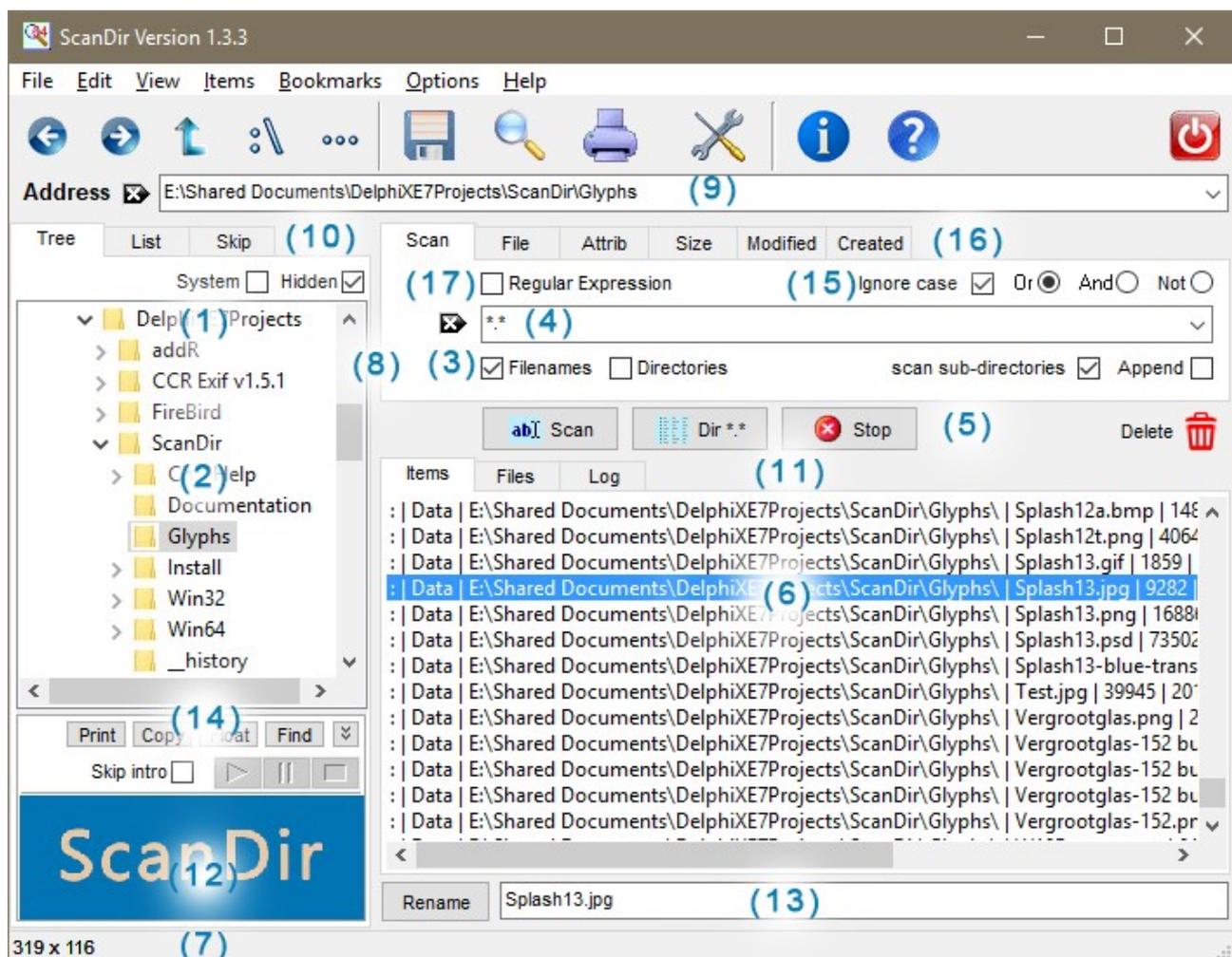# Getting started

Getting started gives a brief overview of the main ScanDir functions and helps you to jump start without going through all of the documentation.

Click the '+' sign in the Contents window on the left to expand this topic and select a sub-topic for more information.

Jump start

This section helps to start working with ScanDir without going through all the documentation.

(1) Expand a drive from the directory tree. Right-click to display the directory Tree PopUp menu.
(2) Select a directory from directory tree. Click on a directory to switch to that directory. Right-click to display the directory Tree PopUp menu.
(3) ICheck if filenames and/or directory entries are listed and if sub-directories should be scanned.
(4) Specify string(s), mask(s) or Regular expression as search argument. Refer to file selection criteria for more information about file selection.
(5) Click the [Scan] button to start searching for filenames that match the search argument;
  Right-click the [Scan] button to display a PopUp menu with pre-defined scan strings;

Click the [Dir *.*] button to display the contents of the current directory;

Click [Stop] or hit **Esc key** to interrupt a scan;

(6) The search results are displayed in the item list. Right-click to display the item list PopUp menu. You can: Purge, Delete, Rename, Copy, Move, Split, Join, Save, Print, etc... the filenames in the item list.

Use **Alt+S** to save the item list to a text file;

Use **Alt+P** to print the item list;

Remarks

(6) The *item list* contains the filenames (and/or directory entries) that were found as a result of the last scan operation(s). Each entry in the item list has the following layout: Attribute | Volume | drive:pathname | filename | filesize | filedate. The Attribute is '.' for a directory entry and ':' for a filename.

(7) The *status bar* displays informational messages. Interface.

(8) The *splitter-bar* divides the main window into two parts. Drag to the left or right to resize.

(9) The *address bar* also can be used to specify (paste) a pathname, hit [enter] to switch to the specified directory.

(10) click a *Tab* to switch between: Tree, List or Skip window.

(11) click a *Tab* to switch between: Items, Files or Log window.

(12) use *Ctrl+Alt+V* to toggle Preview pane.

(13) use *Ctrl+Alt+R* to toggle Rename pane.

(14) drag the *splitter-bar* up or down to resize between the Preview pane and the Directory Tree.

(15) Indicate how (multiple) strings or masks should be interpreted.

(16) Click tabs to specify more selection options.

(17) Check if the search argument contains a regular expression.

Interface

The main window can be divided into 4 area's (panes):

Top Menu's, Buttons and Address;

Left Drive and Directory selection;

Right Search argument and Output window;

Bottom Status Bar.

By dragging the splitter-bar to the left or to the right, the left and right panes can be re-sized. The left pane contains a drive selector with 3 tabs below it: click a tab to switch between directory Tree, directory List or Skip list. The top of the right pane is used to specify the scan search arguments. Below is a display output area with 3 tabs: click a tab to switch between Items, Files or Log.

Top pane

Drop-down-menu's

Click the drop-down menu's to display additional options. For a complete description of all menu options refer to the Menu's

Buttons

The buttons provide a shortcut for the menu options. Hit **Alt+Ctrl+H** to toggle display of Hints for every button. The leftmost 5 buttons are used to navigate through directories (previous, next, up,

root and browse respectively). The 4 buttons in the middle are for Save, toggle AutoScan, Print, and Configutration. The last 3 buttons are: Information, Help and Exit.

Address bar

The Address bar displays the current directory. It can be used to copy/paste a (new) directory, which then becomes the current directroty. The drop-down list of the last directories can also be used to select a new directory.

Left pane

Tree

Tree displays the directory Tree with the available drives under "This PC". Single-click a drive or directory to select it (and make it current). Right-click to display popup menu . Double-click a drive or directory entry to expand / collapse it.

System
[-] Check to include System folders in the directory Tree. Most system folders are hidden, so also check [-] Hidden to display all system folders. ***Warning*** You should not modify the content of System and/or Hidden files, this can damage the Windows operating system!

Hidden
[-] Check to include Hidden folders in the directory Tree. ***Warning*** You should not modify the content of System and/or Hidden files, this can damage the Windows operating system!

List
The List tab provides a list of directories that will be scanned (included) during a directory scan. Only directory names that have their checkbox checked [v] are processed. Right-click to display popup menu options.
The directory List provides a convenient way to Scan multiple drives at once. By default the directory List is used to specify which directories should be scanned, but the Directory Tree can only display one drive at a time. By adding one or more drives to the directory list, multiple drives can be scanned at once. Please note that scanning a large number of drives at once increases time and memory usage.

Skip
The Skip tab provides a list of directories that will be skipped (excluded) during a scan operation. Only directory names that have their checkbox checked [v] are skipped. Right-click to display popup menu options.

The directory (include) List and directory Skip (exclude) lists are standard text files.The record format (layout) of the directory list files is:
pos.1 checked indicator: **+** checked, **-** unchecked;
pos.2..n directory name

By default the include List (inclist.txt) and exclude Skip (exclist.txt) files are located in the same folder as the scandir.ini file, which is: *C:\Users\{user-name}\AppData\Local\ScanDir*. The exact location is shown on the Information window (i)

Note:
If at least 1 entry is loaded, the tab label changes from **List** into **>List** or from **Skip** into **>Skip**

respectively.

Preview

If the Preview pane is visivle, ScanDir will try to play or display the contents of a file as soon as you single-click its name in the item list. Currently ScanDir supports text files, a limited number of image files (*.bmp, *.jpg, *.png, *.gif and *.tiff) and some audio and video file formats (the formats supported by the default media player). The file format is recognized by the file extension. If ScanDir does not recognize an extension, you can force ScanDir to display its contents as text by selecting "Preview as text" from the item list PopUp menu. When the Preview pane is un-docked by pressing the [Float] button, it becomes a separate floating window which can be re-sized independently of the main window. Use [Dock] to restore the Preview pane.

On top of the Preview pane are the following buttons:
[Print] Print the visible Text or Image.
[Copy] Copy the visible Text or Image to the clipboard.
[Float] Create a separate window for the Preview.
[Dock] Restore the Preview pane.
[Find] Find string in text file. The [Find] button has no function when viewing images or playing media files.

Right pane

Search argument
Refer to Selection for an explanation of the use search arguments.

Buttons
The four buttons below the Selection criteria have the following function (left to right):

[Scan]
Click this button to start searching for filenames that match the search argument;
Right-click the [Scan] button to display a PopUp menu with pre-defined scan strings;

[Dir *.*]
This button does a scan of the current directory only (no sub-directories are scanned). It acts as a shortcut for entering ***.*** as the selection mask, uncheck [-] scan sub-directories and pressing the [Scan] button. The setting of [-] Reset scan string with Dir *.* option (*see:* Configuration) determines if the original scan-string is restored or if *.* replaces the scan-string when the [Dir *.*] operation completes.

[Stop]
Sometimes a scan operation may take a (very) long time. Hit the [Stop] button to interrupt a scan that is in progress. The running scan stops and an (incomplete) item list is displayed.

[Del]
The Delete button (garbage can) on the right can be used to Delete selected items in the Item list (see: below);

Output window

Items
The Items window displays the item list. The Item list contains all filenames that match the Selection criteria. Files in the Item list can be Renamed, Copied, Moved, Deleted and more. Right-click one or

more items to display the popup menu options or click the Items drop-down menu on top of the screen.

Files
The Files window contains a list of saved filenames. Right-click to display popup menu options.

Log
The Log window lists the messages that were logged since ScanDir was started. To control which messages are logged, click the Options drop-down menu and see also: Commandline options. Right-click in the log window for popup menu options.

Bottom pane

Status Bar
The status bar is used to display informational and/or error messages.
By default, the name of the current directory is shown.

After every Save, Print, Copy, Move, Purge, Delete, Rename and Attrib command the number of files processed is displayed:
=> **m out of n items copied**.

After a scan the number of items found and the elapsed time is shown:
=> **mm (out of nn) items selected in x directories (y entries processed in hh:hh:ss:ttt sec)**

After a bookmark operation a message shows if the directory was added to the bookmark list (if the directory was already in the bookmark list it will NOT be added again).
To display information about a specific file, single click one item in the item list. The following information is displayed:
=> **drive:\pathname\filename.ext [attributes]**

The attributes are abbreviated as follows:
R Read-only
H Hidden
S System
A Archive
N Normal
T Temporary
C Compressed
O Offline

Commandline options

ScanDir can be started with the following command line options:
-i Do not use scandir.ini file.
-ns Suppress Splash screen.
-sf Scan to File. Scan results are written directly to a file. All options under the Items pulldown menu (and item list PopUp menu) are disabled. Can be useful for very large directories: fast!
-l Log all commands.