FrontWindow Help Index

The index lists Help topics available for Frontwindow.   Use the <u>Scroll bar</u> to see entries not currently visible in the Help window.

To learn how to use Help. press **F1** to choose **Using Help** from the Help menu.

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FrontWindow Keys

FrontWindow has been designed to be as standard as possible in its use of the keyboard interface. The following keys are used in FrontWindow.

Moving between windows

Key(s)	Function
Ctrl+F6	Switches to the next visible window and makes that window active.

Moving in a window

Key(s)	Function
Up Arrow	Moves up one directory or file.
Down Arrow	Moves down one directory or file.
Home	Moves to the first directory or file.
End	Moves to the last directory or file.
PgUp	Scrolls the window up vertically.
PgDn	Scrolls the window down vertically.
Ctrl+PgUp	Scrolls the window left horizontally. Directory Tree Window only.
Ctrl+PgDn	Scrolls the window right horizontally. Directory Tree Window only.
5 key on numeric keypad	Positions the directory tree so that the current directory is visible.

Selecting files and directories

Window	Key(s)
Directory Tree Window and Path List Window	Up Arrow, Down Arrow, Home and End moves to a directory and selects it.

File List Window and Bin Window	Up Arrow, Down Arrow, PgUp, PgDn, Home and End moves to a file. Spacebar to confirm the selection.
Find Window	Up Arrow, Down Arrow, PgUp, PgDn Home and End moves to a file. Enter key to confirm the selection.

General Keys

Key(s)	Function
Ctrl+F4	Closes the currently active window. Does not apply to the Directory Tree Window, the Files Window or the Compare Window
Alt+F4	Closes FrontWindow.
Alt+Spacebar	Brings up FrontWindow's system control menu.
Alt+ - (minus key on numeric keypad)	Brings up the system control menu of the active window.

Editing Keys

Moving the Insertion Point

Key(s)	Function
Up Arrow	Moves up one line.
Down Arrow	Moves down one line.
Left Arrow	Moves left one character
Right Arrow	Moves right one character
Ctrl+Left Arrow	Moves left one word.
Ctrl+Right Arrow	Moves right one word.
Home	Moves to the beginning of the line.
End	Moves to the end of the line.
PgUp	Moves up one window.

PgDn	Moves down one window.
Ctrl+Home	Moves to the beginning of the directory notes.
Ctrl+End	Moves to the end of the directory notes.

Selecting Text

Key(s)	Function
Shift+Left or Right Arrow	Selects text one character at a time to the left or right. If the character is already selected, the selection is cancelled.
Shift+Down or Up Arrow	Selects one line of text up or down. If the line is already selected, the selection is cancelled.
Shift+Home	Selects text to the beginning of the line. Cancels already selected text.
Shift+End	Selects text to the end of the line. Cancels already selected text.
Ctrl+Shift+Left Arrow	Selects the previous word. Cancels an already selected word.
Ctrl+Shift+Right Arrow	Selects the next word. Cancels an already selected word.
Ctrl+Shift+Home	Selects to the beginning of the directory notes from the current insertion point.
Ctrl+Shift+End	Selects to the end of the directory notes from the current insertion point.

FrontWindow Overview

FrontWindow is a sophisticated file manager for Windows 3.0 (standard or enhanced mode).   You can use it to **copy, move and delete files and directories and also to rename files and change file attributes**.   The **find facility** lets you search for files and directories across hard partitions or on floppy drives.   You can also **compare directories** to find duplicate files.

An important feature of FrontWindow is its use of the Multiple Document Interface (MDI).   This gives **moveable and resizeable windows**.   They can also be minimised and maximised.   The minimise icons appear behind the Notes Window, if this is enabled.   All of **the windows are coordinated** to give a smooth integration of tasks.

Two of the unique features of FrontWindow are the Bin and the directory notes.   The **File Bin** is used to hold files that you have selected from different directories which can be on different drives or partitions.   You can then carry out an action on all of the files in the Bin, such as, moving files from different directories to a single directory.

The **directory notes** facility gives a text editor for entering directory documentation.   The notes for each directory are saved to disk.   As you move around a directory tree the notes for the current directory are loaded into the Notes Window.

FrontWindow lets you **print complete documentation for the whole or part of a directory tree**, consisting of the path, the notes and the file list for each directory.   Alternatively, you can **print a graphical representation for the entire drive or partition tree**.

You can **run applications from within FrontWindow**.   You can also add command lines to customise a FrontWindow menu, in this way frequent tasks are instantly accessible from within FrontWindow.

FrontWindow Windows

The following topics give an overview of each window's function and layout.

[Directory Tree Window](#)
[Files Window](#)
[Notes Window](#)
[Path List Window](#)
[Finds Window](#)
[Bin Window](#)
[Compare Window](#)

FrontWindow Commands

To get help with a command, choose the appropriate menu:

Files Menu Commands
Delete
Copy
Move
Rename
Attributes
Select All
Unselect All
Add to Bin
Find
Compare
Enter Filter
Point at Filter
Reset Filter
Cancel

Directory Menu Commands
Create
Delete
Copy
Move
Backup Current Tree
Restore Tree
Find
Path List
Print Directory Map
Print File Lists [Current Tree]
Printer Setup
Cancel

Drive Menu Commands

Bin Menu Commands
Delete
Copy
Move
Select All
Unselect All
Reset
Remove From Bin
Add Finds
Cancel

Notes Menu Commands
Undo
Cut
Copy
Paste
Delete
Print
Disable
Enable
Cancel

Run Menu Commands
Dos
User Installed Options

Window Menu Commands
Cascade
Tile
Default
Open Window List

Directory Tree Window

This window is always open when you start up FrontWindow.   The window gives a graphical representation of the directory tree for the currently selected floppy drive or hard disk partition.   Each directory is represented as a box containing the directory name.   Lines connecting the directory boxes indicate the directory's position or level in the directory tree.   As you read across the window, subdirectory levels increase, that is, you go down the directory tree.

This version of FrontWindow has a limit on the number of directories it can display for any floppy drive or hard disk partition.   The limit is 300 directories.   But you cannot have directories up to this limit if you want to move or copy directories.

When you copy or move directories, using options under the Directory Menu Commands, a temporary copy of the directory tree structure is made, this uses up some of the 300 limit.   For example, if you were moving a directory tree consisting of 20 directories, a copy would be made, bringing the directory limit down to 280. So, the limit really depends on the size of the directory trees that you intend to copy or move.

When you change drives from a hard drive partition to a floppy drive the hard drive's directory tree remains in memory.   This means that the number of directories that can be read on the floppy disk will be limited by the number of directories on the hard partition.   For example, if you have 200 directories on the hard partition the upper limit for the floppy will be 100.   The directory limit will be extended in the next version of FrontWindow.

The current directory in the directory tree is indicated by a highlight on the appropriate directory box.   The scroll bars are used to view other parts of the directory tree.

You can change the current directory by clicking on a directory box with the left mouse button or by using the FrontWindow Keys.   The highlight moves to the selected directory box.   When a new current directory is selected the Files Window is updated, giving the files for this new directory.   If the Path List Window is open, this is also updated to show the new current directory.   Finally, the Notes Window responds to the change in current directory by displaying the notes for the directory.

The title bar gives the current drive or partition, the total number of directories and the number of kilobytes free.   This information is updated as directories and files are deleted, copied or moved from the drive or partition.

Files Window

This window is always open when you start up FrontWindow.   It shows the files for the current directory selected using the <u>Directory Tree Window</u> or the <u>Path List Window</u>.   The files are sorted by name, giving a list of files in alphabetical order.   For each file the name, size, date, time and attributes are given.   The next version of FrontWindow will have a sort facility, which will let you choose additional display orders for the files.   These will be date, size and attributes.

The title bar gives the current directory path, the file filter, the number of files selected, the total number of files in the directory, the total bytes for selected files and the total number of bytes for all the files in the directory.   The file filter can be changed by using <u>Files Menu Commands</u>.

You can use the <u>Files Menu Commands</u> to perform various operations on files, such as copy, delete, or changing file attributes.   In order to do this you must first select the required files.   Selected files have a black highlight.   You can select files using the mouse or the keyboard.   Clicking the left mouse button on a file selects it.   Using the <u>FrontWindow Keys</u> you first move to the required file and then select the file by hitting the space bar.   The file you are positioned on is shown by a box with dotted lines around the file.   You can also select and unselect files using the <u>Files Menu Commands</u>.

You can run an application against a file by double clicking with the left mouse button on the required file.   FrontWindow uses the win.ini file, which should be in your windows directory, to run the application that is appropriate for your chosen file's extension.   The win.ini file has a block called extensions, which FrontWindow uses.   Here is part of the block,

        [Extensions]
        doc=winword.exe ^.doc
        dot=winword.exe ^.dot
        cal=calendar.exe ^.cal
        crd=cardfile.exe ^.crd
        trm=terminal.exe ^.trm
        txt=notepad.exe ^.txt
        ini=notepad.exe ^.ini
        pcx=pbrush.exe ^.pcx
        bmp=pbrush.exe ^.bmp
        wri=write.exe ^.wri

Using this, if you double click on a file with the extension 'txt', Notepad will be run with your file.   If you look at our typical extensions block you will notice that the 'txt' extension is linked to Notepad.   If you want to run Notepad with text files that have other extensions, you can add these to your win.ini file.   For example, if you had text files with the extension 'let' for your letter files, you could include these by adding the line,
        let=notepad.exe ^.let
The ^.let is rather like a wildcard pattern.   You will notice that the path for the application file is not given, this is because the directory that notepad.exe is in,

should be given in the path statement in your autoexec.bat file.   If you want to use an application whose directory is not included in the path statement you will have to give the path as well as the application file name.   For example,
	docs=c:\editor\winedit.exe ^.docs
You can also run applications by adding options to the <u>Run Menu</u>.

Notes Window

This window is always open when you start up FrontWindow.   It gives a simple text editor for entering notes on the current directory.   The title bar shows the current directory.

The text is automatically saved to a file with the directory name and a "FWN" extension.   The notes files are saved in the directory they apply to, when you change the current directory or when you exit FrontWindow.   If you copy or move directories the directory notes are also copied and moved to the new subdirectories.   Remember that when you delete a directory you will also delete its directory notes

When you change directories the Notes Window is updated with the notes for the new current directory.   If your directory notes get large you may notice that loading and saving them slows down your movement around a directory tree.   You can overcome this by disabling the Notes facility, when you want to view the directory notes you can enable the facility again.   Both of these options are given under the Notes Menu Commands.

The notes text editor gives you basic text editing facilities.   You can use the mouse or the FrontWindow Keys to move around the entered text.   You can also use the FrontWindow Keys to delete text.   The Notes Menu Commands give the standard Clipboard facilities for deleting, copying and pasting text.   This means you can move text to the notes for another directory or to the word processor or the text editor that you use under Windows.

You can print out notes by selecting the Print option under the Notes Menu Commands.   When you select the Print File List option under the Directory Menu Commands the notes are printed before the file list for each directory.

Path List Window

This window is opened by selecting the Path List option under <u>Directory Menu Commands</u>.   The main window area shows all the paths for the currently selected floppy drive or hard disk partition.   It gives an alternative view of a directory tree to the graphical display given in the <u>Directory Tree Window</u>.

You can use the window to navigate through a directory tree.   Clicking the left mouse button on a path changes the current directory to this path.   You can also use the <u>FrontWindow Keys</u> to move to the required path.   Both methods cause the highlight to move to the selected path.

When a new current directory is selected the <u>Files Window</u> is updated, giving the files for this new directory.   The current directory highlight in the <u>Directory Tree Window</u> moves to the selected directory and the <u>Notes Window</u> displays the notes for the new directory.

Finds Window

This window shows the results of searching for directories or files using options under the Files Menu Commands and the Directory Menu Commands.   The files or directories and their paths are shown in the window.

If the search is for files, the title bar gives the number of files found and the total number of bytes for all the found files.   When finding directories the title bar gives the number of directories found.   This information is updated as each file or directory is found.

In the current version of FrontWindow there is a limit for the number of files that can be found.   The limit is about 2,000 files.

You can change the current directory by selecting a directory or a file in the Finds Window.   The highlight in the Directory Tree Window moves to the appropriate directory and the Files Window is updated for the new directory.   When a found file is selected, the files in the Files Window are positioned so that the found file is visible.   If the Path List Window is open this will also be updated to reflect the new current directory.

Bin Window

This window is opened when any files are added to the bin using the Add to Bin option under Files Menu Commands.   It is also possible to add files found in a Find operation.   This option in the Bin Menu Commands lets you add all the files shown in the Finds Window to the Bin.

The Bin Window shows the files in the Bin, giving the path and the file name for each file.   The title bar gives the number of files selected, the number of files in the Bin, the total bytes for files selected in the Bin and the total number of bytes for all the files in the Bin.   This information is updated as files are added and removed from the Bin.   You can remove all the files, or selected files, from the Bin by using options under the Bin Menu Commands.

The files added to the Bin can come from different floppy drives and hard disk partitions and from different directories on these drives and partitions.   The options under the Bin Menu Commands let you delete, copy and move files from different source directories.   For example, if files from a 'letters' directory on your C partition and a 'work' directory on you D partition had been put into the Bin you could copy all these files to a floppy disk in your A drive.   Alternatively, if you wanted to put all the files with a '*.doc' extension, which are in different directories on your C and D partitions, into one directory, you could first perform a Find, add the found files to the Bin and then use the Move option to put all the files into a directory called 'docs'.

Compare Window

This window is only opened when you select a directory to compare against the current directory.   You can do this when you have selected the Compare option under <u>Files Menu Commands</u>.   The directory to compare is selected in the <u>Directory Tree Window</u>.   The selected directory is indicated by a grey highlight.

You can also use the <u>Path List Window</u> to select the compare directory.   In Compare mode the Path List Window always shows the directory selected for comparison and not the current directory.   This is indicated by a black highlight.

When you cancel the Compare mode the Compare Window is cleared and the grey highlight is removed from the Directory Tree Window.   If the Path List Window is open this updates to indicate the current directory again.

The Compare Window shows the files in the compared directory.   Any files that compare with the current directory are highlighted.   They are also highlighted in the <u>Files Window</u>,   which shows the files for the current directory.

In compare mode you can make the Compare Window or the Files Window active, you can then scroll through all the files to check for compared files in both directories.

Drive Menu Commands

Gives a menu of all the possible floppy drives and hard disk partitions found on your system.   The currently selected drive is indicated on the menu by a tick.   You can change the drive or partition by selecting a new drive indicator.

If your system has less than five drives (the combined total of floppy drives and hard disk partitions) the Drive menu will still show five drives.   The correct number of drives can be displayed by adding LASTDRIVE to your config.sys file.   For example, if your system has two floppy drives and a single hard drive partition, this gives three drives, A, B and C.   If you add LASTDRIVE=C to your config.sys file the Drive menu will give three identifiers for these three drives.

Directory Menu Commands

The Directory menu lets you perform operations on the <u>Directory Tree Window</u>.   All the options, except the print operations, are carried out on the current directory.   Before selecting any of these commands make sure you have selected the required current directory.   The current directory is indicated on the directory tree by a highlighted directory box.

Create

Creates a subdirectory in the current directory.   A dialogue box prompts for the name of the new subdirectory.   After the new directory is created it becomes the current directory and it appears in the Directory Tree Window.   This window is positioned to show the newly created directory and the highlight moves to this directory.

Delete

Deletes the current directory and all its subdirectories.   As each directory is deleted the <u>Files Window</u> updates to show the files for the directory to be deleted.   As the files are deleted they are removed from the Files Window.   Finally the directory is removed from the Directory Tree Window.   After deletion the directory before the deleted directory becomes the current directory and the highlight moves to this directory.

Copy

Copies the current directory and all its subdirectories.   The selected subdirectory tree is copied to another directory on the current or a new drive or partition.   This command needs a source directory and a destination directory.   The current directory is used as the source directory.   After the Copy command is selected the action prompt asks you to select a destination directory.   This is chosen by clicking with the left mouse button in the Directory Tree Window on the directory box for the required destination directory.   The <u>FrontWindow Keys</u> can also be used to move the highlight to the required directory box.   Alternatively, you can use the <u>Path List Window</u> to select the destination directory.

You can also copy a subdirectory tree to another partition or drive.   Use the <u>Drive Menu Commands</u> to select the required drive or partition.   The Directory Tree Window will update with the new directory tree.   Now select the destination directory and after you have confirmed the selection you will see, in the Directory Tree Window, the subdirectory tree being copied into your selected directory on the new drive or partition.   The <u>Files Window</u> shows the files being copied into each directory.

Move

Moves the current directory and all its subdirectories.   The subdirectory tree to be moved is deleted from its current position and copied to another directory on the current or a new drive or partition.   This command needs a source directory and a destination directory.   The current directory is used as the source directory.   After the Move command is selected the action prompt asks you to select a destination directory.   This is chosen by clicking with the left mouse button in the Directory Tree Window on the directory box for the required destination directory.   The FrontWindow Keys can also be used to move the highlight to the required directory box.   Alternatively, you can use the Path List Window to select the destination directory.

You can also move a subdirectory tree to another partition or drive.   Use the Drive Menu Commands to select the required drive or partition.   The Directory Tree Window will update with the new directory tree.   Now select the destination directory and after you have confirmed the selection you will see, in the Directory Tree Window, the subdirectory tree being moved into your selected directory on the new drive or partition.   The Files Window shows the files being moved into each directory.

Rename Directory

This option is not available in the un-registered version of FrontWindow.

BackUp Current Tree

This option is not available in the un-registered version of FrontWindow.   It lets you backup an entire subdirectory tree onto floppy disks.   The backup starts from the current directory.   FrontWindow lets you backup to the A and the B drive.

A supply of blank formatted disks is needed.   You will be prompted to put a new disk into the floppy drive when necessary.   Each backup disk created is numbered in sequence from the first disk.   This is used in the Restore Tree command to ensure that the subdirectory tree is restored in the correct order.   When the directory structure and all the files have been successfully transferred you will be asked to put the first backup disk back into the floppy drive.   FrontWindow then writes information to the disk that is needed when the backup is restored.

When there is not enough room left on the current backup disk to backup a file, FrontWindow prompts you to insert a new disk.   If FrontWindow is attempting to backup a file that is too large to fit onto a blank floppy disk you will be alerted, but the file will not be backedup.   The next version of FrontWindow will be able to split large files across as many floppy disks as necessary to backup the file.

Restore Tree

This option is not available in the un-registered version of FrontWindow. It copies a subdirectory tree and their files from a set of backup disks created using the BackUp Current Tree command. The tree is copied into the current directory. FrontWindow lets you restore from the A and the B drive.

Start by putting the first backup disk in a floppy drive. You will see the directory tree window being updated with the subdirectory tree that was backedup. The files are then written into these subdirectories. You will be prompted to insert each backup disk in the floppy drive. If you insert a disk that is not in the correct backup disk sequence you will be prompt for the correctly numbered backup disk. FrontWindow informs you when the restore is completed. The current directory becomes the first directory in the restored subdirectory tree.

Find Directory

You can search for a directory on any floppy drive or across all of your hard disk partitions. A dialog box prompts you for the search template. You can either enter the full name of the directory you are trying to find or just some of the letters. Entering letters lets you search for a directory when you are not quite sure of its name. FrontWindow searches for directory names that contain the letters you gave in the template. For example, suppose you have the directories windows, windev, winapps on you hard disk, giving the template "win" will find all of these directories. If you gave "d" as a template only the directories windows and windev would be found.

The dialog box also lets you select the drives or partitions that you want to search. If your current drive is a floppy drive you can only search on this drive. But, if you are on a hard drive partition and you have a number of partitions on your hard disk, you can search all the partitions or just select some of the partitions for the search.

The directories found in the search are displayed in a <u>Finds Window</u>. This window is opened as soon as the search starts and it is updated as each directory is found.

Path List

This option displays the <u>Path List Window</u>.

Print Directory Map

Prints a graphical map for the directory tree of the currently selected drive or partition. The printout looks exactly the same as the display given in the Directory Tree Window. If the directory map is too wide to fit onto a page the output is automatically formatted and printed over two pages with arrows indicating where pages connect.

If you are printing in landscape mode on an Epson printer you will need to set the

following printer options using the Printer Setup command:
1) Set the page size to A4, this will give   arrows showing the page connections.⌫
2)   Select a resolution of 240 x 144 or 120 x 144.

For all printers the printer port   must be set to LPT1, that is, the printer must be connected to the parallel port, LPT1.   You can check your configuration by using the Printers option under the Control Panel.

This option has been tested on Laserjet and Epson FX printers.   If you are using a different printer and have problems we would be grateful if you would report these to us.

Before the printing starts you have the option to cancel the print.   Once the print has begun you can use Window's Print Manger options to control the printing.

Print File List [current tree]

Prints the complete documentation for the currently selected tree.   If you are on the root directory, documentation for the entire drive or partition will be printed out.
For each directory the following information is included:

>   Path
>   Directory Notes
>   List of files with size, date and attributes

Before the printing starts you have the option to cancel the print.   Once the print has begun you can use Window's Print Manger options to control the printing.

For all printers the printer port   must be set to LPT1, that is, the printer must be connected to the parallel port, LPT1.   You can check your configuration by using the Printers option under the Control Panel.

Printer Setup

This option lets you set the printer options for the current default printer.
FrontWindow does not let you change the printer type.   This can be changed from the Printers option on the Control Panel.

Cancel

This option cancels any pending process.   Cancel is greyed when there is no pending operation.

Files Menu Commands

The Files menu lets you perform operations on the <u>Files Window</u>.   Most of the options are chosen after files have been selected in the Files Window.   So, you first select files and then move, copy, delete, rename them, change their attributes or add them to the bin.   A file is selected by clicking on it with the left mouse button, or by using the <u>FrontWindow Keys</u> to move to the file and then hitting the spacebar to select the file.   A black highlight indicates that a file is selected.

Delete

Deletes selected files.   As files are deleted they are removed from the <u>Files Window</u>. Use this command with care.   Once you have deleted files you cannot undelete them without a separate utility.   The current version of FrontWindow does not have an undelete command.

Copy

Copies selected files to a destination directory.   After the Copy command is selected the action prompt asks you to select a destination directory.   This is chosen by clicking with the left mouse button in the Directory Tree Window on the directory box for the required destination directory. The <u>FrontWindow Keys</u> can also be used to move the highlight to the required directory box.   Alternatively, you can use the <u>Path List Window</u> to select the destination directory.

You can also copy files to a directory on another partition or drive.   Use the <u>Drive Menu Commands</u> to select the required drive or partition.   The <u>Directory Tree Window</u> will update with the new directory tree.   Now select the destination directory and after you have confirmed the selection you will see the Files Window being updated as the files are copied into your selected directory on the new drive or partition

Move

Moves selected files to a destination directory.   The files to be moved are deleted from their current directory position and copied to another directory on the current or a new drive or partition.   After the Move command is selected the action prompt asks you to select a destination directory.   This is chosen by clicking the left mouse button in the Directory Tree Window on the directory box for the required destination directory.   The <u>FrontWindow Keys</u> can also be used to move the highlight to the required directory box.   Alternatively, you can use the <u>Path List Window</u> to select the destination directory.

You can also move files to a directory on another partition or drive.   Use the <u>Drive Menu Commands</u> to select the required drive or partition.   The <u>Directory Tree Window</u> will update with the new directory tree.   Now select the destination

directory and after you have confirmed the selection you will see the Files Window being updated as the files are moved into your selected directory on the new drive or partition.

Rename

Renames selected files.   A dialog box prompts you for the file name to use to rename the file.   If you have selected more than one file, a dialog box appears for each file.   If you don't want to rename a selected file you can select the 'Miss' button, FrontWindow will then leave the file and pass on to the next selected file. You can abort the rename operation by selecting the 'Cancel' button on the dialog box.   As each file is renamed you will see the Files Window update with the renamed file.

Attributes

This option lets you change the attributes of selected files.   There are two modes
   Block: The attributes of all the selected files are changed in
   one pass.
   Individual: You are prompted for the new attributes for each of the
   selected files.

Select All

Selects all the files in the Files Window.

Unselect All

Unselects all or any files selected in the Files Window.

Add to Bin

Puts the selected files into the Bin.   Once this option is selected the <u>Bin Window</u> is opened and the selected files are displayed in this window.

Find

This option lets you search for files on any floppy drive or across all your hard disk partitions.   The Find sub-menu lets you select the type of search.   You can either search by name (File Spec), name and date, name and size or name and attributes.

The dialog box for each search type prompts you for the search template.   You can either enter the full name of the file you are trying to find or a combination of

wildcards and some of the file's letters.   To search for all files with a particular pattern you can use letters and wildcards.   For example if you want to find all the files with a 'doc' extension, you would enter the pattern *.doc.

Additional information is needed for the date, the size and the attribute search types.   For date you need to give the date range for the search by entering a date in the after and before boxes.   The date is entered as day, month and year (dd/mm/yy).   For example, to find all the files with the 'wri' extension created since 11th October 1990 and before 23rd August 1991 enter '*.wri' as the pattern and then put 11,   10 and 90 in the three after boxes and 23, 8 and 91 in the three before boxes.

The greater than and less than entry boxes for the size search type let you give the size range of the files to search for.   You need to give the size in bytes.   For the attribute type select one or more attributes.   The 'exact' option will search for files that have the attributes you have selected and no others.   The 'If these' option searches for all files that have the selected attributes set, it ignores the state of any non-selected attributes on a file.

The dialog boxes for all the search options allow you to select the drives or the partitions that you want to search.   If your current drive is a floppy drive you can only search on this drive.   But, if you are on a hard drive partition and you have a number of partitions on your hard disk, you can search all the partitions or just select some of the partitions for the search.

The files found in the search are displayed in a <u>Finds Window</u>.   This window is opened as soon as the search starts and it is updated as each file is found.

Compare

This option lets you compare directories to find matching files.   The compare option gives a sub-menu which lets you compare files by name only or by name and same date, or name and different date.   When you have selected a directory for comparison, the matching files are highlighted in the Files window and also in the <u>Compare Window</u>.

Enter Filter

Sets the filter template for the Files Window.   You are prompted for the new filter. The next version of FrontWindow will check the entered template to ensure that it is a valid Dos filter.   Once you have confirmed the new template the Files Window updates to show only those files that match the filter.

Point at Filter

This is a faster way of entering a filter than using the Enter Filter command.   You can set the filter template for the Files Window by selecting a file in the Files

Window that has the required extension.   This can be done by either clicking the left mouse button on the file or moving to the file using the FrontWindow Keys and then selecting the file with the enter key.

Reset Filter

Sets the filter for the Files Window back to   *.*.

Cancel

This option cancels any pending operation.   Cancel is greyed when there is no pending operation.

Bin Menu Commands

The File Bin has the paths and the names of all the files that have been added to the bin.   These are displayed in the <u>Bin Window</u>.   Files are added to the Bin by the Add to Bin option under the <u>Files Menu</u> or the Add Finds option under the Bin Menu.

The Bin menu lets you perform operations on the <u>Bin Window</u>.   Nearly all of the options are chosen after files have been selected in the Bin Window.   A file is selected by clicking on it with the left mouse button or by using the <u>FrontWindow Keys</u> to move to the file and then hitting the spacebar to select the file.   A black highlight indicates that a file is selected.

Delete

Deletes selected files.   Each file is deleted from its directory of origin.   As a file is deleted it is removed from the bin and the file is no longer displayed in the Bin Window.   Use this command with care.   Once you have deleted files you cannot undelete them without a separate utility.   The current version of FrontWindow does not have an undelete command.

Copy

Copies selected files to a destination directory.   After the Copy command is selected the action prompt asks you to select a destination directory.   This is chosen by clicking the left mouse button in the Directory Tree Window on the directory box for the required destination directory.   The <u>FrontWindow Keys</u> can also be used to move the highlight to the required directory box.   Alternatively, you can use the <u>Path List Window</u> to select the destination directory.

You can also copy files to a directory on another partition or drive.   Use the <u>Drive Menu Commands</u> to select the required drive or partition.   The <u>Directory Tree Window</u> will update with the new directory tree.   Now select the destination directory and after you have confirmed the selection you will see the <u>Files Window</u> being updated as the files are copied into your selected directory on the new drive or partition.   After a copy all the files are retained in the Bin.

Move

Moves selected files to a destination directory.   The files to be moved are deleted from their current directory position and copied to another directory on the current or a new drive or partition.   After the Move command is selected the action prompt asks you to select a destination directory.   This is chosen by clicking the left mouse button in the directory tree window on the directory box for the required destination directory. The <u>FrontWindow Keys</u> can also be used to move the highlight to the required directory box.   Alternatively, you can use the <u>Path List Window</u> to select the destination directory.

You can also move files to a directory on another partition or drive.   Use the <u>Drive</u>

<u>Menu Commands</u> to select the required drive or partition.   The <u>Directory Tree Window</u> will update with the new directory tree.   Now select the destination directory and after you have confirmed the selection you will see the <u>Files Window</u> being updated as the files are moved into your selected directory on the new drive or partition.   As each file is moved it is removed from the Bin and the files are no longer shown in the Bin Window.

Select All

Selects all the files in the Bin Window.

Unselect All

Cancels any file selections made in the Bin Window.

Reset

Removes all the files from the Bin.   This operation clears the Bin Window.

Remove From Bin

Removes selected files from the Bin.   The files are no longer shown in the Bin Window.

Add Finds

This option puts all the files into the Bin that were found in the most recent file find using the Find option under <u>Files Menu Commands</u>.   This option causes the Bin Window to be opened.   The window updates as each file is added to the Bin.

Cancel

This option cancels any pending operation.   Cancel is greyed when there is no pending operation.

Notes Menu Commands

The Notes menu lets you perform operations on the <u>Notes Window</u>.   All of the editing options are chosen after text has been selected.   You can select text using the mouse.   First, move the text cursor to the beginning of the text that you want to select, then click the left mouse button and hold it down while you move the text cursor over all the text to be selected.   As you drag the text cursor a black highlight appears on the selected text.

You can select a word by placing the text cursor anywhere on the word and then double clicking with the left mouse button.   A block of text can be quickly selected by positioning the insertion point at one end of the text block with the mouse or the <u>FrontWindow Keys</u>.   Hold down the shift key and, while you do this, click with the left mouse button at the other end of the block of text.   You can unselect text by clicking in the Notes Window.   You can also use the <u>FrontWindow Keys</u> to select text.

Editing Commands

Undo

This option reverses your last typing or editing action.   For example, if you have just Cut some text, selecting Undo will put the deleted text back into your directory notes.   If you have just typed in a word which you don't want, Undo will remove the word.   Selecting Undo again will replace the word.   Undo is greyed when no actions can be reversed.

Cut

Deletes selected text from the directory notes and puts it onto the Clipboard.   This action erases the previous Clipboard contents.   When no text has been selected this option is not available, it is greyed on the menu.

Use the Paste option to copy the Clipboard contents into the current directory notes, the notes for another directory, or another Windows application.

Copy

Copies selected text onto the Clipboard without removing the text from the directory notes.   This action erases the previous Clipboard contents.   When no text has been selected this option is not available, it is greyed on the menu.

Use the Paste option to copy the Clipboard contents into the current directory notes, the notes for another directory, or another Windows application.

Paste

Puts a copy of the contents of the Clipboard into your directory notes at the current insertion point.   If the Clipboard is empty or does not contain text, Paste is not available.   Before you select the paste option make sure the insertion point is where you want to insert the Clipboard contents.   Use the mouse or the FrontWindow Keys to move the insertion point.

You can also replace text in your directory notes with the Clipboard contents.   First select the text that you want to replace, then select the Paste command, the selected text is overwritten.

Delete

Deletes selected text from the directory notes.   This option does not put the text onto the Clipboard, so the Clipboard contents are not overwritten.

General Commands

Print

This option prints out the notes for the current directory displayed in the Notes Window.   If you want to modify the printer setup before printing choose this option on the Directory Menu Commands.   For all printers the printer port   must be set to LPT1, that is, the printer must be connected to the parallel port, LPT1.   You can check your configuration by using the Printers option under the Control Panel.

Disable

Hides the Notes Window.   This option stops the directory notes being shown when you change directories.

Enable

This option restores the Notes Window and all directory note processing when the directory notes have been stopped using the Disable option.

Cancel

This option cancels any pending operation.   Cancel is greyed when there is no pending operation.

Run Menu Commands

Dos

This option starts the Dos command interpreter taking you to the Dos command line from within Windows.   You can execute Dos commands or Dos applications.   When you have finished you can quit by typing exit at the Dos prompt and pressing the enter key.   While in Dos you can switch to Windows using Alt+Esc or you can bring up the task list using Ctrl+Esc.

When you quit Dos, FrontWindow checks if your free disk space has changed, e.g. when new files have been created.   If it has, FrontWindow rereads the current partition, updating the directory tree and the files in the Files Window.

Remember that the Dos option still leaves you in Windows, so you should not run any commands or utilities that might modify the file allocation tables, such as chkdsk with the /f switch, or file undelete, disk compression or optimization utilities.

User Installed Options

You can run windows applications from FrontWindow by adding a block to the win.ini file, this file should be in your Windows directory.   The name of the application will then appear on the Run menu, selecting the name will run the application.   Use Notepad or any ASCII text editor to modify the win.ini file.

With the win.ini file in your text editor this is what you need to do,
1. Add the line [FRONTWINDOW] anywhere in the file,
   but not at the very beginning of the win.ini file.
2. Below the FrontWindow header you can enter the
   applications that you want to run from FrontWindow,
   use a new line for each application.   Applications are
   entered using the following form,
   menu option=command line to execute application.
   For example, if you want to run Notepad you would enter
   the following line, Notepad=c:\windows\notepad.exe.
   Here is a full example, this will put the options Notepad,
   Write, Pbrush and Word on the Run menu.

   [FRONTWINDOW]
   Notepad=c:\windows\notepad.exe
   Write=c:\windows\write.exe
   Pbrush=c:\windows\pbrush.exe
   Word=c:\winword\winword.exe

You can open an application with a specified file by adding the file name to the command line for executing the application.   For example, if you want to open Write with a file called 'mycv.wri' and you want the menu item on the Run menu to be EditCV, you would add the following line to the FrontWindow block,

EditCV=c:\windows\write.exe c:\docs\mycv.wri

An application can also be run with a selected file by double clicking on a file in the <u>Files Window</u>.

Window Menu Commands

Cascade

Arranges opened windows so that they overlay each other going from the top to the bottom of the application window.   The title bar of each window always remains visible.   The active window is always totally visible, it is the last window in the cascade.

Tile

Opened windows are arranged side by side, so that all the windows are visible and none of the windows overlap.

Default

This option rearranges opened windows to the window layout used in FrontWindow. This is the arrangement of windows that you see when you start up FrontWindow. The Bin Window, Finds Window, Compare Window and Path List Window are cascaded over the Files Window.   If you have moved or resized any windows this option will return them to their default size and position.

Open Windows List

Lists the names of the currently open windows.   When FrontWindow is started up the Directory Tree Window, the Files Window and the Notes Window are open.   As windows are opened or closed they are added or removed from the list.   The currently active window is indicated on the list by a tick beside its name.   You can make another window active by selected it from the list.   This is useful when the window is hidden by other windows, stopping you from making it active by clicking on it with the left mouse button.   You can also use the FrontWindow Keys to make a window active.