

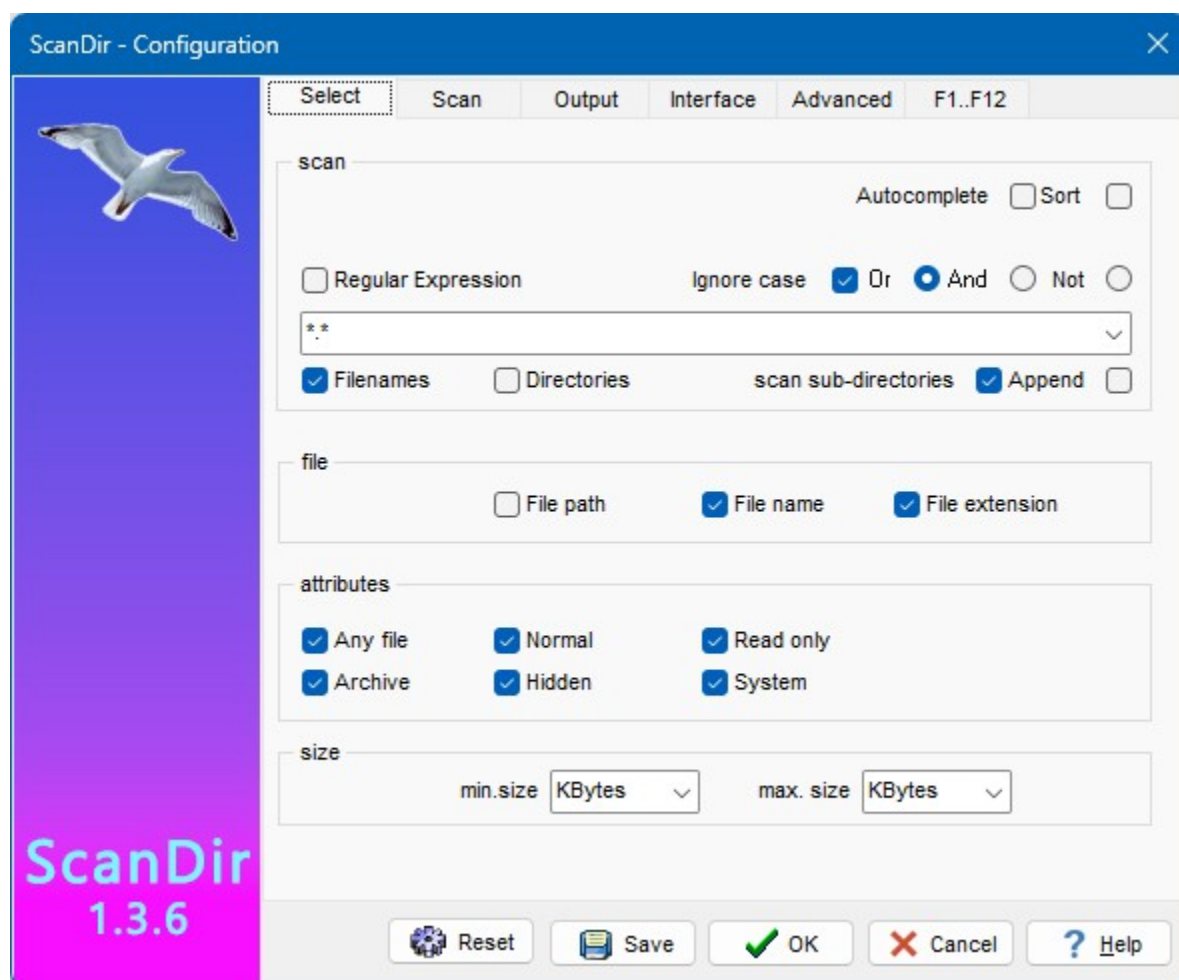
## Working with ScanDir

This topic contains detailed information about the ScanDir configuration and the ScanDir search function.

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

## Configuration

To display the Configuration screen click the [Config] button, select Configuration from the [Options pull-down menu](#) or **[Alt+C]**.



### Select

Set default file selection criteria. Refer to: [Selection criteria](#) for additional information on using scan arguments.

### Sort

[ - ] Indicate whether or not the Scan entries are sorted (in the drop-down list from the Scan

argument). By default sort is enabled, which means that the Scan arguments are sorted alphabetically.

### Auto complete

[-] Enable or disable auto complete for the Scan argument(s). By default auto complete is enabled, which means that ScanDir will try to complete the Scan argument after the first characters have been entered.

### Regular Expression

[-] Indicate if the scan argument is a regular expression. For more information on using scan arguments refer to: [Selection criteria](#).

### Or / And / Not

(.) Specify how to interpret the scan argument(s). For more information on using scan arguments refer to: [Selection criteria](#).

### scan sub-directories

[-] indicate if sub-directories should also be scanned. By default sub-directories are also scanned.

### Directories

[-] indicate if directories are included in the scan results. By default, directories are not shown in the item list. See also (below): **Advanced | Calculate directory size**.

### Filenames

[-] indicate if filenames are included in the scan results. By default, filenames are always included in the scan results

### Append

[-] indicate if new scan results are added (appended) to the current results. By default, ScanDir clears the current results with every new Scan cycle.

### file

Specify if ScanDir should (not) include the [-] file path, [-] file name and / or [-] file extension when scanning for filename(s) and / or file mask(s). For more information about file path, name and extension refer to: [Selection criteria](#).

### attributes

Specify the default file attributes that are used during scan operations. For more information about file attributes refer to: [Selection criteria](#).

### size

Specify the default units (Kbytes or Bytes) used to specify the file size. For more information about file size and file date refer to: [Selection criteria](#).

### Scan

Specify settings that are used to control the Scan process.

## AutoScan

[ - ] Set the initial (default) value for AutoScan. If AutoScan is true (selected), ScanDir will automatically scan the current directory after every directory change. AutoScan can be temporary enabled or disabled with the AutoScan button (magnifying glass). The default setting is: AutoScan= true.

### Notes:

- With AutoScan only the current directory is scanned (no sub-directories).
- If a search argument is specified it will also be used for AutoScan.

## Reset scan string with Dir \*.\*

[ - ] Indicate if ScanDir should change the scan string to \*.\* when the [Dir \*.\*] button is pressed. By default ScanDir does not update the search argument when [Dir \*.\*] is pushed.

## Include List when Scanning Tree

[ - ] Indicate if ScanDir should include the (checked) directory names that are specified in the directory (include) List when scanning a directory Tree. By default, when the directory Tree tab is selected, ScanDir will only scan the directory (and sub-directories) that is selected in the directory Tree.

## Include Volume name

[ - ] Indicate if ScanDir should display the volume name in addition to the drive letter. When the volume name is included, the Item list will be sorted on volume name instead of drive letter.

## Custom scan string 1 .. 5:

Specify up to 5 scan strings that will be used in the PopUp menu (right-click) for the [Scan] button.

## Output

### Item list

Control how the item list is displayed.

- (-) NOT sorted - the items are displayed in the sequence in which they were added to the item list.
- (-) Sort Filename - Sort item list on: Filename | file size | file date | path
- (-) Sort Filepath - Sort item list on: Path | filename | file size | file date
- (-) Sort Filesize - Sort item list on: File size | path | filename | file date
- (-) Sort Filedate - Sort item list on: File date | path | filename | file size

### File

Specify the which fields are included in the output (file / printer).

- [ - ] Include Scan string - include the last scan string used
- [ - ] Include Header - include header lines
- [ - ] Include Statistics - include the item list statistics (information as presented in the Info ( i ) window).

- ☐ Include Attribute - include attribute ('.' = folder, '.' = file);
- ☐ Include Volume - include volume label
- ☐ Include Pathname - include pathname
- ☐ Include File size - include file size
- ☐ Include File date - include file date
- ☐ Glue path\filename - use one field for the pathname+filename;

Specify how to format file and/or print output.

- ☐ Quoted strings - put all text strings between quotes
- ☐ Title columns- include a line with the column titles

Select ☒ .CSV settings for file format that can be imported by many applications, e.g. MS Access and MS Excel ( these options can also be specified / changed in the [Save as... dialog](#) ):

- ☒ Quoted strings
- ☒ Title columns
- ☐ Scan string, ☐ Header and ☐ Statistics can not be selected for a .CSV file format.

Delimiter: Select or manually enter the ( File/Print ) delimiter character. To remain compatible with the ScanDir version 0.3 output file format, select version 0.3 from the dropdown list. For .CSV file format the delimiter should be: COMMA.

Output file: specify output filename ( default= \.\scanlist.txt )

- ☐ Prompt - display a confirmation dialog if the output file already exists;
- ☐ Append - append current file to existing file;
- ☐ Replace - replace existing file by current file;

## Print

- ☐ Report: print lines are grouped per directory. One line is printed for every directory entry, followed a print line for every file within that directory.
- ☐ List: print every item on a separate print line. Depending on the Volume / Path / Filesize / Filedate setting ([font]: Specify the font used for printed output.

Output header: Specify output ( File/Print ) header text ( default= - )

## Interface

The interface settings control the way to interact with ScanDir.

### Confirm Delete directory

Set the default value for Confirm Delete directory. This default can be temporary overwritten in the [Options menu](#).

### Confirm Rename directory

Set the default value for Confirm Rename directory. This default can be temporary

overwritten in the [Options menu](#).

### **Confirm Purge file**

Set the default value for Confirm Purge file. This default can be temporary overwritten in the [Options menu](#).

### **Confirm Delete file**

Set the default value for Confirm Delete file. This default can be temporary overwritten in the [Options menu](#).

### **Confirm Attrib**

Set the default value for Confirm Attrib. This default can be temporary overwritten in the [Options menu](#).

### **Confirm Empty**

Set the default value for Confirm Empty. This default can be temporary overwritten in the [Options menu](#).

### **Confirm Rename file(s)**

Set the default value for Confirm Rename. This default can be temporary overwritten in the [Options menu](#).

### **Preview Rename file(s)**

Set the default value for Preview Rename. This default can be temporary overwritten in the [Options menu](#).

### **Progress**

Show or hide scanning progress: show the directories being scanned in the status bar, (use **Ctrl+Alt+O** to toggle). Show progress slows down the Scan process. The default can be temporary overwritten in the [View menu](#).

### **Hints**

Show or hide hints for all controls (use **Ctrl+Alt+H** to toggle). The default can be temporary overwritten in the [View menu](#).

### **Display Rename pane**

Show or hide Rename pane at the bottom of the item list (use **Ctrl+Alt+R** to toggle). The default can be temporary overwritten in the [View menu](#).

### **Save Most Recently Used Directory**

Specify if the directory that was last used should be saved and used as the initial directory the next time ScanDir is started.

### **Save Window Position and Size**

Specify if the current ScanDir window position and size should be stored. The window position and size will be restored the next time that ScanDir is started.

**Save Include list**

Indicate if the Include list (directory List tab) should be saved to scandir.inclist.txt when ScanDir is stopped.

**Save Exclude list**

Indicate if the Exclude list (directory Skip tab) should be saved to scandir.exclist.txt when ScanDir is stopped.

**Save File list**

Specify if the file list (File tab) should be saved to scandir.filelist.txt when ScanDir is stopped.

**Save Log file**

Specify if the internal log (Log tab) should be saved to scandir.log when ScanDir is stopped.

**Remember Rename parameters**

Specify if the parameters for the Rename dialog should be kept. By default, the Rename parameters are (re)initialized every time the Rename dialog is invoked

**Display Preview pane**

Show or hide Preview pane at the left, below the directory Tree list.

**Skip audio intro**

If checked, when an audio file is played, the first 10 seconds of the file are skipped.

**-History-****Save bookmarks**

Specify if Bookmarks should be saved.

**Entries**

Specify the number of entries to keep for bookmarks (main menu). The minimum number (=no bookmarks) is: 00, the maximum number is 99. Bookmarks are saved in scandir.ini.

**Clear**

Press this button to clear the bookmarks entries. Unless ScanDir was started with the command line option -i (do not use .ini file), this will also clear all bookmark entries saved in scandir.ini! Clearing bookmarks does NOT reset the Bookmarks Entries number.

**Save addresses list**

Specify if last address entries used should be saved.

**Entries**

Specify the number of entries to keep for addresses (main menu). The minimum number (=no addresses) is: 00, the maximum number is 99. Addresses are saved in scandir.ini.

**Clear**

Press this button to clear the address entries. Unless ScanDir was started with the command line option -i (do not use .ini file), this will also clear all address entries saved in scandir.ini!

Clearing addresses does NOT reset the Address Entries number.

### **Save scan history**

Specify if the scan history should be saved in scandir.ini. When the scan history is saved, the factory supplied defaults may be overwritten. The factory settings can be restored by clicking the [DEFAULT] button.

### **Entries**

Specify the number of entries to keep in the history (drop-down list). The minimum number (=no history) is: 00, the maximum number is 99. The Scan history is saved scandir.ini.

### **Clear**

Press this button to clear the history entries. Unless ScanDir was started with the command line option -i (do not use .ini file), this will also clear any history entries saved in scandir.ini! Clearing the history does NOT reset the History Size!

## **Advanced**

### **Show system files**

Indicate if System files should be included in the directory Tree.

### **Show hidden files**

Indicate if Hidden files should be included in the directory Tree.

### **Suppress PopUp message(s)**

Check this option to prevent that a PopUp message interrupts a running Scan operation. Only PopUp messages are suppressed, messages are always written to the log.

### **Minimize to system tray**

Minimize to system tray instead of taskbar.

### **Write UTF-8 Unicode files**

Indicates whether UTF-8 or ASCII files are written. UTF-8 is the recommended setting. If files are shared with other applications they may require ASCII files.

### **Calculate directory size**

Indicate if directory (including all sub directories) size should be calculated when scanning for directories entries. Calculating directory size slows down the scanning process: all file entries in all sub directories are scanned to calculate the total filesize!!

### **Item limit**

The item limit is the maximum number of output items. Since all items are kept in memory, increasing this value also increases the memory used by ScanDir. If this limit is reached the user is prompted to proceed (or not). See also: [Messages](#).

### **Stop Intvl.**

The Stop Interval is the number of actions that ScanDir processes before it checks the [Stop]

button. This is a tuning parameter. The larger the number, the faster ScanDir will be. But if the number is too large, it may take some time before a running process is interrupted when the [Stop] button is pressed.

#### [User Font]

Click this button to modify the default font. This option was removed in version 1.3 but has been restored at user request.

#### Startup folder

Specify the directory that should be selected when ScanDir is started (ignored if "Save Most Recently Used directory" is selected).

#### Target folder

Specify the default directory that Save log file and Save item list should use.

#### Directory for Open with...

Specify the default directory to be used when Open with... is selected for an item in the item list.

### Buttons

#### [Help]

Display Help screen ( the part of the help file that you are currently reading ).

#### [Reset]

Reset Configuration to the default values. The default values are the factory settings.

#### [Save]

Apply and Save the current configuration settings. Configuration settings are written to **scandir.ini**.

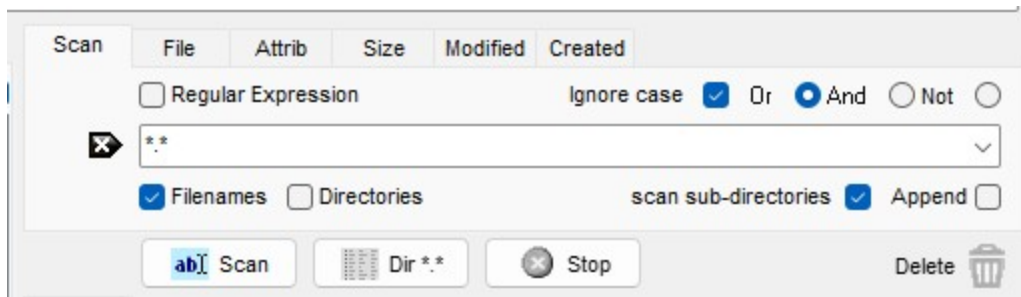
#### [Ok]

Set Configuration for current execution of ScanDir only. The configuration settings are NOT saved.

#### [Cancel]

Ignore any changes made to the Configuration. Continue with previous Configuration.

## Selection criteria



## Scan tab

### Regular Expression

By default the argument is interpreted as a string or mask. ScanDir also supports regular expressions as an argument. Check this box if a regular expression is specified.

[ - ] Regular Expression - (do not) interpret argument as a regular expression.

### Ignore case

By default, searching for a String is case-insensitive. Check **Ignore case** to perform a case-sensitive String search. This setting is ignored for a Mask. Searching using a Mask is always case-insensitive.

[ - ] Ignore case - (do not) distinguish between upper and lower case characters in the search String.

### Or / And / Not

It is possible to specify multiple arguments as string or mask. Multiple arguments are separated by a *blank* or *comma*. When multiple arguments are used, the relation between these arguments can be specified as:

(-) Or - indicates that at least ONE of the arguments must match

(-) And - indicates that ALL arguments must match

(-) Not - indicates that NONE of the argument may match

### Argument

Specify one or more strings, masks and/or extensions. If multiple strings, masks and/or extensions are specified, they must be separated by a space. The setting of **Or / And / Not** determines when a file is selected if multiple selection criteria are specified.

The scan argument is interpreted as either a string, mask or Regular expression. ScanDir uses the following rules to determine if the argument is a string or a mask:

- if the argument contains an asterisk ( \* ) or question mark ( ? ) it is treated as a mask;
- if the argument does NOT contain asterisks ( \* ) or question marks ( ? ) it is treated as a string;
- if the argument starts with a colon ( : ) it is treated as a mask;
- if the argument starts with a double quote ( " ) it is treated as a string;

*Note:* You can mix String and Mask arguments. In most cases, ScanDir can distinguish between Strings and Masks (as described above). You can however force ScanDir to treat the argument as a Mask, by preceding it with a semi-colon (:) -or- put the argument

between double quotes (") to treat it as a String.

### String

The specified text must occur somewhere in the file path, file name or file extension. Specify the string(s) you want to scan for. Multiple strings must be separated by a comma ( , ) or blank ( ). If the string to search for contains comma's or blanks, the entire string must be placed between double-quotes ( " ).

### Example:

**the bat** scans for **the** or/and **bat**, while **"the bat"** scans for **the bat**

### Mask

The specified text is interpreted as a mask. A valid mask consists of literal characters, sets, and wildcards. Each literal character must match a single character in the string. The comparison to literal characters is case-insensitive. Each set begins with an opening bracket ( [ ) and ends with a closing bracket ( ] ). Between the brackets are the elements of the set. Each element is a literal character or a range. Ranges are specified by an initial value, a dash ( - ), and a final value. Do not use spaces or commas to separate the elements of the set. A set must match a single character in the string. The character matches the set if it is the same as one of the literal characters in the set, or if it is in one of the ranges in the set. A character is in a range if it matches the initial value, the final value, or falls between the two values. All comparisons are case-insensitive. If the first character after the opening bracket of a set is an exclamation point ( ! ), then the set matches any character that is not in the set. Wildcards are asterisks ( \* ) or question marks ( ? ). An asterisk matches any number of characters. A question mark matches a single arbitrary character.

### Examples:

Searching for Mask **[Ab]\*** returns all filenames that begin with the letter **A, a, B** or **b**.

Remember that searching with a Mask is always case-insensitive.

Searching for String **test** gives the same results as searching for the Mask **\*test\***, but searching for a String is faster.

### Filenames

By default (only) filenames are included in the scan result item list. Uncheck **Filenames** to exclude filenames from the scan results.

[ - ] Filenames - (do not) include filename entries in the scan results.

### Directories

By default directory entries are excluded from the scan result item list. Check **Directories** if directory entry names should also be included in the scan results.

[ - ] Directories - (do not) include directory entries in the scan results.

### scan sub-directories

By default all sub-directories under the current directory are also scanned. Uncheck **scan sub-directories** if only the current directory should be scanned.

[ - ] scan sub-directories - (do not) scan sub-directories.

*Note:* the sub-directories setting is ignored by [AutoScan] and [Dir \*.\*].

### Append

☐ Append results. Use this checkbox if the scan results should be added to the current item list. Normally, the item list is cleared before every new scan operation. If the [Dir \*.\*] button is pressed, the current item list is always cleared.

### File tab

Mark one or more of the following checkboxes to specify whether ScanDir should examine the file path, file name and /or file extension to find a match for the search argument.

- ☐ File path - scan the file path
- ☐ File name - scan the file name
- ☐ File extension - scan the file extension

### Attrib tab

Select one or more options:

- ☐ All files - select all files regardless what attribute(s) they have
- ☐ Normal files - select files that have no special attributes (FAT32)
- ☐ Normal files - select files with N (normal) attribute (NTFS)
- ☐ System - select files with S (system) attribute
- ☐ Hidden - select files with H (hidden) attribute
- ☐ Read only - select files with R (read only) attribute
- ☐ Archive - select files with A (archive) attribute

### Size tab

Select one or more options:

- ☐ Min. - specify minimum file size
- ☐ Max. - specify maximum file size

[GBytes], [MBytes], [Kbytes], [bytes] switch between filesize in GigaBytes, MegaBytes, KiloBytes or Bytes

### Modified tab

Select files based on the Date modified.

#### Date

- ☐ From - specify from [date](#)
- ☐ To - specify to [date](#)

#### Time

- ☐ From - specify from [time](#)
- ☐ To - specify to [time](#)

### Created tab

Select files based on the Date created.

#### Date

[-] From - specify from [date](#)

[-] To - specify to [date](#)

### Time

[-] From - specify from [time](#)

[-] To - specify to [time](#)

Hit the **[Scan]** button to start scanning.

Right-click the **[Scan]** button to select a predefined scan string from the [PopUp menu](#);

## Keyboard

### Shortkeys

The following short keys are defined:

**Alt+B** manage Bookmarks.

**Alt+C** Configuration.

**Alt+F** display File info for selected items

**Alt+F4** Exit ScanDir.

**Alt+H** display Help.

**Alt+I** dropdown Items menu.

**Alt+O** dropdown Options menu.

**Alt+P** Print item list (using Print dialog).

**Alt+S** Save item list to a file.

**Alt+V** dropdown View menu.

**Ctrl+A** Select All items in Item list.

**Ctrl+B** Bookmark current directory.

**Ctrl+Shift+B** Bookmark directory from selected item.

**Ctrl+C** Copy selected text to clipboard.

**Ctrl+C** Copy selected file(s).

**Ctrl+D** Delete selected file(s).

**Ctrl+Shift+D** Purge selected file(s).

**Ctrl+F** Find in Item list.

**Ctrl+Shift+F** copy Filename(s) (without path) to clipboard.

**Ctrl+I** Invert selection in Item list.

**Ctrl+J** Split / Join selected files.

**Ctrl+M** Move selected file(s).

**Ctrl+N** select None, de-select all items in Item list.

**Ctrl+O** Open selected file

**Ctrl+P** Print item list to default printer (no Print dialog).

**Ctrl+Shift+P** copy Path and Filename(s) to clipboard.

**Ctrl+R** Rename selected file(s).

**Ctrl+Alt+R** Toggle Rename pane.

**Ctrl+S** Sort items in Item list.

**Ctrl+T** Set Attributes for selected file(s).

**Ctrl+V** Paste text from clipboard.  
**Ctrl+Alt+V** Toggle (pre)View pane.  
**Ctrl+X** Cut selected text to clipboard.  
**Ctrl+X** Exclude selected file(s) from Item list.

**Del** Delete file, works only within Item list.  
**Esc** Escape, stop (interrupt) running scan.

**Shift+D** move selected item Down in Item list  
**Shift+U** move selected item Up in Item list  
**Shift+L** select List tab.  
**Shift+T** select Tree tab.  
**Shift+X** select Exclude tab.  
**Shift+V** select View tab.

**F1** Help  
**F2** Refresh directory list  
**F3** Dir \*.\*  
**F4** Scan  
**F5** Copy  
**F6** Move  
**F7** Rename  
**F8** Delete  
**F9** Purge  
**F10** - not used -  
**F11** Configuration  
**F12** select Info tab

**PgUp** Scroll back (prev) in item list.  
**PgDn** Scroll forward (next) in item list.