

OfflineTM

The Disk Database

Finds Any File

On Any Disk

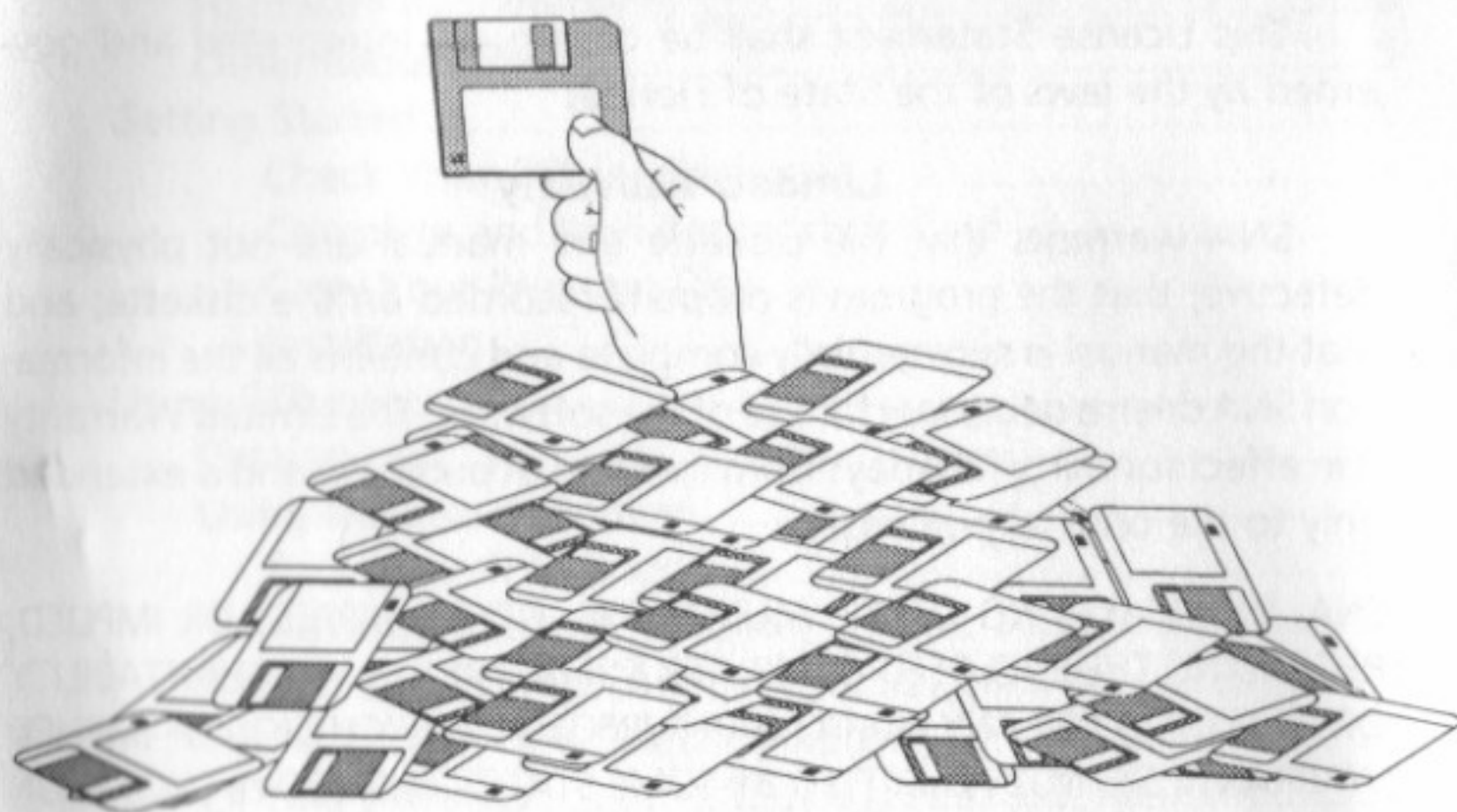
FAST!



For Macintosh Plus or Later

OfflineTM

The Disk Database



SNA, Inc.

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Introduction

Congratulations on your purchase of **OffLine**, the disk database. You possess what we believe to be the complete solution to disk and file management.

OffLine is unique among Macintosh disk utilities. Unlike other utilities, it was designed to keep track of unmounted — or offline — disks. This means that, once the program knows about your disks, it can perform all of its functions without requiring you to mount them.

OffLine keeps track of your disk files in its own database, or *catalog*, which resides on your hard drive. The first time you launch OffLine, it creates and opens a catalog called "OffLine™ Catalog" in the folder from which you launched OffLine. The name and location of this catalog is "remembered" between sessions, so it is always opened automatically when you launch OffLine.

If you wish, you may create and use additional catalogs, and switch among them at will. At any given time, however, only one catalog can be active.

The program's functions all access the active catalog automatically, and are based on four components of the program, called "engines":

The Catalog Engine

While traditional databases require you to enter information, OffLine does this automatically. Cataloging a disk (i.e., getting its information into the catalog) is as simple as inserting it into the disk drive (in the

case of floppies) or clicking a button to select a disk on your desktop. All the information about the disk and its files is quickly stored in the catalog. If the disk is a floppy, it is ejected, whereupon you may insert the next disk to be cataloged. This can be repeated as many times as you like, whenever you like.

If you have attached a comment to a file using Finder's Get Info command, then OffLine will retrieve it, and attach it to the file's entry in your catalog.



When cataloging files, OffLine recognizes and performs special processing on StuffIt™ (including the Classic and Deluxe versions), Compact Pro™, and AppleLink™ archives. The catalog engine automatically extracts information about each file in an archive, making a separate catalog entry for each. Similarly, the catalog engine includes intelligent support for files compressed by DiskDoubler™.

The Search Engine

Once your disks have been cataloged, you can locate any file or group of files with ease. The search engine offers an extremely flexible array of search options, ranging from simple to sophisticated. When OffLine has found what you were looking for, it tells you all about each file, and — most importantly — on what disk each file is located.

OffLine provides two levels, or methods, for searching the catalog: Basic and Advanced. The basic search method allows you to find any file, or group of files, by specifying a disk and/or scanning the catalog for file names that contain a search string that you provide.

You can further restrict your search to files created by a particular application. OffLine lists all the files that match your search criteria. A single click on any of the files found reveals its full path name, size, creation date, modification date or version number, Finder label (under System 7.0 or later), and the name of the application that created it. If you click on a file that is contained in a StuffIt, Compact Pro, or AppleLink archive, the name and location of that archive is displayed.

The Advanced search method was designed for users who are familiar with Macintosh file signatures (types and creators), and who need the flexibility to conduct highly sophisticated searches of the catalog. This search method allows you to search on any combination of name, type, creator, and Finder label (System 7.0 or later), and displays signature information about the files that are found.

The Print Engine

Even when you know what disk to look for in your collection, finding a specific disk can be time-consuming, especially if your disk labels are out of date, inconsistent, or even non-existent. OffLine's print engine offers a simple and elegant solution, by printing clear, professional-looking floppy disk labels on standard label sheets designed for laser and inkjet printers.

If you're a real stickler for organization, and want the ability to physically locate a disk *fast*, then you will want to take advantage of OffLine's automatic numbering feature. When a disk is cataloged, OffLine assigns it a unique serial number. When you print disk labels for floppy disks, you can elect to have the serial

numbers printed on the labels, so you can physically file your disks by number. This makes locating a desired disk quick and effortless.

The Export Engine

Finally, we recognize that information is a valuable resource, and that we cannot possibly anticipate all the creative uses to which you may want to put this information. So we made it very easy to export the contents of the catalog for use in virtually any other application — even those on non-Macintosh computers.

What You Need

Software Requirements

OffLine requires System version 6.0.5 or later, and is compatible with MultiFinder. This software is available from authorized Apple™ dealers and from many online services.

OffLine is System 7 friendly, offering a number of features that are available only if you are running System 7.0 or later.

OffLine supports Balloon Help™ under System 7. To get help, simply turn on Balloon Help and pass the cursor over an object on the screen.

Hardware Requirements

OffLine will run on Macintosh Plus or later model computers with a hard disk. Label printing requires a page printer (laser or inkjet) that supports either QuickDraw or PostScript.

Other Requirements

If you wish to print floppy disk labels, you'll need sheet-fed adhesive labels (Avery # 5196 or equivalent). These are available from many computer and office supply dealers.

Getting Started

Check Your OffLine Package

Your OffLine package should contain an 800K diskette and a registration card, in addition to this manual. Contact your dealer or SNA if you are missing any of these components.

Complete and Mail Registration Card

You should complete and return your registration card immediately. As a registered user of OffLine, you are eligible for free technical support, reduced prices for upgrades, and news about other products that may interest you.

Copy Your Program Disk

Before using OffLine, make a backup copy of your OffLine disk, and put the original disk away in a safe place. Then use the copy to install or reinstall OffLine on a hard disk.



You are authorized to make a single backup copy for safety, but you must ensure that *OffLine is used on only one computer at a time.*

Installation

To install the application, select the OffLine application icon on your copy of the distribution diskette, and drag it into a folder on your hard disk. If there was any last-minute information that did not make it into this manual, then a ReadMe document will be on your disk. You should read this, if present, before you continue.

Using OffLine

The first time you launch OffLine, it creates and opens a catalog named "OffLine™ Catalog" in the folder from which you launched the program. When you quit the program, OffLine saves the name and location of the catalog in a document named "OffLine Prefs" in a folder named "Preferences" in your System folder. Therefore, each time you launch the program, it opens the most recently used catalog.

Whenever you launch OffLine, its main window appears, containing information about the catalog. Because your catalog will initially be empty, the first thing to do is to catalog one or more disks.

Catalog

Choose **Catalog...** from the **File** menu. OffLine's Catalog dialog box appears.

To catalog a floppy disk, simply insert it into a floppy drive. Within a few seconds, OffLine will mount the disk, add it to the catalog, and eject the disk. To catalog a group of disks, simply insert them, one after another.

To catalog any other disk on your desktop, click the Drive button, until you see the disk you want, then click the Catalog button.

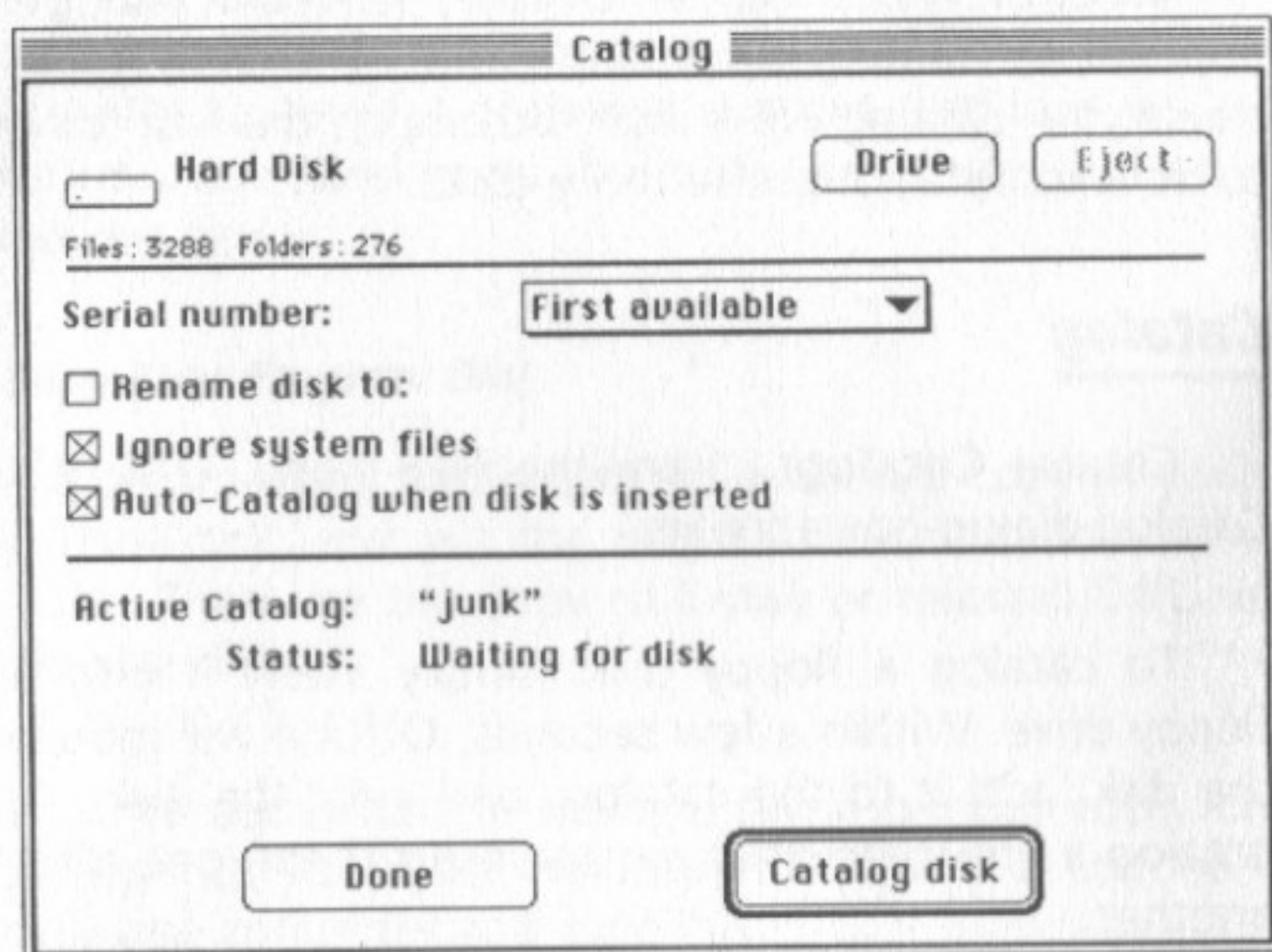
Don't worry if you're not sure whether a disk has already been cataloged. When OffLine determines that a disk is already in the catalog, it refreshes the catalog,



removing references to files that are no longer on the disk, adding any new files, and updating dates and sizes, as required.



OffLine “knows” whether a disk has been previously cataloged by comparing not only its name, but also its initialization date, to those in the catalog. If you insert a disk that has never been cataloged — but has the same name as a disk that has been cataloged — then OffLine will alert you, and suggest that you use the **Rename** checkbox to eliminate the duplication.



For inquiring minds, here's a description of the check boxes, buttons, and messages.

The "Serial number" popup menu allows you to control how serial numbers will be assigned to new disks in the catalog. You can choose:

- ☐ "Next sequential," which tells OffLine to assign a number one greater than the highest serial number in the catalog.
- ☐ "First available," which assigns the lowest available serial number. This is useful if you have uncatalogued a disk, and wish to re-use its serial number.
- ☐ Or, if there are gaps in the serial numbers (because you have uncatalogued one or more disks), you can choose a particular serial number from among those that are unused.

By default, the **Auto-Catalog** option is checked. This means that OffLine will mount, catalog, and eject a floppy disk as soon as you insert it in the drive. If this box is unchecked, however, the disk will be mounted, and its name will be displayed in the upper-left corner of the dialog — but the cataloging will not begin until you click the **Catalog Disk** button.

There are two reasons why you might want to uncheck the **Auto-Catalog...** box. First, you have the opportunity to change your mind if you decide that you don't want a particular floppy disk cataloged: Simply click the **Eject** button to remove the disk without cataloging it.

Second, cataloging disks provides a good opportunity to think more systematically about how you name your disks. You may find, once a disk has been mounted, that the disk's name is confusing or obsolete. Clicking the **Rename disk...** box displays a text box in which you can type a new name for the disk. The name you enter will be used to rename the disk before it is cataloged.



The **Rename disk...** check box is disabled if the disk you inserted is locked. If you wish to rename a locked disk, eject the disk, unlock it, then insert it again.

The **Ignore system files** box is normally checked. This option acts as a filter that prevents common Macintosh system files (e.g., "Desktop", "Finder", "System") from being cataloged. If you want system files on your disks to be cataloged, click the box to uncheck it.

The **Status** area displays informational messages. If no drive has been selected, the message reads "Waiting for disk." During the period in which a disk is being cataloged, the message reads "Cataloging", then "Saving entries".

Once a disk has been cataloged, the message tells you the unique serial number that OffLine has assigned to the disk. This is the number that will be printed on the disk label if you choose that option.

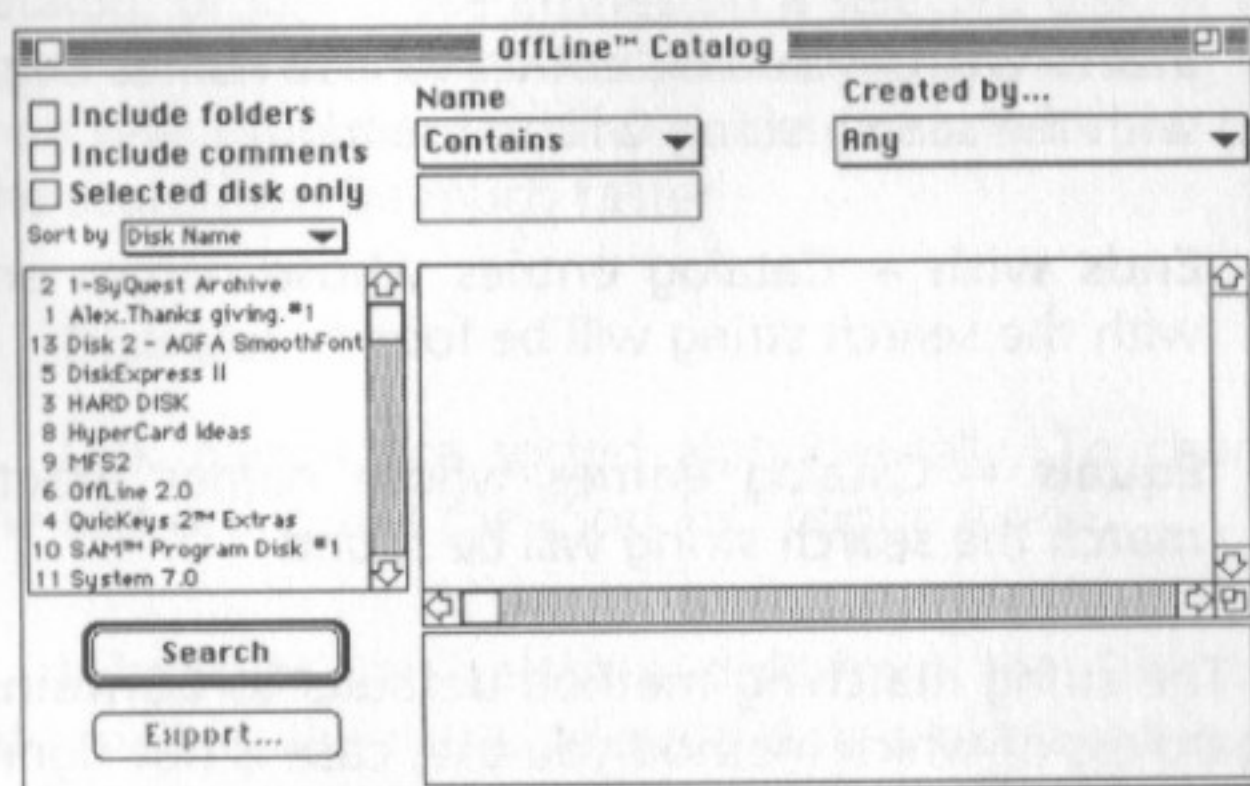
Using the Search Engine

The appearance and operation of the **Search window** depends on your choice of search method. At any given time, you can use either the Basic Search or the Advanced Search method by selecting it from the **Options** menu.

Basic Search Method

The basic Search window consists of five areas. Counter-clockwise from the top, they are:

- ☐ Request Area
- ☐ Disk List
- ☐ Action buttons
- ☐ Info Area
- ☐ Results List



Request Area

The request area, on top, is where you define your search criteria. You can elect whether to search for files on a particular disk or on all disks. You can limit the search to files in the catalog whose names match a particular string of characters, called a *search string*. You can also restrict your search to those files created by a particular application, by selecting the desired application from the popup menu labeled **"Created by."**

The popup menu below "Name" extends the power of string searches by allowing you to control how strings are matched. This menu, which applies only when you specify a search string, contains the following choices:

- ☐ **Contains** — Catalog entries whose names contain the search string will be found
- ☐ **Starts with** — Catalog entries whose names begin with the search string will be found
- ☐ **Ends with** — Catalog entries whose names end with the search string will be found
- ☐ **Equals** — Catalog entries whose names *exactly match* the search string will be found

The string matching method defaults to **Contains**. Regardless of which method you use, case is not significant: "July" and "JULY" are treated as matches.

The checkbox labeled **Include folders** allows you to extend the scope of a string search to folders and archives as well as files. For example, suppose you type "July" as a search string. If the checkbox is *not* checked, then OffLine will find all files whose names match "July" (assuming they match any other criteria you may have specified). However, when the **Include folders** checkbox is checked, OffLine will also find files within folders and archives whose names match "July," even if the file names themselves don't match the search string.

The checkbox labeled **Include comments** allows you to extend the scope of a string search to comments attached to files, as well as the files themselves. For

example, suppose you type "Apple" as a search string. If this checkbox is checked, then OffLine will find not only file names that match, but also files whose comments contain "Apple."

The checkbox labeled **Selected disk only** allows you to decide whether your search will cover the entire catalog, or just those entries on a selected disk. If you know which disk contains the files you are looking for, then select the disk in the Disk List, and check the box. The search will be much faster.

Disk List

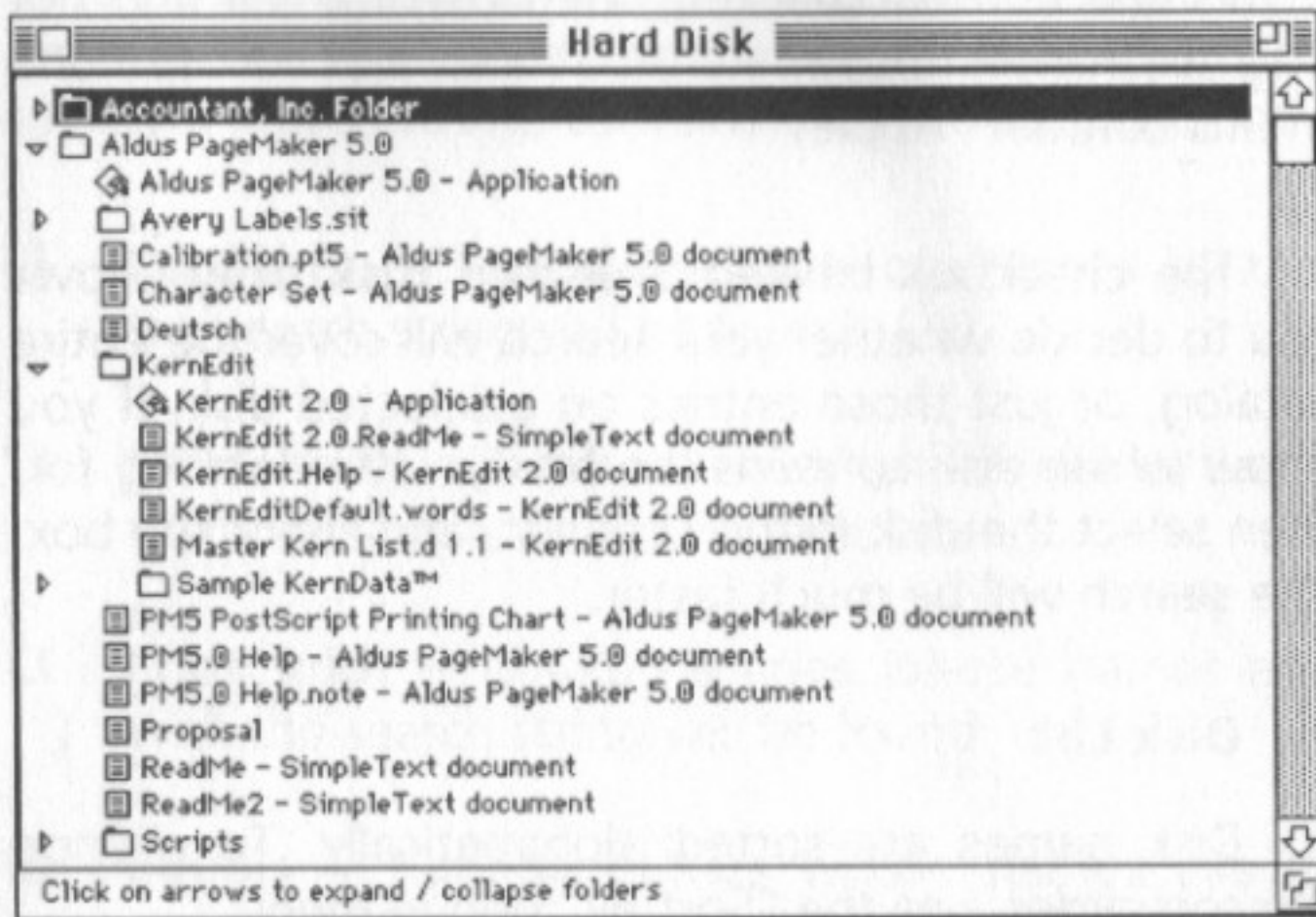
Disk names are sorted alphabetically. To change the sort order, use the "Sort by" popup menu.

Whenever you select a disk from the Disk List, information about the selected disk is displayed in the Info area.

You can browse the entire contents of a disk by double-clicking or option-clicking a disk in the Disk List. A browser window will appear containing a graphical view of the folders and files on the disk. If there are any archives, then each will be represented by the icon belonging to the application that created it (i.e., StuffIt, Compact Pro, or AppleLink), and its component files will appear below. To expand a folder, click on the small arrow to its left. To collapse a folder, click again on the arrow.

If, for some reason, you wish to uncatalog a disk, simply click on the disk icon in the Info Area and drag it



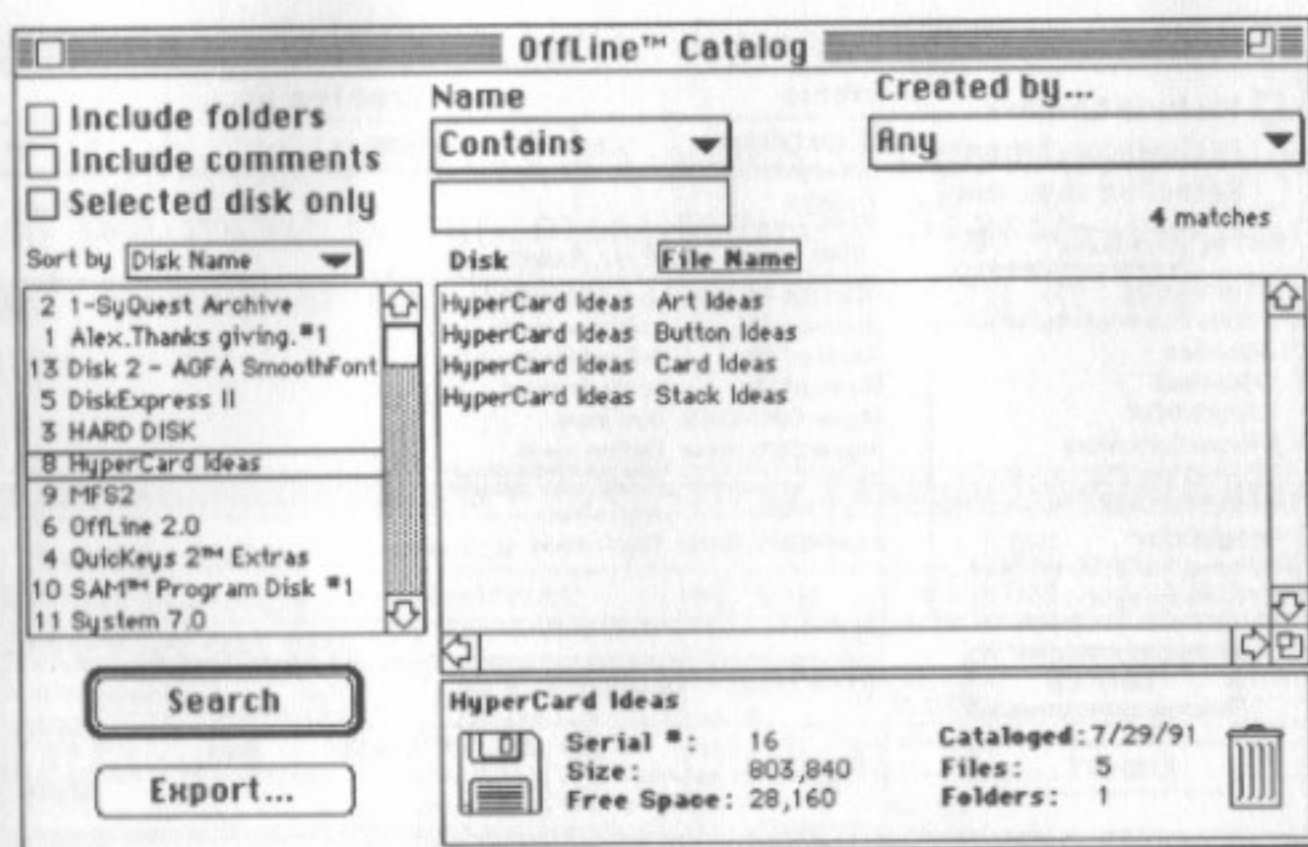


to OffLine's trash can. This action removes information about the disk from the catalog, but has no effect on the disk itself.

Results List

After clicking the **Search** button, the Results List is filled with all the files that matched your request, together with the names of the disks on which they are found. Clicking on the name of a file in the Results List displays information about that file.

If you click on a file name, then a **File Info** icon appears in right side of the Info area. Click on this icon to attach a comment (up to 200 characters) to that file's catalog entry, or to view and edit an existing comment. Double-clicking on a file name has the same effect.



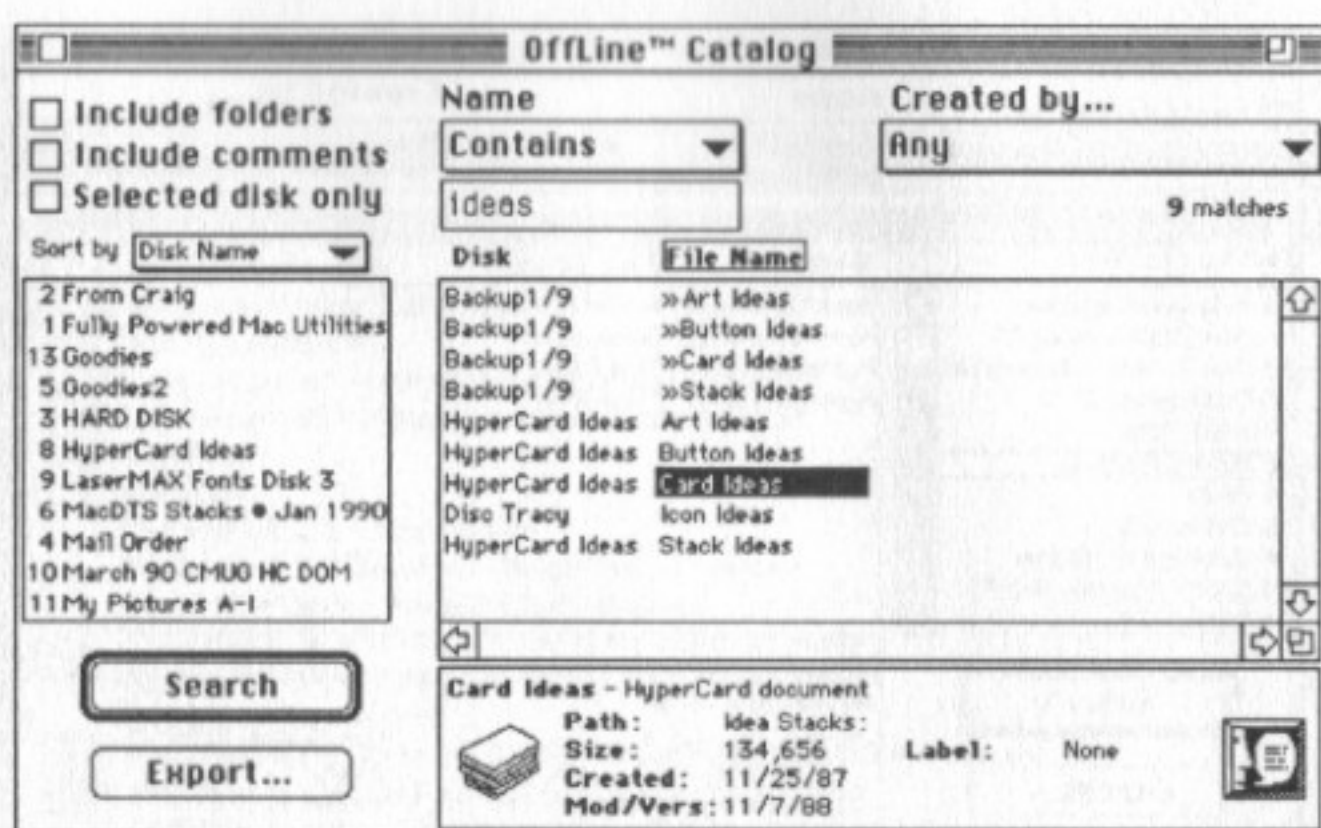
It's easy to tell whether a file has an existing comment. Files with attached comments are displayed in **boldface** type.



The box surrounding the "File Name" column heading indicates that the results list is sorted by file name. To view the list sorted by disk name, click on the "Disk" column heading.

If you want to save the results of your search for later perusal, or for use in another application, click the **Export** button. The format in which your search results are saved is determined by your choice in the "Export preferences" dialog, accessed from the **Edit** menu (see **Export Preferences**, below).

To illustrate a string search, you could type the word "ideas" in the text box (top center), and click the Search button.



The Results List shows all the files in the catalog whose names contain the string “ideas”. Click on any item in the file list, and its attributes appear in the Info area below. If the selected file is a program (application, system extension, etc.) that contains a version number, then the version number will be displayed instead of a modification date. If you are running System Software 7.0 or later, then the file’s label (as assigned in the Finder) will appear.

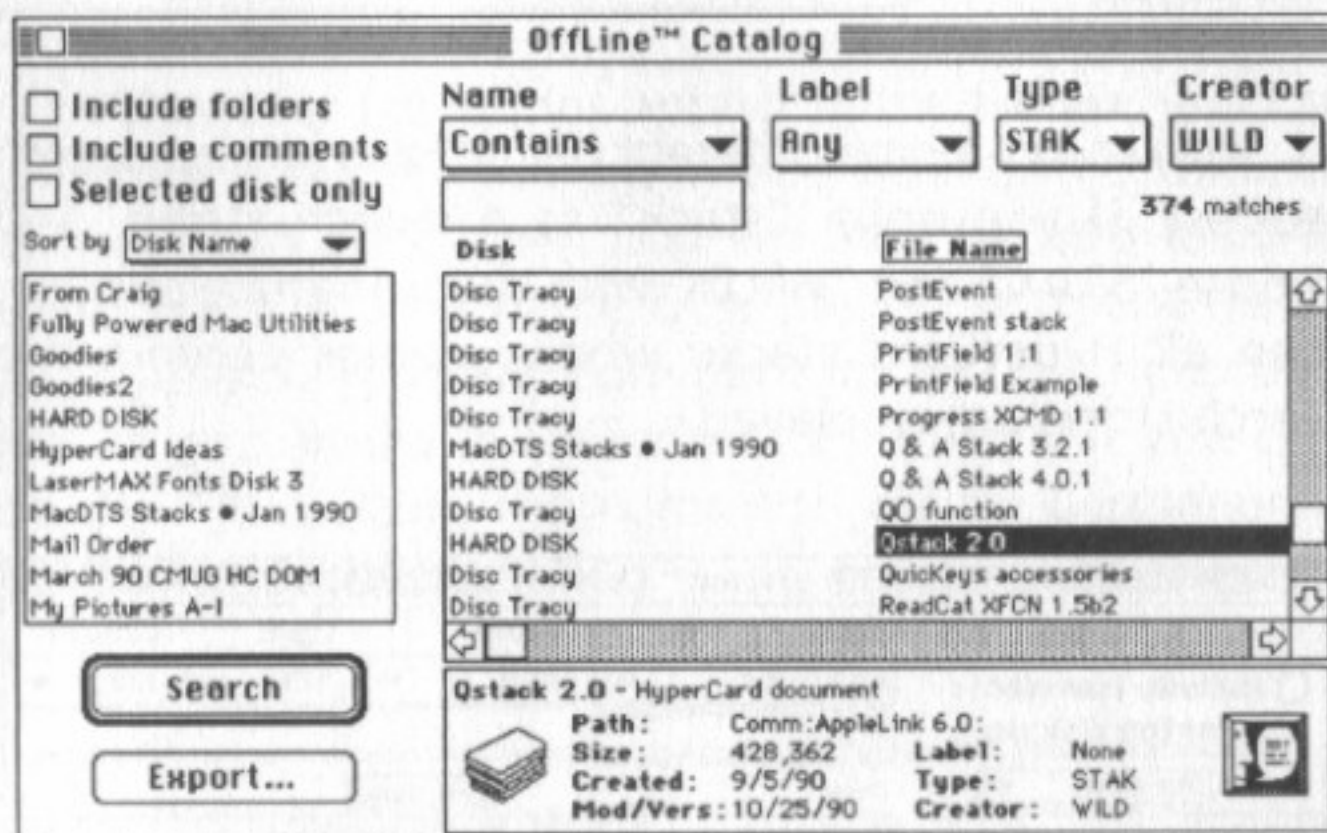
When performing a search, you can also narrow the search request to find only those files created by a particular application. To find all HyperCard documents on all the cataloged disks, make sure the checkbox labeled “Selected disk only” is not checked (so that the search is not limited to a single disk), then Select “HyperCard” from the **“Created by”** popup menu.



Whenever you catalog a disk containing an application previously unknown to OffLine, that application is permanently added to the **“Created by”** popup menu.

Advanced Search Method

If you use OffLine's Advanced Search Method, you will see more popup menus in the **Search** window, and additional file information displayed in the Info Area.



The popups on the right allow you to restrict your search to files whose signatures (types and creators) match what you select from the menus.

If you are running System 7.0 or later, you can use the Labels popup menu to further restrict your search to files having a particular Finder label.

Note what happens, for example, if you limit your search to those files whose type is "STAK" and whose creator is "WILD" (these comprise the signature for all HyperCard stacks). After clicking on the **Search** button, the Results list is filled with all the HyperCard stacks in the catalog.



Files contained in a StuffIt™, Compact Pro™, or AppleLink™ archive are marked with "»". If you click on one of these files, then the archive's name (instead of the file's folder path) is displayed in the Info area. Files that have been compressed by DiskDoubler™ have "(DD)" appended to the file's description in the File Info area.

You can combine different restrictions in your search request. If you enter "stack" as a search string, and choose "STAK" and "WILD" with the signature popups, then all HyperCard stacks whose names contain the search string are displayed.



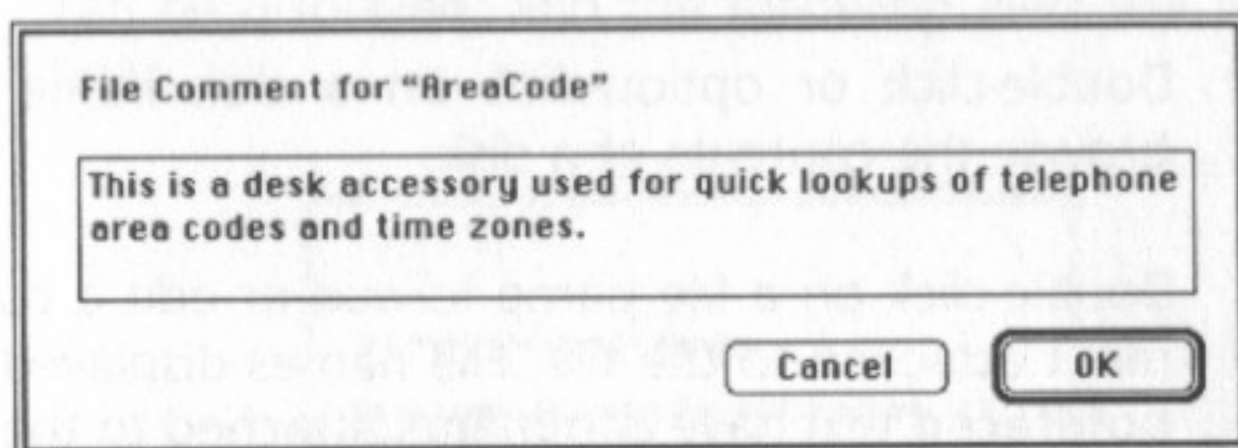
Similarly, you could restrict your search to all files having a particular signature and residing on a particular disk. Simply select a disk by clicking in the Disk List, check the check box above the Disk List, and choose the signature from the popup menus.

Whenever you catalog a disk containing an application previously unknown to OffLine, that application's file type and creator are permanently added to the **Type** and **Creator** popup menus.



Adding and Editing Comments

Whenever file names appear in the file list, you can annotate any individual file with a free-form comment. Either select a file, then click on the **File Info** icon, or double-click on the name of a file. A comment dialog box appears. Type any comment up to 200 characters, just as you would in Finder's Get Info box. If you click on the OK button, the comment will be permanently saved in the active catalog.



When you perform a search, and file names appear in the file list, you can tell at a glance which files have comments attached to them. Files with comments are displayed in **boldfaced** text. If you double-click on a file that already has a comment, the comment will be displayed, and you can edit it if you wish.

To search for files whose comments contain a particular string, check the "Include comments" checkbox.

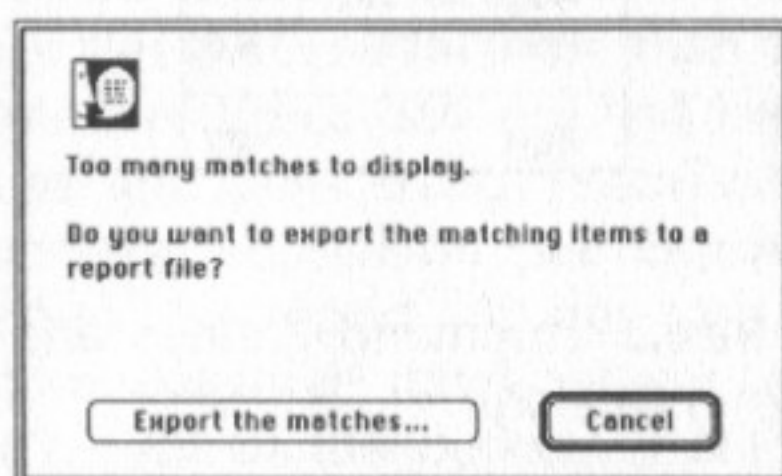


Tips & Tricks in the Search Window

- ☐ To get an instant look at statistics about the active catalog, option-press the window's title bar. As long as you hold the mouse button down, catalog statistics will appear in the File Info area at the bottom of the window. For more complete information, choose **Statistics...** from the **File** menu.
- ☐ Both the Disk List and the Results List support *auto-scrolling*. Instead of using the scroll bars to move through a list, you can press and hold the mouse button as you move the cursor toward the top or bottom of a list. When the cursor reaches the top or bottom, the list will scroll automatically. If your keyboard has arrow keys, then these will also scroll the lists.
- ☐ Double-click or option-click on a disk name to browse the contents of a disk.
- ☐ Double-click on a file name to add or edit a comment attached to the file. File names displayed in **boldfaced** text have comments attached to them.
- ☐ Sort the Disk List by free space, to help you learn which of your disks has enough room to accommodate a particular file or folder.
- ☐ To remove a disk from the catalog, select it in the Disk List, then drag its icon (in the Info area) to OffLine's trash.
- ☐ If your catalog is very large (say, over 10,000 files), and you find that searching is getting slow, consider creating new catalogs, and dividing your

disks among them in a way that makes sense to you.

- ☐ When you perform a string search, pop up the string search menu to gain further control over how strings are matched.
- ☐ If you know which disk contains the document(s) for which you're searching, then select that disk and check the "Selected disk only" checkbox. The search will be completed much faster.
- ☐ Available memory places limitations on the number of files OffLine can display in the Results List. If your catalog is large, and you perform a very broad search (e.g., all files that contain the letter "a"), there may be more matching entries than can be displayed, and the following alert will appear:



This often means that you cast too broad a net in your search request. If you click Cancel, you can try again with more specific search criteria.

If you really want to find all the files that match your request, then click "Export the matches," and OffLine will direct its report of all matching files to a document that you can peruse and print

with any word processor, spreadsheet, or database management system. The format of this report is determined by your choice of export format (choose **Export preferences...** from the **Edit** menu).

Offline's Menus

Offline's primary functions are easily accessed from the **File** menu.

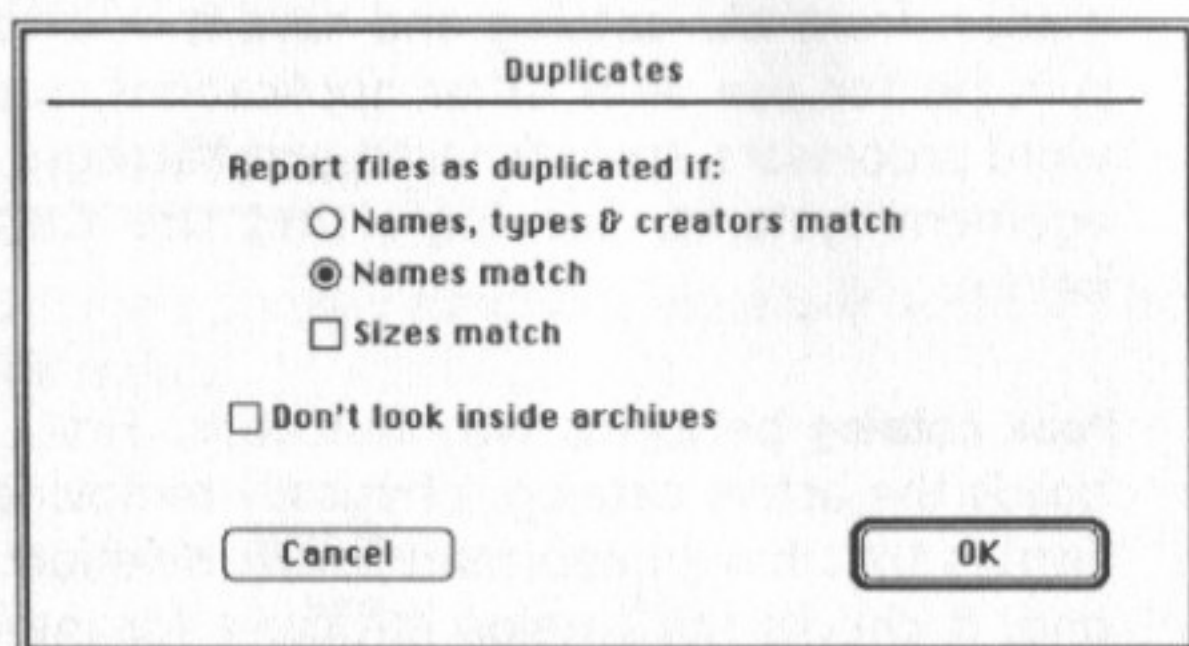
File	
New...	⌘N
Open...	⌘O
Catalog...	⌘G
<hr/>	
Statistics...	⌘T
Export...	
Pack catalog	
Duplicates...	
<hr/>	
Page Setup...	
Print Labels...	⌘P
<hr/>	
Quit	⌘Q

- ☐ The **New...** command creates and opens a new (empty) catalog.
- ☐ The **Open...** command opens an existing catalog (after closing the current catalog). The next time you launch Offline, the last catalog you opened will be opened automatically.
- ☐ The **Catalog...** command opens the Catalog dialog box. Choose this command whenever you want to add new disks to your catalog.

- ❑ The **Statistics...** command displays summary information about the contents of the current catalog.
- ❑ The **Export...** command is used to extract the information from the catalog and save it in a format suitable for use with other applications, such as word processors, spreadsheets, and database management systems. See **Exporting the Catalog**, below.
- ❑ **Pack catalog** performs two functions. First, it rebuilds the active catalog, physically removing any entries that have been marked for deletion. Second, it checks the catalog structure for integrity, and attempts to repair any damage that may have occurred.
- ❑ **Duplicates...** is a powerful command that you'll probably use only occasionally. Its purpose is to scan the entire catalog (or a selected disk in the catalog) for files that exist in more than one place. This information is recorded in a text file that you may peruse and print using TeachText or your word processing application (see **Export preferences** below). The report includes each file's creation and modification dates, so you can easily determine which of the duplicates are more recent. Using this information, you may wish to "clean up" your disks, by throwing away redundant or obsolete copies of duplicated files.

Normally, the entire catalog is searched for duplicates. However, if you select a disk from the Disk List and check "Selected disk only," then only the selected disk will be searched for duplicates.

You can control the behavior of the **Duplicates** command by choosing **Duplicates preferences...** from the **Edit** menu.



The radio buttons determine how rigorous the search will be. If you pick "Names, types and creators," then files will be considered duplicated only if they have the same name, they are the same type of document, and they were created by the same application. If you pick "Names match," then files with the same name will be considered duplicates.

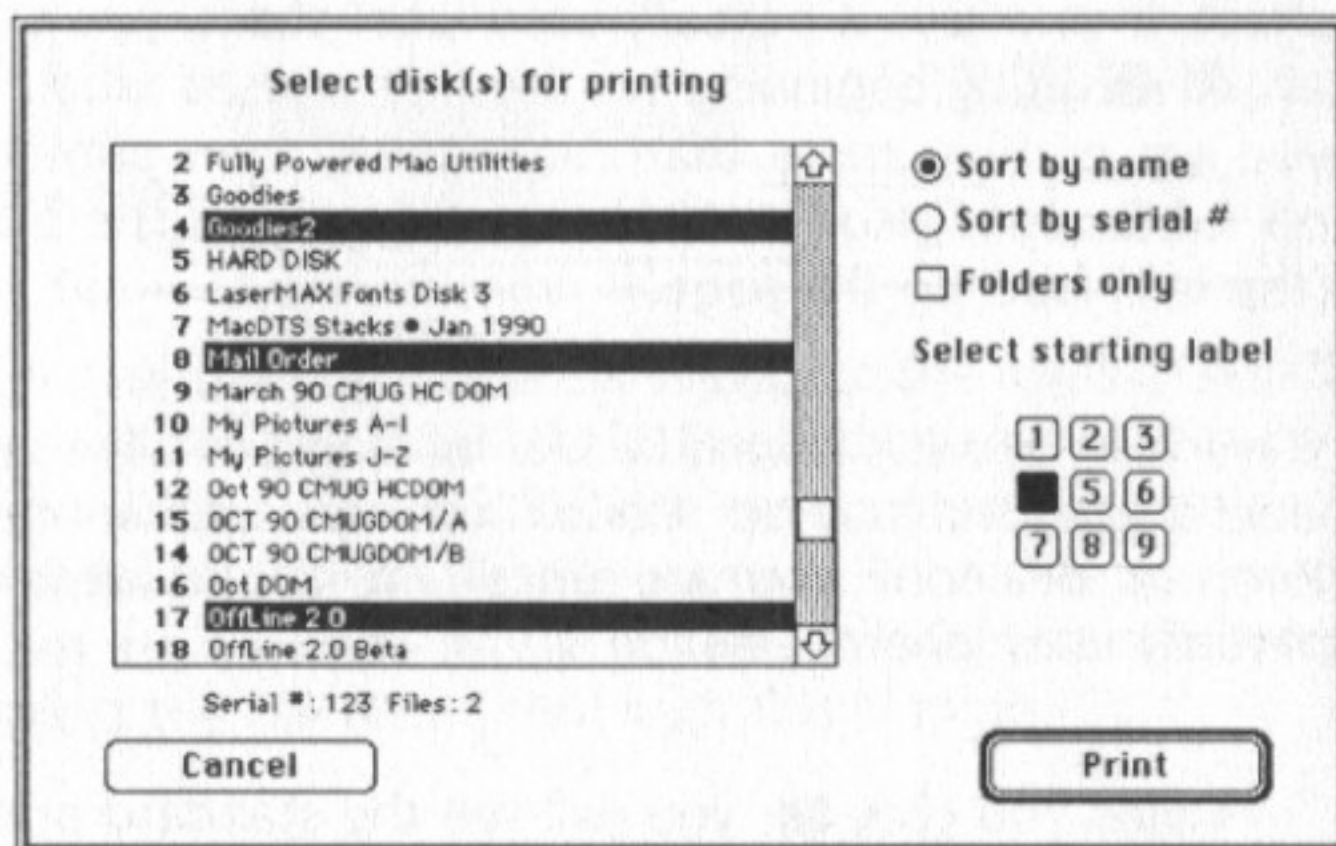
Check "Sizes match" if you want files to be considered as possible duplicates only if they are the same size.

Check "Don't look inside archives" if you do not want the search for duplicates to include components of compressed archives.

- ☐ **Page Setup...** displays the standard dialog box for your printer. For label printing, you should select portrait orientation and 100 percent scaling. If the dialog box has a button labeled "Options," you should click on it, and check the box marked "Larger print area."
- ☐ Choose **Print Labels...** to select disks from the catalog for which you want to print labels. See the next section, "**Printing Floppy Disk Labels.**"
- ☐ **Quit** ends the session and returns you to the Finder.

Printing Floppy Disk Labels

The **Print labels...** command lets you print one or more floppy disk labels.



To select a label for printing, simply click on a disk name. To select a range of disks, hold down the Shift key while dragging the mouse over the desired range. To select individual disks that are not together in the list, hold down the command key while clicking on each desired disk.

Each time you click on a disk name, its serial number and the number of files and folders on the disk are displayed below the list.

Click on one of the radio buttons to sort the list by name or by serial number.

If you prefer that folder names appear on the labels instead of file names, then check the "Folders only" checkbox.

The buttons in the lower right allow you to tell OffLine where to print the first label on the first label sheet. If you have a partially used label sheet, you can avoid waste by beginning on the first unused label. If you are printing more than nine labels, then printing on subsequent pages will always begin with the first (top left) label on the page.



Some laser printers have difficulty feeding partially used label sheets, and may jam. Consult your printer manufacturer or dealer if you are uncertain about feeding partially used label sheets.

When you click **OK**, you will see the standard print dialog for your printer. Click **OK** again to begin printing the labels.

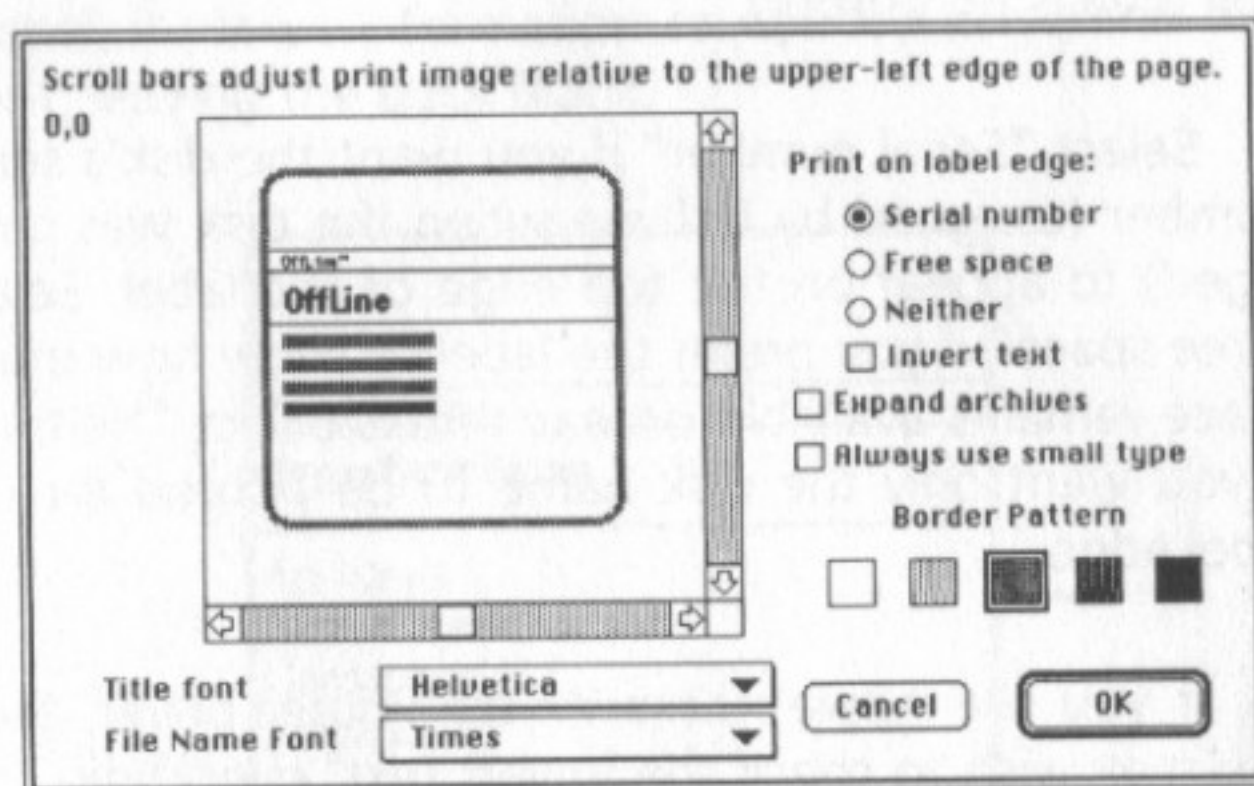
Be sure to check "Larger print area" from the **Options** in your printer's **Page Setup** dialog.



Label printing requires sheet-fed adhesive labels (Avery # 5196 or equivalent), and a page printer (laser or inkjet).

Label Printing Preferences

You can customize appearance of printed labels to accommodate your tastes and the characteristics of your printer. To set your preferences, choose **Label Preferences...** from the **Edit** menu.



Use the popup menus to choose the fonts that will be used to print the labels. Depending upon the number of files on a disk OffLine determines the type size required to print the file names. Since the type size may be as small as six points, we suggest that you select the File Name font with this in mind.

Check the "Expand archives" box if your want your labels to show individual files within StuffIt, Compactor, and AppleLink archives. If the expanded list pro-

duces too many files to fit on a label, leaving the box unchecked will result in the printing of archive names but not their constituent files.

Normally, OffLine tries to fit as many file names as possible on a label, using smaller type if necessary. Disks containing a small number of files result in labels printed in larger type sizes. If you prefer a consistent appearance among your labels, then check "Always use small type."

Click on a border pattern that will be used to form a border around the body of each label (the hollow box means no border).

Select "Serial number" if you want the disk's serial number (assigned by OffLine when the disk was cataloged) to appear on the top edge of the label. Select "Free space" if you prefer the label to show how much space remains available on each disk. Select "Neither" if you want only the disk name to be printed on the label edge.

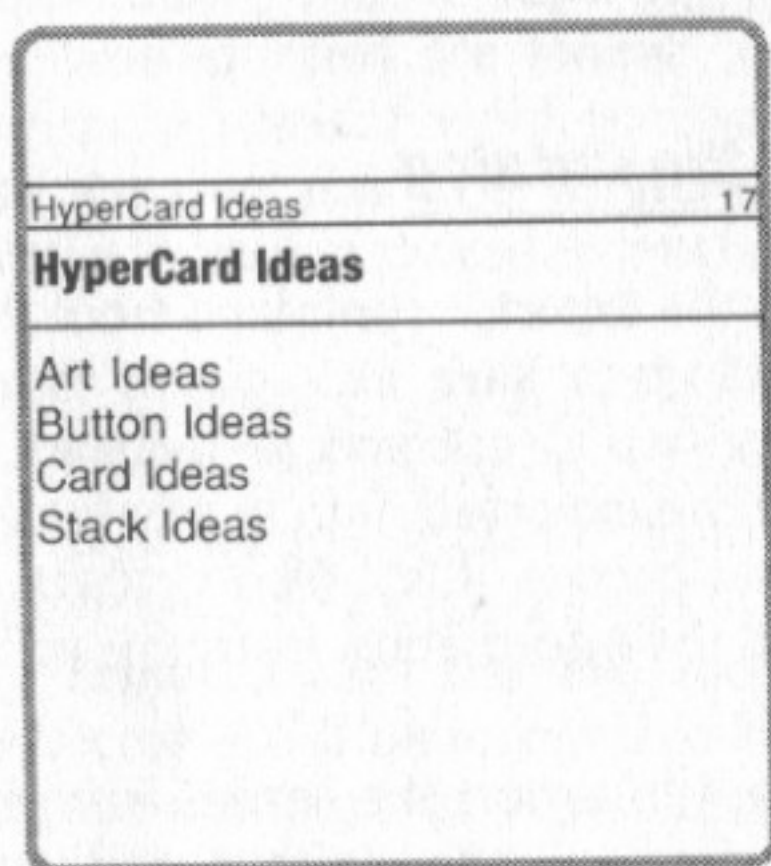
If you use Apple's LaserWriter printer driver, then you may wish to check the "Invert text" checkbox. This causes text on the edge of labels to be printed upside-down, so it is readable while a diskette is in in your diskette drive slot.

The first time you print labels, you should examine them to ensure that the printed information aligns correctly with the labels on the sheet. Alignment varies slightly from one printer to another.

The scroll bars are used to fine-tune the printing position on the label sheet. If the alignment is off, you can use the scroll bars to move the printed image up to 1/4 inch in any direction, in increments as small as 1/72 inch. As you adjust the scroll bars, you can observe the effect of your adjustments by watching the movement of the sample label with respect to the top and left border of the window, which represent the top and left edges of the label sheet.

Label Description

Labels for 3-1/2 inch disks are designed to wrap around the top edge of the disk. When OffLine prints a label, it places information on the top edge and the front, leaving the back blank.



The top edge shows the disk's name (in 8 point type) and either its serial number or the amount of free space (depending on your preferences setting).

The front of the label shows the disk name (in 12 point type) and a list of the files on the disk.

The appearance of the list of files depends upon the number of files on the disk. Because label area is limited and type sizes less than 6 points are virtually unreadable, OffLine may not always be able to fit all the file names on a label. If a disk has a large number of files, only the first 30 names will appear on the label.

When printing labels, OffLine will try to fit as many file names as possible on the label. However, if OffLine detects that a disk has many more files than could be printed (which would occur, for example, if you selected a hard drive), then OffLine will alert you to this condition, and will not attempt to print a floppy disk label for that disk.

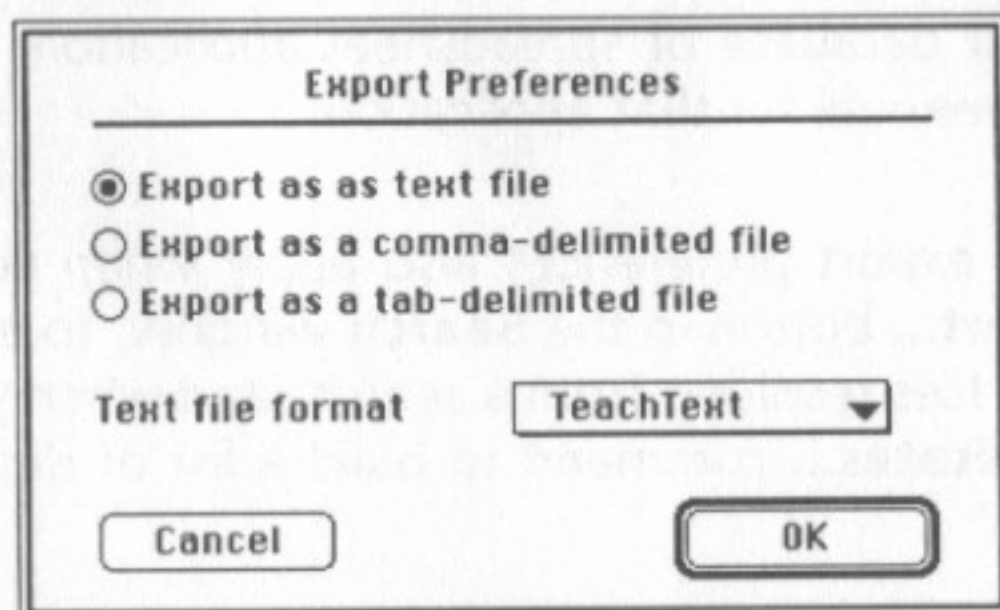
Exporting the Catalog

Selecting the **Export...** command from the **File** menu invokes a standard **Save as...** dialog box. A default name is suggested (see **Export preferences**, below), but you can save the exported data in any folder and under any name you choose. Click **OK** to create a document containing all the information from the active catalog.

If you want to export the entries from only one disk (rather than from all the disks in the catalog), then select that disk and check the "Selected disk only" checkbox, *before* you choose **Export...** from the **File** menu.

Export Preferences...

Available from the **Edit** menu, this command invokes a dialog box in which you can set the format in which OffLine will export the contents of its catalog.



If you wish to export the catalog for use in a word processing application, choose **Export as text file**. The popup menu labeled **"Text file format"** contains the names of the most popular word processing applications. Choose the one you wish to launch when the exported text file is double-clicked from the Finder.

For example, suppose you wish to export the OffLine catalog for use in Microsoft Word. Choose **Export as text file**, and pick Microsoft Word from the popup menu. The next time you export the OffLine catalog (by choosing **Export...** from the **File** menu), the exported file you create will be recognized by the Finder as a Microsoft word document. If you double-click that document from the Finder, Microsoft Word will be launched, and will open the document.

If your word processor is not in the **"Text file format"** menu, don't worry. No matter what you select, the exported document will be the same internally: plain text. This means that you can open it by choosing the **Open** command from *any* word processor.



Choose **Export as comma-delimited file**, or **Export as tab-delimited file**, if you intend to use the exported list in a database management or spreadsheet application. Most applications of this kind can easily open files in one of these formats. To learn how to open a delimited file from your database or spreadsheet application, consult the user manual for that application.

Your export preferences also apply when you click the **Export...** button in the **Search** window, to export a group of files resulting from a search, and when you use the **Duplicates...** command to build a list of duplicated files.

Using Multiple Catalogs

The first time you launch OffLine, it creates and opens a catalog named "OffLine™ Catalog" in the folder from which you launched the program. When you quit the program, OffLine saves the name and location of the catalog in a document named "OffLine Prefs" in your System folder. Therefore, each time you launch the program, it opens the most recently used catalog.

If you wish, you can create and use additional catalogs, although only one can be active at a given time. To create a catalog, choose **New...** from the **File** menu. Then choose a name and folder from the Save File dialog. Finally, click **OK** if you're satisfied. OffLine will create and open the new catalog.

To switch from the current catalog to another existing catalog, the procedure is almost the same. Choose **Open...** from the **File** menu. Pick an existing catalog

from the Open File dialog, then click **OK** if you're satisfied. OffLine will close the current catalog and open the one you selected.

Questions & Answers

Sometimes, when I launch OffLine, there is a message that says "Packing catalog..." What does this mean?

If you drag a disk icon to OffLine's trash icon (in the **Search** window), the catalog entries for the disk and all of its files are marked for deletion and become invisible. Similarly, if you recatalog a disk from which some files have been erased since the disk was last cataloged, OffLine marks for deletion any files in the catalog that no longer exist on the disk.

In either case, the catalog entries are still there, taking up space in the catalog (even though you can't see them). However, each time you launch OffLine, the catalog is checked to see if a significant number of entries have been marked for deletion. If so, those entries are physically removed, in order to conserve disk space and enhance OffLine's performance. This process is known as *packing*.

The packing operation also includes integrity checks, and the ability to repair any minor damage that may have occurred to your catalog.

*I selected my hard disk from the Disk List and checked "Selected disk only." Then I clicked **Search**, without specifying any search criteria. An alert said that there were too many matches to display. How can I view **all** the files on this disk?*

The **Search** command is designed to display a limited number of files that match your search criteria. If you want to browse **all** the files on a disk, double-click or option-click a disk in the Disk List.

What are archives?

An archive is a file that contains one or more other files in compressed format. The practice of storing related files in an archive is common on electronic bulletin board systems, because it makes file transfers easier and quicker. StuffIt and Compact Pro are two commonly-used archiving applications on these bulletin boards. Their names usually end with ".SIT" and ".CPT" respectively. Archives used on AppleLink are called packages, and their names usually end with a ".PKG" extension. If you have disks containing archives, then OffLine will recognize them and extract information about their contents.

DiskDoubler is another compression program supported by OffLine. Although DiskDoubler can create archives of a kind ("combined files"), it is normally used to compress individual files. Finder describes these files as DiskDoubler documents, and technically, they are. Fortunately, OffLine's catalog engine actually peeks inside of them to determine what they were before being compressed, and catalogs them accordingly. The result is that a search for, say MacWrite documents will find even those that have been compressed by DiskDoubler.

What can (and cannot) be cataloged by OffLine?

OffLine can catalog any type of disk volume that is attached to your computer and that can be mounted by Finder. This includes hard disk partitions and some streaming tape drives.

Some network servers use a proprietary file system, so such server volumes cannot be cataloged remotely. MS-DOS disks can be cataloged if you use special software that allows Finder to mount them.

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Appendix

Export Format (Comma- or Tab-delimited)

If you export the OffLine catalog in delimited format, then OffLine will produce a structured file suitable for use by most database and spreadsheet applications. To make it easier for you to import the resulting file to another application, the format of the exported file is presented here.

The exported file consists of one record for each file in the OffLine catalog. Each record consists of 9 fields. In a comma-delimited file, each field is enclosed in double quotes, and fields are separated (delimited) with a comma. In a tab-delimited file, there are no quotes, and fields are separated by a tab character.

1. Disk serial number, as assigned when the disk was catalogued.
Example: 226
2. Full pathname, consisting of the disk name and any folder names, if the file is in a folder.
Example: My Program Disk:Letters:July
3. File name
Example: Letter to Mom
4. File description
Example: MacWrite document
5. File creation date
Example: 7/12/90
6. Last modification date (or version number)
7. File size, in bytes.
Example: 28603
8. File creator
Example: MACA
9. File type
Example: WORD