

Windows Extreme

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Viewing Directories

Viewing The Contents of a Drive or Directory

Double-click on the WindEx icon. All available drives will be shown in the window. To view the contents of a drive, double-click on its icon. A window will appear containing icons that represent all files and directories. Note: To show or hide hidden files, click the right mouse button over a window's caption and choose *Preferences*. Then check the option for *Show Hidden Files*.

A directory is indicated by a file folder icon; a file is indicated by one of the following icons:

Blank page	Miscellaneous file
Page with text	An editable text file
Page with gear	DOS batch file
Easel and paintbrush	Graphic file
Question mark	Windows help file
Music note and ear	Windows sound file
Computer and synthesizer	MIDI file
A B C	Font file
MS DOS icon	EXE or COM file with no default icon
Other	Executable, DLL, or icon with default icon

Note: To avoid excess opened windows, hold down the left or right Ctrl key while double-clicking on a directory or file icon, or check the option for *Auto Close Parent* from the Preferences dialog (see Preferences for more information).

Sorting Files in a Directory

To sort the files in the current drive or directory window, move the mouse to the window's caption and click the right mouse button. From the popup menu, choose from the following sort options:

Sort by Name	The default. Sorts all files alphabetically.
Sort by Date	Sorts files by creation date, newest first.
Sort by Size	Sorts files by file size, largest first.
Sort by Extension	Sorts files alphabetically by file extension.

Selecting Files and Directories

To select one or more files or directories in a window, follow the steps for one of the following methods:

Selecting Icons One at a Time

Position the mouse over the desired icon and click the left mouse button. The icon's caption will change color to indicate its selected state. To add files to a selection, hold down the Ctrl key and click the left mouse button on another icon.

Note: To remove an icon from a selection, hold down the Ctrl key and click on it a second time.

Selecting a Range of Icons

Select the first (or last) icon you want in the range. Then, while holding down the Shift key, select the last (or first) icon you want in the range. All icons between the first and last will automatically be selected.

Copying and Moving Files and Directories

To move files from one place to another, select the desired icons and “drag” them to the opened window of the directory you wish to move them to,
or
choose *Move* from the popup menu, and enter the name of the destination directory.

To copy files from one place to another, select the desired icons and, while holding down the Ctrl key, “drag” them to the new location,
or
choose *Copy* from the popup menu, and enter the name of the destination directory.

Note: If you wish to copy or move a file to a directory that is not currently showing in the window, hold down the Shift key and move the mouse cursor slowly to the top or bottom of the window. The contents of the window will scroll as you continue to move the mouse.

Renaming Files and Directories

To rename one or more files or directories, select the desired icons and click the right mouse button in the corresponding window. Choose *Rename*. Enter the new name of the selected file(s) and choose *OK*.

Deleting Files and Directories

To delete one or more files or directories, select the desired icons and click the right mouse button in the corresponding window. Choose *Delete*. When prompted for confirmation, choose *Yes* to delete the selected files or *No* to return to the current window.

Changing File Attributes

Select the file or files you wish to modify and click the right mouse button inside the window. Then choose *Attributes* from the popup menu. Select the desired attributes and choose *OK*.

Creating Directories

Open the window of the drive or directory where the new directory will be created. Then click the right mouse button in the window, and choose *Create Directory*. Enter the name of the new directory and choose *OK*.

Customizing Icons

To change the icon for a file or directory, select the desired icon, click the right mouse button inside the window, and choose *Change Icon*. Enter the name of the icon and choose *OK*. If the specified file contains multiple icons, you can use the scroll bar to select the desired one. Choose *Auto* if you want WindEx to choose a default icon for displaying.

Creating a DeskFile

DeskFiles are files or directories that appear as a permanent icon on the desktop. They appear as a 3D button with an icon and a caption. If you access a particular file or directory often, they can save the unnecessary time of browsing through directories. To create one or more DeskFiles

select the desired icon(s) from the current window and click the right mouse button. Choose *Add to Desktop*.

Or

“Drag” the desired icon(s) from the window and “drop” them onto the desktop.

The icon(s) will appear on the desktop with the current icon displayed.

To activate a DeskFile, simply double-click on it.

Editing a DeskFile

To edit the properties of a DeskFile, move the mouse to the DeskFile's icon and click the right mouse button. A dialog will appear with the following options:

Caption Text

Enter the text that you want to appear as the DeskFile's caption.

Command Line

Enter the name of the file along with its path and any command line arguments.

Icon Filename

Enter the name of the file containing the icon you want displayed for the DeskFile. The file's icon will show below. If the file contains multiple icons, you can choose from one of those by using the scroll bar.

Note: If the specified file does not contain an icon, WindEx will choose a default icon best suited to the type of file specified in the edit box.

Display Caption

Check this box if you want the name of the icon to be displayed.

Moveable

Check this box if you want to move the DeskFile to a new location. If this box is not checked, the DeskFile cannot be moved with the mouse.

Remove

Click on this button if you want the DeskFile removed from the desktop.

Moving a DeskFile

To move a DeskFile, “drag” its icon to the new location and “drop” it. The new position will be saved until the DeskFile is moved again.

Removing a DeskFile

To remove a DeskFile from the desktop, move the mouse to the DeskFile icon and click the right mouse button. When the DeskFile Options dialog appears, choose *Remove*.

Preferences

To access the saved settings for WindEx, click the right mouse button over a window's caption and choose *Preferences*. A dialog will appear with the following options:

Auto Save Windows

Check this option if you want all directory windows (including the WindEx window) to be saved automatically. Saving occurs whenever the window is moved, sized, or the sort type is changed.

Auto Close Parent

When this option is selected, the current directory window will be closed after double-clicking on any icon.

Show Status Bar

Check this option if you want the status bar to show. The status bar displays information like available disk space, file information, and total bytes selected, depending on the number of icons selected.

Show Hidden Files

If this option is selected, files with the Hidden and/or System attributes set will be shown anyway.

Show QuickCaptions

Check this option if you want QuickCaptions to show for DeskFiles. A QuickCaption is a small, floating window that displays a DeskFile's caption text when the mouse pointer is over that DeskFile.

Small Buttons

When checked, this option causes all DeskFile icons to be displayed at approximately half their size.

Show Trashcan

Select this option if you want the trashcan icon to show. The trashcan is a temporary storage area for files and directories you wish to discard. After moving a file or directory to the trash, you can choose to delete it permanently by choosing *Recycle* from the trashcan's popup menu. You can also choose to have the trash automatically recycled every specified number of days (see *Recycle Every X Days* below).

Recycle Every X Days

Check this options if you want WindEx to automatically recycle the trash every specified number of days. Entering 0 here will cause WindEx to recycle the trash each time the program is run.

Window Colors

To change window colors, select the desired item and choose *Change*. A palette dialog will appear allowing you to select the desired color. Choose OK when done. The new color will be displayed in the box to the right of the Change button.

Window Pattern

To select a pattern for the window background, select an item from the drop-down list. The specified pattern will be displayed in the box below. If you want to use the pattern currently selected for the desktop, check the option for *From Desktop*.

