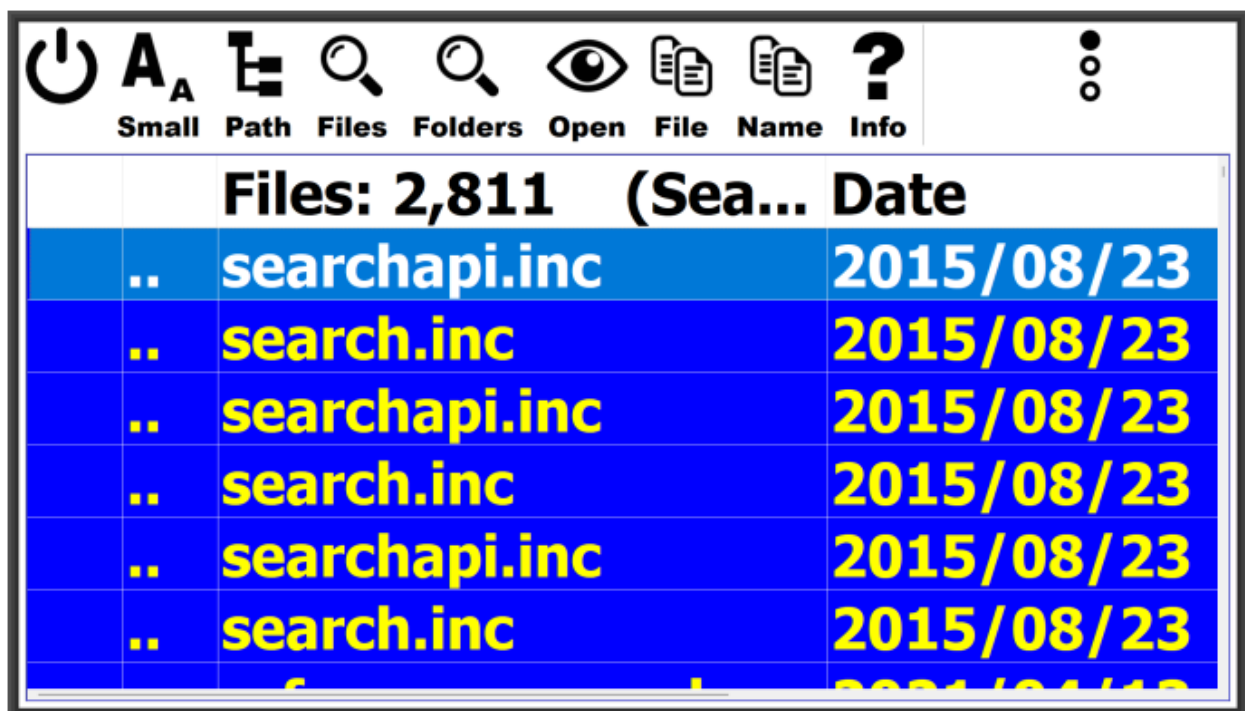


## EZReader Files Application

Files allows searching for file and folders. The results are available instantly.

Files may be opened, copied to the clipboard or copied to any EZReader folder.



With File Finder, you can see a list of all **files or folders** on your PC that match search criteria on the file name. Searches of the entire PC take usually just 1s-3s.

To get that performance, EZReader takes advantage of a free application called Everything that is installed on all EZReader PCs. It's a free application released by a company called "voidtools". The

program Everything provides a graphical interface of it's own, but it is not suitable for low vision users. voidtools also releases a command line utility that allows programs like EZReader to take advantage of the fast search capabilities offered by Everything. Thank you voidtools for your generosity!

To get a list of all files or folders meeting search criteria, just press the appropriate "Search" button to get a popup window like this:



Then type in the file/folder name specification (search term) and press Enter. Almost instantly a list of all matching files on the PC will be displayed

## Opening Files

When the EZReader variable InternalViewer is set, EZReader will attempt to open files with its own built-in file viewers. Internal viewers are available for text, images, audio and video file types.

- **Text:** - \*.txt, \*.bat
- **Audio:** - \*.mp3, \*.mid, \*.wav
- **Video:** - \*.mov, \*.mp4
- **Images:** - \*.jpg, \*.bmp, \*.gif, \*.png, \*.tiff, \*.ico

- **PDF:** - \*.pdf
- **DOCX:** - \*.docx

For DOCX and PDF files, EZReader extracts and displays only the text

Note that for the protection of users, EZReader **will NOT** open EXE files.

When InternalViewer is set and the user tries to open a file type EZReader, does not support, then EZReader will attempt to open the file using the PC's default viewer for that file type.

When InternalViewer is not set, EZReader will attempt to open all file type using the PC's default viewer for the file type.

### Toolbar Commands:

Files has 3 rows of command icons:



**Small:** Toggle display between normal and small font size

**Path:** Toggle display of path in file list

**Files:** Search files only

**Folders:** Search folders only

**File:** Copy file to clipboard

**Name:** Copy file name (full path) to clipboard

**Reader:** Copy checked files to the Book Reader Other folder

**Info:** Display information about the selected file



**Reader:** Copy checked files to the Book Reader Other folder

**Editor:** Copy checked files to the Editor Other folder

**Grid:** Copy checked files to the Grid Other folder

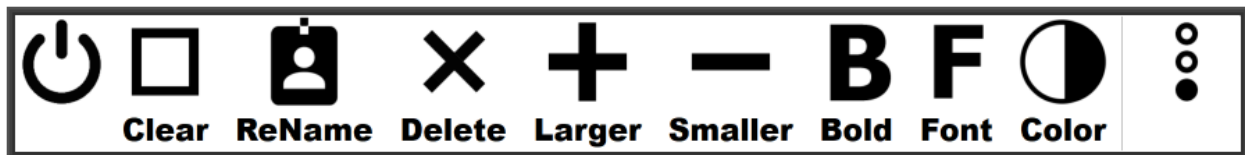
**JukeBox:** Copy checked files to the JukeBox Other folder

**Gallery:** Copy checked files to the Gallery Other folder

**Archives:** Copy checked files to the Archive folder

**Next:** Place next available flash drive on Toolbar

**D:** Drive letter of target flash drive



**Clear:** Remove check from all checked items

**ReName:** Rename the selected file

**Delete:** Delete the selected file

**Larger:** Increase font size

**Smaller:** Decrease font size

**Bold:** Toggle text bold attribute

**Font:** Cycle through 3 available fonts

**Color:** Cycle through 4 available color pairs

**Larger:** Increase font size

**Smaller:** Decrease font size

**Bold:** Toggle text bold attribute

**Font:** Cycle through 3 available fonts

**Color:** Cycle through 4 available color pairs