BasePac 10 design search with Windows

How does the design search with the Windows search with BasePac 10 work?

Background:
BasePac 10 migrated data (design) management to Windows File Management. This will now organize the search of the designs via Windows Search.
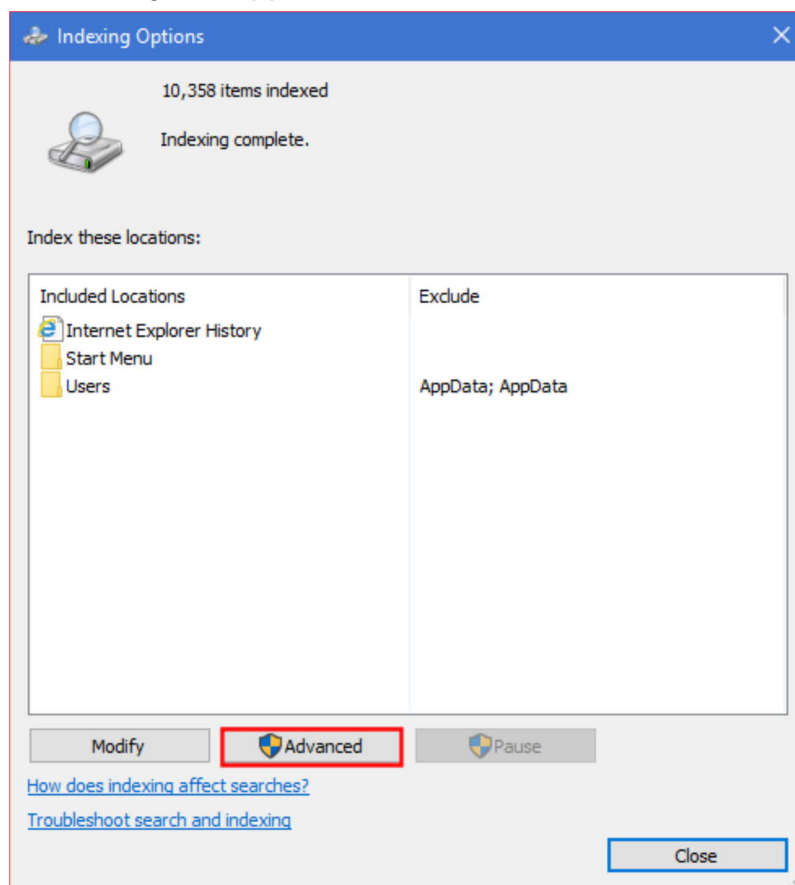
Preparation:
For the design files to be listed in the Windows search, they must be added to the Windows search index. By default, Windows Search contains only a few folders. Therefore, the main folder of data management must be included in the Windows search via the Windows search management.

Procedure at Windows 10:
Enter the Windows "Indexing Options". The best way to do this is to type "Indexing Options" in the Windows search box (Windows-Taste ⊞ + "i").
This dialog will appear:

Here you can set the locations where the windows search is active.
Press to "Modify" and select at the indexed places the main folders where you have your embroidery designs stored or where you would like to store embroidery designs.

After this select "Advanced" and recreate the index by pressing, "Rebuild".
The recreation of the index takes some time. During this time, this dialog can leave and normal work may be continued. Only the search functions might not be fully available during this time.

Using search:
The search is available everywhere in the file selection, so both in the file open dialog in Basepac10 as well as in Windows Explorer.

A search is initiated by first selecting the main folder and then entering the search term in the search field (top right).

BasePac 10 design search with Windows

In BasePac10 design files can be searched at following Entries (keywords):
- Filename:
- Designnumber:
- Name:
- DesignSize:
- Stitches:
- Customer:
- CustomerNr:
- Creator:
- Colors:
- Comment:
- Tags: (Keywords)

If a text is entered in the search field, this text will be searched in all files, no matter in which of the search criteria the text occurs.

A specific search can be performed by specifying a keyword.
If you e.g. enter the following in the search field:
Name:Fish
Then it searches for all files where in the design name the word **Fish** occurs. This case is case insensitive.

In the same way, you can search for the number of stitches. With
Stitches:>10000
Searches for all files where the stitch count is greater than 10000.

Edit file properties:
The file properties that can be searched for can be entered in BasePac 10 in the "Design Info" (formerly Design Header). You can also make these entries directly in Windows Explorer under Properties (Details) without having the BasePac 10 open to you.

The procedure without BasePac 10 in the Windows Explorer directly:
1. Calling the properties of the file by right clicking on "Properties" and then on the tab "Details" now the corresponding entries can be edited.

2. Display of the detail area (in the Explorer on the right) directly in the Windows Explorer.
You can activate this via "View", "Detail pane" or via the key combination "ALT + SHIFT + P". Now you can directly edit and save the entries in the displayed detail area.