

# {ewl htshlp.dll, HtoolsIconWnd, #file13.ico}File 13 Help Contents

## **Introduction**

[Using File 13](#)

## **How To...**

[Drag and Drop a file](#)

[Empty the Trash](#)

[Discard a File or Directory](#)

[Set File 13 Options](#)

[Use the File 13 File Manager Menu](#)

[Use the DDE to communicate with File 13.](#)

## **About the hTools Utilities...**

[Registering hTools](#)

[Technical Support and Customer Service](#)

[Legal Notices and Disclaimers](#)

## **{ewl htshlp.dll, HtoolsIconWnd, #file13.ico}File 13**

File 13 is a drag and drop program for File Manager. Files and directories dropped from File Manager are stored in a temporary location on your hard drive, until you empty the trash.

Alternatively, you can discard files using the **File|Discard Files** menu pick, or directories by using the **File|Discard Directory** menu pick.

When File 13's window is restored, you will see a list of items in the trash. These items may be restored by using the **File|Restore Item...** menu pick, or double clicking on the item in the list. You may also open a file by using the **File|Open** menu pick.

Various options for File 13 may be set using the options dialog by using the **File|Options...** menu pick.

## **{ewl htshlp.dll, HtoolsIconWnd, #file13.ico}Discarding Files and Directories**

Files and directories may be discarded from File 13 in several ways:

- Drag and drop one or more files from File Manager.
- Select files using the **File|Discard Files...** menu pick from the File 13 menu.
- Select a directory using the **File|Discard Directory...** menu pick from the File 13 menu
- Select files in File Manager and use the File 13 File Manager Menu

## **{ewl htshlp.dll, HtoolsIconWnd, #file13.ico}Empty the Trash**

You may empty the trash by using the **File|Empty Trash...** menu pick. Files and directories in the trash can will be permanently deleted.

## **{ewl htshlp.dll, HtoolsIconWnd, #file13.ico}Opening a file**

You may open a file by using the **File|Open...** menu pick, or the **Ctrl + O** accelerator key, or a **secondary mouse button click** on a file. This will run the file if it is a program, or use the associated application to view the contents of the file. Opening a file has the same effect as double clicking on it within File Manager.

## **{ewl htshlp.dll, HtoolsIconWnd, #file13.ico} Restoring a File or Directory**

A file may be restored by using the **File|Restore Item...** menu pick, or by **double clicking** on the file in the list with a mouse. A dialog box will be displayed allowing you to change the name and location of the restored file or directory.

## {ewl htshlp.dll, HtoolsIconWnd, #file13.ico}File 13 Options

The File 13 Options dialog allows you to set various options for File 13. This dialog box is displayed with the **File|Options...** menu pick.

- **Run With File Manager** Setting this option will cause File 13 to be started and closed whenever File Manager is started and closed.
- **File Manager Menu** Setting this option will install the File 13 File menu in File Manager.
- **Use Sounds** Setting this options will cause File 13 to use sounds for various functions, if your system is equipped with a sound card.
- **Save Icon Position** Setting this option will cause File 13 to position itself where is last was placed whenever File 13 is started again.
- **Always On Top** Setting this option will cause File 13's Window to appear above all other normal windows.
- **Query About Empty on Close** Setting this option will cause File 13 to display a message box whenever it is closed, which will ask if you want to empty the trash. If this option is not set, the files will remain until explicitly emptied (see empty the trash.)
- **Always Delete Files** Setting this option will cause File 13 to delete each file when it is discarded, rather than discard files when emptying the trash.
- **Wipe file when deleted** Setting this option will cause File 13 to wipe each file before deleting it. File 13 first overwrites the file with random data before deleting it. This means that the file should not be recovered if your disk is analyzed for the remains of the file. Keep in mind that not all copies of the file may be wiped, for instance, a word processor may make a back-up copy of the file before saving it.

To drag and drop a file, select the file in a File Manager window. Click on the file using the mouse, and hold the button down. Move the mouse cursor over File 13 and release the button.



{ewl htshlp.dll, HtoolsIconWnd, #winfile.ico}File Manager is an application which comes with Windows that is used to manipulate files on your system. To display **File Manager**, [click here](#).

## **{ewl htshlp.dll, HtoolsIconWnd, #file13.ico}File 13 File Manager Menu**

The File 13 File Manager menu is installed/removed from the Options dialog. It appears as a top level menu in File Manager with the title **File13**. From this menu you may:

- **Discard Selected Items** this discards any files or directories selected in the current File Manager window.
- **Start File 13** This starts the File 13 program if it is not currently running.
- **About File 13 Extension...** This displays some copyright information for the File 13 File Manager extension module.

## **{ewl htshlp.dll, HtoolsIconWnd, #file13.ico} Using the DDE to communicate with File 13**

You may communicate with File 13 using the DDE. File 13 may be sent commands using "File 13" as both the application and topic names. A client may discard a file by sending a DDE execute message of the form "discard filename" for each file that needs to be discarded.

