

## **New in FileClip Version 4.0**

FileClip has been completely revamped for version 4.0, it now is easier to use and far more powerful than any file manager on the market! New features in 4.0 include:

1. Drag and Drop Server - complete with Trash Can, Floppy and Printer clients,.
2. Extensive Search facility - searches for file name matching wild cards, and for text strings within files
3. Clipboard stacking now handles graphics as well as text formats.
4. Extensive support for graphics file viewing - including BMP GIF TIF PCX TGA WMF and TGA file types. (Not available with Evaluation Copy)
5. Enhanced faster Detail display includes filters, drag and drop, highlighting, and sorting
6. Select All Feature
7. File Details displayed in main window for individual selected files
8. Compare directory function
9. Rename command
10. No limits to numbers of files listed in directories

## Introduction to FileClip Version 4.0

FileClip is a simple utility that can be used to augment or replace the Window's File Manager. Whether you are a novice or a power user, you'll find that FileClip provides a convenient way to locate and handle files. In addition, FileClip greatly enhances the functionality of the Window's Clipboard system, including the enhanced Clipboard utility in Windows for Workgroups.

With FileClip, you can create a clipboard stack. The stack stores a history of the clipboard, which means you can have a multiple undo capability. In addition, FileClip enhances your ability to paste between applications.

FileClip uses three main display windows:

1. When you open FileClip, it displays in the default File Browser window. Use this window to select files or directories for manipulation. You can choose file and directory path names from the file browser. Choose a file by double-clicking or pressing OK when the file is highlighted. Whenever you choose a path (file or directory), FileClip will perform the operation specified by the Options|Mouse... menu item. The Options available are: Copy Pathname to the clipboard, run the application, view the file or run the specified editor (default notepad.exe).

The number of file selected, or details about a single file are displayed in the window under the main File Browser window.

2. Press the Detail button to open up the File Detail window.

The File Detail window shows a complete directory listing, with full details on all of the directory contents. You can use the Detail window menu to select several Highlight or Sort options.

You can select any file in the File Detail window. When you select a file, FileClip selects the corresponding item in the browser window. When you double-click a directory name in the Detail Window, FileClip changes the current directory and updates the display.

3. Use the Clipboard menu in the browser window to view and manipulate the clipboard stack. To displays the history stack, you can either choose Clipboard|History or press the Clipboard button.

To move an entry to the top of the stack, select the entry. FileClip displays the data's application name (if known) next to the item in the stack.

While FileClip runs, it constantly monitors the clipboard. FileClip saves any copy or cut operations from within any application to its own history stack. Currently, FileClip capture text data, bitmaps and windows metafile format data.

Once single or multiple files are selected, clicking anywhere on the frame or body of the FileClip Window will change the cursor from an arrow to that of a circle with a slash through it. By holding the left mouse button down, you can drag the files to any Windows drag and drop client. FileClip is also a drag and drop client, so you can copy files by selecting them, and then dropping them on the target folder, or you can drop the files in the trash can, or on the printer icon, or on one of the removable drive icons.

## List of Commands

The following list of commands are available on the main file browser.

### Menu Commands

File menu  
Directories menu  
Clipboard menu  
Options Menu

### Buttons

OK button  
Cancel button  
Detail button  
Delete button  
Copy >> button  
Rename  
Compare  
Search  
Move >> button  
Run button  
View button  
Clipboard button

### Lists and Boxes

File name box  
Directory box  
Files list  
Directories list  
File Specification box  
Drives box

### Desktop Icons

Trash  
W Print  
Removable Drives

### Information Display

Selected File Information  
Real Time Resource Information

## **Rename Button**

To rename files, select the files that you wish to rename, and then press the Rename button or Choose File|Rename. You will be prompted for the new filename. Wildcard characters "\*" and "?" will be accepted, and will allow portions of the current name to be automatically copied to the new file name.

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Dan Linton - Sysop

# **Registering FileClip**

**If you have an evaluation copy of FileClip, you must register your copy within the 30 day evaluation period.**

**You may register by sending a check or money order for \$19.95 US to:**

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## **Compare Button**

Pressing this button will cause FileClip to expand the main dialog box, to show the normally hidden Target File directory box. The Target File Directory List Box will continue to show the files in the original directory. Moving around the file system, by choosing new directories from the Directory List, etc. will cause the Files List to be updated with the files in the new "target" directory.

This allows on to compare two directories visually. To compare specific files, highlight them by selecting them in the Files List, corresponding files will be highlighted in the Target List. For exact compare information, press the Compare Button again, and only those that are exact matches will be displayed.

**For detailed information about miss-compares, etc. press the COMPARE INFO button.**

## Trash

FileClip comes with a Trash Can utility. This program is automatically launched when FileClip is invoked, and is always positioned in the bottom right of the screen. It is a Drag and Drop client, and thus can be used with any Drag and Drop server including the Window's File Manager.

Select files from the main List and drag them over the Trash Can ICON. If the files are already selected, pressing the left mouse button anywhere on the Main Dialog background will also enable the Drag and Drop Feature.

"Dropping" the files in the trash can does not instantly cause the files to be deleted, instead the file attributes are changed to "hidden". This will cause FileClip to remove them from the main display list, unless the "Show Hidden and System Files" option in the Options Menu is checked.

To perform the actual deleting of the files, or "emptying of the trash", you must either double click on the trash Icon which will show you the files in the Trash, or click on the Trash Icon and choose the Empty Trash Option. If you want to restore files, choose the "Restore" or "Recycle" option.

FileClip will remember what is in the Trash between sessions, and uses a File called TRASH.INI, to hold this information. Do not modify this file, because it can cause Trash to lose track of its files. FileClip will prompt you to empty the trash, if there is trash in the trash can when you exit from FileClip.



## **Floppy Icons**

FileClip will create floppy Icons for each removable drive that you have on your system, and place them at the top right hand part of your desktop. These Icons are Drag and Drop clients. You can copy files to them by simply selecting files and dragging them to the appropriate Icon. The Icon matches the size of the Floppy.

Double Clicking on the Icon will cause FileClip to change its focus directory to the root of the floppy drive.

These Icons are hidden whenever FileClip is minimized.

## **File Information Box**

This box is used to show information about selected files in the main List. If a single file is selected it will show, the date and time the file was last modified and the size of the file in bytes. If multiple files are selected it will display the number of files selected, and the total size of all of the files in bytes.

## **Resource Information**

This box shows the amount of Free Window's Memory, the amount of free disk space on the currently logged disk drive, and the amount of Free System Resources. It is updated regularly and whenever FileClip operates on Files.

## Drag and Drop

Drag and Drop is a powerful feature that is new with Window's 3.1. It enables many operations to take place by simply selecting files with the mouse, dragging them to another program and releasing the files over top of the other program ("dropping" files). FileClip has parts that act as a Drag and Drop Client - i.e. Files can be dropped onto it and also serves as a Drag and Drop Server - i.e. You can select files to be dropped from within FileClip.

Files are selected by holding down the left mouse button on a filename in the main list. If the Option|Extended List Select is checked, then multiple files can be selecting by holding down the left mouse button and dragging the cursor through the filenames. If the Options|Extend List Select is not checked, than multiple files can be selected by clicking multiple times on file names.

Once you have selected the files you want to drag, you can either continue to drag the cursor out of the File List box, - the cursor should change to a circle with a line through it:



If the cursor is dragged over a Drag and Drop Client the shape will change to show that you can now drop files. If one file is selected the cursor will look like:



and if multiple files are selected the cursor will look like:



To drop the files over a drag and drop client, simply let go of the mouse. An easy way to pick up files that have been accidentally dropped, is to click the left mouse button on any part of the background of the main dialog, the drag and drop cursor will reappear and you can now drag the files again.

FileClip has the following Drag and Drop Clients:

Delete button

Copy >> button

Rename

Move >> button

Run button

View button

The Floppy Drive Icons, the WPrint and the Trash can are also drag and drop clients.

FileClip's main list box window, its Search dialog list , and its Detail window are drag and drop servers.



## Search Button

FileClip's search features is one of its most powerful features. Pressing the SEARCH BUTTON opens up FileClip's Search Dialog. This dialog allows one to enter a file name (with wildcards) to search for in the "Find Files" field. To further refine the search, files that match the file name specification will be examined to see if they contain the text string included in the "With Text" field. At the bottom of the dialog there is a "Case Sensitive Text Search" checkbox. Checking this box will force FileClip to do an exact match of the entered string.

The "Where" field allows the search to be contained to various file system trees:

Current Directory -> Search the Current Directory downwards  
Local Hard Drives -> Search all hard drives (does not search floppies or network drives)  
All Hard Drives -> Search all hard drives including network drives  
Individual directories or drives can also be selected.

Selecting the Search button will cause the search to start, FileClip will display the directories that are being searched and keep track of the number of matches. The Search operation can be canceled at any time by pressing the Cancel button.

After the search is completed, the list in the Search dialog will show all of the files that match the search criteria along with there full file system paths. These files can be selected with the mouse, or all files can be selected by pressing the Select All button. Once selected the files can be dragged to any Drag and Drop Client, such as FileClip's Trash can or Floppy Icons. Pressing the OK button, will close the Search Dialog and move to the directory location of the selected file. Pressing CANCEL will cause FileClip to return to the original directory.

## Clipboard

The clipboard is a temporary storage area for text. Whenever you cut or copy data in any Windows application, that data is written to the clipboard. This allows you to paste data back into the same application, perhaps in another location, or to move data between applications.

FileClip allows the user to keep a history of all clipboard activity that involves text type operations. To copy from an application into the clipboard, press Ctrl+Ins. To paste from the clipboard, press Shift+Ins. FileClip has limited support for graphics type data. Simple Window's bitmaps and metafiles will be captured, however FileClip cannot handle specialized graphical or other data such as spreadsheet cells, etc. When both text and graphics exist in the clipboard, all types of data that FileClip handles will be stored.

## **Wprint**

Wprint is Drag and Drop client that prints files. It can print text or bitmap graphic files. Double clicking on the ICON will allow you to access the setup menu for the printer.



## Stack

A stack is a data structure used for storing data. Conceptually, a stack operates on a last in, first out basis. Items are placed (stacked up) on the top of the stack and pulled from the top of the stack. FileClip intercepts all clipboard data and stores it in its stack.

When you want to retrieve an item from the stack that is not on the top of the stack, you first move the item to the top of the stack. To move an item to the top of the stack, just select it from the stack history list.

When the stack fills up, (see [Stack Entry Depth](#)), the item at the bottom of the stack is dropped. Since the bottom of the stack is the least recently used item, this is the safest item to drop.

## Browser

The browser displays two lists: the Files list and the Directories list.

By default, the Files list displays file names and the Directories list displays directories and disk names. Directories can be included in the Files list by checking the Enable Move/Copy/Delete on Directories box

You can *browse* through the file system by selecting a directory and pushing OK. Alternatively, you can double-click the directory name. When you open a directory, the Files list displays the contents of the directory you changed to.

FileClip displays bitmaps next to filenames to indicate the type of file. Executable (runnable) programs have a person running as their symbol, files associated with an application have a lined piece of paper, zip archive files have a yellow colored vault and files with no association, i.e. they can't be "run" have a circle with a line through it next to them.

To open a file with its associated application, double-click the file name in the Files list. Note: What FileClip does when you double-click a file name in the Files list is controlled by the settings in the Options|Mouse menu. Instead of asking FileClip to open the file, you can have the file copied to the clipboard, you can view the file, or you can edit the file depending on the setting.

To control the list of files, enter a file specification in the File name text box at the top of the browser. For instance, to ask the browser to display files with the extension .PIF, type

\*.pif

in the File name text box, and click OK. FileClip stores the file specification you entered in the File Specification list. The File Specification list will keep up to 20 file specifications.

To display the list of existing file specifications, click the drop-down arrow next to the File Specification box, or press Alt+Down. To choose a file specification, click it. From the keyboard, you can select the specification by pressing the Spacebar. When you change the specification, FileClip refreshes the list of files.

Instead of browsing, you can also change to a specific directory by typing the full path name of the directory in the Directories box. FileClip maintains a drop-down list of the last 100 directories visited. To revisit a directory, click the drop-down arrow next the Directories box, and choose the directory name from the list. The entry is copied to the File name box. To move to the new directory choose the OK button.

The Drives box displays the current drive. To change drives, open the list and select a drive from the list.

## **Path Name**

A path name is a full file system name, including the drive name, and any directories which contain the file specified. For instance, the path

```
c:\windows\win.ini
```

specifies a file named WIN.INI in the WINDOWS directory on the root of drive C.

FileClip lets you copy the path name to the clipboard. Once in the clipboard, you can paste the path to any application by pressing Shift+Ins.

This can save you a lot of time when you need to enter filenames into an application. You can open or move to FileClip, quickly find the file you want, copy the path to the clipboard, return to your original application and paste from the clipboard.

## OK

Press the OK button to end an operation.

When you press OK from the browser window copies the current path name to the clipboard. FileClip also updates the Files list to show files that match the file specification (if it changes, and updates the Directories list to show the current directory (if the directory specification changed).

Note: When the Clipboard Option Minimize on Use is enabled, pressing the OK button also minimizes the FileClip Window.

## **File Menu Commands**

### Copy

Copies selected file or directory.

### Move

Moves selected file or directory.

### Delete

Deletes selected file or directory.

### Run

Runs an application, if an application is selected, or runs application associated with selected file.

### Rename

Renames selected files or directories.

### Compare

Compares contents of two directories.

### Search

Searches disk, disks, or directory tree for files by name with wildcards, and looks for specific file contents within a selected file.

### View

Displays the contents of the selected file in a window.

### Select All

Selects or deselects all of the files in the main File List Box.

### Hide

Minimizes FileClip

### Exit

Closes FileClip (FileClip no longer tracks and stacks clipboard data).

## **Hide**

File|Hide minimizes the main File window as well as any child windows such as the Detail Window and the View Window.

This cleans up the desktop so you can work with other applications. FileClip stays open and keeps recording clipboard activities.

## **Exit**

File|Exit closes FileClip.

When FileClip closes, it saves the current clipboard history stack, and any user options. When it's closed, FileClip can't continue to track the clipboard and save clipboard actions to the history stack.

Note: All user settings are stored in the FILECLIP.INI file

## Directories Menu

### Create Dir

Creates a subdirectory off the current directory.

### Delete Current Dir

Deletes the current directory, and resets the current directory to the parent directory.

### File Details

Opens a File Detail window.

Note: If you check the Options\Include Directories in File List, FileClip displays directory names in the Files list box. When this option is enabled, the Delete, Move, and Copy buttons operate on directories as well as files.



## **Create Directory**

Creates a new directory within the current directory. When you choose this item, a dialog box prompts you for the new directory name.

## Delete Current Directory

Deletes current directory, and any subdirectories contained by the current directory. If the Prompt on Directory Deletion option is checked in the Options|File Manipulation dialog, FileClip will prompt you before it deletes the directory. If the directory is not empty, and the Prompt on File Deletion option is checked in the File Manipulation Options dialog, FileClip prompts you before it deletes each file within the directory.

**Caution:** Make sure you are in the directory you want to delete when you use this command. If you are at the root directory, your whole disk could be deleted.

## Clipboard Functions

Clipboard functions are controlled from the Clipboard menu in the file browser. There are two major clipboard functions:

1. The ability to copy path names into the clipboard.
2. The ability to retrieve the previous contents of the clipboard and copy it back into the clipboard via the clipboard history command.

### The Clipboard Menu:

#### Copy to Clipboard:

Copies the current full path name to the clipboard, based on clipboard option settings.

#### History:

Opens the clipboard history window. From the clipboard history window, you can copy the previous contents of the clipboard back into the current clipboard.

#### View Clipboard:

Invokes the Windows clipboard application, which displays the current clipboard contents.

Options for Clipboard: (Invoked for the Options|Clipboard Menu)

#### Minimize on Use

Automatically minimizes FileClip once data is copied to clipboard.

#### Convert \ to /

Changes backslashes to forward slashes for use in UNIX file system.

#### Copy Directory Path Only

Copies the path name of a directory, without the file name.

#### Entry Stack Depth

Sets the depth of the clipboard stack (1-99).

## Option Menu

The following Options are controlled by this menu:

### File Manipulation

Controls operation and prompting when copying, deleting files, etc.

### Extended List Select

Controls how files are selected in main file list. When checked, multiple files can be selected by simply pressing the left mouse button down and dragging through the file names.

If unchecked, each individual mouse click will add or subtracted from the group of selected files. Dragging through file names without Extended List Select checked will immediately invoke the drag and drop server, so multiple files cannot be selected with one mouse click.

### Include Directories in File List

### Include Hidden and System Files in List

This option will allow hidden and system files to be displayed in the main file list box. Caution: This will enable you to easily delete key system files, which could cause severe damage to your system configuration.

Note: FileClip's Trash application changes file's attributes to Hidden when it has files in its "trash can".

### Mouse...

Controls operation that occurs when you double click on a file in the File List. Can also be activated by pressing the Right Mouse Button anywhere on the Main Dialog Box background.

Options Include: copying file name to Clipboard, running file, viewing file, or editing file.

### Clipboard...

Controls clipboard options.

### Highlight Colors...

Sets colors of background in File List, and File Detail windows, as well as picks colors for file names, depending on File Attributes set.

### Lock Icon Postions

When this option is checked, FileClip will always restore the Floppy and Trash and WPrint icons to their default positions. These positions make it easy to drag and drop files to them. If unchecked, they can be moved anywhere on the screen.

### Show Icons

This option controls whether or not the desk top Icons, (floppies, trash can and printer) are displayed. This on by default.



## **File Manipulation Options**

The File Manipulation Options dialog controls the prompts and behavior of FileClip during directory and file operations.

Within a File Operation, which is a specific move, copy, or delete on a group of previously specified files, you can temporarily override the prompt options by pressing the Ignore button in the Query Prompt Dialog. The Query Prompt Dialog appears whenever a confirmation on a file operation is required. If the Ignore button is pressed, querying for the particular confirmation type is temporarily suspended for the rest of the file operation.

### **Prompt on File Deletion**

Controls whether or not FileClip prompts for a confirmation before deleting a file

### **Prompt on Directory Deletion**

Controls whether or not FileClip prompts for confirmation before deleting a directory.

### **Prompt on Overwriting of a File**

Controls whether or not FileClip prompts you before it overwrites a file during a move or copy operation.

### **Show Selected Only:**

A move, copy, or delete operation is started by pressing the appropriate button once. The operation is confirmed only after the target directory is selected by pressing the button a second time.

If Show Selected Only is checked, the File list displays only the items selected. The selection list can be further refined by deselecting certain items.

If Show Selected Only is not checked, all directories are shown. The files or directories to be moved, copied, or deleted are shown highlighted.

Note: When you select a large number of files from a directory, it is hard to see them all in the File list window. Choosing Show Selected Only filters out all of the deselected files and gives you the opportunity to confirm your selection.

### **Preserve Date/Time on Copy/Move**

When Preserve Date/Time on Copy/Move is checked, the original date and time of last file modification is preserved whenever FileClip copies or moves files. If this option is not checked, the file date and time is changed to the current system date and time.

## Cancel Button

Pressing Cancel terminates any pending Move, Delete, or Copy operations.

To use the move, delete, or copy functions, you must first select a file or files from the Files list. Once you have selected files, you can choose Move, Copy, or Delete. However, the operation is not complete until you press Move, Copy, or Delete a second time to confirm. After you press Move, Copy, or Delete the first time, you can stop the pending operation by choosing Cancel. Cancel also removes the highlight from the selected files.

Note: FileClip displays the cancel button only when you first choose Move, Copy, or Delete. There is no need to use Cancel unless an operation is pending. Cancel does not close or minimize the FileClip window. Use File|Exit to end the application, or minimize the application with the minimize button to get it out of the way.

Select All Menu Item <Ctrl A>

Selects all of the files, or removes selection from all of the files in the File List.



## File Detail Window

The File Detail Window displays detailed (long ) information about each file and subdirectory within the current directory. The detailed information includes File Attributes, File Date/Time, and File size in bytes or number of entries in a subdirectory.

The File Detail Window uses **color** to indicate different kinds of files.

The File Detail Menu has options for various type of sorts, filters and file highlighting features. These options can be selected from the menu, or the button bar next to the detailed display. As in the main File List Box, drag and drop operations can be done on selected files in the detail window.

### File Detail Menu Items:

Close

Closes the File Detail Window

#### Display

Display|Sort Options lets you set the sort order and criteria for file displays.

Display|HiLight Options allows you to change the way files are highlighted with various colors.

Display|Filter Options allow you to show only files that meet certain criteria.

#### Attributes

The Attributes menu opens a dialog that lets you change the attributes of a file (hidden, archive, system, or read-only).

Options

Allows you to change a subset of the Options available from the main dialog window.

Help

Provides context-sensitive help on the File Detail menu and operations.

Files or directories can be selected or deselected within the Detail Window by clicking on the file name with the left mouse button. When you highlight a file in a Detail Window, FileClip highlights the same file in the main File window.

Clicking the Right Mouse Button below the main display will close the File Detail Window.

## Delete Button

Use the Delete button to delete files or directories. If you press Delete and a single file is selected from the Files list, FileClip deletes the selected file. You can also select files and drag them on top of the delete button to delete them.

If several files are selected, FileClip displays the group of files in a separate list. You must then confirm the deletion by pressing Delete a second time.

If the Prompt on File Deletion option is checked in the File Manipulation Options dialog (File|Options), FileClip will ask for confirmation before it deletes each file.

If the Enable Directory Operations on Move/Copy/Delete option is set, then the Files box displays directories. Pressing delete while a directory is selected deletes entire directories.

The Prompt on Directory Deletion option controls whether not the user will be queried before deletion of a complete directory tree.

Note: You can override the Delete prompts for a single Delete operation by pressing the Ignore button in the Prompt Query dialog box.

## COPY

Use Copy to copy a file or directory. The Copy command works with a selected file, selected files, a selected directory, selected directories or groups of selected files and directories. You can also drag files onto the button to copy them.

You can select files from the main Files list, then press Copy button. Once you have pressed the Copy button once, FileClip lets you use the Directories list to locate the target directory (where you want to copy to).

When you first choose Copy, FileClip expands to display a list box that shows the currently selected target directory. Any files that are selected are highlighted in the target directory list. Once FileClip displays the target list, the copy operation affects only the target directory; you can't change the source directory until the copy operation is completed or canceled.

There are three ways to copy files:

Click the Overwrite All button to have FileClip copy all files into the target directory, overwriting any existing files in the target directory that have the same name as the files being copied.

Click the Update Newer button to have FileClip overwrite a file in the target with the same name as the file being copied, only if the file being copied is a newer version (by date).

Click the Replace button to have FileClip copy only those files from the source directory that exist in the target directory.

Once you have selected an option, click Copy again to confirm the copy operation.

You can further refine the selection list between pushes of the Copy button. Use the Show Selected Only option to emphasize the list of files to be copied.

To copy complete directory trees, the Enable Move/Copy/Deletion on Directories option must be enabled.

During a Copy operation, a Cancel button is displayed. Pressing Cancel aborts the current copy operation.

If you press the Cancel button during a copy operation, the file system is left intact. Any partially copied files will be deleted. Any files fully copied before the operation was canceled will remain.

If a file of the same name exists in the target directory, FileClip will either overwrite the target file with the source file, or prompt for confirmation to overwrite. Whether or not FileClip prompts for confirmation depends on the setting of the Prompt on Overwriting of a File option. To suspend the prompt for an operation, press the Ignore button in the Query Prompt Dialog box.

When a file is copied, the value of the file's date/time field will be either the current system date and time or the time and date of last modification of the source file. Whether or not FileClip changes the file date and time depends on the Preserve Date/Time option.



## MOVE

The Move button moves a file, a group of files, or a directory. Before you use Move, you should select a file, a group of files, or a directory to move. Once you press move, FileClip lets you point to the target directory in the Directory list.

When you press the Move button, FileClip expands to display a list box that shows the currently selected file, files, or directory. FileClip highlights selected files in the target directory list. Once you begin a move operation, changes are made only to the target directory. The source directory cannot be changed until the move operation is completed or canceled.

There are three types of MOVE operations available:

Click the Overwrite All button to have FileClip move all files into the target directory, overwriting any existing files in the target directory that have the same name as the files being copied.

Click the Update Newer button to have FileClip overwrite a file in the target with the same name as the file being moved, but only if the file being moved is a newer version (by date).

Click the Replace button to have FileClip move only those files from the source directory that exist in the target directory.

Once you have selected an option, start moving files by pressing the Move button a second time.

You can further refine the selection list between pushes of the Copy button. Use the Show Selected Only option to emphasize the list of files to be copied.

To copy complete directory trees, the Enable Move/Copy/Deletion on Directories option must be enabled.

During a move operation, a Cancel button is displayed. Pressing Cancel aborts the current move operation.

If you press the Cancel button during a move operation, the file system is left intact. Any partially moved files will be deleted from the target. Any files fully moved before the operation was canceled will remain.

If you attempt to move a file on to itself, FileClip assumes that the file is to be renamed. Consequently, FileClip prompts for a new file name.

If a file of the same name exists in the target directory, FileClip will either overwrite the target file with the source file, or prompt for confirmation to overwrite. Whether or not FileClip prompts for confirmation depends on the setting of the Prompt on Overwriting of a File option. To suspend the prompt for an operation, press the Ignore button in the Query Prompt Dialog box.

When a file is moved, the value of the file's date/time field will be either the current system date and time or the time and date of last modification of the source file. Whether or not FileClip changes the file date and time depends on the Preserve Date/Time option.



## **RUN**

Press Run to launch a selected application. Run only works on a single file at a time; it does not support wild cards.

The file name that is launched when you press Run is the file displayed in the File name box.

FileClip will launch applications based on the filename extensions and searches the [Extensions] section of the WIN.INI file for the association.

If the extension is not defined in the WIN.INI file, FileClip will only launch files that have extensions of the following types:

- .COM
- .EXE
- .BAT
- .PIF

If you set the File|Mouse option to Run, double-clicking a file name in the Files list launches the program.

### HINT:

You can add a command line option to the application you want to launch, by typing it after the application file name in the File name box.. Don't forget to press RUN, to run the application, pressing OK, will attempt to change directories to the path typed in the File Name box.

## File View

FileClip contains a comprehensive file viewer. You can only view one file at a time, but you can quickly view files sequentially by setting the filespec to "\*.GIF" for example, to quickly view all the GIF images in a given directory.

FileClip's VIEW command supports the following types of files: Text (ASCII), Binary (HEX), GIF, TIF, WMF, TGA, PCX, EPS, and BMP. The Evaluation Version only contains the Text and HEX viewers. You must obtain the full Registered version to view graphics files.

To view a file, select a file from the Files list, and press View. The cursor will change to a magnifying glass to indicate that view mode is on.

FileClip automatically detects graphics files, and displays them without prompting.

For non-graphics files, FileClip has two viewing modes, Text and Hex. Initially, FileClip determines the best mode for viewing. Choose Display|Text or Display|Hex from the File View menu to change the display. Display|Text forces the display to text mode, regardless of the file type. Display|Hex forces the display to hexadecimal mode, regardless of the file type.

You can set the text and background colors for the File View window with the Display|Background Color and Display|Text Color menu choices.

In Text mode, only Window's ANSI printable characters will be displayed, other characters will be displayed as a solid bar. FileClip assumes that lines are terminated by either a carriage return or a line feed.

Hex Mode displays a combination of hexadecimal and ASCII, 16 bytes per line. All non-printable ASCII characters are shown as a dot (.) within the ASCII display.

File|Edit invokes the Window's Notepad editor, for simple text editing. You will only be able to choose File|Edit when the File View window is in text mode.

For Text files, the viewer can support files up to 32K bytes in size. For larger files, only the first 32K bytes will be displayed.

Right-click to close the File View Window. From the keyboard, you can select File|Close.

Remember to set your mouse options to view if you only want to view files quickly, and not run the corresponding associated application. For example, if double click is set to view, and you select a .PCX file, it will be much quicker to see the image in FileClip, than if your mouse options were set to run, and Windows were to invoke the Paintbrush (pbrush.exe) program to display the .PCX image.



## File Name Box

The File name box is a text box at the top of the main File window.

The File name box holds either a file specification or an actual file name, including the path. To enter a name in the box, click anywhere inside the box, erase the existing text, and type in the new file name, directory name, or file specification. When you click OK, the Files list displays all the files that match the specification, all the files in the current directory, or the exact file match.

Whenever you enter a new file specification, FileClip stores the specification in the File Specification box.

Whenever you click OK, the current file or path name in the File name box is copied to the clipboard.

## Directory Box

This Directory box is displayed directly under the File name box and is used to display the full path name of the current directory, or the target directory.

The Directory drop-down box retains a history of the last 100 directories that were visited. Because you usually visit a small number of directories frequently, this list can be used to quickly move around the file system.

To choose a directory from the box drop it down by pressing the arrow next to the field with the mouse or by pressing Alt+Down from the keyboard. Selecting the entry does not change the current directory, it only copies it into the File name box. To change to the new directory, press the OK button.

This feature can be a great time saver when navigating your file system. After you use FileClip for a few days, all of the directories you normally visit are listed in the Directory box. Instead of moving up and down the directory hierarchy with another application's File|Open box, you can go straight to a directory by clicking the name on the list.

## Files List

The Files list is the main list on the left side of the browser window. The Files list displays all of the files in the current directory.

If the Enable Move/Copy/Delete on Directories option is checked, FileClip also displays directory names in the Files list. Directories are indicated by square brackets, for instance, [WINDOWS].

The Files list is used for most of FileClip's file and clipboard operations.

Selected files within the list are shown in reverse video. Here's how to select, and deselect files in the Files list:

To make a new selection and remove the highlight from the current selection, click the list item.

Ctrl-click an item to toggle from selected to deselected.

To select a group, Shift-click.

What FileClip does when you double-click a file name in the Files list depends on the setting in the File|Mouse menu. You can set the response to copy the filename to the clipboard, view the file, or run the application.

Once a file, directory, or group of files is selected, you can press OK to copy the path name to the clipboard. If the item is a filename, its path is copied to the clipboard, if it is a directory, the current directory is changed to the selected directory, and the list is updated to show the new directory.

## Directories List

Normally this list box displays the directories available within the current directory.

In Copy and Move operations, the directories list is used to display the directories and disk names available as targets for the Copy or Move operation.

To change directories, double-click a directory name. Alternatively, you can select an item by clicking it, then press OK. When you change a directory in the Directories list, the Files list is updated to display the contents of the new directory.

## Target Files List

FileClip displays this box only during move and copy operations.

During a move or copy operation, the Target Files list is shown in the expanded area to the right of the normal File window. Files selected to be copied or moved are highlighted in the Target list.

FileClip uses the Target Files list to help you confirm that you've chosen the correct target directory for a move or copy, and displays files with the same name that may be overwritten, depending on which options settings you have set.

## **Enable Move/Copy/Delete on Directories option**

By default, only file names are displayed in the main File list. To have FileClip display directories in the same list, check the Enable Move/Copy/Delete on Directories box.

In order to move, copy or delete directory trees, they must be displayed in the main File list.

Directories are shown enclosed in square brackets; e.g. [WINDOWS], and the parent directory is shown as [..].

Once directories are displayed, you can use either the Files list or the Directories list to change the current directory.

## **FILECLIP.INI File**

The FILECLIP.INI file stores information about the configuration of FileClip; it also stores the clipboard stack history between sessions of the program. FILECLIP.INI is kept in the main windows directory.

FILECLIP.INI is an ASCII text file. However, you should not edit this file. Instead, use the menus within FileClip to set the various options.

**CAUTION:** Improper editing of the FILECLIP.INI file, can cause unexpected results.

## **Minimize on Use**

When this option is checked, the File window and any child windows are minimized when you choose OK or double-click a file name in the browser window.



## **Convert \to /**

This option will change all DOS file system backslashes to UNIX type forward slashes, before copying a path name into the clipboard.

This is useful if you are passing a DOS path name to a remote UNIX application or command prompt that is running within a Window on your system.

## Dir Path Only

This option will let you copy the full directory name to the clipboard, without copying the actual file name. For instance, if Dir Path Only is off, and the File name box displays

```
c:\windows\fileclip.ini
```

the full path C:\WINDOWS\FILECLIP.INI will be stored to the clipboard. However if Dir Path Only is on, FileClip will only store

```
c:\windows
```

to the clipboard.

This option is useful for programs that take a directory rather than a path name as input.

## **Entry Stack Depth**

Choose Clipboard|Options from the main menu to set the Entry Stack Depth setting. This setting determines the depth of the clipboard history stack.

The default depth is 20 entries, but you can set the stack to hold from 1 to 99 entries.

## Copy to Clipboard

Choosing Clipboard|Copy to Clipboard has the same effect as pushing the OK button.

When you choose Copy to Clipboard, FileClip copies to the clipboard the current filename or directory name, depending on the clipboard options. The difference between using this menu item and the OK button, is that the OK button will always complete path names, so wild cards cannot be copied into the clipboard.

Selecting Copy to Clipboard copies the contents of the File name box into the clipboard, including wild cards, or other non-file type text.

## Clipboard History Display

Choose Clipboard|History or click the Clipboard button in the browser window to display the clipboard stack.

Approximately the first 60 characters of the clipboard item is displayed, followed by the application name from which the data was clipped (if known). The application name, if known, is shown in square brackets ([ ]). If the data is graphics, instead of text in the list, the type of graphical data will be displayed: <bitmap> or <metafile>. To see this data, you must select the entry and the graphics will be viewed in the top window.

Although the clipboard stack display does not show all of the data, the full contents of a cut or paste item is always kept within the program. Some clipboard data may contain non-printable characters, these are shown as bars (|s) in the display.

If the clipboard is not owned by a particular application or the application name is not known, the application name will be labeled as [unknown].

To select an item deep in the stack, click the item from the list. Once selected, the data is displayed in the mini-clipboard viewer at the top of the dialog.

To pop an item into the clipboard you can either double-click the item, or select it and press OK. The previous contents of the clipboard will be shifted down and the bottom entry (highest number) will be discarded.

If you press the Cancel button to exit the history display, FileClip leaves the contents of the clipboard and the clipboard stack unchanged.

You can enter data directly into the clipboard by typing in the Top of Stack box at the top of the display. You can also change a clipboard item by displaying and editing it in the Top of Stack box. When you're done editing, click OK to transfer the item to the clipboard.

The OK & View button copies the contents of the Top of Stack to the clipboard, and invokes the Window's clipboard viewer for a more detailed look at the data.

## **View Clipboard**

This menu item simply invokes the Window's Clipboard Viewer application. If the application was previously loaded, but minimized, choosing View Clipboard restores the application.

The Clipboard View is a handy way to examine the contents of the clipboard after you have copied old data from the clipboard history stack into the clipboard.

The clipboard viewer shows all of the data with proper formatting, while the view within the History window is limited to about 60 printable characters.

Also, while viewing past clipboard data, you can copy any visible items so it is in the current clipboard.

## Detail Window Display Options

Click the Detail button to open a Detail Window. The files displayed within the Detail Window can be sorted by different keys. Sorting the display can help you locate a particular filename or file type.

The following sort options are available from the Sort Option Dialog Box:

### Alphabetic

Sorts the file display alphabetically.

### File Size

Sorts the file display by size.

### Date/Time Modified

Sorts the display by date.

### File Type

Sorts the display by file type.

### Reverse Sort

Used in combination with one the other options, sorts in descending order (3, 2, 1), instead of in ascending order (1, 2, 3).

Color can be used to highlight different file characteristics such as File Attributes, File Size, and File Age.

Filters can be applied to highlight large files, medium files, new files, and old files. Choose Display|Hilight Options from the Detail Window to open the Highlight Option Dialog Box. This dialog lets you set the filter values and to choose the colors used for highlighting.

## **Alphabetic Sort**

Sorts detail window directory windows alphabetically by file name (A through Z).

If the Reverse Sort mode is set, FileClip sorts the file display in reverse alphabetic order (Z through A).



## **Date/Time Modified Sort**

Sorts files in Detail Window by date and time last modified, from oldest to newest .

If the Reverse Sort mode is set, files are sorted from newest to oldest.

## File Size Sort

Sorts files in detail window by size in bytes. Directories in the detail window, if present, are sorted by the number of files in the directory, not by the accumulated size of the directory. By default, files are sorted from smallest to largest.

If the Reverse Sort mode is set then files are sorted largest to smallest.

Note: Directories are always shown at the top of the listing and sorted according to the Reverse Sort option.

## File Type Sort

Sorts files in File Detail window alphabetically by their extensions, which indicate file type. If File Type Sort is on, all the files that have the same extension will appear together in the list. First the extension is sorted alphabetically, then files with the same extension are sorted alphabetically.

If the Reverse Sort mode is set the a reverse alphabetic sort is performed by file type.

## Reverse Sort

This menu item, does not actually specify a sort type. It reverses the sort order when sorting by any of the four sort types:

Alphabetic

Date/Time Modified

File Size

File Type

## File Detail Window Display Highlight Options

The Highlight Options Dialog Box is used to set special color highlighting features for File Detail Window.

Filenames can be Highlighted in color when specific File Attributes are set.

By default, the File Date/Time Modified field is shown in one of two colors, as follows:

Old File Age: File Date/Time (default display color of **blue**).

New File Age: File Date/Time (default display color of **green**).

The default color of the File Size field can vary according to the size of the file. Specifically,

Large File Size: File Size (default display color of **red**).

Medium File Size: File Size (default display color of **magenta**).

The color for any of the fields, as well as the display default (not highlighted) and display background colors can be changed by pressing the button next to the field. The Option Dialog Box fields are updated with the new color information.

Select OK to confirm the color selection from the Option Dialog Box. Cancel retains the original colors.

In the Choose Color dialog, 48 basic colors plus 16 custom colors are displayed. You can create a custom color, by using the rainbow, hue and saturation controls. If you choose a custom color, FileClip saves that color as part of the custom color display. FileClip chooses for the display the closest solid color that the device driver supports. Dithered colors are not supported, as text can not be dithered.

## **Old File Age Filter**

The Old File Age Filter specifies how many days old a file needs to be before it is considered old. When a file is considered old, the date/time stamp is highlighted accordingly.

## **New File Age Filter**

Specifies how many days old a file needs to be before it is not considered new. The date/time of last file modification is displayed in **the highlight color** for files that meet the new age criteria.

## Large File Size Filter

Specifies how many KB in size a file needs to be before it is considered large.

The file size is displayed in **the corresponding highlight color** for files that meet the large file size criteria.



## **Medium File Size Filter**

Specifies how many KB in size a file needs to be before it is considered medium size.

The file size is displayed in **the chosen color** for files that meet the medium file size criteria.

## Setting File Attributes

FileClip lets you see and change the four DOS file attributes. In addition, the file attribute can be highlighted in a color to indicate the value of the attribute.

FileClip allows you to easily change attributes on multiple files. For example, to change DOS revisions, you can easily select io.sys and msdos.sys, and turn off the RSH attributes so you can replace the version of DOS with a different one for testing purposes. Use CTRL CLICK to select multiple files.

The DIR command in DOS does not normally display files with the Hidden or System Attributes set. However, FileClip displays all files. FileClip will not operate on Hidden or System files either, but it is easy to change the attributes of the files in the Detail window such that they can be operated on. Once the Hidden or System Attribute is removed, the files can be Deleted, Moved or Copied.

The file attributes are displayed after the filename in the File Detail Window. and are highlighted in different colors. The attribute is indicated by the first letter of its name. The color of the filename display can be changed to highlight the fact that an attribute is set.

**H**idden files are marked with an "H" and displayed with a default color of white.  
**R**ead Only files are marked with an "R" and displayed with a default color of magenta.  
**S**ystem files are marked with an "S" and displayed with a default color of red.  
Files with the **A**rchive bit set are marked with an "A" and displayed with a default color of blue.

The default colors can be changed to any value supported by the display device driver, see [File Detail Window Display Highlight options](#).

If multiple file attributes are set, the color is that of the highest precedence attribute. The precedence of the attributes is H, R, S, A: Hidden is the highest precedence; Archive is the lowest precedence.

To set file attributes: Select the group of files you want; Press the Attributes button or select the Menu Item, and click on the Radio Buttons that correspond to the desired attribute setting.

Note: Hidden and System files are not displayed in the main browser window unless the Options|Show Hidden and System Files menu item is checked; nor are they accessible by most applications. Also, note that although you may have dropped a file, or files into the trash, they may still appear in a window, but with a Hidden Attribute. This is due to the way FileClip allows recover of files placed in the Trash can. Files are not erased from the hard disk until confirmation from the Trash Manager has been received.

## Mouse Double Click Setting

When you double-click a file name in the Files list, FileClip will do one of three things. FileClip's response to a double-click on a file name is controlled by the setting in the Mouse Options Dialog (which you can open by choosing File|Mouse).

The action can be set to the following functions:

### Copy File Name to Clipboard

When this option is on, double-clicking a file name causes the path name to be copied to clipboard. This feature makes it easy for you to pass the path name into another application.

### View File

When this option is on, FileClip opens the File Viewer for the selected file.

### Run Application

When this option is on, FileClip runs the application.

### Run Editor

When this option is on, FileClip will run the editor indicated in the dialog. The default editor is the Window's notepad.exe program, but you can choose your favorite editor and FileClip will remember it.

This mouse behavior also holds true for the File Detail Window. You can launch applications by checking the Run Application Option, and double-clicking on the file name.

## Drive Specification

The drive specification box is a drop-down list that shows the currently logged drives. To move to a different drive, click the drive letter in the Drives box.

Open the Drives box list by pressing the drop down arrow or by typing Alt+Down. Once the list is displayed, you can select a new drive. Whenever you change drives or directories, FileClip updates the Files list display.

FileClip shows different drive symbols for different drive types. The following drive types are detected:

- Hard Drives
- Floppy Drives
- CD-ROM Drives
- RAM Drives.

## **File Specification box**

FileClip uses the File Specification box to maintain a list of 20 file specifications. Each time you enter a file specification that includes wild cards, that specification is automatically transferred and stored in the File Specification box.

The File Specification can store up to 15 file specifications entered by a user. The first five entries are the defaults and can't be replaced. These entries are always saved between sessions (stored in the FILECLIP.INI file).

To select a file specification, open the list by clicking the drop down arrow next to the box. Alternatively, you can type Alt+Down to select a file specification.

