

File Selector Help

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Introduction

The file selector screen is used to locate or type the name of a file that is needed or to choose the name of a new file or index that you are making.

It will normally present you with a path to the preferred drive and subdirectory at the bottom of the screen. You can then just type the file name that you want to open or create. However it is also possible to see available files and navigate the disks and folders of your computer to find the one you want, and then pick it off the list without typing the name. It is also possible to create a new folder if you want to place a new index or other file in its own folder.

All the operations of the file selector can be done using the mouse as well as with keystrokes.

Whenever you need to read a file or make a file, a screen similar to the one below will appear.

```

File Selector              Options              Help
Insert ON      11 Current file specification: D:\MX8TEMP\*.mx8
F5 to select from screen, F1 quits, F4 change drive, F11 change sort criteria
PgUp/PgDn to scroll, F2 folders to beginning/end, F12 reverse sort order
F9 to make a new folder. Display shows Alphabetical sort, ascending order
Index name      Entries      Description
-----
2007sevenbach211107X.mx8      : 970      : Created 22-11-2007 8:44.58 am
cheese.mx8                    : 2        : Created 24-03-2008 4:02.21 pm
cows.01dx.mx8                 : 62       : Created 3-12-2007 2:52.22 pm
cows.mx8                      : 115      : Once upon a time, Harry the Hound went
moo.mx8                      : 6        : Created 28-06-2008 3:30.15 pm
music.mx8                    : 5963     : Created 13-07-2007 1:52.58 pm
new.mx8                      : 2299     : Created 28-06-2008 2:46.21 pm
tel.mx8                      : 3575     : Phone List 13-03-2007 2:12.21 pm and
test.mx8                     : 6633     : Created 29-06-2008 8:01.45 am
thingummyflip.mx8            : 2        : Created 22-06-2008 12:50.38 am
..                             : <DIR>
c:\oots                      : <DIR>
help                         : <DIR>
mbk                          : <DIR>

```

Select the index to open ==> D:\MX8TEMP\

At the bottom of the screen you can edit the file name. A suggested path will usually appear and, if you are going to save a file, a suggested file name as well. The prompt will remind what sort of file you are working with and whether it is for opening (loading, reading) or saving (writing).

The central part of the screen has a list of the files, with various characteristics such as file size, or the description you have entered for your index also appearing on the screen. If you are opening an existing index the middle column will show you the number of entries in each index and the truncated version of

If a file name has <DIR> to the right of (in blue in this example) it indicates that it is a folder.

Choosing the file - typing

Choosing a file from the screen

Using the keyboard - press F5 or <CTRL>F and the top file on the screen will be highlighted. Use the up and down arrow keys to select the one you want then press <ENTER> to bring it to the bottom line and <ENTER> again to use it. Alternatively press <SHIFT>↑ to work up the list of files from the bottom or <SHIFT>↓ to work down from the top.

```

cows.01dx.mx8      : 62 : Created 3-12-2007 2:52.22 pm
cows.mx8
├─ moo.mx8          | Cows: A global treatise on the ballistic properties
  │ of cow|         |
├─ music.mx8        | s, with contributions from the Dish and the Spoon.
  │ 12-Jul-|        |
├─ new.mx8          | 2008
  │ 14:12           |
└─ setout.mx8

```

Finding files or indexes - moving around the folders and drives

1. If there are too many files to display on the screen at one time you can scroll up and down using the Page up (PgUp) and Page Down (PgDn) keys.
2. If you want to down to within a folder, highlight it and then press <ENTER>. If there is a folder above the one that you are in two dots (..) will appear in the list. To move up a level, highlight the two dots and press <ENTER>.
3. If you want to change to a different disk drive (for example to make a backup file on a USB disk), press F4 (or use Options on the drop down menu) and you will see a list of drives something like the one shown below. Click on the drive you want with the mouse, or use the arrow keys to highlight it and then press <ENTER>. If you decide you don't want to change the drive you can back up (as always in MACREX) by pressing F1 or <CTRL>Q.

Select new drive letter ==>	C: D: E:
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Changing the file specification

The current file specification will always be shown at the top right of the screen. This is the drive, the path to the folder and subfolder that you are in and the current *wildcard* being used to filter the files that are displayed. In the example above the file specification is

D:\MX8TEMP*.mx8

This means that the file selector will list all the files with the extension mx8 (which are the MACREX index information files) in the folder mx8temp on drive D: Normally you will not want to change the extension of the files you are looking at, but if you are importing a text or database file into MACREX you may need to do so. Click on the text of the file specification, press <ESCAPE> or use the Options on the drop down menu and you can do so. You can also edit the drive and the path at the same time if you want, but if you make a mistake doing this you may land up somewhere you didn't expect, so it is better to change the drive and the path using the three options described [above](#).

Accessing networks

You can access a shared folder on a network using the file selector by changing the [file specification](#). For example, suppose you have a index called `phone_list` on a computer whose network name is avocado, and the index is in a shared folder called `tel`. Edit the file specification to read

`\\avocado\tel*.mx8`

and press <ENTER>. You will then see **phone_list.mx8** displayed in the file selector and you can open it.

Changing the order of the files displayed

When the file selector first opens the files will be displayed in ascending alphabetical order with the folders, also in alphabetical order, at the end of the list. You can change the order by pressing F11 or by using the options on the drop down menu. Sequentially pressing F11 (<CTRL><SHIFT><P> is an alternative that is useful on the Macintosh) will cycle through date order, order of file size and back to alphabetical order. The current order is displayed on the fourth line of the screen. At any point you can also reverse the sort order (for example to get the most recent file at the top of the list) by pressing F12 (<CTRL><SHIFT>Y is an alternative that is useful on a Macintosh).

Placement of the folders

The folders can be moved from the beginning to the end of the list and back by pressing F11 (<CTRL><SHIFT>P is an alternative that is useful on a Macintosh). This can also be done using the Options drop down menu.

Using the mouse

In addition to being used for the drop down menus and clicking on the file names, you can also use the mouse to click any of the features described along the top five lines of the screen by clicking on the text that is highlighted (in the default colour scheme this is a lighter shade of green). In addition you can click on the headings at the top of the file list. For example if you click on the **Index name** or **File name** text the index will be sorted in file name order. If you click on it a second time, the order will be reversed. When the display also shows the date/time and file size you can do the same with these fields. You can also scroll up and down the list of files by using by clicking on the lines at the top and bottom of the list.

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