debugging mode to check which command in your script file is causing the problem. Debugging is turned off by default when script starts.

Parameters:

State - "True" or "False" parameter. Specify "True" to select debugging mode, or "False" to turn it off.

Example:

```
Debugging(True)
```

DisplayErrors(State)

Selects if program will display error messages caused by running script in a dialog, and wait for user to respond, or will it just quit the script quietly. If your script file is doing some scheduled, unattended maintenance, it may be preferable that no errors are reported and program continues or exits immediately.

Parameters:

State - "True" or "False" parameter. Specify "True" to show error messages, or "False" to force program in quiet mode.

Example:

```
DisplayErrors(False)
```

EndScript

Ends the script execution, and continues with interactive work with WhereIsIt. To exit the program when script completes, use the *ExitProgram* command instead.

Parameters:

None.

Example:

```
EndScript
```

ExitProgram(AutoSave)

Terminates the current script execution and exits the program, optionally saving changed catalog files before doing so.

Parameters:

AutoSave - optional "True" or "False" parameter. Specify it as "True" to save all changed catalogs before program exits, or "False" to ignore all changed catalogs and just exit the program immediately. Default is True.

Example:

```
ExitProgram
```

Small script sample:

```
; This is a test script file for WhereIsIt

Debugging(False)
DisplayErrors(False)
OpenCatalog("C:\WhereIsIt\Catalogs\Sample.ctf")
UpdateDisk("F:", AllowNew=True)
OpenCatalog("C:\WhereIsIt\Catalogs\Sample.ctf")
CloseAllCatalogs
MessageBox("Script file completed.")
EndScript
```

Using Script Files

Script files in *WhereIsIt?* are similar in usage to regular DOS batch files, except in that they can be executed when *WhereIsIt?* starts. They are plain ASCII files, with one command per line syntax - detailed description of script language syntax is available on a separate page.

To write your own script file, you will only need a plain ASCII text editor like Notepad. *WhereIsIt?* script files should have extension WSC, for example "MyScript.WSC". Write your script program, and save it.

To run your script, execute *WhereIsIt?* with the "-script <script file>" parameter, for example "WhereIsIt -script MyScript.WSC". This will cause *WhereIsIt?* to immediately start executing your script file, operating in "quiet mode" and showing no visual indication that program is running. This way, you can use script files for automatic updates in a background without user being aware program is running. How will your script file end execution is up to you. You can use the `ExitProgram` command to terminate the program when your script completes, or you can use the `EndScript` command to allow *WhereIsIt?* to continue in normal, user mode. With the latter option, you have a chance to use scripts to automate tasks when *WhereIsIt?* starts, and then continue using the program. This way, you can for example update catalog data every time *WhereIsIt* starts, making sure that you always have the latest data available when program loads.

Since the main reason for script files is to allow scheduling automatic updates, you will probably need an external schedule program to run *WhereIsIt* at desired times to perform an update. Windows provide a good schedule program, but there are some other available as well. All you have to do in any schedule program is only to setup *WhereIsIt?* to be run at desired time with "-script" and your script file as parameters.

Description Files Formats

Where Is It? uses description plugins to import descriptions from various sources. The Description API functions are published and anyone with programming knowledge can develop a new description plugin to be used in *WhereIsIt*. Program comes with default description plugin that can, among other sources, use the following description file formats to import description from:

FILE_ID.DIZ files (*import and export*)

These are the most common description files today, most often found compressed inside archive files, distributed over Internet, CD-ROMs etc. `File_id.diz` file contains a description for its parent (archive file, or a folder). Basically it is text file, usually limited to about 40 characters in width, and a few lines long.

For exporting to `File_id.diz` files, please note that only folder descriptions can be exported to this format. Descriptions for archive files will not be exported since *WhereIsIt?* does not handle updating archive files.

FILES.BBS files (*import and export*)

Files like `Files.bbs` were in the past very popular on the Bulletin Board Systems (BBS), but since the expansion of the Internet, those are in decline. Still, many shareware CD-ROMs are still shipped with descriptions in this file format. `Files.bbs` are multi-file description databases, containing descriptions for all (or some) files and folders inside a single folder (in other words, `Files.bbs` file can contain descriptions for all items you can get with a simple `DIR` command). Each description consists of a filename, at least one space character as separator, and a description. Description can stretch through more than one line; in this case, every new line is starting in the same column as it did the first line of the description.

Example:

```
FILE1.TXT      This is a description for a first file.
FILE2.TXT      This is an example of
                multiline description.
```

DESCRIPT.ION files (*import and export*)

This description file format is native to a popular `Command.com` replacement, `4DOS` from JP Software Inc., or its older version `NDOS` from Norton Utilities package. `4DOS` can display descriptions with the `DIR` command, aligned on the right side. Descriptions longer than 40 characters are wrapped to the next line, and are normally kept under this limit. File format is quite simple: each `Descript.ion` file has descriptions for files inside a single folder, just like the `Files.bbs` files. Each description is presented in one single line, starting with the filename (or folder name), one space character as separator, and ending with the description text. Control characters like line-breaks, tab characters etc. are not permitted.

00INDEX.TXT files and similar (*import only*)

These files are basically using the same format as `Files.bbs` files, except they usually originate from UNIX systems (mostly FTP servers on Internet) and are therefore using UNIX text format. Naming the files is not exactly strict in this case, and program will look for the following variations if file names when importing from `00index.txt` and similar is enabled:

```
00index.txt, 00_index.txt, 0index.txt, index.txt, index, .index, catalog.txt, dirinfo
```

If more than one of listed files is found, file listed first will be used for importing.

Archive files comments (*import only*)

Many archive files formats support adding your own comment to the archive file. Examples of such are ZIP, RAR, ARJ, and others. *WhereIsIt?* can extract this comments from archive files and use them as descriptions for those files. Please note that "Browse inside archive files" option must be enabled for this to work while scanning your disks.

Exporting descriptions into archive files comments is not supported since *WhereIsIt?* does not handle updating archive files.

Compressed File Support

Where Is It? can **recognize and browse** for contents the following compressed file formats:

ACE*, ARC, ARJ*, CAB*, EXE, GZIP, HA, LHA, LZH, PAK, RAR*, TAR, ZIP*, ZOO.

*supports multi-volume archives

The following file formats are also recognized in their **self-extract** (EXE) form:

ACE, ARC, ARJ, LZH, PAK, RAR, ZIP.

Some rare DOS-based self-extract archive files may be skipped during disk scan to avoid a problem in Windows kernel.

Extracting files in *Where Is It?* is possible from the following formats:

ACE, ARC, ARJ, GZIP, LHA, RAR, TAR, ZIP, ZOO.

Please note that extracting from multi-volume archive files is not entirely supported, and may not work correctly in all cases. Archive file support in *WhereIsIt* is basic and is not meant to replace specialized applications handling such archives.

How to... ?

The following chapter will present you some of the most useful approaches and most often used or needed techniques you will require as an user of WhereIsIt.

How to plan your catalogs

A catalog in WhereIsIt can be an independent unit, or many catalogs loaded at the same time can work together as one. Each catalog can have set its own categories, flags, and disk locations, so if you plan to catalog a lot of disks, it makes sense to prepare a few different catalogs, each to store its own group of disks based on their contents.

There is no imposed limit on catalog size except for practical limitations for performance reasons. Catalog size does not directly depend on number of disks stored in catalog, but on total number of files and folders available on those catalogued disks, so it is difficult to predict how many disks can you put in the catalog. For best performance it is not recommended for your catalog to exceed the amount of your physical memory installed. Using very large catalogs is not a problem, not even with searching as long as there are not too many hits (it makes sense to limit allowed number of hits on very large catalogs). Program will only load parts of catalog that are actually needed. One reference operation you can use as an indicator when your catalog is getting too large is the time needed to save changes in that catalog.

How to create and prepare a new catalog

This is a fairly simple procedure. To create a new catalog, just use *File / New Catalog* command and enter catalog's name. You can immediately add disks to it, or you can setup catalog's other properties like categories, flags, disk locations, together with coloring settings etc. Note that you can use the Catalog Setup dialog to copy existing descriptions, categories, flags, etc. from some other currently loaded catalog, or you can base your newly created catalog on one of the existing catalogs or templates, inheriting its settings.

How to add a new disk image to a catalog

To add a new disk image to a catalog, use the Add/Update Disk Image command. Select one of the available disk drives to catalog, select disk's name as it will be known in the catalog, and type in the disk number to be assigned (optional, disk numbers are used for your reference only). That's about it, however you may want to at least check out some other important options available as well.

WhereIsIt will during disk scan try to import descriptions and thumbnails about files, folders and disk itself, using description. and thumbnail plugins. You can use the '*Active Plugins*' button to select the plugins you want or don't want to use while scanning current media, and select plugins priority.

Program is capable of browsing inside many compressed archive files and store them as virtual folders, showing their compressed contents. Note that using this option will in many cases add a lot of additional information to catalog - to keep your catalogs fast and small longer, don't use this option unless contents of archive files is important enough to justify it. If you only want to browse archive files to get their descriptions and not to store their contents, check both options to browse inside archive files as well as to look only for descriptions and not to import their contents.

Please note that option to import descriptions from other disks in the catalog is meant for special cases only and should always be off by default. It can only be useful in cases where files were moved from some other disk already available in the catalog and program will be able to get their description from their old location in the catalog.

If you get in trouble with scanning a particular media, you can use troubleshooting tips later in the manual to help you locate the problem. In most cases, one of the plugins may be having problems with data on the media.

How to automatically import descriptions and thumbnails on disk scan

WhereIsIt uses special description plugins to automatically import description about files, folders and disks during media scan, and thumbnail plugins for importing small images that can be stored in catalogs. Plugins can be developed independently from the program itself and can be added at later time to expand program's description importing capabilities. All description plugins use a standard protocol to communicate with WhereIsIt (Description API 2.0), therefore anyone with programming knowledge can write his own plugin to add to WhereIsIt. For more details on how to write description plugins please refer to your DescAPI folder with a sample plugin and a separate help file describing Description API.

Program already comes with standard description and thumbnail modules, containing a number of plugins that handle importing descriptions from most commonly used description sources today, such as File_id.diz, Files.bbs, Description, Index.txt files, WAV and MP3 files (including ID3 tags if available), CDDB databases on the Internet for audio CDs, etc. Standard thumbnail plugins cover most of the common graphics files in use today. For more information how to use or troubleshoot specific plugins in the standard description module, please refer to the Plugins\DescPlugin.txt file. Some details about using the CDDB plugin are available in this help file as well.

Each plugin available and enabled in the program is put on the priority list. Plugins are always used in the order defined by the priority list - this way, if two or more plugins handle importing descriptions from the same source, the one with highest priority is always used first, and the others only if the first one was not able to provide a description. There is one such example in the standard description module as well, two plugins are capable of importing descriptions about audio CD tracks. If you want to use the CDDB plugin, make sure it has assigned more priority than generic Audio CD plugin, and vice versa.

How to use the CDDB plugin

WhereIsIt uses special description plugins to automatically import description about files, folders and disks during media scan. One of the plugins included in standard description module can take care of retrieving descriptions about audio CD discs from CDDB servers on the Internet, either during disk scan or later through a special Query CDDB server command.

Troubleshooting the CDDB Audio CD plugin

In order to use this plugin you must have active Internet connection at the time your Audio CD is added or updated in the catalog, and the Wininet.dll library available on your system. The latter shouldn't be a problem unless you are using one of the earliest version of Windows 95 (pre-OSR2). Please note that if your Audio CD is being used by some other application at the time WhereIsIt tries to import CDDB details (for example being played by CD Player), chances are that WhereIsIt will not be able to access CD and retrieving description will not be successful.

There are two plugins available for Audio CD disks, besides CDDB plugin there is also the generic Audio CD plugin. If you want to import CDDB data during disk scan, make sure the CDDB plugin has higher priority than Audio CD plugin, otherwise a generic audio track data will be imported by Audio CD plugin instead.

CDDB server address to be used is configurable and can be set in plugin's config dialog (you can find out the current list of all available CDDB servers on this address: <http://www.cddb.com>). You can also enable a troubleshooting mode in the same dialog, allowing plugin to report error messages that can help you find out what seems to be the problem if CDDB query can't be completed successfully.

In some cases CDDB server can return inexact hits, or multiple hits. This plugin will by default ignore them both and rather leave the description empty than taking chances to import details for the wrong CD. Alternatively, you can also setup the CDDB plugin in its config dialog to stop in such cases and present to user a dialog where he can select appropriate entry out of possible ones as presented by CDDB server. Please note that enabling such options may interfere with scanning the media, and may cause problems if program is expected to work on its own, for example with scheduled automatic updates.

Cases of multiple hits are fairly rare to encounter though, large majority of entries in CDDB database are unique.

How to export descriptions back to description files

WhereIsIt can not only import descriptions from various sources, it can also export them back to the media in one of a few supported formats. There are basically two ways how you can export descriptions:

Export descriptions to standard description files

Using the File / Export description to Media command you can export descriptions to description files, created on the same media where files and folders themselves are located. Please note that media must support writing for this to work, so this command doesn't make much sense to be used on CD-ROMs, for example. This way, program can create File_id.diz, Files.bbs, Descript.ion, or FileDesc.htm files, containing selected descriptions. The File_id.diz files can only contain disk or folder descriptions and will be located in the same folder description is for. The other three formats can contain descriptions for all files and folders located in the same folder, and are of course placed in that same folder themselves. Any of those formats can be later used again to import descriptions when scanning that media, or be used in some other program capable of using those standard description files.

Export descriptions using Report Generator

Report Generator is not only used to print reports on paper or preview them on screen, but can only be used to export the same data to some other format. To export descriptions, you just have to prepare appropriate report - select group of items to be included in the report (for example by using search capabilities to locate all items that have descriptions) and select details to include in the report (for example file name and description columns). Among supported formats are ASCII text files (regular, comma-delimited or tab-delimited), RTF and HTML files, or you can instruct report Generator to create the report directly in Excel via DDE. More details are available on how to use the Report Generator.

How to update a disk image in a catalog

Generally, you can update disk image in catalog the same way as you have added it - when you request to add a disk image, program will check and find that disk already in catalog, and offer to update it (if you still like to add it as new disk image though, feel free to deny updating and you will have two disk images of the same media in the catalog). This works in most cases, although the recommended way of updating disk image is a bit different.

A better way to do this is to right-click disk you want to update, and select the "Update Disk Image" option from its popup menu. This way, program will know exactly which disk image would you like to update and behave a bit differently. You will notice that Add/Update dialog will be a bit different, offering only drives that are of the same type as the disk image being updated. This way you can also update disks that are no longer recognized to be the same as their image in catalog - this can happen if disk's serial number or volume label has changed since last cataloging, for example. Program will still warn you that media does not match disk image, but you can tell it it's OK and to update it anyway.

When disk is updated, please note by default all existing descriptions are kept - program will not try to import new descriptions if one already exists in the old disk image. This is mostly to protect any manually edited descriptions that may took a lot of efforts to be entered. If you would like to discard existing descriptions anyway, uncheck the "Import existing descriptions from..." check box and confirm your decision before scanning starts.

For all other settings the same applies as when adding a new disk image (browsing inside archive files, description plugins settings etc).

How to transfer disk images between catalogs

To transfer a disk image from one catalog to another, you need to open both source and target catalog in the program. You may want to do that, for example, if some of your catalogs grow too big and you decide to move some of disks to a new catalog.

To quickly move disk image to another catalog you can simply drag and drop it on target catalog. Note that drag and drop method works only for moving disk images and disk groups. You can also select multiple disks in the right window and move them all at once to another catalog this way.

For more complex operations it is recommended to use Catalog Manager instead. Catalog manager offers a simple two-window interface, one for each source and target catalog, and allows simple move and copy operations between them. It is often easier to use than moving disks with drag and drop method.

How to protect your catalogs

WhereIsIt offers some basic security capabilities for your catalogs, such as password protection and encrypting catalog file's contents. You can setup catalog protection by selecting catalog entry, calling up its Properties dialog and pressing on the '*Protection*' button (the one with the lock on it).

How to use the right mouse button on items

The right-mouse button in WhereIsIt is, in full compliance with Microsoft's recommendations, used to display selected object's popup menu with all available commands that apply to that item. This is often the fastest way to access a command to perform some operation on selected items(s). In WhereIsIt, every cataloged item has its own popup menu, as well as some other parts of user interface (for example, drive buttons in Add/Update dialog). Using the right mouse button can make your task easier in many cases, so get used to it.

How to select multiple items on the list

Often you need to select more than one item at once on the list to perform a common operation on all selected items. In WhereIsIt this is done the same as in other Windows applications, by using the SHIFT and CTRL buttons while selecting.

Normally, when you just click an item on the list, previously selected item is deselected and just clicked item is selected instead. To keep previous item selected as well, hold the CTRL key when selecting the next item. You can repeat this as many times you want. To deselect already selected item, just click it again with holding CTRL key. To select single item again, just click it without holding the CTRL key.

The SHIFT button is used for range selections. Click normally the first item you want to select, scroll the list to the last item to be selected, hold SHIFT and click it. You can combine using both CTRL and SHIFT buttons as well to allow you selecting items with more than one range selection.

In addition to the above standard selection support WhereIsIt also offers quick items selection based on same methods as in popular Norton Commander. To invert current selection, press the * key on numerical part of keyboard - this one is often used to simply select the whole list with one key press. Additionally, you can use + and - key, both on numerical part of keyboard only, for selecting or deselecting specified items by their names. For example, to quickly add to selection all files with .doc extension, press the + key on numerical keyboard and type * .doc as the file mask.

How to reorder disks in catalog or disk group

In WhereIsIt 3.00, every catalog or disk group can have its own, custom order of items it contains - they can either be sorted by one of the columns, or you can manually define their order. To sort items by one of the columns, just select their parent catalog or disk group in tree view, and click the appropriate column header in the right, list view window.

To reorder catalogs, disks, and disk groups in an arbitrary order, you can either use your mouse and drag&drop items to their desired positions, or you can move selected item(s) around by holding down CTRL + ALT and pressing the up/down arrow keys. Note that if using drag&drop, dropping a disk on a disk group means to move that disk inside target disk group, rather than moving disk where group is - to accomplish the latter, hold down the SHIFT key while dragging your disk.

How to use item coloring

By coloring cataloged items WhereIsIt offers a possibility to visually mark displayed items based on their properties. There are a few predefined criteria how items can be colored (by their type or file name, assigned category or flags, or by their disk locations). Coloring by file names or item types is defined globally in program's settings, while other types of coloring are specified locally within each catalog separately, together with category, flags and disk location settings - you can setup those with Catalog Setup option.

Currently active coloring criteria can be quickly changed or turned off using the coloring mode button on the main toolbar.

How to handle columns on item lists

Each list of items operating in details mode (default) displays a number of columns to present details about listed items. Program offers some special functionality to handle those columns.

Resizing columns

You may have noticed that columns are changing their size based on their contents visible - you can also manually resize each column by dragging its right border on column header. Columns have their own popup menu that can be accessed by right clicking on any column header. With options available on popup menu you can quickly resize all columns to fit their contents visible on screen, or call up a special dialog to setup the columns.

Hiding and reordering columns

Sometimes, there are too many columns to fit in the window and some of them are not really needed, or you would rather have them in different order as they are now. Each item list in the program (main window, user list, search results, compare results) can have its own columns settings defined.

You can setup columns by calling up a special dialog by right-clicking any column header and selecting the Setup Columns option. You can reorder columns there the way you want them, or you can uncheck some column you don't need at this time and want to hide them.

All these operations can be performed faster as well, without using the special column setup dialog. To reorder columns, you can simply grab the column's header and drop it at the wanted location - you will notice the indicator marking current drop location between two columns while dragging the column around.

To hide a column, grab its right border and drag it to the left to close the column completely. Program will remember that column width was set to zero and handle such column as hidden. To unhide the column, the easiest way is to use the column setup dialog and uncheck it there, although if you know where hidden column is located, you can grab with the mouse just right of the column border and drag the column open again.

How to assign items to categories

Categories are part of item's properties, so they can be assigned in item's Properties dialog - select and right-click wanted item, and choose the Properties option from its popup menu. You will find the Assign Category button in there, listing all defined categories in item's catalog - just check the categories you want to assign this item to. If there are no categories defined yet, or you would need a new category for this item, there is a '...' button to call up the Catalog Setup dialog, where you can setup categories as needed. If you have selected disk or folder, you can also choose to assign the same categories to all subitems - for example, to all files and subfolders in the selected folder.

Please note:

Overusing categories and flags can cause an unnecessary memory load and severe performance degradation in some parts of the program, like in browse by categories mode. Do not assign a category or flag to all 10.000 files on the media or in a folder, if it is enough to mark the media or folder entry only.

You can also assign the same categories to more than one item at once - select all wanted items by using the Shift and Ctrl buttons while selecting, right-click any selected item and choose the *Properties* options. This time the Properties dialog is a bit different, handling all selected items at once. Confirm that you really

want to assign the same settings to all selected items by checking the appropriate check box, and select wanted categories with "Assign Category" button.

Assigning the same settings like categories, flags, or even descriptions often requires that you find and collect all those item first in some way. If they are all in the same folder, that's no problem, you just select that folder in catalog tree and mark wanted files in the right window. Often, however, you have to use the user list or search capabilities to gather items first. For example, to assign all audio files to "Music" category, use searching to collect all MP3, WAV, MID,... files, select the entire found list, right click one of the items and call up Properties dialog.

How to use flags

Flags are actually quite similar in usage to categories in current versions of WhereIsIt. There used to be more difference in the past, but since you can have items assigned to more than one category, flags usage is somewhat in decline. You can image flags as simple tags to be put on files, folders and disk, unlike categories that can be more complex and hierarchically organized. Flags are sometimes used to "store" list of items as well, as described later. Some examples of often used flags could be something like "Important", "Private", "Disk borrowed" etc.

Very much like handling categories, flags are defined locally inside each catalog and can be assigned to items using the Properties dialog.

Using flags to "store" a list of items

If you have gathered a list of items and would like to save that list for later access, you can use flags for that. Create a new flag in the catalog with the name of your list (so you will be able to recognize it later), select the whole list and assign the new flag to it using the Properties dialog. Later, when you need to gather those same items again, you can just search for all items with that flag assigned.

How to search by more than one criteria at once

You can use advanced searching to set more than one criteria to search for. Basic searching allows you to search for parts of text including either in file names or in descriptions (or in either of them), which is the most common way how items are searched in WhereIsIt, but sometimes you may need to be more specific than that. By selecting the *Advanced Search* tab in Search dialog you can specify any number of criteria and combine them with logical operators, such as AND, OR, XOR, and NOT. Each such search expression can be saved to be retrieved and reused later.

Sometimes, writing the whole expression is too complicated, or you don't know in advance what exactly will you need to search for until you have at least some partial results. In such cases, you can use the method of narrowing down your search results, or you can add additional hits by combining the results of two independent searches. Both methods are very simple to practice and can be used with both quick and advanced searches. To narrow down your search results you only need to set the program to search through your current search results instead of through catalog ("*Limit Search*" button, "*Search in current search results list*" option), and to add additional hits of new searching to your existing list, just turn off the option to clear previous search results under the "*Settings*" button.

How to search by narrowing down the results

Narrowing down search results mean that your previous search has returned more items that you wanted to, and you need to apply additional criteria to get more exact results. You can do that either by going back and make your original search criteria stricter so it will return less hits the next time, or you can choose to take the current results list as a base for a new search.

To do the latter, you just need to set current search results list as a source for searching - click the "Limit Search" button and select the "Search in current search results list" option. Now you can setup an entirely new search criteria that will only keep wanted items on this results list. Of course, when narrowing down the search, no new items can be added to results list.

Example:

Imagine that you would like to get a list of all your MP3 files. No problem, you set a program to do a quick search for *.mp3 using file names only. Now that you have a list of all MP3 files, you see there are too many, it would be better if list would only include files newer than two weeks. You can just switch the program to search in your current search results only, set a new search criteria to return only files modified during the last two weeks, and that's it.

Of course, there are plenty other ways how you could reach the same goal. For the example above, it would be probably faster and easier to just sort the list by dates, select MP3 files starting with first and down to the last one older than two weeks, and manually remove them from the list (DEL key). Or alternatively, you could just go back and define a new search to search for both MP3 files and files newer than two weeks at the same time. As it is often case in WhereIsIt, it's really up to you to decide which is the easiest way to go in your specific case, program's job is to allow you making this choice.

How to search for items that do NOT match certain criteria

To search for items that do not match certain criteria you will have to use the advanced searching. Just prepare your search expression as you would normally do, put the whole expression in parentheses, and put the NOT command at the front.

For example, to search for all files that are not .DOC or .TXT documents, your expression will look something like that:

```
not ((File Mask = "*.doc") or (File Mask = "*.txt"))
```

How to manually edit item descriptions

There are two ways how to edit item's descriptions. For every cataloged item you can simply call up its Properties dialog and edit it in there. This is the simplest way, however edit window in Properties dialog is somewhat small and is not best suited for long descriptions.

Every item in catalog has an Edit Description option in its popup menu where you can access the Description Assistant. Description Assistant (DA) has a much larger, adjustable editing window and can offer some additional functionality as well. It is a lot easier to switch items since DA allows you to simply select some other item from the same source list without leaving the dialog, making it ideal for describing a list of items. DA can also offer a quick access to selected text files that can be used to help you describe the current item. For example, when describing the folder, DA can display the contents of some Readme.txt file if it is available in that folder - in many cases, describing the item is limited to dragging and dropping a part of text from readme file to description window. A list of files interesting to DA can be setup in program's settings, "Descriptions" group.

The Properties dialog can be used to **assign the same description** to more than one item at once - this includes removing descriptions for all selected items as well. Just select all wanted items on the list, call up the Properties dialog and select to assign the same description to all selected items.

How to prepare a report with all items in catalog

This can be done in two ways, either using Custom Report option in Report Generator, or by using search capabilities first and prepare a report from search results list. The first option is faster although not necessarily easier, the second one is more adjustable. Please note that such reports can include A LOT of items if we are talking about large catalogs, there can be a few hundred thousand files involved.

If using custom reports, you have to select all items to be included in custom report - that means expanding the entire catalog tree to include all folders, and settings all checkboxes to include all files as well. You can do both very quickly by using options available under the "Macro" button. That's about all there is to it, you can only select if you want to have all items listed in one big list or you want to include some disk or folder headers as well.

The second approach may seem more complicated, but will generally give you better results, especially by offering more control over report contents and layout. First, you use searching to find all items in catalog (just search for * . *, and make sure you have enabled searching for files, folders and disks). This will give you the

list of all items in your catalog, you just have to get it on the report. You can either sort the list right here in search results list and tell report generator to keep the same order of items as found on source list (this allows you, for example, to get a report of all items in the catalog, sorted alphabetically), or you can let the report generator to sort it by catalogs, disk, folders, or any combination of those and include appropriate headings. Once you have your list ready, you just need to call up Report Generator and tell it to take the search results list as a source for your report. Feel free to play around with other options Report Generator has to offer to fine tune your report.

The advantage of the latter option with searching is mostly in the fact that you can decide for each file, folder or disk separately if you want it in the report or not (if not, just remove it from the list), and there are some more options available about formatting the report layout itself that may not be accessible with custom reports, such as keeping sort order as it appears on source list. Custom reports are generally not very often used, using report generator in combination with searching is often a better choice.

How to prepare a report containing only items from specific disks

This task is again done easiest if you use searching to locate your items before starting up the Report Generator itself. For example, if you are interested only in items from the two disks last added to catalog, and would only like in the report items that have some description assigned, you only need one simple search: use the advanced searching to search for all items with any description, and limit searching using the "*Limit Search*" button to search only inside two wanted disks in the catalog. This search will give you a list of all wanted files and folders, so it is only left to start Report Generator, set search results list as a source for your report, and check out the results.

Sometimes you can use the Custom Report option instead of searching to limit included items in report to specified disks only, however your options are much more limited this way - using program's search capabilities is the recommended way to go in such cases.

How to prepare a report containing only items matching certain criteria

The most often used way of preparing reports is to use either program's search capabilities to collect wanted items to include in report, or manually collect them using the User List (or even by using a combination of both, if gathering wanted items is a complex enough process). If your items in report are expected to match certain criteria, using searching is the obvious idea.

Let's say for example, you want to create a catalog of all of your audio files. First, you need to collect all such files - a simple search can do that very easily, you just set it to quick search for `*.mp3, *.wav, *.mid` and select searching in file names only. This will get you a list of all your audio files collected on search results list - you can now use this list as a source for Report Generator. To have all files listed alphabetically, sort them in search results list before starting the Report Generator, and just tell report generator to keep items ordered the same way as found on the source list. When your list is ready, start the Report Generator, select search results list as a source for your report, and try out the print preview to check how it looks. Feel free to use additional settings available in Report Generator to fine tune your report, for example by instructing it to sort items by their source and include appropriate disk and/or folder headers to get your report more organized.

How to export catalogs to some other format

You can use the Report Generator to export catalog or just a part of it with selected items and details to some other format. The procedure is exactly the same as with preparing a regular report, except that you select one of supported target formats as a report destination. Most commonly used are exporting directly to Excel via DDE (program creates a new table in Excel, containing your report details), export to ASCII file, preferably comma-delimited (you can import comma-delimited ASCII file in just about any spreadsheet or database program), or export it to HTML format to be put on your web site.

How to register and unlock Where Is It?

You can register WhereIsIt in more than one way. The most commonly used and fastest method is to order online, using your credit card. Other available ways include sending personal check or cash via regular mail, or sending the registration fee via direct bank transfer. If not ordering online, you are required to send a filled registration form to the author as well.

It is highly recommended that you use the How to Order Wizard, built in the program. This wizard will present all available options and guide you through the process of ordering, making sure you don't skip some important step. Detailed information on how to order are available in the Order.txt file, included with the program, in this help file as well as online on program's home page on the Internet (<http://www.wheredit-soft.com>, "How to Order" section).

Frequently Asked Questions (FAQ)

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Last updated: August 1st, 2000

Frequently Asked Questions (FAQ)

1. *Registration and purchase*
2. *Installation*
3. *Using the program*
4. *Troubleshooting*

1. Registration and purchase

Q: Why should I register?

A: WhereIsIt? is not a free software, a lot of time and effort has been invested in making of this program. WhereIsIt? is released as shareware, allowing you to test it for a limited period of time (14 days). If you plan to continue using the program after that period, you are required to register. Evaluation version also has some limitations that are removed when the program is registered and unlocked.

Q: How can I register WhereIsIt?

A: The fastest way to register WhereIsIt is to use the online registration form and pay with your credit card. Orders are handled by DigiBuy, using a secure connection. You can expect to receive your registration details by e-mail within the next 24 hours. Regular mail delivery is also available. More details and link to online ordering form can be found on WhereIsIt's home page: <http://www.wherelsit-soft.com>, in the help file, or in the Order.txt file, included in WhereIsIt package.

Q: I don't have a credit card, or don't want to use it. Can I still register?

A: Yes, some other ways are available, too. Most often used are sending a personal check (cheque, in some countries), or cash, by regular mail directly to the author's address. Both e-commerce vendors collecting orders for WhereIsIt, ShareIt! and DigiBuy, can accept either credit card orders (online and offline), as well as some other payment types, such as checks, bank/wire transfers, purchase and money orders etc. You can find more details in the Order.txt file, or you can consult the "How to Order" wizard in the Help menu, describing in detail all available options for registering WhereIsIt.

Q: Do I need to re-register new versions of WhereIsIt?

A: No, you don't have to, you license is valid for all future versions of WhereIsIt as well. If I am in any way forced to change this policy, it will not be done without discussing it with currently registered users first.

Q: I'm a registered user of previous major WhereIsIt release, how can I unlock the current version.

A: Each major WhereIsIt version uses its own registration system and a different set of license keys. When a new major version is released, all registered users are e-mailed a new registration package, which includes the appropriate license for the new version as well. If you are a registered user and you did not receive yours, please contact the author for more information, and don't forget to include your current serial number.

Q: I'm working for a company and we would all like to use WhereIsIt. Are there site licenses available?

A: Yes, site licenses are available for WhereIsIt. When placing an order, just include the appropriate number of licenses in your purchase, and select that you would like to have them issues as a single site license for specified number of users. Discounts are available for purchases of 5 or more licenses at once. You can find more details about placing orders and pricing in the Order.txt file.

2. Installation

Q: Should I uninstall previous version of WhereIsIt? before installing a new one?

A: This is not necessary if you will install new version in the same folder. Just run the setup program, and program will upgrade itself. If you would like to install program to different location, then uninstalling is recommended. Please note that your catalogs will not be deleted while uninstalling, but you will have to configure the program again since old settings will be removed.

Q: How can I uninstall WhereIsIt?

A: Just open the Control Panel, select "*Add/Remove programs*" option, and double-click WhereIsIt's entry on the list. If you have created program group for WhereIsIt when installing, you can achieve the same by clicking the "*Uninstall WhereIsIt*" icon in WhereIsIt's group.

Q: Can I be notified about new versions?

A: Yes, you can, if you have a valid e-mail address. A free mailing list is available for all WhereIsIt users - notifications about new versions and current development news are posted there. You can add or remove yourself from WhereIsIt Mailing List at any time from WhereIsIt's home page, located at: <http://www.wheredit-soft.com>.

3. Using the program

Q: Does WhereIsIt run on Windows 3.1, or Windows NT 3.5x?

A: No, sorry, WhereIsIt? relies on technology not yet provided with these operating systems. You will need at least Windows 95, or Windows NT 4.0 to run WhereIsIt.

Q: How can change order of disks, displayed in left tree pane?

A: The same way as you would change order of files or folders - by sorting them in the right pane. Select the parent catalog entry in the tree view, so your disks are displayed on the right side, and sort them by clicking the appropriate column header. Changes in disk order will be reflected on tree view, too.

If you are using WhereIsIt 3.00 or newer, you can also use drag&drop to manually reorder your disks on the list, or you can use the Ctrl + Alt+ <Up> or <Down> to move selected disk(s) on the list.

Q: Can I delete specific files or folders from catalog if I don't need them?

A: Not in the older WhereIsIt 1.xx, but version 2.00 and newer do support such modifications, too. Older WhereIsIt 1.xx honors the data integrity in catalog, always assuring that data as stated in catalog resembles as much as possible the real data on your media. The only exception are hidden files, or special items like Recycle Bin, that can be set to be skipped during the disk scan. Version 2.0 will allow you to freely remove any selected item from catalog, although overusing this feature is not recommended.

Q: How can one print an alphabetical list of all files in the catalog?

A: The easiest way to do that is to use searching in combination with report generator. First, you have to get a list of all items that you would like to print - searching for all files with "*" . "*" mask should do the trick in this case. Sort resulting list by file names, and click on report generator button. Be sure to selected the "*Print data in list 'as is', no sorting*" option, in order to preserve items order as they are in search results list (nicely alphabetically sorted). Just select the columns you want in report, and that's it.

Searching in combination with report generator is a very powerful and adjustable tool for making all kinds of reports. You can do a lot with it, but you will need to get a bit creative. For some more examples you can check out the How to... chapter in this manual.

Q: Can I export my database to be used in some other program?

A: Exporting cataloged data is a part of report generator, meaning you can select yourself which data and in what details will get exported. Report generator supports a few different export destinations, including text files (regular ASCII files, tab-separated, or comma-separated), MS Excel tables, RTF documents, HTML documents,...

- Q:** I have set the Description Assistant to import text files as descriptions, but this doesn't work.
- A:** Auto-importing descriptions is not what Description Assistant (DA) does. DA is an interactive tool, designed to help you when manually editing your descriptions. For more details about DA, consult the help file and be sure to read the next question, too. A plugin to import user-defined text files as description as also available, however due to some considerations with this functionality it is not distributed as a part of WhereIsIt and is not officially supported. You can download it as a separate package from program's home page.
- Q:** How can I get the program to import my own descriptions during disk scan?
- A:** WhereIsIt 2.xx and never address this problem with description plugins, working over Description API. Basically, it is a way to provide users with ability to include or even write their own description plugins, extending program's ability to handle other, currently unsupported description and thumbnail sources. For example, if you would like to import your *.txt files as descriptions, you could write a simple description plugin for this task. It will be plugin's responsibility, however, to provide the text to be used for description in any way it can. As far as WhereIsIt is concerned, it will just say to your plugin during the disk scan: "Hey, you said you can get me description for parent folder from *.txt files, so here is a folder with some .txt files in it, let me have up to 32 KB of description text then".
The full documentation and a sample about DescAPI and writing description plugins is available in the <WhereIsIt>\DescAPI folder.

4. Troubleshooting

- Q:** Icons in Settings dialog and some icons in the main menu are missing. I'm using a Matrox display card.
- A:** There is a known bug in some Matrox video drivers (released around April 1999) that can cause some images to be missing in WhereIsIt. It is recommended to use the latest *certified* video drivers. Reportedly the Matrox PowerDesk v5.13 display driver suite an newer no longer exhibit missing icons in WhereIsIt. A similar situations may apply to other video drivers or video cards as well.
- Q:** My computer locks up when I try to display the Settings dialog, and there are no icons visible in main menu's Settings options.
- A:** Please make sure you are using the latest final release of your video drivers - this is a known problem with an older beta version of ATI Rage Pro drivers. It may occur with other video cards as well. For ATI Rage Pro based video cards, the latest video drivers were reported to solve the problem.
- Q:** I have problems with scanning certain media, what can I do about it?
- A:** Such problems are usually a result of damaged media that can't be read correctly (a scratched CD-ROM, for example), as well as of damaged, corrupted or otherwise invalid files on the media. In case of damaged media there is not much program can do about it, but with corrupted files you can temporarily turn off some advanced scanning features like browsing inside archive files and description plugins. You should be able to catalog any readable media, in worse case by turning off all advanced features and let the program do just a simple scan of media contents.
- Q:** No descriptions are imported when scanning my media, what can I do?
- A:** Check if description modules are loaded and enabled, and check if description plugins are enabled and in suitable priority order. Also, make sure that you are not using any option that is reserved for special cases only - for example, the "Import existing descriptions from other disks in catalog" should be disabled by default as it requires a lot of resources and can even cause problems or instability during scanning.
- Q:** The CDDB plugin doesn't seem to be working, only generic description are imported.
- A:** There are two plugins that can handle Audio CD tracks, the CDDB plugin and generic Audio CD plugin. Make sure that CDDB plugin has assigned more priority than Audio CD plugin, or CDDB will never get to be used in the first place. Generic descriptions can also be assigned if CDDB plugin was not successful in retrieving descriptions - because of there is no Internet connection, your audio CD is being used by some other application and CDDB plugin can't access it, or just because it is not listed in CDDB database or results returned were not reliable. Please also note the fact that if you are updating disk image in catalog, existing descriptions are always kept unless specifically instructed otherwise.

Q: I can't get the program to accept my license key file.

A: Make sure that your key file is named "License.key" if you are using WhereIsIt 3.xx, or "WhereIsIt.key", if using WhereIsIt 2.xx. The key file must be located in the same folder as program's .exe file (NOT, for example, in the same group on your desktop where you have a shortcut to WhereIsIt...)

Q: I think I have found a bug. Where and how can I submit reports about found problems?

A: You can e-mail description about any problem you find to the author (bug.report@whereisit-soft.com). Please be sure to check if you are using the latest version of program, problem may already be fixed at that time. When describing your problem, try to include as much information as possible for author to be able to repeat the problem - reproducing the error is the first and most important step to solution. Please also include a short description of your computer, and WhereIsIt and OS version that you are using.

Q: Can I make a suggestion for a new feature?

A: Sure, new suggestions are always welcome. All of them will be at least considered, and many have made it into the program already.

Ordering Information

WhereIsIt? is a shareware program. You may test the program out at no charge for an initial trial period of **14 days** since the day of installation. If you want to continue using WhereIsIt? shareware edition after that period you must register. The registration fee is set to **\$39.95 USD** and is payable in US dollars, or the equivalent in other accepted currency. You will receive the registration details that allow you to unlock the shareware version by e-mail - if you would like to receive the program and registration data by regular mail on a CD-ROM, please add \$6.00 USD for shipping and handling to the price.

You can register the program and send your registration fee in more than one way. Most often used are credit card orders, but you can also order with a corporate purchase order, wire the registration fee via bank transfer, or send cash or personal check via regular mail. Specific details are stated below.

When your registration form and fee have been received, you will get your own personalized registration data to register the shareware version and unlock it to its full capabilities. Unless requested otherwise in your order, this data will be sent to you by e-mail.

Registration benefits

After receiving the license fee, each registered user is entitled to:

- A personal registration code, to unlock current and all future releases of shareware version, available on the Internet. This way, you can always use the latest version of this program, and enjoy all new features.
- Optional program delivery on a CD-ROM, including all add-ons such as plugins, translations, help files, etc. for additional payment of \$6.00 USD shipping and handling.
- Access to a free mailing list to be notified about program's latest news and current development.
- Free priority technical support via e-mail for a period of six months.

Registration benefits can be suspended if registered user had violated license agreement, for example by distributing his personal registration data to other unlicensed users.

The latest version of WhereIsIt? can always be found on program's WWW Home Page (<http://www.wheredit-soft.com>). As a registered user, your license will be valid for all new versions of this software, allowing you to unlock new shareware releases and use them to their full potential. If registration details are changed between major versions, all registered users will receive registration updates via e-mail, allowing them a free upgrade to the new major version as well.

Pricing and Currencies

The base price for WhereIsIt? is set in \$US, and is **\$39.95 USD**. Whenever possible, please use the USD currency when registering. Other currencies may also be acceptable, as follows:

- if registering through ShareIt!, in any way of payment supported by ShareIt! (credit card, bank/wire transfer, check or cash) you can also place an order in Euro. While placing an order with ShareIt!, you will be able to choose between **USD** and **Euro** currencies, and ShareIt! will calculate the equivalent amount Euro based on the USD price for you.
- if sending a personal check or cash directly to the author, you can use **any currency used in the European Union**, or the **USD**. If sending in currency other than USD, set the amount as equivalent to the USD price at current exchange rates.

Site Licenses and Quantity Discounts

When ordering multiple licenses or a site license, the following discounts are available:

1 - 4 licenses	=	base price	=	\$39.95 USD per license
5 - 10 licenses	=	10 % discount	=	\$35.95 USD per license
11 - 50 licenses	=	15 % discount	=	\$33.95 USD per license
51 - 100 licenses	=	25 % discount	=	\$29.95 USD per license
more than 100 licenses	=	40 % discount	=	\$23.95 USD per license

Discounts for non-licensed resellers are also available on cumulative quantity bases. Please contact the author for more details.

The built-in "How to Order" wizard

You may want to use the built-in "How to Order" wizard to decide which is the best way for you to register this program. The wizard will present and describe all available options to you, let you choose the best options for your specific case, and help you to either place the order online or to print out the already filled order form based on your selections. Using this wizard does not force you into any commitments until you actually place the order - you can just run the wizard to learn about possible options, or print an order form to send in later. You can find the "How to Order" wizard in program's Help menu.

Placing an Order

Below are described the available options on how to place an order for WhereIsIt. If you are not sure which way to choose to register WhereIsIt, try out the "How to Order" wizard. This wizard will explain in details all available ways how to order the program and will guide you through necessary steps. You can use the wizard to order the program, or just to get acquainted with available options how to do it - there are no obligations until you actually place an order outside this wizard.

If you already have WhereIsIt? 2.00 or newer installed, this wizard is available in the program as well (menu "Help", allowing you to not only to select the most appropriate way of ordering, but also to place an order or easily print a filled order form if so required, based on your selections.

ALL OF THE WAYS OF PLACING AN ORDER MENTIONED BELOW ARE EQUIVALENT AS FAR AS THE PRICE AND THE END RESULT - YOUR BECOMING A REGISTERED USER - ARE CONCERNED. YOU CAN JUST SELECT THE WAY THAT SUITS YOU MOST.

Placing an Order through ShareIt!

There are two vendors available where you place your order for WhereIsIt, usually - but not necessarily - using your credit card. This is by far the fastest and most often used way to register WhereIsIt, and is recommended to all customers as the first choice.

Using ShareIt! is especially recommended to the European customers as they have an European office based in Germany as well as USA-based one, and can accept payments in both USD and Euro. ShareIt! can accept all major **credit cards** used these days, including Eurocard / MasterCard, Visa, American Express, and Diners Club - credit card orders can be placed online through a secure, VeriSign certified site, or, if you prefer, sent by fax using a special form. Also available are other forms of payment, such as **bank / wire transfers**, or **sending checks** or **cash** to the ShareIt! office.

To place an order for WhereIsIt through ShareIt!, please point your web browser to the following address:

<http://shareit1.element5.com/programs.html?productid=135712&language=English>

ShareIt! will guide you through the ordering process in a few easy steps. All necessary information and instructions will be provided to you from there, as needed.

Placing an Order through DigiBuy

You can order WhereIsIt with your credit card through alternative vendor as well. DigiBuy can accept all major **credit cards** in use today, including MasterCard, Visa, Amex, and Discovery, as well as some other forms of payment, such as **corporate purchase orders**, or **checks**. If you will be ordering online using your credit card, DigiBuy provides a secure connection to transfer your credit card details, as well as some other ways like phoning or faxing in your credit card data if you are not comfortable with sending it over the Internet. Online credit card processing is done in real-time and you will immediately receive the feedback, as well as your order receipt by e-mail. After your order is placed and processed, DigiBuy will notify me within one business day of your order and I will ship the product directly to you (sending you registration details by e-mail, or the whole software package on a CD-ROM by regular mail, if so requested).

To place an order with DigiBuy, either online or by phone or fax, please point your web browser to the following address:

<http://www.digibuy.com/cgi-bin/order.html?304295>

You will get the DigiBuy's online order form for WhereIsIt, where you will be able to place your order in a few easy, guided steps. All necessary information will be provided to you as needed during the process.

Sending Personal Check or Cash

If you don't have a credit card, you don't want to use it on the Internet, or you would prefer to place an order directly with the author, you can do so by sending a personal check ("cheque" in some countries) or cash by mail, in an envelope, to the author's address:

Robert Galle
Pavsiceva 36
SI-1370 Logatec
Slovenia, Europe

In case of sending a check, please make sure your check is made payable to "Robert Galle".

PLEASE NOTE!

If sending an EuroCheque, please use your local currency instead of USD.

If a non-local currency is used with EuroCheque, bank charges an extra fee that is often higher than value of EuroCheque itself, making the check uncashable.

Please always include the Order Form together with your payment. You can either print the order form as stated below and fill it up, or - better - you can print the appropriate Order Form directly from the program. Just start WhereIsIt, select the Help / How to Order Wizard menu option, and follow the wizard. The How to Order Wizard will print the Order Form for you, based on your selections and data, including all price calculations.

ORDER FORM*WhereIsIt? (current version)*

Name _____

Company _____

Address _____

Phone _____

E-Mail _____

Where did you first hear about WhereIsIt?
_____ Send me my registrations details by e-mail I would like to receive the program and registration data by regular mail, on a CD-ROM (add \$6.00 USD for shipping and handling).-----
Registration fee calculation:

Quantity _____ x \$39.95 USD = _____ USD

If ordering more than one license:

 Issue one site license for specified number of users Issue individual licenses for specific users. Please include a list of "User Name" / "Company" pairs for each ordered license.

Available quantity discounts and site licenses:

 5 - 10 licenses = -10% (\$35.95 USD / license) 11 - 50 licenses = -15% (\$33.95 USD / license) 51 - 100 licenses = -25% (\$29.95 USD / license) more than 100 licenses = -40% (\$23.95 USD / license)

Special discount for registered users of Floppy Master:

(applies only to registrations received before 1.1.1998)

 Floppy Master upgrade = -50% (\$19.95 USD / license)

+ \$6.00 USD shipping and handling per issued license if set to receive on a CD-ROM by regular mail

=====

TOTAL = _____ USD

If currency other than USD is used:

Currency used: _____

Exchange rate: \$1.00 USD = _____

Total for payment: _____

Registration fee is:

 included in this mail as cash included in this mail as personal check Other: _____

Contacts

WEB SITE:

<http://www.whereisit-soft.com>

MIRROR SITES:

<http://www.nettally.com/moribus/whereisit>

<http://members.tripod.com/WhereIsIt>

<http://members.tripod.de/WhereIsIt>

<http://www.s-sser.lj.edus.si/robert/WhereIsIt>

E-MAIL ADDRESSES:

Customer Support: support@whereisit-soft.com

Ordering Information: orders@whereisit-soft.com

Bug Reports: bug.reports@whereisit-soft.com

Lost Key Files: keyfiles@whereisit-soft.com

Web Site Issues: webmaster@whereisit-soft.com

MAILING ADDRESS:

Robert Galle
Pavsiceva 36
SI-1370 Logatec
Slovenia, Europe

Glossary

Alias Names

Alias names are optional, internal names used only inside catalogs for files and folders. They allow you to 'rename' files or folders, and would be usually used when the real file or folder name is a bit too cryptic.

Example:

Real name: EIF62_02.MP3 (name on the media)
Alias name: Eiffel 62 - Blue.MP3 (displayed in catalog)

Alias names can be assigned to items either in their Properties dialog, or by renaming them directly on file lists (press F2, or click the item's name twice with a short pause in between). To remove alias names, you can delete them in Properties dialog, or use the Remove Alias Name command.

Catalogs

Catalog is a basic storage unit in *Where Is It?*. Each catalog can hold one or more disks, and you can have more than one catalog opened at once to work with (*registered version only*). Multiple catalogs system enables you to organize your disks in logical groups, with each catalog's data stored in a separate, easily relocatable file.

Categories

A category is a user-defined tag that you can put on any folder or file. Categories are defined locally in each catalog, you can edit them with the Catalog Setup option. Each catalog can have more than 4000 different categories defined, and they can be organized in a tree structure, forming sub-categories. Each file, folder or disk can belong to one or more categories. Categories are usually used to logically group similar items together. This way, you can, for example, search by category to find all your games in any media in the catalog.

Descriptions

Each item in the catalog can have assigned up to 4096 characters long custom descriptions. That means you can describe in your own way every catalog, disk, folder or file in the catalog, and use that description to search, browse and print reports.

Description Assistant

Description Assistant is an interactive tool to help you describe folders (or even files) using some standard description files like `File_id.diz`, or just plain text files like `Readme.txt` that can give you a hint what are you describing. Description Assistant requires that media is present in the drive, and will try to make a list of all files that may hold a description for the item you are describing. You can easily browse through found files, displaying the file content in a special part of window, from where you can copy text fragments by simply dragging them to your item's description.

Description plugins

Description plugins are a special add-ons to WhereIsIt that can take care of importing descriptions for files, folders and disks during disk scan. Description plugins can be developed independently from the main program, and everybody with some programming knowledge can develop his own plugin to handle descriptions from not yet supported source.

Disk Image

A disk image is the basic unit stored inside a catalog. Entire catalog is actually a collection of disk images, representing the entire data for specific media. With adding and updating disk images you will keep your catalogs filled with up-to-date data about the disks and other media.

Disk Locations

Disk Locations are a list of all possible locations where you may keep your disks. Each media in catalog can

have assigned one disk location to help you find its location. A list of available disk locations is user defined for each catalog separately, you can edit it in Catalog Setup dialog.

Disk Groups

Disk groups serve as containers for disks and other disk groups. They allow you hierarchically organize your disks inside catalog, or just group certain disks together and handle them as one. Using disk groups is optional.

Flags

Flags are custom defined markers, telling you something about the item with flag set. Flags can be set on each file, folder or disk in the catalog. Flags are defined locally in the catalog, using the Catalog Setup option. Each catalog can have up to 255 different flags defined.

Commonly used flags can be, for example, *"Include in report"*, *"Important file"*, or *"Backup"*. In the first case, you can define the "Include in report" flag and set it for all the items you want to appear in the report - before generating report, all you have to do is perform a search for items with that flag set and generate report from the found list.

Floppy Master

Floppy Master 3.5 is a DOS-based catalog program, written by the same author. WhereIsIt? can import catalog data from old Floppy Master.

Language files

Language file is a text-only file that provides program with language-specific data. You can easily introduce a new language to the program by simply copying the existing language file and translating its contents.

Quick-Setup Wizard

This Wizard can guide you step by step through main program configuration. If you are lost in many options WhereIsIt? is offering you to adjust, use the Wizard to set the main ones and later you can adjust other, if needed.

Registration code

Registration code is generated for each individual registered user, enabling him/her to unlock this program to its full potential and to disable all limitations in the shareware version. You can get your own registration code after you have registered your copy of the program.

Release Candidate version

If program is released as a Release Candidate version, this means that the program is more or less finished but is still undergoing some final testing before being released as a final version.

Shareware

Shareware is a type of distributing software. Basically it means you can try it out for free, but if you like it, you have to pay for it.

Templates

Similar to catalogs, but without contents, templates are used as a base for creating new catalogs, containing predefined categories, flags, disk location, custom icons, etc.

Thumbnail plugins

Much like description plugins, thumbnail plugins are add-ons to WhereIsIt that can take import smaller versions of images, so called thumbnails. While the primary source for thumbnail plugins are image files, anybody with some programming knowledge can develop his own plugins to import or generate thumbnails from other, not yet supported sources.

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