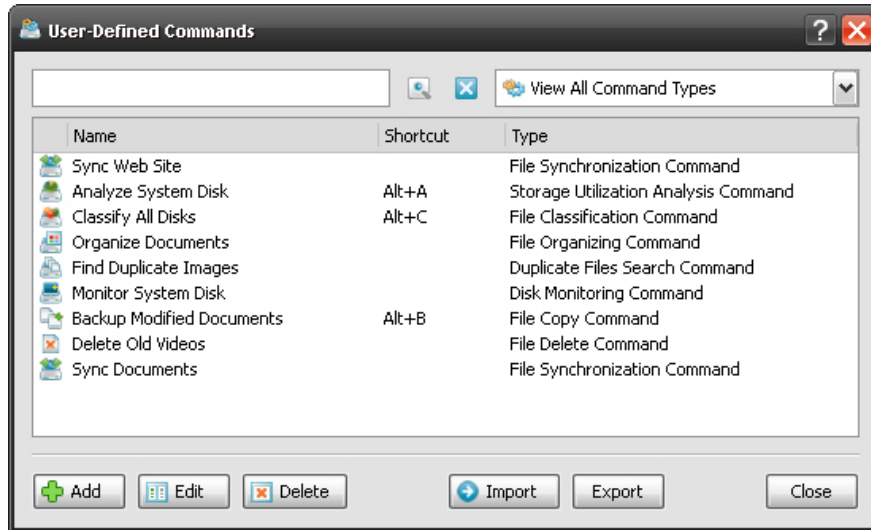
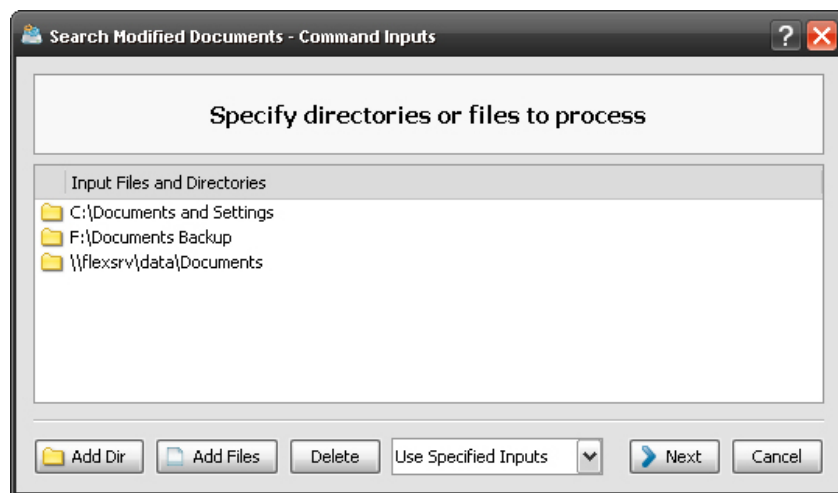


Single-Click File Search Using FlexTk's Desktop Shortcuts

File search is one of the most frequently used operations in day-to-day activities. People are searching for recently modified documents, downloaded files, etc. Some of these file searches are repetitive, performed multiple times per week or day. In order to significantly simplify these operations, FlexTk allows one to pre-configure the most frequently used file searches as user-defined file search commands and execute them in a single mouse click using FlexTk's desktop shortcuts.

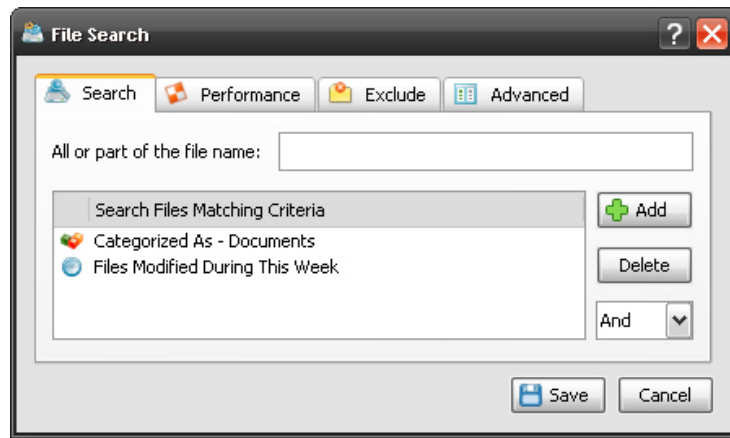


The goal of this short tutorial is to show you how to setup user-defined file search commands and execute them using FlexTk's desktop shortcuts. First of all, press the 'Commands' button located on the main toolbar and open the commands management dialog. In order to add a new user-defined file search command, press the 'Add' button and select the 'Search Command' menu item. Specify a unique command name and press the 'Ok' button to create a new command.



On the 'Command Inputs' dialog enter one or more disks or directories where to search in and press the 'Next' button. On the 'File Search' dialog add one or more file search rules, select an appropriate (AND/OR) logical operator and press the 'Save' button. For example, to search for documents modified during the last week, add the following two file search rules: the first one that will match all types of documents and the second one that will match all files modified during the last week.

Once you have created your custom file search command, select the command item in the commands management dialog, press the right mouse button and select the 'Create Desktop Shortcut' menu item. Now, in order to execute the newly created command, just click on the command's desktop shortcut.



FlexTk will open the file search dialog, search files matching the specified rules and display search results. Click on a file to open the file using the file's default application, or select a file, press the right mouse button and select the 'Open With ...' menu item to open the file with another application available on the computer. Select one or more files and press the 'Copy', 'Move' or 'Delete' button to perform an operation on one or more files. Finally, in order to export an HTML, text or Excel CSV search report to a file, press the 'Export' button and select an appropriate report format.

