

## Contents of WizManager 2.0 Help

This list of contents presents the Help topics available for WizManager. To learn how to use Help, press **F1** or choose **How to Use Help** from the Help menu.

### ► Ordering - Purchasing the software

#### **Basics**

<u>Introduction</u>	What is WizManager?
<u>Quick Tips</u>	Quick Tips on Using WizManager.
<u>Buttonbar</u>	How to Use the Buttonbar.
<u>Launchbar</u>	How to Use the Launchbar.
<u>Utilities and Tools</u>	How to Access and Use the Utilities & Tools.
<u>Command Line Box</u>	How to use the Command Line Box.
<u>Popup Menu</u>	How to Activate WizManager's Popup Menu.
<u>Technical Support</u>	How to get Technical Support.

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<u>Customize Buttonbar</u>	Customizing the Buttonbar.
<u>Customize Launchbar</u>	Customizing the Launchbar.
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<u>Zip, UnZip, Open Zip File</u>	Compress, Expand Zip files.
<u>Find Files</u>	Find any File or Directory.
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<u>Synchronize Directories</u>	Synchronize Two Directories Contents.
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<u>Set Files Date/Time</u>	Modify the Date and Time of Files.
<u>Lock</u>	Lock Your System.
<u>Print Directory</u>	Print Listing of the Files in a Directory.
<u>Print Tree</u>	Print a Disk's Directory Tree.
<u>Disk Info</u>	Display Disk Information.
<u>System Info</u>	Display Your System's Configuration.
<u>Exit, Restart, Reboot</u>	Exit, Restart Windows or Reboot System.

#### **Command Line Box Commands**

<u>Alphabetical Index</u>	List of Commands in Alphabetical Order.
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<u>History</u>	Recalling Previous Entries.
<u>Shortcut Keys</u>	List of Shortcut Keys.

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## Introduction to WizManager

### Welcome to WizManager !

WizManager is a powerful "add-on" which greatly extends Windows' File Manager capabilities. It appends many features missing in File Manager, and enhances your power to manage your disks and files. WizManager is automatically loaded when File Manager starts and is removed from memory when the latter closes. You do not have to intervene -- once installed, WizManager becomes entirely part of File Manager, just like standard features.

The WizManager additions are multi-faceted and can be categorized as belonging to four main sets of powerful tools:

- ▶ [Fast Access Buttonbar](#)
- ▶ [Launchbar](#)
- ▶ [Utilities](#)
- ▶ [Command Line Box](#)

WizManager is the result of listening to the wishes of many File Manager users and implementing those suggestions into a totally compatible software package. Many of WizManager's features have repeatedly been asked for in the past and are now made available to you. With WizManager, using File Manager becomes easier, more useful and much more enjoyable.

### See also:

[Quick Tips](#)

[Buttonbar](#)

[Launchbar](#)

[Command Line Commands](#)

## Quick Tips

Here are a few quick tips to get you started or to give you some indications on how to use WizManager more efficiently.

### WizManager Buttonbar

The Buttonbar is a set of shortcuts to the File Manager menu commands and to the WizManager features. **Clicking** with the left mouse button on any button will immediately start the corresponding command. Files and directories can also be **dragged and dropped** onto the Buttonbar. The activated button on which the files and directories were dropped will automatically launch the corresponding File Manager or WizManager command.

Depending on your system video resolution, ten (VGA 640x480 pixels), nineteen (SuperVGA 800x600 pixels), twenty six (SuperVGA 1024x768 pixels) or thirty six (SuperVGA 1280x1024 pixels) icons can be simultaneously displayed in the Buttonbar. The higher the resolution, the more icons you have available without scrolling.

[Scroll the Buttonbar?](#)

[What is this button?](#)

[Change the order of the buttons, remove buttons?](#)

[Specify the number of buttons displayed and the number of buttons scrolled?](#)

### WizManager Launchbar

The Launchbar is a powerful tool and is like a Program Manager built-into File Manager. It allows you to set buttons which will automatically launch DOS and Windows programs or open files. Files can also be dragged and dropped onto the Launchbar. The application corresponding to the button to which the files were dropped to will automatically open the files.

If the Launchbar is not displayed at the top of File Manager, select Launchbar from the Display/Hide menu in the WizManager menu.

Like for the Buttonbar, your video resolution limits the number of buttons displayed simultaneously in the Launchbar (i.e. there are more buttons available 'behind' the set displayed). To access the rest of the buttons, simply scroll the Launchbar.

[Scroll the Launchbar?](#)

[What is this button?](#)

[Customize Launchbar, add buttons?](#)

[Specify the number of buttons displayed and the number of buttons scrolled?](#)

### Command Line Box

The Command Line Box is displayed at the left side of the Buttonbar. The caret of the Command Line Box edit field is blinking when the Command Line Box is active and ready to receive your commands.

[Quickly switch to the Command Line Box?](#)

[What is displayed above the Command Line Box?](#)

[What commands?](#)

[Repeat commands?](#)

Interrupt a command?

Work with the files displayed in File Manager directory window?

Access DOS internal commands?

Same name?

## **Utilities**

With WizManager, you also get many utilities. Below you will find hints on what you can do with some of them:

Do you frequently use certain commands or applications?

Do you wish to quickly minimize all running applications or see which ones are running?

Do you need your system information or disk(s) information?

Do you wish to start multiple files or start a file which doesn't have an association?

Do you want to print the directory listing displayed in File manager?

Is your disk full, but you have to find some room for an additional program?

Do you have to leave your station but you don't want anyone to see or touch your data while you are gone, and you don't want to turn your computer down?

There are many more utilities like exiting or restarting Windows, rebooting your system, accessing the different Control Panel functions directly, etc. As you use WizManager, you will quickly familiarize yourself with most of them and enjoy the WizManager functionalities.

## **See also:**

[Introduction to WizManager](#)

## WizManager Command Line Box

**The Command Line Box, located on the left of the Buttonbar, is much more than the simple Run command found in the File menu. Most DOS internal commands and many external commands have been implemented in WizManager itself and are available directly within File Manager.**

Because the Command Line Box is part of File Manager, all WizManager DOS commands, like COPY, DEL, ATTRIB, etc., are executed in Windows, without shelling out to DOS. The result could be called DOS in Windows: it is fast, convenient and powerful. With WizManager Command Line Box, you get the best of both worlds: Windows and DOS.

The caret of the Command Line Box edit field is blinking when the Command Line Box is active and ready to receive your commands.

Quickly switch to the Command Line Box?

What is displayed above the Command Line Box?

What commands?

Repeat commands?

Interrupt a command?

Work with the files displayed in File Manager directory window?

Access DOS internal commands?

Same name?

### **See also:**

Command Line Box Commands

WizManager Buttonbar

WizManager Launchbar

## WizManager Buttonbar

WizManager's Buttonbar gives you a quick way to execute File Manager and WizManager commands. You don't need to browse through the different menus, all File Manager and WizManager functions are right under your finger. Click with the left mouse button on any button and the corresponding command will immediately start. You can also drag and drop files and directories to the Buttonbar. The activated button on which the files and directories were dropped will automatically launch the corresponding File Manager or WizManager command.

If the Buttonbar is not displayed at the top of File Manager, select Buttonbar from the Display/Hide menu in the WizManager menu. This command allows you to display or hide the Buttonbar and the Command Line Box.

Your video resolution limits the number of buttons displayed simultaneously in the Buttonbar (i.e. there are more buttons available 'behind' the set displayed). To access the rest of the buttons, simply scroll the Buttonbar.

[Scroll the Buttonbar?](#)

[What is this button?](#)

[Change the order of the buttons, remove buttons?](#)

[Specify the number of buttons displayed and the number of buttons scrolled?](#)

### See also:

[Customize Buttonbar](#)

[WizManager Launchbar](#)

[Command Line Box](#)

## Popup Menu

WizManager's popup menu is displayed when you click with the right mouse button on File Manager. The popup menu provides a fast way for accessing useful features, and is divided into four sections. It displays your customized launch menus, file command menus, task command menus and a list of all the tasks currently running in Windows.

You can choose from the [Preferences](#) dialog which popup menu sections should be displayed in the popup menu.

The popup menus are:

<b>Launch</b>	Displays your customized menu items.
<b>Customize Launch Menus...</b>	Opens the Customize Launch Menus dialog.
<hr/>	
<b>Copy...</b>	Activates the Copy command.
<b>Move...</b>	Activates the Move command.
<b>Delete...</b>	Activates the Delete command.
<b>Rename...</b>	Activates the Rename command.
<b>Print...</b>	Prints the selected files.
<b>Properties...</b>	Displays file and directory properties.
<b>Create Directory...</b>	Allows you to create a new directory.
<b>Select Drive...</b>	Allows you to switch to another drive.
<b>View Files...</b>	Launches the file viewer application.
<b>Open Files...</b>	Activates the WizManager Open command.
<b>Zip Files...</b>	Compresses the selected files.
<b>UnZip File...</b>	Expands files from the selected archive.
<hr/>	
<b>Minimize All Applications</b>	Minimizes all running applications.
<b>Restore All Applications</b>	Restores all running applications.
<b>Close Applications...</b>	Prompts before closing each running application.
<b>Task Manager</b>	Opens Windows Task Manager.

The last section of the popup menu, **the task list**, displays all the currently running applications. If you wish to switch to one of the running applications, simply select it from the tasks list. If you wish to **close** one of the running applications listed, hold the **Ctrl** key down and select the application from the tasks list.

**Hidden tasks** can be included in the tasks list. Check the appropriate option in WizManager's [Preferences](#).

### See also:

[Quick Tips](#)



## Technical Support

### Questions? Problems? Suggestions?

We would like to hear from you if you have any questions, problems, suggestions, or special requests regarding WizManager.

The WizManager User Manual and this Help file have answers to the most commonly asked questions. Try to browse quickly through these sources of information, you should find it useful.

If your questions or problems cannot be answered by the manual or help file, or if you have any suggestions, please contact Mijenix Corporation through one of the following channels:

**Mijenix Corporation**

6666 Odana Rd, Ste 326  
Madison, WI 53719  
USA

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**Due to the oftentimes complex technical nature of WizManager or Windows configurations, technical support by phone is not the most effective and almost always results in a request for follow-up information. Please use one of the other means whenever possible and send us a detailed description of your problem. We will address your concerns promptly. Thank you.**

**See also:**

[Quick Tips](#)

[Command Line Box Commands](#)

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<b>WizZipper</b>	Makes it easy to compress and extract ZIP files. This powerful utility also provides multiple-volume support (disk-spanning) and encryption/decryption of ZIP file items. \$15.00
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<b>WizDuplicates</b>	Helps you recover precious disk space by finding all the duplicate files present on one or more of your drives. You'll be surprised at how much disk space you'll regain after cleaning up with WizDuplicates. \$15.00
<b>WizSynch</b>	This utility can compare and synchronize two directories quickly and easily. It lets you understand the possible differences between the two directories and easily update contents. \$15.00
<b>WizLock</b>	WizLock lets you safely lock Windows so that you can leave your computer knowing that nobody will "play" with your files or programs. When you come back, type your password and you'll find everything just the way you left it. \$15.00

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## WizManager Utilities and Tools

WizManager not only adds a Buttonbar, a Launchbar and a Command Line Box to File Manager, it also comes with a large selection of utilities and tools.

<u>View Files</u>	View File Contents.
<u>Open Files</u>	Open Files Your Way.
<u>Zip, UnZip, Open Zip File</u>	Compress, Expand Zip files.
<u>Find Files</u>	Find any File or Directory.
<u>Find Duplicates</u>	Find Duplicate Files on Your Drives.
<u>Synchronize Directories</u>	Synchronize Two Directories Contents.
<u>Directories Size Browser</u>	Display the Size of Directories.
<u>Set Files Date/Time</u>	Modify the Date and Time of Files.
<u>Lock</u>	Lock Your System.
<u>Print Directory</u>	Print Listing of the Files in a Directory.
<u>Print Tree</u>	Print a Disk's Directory Tree.
<u>Disk Info</u>	Display Disk Information.
<u>System Info</u>	Display Your System's Configuration.
<u>Exit, Restart, Reboot</u>	Exit, Restart Windows or Reboot System.

## Launchbar

**The Launchbar is a powerful tool and is like a Program Manager built-into File Manager. It allows you to set buttons which will automatically launch DOS and Windows programs or open files. Files can also be dragged and dropped onto the Launchbar. The application corresponding to the button to which the files were dropped to will automatically open the files.**

If the Launchbar is not displayed at the top of File Manager, select Launchbar from the Display/Hide menu in the WizManager menu.

Your video resolution limits the number of buttons displayed simultaneously in the Launchbar (i.e. there are more buttons available 'behind' the set displayed). To access the rest of the buttons, simply scroll the Launchbar.

[Scroll the Launchbar?](#)

[What is this button?](#)

[Customize Launchbar, add buttons?](#)

[Specify the number of buttons displayed and the number of buttons scrolled?](#)

### **See also:**

[Customize Launchbar](#)

[WizManager Buttonbar](#)

[Command Line Box](#)

## Customize Launchbar

Select **Customize | Launchbar** from the WizManager menu to access the Customize Launchbar dialog.

The Customize Launchbar dialog allows you to reorganize the Launchbar's button order, add or remove buttons, set the number of buttons displayed, and specify the number of buttons scrolled per scroll increment. You can also specify the respective position of the Launchbar in File Manager with respect to the Buttonbar, and specify if you wish to display the Launchbar with small buttons/icons.

### To reorganize/customize your Launchbar:

To optimize your work with the Launchbar, move the most often used buttons to the beginning of the Launchbar and the least often used to the end.

- ▶ To **move** a button, simply drag and drop it to its new location using the mouse.
- ▶ To **add** a button in the Launchbar, select the New Button button.
- ▶ To **modify** a button, click on it in the Launchbar. A Modify Launchbar Button dialog will be displayed which lets you customize the buttons description, action and icon.
- ▶ To **remove** a button from the Launchbar, click on it and then select the 'Delete Button' button in the displayed dialog.

### To modify the number of buttons displayed:

If you are not using File Manager in its full width, it is necessary to reduce the number of buttons displayed in the Launchbar in order to have access to all the buttons when the Launchbar is scrolled. Select the number of buttons which should be displayed in the Launchbar from the *number of buttons displayed per button page* list.

### To modify the number of buttons scrolled:

When the Launchbar is scrolled, WizManager refreshes as many buttons as are displayed in the Launchbar (button page). However, it is possible to reduce the number of buttons scrolled each time by selecting the desired number from the *scroll increment* list.

### To position the Launchbar :

With the *Display Launchbar above the Buttonbar* check box, you can specify whether the Launchbar or the Buttonbar should be the topmost bar displayed. Check the box if you wish to have the Launchbar as the first bar and uncheck it if you wish to have the Buttonbar as the first bar in File Manager.

### To set the size of the button:

With the Use small buttons in Launchbar check box, you can specify whether the Launchbar should display its buttons in normal full size or if it should reduce the buttons and their icons/pictures. Check the box if you wish to have the Launchbar with small buttons.

**Note:** The small button icons are obtained from the regular icons with a reduction process. This procedure is not instantaneous and if the Launchbar contains a lot of buttons, File Manager's startup time can be slightly increased when small buttons are used.

### See also:

[Modify Launchbar Button](#)

## Commands - Alphabetical Index

<u>386</u>	Optimizes Windows for 386 Enhanced Mode.
<u>About</u>	Displays WizManager About Dialog.
<u>Associate</u>	Associates a File with an Application.
<u>Attrib or AttribQ</u>	Changes or Displays File Attributes.
<u>Cascade</u>	Overlaps File Manager Directory Windows.
<u>CD or ChDir</u>	Changes the Current Directory.
<u>Close</u>	Closes Running Applications.
<u>CloseBar</u>	Closes WizManager Buttonbar.
<u>Color</u>	Changes the Windows Screen Colors.
<u>Copy or CopyQ</u>	Copies One or More Files to Another Location.
<u>CustBar</u>	Customizes WizManager Buttonbar.
<u>CustLnch</u>	Allows Customization of Your Launch Menu.
<u>Date</u>	Changes the Date of Your Computer's Clock.
<u>Del, DelQ</u>	Deletes One or More Files.
<u>Desktop</u>	Changes the Look of Your Desktop.
<u>Dir</u>	Displays a Directory Files and Subdirectories.
<u>DiskCopy</u>	Copies One Floppy Disk's Content to Another.
<u>DiskFree or DF</u>	Displays Disk Free Space.
<u>DiskInfo or DI</u>	Displays Disk Information.
<u>DOS</u>	Starts a DOS Prompt Session.
<u>Drivers</u>	Sets Up Optional Drivers.
<u>Erase or EraseQ</u>	Erases One or More Files.
<u>Exit</u>	Exits File Manager.
<u>ExitWin</u>	Exits Windows.
<u>FDetails</u>	Displays All Information on Files and Directories.
<u>FileType</u>	Displays a Specified Group of Files.
<u>FName</u>	Displays Only File and Directory Names.
<u>Fonts</u>	Adds and Removes Fonts.
<u>Format</u>	Formats a Floppy Disk.
<u>Help</u>	Displays WizManager Help Contents.
<u>Indicate</u>	Indicates Expandable Branches in Directory Tree.
<u>Internl</u>	Specifies International Settings.
<u>Keyboard</u>	Specifies Keyboard Repeat Rate and Delay.
<u>Lock</u>	Locks Windows. (Safety Feature)
<u>MaxFM</u>	Enlarges File Manager to its Maximum Size.
<u>Mem</u>	Displays Free Memory (RAM) and Resources.
<u>MinApp</u>	Reduces All Running Applications to Icons.
<u>MinFM</u>	Reduces File Manager to an Icon.
<u>MinWin</u>	Reduces All Directory Windows to Icons.
<u>MkDir or MD</u>	Creates a Directory.
<u>Mouse</u>	Changes Your Mouse Settings.
<u>Move or MoveQ</u>	Moves One or More Files to Another Location.
<u>NetCon</u>	Connects to a Network Drive.
<u>NetDis or NetDel</u>	Disconnects from a Network Drive.
<u>Network</u>	Specifies Settings for Your Network Connections.
<u>NewWin</u>	Opens a New File Manager Directory Window.
<u>Open</u>	Opens Selected Files in File Manager
<u>Password</u>	Sets or Changes the Unlock Password.
<u>Path</u>	Displays Search Path.
<u>PDetails</u>	Displays Partial Information on Files and Directories.
<u>Ports</u>	Specifies Serial Ports Communication Settings.
<u>Pref</u>	Sets or Changes WizManager Preferences.



<u>Print</u>	Prints a File.
<u>PrintDir</u>	Prints File Manager Directory Listing.
<u>Printers</u>	Sets Up Printers.
<u>PrnTree</u>	Prints a Disk Directory Structure.
<u>Reboot</u>	Exits Windows and Reboots System.
<u>Refresh</u>	Updates the Active File Manager Directory Window.
<u>Ren, RenQ</u>	Renames a File or Files.
<u>Rename or RenameQ</u>	Renames a File or Files.
<u>RestApp</u>	Restores All Applications to their Original Size.
<u>Restart</u>	Exits and Restarts Windows.
<u>RestWin</u>	Restores All Directory Windows.
<u>Rmdir or RD</u>	Removes a Directory.
<u>SaveNow</u>	Saves Positions and Views of Open Directory Windows.
<u>Search</u>	Searches for Files and Directories.
<u>SelDrive</u>	Select Disk Drive.
<u>Select</u>	Selects Files and Directories in a Directory Window.
<u>ShDir or SD</u>	Shares Directory on Network.
<u>SortDate</u>	Sorts Directory Window Files by Last Modification Date.
<u>SortName</u>	Sorts Directory Window Files and Directories by Name.
<u>SortSize</u>	Sorts Directory Window Files by Size.
<u>SortType</u>	Sorts Directory Window Files and Directories by Type.
<u>Sound</u>	Assigns Sounds to System Events.
<u>StopSh or SS</u>	Stops Sharing Directory on Network.
<u>Sys</u>	Copies DOS Operating-System Files onto a Floppy Disk.
<u>SysInfo</u>	Displays System Information.
<u>Task</u>	Displays WizManager Task Menu.
<u>TileH</u>	Arranges Directory Windows Horizontally.
<u>TileV</u>	Arranges Directory Windows Vertically.
<u>Time</u>	Changes the Time of Your Computer's Clock.
<u>Type</u>	Displays the Contents of a Text File.
<u>Ver</u>	Displays WizManager, DOS and Windows Versions.
<u>Verify</u>	Sets or Displays File Write Verify Status.
<u>Vol</u>	Displays a Disk Volume Label.

## **See also**

Commands - Categorical Index

## Commands - Categorical Index

### Internal Commands

<u>About</u>	Displays WizManager About Dialog.
<u>Attrib or AttribQ</u>	Changes or Displays File Attributes.
<u>CD or ChDir</u>	Changes the Current Directory.
<u>CloseBar</u>	Closes WizManager Buttonbar.
<u>Copy or CopyQ</u>	Copies One or More Files to Another Location.
<u>CustBar</u>	Customizes WizManager Buttonbar.
<u>CustLnch</u>	Allows Customization of your Launch Menu.
<u>Del, DelQ</u>	Deletes One or More Files.
<u>Dir</u>	Displays a Directory Files and Subdirectories.
<u>DiskFree or DF</u>	Displays Disk Free Space.
<u>DiskInfo or DI</u>	Displays Disk Information.
<u>DOS</u>	Starts a DOS Prompt Session.
<u>Erase or EraseQ</u>	Erases One or More Files.
<u>Exit</u>	Exits File Manager.
<u>ExitWin</u>	Exits Windows.
<u>Help</u>	Displays WizManager Help Contents.
<u>Lock</u>	Locks Windows. (Safety Feature)
<u>Mem</u>	Displays Free Memory (RAM) and Resources.
<u>MinApp</u>	Reduces All Running Applications to Icons.
<u>MinWin</u>	Reduces All Directory Windows to Icons.
<u>MkDir or MD</u>	Creates a Directory.
<u>Move or MoveQ</u>	Moves One or More Files to Another Location.
<u>Open</u>	Opens Selected Files in File Manager
<u>Password</u>	Sets or Changes the Unlock Password.
<u>Path</u>	Displays Search Path.
<u>Pref</u>	Sets or Changes WizManager Preferences.
<u>Print</u>	Prints a File.
<u>PrintDir</u>	Prints File Manager Directory Listing.
<u>PmTree</u>	Prints a Disk Directory Structure.
<u>Reboot</u>	Exits Windows and Reboots System.
<u>Ren, RenQ</u>	Renames a File or Files.
<u>Rename or RenameQ</u>	Renames a File or Files.
<u>RestApp</u>	Restores All Applications to their Original Size.
<u>RestWin</u>	Restores All Directory Windows.
<u>Restart</u>	Exits and Restarts Windows.
<u>Rmdir or RD</u>	Removes a Directory.
<u>SaveNow</u>	Saves Positions and Views of Open Directory Windows.
<u>SysInfo</u>	Displays System Information.
<u>Task</u>	Displays WizManager Task Menu.
<u>Type</u>	Displays the Contents of a Text File.
<u>Ver</u>	Displays WizManager, DOS and Windows Versions.
<u>Verify</u>	Sets or Displays File Write Verify Status.
<u>Vol</u>	Displays a Disk Volume Label.

### File Manager Related Commands

<u>Associate</u>	Associates a File with an Application.
<u>Cascade</u>	Overlaps File Manager Directory Windows.
<u>Close</u>	Closes Running Applications.
<u>DiskCopy</u>	Copies One Floppy Disk's Content to Another.
<u>FDetails</u>	Displays All Information on Files and Directories.

<a href="#"><u>FName</u></a>	Displays Only File and Directory Names.
<a href="#"><u>Format</u></a>	Formats a Floppy Disk.
<a href="#"><u>FileType</u></a>	Displays a Specified Group of Files.
<a href="#"><u>Indicate</u></a>	Indicates Expandable Branches in Directory Tree.
<a href="#"><u>MaxFM</u></a>	Enlarges File Manager to its Maximum Size.
<a href="#"><u>MinFM</u></a>	Reduces File Manager to an Icon.
<a href="#"><u>NetCon</u></a>	Connects to or Disconnects from a Network Drive.
<a href="#"><u>NetDis or NetDel</u></a>	Disconnects from a Network Drive.
<a href="#"><u>NewWin</u></a>	Opens a New File Manager Directory Window.
<a href="#"><u>PDetails</u></a>	Displays Partial Information on Files and Directories.
<a href="#"><u>Refresh</u></a>	Updates the Active File Manager Directory Window.
<a href="#"><u>Search</u></a>	Searches for Files and Directories.
<a href="#"><u>SelDrive</u></a>	Selects Disk Drive.
<a href="#"><u>Select</u></a>	Selects Files and Directories in a Directory Window.
<a href="#"><u>ShDir or SD</u></a>	Shares Directory on Network.
<a href="#"><u>SortDate</u></a>	Sorts Directory Window Files by Last Modification Date.
<a href="#"><u>SortName</u></a>	Sorts Directory Window Files and Directories by Name.
<a href="#"><u>SortSize</u></a>	Sorts Directory Window Files by Size.
<a href="#"><u>SortType</u></a>	Sorts Directory Window Files and Directories by Type.
<a href="#"><u>StopSh or SS</u></a>	Stops Sharing Directory on Network.
<a href="#"><u>Sys</u></a>	Copies DOS Operating-System Files onto a Floppy Disk.
<a href="#"><u>TileH</u></a>	Arranges Directory Windows Horizontally.
<a href="#"><u>TileV</u></a>	Arranges Directory Windows Vertically.

### **Control Panel Related Commands**

<a href="#"><u>386</u></a>	Optimizes Windows for 386 Enhanced Mode.
<a href="#"><u>Color</u></a>	Changes the Windows Screen Colors.
<a href="#"><u>Date</u></a>	Changes the Date of Your Computer's Clock.
<a href="#"><u>Desktop</u></a>	Changes the Look of Your Desktop.
<a href="#"><u>Drivers</u></a>	Sets Up Optional Drivers.
<a href="#"><u>Fonts</u></a>	Adds and Removes Fonts.
<a href="#"><u>Internl</u></a>	Specifies International Settings.
<a href="#"><u>Keyboard</u></a>	Specifies Keyboard Repeat Rate and Delay.
<a href="#"><u>Mouse</u></a>	Changes Your Mouse Settings.
<a href="#"><u>Network</u></a>	Specifies Settings for Your Network Connections.
<a href="#"><u>Ports</u></a>	Specifies Serial Ports Communication Settings.
<a href="#"><u>Printers</u></a>	Sets Up Printers.
<a href="#"><u>Sound</u></a>	Assigns Sounds to System Events.
<a href="#"><u>Time</u></a>	Changes the Time of Your Computer's Clock.

### **See also**

[Commands - Alphabetical Index](#)

## Command Line Box Switches

The execution of any program or opening of a file (from the Command Line Box or from the Launch menus) can be customized with the following switches placed at the end of the command:

Switch	Action
/+	open maximized.
/-	open minimized.
/=	open restored (normal size).
/H	open and hide.
/@	make the directory where the application (or file) resides the working directory.
;/	(semi-colon) make the active File Manager directory the working directory.

**See also:**  
[Quick Tips](#)

## Script File

**A WizManager script file is a text file which contains a sequence of commands which can be executed by WizManager (similar to DOS batch files).**

Script files are used to automate repetitive tasks or simplify the execution of multiple commands.

WizManager script files must be unformatted ASCII (text) files and must have the `.WIZ` extension to be recognized by WizManager. To execute a script file, type its path, filename and extension in the Command Line Box, or in the Run dialog, or double click its filename in File Manager's directory window. WizManager script files can only be executed if File Manager and WizManager are running.

Because Windows doesn't pass entered parameters along with filenames to associated applications, only parameters entered in the Command Line Box will be transferred for execution.

### **A script can include:**

- Any command which can be executed from the Command Line Box (WizManager commands, DOS commands, filenames, DOS programs, Windows programs, etc.).
- Replaceable parameters (%1 through %9) which are placeholders for parameters typed at the command prompt (see DOS manual) or entered with the ENTERPARAM or ENTERNEWPARAM script commands.
- Script Commands .

## Script Commands

### Script commands:

#### **REM**

Placed at the beginning of a line, it transforms the line into a comment. The line is ignored by WizManager.

#### **ENTERPARAM** [Text in dialog]

Displays a dialog box which allows the user to optionally enter new parameters which then become usable variables for the replaceable parameters %0 through %9.

If no parameter is entered after ENTERPARAM, 'Enter parameters:' is displayed in the dialog.

Because Windows doesn't pass parameters to associated applications, the ENTERPARAM command is particularly useful when a script is most often used from a File/Run command or is started by double clicking its name in the File Manager directory window. ENTERPARAM allows the user to still enter parameters in the latter cases. Parameters entered after a script filename are recognized if entered from the Command Line Box.

ENTERPARAM can be used multiple times in a script to prompt the user to enter new parameters for the following lines in the script. The previous parameters (if any) are displayed as default in the dialog.

#### **ENTERNEWPARAM** [Text in dialog]

Is equivalent to ENTERPARAM except that previous parameters are not displayed as default.

#### **PAUSE** [text to display]

Opens a dialog box which displays the text entered after PAUSE. If no text is entered then 'Continue?' is displayed as default. Ok and Cancel buttons are displayed. Selecting Ok (default button) continues the script, selecting Cancel aborts the script.

#### **PAUSE !** [text to display]

Is equivalent to PAUSE except that an exclamation point icon is displayed.

#### **PAUSE ?** [text to display]

Is equivalent to PAUSE except that a question mark icon is displayed.

#### **ECHO** <text to display>

Is similar to PAUSE except that only an Ok button is displayed. ECHO without a text to display parameter is ignored.

#### **ECHO !** <text to display>

Is equivalent to ECHO except that an exclamation point icon is displayed.

#### **ECHO ?** <text to display>

Is equivalent to ECHO except that a question mark icon is displayed.

### **See also:**

[Script Example](#)

## Script Example

**Simple (theoretical) script example: EXAMPLE.WIZ**

```
REM This is a script example for WizManager
ECHO Please insert a diskette in drive A:
DISKFREE a:
PAUSE? Do you want to proceed with the transfer?
ENTERPARAM Enter the filename of the file(s) to transfer (use wildcards if necessary):
MOVE %1 a: /N
ECHO! File(s) transferred.
PAUSE? Do you want to delete .BAK files?
ENTERNEWPARAM Enter the path where the .BAK files are located:
DELETE %1\*.bak /P
ECHO! The .BAK files are deleted!
PAUSE? Start Word for Windows?
c:\winword\winword.exe
```

### **See also:**

[Script File](#)

[Script Commands](#)

## WizManager Menu Commands

### WizManager menu commands:

[Launch](#)

[View Files...](#)

[Open Files...](#)

[Zip Files...](#)

[UnZip File...](#)

[Open Zip File...](#)

[Find Files...](#)

[Find Duplicates...](#)

[Synchronize Directories...](#)

[Directories Size Browser...](#)

[Set Files Date/Time...](#)

[DOS Prompt](#)

[Lock...](#)

[Print Directory...](#)

[Print Tree...](#)

[Printer Setup...](#)

[Info](#)

[Control Panel](#)

[Exit](#)

[Customize Buttonbar...](#)

[Customize Launchbar...](#)

[Customize Launch Menus...](#)

[Preferences...](#)

[About WizManager...](#)

[Help](#)

### See also

[Command added to the Options menu](#)

[Commands added to the Window menu](#)



## Command Added to the Options Menu

Command added to File Manager's Options menu:

Save Settings Now

### See also

WizManager menu commands

Commands added to the Window menu

## Commands Added to the Window Menu

Commands added to File Manager's Window menu:

New + Cascade

New + Tile Horizontally

New + Tile Vertically

Tile Horizontally

Tile Vertically

Minimize

Restore

### See also

WizManager menu commands

Command added to the Options menu

## Preferences

Select the **Preferences** command from the WizManager menu to display the Preferences dialog. Through the Preferences dialog you can customize WizManager and specify how you want to work with the various components of WizManager.

Preferences is divided in several **categories**. Select a category from the Category list (left side of the Preferences dialog) and the category's options will be displayed in the Preferences dialog. Then make the appropriate modifications (if necessary) and save your modifications by clicking the Ok button. Select the Cancel button if you wish WizManager to ignore your modifications.

### Preferences Categories:

- General Setup
- System Setup
- Popup Menu
- Command Confirmations
- File List in Dialogs
- Zip/UnZip

## Customize Buttonbar

Select **Customize | Buttonbar** from the WizManager menu to access the Customize Buttonbar dialog.

The Customize Buttonbar dialog allows you to reorganize the Buttonbar's button order, add or remove buttons, set the number of buttons displayed, and specify the number of buttons scrolled per scroll increment. You can also specify the respective position of the Buttonbar in File Manager with respect to the Launchbar.

The Customize Buttonbar dialog presents two buttonbars: The top bar is a replica of the actual Buttonbar and the bottom bar (Additional Buttons bar) is a set of additional buttons. This latter bar is used to add or remove buttons from the Buttonbar.

### To reorganize your Buttonbar:

To optimize your work with the Buttonbar, move the most often used buttons to the beginning of the Buttonbar and the least often used to the end. To **move** a button, simply drag and drop it to its new location using the mouse. To **add** a button to the Buttonbar, drag it from the 'Additional Buttons' bar to the Buttonbar. To **remove** a button from the Buttonbar, drag it from the Buttonbar to the 'Additional Buttons' bar.

If you wish to **reset** the Buttonbar button order and contents back to its default, select the Reset button.

### To modify the number of buttons displayed:

If you are not using File Manager in its full width, it is necessary to reduce the number of buttons displayed in the Buttonbar in order to have access to all the buttons when the Buttonbar is scrolled. Select the number of buttons which should be displayed in the Buttonbar from the *number of buttons displayed per button page* list.

### To modify the number of buttons scrolled:

When the Buttonbar is scrolled, WizManager refreshes as many buttons as are displayed in the Buttonbar (button page). However, it is possible to reduce the number of buttons scrolled each time by selecting the desired number from the *scroll increment* list.

### To position the Buttonbar:

With the *Display Buttonbar below Launchbar* check box, you can specify whether the Buttonbar or the Launchbar should be the topmost bar displayed. Check the box if you wish to have the Launchbar as the first bar and uncheck it if you wish to have the Buttonbar as the first bar in File Manager.

## Command Line Box Editing

The Command Line Box accepts and executes commands entered with the keyboard or pasted from the clipboard. You can use the following keys to edit commands. To execute a command, press ENTER.

<b>Press</b>	<b>To</b>
Left Arrow	Move the cursor back one character.
Right Arrow	Move the cursor forward one character.
Ctrl+Left Arrow	Move the cursor to the previous word.
Ctrl+Right Arrow	Move the cursor to the next word.
Home	Move the cursor to the start of the line.
End	Move the cursor to the end of the line.
Delete	Delete the character to the right of the cursor.
BackSpace	Delete the character to the left of the cursor.
Esc	Clear the Command Line Box.

### **See also**

[Command Line Box History](#)

[Shortcut Keys](#)

## Command Line Box History

The Command Line Box keeps a list of your commands as you type them. You can use the following keys to view previous commands. To carry out a command again after it is displayed, press ENTER.

<b>Press</b>	<b>To</b>
Up Arrow	Display the previous command in the list.
Down Arrow	Display the next command in the list.
Alt+Down Arrow or F4	Display the list of previously entered commands.
Alt+Up Arrow or F4	Close the list of previously entered commands.
Page Up	Display the newest command in the list.
Page Down	Display the oldest command in the list.

The last 15 commands entered in the Command Line Box are automatically saved and are available in the Command Line Box history the next time File Manager and WizManager are started.

### **See also**

[Command Line Box Editing](#)

[Shortcut Keys](#)

## Shortcut Keys

### WizManager shortcut keys:

Press	To
Alt+BackSpace	Activate the Command Line Box.
Alt+Enter	Return to the File Manager directory window.
Alt+1	Display/Hide the Buttonbar.
Alt+2	Display/Hide the Launchbar.
Alt+3	Display/Hide the Command Line Box.
Alt+4	View Files.
Alt+5	Open Files.
Alt+6	Find Files.
Alt+7	Synchronize Directories.
Alt+8	New Window.
Alt+9	View   File Name
Alt+0	View   All Files Details
Alt+,	Zip Files.
Alt+;	UnZip File.
Alt+!	Lock.
Alt+.	DOS Prompt.
Alt+:	Format Disk.

### WizManager mouse shortcuts:

Press	To
Left Button on a buttonbar Button	Activate the button's function.
Shift+Left Button on a buttonbar Button	Display the button's info window.
Right Button on buttonbar	Scroll the Buttonbar.
Right Button on File Manager	Display WizManager's popup menu.

### See also

[Command Line Box Editing](#)

[Command Line Box History](#)

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## Shareware Concept

### What is shareware?

Contrary to popular belief, shareware is not a type of software, but a method of *marketing* software. It is a marketing plan based entirely on trust between the owner of the shareware program and you, the user. Shareware is copyrighted software which you can try before buying. This is a great concept which allows you to use the program during a limited time, (21 days for Mijenix Corporation's WizManager), and evaluate its features on your terms. In many cases, shareware programs are as good, or even better, than software available only through normal retail channels. Because shareware is marketed at reduced cost, buying shareware programs allows you to save money and helps shareware authors to continue providing innovative, useful and affordable programs.

### Registering shareware?

Shareware authors release programs with an element of trust, expecting payment if a program is used past the evaluation period. When users register shareware programs they find useful, they receive in return the right to use the program.

**When you register and buy Mijenix Corporation's WizManager you receive the full-featured registered and enhanced version of WizManager (latest version). In addition, you receive additional utilities, an in-depth user's manual, new release information, special upgrade offers, and 90 days of free technical support.**

## 386

### Control Panel

- Purpose:** Opens the Control Panel 386 Enhanced dialog which allows you to optimize Windows for 386 Enhanced Mode.
- Syntax:** 386 [/?]
- Switch:** /? Displays this command help topic.
- Usage:** By using the 386 Enhanced option, you can specify how Windows controls simultaneous requests from applications for devices, such as printers and modems. You can also determine how Windows should allocate time slices and computer resources when both Windows applications and non-Windows applications are running at the same time. Settings for swap files, and the use of 32-bit disk access can also be specified.
- NOTE:** This option is available only on systems which can run Windows in 386 Enhanced Mode.

## About

### Internal

**Purpose:** Displays WizManager About dialog.

**Syntax:** ABOUT [/?]

**Switch:** /? Displays this command help topic.

**Usage:** WizManager About dialog displays information about WizManager version number, Windows running mode, and memory usage. It also lists the different channels through which you can contact Mijenix (Tel, fax, CompuServe, EMail, etc.).

## Associate

### File Manager

**Purpose:** Opens File Manager Associate dialog which allows you to associate a file with an application so that the application starts when you open the file (or any other file that has the same extension).

**Syntax:** ASSOCIATE [/?]

**Switch:** /? Displays this command help topic.

**Usage:** When you associate a file with an application, you can open the file and start the application at the same time. If a file is associated with an application, there is a document-file icon (lined document icon) next to the filename in the File Manager directory window.

A file having an association can be launched from WizManager's Command Line Box without specifying the application. The file's extension is used to recognize its association to an application.

## Attrib, AttribQ

Internal

**Purpose:** Changes or displays file(s) or subdirectory attributes.

**Syntax:** ATTRIB [+a|-a] [+s|-s] [+h|-h] [+r|-r] [drive:][path] filename [/P /N /?]  
or  
ATTRIBQ [+a|-a] [+s|-s] [+h|-h] [+r|-r] [drive:][path] filename [/N /?]

**Parameters:** [drive:][path] filename Specifies the location and name of the file or set of files whose attribute(s) will be changed or displayed.

**Switches:**

- +a Sets the archive file attribute.
- a Clears the archive file attribute.
- +s Sets the file as a system file.
- s Clears the system file attribute.
- +h Sets the file as a hidden file.
- h Clears the hidden file attribute.
- +r Sets the read-only file attribute.
- r Clears the read-only file attribute.
- /P Prompts to confirm each file before its attributes are changed.
- /N No confirmation.
- /? Displays this command help topic.

**Usage:** The ATTRIB command lets you set [+] or clear [-] any attribute(s) for any file, group of files, or subdirectory. You can view file attributes by entering ATTRIB without specifying new attributes (i.e. without the switches part of the syntax). Wildcards (? and \*) can be used with the *filename* parameter to display or change the attributes for a group of files.

Every file and subdirectory has 4 attributes that can be set or cleared: Archive, System, Hidden, and Read-Only. The Archive attribute is set every time a file is updated or changed. Backup utilities often use this attribute to find files that have changed since the last general backup.

By default, when wildcards are used, files with the System or Hidden attribute set are not included in the execution of the Copy, Move, Delete, Rename or Dir command. Nevertheless, these commands have specific switches to include the latter files. You can also customize the file inclusion in WizManager Preferences.

Unless you specify otherwise in the Preferences, WizManager will display a confirmation dialog if you try to delete or rename a file with either the System, Hidden or Read-Only attribute set.

You can press the ESC key (Escape key) at any time to interrupt ATTRIB.

The ATTRIBQ command has the same format as the ATTRIB command. ATTRIBQ automatically asks you to confirm the attribute change of each file before the command is actually executed. ATTRIBQ is most useful when used with the wildcards characters ? and \* to change attributes of a group of files. ATTRIBQ is equivalent to ATTRIB with /P switch.

**Examples:** To display the file attributes in the subdirectory DOCUMENT,  
type: `attrib \document`

To set the Archive attribute to all the files with the extension .DRW,  
type: `attrib +a *.drw`

To clear the Read-Only attribute of the file RESULTS.TXT,  
type: `attrib -r results.txt`

## Cascade

### File Manager

- Purpose:** Arranges File Manager directory windows so that they overlap.
- Syntax:** CASCADE [/?]
- Switch:** /? Displays this command help topic.
- Usage:** This command arranges the File Manager directory windows so that they overlap, like cards. The title bar of each window remains visible, making it easy for you to select any window.



## CD or ChDir

Internal

**Purpose:** Changes the current directory.

**Syntax:** CHDIR [*drive:*][*dirpath*] [/?]  
or  
CD [*drive:*][*dirpath*] [/?]

**Parameters:** [*drive:*] Specifies the drive name.  
[*dirpath*] Specifies the directory path to change to.

**Switch:** /? Displays this command help topic.

**Usage:** The Change Directory command (CHDIR or its short form CD) lets you navigate (move) through the directory structure of your disk and change the current working directory. If you enter CD and a directory name, the named directory becomes the new current directory.

**Examples:** To move from the root directory C:\ to the subdirectory C:\CLIENTS\SMITH,  
type: `cd \clients\smith`

To move from C:\ to the drive and subdirectory D:\PROJECT,  
type: `cd d:\project`

To move to the root directory,  
type: `cd \`

To move to the parent directory,  
type: `cd ..`

To move to the sibling directory JONES,  
type: `cd ..\jones`

## CloseBar

**Internal**

**Purpose:** Closes WizManager Buttonbar.

**Syntax:** CLOSEBAR [/?]

**Switch:** /? Displays this command help topic.

**Usage:** The command CLOSEBAR is used to close the Buttonbar. When the Buttonbar is turned off, the screen space occupied by the Buttonbar is freed for File Manager directory windows. This may be useful when a maximum amount of information should be displayed within the File Manager window.

To have the Buttonbar displayed again, select the Buttonbar command from the WizManager menu.

## Close

**Internal**

**Purpose:** Closes running applications.

**Syntax:** CLOSE [/?]

**Switch:** /? Displays this command help topic.

**Usage:** The command CLOSE lets you close any application currently running in Windows. The command displays the name of each application and asks you to confirm the termination. This allows you to decide whether or not to close any application.

**Note:** You have to quit any DOS application before you can close it.

## Color

### Control Panel

- Purpose:** Opens the Control Panel Color dialog which allows you to change the Windows screen colors.
- Syntax:** COLOR [/?]
- Switch:** /? Displays help information for the command.
- Usage:** By using the Control Panel Color option, you can change the colors of most of the Windows desktop elements.

## Copy, CopyQ

### Internal

**Purpose:** Copies one or more files to another location. A file can be copied to a disk, directory, file, or physical hardware device (such as a printer or serial port).

**Syntax:** `COPY source [destination] [/A /H /S /P /N /V /?]`  
or  
`COPYQ source [destination] [/A /H /S /N /V /?]`

**Parameters:** *source* Specifies the path and name of a file or set of files or a directory or a device to copy from.  
*destination* Specifies the path and name of a file or a directory or a device to copy to.

**Switches:** `/A` Includes system and hidden files.  
`/H` Includes hidden files.  
`/S` Includes system files.  
`/P` Prompts to confirm each file before it is copied.  
`/N` No confirmation prompt.  
`/V` Verifies that files are written correctly. Destination file content and source file content are compared to assess the accuracy of the copying process.  
`/?` Displays this command help topic.

**Usage:** The most common use of COPY is to make a copy of one or more files to another location either on the same disk or another disk. However, COPY can also be used to combine files together into one file, to view files, and to send files to a printer or communication port.

If the destination specification is omitted, a copy is created in the current directory on the current drive, with the same name, creation date, and creation time as the original file. It is not possible to copy a file onto itself. Wildcards (? and \*) can be used in the source and the destination file specifications.

A confirmation dialog is displayed if the destination file specification matches one already on the destination drive.

If the destination specification is a drive, directory, or device name then the source files are copied individually to the new location. If the destination specification is a file name, the first source file is copied to the destination, and any additional source files are then appended to the new destination file.

DOS file naming conventions have to be followed when renaming files during a copy.

You can press the ESC key (Escape key) at any time to interrupt COPY.

The COPYQ command has the same format as the COPY command. COPYQ automatically displays the name of the file to copy and asks you for confirmation before completing the copy. COPYQ is most useful when used with the wildcard characters ? and \* to copy a group of files. COPYQ is equivalent to COPY with /P switch.

**Examples:** To copy (duplicate) the file REPORT.TXT in the same directory and name the copy REPORT.BAK,

type: `copy report.txt report.bak`

To copy all the files in the current directory of the floppy drive a: to the current working directory,

type: `copy a:*.*`

To copy all the files in the subdirectory \PROJECT to the subdirectory \ARCHIVE,

type: `copy \project \archive`

To copy (append) all the files with the .DOC extension in the current directory into the single file REPORT.TXT,

type: `copy *.doc report.txt`

To copy (display) the file SHOWME.TXT to the screen,

type: `copy showme.txt con`

## CustBar

### Internal

**Purpose:** Opens WizManager Customize Buttonbar dialog which allows you to set the button order of the Buttonbar.

**Syntax:** CUSTBAR [/?]

**Switch:** /? Displays this command help topic.

**Usage:** The default order of the buttons in the Buttonbar may not fit your actual needs. If you experience frequent scrolling of the Buttonbar you should reorganize and customize your Buttonbar. The Buttonbar customization is simple: click (select) the button in the listbox whose position you wish to change. Then use Move Up or Move Down to move the activated button further to the front or to the back of the Buttonbar. Once satisfied with the modifications, select OK to save your configuration and reconstruct the Buttonbar according to your preferences.

If you wish to reset the button order to the original default order, select the Reset button.

## CustLnch

**Internal**

**Purpose:** Opens WizManager Customize Launch Menus dialog which allows you to setup the launch menu.

**Syntax:** CUSTLNCH [/?]

**Switch:** /? Displays this command help topic.

**Usage:** WizManager Launch offers you a convenient way to launch applications, open files or execute specific commands quickly. You can set up to 20 customized launch submenus and you can edit them at any time making it easy to redefine your Launch submenus whenever your needs change. The CUSTLNCH command opens the Customized Launch dialog which lets you insert, modify or delete any launch submenu.



## Date

### Control Panel

**Purpose:** Opens the Control Panel Date/Time dialog which allows you to change the date of your computer's clock.

**Syntax:** DATE [/?]

**Switch:** /? Displays this command help topic.

**Usage:** By using the Date/Time Control Panel option, you can change the date and time of your system's clock. The format of the date and time is set with the Short Date and Time Format options in the International settings dialog box.

It is important that your system's date and time are always accurate. Many applications, including File Manager, Clock\$ and Calendar, use your system's date and time to record important information.

## Del, DelQ

### Internal

**Purpose:** Deletes one file, a group of files, or an entire subdirectory.

**Syntax:** DEL [drive:][path] filename [/A /H /P /N /S /?]  
or  
DELQ [drive:][path] filename [/A /H /S /?]

**Parameters:** [drive:][path] filename Specifies the location and name of the file or set of files to delete.

**Switches:**

- /A Includes system and hidden files.
- /H Includes hidden files.
- /P Prompts to confirm each file before it is deleted.
- /N No confirmation prompt.
- /S Includes system files.
- /? Displays this command help topic.

**Usage:** The deletion command (DEL and ERASE are synonyms) removes the specified file or files from the directory. CAUTION: the deleted files may be impossible to recover without specialized utilities.

Wildcards (? and \*) can be used to delete more than one file at a time. To delete all the files contained in a directory, simply enter the directory path and name as parameter.

You can press the ESC key (Escape key) at any time to interrupt DEL.

The DELQ command has the same format as the DEL command. DELQ automatically displays the name of the file to delete and queries you for confirmation before completing the deletion. DELQ is most useful when used with the wildcard characters ? and \* to delete a group of files. DELQ is equivalent to DEL with /P switch.

**Examples:** To delete the file TEST.TXT in the current directory,  
type: `del test.txt`

To delete all the files in the directory \PROJECT,  
type: `del \project` or `del \project\*.*`

## Desktop

### Control Panel

**Purpose:** Opens the Control Panel Desktop dialog which allows you to change the look of your desktop.

**Syntax:** DESKTOP [/?]

**Switch:** /? Displays this command help topic.

**Usage:** By using the Desktop option, you can change the look of your desktop. For example, you can select patterns or images to decorate the desktop background, specify a screen saver, set the cursor blink rate, the icon spacing, the grid size, and the border width.

# Dir

Internal

**Purpose:** Displays the list of files and subdirectories in a directory.

**Syntax:** DIR [*drive:*][*path*][*filename*] [/A /H /S /?]

**Parameters:** [*drive:*][*path*] Specifies the drive and directory to be listed.  
*filename* Specifies a particular file or group of files to be listed.

**Switches:** /A Includes system and hidden files.  
/H Includes hidden files.  
/S Includes system files.  
/? Displays this command help topic.

**Usage:** DIR without parameters displays all files, other than system or hidden files, and all subdirectories in the current directory. The appropriate switch(es) can be entered to include system files and/or hidden files in the listing.

The existence of a particular file or group of files can be verified using DIR and entering the desired request as the filename. The file selection can be specific or more general using wildcards (? and \*). If the file or group of files exists, detailed file information (name, size, creation time and attributes) is listed. An appropriate error message is displayed if the file or group of files is not found.

**Examples:** To display all the files and subdirectories in the current directory,  
type: `dir`

To look for the existence of the specific file LIST.TXT in the current directory,  
type: `dir list.txt`

To display all the files with the .DOC extension in the \LETTERS directory,  
type: `dir \letters\*.doc`

To display all the files in the subdirectory \PROJECT,  
type: `dir \project` or `dir \project\*.*`

## DiskCopy

### File Manager

**Purpose:** Opens File Manager Copy Disk dialog which allows you to copy the contents of a floppy disk onto another floppy disk.

**Syntax:** DISKCOPY [/?]

**Switch:** /? Displays this command help topic.

**Usage:** Use this command, for example, to make a backup copy of a floppy disk. If you have more than one floppy disk drive, the Copy Disk dialog box appears asking you to specify the source and destination drives.

**NOTE:** Before you copy a floppy disk, a confirmation message appears. If you don't want to receive confirmation messages, you can turn them off by using the Confirmation command on the File Manager Options menu.

## DiskFree or DF

**Internal**

**Purpose:** Displays a disk's free space and size in kBytes and its used space in %.

**Syntax:** DISKFREE [*drive:*] [/?]  
or  
DF [*drive:*] [/?]

**Parameter:** [*drive:*] Specifies the drive whose space information should be displayed.

**Switch:** /? Displays this command help topic.

**Usage:** The DISKFREE command is a fast way to get information about the amount of free space left on a drive. For example, you can use DISKFREE to check the free space of the destination drive, like a floppy disk, before starting a COPY or MOVE file operation.

DISKFREE without parameter displays free space information of the current drive.

## DiskInfo or DI

Internal

**Purpose:** Displays Disk Information.

**Syntax:** DISKINFO [*drive:*] [/?]  
or  
DI [*drive:*] [/?]

**Parameter:** [*drive:*] Specifies the drive whose information should be displayed.

**Switch:** /? Displays this command help topic.

**Usage:** DISKINFO scans a drive and retrieves varied information about disk usage and files statistics. DISKINFO displays:

- Disk size
- Space used by files
- Free space left
- Percentage of disk used
- Average file size
- Total number of files
- Total number of directories
- Smallest file size and path
- Largest file size and path
- Largest directory structure and path

DISKINFO without parameter displays disk information of the current drive.

**NOTE:** DISKINFO and File Manager display inaccurate file space usage of drives which are user space restricted network drives (allocated space). The used space displayed is the unavailable drive space added to the actual file space. The average file size is therefore inaccurate.

## DOS

### Internal

**Purpose:** Starts a new DOS prompt (command line) session.

**Syntax:** DOS [/?]

**Switch:** /? Displays this command help topic.

**Usage:** This command executes the program named COMMAND.COM through a configuration file named DOSPRMPT.PIF. The latter file is automatically installed in your Windows directory when Windows is installed. DOSPRMPT.PIF controls several facets of the way COMMAND.COM is launched from this command. You can modify (or recreate if necessary) the file using the Windows application PIFEDIT.EXE. Refer to the "PIF Editor" chapter of your Windows User's Guide for detailed information on how to customize a PIF file.

A different PIF file can be used instead of DOSPRMT.PIF. You can set your preferences by selecting the WizManager Preferences menu command or by typing PREF in WizManager's Command Line Box.



## Drivers

### Control Panel

- Purpose:** Opens the Control Panel Drivers dialog which allows you to setup Windows optional drivers.
- Syntax:** DRIVERS [/?]
- Switch:** /? Displays this command help topic.
- Usage:** Use the Control Panel Drivers option to install, remove, and configure drivers that control additional devices, such as sound cards, video players, and pen tablets that you add to your system.

## Erase, EraseQ

Internal

**Purpose:** Erases one file, a group of files, or an entire subdirectory.

**Syntax:** ERASE [*drive:*][*path*] *filename* [/A /H /S /P /N /?]  
or  
ERASEQ [*drive:*][*path*] *filename* [/A /H /S /N /?]

**Parameters:** [*drive:*][*path*] *filename* Specifies the location and name of the file or set of files to erase.

**Switches:** /A Includes system and hidden files.  
/H Includes hidden files.  
/S Includes system files.  
/P Prompts to confirm each file before it is erased.  
/N No confirmation prompt.  
/? Displays this command help topic.

**Usage:** The deletion command (ERASE and DEL are synonyms) removes the specified file or files from the directory. CAUTION: the erased files may be impossible to recover without specialized utilities.

Wildcards (? and \*) can be used to erase more than one file at a time. To erase all the files contained in a directory, simply enter the directory path and name as parameter.

You can press the ESC key (Escape key) at any time to interrupt ERASE.

The ERASEQ command has the same format as the ERASE command. ERASEQ automatically displays the name of the file to erase and asks you for confirmation before completing the deletion. ERASEQ is most useful when used with the wildcard characters ? and \* to erase a group of files. ERASEQ is equivalent to ERASE with /P switch.

**Examples:** To erase the file TEST.TXT in the current directory,  
type: **erase test.txt**

To erase all the files in the directory \PROJECT,  
type: **erase \project** or **erase \project\\*.\***

## Exit

### Internal

**Purpose:** Closes and exits File Manager.

**Syntax:** EXIT [/?]

**Switch:** /? Displays this command help topic.

**Usage:** This command gives you a fast way to end the current File Manager session. It is equivalent to selecting the Exit command from the File menu, or typing the ALT+F4 key combination.

## ExitWin

**Internal**

**Purpose:** Closes and ends any application running in Windows and exits Windows.

**Syntax:** EXITWIN [/?]

**Switch:** /? Displays this command help topic.

**Usage:** The EXITWIN command lets you quickly close and terminate Windows. EXITWIN executes an orderly shutdown sequence of windows. A confirmation dialog is displayed before proceeding with the closing. This can be changed in the Preferences dialog.

During the process, any running application with unsaved changes will ask for confirmation before closing. If all applications agree to quit, the Windows session is terminated and control returns to DOS.

## FDetails

### File Manager

**Purpose:** This command calls the File Manager View All File Details command and displays all available information about files and directories in the active File Manager directory window.

**Syntax:** FDETAILS [/?]

**Switch:** /? Displays this command help topic.

**Usage:** This File Manager command displays detailed information of each file and directory in the active File Manager directory window such as name, size, last modification date and time, and attributes.

**NOTE:** The View commands (Name, All File Details, and Partial Details commands) affect only the contents list in a File Manager directory window. If the directory window is displaying only the directory tree, the window is not affected by these commands.

## FileType

### File Manager

- Purpose:** Opens File Manager View By File Type dialog which allows you to select particular groups of files.
- Syntax:** FILETYPE [/?]
- Switch:** /? Displays this command help topic.
- Usage:** Use this command to display a group of files in the current File Manager directory window, such as files with a certain extension or of a particular file type. The FILETYPE command affects the contents list in the active File Manager directory window only.

## FName

### File Manager

**Purpose:** This command calls the File Manager View Name command and displays only the names of files and directories in the active File Manager directory window.

**Syntax:** FNAME [/?]

**Switch:** /? Displays this command help topic.

**Usage:** This File Manager command restricts the information displayed to the names and extensions only of the files and directories, enabling the active File Manager directory window to display more files and directories in its window.

**NOTE:** The View commands (Name, All File Details, and Partial Details commands) affect only the contents list in a File Manager directory window. If the directory window is displaying only the directory tree, the window is not affected by these commands.

## Fonts

### Control Panel

**Purpose:** Opens the Control Panel Fonts dialog which allows you to add and remove fonts and set TrueType options.

**Syntax:** FONTS [/?]

**Switch:** /? Displays this command help topic.

**Usage:** Use the Control Panel Fonts option to add fonts to and remove fonts from your Windows applications, and to set TrueType options. You can also use this option to display a sample of a font.

**NOTE:** Some printer fonts must be set up by using a font-installation program provided by the font manufacturer.



## Format

### File Manager

**Purpose:** Opens File Manager Format Disk dialog which allows you to format a floppy disk.

**Syntax:** `FORMAT [/?]`

**Switch:** `/?` Displays this command help topic.

**Usage:** Before you can use a disk, you must format it. Formatting prepares the disk for use with your computer and deletes any previous information stored on it.

**NOTE:** Before you format a floppy disk, a confirmation message appears. If you don't want to receive confirmation messages, you can turn them off by using the Confirmation command on the File Manager Options menu.

## Help

### Internal

**Purpose:** Displays WizManager Help contents.

**Syntax:** HELP

**Switch:** /? Displays this command help topic.

**Usage:** The HELP command opens WizManager help file and displays its help contents (index). From there it is possible to access any information either through the logic of the different help items (jumps) or through the Search command.

## Indicate

### File Manager

**Purpose:** Opens File Manager Indicate Expandable Branches dialog which allows you to select whether a directory, which has a subdirectory structure, is marked or not.

**Syntax:** INDICATE [/?]

**Switch:** /? Displays this command help topic.

**Usage:** This command marks a directory icon with a plus sign (+) if the directory has subdirectories. When you expand a directory, the plus sign changes to a minus sign (-). To turn off this feature, type the INDICATE command again or choose the Indicate Expandable Branches menu command.

**NOTE:** If you use the Indicate Expandable Branches command to mark expandable directories, File Manager takes longer to create the directory tree. This can be a significant slow-down.

## Interntl

### Control Panel

**Purpose:** Opens the Control Panel International dialog which allows you to specify international settings.

**Syntax:** `INTERNTL [/?]`

**Switch:** `/?` Displays this command help topic.

**Usage:** By using the International option, you can specify international settings such as country and language, number and currency formats, date and time formats, and keyboard layout. Certain applications refer to these settings to set their default method of displaying or sorting information.

**NOTE:** This Control Panel option does not change the language of the Windows product itself, only the way applications sort and manage information using these formats.

## Keyboard

### Control Panel

**Purpose:** Opens the Control Panel Keyboard dialog which allows you to specify keyboard repeat rate and delay.

**Syntax:** KEYBOARD [/?]

**Switch:** /? Displays this command help topic.

**Usage:** By using the Control Panel Keyboard option, you can specify how long your computer waits after you press and hold down a key to repeat that key, and how fast the key repeats.

**NOTE:** If you want to change the keyboard layout, use the Control Panel International option.

## Lock

### Internal

**Purpose:** Minimizes all running applications and locks Windows until you enter your password in the displayed Unlock dialog.

**Syntax:** LOCK [/?]

**Switch:** /? Displays this command help topic.

**Usage:** The LOCK command lets you completely lock your system and restore it after typing a password you defined. This feature permits you to leave your station, keeping information confidential or secure until you come back and the defined password is entered.

For maximum confidentiality, during the locking process all applications are minimized leaving only an Enter Password dialog displayed. Applications running in the background which cannot run properly when minimized (for example, certain communication programs) are left untouched.

If you want to set or change your password, type the command PASSWORD in the Command Line Box or select Password in the Preferences dialog.

The Alt+Ctrl+Del (reboot) key combination can be disabled while your system is locked. For this feature to work properly, the device [\\_vrbtd.386](#) has to be declared in the [386Enh] section of SYSTEM.INI and the option has to be set in Preferences.

## MaxFM

### File Manager

**Purpose:** Enlarges File Manager Window to its maximum size.

**Syntax:** MAXFM [/?]

**Switch:** /? Displays this command help topic.

**Usage:** With this command you can enlarge File Manager to fill the entire desktop, enabling you to display more information.  
**NOTE:** You can also maximize File Manager by double-clicking its title bar. To restore it to its previous size, double-click the title bar again.

## Mem

### Internal

**Purpose:** Displays free memory (RAM) and largest available memory block in kBytes, and free resources in %.

**Syntax:** MEM [/?]

**Switch:** /? Displays this command help topic.

**Usage:** The MEM command is a fast way to get information about your memory (RAM) usage. Identical information is provided in the Abgut WizManager dialog box accessed from the WizManager menu.

**See also:** DiskFree command



## MinApp

**Internal**

**Purpose:** Reduces all running applications to icons, except File Manager.

**Syntax:** MINAPP [/?]

**Switch:** /? Displays this command help topic.

**Usage:** The MINAPP command lets you quickly minimize all the running applications but still continue to work with File Manager. Applications running in the background which cannot run properly when minimized (for example, certain communication programs) are left untouched.

You can access the same functionality from the WizManager popup menu displayed when clicking with the right mouse button anywhere on File Manager.

## MinFM

### File Manager

**Purpose:** Reduces File Manager to an icon.

**Syntax:** `MINFM [/?]`

**Switch:** `/?` Displays this command help topic.

**Usage:** When you are finished working with File Manager, you may want to reduce it to an icon so that File Manager is available for later use. To do so, simply type `MINFM` or select Minimize from the Windows system menu.

When you reduce File Manager to an icon, File Manager continues to run but its window does not take up space on the desktop.

## MinWin

**Internal**

**Purpose:** Reduces all File Manager directory and Search Result windows to icons.

**Syntax:** MINWIN [/?]

**Switch:** /? Displays this command help topic.

**Usage:** The WINMIN command is a fast way to minimize all the displayed windows in File Manager.

With a very busy File Manager (many open windows), it is sometimes better to minimize all the windows and restore only the ones needed for a certain task, tiling them horizontally or vertically if necessary.

## MkDir or MD

Internal

**Purpose:** Creates a subdirectory.

**Syntax:** MKDIR [*drive:*] *path* [/?]  
or  
MD [*drive:*] *path* [/?]

**Parameters:** [*drive:*] Specifies the drive on which the new directory is created.  
*path* Specifies the name and location of the new directory.

**Switch:** /? Displays this command help topic.

**Usage:** The Make Directory command (MKDIR or its short form MD) creates subdirectories in the root directory or other subdirectories.

If a backslash (\) is included before the first subdirectory name in the directory path, MD begins the path to the new subdirectory at the root directory of the current or specified drive. Without a backslash, MD begins the path from the current directory of the current or specified drive.

The path from the current directory leading to the new subdirectory must be entered and all subdirectories in the path must exist.

The maximum length of any single path from the root directory to the final directory is 63 characters, including backslashes.

DOS file naming conventions have to be followed when creating a new directory.

**Examples:** To create the directory \SALES under the root directory,  
type: `md \sales`

To create the directory \DOCUMENT under the current directory \CLIENTS,  
type: `md document`

## Mouse

### Control Panel

- Purpose:** Opens the Control Panel Mouse dialog which allows you to change your mouse settings.
- Syntax:** MOUSE [/?]
- Switch:** /? Displays this command help topic.
- Usage:** Using the Control Panel Mouse option, you can customize your pointing device. If you are using a mouse, you may be able to swap the right and left mouse button and adjust the double-click and tracking speeds. The options you can set depend on the pointing device you are using. For information about these options, see the documentation that comes with your pointing device or use the Help feature, if available.

## Move, MoveQ

Internal

**Purpose:** Moves one or more files to another location.

**Syntax:** MOVE *source* [*destination*] [/A /H /S /P /N /V /?]  
or  
MOVEQ *source* [*destination*] [/A /H /S /N /V /?]

**Parameters:** *source* Specifies the path and name of a file or set of files which will be moved.  
*destination* Specifies the path and name of a file or a directory or a device to move to.

**Switches:** /A Includes system and hidden files.  
/H Includes hidden files.  
/S Includes system files.  
/P Prompts to confirm each file before it is moved.  
/N No confirmation prompt.  
/V Verifies that files are written correctly. Destination file content and source file content are compared to assess the accuracy of the moving process.  
/? Displays this command help topic.

**Usage:** The MOVE command is used to relocate one or more files to another location either on the same disk or another disk. MOVE can also be used to combine files together into one file.

If the destination specification is omitted, the move is done to the current directory on the current drive, keeping the same file name, creation date, and creation time. It is not possible to move a file onto itself. Wildcards (? and \*) can be used in the source and the destination file specifications.

A confirmation dialog is displayed if the destination file specification matches one already on the destination drive.

If the destination specification is a drive or directory name, then the source files are move individually to the new location. If the destination specification is a file name, the first source file is moved to the destination, and any additional source files are then appended to the new destination file.

DOS file naming conventions have to be followed when renaming files during a move.

You can press the ESC key (Escape key) at any time to interrupt MOVE.

The MOVEQ command has the same format as the MOVE command. MOVEQ automatically displays the name of the file to move and asks you for confirmation before completing the move. MOVEQ is most useful when used with the wildcard characters ? and \* to move a group of files. MOVEQ is equivalent to MOVE with /P switch.

**Examples:** To move the file REPORT.DOC from your current drive to the floppy disk in drive A:

type: `move report.doc a:`

To move all the files in the directory PROSPECT to the directory CLIENT,

type: `move \prospect \client` or `move \prospect\*. * \client`

To move and rename the file CHAP8.TXT in the current directory to SECTION8.TXT in the directory MYBOOK,

type: `move chap8.txt \mybook\section8.txt`

## NetCon

### File Manager

- Purpose:** Opens File Manager Network Connections dialog which allows you to connect to or disconnect from a network drive.
- Syntax:** NETCON [/?]
- Switch:** /? Displays this command help topic.
- Usage:** You can use this File Manager feature to connect to and disconnect from a network drive. When you quit Windows, your network connections are saved, and then made again when you restart Windows. With some networks, you can turn off this feature by changing your network settings in Windows Control Panel. Depending on your network, you may have one command for connecting to and disconnecting from a network (Network Connections) or two commands (Connect Network Drive and Disconnect Network Drive).



## NetDis or NetDel

### File Manager

- Purpose:** Opens File Manager Network Connections or Disconnect Drive dialog (depending on your network) which allows you to disconnect your system from a network drive.
- Syntax:** NETDIS [/?]  
or  
NETDEL [/?]
- Switch:** /? Displays this command help topic.
- Usage:** You can use File Manager to connect to and disconnect from a network drive. When you quit Windows, your network connections are saved, and then made again when you restart Windows. With some networks, you can turn off this feature by changing your network settings in the Windows Control Panel. Depending on your network, you may have one command for connecting to and disconnecting from a network (Network Connections) or two commands (Connect Network Drive and Disconnect Network Drive).

## Network

### Control Panel

**Purpose:** Opens the Control Panel Network dialog which allows you to specify settings for your network connections.

**Syntax:** NETWORK [/?]

**Switch:** /? Displays this command help topic.

**Usage:** The Control Panel Network option can be used to control your connection to the network. Depending on your network software, you can specify network options or perform tasks such as signing on and off the network, changing your user ID and password, sending messages to other network users, and restoring network connections when you start Windows.

**NOTE:** This option is available only if you have a network installed and started.

## NewWin

### File Manager

**Purpose:** Opens a new File Manager directory window.

**Syntax:** NEWWIN [/?]

**Switch:** /? Displays this command help topic.

**Usage:** It is useful to have more than one file Manager directory window open if you want to display the contents of two directories at once, or if you want to move or copy files from one drive to another. To open a new directory window you can either type the NEWWIN command, double-click a drive icon or choose New Window from the Window menu. In the latter case, the window displays the same drive and directory information as the directory window that was active before you used this command. The new window displayed has the same display settings as the one that was active when you opened it (View settings, etc.).

**NOTE:** If you want to open a directory window that displays only the contents of a particular directory, press and hold down SHIFT while you double-click the directory icon in the directory tree. A new directory window appears, displaying the contents of that directory.

## Open

### Internal

**Purpose:** Opens the selected files in File Manager directory window.

**Syntax:** OPEN [/?]

**Switch:** /? Displays this command help topic.

**Usage:** The OPEN command displays the Open Files dialog which lets you open ALL (more than one at a time) the files selected in File Manager. You can either open the files according to their associations (extensions), according to a specified association (for example program associated with the TXT extension), or a specified program name (Browse to find application path, or enter it directly). All the files can also be sent to the same application.

Because of a File Manager problem, this command is only available when at least one file or directory is selected in the directory window.

## Password

**Internal**

**Purpose:** Sets or changes the unlock password.

**Syntax:** PASSWORD [/?]

**Switch:** /? Displays help information for the command.

**Usage:** The PASSWORD command is used to assign a password to unlock WizManager's LOCK feature. LOCK minimizes all running applications and locks Windows until you enter your password in the displayed Unlock dialog.

A password can be any combination of letters, numbers, and/or punctuation. Spaces (space bar spaces) are accepted. For maximum security, it is strongly suggested NOT to use passwords shorter than 4 characters. It is also wise NOT to use passwords such as birthdays or first names. These are often the first ones tried by anyone who would try to break into your system.

## Path

**Internal**

**Purpose:** Displays the search path.

**Syntax:** PATH [/?]

**Switch:** /? Displays this command help topic.

**Usage:** The PATH command is used to check or look up the current search paths of your system. Incorrect information in the paths, such as non-existent directory declarations, will not be found until the specified paths are searched when, for example, executing a command or opening a file with its associated application.

The PATH command only displays the search paths. To edit the latter use the regular DOS PATH command. You can quickly do so by typing WizManager ' : ' command formatter (without the quotes) in front of the PATH command in the Command Line Box.

## PDetails

### File Manager

**Purpose:** Opens File Manager View Partial Details dialog which allows you to display partial information on files and directories.

**Syntax:** PDETAILS [/?]

**Switch:** /? Displays this command help topic.

**Usage:** Use the PDETAILS command to display file information, such as file size, last modification date and time, and file attributes in a directory window. By default, only the names of files and directories are displayed. You can display all file information or specific types of information.

## Ports

### Control Panel

**Purpose:** Opens the Control Panel Ports dialog which allows you to specify communications settings for your serial ports.

**Syntax:** PORTS [/?]

**Switch:** /? Displays this command help topic.

**Usage:** Using the Control Panel Ports option, you can specify basic settings, such as the baud rate and data, parity, and stop bits for your serial ports. You can also specify advanced settings that determine the I/O address and the interrupt request line (IRQ) that Windows uses to send information to a serial port.

**NOTE:** If you plan to use only serial ports COM1 and COM2, you may need to change only the basic settings. If you plan to use COM3 and COM4, you may also need to change the advanced settings.



## Pref

### Internal

- Purpose:** Opens WizManager Preferences dialog which allows you to set or change your configuration preferences.
- Syntax:** `PREF [/?]`
- Switch:** `/?` Displays this command help topic.
- Usage:** With the Preferences dialog, you can customize WizManager to fit your preferences. You can specify whether to activate the right mouse button, to beep on errors, to move to Command Box at File Manager startup, to force the refreshing of File Manager after certain commands, to include hidden or system files in commands. You can set the commands confirmations, your password, WizManager startup directory, additional file search paths, and DOS PIF file name and path.
- To customize WizManager Buttonbar, use the CUSTBAR command.

## Print

### Internal

**Purpose:** Prints a file.

**Syntax:** PRINT [*drive:*][*path*] *filename* [/?]

**Parameters:** [*drive:*][*path*] *filename* Specifies the location and name of the file to print. The filename cannot contain any wildcards (? or \*).

**Switch:** /? Displays this command help topic.

**Usage:** The PRINT command lets you print a file without having to open it in an application. PRINT uses the file association to automatically load, open, print and close the file and its associated program. This is a fast and efficient way to quickly print a file.

## PrintDir

**Internal**

**Purpose:** Prints File Manager directory list.

**Syntax:** PRINTDIR [/?]

**Switch:** /? Displays this command help topic.

**Usage:** The PRINTDIR command opens the Print Directory dialog which allows you to print either the list of the selected files and directories in the File Manager directory window, or the entire directory listing.

PRINTDIR prints the disk's volume label, one directory or filename per line, including the filename extension, the file size in bytes, the date and time the file was last modified, and the file's attributes. At the end of the listing, the total number of files, the total number of directories, the cumulative size of the files, and the free space remaining on the disk are also printed.

Because of a File Manager problem, this command is only available when at least one file or directory is selected in the directory window.

## Printers

### Control Panel

**Purpose:** Opens the Control Panel Printers dialog which allows you to install and remove printers, and set printing options.

**Syntax:** PRINTERS [/?]

**Switch:** /? Displays this command help topic.

**Usage:** By using the Control Panel Printers option, you can install and remove printers, change printing settings, and select the printer you want to use as the default printer.

There are several steps to installing and configuring a printer to use with Windows, but first, you must install a printer driver that controls your printer. For information about installing a printer driver, see [Installing a Printer Driver](#) in your Windows manual.

If you have already installed a printer driver, using this Control Panel option, you can assign a port to the printer, change the time-outs settings, specify settings for your printer, choose the default printer, and connect to a network printer if a network is available.

## PrnTree

**Internal**

**Purpose:** Prints a selected disk's hierarchical directory structure.

**Syntax:** PRNTREE [*drive:*] [/F /S /?]

**Parameter:** [*drive:*] Specifies the drive which directory structure should be printed.

**Switch:**  
/F Prints the names of the files in each directory.  
/S Prints the total size of each directory.  
/? Displays this command help topic.

**Usage:** The PRNTREE command lets you print the entire directory structure of the specified drive. The structure that PRNTREE prints depends upon the switches, if any, you specify.

PRNTREE can be very useful when you want a hard copy of your disk's hierarchical directory structure for directory size checking, file verification or archiving purposes.

PRNTREE without parameter prints the directory structure of the current drive.

## Reboot

**Internal**

**Purpose:** Exits Windows and reboots (restarts) your system.

**Syntax:** REBOOT [/?]

**Switch:** /? Displays this command help topic.

**Usage:** The REBOOT command executes an orderly shutdown sequence of windows and completely restarts your computer. A confirmation dialog is displayed before proceeding with the reboot. This can be changed in the Preferences dialog.

During the process, any running application with unsaved changes will ask for confirmation before closing. If all applications agree to quit, the Windows session is terminated and the system is restarted (cold reboot). The Reboot process is identical to turning the power off and back on or pressing the reset button of your computer.

A reboot is necessary to activate any changes to your CONFIG.SYS file, and may also be used if you wish to restart the system with an altered AUTOEXEC.BAT file, for example.

## Refresh

### File Manager

**Purpose:** Updates the active File Manager directory window.

**Syntax:** REFRESH [/?]

**Switch:** /? Displays this command help topic.

**Usage:** You may want to use the REFRESH command to update a directory window if you have switched floppy disks or if you have connected to a network drive outside of File Manager.

## Ren, RenQ

Internal

**Purpose:** Renames a file or files.

**Syntax:** REN *oldname newname* [/A /H /S /P /N /?]  
or  
RENQ *oldname newname* [/A /H /S /N /?]

**Parameters:** *oldname* Specifies the path and name of a file or set of files which will be renamed.  
*newname* Specifies the new file name.

**Switches:** /A Includes system and hidden files.  
/H Includes hidden files.  
/S Includes system files.  
/P Prompts to confirm each file before it is renamed.  
/N No confirmation prompt.  
/? Displays this command help topic.

**Usage:** The REN command lets you rename a file or a group of files. This is particularly useful when you wish to further customize an existing filename or change its extension to an extension which has a specific association.

You will have to follow [DOS file naming](#) conventions for properly renaming files.

You can use wildcards (? or \*) in either the source or the destination filename. If you use wildcards in the *newname*, the characters represented by the wildcards will be identical to the corresponding characters in the *oldname*.

You can press the ESC key (Escape key) at any time to interrupt REN.

You cannot specify a new drive or path in your destination filename.  
The REN command will not work if the *newname* is an existing file.

The RENQ command has the same format as the REN command. RENQ automatically displays the name of the file to rename and its new name and asks you for confirmation before completing the renaming. RENQ is most useful when used with the wildcard characters ? and \* to rename a group of files. RENQ is equivalent to REN with /P switch.

REN and RENAME commands are synonyms, you can use either one.

**Examples:** To rename the file REPORT.DOC to REPORT.OLD,  
type: `ren report.doc report.old`

To rename all the files in the DOCUMENT directory with the extension TXT to the same filenames but with the extension DOC,  
type: `ren \document\*.txt *.doc`





## Rename, RenameQ

Internal

**Purpose:** Renames a file or files.

**Syntax:** `RENAME oldname newname [/A /H /S /P /N /?]`  
or  
`RENAMEQ oldname newname [/A /H /S /N /?]`

**Parameters:** *oldname* Specifies the path and name of a file or set of files which will be moved.  
*newname* Specifies the new file name.

**Switches:** /A Includes system and hidden files.  
/H Includes hidden files.  
/S Includes system files.  
/P Prompts to confirm each file before it is renamed.  
/N No confirmation prompt.  
/? Displays this command help topic.

**Usage:** The RENAME command lets you rename a file or a group of files. This is particularly useful when you wish to further customize an existing filename or change its extension to an extension which has a specific association.

You will have to follow [DOS file naming](#) conventions for properly renaming files.

You can use wildcards (? or \*) in either the source or the destination filename. If you use wildcards in the *newname*, the characters represented by the wildcards will be identical to the corresponding characters in the *oldname*.

You cannot specify a new drive or path in your destination filename. The RENAME command will not work if the *newname* is an existing file.

You can press the ESC key (Escape key) at any time to interrupt RENAME.

The RENAMEQ command has the same format as the RENAME command. RENAMEQ automatically displays the name of the file to rename and its new name and asks you for confirmation before completing the renaming. RENAMEQ is mgst useful when used with the wildcard characters ? and \* to rename a group of files. RENAMEQ is equivalent to RENAME with /P switch.

RENAME and REN commands are synonyms, you can use either one.

**Examples:** To rename the file REPORT.DOC to REPORT.OLD,  
type: `rename report.doc report.old`

To rename all the files in the DOCUMENT directory with the extension TXT to the same filenames but with the extension DOC,  
type: `rename \document\*.txt *.doc`

## Restart

Internal

**Purpose:** Exits and restarts Windows.

**Syntax:** RESTART [/?]

**Switch:** /? Displays this command help topic.

**Usage:** The RESTART command executes an orderly shutdown sequence of windows, exits and restarts Windows. A confirmation dialog is displayed before proceeding with the restart. This can be changed in the Preferences dialog.

During the process, any running application with unsaved changes will ask for confirmation before closing. If all applications agree to quit, the Windows session is terminated and a new Windows session is created. The RESTART process is identical to completely exiting Windows and restarting it from the DOS prompt.

A restart is necessary to activate any changes to your SYSTEM.INI file, and may also be used if you wish to restart the system with an altered WIN.INI file, for example.

## RestApp

**Internal**

**Purpose:** Restores all minimized applications to their original size.

**Syntax:** RESTAPP [/?]

**Switch:** /? Displays this command help topic.

**Usage:** The RESTAPP command lets you quickly restore all minimized applications without losing the focus in File Manager.

You can access the same functionality from the WizManager popup menu displayed when clicking with the right mouse button anywhere on File Manager.

## RestWin

### Internal

**Purpose:** Restores all minimized or maximized File Manager directory and Search Result windows.

**Syntax:** RESTWIN [/?]

**Switch:** /? Displays this command help topic.

**Usage:** The RESTWIN command is a fast way to restore all the minimized and maximized windows in File Manager to their previous size and location.

## Rmdir or RD

Internal

**Purpose:** Removes a subdirectory.

**Syntax:** RMDIR [*drive:*] *path* [/?]  
or  
RD [*drive:*] *path* [/?]

**Parameters:** [*drive:*] *path* Specifies the location and name of the directory to delete.

**Switch:** /? Displays this command help topic.

**Usage:** The Remove Directory command (RMDIR or its short form RD) removes a specified subdirectory in the root directory or other subdirectories. The subdirectory to be deleted must be empty except for the (.) and (..) markers which refer to the directory itself, and its parent directory, and cannot be deleted. Verify that no hidden or system file remains in the subdirectory to be removed.

It is not possible to remove the current working directory.

If a backslash (\) is included before the first subdirectory name in the directory path, RD begins the path to the subdirectory to be removed at the root directory of the current or specified drive. Without a backslash, RD begins the path from the current directory of the current or specified drive.

The path from the current directory leading to the subdirectory to be removed must be entered and all subdirectories in the path must exist.

**Examples:** To remove the directory \SALES under the root directory,  
type: `rd \sales`

To remove the directory \DOCUMENT under the current directory \CLIENTS,  
type: `rd document`

## SaveNow

**Internal**

**Purpose:** Saves positions and views of open File Manager directory windows.

**Syntax:** SAVENOW [/?]

**Switch:** /? Displays this command help topic.

**Usage:** The SAVENOW command lets you immediately save the positions and views of open File Manager directory windows. When you restart File Manager, the open directory windows will be in the same positions and have the same View menu settings as they had at the time you used this command. With SAVENOW you don't have to set the Save Settings on Exit menu command and close File Manager in order to keep the directory windows layout. It is saved at the time you use the SAVENOW command.

**NOTE:** Holding down the SHIFT key while selecting the Exit command from the File menu has the same effect as SAVENOW.

## Search

### File Manager

- Purpose:** Opens File Manager Search dialog which allows you to search for files and directories on all or part of a specified drive.
- Syntax:** SEARCH [/?]
- Switch:** /? Displays this command help topic.
- Usage:** To find a file or group of files, you can use the Search command. If files are found, they are listed in the Search Results window. You can select items in this window and perform such tasks as copying, deleting, moving, and printing files. The contents of the Search Results window changes when you perform a new search.
- Use WizManager [Print Search List](#) to print the listing of the files selected in the Search Results window.



## SelDrive

### File Manager

- Purpose:** Opens File Manager Select Drive dialog which lets you to select a particular disk drive.
- Syntax:** SELDRIVE [/?]
- Switch:** /? Displays this command help topic.
- Usage:** With the SELDRIVE command you can change the drive displayed in the active directory window. The drive list presented in the dialog displays short information about the available drives. This can be useful when you have to select a specific network drive, for example, and preferred over selecting a drive by clicking its icon which displays the drive letter only.

## Select

### File Manager

**Purpose:** Opens File Manager Select Files dialog which allows you to select files and directories in the active directory window.

**Syntax:** `SELECT [/?]`

**Switch:** `/?` Displays this command help topic.

**Usage:** Before you can work with a file in File Manager, you must select it. There are several ways to select files in File Manager. If the files you want are visible in the directory window, you can use the mouse or keyboard to quickly select them. If the files are not visible, or if you want to select a group of files with similar names, use the `SELECT` command.

Through the displayed Select dialog you can quickly select or unselect a file or group of files.

## ShDir or SD

### File Manager

**Purpose:** Opens File Manager Share As dialog which allows you to share directories with others on a network.

**Syntax:** SHDIR [/?]  
or  
SD [/?]

**Switch:** /? Displays this command help topic.

**Usage:** This command is only available with Windows for Workgroups.

If Windows for Workgroups is running in 386 enhanced mode, you can share a directory (or several directories) with others. When you share a directory, you give others access to all the files and subdirectories in that directory.

When sharing a directory, you specify a share name and you can specify a password indicating the type of access other people can have to the shared directory. Passwords can grant a person read-only access or full access. Those who have full-access passwords can read, change, delete, or create files in your shared directory and its subdirectories. Those who have read-only passwords can only read files and run applications. If you do not specify a password, anyone can have access to your shared directory.

## SortDate

### File Manager

- Purpose:** Sorts File Manager files in the active directory window by their last modification dates. The most recently modified files are listed first.
- Syntax:** SORTDATE [/?]
- Switch:** /? Displays this command help topic.
- Usage:** By default, files are listed alphabetically by name (see SORTNAME command). However, you can choose to display files by date with the most recently modified file listed first using the SORTDATE command, or alphabetically by their extension (see SORTTYPE command), or by size from largest to smallest (see SORTSIZE command).

## SortName

### File Manager

- Purpose:** Sorts File Manager files and directories in the active directory window alphabetically by name. Directories are listed first, then files.
- Syntax:** SORTNAME [/?]
- Switch:** /? Displays help information for the command.
- Usage:** By default, files are listed alphabetically by name. If the files are sorted differently use the SORTNAME command to display them again alphabetically by name. You can choose to display files alphabetically by their extension (see SORTTYPE command), by size from largest to smallest (see SORTSIZE command), or by date, with the most recently modified files listed first (see SORTDATE command).

## SortSize

### File Manager

- Purpose:** Sorts File Manager files in the active directory window by size, from largest to smallest.
- Syntax:** SORTSIZE [/?]
- Switch:** /? Displays this command help topic.
- Usage:** By default, files are listed alphabetically by name (see SORTNAME command). However, you can choose to display files by size from largest to smallest using the SORTSIZE command, or alphabetically by their extension (see SORTTYPE command), or by date with the most recently modified files listed first (see SORTDATE command).

## SortType

### File Manager

- Purpose:** Sorts File Manager files and directories in the active directory window alphabetically by extension. Directories are listed first, then files.
- Syntax:** SORTTYPE [/?]
- Switch:** /? Displays this command help topic.
- Usage:** By default, files are listed alphabetically by name (see SORTNAME command). But you can choose to display files alphabetically by their extension with the SORTTYPE command, or by date with the most recently modified files listed first (see SORTDATE command), or by size from largest to smallest (see SORTSIZE command).

## Sound

### Control Panel

**Purpose:** Opens the Control Panel Sound dialog which allows you to assign sounds to system events.

**Syntax:** SOUND [/?]

**Switch:** /? Displays this command help topic.

**Usage:** Use the Control Panel Sound option to assign sounds to system and application events and to turn the Windows warning beep and system sounds on or off. You can assign sounds only if you have a sound card installed in your computer. If you don't have a sound card installed, the lists of sounds and events appear dimmed.

**NOTE:** A Microsoft® speaker driver which can play WAV sound files is available from Microsoft® Corporation and other various sources (CompuServe, bulletin boards, etc.), but is not shipped with Windows and is not supported by Microsoft® because of existing incompatibilities with certain systems. This speaker driver, once installed, will enable the sounds list.



## StopSh or SS

### File Manager

**Purpose:** Opens File Manager Stop Sharing dialog which allows you stop sharing directories with others on a network.

**Syntax:** STOPSH [/?]  
or  
SS [/?]

**Switch:** /? Displays this command help topic.

**Usage:** This command is only available with Windows for Workgroups.

You can stop sharing a directory if you no longer want other people to have access to the files in the directory.

**NOTE:** If you stop sharing a directory, those who are using files in the shared directory may lose data.

## Sys

### File Manager

- Purpose:** Opens File Manager Make System Disk dialog which allows you to copy DOS operating-system files onto a formatted floppy disk.
- Syntax:** SYS [/?]
- Switch:** /? Displays this command help topic.
- Usage:** The SYS command creates a bootable system disk out of a formatted floppy disk. A system disk can start a computer that uses the DOS operating system.

## SysInfo

### Internal

**Purpose:** Displays information about your computer and Windows configuration.

**Syntax:** `SYSINFO [/?]`

**Switch:** `/?` Displays this command help topic.

**Usage:** If you have questions about your computer and Windows configuration, SYSINFO is a handy command to use. It instantly displays information about your system in a single dialog box. You are able to see at a glance how much memory you have available, what your CPU, video type and resolution are, and if you have a coprocessor. It displays the system date and time, WizManager, DOS and Windows versions, whether you are connected to a network, and other critical information.

## Task

**Internal**

**Purpose:** Displays WizManager popup Task menu.

**Syntax:** TASK [/?]

**Switch:** /? Displays this command help topic.

**Usage:** The TASK command displays WizManager's popup Task menu which lets you pick one of your Launch submenus, Customize Launch Menus, Minimize, Restore or Close active applications, or start the Task Manager. A list of the currently running applications is also displayed, allowing you to quickly jump to any of them.

The Task menu can also be displayed by clicking anywhere on File Manager with the right mouse button.

## TileH

### File Manager

**Purpose:** Arranges directory windows on top of each other (horizontally) so that each window is visible and no windows overlap.

**Syntax:** `TILEH [/?]`

**Switch:** `/?` Displays this command help topic.

**Usage:** If several directory windows are open, you may need to arrange the windows so that you can see them all. Tiling the windows horizontally or vertically is a very useful feature which lets you navigate through the different windows with ease. When many windows are displayed, tiling horizontally or vertically becomes equivalent. In this situation, cascading the windows becomes often more efficient.

With a very busy File Manager (many open windows), it is sometimes better to minimize all the windows and restore only the ones needed for a certain task, tiling them horizontally or vertically if necessary.

## TileV

### File Manager

**Purpose:** Arranges directory windows side by side (vertically) so that each window is visible and no windows overlap.

**Syntax:** `TILEV [/?]`

**Switch:** `/?` Displays this command help topic.

**Usage:** If several directory windows are open, you may need to arrange the windows so that you can see them all. Tiling the windows horizontally or vertically is a very useful feature which lets you navigate through the different windows with ease. When many windows are displayed, tiling horizontally or vertically becomes equivalent. In this situation, cascading the windows become often more efficient.

With a very busy File Manager (many open windows), it is sometimes better to minimize all the windows and restore only the ones needed for a certain task, tiling them horizontally or vertically if necessary.

## Time

### Control Panel

**Purpose:** Opens the Control Panel Date/Time dialog which allows you to change the time of your computer's clock.

**Syntax:** `TIME [/?]`

**Switch:** `/?` Displays help information for the command.

**Usage:** By using the Date/Time Control Panel option, you can change the date and time of your system's clock. The format of the date and time is set with the Short Date and Time Format options in the International settings dialog box.

It is important that your system's date and time are always accurate. Many applications, including File Manager, Clock, and Calendar, use your system's date and time to record important information.

## Type

**Internal**

**Purpose:** Displays the contents of a text file.

**Syntax:** `TYPE [drive:][path] filename [/?]`

**Parameters:** `[drive:][path] filename` Specifies the location and name of the file to view.

**Switch:** `/?` Displays this command help topic.

**Usage:** The TYPE command displays the contents of a text file on the screen. The application associated with the file extension TXT is used for this purpose. Displaying a program file or a binary file only shows unintelligible characters.

**Example:** To display the file READ.ME,  
`type: type read.me`



## Ver

### Internal

**Purpose:** Displays the current WizManager, DOS, and Windows versions.

**Syntax:** VER [/?]

**Switch:** /? Displays this command help topic.

**Usage:** Use this command to identify the currently running versions of WizManager, DOS and Windows.

## Verify

### Internal

**Purpose:** Enables or disables disk-write verification or displays the verification state.

**Syntax:** VERIFY [ON | OFF] [/?]

**Switches:** [ON | OFF] Specifies whether to verify that the write operations are done correctly. The ON value enables the verification process. The OFF value disables it.  
/? Displays this command help topic.

**Usage:** With VERIFY ON, data written to the disk is checked for correctness after each write operation.

Entering the VERIFY command without a switch displays whether VERIFY is currently ON or OFF.

Turning VERIFY ON slightly slows down all disk-write operations.

**Example:** To check the current status of VERIFY,  
type: **verify**

To switch VERIFY ON,  
type: **verify on**

## Vol

Internal

**Purpose:** Displays a disk volume label.

**Syntax:** VOL [*drive:*] [/?]

**Switch:** /? Displays this command help topic.

**Parameters:** [*drive:*] Specifies the drive whose volume label should be displayed.

**Usage:** The VOL command displays the volume label of the specified drive, or of the default drive if no drive is given.

## Naming Files and Directories

### Rules to follow for naming files and directories:

The name of a file or directory can have two parts: a name and an optional extension. The two parts are separated by a period (for example, YOURFILE.NEW). The name can contain up to eight characters, and the extension can contain up to three characters. The name must start with either a letter or number. It can contain any uppercase or lowercase character except the following:

period (.)	quotation mark (")
slash (/)	backslash (\)
brackets ([ ])	colon (:)
semicolon (;)	vertical bar ( )
equal sign (=)	comma (,)

If you use these characters in a filename, you may get unexpected results. The name cannot contain any spaces. The following names are reserved and cannot be used for files or directories: CON, AUX, COM1, COM2, COM3, COM4, LPT1, LPT2, LPT3, PRN, and NUL.

Examples of valid filenames are LETTER.DOC, MEMO.TXT, BUDGET.93, and 2NDTRY.RPT.

## Preferences: General Setup

General Setup Check Boxes:

Option	Description
<b>Activate Right Mouse Button.</b>	Check this box if you want to display the WizManager Popup menu when clicking with the right mouse button anywhere on File Manager.
<b>Move to Command Line Box at Startup.</b>	Check this box if you want the Command Line Box to be active and ready for command entries when File Manager is started.
<b>Beep on Error.</b>	Check this box if you want WizManager to emit a beep when an error is detected.
<b>Display Button Info in Buttonbar</b>	Check this box to display a help window when the mouse cursor is positioned over a Buttonbar button.
<b>Display Button Info in Launchbar</b>	Check this box to display a help window when the mouse cursor is positioned over a Launchbar button.
<b>3D Effects in Dialogs</b>	<p>This options lets you chose if you want to have 3-dimensional effects in the dialogs. Select 'No 3D effects' to ignore these effects. 'WizManager dialogs only' will transform only the WizManager dialogs. 'All File Manager dialogs' will make all the File Manager dialogs 3D dialogs.</p> <p>Note: With 'All File Manager dialogs', some static text controls will appear without a 3D effect in some File Manager dialogs.</p>

### See also:

[Preferences: System Setup](#)

[Preferences: Popup Menu](#)

[Preferences: Command Confirmations](#)

[Preferences: File List in Dialogs](#); [Preferences: Zip/UnZip](#)

## Preferences: Command Confirmations

Command Confirmations Check Boxes:

Option	Description
<b>File Copy.</b>	Check this box to have a confirmation dialog displayed each time WizManager's COPY command is used.
<b>File Move.</b>	Check this box to have a confirmation dialog displayed each time WizManager's MOVE command is used.
<b>File Replace.</b>	Check this box to have a confirmation dialog displayed before a WizManager's command is executed when a file declared in the source parameter has the same filename as an existing file in the target directory.
<b>File Delete.</b>	Check this box to have a confirmation dialog displayed each time WizManager's DELETE command is used.
<b>File Rename.</b>	Check this box to have a confirmation dialog displayed each time WizManager's RENAME or REN commands are used.
<b>Directory Remove.</b>	Check this box to have a confirmation dialog displayed each time WizManager's RMDIR or RD commands are used.
<b>Include Hidden Files.</b>	Check this box if you want WizManager's commands to always include hidden files.
<b>Include System Files.</b>	Check this box if you want WizManager's commands to always include system files.
<b>Force Refresh.</b>	Check this box if you want to force File Manager to refresh its Status Bar and its Directory window each time WizManager (not File Manager) performs a COPY, MOVE, or DELETE command.

### See also:

[Preferences: General Setup](#)

[Preferences: System Setup](#)

[Preferences: Popup Menu](#)

[Preferences: File List in Dialogs](#)

[Preferences: Zip/UnZip](#)

## Preferences: Popup Menu

Include in Popup Menu Check Boxes:

Option	Description
<b>Launch Menus.</b>	Check this box if you want the popup menu to include the Launch Menus.
<b>File Commands.</b>	Check this box if you want the popup menu to include File Commands (Copy, Move, Delete, etc.).
<b>Task Commands.</b>	Check this box if you want the popup menu to include Task Commands.
<b>Task List.</b>	Check this box if you want the popup menu to include a Task List.
<b>Hidden Tasks.</b>	Check this box if you want to include hidden tasks in the Task List.

### See also:

[Preferences: General Setup](#)

[Preferences: Command Confirmations](#)

[Preferences: System Setup](#)

[Preferences: File List in Dialogs](#)

[Preferences: Zip/UnZip](#)

## Preferences: System Setup

System Setup Options:

Option	Description
<a href="#">Password...</a>	Lets you set or change your Unlock password.
<a href="#">Startup Directory...</a>	Lets you set the Command Line Box current directory when File Manager is started.
<a href="#">Additional Path...</a>	Lets you append additional path searches to your current path.
<a href="#">Path Shortcut...</a>	Lets you choose the symbol which represents the active File Manager directory window path.
<a href="#">DOS PIF File...</a>	Lets you specify the DOS PIF file path and filename.
<a href="#">Set Fast Open...</a>	Lets you set the Fast Open applications.
<b>Activate Open Files dlg when no Association</b>	If this option is set, starting a file which doesn't have an association will not bring up an error message. Instead the WizManager Open Files dialog will be displayed letting you chose how the file should be opened.
<b>Replace File Manager's Icon and Title</b>	If this option is set, File Manager's icon will become the WizManager icon when minimized and File Manager's title bar will read 'File WizManager'.
<b>Disable Alt+Ctrl+Del when Locking</b>	If this option is set, Alt+Ctrl+Del (reboot) will be disabled while your system is locked. For this feature to work properly, the device <a href="#">vrbtd.386</a> has to be declared in the [386Enh] section of SYSTEM.INI.
<b>Confirm on Exit, Restart and Reboot</b>	If this option is set, no confirmation dialog will be displayed when executing the Exit Windows, Restart Windows or Reboot System commands.

### See also:

[Preferences: General Setup](#)

[Preferences: Command Confirmations](#)

[Preferences: Popup Menu](#)

[Preferences: File List in Dialogs](#)

[Preferences: Zip/UnZip](#)



## Preferences: File List in Dialogs

File List in Dialogs Options:

Option	Description
<b>File Icon Size</b>	Select which size the file icons should be in the results dialog of 'Find Files', 'Find Duplicates', and 'Synchronize Directories'. File list scrolling is the fastest if no icons are presented in the file lists as each new icon is read from the disk when the list is scrolled.
<b>Confirm on File Delete</b>	Check this box to have a confirmation dialog displayed each time you delete a file from the results dialog of 'Find Files', 'Find Duplicates', and 'Synchronize Directories'.

### See also:

[Preferences: General Setup](#)

[Preferences: System Setup](#)

[Preferences: Command Confirmations](#)

[Preferences: Popup Menu](#)

[Preferences: Zip/UnZip](#)

## Preferences: Zip/UnZip

Zip/UnZip Options:

Option	Description
<b>Default Decryption Password when Launching a File</b>	Enter a default password in the edit box which will be used when launching an encrypted file from a Zip file. This password will only be used during the launch process. The encrypt/decrypt passwords of the Zip/Add and UnZip/Extract features have to be entered in the corresponding Zip/Add and UnZip/Extract dialogs.
<b>Confirm on File Delete</b>	Check this box to have a confirmation dialog displayed each time you delete a file in a Zip file.

### See also:

[Preferences: General Setup](#)

[Preferences: System Setup](#)

[Preferences: Command Confirmations](#)

[Preferences: Popup Menu](#)

[Preferences: File List in Dialogs](#)

## Password

The **Password** dialog allows you to assign a password to unlock WizManager's Lock feature. Lock minimizes all running applications and locks Windows until you enter your password in the displayed Unlock dialog.

To enter a (new) password, select the **Preferences** menu item in the **WizManager** menu, then select the **Password...** button in the System Setup group. The Password dialog displayed allows you to enter the password to unlock your system. You can also type PASSWORD in the Command Line Box to access the password dialog directly.

A password can be any combination of letters, numbers, and/or punctuation. Spaces (space bar spaces) are accepted. For maximum security, it is strongly suggested NOT to use passwords shorter than 4 characters. It is also wise NOT to use passwords such as birthdays or first names. These are often the first ones tried by anyone who would try to break into your system.

Entering a new password erases the previously saved password.

**See also:**  
[Preferences](#)

## Startup Directory

The **Startup Directory** dialog allows you to assign the **Command Line Box** current directory when **WizManager's Buttonbar** is displayed (either at **WizManager's** startup or later when you select to display the **Buttonbar**).

To enter a new startup directory or to modify an existing one, select the **Preferences** menu item in the **WizManager** menu, then select the **Startup Directory...** button in the System Setup group.

- ▶ In the Startup Directory dialog, select to either use the directory which is current when the Buttonbar is displayed as the Command Line Box current directory or enter a startup directory in the dialog's edit field.

### **See also:**

[Preferences](#)

## Additional Path

In addition to the DOS search PATH, WizManager will search the path set in the **Additional Path** for commands, programs, files or scripts not found in the current directory.

To enter an additional path or to modify an existing one, select the **Preferences** menu item in the **WizManager** menu, then select the **Additional Path...** button in the System Setup group.

► In the Additional Path dialog, select no additional path or enter a path or set of paths in the dialog's edit field. To specify a set of paths to search, separate the entries with a semi-colon (;).

### **See also:**

[Preferences](#)

## Path Shortcut

**The path shortcut symbol represents the path of the active File Manager directory window.**

The path shortcut symbol (character) is a command parameter prefix which is useful when the current Command Line Box directory differs from the active File Manager directory window directory. The path shortcut symbol represents the full path of the active File Manager directory. It allows you to work on the files displayed in the active File Manager directory window from the Command Line Box with a minimum of keystrokes. To fully specify a file displayed in the active File Manager window, simply enter the path shortcut symbol followed by the filename.

To select a Path Shortcut symbol, select the **Preferences** menu item in the **WizManager** menu, then select the **Path Shortcut...** button in the System Setup group.

The path shortcut symbol can be either:

- ; (a semi-colon)
- + (a plus sign)
- @ (the at character)
- or no path shortcut symbol activated.

► The default path shortcut symbol is the semi-colon character (;). The path shortcut symbol can be changed by selecting another dialog option in the Select A Path Shortcut Symbol group.

### **See also**

[Path Shortcut Examples](#)

[Preferences](#)

## Path Shortcut Examples

In the following examples, the path shortcut symbol is chosen to be the default path shortcut symbol, the semi-colon (;).

▶ To change the Command Line Box current directory to the active File Manager directory window, type: `cd ;`

▶ To change the Command Line Box current directory to the directory CLIENTS located beneath the active File Manager directory window, type: `cd ;\clients`

▶ To copy all the files from the active File Manager directory window to the A: drive, type: `copy ;\*.* a:`

▶ To create the directory PROJECT in the active File Manager directory window, type: `md ;\project`

**Note:** For all commands, entering the path shortcut symbol alone or followed by a BackSlash (\) is equivalent, i.e. for example, typing `cd ;\clients` is equivalent to typing `cd ;clients`.

### See also:

[Preferences](#)

## DOS PIF File

**When WizManager opens a DOS Prompt session, it executes the program named COMMAND.COM through a PIF configuration file specified in the DOS PIF File Preferences.**

DOSPRMPT.PIF is the default configuration file which is installed in your Windows directory when Windows is installed. DOSPRMPT.PIF is also the default configuration file preset by WizManager. To enter the path and filename of a different configuration file, select the **Preferences** menu item in the **WizManager** menu, then select the **DOS PIF File...** button in the System Setup group.

The DOS PIF configuration file controls several facets of the way COMMAND.COM is launched from the DOS Prompt command. You can set or modify a PIF file using the Windows application PIFEDIT.EXE. Refer to the "PIF Editor" chapter of your Windows User's Guide for detailed information on how to customize a PIF file.

- ▶ You can set a different path or a different PIF file than DOSPRMPT.PIF in the DOS PIF File Preferences dialog. Enter the PIF path and filename in the edit field or select Browse to browse through your drives and directories and find the appropriate PIF file.

**See also:**  
[Preferences](#)



## Set Fast Open

**Set Fast Open allows you to set two applications which can be quickly accessed to open or work on the selected files in File Manager. When a Fast Open application is executed, the Open Files dialog is not displayed.**

To set the Fast Open application paths and filenames, select the **Preferences** menu item in the **WizManager** menu, then select the **Set Fast Open...** button in the System Setup group.

The application specified in the upper edit field is launched and opens the selected files in File Manager when you hold down the **Ctrl** key while selecting Open Files from the WizManager menu or the Open Files button in the Buttonbar. The second application is selected and launched when you hold down the **Ctrl+Shift** keys while selecting Open Files from the WizManager menu or the Open Files button in the Buttonbar

- ▶ Enter the path and filename of the Fast Open applications in the respective edit fields or select the corresponding Browse button, browse through your drives and directories and set the appropriate Fast Open application.

**See also:**  
[Preferences](#)

## Customize Launch Menus

Select **Customize | Launch Menus** from the WizManager menu to access the Customize Launch Menus dialog.

From the Customize Launch Menus dialog, you can insert, modify or delete menu items which can be selected in the WizManager menu or in WizManager's popup menu, under the Launch menu item. The order of the menus can also be modified from the Customize Launch Menus dialog.

- ▶ **Insert a new menu item:**
  1. If you wish to specify the location of the new menu item within the menu items, select the menu item in the menu item list under which you would like to insert a new menu item. If no menu item is selected, the new menu item is inserted at the end of the list.
  2. Select the Insert... button and enter the menu item text, the command to execute, the working directory and the access command in the displayed dialog.
- ▶ **Modify an existing menu item:**
  1. Select the menu item to modify in the menu item list.
  2. Select the Modify... button. The menu item text, the command to execute, the working directory and the access command can then be modified in the displayed dialog.
- ▶ **Delete a menu item:**
  1. Select the menu item to delete in the menu item list.
  2. Select Ok in the confirmation dialog to delete the menu item.
- ▶ **Set the order of the menu items:**
  1. Select the menu item you wish to move in the menu item list.
  2. Select the Move Up button to move the menu item up or the Move Down button to move the menu item down in the list.
  3. Repeat steps 1. and 2. for each menu item you wish to move until you are satisfied with the results.

## Insert Menu Item

The Insert Menu Item dialog allows you to specify the different parameters of the new menu item.

▶ **Menu Text:**

Enter the text of the menu item as you wish it to appear under the Launch menu. If you want to choose the command from the menu by typing one of the letters of the menu item text, put an ampersand (&) immediately before that letter. Launch will display the menu item with that letter underlined. Entering the menu text is optional; if no menu text is specified, then the Command Line is displayed as the menu item text.

▶ **Command Line:**

Enter the command to execute, the program to start or the file to open. You can select the Browse button to browse through your directories and drives to select a file. Command switches can be specified.

▶ **Working Directory:**

Enter the path of the directory which should be the working directory when the command specified in the Command Line is executed. Entering the working directory is optional.

▶ **Access with Command:**

The command specified in the Command Line field can also be accessed and executed from the Command Line Box with the command you specify in the Access with Command field.

The specified command name

- Cannot be longer than 8 characters,
- Cannot contain any space character and
- Cannot be a WizManager command nor a command already specified in another menu item.

## Modify Menu Item

The **Modify Menu Item** dialog allows you to modify each parameter of the selected menu item.

▶ **Menu Text:**

Enter the text of the menu item as you wish it to appear under the Launch menu. If you want to choose the command from the menu by typing one of the letters of the menu item text, put an ampersand (&) immediately before that letter. Launch will display the menu item with that letter underlined. Entering the menu text is optional; if no menu text is specified, then the Command Line is displayed as the menu item text.

▶ **Command Line:**

Enter the command to execute, the program to start or the file to open. You can select the Browse button to browse through your directories and drives to select a file. Command switches can be specified.

▶ **Working Directory:**

Enter the path of the directory which should be the working directory when the command specified in the Command Line is executed. Entering the working directory is optional.

▶ **Access with Command:**

The command specified in the Command Line field can also be accessed and executed from the Command Line Box with the command you specify in the Access with Command field.

The specified command name

- Cannot be longer than 8 characters,
- Cannot contain any space character and
- Cannot be a WizManager command nor a command already specified in another menu item.

## Print Directory

The **Print Directory** dialog allows you to print the listing of the selected files or to print the listing of all the files in the File Manager directory window. The directory listing can be sent to a printer (hard copy) or saved in a file.

The path of the files selected in File Manager is displayed at the top of the dialog with the number of selected files underneath.

- ▶ You can choose to print the listing of only the selected files or the listing of all the files in the directory by selecting the appropriate option in the Print Directory dialog.
- ▶ Select *Print to Printer* if you wish to send the information to the printer (hard copy) or *Print to File* if you wish to save the information in a file. In the latter case, a dialog will be displayed prompting you for a filename.

The Print Directory output contains the disk's volume label, one directory or filename per line, including the filename extension, the file size in bytes, the date and time the file was last modified, and the file's attributes. At the end of the listing, the total number of files, the total number of directories, the cumulative size of the files, and the free space remaining on the disk are also printed.

**Note:** Because of a File Manager problem, the Print Directory command is only available from the WizManager menu when at least one file or directory is selected in File Manager's directory window.

## Print Search Results List

The **Print Search Results List** dialog allows you to print the listing of the selected files or to print the listing of all the files in File Manager's Search Results window. The Search Results List can be sent to a printer (hard copy) or saved in a file.

The path of the files selected in File Manager is displayed at the top of the dialog with the number of selected files underneath.

- ▶ You can choose to print the listing of only the selected files or the listing of all the files in the window by selecting the appropriate option in the Print Search Results List dialog.
- ▶ Select *Print to Printer* if you wish to send the information to the printer (hard copy) or *Print to File* if you wish to save the information in a file. In the latter case, a dialog will be displayed prompting you for a filename.

The Print Search Results List output contains the disk's volume label, one directory or filename with its full path on two lines, including the filename extension, the file size in bytes, the date and time the file was last modified, and the file's attributes. At the end of the listing, the total number of files and the total number of directories are also printed.

**Note:** Because of a File Manager problem, the Print Search List command is only available from the WizManager menu when at least one file or directory is selected in File Manager's Search Results window.

## Print Tree

The Print Tree dialog allows you to print the hierarchical directory structure of a disk or save this information in a file. The printing of the names of the files in each directory and the total size of each directory can optionally be included.

- ▶ Select the appropriate drive from the drop down list.
- ▶ Check *Print Filenames in Directories* if you wish to include the printing of the filenames in each directory.
- ▶ Check *Print Each Directory Size* if you wish to include the printing of the total size of each directory.
- ▶ Select *Print to Printer* if you wish to send the information to the printer (hard copy) or *Print to File* if you wish to save the information in a file. In the latter case, a dialog will be displayed prompting you for a filename.

## Open Files

The **Open Files** dialog allows you to specify how the files selected in **File Manager** should be opened and displayed.

- ▶ Specify which application should open the selected files:
  - Selecting **Associated** will open each file with its associated application.
    - Selecting **Associated with File Extension** will open all the files with the application associated with the specified extension. The extension entered cannot exceed 3 characters (not including the optional period as first extension character).
    - Selecting the third option allows you to enter the path and filename of a specific application which should open all the files. Use the **Browse** button if you wish to browse through your directories and drives to find the appropriate application.
  
- ▶ Specify in the *Run* group how the selected files should be displayed: Normal, Minimized, Maximized or Hidden.
  
- ▶ Check *Start Only One Application* in the dialog if you want to start only one copy of the application and display all the files within this application. Be aware that many applications are not able to display multiple files or generate an error message with this option checked.



## Info Menu Command

These commands are available in the **WizManager** menu, under the **Info** menu item.

Disk Info...

System Info...

### **See also**

WizManager menu commands

## Preferences Menu Command

Selecting the **Preferences** menu item in the **WizManager** menu opens the Preferences dialog which lets you customize WizManager.

### See also

WizManager menu commands

## Launch Menu Command

The commands available in the **WizManager** menu and in WizManager's popup menu, under the **Launch** menu item are the menu items set in the [Customize Launch Menus](#) dialog.

### **See also**

[WizManager menu commands](#)

## Customize Launch Menu Command

Selecting the **Customize | Launch Menu** menu item in the **WizManager** menu opens the Customize Launch Menu dialog.

Customize Launch Menu allows you to set commands, programs or filenames which can be executed or opened when the corresponding customized menu item is selected under the Launch menu item.

### **See also**

WizManager menu commands

## Print Directory Menu Command

Selecting the **Print Directory** menu item in the **WizManager** menu enables you to print a directory listing of the files in the active File Manager directory window or save this information in a file. The displayed Print Directory dialog allows you to print the listing of the selected files or to print the listing of all the files in the File Manager directory window.

**Note:** Because of a File Manager problem, the Print Directory command is only available from the WizManager menu when at least one file or directory is selected in File Manager's directory window.

### See also

[WizManager menu commands](#)

## Print Tree Menu Command

Selecting the **Print Tree** menu item in the **WizManager** menu enables you to print a selected disk's hierarchical directory structure or save this information in a file. The displayed Print Tree dialog allows you to include the printing of the names of the files in each directory and the total size of each directory.

### See also

WizManager menu commands

## Printer Setup Menu Command

Selecting the **Printer Setup** menu item in the **WizManager** menu opens a printer setup dialog which allows you to set printing options specific to your default printer.

A printer setup dialog can only be displayed if a printer driver has been installed. For information about installing a printer driver, see *Installing a Printer Driver* in your Windows manual.

### **See also**

[WizManager menu commands](#)

## Open Files Menu Command

Selecting the **Open Files** menu item in the **WizManager** menu opens the Open Files dialog which allows you to select how the selected file(s) in File Manager should be opened and displayed.

Open Files enables you to view the files or open files with a specified application, open files which don't have an association, open files without extension, and more.

The Open Files command is only available from the WizManager menu when at least one file is selected in File Manager's directory window.

### **See also**

[WizManager menu commands](#)



## View Files Menu Command

Selecting the **View Files** menu item in the **WizManager** menu starts the Viewer application set in Preferences and displays the contents of the files selected in File Manager.

The View Files command is only available from the WizManager menu when at least one file is selected in File Manager's directory window.

### **See also**

[WizManager menu commands](#)

## DOS Prompt Menu Command

Selecting the **DOS Prompt** menu item in the **WizManager** menu starts a new DOS prompt (command line) session.

DOS Prompt executes the program named COMMAND.COM through a configuration file named DOSPRMPT.PIF. The latter file is automatically installed in your Windows directory when Windows is installed. DOSPRMPT.PIF controls several facets of the way COMMAND.COM is launched from this command. You can modify (or recreate if necessary) the file using the Windows application PIFEDIT.EXE. Refer to the "PIF Editor" chapter of your Windows User's Guide for detailed information on how to customize a PIF file.

A different PIF file can be used instead of DOSPRMPT.PIF. You can set your preferences by selecting the WizManager Preferences menu command or by typing PREF in WizManager's Command Line Box.

### **See also**

WizManager menu commands

## Lock

Selecting the **Lock** menu item in the **WizManager** menu minimizes all running applications and locks Windows until you enter your password in the displayed Unlock dialog.

Lock lets you completely lock your system and restore it after typing a password you previously defined. This feature permits you to leave your station, keeping information confidential or secured until you come back and the defined password is entered.

For maximum confidentiality, during the locking process all applications are minimized leaving only an Enter Password dialog displayed. Applications running in the background which cannot run properly when minimized (for example, certain communication programs) are left untouched.

If you want to set or change your password, type the command PASSWORD in the Command Line Box or select Password in the Preferences dialog.

The Alt+Ctrl+Del (reboot) key combination can be disabled while your system is locked. For this feature to work properly, the device vrbtd.386 has to be declared in the [386Enh] section of SYSTEM.INI and the option has to be set in the Preferences dialog.

### See also

WizManager menu commands

## Control Panel Menu Command

These commands are available in the **WizManager** menu, under the **Control Panel** menu item. Selecting a Control Panel command will start the corresponding Control Panel Option dialog.

- Color**
- Date / Time**
- Desktop**
- Drivers**
- Fonts**
- International**
- Keyboard**
- Mouse**
- Ports**
- Printers**
- Sound**
- Network**
- 386 Enhanced**

### See also

[WizManager menu commands](#)

## Exit Menu Command

These commands are available in the **WizManager** menu, under the **Exit** menu item.

Exit Windows...  
Restart Windows...  
Reboot System...

### **See also**

WizManager menu commands

## Buttonbar Menu Command

Selecting the **Buttonbar** menu item in the **WizManager** menu displays or hides the Buttonbar. A check mark is present at the left of the Buttonbar menu item when the Buttonbar is visible.

### See also

[Customize Buttonbar menu command](#)

[WizManager menu commands](#)

## Customize Buttonbar Menu Command

Selecting the **Customize Buttonbar** menu item from the **WizManager** menu opens the Customize Buttonbar dialog which allows you to add and remove buttons from the Buttonbar, set the button order in the Buttonbar, specify the number of buttons displayed and the number of buttons scrolled per scroll increment.

### See also

Buttonbar menu command

WizManager menu commands

## About WizManager Menu Command

Selecting the **About WizManager** menu item from the **WizManager** menu opens the About dialog which displays information about WizManager's version number, Windows running mode, and memory usage. It also lists the different channels through which you can contact Mijenix (address, tel, fax, CompuServe, EMail, etc.).

### See also

[WizManager menu commands](#)



## Help Menu Command

Selecting the **Help** menu item from the **WizManager** menu opens the WizManager help file and displays its help contents (index). From there it is possible to access any information either through the logic of the different help items (jumps) or through the Search command.

### See also

[WizManager menu commands](#)

## Tile Horizontally Menu Command

Selecting the **Tile Horizontally** menu item from the **Window** menu will arrange directory windows on top of each other (horizontally) so that each window is visible and no windows overlap.

If several directory windows are open, you may need to arrange the windows so that you can see them all. Tiling the windows horizontally or vertically is a very useful feature which lets you navigate through the different windows with ease. When many windows are displayed, tiling horizontally or vertically becomes equivalent. In this situation, cascading the windows is oftentimes more efficient.

With a very busy File Manager (many open windows), it is sometimes better to minimize all the windows and restore only the ones needed for a certain task, tiling them horizontally or vertically if necessary.

### See also

[Menus Added to the Window menu](#)

[WizManager menu commands](#)

[Menu added to the Options menu](#)

## Tile Vertically Menu Command

Selecting the **Tile Vertically** menu item from the **Window** menu will arrange the directory windows side by side (vertically) so that each window is visible and no windows overlap.

If several directory windows are open, you may need to arrange the windows so that you can see them all. Tiling the windows horizontally or vertically is a very useful feature which lets you navigate through the different windows with ease. When many windows are displayed, tiling horizontally or vertically becomes equivalent. In this situation, cascading the windows is oftentimes more efficient.

With a very busy File Manager (many open windows), it is sometimes better to minimize all the windows and restore only the ones needed for a certain task, tiling them horizontally or vertically if necessary.

### See also

[Menus Added to the Window menu](#)

[WizManager menu commands](#)

[Menu added to the Options menu](#)

## Minimize Menu Command

Selecting the **Minimize** menu item from the **Window** menu will minimize all the directory windows to icons.

With a very busy File Manager (many open windows), it is sometimes better to minimize all the windows and restore only the ones needed for a certain task, tiling them horizontally or vertically if necessary.

### See also

[Menus Added to the Window menu](#)

[WizManager menu commands](#)

[Menu added to the Options menu](#)

## Restore Menu Command

Selecting the **Restore** menu item from the **Window** menu will restore all the minimized directory windows to their previous size and location.

### See also

[Menus Added to the Window menu](#)

[WizManager menu commands](#)

[Menu added to the Options menu](#)

## Save Settings Now Menu Command

Selecting the **Save Settings Now** menu item from the **Options** menu will save the positions and views of all open File Manager directory windows.

Save Settings Now lets you immediately save the positions and views of open File Manager directory windows. When you restart File Manager, the open directory windows will be in the same positions and have the same View menu settings as they had at the time you used this command. With the Save Settings Now command you don't have to set the Save Settings on Exit menu command and close File Manager in order to keep the directory windows layout. It is saved at the time you select the Save Settings Now command.

**NOTE:** Holding down the SHIFT key while selecting the Exit command from the File menu has the same effect as selecting the Save Settings Now command.

### See also

[WizManager menu commands](#)

[Menus Added to the Window menu](#)

## Disk Info

When selecting the **Disk Info** menu item from the **Window** menu the specified drive is scanned and numerous information about disk usage and files statistics is retrieved.

Disk Info displays:

- Disk size**
- Space used by files**
- Free space left**
- Percentage of disk used**
- Average file size**
- Total number of files**
- Total number of directories**
- Smallest file size and path**
- Largest file size and path**
- Largest directory structure and path**

**NOTE:** DISKINFO and File Manager display inaccurate file space usage of drives which are user space restricted network drives (allocated space). The used space displayed is the unavailable drive space added to the actual file space. The average file size is therefore inaccurate. This problem will be addressed with the next WizManager update.

### See also

[WizManager menu commands](#)

## System Info

Your system is scanned when selecting the **System Info** menu item from the **Window** menu and information about your computer and Windows configuration is displayed.

If you have questions about your computer and Windows configuration, System Info is a handy command to use. It instantly displays information about your system in a single dialog box. You are able to see at a glance how much memory you have available, what your CPU, video type and resolution are, and if you have a coprocessor. It displays the system date and time, WizManager, DOS and Windows versions, whether you are connected to a network, and other critical information.

### See also

[WizManager menu commands](#)



## Exit Windows

Selecting the **Exit Windows** menu item from the **Window** menu closes and ends all applications running in Windows and exits Windows.

Exit Windows lets you quickly close and terminate Windows. This command executes an orderly shutdown sequence of windows. A confirmation dialog is displayed before proceeding with the closing. This can be changed in the [Preferences](#) dialog.

During the process, any running application with unsaved changes will ask for confirmation before closing. If all applications agree to quit, the Windows session is terminated and control returns to DOS.

### See also

[WizMafager menu commands](#)

## Restart Windows

Selecting the **Restart Windows** menu item from the **Window** menu exits and restarts Windows.

Restart Windows executes an orderly shutdown sequence of windows, exits and restarts Windows. A confirmation dialog is displayed before proceeding with the restart. This can be changed in the Preferences dialog.

During the process, any running application with unsaved changes will ask for confirmation before closing. If all applications agree to quit, the Windows session is terminated and a new Windows session is created. The restart process is identical to completely exiting Windows and restarting it from the DOS prompt.

A restart is necessary to activate any changes to your SYSTEM.INI file, and may also be used if you wish to restart the system with an altered WIN.INI file, for example.

### **See also**

WizManager menu commands

## Reboot System

Selecting the **Reboot System** menu item from the **Window** menu exits Windows and reboots (restarts) your system.

Reboot System executes an orderly shutdown sequence of windows and completely restarts your computer. A confirmation dialog is displayed before proceeding with the reboot. This can be changed in the Preferences dialog.

During the process, any running application with unsaved changes will ask for confirmation before closing. If all applications agree to quit, the Windows session is terminated and the system is restarted (cold reboot). The Reboot process is identical to turning the power off and back on or pressing the reset button of your computer.

A reboot is necessary to activate any changes to your CONFIG.SYS file, and may also be used if you wish to restart the system with an altered AUTOEXEC.BAT file, for example.

### **See also**

WizManager menu commands

## View Files

WizManager's File Viewer is a utility which lets you view the contents of a file or files without having to run the program that created them. The File Viewer engine provided with WizManager is built-into WizManager, is fully integrated and doesn't have to be launched separately (not a separate .EXE program).

There are several ways to display a file with the File Viewer. You can:

- ▶ Select the file(s) you wish to view in File Manager and then either click on the View Files button in the Buttonbar or select View Files from the WizManager menu. You can also drag and drop the selected file(s) to the View Files button.
  - ▶ Or, start the File Viewer and then drag and drop the selected files on the File Viewer dialog or on the minimized File Viewer icon.
1. Once you have used File Viewer, you don't necessarily have to close the Viewer window. You can simply minimize it for later use. Activating the File Viewer again through the View Files menu or button or by drag and drop will automatically restore the File Viewer.
  2. File Viewer will remember its location on the screen and its size. The next time you launch File Viewer, it will display itself the same way (location and size) you left it. This allows you to customize the exact position and size of File Viewer with respect to File Manager for example.
  3. File Viewer will automatically detect the file format of the selected file and display its contents using its special viewer filters. [File format filters](#) are available for over 30 file types.
  4. The File Viewer file list is cleared when File Viewer is launched to display new files. Hold the Shift key down while selecting the View Files menu or button if you wish to add new files to the file list.

### See also:

[File Viewer Toolbar and Commands](#)

[File Format Filters](#)

## Find Files

Start Find Files by selecting **Find Files** from the WizManager menu.

Find Files is a powerful file finder which allows you to retrieve a file or multiple files according to criteria you specify in the Find Files dialog.

The Find Files dialog is expandable (select the **More >>** button) to display more [Search Options](#).

With Find Files, you can [perform a file search](#) even if you just know one word contained in the file or only know an approximate date when the file was created.

File Finder also allows you to perform many other file management tasks such as finding all the space-taking hog files (set a search condition on file size) or finding all the files recently created by users on a network server (set a search condition on file date).

The Find Files search process is performed using threads i.e. it is possible to let Find Files scan your disk(s) and continue to work in Windows. When Find Files is done, a Files Found dialog is displayed which lets you manage the retrieved files.

### **See also:**

[Search Options](#)

[File Search Results](#)

## Find Duplicates

Start Find Duplicates by selecting **Find Duplicates** from the WizManager menu.

Find Duplicates finds out all the duplicate files present on one or more drives, or on a path and helps you recover precious disk space.

Multiple matching criteria can be specified. The Find Duplicates dialog is expandable (select the **More >>** button) to display more [Duplicates Search Options](#).

The Find Duplicates search process is performed using threads i.e. it is possible to let Find Duplicates scan your disk(s) and continue to work in Windows. When Find Duplicates is done, a Duplicates Found dialog is displayed which lets you manage the duplicate files found.

### **See also:**

[Duplicates Search Options](#)

[Perform a Search for Duplicates](#)

[Duplicates Search Results](#)

## Synchronize Directories

Synchronize Directories allows you to synchronize (update) the contents of two directories using various options. This feature is a must have utility if you are working with a portable computer or with multiple computers.

► To perform a directory comparison:

1. Enter a directory path in the **Directory 1** field. Use the corresponding Browse button if you wish to browse through your drives and directories to select a path, or select a previously entered path from the combo drop.
2. Enter a second directory path in the **Directory 2** field. Use the corresponding Browse button if you wish to browse through your drives and directories to select a path, or select a previously entered path from the combo drop.
3. Select Compare.

Synchronize Directories reads both paths and displays a [Synchronize Directories \(Results Dialog\)](#) dialog which lets you specify how the synchronization / update should be performed.

### **See also:**

[Synchronize Directories \(Results Dialog\)](#)

## Directories Size Browser

**Directories Size Browser** is a utility which lets you find out what exactly the size of directories are, with or without their subdirectories structure. Directories Size Browser also enables you to tag/select directories and structures which correspond to conditions you can specify, and print all this information to your printer or to a file.

► To browse the size of directories:

1. Select the directories in File Manager. You can also select a drive (top of the directory tree) to have size information about every directory on that drive.
2. Select the Directories Size Browser menu item from the WizManager menu.
3. WizManager will perform a search through the selected directories to determine the size of each directory and once done, a results dialog will be displayed with a directory structure in a list similar to File Manager's directory tree.

The left side of the list contains the folders of the directories chosen in File Manager. The first column of numbers is the size of each directory (the size of all the files in the directory, not counting the possible subdirectories). The second column indicates the size of the directory including all of its subdirectories. A number in this second column are only displayed if a directory contains subdirectories.

A directory folder with a '+' drawn in it indicates that the directory contains subdirectories. Double-click on the folder to expand it and display its structure. You can also select the Expand All button to have the entire directory expand down to the end of its structure.

It is possible to tag directories which fulfill certain size conditions. To do so, select the condition from the *Tag branch/dir size* combo drop and enter a size in byte in the displayed box(es). The size should be a number without punctuation (no comma (,), period (.), etc.). Once done, click on the Update button. Directories matching the conditions will immediately be recognizable by their **red** folders.

You can print the contents of the directory tree to your printer or to a file by selecting the Print button.



## Set Files Date/Time

Set Files Date/Time lets you change the date and time of the files you select in File Manager.

In the displayed dialog, set the new Date and Time, making sure that the entered values are within the range of each data field.

Once the appropriate Time and Date are entered, select the Ok buttons to have WizManager update the files selected in File Manager.

**Note:** Only the Date and Time of files can be modified. This feature will not modify the Date or Time of directories.

## Print Directory

**Print Directory** allows you to print the listing of the selected files or to print the listing of all the files in the File Manager directory window. The directory listing can be sent to a printer (hard copy) or saved to a file.

- ▶ Select **Print | Print Directory** from the WizManager menu to display the Print Directory dialog which lets you set the specific options, and print the directory listing.

## Print Tree

**Print Tree** allows you to print the hierarchical directory structure of a disk or save this information to a file. The printing of the names of the files in each directory and the total size of each directory can optionally be included.

- ▶ Select **Print | Print Tree** from the WizManager menu to display the Print Tree dialog which lets you specify which drive's tree should be printed, set specific options, and print the tree information.

## Disk Info

**Disk Info** allows you to retrieve and display important information about your drives.

- ▶ Select **Info | Disk Info** from the WizManager menu to display the Disk Information dialog and all the data about your drive(s).

## System Info

**System Info** allows you to retrieve and display important information about your system.

- ▶ Select **Info | System Info** from the WizManager menu to display the System Information dialog and all the data about your system.

## Exit, Restart, Reboot

**Exit Window**, **Restart Windows** and **Reboot System** can be selected from the **Exit** menu in the WizManager menu.

Exit Windows executes an orderly shutdown sequence of windows and then exits Windows.

Restart Windows executes an orderly shutdown sequence of windows before automatically restarting Windows.

Reboot System executes an orderly shutdown sequence of windows before shutting down the system and restarting it (cold reboot).

## **New + Cascade or Tile Horizontally or Tile Vertically**

Selecting the **New + Cascade** menu item from the **Window** menu will automatically perform two actions: it will open a new directory window and then cascade all the directory windows in File Manager.

The **New + Tile Horizontally** and **New + Tile Vertically** are similar commands but instead of cascading the directory windows, they are tiled horizontally respectively vertically in File Manager.

## File Viewer Formats/Filters

WizManager's File Viewer supports many file formats. File Viewer always tries to determine if it can display a file in one of its special viewers. **If there is no special viewer for the file, or if the format is not recognized, the file will be shown with the Hex viewer.** Use the Viewer button to change the displayed format to ASCII if necessary.

- ▶ The currently available file format filters are the following:

- ASCII / Text
- Hex
- Microsoft Word
- Microsoft Word for Windows
- Windows Write
- WordPerfect
- WordPerfect for Windows
- Ami Pro
- Q&A Write
- Q&A Write for Windows
- Microsoft Works Word Processor
- Microsoft Works Word Processor for Windows
- DBase
- FoxPro
- Paradox
- Paradox for Windows
- Microsoft Works Database
- Microsoft Works Database for Windows
- Excel
- Lotus 123
- Lotus WK3
- Quattro
- Quattro Pro
- Quattro Pro for Windows
- Windows Metafile
- Windows Sound Files (WAV)
- BMP
- ICO
- PCX
- GIF
- TIF
- ZIP
- LZH

**Note:** Some automatic file selections are based on the file extension. Passing a file with a non-standard file extension may keep automatic selection from determining the proper file format.

### **See also:**

[File Viewer Toolbar and Commands](#)



## File Viewer Toolbar and Commands

The File Viewer Toolbar allows you to quickly perform tasks related to the displayed file:

Button	Action
<b>Open</b>	Lets you browse through your drives and directories to select a file to display.
<b>Close</b>	Closes the currently displayed file.
<b>File List</b>	Displays a list of the files which were selected to be viewed. This allows you to quickly jump to another file.
<b>Prev, Next</b>	Allow you to display the previous or the next file. The first file of the list is displayed once the end of the file list is reached and the Next button is pressed. The last file of the list is displayed when at the top of the file list and the Prev button is pressed. The Prev and Next buttons will not be active unless the File List contains more than one file.
<b>Find</b>	Allows you to perform a text search within a file. This option is available for all file formats except picture/bitmap files and sound files. For Hex files, the hex value of the string to search has to be entered, not a string. <b>Note:</b> The Find feature only works properly if the font used to display the file is a non-proportional font.
<b>Launch</b>	Starts the displayed file using its associated application. An error message is displayed if no association exists.
<b>Print</b>	Prints the contents of the displayed file using its associated application. An error message is displayed if no association exists.
<b>Edit, Play</b>	Lets you edit the displayed file using the text editor associated with the TXT extension (Notepad by default). This option is only available when a file is displayed using the ASCII / Text or Hex file filters. The Edit button becomes a Play button when the file to display is a sound file (.WAV). Selecting the Play button will play the sound file IF an appropriate sound driver is installed in your system, otherwise the sound file is displayed with the HEX viewer.
<b>Viewer</b>	Lets you select to display the current file in ASCII or Hex instead of the automatic Viewer filter choice.
<b>Font</b>	Allows you to set the font and font size used to display files. <b>Notes:</b> The Find feature only works properly if the font used to display the file is a non-proportional font. The .ZIP and .LHA viewers may encounter problems if the default font used is a non-proportional font.
<b>Help</b>	Invokes the File Viewer help topic.
<b>Done</b>	Closes the File Viewer.

### See also:

[File Format Filters](#)

## Search Options

Before performing a search for files, you must verify that the search criteria are set according to your search needs. Be aware that every additional condition you specify will narrow the number of files found. **Important:** It is not necessary to specify every condition to perform a search.

Here are the different search options and their meaning:

Option	Description
<b>Find Files</b>	Enter the filename of the file you are looking for in this field (wildcards are allowed). If you don't know or remember the name of the file, leave the default [All Files] as it will ignore any condition on the name of the file.
<b>With text</b>	If you wish to retrieve a file or files which contain a specific string, enter the text in this field, or leave the box blank if you wish to ignore this condition. <b>Note:</b> A file search is significantly slowed down if a search string is specified as the search procedure has to scan every file's contents during the search.
<b>Search</b>	Specify either a search path or select one or more drives on which the search should be performed.
<b>Attributes</b>	This set of check boxes enables you to limit the search to files which must have at least one of the checked attributes. Many files do not have any attributes, so make sure that the <i>Without Attributes</i> check box is checked if you are making a global search.
<b>Date</b>	The date condition lets you specify a search condition based on the file(s) creation date. Select the condition from the Date combo drop and then enter a date or date range. The date format is mm/dd/yy (month/day/year).
<b>Time</b>	The time condition lets you specify a search condition based on the file(s) creation time. Select the condition from the Time combo drop and then enter a time or time range. The time format is hh:mm (hour/minutes). Valid hours must be between 0-23 and minutes between 0-59.
<b>Size</b>	The size condition lets you specify a search condition based on the file(s) size. Select the condition from the Size combo drop and then enter a size or size range. The size is in bytes and must be a numerical value without punctuation (no comma (,), period (.) or other characters).

### See also:

[File Search Results](#)

[Find Files](#)

## Perform a File Search

► To perform a search:

1. Enter a filename in the Find Files field (wildcards are allowed) or leave the default [All Files].
2. A search can be performed after specifying a path or selecting a drive or multiple drives.
3. Additional search conditions can be specified regarding file attributes, date, time and size. The date, time and size constraints can be particularized to match the type of search you wish to perform. Select an appropriate option from their combo drop lists and then enter the applicable data in the fields automatically displayed at the right.

The constraints specified are automatically saved and made available in subsequent search sessions.

The Find Files search process is performed using threads i.e. it is possible to let Find Files scan your disk(s) and continue to work in Windows. When Find Files is done, a Files Found dialog is displayed which lets you manage the retrieved files.

**Note:** A large number of files on your drive(s) do not have any file attribute set. It is therefore important to include (check) the Without Attributes in your search if you wish to have Find Files scan these files.

### **See also:**

[Find Files](#)

[Search Options](#)

[File Search Results](#)

## File Search Results

If files matching the search criteria are found, Find Files will display a Files Found dialog listing all the matching files.

Each file is presented with the following information:

- File Icon.
- File Size.
- File Date and Time.
- File Attribute.
- File Path and Name.

The size of the icon or the presence of icons in the file list can be customized in the [Preferences](#) dialog.

The file list in the Files Found dialog can be **sorted** by file name, file extension, file size, file date, file time or file attributes.

You can select files in the Files Found file list by clicking on them or by using the Select buttons. **Select by Mask** lets you select files which match a specific filename and/or file extension mask (wildcards can be used). Hold the **Shift key** down when using the selection buttons if you wish to add the file selection to the currently selected files.

If you wish to display only the files you selected in the file list, switch the radio button from **Display All files** to **Display Selected** files.

Several **file management** functions are available through the Files Found Toolbar. Select first the files you wish to work on and then either click on a command button or drag and drop the selected files onto a Toolbar button. You can also launch a file by double-clicking on it in the file list.

**Note:** The Files Found file list allows you to drag and drop files to programs which are drag and drop clients (which accept dropped files), like Program Manager for example.

### See also:

[Find Files](#)

[Search Options](#)

## Duplicates Search Options

Before performing a search for duplicate files, you must verify that the search criteria are set according to your search needs. Be aware that every additional condition you specify will narrow the number of files found. **Important:** It is not necessary to specify every condition to perform a search for duplicates.

Here are the different search options and their meaning:

Option	Description
<b>Find Files</b>	Enter the filename of the file you are looking for in this field (wildcards are allowed). If you wish to scan all the files, leave the default [All Files] as it will ignore any condition on the name of the duplicate files to be found.
<b>With text</b>	If you wish to retrieve duplicate files which contain a specific string, enter the text in this field, or leave the box blank if you wish to ignore this condition. <b>Note:</b> A search for duplicates is significantly slowed down if a search string is specified as the search procedure has to scan every file's contents during the search.
<b>Search</b>	Specify either a search path or select one or more drives on which the search for duplicates should be performed.
<b>Match by</b>	Specify how the duplicate files should match i.e. by file name, file size, file date, file time AND/OR file CRC (a CRC check verifies that the contents of the duplicate files are exactly the same).
<b>Attributes</b>	This set of check boxes enables you to limit the duplicates search to files which must have at least one of the checked attributes. Many files do not have any attributes, so make sure that the <i>Without Attributes</i> check box is checked if you are making a global search for duplicates.
<b>Date</b>	The date condition lets you specify a search condition based on the files creation date. Select the condition from the Date combo drop and then enter a date or date range. The date format is mm/dd/yy (month/day/year).
<b>Time</b>	The time condition lets you specify a search condition based on the file(s) creation time. Select the condition from the Time combo drop and then enter a time or time range. The time format is hh:mm (hour/minutes). Valid hours must be between 0-23 and minutes between 0-59.
<b>Size</b>	The size condition lets you specify a search condition based on the file(s) size. Select the condition from the Size combo drop and then enter a size or size range. The size is in bytes and must be a numerical value without punctuation (no comma (,), period (.) or other characters).

### See also:

[Find Duplicates](#)

[Perform a Search for Duplicates](#)

[Duplicates Search Results](#)

## Perform a Search for Duplicates

► To perform a search for duplicates:

1. Enter a filename in the Find Files field (wildcards allowed) or leave the default [All Files].
2. A search for duplicates can be performed after specifying a path or selecting a drive or multiple drives.
3. Specify the criteria which determines under which conditions files are duplicates by selecting (checking) the appropriate options in Match by.
4. Additional search conditions can be specified regarding file attributes, date, time and size. The date, time and size constraints can be particularized to match the type of search you wish to perform. Select an appropriate option from their combo drop lists and then enter the applicable data in the fields automatically displayed at the right.

The constraints specified are automatically saved and made available in subsequent search sessions.

The Find Duplicates search process is performed using threads i.e. it is possible to let Find Duplicates scan your disk(s) and continue to work in Windows. When Find Duplicates is done, a Duplicates Found dialog is displayed which lets you manage the duplicate files found.

**Note:** A large number of files on your drive(s) do not have any file attribute set. It is therefore important to include (check) the Without Attributes in your search for duplicates if you wish to have Find Duplicates consider these files.

### **See also:**

[Find Duplicates](#)

[Duplicates Search Results](#)

[Duplicates Search Options](#)

## Duplicates Search Results

If files matching the duplicates search criteria are found, Find Duplicates will display a Duplicates Found dialog listing all the matching files. Matching files are grouped together, each group being separated by a light gray line from the next group.

Each file is presented with the following information:

- File Icon.
- File Size.
- File Date and Time.
- File Attribute.
- File Path and Name.

The size of the icon or the presence of icons in the file list can be customized in the [Preferences](#) dialog.

The file list in the Duplicates Found dialog can be **sorted** by file name, file extension, file size, file date, file time or file attributes.

The duplicates files are sorted by file name in the Duplicates Found file list. Duplicates sets are separated by a light gray line.

The word duplicates is used in a broader meaning than its real definition i.e. in Find Duplicates, duplicates are the multiple existence of files on the specified drive(s) or path (not limited to two instances of a file). A file may exist in more than two copies and Find Duplicates will display all the matches according to the constraints set in Find Duplicates.

You can select files in the Duplicates Found file list by clicking on them or by using the Tag and /or Select buttons. Select **by Mask** lets you select files which match a specific filename and/or file extension mask (wildcards can be used). Hold the Shift key down when using the Tag or Select buttons if you wish to add the selection to the currently selected files.

If duplicates within a set of duplicates have the same file size, Tagging the **Smaller** or the **Larger** file will not select any file within the duplicates set.

If duplicates within a set of duplicates have the same date stamp, Tagging the **Older** or the **Newer** file will not select any file within the duplicates set.

Several **file management** functions are available through the File Found Toolbar. Select first the files you wish to work on and then either click on a command button or drag and drop the selected files onto a Toolbar button. You can also launch a file by double-clicking on it in the file list.

**Note:** The Duplicates Found file list allows you to drag and drop files to programs which are drag and drop clients (which accept dropped files), like Program Manager for example.

### See also:

[Find Duplicates](#)

[Perform a Search for Duplicates](#)

[Duplicates Search Options](#)

## Synchronize Directories (Results Dialog)

The Synchronize Directories dialog displays the contents of the two specified paths in two file lists, the respective paths being displayed above each list.

Only one file list is active at any one time. The active list has the file information displayed in dark characters whereas the inactive file list has its information displayed with light characters. The Switch button in the Directory Comparison Toolbar also indicates which file list is currently active. Use this switch button to switch the activation to the other file list.

Each file in the lists is presented with the following information:

- File Icon.
- File Size.
- File Date and Time.
- File Attribute.
- File Path and Name.

The size of the icon or the presence of icons in the file list can be customized in the [Preferences](#) dialog.

The file lists can be **sorted** by file name, file extension, file size, file date, file time or file attributes.

You can select files in the file list by clicking on them or by using the Tag and/or the Select buttons. Select **by Mask** lets you select files which match a specific filename and/or file extension mask (wildcards can be used). Hold the **Shift key** down when using the Tag or Select buttons if you wish to add the selection to the currently selected files.

The tagging follows the matching conditions specified in Match by. File CRC determines that the file contents must be exactly the same.

By default, the file list are Name-Aligned (the file lists are aligned by corresponding files/filenames). However, you can also chose to have the lists displayed in a more compact way by selecting the Compact option in the dialog.

If you wish to display only the files you selected in the file list, switch the radio button from Display All files to Display Selected files.

Several **file management** functions are available through the Directory Comparison Toolbar. Select first the files you wish to work on and then either click on a command button or drag and drop the selected files onto a Toolbar button.

You can also drag and drop the selected files onto the other file list to copy the selection from one list to the other.

It is possible to launch a file by simply double-clicking on it in the file list.

The file list allows you to drag and drop files to programs which are drag and drop clients (which accept dropped files), like Program Manager for example.



## New Zip, Create/Open Zip file

The New Zip command lets you create a new Zip file.

- ▶ In the Create/Open Zip file dialog, enter a path and filename or browse through the directories to find a file, then click Ok.
- ▶ Check the *Follow with "Add Files" dialog* check box if you wish to automatically continue by adding files to the newly created Zip file.

### **See also:**

[Zip, UnZip and Open Zip Files](#)

## UnZip/Extract

UnZip/Extract Files allows you to extract files from a Zip file. Several options are available to you to perform this task.

Option	Description
<b>File</b>	Specify if you want only the selected files to be extracted, or all the files, or an entered file list. A file list is a sequence of filenames with extensions. Separate these file specifications with one space with no spaces at the beginning or at the end of the list. Each specification can include the standard DOS wildcards.
<b>Action</b>	The Action option allows you to specify how the UnZip/Extract files process should be performed. 'Extract' will extract and expand the selected file(s) without conditions. 'Freshen' will only extract the files in the Zip file which already exist in the target directory and which have been modified more recently than the version in the target directory. 'Update' is similar to freshen, but it will also extract files to the target directory which do not yet exist in the target directory. 'Test' will perform an extraction, but no files will be written in the target directory (used to verify that a Zip file extracts without errors).
<b>Overwrite existing files</b>	Check this option if you wish to overwrite without warnings the files with the same filename in the target directory.
<b>Extract empty directories</b>	Check this option if you wish to extract directories in the Zip file which do not contain files to the target directory (create empty directories structure in the target directory).
<b>Decrypt, Password</b>	<p>Check the Decrypt check box if files to be extracted have been encrypted in the Zip file and need a password to be extracted. Enter the correct password in the corresponding edit field.</p> <p>Note that each file in a ZIP file can have a separate encryption code (password). Use a separate Extract operation (or Freshen or Update) for each file (or group of files) with a different password.</p> <p>The decryption password can contain up to 65 characters and is case sensitive. Numbers and spaces can be part of a password.</p> <p>IMPORTANT: The extraction of an encrypted file is only possible if the correct password is specified in the UnZip/Extract operation.</p>
<b>Create program group and icons</b>	Program items (icons) can be automatically created in a specified group during the extraction process in Program Manager (or compatible shell). Check this box if you wish to automatically create program items. Specify also a group name and the maximum number of icons which should be created.

**See also:**

[Zip, UnZip and Open Zip Files](#)

## Zip/Add Files

Zip/Add Files allows you to add files to a Zip file. Several options are available to you to perform this task.

Option	Description
<b>Action</b>	The Action option allows you to specify how the Zip/Add files process should be performed. 'Add' will add the selected file(s) without conditions. 'Move' will do the same and delete the original file after storing it in the Zip file. 'Freshen' will only add the files in the Zip file which already exist in the Zip file and which have been modified more recently than the version in the Zip file. 'Update' is similar to freshen, but it will also add files into the Zip file which do not yet exist in the Zip file.
<b>Compression</b>	This option allows you to set the rate of compression from Extra High compression to a simple storage of the files where no compression is performed. Note that increasing the compression factor will affect the speed at which the compression process is performed, the higher the compression rate, the slower the process becomes.
<b>Multiple disk spanning</b>	<p>This option is only available if the Zip file is located on a removable disk.</p> <p>Multiple disk spanning allows you to compress files onto diskettes and create a Zip file larger than what a single diskette can hold. Once the first disk is full, Zip/UnZip will prompt you with the second disk and so on. You can chose from the Multiple disk spanning combo drop to have Zip/UnZip wipe the diskettes' contents or format the diskettes before writing the Zip file to them, during the multiple disk spanning process.</p>
<b>Recurse Subdirectories</b>	Check the Recurse Subdirectories check box if you wish Zip/Add to recursively traverse all subdirectories underneath the specified directory and store in the ZIP file all the files and directories found. This provides an easy way to zip (and backup) all files in a branch of a directory tree.
<b>Include directory path(s) in ZIP</b>	Check the Include directory path(s) in ZIP check box if you wish to store not only the names of the files added to the ZIP file, but also the directory information (path). If this option is checked, the full path of each file relative to the current path, minus the drive letter, will be stored in the ZIP file.
<b>Ignore empty directories</b>	Check the Ignore empty directories check box if you wish to ignore any directory that is found empty i.e. empty directories will not be stored in the ZIP file.
<b>Include SYS/HIDDEN files</b>	Check the Include SYS/HIDDEN files check box if you wish to add files which have the HIDDEN and/or SYSTEM attribute to the ZIP file
<b>Include volume name</b>	Check the Include volume name check box if you wish that the ZIP file

also stores the volume label of the drive containing the selected files.

**Store names in upper case**

Check the Store names in upper case check box if you wish all file names to be stored in capital letters in the ZIP file.

**Set ZIP file date to most recent file in ZIP**

Check the Set ZIP file date to most recent file in ZIP check box if you wish the ZIP file itself to be set to the date and time of the latest (most recent) file stored in the ZIP file.

**Don't compress suffixes**

Check the Don't compress suffixes check box to indicate that any file whose file extension matches one of the extensions entered in the edit field (next to the check box) will not be compressed, but will simply be stored in the ZIP file. This is useful as it can accelerate the compression process by ignoring files that may already be compressed.

The list of file extensions to which each file will be compared should contain a list of extensions each separated by a colon (:) or semicolon (;). For example, if the list is .TIF;.JPG;.WAV , then any files ending with .TIF, .JPG, or .WAV will not be compressed before being added to the ZIP file.

**Encrypt, Password**

Check the Encrypt check box if you wish to protect the access and encrypt the contents of the files being stored in the ZIP file. If this option is checked, each file will be encrypted using the provided password before being added to the ZIP file.

This file encryption feature can be very useful if you wish to ensure the confidentiality of the contents of the files in a ZIP file or to limit the access to a file or group of files (within a ZIP file) to only a selected group of users who know the encryption password.

Note that each file in a ZIP file can have a separate encryption code (password). Use a separate Add (or Freshen or Update) operation for each file (or group of files) that you want encrypted with a particular code.

The encryption password can contain up to 65 characters and is case sensitive. Numbers and spaces can be part of a password.

**IMPORTANT:** The extraction of an encrypted file is only possible if the correct password is specified in the UnZip/Extract operation. Therefore, make sure that you take all the necessary precautions so that the encryption password or passwords are not "lost".

**See also:**

[Zip, UnZip and Open Zip Files](#)

## Notes (in Zip File)

Through the Notes dialog, you can read the comments associated with a Zip file or add your own comments into the Zip file.

- ▶ Enter or modify the text in the edit box. Use Alt+Enter to create a new paragraph.
- ▶ Once done, select the Ok button to store the information into the Zip file.

### **See also:**

[Zip, UnZip and Open Zip Files](#)

## Test Zip File

The Test feature is useful to determine that files can be properly extracted (extracted without errors) from a Zip file without actually writing the extracted files to the disk. You may want to use this feature before distributing a Zip file or making it available on a network or for download.

### **See also:**

[Zip, UnZip and Open Zip Files](#)

## Fix Zip File

The Fix Zip file feature allows you to repair a damaged Zip file.

There are two possible steps in the reconstruction of a damaged Zip file:

*Repair the internal file header* will attempt to reconstruct/repair the internal Zip header of the Zip file if it finds some of the files missing.

*Rebuild the Zip file structure* will attempt to fix a damaged Zip file by trying to redetermine the compressed size of each file in the Zip file.

**WARNING: Repair a Zip file only if it cannot extract its files properly. Try to repair the internal Zip header first and if not successful, select to rebuild the Zip file structure. Success depends on the kind of damage existing in the Zip file and cannot be guaranteed.**

### **See also:**

[Zip, UnZip and Open Zip Files](#)



## New / Modify Launchbar Button

The New or Modify Launchbar Button dialog allows you to specify the different parameters of the Launchbar button.

- Description:** Enter the description of the button as you wish it to appear in the small description window under the button in File Manager. Entering a description is optional; if no menu text is specified, then the Command Line program or filename is displayed as the description
- Command Line:** Enter the command to execute, the program to start or the file to open. You can select the Browse button to browse through your directories and drives to select a file.
- Working Directory:** Enter the path of the directory which should be the working directory when the command specified in the Command Line is executed. Entering the working directory is optional.
- Icon:** By default, WizManager will automatically select the button icon as the first icon in the program entered in the Command Line (or the associated application of a file). However, you can modify the icon used for the button by selecting the [Change Icon](#) button.
- Run:** This option lets you specify how the application or file declared in the Command Line should be launched: Normal, Minimized, Maximized or Hidden.

### See also:

[Customize Launchbar](#)  
[Change Icon](#)

## Change Launchbar Button Icon

The **Change Icon** dialog lets you specify which icon should be displayed in the button.

- ▶ Specify the path and filename of the file containing the icon you want to select in the File Name field, or use the Browse button to select a file.
- ▶ Select the desired icon from the Current Icon list, and click Ok.

### **See also:**

[Customize Launchbar](#)

[Modify Launchbar Button](#)

## **vrbtd.386**

The vrbtd.386 virtual device is used while a system has been locked with the WizManager Lock feature to prevent a system reboot with the Alt+Ctrl+Del key combination.

vrbtd.386 is copied to your WizManager directory during the installation process of WizManager. However, the device is not automatically declared in the [386Enh] section of SYSTEM.INI.

To have the Lock option "Disable Alt+Ctrl+Del" work properly, you have to declare vrbtd.386 in your SYSTEM.INI file. If the WizManager directory is C:\WIZMGR\ then the declaration in SYSTEM.INI under the [386Enh] section should be:

```
[386Enh]  
Device=c:\wizmgr\vrtd.386
```

Save the modification and restart Windows for the changes to take place.

## Zip, UnZip, Open Zip File

WizManager's Zip/UnZip utility is a powerful tool which lets you compress or expand files. With Zip/UnZip you have the ability to read, test, fix, create, modify and write ZIP files, without having to "shell" to a DOS session. WizManager's Zip/UnZip is fully compatible with the latest version (2.04G) of PKZIP from PKWare, Inc., and even recognizes and decompresses earlier versions (1.x) and self-extracting ZIP files (EXE). Because WizManager's Zip/UnZip has its own built-in ZIP encoding and decoding logic, PKZIP and PKUNZIP are not used, and need not even be present on the system.

► To Zip (compress) files:

1. Select the files you wish to compress in File Manager.
2. Select Zip Files from the WizManager menu.
3. Enter a new Zip filename or chose an existing one in the displayed dialog and select Ok. A dialog presenting compression options will be presented. Select the desired options and hit Ok. Your files will automatically be compressed into the Zip file. The contents of the Zip file will be displayed in a list in the Zip/UnZip dialog.

► To UnZip (expand) a file:

1. Select the .ZIP file you wish to extract the files from in File Manager.
2. Select UnZip File from the WizManager menu.
3. Select a directory to which the files will be extracted, chose the options you wish UnZip to perform, then select Ok and the files will automatically be expanding in the target directory.

► To Open a .ZIP or self-extracting .EXE file:

1. Select the .ZIP or self-extracting .EXE file in File Manager.
2. Select Open Zip File from the WizManager menu.
3. The contents of the file will be displayed in the Zip/UnZip dialog. Use the Zip/UnZip Toolbar to perform any task on the file.

### Zip / UnZip Toolbar and Commands:

Close	Closes the currently displayed Zip file.
<u>N</u> ew Zip	Allows you to create a new Zip file.
Open	Opens an existing Zip file.
<u>U</u> nZip/Extract	Expands files from a Zip file.
<u>Z</u> ip/Add Files	Compresses files into a Zip file.
Delete	Removes the selected files from the Zip file.
View	Displays the contents of the selected file.
Select All	Selects all the files in the Zip file.
<u>N</u> otes	Allows you to view or put comments into the Zip file.
<u>T</u> est	Performs integrity tests on the Zip file.
<u>F</u> ix	Repairs a damaged Zip file.
Help	Invokes the Zip/UnZip help topic.
Done	Closes the Zip/UnZip dialog

There are two ways to **scroll the Buttonbar or the Launchbar (the 'bar')**:

- ▶ Use the left and right scroll buttons located at the left side of the 'bar'.
- ▶ Or click with the right mouse button on any button of the 'bar'. The 'bar' will scroll the buttons by page until it reaches the last button and then scroll back.

During the scrolling process, the 'bar' scrolls and displays as many new buttons as your video resolution permits (button page) until the 'bar' reaches the last set of buttons. If you wish to change the number of buttons scrolled, select the **Customize | Buttonbar** or **Customize | Launchbar** command from the WizManager menu and specify your preferences.

To quickly understand each button's command, a small **button information window** is displayed underneath each button when the mouse cursor is positioned over a buttons. As long as you stay with the mouse cursor over the buttons limit, the button information window will continue to be updated and displayed. You can scroll the Buttonbar or the Launchbar with the right mouse button to display the next page(s) of buttons. The automatic display of the info window can be disabled in the **Preferences** dialog.

If the Display Info Window is disabled you can still show the info window by **holding down the SHIFT key while you click with the left mouse button on any button**. The same small window showing the command's name will be displayed under the button. You can then release the SHIFT key and the mouse button and move the mouse over the next buttons to get the information.

When the button you were looking for is found, simply select it with the left mouse button without worrying about the little help window. It will automatically disappear when the command is executed.

To customize the Buttonbar, select the **Customize | Buttonbar** command from the WizManager menu. A duplicate of the Buttonbar will be displayed. Select a button in the Buttonbar whose relative position in the Buttonbar you wish to change and drag it to its new location. Repeat with other Buttonbar buttons until you are satisfied. If you wish to reset the entire Buttonbar to its default setting, select the Reset button.

You can also add buttons to the Buttonbar by dragging new buttons from the "additional Buttons" bar. In the same way, you can remove buttons from the Buttonbar by dragging them from the Buttonbar to the "Additional Buttons" bar.

The number of buttons displayed and the increment per scroll (number of buttons scrolled each time) can also be set in the Customize Buttonbar dialog.

To activate the Command Line Box either:

- ▶ Click with the left mouse button in the edit field,
- ▶ Or press Alt+BackSpace.

To return to File Manager directory window either:

- ▶ Click on a directory or file in the directory tree or directory window,
- ▶ Or press Alt+Enter.

You can have the Command Line Box active and ready at File Manager's startup by selecting this option in the Preferences dialog selected from WizManager's menu.



The **current Command Line Box drive and directory** is displayed above the edit field. This current directory is independent of File Manager's directory windows. The startup drive and directory can be defined in WizManager Preferences.

**Quick outputs** from certain commands like PATH, DISKFREE, etc., are displayed next to the Command Line Box current directory.

**Error messages** are also displayed next to the current directory information, in square brackets [...]. The beep on error feature can be turned on or off in WizManager Preferences.

There are **over 100 commands** available within WizManager, like COPY, DEL, RENAME, ATTRIB, MEM, etc. Most of the WizManager commands accept the same parameters as their DOS equivalent commands and display similar information or confirmation dialogs as their equivalent commands in File manager.

You can also **launch any application** by typing its path (if necessary) and filename.

You can **open a file** by entering its name. The associated application (if set) will be started and your file displayed.

You can call any command previously entered in the Command Line Box (command history) by:

- ▶ Selecting the command from the drop down list,
- ▶ or using the UP and DOWN keys.

The last 15 commands entered in the Command Line Box are automatically saved and are available in the command history the next time File Manager and WizManager are started.

You can press the **ESC** key (Escape key) at any time to interrupt a WizManager command.

By default, The ' ; ' (semi-colon) character symbol (without the quotes) represents in WizManager commands the **path of the File Manager active directory window**.

This shortcut is very useful, for it allows you to easily work on the displayed files without specifying the path to the File Manager directory window.

- ▶ For example, if you want to copy all the files with the DOC extension from the File Manager directory window into the current WizManager directory, type:

```
copy ;*.doc      (or copy ;\*.doc if you feel more comfortable keeping a backslash (\)
between the ; and the filename).
```

- ▶ The ; can also be used as a target directory as in the command:

```
move report.txt ;      (or move report.txt \;).
```

The path shortcut symbol can be changed in the **Preferences** dialog.

**DOS internal commands** (COMMAND.COM commands) and **external commands** can be executed by entering a '=' (without the quotes) in front of the command, like =COPY, =DEL or =MEM.

If any WizManager command has the **same name** as another external command or if you wish to execute a DOS command, type a '=' (without the quotes) in front of the command to execute the external command. For example, =MEM will execute the DOS MEM command (instead of WizManager's MEM command).

Use the customizable **Launch menus** to place your frequently used commands or applications. They will then be only a click away, fast and easily accessible.



Press the **right mouse button** anywhere on File Manager and a **popup menu** will be displayed, listing all the currently active applications in Windows and enabling you to quickly switch to any of them. You can also minimize or restore all the applications, or close any of them (hold the Ctrl key down while selecting the application from the list). In addition, with the popup menu you can access your Launch menus and file commands such as Copy, Move, Delete, etc. Select the **Preferences** command from the WizManager menu to customize the popup menu.

Quickly get your **system information** or **disk(s) information** by selecting Info in the WizManager menu.

A **'smart' association** is integrated: Select **Open Files** from the WizManager menu. With Open Files you can open ALL (more than one at a time) the files selected in File Manager.

In the displayed dialog box you can either view or open the files according to their associations (extensions), according to a specified association (for example, program associated with the TXT extension), or a specified program name (Browse to find the application path, or enter it directly). All the files can also be sent to the same application.

Select the **Print Directory** command from the WizManager menu. With Print Directory you can print the displayed File Manager directory listing or save it to a file.

Print Directory lets you either print the list of the files selected in File Manager or the entire directory listing. WizManager also prints Search Result lists.

Select the **Print Tree** command from the WizManager menu. You can specify in the dialog box that you want all the **filenames** in each directory printed with the disk directory structure. You can also select to have the **size** of each directory printed next to the directory name so that you can identify which directory is a 'hog' and make some room for your new file(s). Print Tree can send the tree listing either to a printer or to a file.

Use the **Lock** command accessible from the WizManager menu. Your system can be safely locked and restored after typing a user defined password. This feature permits you to leave your station, keeping information confidential and secure until you return and enter your personal password.

The number of buttons displayed in the Buttonbar or Launchbar and the increment per scroll (number of buttons scrolled each time) can be adjusted. Select the **Customize | Buttonbar** or **Customize | Launchbar** command from the WizManager menu to set these preferences.

## **Fast Access Buttonbar**

The Fast Access Buttonbar is a long awaited feature for File Manager users. A buttonbar is to the mouse what key-combination shortcuts are to the keyboard: it accelerates the application and facilitates the access to the functionalities. Instead of browsing through the menus, you can quickly activate a command by simply **clicking** the appropriate button.

WizManager Buttonbar makes your work with File Manager easier. Tile horizontally or vertically, sort the displayed files, exit File Manager, etc., with just the click of a button.

Windows for Workgroups introduced a buttonbar named the Toolbar, however WizManager Buttonbar outperforms it in nearly every aspect. Give WizManager a try and you be the judge. WizManager scrollable Buttonbar displays colorful buttons and lets you access all the File Manager functionalities. Its customization is simple and allows you to display the buttons you want and in your preferred order.

Files and directories can also be **dragged and dropped** onto the Buttonbar. The activated button on which the files and directories were dropped will automatically launch the corresponding File Manager or WizManager command.



## **Command Line Box**

Added to the Buttonbar is another feature users have been waiting for: a Command Line Box. This Command Line Box is not the simple Run command found in the File menu. Most DOS internal commands and many external commands have been implemented in WizManager itself and are available directly within File Manager.

'*Old habits die hard...*' this is especially true for many File Manager users who wish sometimes to quickly type DOS commands like DEL or COPY, start a program or open a file by simply typing its name instead of using a mouse and menus. All this is now possible with WizManager Command Line Box. Because the Command Line Box is part of File Manager, all WizManager DOS commands are executed in Windows, without shelling out to DOS. The result could be called DOS in Windows: it is fast, convenient and powerful. With WizManager Command Line Box, the File Manager user gets the best of both worlds: Windows and DOS.

## Utilities

WizManager goes the extra yard. WizManager adds many utilities which increase File Manager capabilities:

- ▶ Frequently used functions or applications can be placed in a user customizable **Launch** pull-down menu for fast and easy access.
- ▶ Pressing the right mouse button anywhere on File Manager displays a **popup menu**, listing all the currently active applications in Windows and enabling you to quickly switch to any of them. The popup menu also displays your customized Launch menus and file commands such as Copy, Move, Delete, etc.
- ▶ **System information and disk information** are made available.
- ▶ The system can be completely **locked** and restored after typing a user defined password. This feature permits you to leave your station, keeping information confidential or secure until you come back and enter your personal password.
- ▶ A 'smart' association is integrated: with WizManager's **Open Files** you can open ALL (more than one at a time) the files selected in File Manager. In the displayed dialog box you can either view the file, open the files according to their associations (extensions), according to a specified association (for example, program associated with the TXT extension), or a specified program name (Browse to find application path, or enter it directly). All the files can also be sent to the same application.
- ▶ With the **Print Directory** utility you can print the displayed File Manager directory listing to a printer or to a file. Print Directory lets you either print File Manager selected files list or entire directory listings. WizManager also prints Search Result lists. A **Print Tree** utility is available as well.

Many other functionalities are available such as **exiting** or **restarting** Windows, **rebooting** the system, accessing the different **Control Panel** functions directly, **Script files**, **File Viewer** access, etc.

## **Launchbar**

The Launchbar is a powerful tool and is like a Program Manager built-into File Manager. It allows you to set buttons which will automatically launch DOS and Windows programs or open files.

Files can also be dragged and dropped onto the Launchbar. The application corresponding to the button to which the files were dropped to will automatically open the files.

To customize the Launchbar, select the **Customize | Launchbar** command from the WizManager menu. A duplicate of the Launchbar will be displayed. Select a button in the Launchbar whose relative position in the Launchbar you wish to change and drag it to its new location. Repeat with other Launchbar buttons until you are satisfied.

To modify an existing button, click on it. A modify Launchbar Button dialog will be displayed which lets you customize the description, action and icon of the button. You can also add buttons to the Launchbar by selecting the 'New Button' button.

The number of buttons displayed and the increment per scroll (number of buttons scrolled each time) can also be set in the Customize Launchbar dialog.

