KB4003: How to use and information about the "File Finder" Application.

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This document includes information on using and about the File Finder application utility included in MAAD2gO.

This utility allows for the discovery of files based on various criteria including words or phrases inside files* within folders\directories or sub-directories beneath a starting folder's location.

This utility is a brute-forced search, and it does not work with any pre-indexed databases or lists, but from within the file's storage location directly. As a result, search times can be variable, but it does deliver correct results every time.

* Searching for words within files can significantly slow down the searching speed. Searching for words within files may not apply to every file types and formats - conditions apply.

1. To use this function, navigate to the **More Apps** tab option, and select the **Find Files** tab.
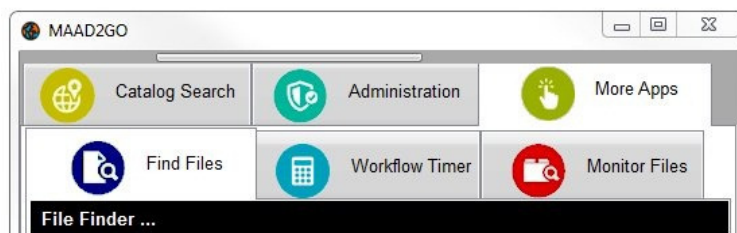

2. Select the **starting (from) folder** to start the search.
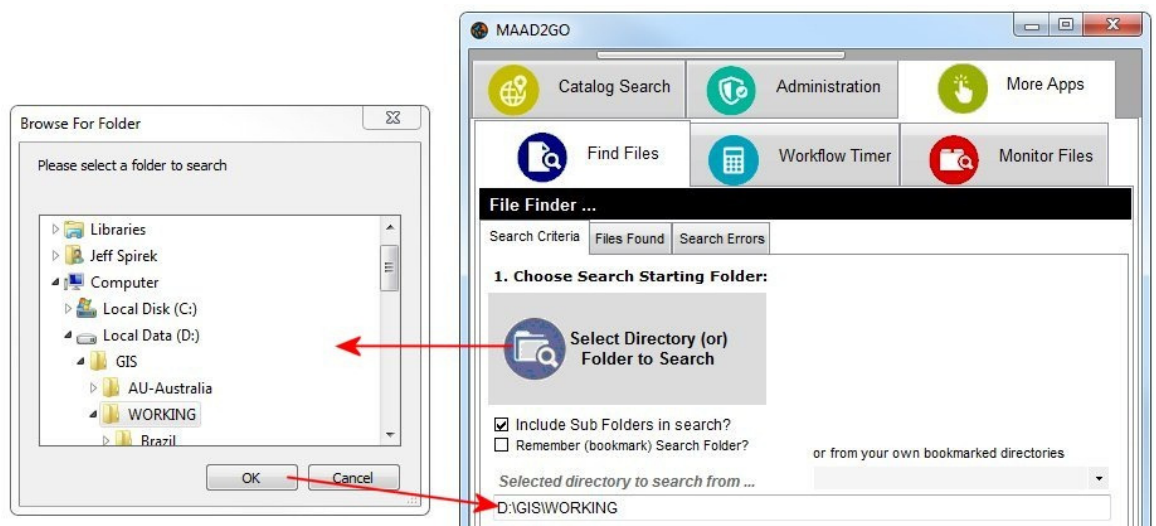
3. To search for all files within subdirectories or subfolders beneath the starting folder, ensure the '**Include Sub Folders in search?**' option is **selected**.

4. To **save** the selected starting folder for quick access for future searches, an option to **Bookmark** exists.
Bookmarked files are written to a text file located at %\My Documents\maad\MAADSearch_Boorkmarks.txt. To remove a bookmarked reference, simply open this Text file and manually erase the entry (ensure no blank lines exist at save).

5. Select the **Type of file** to find from the dropdown list of common file extensions. The default extension is **ALL** file types (*.*), as described in the '**Criteria Selected to Search For**' textbox. Users have the ability to manipulate this 'Search' string if an option doesn't exist for their required selection(s).
*Example: if all PDF files are to be found, the search criteria would be *.pdf or **.pdf.*
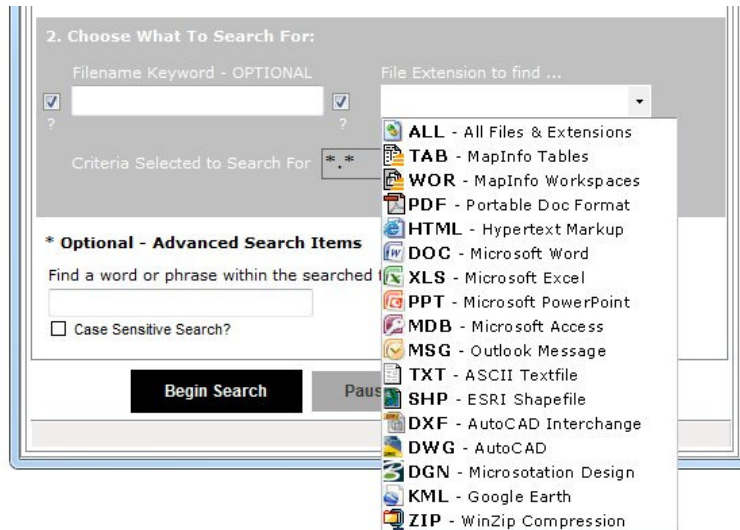
6. Searching for files that **contain a word within the filename** can also be done. Within the 'Filename Keyword – OPTIONAL' textbox provided, enter the word. 2 tickboxes are provided at either end of the filename keyword textbox, which allows a wildcard at either end of the word.
*Example: To search for all pdf files containing the word 'map', the criteria would be *map*.pdf.*
If you were looking for all pdf files that started with the word 'map', unselect the first tickbox and the criteria would be map.pdf.*
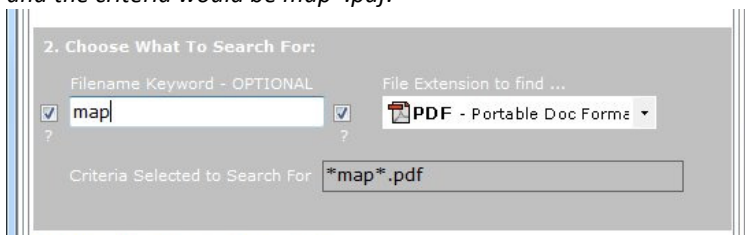
7. For certain types of files that have an **OCR recognizable text within**, words can be searched for and found from within the contents of the files. When this option is selected, the search speed is significantly reduced, and is best utilized on specific directories or folders with a shallow tree structure.
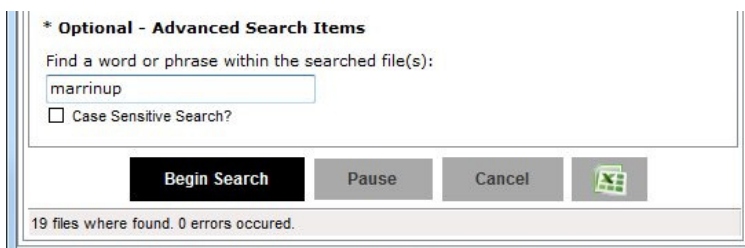
8. To **start the search**, select the button to **Begin Search**. The **Files Found** tab will become active, and any files that satisfy the search criteria will start to be listed.
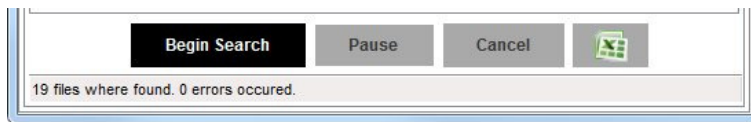
9. At any time, you can **Pause** or **Cancel** the search.

    The listing of results found, can be exported directly to **Microsoft Excel** by selecting the Excel Button.

10. From the list of files found, to **open a file** in its associated native program, select the option and **double click anywhere within the row**.
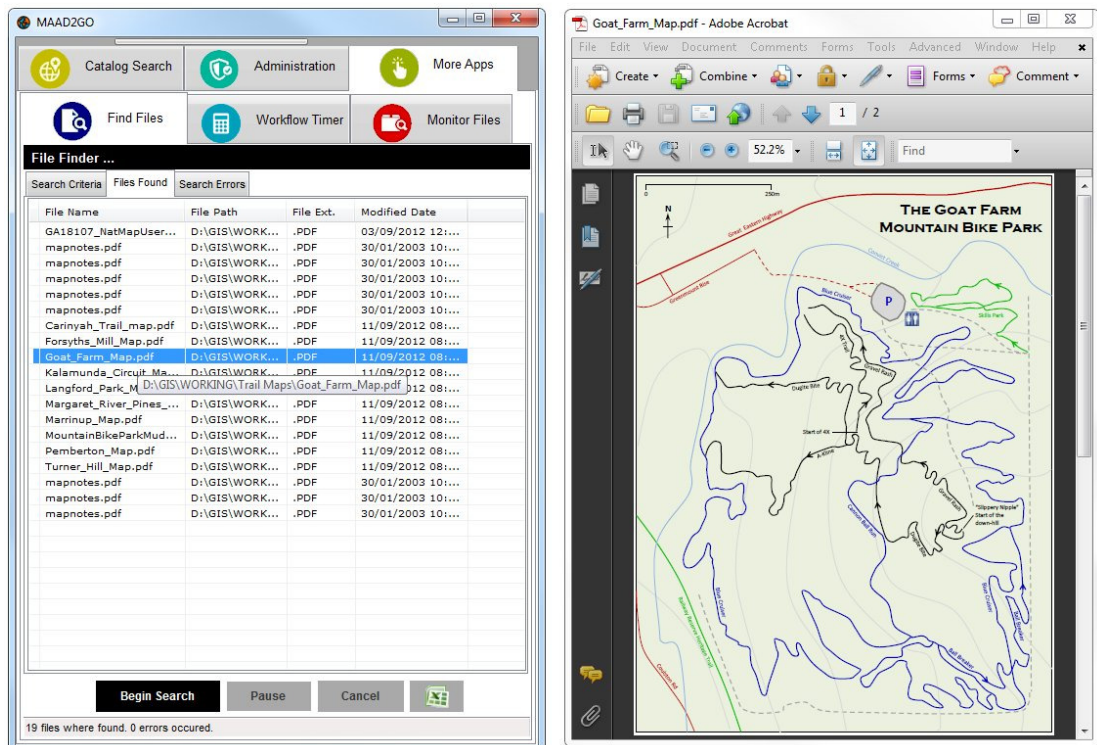
(Note: this interface is to be updated in future releases).