

**QSearchFolders  
for MS Outlook**



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## Introduction

Welcome to the QSearchFolders installation for Microsoft Outlook.

This manual describes the individual steps required for swift and smooth installation of QSearchFolders.

### Tip for initial installation:

Once you have checked the installation requirements indicated in [chapter 1.0](#). Then you can configure all the other functions as required via our detailed user manual:

### User Manual, direct link:

Clicking on > <http://www.olfolders.de/Lang/German/QSearchFolders/QSearchFoldersManual.pdf>

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### Demo and test version of QSearchFolders.

The unlicensed cost-free full version of QSearchFolders is available as a download via our Download information site:

Clicking on > <http://www.olfolders.de/Lang/English/QSearchFolders/download.htm>

This enables you to test a full version in practical application scenarios for 30 days. This version is activated immediately upon receipt of your order. Once you receive your license code it can be used right way in its full functionality without re-installing.

If you have already received your license code, please proceed to > [Chapter 3.0](#) (Activating the test version by license code).

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**Updating QSearchFolders:** If you wish to perform an update to the latest QSearchFolders release, please proceed to > [Chapter 4.0](#) (Updating QSearchFolders).

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This user manual is designed to help both Microsoft Outlook users and professionals working in this area to get started quickly.

Our customers are small and mid-sized enterprises (SMEs) as well as large corporations that rely on cost-efficient, fast and easy-to-maintain IT solutions. QSearchFolders is a simple to administer Microsoft Outlook Search Folders solution, which gives your employees together with OLfolders Microsoft Outlook network-capability without requiring an MS Exchange server.

! QSearchFolders for Microsoft Outlook at a price you can afford !

**Your QUESTER team**

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## 1.0 Installation of QSearchFolders

A well-prepared installation simplifies the process of getting QSearchFolders up and running quickly and to optimum effect. The user guidance provided in this manual is designed to help both users with normal Microsoft Outlook and users with in-depth knowledge of Microsoft Outlook and MS Exchange to get QSearchFolders up and running as quickly as possible.

Because different network variants are possible, this manual describes the individual steps required for a typical server/client installation with QSearchFolders.

Prior to installing QSearchFolders, it is advisable to check the settings on the PCs that will be used within your network and adjust them if necessary.

### 1.1 System requirements (PC)

Workstation or equipment configuration of each workstation:

- Industry standard PC
- Processor min. 400 MHz
- 128 MB RAM system memory, min. 5 MB hard disk space for QSearchFolders

#### MS Windows versions:

- MS Windows 95/98
- MS Windows NT 4.0. Workstation / Server
- MS Windows 2000 Professional
- MS Windows 2000 Server
- MS Windows 2000/2003
- MS Windows XP

#### Microsoft Outlook Versions:

- Microsoft Outlook 97
- Microsoft Outlook 98
- Microsoft Outlook 2000
- Microsoft Outlook 2002/2003
- Microsoft Outlook XP

## 2.0 About QSearchFolders

QSearchFolders creates search folders in all versions of MS Outlook and manage existing search folders. One of the new features of Outlook 2003 are search folders, once created the for example show all your unread messages in all folders or messages matching any criteria. Search folders automatically search the specified folders in the background and update themselves if the data changes.

Search folders are a part of MAPI, the data base engine on which Outlook is based and are part of the definition since the first version of MAPI which was introduced about 1995. In other words, all versions of Outlook are able to display search folders, missing is only a user interface which allows creating them. In fact, all versions of Outlook are using search folders in the extended search dialog.

The extended search creates a search folder in the non-visible part of the Outlook tree and opens a window displaying this folder. In some cases, the search folder will not be deleted and keeps up searching for ever, slowing down Outlook. QSearchFolders allows deletion of non-visible search folders.

### 2.1 Features of QSearchFolders

- Creation of visible search folders in all versions of Outlook.
- Deletion of visible and non-visible search folders
- Pre-defined search expressions can be inserted via a few mouse clicks
- SQL like search expressions
- Pre-defined search expressions can be modified by the user
- Search folders can have any type and find elements of any type.
- Search folder may be created in any folder

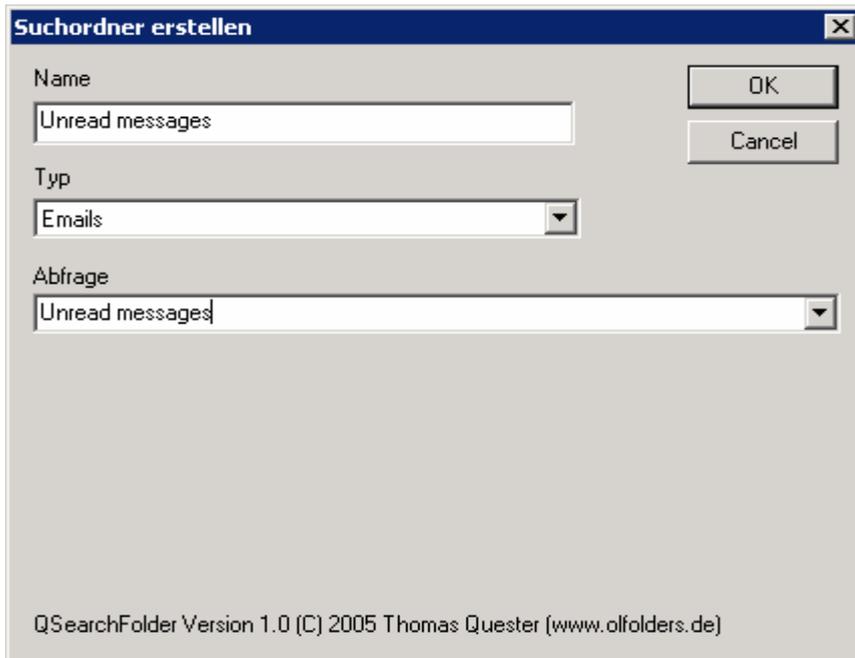
### 2.2 Creation of search folders

After installation, of QSearchFolders, Outlook displays two new menu items in Tools:

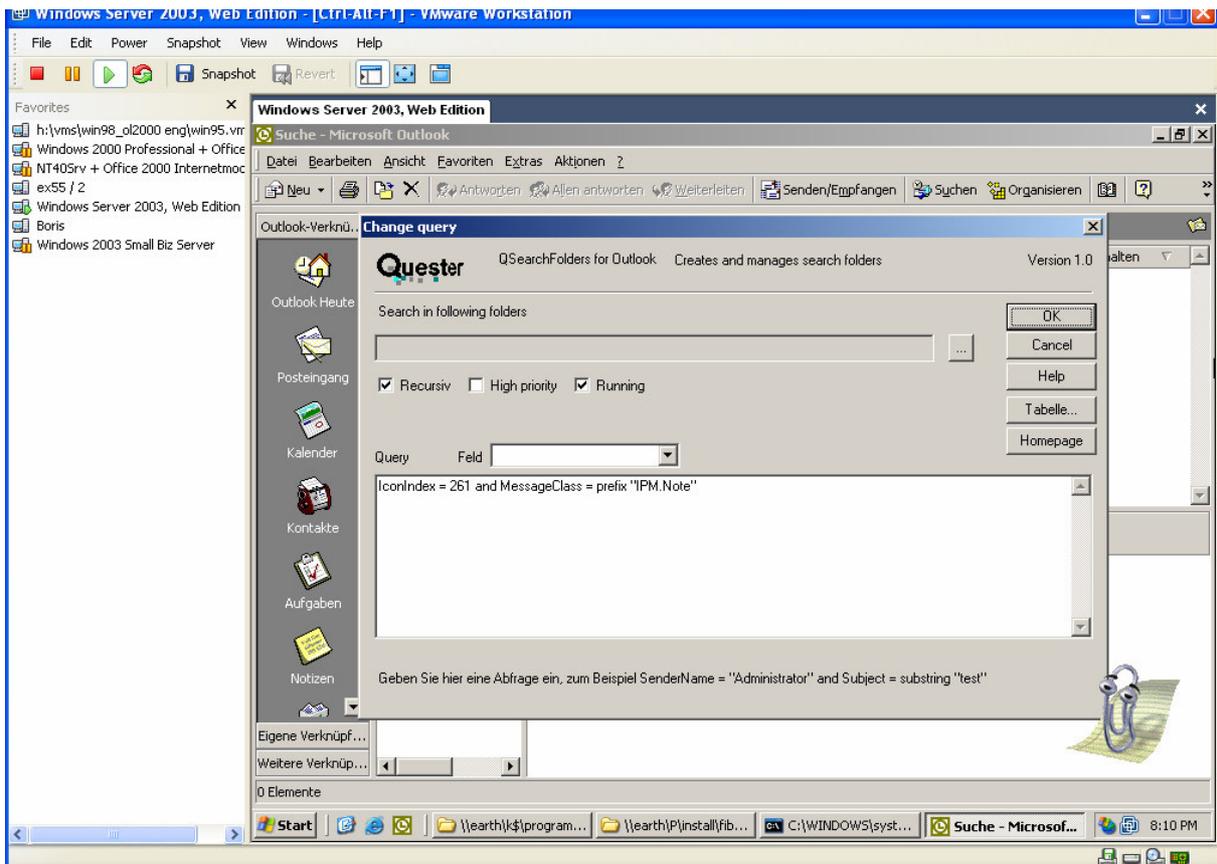
- Edit serach folders:  
Modifies the current search folder or shows all search folders
- Create search folder:  
Create a new search folder.

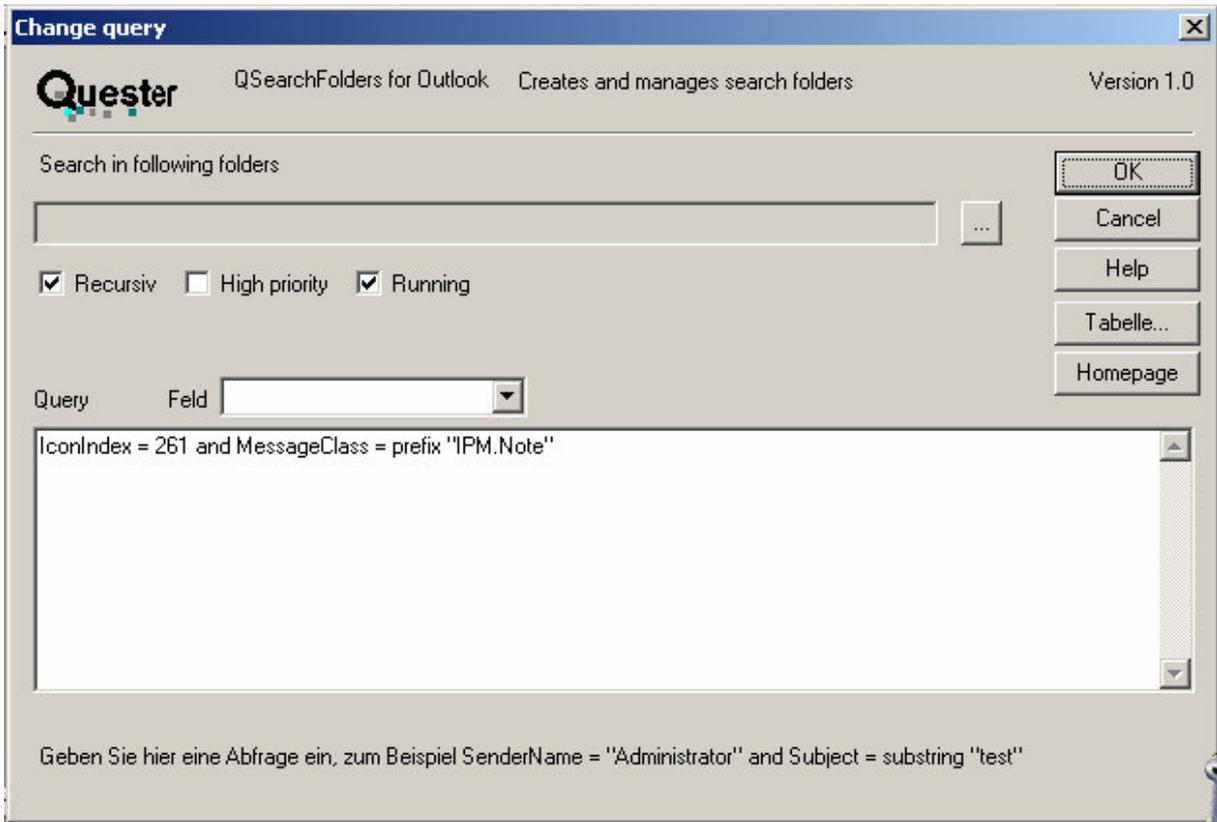
In order to create a new search folder, select the parent folder in Outlook then click on “Create Serach Folder”. A new search folder will be created below the current folder.

**The following dialog appears:**

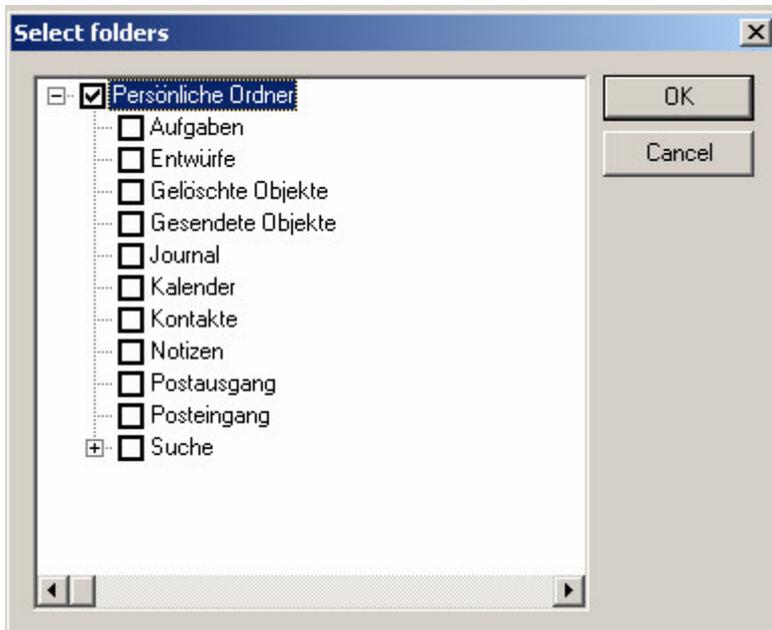


Under query, you may select one of the pre-defined queries or simply leave the field blank to create your own query. After a click on OK, the query dialog appears:





By default, the search is done in all folders with all sub folders, in order to select specific folders, click on “..” to show the folders dialog, then select all folders you want to include in your search:



The field “query” contains the query, the form is similar to a WHERE clause in SQL, for details about the query language, see the chapter: Query Language

Click OK to return to Outlook. The new search folder will appear in your Outlook tree and search elements in the background.

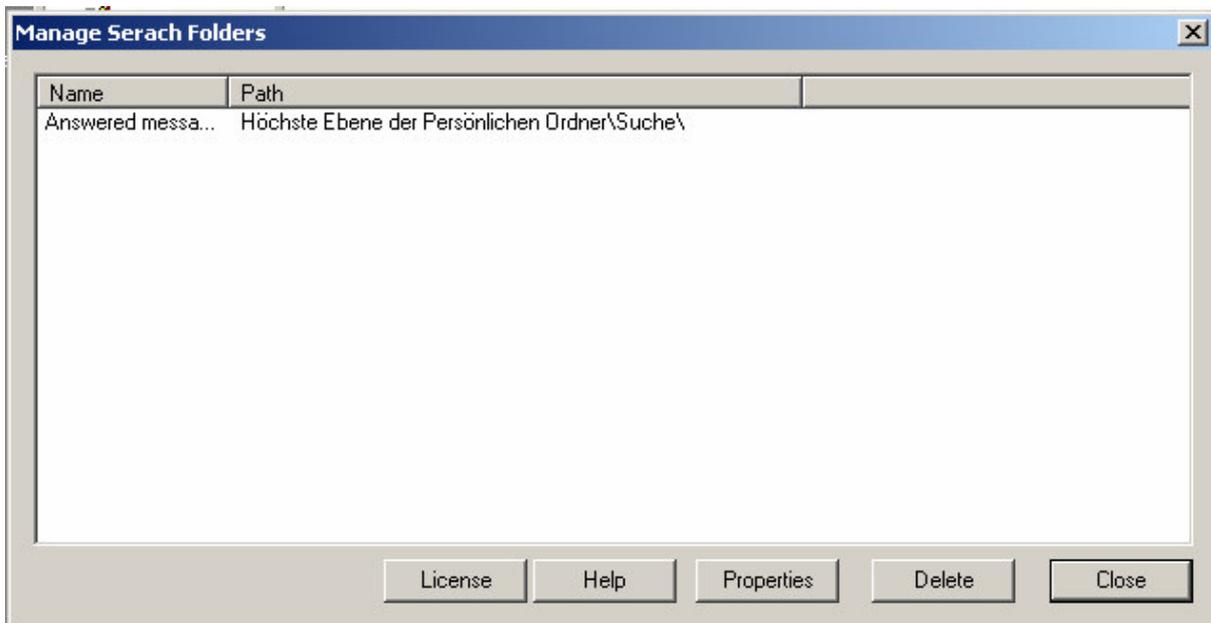
## 2.3 Deletion of search folders

Search folders can not be deleted by Outlook. In order to delete a search folder, navigate to a normal folder or to the root folder, then click on Edit Search Folders.

The dialog will show all search folders in the information store:

- Search folders created by Outlook's extended search
- Search folders created with Outlook 2003
- Search folders created by QSearchFolders

If you find a lot of "Search folder", "search folder 1" etc. you probably may have some dangling search folders from Outlook's extended search feature, we recommend deleting them because they will occupy computing time because they run in the background.



## 2.4 The query language

Experienced users may create their own queries. If you have created an interesting query, which may be interesting for other users, please post them to our forum at [www.olfolders.de/Lang/English/Forum](http://www.olfolders.de/Lang/English/Forum).

Queries look a bit like where clauses in the SQL language, however QSearchFolders can only compile expressions which are supported by the MAPI database components.

The query has the form of one or more "Fieldname operator options Constant" combined with not and and or. Sub expressions may be created with brackets.

### Example:

```
MessageClass = prefix "IPM.Contact" and (BusinessAddressCountry =
"Deutschland" or BusinessAddressCountry = "Germany" or
BusinessAddressPostalCode = prefix ignorecase "D")
```

**Fieldname** Any Outlook field or a field number expression. You may look up all existing field names in the field combo box or view the folder contents using the folder contents dialog.

### Experts only:

In order to access special fields, you may use a field expression.

Field(number)	For example, the subject can be accessed via Field(0037001E)
---------------	--

UserField(name, typ)	Accesses a standard named field, such as user defined fields in forms.
UserField(guid, id, typ)	For example, the field Email can be accessed via UserField(00062004-0000-0000-C000-000000000046,8084,PT_STRING8)

User defined fields have a numerical representation bigger then 0x80000000. The representation is different in all folders.

Operator	=, <, >, <=, >= or <>
Options	Define how the compare should be made Ignorecase, prefix, substring, loose or bitmask
Ignorecase	Ignorecase Ignores the case of letters. Only work with equal operator (=)
Prefix	Prefix Only work with equal operator (=) Compares only the first characters of a field. For example you can find German contacts by comparing the prefix "D" in the postal code: BusinessAddressCountry = ignorecase "Deutschland" or BusinessAddressCountry = ignorecase "Germany" or BusinessAddressPostalCode = prefix ignorecase "D"
Substring	Substring Only work with equal operator (=) Finds the constant anywhere in the string, this can be combined with ignorecase
Loose	Loose Only work with equal operator (=) Makes a loose comparison, MAPI does not exactly define what loose comparisons means.
bitmask	bitmask Only works with number fields of type long. Compares a value against some bits. The constant is given in the decimal representation of a bitmask. Bitmask compares are used for example to compare the message flags. For example, unread messages can be found by  MessageFlags = bitmask 2
Constant	Any combinations of letters and numbers, a string or a time expression. Usually, the compiler knows the difference between field names and constants, but it is better to quote strings. You may write either Subject = test or Subject = "test". Date fields can be compared with Now The time now Today Today one second after midnight DaysFromNow Some days ago. For example: DaysFromNow(5) is 5 days ago

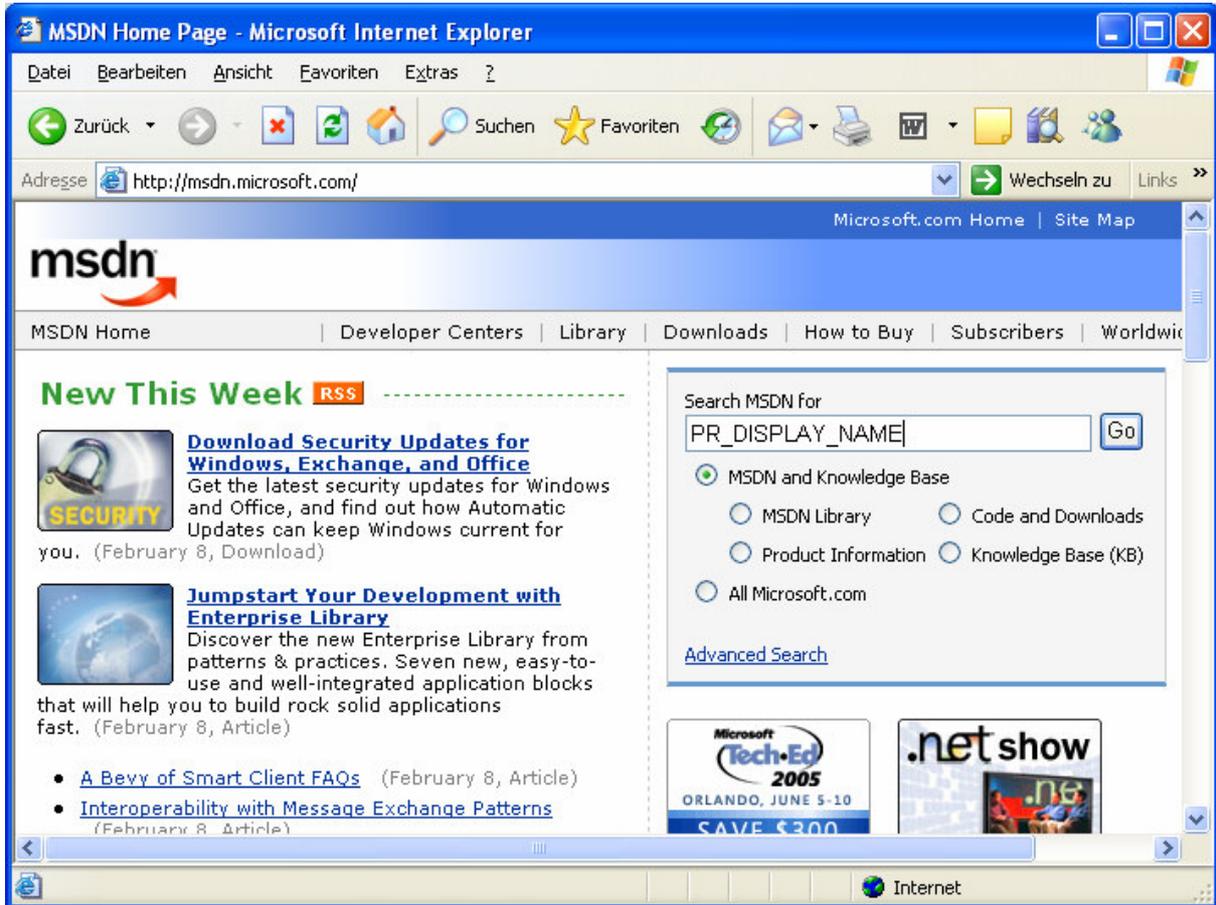
**About field names:**

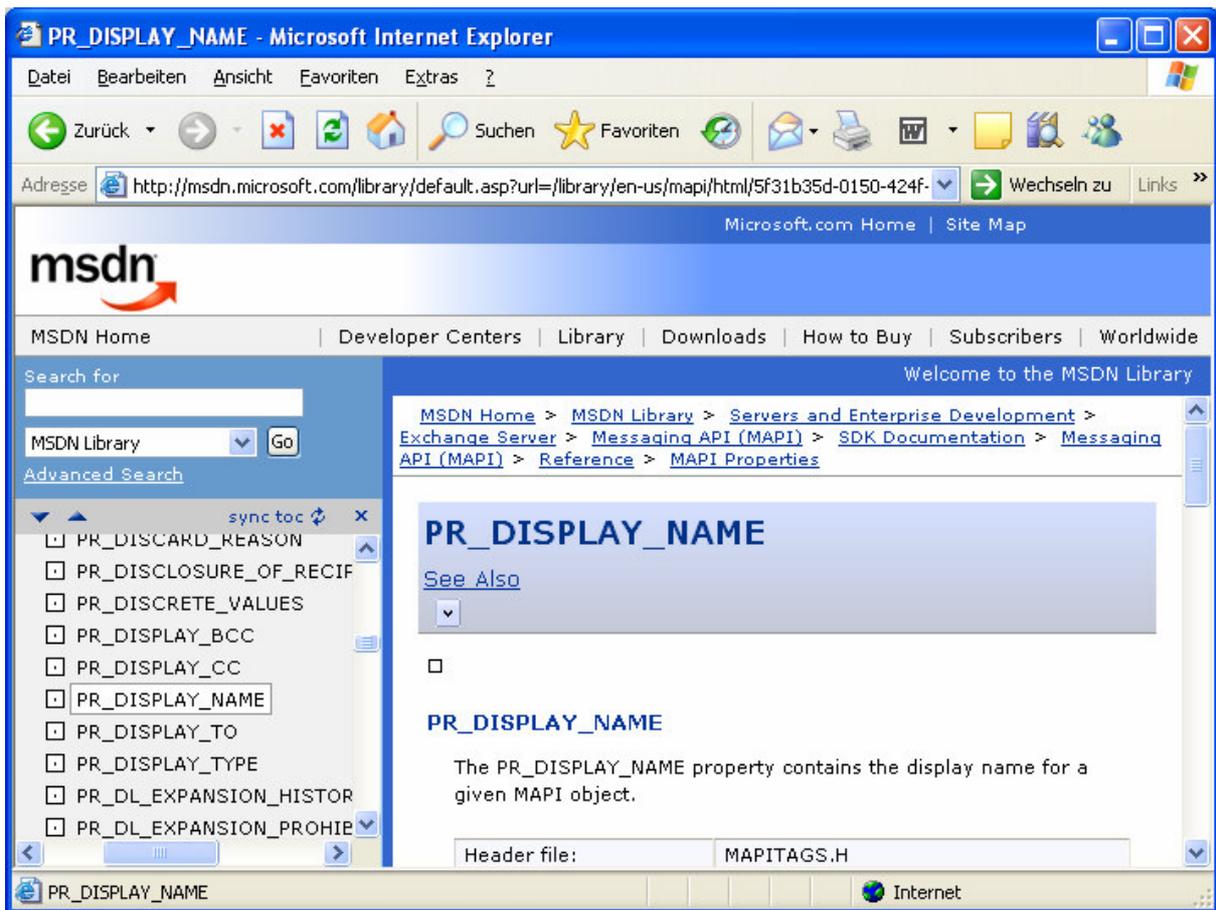
In MAPI, normally we do not have field names, all field names are expressed by a number and a type, for example the Subject is represented as the hexadecimal number 0x0037 and the type 0x001E. Number and type are combined into a 32 bit integer, in this case 0x0037001E. Using numeric field names instead of field names was a good invention back in 1995 where memory was expensive in order to create a powerful data base engine for email. The drawback is, that not all of the fields are documented.

Programmers access fields by a named constant, for example the subject is accessed via the constant PR\_SUBJECT, the display name is accessed via PR\_DISPLAY\_NAME. QSearchFolders has a list of all

documented PR\_XXX-Constants and converts the constants into field names by removing the PR and writing all letters after “\_” as capital letter. For example: PR\_DISPLAY\_NAME becomes DisplayName. If a field name is written without the capital letters, QSearchFolders will be unable to recognize the field name.

Hint: You may look up the meaning of all fields in <http://msdn.microsoft.com> by using the PR\_XXX form. If you are developer you may look up fields also by entering the field name and pressing F1 in Visual Studio or similar.





A good source for finding out field names is OutlookSpy ([www.dimastr.com](http://www.dimastr.com)). OutlookSpy shows objects in its MAPI representation.

## 2.5 Modifying the default queries

The default queries are defined by a text file. Each time the user selects “New Search Folder” the file is read and displayed in the dialog.

Default queries may have up to one parameter.

### Sample file:

```
name=Unread Messages
query=MessageFlags = bitmap 1
name=Private Elemente
query=Sensitiy = bitmask 2
name=Elements with certain words
query=[Subject = ignorecase substring $words or Body = ignorecase
substring $words]
comment=Elements which contain any of the words
$words.text=Please enter a list of words separated by Semikolon
$words.editor=list
$words.expression=or
```

Each entry begins with “name=” and contain a field “query=”.

If a query has a parameter, it is referred with a dollar sign, for example “Subject=\$param”. Properties may be specified for each parameter.

The parameter may be a list of words, for example in the query Elements with certain words, we may specify a lot of words. The resulting query is created by repeating a part of the text for each word in the parameter.

**Example:**

```
Query = MessageClass = "IPM.Note" and ([Subject = ignorecase substring $param])
```

```
Param.expression = or
```

If we entered two words (“foo” and “bar”) into the dialog, the query will expand to

```
MessageClass = "IPM.Note" and (Subject = ignorecase substring "foo" or Subject = ignorecase substring "bar")
```

**Keywords:**

- Name            Name of a query
- FolderName    The default folder name. If not given, the name is used
- Comment        A help text displayed in the dialog

**Parameter options:**

- Text            Help text displayed in the dialog
- Editor          Optional editor which can be invoked by pressing “...” Editors are
  - List            A list of words
  - Address        Address book
- Expression     “and” or “or” this is appended after each repetition.

## 2.6 Sample query

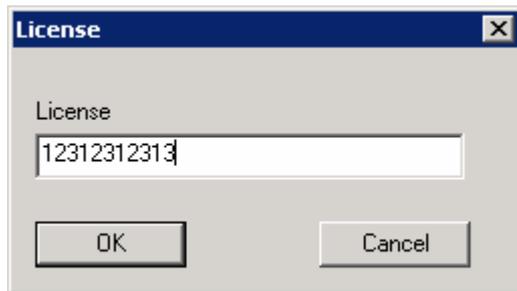
Not a sspam	Searches emails in the junk folder which are not a spam, simply enter some words which are not used in spam, for example your name. Body = substring ignorecase “ Quester” Please note the space before the name, this distinguishes the name form a part of an email.
All PDF Attachemnts	Searches all attachments with PDF: Attachment(AttachLongFilename = ignorecase substring “.pdf”

### 3.0 Activating the test version by license code

The unlicensed full version available via download or the full version ordered under evaluation license via the order page can be activated here on procuring the product by entering the assigned license code, enabling the product to be used in full immediately without having to re-install it. You will be sent the license code automatically by e-mail within a few minutes after procuring QSearchFolders.

After the evaluation expires, no new search folders can be created, also Tools/Search will no longer work, however you can view and manage existing search folders, and delete dangling search folders in Outlook.

You will find the box for entering the license code under > Tools/Create SearchFolders, Tools/Search or Tools/Edit Search folder.



Use the box to enter a username and to enter the license code in the three input fields. The username is for information only and can be left blank.

To avoid errors when making your entry, we recommend using the Copy Paste method. Copy the entire number with the key combination Ctrl C and paste it into the 'User' field with = Ctrl V. Highlight the first block by double-clicking on it and proceed to cut it out with Ctrl X and paste it into the first field. Repeat this procedure for all three fields.

Once you have successfully entered the code, the dialog box will be closed. If you have keyed in an incorrect code, an error message will appear. If you wish to send an error report to the support team, please enclose the exact text of the error message, preferably with the aid of a screenshot of the message generated when entering your license. This will ensure that our support team has all the important data.

Some characters look very similar. For this reason, when printing out your license numbers, please use the Courier New character set. Only by using this character set it is possible to clearly distinguish between the following characters:

- Lowercase l ---l
- Number 1 - 1
- Uppercase I - I

An error message will be generated if you enter an incorrect license code. However, you will receive no additional messages if the license code you entered is correct.

Confirm your entry by clicking on > OK or > close for MS XP. Now close Microsoft Outlook and re-open it and you will see all the entries in the Public Folders.

### 4.0 Updating QSearchFolders

If you wish to perform a product update to the latest QSearchFolders release, please follow exactly the same procedure as for a new installation and simply install the new version without any differences on each server and client PC within your network. This update installation procedure has no effect whatsoever on your Microsoft Outlook data, which are retained without any changes.

## 5.0 Uninstalling QSearchFolders

To uninstall QSearchFolders, please proceed as follows:

### Uninstalling the client:

All the user data and connections are retained if QSearchFolders is uninstalled. As a rule, uninstall programs do not delete data created by the user. If you no longer wish to use QSearchFolders, prior to uninstalling the program, please remove all connections in Outlook via > Tools/Install QSearchFolders. On the client, now select > START/FIND/Files or Folders to search for and delete the file > extend.dat.

If Outlook was started, it will not have been possible to remove the DLLs. The following DLLs will still be located in your Windows directory and, in this case, have to be deleted manually.

- SearchFolders.dll

## 6.0 More products

We offer more products at [www.olfolders.de/English](http://www.olfolders.de/English)

Produkt	Lizenz	Beschreibung
<a href="#">OLFolders</a>	Commercial Price €86,16 Euro per user	Network with Outlook. Allows sharing data files in Outlook with your team members. All changes in data are visible at the same time at all workstations.  Includes mail server for internal and external mail
<a href="#">QSynchronization</a>	Commercial Price €42,24	Synchronizes folders in Outlook. Can be used for example to carry elements from a public folder with a notebook and access the data while offline.
<a href="#">QNewsLetter</a>	Commercial Price €42,24	Mail merge for Outlook. QNewsletter is a mail merge application which is completely interated in Outlook. It works like writing a normal email address but with a modified "to"-field and placeholders for fields.
<a href="#">QMailFilter</a>	Free for private usage. Commercial uses: €42,24 per user	Self learning Spam filter for Outlook with a large data base (more than 300000 words). QMailFilter is integrated into Outlook, simply install, train and it works. The commercial version is available with a data base server allowing the result of training to be used at all workstations.
<a href="#">CopyPST</a>	Freeware	Tries to rescue a damaged data file by copying all elements into a new file. All errors during copy are ignored and the user is informed about damage in certain objects. The data file must still load in Outlook in order to be repaired.

## 7.0 Questions and answers

This chapter provides both tips on how to obtain answers to questions related to Microsoft Outlook and answers on how to solve problems frequently encountered during the installation and operation of QSearchFolders.

### 7.1 Questions about Microsoft Outlook

We are pleased to broaden the Microsoft Outlook knowledge you have in connection with the installation of QSearchFolders. Quite frequently, it is possible to answer general or specific questions you may have about Microsoft Outlook directly for you within the Microsoft environment and with proven expertise.

**Tip:** If you have general or special questions concerning Microsoft Outlook, we have a good tip for you – simply ask an MVP = Microsoft Most Valuable Professional (recommended by Microsoft for providing special cost-free assistance and represented in newsgroups and/or with their own web sites).

Simply visit the newsgroup web sites of Microsoft and MVP assistance:

Clicking on > <http://www.microsoft.com/technet/newsgroups/default.asp>

Clicking on > <http://support.microsoft.com/newsgroups/default.aspx>

Clicking on > <http://msdn.microsoft.com/newsgroups/>

Clicking on > <http://www.microsoft.com/communities/guide/usergroups.msp>

You may also read Microsoft Newsgroups with Outlook Express. Create a new account of type news and enter the following address: news.microsoft.com

**and/or:**

Clicking on > [Microsoft MVP Program](#)

Clicking on > [Email mvpga@microsoft.com](mailto:mvpga@microsoft.com) to request information on MVP's

Where you will find expert help.

We believe this presents an excellent opportunity for conversing within the Microsoft Outlook environment, besides being an enjoyable way of taking part in this community.

### 7.2 Support and customer service hotline

We are available to help you with advice and support via our customer service hotline. This service provides tips on general questions relating to QSearchFolders, in addition to supplying answers on how to solve any problems you encounter either during installation or when working with QSearchFolders. At this point, we would like to request that you use our e-mail support address whenever you require support and only contact us by phone in case of real emergencies. Our support is available via a free customer service hotline. We can only provide this service, however, if the level of input on our part remains within reasonable limits. We appreciate your understanding

**Support und customer service hotline: Phone:** +49(0)40-987 668-56

**Support/customer service:** > [support@olfolders.de](mailto:support@olfolders.de)

**Forum:** > <http://www.olfolders.de/Lang/English/phorum/index.php>

**FAQ:** > <http://www.olfolders.de/Lang/English/Artikel.htm>

**MS Article:** > <http://www.olfolders.de/Lang/English/links.htm>

Do you have anything positive or negative you would like to tell us about this User Manual? Please send us your comments to the above e-mail address.

Many thanks for your interest in our products. We are certain that you will achieve the desired success with QSearchFolders for Microsoft Outlook.

**Your QUESTER team**