

A Directory Searching Macro
WordPerfect Magazine
Tips

Ever had trouble remembering the name of a particular document? WordPerfect has a great feature that can solve this problem. The Find feature in List Files contains an option called Conditions that lets you search your current directory for files by date, contents and document summary.

To make it even faster to use this feature, I created the included SEARCH.WPM, which allows you to search by directory, word or phrase, and file date.

When you've chosen the search criteria, the macro quickly searches through the files in the directory and lists those files that meet the search criteria.

To use the macro, from the main document screen press Macro (Alt-F10), type "search" and press (Enter). At the "Enter directory path to search..." prompt, type the full path of the directory you want to search and press (Enter). If you want to search the default directory, press (Enter) without typing anything for the directory path. At the "Enter the beginning date..." prompt, enter the date where you want WordPerfect to begin the search. If you don't want to limit the search to a beginning date, press (Enter). At the "Enter the ending date..." prompt, enter the date you want WordPerfect to search to. You can also press (Enter) to bypass an ending date. At the "Enter the word or phrase..." prompt, type the word or brief phrase you want WordPerfect to look for and press (Enter).

WordPerfect searches the directory you specified. When the macro is finished, it gives you a directory listing of files that meet the conditions you set. To see a complete listing of all files in the directory, press List (F5), (Enter). Press Exit (F7) to return to the document screen.

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