

FILE INDEX

File Index is an essential part of StockView when you use multiple catalogues. It provides StockView with a guide to what Catalogues you've created; an index. It consists of only one window, a few menus and no reports. File Index has only two fields, File Name and Search.

File Index, lists the names of your catalogues in the first field. The second field is where you instruct the Researcher file to search or not search a given catalogue.

To the left of each Catalogue File Name is a round button that opens that file.

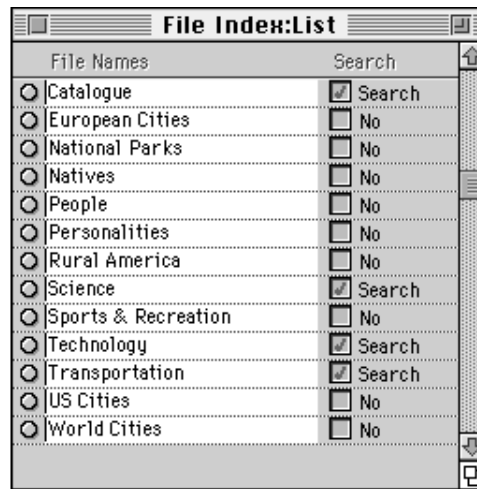
When Catalogue and its clones are using the Distribute function to file your images, they refer to File Index to verify the presence of your various catalogues and the accuracy of their names.

Note: If you only have one Catalogue and no plans to create more, File Index is useless to you, so just ignore it.

FILE NAMES

The File Names field is a list of your Catalogue and clones. An error made entering a catalogue name here can really confuse matters. The catalogue file name and it's name in the File Name field must be exactly the same, spacing, caps and all!

Fortunately, StockView automatically enters the name here correctly when you clone a catalogue using the New Catalogue command in the Transfer menu of the Catalogue file. If for some reason you must enter a new name manually, press the Return key to add a new record and meticulously type in the catalogue name. *Warning!* ⚡



FILE SEARCHES

Searches of your image catalogues start in the Researcher file (described in the next chapter) but the Researcher can't do it alone. Researcher looks to the Search field of File Index to determine where to search. File Names informs the Researcher of all the catalogues available. Your choice of Search or No in the Search field indicates which catalogues to search and which to omit from the current file search.

Click in the checkbox adjacent to files names you want searched. A checkmark indicates that the file is to be searched.

KEYBOARD COMMANDS

With keyboard commands you can work your way down a long list of catalogues rapidly. Type Cmd/Ctrl-G to include a file name in the search. Cmd/Ctrl-B eliminates a file name from the search. Both these keyboard commands move down to the next record so you can include or exclude that one. Cmd/Ctrl-A sets all files to Search.

During a search, Researcher makes temporary notes of Found and None in the Search field. It's a private dialogue (and aren't you glad!), but you get to see some of what's going on. After the search is completed, the word Error, Found or None appears next to a catalogue listing in the Search field of File Index. When the search is complete the results are transferred into Researcher and then, the word Search reappears in the Search field preparing File Index for future searches. Files that weren't found are marked, Error.

Note: If Researcher cannot find a catalogue you asked for, the word Error is entered in the Search field beside the problem File Name. This indicates one of three things: the catalogue does not exist, it isn't in the folder with all the other HindSight files or the name of the catalogue you asked for is not *EXACTLY* the same as listed in File Index. Possibly you moved, renamed or deleted the catalogue and forgot to adjust the listing in File Index) (To learn how to do a Multiple File Search refer to the following chapter on Researcher)

MENUS

SEARCH

FIND FILE

Find File helps you quickly locate a catalogue listing by Name within File Index. It opens a dialog into which you enter the name of the file you're seeking. Then it scans the File Name field for a catalogue by that name.



Warning!
If you eliminate a catalogue by dragging it to the Trash or change its name in the folder, you must revise the File Index listing, for it too. Catalogues misnamed or not listed in File Index can not be included in Researcher's searches.



FUNCTIONS

SEARCH

Unlike any other InView or StockView files, Search does not seek out specific data in a file. Selecting Search from the Functions menu simply places the word Search in the Search field of the active record.

The Search field tells the Researcher which catalogues to search and which to skip. Those with a checkmark and Search in the Search field are searched when you initiate a search by the Researcher: those with No aren't.

DON'T SEARCH

Choosing Don't Search places the word No in the Search field and moves the cursor down to the next listing. The word No in the search field indicates that a catalogue is to be excluded from the search.

SEARCH ALL

Search All fills the Search field of all listings with the word Search including all files in the search.

SET ALL TO NO

Set All to No fills the Search field with the word No indicating that no files should be searched. Not a very productive file search, but read on...

Note: There are two approaches to indicating which catalogues to search. The choice depends on how many or how few catalogues you have to search and whether you regularly search many or just a few catalogues. One way is to choose Search All and then uncheck those to exclude from a search. The other is to set all catalogue listings to No and change the No to Search for those you want included in a search. If Researcher opens File Index and finds all the catalogues are set to No, it offers to search them all or Cancel which allows you to make specific choices for this search.

Note: If you want to search only one or two catalogues, you may find that it considerably faster to Open those catalogue files and use their internal Search menu. File Index and Researcher are best suited for searching multiple files.

SORT FILE

Sort File arranges your catalogue names alphabetically.

OPEN SELECTED FILE

Open Selected File opens the catalogue file listed on the active record. The result is the same as clicking the round button beside a File Name.

GET RECORD COUNT

Get Record Count counts the records in all listed Catalogue clones. This is the way to find out how many images you have entered in each and how many all together.

The result of the count is shown in the Search column of the File Index.

CLEAR TAGS IN ALL

This is the equivalent of opening every Catalogue and choosing Clear All Tags from the Tag popup menu of each except that it's much faster.

RENAME SELECTED FILE

Rename Selected File makes it a simple task to properly change the name of an existing catalogue. Click beside the name you wish to change, then select Rename Selected File from the Functions menu. A dialog opens showing the existing name. Enter the new name and click OK. The listing is changed and, in the folder, the selected catalogue is renamed to match.

DELETE SELECTED FILE

To be properly removed, a catalogue must be deleted from the File Index and from the folder. Click by the name of the file to be deleted and choose Delete Selected File. A dialog window confirms your intention to delete it, then removes it from File Index. The corresponding file itself is then deleted from the folder, just as if you dragged it to, and emptied, the Trash.

Functions	
Search	⌘G
Don't Search	⌘B
Search All	⌘A
Set All to No	
Sort File	⌘U
Open Selected File	⌘M
Get Record Count	
Clear Tags in All	
Rename Selected File	
Delete Selected File	