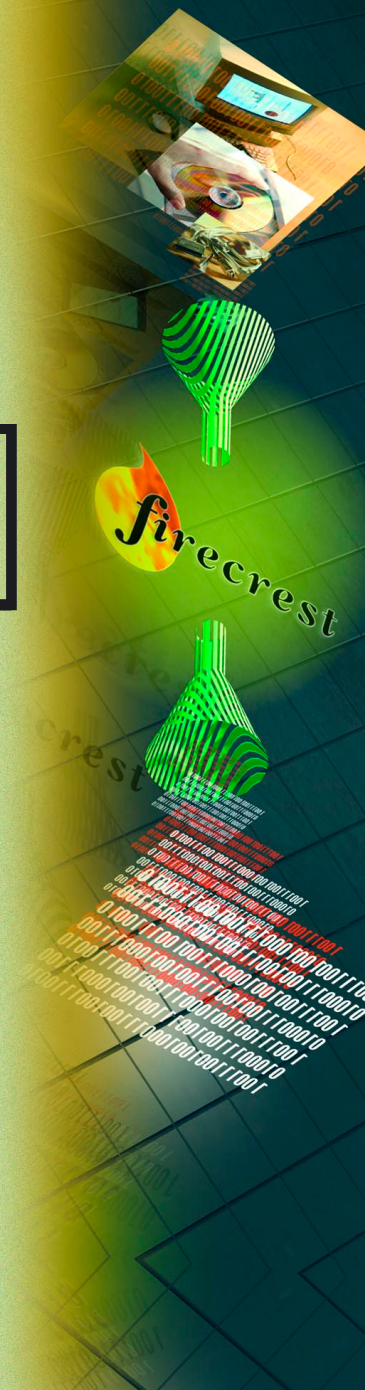




Foreign &  
Commonwealth  
Office

# *information retrieval* *guide*



*information retrieval*  
*guide*

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## Release History

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Thank you.

# *About this guide*

This guide provides instruction for Users and System Administrators in the use of the Wilbur application on the Research Analysts FIRECREST network. The guide is divided into two major parts:

## *Part 1 - User guide*

This part comprises nine chapters providing a description of the application, detailed instruction on how to search for data, build indexes and schedule updates. It also includes details of how to view, edit, copy and print the retrieved data, with specific instruction on manipulating BRS records.

A number of appendices are referenced from the User guide, containing detailed or technical information.

## *Part 2 - System Administration*

This part gives details on the configuration of the application at installation, including the directory structure created for the Research Analysts, and the application preferences. It also includes a summary of System Administration tasks required to maintain the indexes and instructions for installing the application on a new workstation.

# *PART 1*

## *User guide*

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## Part 1 - User Guide

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- Why Wilbur?
- How is Wilbur organised?
- Wilbur Roles
- Support

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# *Overview*

This section gives a brief overview of the Wilbur application for use by Research Analysts

# What is Wilbur?

Wilbur is an application that enables you to index all the files on your network or local hard disk. You then use this index to search for information held in the files. Once the search has successfully found files containing the information you require, you can view, edit, copy, export or print the information.

## Why Wilbur?

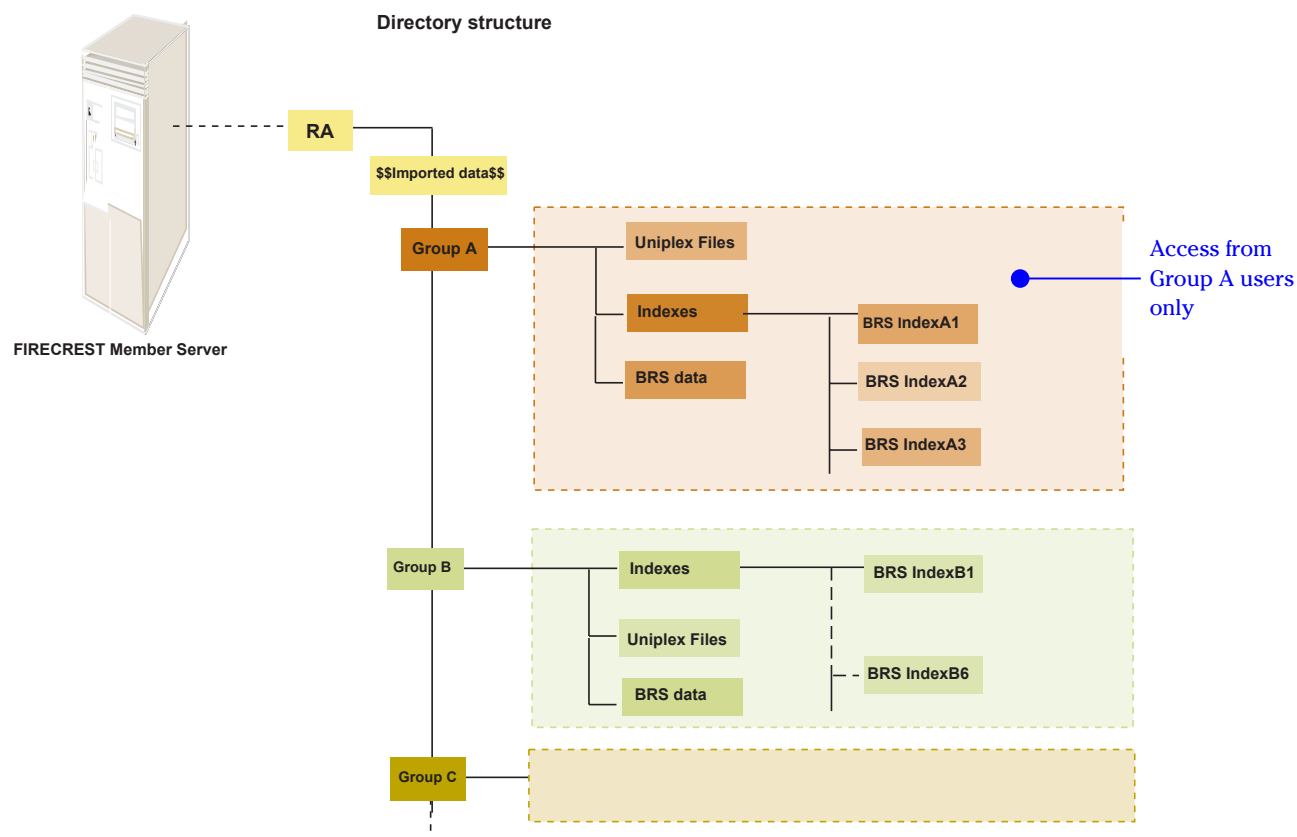
Traditionally, Research Analysts (RA) have developed a number of information systems to organise and store the information required to support the department's work. Data has been stored in the word processing area, Uniplex and BRS on the ARAMIS platform. Large databases have been created using BRS to hold records containing Keywords and data. These data have been migrated to the FIRECREST platform.

Since the migration to FIRECREST, the ARAMIS Registry and BRS engine have been replaced by FIRECREST Registry. Similarly, the BRS applications are to be replaced. Each BRS record is to be converted to a separate MS Word document keeping the same Keyword/Data structure. This enables a flexible mechanism for updating these records; Wilbur is a search mechanism that affords the same functionality (and more) employed by the BRS engine.

All the data used by RA, whether sourced from ARAMIS word processing area, Uniplex, FIRECREST or BRS records can be indexed using the Wilbur applications.

# How is Wilbur organised?

Wilbur is installed on each Research Analyst user workstation on the FIRECREST network. At installation, a sub folder is created for each Research Group on the Member server. This sub folder is used to store the main index or indexes for that group, and these are maintained by the *System Administrator*. See *Part 2, Chapter1 - Directory Structures*. The permissions set on each Index folder allow only members of that Research Analyst group to have access to that index or set of indexes.



ie Group A users have access to Index A1 and Index A2, but not to Index B1, etc.

In addition, users can also create an index (or indexes) for their own use. This index is stored on the workstation and is maintained by the user. A new *Group* index (to be located on the Member server) can be requested by advising the System Administrator.

# Wilbur Roles

## System Administrator

Maintenance and administration tasks are performed by the nominated *System Administrator*. These tasks include:

- configuring Wilbur
- building initial index(es) for each Research Group
- scheduling index updates
- adding new indexes
- manually rebuilding and updating indexes
- installing Wilbur when required

## Super User

The *Super User* is the nominated Research Group member who acts as the *expert* for that group. Each *Super User* is responsible for:

- training members of that group
- inducting new staff
- the provision of first line information-specific support
- manually rebuilding and updating indexes

The *Super User* can develop new indexes for the *System Administrator* to install on the Member server.

## User

All Research Analysts have access to the Wilbur application and for the purposes of this guide are referred to as *Users*.

# Support

Any problems experienced by the *User* should be referred initially to the *Super User*. If the problem is with the Wilbur application, for example, the user cannot find some data or an index appears to be missing, then the *Super User* will resolve the issue. If, however, there is a major problem with an index, or the system, the *Super User* will escalate the problem to the *System Administrator*.

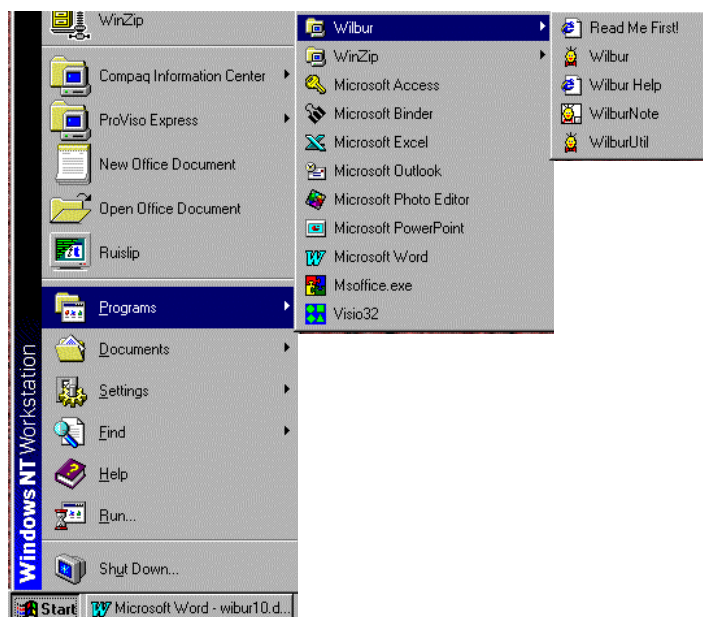
# *Getting started*

# Accessing Wilbur

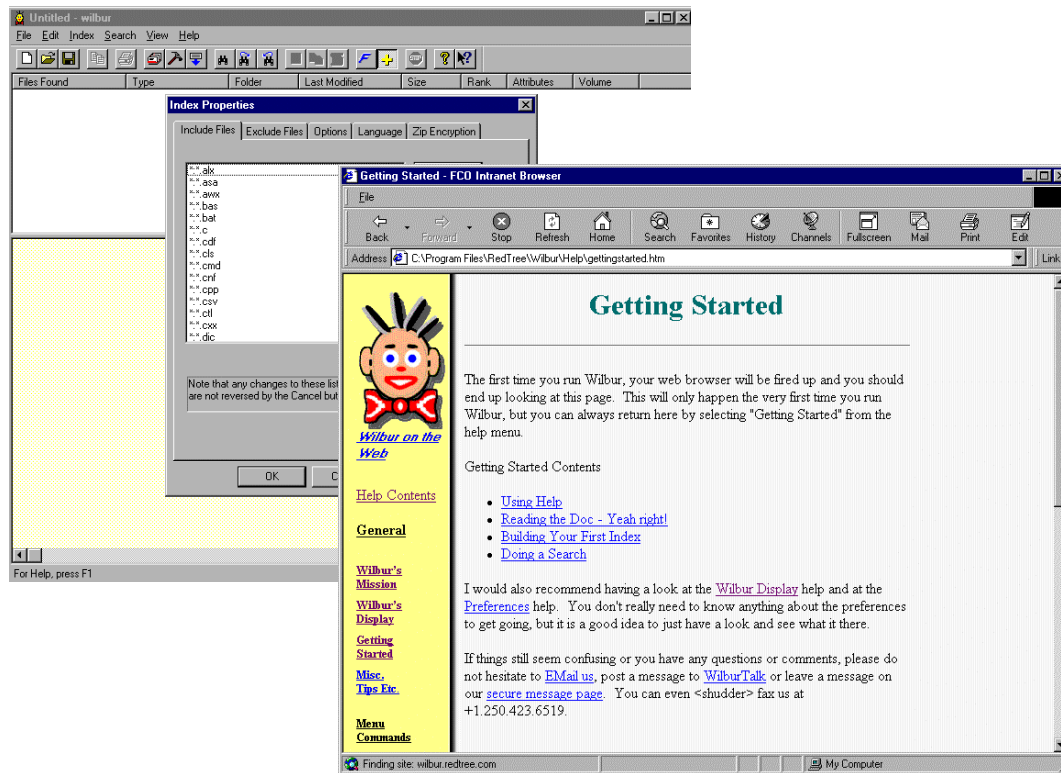
When Wilbur is installed on the FIRECREST system a shortcut is created on the desktop. To start the Wilbur

application, double click the Wilbur icon: 

If this shortcut is not present you can also start Wilbur from the Programs menu. Click **Start, Programs, Wilbur, Wilbur**.

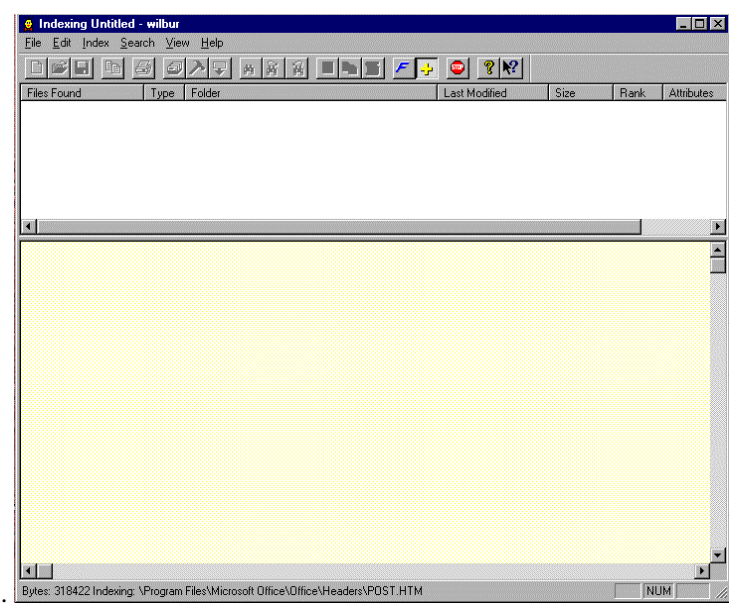


The *first* time you open Wilbur, Internet Explorer is launched to display a Getting Started help file, and a Wilbur new index window:

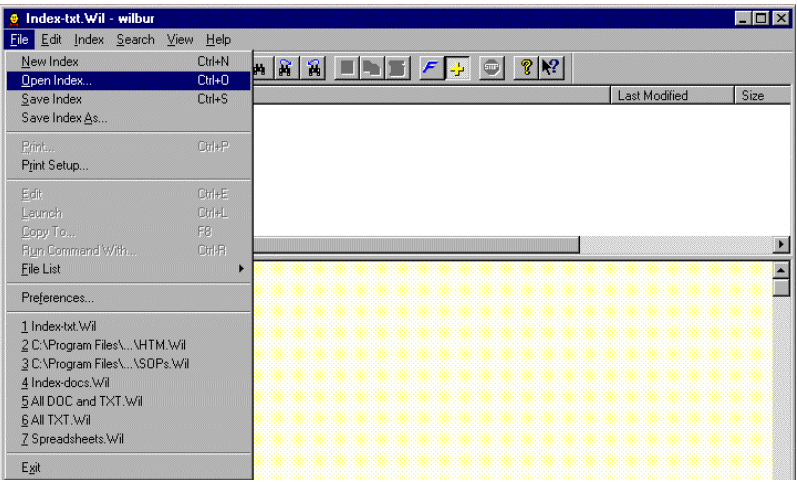


1. Close the Help file and the Index Properties window.

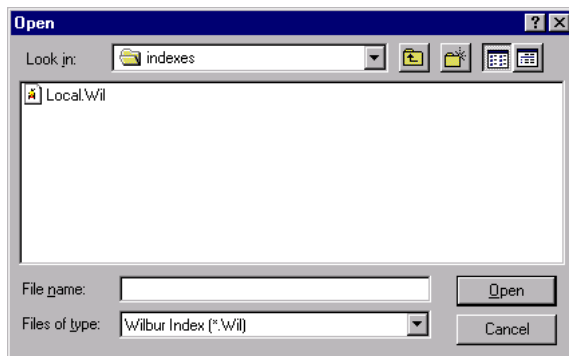
This leaves the Wilbur Display window:



2. From the File menu select **Open Index**



The Open window is displayed:



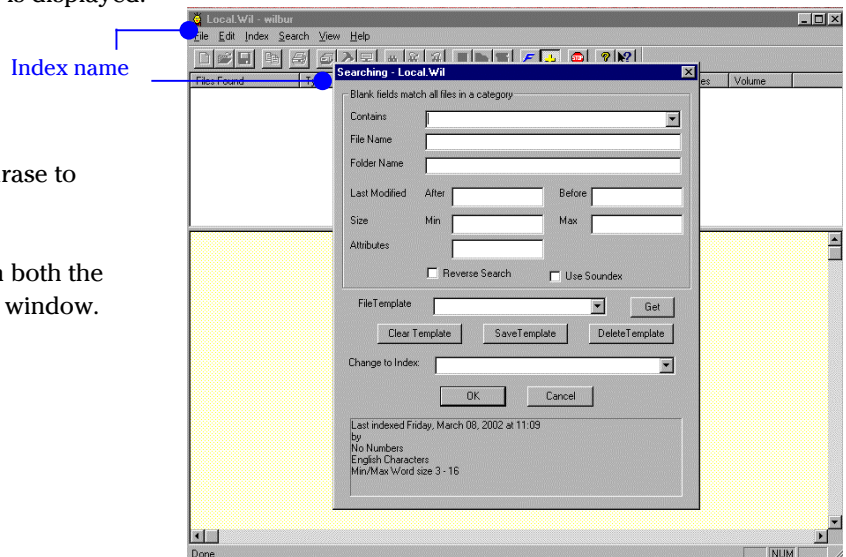
3. Browse to **C: \ Program Files\RedTree\Local.Wil**. This is a local index of all the files on your hard drive. Use this index to familiarise yourself with Wilbur.

Note: When you wish to access the indexes for your RA group on the member server, browse to: **[Member Server]:\RA\[Group name]\Indexes**

4. Click **Open**. The Searching window is displayed.

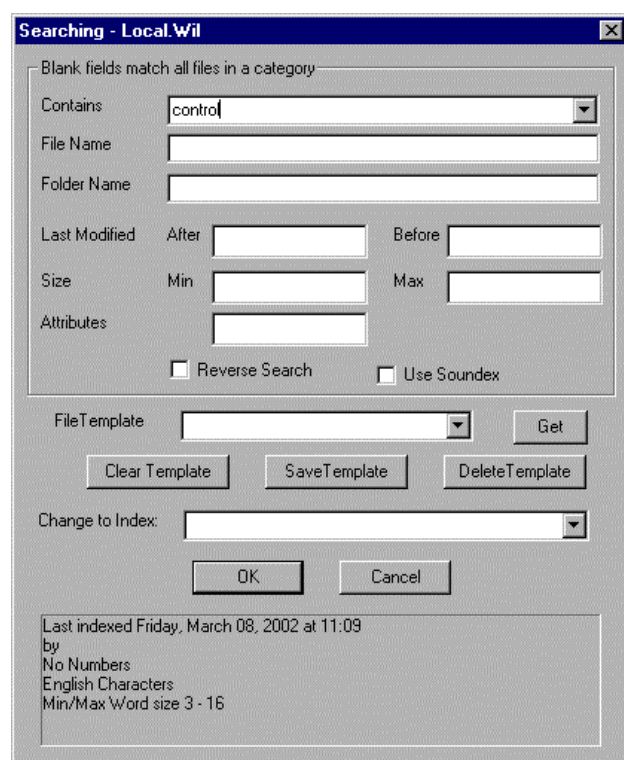
You can now enter a search word/phrase to search the local index.

The name of the index is displayed in both the Searching window and the Display window.



# Performing a search

This section describes a *simple* search. For more details on complex searches, see *Chapter 3 - Searching*



The image shows a dialog box titled "Searching - Local.Wil". It contains several input fields and buttons. The "Contains" field has the text "contro" entered. Below it are fields for "File Name" and "Folder Name". There are also fields for "Last Modified" (After and Before) and "Size" (Min and Max). At the bottom, there are checkboxes for "Reverse Search" and "Use Soundex". Below these are buttons for "Clear Template", "Save Template", and "Delete Template". There is a "Get" button next to a "FileTemplate" dropdown. At the bottom, there are "OK" and "Cancel" buttons. A status bar at the very bottom displays the text: "Last indexed Friday, March 08, 2002 at 11:09 by No Numbers English Characters Min/Max Word size 3 - 16".

Enter a search word in the **Contains** field and click **OK**.

The system checks all the files on the latest selected index for the search word, and displays the results in the two pane Wilbur display.

The display lists all the *files* that are found containing the search word in the top pane, and all the *lines* containing the search word in the bottom pane:

The screenshot shows the LocalWil - wilbur application interface. The top pane displays a list of files found, and the bottom pane displays the text content of the selected file, highlighting the first match.

**Files Found:**

| Files Found                | Type | Folder         | Last Modified    | Size   | Rank | Attributes | Volume |
|----------------------------|------|----------------|------------------|--------|------|------------|--------|
| Form - Registration.doc    | doc  | c:\Program...  | Wed Nov 20, 1996 | 63488  | 15   | a          |        |
| Form - Survey.doc          | doc  | c:\Program...  | Wed Nov 20, 1996 | 51200  | 9    | a          |        |
| Form - Feedback.doc        | doc  | c:\Program...  | Wed Nov 20, 1996 | 49152  | 7    | a          |        |
| P_08 ARCSERVE.DOC          | DOC  | c:\TEMP\...    | Thu Apr 06, 2000 | 267776 | 2    | a          |        |
| Multilanguage build ins... | doc  | c:\TEMP\...    | Wed Jan 23, 2002 | 36352  | 2    | a          |        |
| UKSN A3 8-2.doc            | doc  | c:\Visio_dr... | Fri Feb 08, 2002 | 807936 | 2    | a          |        |
| UKSN A4 8-2.doc            | doc  | c:\Visio_dr... | Fri Feb 08, 2002 | 807936 | 2    | a          |        |
| HTML SOP Installation...   | doc  | c:\WINNT\...   | Thu Oct 18, 2001 | 196096 | 9    | a          |        |
| HTML SOP Installation...   | doc  | c:\WINNT\...   | Fri Jun 29, 2001 | 194048 | 9    | a          |        |
| SOPS PASSPORT PR...        | doc  | c:\WINNT\...   | Wed Sep 26, 2001 | 141312 | 2    | a          |        |
| screens.doc                | doc  | c:\WINNT\...   | Wed Jul 11, 2001 | 90112  | 2    | a          |        |

**Text Content:**

```

g1 Forms.HTML:Select.1 Embedded Control Forms.HTML:Select.1 9q g1 SELECT>
g1 Forms.HTML:Checkbox.1 Embedded Control Forms.HTML:Checkbox.1 9q g1 INPUT TYPE=
g1 Forms.HTML:Checkbox.1 Embedded Control Forms.HTML:Checkbox.1 9q g1 INPUT TYPE=
g1 Forms.HTML:Text.1 Embedded Control Forms.HTML:Text.1 9q g1 INPUT TYPE= TEXT"
g1 Forms.HTML:Text.1 Embedded Control Forms.HTML:Text.1 9q CompObj ObjInfo OCXDATA
g1 Forms.HTML:Text.1 Embedded Control Forms.HTML:Text.1 9q g1 INPUT TYPE= TEXT"
g1 Forms.HTML:Text.1 Embedded Control Forms.HTML:Text.1 9q CompObj ObjInfo OCXDATA
g1 Forms.HTML:Text.1 Embedded Control Forms.HTML:Text.1 9q g1 INPUT TYPE= TEXT"
g1 Forms.HTML:Text.1 Embedded Control Forms.HTML:Text.1 9q CompObj ObjInfo OCXDATA
g1 Forms.HTML:Text.1 Embedded Control Forms.HTML:Text.1 9q g1 INPUT T
g1 Forms.HTML:Text.1 Embedded Control Forms.HTML:Text.1 9q CompObj OI
g1 Forms.HTML:Text.1 Embedded Control Forms.HTML:Text.1 9q g1 INPUT T
g1 Forms.HTML:Submitbutton.1 Embedded Control Forms.HTML:Submitbutton.
g1 Forms.HTML:Reset.1 Embedded Control Forms.HTML:Reset.1 9q g1 INPUT
  
```

**Search Results:**

Root Entry 0 1r 0 doc's Data Times New  
 alic WordDocument Italic Balt MonoObjectPool \_903774055 g<sup>1</sup> @x PRINT CompObj ObjInfo

OPTION VALUE= Option 1" Option

OPTION VAL OCXDATA OCXNAME \_903774066 g<sup>1</sup> PRINT UE= Option 2" Option

OPTION VALUE= Option 3" Option

SELECT> HTMLSelect1

To see all the text in a file containing the search word, click  on the toolbar.

To highlight the first match on the search word click  .



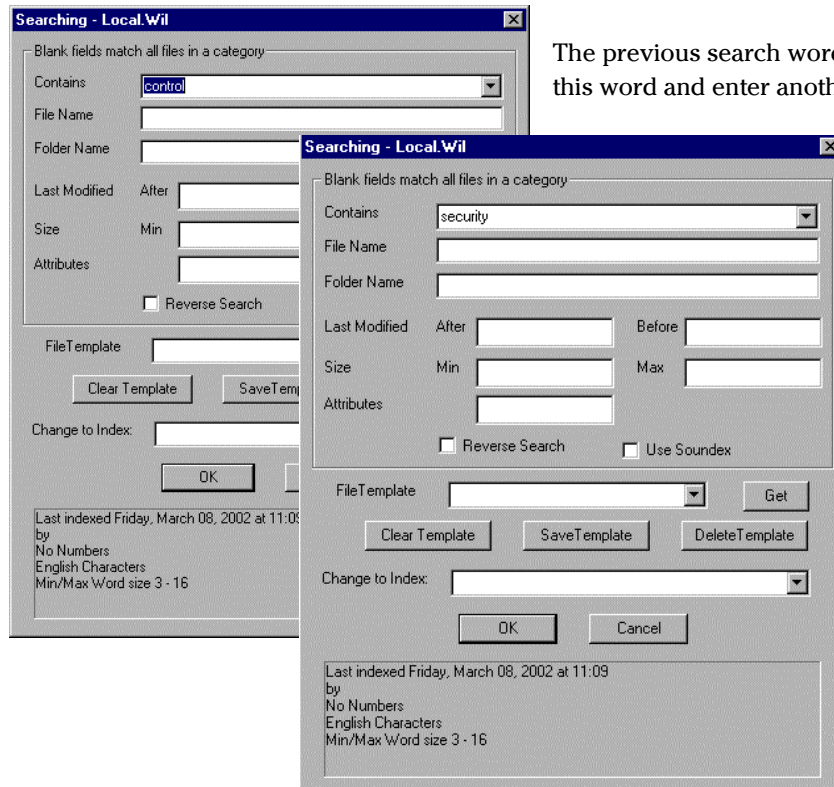
Press **F3** or  to move to the next match on the word. As you move through the occurrences of the search word, the file highlighted in the top pane indicates the file containing this line of text.

Details on how to navigate and use the search results are given in *Chapter 4*.

## Starting a new search



Click  to display the Searching window again:



The previous search word is displayed in the Contains field. Clear this word and enter another search word or phrase.

See *Chapter 3 - Searching* for details of how to perform more complex searching.

# What next?

Before you can start using the Wilbur application for your research you need to know a bit more about the application. There are three main areas:

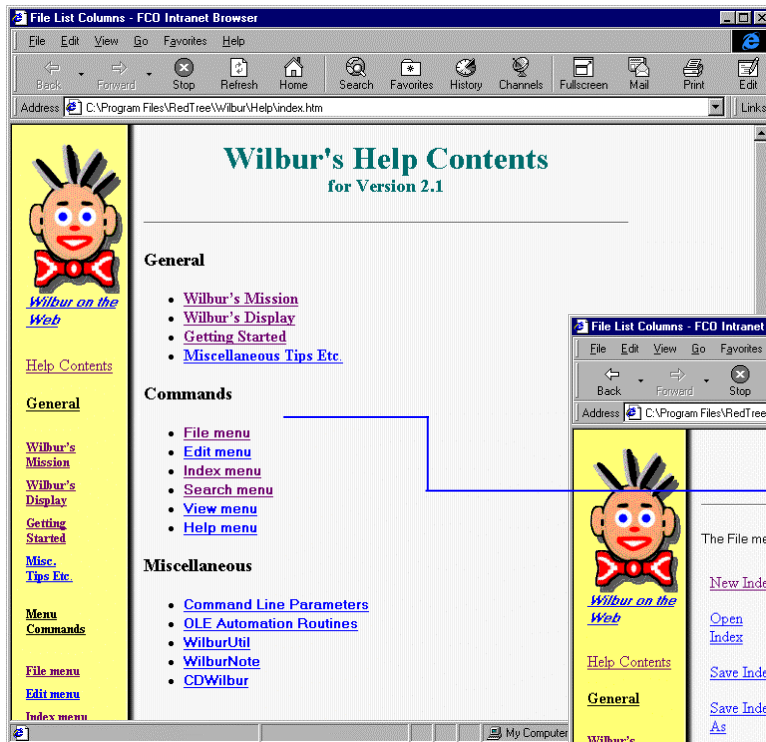
- The Wilbur display, which displays the results of a search. See *Chapter 2* for a description of the display and how to customise it. *Chapter 4* tells you how to use the results of the search.
- Searching window, which allows you to enter the search criteria. See *Chapter 3*.
- Index Properties window, which allows you to create new indexes and edit existing ones. See *Chapter 5*.

Read through this guide and use your local index to familiarise yourself with the functionality of the application. An online Help guide is also provided with the application. See page *1-10* for more details.

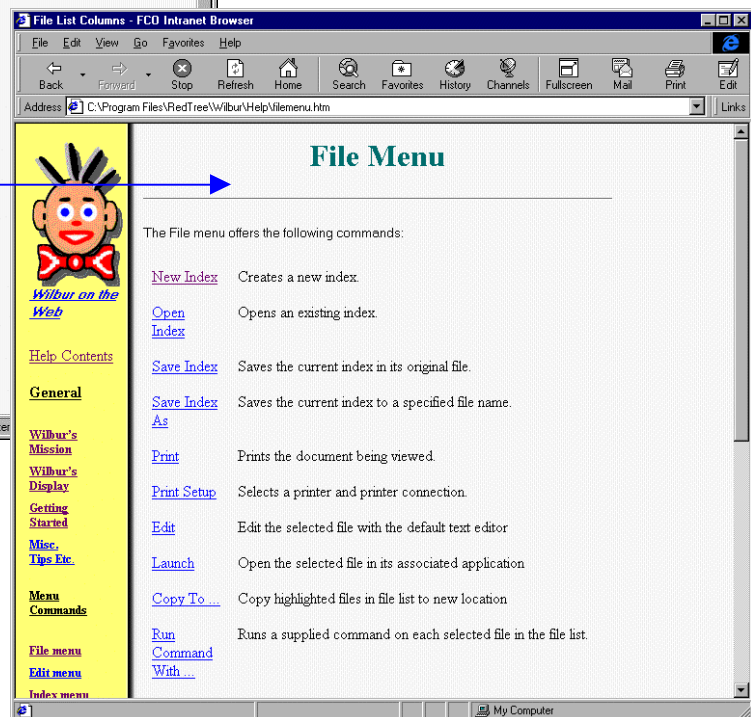
If you have any problems with the running of the application on your workstation, contact your System Administrator.

# Getting help

The Wilbur application Help files are installed with the application. To access the help files press F1 key The Help Contents page is displayed using your internet browser.



Note: You do not have to be connected to the internet to view the Help pages.



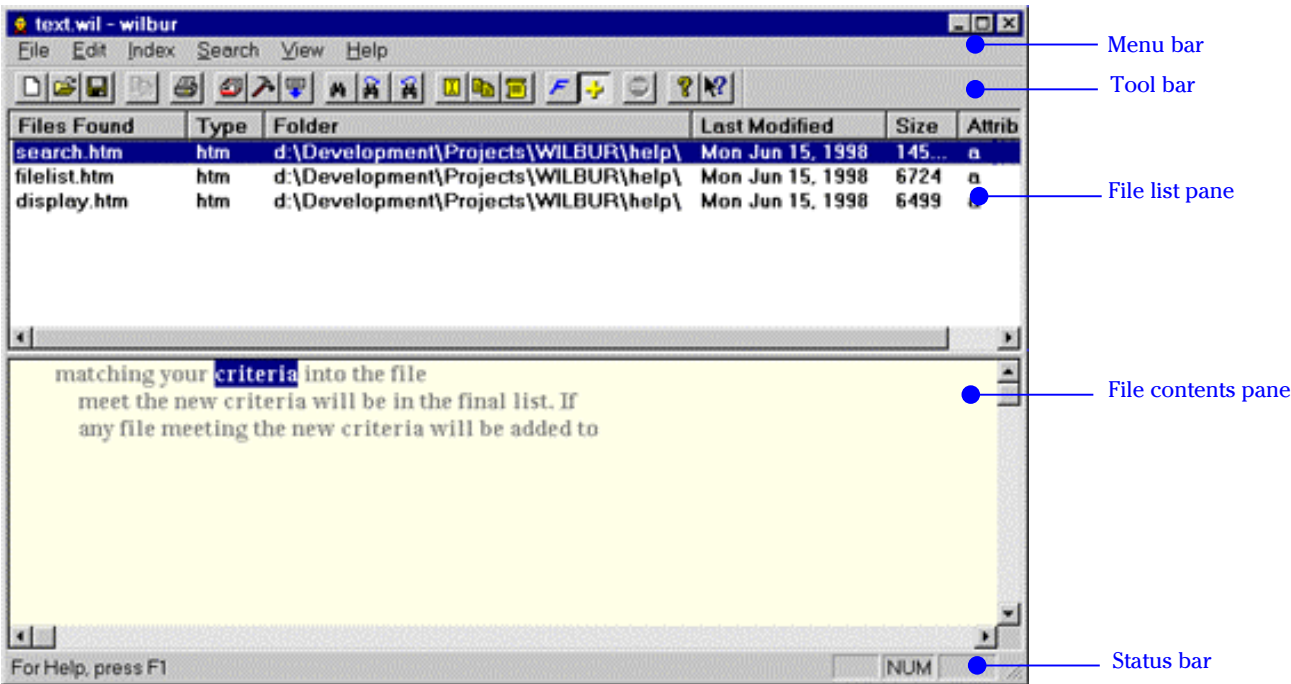
Click on a link to display the help file required.  
eg Click on [File menu](#) to display the File Menu help page.

# *Wilbur display*

The Wilbur application searches an index for a word or phrase and displays the results in a two pane window. The purpose of this chapter is to familiarise you with the elements of the display and, where applicable, show you how to modify them to display the data in the format you require.

# Display

Wilbur uses a simple two pane window with a menu and tool bar to display the results from a search of the database.



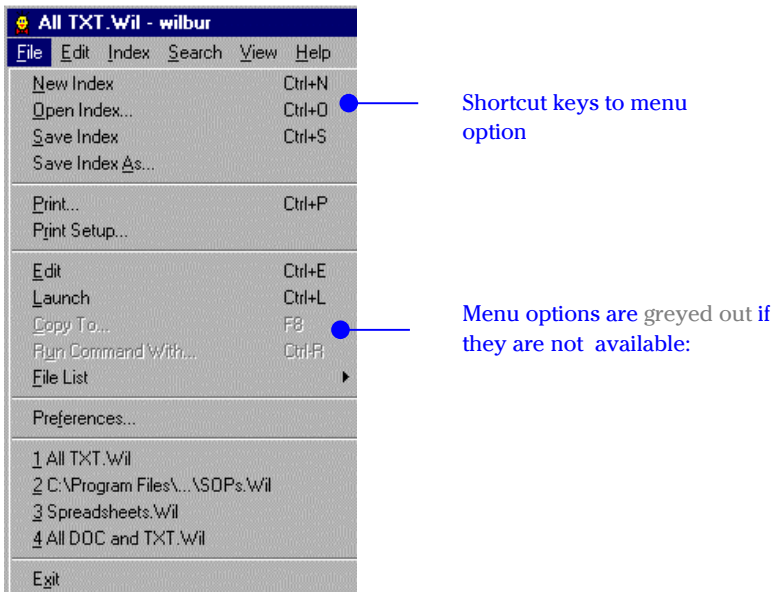
The elements of the display labelled above are described in more detail on the following pages.

## Menu Bar

All the functionality of the Wilbur application is accessible from the menus displayed on the Menu bar:



Some menu options are not available depending on where you are in the application. These are greyed out and cannot be selected:



Where a shortcut keystroke exists for a menu option it is displayed on the right of the menu. A comprehensive list of shortcuts is given in *Appendix A*.

To select a menu option press the shortcut keys OR click the menu option.

## Toolbar

The toolbar at the top of the display provides a number of buttons which are shortcuts to menu options:

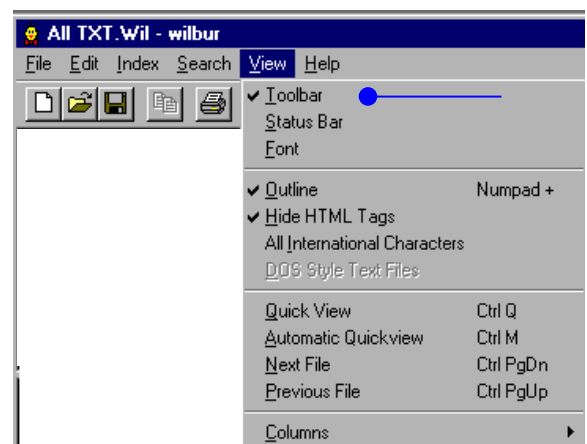


Click on the appropriate button to perform the required action.

| Button                                                                              | Action                                                                                                                 | Menu option       |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-------------------|
|    | Create a new index.                                                                                                    | File, New Index   |
|    | Open an existing index. Wilbur displays the Open dialog box, in which you can locate and open the desired file.        | File, Open Index  |
|    | Save the current index with its current name. If you have not named the index, Wilbur displays the Save As dialog box. | File, Save Index  |
|    | Copy the selection to the clipboard.                                                                                   | Edit, Copy        |
|   | Print the contents of the view pane.                                                                                   | File, Print       |
|  | Specify the files to include and exclude from the index                                                                | Index, Edit       |
|  | Build the index from scratch for the specified files.                                                                  | Index, Build      |
|  | Update the index to reflect any changes since the last full build.                                                     | Index, Update     |
|  | Search the index for a word or combination of words.                                                                   | Search, Find      |
|  | Repeat the last search, searching forward in the file.                                                                 | Search, Find Next |

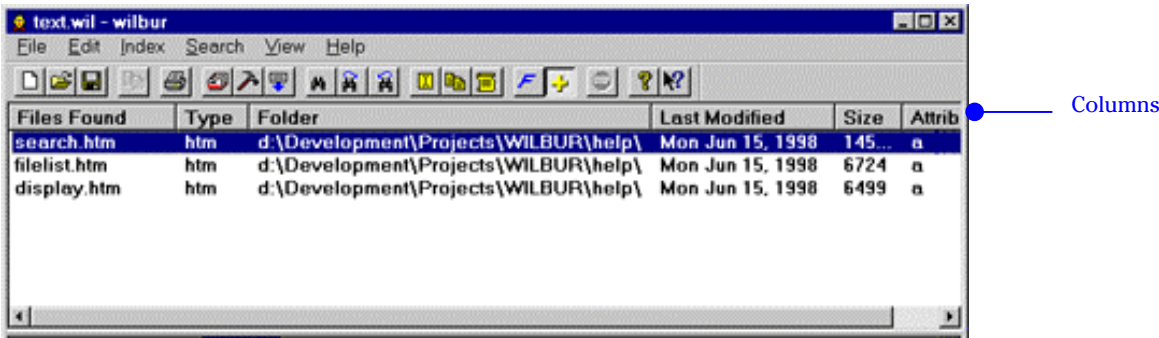
| Icon                                                                              | Action                                                                                        | Menu option            |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|------------------------|
|  | Repeat the last search, searching backwards in the file.                                      | Search, Find Previous  |
|  | Invoke the default text editor on the selected file.                                          | File, Edit             |
|  | Copy the file currently selected                                                              | File, Copy To..        |
|  | Run Command file<br><b>Do NOT use this option</b>                                             | File, Run Command with |
|  | Change the font in the file list or file content pane.                                        | View, Font             |
|  | Toggle the File contents pane Outline mode on /off.                                           | View, Outline          |
|  | Halt the current build or update operation.                                                   | Index, Stop            |
|  | Show the version number of Wilbur and information about the current index.                    | Help, About            |
|  | Context sensitive help.<br>This option does not work. See <i>Chapter 9, Wilbur help index</i> | None                   |

Note: The tool bar is toggled ON/OFF on the **View** menu.  
If ticked, the toolbar is displayed.



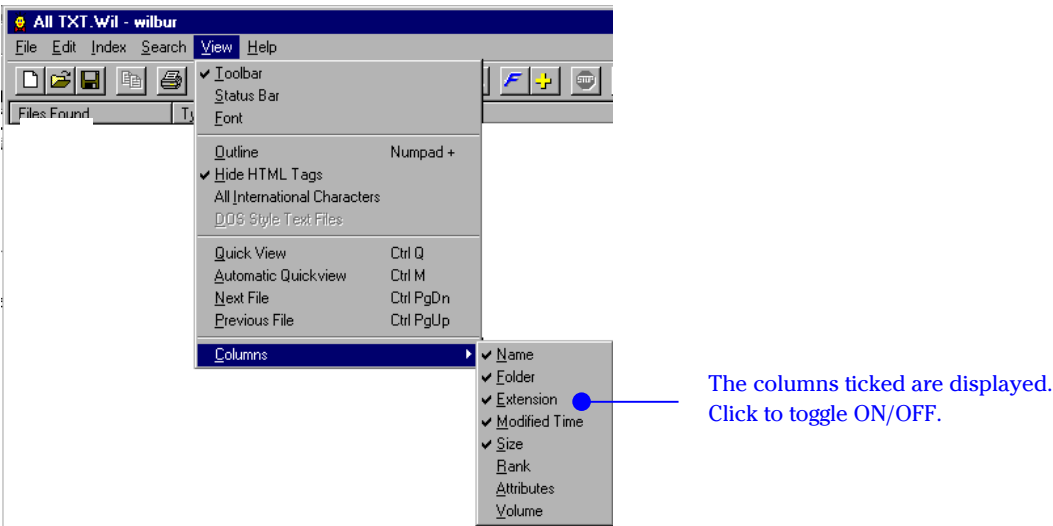
# File list pane

The top pane of the window lists all the files that meet the current search criteria that you entered.



## Selecting columns

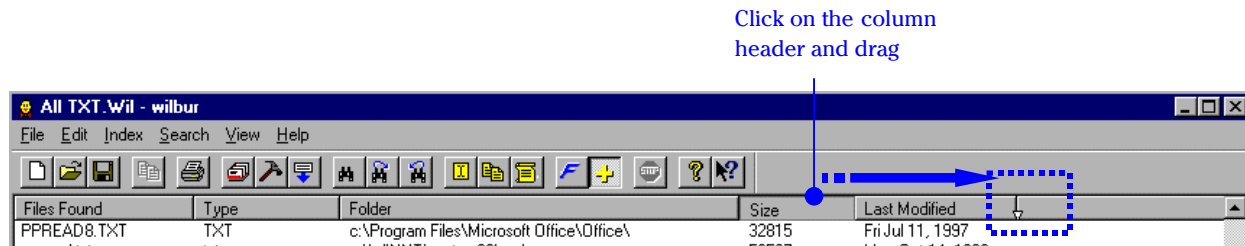
The available columns above the file list are selected from the **View** menu:



A full description of the available columns is given in *Appendix B*.

## Changing order of columns

The order in which the columns appear can be changed by dragging the column header to a new position. A small indicator shows where the dragged column will be inserted.

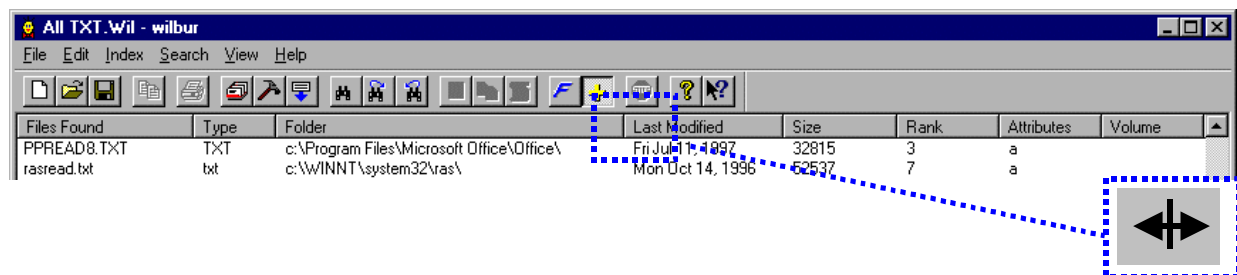


In this example the Size column has been moved to the right of the Last Modified column:



## Resizing columns

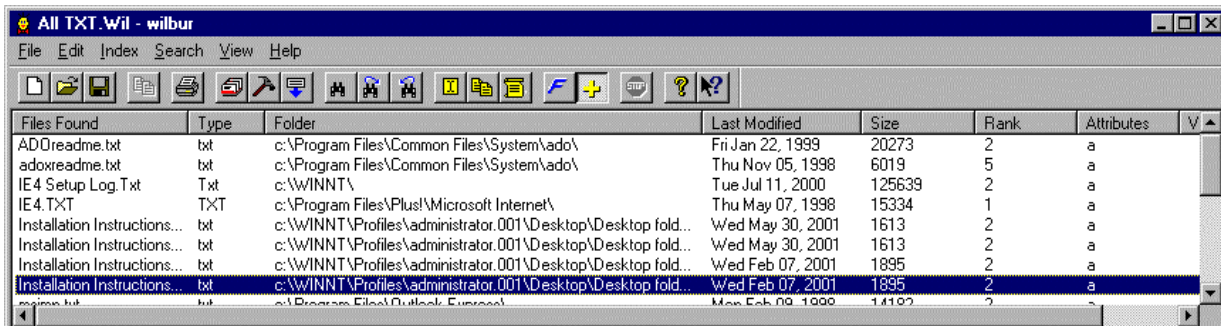
To change the width of a column place the cursor over the border on a column header. Drag to the left or right. In the example the Last Modified column has been dragged to the left to reveal more columns:



## Sorting the files

The files can be sorted on any column. Click on the column header eg Files Found. The list is sorted in alphabetical order.

### Example 1

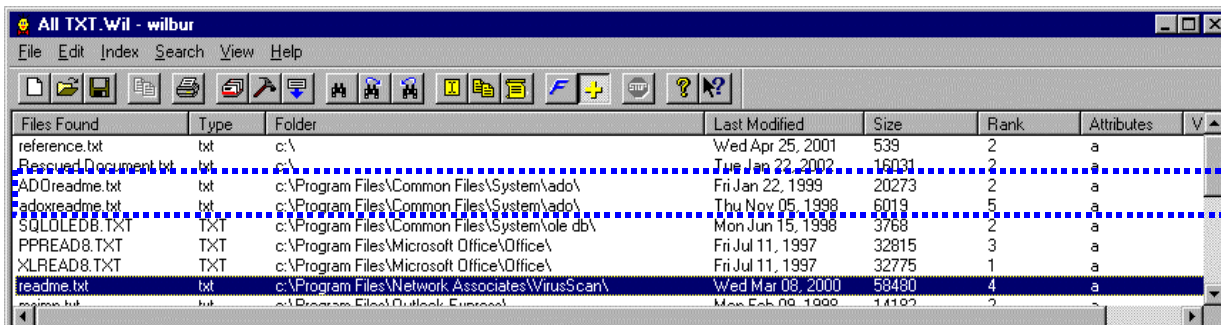


| Files Found                  | Type | Folder                                                      | Last Modified    | Size   | Rank | Attributes |
|------------------------------|------|-------------------------------------------------------------|------------------|--------|------|------------|
| AD0readme.txt                | txt  | c:\Program Files\Common Files\System\ado\                   | Fri Jan 22, 1999 | 20273  | 2    | a          |
| adoxreadme.txt               | txt  | c:\Program Files\Common Files\System\ado\                   | Thu Nov 05, 1998 | 6019   | 5    | a          |
| IE4 Setup Log.Txt            | Txt  | c:\WINNT\                                                   | Tue Jul 11, 2000 | 125639 | 2    | a          |
| IE4.TXT                      | TXT  | c:\Program Files\Plus\Microsoft Internet\                   | Thu May 07, 1998 | 15334  | 1    | a          |
| Installation Instructions... | txt  | c:\WINNT\Profiles\administrator.001\Desktop\Desktop fold... | Wed May 30, 2001 | 1613   | 2    | a          |
| Installation Instructions... | txt  | c:\WINNT\Profiles\administrator.001\Desktop\Desktop fold... | Wed May 30, 2001 | 1613   | 2    | a          |
| Installation Instructions... | txt  | c:\WINNT\Profiles\administrator.001\Desktop\Desktop fold... | Wed Feb 07, 2001 | 1895   | 2    | a          |
| Installation Instructions... | txt  | c:\WINNT\Profiles\administrator.001\Desktop\Desktop fold... | Wed Feb 07, 2001 | 1895   | 2    | a          |
| maine.txt                    | txt  | c:\Program Files\Outlook Express\                           | Mon Feb 09, 1999 | 14192  | 2    | a          |

The previous column sort orders are remembered. Where two files have the same value in a column, they are sorted by previous sorts. See *Example 2*.

### Example 2

The list has been sorted firstly by Files Found and then by Folder. The two files which have the same Folder name are in the order as previously sorted by File Found.

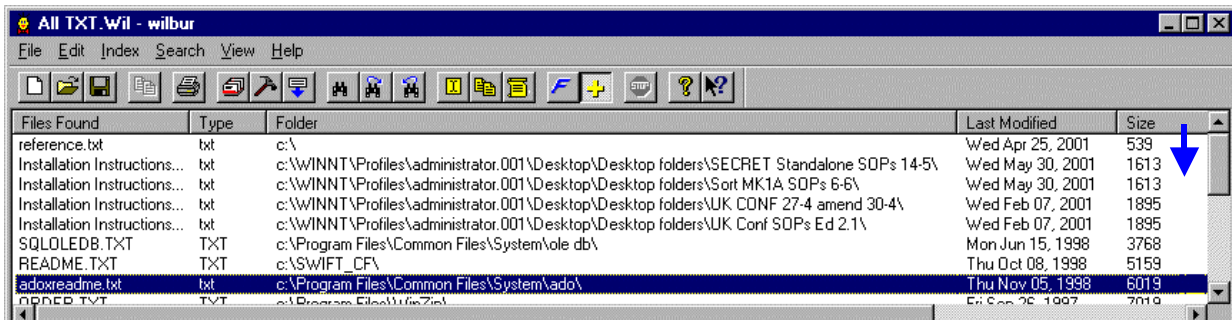


| Files Found          | Type | Folder                                         | Last Modified    | Size  | Rank | Attributes |
|----------------------|------|------------------------------------------------|------------------|-------|------|------------|
| reference.txt        | txt  | c:\                                            | Wed Apr 25, 2001 | 539   | 2    | a          |
| Resaved Document.txt | txt  | c:\                                            | Tue Jan 22, 2002 | 16031 | 2    | a          |
| AD0readme.txt        | txt  | c:\Program Files\Common Files\System\ado\      | Fri Jan 22, 1999 | 20273 | 2    | a          |
| adoxreadme.txt       | txt  | c:\Program Files\Common Files\System\ado\      | Thu Nov 05, 1998 | 6019  | 5    | a          |
| SQLLEDB.TXT          | TXT  | c:\Program Files\Common Files\System\ole db\   | Mon Jun 15, 1998 | 3768  | 2    | a          |
| PPREAD8.TXT          | TXT  | c:\Program Files\Microsoft Office\Office\      | Fri Jul 11, 1997 | 32815 | 3    | a          |
| XLREAD8.TXT          | TXT  | c:\Program Files\Microsoft Office\Office\      | Fri Jul 11, 1997 | 32775 | 1    | a          |
| readme.txt           | txt  | c:\Program Files\Network Associates\VirusScan\ | Wed Mar 08, 2000 | 58480 | 4    | a          |
| maine.txt            | txt  | c:\Program Files\Outlook Express\              | Mon Feb 09, 1999 | 14192 | 2    | a          |

If the list was already sorted on that column, then the sort order is reversed i.e. from ascending to descending or vice versa.

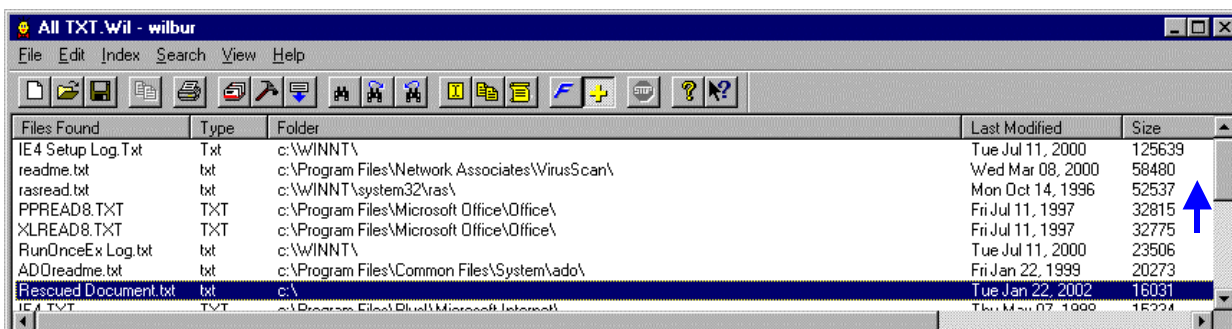
## Example 3

Click on Size column to order by size



| Files Found                  | Type | Folder                                                                                   | Last Modified    | Size |
|------------------------------|------|------------------------------------------------------------------------------------------|------------------|------|
| reference.txt                | txt  | c:\                                                                                      | Wed Apr 25, 2001 | 539  |
| Installation Instructions... | txt  | c:\WINNT\Profiles\administrator.001\Desktop\Desktop folders\SECRET Standalone SOPs 14-5\ | Wed May 30, 2001 | 1613 |
| Installation Instructions... | txt  | c:\WINNT\Profiles\administrator.001\Desktop\Desktop folders\Sort MK1A SOPs 6-6\          | Wed May 30, 2001 | 1613 |
| Installation Instructions... | txt  | c:\WINNT\Profiles\administrator.001\Desktop\Desktop folders\UK CONF 27-4 amend 30-4\     | Wed Feb 07, 2001 | 1895 |
| Installation Instructions... | txt  | c:\WINNT\Profiles\administrator.001\Desktop\Desktop folders\UK Conf SOPs Ed 2.1\         | Wed Feb 07, 2001 | 1895 |
| SQLLEDB.TXT                  | TXT  | c:\Program Files\Common Files\System\ole db\                                             | Mon Jun 15, 1998 | 3768 |
| README.TXT                   | TXT  | c:\SWIFT_CF\                                                                             | Thu Oct 08, 1998 | 5159 |
| adoxreadme.txt               | txt  | c:\Program Files\Common Files\System\ado\                                                | Thu Nov 05, 1998 | 6019 |
| OPPER.TXT                    | TXT  | c:\Program Files\WinZip\                                                                 | Fri Sep 26, 1997 | 7019 |

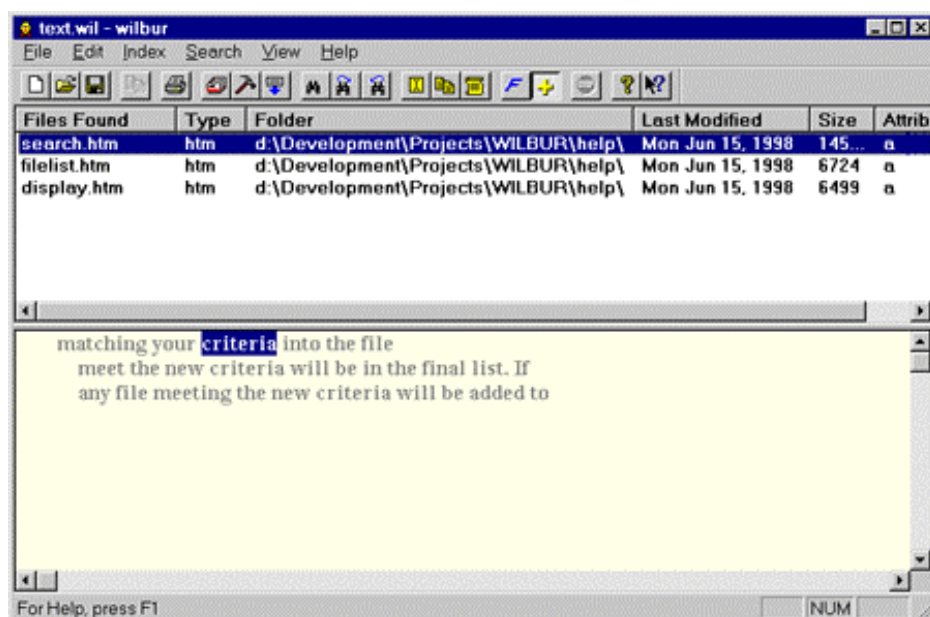
Click on Size column again to reverse the order:



| Files Found          | Type | Folder                                         | Last Modified    | Size   |
|----------------------|------|------------------------------------------------|------------------|--------|
| IE4 Setup Log.Txt    | Txt  | c:\WINNT\                                      | Tue Jul 11, 2000 | 125639 |
| readme.txt           | txt  | c:\Program Files\Network Associates\VirusScan\ | Wed Mar 08, 2000 | 58480  |
| rasread.txt          | txt  | c:\WINNT\system32\ras\                         | Mon Oct 14, 1996 | 52537  |
| PPREAD8.TXT          | TXT  | c:\Program Files\Microsoft Office\Office\      | Fri Jul 11, 1997 | 32815  |
| XLREAD8.TXT          | TXT  | c:\Program Files\Microsoft Office\Office\      | Fri Jul 11, 1997 | 32775  |
| RunOnceEx Log.txt    | txt  | c:\WINNT\                                      | Tue Jul 11, 2000 | 23506  |
| ADOreadme.txt        | txt  | c:\Program Files\Common Files\System\ado\      | Fri Jan 22, 1999 | 20273  |
| Rescued Document.txt | txt  | c:\                                            | Tue Jan 22, 2002 | 16031  |
| IE4.TXT              | TXT  | c:\Program Files\Plus! Microsoft Internet      | Thu Mar 07, 1999 | 15224  |

## File contents pane

The lower pane displays the text of the file highlighted in the file list above. The first occurrence of the search word is highlighted.



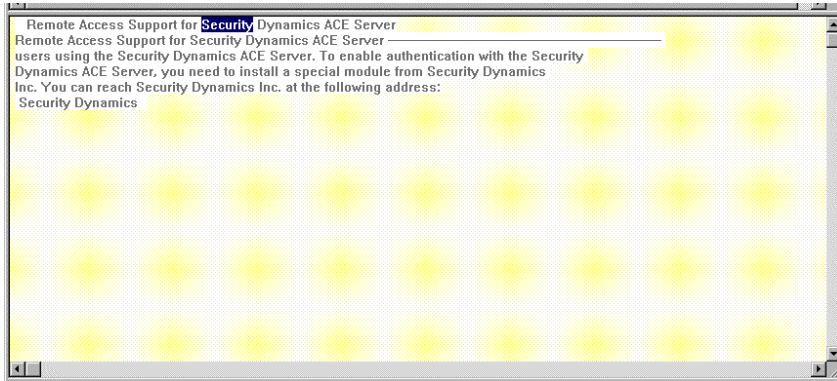
If the lower pane is yellow as in the example above, then *Outline* mode is selected.

Use  to toggle Outline mode ON/OFF

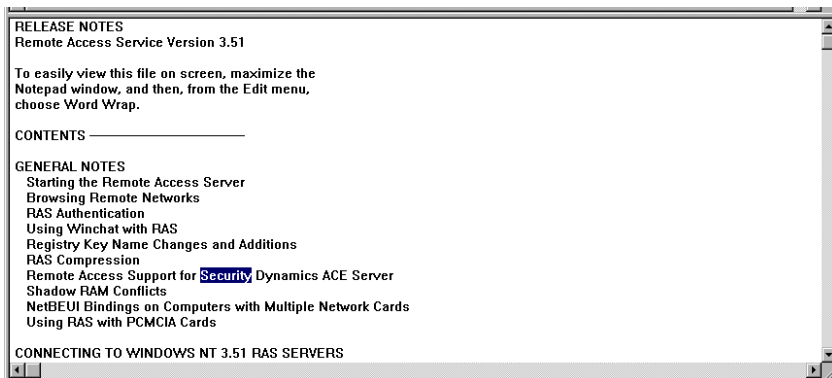
## Outline mode

In Outline mode the File contents pane displays only lines that contain a search word. To view all the text in the file highlighted in the top pane switch Outline mode OFF.

Outline mode ON:



Outline mode OFF:



The File contents pane displays all the text in the highlighted file and the first occurrence of the search word.

# Status bar

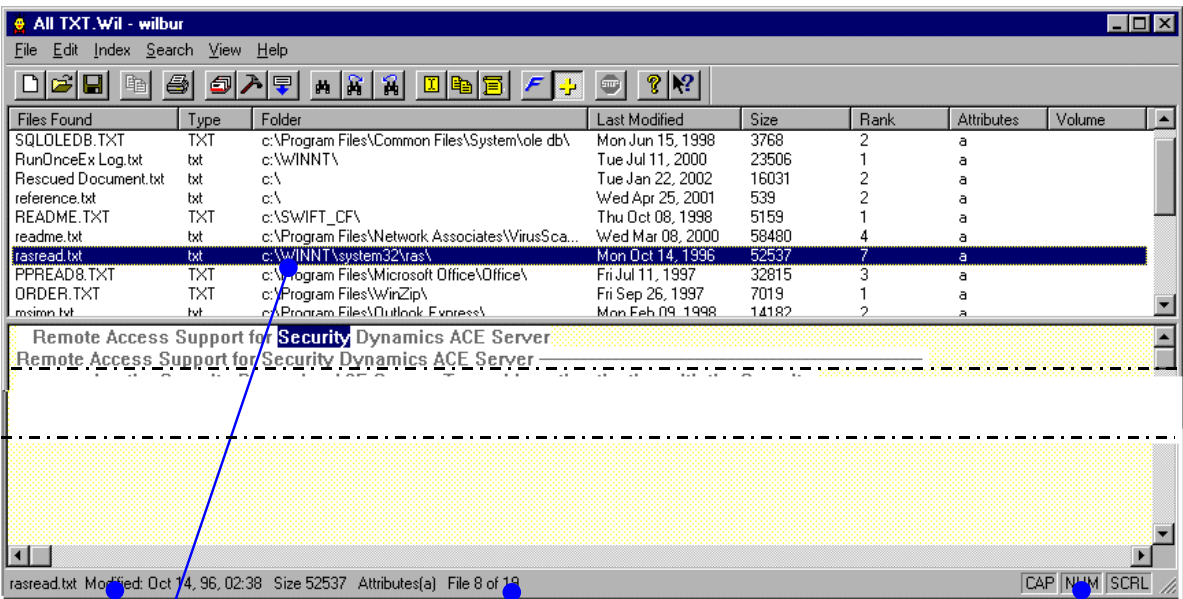
The Status bar is displayed at the bottom of the Wilbur window. If the Status bar is not displayed, click Status Bar on the **View** menu.

The *right side* of the Status Bar always displays the status of the Caps Lock, Num Lock and Scroll Lock keys. If the key name is displayed then it is locked. If the area is blank, the key is not locked.

Different information is displayed on the *left side* of the Status bar depending on the current action as shown in the following examples:

## Selecting a file

When a file is selected in the top pane, the Status Bar shows information about the file such as filename, date modified, size etc.



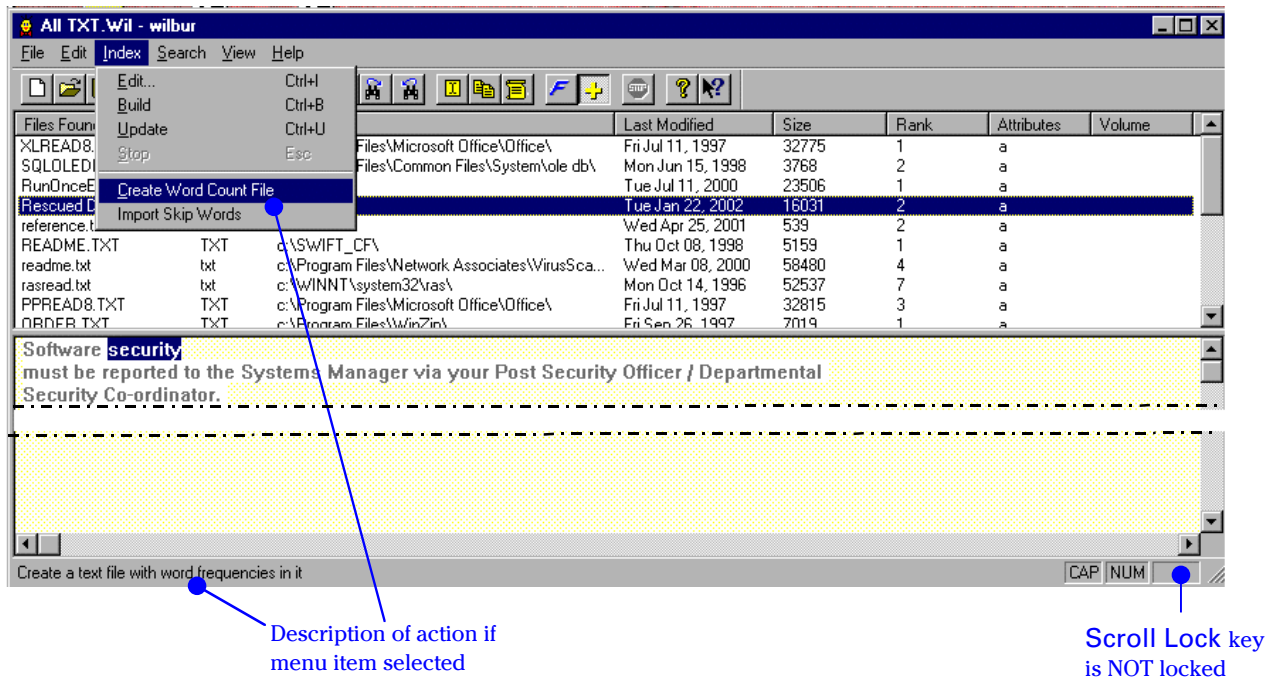
Information on highlighted file

Number of files found  
containing search word(s)

Key locked  
indicators

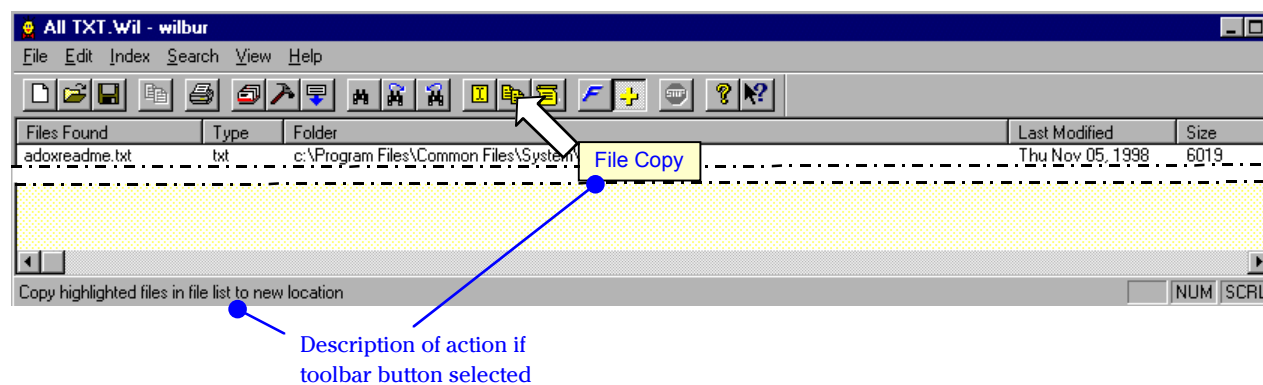
## Navigating menus

As you navigate through the menus, the Status Bar displays a description of the menu item highlighted:



## Navigating toolbar

Similarly, when navigating the toolbar, the Status Bar displays the action of the selected toolbar button.



## Building/updating an index

Whilst building or updating an index, the Status Bar displays the current group of files being processed and the percentage completed.

# *Searching*

This chapter describes how to enter search criteria to find the files containing that data from a specified index.

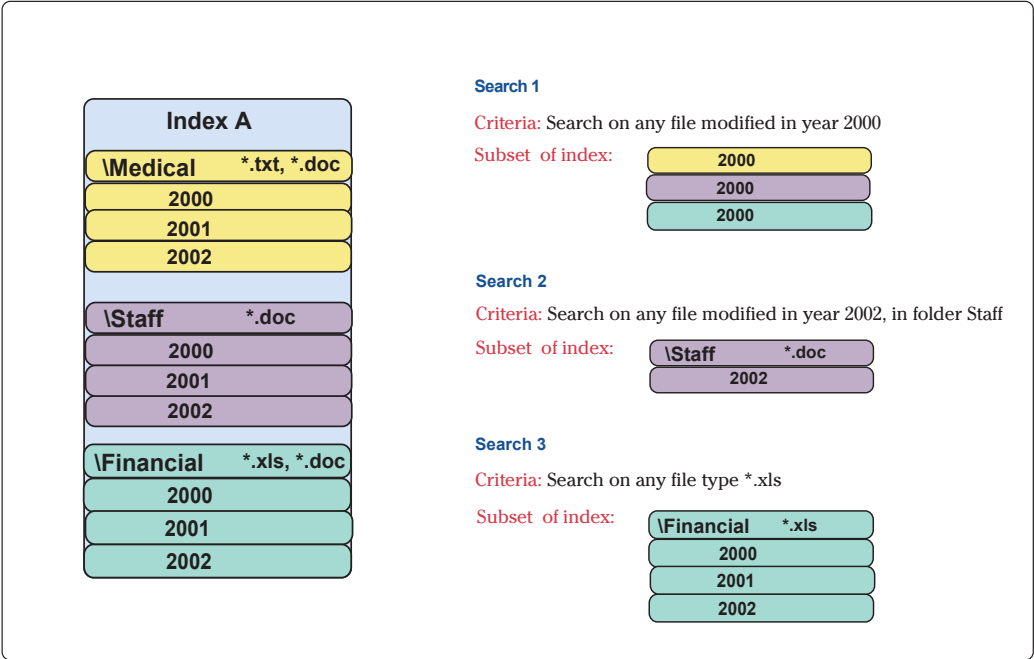
# Introduction

To speed up the search process it is important to realise that you do not have to search the *entire* index. Wilbur allows you to enter search criteria that restricts the search to a *subset* of the index. You can restrict the search to the index entries for files that:

- have specified folder or file names
- have been modified in a specified period
- are a specified size
- have specified attributes

Example

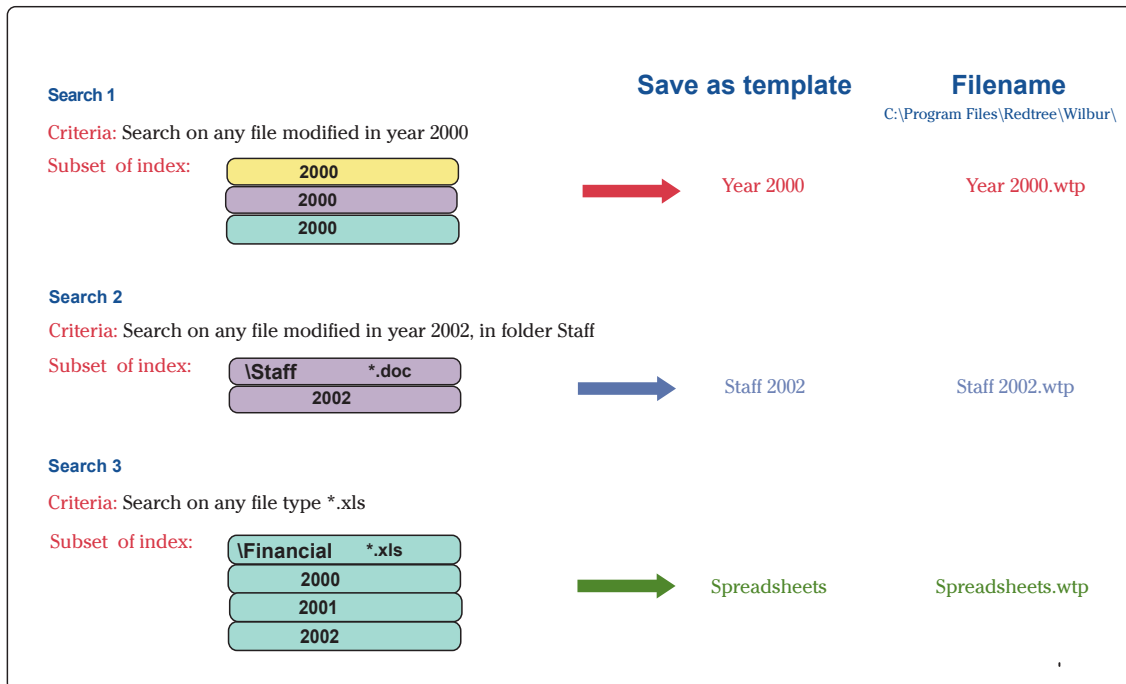
The following diagram illustrates that by entering different search criteria you limit the search to a subset of the index. Index A holds information on Medical, Staff and Financial records for the years 2000 to 2002. The three example searches show which subset of the index is searched when different search criteria is entered.



Any search criteria that you enter can be saved as a template for use at another time. This enables you to perform multiple searches on the same subset of the index without having to manually re-enter the search criteria.

For example, you could save the search criteria for Searches 1 to 3 in the illustration as templates.

### Example



Each template must be given a unique name. The templates are automatically saved at **C:\Program Files\Redtree\Wilbur\**

**Note:** Templates are created by a User on the workstation and therefore are only available to the originator. They can be made available to other users by copying to a shared area.

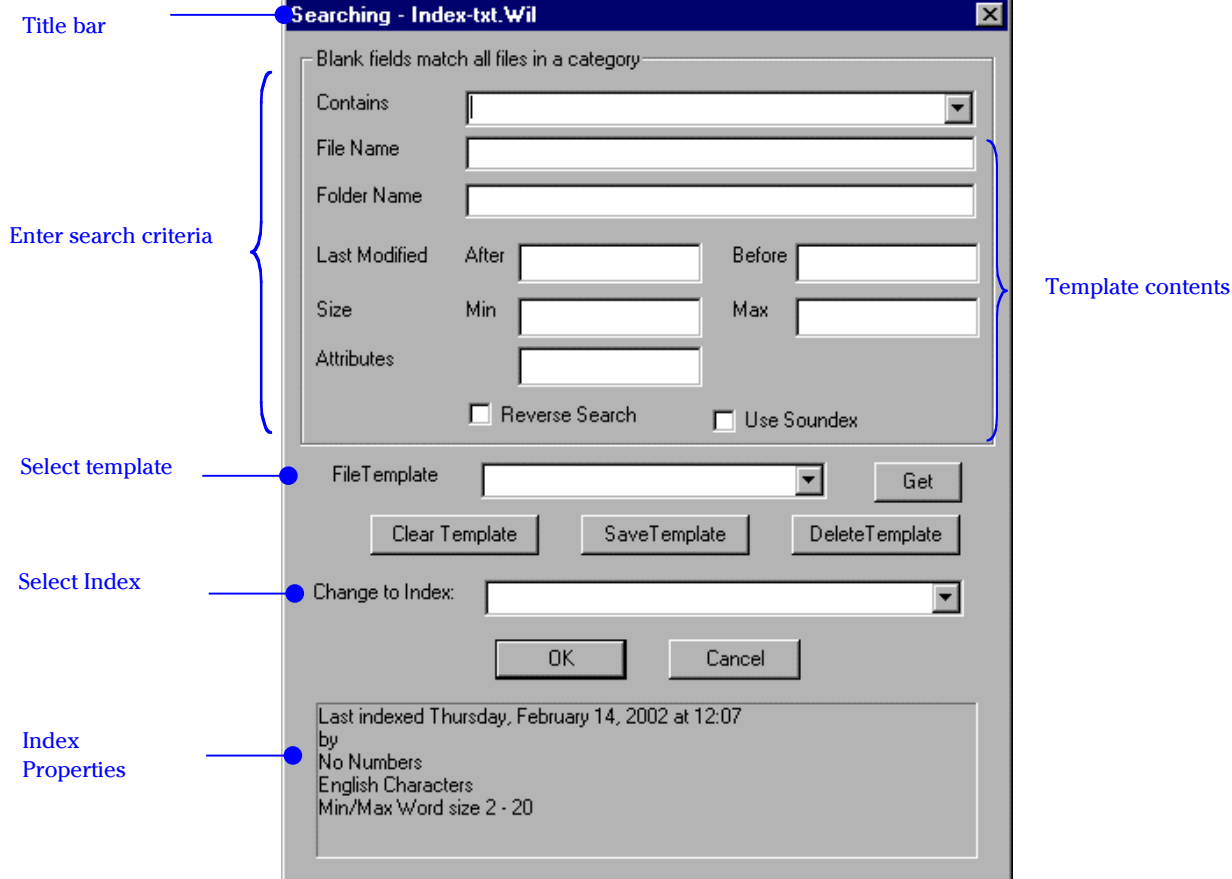
Additionally, a set of records returned from a search can be searched with a second set of search criteria. This cascading of searches is described on page 3-19, *Refining the search*.

The following pages give detailed instructions on how to enter search criteria.

# Search window

All search data is entered on the Searching window. This window is displayed automatically after you have built an index, or is accessed as follows:

Press F2 key OR Click  .



The main elements of the Searching window are described opposite:

## Title bar

The Title Bar indicates the *last* index selected.

## Enter search criteria

The Searching window enables you to enter all the conditions that a file must satisfy to be included in the File List at the end of the search. See *Chapter 2 - Wilbur display*.

Only files which match ALL the search criteria entered are included in the File List.

If a field is left blank then all files in the index satisfy this criterion. For example, if you do not enter a Last Modified date range then files with *any* date are included, provided they satisfy the other search criteria entered.

Instructions on entering search criteria is given on page 3-6.

## Select template

You can create a template to save the search criteria information you enter, or you can select a template that has been saved previously.

Note: A template can include all the search criteria fields *except* the Contains field.

## Template buttons

These buttons allow you to clear, save, delete or obtain template details and are fully described on pages 3-8 to 3-10.

## Select index

You can select a different index from the drop down list. When an index is created it is added to this list. See *Chapter 5 - Indexes*. The Title Bar and Index Information on the Searching window are NOT immediately updated.

## Index Properties

The information displayed at the bottom of the screen refers to the *last* index selected.

Note: If you change the index in the Change to Index field the Title Bar and Index information do not immediately refresh to show the new index information. Click **OK** to update.

Apart from the date and time which are system generated, the properties are specified on the **Options** tab on the Index Properties window. See *Chapter 5 - Indexes*.

## OK/Cancel

Use these buttons to either proceed with the search/change of index or cancel the search. See pages 3-11 and 3-14.

## Entering search criteria

What you enter here determines which files are found in the index. The more information you can enter, the more restricted your results. The search criteria can be very simple, for example, find *[one word]* in all files in the year 1998 to more complex expressions using wildcards and logical operators.

Searching - Index-txt.Wil

Blank fields match all files in a category

Contains: [ ]

File Name: [ ]

Folder Name: [ ]

Last Modified: After [ ] Before [ ]

Size: Min [ ] Max [ ]

Attributes: [ ]

☐ Reverse Search ☐ Use Soundex

1. Enter the search criteria as detailed in table opposite

OR

2. Enter a search word/phrase in Contains field and select a template to complete the other fields. See *Selecting a template*, page 3-9.

Note: You can also select a previously used search word/phrase from the drop down list.

Searching - Index-docs.Wil

Blank fields match all files in a category

Contains: [HM? medi\* tele\* option media register E-mail]

File Name: [ ]

Folder Name: [ ]

Last Modified: [ ]

Size: Min [ ] Max [ ]

Attributes: [ ]

☒ Reverse Search ☐ Use Soundex

FileTemplate: [Security] [Get]

[Clear Template] [SaveTemplate] [DeleteTemplate]

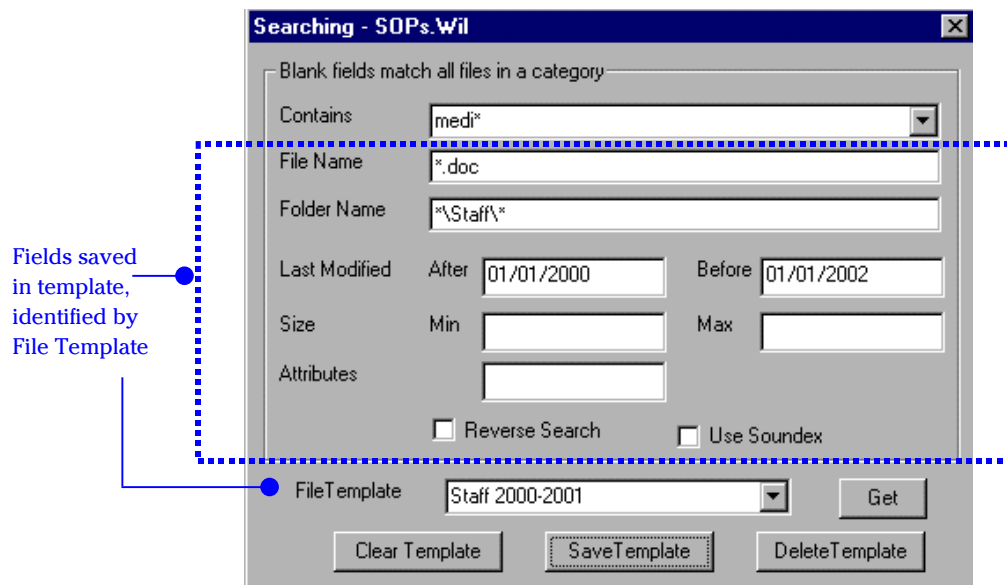
Complete the search criteria fields as detailed below:

| Field name             | Enter or select                                                                                                                                                                                                                                                                                                             |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contains               | <p><a href="#">Either</a></p> <p>Enter a search phrase; this may contain any number of characters or words, including logical operators and wildcards. These are described in more detail in the section <i>Search Tools</i>.</p> <p><a href="#">Or</a></p> <p>Select a previous entry from the drop down list</p>          |
| File name              | <p>Enter a file name, file extension or part of a file name.</p> <p>Wildcards are commonly used in this field, and the following logical operators are valid: &amp;,  , ^. eg <b>^*.txt &amp; ^*.htm</b> See <i>Search Tools</i> pages 3-14</p>                                                                             |
| Folder Name            | <p>Enter the full path name of the folder containing a file, or part of the folder name(s) using wildcards and logical operators as for <b>File Name</b> above.</p>                                                                                                                                                         |
| Last Modified - After  | <p>Enter a date to restrict the File List to those files modified <i>on or after</i> the date entered. A date can be entered in one of several formats:</p> <p><a href="#">Sept 8</a>   <a href="#">8 September 1998</a>   <a href="#">September 8, 1998</a>   <a href="#">Sep.25, 1998</a>   <a href="#">9/25/1998</a></p> |
| Last Modified - Before | <p>Enter a date to restrict the File List to those files modified before the date entered.</p>                                                                                                                                                                                                                              |
| Size - Min             | <p>Enter a number of bytes to restrict the File List to those files that are at least this size. A value of zero (0) is ignored.</p>                                                                                                                                                                                        |
| Size - Max             | <p>Enter a number of bytes to restrict the File List to those files that are less than this size. A value of zero (0) is ignored.</p>                                                                                                                                                                                       |
| Attributes             | <p>Enter one or more attributes. The only logical operator available is ^ preceding the attributes ie the File List does NOT include files with these attributes. See <i>Appendix B</i> for a description of file attributes.</p>                                                                                           |
| <b>Option</b>          | <b>Select to....</b>                                                                                                                                                                                                                                                                                                        |
| Reverse Search         | Find the last occurrence in the last file first. See page 3-18 for more details                                                                                                                                                                                                                                             |
| Use Soundex            | Include matches which <i>sound like</i> the search criteria entered. See page 3-18 for more details.                                                                                                                                                                                                                        |

## Creating a template

Having completed the search criteria fields, you may save this information to use at another time in a *template*. A template saves all the information except the search word/phrase in the Contains field ie you are saving a subset of the index to be used for searching.

Templates are automatically saved as **.wtp** files in **C:\Program Files\RedTree\Wilbur\**.

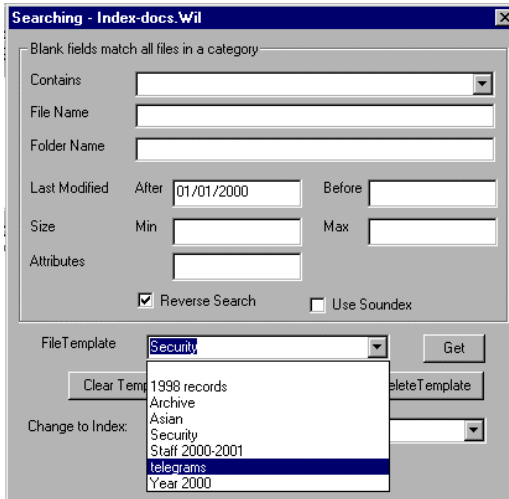


1. Choose a meaningful name for the template, for example, **Staff 2000 to 2001** and enter in the File Template field.
2. Click **Save Template**.

## Selecting a template

If templates already exist on the system, you can

**Either:** Select a template from the drop down list:



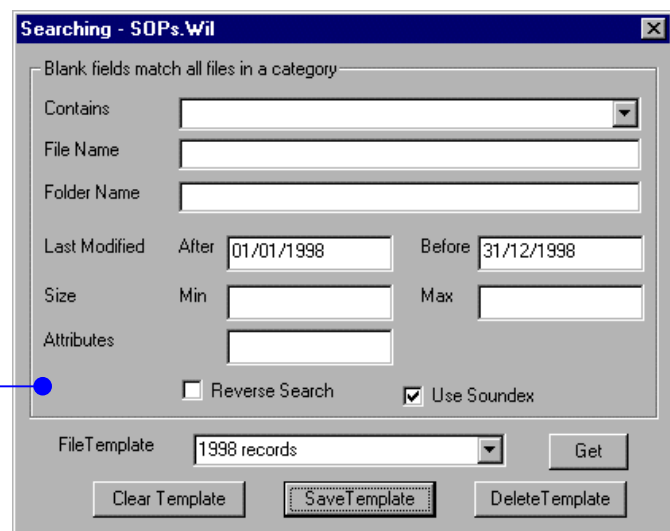
**Or :** Type in a template name and click **Get**.

The template details are displayed.

**Note:** You can change the search criteria displayed for the template.

eg In this example, you may deselect the **Use Soundex** option for this search.

To change the template permanently see *Amending template*, page 3-10.



## *Deleting template*

To delete a template from the list of templates click **Delete Template**.

## *Clearing template*

The **Clear Template** button allows you to remove all template details from the screen.

Note: It does NOT clear the **Contains** field as this is not part of the template.

This button clears entries from all the template fields whether or not they have been saved to a template.

## *Amending template*

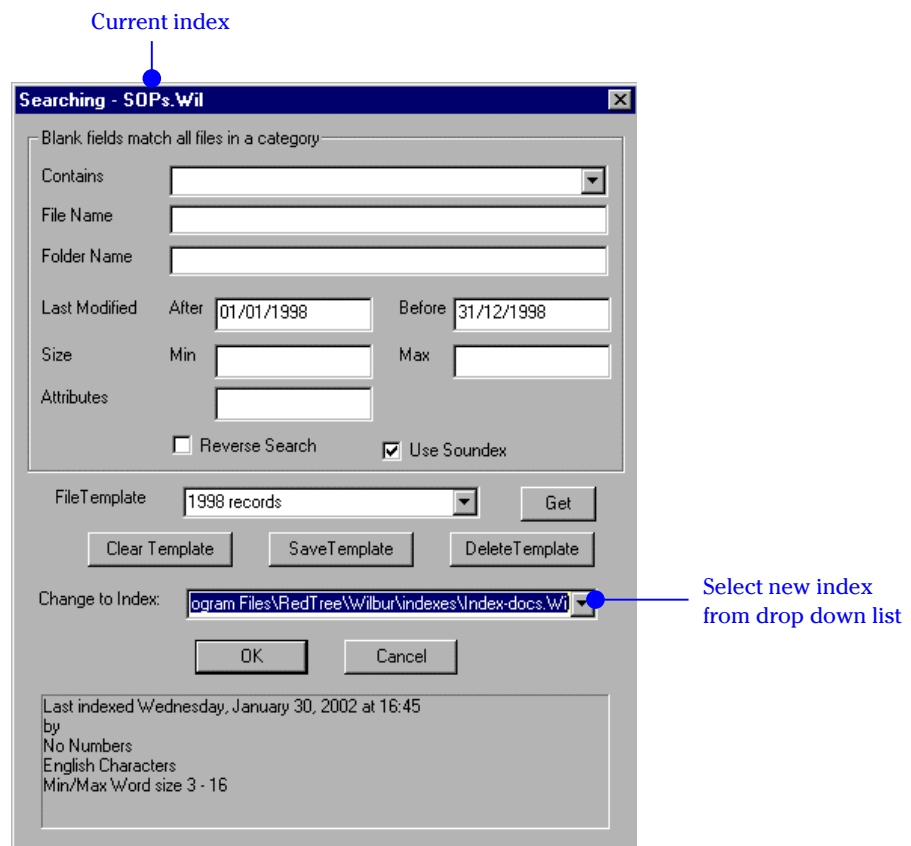
To amend the template details:

1. Select the template to display the details.
2. Make any changes to the search criteria fields as required.
3. Click **Save Template**

The new details are saved to the template.

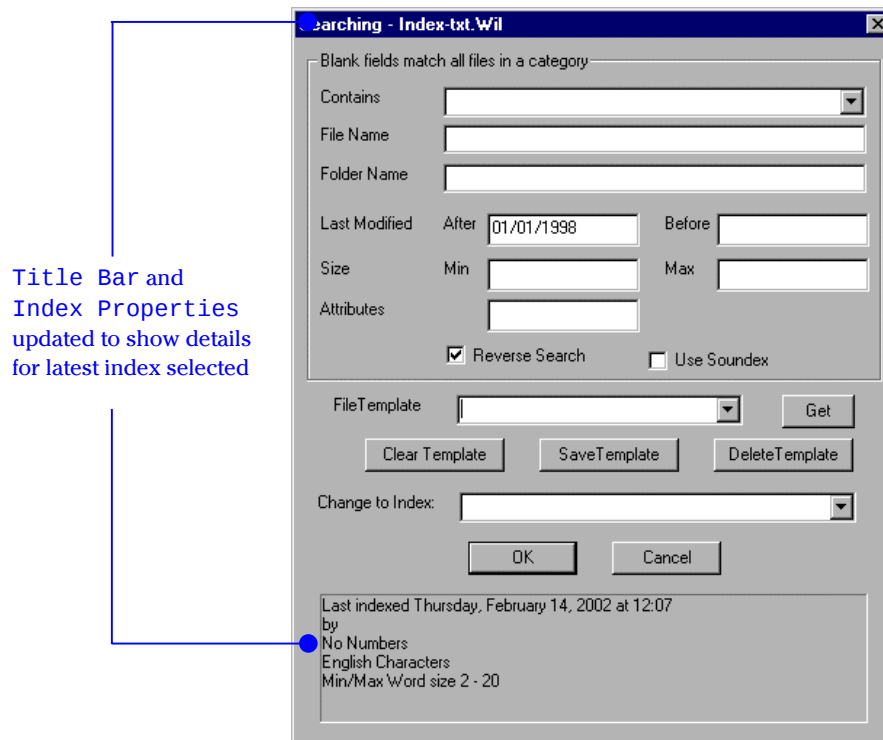
# Selecting an index

The current index, ie the index that is searched if you do not select another index, is displayed in the Title Bar.



1. To change the index to be searched, select an index from the drop down list. Each time you create an index it is added to this list. See *Chapter 5, Building an Index*.
2. The Title Bar and Index Properties at the bottom of the screen are not immediately updated. To confirm that you have selected the correct index, click **OK**.

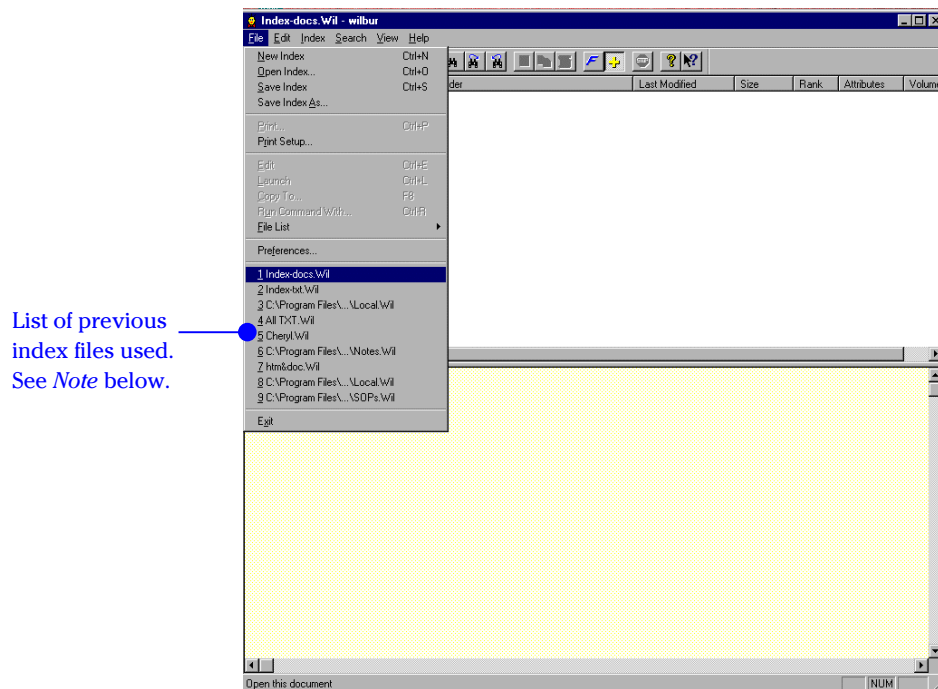
3. You are returned to the Wilbur Display window. Press F2 key **OR** click  to return to the Searching window.
4. The index selected is now displayed in the Title Bar and the Index Properties shows details relating to this index. Check these details before proceeding to confirm that you have selected the correct index.



In particular, check the date that the index was last updated. If this date indicates that a scheduled update has been skipped, you can manually update or rebuild the index. See *Chapter 5, Updating an Index*.

**Note:** If you have a schedule of indexes running locally and Wilbur is not open, the next time Wilbur is opened the index presented is the *last* index built or updated.

You can also change the index from the Wilbur display. If you have recently been using another index you can select this from the File menu. Click on the appropriate index in the list:



The Searching window for this index is then displayed.

**Note:** The number of files displayed on the File menu is determined by the setting on Preferences. See *Part 2, Chapter 2, Wilbur Preferences*.

# Initiating a search

Once you have entered the search criteria, saved the template details, if applicable, and selected the correct index, you are ready to initiate the search. To do this: Click **OK**.

Searching - Local.Wil

Blank fields match all files in a category

Contains

FIRECREST

File Name

\*.htm\*

Folder Name

Last Modified

After 31/12/99

Before

Size

Min

Max

Attributes

☐ Reverse Search

☐ Use Soundex

FileTemplate

Get

Clear Template

SaveTemplate

DeleteTemplate

Change to Index:

OK

Cancel

Last indexed Tuesday, March 12, 2002 at 11:18  
by  
No Numbers  
English Characters  
Min/Max Word size 3 - 16

The search results are displayed in the two pane window described in Chapter 2.

Local Wil wilbur

File Edit Index Search View Help

| File Found                  | Type | Folder                                                      | Last Modified    | Size  | Rank | Attributes | Volume |
|-----------------------------|------|-------------------------------------------------------------|------------------|-------|------|------------|--------|
| E-mail code of practice...  | htm  | c:\WINNT\Profiles\administrator\001\Desktop\Desktop fold... | Mon Sep 24, 2001 | 20484 | 10   | a          |        |
| Internet code of practic... | htm  | c:\WINNT\Profiles\administrator\001\Desktop\Desktop fold... | Mon Sep 24, 2001 | 15026 | 9    | a          |        |
| checking for viruses.htm    | htm  | c:\WINNT\Profiles\administrator\001\Desktop\Desktop fold... | Fri Jan 04, 2002 | 6426  | 4    | a          |        |
| Conf Admin accreditation... | htm  | c:\WINNT\Profiles\administrator\001\Desktop\Desktop fold... | Fri Jan 04, 2002 | 1291  | 1    | a          |        |
| Conf Special user req...    | htm  | c:\WINNT\Profiles\administrator\001\Desktop\Desktop fold... | Fri Jan 04, 2002 | 3399  | 2    | a          |        |
| Conf user accreditation...  | htm  | c:\WINNT\Profiles\administrator\001\Desktop\Desktop fold... | Fri Jan 04, 2002 | 1288  | 1    | a          |        |
| declaration.htm             | htm  | c:\WINNT\Profiles\administrator\001\Desktop\Desktop fold... | Fri Jan 04, 2002 | 1256  | 1    | a          |        |
| file transfer with.htm      | htm  | c:\WINNT\Profiles\administrator\001\Desktop\Desktop fold... | Fri Jan 04, 2002 | 8049  | 8    | a          |        |
| improper use of email.h...  | htm  | c:\WINNT\Profiles\administrator\001\Desktop\Desktop fold... | Fri Jan 04, 2002 | 1566  | 1    | a          |        |
| list of authorized users... | htm  | c:\WINNT\Profiles\administrator\001\Desktop\Desktop fold... | Fri Jan 04, 2002 | 10939 | 2    | a          |        |
| list of officers.htm        | htm  | c:\WINNT\Profiles\administrator\001\Desktop\Desktop fold... | Fri Jan 04, 2002 | 3230  | 1    | a          |        |
| user request.htm            | htm  | c:\WINNT\Profiles\administrator\001\Desktop\Desktop fold... | Fri Jan 04, 2002 | 3517  | 5    | a          |        |
| Conf Admin backup pr...     | htm  | c:\WINNT\Profiles\administrator\001\Desktop\Desktop fold... | Mon Jul 09, 2001 | 2014  | 1    | a          |        |
| Conf admin contents.htm     | htm  | c:\WINNT\Profiles\administrator\001\Desktop\Desktop fold... | Fri Jul 06, 2001 | 5791  | 12   | a          |        |
| Conf Admin cover.htm        | htm  | c:\WINNT\Profiles\administrator\001\Desktop\Desktop fold... | Fri Jan 04, 2002 | 643   | 1    | a          |        |
| Conf Admin docs and...      | htm  | c:\WINNT\Profiles\administrator\001\Desktop\Desktop fold... | Fri Jan 04, 2002 | 8996  | 8    | a          |        |
| Conf Admin Emergenc...      | htm  | c:\WINNT\Profiles\administrator\001\Desktop\Desktop fold... | Fri Jan 04, 2002 | 3834  | 2    | a          |        |
| Conf Admin hardware s...    | htm  | c:\WINNT\Profiles\administrator\001\Desktop\Desktop fold... | Fri Jan 04, 2002 | 6266  | 15   | a          |        |
| Conf Admin introducti...    | htm  | c:\WINNT\Profiles\administrator\001\Desktop\Desktop fold... | Fri Jan 04, 2002 | 1888  | 4    | a          |        |
| Conf Admin Monitor S...     | htm  | c:\WINNT\Profiles\administrator\001\Desktop\Desktop fold... | Fri Jan 04, 2002 | 2828  | 3    | a          |        |

e-grams will not take place until at least the bulk of the **Firecrest 4** and FCO Telecommunications of Firecrest 4 and FTN, which will give almost all Firecrest users overseas a permanently FIRECREST provides both internal and external e-mail facilities. E-mail Best Practice bag or mail, particularly where Firecrest/FTN offers rapid, reliable e-mail. This will reduce the cost of transmission. WinZip is being included on Firecrest  
· Record or register important messages using the FIRECREST registry. If this is same FIRECREST network to ensure that protectively marked messages are not sent unprotected standard application on Firecrest for this purpose. The following guidance is intended to use. Users of the Firecrest Registry must use "Microsoft Rich Text Format".

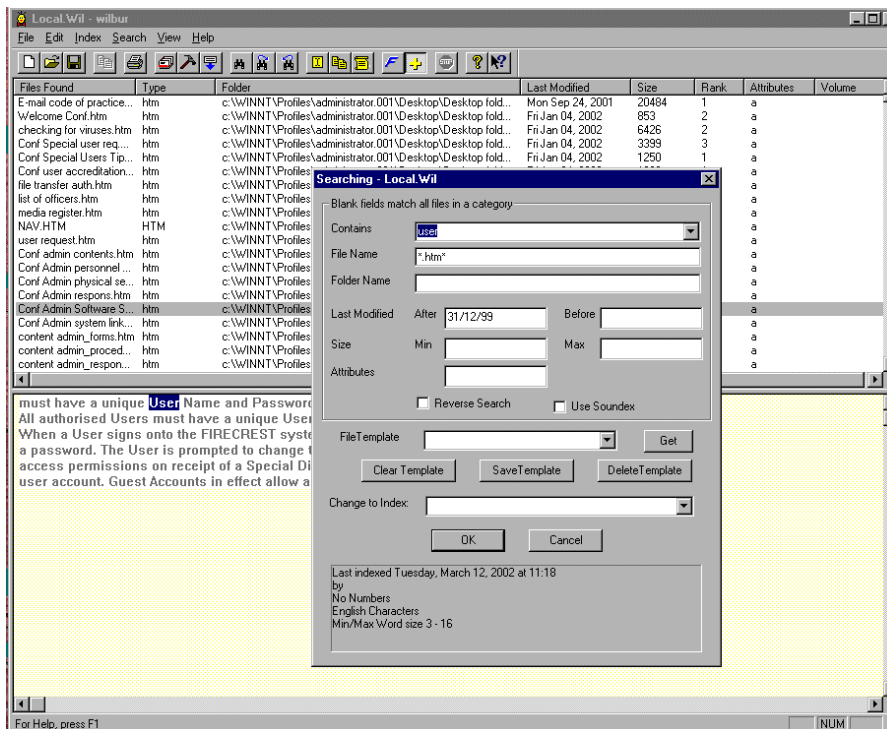
E-mail code of practice.htm Modified: Sep 24, 01, 15:45 Size: 20484 Attributes(a) File 1 of 646

# Cancelling a search

If you do not wish to proceed with the search:

Click **Cancel**.

The results for the previous search are displayed. If you press **F2** to perform another search, the details from the previous search are also displayed in the Searching window:



**Note:** The **Contains** field entry is not saved, and is not subsequently available for selection from the list of previous entries. See page 3-6.

# Search tools

Various search tools are available for use when entering search criteria:

## Wildcards

Wildcards are used in place of one or more characters when entering search criteria. Wildcards are time saving (you do not have to type in the complete word) and useful when you do not know the exact spelling of the word/name you are searching for. There are two available wildcards which can be entered in the search criteria fields: ? and \*.

? - replaces ONE character. For example, HM? finds HMC, HMG, HMO etc

\* - replaces any number of characters, (including none). For example, FIRE\* finds FIRECREST, Firewall, fire

## Logical operators

Logical operators enable you to find files which contain A **AND** B, A **OR** B, A but **not** B. The logical operators available are listed in the following table:

| Logical Operator | Meaning     | Description                                                                                                                                                                                                                                                                                                                                             |
|------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| &                | Logical AND | The search only lists files containing <i>both</i> words separated by &. Note: This is the system default if two words are entered in a search field with no other operator.<br>i.e <b>budget control</b> finds the same matches as <b>budget &amp; control</b>                                                                                         |
|                  | Logical OR  | The search lists files containing either word separated by  .<br>e.g. <b>financial   fiscal</b> lists all files containing either <b>financial</b> OR <b>fiscal</b>                                                                                                                                                                                     |
| ^                | Exclude     | The search lists all files excluding these matches.<br>e.g. <b>^*.jpg</b> in the File Name field excludes all files having the extension .jpg                                                                                                                                                                                                           |
| ( )              | Order       | Emphasise the order in which a search operation is performed. By default, the system evaluates an expression from left to right. Adding ( ) reinforces the order.<br><b>Example 1</b> <b>red blue   green</b> is the same as <b>(red &amp; blue)   green</b><br><b>Example 2</b> <b>green   red blue</b> is the same as <b>(green   red) &amp; blue</b> |

Note: Not all logical operators can be used in every search field. Where there is a limitation, this is documented in the field description.

## Near operators

Near operators enable you to find files containing two words which are in close proximity, ie separated by a defined number of words.

Note: If a near operator is used without a number, e.g. **retirement < medical**, the system uses the [number] defined in File Preferences. See *Part 2 - Chapter 1, Wilbur preferences*.

If a number is entered with the near operator, it overrides the setting in File Preferences.

| Near Operator | Meaning | Description                                                                                                                                                                                                                                                                                      |
|---------------|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <             | Before  | First word is within [number] words BEFORE second word.<br>e.g. <b>retirement &lt; 5 medical</b> finds files containing the word <b>retirement</b> provided the word <b>medical</b> appears no more than five words after <b>retirement</b> .                                                    |
| >             | After   | First word is within [number] words AFTER second word.<br>e.g. <b>financial &gt; 2 budget</b> finds files containing the word <b>financial</b> provided it is no more than two words after <b>budget</b> .<br>Note: <b>financial &gt; 2 budget</b> is the same as <b>budget &lt; 2 financial</b> |
| :             | Near    | First word is within [number] words of second word (before or after)<br>e.g. <b>office : 3 security</b> finds files containing the word <b>office</b> provided it is no more than three words before or after <b>security</b> .                                                                  |
| " "           | Next to | Words in " " quotes are effectively separated by <1.<br>eg " <b>high level security</b> " is the same as <b>high&lt;1 level&lt;1 security</b> which finds files containing the word <b>office</b> followed immediately by <b>level</b> followed immediately by <b>security</b> .                 |

### Exceptions

There are some combinations that do not work correctly with Near operators:

1. You cannot use a statement within ( ) with a near operator.

#### Example 1

**(high | medium) < security** must be written as **(high<security) | (medium< security)**

2. Only the < operator works in a series:

#### Example 2

**Origin<ethnic<minority** finds files containing origin, ethnic and minority in that order, however,

**Origin : ethnic: minority** does NOT find files containing origin, ethnic and minority in close proximity

## + character

If a search word or phrase is preceded by the + character, then files containing this word/phrase are found but the word/phrase is NOT highlighted in the File Contents pane.

### Examples

**security+classification** finds files containing both security and classification, but ONLY **security** is highlighted.

**+plan+budget** finds files containing both plan and budget, but no words are highlighted.

## Soundex

Normally a search only returns files containing exact matches to the search word(s) you enter.

### Example 1 (Soundex not selected)

If you enter Steve\* in the **Contains** field, the system finds files containing Stevens, Stevenson, Steveman. The underlined letters match the criteria entered exactly.

The Use Soundex option allows you to search for a word(s) which *sounds like* the word(s) you enter in the **Contains** field. This is useful if you do not know an exact name, spelling etc

### Example 2 (Soundex selected)

If you enter Steve\* in the **Contains** field, the system finds files containing Stevens, Stevenson, Steveman, Steive, Steiventon, Steevely

In this example, the underlined letters sound like the criteria entered.

To use the Soundex search facility click **Use Soundex** checkbox. (When this option is selected a tick is displayed)

**Note:** Whilst this is can be a useful facility, Soundex can produce a large number of spurious matches. For a detailed explanation of how Soundex searching works see *Appendix C*.

## Reverse Search

This option allows you to search the index in reverse. ie it finds the last occurrence in the last file rather than the first occurrence in the first file. To select this option click the **Reverse Search** checkbox.

**Warning:** Indiscriminate use of wildcards and near operators can result in longer search times. Try using a series of nested searches instead. See *Refining the search*, page 3-19.

## Refining the search

The results from the current search can be used as a basis for another search using the **AND** or **OR** operators.

| Precede with... | Meaning     | Description                                                                                                                     |
|-----------------|-------------|---------------------------------------------------------------------------------------------------------------------------------|
| &               | Logical AND | Only files in the current File List AND which also satisfy the new criteria are selected for the final File List.               |
|                 | Logical OR  | Only files in the current File List OR any other files satisfying the new search criteria are selected for the final File List. |

### Example 1

If you enter **Hil\*** in the **Contains** field, the system finds all the files containing Hills, Hilton, Hillman.

If you then enter **&David** in the **Contains** field to perform a second search, the system finds all the files which *also* contain David ie you have found all files relating to personnel with a Christian name of David, and a surname beginning with **Hil**.

### Example 2

Using the Example 1 given on page 3-17, **(high<security) | ( medium< security)** can be arranged as two searches:

1. **(high<security)**
2. **| ( medium< security)**

### Example 3

Using the Example 2 given on page 3-17, **origin : ethnic: minority** must be arranged as two pairs of near searches.

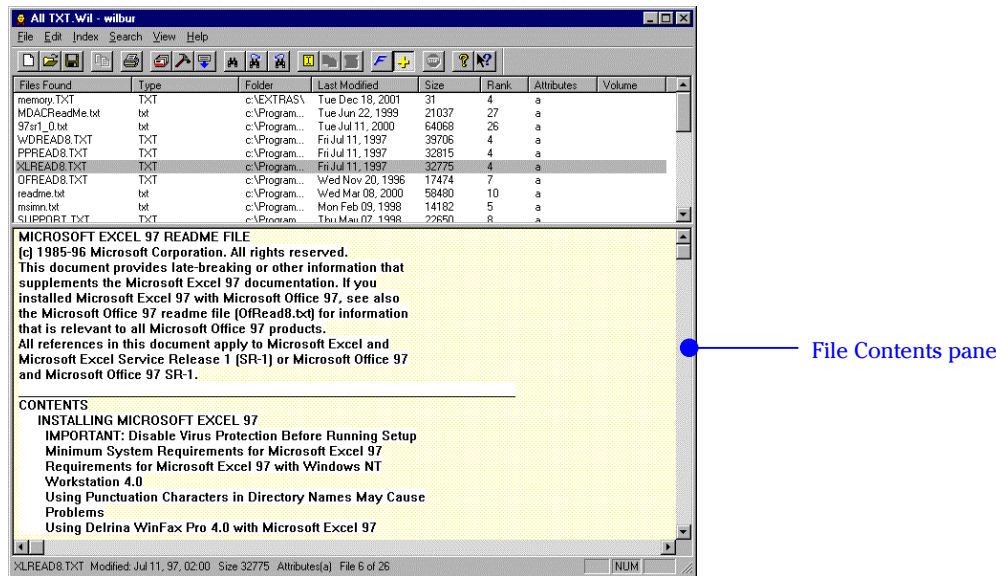
1. **origin : ethnic**
2. **&ethnic : minority**

Note: You could also use **&origin : minority** for the second search. Similarly, you could choose **ethnic : minority** for the first search, and then perform a second search using any combination including **origin**.

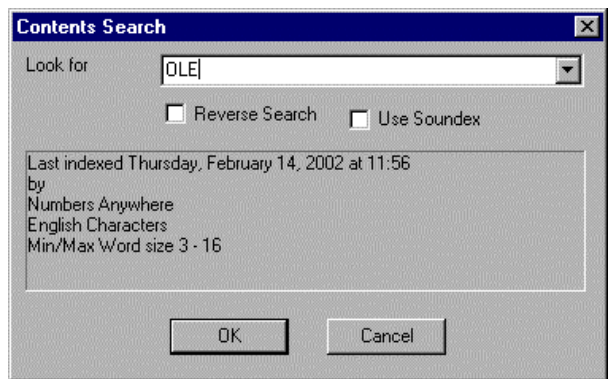
# Local search

This feature allows you to perform a local search in a file that is currently being viewed.

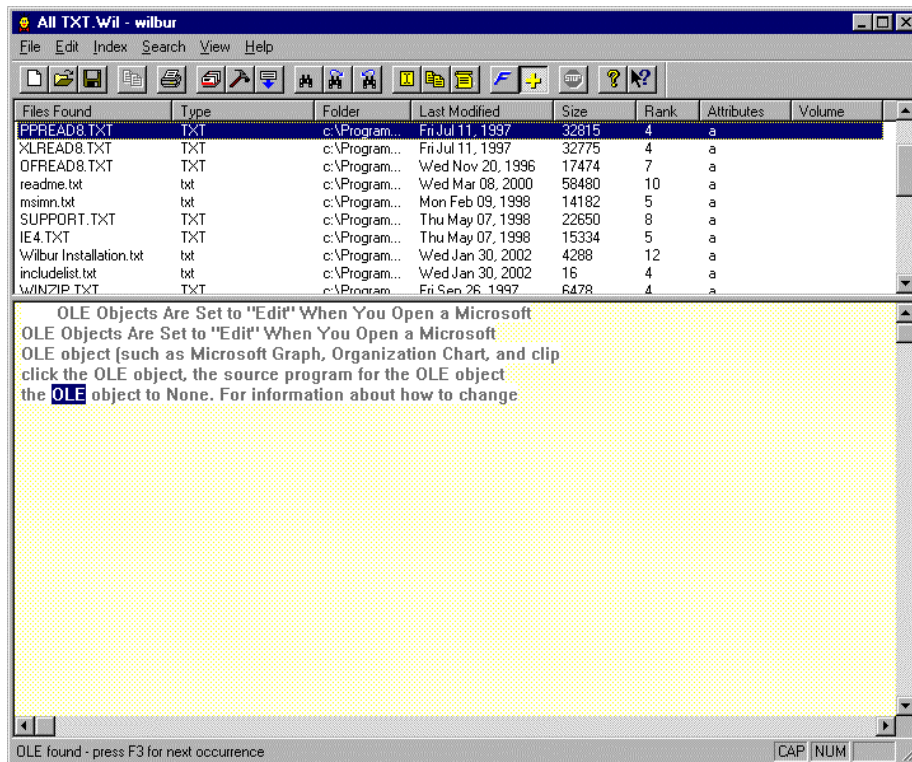
- 1. Click in the File Contents pane. The text changes from grey to black.



- 2. Start typing the search word. The Contents Search window is displayed:



3. Complete the search phrase and select **Reverse Search** or **Use Soundex** options if required. Click **OK**.
4. The system displays the search word highlighted. You can scroll through the occurrences of the search word in the usual way as detailed in *Chapter 4, Navigating the search results*.



**Note:** This local search has overwritten the previous search which was used to find the files containing the original search word/phrase.

## Quick Search

The quick search facility fills in the Contains field for you. To use this:

1. Highlight the word/phrase in the File Contents pane and press **F4**. This automatically displays the highlighted word/phrase in the Contains field.
2. Enter any other search criteria as required.

## Stopping a search

Most searches are very fast but if you wish to stop a search that is taking too long, click in either the File List or File Contents pane or press any key on the keyboard. Refine the search criteria to narrow the search.

# *Using retrieved data*

This chapter shows you how to view the files retrieved from the search, copy/print/export the file lists, edit/print the file contents and copy extracts from the files.

# Navigating results

When the system has found the files matching the search criteria they are displayed in the two pane display; the files are displayed in the top pane and the file contents in the lower pane. For more details see *Chapter 2 - Wilbur Display*.

This example shows a display in Outline mode, where only the lines containing the search word are displayed. The file containing the search word is highlighted in the top pane, and the search word is highlighted in the lower pane.

Index-docs.Wil - wilbur

File Edit Index Search View Help

Files Found

Type

Folder

Last Modified

Size

Rank

Attributes

%

cont net.doc

doc

c:\TEMP\

Mon Dec 17, 2001

470528

1

a

P\_08 ARCSERVE.DOC

DOC

c:\TEMP\Documents\

Thu Apr 06, 2000

267776

10

a

Multilanguage build ins...

doc

c:\TEMP\Documents\

Wed Jan 23, 2002

36352

22

a

Installing Windows 200...

doc

c:\TEMP\Documents\

Fri Jan 18, 2002

20992

2

a

flow.doc

doc

c:\Visio\_drawings\

Thu Nov 22, 2001

1172992

4

a

Doc1.doc

doc

c:\Visio\_drawings\

Thu Nov 22, 2001

1172480

4

a

UK Conf Net 25-01.doc

doc

c:\Visio\_drawings\

Fri Jan 25, 2002

454656

2

a

UK CONFIDENTIAL N...

doc

c:\Visio\_drawings\

Thu Feb 14, 2002

449024

1

a

FIRECREST UK RES...

doc

c:\Visio\_drawings\

Mon Feb 25, 2002

436224

1

a

UK Conf Network.doc

doc

c:\Visio\_drawings\

Mon Nov 12, 2001

397312

1

a

UK Conf Domain.doc

doc

c:\Visio\_drawings\

Mon Nov 12, 2001

342016

2

a

FRS RESTRICTED Sy...

doc

c:\Visio\_drawings\

Mon Feb 25, 2002

229376

2

a

FRS RESTRICTED.doc

doc

c:\Visio\_drawings\

Fri Jan 25, 2002

221696

2

a

UK Service Network BL...

doc

c:\Visio\_drawings\

Fri Feb 08, 2002

118784

2

a

UKSN block.doc

doc

c:\Visio\_drawings\

Fri Oct 19, 2001

102912

2

a

BTI Conf Network.doc

doc

c:\WINNT\Profiles\administrator.001\Des...

Thu Jan 31, 2002

151040

2

a

Edition 1.0

System Build 2.3

System Build 2.3 Edition 1.0

Desktop Folder: POAC Build: Pj 08 ARCSERVE. DOC TDS15\* TDS15: Temporary Items:

Word Work File A 606 TDS151TDS15: Desktop Folder: POAC Build: Pj 08 ARCSERVE.

TDS, ISD[ BU] TDS Workstation 1: Desktop Folder: POAC Build: Pj 08 ARCSERVE.

DOC TDS1Cheryl' s 2nd Zip. POAC Build: Pj 08 ARCSERVE. DOC TDS- TDS 1: POAC

Build: POAC Build: Pj 08 ARCSERVE. DOC TDS15+ TDS15: Temporary Items: Word Work

File A 3534 TDS15- TDS 1: POAC Build: POAC Build: Pj 08 ARCSERVE. DOC

Click  to find the next occurrence of the search word.

Index-docs.Wil - wilbur

File Edit Index Search View Help

Files Found

Type

Folder

Last Modified

Size

Rank

Attributes

%

cont net.doc

doc

c:\TEMP\

Mon Dec 17, 2001

470528

1

a

P\_08 ARCSERVE.DOC

DOC

c:\TEMP\Documents\

Thu Apr 06, 2000

267776

10

a

Multilanguage build ins...

doc

c:\TEMP\Documents\

Wed Jan 23, 2002

36352

22

a

Installing Windows 200...

doc

c:\TEMP\Documents\

Fri Jan 18, 2002

20992

2

a

flow.doc

doc

c:\Visio\_drawings\

Thu Nov 22, 2001

1172992

4

a

Doc1.doc

doc

c:\Visio\_drawings\

Thu Nov 22, 2001

1172480

4

a

UK Conf Net 25-01.doc

doc

c:\Visio\_drawings\

Fri Jan 25, 2002

454656

2

a

UK CONFIDENTIAL N...

doc

c:\Visio\_drawings\

Thu Feb 14, 2002

449024

1

a

FIRECREST UK RES...

doc

c:\Visio\_drawings\

Mon Feb 25, 2002

436224

1

a

UK Conf Network.doc

doc

c:\Visio\_drawings\

Mon Nov 12, 2001

397312

1

a

UK Conf Domain.doc

doc

c:\Visio\_drawings\

Mon Nov 12, 2001

342016

2

a

FRS RESTRICTED Sy...

doc

c:\Visio\_drawings\

Mon Feb 25, 2002

229376

2

a

FRS RESTRICTED.doc

doc

c:\Visio\_drawings\

Fri Jan 25, 2002

221696

2

a

UK Service Network BL...

doc

c:\Visio\_drawings\

Fri Feb 08, 2002

118784

2

a

UKSN block.doc

doc

c:\Visio\_drawings\

Fri Oct 19, 2001

102912

2

a

BTI Conf Network.doc

doc

c:\WINNT\Profiles\administrator.001\Des...

Thu Jan 31, 2002

151040

2

a

Edition 1.0

System Build 2.3

System Build 2.3 Edition 1.0

Desktop Folder: POAC Build: Pj 08 ARCSERVE. DOC TDS15\* TDS15: Temporary Items:

Word Work File A 606 TDS151TDS15: Desktop Folder: POAC Build: Pj 08 ARCSERVE.

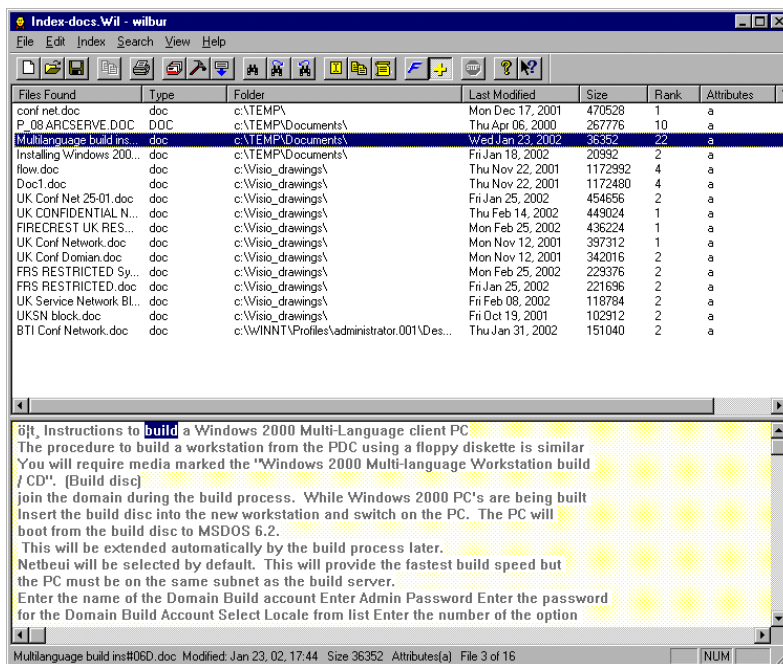
TDS, ISD[ BU] TDS Workstation 1: Desktop Folder: POAC Build: Pj 08 ARCSERVE.

DOC TDS1Cheryl' s 2nd Zip. POAC Build: Pj 08 ARCSERVE. DOC TDS- TDS 1: POAC

Build: POAC Build: Pj 08 ARCSERVE. DOC TDS15+ TDS15: Temporary Items: Word Work

File A 3534 TDS15- TDS 1: POAC Build: POAC Build: Pj 08 ARCSERVE. DOC

If there are no more instances in the current file, Wilbur proceeds to the next file in the File List pane.



Similarly, to view the *previous* instance of the search word/phrase, click . Wilbur highlights the previous occurrence in the same file, or if there are no more in this file, then the last occurrence in the previous file in the File List pane.

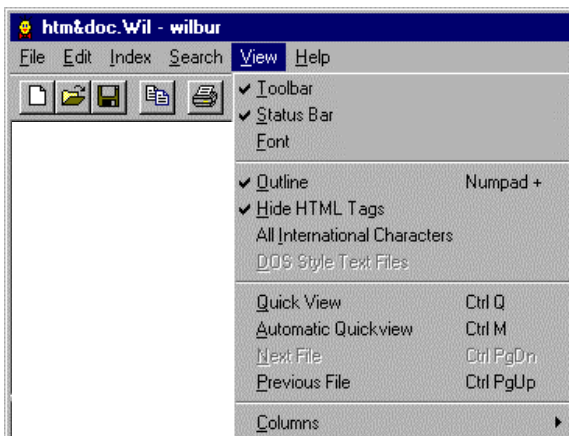
Use  and  to move forwards and backwards through the search results.

Note: Remember you can switch Outline mode OFF to view the entire file.  
See *Chapter 2, Outline mode*.

You can also navigate through the files in the File List pane using the Up and Down arrow keys on the keyboard.

# Viewing files

Options on the View menu allow you to customise how the files are displayed:



You are already familiar with the Outline option which allows you to view just the lines containing the search word. See *Chapter 2, Outline mode*.

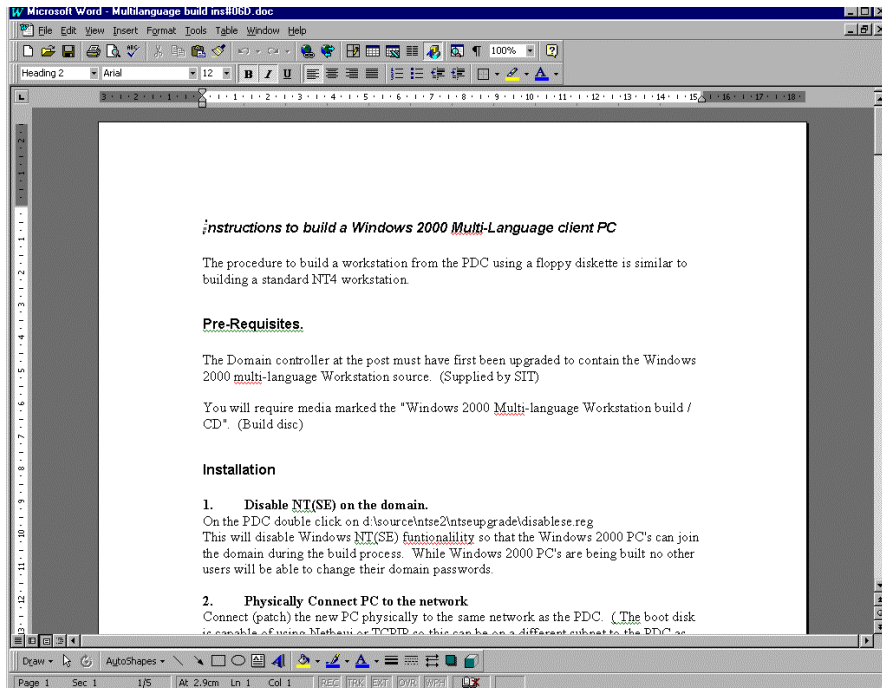
Other menu options allow you:

- to view/hide international characters
- to view/hide HTML formatting in html files
- view files in Quick View. This application does not support all file types on FIRECREST.

# Opening file

To view the highlighted file in its original application, double click on the file. The file is opened in the appropriate application:

## Example

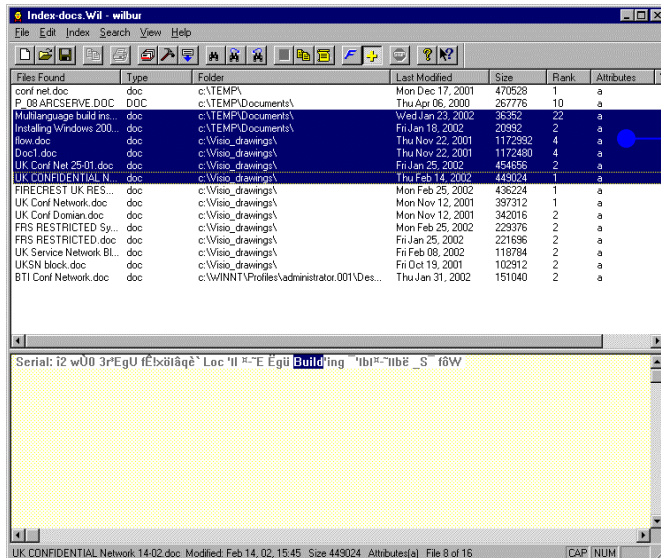


You can edit, copy, save, print this file in the normal way. Close or minimise the application to return to Wilbur.

**Note:** The details held on Wilbur for this file (eg date modified, size) are not updated until you update the index.

# Copying files

To copy files in the File List to a new location, select one or more files from the File List pane. From the File menu click **Copy To**.



To select *consecutive* files:

Click the first file, press the **Shift** key, click the last file.

To select *non consecutive* files:

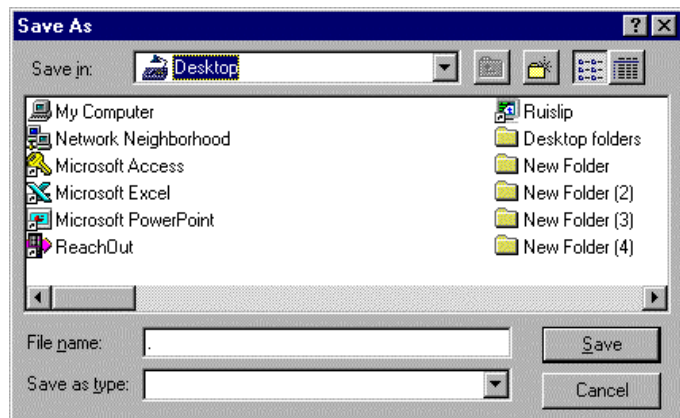
Click the first record, press the **Ctrl** key, and click each file required.

To select *all* the files see page 4-15

Browse to the destination in the Save As window:

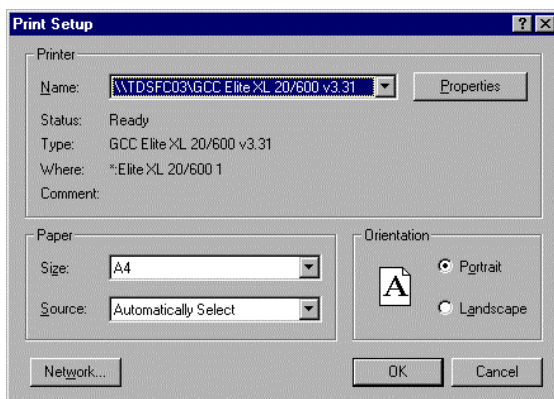
Type in a File name for the destination file(s). If more than one file is selected then they are saved to a folder with this name.

If a folder is copied then all its contents including all sub directories and their contents are copied, and the directory structure is preserved.

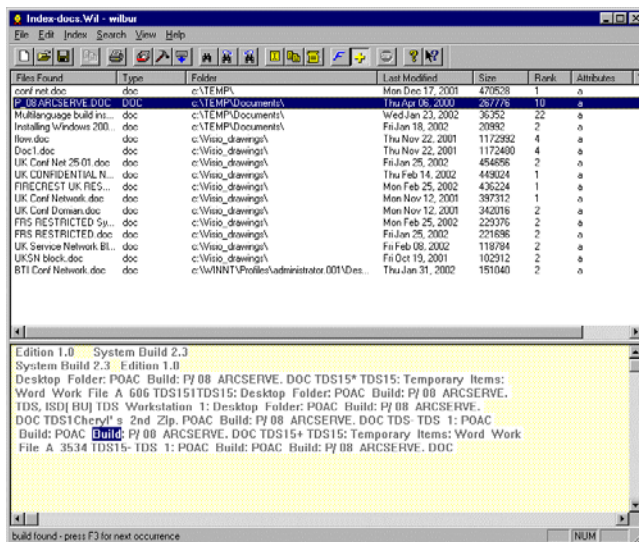


# Printing files

To select a printer or amend the printer set up from the File menu click **Print Setup**

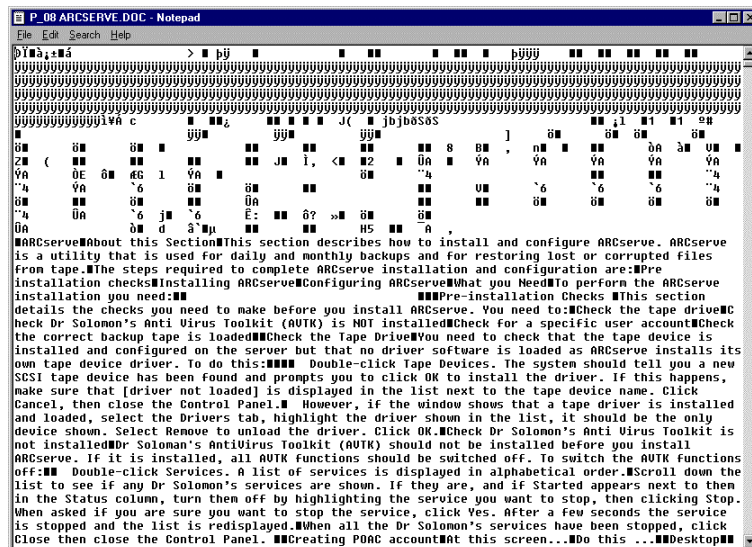


To print the file currently being viewed, from the File menu click **Print**



# Editing files

From the File List menu click **Edit**. This option allows you to edit the file with the default text editor. The highlighted file is opened in, for example, Notepad:



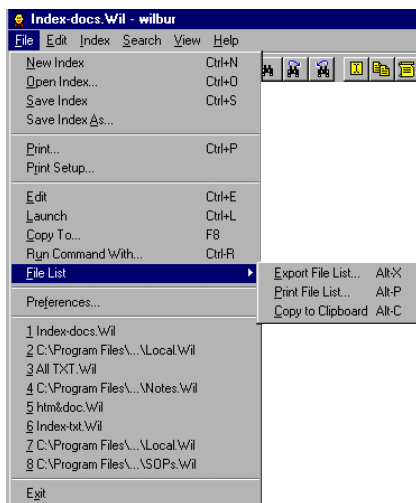
**Note:** If the text editor selected is not suitable you can change it in Preferences.

See *Part 2, Chapter 1, Wilbur Preferences*.

You may find it easier to edit the file in the original application. See *Opening file, page 4-5*.

# Using file list

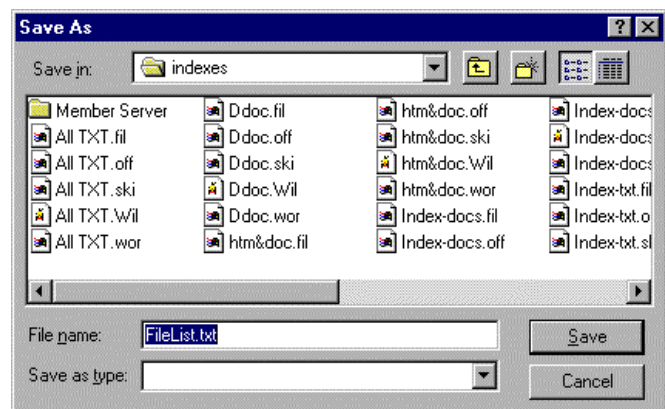
The File List can be printed, exported or copied to the clipboard:



## Exporting File List

From the File List menu click **Export File List**.  
The list is exported as a tab delimited text file.

The **Save As** window is displayed allowing you to  
browse to a destination for the file and type in a  
File name.



If the .txt file is opened in MS Word the text can be easily converted into a table.

This enables you to easily extract a list of the filenames, file types or directories which you can subsequently use when building a new index. See *Chapter 5 - Indexes*.

|                                     |                    |                    |                  |        |    |   |
|-------------------------------------|--------------------|--------------------|------------------|--------|----|---|
| conf net.doc                        | doc                | c:\TEMP\           | Mon Dec 17, 2001 | 470528 | 1  | a |
| P_08 ARCSERVE.DOC                   | DOC                | c:\TEMP\Documents\ | Thu Apr 06, 2000 | 267776 | 10 |   |
| a                                   |                    |                    |                  |        |    |   |
| Multilanguage build ins#06D.doc     | doc                | c:\TEMP\Documents\ | Wed Jan 23, 2002 | 36352  |    |   |
| 22 a                                |                    |                    |                  |        |    |   |
| Installing Windows 2000#5E3.doc     | doc                | c:\TEMP\Documents\ | Fri Jan 18, 2002 | 20992  |    |   |
| 2 a                                 |                    |                    |                  |        |    |   |
| flow.doc doc                        | c:\Visio_drawings\ | Thu Nov 22, 2001   | 1172992          | 4      |    | a |
| Doc1.doc doc                        | c:\Visio_drawings\ | Thu Nov 22, 2001   | 1172480          | 4      |    | a |
| UK Conf Net 25-01.doc               | doc                | c:\Vis             |                  |        |    |   |
| UK CONFIDENTIAL Network 14-02.doc   |                    |                    |                  |        |    |   |
| 1 a                                 |                    |                    |                  |        |    |   |
| FIRECREST UK RESTRICTED Network.doc |                    |                    |                  |        |    |   |
| 1 a                                 |                    |                    |                  |        |    |   |
| UK Conf Network.doc                 | doc                | c:\Vis             |                  |        |    |   |

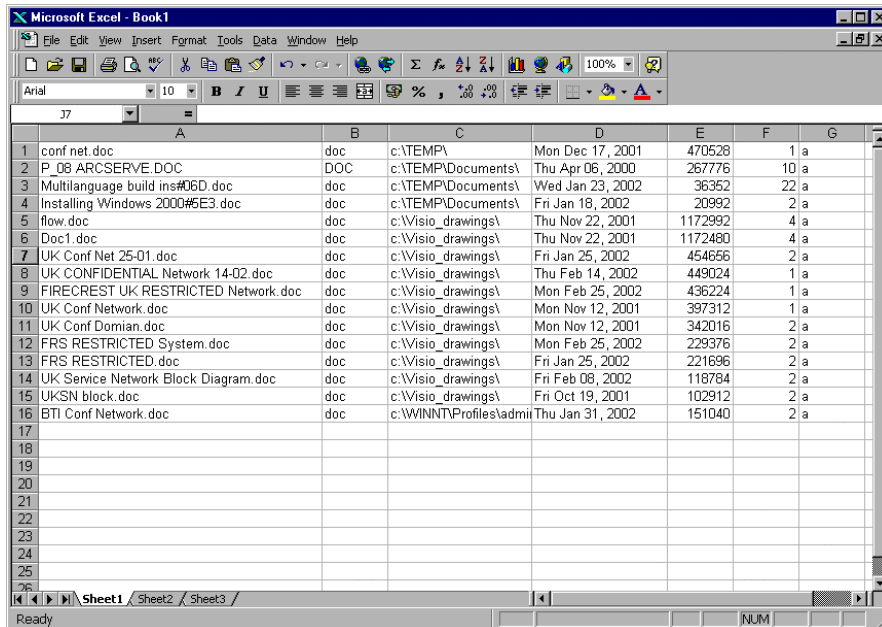
|                                 |     |                    |                  |         |
|---------------------------------|-----|--------------------|------------------|---------|
| conf net.doc                    | doc | c:\TEMP\           | Mon Dec 17, 2001 | 470528  |
| P_08 ARCSERVE.DOC               | DOC | c:\TEMP\Documents\ | Thu Apr 06, 2000 | 267776  |
| Multilanguage build ins#06D.doc | doc | c:\TEMP\Documents\ | Wed Jan 23, 2002 | 36352   |
| Installing Windows 2000#5E3.doc | doc | c:\TEMP\Documents\ | Fri Jan 18, 2002 | 20992   |
| flow.doc                        | doc | c:\Visio_drawings\ | Thu Nov 22, 2001 | 1172992 |
| Doc1.doc                        | doc | c:\Visio_drawings\ | Thu Nov 22, 2001 | 1172480 |

## Printing File List

From the File List menu click **Print File List**. If more than one file is highlighted then only the selected entries are printed, otherwise the entire File List is printed. The File List is printed in columns exactly as displayed.

## Copying File List

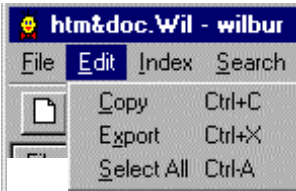
From the File List menu click **Copy to Clipboard**. The contents of the clipboard can be pasted into MS Excel for further processing.



|    | A                                    | B   | C                      | D                | E       | F  | G |
|----|--------------------------------------|-----|------------------------|------------------|---------|----|---|
| 1  | conf net.doc                         | doc | c:\TEMP\               | Mon Dec 17, 2001 | 470528  | 1  | a |
| 2  | P_08 ARCSERVE.DOC                    | DOC | c:\TEMP\Documents\     | Thu Apr 06, 2000 | 267776  | 10 | a |
| 3  | Multilanguage build ins#06D.doc      | doc | c:\TEMP\Documents\     | Wed Jan 23, 2002 | 36352   | 22 | a |
| 4  | Installing Windows 2000#5E3.doc      | doc | c:\TEMP\Documents\     | Fri Jan 18, 2002 | 20992   | 2  | a |
| 5  | flow.doc                             | doc | c:\Visio_drawings\     | Thu Nov 22, 2001 | 1172992 | 4  | a |
| 6  | Doc1.doc                             | doc | c:\Visio_drawings\     | Thu Nov 22, 2001 | 1172480 | 4  | a |
| 7  | UK Conf Net 25-01.doc                | doc | c:\Visio_drawings\     | Fri Jan 25, 2002 | 454656  | 2  | a |
| 8  | UK CONFIDENTIAL Network 14-02.doc    | doc | c:\Visio_drawings\     | Thu Feb 14, 2002 | 449024  | 1  | a |
| 9  | FIRECREST UK RESTRICTED Network.doc  | doc | c:\Visio_drawings\     | Mon Feb 25, 2002 | 436224  | 1  | a |
| 10 | UK Conf Network.doc                  | doc | c:\Visio_drawings\     | Mon Nov 12, 2001 | 397312  | 1  | a |
| 11 | UK Conf Domian.doc                   | doc | c:\Visio_drawings\     | Mon Nov 12, 2001 | 342016  | 2  | a |
| 12 | FRS RESTRICTED System.doc            | doc | c:\Visio_drawings\     | Mon Feb 25, 2002 | 229376  | 2  | a |
| 13 | FRS RESTRICTED.doc                   | doc | c:\Visio_drawings\     | Fri Jan 25, 2002 | 221696  | 2  | a |
| 14 | UK Service Network Block Diagram.doc | doc | c:\Visio_drawings\     | Fri Feb 08, 2002 | 118784  | 2  | a |
| 15 | UKSN block.doc                       | doc | c:\Visio_drawings\     | Fri Oct 19, 2001 | 102912  | 2  | a |
| 16 | BTI Conf Network.doc                 | doc | c:\WINNT\Profiles\admi | Thu Jan 31, 2002 | 151040  | 2  | a |
| 17 |                                      |     |                        |                  |         |    |   |
| 18 |                                      |     |                        |                  |         |    |   |
| 19 |                                      |     |                        |                  |         |    |   |
| 20 |                                      |     |                        |                  |         |    |   |
| 21 |                                      |     |                        |                  |         |    |   |
| 22 |                                      |     |                        |                  |         |    |   |
| 23 |                                      |     |                        |                  |         |    |   |
| 24 |                                      |     |                        |                  |         |    |   |
| 25 |                                      |     |                        |                  |         |    |   |
| 26 |                                      |     |                        |                  |         |    |   |

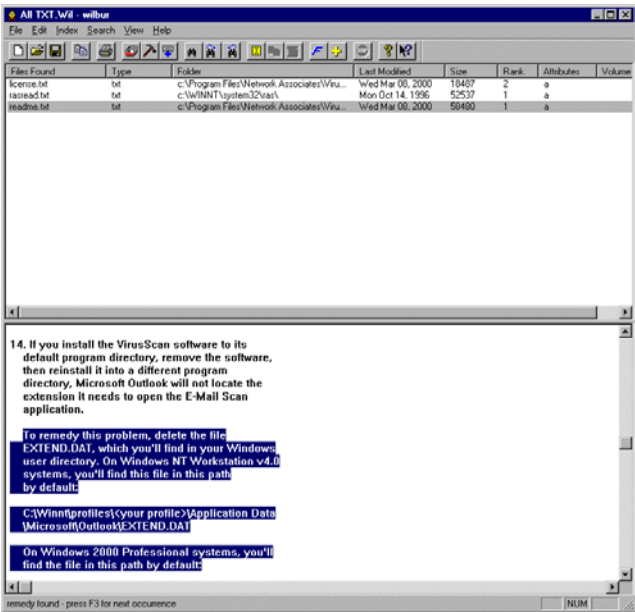
# Using file contents

Using the options on the Edit menu you can copy data from the File Contents pane, export selected text from a file, or select everything currently displayed in the File Contents pane.



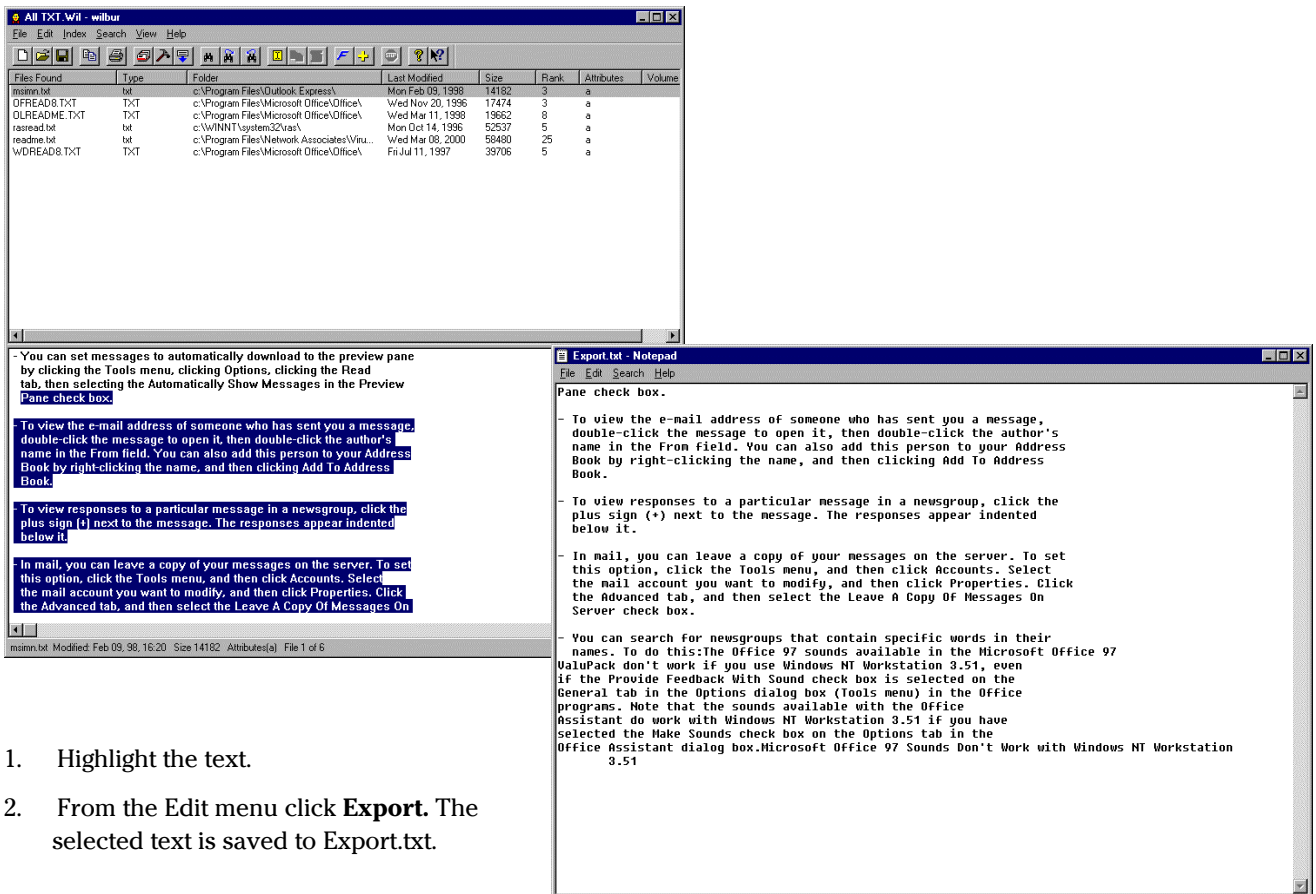
## Copying data

Drag the cursor over the text in the File Contents pane to select the text you wish to copy. From the Edit menu click **Copy**. This text is copied to the clipboard. Paste the text into a suitable application eg MS Word or Notepad.

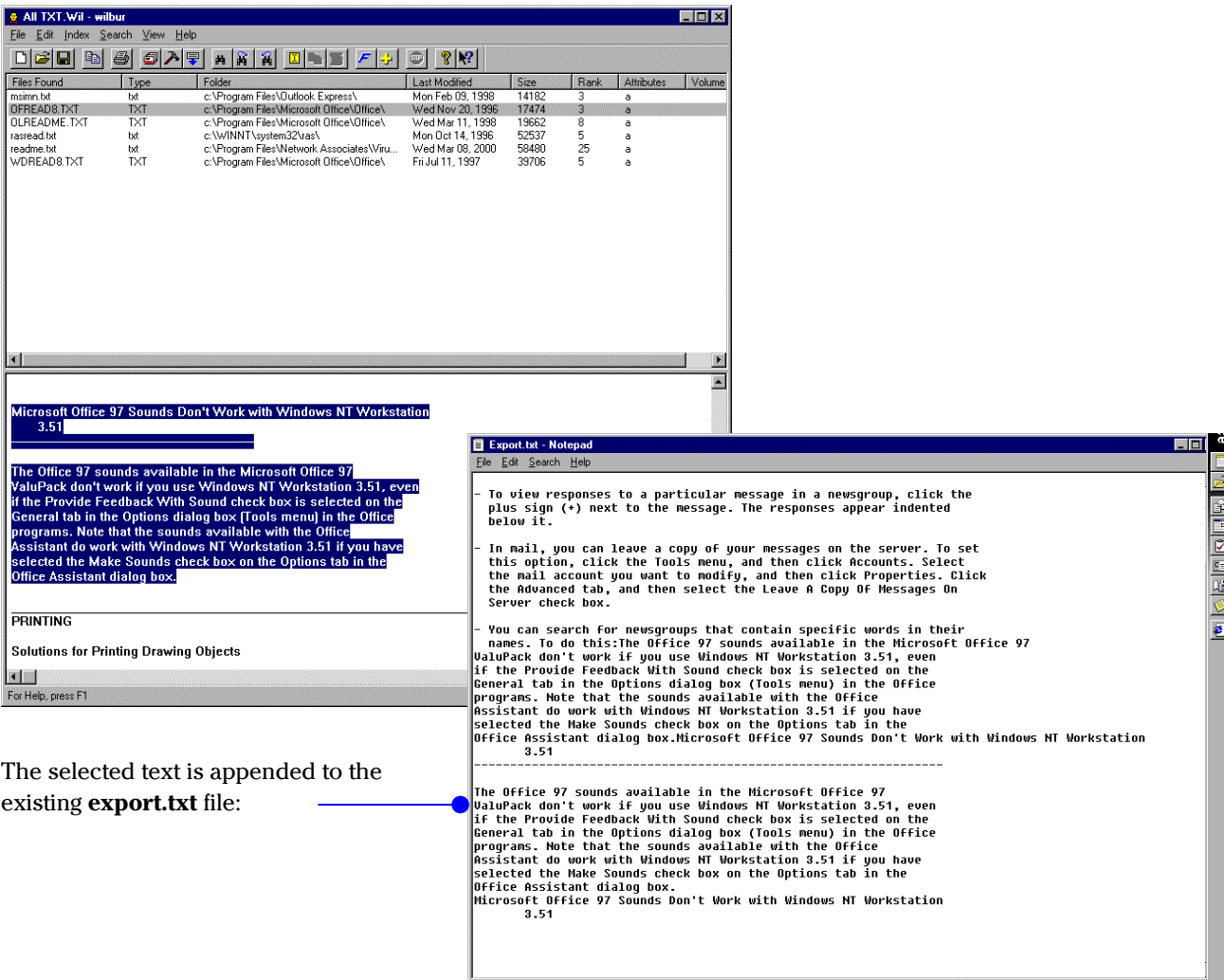


## Exporting data

This command allows you to export selected text to the end of a text file named **export.txt** located in the default indexes directory **C:\Program Files\RedTree\Wilbur\Indexes**. This function enables you to extract text from various files and collect them all together in this file.



To append more text repeat Steps 1 and 2.

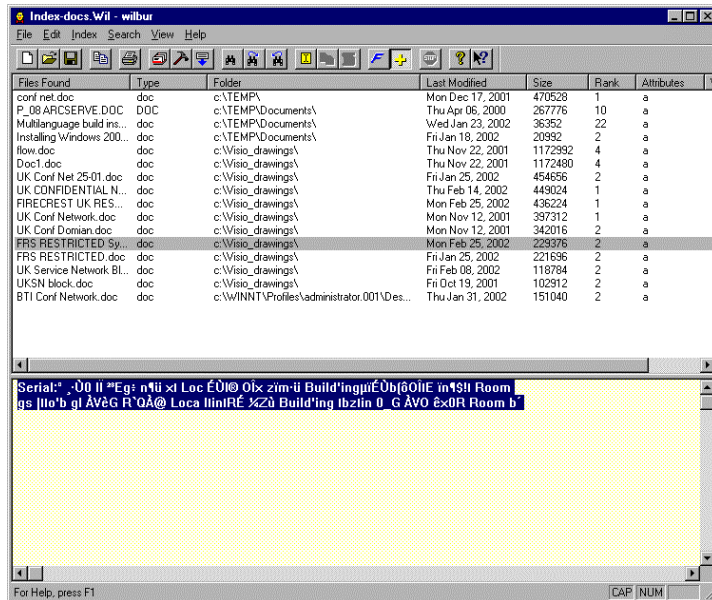


The selected text is appended to the existing **export.txt** file:

Note: You must manually clear the **export.txt** file.

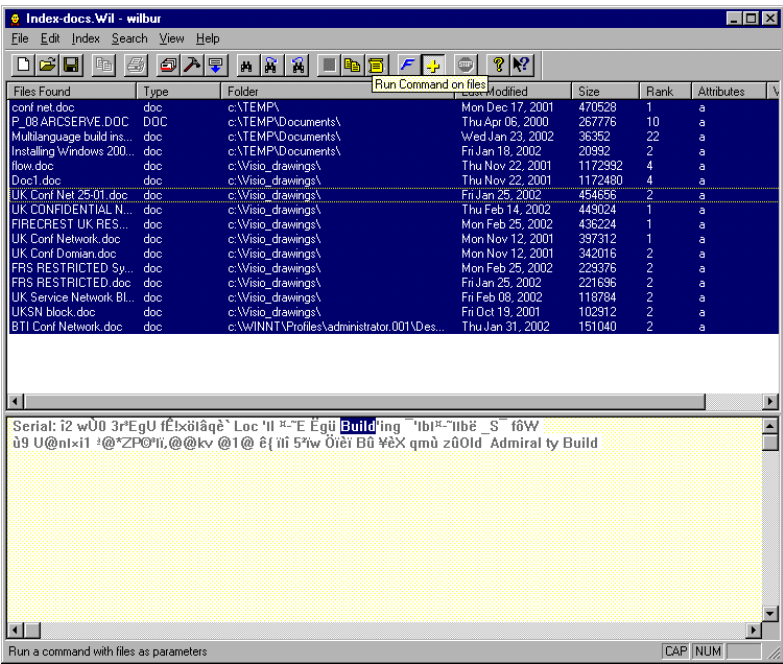
# Selecting multiple files

From the Edit menu click **Select All** to select everything currently displayed in the File Contents pane. In Outline mode this selects the lines containing the search phrase:



If Outline mode is switched OFF the contents of the file highlighted in the File list pane are selected. The selection can be pasted to any other suitable application for further processing or can be printed.

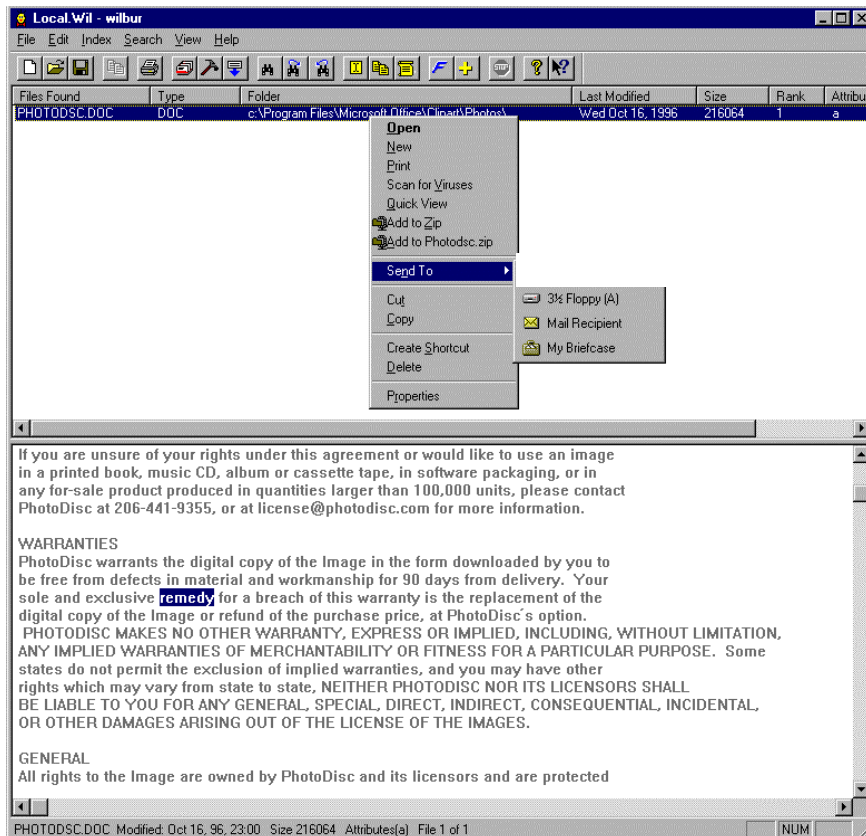
Similarly, if the focus is on the File List pane, this option selects all the files in the File List:



This is useful for exporting/copying all the File List entries or sending to print.

# Context Menu

Right click a file in the File List pane to display a menu. This menu provides options which allow you perform various operations on the file. Some of these options are not available through the other menus, for example, Add to Zip, Send To - Mail Recipient



# *Indexes*

This chapter shows you how to create a new index, and update an existing index. It also shows you how to schedule automatic updates to an index.

# Introduction

All Research Groups have a number of indexes created at installation, which are stored on the server. These indexes are created from all the files relevant to the group, with standard index properties as defined in *Part 2, Chapter 1 - Configuration*.

A user may need to create a new index for a specific purpose. Circumstances which may require you to create a new index include:

- To search on numbers or other characters that are not included in the standard index properties
- If a search is only required on certain file types. It saves time, both when searching and updating, to create an index to include only those file types
- If files are located in a different area

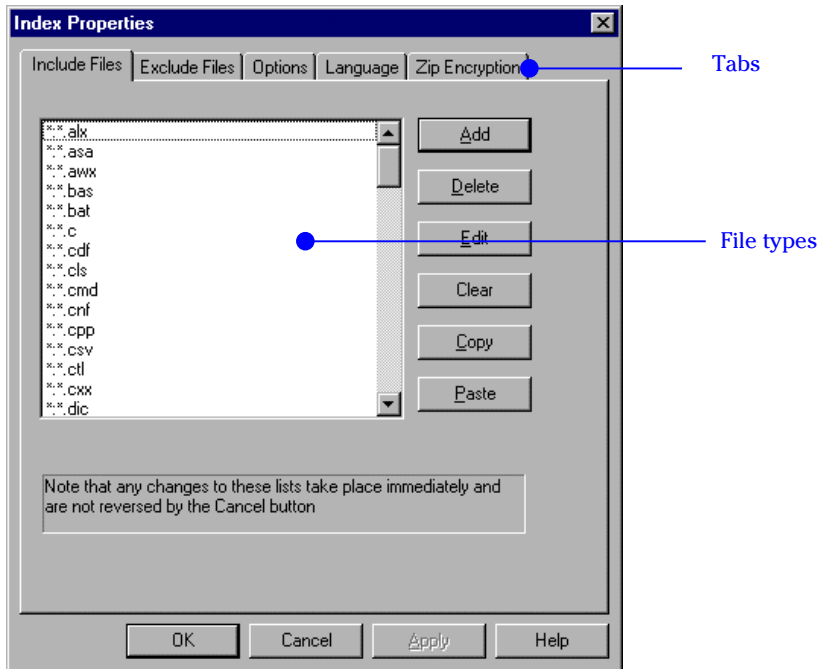
All indexes have to be updated on a regular basis to ensure the information is up to date. Group indexes are stored on the server and maintained by the System Administrator. User-created indexes are stored on the workstation and maintained by the user.

This chapter gives instructions for:

- Creating new index
- Building an index
- Updating an index
- Scheduling an update

# Creating new index

To create a new index click  on the toolbar. The Index Properties window is displayed:



Before you can build an index you need to understand the contents of all the pages on the Index Properties window. These are described in the following sections.

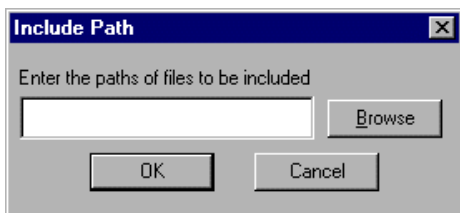
## Include Files

The Include Files page allows you to specify which type of files are to be included the index. Initially Wilbur displays all common file types. (See page 5-3). A complete list of these file types is given in *Appendix E*.

**Note:** It is not advisable to include all files in this list and then exclude unwanted files in the Exclude Files list as this creates a huge index. It is better practice to select the files and file types that you definitely want to search through on the Include Files list and use the Exclude Files to exclude specific files/sub directories.

### Adding an entry

1. To clear the file types displayed click **Clear**.
2. To add a file type click **Add**. The Include Path window is displayed:



**Either:** Enter a path for the file type. Note how wildcards and subdirectories may be included:

#### Wildcards

This path can contain wildcards \* or ?. See *Chapter 3, Search Tools*.

eg \*.\* **htm** to include all HTML files, or, in the directory name eg C:\admin\rep\*\\*.doc or in place of the drive letter eg \*:\Admin\ to include all local drives

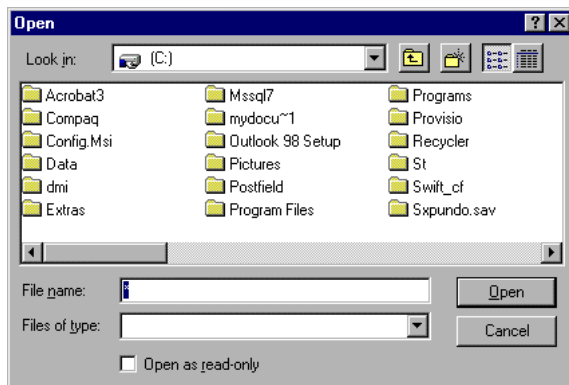
#### Subdirectories

All subdirectories of a path are included in the search eg C:\Word\\*.doc searches C:\word AND all the subdirectories for document files.

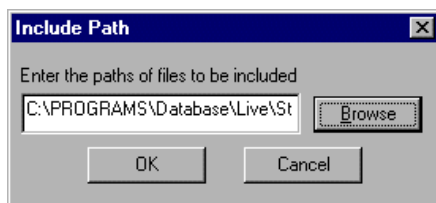
**OR**

Click **Browse** to browse to the directory that you wish to select.

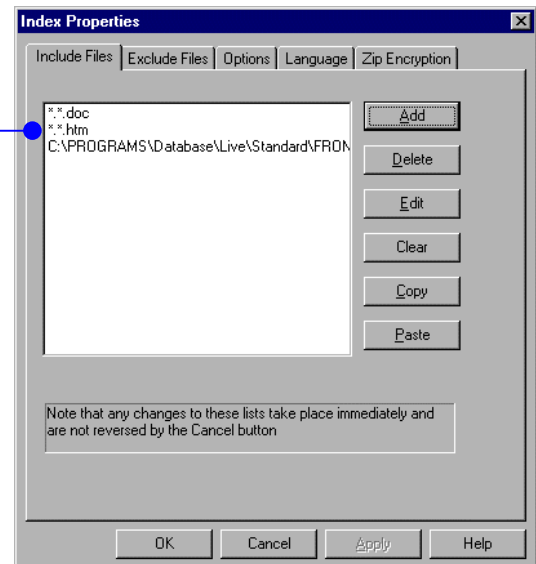
The Open window is displayed. Browse to the folder you wish to include in the index.



Click **Open**. The path is inserted in the Include Path window:

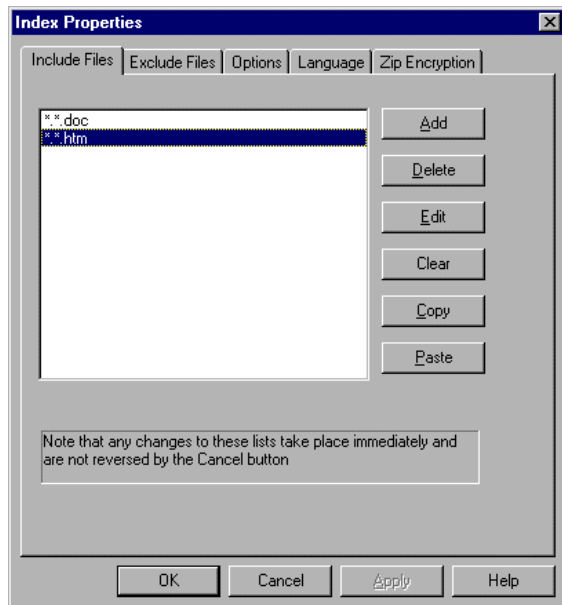


Click **OK**. This path is copied to the Include Files window



## Deleting an entry

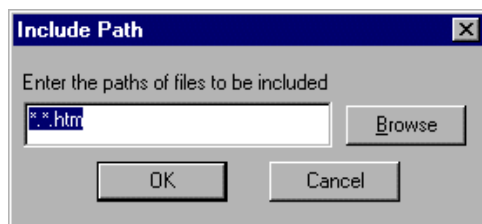
To delete a file type from the Include Files list, highlight the path in the list:



Click **Delete**. The entry is removed from the list.

## Editing an entry

Highlight the entry and click **Edit**. Manually edit the entry or browse to a new path.



## Copy/Paste

Highlight one or more entries and click **Copy**. The entries are copied to the clipboard. Click **Paste** to add entries to the Include Files list from the clipboard. This is useful when wishing to copy entries from one index to another.

## Clear

Click **Clear** to clear all entries from the Include Files list.

- Note: If you inadvertently clear the list, the **Cancel** button does NOT reverse the action.  
To restore the list:
1. Exit from the Index Properties window,
  2. Close the index WITHOUT saving
  3. Re-open the index. The original file list that was saved with the index is displayed.

## Exclude files

Click on Exclude Files tab. Use this list to specify files that you wish to exclude from the index.



This page is used in exactly the same way as the Include Files page.

## Options

Click on Options tab. The Options page allows you to specify how the files are indexed.



The image shows the 'Index Properties' dialog box with the 'Options' tab selected. The dialog has four tabs: 'Include Files', 'Exclude Files', 'Options', 'Language', and 'Zip Encryption'. The 'Options' tab is active, showing 'General Options' and 'Additional Characters to Index' sections.

**Index Properties** [X]

Include Files | Exclude Files | **Options** | Language | Zip Encryption

**General Options**

- ☐ Treat zip files as directories
- ☒ Include word counts
- ☒ Track all files
- Minimum Word Length:
- Maximum Word Length:

**Additional Characters to Index**

Numbers:  [v]

Others anywhere:

Others not starting word:

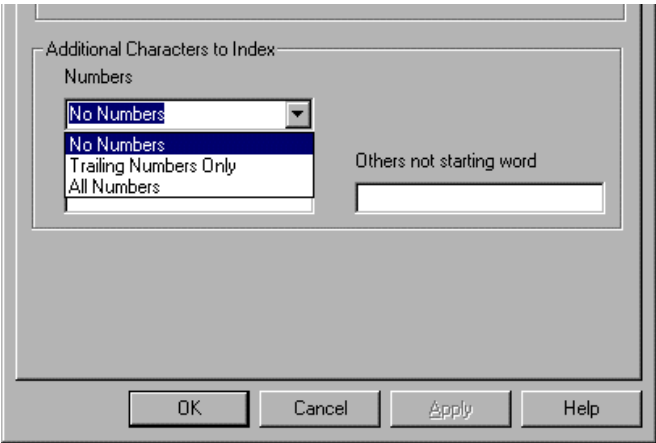
OK Cancel Apply Help

## General options

| Option                         | Select to....                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Treat zip files as directories | Index files which are inside Zip archives. These files can be searched in the same way as any other file.<br>Note: Do NOT add the Zip files to the Include Files list                                                                                                                                                                                                                                                                                           |
| Include word counts            | Keep track of the number of times search word appears in each file. This value is displayed in the Ranking column on the File List pane. See <i>Chapter 2</i> .<br>Note: To save space the system only counts the first 256 occurrences.                                                                                                                                                                                                                        |
| Track all files                | Store information on ALL the files in directories or subdirectories that are checked by the system as determined by the Include Files list.<br>Files explicitly stated in the Include Files list have their <i>contents</i> indexed; other files in the same directories or subdirectories have the following information only stored on the index : <i>file name, file folder, size, date modified, and attributes</i> . See <a href="#">Example</a> opposite. |
| Field                          | Enter/Select                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Minimum Word Length            | A number. This is the minimum number of characters in a word that the system will index eg if set to 3 no 2 letter words are indexed.                                                                                                                                                                                                                                                                                                                           |
| Maximum Word Length            | A number. This is the maximum number of characters in a word that the system will index.                                                                                                                                                                                                                                                                                                                                                                        |

Additional characters

The normal default characters that can be searched for are **A to Z** and **a to z**.



The **Additional Characters to Index** options on this window allow you to extend the characters that are included on the index.

| Field                    | Enter/Select                                                                                                                                                                                                                                                                |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Numbers                  | Select one of the following options from the drop down list:<br><b>No numbers</b> - default<br><b>Trailing numbers only</b> - numbers cannot be at the start of a word<br><b>All numbers</b> - number characters can be searched in the same way as alpha characters.       |
| Others anywhere          | Any non alpha numeric character that you wish to be included in the search.<br>eg £, \$<br>Note: If you specify a character that has a special use, ie any of the following:<br>* ?   & ( ) < > : . ^ +<br>then this character is no longer treated as a special character. |
| Others not starting word | Any non alpha numeric character that you wish to be included in the search that is NOT the first character of a word eg %                                                                                                                                                   |

**Warning:** If the Others anywhere field contains a decimal point then number searching fails.

**Example:** To illustrate the use of the **Tracking all files** option

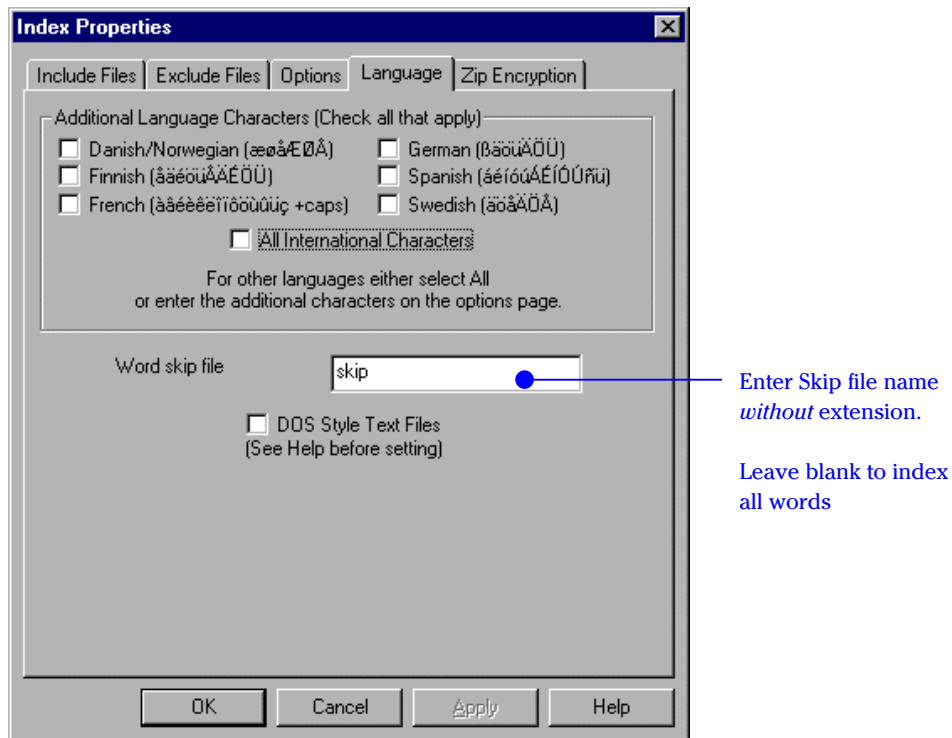
| Include Files     | Track all files | Result                                                                                                                                                                                                                                                 |
|-------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| C:\Programs\*.txt | NO              | The system indexes the <i>content</i> of all *.txt files that are in directory C:\Programs AND in any subdirectory eg C:\Programs\Reports\                                                                                                             |
| C:\Programs\*.txt | YES             | The system indexes the <i>content</i> of all *.txt files that are in directory C:\Programs AND in any subdirectory<br><b>AND</b><br>The system stores index information on ALL other files in C:\Programs AND any subdirectory eg *.doc or *.htm files |
| C:\*.aaa          | YES             | The system stores only index information on all the files on your hard disk, since <i>aaa</i> was chosen as an invalid file extension.                                                                                                                 |

## Language

Click on Language tab. The Language page allows you to specify international characters for inclusion in the index. If none of these options is selected, Wilbur indexes only English alphabet characters and the underscore character `_`. All other characters are deemed to terminate or separate words.

### Additional language characters

If it is possible that the files you are searching contain a foreign language(s) you should click the appropriate option(s). If the language you require is not listed it is preferable to leave these options unchecked, and enter the required characters on the Options page in either Others not starting word or Others anywhere. See page 5-10.



## Word Skip File

Wilbur is installed with a list of common English words that are skipped when an index is built in the interest of speed and disk space. This file is stored in **C:\Program Files\RedTree\Wilbur\skip.txt**. The contents of this file are given in *Appendix D*.

You can create a different skip file if required. To create a new skip file either copy the existing skip file and edit or create a new text file. Save the file to the same directory as shown above and ensure it has a **.txt** extension. The **Create Word Count** and **Import Skip Word** facilities can be used to partially automate the creation of a new skip file. See *Create word count* on page 5-16, and *Import skip word* on page 5-18.

Type in the appropriate skip file name in the **Word skip file** field to select the skip file used when the index is built. Do NOT enter the **.txt** extension. See the sample screen opposite.

Note: Leave this field blank to index ALL words

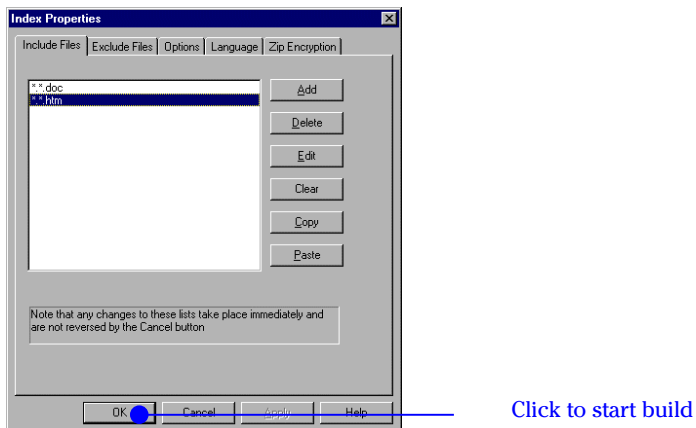
## DOS Style Text Files

Unless you are sure that the files you are indexing have been created by DOS programs, do NOT tick this checkbox. Windows based programs, such as Notepad, create text files that use the Windows style of international characters. If you tick this checkbox Wilbur assumes that any text file should have DOS style handling of international characters.

# Building an index

Having selected the properties for the new index you are ready to initiate the build. The Wilbur build utility scans all the files as specified in the **Include/Exclude** file lists, and builds an index according to the **Options/Language/Zip encryption** settings on the Index Properties window.

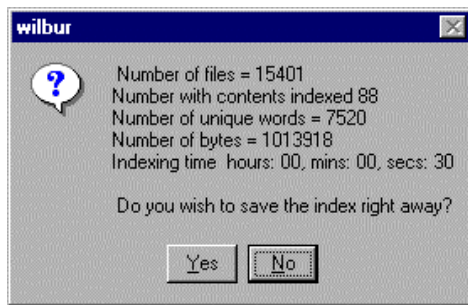
1. Click **OK** on the Index Properties window.



2. The Status bar shows the progress of the build:



3. When the build is complete a message is output showing the total number of files scanned, number of files indexed, number of unique words, and time taken to index.



Click **Yes**.

4. The Save As window is displayed. Browse to C:\Program Files\RedTree\Wilbur\Indexes to save the index and enter a name.



Note 1: This index is added to the list of available indexes on the Searching window.  
See *Chapter 3, Selecting an index*.

Note 2: A shortcut to an index file can be created and placed on the desktop.  
Double clicking the shortcut opens Wilbur with that index loaded.

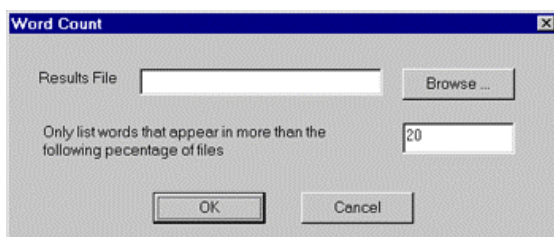
## Creating word count

This facility enables you to create a file of all indexed words and the number of times they occur, in effect a concordance. See *Chapter 9, Creating a concordance*. This information can be used for:

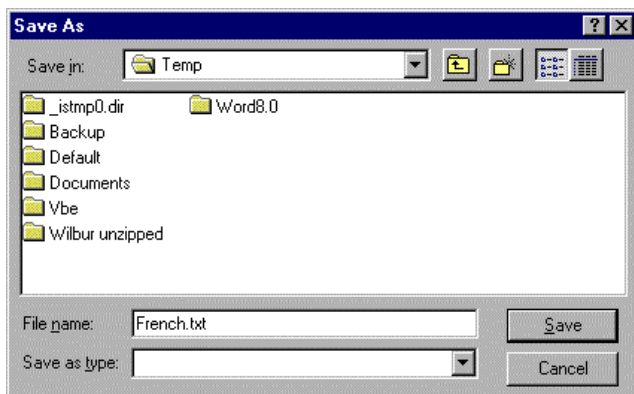
- data mining
- data cleanup
- translation and language manipulation
- context analysis

The word count identifies the *common* words in your index, and you may wish to create a skip file to include these words. To create the word count file:

1. From the Index menu click **Create word count**. The Word Count window is displayed:

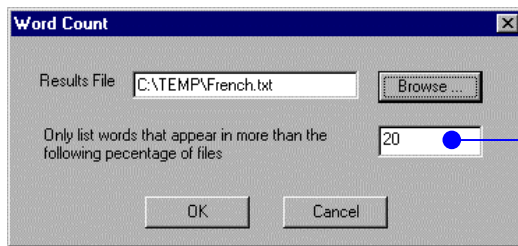


2. Enter the path for the target file in the Results File field or click **Browse** to browse to the path where the target file is to be saved. The Save As window is displayed:



3. Enter a filename for the Word count file. Click **Save**.

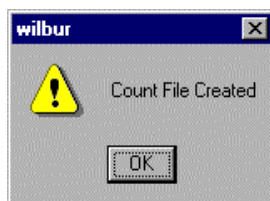
4. Enter a value in the next field to list only words that appear in this percentage of the files.  
eg a value 100 would only include words that appear in 100% ie ALL the files,  
a value 0 lists words that appear in any file ie ALL words



Percentage of files in which words must appear

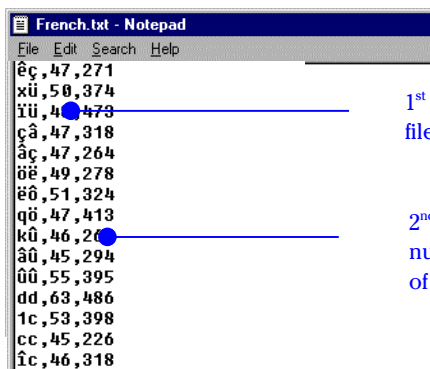
Click **OK**

5. When the file is created a message is displayed:



Click **OK**.

6. Open the text file created. It contains a list of the common words, followed by the number of files, followed by the total number of occurrences of the word.



1<sup>st</sup> number: Number of files containing word

2<sup>nd</sup> number: Total number of occurrences of word

## Importing skip words

This facility allows you to append a plain text file of words to the current skip file. You could, therefore, create a Word Count file, edit out any words you do not want skipped, and then import this file. This would append the additional words in the word count file to the current skip file. Duplicates are ignored.

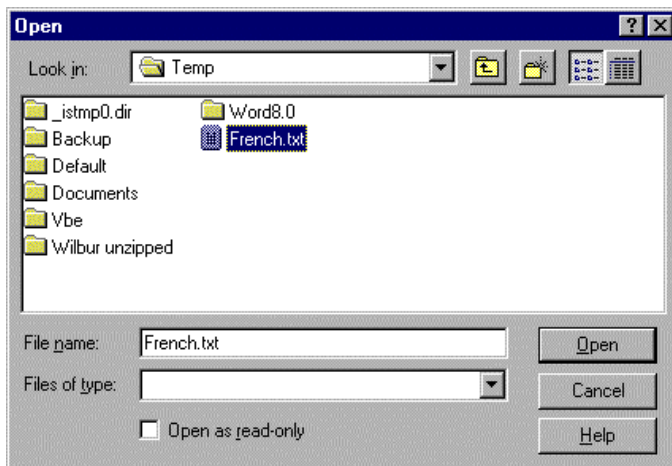
Note 1: Only the first word of each line is read from the text file, therefore the numbers in a Word Count file are ignored.

Note 2: Do NOT use this command with the standard skip file **skip.txt** unless you have a backup. You do not want to overwrite this file.

To check which skip file is current, click . Click **Language** on the Index Properties window. The current Word Skip file is displayed.

To import text file:

1. From the Index menu click **Import skip words**. The Open window is displayed:

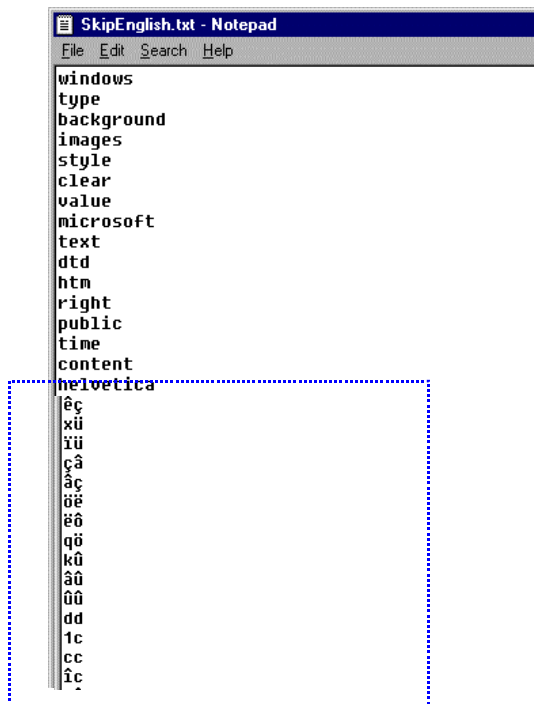


Browse to the Word Count file you wish to import. Click **Open**.

2. A message is displayed to show that the import has been successful:



Click **OK**. The words in the imported word count file are added to the skip file attached to the current index.



# Updating an index

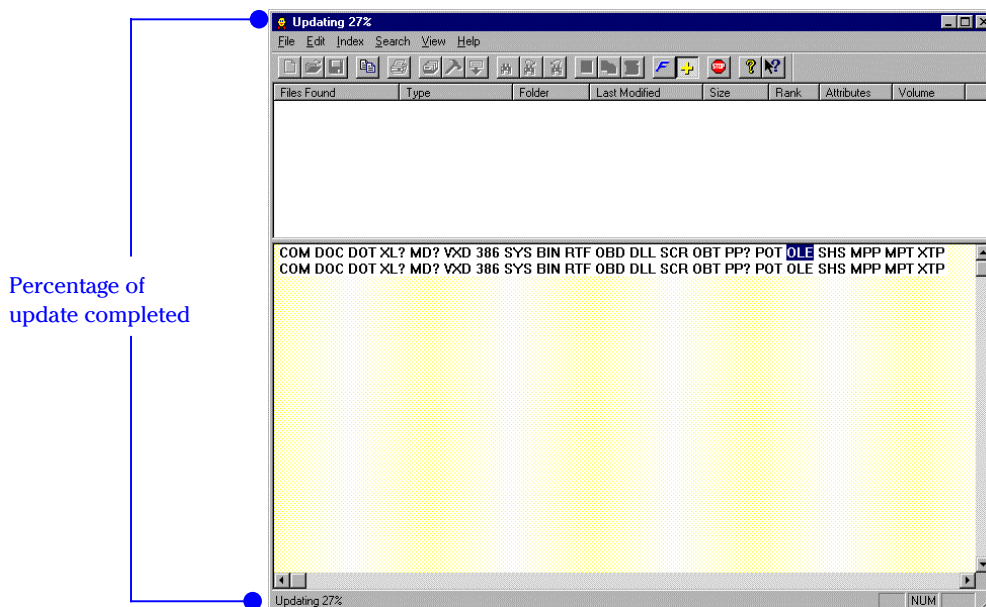
It is important to regularly update your indexes. The Wilbur update facility scans your disk for files that have been modified since the index was built and updates the index accordingly. An update is quicker than a rebuild of the index, and unless new folders have been added to the index, you should use the update facility. However, all indexes should be rebuilt at least once a week. Indexes can be updated/rebuilt manually or automatically as described below:

## Manual update

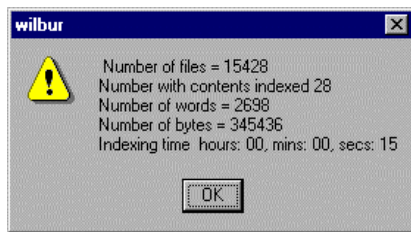
Use the manual update:

- when you have made amendments to one or more files in the index
- prior to performing a search on the index
- when a scheduled update has been skipped

1. Click  to update the current index. The progress of the update is shown in the Title bar and Status bar:

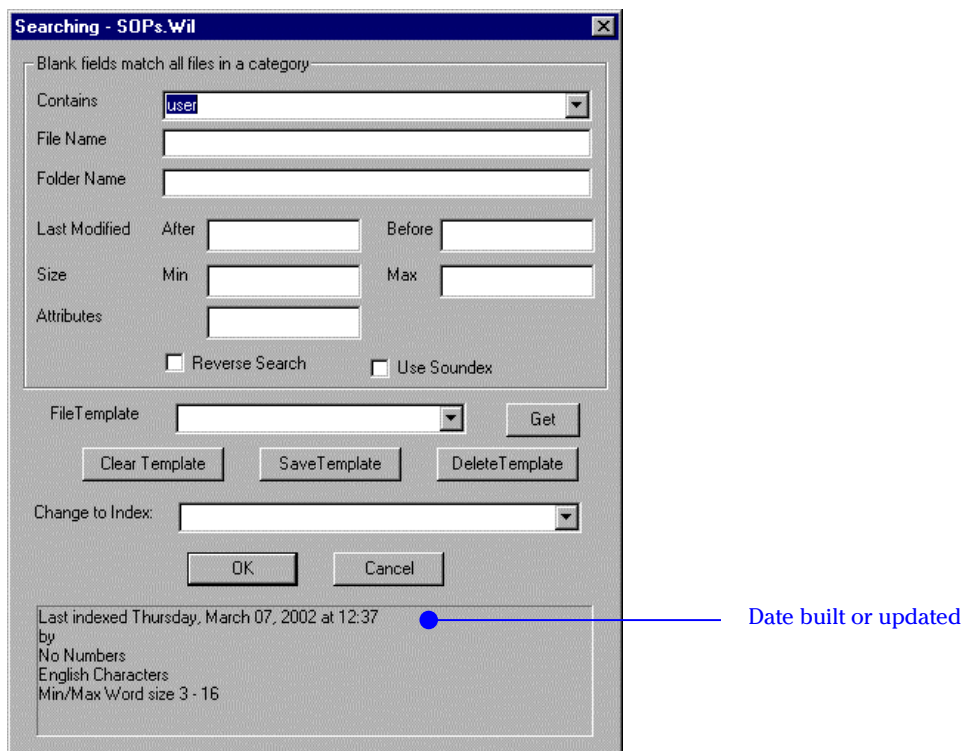


When the update is complete, a message is displayed:



2. Click **OK**.

This update is reflected in the Index Properties information at the bottom of the Searching window:



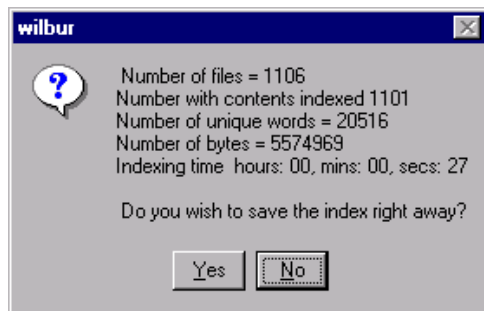
## Manual rebuild

Use the manual rebuild:

- when you have made added/deleted one or more folders to the index
- when a scheduled rebuild has been skipped



To manually rebuild an index click . The progress of the build is shown in the Title bar and Status bar, and when the build is complete a message is displayed:



The Index Properties information is also updated. See Step 2 above.

Note: A *manual* update/rebuild is completed even if a scheduled update is running.

## Automatic update/ rebuild

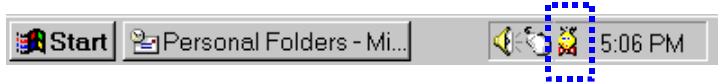
Use the automatic update/rebuild to perform regular updates. Indexes can be updated or rebuilt automatically using the scheduling facility. See *Chapter 6, Scheduling an update/build*.

# *WilburUtil*

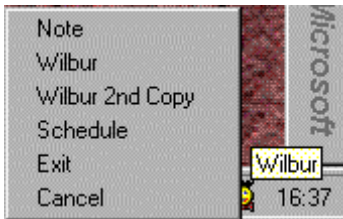
This chapter describes the WilburUtil facility. It allows you to schedule updates to indexes and rebuilds of indexes.

# What is WilburUtil?

WilburUtil is a small companion program to Wilbur which allows you to schedule updates to indexes. It is installed on the **Start** menu, which places an icon in the tooltray when Wilbur is opened:



Right click this icon for a menu:



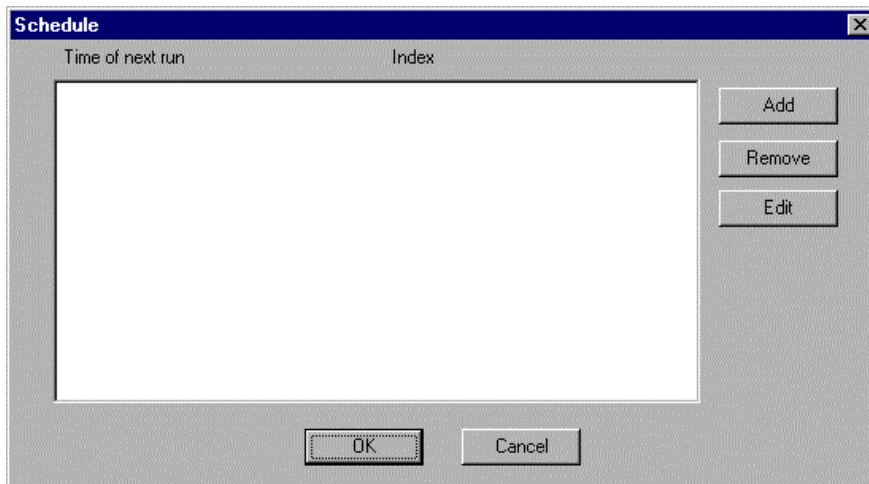
From this menu you can:

- Launch Wilbur
- Launch a second copy of Wilbur
- Launch WilburNote - See *Chapter 7 - WilburNote*
- Exit from WilburUtil - this removes the icon from the tooltray
- Cancel - close the menu

## *Scheduling an update/build*

How often you update or rebuild your indexes depends on how often the files are modified and how large the indexes are. Both these tasks can be scheduled to run automatically using the WilburUtil application.

Click **Schedule**. The Schedule window is displayed:



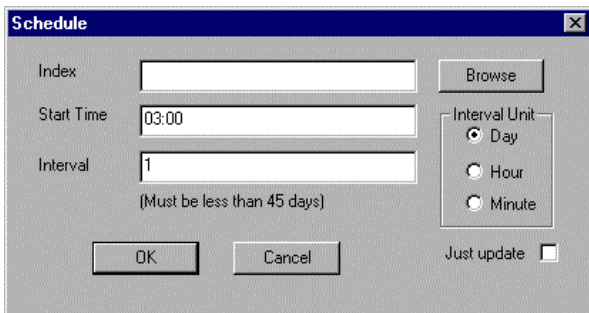
Use this screen to:

- add an index to the schedule
- remove an index from the schedule
- edit the schedule details for an index

## Adding an index

To add an index to the schedule:

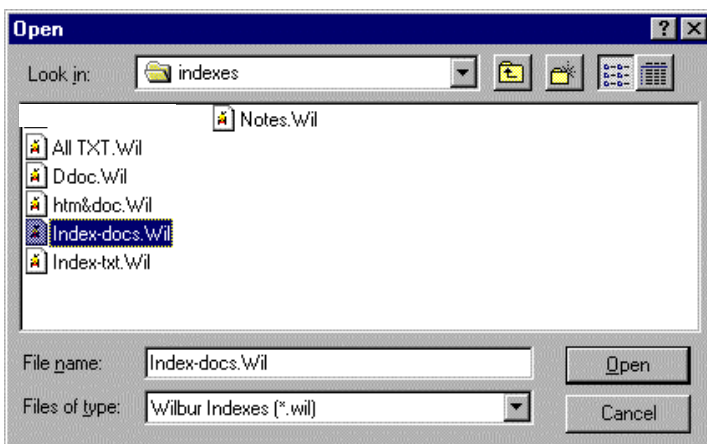
1. Click **Add**. The Schedule window allowing you to enter schedule details is displayed:



2. Type in a path for the index

OR

Click **Browse** to **C:\Program Files\RedTree\Wilbur\Indexes** to find the index that you wish to schedule for an update/rebuild.



3. Click **Open**. The selected index is displayed in the Schedule window.

The screenshot shows the 'Schedule' dialog box. It has a title bar with a close button. Inside, there are four main sections: 'Index' with a text box containing 'C:\Program Files\RedTree\Wilbur\inde' and a 'Browse' button; 'Start Time' with a text box containing '6:00'; 'Interval' with a text box containing '1' and a note '(Must be less than 45 days)'; and 'Interval Unit' with three radio buttons: 'Day' (selected), 'Hour', and 'Minute'. At the bottom, there are three buttons: 'OK', 'Cancel', and 'Just update' (which is unchecked).

| Field name    | Enter or select                                                                                                                                                         |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Start Time    | The time that the index is to be updated. The system saves the time in the format hh:mm:ss eg 06:00:00                                                                  |
| Interval Unit | Select the appropriate unit:<br><b>Day, Hour or Minute</b>                                                                                                              |
| Interval      | A number.<br>The Interval and Interval Unit together give the frequency of the update.<br>Note: If the Interval Unit is <b>Day</b> , the Interval must be less than 45. |
| <b>Option</b> | <b>Select to.....</b>                                                                                                                                                   |
| Just update   | Limit the scheduled task to updating the index(es).<br>Leave blank to rebuild the indexes.                                                                              |

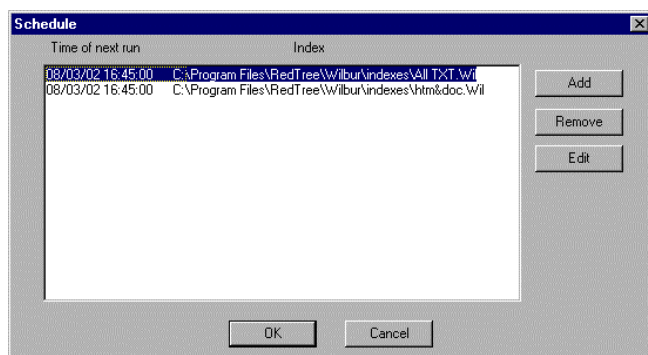
4. The index is shown in the Schedule window. Repeat from Step 1 to add more entries for automatic update.

The screenshot shows the 'Schedule' window. It has a title bar with a close button. Below the title bar, there are two columns: 'Time of next run' and 'Index'. The first row contains '08/03/02 06:00:00' and 'C:\Program Files\RedTree\Wilbur\indexes\Index-docs.Wil'. To the right of the list, there are three buttons: 'Add', 'Remove', and 'Edit'. At the bottom, there are two buttons: 'OK' and 'Cancel'.

## Removing an index

To remove an index from the schedule:

1. Highlight the entry in the Schedule window

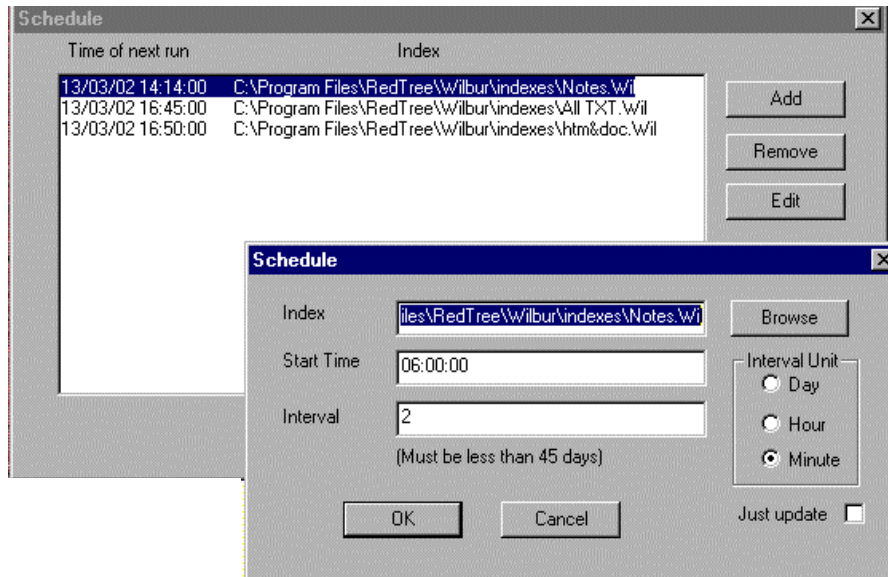


2. Click **Remove**.

## Editing the schedule

To edit the schedule for an index:

1. Click **Schedule** on the WilburUtil menu. See page 6-2.
2. Highlight the entry you wish to edit:
3. Click **Edit**.



4. Make any changes and click **OK**.

## Running the schedule

Providing WilburUtil is running, the update or rebuild runs at the scheduled time. If a schedule is set to update or rebuild several indexes and one is still running when the next one is due to start, the index not started is *skipped* ie the update is not run.

**Warning:** No message is displayed to tell you when an index update has been skipped.  
You must check that the scheduled update has run before using an index.

# *WilburNote*

This chapter describes the WilburNote utility. It allows you to record notes/reminders electronically.

# What is a Wilbur Note?

WilburNote is a Post-it type mechanism used for recording ad-hoc material quickly. It still uses Wilbur to retrieve the information lodged in each Post-it entry. There are a number of issues to be aware of when using this utility:

- The Post-it record is stored on the C:\ drive of the workstation on which it was created. It does not follow you around if you have a number of workstations that you use frequently.
- The records created are simple **Textpad** files with no formatting.
- The saved files are viewable and editable by all other Users. To secure them would require setting the NT Permissions manually.

The Post-it records are stored as files with the following filename format:

**C:\Program Files\RedTree\Wilbur\WNyyyymmdd\_nnn.txt**

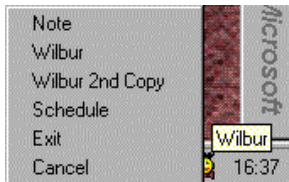
where *yyyymmdd* is the system date and *nnn* is the increment of the file saved that day.

# Creating Wilbur notes

1. If WilburUtil is active, right click the Wilbur icon on the tooltray:



2. From the menu click **Note**.

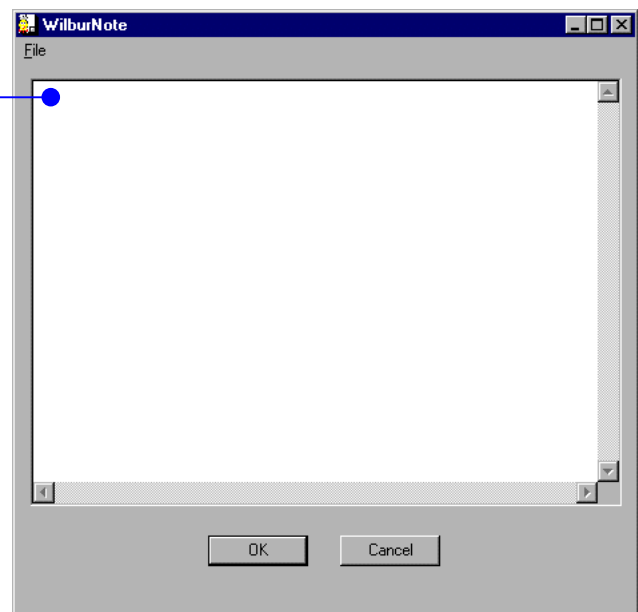


3. The WilburNote window is displayed:

Type in any text and click **OK**.

Note: You may wish to create a shortcut for

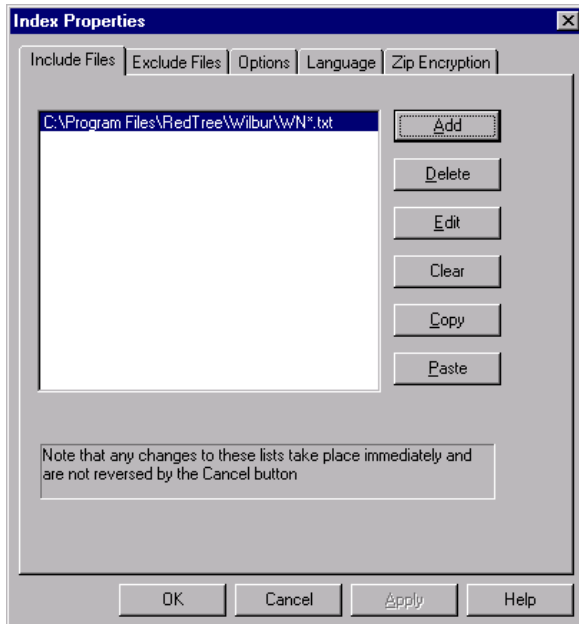
WilburNote on the desktop  to point to  
**C:\Program Files\RedTree\Wilbur\WilburNote.exe**



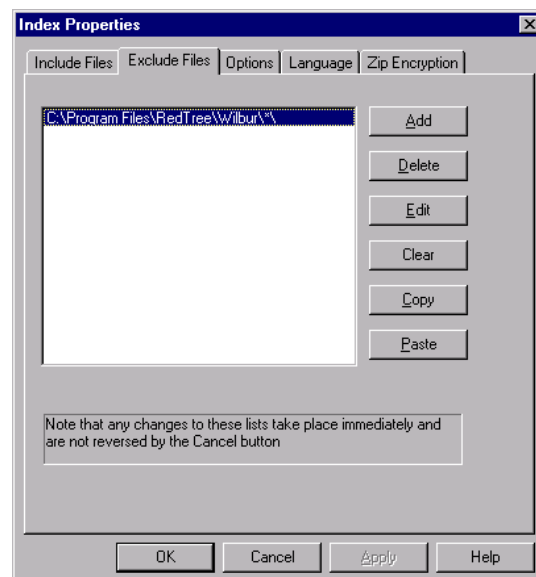
## Creating Post-it index

To be of any use your Wilbur notes need to be included in an index so you can search on them. Using the instructions in Chapter 5 for creating a new index, create an index **Post-it** as follows:

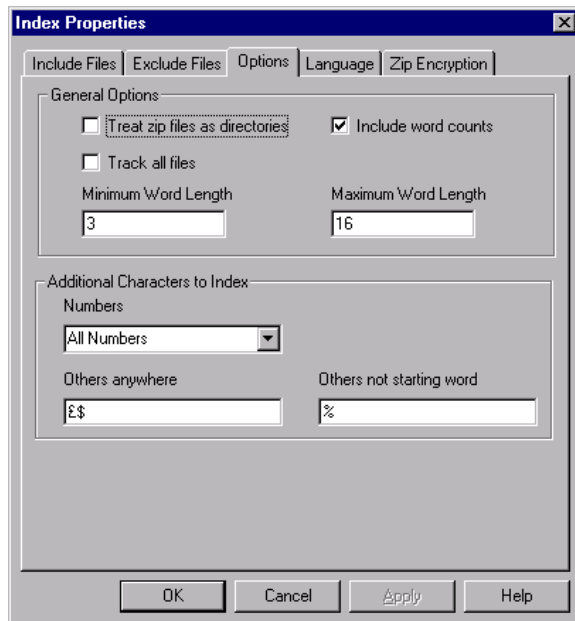
1. On the Include Files list include the path to the WilburNote files: **C:\Program Files\RedTree\Wilbur\WN\*.txt**



2. On the Exclude Files list exclude all sub-folders:  
**C:\Program Files\RedTree\Wilbur\\*\**



3. On the Options page ensure **Track all files** is unticked:



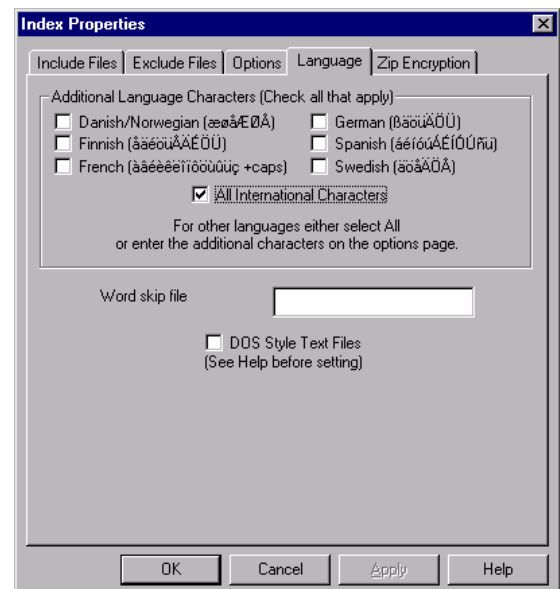
4. On the Language page remove the **Word skip file** reference:  
 5. Click **OK**.  
 6. Save the Index as **Post-it.Wil**.  
 7. Create a shortcut for the Post-it.Wil index on the Desktop:



PostIt.Wil.Ink

to point to

**C:\Program Files\RedTree\Wilbur\indexes\Post-it.Wil**

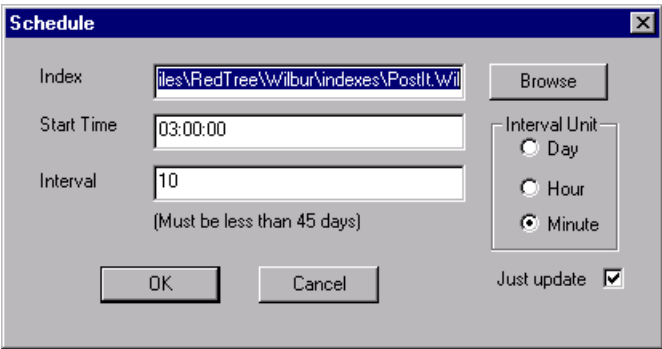


# Updating Post-it index

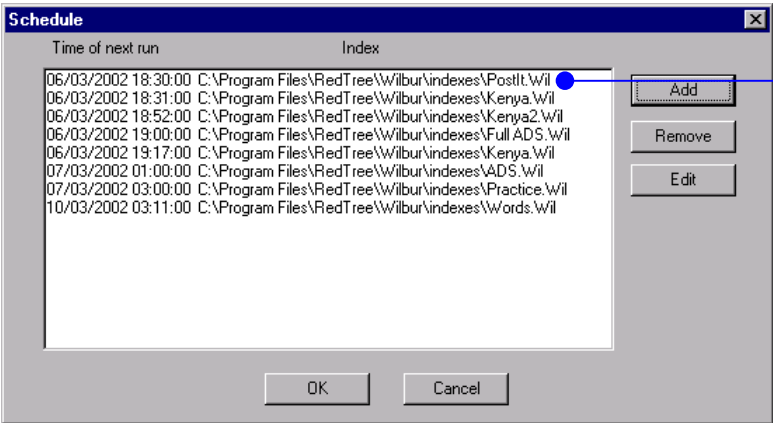
To be of any value, the Post-it.Wil index must be frequently updated. This can be done manually, or as is recommended, scheduled using WilburUtil. See *Chapter 5, Scheduling an update* for instructions.

## Example

A schedule is set for a 10 minute update as the user creates Wilbur notes on a frequent basis.



The Update process takes under a second and is totally automatic:

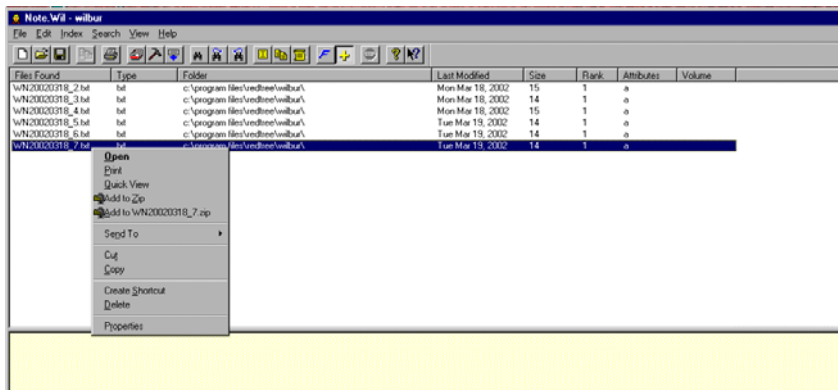


Scheduled update for Post-it index

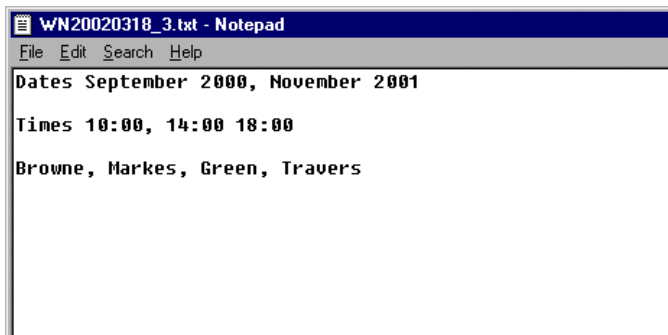
## Editing a WilburNote

To edit a WilburNote:

1. Open the WilburNote index. Right click the note in the File List:



2. Click **Open**.
3. The WilburNote is opened in the default text editor. Make the amendments.

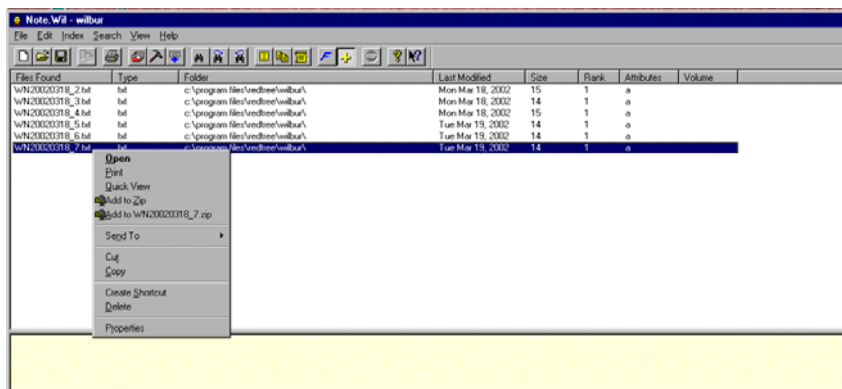


4. From the File menu click **Save**. Click **Exit**.

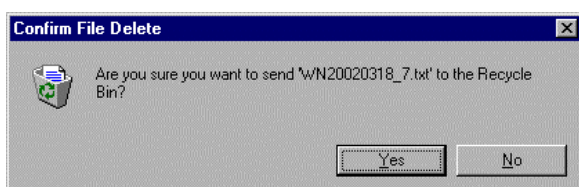
## Deleting a WilburNote

To delete redundant notes

1. Open the WilburNote index. Right click the note in the File List:



2. Click **Delete**. A confirmation message is displayed:



3. Click **Yes**. The file is removed from the File List.

# *Manipulating BRS records*

This chapter describes how to use the BRS template for viewing/updating/creating BRS records.

# Introduction

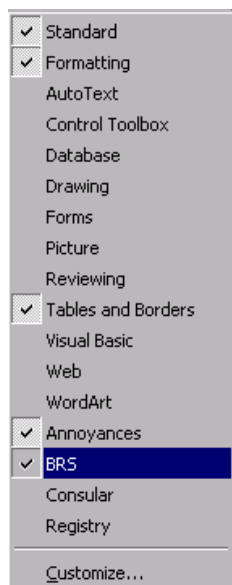
Each BRS record migrated from ARAMIS is held on FIRECREST as a Word document comprising keywords and data. These BRS records are identifiable by \*\* (two full stops) preceding the keywords. Indexes of these BRS records are created for each Research Group at installation, and these indexes can be searched using Wilbur as described in *Chapter 3 - Searching*.

Additionally, to facilitate the manipulation of these records, a template has been created to allow you to reformat the BRS documents, separating the keywords from the data.

## BRS template

The MS Word template **BRS.dot** is placed in the Startup directory of MS Word, which creates an extra toolbar called **BRS**.

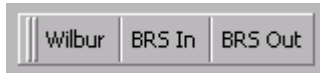
To view the BRS toolbar right-click in the toolbar region at the top of the MS Word window, or from the View menu click **Toolbars**. The toolbar menu is displayed. Ensure BRS is ticked.



## BRS toolbar

The BRS toolbar provides three buttons:

- Wilbur
- BRS In
- BRS Out



### Wilbur button

This opens a second or subsequent instance of the Wilbur application, using the **Local.Wil** index. The search performed is dependent on what is under the MS Word cursor or has been highlighted when the Wilbur button is clicked:

1. If the cursor is on a word, it automatically places that word in the Contains field and searches for that word.

*Example*

**document records**

The word *document* is under the cursor; the Contains field shows **document**.

2. If a word is highlighted, it automatically places that word with an asterisk in the Contains field and searches for that wild-carded word.

*Example*

**document records**

The word *document* is highlighted; the Contains field shows **document\***.

3. If a phrase is highlighted, it automatically places that phrase within double quotes in the Contains field and searches for that quoted phrase.

*Example*

**document records**

The phrase *document records* highlighted; the Contains field shows **"document records"**.

### *BRS In button*

The sole function of this button is to take a BRS record and place the BRS Keywords in the left column of a table with the related information in the right column of the table. This allows:

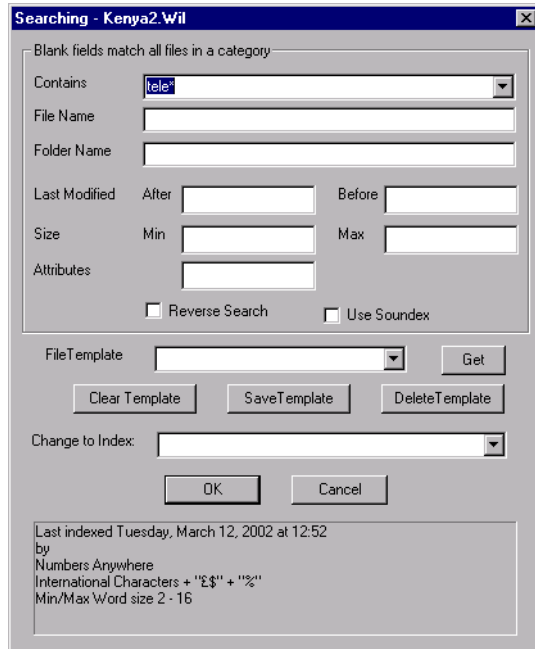
- Keywords to be easily identified.
- Information to be quickly highlighted separately from its Keyword, for copying and pasting.

### *BRS Out button*

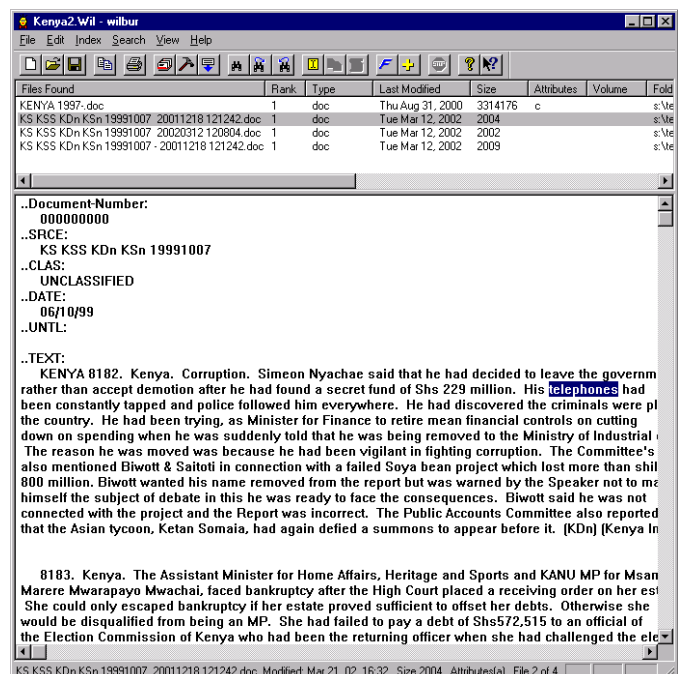
This allows you to update a BRS record to be updated, clone a BRS record to a new record or a create a new BRS-type dataset.

# Amending BRS records

- Using one of the BRS indexes created for your group, perform a Wilbur search to find files containing the required data.



- With Outline mode switched OFF, the BRS record is displayed in the File Contents pane.



**3. Double click the file in the File List to open the BRS record in MS Word:**

```
..Document-Number:
    000000000
..SRCE:
    KS KSS KDn KSn 19991007
..CLAS:
    UNCLASSIFIED
..DATE:
    06/10/99
..UNTL:

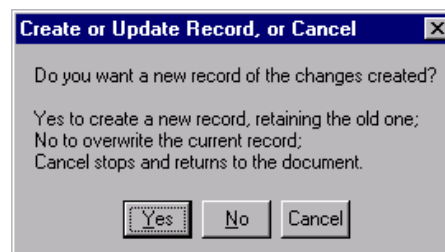
..TEXT:
    KENYA 8182. Kenya. Corruption. Simeon Nyachae said that he had
    decided to leave the government rather than accept demotion after he
    had found a secret fund of Shs 229 million. His telephones had been
    constantly tapped and police followed him everywhere. He had
    discovered the criminals were plundering the country. He had been
    trying, as Minister for Finance to retire mean financial controls on
    cutting down on spending when he was suddenly told that he was being
    removed to the Ministry of Industrial development. The reason he was
    moved was because he had been vigilant in fighting corruption. The
    Committee's report also mentioned Biwott & Saitoti in connection with
    a failed Soya bean project which lost more than shillings 800 million.
    Biwott wanted his name removed from the report but was warned by the
    Speaker not to make himself the subject of debate in this he was ready
    to face the consequences. Biwott said he was not connected with the
    project and the Report was incorrect. The Public Accounts Committee
    also reported that the Asian tycoon, Ketan Somaia, had again defied a
    summons to appear before it. (KDn) (Kenya Internal).

    8183. Kenya. The Assistant Minister for Home Affairs, Heritage
    and Sports and KANU MP for Msambweni, Marere Mwarapayo Mwachai, faced
    bankruptcy after the High Court placed a receiving order on her
    estate. She could only escaped bankruptcy if her estate proved
    sufficient to offset her debts. Otherwise she would be disqualified
    from being an MP. She had failed to pay a debt of Shs572,515 to an
    official of the Election Commission of Kenya who had been the
    returning officer when she had challenged the election of the then MP
    for Msambweni, Kassim Mwamzandi, when she, as a Democratic Party
    candidate, had challenged his victory in the December 1992 General
    Election. (KS)
```

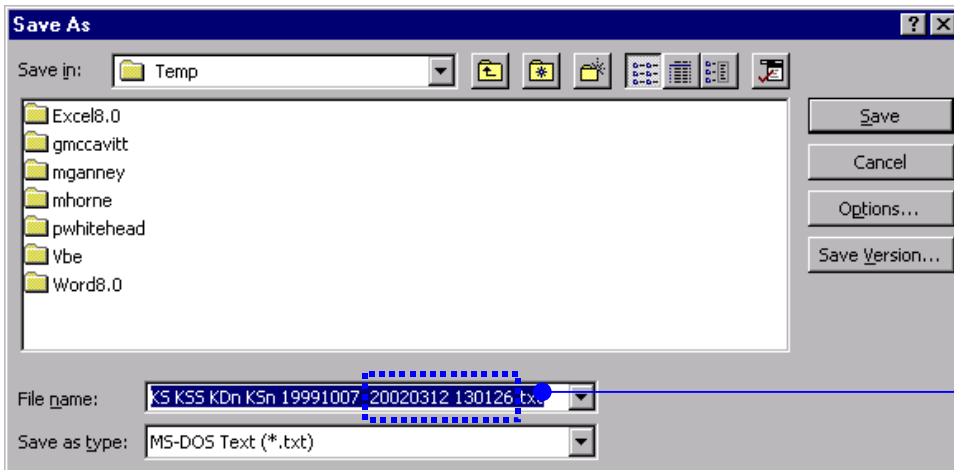
4. Click **BRS In** button on the toolbar to format:

|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ..Document-Number: | 000000000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| ..SRCE:            | KS KSS KDn KSn 19991007                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| ..CLAS:            | UNCLASSIFIED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| ..DATE:            | 06/10/99                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| ..UNTL:            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| ..TEXT:            | <p>KENYA 8182. Kenya. Corruption. Simeon Nyachae said that he had decided to leave the government rather than accept demotion after he had found a secret fund of Shs 229 million. His telephones had been constantly tapped and police followed him everywhere. He had discovered the criminals were plundering the country. He had been trying, as Minister for Finance to retire mean financial controls on cutting down on spending when he was suddenly told that he was being removed to the Ministry of Industrial development. The reason he was moved was because he had been vigilant in fighting corruption. The Committee's report also mentioned Biwott &amp; Saitoti in connection with a failed Soya bean project which lost more than shillings 800 million. Biwott wanted his name removed from the report but was warned by the Speaker not to make himself the subject of debate in this he was ready to face the consequences. Biwott said he was not connected with the project and the Report was incorrect. The Public Accounts Committee also reported that the Asian tycoon, Ketan Somaia, had again defied a summons to appear before it. (KDn) (Kenya Internal).</p> <p>.....</p> |

The information is now formatted into a table separating keywords in the left column, and data in the right column. Edit the data as required.

5. To save the changes click **BRS Out** button:

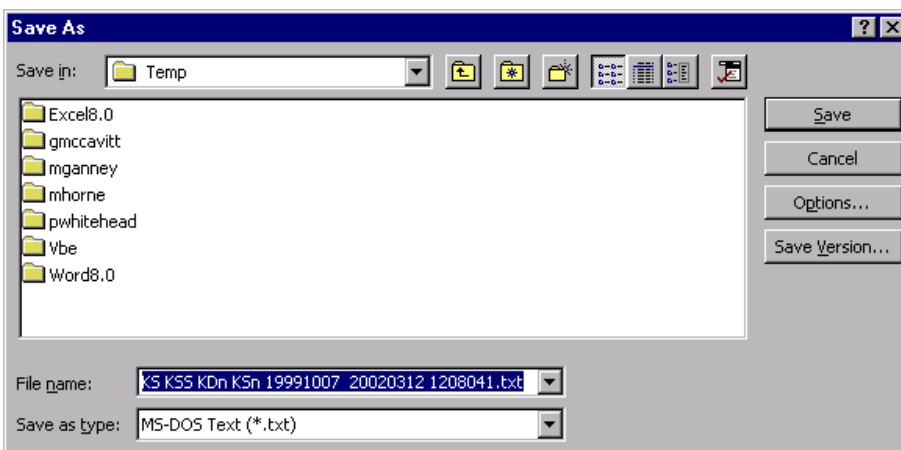
6. Click **Yes** to create a new record. The system replaces the date and time information in the file name with the current system date and time. The old record is retained.



Today's date and time in  
format:  
yyyymmdd hhmmss

OR

Click **No** to overwrite the existing file with the changes.



Note: The date/time information is NOT changed.

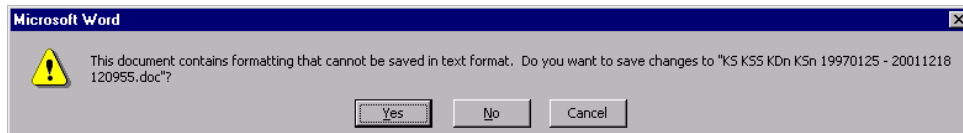
OR

Click **Cancel** to return to the record without saving.

7. Click **Save** to save the record

In practice, the file is saved as a text file and then renamed to an MS Word (\*.doc) file to ensure there is no spurious MS Word formatting copied over into the BRS record. BRS records are therefore small, clean and easier to read.

If you click **Cancel** on the Save As window the following message is displayed:



Click **Yes** to revert to the BRS word document.

# *Hints & tips*

This chapter provides additional information that you may find useful when you are more familiar with the Wilbur application.

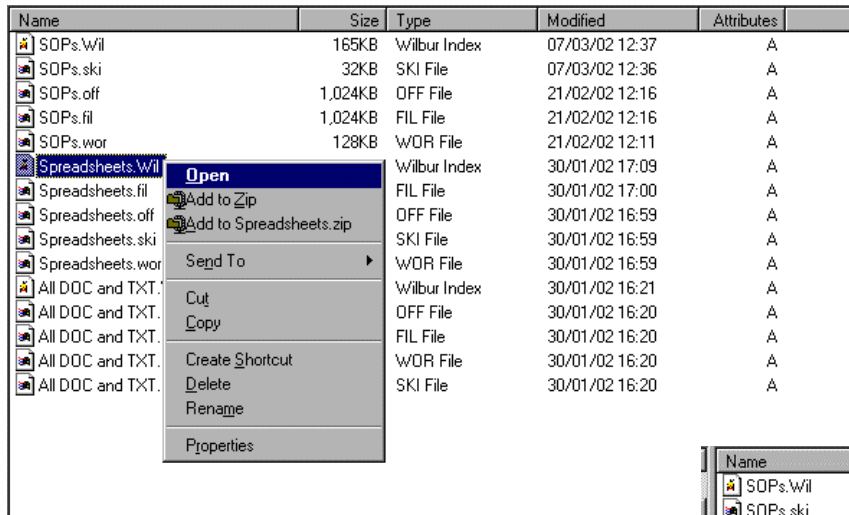
This chapter provides instruction for:

- Creating shortcuts
- Building an index to find Wilbur help files
- Deleting indexes
- Generating list of folders
- Creating a concordance
- Searching on dates

# Creating shortcuts

It is useful to create shortcuts in your desktop for indexes that you use frequently. To do this:

1. Click **Start, Programs, Windows NT Explorer**
2. Navigate to **C:\Program Files\RedTree\Wilbur\Indexes**
3. Right click the index **.Wil** file:



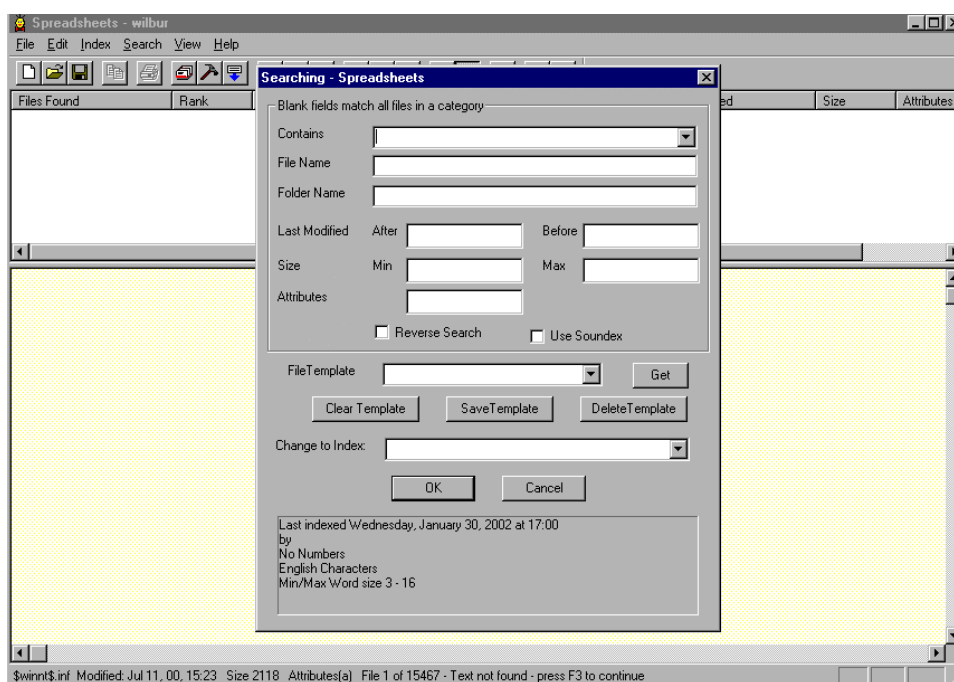
4. Click **Create Shortcut**. A shortcut is created in the same folder:

| Name                         | Size    | Type         |
|------------------------------|---------|--------------|
| SOPs.Wil                     | 165KB   | Wilbur Index |
| SOPs.ski                     | 32KB    | SKI File     |
| SOPs.off                     | 1,024KB | OFF File     |
| SOPs.fil                     | 1,024KB | FIL File     |
| SOPs.wor                     | 128KB   | WOR File     |
| Spreadsheets.Wil             | 165KB   | Wilbur Index |
| Spreadsheets.fil             | 1,024KB | FIL File     |
| Spreadsheets.off             | 64KB    | OFF File     |
| Spreadsheets.ski             | 32KB    | SKI File     |
| Spreadsheets.wor             | 128KB   | WOR File     |
| All DOC and TXT.Wil          | 165KB   | Wilbur Index |
| All DOC and TXT.off          | 512KB   | OFF File     |
| All DOC and TXT.fil          | 1,024KB | FIL File     |
| All DOC and TXT.wor          | 2,048KB | WOR File     |
| All DOC and TXT.ski          | 32KB    | SKI File     |
| Shortcut to Spreadsheets.Wil | 1KB     | Shortcut     |

5. Place the cursor on the shortcut, click and drag to the desktop.
6. The shortcut icon appears on the desktop:



7. Double click this shortcut to launch Wilbur with this index open. If Wilbur is already running, this index is opened ready for searching:



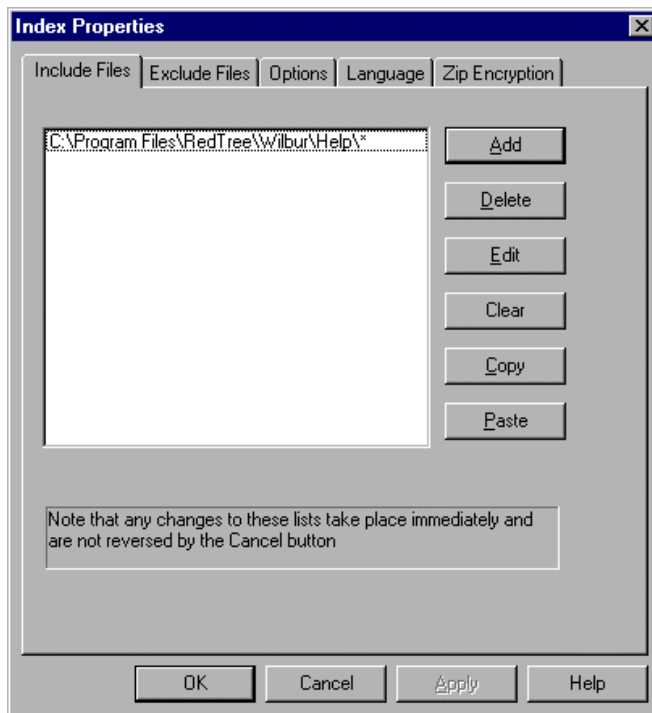
# Wilbur help index



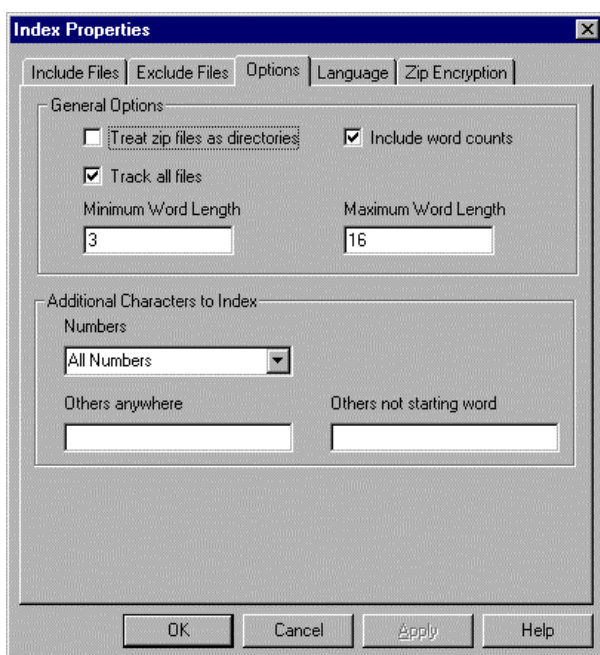
The Context Help tool provided on the application does not work. Its function is to enable you to select this tool and place the ? over a toolbar button or menu item and jump to the relevant page in the Wilbur Help files.

As a workaround, you can build an index to include only the Help files, then search that index. To do this:

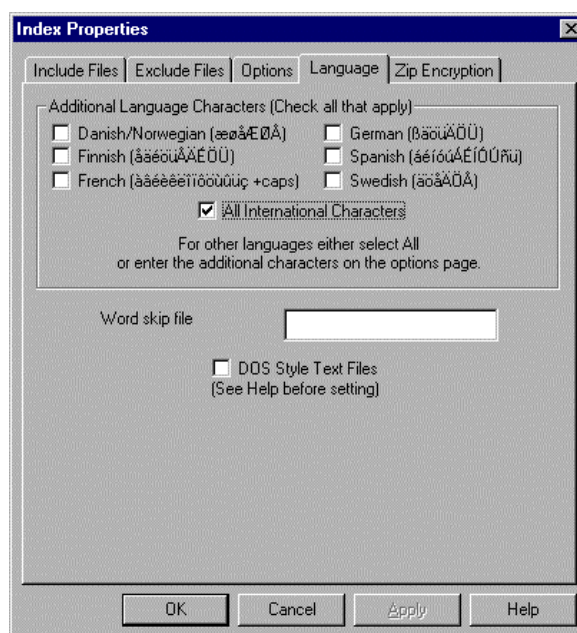
1. Build a new index to include files **C:\Program Files\RedTree\Wilbur\Help\\***



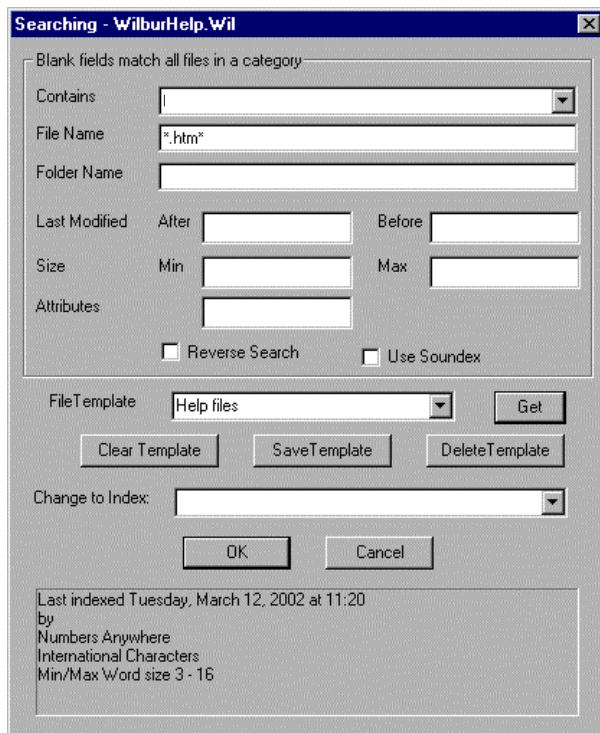
- Set the Options as follows:



- Include all international characters and do not use a skip file.



4. Save the index as **WilburHelp.wil**
5. Create a template on this index to find all **html** files and give it a suitable name.



The image shows a Windows-style dialog box titled "Searching - WilburHelp.Wil". It contains several input fields and checkboxes for configuring a search. The fields include "Contains" (a dropdown menu), "File Name" (a text box with "\*.\*htm\*"), "Folder Name" (a text box), "Last Modified" (with "After" and "Before" sub-labels and text boxes), "Size" (with "Min" and "Max" sub-labels and text boxes), and "Attributes" (a text box). There are two checkboxes: "Reverse Search" and "Use Soundex". Below these is a "FileTemplate" dropdown menu set to "Help files", with a "Get" button next to it. Further down are three buttons: "Clear Template", "SaveTemplate", and "DeleteTemplate". A "Change to Index:" dropdown menu is also present. At the bottom are "OK" and "Cancel" buttons. A status area at the very bottom contains the text: "Last indexed Tuesday, March 12, 2002 at 11:20 by Numbers Anywhere International Characters Min/Max Word size 3 - 16".

# Using the WilburHelp index

You can use the WilburHelp index to find the appropriate Wilbur help file.

1. Enter a search phrase in the Contains field:

Searching - WilburHelp.Wil

Blank fields match all files in a category

Contains

find next

File Name

\*.htm\*

Folder Name

Last Modified

After

Before

Size

Min

Max

Attributes

☐ Reverse Search

☐ Use Soundex

FileTemplate

Help files

Get

Clear Template

SaveTemplate

DeleteTemplate

Change to Index:

OK

Cancel

Last indexed Tuesday, March 12, 2002 at 11:20

by

Numbers Anywhere

International Characters

Min/Max Word size 3 - 16

2. The files containing this search phrase are listed:

WilburHelp.Wilbur

File Edit Index Search View Help

Files Found

Type

Folder

Last Modified

Size

Rank

Attributes

Volume

|                    |     |                                     |                  |       |   |   |  |
|--------------------|-----|-------------------------------------|------------------|-------|---|---|--|
| cdwilbur.htm       | htm | c:\program files\wilbur\wilburhelp\ | Tue Sep 21, 1999 | 13463 | 2 | a |  |
| filecontents.htm   | htm | c:\program files\wilbur\wilburhelp\ | Tue Sep 21, 1999 | 9279  | 9 | a |  |
| findcmd.htm        | htm | c:\program files\wilbur\wilburhelp\ | Tue Sep 21, 1999 | 6332  | 6 | a |  |
| gsearch.htm        | htm | c:\program files\wilbur\wilburhelp\ | Tue Sep 21, 1999 | 13091 | 5 | a |  |
| searchcriteria.htm | htm | c:\program files\wilbur\wilburhelp\ | Tue Sep 21, 1999 | 6579  | 6 | a |  |
| searchphrase.htm   | htm | c:\program files\wilbur\wilburhelp\ | Tue Sep 21, 1999 | 14489 | 2 | a |  |

Automation Routines

Contacting Us

Home

RedTree

Find Next Command

[Search Menu]

The Search/Find Next command looks for the next instance of the sought after text. The search starts from the cursor location in the contents pane and proceeds downwards. If there are no more occurrences of any of the words in the search phrase, Wilbur will proceed to the next file.

In the list.

If you wish to halt a search, simply press any key on the keyboard or click the mouse in either pane.

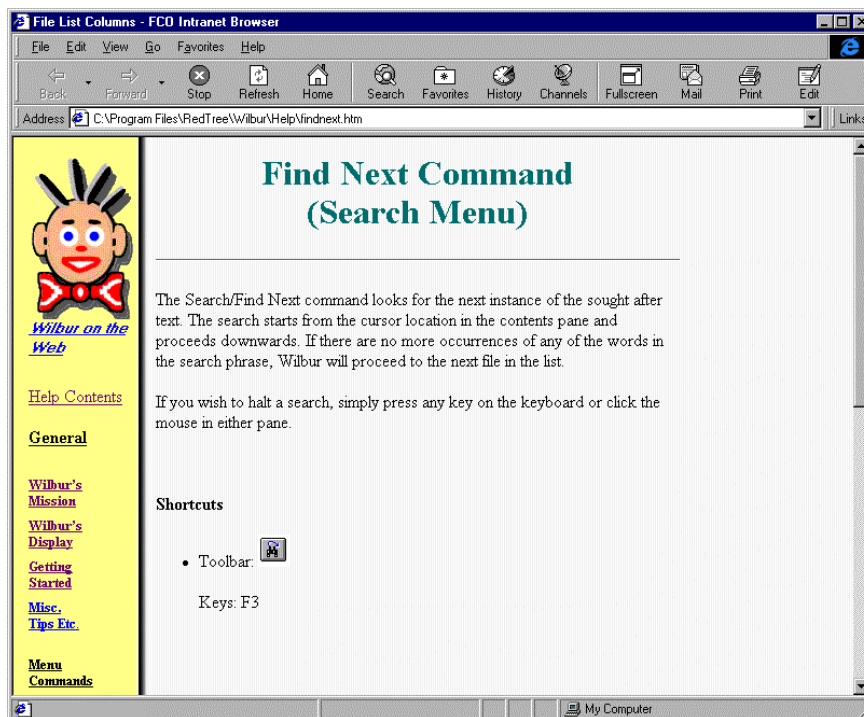
Shortcuts

Toolbar:

Indexed: Tue Modified: Sep 21, 99, 11:49 Size: 6332 Attributes: (a) File 2 of 6

NUM

3. Select the relevant file from the File List and double click to open:



The Wilbur help file is opened in the Internet browser.

# Deleting indexes

Indexes cannot be easily deleted as the index names are stored in the Windows NT Registry and are not directly accessible. An index has a number of associated files:

## Example

C:\Program Files\RedTree\Wilbur\indexes\Kenya.fil  
 C:\Program Files\RedTree\Wilbur\indexes\Kenya.off  
 C:\Program Files\RedTree\Wilbur\indexes\Kenya.ski  
 C:\Program Files\RedTree\Wilbur\indexes\Kenya.Wil  
 C:\Program Files\RedTree\Wilbur\indexes\Kenya.wor

After using the system for some time you may find that you have a number of indexes that are no longer required. Each time you open an index or select one from the Searching window you are presented with a long list of indexes which can be time consuming to scroll through.

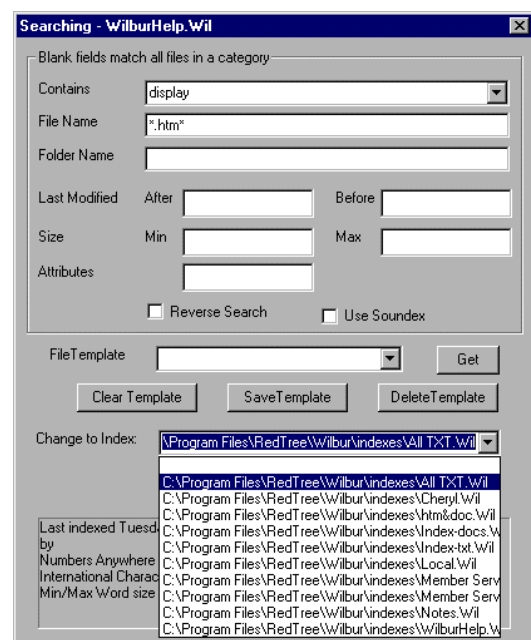
Note: Use shortcuts for frequently used indexes. See page 9-3.

You can delete the index files from **C:\Program Files\RedTree\Wilbur\Indexes** using Windows NT Explorer.

However, this does NOT remove the index from the drop down list on the Searching window.

The only reliable way to purge the indexes is to uninstall and reinstall Wilbur.

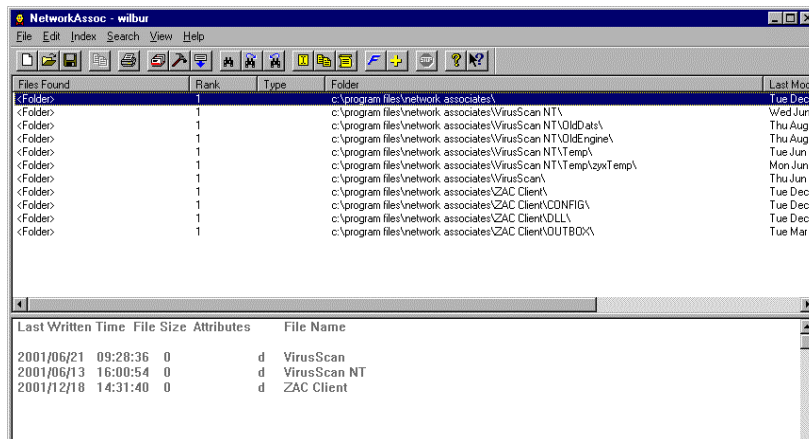
This must be performed by the System Administrator.



# Generating list of folders

You may wish to generate a list of all the folders in a particular index. To do this:

1. From the File menu click **Open Index**.
2. Select the required index and click **Open**.
3. In the Filename field type: **^\*.\*** This excludes all file types.
4. Click **OK**. The search finds all the *folders* in the index and displays them in the File List pane.



5. From the File menu click **File List, Copy to Clipboard**.
6. Open Microsoft Excel and paste the contents of the clipboard (Ctrl + V).

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Book1" with a menu bar (File, Edit, View, Insert, Format, Tools, Data, Window, Help) and a toolbar. The spreadsheet contains the data from the NetworkAssoc window, pasted into the cells. The data is organized into columns A through J, with rows 1 through 17. The data includes the folder name, rank, type, and last modified date.

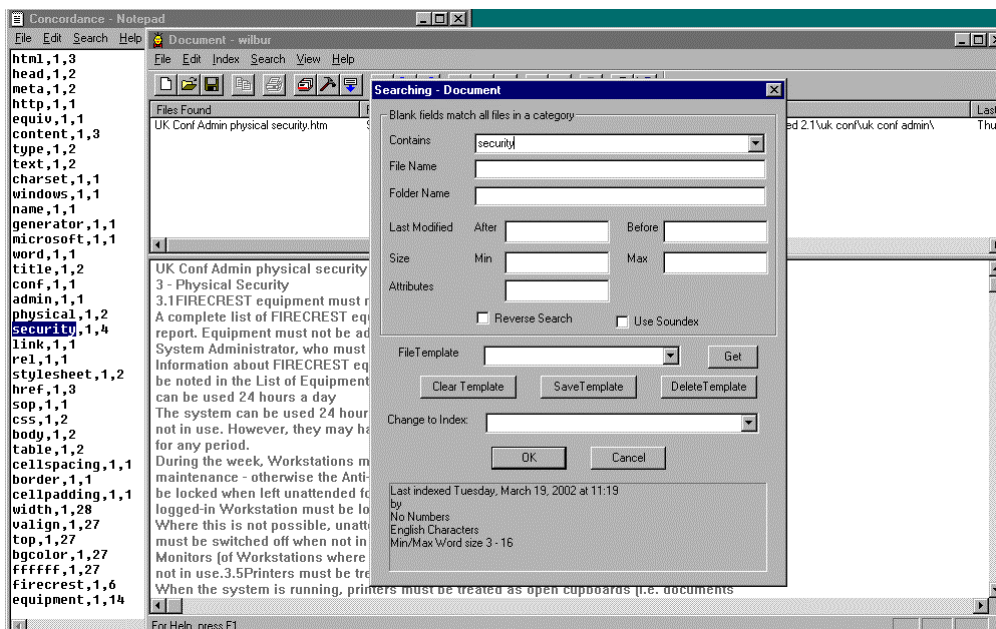
|    | A        | B | C | D                                                              | E                | F | G | H | I | J |
|----|----------|---|---|----------------------------------------------------------------|------------------|---|---|---|---|---|
| 1  | <Folder> | 1 |   | c:\program files\network.associates\                           | Tue Dec 18, 2001 | 0 | d |   |   |   |
| 2  | <Folder> | 1 |   | c:\program files\network.associates\VirusScan NT\              | Wed Jun 13, 2001 | 0 | d |   |   |   |
| 3  | <Folder> | 1 |   | c:\program files\network.associates\VirusScan NT\OldData\      | Thu Aug 03, 2000 | 0 | d |   |   |   |
| 4  | <Folder> | 1 |   | c:\program files\network.associates\VirusScan NT\OldEngine\    | Thu Aug 03, 2000 | 0 | d |   |   |   |
| 5  | <Folder> | 1 |   | c:\program files\network.associates\VirusScan NT\Temp\         | Tue Jun 12, 2001 | 0 | d |   |   |   |
| 6  | <Folder> | 1 |   | c:\program files\network.associates\VirusScan NT\Temp\zyzTemp\ | Mon Jun 11, 2001 | 0 | d |   |   |   |
| 7  | <Folder> | 1 |   | c:\program files\network.associates\VirusScan\                 | Thu Jun 21, 2001 | 0 | d |   |   |   |
| 8  | <Folder> | 1 |   | c:\program files\network.associates\ZAC Client\                | Tue Dec 18, 2001 | 0 | d |   |   |   |
| 9  | <Folder> | 1 |   | c:\program files\network.associates\ZAC Client\CONFIG\         | Tue Dec 18, 2001 | 0 | d |   |   |   |
| 10 | <Folder> | 1 |   | c:\program files\network.associates\ZAC Client\DLL\            | Tue Dec 18, 2001 | 0 | d |   |   |   |
| 11 | <Folder> | 1 |   | c:\program files\network.associates\ZAC Client\OUTBOX\         | Tue Mar 19, 2002 | 0 | d |   |   |   |
| 12 |          |   |   |                                                                |                  |   |   |   |   |   |
| 13 |          |   |   |                                                                |                  |   |   |   |   |   |
| 14 |          |   |   |                                                                |                  |   |   |   |   |   |
| 15 |          |   |   |                                                                |                  |   |   |   |   |   |
| 16 |          |   |   |                                                                |                  |   |   |   |   |   |
| 17 |          |   |   |                                                                |                  |   |   |   |   |   |

# Creating a concordance

You can create a concordance file for an index as described in *Chapter 5, Creating word count*. Similarly, you can create a concordance for ONE file. This may be used where further examination of the context of a word is important, or where you wish to generate a glossary or list of, for example, personalities.

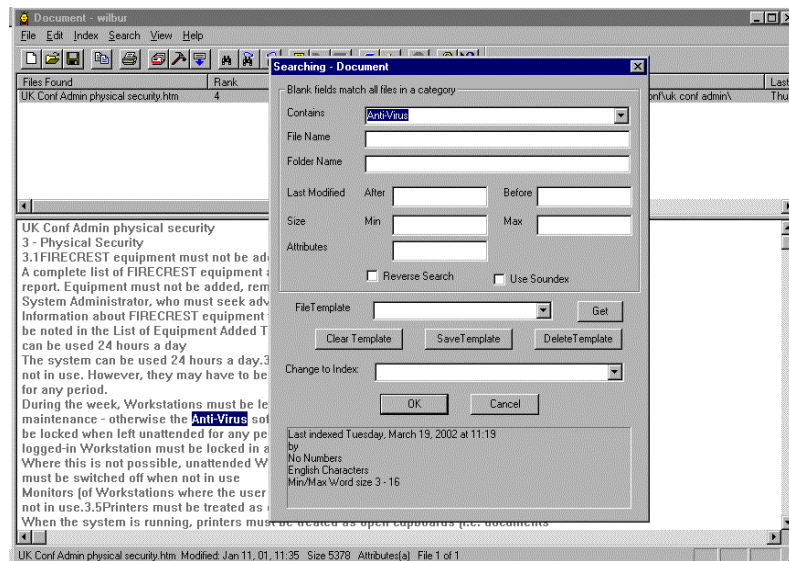
To do this:

1. Build a new index for the file. Add **[Path]\[Filename]\*.\*** in Include List, and remove word skip file.
2. Save the index as **Document.Wil** for future use.
3. Create a word count file as detailed in Chapter 5. Set the percentage to 0% and name the results file **[Path]\[Filename][space]concord.txt**.
4. Click  to open Searching window. In the Contains field type a suitable word chosen from the concord.txt file



## Viewing words in context

You can also examine a word in context using the Quick search (F4) function. See *Chapter 3, Quick search* for details.



## Creating a glossary

Copy the concordance file to a Microsoft Word file. Using MS word tools you can convert the contents to a table, extract the words in a list and sort them for use.

# Searching on dates

Date formats are wide and variable and therefore difficult to define and search. Here are a few examples of the Index Properties and dates that can be searched for:

## Index Properties

If the date format has a *Forward Slash* date separator as in **dd/mm/yyyy** then:

1. Index Properties, Options, Others not starting word field MUST include a forward slash '/'.

If the date format has a *Minus Sign* date separator as in **dd-mm-yyyy** or a date range **dd-DD** with no spaces between the two days then:

2. Index Properties, Options, Others not starting word field MUST include a minus sign '-'.

If the date format has a Minus Sign date separator as in **dd - DD** with spaces on either side of the two days then:

3. Index Properties, Options, Others anywhere field MUST include a minus sign '-'.

## Known exact dates

Examples of exact dates which you could search on:

- 24/04/97
- 27/01/1997
- 11-03-98
- 19970124
- "21 March 1997" - this is a wildcarded phrase as spaces act as normal word breaks.

## Dates with some imprecision

The following are examples of the search criteria which you enter in the Contains field to find various date formats:

| Contains field                 | This search finds...                                                                                                               |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>24/??/*</b>                 | the 24th of some period with a month of two digits or characters and optionally a full century year: 24/mm/(yy)yy.                 |
| <b>24/*</b>                    | a date beginning with the 24th.                                                                                                    |
| <b>24/*/*</b>                  | 24/March/97, 24/11/1997, 24/JUN/ or some other construct.                                                                          |
| <b>"March 1997"</b>            | all dates in the month and year, but does not allow a wildcarded year.                                                             |
| <b>ma* &lt;1 *97</b>           | a phrase like May 1997 or March 97.                                                                                                |
| <b>1? &lt;1 feb* &lt;1 *9?</b> | 18 February 1999 and other dates such as 10 - 19 February in the 90s.                                                              |
| <b>1?-?8 &lt;2 *9?</b>         | a date range like 10-18 or 10-28 sometime in the 90s.                                                                              |
| <b>1*-3*</b>                   | dates 1 to 3, 1 to 30 or 31, 10-19 to 30 or 31.                                                                                    |
| <b>1?-3*</b>                   | dates 10-19 to 30 or 31.                                                                                                           |
| <b>?1-2?</b>                   | 11 or 21 or 31 for the first date to a range of 20 to 29 for the second date; some permutations would not be realised in practice. |

## Dates following a Keyword

- **\*SRCE <5 19970125** - finds the specified date no more than 5 words from the **..SRCE: Keyword**.
- **\*DATE: 19970125** - finds the specified date near the **..DATE: Keyword** to the limit set in **File.Preferences...Separation**. The colon is acting as the near operator.

# *Shortcut keys*

This appendix shows the shortcut keys which can be used instead of the toolbar buttons or the menu options.

## Shortcut keys

The following table shows the equivalent menu option and shortcut key for each toolbar button. They are given in the order they appear on the toolbar:

| Button                                                                             | Menu option      | Shortcut keys         | Button                                                                              | Menu option                                                         | Shortcut keys      |
|------------------------------------------------------------------------------------|------------------|-----------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------|--------------------|
|   | File, New Index  | <b>Ctrl + N</b>       |    | Search, Find Next                                                   | <b>F3</b>          |
|   | File, Open Index | <b>Ctrl + O</b>       |    | Search, Find Previous                                               | <b>Shift + F3</b>  |
|   | File, Save Index | <b>Ctrl + S</b>       |    | File, Edit                                                          | <b>Ctrl + E</b>    |
|   | Edit, Copy       | <b>Ctrl + C</b>       |    | File, Copy To                                                       | <b>F8</b>          |
|   | File, Print      | <b>Ctrl + P</b>       |    | File, Run Command With                                              | <b>Ctrl + R</b>    |
|   | Index, Edit      | <b>Ctrl + I</b>       |    | View, Font                                                          | <b>Alt + V + F</b> |
|   | Index, Build     | <b>Ctrl + B</b>       |    | View, Outline                                                       | Numpad <b>+</b>    |
|   | Index, Update    | <b>Ctrl + U</b>       |    | Index, Stop                                                         | <b>Esc</b>         |
|  | Search, Find     | <b>Ctrl + F or F2</b> |   | Help, About                                                         | <b>Alt + H + A</b> |
|                                                                                    |                  |                       |  | <i>The Context Sensitive Help does not work on this application</i> | <b>Shift + F1</b>  |

The following table shows the shortcut keys for the menu options which are not accessible via the toolbar buttons:

| <b>Menu option</b>                 | <b>Shortcut keys</b> |
|------------------------------------|----------------------|
| File, Launch                       | <b>Ctrl + L</b>      |
| File, File List, Export File List  | <b>Alt + X</b>       |
| File, File List, Print File List   | <b>Alt + P</b>       |
| File, File List, Copy to Clipboard | <b>Alt + X</b>       |
| Edit, Export                       | <b>Ctrl + X</b>      |
| Edit , Select all                  | <b>Ctrl + A</b>      |
| Search, Quick Find                 | <b>F4</b>            |
| View, Automatic Quick view         | <b>Ctrl + M</b>      |
| View, Quick View                   | <b>Ctrl + Q</b>      |
| View, Next File                    | <b>Ctrl PgDn</b>     |
| View, Previous File                | <b>Ctrl PgUp</b>     |

# *File list columns*

This appendix shows the columns that can be displayed in the File List pane of the Wilbur Display.

The following table shows the columns that can be displayed on the File List pane when a search is performed. See *Chapter 2 - File list pane*.

| Column Header | Description                                                                                                                                                                                                                                                                                                                     |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Files Found   | Name of the file eg <b>rasread.txt</b> If the item is a folder, then the filename is <folder>                                                                                                                                                                                                                                   |
| Folder        | The path name of the folder containing the file eg <b>C:\Windows\</b>                                                                                                                                                                                                                                                           |
| Extension     | The characters after the last dot in the filename eg <b>doc</b> for Installation.doc                                                                                                                                                                                                                                            |
| Modified Time | The last time the file was changed (Note: This can only be accurate to the time it was indexed)                                                                                                                                                                                                                                 |
| Size          | The size of the file in bytes                                                                                                                                                                                                                                                                                                   |
| Rank          | An estimate of the number of times the search word(s) appear in the file                                                                                                                                                                                                                                                        |
| Attributes    | File system attributes. One or more characters are automatically assigned to a file to indicate the system attributes. These are:<br>a - archive bit is set<br>c - compressed file (NT file system only)<br>d - directory<br>s - the file is a system file<br>h - the file is a hidden file<br>r - the file is a read only file |
| Volume        | The volume label of the disk that the file is on                                                                                                                                                                                                                                                                                |

# *Soundex*

This appendix shows how Soundex searching works.

## Soundex

If the Soundex option is selected when searching, search words are encoded by the system to a four character Soundex code as follows:

1. The first letter is retained
2. Numbers are substituted for the next three characters as given in the table below.
3. Adjacent duplicate characters are encoded as a single character
4. Characters that do not appear in the table are ignored
5. Up to 3 zeros can be appended to make the four character code

If the soundex code is the same then the words are deemed to sound the same and are returned in the search results.

### Soundex codes

| Character              | Substitute |
|------------------------|------------|
| B, F, P, V             | 1          |
| C, G, J, K, Q, S, X, Z | 2          |
| D, T                   | 3          |
| L                      | 4          |
| M, N                   | 5          |
| R                      | 6          |

### Example

SMITH is encoded as follows:

S (first letter), M substitute 5, I not in table so ignore, T substitute 3, H not in table so ignore

This gives a code of **S53**, a zero is added to make four characters ie **S530**

Similarly, SMYTHE also is coded as **S530**, thus SMYTHE is returned when a soundex search is made on SMITH.

# *Skip file*

This appendix shows the contents of the Research Analysts skip file.

## Skip file

The following table lists all the words that are in the default skip file set up for Research Analysts:

| A, B       | C, D, E, F, G | H, I      | I, J, L     | M, N, O   | P, R, S  | T       | U, V, W, Y |
|------------|---------------|-----------|-------------|-----------|----------|---------|------------|
| a          | came          | had       | i           | made      | page     | table   | up         |
| about      | can           | has       | if          | make      | public   | take    | use        |
| after      | cellpadding   | have      | images      | man       | reserved | text    | valign     |
| align      | cellspacing   | he        | img         | many      | right    | than    | value      |
| all        | center        | head      | in          | may       | rights   | that    | very       |
| also       | clear         | height    | inc         | me        | s        | the     | vlink      |
| alt        | color         | help      | index       | meta      | said     | their   | was        |
| an         | com           | helvetica | information | microsoft | same     | them    | way        |
| and        | come          | her       | into        | more      | search   | then    | we         |
| another    | content       | here      | is          | most      | see      | there   | well       |
| any        | copyright     | hi        | it          | much      | she      | these   | were       |
| are        | could         | him       | its         | must      | should   | they    | what       |
| arial      | did           | himself   | jpg         | my        | since    | this    | when       |
| as         | do            | his       | just        | name      | size     | those   | where      |
| at         | doctype       | home      | left        | new       | so       | through | which      |
| back       | dtd           | how       | like        | no        | some     | time    | while      |
| background | each          | href      | link        | not       | src      | title   | who        |
| nd         | equiv         | htm       |             | now       | still    | to      | width      |
| be         | even          | html      |             | of        | style    | too     | will       |
| because    | face          | http      |             | on        | such     | top     | window     |
| been       | fffff         |           |             | one       |          | type    | windows    |
| before     | file          |           |             | only      |          |         | with       |
| being      | font          |           |             | or        |          |         | would      |
| besides    | for           |           |             | other     |          |         | www        |
| between    | from          |           |             | our       |          |         | you        |
| bgcolor    | get           |           |             | out       |          |         | your       |
| body       | gif           |           |             |           |          |         |            |
| border     | got           |           |             |           |          |         |            |
| both       |               |           |             |           |          |         |            |
| but        |               |           |             |           |          |         |            |
| by         |               |           |             |           |          |         |            |

Note: Wilbur can be pointed to use other skip files.

# *File types*

This appendix shows the default file types that are included in an index.

## File types

The following table lists all the default file types:

| Default file types |         |          |          |          |         |
|--------------------|---------|----------|----------|----------|---------|
| *.*.alx            | *.*.dic | *.*.h    | *.*.java | *.*.pl   | *.*.uin |
| *.*.asa            | *.*.dob | *.*.hpp  | *.*.job  | *.*.ppt  | *.*.url |
| *.*.awx            | *.*.doc | *.*.htm  | *.*.js   | *.*.rc   | *.*.vbp |
| *.*.bas            | *.*.dot | *.*.html | *.*.lnk  | *.*.reg  | *.*.vbz |
| *.*.bat            | *.*.dsm | *.*.htt  | *.*.log  | *.*.roff | *.*.vcf |
| *.*.c              | *.*.dsn | *.*.htx  | *.*.ls   | *.*.rtf  | *.*.vrm |
| *.*.cdf            | *.*.dsp | *.*.hxx  | *.*.man  | *.*.sam  | *.*.wdb |
| *.*.cls            | *.*.dtq | *.*.idc  | *.*.map  | *.*.scp  | *.*.wks |
| *.*.cmd            | *.*.etx | *.*.inf  | *.*.mbx  | *.*.sh   | *.*.wpd |
| *.*.cnf            | *.*.exc | *.*.ini  | *.*.me   | *.*.src  | *.*.wps |
| *.*.cpp            | *.*.frm | *.*.inl  | *.*.msg  | *.*.stg  | *.*.wri |
| *.*.csv            |         | *.*.lpr  | *.*.obd  | *.*.tar  | *.*.xla |
| *.*.ctl            |         |          | *.*.obt  | *.*.tcl  | *.*.xlm |
| *.*.cxx            |         |          | *.*.odl  | *.*.text | *.*.xls |
|                    |         |          |          | *.*.tsv  | *.*.xlt |
|                    |         |          |          | *.*.txt  |         |

The file containing these file types is in **C:\Program Files\RedTree\Wilbur\includelist.txt**.

These file types usually contain meaningful information in a useful, readable format.

A description of the different file extensions is given in the table below:

| Extension | Description                                                        |
|-----------|--------------------------------------------------------------------|
| asa       | Microsoft Visual InterDev file                                     |
| bas       | BASIC code                                                         |
| bat       | Batch file                                                         |
| c         | C code                                                             |
| cdf       | Microsoft Channel Definition Format file                           |
| cls       | Visual Basic Class Module                                          |
| cmd       | Command file for Windows NT (similar to a DOS .BAT file)           |
| cmd       | DOS CP/M command file                                              |
| cmd       | dBase-II program file                                              |
| cnf       | Configuration file used by Telnet, Windows, and other applications |
| cpp       | C++ code                                                           |
| csv       | Comma-separated values file                                        |
| ctl       | Used in general to mean a file containing control information.     |
| cxx       | C++ source code file                                               |
| dic       | Dictionary                                                         |
| doc       | FrameMaker or FrameBuilder document                                |
| doc       | WordPerfect document                                               |
| doc       | Microsoft Word document                                            |
| doc       | WordStar document                                                  |
| dot       | Microsoft Word document Template                                   |
| dsm       | Dynamic Studio music module (MOD) file                             |
| dsp       | Microsoft Developer Studio project                                 |
| frm       | Form                                                               |
| frm       | WordPerfect Merge form                                             |
| frm       | FrameMaker or FrameBuilder document                                |
| frm       | Visual Basic form                                                  |
| frm       | Oracle executable form version 3.0 and earlier                     |
| h         | C program header                                                   |
| hpp       | C++ program header                                                 |
| htm       | Hypertext document                                                 |
| html      | Hypertext document                                                 |
| htx       | Extended HTML template                                             |

| Extension | Description                                                                 |
|-----------|-----------------------------------------------------------------------------|
| inf       | Information file                                                            |
| ini       | Initialization file                                                         |
| java      | Java source code                                                            |
| js        | JavaScript source code                                                      |
| log       | Log file                                                                    |
| map       | Map file                                                                    |
| map       | Duke Nukem 3D WAD game file                                                 |
| msg       | Microsoft Mail message                                                      |
| obd       | Microsoft Office binder template                                            |
| obd       | Microsoft Office Binder                                                     |
| pl        | Perl program                                                                |
| ppt       | Microsoft PowerPoint presentation                                           |
| rc        | Microsoft Visual C++ Resource Script                                        |
| reg       | Registration file                                                           |
| rtf       | Rich Text Format document                                                   |
| sam       | Ami Professional document                                                   |
| scp       | Dial-Up Networking Script                                                   |
| tar       | Tape Archive                                                                |
| txt       | Text                                                                        |
| url       | Internet shortcut                                                           |
| vbp       | Visual Basic Project                                                        |
| vcf       | Vevi Configuration File; defines objects for use with Sense8's WorldToolKit |
| wdb       | Microsoft Works database                                                    |
| wks       | Microsoft Works document                                                    |
| wks       | Lotus 123 Worksheet spreadsheet                                             |
| wpd       | WordPerfect Document                                                        |
| wpd       | WordPerfect Demo                                                            |
| wps       | Microsoft Works document                                                    |
| wri       | Write document                                                              |
| xla       | Microsoft Excel add-in                                                      |
| xlm       | Microsoft Excel macro                                                       |
| xls       | Microsoft Excel worksheet                                                   |
| xlt       | Microsoft Excel template                                                    |

# *PART 2*

## *System Administration*

# Contents

## Part 2 System Administration

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# *Configuration*

This chapter provides details of the configuration of the Wilbur application on the FIRECREST network for use by Research Analysts.

# Configuring Wilbur

The configuration of the Wilbur application is carried out at installation under the supervision of the installation team. This includes:

- Directory structure
- Scheduling of updates/rebuilds
- Wilbur preferences

This information is included for completeness, or for the rare event that the server has to be rebuilt. The original configuration should not in normal circumstances be changed, though the System Administrator needs to know how to make changes to this configuration if necessary. Additional indexes may be required by the Research Groups and changes to the scheduling may be required.

## Directory structure

Directory structures are created on the RA FIRECREST Member server during the Research Analysts Data Migration as follows:

| Directory | (RA Group) | (Indexes)                                                                                                                                                                                                                                                                                                      |
|-----------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| RA\       | AfRG\      | Africa Chronology (AFKR)<br>Africa Section Contacts (AFCO)<br>Africa Section Minutes File (AFMN)<br>Africa Section Visits and Meetings Database (AFVS)<br>African Organisations Database (AFOR)<br>African Section Groups' Database (AFPG)<br>African Section Personalities (AFPC)<br>Indexes<br>Uniplex Files |
|           | AmRG\      | Indexes<br>Uniplex Files                                                                                                                                                                                                                                                                                       |
|           | CEEARG\    | C&EE Section Academics Contacts Database (EECO)<br>East European Bibliography (EEUR)<br>East European Personalities Database (EESP)<br>East European Section - Quick Reference (EESQ)<br>East European Section Substantive Work (EESW)<br>East European Visits Database (EESV)<br>Indexes<br>Uniplex Files     |

RA\  
     EASTRG\  
         Contacts Database (SVSC)  
         Eastern Research Group requests database (REQS)  
         Indexes  
         Russia - FSU Information Prompter (SVIP)  
         Russia - FSU Legislation (SOVL)  
         Russian Regional Database (RURD)  
         Soviet Republics - Agreements and Relations (SVRA)  
         Soviet Section - Quick Reference (SOVQ)  
         Soviet Section Bibliography (SOVT)  
         Soviet Section Chronology (SVKR)  
         Soviet Section Contacts (SVCO)  
         Soviet Section Groupss Database (SVPG)  
         Soviet Section Individuals' Database (SVPI)  
         Soviet Visits Database (SVST)  
         Ukraine Regional Database (UKRD)  
         Uniplex Files  
     GIRG\  
         Indexes  
         International & Commonwealth Bibliography (INTL)  
         International R.U. Academic Contacts Database (INTA)  
         International Section Substantive Work Database (INTW)  
         Uniplex Files  
         United Nations Document File (UNDB)  
     MENARG\  
         Academics and Journalists with ME interest (ACJO)  
         Indexes  
         ME Section Visits and Meetings Database (MEVS)  
         Middle East Chronology (KRON)  
         Middle East Groups (GRUP)  
         Middle East Personalities (MEPR)  
         Middle East Personalities Database (MEPS)  
         Middle East Press (PRES)  
         Muslim Organisations in UK (MOUK)  
         Pilot Project Bibliography (BIBL)  
         Substantive Work Database (SWDB)  
         Terrorist Incident Database (TERR)  
         UK personalities - Middle East (MEUK)  
         Uniplex Files

RA\

NAPRG\

Far East Chronology (FEKR)  
 Far East Groups' Database (FEPG)  
 Far East Personalities (standby) (FEPI)  
 Far East Section Bibliography (FEST)  
 Far East Section Contacts Database (FEAC)  
 Far East Section Quick Database (FESQ)  
 Indexes  
 North Korean Organisations (NKOI)  
 North Korean Personalities (NKOI)  
 S&SE Asia - Substantive Work (FESW)  
 Uniplex Files

RACentral\

Indexes  
 Outward register of CFSP - Allies Material (CFSP)  
 RD Notes and Memoranda Database (RDNM)  
 Thesaurus Use and Maintenance Guide (DTHS)  
 Uniplex Files

SSEARG\

Indexes  
 S&SE Asia - Academic Contacts and Journalists (SEAC)  
 S&SE Asia - Substantive Work (SEAW)  
 S&SE Asia - Visits and Meetings (SEAV)  
 S&SE Asia Bibliography (SSEA)  
 South East Asia Personalities (SEPC)  
 South East Asian Groups' Database (SEAG)  
 South East Asian Individuals Database (SEAP)  
 Uniplex Files

WSERG\

Indexes  
 Uniplex Files  
 W&S European Academics and Journalists (WSEC)  
 W&S European Personalities Database (WSEP)  
 W&S European Substantive Work Database (WSEW)  
 W&S European Visits Database (WSEV)  
 WSE Section Filing Database (WSEF)

## *Directory permissions*

Each **Group** Directory and its contents are set to NT Change Permissions for that Group alone.

The **Indexes** sub-directories hold the Wilbur Indexes; these are set to NT Change Permissions for the nominated Super Users only. The remainder of the Group will have NT Read (RX) Permissions.

The same structures are placed in a Read-only area (**RA\\$\$Imported Data\$\$\ ...**); the related Wilbur Indexes are created once and locked.

The System Administrator has full control over all directories.

## Scheduling of updates/rebuilds

The file **C:\Program Files\RedTree\Wilbur\schedule.dat** is used by WilburUtil Schedule to run builds or updates of indexes. To ensure WilburUtil is always available, the system is configured to run WilburUtil when Wilbur is started.

Note: A build or update can be initiated at any time in addition to the scheduled times

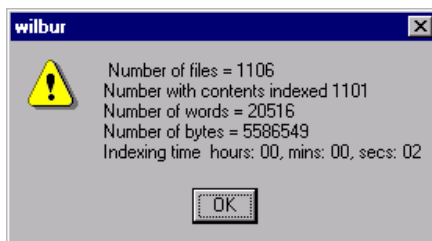
### Updates

The BRS indexes are set to run nightly as updates, each 2 minutes apart at a set time each early morning. The Group directories are run separately around 10 minutes apart. These are scheduled for the following times:

**BRS applications**      02:00 – 04:30

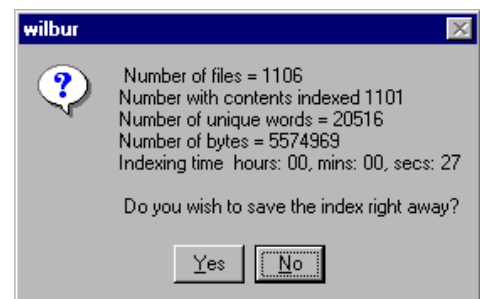
**Group files**            05:00 - 06:30

An update for a typical BRS document structure is around 2 seconds/ 1000 files of 5 MB:



### Builds

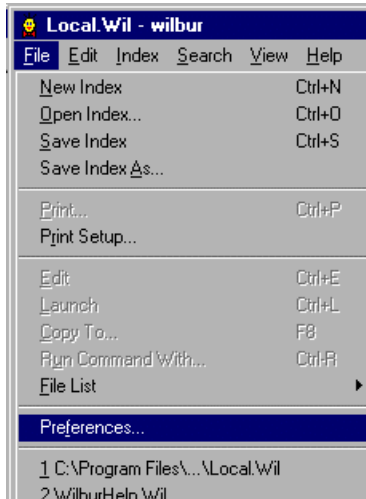
A build schedule is set to run on a weekly basis. The build for the same index is 27 seconds:



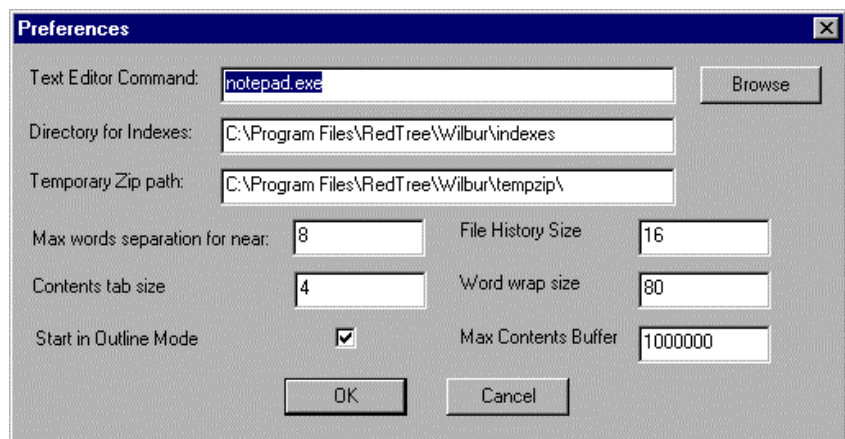
## Wilbur preferences

The preferences enable you to define various global settings that are used by all Wilbur users. Users may change the preferences if required. For example, it may be necessary for a particular search to change the maximum number of words separating search words, or increase the size of the contents buffer.

1. From the File menu click **Preferences**



The Preferences window is displayed:



When Wilbur is first installed the Preferences are set to the default as follows:

| Field                         | Description                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Text Editor Command           | The command to be given when File/Edit is chosen. The path name of the file selected is supplied as a parameter to this command. The browse button allows you to browse to the correct path.<br>Set to: <a href="#">Notepad.exe</a>                                                                                                                    |
| Directory for Indexes         | The default path for saved indexes. Indexes can be saved anywhere, but this mechanism helps promote keeping them all in one place. The default path is to the indexes folder in the folder where the Wilbur executable file is stored. Wilbur will create this folder as necessary.<br>Set to: <a href="#">C:\Program Files\RedTree\Wilbur\Indexes</a> |
| Temporary Zip Path            | The directory where zip files are temporarily expanded. It is also used for temporary files during index builds and updates.<br>Set to: <a href="#">C:\Program Files\RedTree\Wilbur\tempzip</a>                                                                                                                                                        |
| Max words separation for near | The separation allowed, in words, for a near search (See <i>Chapter 3, Searching tools</i> )<br>Set to: <a href="#">8</a>                                                                                                                                                                                                                              |
| Contents tab size             | The number of character widths (based on the letter 'A') represented by a tab in the contents pane.<br>Set to: <a href="#">4</a>                                                                                                                                                                                                                       |
| File History Size             | The number of previously opened indexes that Wilbur displays on the File menu.<br>Set to: <a href="#">16</a>                                                                                                                                                                                                                                           |
| Word wrap size                | The line length in characters before the line is wrapped back to the left edge of the window.<br>Set to: <a href="#">80</a>                                                                                                                                                                                                                            |
| Max Contents Buffer           | This is the largest amount of information that Wilbur will attempt to read into the File Contents pane. This is provided to save time when very large files are highlighted in the file list.<br>Set to: <a href="#">1000000</a>                                                                                                                       |
| Start in Outline mode         | If this option is selected the File Contents pane is displayed in Outline mode when Wilbur is started. Set ticked.                                                                                                                                                                                                                                     |

# *Administration tasks*

This chapter provides details of the tasks that the System Administrator needs to carry out to ensure the smooth running of the Wilbur application.

Tasks that the System Administrator is required to perform on a regular basis include:

- Building indexes
- Scheduling updates/builds
- Installing Wilbur on a workstation

# Building indexes

As System Administrator you may be requested to build a new index for a Research Group on the server in addition to those created at installation.

Instructions for creating a new index are given in *Part 1, Chapter 5*. When a new index is created it must be added to the schedule for updates. See page 2-4.

## Rebuilding an index

An update to an index scans for files that have been modified since the index was built and amends the index accordingly. Whilst the application removes deleted files from the index it does not recover the disk space until the index is rebuilt. It is necessary, therefore, to rebuild indexes regularly. You can schedule a rebuild in the same way as an update using WilburUtil. See *Part 1, Chapter 6*. Alternatively, you can rebuild an index manually.

To manually rebuild an index , open the index and click  .

## *Scheduling updates/builds*

A schedule for updating the indexes created for the Research Groups is set up at installation. If you add new indexes you must add these to the schedule. Instructions are given in *Part 1, Chapter 6*.

# Installing Wilbur on a workstation

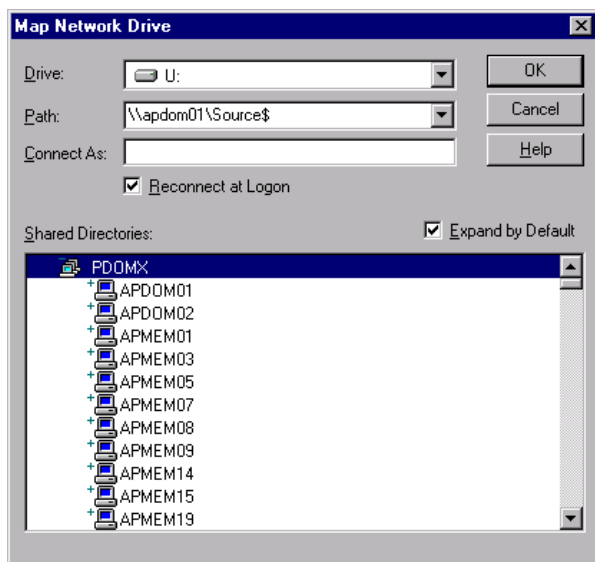
The System Administrator has to install Wilbur on a workstation in the following circumstances:

- on new workstations which are added to the network
- to purge user created indexes
- in the event of an problem with the application

**Note:** Where Wilbur has been previously installed you must first save the **C:\Program Files\RedTree\Wilbur\Indexes** folder to a temporary area, then remove the old installation using the standard Add/Remove Programs wizard.

## Installation procedure

1. Logon to the workstation using your Administrator username and password.
2. Open Windows NT Explorer.
3. From the Tools menu click **Map Network Drive**
4. Choose a free drive letter eg U:



5. In Explorer navigate to:  
**U:\bespokedatabases\WilburInstallation** or **\\APDOM01\Source\$\bespokedatabases\WilburInstallation**  
Double click the **setup.exe** file to run the installation script.
6. Accept all the defaults presented. Using Explorer create a shortcut for Wilbur.exe and copy to:  
**C:\WINNT\Profiles\All Users\Desktop**

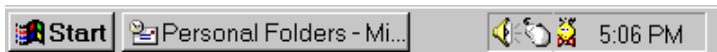


Wilbur.Ink This provides a shortcut to the Wilbur application on the user's desktop.

7. Copy a shortcut for WilburUtil to **C:\WINNT\Profiles\All Users\Start Menu**



WilburUtil.Ink This places an icon for the WilburUtil function in the tooltray, enabling the user to set up scheduled updates for personal indexes.

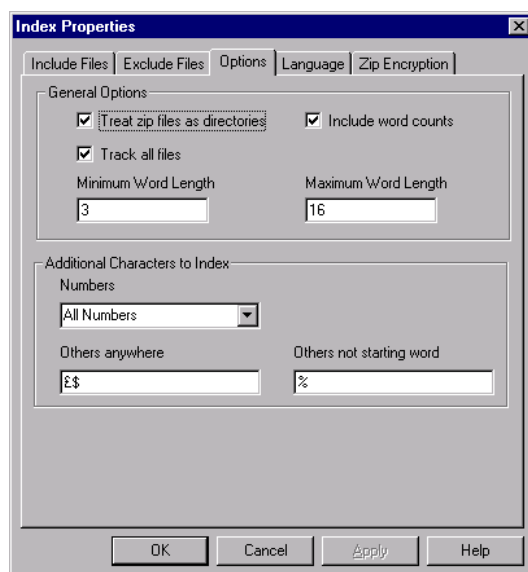


## Building local index

1. Using Explorer, replace the `includelist.txt` file in **C:\Program Files\RedTree\Wilbur** folder with **S:\Universal Share - All Depts\ADS-TG(S)\Ra\SM112686\Wilbur\WilburInstallation\includelist.txt**
2. Copy *MASTERincludelist.txt* from the **S:\ Universal Share ..... \WilburInstallation** folder into **C:\Program Files\RedTree\Wilbur**



3. Double click  to open the application
4. On the Index Properties window, click  tab. Set the options as shown:



Click **OK** to initiate the build.

5. Save this index as **C:\Program Files\RedTree\Wilbur\Local.Wil.**
6. Delete **C:\Program Files\RedTree\Wilbur\includelist.txt**
7. Rename *MASTERincludelist.txt* as *includelist.txt*.