



## **Contents for File Manager Help**

For information about help, press F1 or choose How to Use Help from the Help menu.

### New Features in File Manager

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## About File Manager

File Manager is a user-configurable utility that provides all of the standard Windows File Manager capabilities in the familiar Windows format.

In addition, File Manager provides unique file, directory, and network management tools. These tools include:

- file encryption
- file compression
- file viewing in native mode
- virus-scanning
- directory synchronization

## File Manager Icons

Icons in the File Manager window indicate different types of files and drives. Many of these icons are shown below. Click any icon to see a definition of its function.

Drives



Folders




Documents





### Note

If you choose Show File Icons from the View menu (Long menu scheme), files are marked with application-specific icons instead of the generic document icons shown above. Choose Use Small Icons to keep the file list the same size as with generic icons.

The File Manager window contains three special icons.

 Sort by Icon icon. Click this icon in the file list column header to sort file names by icon. For example, all files associated with Notepad are grouped together, and all files associated with Excel are grouped together.

 Viewer icon. Click this icon in the lower-right corner of the file list pane to open a viewer pane that displays the file selected in the file list.

 Indicate Expandable Branches icon. Click this icon in the lower-right corner of the directory tree pane to mark or not mark expandable directory branches.

## **Expandable Branches**

When Indicate Expandable Branches is on, a plus sign (+) appears in the icon of any directory that contains subdirectories. If a directory is opened in the directory tree, a minus sign (-) appears in the icon of any fully-expanded directory in the branch.

When Indicate Expandable Branches is off, directory icons are not marked.

**Executable Program File**

This file is an application you can run. It might be a Windows or DOS application.

### **Compressed Executable Program File**

This file is a program you can run, but it is compressed. You see these files only when you expand a compression file. When you run a compressed file, it is expanded first.

### **Associated File**

This file is associated with an application, either the application that created the file, or an application that will run the file.

### **Compressed File Associated with an Application**

This file is associated with an application, either the application that created the file, or an application that will run the file, but it is compressed.

You see these files when you display the contents of a compression file set. You can double-click the compressed file to run it. When you run the file, it is expanded automatically.



### **Unassociated File**

This file is not an application or a document associated with an application. If you have copied or renamed a document that could be run by an application, use the Associate dialog box to associate it with the application again.

### **File with System or Hidden File Attribute**

Files marked by this icon are not displayed with other files in the file list unless you click the check boxes in the Custom Filter dialog box from the View menu until the boxes are gray.

A directory folder icon marked with an exclamation point is a hidden directory.

## **Compression File**

If you chose View Compression Files from the Tree menu, a green document marks a set of compressed files.

A viewed compression file is treated like a directory. It is displayed in the directory tree, and you can work with its files just as you would work with the files in a directory.

## Deleted File

Deleted files are marked with a diagonal red slash.

The Undelete command is available only when deleted file names appear in the file list.

- ▶ To display deleted file names in the file list, select Show Deleted Files from the View menu.

### **Directory with Undisplayed Subdirectories**

Directory folders with undisplayed subdirectories are marked with a plus sign (+) only if you choose Indicate Expandable Branches from the Tree menu.

### **Directory with Displayed Subdirectories**

At least one of the subdirectories in this directory is already displayed in the directory tree. Directory folders are marked with a minus sign (-) only if you choose Indicate Expandable Branches from the Tree menu.

### **Unmarked Folder**

This is the generic symbol for a directory. If you have chosen Indicate Expandable Branches from the Tree menu, an unmarked folder icon represents a directory that contains no subdirectories.

## **Shared Folder**

If you are running Windows for Workgroups, your shared folders are marked by this icon.



### **5.25-inch Floppy Disk Drive**

This icon represents a 5.25-inch floppy disk drive.

## **Fixed Drive**

This icon represents a fixed drive on your system, either an internal hard drive, or an external drive such as a locked Bernoulli drive.

## **RAM Drive**

This icon represents a logical drive in Random Access Memory, which is present only when your system is running. It is not permanent storage.

### **3.5-inch Floppy Disk Drive**

This icon represents a 3.5-inch floppy disk drive.

## **Network Drive**

This icon represents a drive on a network file server.

## **Bernoulli Drive**

This icon represents a Bernoulli drive on your system. If your Bernoulli disk is locked, Windows sees it as a fixed disk and displays the fixed disk icon instead.

## CD-ROM

This icon represents a CD-ROM disk attached to your system.

### **Unknown Drive Type**

This icon appears when Windows does not recognize the drive type.



## Sort By Icon

Click this icon with your left mouse button to group file names by associated icon.

Select Show File Icons from the View menu (Long menu scheme) to use application-defined icons to identify files, when these are available. For example, Notepad-associated files are marked with the Notepad icon. Sorting by icons puts all documents associated with an application together in the list.

Click your right mouse button anywhere in the column header bar to add or remove file property categories shown as file list column headers. Select and deselect categories from the pop-up menu that appears.

## File Manager Shortcuts



## Keyboard Shortcuts

Choose

All Keys

Speed Keys Only

## File Manager Keyboard Shortcuts



Go to Mouse Shortcuts



Print this page.

<b>Key</b>	<b>Action</b>
Alt	Activates the menu bar.
Alt + underlined letter	Activates the menu or command.
Tab	Moves to the next command button, list box, text box, screen feature, or group of option buttons.
Shift+Tab	Moves to the previous command button, list box, text box, screen feature, or group of option buttons.
Arrow keys	Moves down a file or directory list or within a group of options and commands.
Backspace	Moves up one level in the directory tree.
Esc	Closes a dialog box without performing any action <b>or</b> returns to the main File Manager window from the Search Results window.
F1	Displays context-sensitive help.
F2	Speed Rename. Opens a text box you use to change the name of a selected directory, or file name.
F3	Opens the Speed Filter dialog box.
F4	Opens the Speed Select dialog box.
Type characters	Starts Speed Search in the directory tree or file list.
F5	Refreshes the file list, directory tree, and drive ribbon.
F7	Displays the Move dialog box.
F8	Displays the Copy dialog box.
F10	Activates the menu bar.
Del	Displays the Delete confirmation box.
Alt + Enter	Displays the Properties dialog box.
Alt + F4	Closes File Manager.
Alt + drag	Moves the selected files.
Enter	Chooses the active command button.
Ins	Opens the Create Directory dialog box.
/	Selects all files if the file list is active. Opens the Speed Search box for directories if a directory name is highlighted in the directory tree.
\	Deselects files if the file list is active. Opens the Speed Search box for files if a file name is highlighted in the directory tree.
Control + Click	Selects single file names instead of a block of file names.
Control + Ins	Copies text in any list box or selected file names in the file list window or directory tree to the clipboard.
Control + Keypad -	Collapses all branches.

Control + Keypad *	Expands all branches.
Control + Letter	Selects the drive specified by Letter.
Keypad +	Expands selected directories one level.
Keypad *	Expands selected branches.
Keypad -	Collapses selected branches.
Shift + Click	Selects the block of files between the selected file name and the file name clicked on.
Shift + Ins	Pastes copied text in from the clipboard.
Shift + Exit	Saves settings without exiting.
Shift + F4	Tiles instances of File Manager.
Shift + F5	Cascades instances of File Manager.
Shift + Entire Drive command	Expands only the branch of the highlighted directory.

## File Manager Speed Keys



- Display all Keyboard Shortcuts
- F2 Speed Rename. Opens a text box you use to change the name of a selected directory, or file name.
- F3 Opens the Speed Filter dialog box.
- F4 Opens the Speed Select dialog box.
- Type characters Starts Speed Search in the directory tree or file list.

## File Manager Mouse Shortcuts



Go to Keyboard Shortcuts



Print this page.

### Mouse Action

### Result

Click a blue folder icon at the top of the directory tree

Expands the entire tree to the level indicated by the blue folder number.

Click a File List Column Heading

Sorts the file list by the heading category, such as name, type, or date.

Ctrl + Click a File List Column Heading

Sorts the file list in reverse order by category.

Shift + Click a Drive Icon

Selects the drive and expands all directories.

Alt + Drag

Moves the selected files. You use Alt + drag instead of Shift + drag to move ungrouped selected files.

Shift + Drag

Moves grouped selected files.

Ctrl + Drag

Copies selected files.

Click the Right Mouse Button

Displays pop-up menus:

In the directory tree, displays Tree and File menu commands.

In the file list, displays File menu commands.

In the drive ribbon, displays Disk menu commands.

In the Toolbar, displays the Customize Toolbar options.

In the viewer pane, displays Viewer Find and Format options.




## File Viewer Pane

The viewer pane lets you look at the contents of files without opening an application. Note, however, that you cannot open a file in an application if it is already open in the viewer pane.

▶ To zoom in and out, or select any of the other viewer options, click the right mouse button in the Viewer pane and choose the option from the popup menu that appears.

▶ To switch between selection and scroll mode in the viewer pane, click the icon in the lower-right corner.

If  appears, Viewer is in scroll mode. Click and drag the mouse in the pane to move the text or graphic image.

If  appears, Viewer is in selection mode. Click and drag the mouse in the pane to select part of the text or image.

▶ To copy selected text or image section to the clipboard, choose Copy from the View menu Viewers submenu.

▶ To create a File Viewer application window, press Ctrl as you click and drag the viewer pane from the File Manager window to the desktop.

After the viewer pane is on the desktop, double-click in it to open the full Viewer window.



## File Menu

Use commands in this menu to perform operations on files.

**Note** Commands marked with **L** appear on the Long menu schemes.

<u>Open</u>	Opens a selected file.
<u>Move</u>	Moves selected files to another directory or drive.
<u>Copy</u>	Copies selected files.
<u>Delete</u>	Deletes selected files.
<u>Rename</u>	Assigns a new name to an existing file.
<u>Properties</u>	Examines and changes <u>file properties</u> and <u>attributes</u> .
<u>Run</u>	Runs a program or opens a file and runs it in its <u>associated</u> application.
<u>Run DOS</u>	Runs DOS in a window.
<u>Print</u>	Prints a selected file.
<u>Print List</u>	Prints a list of selected file names or a list of files in an entire directory.
<b>L</b> <u>Edit</u>	Opens the selected file in your chosen editor.
<u>Associate</u>	Lets you specify the application to be associated with files that have a common file extension.
<u>Create Directory</u>	Creates new subdirectories.
<u>SmartFind</u>	Searches for files, using file properties or text in the file contents.
<u>Select Files</u>	Selects files with specified file properties.
<u>Exit</u>	Exits from File Manager.

## File Menu

Open

Delete

Run

Print List

Create Directory

Exit

Move

Rename

Run DOS

Edit

SmartFind

Copy

Properties

Print

Associate

Select Files



## Open

Activates whatever is selected in the window:

- If a directory is selected, you open a window that lists files in the directory.
- If an application is selected, you start the application.
- If any other file is selected, you open the file in the associated application.

If the file is not associated with an application, File Manager asks you to use the Associate command to specify the application that runs all files with the file type of the selected file.

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See Also

Associate



## Run DOS

Opens a DOS window on your screen.

- ▶ To close the DOS window completely, type EXIT at the DOS prompt in the window.
- ▶ To return to Windows and minimize the DOS window to an icon, press Alt + Tab, or click the minimize triangle in the upper-right corner of the DOS window.
- ▶ To see a special DOS prompt when you run DOS from Windows, set the WINPMT environment variable in your AUTOEXEC.BAT file.

For example, if you add this line to your AUTOEXEC.BAT file,

```
SET WINPMT=WINDOWS $P$G
```

you see the DOS prompt "WINDOWS C:\>" in your C drive root directory when you run DOS from Windows.

## Create Directory

Adds an empty directory or compression file to the tree under the current or other specified directory.

▶ To add a chain of subdirectories, specify the complete chain. For example, enter ALPHA\BETA\GAMMA to create this series of three subdirectories.

▶ To create subdirectories of several directories, separate the directory path names with spaces or commas. For example, enter C:\ALPHA\BETA D:\MYDIR\TEXT.

### Dialog Box Options

Current Directory    Displays the name of the active directory.

Name                    Type the name of the subdirectory or subdirectory path you want to create. You can enter more than one subdirectory name, separating the names with spaces.

Type

Directory            Choose this button to create a DOS subdirectory. This is the default.

Compression File

Choose this button to create a new, empty compression file for compressing files. If you drag a file name to a compression file icon, it is automatically compressed and added to the files already there. Leave the file type blank if you want the default of ZIP. Other acceptable file types are ARC, PAK, and LZH.

#### Note

The default ZIP compression file is PK Zip 2 compatible. Use Compress on the Tools menu to create a PK Zip 1 compatible file.

Buttons                Browse    Find

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See Also

[Using Compressed Files](#)

## Edit Text

Opens the selected file in the editor you have specified in the Advanced Settings dialog box on the Options menu. The default editor is Windows Notepad.

If no file is selected, Edit Text opens the first file in the file list for the current directory.

### Note

The Edit command appears only in the Long menu scheme or a custom menu scheme that you create.

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See Also

[Advanced Settings Dialog Box](#)

[Choosing or Creating Menu Schemes](#)



**Exit**

Closes the File Manager window and exits.

## Tree Menu

Use the commands on this menu to control how subdirectories are displayed in the File Manager window. Shortcut keys are shown in parentheses.

Expand One Level	Shows one more level of subdirectories. (Keypad +)
Expand Branch	Shows all subdirectory levels on the selected branch. (Keypad *)
Expand All	Shows all subdirectories on all branches of the root directory. (Ctrl + Keypad *)
Collapse Branch	Shows only the top-level directory on the selected branch. (Keypad - )
Collapse All	Shows only the top-level directory in all branches. (Ctrl + -)
<u>Back to</u>	Displays the 10 most recently used path names. Select a path from the list to display it as the current drive and directory in the File Manager window.

### **When checked, the following options are on:**

Indicate Expandable Branches

Marks the icons of directories that have undisplayed subdirectories with a plus (+) sign.

Show Hidden Directories

Lists hidden directory names in the directory tree.

Show Compression Files

Displays compression file sets as if they were subdirectories, showing the files contained in the set in the file list. Identifies a compression file set with a green file icon.



### **Drive and Directory History List**

Back to on the Tree menu displays a list of the 10 most recently used directories.

▶ To switch to a previously used directory, select its path name in the list. If the directory is on a different drive, the selected drive also changes.

## View Menu

Use commands on this menu to determine which file names appear in the file list window, how they are organized, and what additional information you see.

**L** marks commands that appear only in the Long menu scheme. **S** marks commands that appear only in the Short menu scheme.

### Commands and Dialog Boxes

Tree and File List	Displays a split screen with the directory tree in the left pane and the file list in the right pane.
Tree Only	Displays only the directory tree in a full pane.
File List Only	Displays only the file list in a full pane.
Entire Drive	Lists file names continuously without the directory tree. The path is shown at the far right of the file list window. If you press Shift when you choose Entire Drive, only the highlighted directory branch is expanded.
Search Results	Switches to the Search Results window and displays the results of the last search.
File Name Only	Displays the file name only, without other information.
All Details	Displays file size, date, time, and all DOS <u>file attributes</u> .
<u>Custom Details</u>	Selects the file details that are shown in the file list window.
<b>L</b> <u>Show File Icons</u>	Mark file names with an application-specific icon, if available.
<b>L</b> <u>Use Small Icons</u>	Use the small version of the application-specific icon.
Sort	Specifies the sort order for file names in the file list.
Sort By Name	Sorts files alphabetically by complete file name.
Sort By Type	Sorts files alphabetically by file type.
Sort By Size	Sorts files by size.
Sort By Date	Sorts files in date order.
<u>Custom Sort</u>	Specifies a primary and secondary <u>key</u> used to sort file names in the file list window.
<b>L</b> Programs	Displays only file names with .EXE, .BAT, and .COM file types.
<b>L</b> Documents	Displays only file names with file types such as .DOC, .INI, and .TXT.
All Files	Displays all file names.
<b>L</b> <u>Custom Filter</u>	Creates filters that determine which file names are shown.
<b>L</b> <u>Show Deleted Files</u>	Shows the names of deleted files in the file list. To undelete files, you must display their names in the file list.
<b>L</b> <u>Show Destroyed/Poor Files</u>	Shows the names of deleted files you cannot undelete.
<u>Viewers</u>	Displays the Viewer Find and Format options menu.

## File List Column Display Popup Menu

Click the right mouse button in the column header bar to select and deselect file properties displayed in the file list pane.

You can display

Size	Date/Time	DOS File Attributes
File Path	Type	Owner
Modifier	Create Date/Time	File Condition (deleted files)
Archive Date/Time	Access Date	Network Attributes
All Columns		

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See Also

[Custom Details](#)

[Custom Filter](#)

[Custom Sort](#)

### **GoTo Command Line**

Choose the GoTo Command to switch to the command line text box so that you can type a command.

If the command line does not appear at the bottom of the File Manager window, Go To has no effect.

- ▶ To display the command line, choose Command Line from the Options menu.

## View Menu

Custom Details

Custom Filter

Custom Sort

Viewers

### **Checkmark Commands**

Tree and File List

Unsorted List

Programs

File Name Only

Tree Only

Sort By Name

Documents

All Details

File List Only

Sort By Type

All Files

Entire Drive

Sort By Size

Search Results

Sort By Date

Show File Icons

Use Small Icons

Show Deleted Files

Show Destroyed/Poor Files

## View File Contents

To look at the contents of files selected in the file list window, choose File Viewer on the Options menu.

As you move the highlight bar to select files, the contents of the selected file appear in the viewer pane.

When the viewer pane is open in the File Manager window, you can use the two options on the Viewer menu that you access from the View menu Viewer command.

Find Text            This dialog box is available only if you are viewing a text file in text or hex format.

Format List            A list of possible file formats appears here. You can always view a file as a hex dump. You might also be able to view it in other formats. Select the format you want to use.



To expand the viewer pane to a full instance of File Viewer on your desktop, press Ctrl and click and drag the viewer pane to the desktop. Double-click in the new File Viewer window to display the menu and the Toolbar.



To increase the viewer pane to full window size or reduce it to normal size, double-click in the pane.

See Also

[File Viewer Pane](#)

## Viewer Find

Searches for text in a file displayed in the viewer pane of the File Manager window if the file is viewed in text or hex format.

If the file appears in hex format, found text is highlighted in the interpreted column on the right side of the pane. The corresponding hex numbers are also highlighted.

### Dialog Box Options

Find What            Enter the text string here.

Match Whole Word Only  
Find only instances of the string as full words, not parts of words.

Match Case            Find only instances of the string that use the same upper and lowercase characters you entered.

Buttons                Find Next

**Find Next**

Finds the next instance of specified text in the viewer pane when a file is displayed in text or hexadecimal format.



### **Unsorted List**

Shows file names in the order they are placed on the disk. This order is likely to seem random.

## File Icons

Files are marked by an icon in the file list.



To mark files with application-specific icons, such as the Notepad icon for Notepad-associated text files, turn on Show File Icons from the View menu. If you turn off Show File Icons, files are marked with generic icons for executable, unassociated, and associated files.



To mark files with a large version of the icon, similar to the icon that appears on the desktop when the application is minimized, turn off Use Small Icons. Use Small Icons is the default.

## Show Deleted Files

The Undelete command is not available unless you turn on Show Deleted Files to include the names of deleted files in the file list.

Show Deleted Files shows names of files in Perfect, Excellent, or Good file condition. These are the only files that you can recover with the File Manager Undelete and Undelete To commands.



To display the condition of deleted files in the file list, add Condition to the file properties shown in the file list window.



To display the names of files in Poor or Destroyed condition, turn on Show Poor/Destroyed Files. You can use PC Tools for DOS Undelete to try to recover these files manually, by putting available file clusters together.

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See Also

Undelete

Undelete To

## Tools Menu

The Tools menu contains special file management commands.

Commands that appear only in the Long menu scheme are marked with **L**.

<u>Encrypt</u>	Encrypts files.
<u>Decrypt</u>	Decrypts encrypted files.
<u>Compress</u>	Compresses files.
<u>Expand</u>	Expands compressed files.
<u>Virus Scan</u>	Checks for viruses in selected files or an entire disk.
<u>Undelete</u>	Restores a deleted file in its original directory.
<b>L</b> <u>Undelete To</u>	Restores a deleted file to a specified drive or directory.
<b>L</b> <u>Purge Deleted Files</u>	Erases selected deleted files so that they cannot be recovered.
<u>File Information</u>	Displays file name and DOS and network file attribute information for files in the current directory.
<u>Compare Files</u>	Performs a bit-by-bit comparison of two files.
<u>Sync Directories</u>	Makes the contents of two directories match, or copies files missing from one directory.
<b>L</b> <u>Tools</u>	Lets you start Central Point Backup or Anti-Virus, or get information about a selected DoubleSpace drive.
<b>L</b> <u>Mail</u>	Lets you use Microsoft Mail to send files to another network user.

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See Also

File Menu Commands

## **Tools Menu**

Encrypt

Expand

Undelete To

Compare Files

Tools

Decrypt

Virus Scan

Purge Deleted Files File Information

Sync Directories

Mail

Compress

Undelete



### **Send Mail**

Opens the Microsoft Windows Mail Send Note window and attaches the highlighted files automatically.

If the Mail icon is on your desktop, you can drag selected files to the icon to perform the same action.

## Options Menu

Use commands on this menu to change font, confirmation, and other option settings and customize the appearance of the window.

L marks commands that appear only in the Long menu scheme.

The Options menu is divided into two sections, as shown below.

<u>Customize</u>	Displays a combination dialog box that lets you change the toolbar, the shortcut keys, and the menu, and create custom commands that invoke other applications. If you run PC Tools for Windows from a network, this dialog box series might be password-protected.
<u>Confirmation</u>	Specifies the events you want to confirm, such as deleting and replacing files.
<u>Font</u>	Specifies the screen font for file and directory names.
<u>Advanced Settings</u>	Specifies some default behavior, such as file launching, tree caching, and the editor used by the File menu Edit File command.
<u>Delete Protection</u>	Specifies the kind of delete protection you want to use, and lets you configure it.
L <u>File Type Sets</u>	Lets you create named search paths.
L <u>Location Sets</u>	Lets you create named search sets of files by file type or associated application.

### When checked, the following options are on:

Long Menu	Displays the full set of PC Tools for Windows File Manager commands on the menus.
Short Menu	Displays shorter menus with basic File Manager commands. The Short menu is the default.
Drive Ribbon	Displays the drive icon box in the File Manager window.
Toolbar	Displays the Toolbar in the File Manager window.
Toolbar Style	Lets you specify the style and position of the toolbar.
<u>Command Line</u>	Displays a text box at the bottom of the File Manager window where you can enter DOS commands.
File Viewer	Displays the viewer pane.
Status Bar	Displays the status bar at the bottom of the File Manager window.
Minimize on Use	Reduces File Manager to an icon when any application is <u>launched</u> from it.
Save Settings on Exit	Saves the state of File Manager, including options, when you exit.

## Options Menu

Customize      Font  
Delete Protection    Advanced  
Confirmation      File Type Sets  
Location Sets

### **Checkmark Commands**

Long Menus      Short Menus  
Drive Ribbon    Status Bar  
Toolbar      Minimize on Use  
File Viewer      Save Settings on Exit  
Command Line



## Creating Custom Commands

Adds commands to the list available for the menu and Toolbar. A custom command may be any of the following programs or documents:



Another Windows application, such as Word for Windows.



A ScriptTools .RUN program.



A DOS application you run in a DOS window.



A document associated with an application.

To use a custom command after you create it, you need to assign it to a menu, the Toolbar, or a keyboard shortcut.

### Dialog Box Options

Commands	The Commands box shows a list of custom commands that you have added.
Command Name	The name you assign to the command.
Command Line	The full path of the command document or application program. Use the Browse button to look for the file and insert its name. If you are setting up custom commands in File Manager, you can insert a <u>replaceable parameter</u> in the command line to act on a selected file, drive, or directory name in the tree or file list window.
Working Directory	The directory where the command looks for data files and other documents. This information is optional. If you leave the working directory box blank when you first create a new command, the default is the program directory. If you delete the working directory information, the default is the Windows directory.
Description	A descriptive comment that appears on the status bar.
Show Style	The size of the window where the command runs: normal, minimized, or maximized.
Button Text	A very short title to appear on a button for this command.
Menu Text	A short title to appear in a menu listing for this command.
Buttons	<u>New</u> <u>Copy</u> <u>Delete</u> <u>Browse</u> <u>Icon</u> <u>Password</u>

## Command-Line Replaceable Parameters

Insert one of the option names listed below to enter the currently selected drive, directory, or file as a command-line option for a custom command.

Choose the parameter that specifies the kind of object the application accepts on the command line.

For example, you might use %FILE% as a command-line option for a text editor (EDITOR.EXE %FILE%), or %SELECTION% for an application that can accept a file, directory, or drive, such as Central Point Backup (CPBACKUP.EXE %SELECTION%).

<b>If you specify</b>	<b>The application uses</b>
%FILE%	The selected file name.
%DIR%	The selected directory name, including the drive letter, colon, and trailing backslash, such as H:\WPFILES\LETTERS\.
%DRIVE%	The selected logical drive letter, including the colon, such as C:.
%SELECTION%	Any selected item.

### **Note**

These parameters are valid only for custom commands used in File Manager, and for the command line of the editor you specify in the Advanced Settings dialog box on the Options menu. They are not valid in the Working Directory field.



## Confirmation

Specifies which actions request confirmation.

Check boxes to specify which actions you want Windows to prompt you to confirm.

File Delete            Deleting files.

Directory Delete    Deleting directories. If you delete a directory, you also delete all of its subdirectories.

File Replace         Moving or copying a file that will replace an existing file.

Mouse Action        Moving or copying files by dragging and dropping them with the mouse.

Disk Commands     Formatting or copying disks.

Directory Create    Creating a directory.

Compression Launch  
                          Launching compressed files that are contained in a compression file set.

Purge Deleted Files  
                          Removing selected deleted files from the delete protection scheme you have selected. Purged deleted files can no longer be recovered.



## Advanced Settings

Specifies the default editor for the File menu Edit command, behavior for launching applications from the file list, and other miscellaneous features, such as drive caching.

Use these check boxes to specify default behavior for several commands and features. When the box is checked, the option is active.

### When checked, the following options are on:

**File Launching** Enables launching files or applications by double-clicking the file name.

**File Drop Launching** Enables launching files by dragging the file name to the application icon.

**Multiple Select File List** Lets you click and select more than one file name without holding down Ctrl. To deselect file names, click the name again.

**Use Temp Dir for Compression Launch** Copies the expanded version of a file to your TEMP directory instead of the current directory when you launch the file from a compression file set. Using the TEMP directory for launched compressed files makes it easy to differentiate them from other versions.

**Scan for Viruses when Launching a File** Starts a virus scan each time you launch a file.

**Scan for Viruses when Performing File Operations** Starts a virus scan each time you perform any file operation, such as Copy or Move.

### Tree Caching

**Drives** Select individual drives for which you want to save the directory tree list in memory. Tree caching speeds up drive access.

**Drive Types** Select tree caching for all floppy drives, all fixed drives, or all network drives by selecting the appropriate box.

### File Editor

**Command Line** Enter the name of the editor program you want to use when you select Edit from the File menu. Notepad is the default. The command-line option %file% ensures that the file you select in the file list is opened in the editor.

**Working Directory** Enter the name of the directory where the editor looks for files when you select its File Open command.

**Buttons** Browse      Find

## Window Menu

Use commands on this menu to refresh the contents of the current window or open a new window.

New Window	Creates a new instance of File Manager.
Cascade	Cascades all instances of File Manager on your screen.
Tile Horizontally	Tiles instances of File Manager one above the next on your screen.
Tile Vertically	Tiles instances of File Manager beside each other on your screen.
Auto Tile	Keeps all instances of File Manager tiled, including new instances.
Refresh	Rereads and redisplay the directory tree and file list shown in the current window.

## Optional Commands

Use the Customize command from the Options menu to add these commands to any File Manager menu. They fit best on the Window menu.

Close All	Closes all instances of File Manager on the desktop.
Minimize All	Reduces all instances of File Manager to icons on the desktop.
Restore All	Restores all File Manager desktop icons to their former window size.

## **Free Memory and Resources**

The amount of unused memory, in kilobytes, and the percent of unused system resources available in Windows.

In enhanced mode, memory includes virtual memory, which is disk space used as memory instead of as file storage. The system resources include various memory areas set aside for running Windows applications. You can use this information to get an idea of when your system is nearing its capacity.



## Help Menu

Use commands on this menu to display information about File Manager, and about the help system.

- Contents            Opens the table of contents for this help file.
- Search for Help on    Displays a list of index terms for this help file. Follow the instructions in the dialog box to search for a help topic.
- How to Use Help      Provides detailed information about using Microsoft Windows online help.
- About File Manager    Displays the application version, a copyright notice, and user and Windows environment information. This includes the Windows mode (enhanced or standard), the presence of a math co-processor in your computer, and the amount of free memory and resources in Windows.

## **Help System Developers**

Colin B.

Ed B.

Hanna M.

Jack D.

Robin D.



**OK**

Choose OK when you are ready to run the command using the contents of the dialog box.

**Cancel**

Choose Cancel to exit from the dialog box without running the command.

## Browse

Displays a directory tree and file list to use in selecting a drive and directory, or a drive, directory, and file.

There are two different Browse dialog boxes:



Browse for Source, which contains a drive selection list, a directory tree, a file list, and a file type filter box.



Browse for Destination, which contains a drive selection list, a directory tree, and a drive map panel that shows how much disk space is in use and how much is free.

If you prefer to search by entering a file specification, choose Find.

### **Network>> and <<Network**

Choose these buttons to expand the dialog box and show the network file attributes, or return to the basic dialog box.

If you are not connected to a network, the Network>> button is not active.

## <<DOS

This button appears when the network attributes are displayed.

Choose this button to shrink the dialog box and display only DOS attributes.

## Find

Searches for file names that match a path and file specification you enter.

Files that match are displayed in the Files Found list. Double-click a file name to select it and enter it in the dialog box where you chose Find.

If you prefer to search by using a directory tree and file list, choose Browse.

**Start**

Starts the selected command, using the options you have selected in the dialog box.

### **More>> and <<Less**

Expandable dialog boxes display the <<More button to let you know that there are additional options.

To expand the dialog box, choose the More>> button. When the expanded section is displayed, you see the <<Less button.



**Confirm Action**

Press Enter to confirm the action. Choose Cancel to exit without performing the action.

**Overwrite Existing File?**

The file you are moving or copying will replace an existing file.

Press Enter to replace the file. Choose Cancel to exit without replacing the file.

### **Abort Updating**

Stops updating a directory tree, file list, or viewer pane display.

This command can be put on any File Manager menu. It is usually put on the Window menu or a Toolbar button.



## Disk Menu

Use Disk menu commands to



Format, copy, or label disks.



Manage network and remote connections.



Select a **logical drive** if the drive icons are not visible.

**L** marks commands that appear only in the Long menu scheme.

Copy Disk Copies a disk or image file.

Label Disk **Labels** a disk.

Format Disk **Formats** a disk.

Make System Disk Adds system files to an already formatted disk.

**L** Drive Information Displays information about drives connected to your system.

**L** DiskFix Starts DiskFix, the disk repair program.

**L** Optimizer Starts Optimizer, the disk defragmentation and optimization program

Network Connection Connects to and disconnects from a network.

Share As and Stop Sharing

You do not see these commands unless you are running Windows for Workgroups.

Select Drive Selects a drive. You need this command only when drive icons are not visible.

## Disk Menu

Copy Disk

Format Disk

Drive Information

Select Drive

DiskFix

Make System Disk

Network Connections

Label Disk

Share As and Stop Sharing

Optimizer



## Copy Disk

Copies the contents of one floppy disk or image file to another floppy disk or image file.



To use the same drive for the source and destination disks, specify the same drive letter in the Source and Destination boxes. Then insert the source disk in the drive and choose Copy. After the source disk has been copied to memory, Copy Disk prompts you to remove the original disk and insert the destination disk.

### Dialog Box Options

- |                 |   |
|-----------------|---|
| Source          | Select the drive or image file to copy from.  |
| Destination     | Select the drive or image file to copy to.  |
| Multiple Copies | Check this box if you want to be prompted to insert disks to make additional copies of the source disk. Choose No in the dialog box that appears when you have made as many copies as you want. |
| Verify Copies   | Perform a verification pass of the copied disk to make sure it matches the original. Verifying a disk might take almost as long as copying it.  |
| Format Always   | Format the destination disk before copying files to it.   |

### Note

When you select Image File, the Browse and Find buttons are available.

**Image File**

A single file that contains the entire contents of a disk, including both files and unallocated sectors.





## Format Disk

Formats a floppy disk.



To begin formatting the disk, choose OK. A progress message displays the percentage of the disk formatted.



To exit from the dialog box without formatting a disk, choose Close or Cancel.

### Dialog Box Options

Disk In	The <u>logical drive</u> letter assigned to the disk drive.
Capacity	The capacity at which the disk will be formatted. Click the arrow at the right side of the text box to see other possible disk capacities.
Label	Enter a label for the disk. The disk label can be up to 11 characters long. If you do not want a disk label, leave this box blank. Click the arrow at the right side of the text box to see a history list of previously used disk labels.
Make System Disk	If this box is checked, <u>system files</u> are copied to the disk after it is formatted. You can boot your system from a system disk.
<u>Quick Format</u>	If the disk is already formatted, you can use Quick Format, which just erases the existing <u>File Allocation Table</u> and <u>root directory</u> .

### Note

For reliable performance, format a disk only at its rated capacity. For example, even though no formatting errors are reported, do not try to format a 1.2MB disk as a 720K disk. If you try to format a disk at a higher capacity than its rated capacity, formatting errors are reported.

### **Quick Format**

Reformats an already-formatted disk so that it can be recovered with PC Tools for DOS Unformat. Quick Format erases the root directory and FAT, but does not erase any data.

This is the fastest format, but you cannot use it on an unformatted disk.

Use Quick Format to format a Bernoulli box cartridge.



### **Make System Disk**

Makes a bootable disk by adding the DOS command interpreter, COMMAND.COM, and the DOS .SYS files, to a disk that is already formatted.



To begin copying system files to the disk in the specified drive, choose OK. A confirmation dialog box appears. Choose OK again.

#### **Note**

If the disk does not have enough room for these files, Make System Disk reports an error. Delete or compress files on the disk to make more room. Basic system files use about 128 K.

#### **Dialog Box Options**

Disk                      The drive containing the disk to receive the system files.



## Drive Information

Displays information about drives that are connected to your system, including network drives.

Basic information about floppy drives is displayed, even when no disk is in the drive.



To see information about other mapped, connected drives, choose Next or Previous.

### Information Displayed

The following basic information appears for all drives:

Drive letter and volume label

Type, such as Fixed, Network, or Floppy.

Size, including the total number of bytes and the available space.

### Details

Note that you must have Supervisor access rights to see detailed information about network drives.

**Media Descriptor** A hexadecimal number that tells DOS what kind of media is used. For example, 0xF9 is a 720 KB floppy disk.

**Bytes/Sector** Bytes of data per sector. The number of bytes in a sector helps identify the kind of formatting used for a disk.

**Sectors/Cluster** Sectors of formatted disk space per cluster.

**Total Clusters** The number of clusters that the formatted drive contains.

**Type of FAT** File Allocation Table type. Either 16 bits on most hard disks, or 12 bits on most floppy disks.

**Number of FATs** Most disks have 2 copies of the File Allocation Table so that if one is damaged, the other can be used to locate your files on the disk.

**Starting FAT Sector and Total FAT Sectors**

The sector of the disk where the File Allocation Table begins and the total number of sectors it occupies.

**Starting Root Sector and Total Root Sectors**

The sector of the disk where the root directory begins, and its directories and file names are stored, and the total number of sectors it occupies.

**Starting Data Sector and Total Data Sectors**

The disk sector where the first file begins, and the total number of data sectors.



### **Label Disk**

Displays, adds, or changes the label name of a disk. The disk label, or name, of the active drive appears at the right side of the File Manager drive ribbon.

#### **Dialog Box Options**

Disk                      The drive containing the disk to label.

New Label              Enter up to 11 characters for the disk label.



## Network Connection

Makes and breaks network drive connections.

You can



Look at the list of network drives connected to your system.



Add a new network drive to your list of mapped drives.



## Network Connect

Makes network drive connections.

You can



Look at the list of network drives connected to your system.



Add a new network drive to your list of mapped drives.



### **Network Disconnect**

Breaks network drive connections.

You can



Look at the list of network drives connected to your system.



Remove a network drive from your list of mapped drives.



## Network Connections

Connects and disconnects network servers.



To connect to a server, choose Browse and select a server name from the list of available servers.



To disconnect from a server, select a server name from the current drive connections list and choose Disconnect.



To restore a connection to a server in your permanent connections list, choose Previous.

### Dialog Box Options

**Network Path** Enter the network server path. Choose Browse to select from a list of available servers.

**Drive** Enter the drive letter for the new server.

**Password** Enter the password for the server. Not all servers require a password.

**Current Drive Connections**  
The list of all connected servers appears here.

**Buttons**            Connect            Browse  
                         Disconnect        Previous

**Connect**

Connects the selected drive to the selected server.

**Disconnect**

Disconnects the selected server from your system.

Disconnecting a server frees a drive letter, which can be reassigned to a different device.

### **Browse for Network Servers**

Use the Browse for Network Servers dialog box to select an available server to connect to.

Choose OK or double-click the server name to enter its name in the Network Path box.

### **Previous Permanent Connections**

If you have disconnected a server that is in your list of permanently connected servers, you can choose Previous to restore it.

When you restore a server with the Previous command, it is added to the Current Drive Connections list.

If your network does not use permanent connections, or you have not established permanent connections to servers, Previous is not available.



### Select Drive

Selects a drive. You use this dialog box if the drive icons are not displayed in the File Manager window. Select a drive from the displayed list and choose OK to switch the File Manager window to that drive.

## Windows for Workgroups Commands

The PC Tools for Windows File Manager provides a Share As and a Stop Sharing command to let you set up shared directories for Windows for Workgroups.



To see and connect to shared directories for your work group, select Network Connect from the Disk menu.

### Note

Microsoft Windows for Workgroups help is displayed from the Share As and Stop Sharing dialog boxes. If you select a topic from File Manager help, you will see Microsoft Windows File Manager help instead of PC Tools for Windows File Manager help.

**Share As**                Use the Share As dialog box to set up a directory to be shared by other work group members. You can share a directory for read-only access or full access, and you can set a password for either kind of access.

**Stop Sharing**        Use the Stop Sharing dialog box to remove a directory from the list of shared directories available to work group members.







## Move

Moves files or directories from one drive or directory to another location. When you move a file or directory, it appears only in its new location, and is deleted from its old location.



To use your mouse to move files, press Shift while you drag selected files to their new location. If you are moving files or directories on the same drive, you do not have to press Shift.



To move files that are selected at intervals in the file list, press Alt as you drag the file names to the new location.

### Dialog Box Options

Move	The names of the files to be moved. You can use <a href="#">wildcards</a> or specify more than one file explicitly, separating file names with spaces.
To	The drive and directory where the files will be moved. Choose Browse to display a directory tree and file list you can use to select a drive and directory.
Buttons	<a href="#">Browse</a> <a href="#">Find</a>

---

### See Also

[Using the Mouse to Execute Commands](#)

[Entering Path and File Names](#)



## Copy

Copies files or directories from one drive or directory to another. If you specify a new name, you can copy a file to the same directory. When you copy a file, the original version remains in its original directory.

If you are copying files to a floppy disk and the files cannot all fit on the disk, Copy asks if you want to insert another disk to continue.



To use your mouse to copy files, press Ctrl while you drag selected files to the new location. If you are copying files or directories to a different drive, you do not have to press Ctrl.

### Dialog Box Options

**Copy** The names of the files to be copied. You can use [wildcards](#) or specify more than one file explicitly, separating file names with spaces.

**To** The drive and directory for the file copies. You can also enter a new file name in the To box and use wildcards if it's appropriate.

**Only Copy Files If Newer**  
If the file already exists in the destination directory, does not copy an earlier version over it.

**Only Copy Files on Destination**  
Copies only versions of files that already exist in the destination directory.

**Buttons** [Browse](#) [Find](#)

---

### See Also

[Using the Mouse to Execute Commands](#)

[Entering Path and File Names](#)



## Delete Files and Directories

Deletes files and directories.

Choose Normal or SafeDelete, which make it possible to undelete the file, or use Wipe or DOD Wipe Delete, which write over deleted file clusters so that data can never be recovered.



To eliminate the dialog box that asks you to confirm file deletions, choose Confirmation from the Options menu and uncheck the File Delete check box. The Delete without Data Protection option controls confirmation of files that are not delete-protected.

### Dialog Box Options

Delete                      The names of the files to be deleted. You can use [wildcards](#).

#### Normal Delete or SafeDelete

The default. Normal Delete is an ordinary DOS deletion, which deletes the file but leaves data in the deleted file clusters on the disk so that you might be able to undelete the file.

If you are running the Delete Sentry or Delete Tracker delete protection method, this radio button is labeled SafeDelete to remind you that you can undelete the file if you need it again.

Wipe Delete                Erases file data by writing zeros over all data clusters in the deleted file. You cannot recover the file.

DOD Wipe Delete        Writes over deleted file clusters three times, using the [DOD-specified pattern](#). You cannot recover the file in any way.

Buttons                    [Browse](#)                      [Find](#)

### Note

To select a delete protection method, choose Delete Protection from the Options menu.

---

### See Also

[Entering Path and File Names](#)

## DOD Wipe

The DOD method of clearing free space is to fill the clusters first with the hexadecimal characters FF and 00 three times, then to write the hexadecimal character F6 once. This method takes longer than the standard method, but it prevents any traces of data from being read, even with sophisticated techniques.



## Rename

Assigns a new name to a file or directory.

You can also rename a selected file or directory by pressing F2 and typing the new name in the edit box that appears.



To rename more than one file at a time, use a wildcard pattern. For example, to rename files with the .WRI extension to have the .TXT extension, specify \*.WRI in the Rename text box, and \*.TXT in the To box.

### Dialog Box Options

Rename	The name of the files or subdirectories you want to rename. The name of the currently selected files or directories appear here. You can use <u>wildcards</u> .
To	The new name for the files or directory. You can also use wildcards here.
Buttons	<u>B</u> rowse <u>F</u> ind



## Properties

Use the Properties dialog box to view and change file attributes, such as read and write access. If you have access rights, you can also change network attributes of files.



To see network or shared file properties, choose Network or Open By.

### Dialog Box Options

Path, File Name, Size, Last Modified

The basic, unchangeable file properties.

Type

The file association type that determines the application that runs or prints the file. To change the type, use the Associate dialog box.

Attributes

Check or uncheck the property you want to change. The attributes are controlled by a three-state check box. A checked box means that displayed files must have this attribute. A blank box means that the files must not have this attribute. A gray box means that the files may or may not have this attribute.

Buttons

Network or Open by

---

### See Also

[DOS File Properties](#)

[Network File Properties](#)

## DOS File Properties

Path	The current path name.
File Name	The name of the selected file.
Size	The size in bytes of the selected file.
Last Modified	The date and time the selected file was last modified.
Attributes Pane	The current DOS <u>file attributes</u> are displayed. You can change any attribute.

## Network File Properties

Owner	The name of the user who created the file.
Modifier	The name of the user who changed the file most recently.
Create Date and Time	The date the file was created.
Archive Date and Time	The date the file was last backed up.
Access Date and Time	The date the file was last read or written to.
Network Attributes	The <u>network attributes</u> of the file.





## Encrypt

Scrambles file contents so that the file cannot be read by a user who does not know the file key.

You can encrypt both files and directories.

### Warning

Assign a key that you know you can remember. The key is like a password. If you forget it, you cannot decrypt the encrypted file in any way.



To begin encryption of selected files, choose OK.

### Dialog Box Options

**Current Directory** The name of the current directory is displayed.

**Encrypt** The name of the file to be encrypted should appear here. Choose Browse or Find to locate a file.

**To** The directory where the output file should be placed. Click the down arrow at the right side of the text box to use the history list, or click Browse and select from the directory tree and file list displayed.

**Key** Enter the key used to scramble the file. The key may be between 3 and 32 alphanumeric characters long.

**Delete Source Files** If this box is checked, source files are deleted after they are encrypted.

**DES** If this box is checked, Encrypt uses US DOD standard encryption, which performs 16 Data Encryption Standard (DES) passes to scramble file contents.

**Buttons** Browse Find

---

### See Also

[Entering Path and File Names](#)

### **Using a Key to Encrypt Files**

Encryption uses the key that you specify as a pattern to convert all bits in the file. It compares the bits in the keyword with an equivalent number of bits at the beginning of the file and flips the bits to the alternate state, depending on the result of the comparison. Then it moves to the next series of bits, and repeats the scrambling process until all bits in the file have been converted.



## Decrypt

Converts encrypted files to their original state. You must know the key that was used to encrypt the file.



To begin decryption of a selected file, choose OK.

### Dialog Box Options

**Current Directory** The name of the current directory is displayed.

**Decrypt** The name of the file to be decrypted should appear here. Choose Browse or Find to locate a file.

**To** The directory where the output file should be placed. Click the down arrow at the right side of the text box to use the history list, or choose Browse to locate a drive and directory.

**Key** Enter the key used to encrypt the file.

**Delete Source Files** If this box is checked, source files are deleted after they are decrypted.

**Buttons** [Browse](#) [Find](#)

---

### See Also

[Entering Path and File Names](#)



## Compress

Compresses selected files and directories so that they take up less disk space.

If you compress files to a floppy disk and the files cannot all fit on the disk, Compress asks if you want to insert another disk to continue compressing files to a second compression file with the same name.

### Dialog Box Options

**Current Directory** The name of the current directory.

**Compress** The name of the file to be compressed. Choose Browse or Find to locate a file, or use the drop-down history list.

**To** The directory in which to place the output file. Choose Browse to locate a directory, or use the drop-down history list.

### Compression File Type

The default is ZIP, PK Zip 2 compatible. Other available types include:

ZIP Compatible with older PK Zip 1 format

ARC SEA ARC archive file compatible

LZH Compatible with LHA 2.1x.

PAK NoGate PAK format

### Delete source files

If this box is checked, source files are deleted after they are compressed.

### Only compress files if newer

If this box is checked, selected files are added only if they are newer than the version already in the compression file.

### Store no paths

Choose this button to store only the file name in the compression file.

### Store relative paths

Choose this button to store the file paths of compressed files relative to the current directory. If you keep the compression file in the source file directory, you can use this option to expand files to the same directory structure automatically.

### Store full paths

Choose this button to store the full path from the root directory. If you select this option, you can expand files to the same directory structure no matter where the compression file is stored.

### Buttons

Browse

Find

---

### See Also

[Entering Path and File Names](#)

[Using Compressed Files](#)

## Continue to Copy Files to Another Disk

You can insert a different disk to continue copying or compressing files. The amount of space required is shown in the Copying dialog box. Make sure that the disk you insert is formatted and has enough free space.

### Note

If you are compressing files, the continued compression file has the same name as the original one. If a compression file with the same name already exists on the new disk, you are prompted to append or overwrite files. It is safer to select Overwrite.

### Buttons

Retry	Continue copying or compressing files to a different disk you have inserted.
Skip	Skip the file that is too large and continue copying to the original disk.
Cancel	Stop copying now.

---

### See Also

[Copy Dialog Box](#)

[Compress Dialog Box](#)



## Expand

Expands files and directories that have been compressed by the Compress command.

### Dialog Box Options

- Current Directory** The name of the current directory.
- Expand** The name of the compression file that contains files to be expanded. Use the drop-down history list, or choose Browse or Find to locate a compression file.
- Files to Extract** Specify the individual files you want to expand from the compression file set. The default is \*.\* (all files).
- To** The directory in which to put the output file. Use the drop-down history list, or choose Browse and select from the directory tree and file list displayed.
- Only extract if newer**  
If this box is checked, a file is extracted from the compression file set only if it is more recent than the expanded version in the specified path.
- Use stored directories**  
If this box is checked, uses the directory paths stored when the files were compressed to expand them into their original directories.
- Remove extracted files**  
If this box is checked, deletes compressed files from the compression file set when the files are expanded, so that you do not have both a compressed and an expanded version of the file.
- Buttons** [Browse](#) [Find](#)  
[Contents](#)

---

### See Also

[Entering Path and File Names](#)

[Using Compressed Files](#)

## Delete From Compression File

Deletes a file from a compression file set.

### Dialog Box Options

Current Directory    The active DOS directory.

Compress File        The compression file that contains the file you have selected to delete.

Files to Delete      The files you have selected for deletion. You can edit this list directly or choose the Contents button to select and deselect files.

Verify Deletions    Check this box if you want to confirm deletion of the files.

Buttons              Browse          Find  
                         Contents

### **Browse Compression File**

Selects individual compressed files you want to expand.

The file list shows the file name, its compressed size, its expanded size, and the date and time the original file was created.

Highlight the names of files you want to extract, and choose OK to select them.





## Virus Scan

Scans for viruses in the boot sector of a disk, in selected files and directories, on the entire hard disk, or in memory-resident programs.

### Dialog Box Options

Current Directory	The name of the current directory.
Scan	Enter a directory or file to scan. The selected file or directory appears by default. You can use the history list of files and directories you have scanned recently and select one, or choose Browse or Find to locate another file or directory.
Scan Memory	Scans programs that are resident in memory.
Scan Boot Sector	Scans the boot sector of the current disk.
Scan Compression Files	Scans the contents of <u>compression file</u> sets.
Buttons	<u>B</u> rowse <u>F</u> ind

### **Clean Virus, Delete File, or Cancel Scan**

Choose one of these options for handling a virus that has been found in a file.

- |        |   |
|--------|---|
| Clean  | Removes the virus from the file and leaves a valid version of the file on the disk. |
| Delete | Deletes the file that contains the virus.   |
| Cancel | Stops the scan without performing any action.                                       |

### **Clean Virus, Skip Program, Cancel Scan**

You have these options for handling an executable file that has changed in size, which might indicate the presence of a virus.

- |        |   |
|--------|---|
| Clean  | Removes the virus from the file and leaves a valid version of the file on the disk. |
| Skip   | Skips the changed file.   |
| Cancel | Stops the scan without performing any action.                                       |

### **Clean Virus, Cancel Scan**

You have these options for dealing with a virus that has been found in a program in memory.

- Clean                      Removes the virus from the file and leaves a valid version of the file on the disk.
- Cancel                     Stops the scan without performing any action.



## Run

Runs an application or opens a file and runs it in its associated application.

You can also run a file by double-clicking the file name in the file list window. The file opens in its associated application using the normal window size for the application.

### Dialog Box Options

Current Directory    The name of the active directory.

Command line text box

The name of the selected file. You can enter a different file name and add command-line options. If you have not selected a file, the name of the last file you ran appears. The drop-down history list contains the last ten files you have run.

Options box        Select a [Normal](#), [Minimized](#), or [Maximized](#) window to run the application in.

Buttons            [Browse](#)        [Find](#)

## Browse for File

Selects a file to act on.



To select a file, highlight the file name in the file list and choose OK. The file name appears in the text box that was active in the dialog box when you chose Browse.



To examine a file before you select it, choose Viewer>>. The contents of the highlighted file appear in the viewer pane.

### Dialog Box Options

- |                 |   |
|-----------------|---|
| Files           | The names of files in the selected directory that match the specification that appears here. The default is *.* , which is determined by the default [All Files] that appears in the Files Types list box.                      |
| Files Types     | The general category of files that appears in the Files list box. Click the arrow at the right of the box to select a different type, or enter a specification with wildcards in the Files text box.                            |
| Directory       | The name of the current directory is shown. To change the directory, double-click a different directory folder in the tree list.  |
| Drive           | The current drive. Change the drive by clicking the arrow at the right of the box and selecting another drive from the list that appears.   |
| Viewer>> button | Click this button to open a viewer window and look at the contents of a highlighted file before you select it as the source file. You can view compressed or encrypted files, although the encrypted file will not be readable. |

## **Browse for Destination**

Select a directory to put files in.

### **Dialog Box Options**

- |                 |   |
|-----------------|---|
| Drive Space Bar | The colored bar sections show how much disk space is already used by files on the selected drive, and how much space is available.        |
| Directory       | To change the currently selected directory, double-click a different directory folder.  |
| Drive           | Change the currently selected drive by clicking the arrow at the right of the box and selecting another drive from the list that appears. |



## Print

Prints a selected file. Unless you choose Print as Generic Text, Print uses the print command of the application associated with the file.

### Dialog Box Options

Current Directory    The current path.

Print                    The name of the file you want to print. You can use the drop-down history list of the last ten printed files or choose Find or Browse to search for a file to print. You can select only one file to print at a time.

Printer                  The name of your default printer is displayed. Click the arrow at the right of the list box to see a list of available printers. You can select a different printer from the list.

Print as Generic Text    Prints the file as an ASCII text file. Does not format the file, or interpret control sequences.

Buttons                 Browse                 Find

### Note

Except for Excel and PowerPoint, the associated application is minimized when it prints. If you want other applications to display their print dialog boxes, see [Managing the Printing Application](#).

---

### See Also

[Associate Files with Applications](#)

[Printing a List of Files](#)



## Managing the Printing Application

By default, Print minimizes the print dialog box of the application associated with the file, except for PowerPoint and Excel.

If you want other applications' print dialog boxes to appear in normal size on the screen so that you can specify print options, such as the number of copies, add a line for each application to your WNUSER.INI file.

In the section labeled [FileDialogs.Compatibility], use the existing entries for Excel and PowerPoint as a model, and enter a line for each new application. For example, if you want to use the Write print dialog box, you enter the following line:

```
WRITE=1
```

### Note

If you use PowerPoint and Excel files, do not remove their entries from the [FileDialogs.Compatibility] paragraph.

## **Print Association**

The association database has two categories: launch and print. The selected file is associated only for launching. It cannot be printed directly.

When you associate a document with an application, you can print it as well as launch it if you make sure that you use a Printable file type as a model. Then both launch and print associations are available.

If a file type is associated for printing, the word Printable appears in the information under the file type list box when a file type is selected in the box.



## Print List

Prints lists of files and directories, including information in all file list columns.

The current screen font description appears at the bottom of the window. To select a different font for printing, choose Font.

### Dialog Box Options

**Printer** The name of your default printer. The drop-down list box displays a list of available printers that you can select.

**Print**

**All Files** Prints all file names displayed in the file list.

**Selected Files Only**

Prints only selected file names. If no file names are selected, none are printed.

**Directory Tree** Prints the complete directory tree list in the directory tree window. All expanded branches are printed as displayed.

**Current Font** The name of the font currently used for file and directory lists. Unless you select a different font, the list is printed using the current font.

**Buttons** Font

## Font

Opens the Font dialog box so that you can select a different font to print the list. The font you select is saved as the default for Print List.

## Find

Search for files that match a file specification. You can specify the drive and directory and use wildcards in the file name. You can also use file type and location sets.

### Dialog Box Options

Current Directory	The current path.
File Specification	Enter the file specification you want to match. Click the arrow to the right of the list box to use a history list of most recently used file specifications and search groups.  Sets           Select a <u>file type set</u> . You can also edit or create file type sets as you would in the SmartFind dialog box.
Where	Enter the drive you want to search. Click the arrow to the right of the list box to use a history list of most recently used drives and drive categories. Enter a plus sign (+) at the end of the path name to search subdirectories on the path you specify.  Sets           Select a <u>location set</u> . You can also edit or create location sets as you would in the SmartFind dialog box.
Files Found	The names of files that match the file specification are shown here.  Scroll through the list and select the file you want, then choose OK to have it appear in the text box that was active when you chose Find.
Buttons	<u>Start</u> <u>Viewer&gt;&gt;</u> and << <u>Viewer</u>

### See Also

SmartFind



## Associate

Connects documents that have a specific file extension, or type, with an application that can run and print them.



To associate the file extension in the Extension text box, select the file association most like it in the Current Associations list, and choose OK.

For example, if you have given a spreadsheet file the XYZ extension and you want to associate this file with Excel, type XYZ in the Extension text box. Then, in the Current Associations list, select the Excel file type like this spreadsheet, such as XLS, and choose OK.



To remove a file extension from the Current Associations list, select the extension and choose Delete.

### Dialog Box Options

**Extension**            The file extension to associate with an application. If a file is selected, its file type appears in the Extension text box. You can enter another file type.

**Associate With**     The application type to associate the extension with. The actual application is shown in the Application File Name pane.

**Current Associations**  
The list of currently associated file extensions. Highlight a name in the list to see the name and path of the associated application.

**Application File Name**  
The name and path of the application associated with the extension selected in the Current Associations list.

**Buttons**            Browse    Find  
                         Delete

### New Association Type

You have entered a file type description that does not have a matching executable file.

Enter the name of the application you want to use for files of this description, and press OK to save the information.

Buttons

Browse

Find

**Delete**

Delete this file extension from the list of extensions associated with the application shown in the Application text box.





## Sync Directories

Coordinates the contents of single directories or directories and their subdirectories.



To use a network directory to update files in a directory on your C drive, select the network drive in one directory tree list, and the local directory in the other tree list. Then choose the arrow that points from the network directory tree list to the local tree list.

All files from the network directory are copied to the local directory.

### Note

Sync Directories does not delete files in any directory. It only adds and updates files.

### Dialog Box Options

- Directory** Two directory tree list boxes appear side by side, with an arrow button panel between them. Select the two directories you want to coordinate, one in each directory tree list box.
- Drive** Use the drive selection boxes to select the drive of the directory.
- Arrows** Click one of the arrow buttons to begin moving files between directories.  
-> Copy files from the left directory to the right directory.  
<- Copy files from right directory to left directory.  
<- -> Copy files from both directories so that their contents match exactly.
- Include Subdirectories** Check this box to synchronize the contents of subdirectories as well.



## Select

Selects files.

You can also press F4 to open the Speed Select text box.



To select all files in the current directory, choose Select All.



To use a file specification containing wildcards, choose Select Some. The Select Files dialog box appears.



To select all files in the current directory but no subdirectories, choose All Files.



To select all files **except** the currently selected group, choose Invert.



## Select Files

Enter a file specification containing wildcards or use a file type set, then choose Select.



To select files that match more than one file specification, you can repeat the selection steps. When you have selected all of the files you want, choose Close.

### Dialog Box Options

**File Specification** Enter the file specification you want to match. Click the arrow to the right of the list box to use a history list of most recently used file specifications and search groups.

**Sets** Select a file type set. You can also edit or create file type sets.

**Buttons** Select      Deselect

**Select All**

Selects all files in the file list.

### **Select Some**

Opens the Select Files dialog box so that you can enter a file specification. You can include wildcards in the specification.

**Select**

Selects files that match the file-specification pattern in the Files list box.

**Select All Files**

Selects files only. Does not include subdirectory names that appear in the file list pane.

**Deselect**

Deselects all selected files so that you can start selection again.



**Close**

Closes the dialog box.

## Invert

Reverses the selection of files.

For example, if all files with extension .TXT are selected, choose Invert to select all files **except** files with extension .TXT

## Contents

Lists the files in a compression file.

The list shows the name of the file, its compressed size, its expanded size, and the date and time the original file was created.

You can select compressed files from the displayed list.

To display the contents of compression files as if they were directories, choose Show Compression Files from the Tree menu.



## Custom Details

Specifies the file information that appears in file list windows.

### Note

You can also use the pop-up menu that appears when you click the right mouse button in the file list column header bar and choose columns that you want to appear.



To select network file details, choose the Network>> button.

### Dialog Box Options

Size	The file size in bytes.
Type	The file category, such as Text File, Directory, Application, or XLS File.
Date and Time	The date and time the file was last modified.
File Attributes	<u>DOS file attributes</u> .
File Path	The complete drive and subdirectory path for each file.
File Condition	For deleted files only. Displays the <u>condition</u> of the file.
Buttons	<u>Network&gt;&gt;</u>

---

### See Also

DOS File Properties

Network File Properties



### Custom Filter

Specifies which files appear in the file list, depending on their DOS file attributes or membership in a file-type set.

- ▶ To display all files, all Attributes check boxes must be gray.
- ▶ To display only files you have not backed up, check the Archive attribute box and gray the System, Read Only, and Hidden attribute boxes.
- ▶ To display the attribute column in the file list, click your right mouse button in the file list column header bar and choose File Attributes from the pop-up menu that appears.

### Dialog Box Options

- |                  |  |
|------------------|--|
| File Type        | Enter a file specification here. You can use <u>wildcards</u> .  |
| Sets             | Select a <u>file type set</u> . You can also edit or create file type sets as you would in the SmartFind dialog box.   |
| Attributes       | The attributes are specified by a three-state check box. A checked box means that displayed files must have this attribute. A blank box means that the files must not have this attribute. A gray box means that the files may or may not have this attribute. |
| Show Directories | Check this box if you want to see directory names as well as file names.   |

## Size

Size is expressed in bytes.

Less than            A specific size.

Greater than        A specific size.

Between             Specific sizes.

Not between        Any size except within the range specified.

## Dates

On	A specific date.
Not On	Any date except the specified date.
Before	Before a specified date.
Before or On	Before and including the date specified.
After	After a specified date.
After or On	After and including the date specified.
Between	Between two specified dates.
Not between	Any date except in the range specified.

## Time

At	A specific time.
Not At	Any time except the specified time.
Before	Before a specified time.
Before or At	Before and including the time specified.
After	After a specified time.
After or at	After and including the time specified.
Between	Between two specified times.
Not between	Any time except in the range specified.





## Custom Sort

Specifies the order of file names in the file list.

You can specify a first and second sort level. For example, to display file names by file type in order of last modification, you select File Extension in the First Sort On list, and File Date and Time in the Then Sort On list.

File names can be sorted in ascending or descending order.

Select file properties from the displayed lists. Only network files can be sorted by network properties.

### Standard File Properties

File Name	The part of the file name before the dot.
File Extension	The part of the file name that follows the dot.
File Size	The size in bytes of the selected file.
File Date and Time	The date and time the selected file was last modified. You can change both date and time.
File Path	The drive and subdirectory of the file.

### Network File Properties

Owner Name	The name of the user who controls the file.
Modifier Name	The name of the user who changed the file most recently.
Create Date and Time	The date the file was created.
Archive Date and Time	The date the file was last backed up.
Access Date and Time	The date the file was last read or written to.
Network Attributes	<u>NetWare attributes</u> .



## Font

Specifies the screen font you prefer for displaying file and directory names in the tree and file list panes or for printing file lists. The viewer pane does not use the selected font.

▶ To change the appearance of the screen font in file lists or use a different font for printing directory and file lists, select a different font, font style, or size from the lists that appear. The Sample pane shows you how your selection looks on the screen.

### Dialog Box Options

Font	The name of the currently used font appears in this box. Click the arrow at the right of the box to see other fonts available. Font names marked with the TT symbol are Windows TrueType fonts.
Font Style	The current font style is highlighted: bold, italic, bold italic, or regular.
Size	The current font size is highlighted. Each font has specific sizes available.
Sample	This box shows you how the selected font, font style, and size look on the screen.

### **Network Button**

Gives you access to network file properties. The network server provides help in the Network File Properties dialog box.

### **Open By Button**

Shows you Windows for Workgroups information for the selected file.

Windows for Workgroups provides help in the Windows for Workgroups Network Properties dialog box.

## Sharing Violation

You are attempting to open a locked file for text searching, virus scanning, or another file operation.

- ▶ To ignore the file and continue, choose Skip. To ignore all locked files, choose Skip All.
- ▶ To exit so you can unlock the file, choose Cancel. Then close the file or exit from the application that has locked it.

If you cannot identify the application that is locking the file, restart Windows to exit from all active Windows applications, then try the file operation again.



## File Information

Displays DOS information about files you have found. If the files are on a Novell network server, you also see network file information.

- ▶ To change file attributes, use the Properties command on the File menu.
- ▶ To move backward or forward in the file list, choose Next or Previous.
- ▶ To display the size of a subdirectory branch, choose Branch Size. The number of subdirectories included is displayed at the bottom of the File Information window. The total size of the subdirectory branch is displayed in the Branch Size information field.

### DOS Information Displayed

Path	The drive and directory where the file is located.
File	The file name.
Size (or Branch Size)	The file size in bytes, if a file. If a directory is selected, click the Branch Size button to compute the size of the entire branch, including subdirectories.
Clusters	The number of <u>clusters</u> assigned to the file.
Disk Space Used	The amount of disk space occupied by the clusters assigned to the file. Note that the number of bytes occupied by file data is usually less than the Disk Space Used amount. This information shows how efficiently a file uses disk space.
Modified Date and Time	When the file was last changed.
Attributes	<u>DOS</u> file attributes and <u>network</u> file attributes.
Server/Volume	The name of the server or volume. If the file is on a local drive, you see the volume label, such as MYDISK.

### Deleted File Information Displayed

These options appear only if the selected file is deleted. Select Show Deleted Files from the View menu to see these files in the file list.

Deleted Date and Time	The date and time the file was deleted.
File Condition	The <u>condition</u> of the deleted file.

### Network Information Displayed

These options appear only if the selected file is on a network volume.

Creation Date and Time	When the file was created.
Last Accessed Date	When the file was last read or written to.
Last Archived Date and Time	When the file was last backed up.
Owner	The user name of the file owner.
Last Modifier	The user name of the last modifier of the file.



## Compare Files

Performs a bit-by-bit comparison of two specified files.

This dialog box stays open until you choose Close. You can compare several files, or several versions of a file, two at a time.

### Dialog Box Options

File 1	The path and file name of one file you want to compare.	
File 2	The path and file name of the second file. The files do not have to be the same size.	
Match Case	Check this box if you want to match case in the compared files.	
Differences pane	The differences are displayed in the pane at the bottom of the dialog box. The first difference found is the first offset position listed. The contents of the file at that position appears in its print, hexadecimal, and decimal format.  Use the scroll bar to display all the differences that are found.	
	Offset	The hexadecimal position relative to the beginning of the file.
	File 1	The file contents at the offset position in the first file.
	File 2	The file contents at the offset position in the second file.
Buttons	<u>C</u> ompare	<u>B</u> rowse
	<u>F</u> ind	<u>C</u> lose

## Compare

Starts the file comparison.



### Viewer Button

Choose Viewer>> to open a pane that contains a viewer window. The contents of the selected file appear in the window.

- ▶ To collapse the viewer window, choose <<Viewer.



## How to...

These topics describe unique File Manager features and tools.

### **Customizing the File Manager**

[Choosing or Creating Menu Schemes](#)

[Adding Other Applications to the Menus or Toolbar](#)

[Setting Up the Toolbar](#)

[Changing Defaults](#)

### **Using File Manager Tools**

[Creating and Using Compression File Sets](#)

[Discovering What Your Mouse Can Do](#)

[Entering Path and File Names](#)

[Making Stand-Alone Dialog Boxes](#)

[Searching for Files as You Type in the File List](#)

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[Using the Filter, Select, and Rename Speed Keys](#)

[Using the Search Results Window](#)

[Viewing File Contents](#)

## **Customizing File Manager**

The following topics describe setting up and using unique PC Tools for Windows File Manager features.

[Adding Other Applications to the Menus or Toolbar](#)

[Changing Defaults](#)

[Choosing or Creating Menu Schemes](#)

[Setting Up the Toolbar](#)

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See Also

[Using File Manager Tools](#)

## Adding Other Applications to the Menus or Toolbar

You can add custom commands to any File Manager menu or toolbar scheme. A custom command can be any of the following:

- ▶ A Windows application, such as an editor or spreadsheet program.

If you use the replaceable parameter option, you can start the program with the selected drive, directory, or file. For example, to open Notepad with the file selected in the file list, enter this custom command line:

```
C:\WINDOWS\notepad.exe %FILE%
```

- ▶ A DOS application that has an associated PIF file.

You can run DOS batch files automatically by adding their PIF files to the custom command list and assigning the command to a menu or button.

- ▶ A ScriptTools compiled script file.

ScriptTools files can automate many Windows functions. The default file type for compiled ScriptTools scripts is .RUN.

- ▶ A PC Tools for Windows utility program, such as DiskFix.

You can use appropriate replaceable parameters for these programs, too.

- ▶ To create a custom command, select any customize option from the Options menu Customize command, and choose the Commands tab in the dialog box. Then create the custom command. Press F1 to see help that describes each element in the Customize Commands dialog box and provides additional information about editing custom commands.

- ▶ To add a custom command to a menu or toolbar scheme, select Customize Menu or Customize Toolbar from the Options menu Customize command.

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See Also

[Setting Up the Toolbar](#)

[Choosing or Creating Menu Schemes](#)

## Choosing or Creating Menu Schemes

The Options menu provides two default menu schemes, Long and Short. The Short menu scheme contains only the basic commands. For example, it contains the Undelete command, but not the Undelete to command and the Purge Deleted Files command.

▶ To add or remove commands on either menu scheme, or create your own named menu schemes, select the Customize command on the Options menu, and use the Customize Menus dialog box. Press F1 for a description of the dialog box elements and information about formatting menus.

You can add any command in the Command List text box, including commands that you have created in the Custom Commands dialog box.

When you have edited or adjusted the menu, choose Save. All saved menu schemes appear on the Options menu.

▶ To use a different menu scheme, select its name on the Options menu.

### Note

If you select Default in the Customize Menu dialog box, the menu scheme selected in the Menu box is reset to the Short menu scheme. You cannot use the Default button to reset a menu to the Long menu scheme.

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### See Also

[Adding Other Applications to the Menus and Toolbar](#)

[Setting Up the Toolbar](#)

## Setting Up the Toolbar

File Manager provides a default set of commonly used commands on the toolbar. You can change the current toolbar or create entirely new toolbar schemes to use for different purposes.

For example, you might create a special toolbar scheme with custom commands that run several DOS batch files.

- ▶ To change the commands that appear on the toolbar, choose Customize Toolbar from the Customize command on the Options menu.
- ▶ To pop up a menu with Customize Toolbar commands, click the right mouse button in the button bar. Select a scheme or style, or choose Customize, from the menu that appears.
- ▶ To turn the display of the toolbar on and off, choose Toolbar from the Options menu.

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### See Also

[Adding Other Applications to the Menus or Toolbar](#)

## Changing Defaults

File Manager defaults control the behavior of many features, such as file launching, the way directory and file names are displayed in the window, and what actions you are prompted to confirm.

- ▶ To change File Manager defaults, use the commands from the Options, Tree, and View menus to choose the behavior you want. Then make sure you select Save Settings on Exit from the Options menu.
- ▶ To change defaults temporarily, make the changes you want, and **deselect** Save Settings on Exit. Your original settings are loaded the next time you start File Manager.

Choose commands from these menus:

Options Menu

Tree Menu

View Menu

## File List Column Headers

You can also change the kind of information that appears in the file list pane. Click the right mouse button in the column header bar to pop up a menu that lets you select the information you want.

- ▶ To rearrange the order of columns, click headers one at a time and drag them to the position where you want them. Resize the columns by clicking and dragging the dividers between headers.



- Customize** Lets you change the toolbar, shortcut keys, and menus, and add custom commands.
- Confirmation** Lets you specify the actions that you want to confirm, such as file deletion and mouse actions.
- Font** Lets you specify the screen font for the File Manager file list and directory tree.
- Advanced Settings** Lets you specify the default editor used by the File menu Edit command and behavior of file launching, file selection, virus scanning, and tree caching.
- Minimize on Use** Minimizes the File Manager window when you launch a file if this option is checked.
- Save Settings on Exit** Saves the current state of all option settings when you exit from File Manager if this option is checked.

**Indicate Expandable Branches**

Marks directories that have expanded or expandable branches with a plus or minus sign.

**Show Hidden Directories**

Displays directories marked as hidden by DOS.

**Show Compression Files**

Marks compression files with a green file icon, and treats these files as if they were compressed directories.

**Directory tree and file list**

Choose how you want directory and file names displayed in the window, and in what order.

**File icons**

Choose whether to display file icons, and whether they are small or large.

**Deleted files**

Choose whether to display the names of recoverable deleted files. You can undelete files only when you display their names. To see the names of deleted files that you cannot recover with the Undelete command, choose Show Destroyed/Poor Files. You might be able to recover parts of files in Poor condition if you use the PC Tools for DOS Undelete application in your DOS utilities directory.

## Using File Manager Tools

Use this list to find out how to use unique File Manager features and tools.

[Creating and Using Compression File Sets](#)

[Discovering What Your Mouse Can Do](#)

[Entering Path and File Names](#)

[Making Stand-Alone Dialog Boxes](#)

[Searching for Files as You Type in the File List](#)

[Securing Your Data](#)

[Selecting Delete Protection](#)

[Sorting File Lists on a First and Second Level](#)

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[Using the Filter, Select, and Rename Speed Keys](#)

[Using the Search Results Window](#)

[Viewing File Contents](#)

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See Also

[Customizing File Manager](#)

## Using the Filter, Select, and Rename Speed Keys

Use function keys to display a text box that you can use to select, display, or rename directories or files. You don't have to open a dialog box. You enter

Press Esc to exit from the text box without selecting a file or directory name.

### **Speed Name F2**

Type the new name for a highlighted file or directory and press Enter.

### **Speed Filter F3**

Type a file name and press Enter to display only matching file names in the current directory. Use wildcards if necessary.

### **Speed Select F4**

Type a file name and press Enter to select matching file names in the current directory. Use wildcards if necessary.

## Discovering What Your Mouse Can Do

Use your mouse to resize parts of the window, open popup menus, sort the file list, and copy, compress, expand, or move files.

### Adjusting pane and column size

Drag dividers between the directory tree and the file list, the view pane and the directory tree and file list pane, and the file list column headers

### Sorting the file list

Click the left mouse button on the column header you want to use. To sort in reverse order, hold Ctrl down while you click the heading.

### Popping up menus

Click the right mouse button in the column header bar and select the columns you want to appear. Click the right mouse button in the directory tree list, the file list, the drive ribbon, or the viewer pane for popup menus of related commands. To exit from the menu without choosing a command, slide the mouse pointer off the menu and release the mouse button.

### Changing file list column order

Drag column headers to change column order in the file list window.

### Compressing or expanding files

Use the Copy or Move drag-and-drop method to compress or expand files automatically by dragging them into or out of a compression file set. If you select Show Compression Files in the Tree menu, compression files are marked with a green file icon and treated like directories.

### Expanding directory branches

Click the numbered blue folder over the directory tree at the level where you want  
Click the folder labeled \* to expand all directories completely.

### Selecting a block of file or directory names

Click the first or last name in the group, then hold down Shift while you click the name at the other end of the block. All file names between the first and last are selected.

### Selecting various files or directories

Press Ctrl and click a name. The name is added to the group of selected files.

If you turn on Multiple Select File List in the Advanced Settings dialog box from the Options menu, you can select various files just by clicking the file name. To deselect a file, click its name again.

### Copying a group of files or directories

Press Ctrl as you drag selected names to the drive or directory where you want them.

### Moving files or directories

Press Alt as you drag names to a new location.

## Editing Directory and File Names in the Window

You can type over a selected drive label or directory or file name to change it right in the File Manager window.


▶ To change a directory or file name, select the name. Then press F2 and enter a new name in the text box that appears.

▶ To change the current drive label, press Tab to select the drive icon. Then press F2 and enter a new name in the text box.

Press Enter to change the name. Press Esc to close the text box without applying the new name.

## Creating and Using Compression File Sets

A compression file is created when you use the Compress command on the Tools menu to compress files.

If the Tree menu Show Compression Files option is on, File Manager treats compression files like directories and marks them with a green file icon . You can drag file names to the compression file icon to compress the files automatically.

An icon with a green border marks individual files shown in the file list pane of a compression file. You can copy, move, run, and delete files from the list of compressed files just as you would ordinary, uncompressed files. The file list columns include the date, time, and size of the original file and the compressed size and the compression method.

- ▶ To create an empty file for compressing and storing files, select Compression File in the Create Directory dialog box.

- ▶ To compress a file, drag it to the compression file icon where you want to store it.

- ▶ To launch a file contained in a compression file, select the compression file in the directory tree so that the files it contains are shown in the file list pane.

Then double-click the name of the file you want to launch. A confirmation box appears, asking if you want to expand the file and launch it. (You can turn off confirmation in the Options menu Confirmation dialog box.)

The file is expanded and copied to the directory where the compression file is. If the file to be launched is a Windows program, all related support files are also expanded. You can delete the expanded version after you are finished with it, and keep the compressed version in the compression file.

### Note

Files that you launch from compression sets are expanded to the directory specified by the DOS TEMP environment variable if you select Use Temp Dir for Compression Launch in the Options menu Advanced Settings dialog box.



## Using File Search Filters

Search filters let you search for files by their attributes. You can use a search filter in combination with file path and name, and a text string that must occur in the file.

For example, to find a very small read-only file created after April 10th 1992, follow these steps:

1. Choose Search from the File menu.
2. Specify the search path in the Where text box in the Search dialog box.
3. Choose More>> to expand the dialog box.
4. Select Read Only.
5. Click the down arrow by the Modified Date drop-down list and select After or On. A date list box appears. Adjust the date in the list box to read 04/10/92.
6. Click the down arrow at the right of the File Size list box and select Less Than. A text box appears. Type the maximum number of bytes you expect the file might contain, such as 500.
7. Choose Start to begin searching for the file in the path you have specified.

## Securing Your Data

Secure your files from unauthorized use in two ways:

- ▶ Encrypt current files so that unauthorized users cannot read or execute them.  
Be careful when you choose a keyword to encrypt files. You must re-enter the keyword when you want to decrypt the file so that you can use it. If you forget the keyword, the file cannot be recovered in any known way.

Default encryption performs one substitution pass, which provides adequate security for ordinary purposes. You can specify DES encryption, however, if your work requires full Department of Defense standard file encryption.

- ▶ Delete files with Wipe Delete or DOD delete so that they cannot be recovered.  
Wipe Delete completely erases the deleted file by writing over the clusters it occupies on the disk. All of the file's data clusters are filled with zeros. You cannot recover the file with Undelete or any other program.

If you select DOD Wipe, disk space is written over according to US Department of Defense standards.

### Sorting the File List on a First and Second Level

You can use the file name, extension, size, and date and time of last modification to determine the order in which file names appear in the File Manager window.

- ▶ To display file names grouped by file type in date order:
  1. Choose Custom Sort from the View menu.
  2. Select file type as the first key.
  3. Select date and time as the second key.

#### **Note**

To find a file quickly in any sort scheme, highlight any name in the file list and start typing the name of the file you want.

## Using Speed Search

Start typing characters when the directory tree or file list has a selected item in it. You see a text box containing the letters you type.

As you type characters, a hollow selection box moves to the file or directory name that matches what you have typed. If the Speed Search editor refuses to accept a character you type, you know that the name does not exist in the currently active list.

Edit the characters in the text box if you make a mistake or change your mind. The Home and End keys move the text bar to the beginning and end of the text box. The left and right arrow keys move the text bar one character. The backspace key deletes a character to the left of the text bar and all characters to the right. The Delete key deletes all characters to the right of the text bar.

- ▶ To select a directory or file, press Enter when the highlight box surrounds its name.

## Entering Path and File Names

In any box where you can enter a file or path name with DOS wildcards, you can also use these symbols and shortcuts:

**Space** If you enter more than one file name in the text box, separate the individual names with spaces.

**Percent sign (%)** Enter environment variable names enclosed in percent signs, such as %WINDIR%.

**Dash (-)** Any file name preceded by a minus sign is omitted from the list. For example, \*.\* - \*.EXE selects all files except those with .EXE file extension.

**Plus sign (+)** A path name followed by a plus sign indicates that you want to select files in subdirectories of the named path. For example, C:\WINDOWS \+ selects files in the WINDOWS directory and all of its subdirectories.

**At sign (@)** If you have a text file that contains nothing but a list of files and path names, you can enter the name of the file, preceded by an at sign (@) to perform the command with each file in the list.

Each file specification must be on a line by itself. It can contain wildcards. For example, a list might contain these two file names:

```
C:\WINDOWS\LM*.exe  
H:\NETDRIVE\LM*.exe
```

## Using the Search Results Window

The results of the most recent search are displayed in a single pane that lists the name of each file that meets your search criteria.

Other file properties are also shown if they were shown in the main File Manager file list. Click the right mouse button in the column header list to select file properties to be displayed.

- ▶ To view the Search Results window at any time after you have found files, choose Search Results from the View menu.
- ▶ To return to the main File Manager window, press Esc or select the View menu option you want to use to view files and directories.

## Making Stand-Alone Dialog Boxes

Many File and Disk menu dialog boxes can be used as stand-alone, or file accessory-style, dialog boxes.

▶ To open a dialog box in stand-alone mode, press Shift while you choose one of the File or Disk menu commands.

A stand-alone dialog box works like a mini-application. It

▶ Stays open until you choose the Close button. While the dialog box is open, you can perform repeated operations.

▶ Lets you drag file or directory names from the file list to text boxes. Move the dialog box to a position on the screen that lets you select file or directory names. Then drag the names to the appropriate dialog box text box.

▶ Reduces itself to an icon on your desktop when you click the minimize triangle. You can drag and drop file and directory names or drive icons to the icon for instant action. The active file or directory appears in the icon title.

For example, if you minimize the Copy dialog box, the icon title shows "Copy to" and the name of the last file or directory you copied to, such as C:\TEMP or C:\BACKUP\\*.BAK. To copy files to this directory or file name automatically, drag the file name to the icon and drop it there. Confirmation message boxes appear as usual, but the file is copied without opening the dialog box.

## New Features in File Manager

PC Tools for Windows File Manager contains several new features in Version 2 to make it easier to adapt File Manager to your personal work style.

You can:

- ▶ Enter commands directory on a Command Line in the File Manager window.
- ▶ Select and Drag to change the position and size of file list column headers and select column headers from a popup list.
- ▶ Get information about your compressed drives from the Tools command on the Tools menu.
- ▶ Copy part of a file displayed in the View pane, and save a selected section as a separate file.
- ▶ Get information about any connected drive.
- ▶ View file contents in the Browse dialog box.
- ▶ Undelete files, display deleted files, and select and configure your delete protection method.
- ▶ Use file type and location sets for file searches.
- ▶ Launch DiskFix, Optimizer, Central Point Backup and Central Point Anti-Virus from the Disk or Tools menu.
- ▶ Use the File menu Edit File command for text files
- ▶ Create image files with Copy Disk and specify the font in Print List.

---

See Also

[Using File Manager Tools](#)

[Customizing File Manager](#)



## Selecting Delete Protection

For most effective recovery of deleted files, use the Delete Protection dialog box on the Options menu to set up one of the delete protection methods.

Choose one of these methods:

- |                |  |
|----------------|--|
| Delete Sentry  | Deleted files are written to a hidden directory. Files protected by Delete Sentry can be completely recovered, unless they have been purged from the hidden directory. |
| Delete Tracker | File header information for deleted files is written to a hidden file. Undelete uses this information to find all file clusters.                                       |
| None           | DOS delete protection only. You can recover a DOS deleted file only if its clusters are contiguous and have not been written over by a current file.                   |

---

See Also

[Undeleting Files](#)

## Using Popup Menus

Popup menus make it easy to execute commands or select options without opening the drop-down menus.

- ▶ To open a popup menu, click the right mouse button in the drive list, file list column header, toolbar, file list, or directory tree. The default popup menu for the window pane appears.
- ▶ To change the commands that appear on the toolbar, drive, file list, or directory tree popup menu, select Customize from the popup menu itself. You cannot customize a popup menu through the Options menu Customize dialog box.





## Location Sets

Select named location sets for a file search.

- ▶ To search more than one named location, click the set names to highlight them in the Location Sets list box and then choose OK. The names of all highlighted sets appear in the SmartFind window Where box.
- ▶ To deselect a selected set, click its name again.

### Dialog Box Options

Location Sets      The list of named sets you have saved.

Edit button        Lets you create a new location set and modify or delete existing location sets. The Edit Location Sets dialog box appears.

### Note

You can also edit location sets by selecting the Location Sets command on the Long menu scheme Options menu.

---

See Also

[Edit Location Sets](#)

[SmartFind](#)

## Edit Location Sets

Create, modify, or delete location sets.

- ▶ To create a new location set:
  1. Enter a descriptive name in the Set Name text box. Location set names can be up to 42 characters long, including spaces. Set names are not case-sensitive.
  2. Enter the path name, including the drive and directory branch, to search. If you enter more than one path name, use a space or semicolon (;) to separate the names.  
You can use the Browse and Find buttons to locate and enter path names that you do not remember exactly.
  3. After you have entered the path names, choose Add to include the set in the list that appears in the Location Sets box for SmartFind.
- ▶ To delete a location set, select the set name in the Set List box and choose Delete.
- ▶ To modify a location set, select the set name. Edit the path names that appear in the Location Specifications text box.

### Dialog Box Options

Set Name            The name of the location set.

Location Specifications

The drives and directories to be searched for when this location set is selected in the SmartFind window Where text box.

Set List            The list of existing location set names.

Add button        Choose this button to add a new set to the list.

Delete button     Choose this button to delete selected sets.

Buttons            Browse            Find  
                         Close

---

See Also

[Location Sets](#)

[Entering Path and File Names](#)

[SmartFind](#)



## File Type Sets

Select a file type set as the group of file specifications for a file search.

▶ To search more than one named file set, click to highlight the set names in the File Type Sets list box. Then choose OK. The names of all highlighted sets appear in the SmartFind window File Specification box.

▶ To deselect a selected set, click its name again.

### Dialog Box Options

**File Type Sets**      The list of named sets. Sets that you have created appear in angle brackets (<>). Default sets appear in square brackets ([]).

**Edit button**      Choose Edit to create a new file type set or modify or delete existing sets. The Edit File Type Sets dialog box appears.

### Note

You can also edit file type sets by selecting the File Type Sets command on the Long menu scheme Options menu. You can edit only sets that you have created. You cannot edit the default file type sets.

---

### See Also

[Edit File Type Sets](#)

[SmartFind](#)

## Edit File Type Sets

Create, modify, or delete file type sets.

- ▶ To create a new file type set:
  1. Enter a descriptive name in the Set Name text box. File type set names can be up to 42 characters long, including spaces. Set names are not case-sensitive.
  2. Enter the path name. Use wildcards as appropriate. If you enter more than one file name, use a space or semicolon (;) to separate the names.  
For example, you might enter EL\*.EXE;EL\*.COM;\*.C.
  3. After you have entered the file names, choose Add to include the set in the list that appears in the File Type Sets dialog box for SmartFind.
- ▶ To delete a file type set, select the set name in the Set List box and choose Delete.
- ▶ To modify a file type set that you have created, select the set name. Edit the file names that appear in the File Specifications text box.

### Dialog Box Options

Set Name	The name of the file type set.
File Specifications	The path or paths to be searched when this file type set is selected in the SmartFind window File Specification text box.
Set List	The list of existing file type set names. Sets that you have created appear in angle brackets (<>). Default sets appear in square brackets ( []).
Add button	Choose this button to add a new set to the list.
Delete button	Choose this button to delete selected sets.
Buttons	<u>C</u> lose

---

### See Also

[File Type Sets](#)

[SmartFind](#)

[Entering Path and File Names](#)

## Using SmartFind

SmartFind locates files that match specific file properties, such as file type, date created, and size, and displays the file names in the Search Results window. You can also search for files that contain a specific text string.

By default, SmartFind looks through the entire current drive for the files you specified.

- ▶ To set up custom searches that you perform often, create Location Sets and File Type Sets.
- ▶ To customize searches to find subdirectories, deleted files, and duplicate file names, select the appropriate check boxes in the SmartFind dialog box.

Names of files found by a search appear in the Search Results window. When you see the names of the files you are looking for, you can click Stop to cancel the search.

- ▶ To exit from the Search Results window, press Esc. You return to the directory tree and file list window with the selected file highlighted.

---

See Also

[SmartFind Dialog Box Details](#)





## SmartFind

Searches for files.

The SmartFind dialog box is expandable. If you choose the More>> button, the dialog box expands to display additional criteria for searching, based on size, date and time of creation, and file attributes.

▶ To narrow the search by specifying other file attributes such as creation date and file size, choose the More>> button to expand the dialog box.

▶ To search only the current directory, leave the Where box blank.

### Basic Dialog Box Options

**File Specification** Enter the file name you want to search for, using wildcards or other PC Tools for Windows file name conventions as necessary.

Separate multiple file specifications with one or more spaces.

Exclude files from the search by preceding file names with a minus sign (-). For example, to search for all files except .EXE and .COM files, enter

\*.\* -\*.exe -\*.com.

Choose Sets to edit or create File Type Sets.

**Containing** Enter a text string you want to find in a file. Use the checkboxes to specify matching upper and lowercase, or searching for whole words only.

**Where** Use the list of drives, environment variables, and named sets you have created to specify where SmartFind should search. You can also enter drive or directory specifications directly, separating different path names with spaces.

Choose Sets to edit or create Location Sets.

**Options** Choose options to tailor the search.

Match Case

Match Whole Word

Append to List

Find Subdirectories

Find Duplicate Files

Find Deleted Files

**Buttons**

Start

Close

More>> or <<Less

### Expanded Section Options

See Also

File Type Sets

Location Sets

## SmartFind Dialog Box Extension

Specify the following file attributes to narrow your search.

### Dialog Box Options

File size	The file <u>size</u> in bytes. When you select a size criterion, one or two list boxes appear. Enter the number of bytes in the box.	
Modified date	The <u>date</u> the file was last modified. When you select a date criterion, one or two list boxes appear. Click the up or down arrow beside the box to display a date. Click the part of the date you want to change, then click the up arrow to increase it, or the down arrow to decrease it.	
Modified time	The <u>time</u> the file was last modified. When you select a time criterion, one or two list boxes appear. Click the up or down arrow beside the box to display a time. Click the part of the time you want to change, and click the up arrow to increase it, or the down arrow to decrease it.	
Attributes	The DOS <u>file attributes</u> . Mark the check boxes to search for files with the named attribute. The attributes are controlled by a three-state check box. A checked box means that displayed files must have this attribute. A blank box means that the files must not have this attribute. A gray box means that the files may or may not have this attribute.	
Buttons	<u>Start</u>	<u>Close</u>
	<u>&lt;&lt;Less</u>	<u>Network</u>

## **Network**

Displays NetWare properties and attributes that you can select as search criteria.

## **NetWare Filters**

Lets you select NetWare attributes and properties to use as search criteria.

Choose any of these attributes and properties:

Last accessed      The date and time the file was last read or written to.

Creation            The date the file was created.

Last Archived      The date the file was last backed up.

NetWare Attributes   The additional file attributes assigned by NetWare.

Users                The name of the file owner and last modifier.

## **File Type Set**

A named group of files, such as \*.TXT, \*.B%T, and EX\*.DOC.

Select the file type set or sets you want to use in the dialog box that appears when you choose the Sets button beside the File Specification text box.

▶ To create a file set, choose the Sets button and then choose Edit in the dialog box that appears. A default group of file type sets is included. You cannot delete these file type sets, but you can create other sets.

## Location Set

A named drive and directory connected to your system.

Select the location set or sets you want to use from the dialog box that appears when you choose the Sets button beside the Where text box.

▶ To create a file set, choose the Sets button, and choose Edit in the dialog box that appears. For example, if you often search for files in the network drive path M:\SOURCE\INC, and also in the local drive path C:\SOURCE\INC you can create a location set that specifies those directories and call it SRC. Use spaces or semicolons (;) to separate path names.

Then, when you want to find files in that directory, you select SRC from the list of location sets displayed when you choose the Sets button beside the Where text box.

You can also enter the location set name directly in the text box. You can enter or select more than one location set in the text box.

### **Match Case**

By default, SmartFind ignores the case of letters in the Containing string you enter.

For example, if you enter TYPE, it will find 'type' and 'Type.'

Choose Match Case if you want to find exactly the characters TYPE.

### **Match Word**

By default, SmartFind searches for characters that are part of a word. For example, if you enter PLACE, you will see names of files containing PLACE, emPLACEment, PLACEr, PLACEmat, and so on.

Choose Match Word to find files containing only PLACE.



### **Append to List**

Adds the results of the next search to the list of files already in the Search Results window.

**Find Subdirectories**

Finds subdirectories with the name you specify in the File Specification text box.

## **Find Duplicate Files**

Finds only duplicate copies of the files you specify.

### **Find Deleted Files**

Finds deleted files matching the file specifications and path that you enter.

You can find deleted files even if you have not selected Show Deleted Files in the View menu. To undelete the files, however, you must select Show Deleted Files.

## Using File Set Search Groups

The file name patterns you have used for searches appear in the history list under the File Specification box in the SmartFind main window.

Use the Search menu File Sets dialog box to select existing named application file sets based on file names, or to create, delete, or edit similar file sets of your own.

- ▶ To use a file set in the File Sets dialog box, select the set name. You can select more than one named set. When you have selected all of the sets you want to use, choose OK. The file-name patterns of the set appear in the File Specification box in the SmartFind main window.
- ▶ To delete, edit, or examine sets, select the set name.
- ▶ To create a new file set, choose New. Then enter the new set name in the Set Name text box, and enter the file names associated with it in the File Specifications text box. Choose Save to save the set and enter its name in the Set List box.





## Undelete

Recovers selected files or directories in their original drive and directory. Only files in Perfect, Excellent, or Good condition can be recovered.

The Undelete commands are not available unless you select Show Deleted Files from the View menu. The file condition is shown in the file list Condition column.

### Note

Unless files are protected by Delete Sentry, it is a good idea to undelete them to another drive. When you undelete a file to another drive, you avoid the risk of writing over the clusters of the file you are undeleting, or available clusters of other deleted files on the current drive.

- ▶ To recover part of a file in Poor or Destroyed condition, you can try to put available clusters together by using Advanced Methods in the Undelete for DOS program on your emergency disk or the DOS Utilities disk.
- ▶ To undelete a file or directory to another drive, use Undelete To.

See Also

[Undelete to](#)

**Same Name Alert**

An existing file has the same name. Close this dialog box and enter a different name for the file to be undeleted.



**Rename Undeleted File to Prevent Name Conflict**

Enter a different name for the file to be recovered so that it will not overwrite an existing file.

### Complete the DOS File Name

Enter the first character of the file name.

When DOS deletes a file, it changes the first character of the file name to a character with ASCII decimal value 229. If you do not remember the original first character, enter any character allowed by DOS in file names, and rename the file later if necessary.

## Directory Undelete

Large directories may contain more than one group of file entries. DOS does not keep track of the additional groups when you delete a directory. If the deleted directory was not protected by a reliable method such as Delete Sentry or Delete Tracker, use this dialog box to identify groups of file entries that belong to the directory.

Undelete searches for clusters that contain directory information and displays the names of files that are recorded in the cluster. For each displayed cluster, choose one of these buttons:

- |          |  |
|----------|--|
| Add      | Adds this group of files to the directory to be undeleted.   |
| Skip     | Does not add this group of files to the directory to be undeleted, but continue to search for file groups.   |
| Undelete | Undeletes the directory as it is now. Does not continue to search for more file groups. This button is not active until you have added a group of files. |
| Cancel   | Exits from Directory Undelete without undeleting any part of the directory.  |



## Undelete To

Recovers deleted files to a different drive or directory path. Undeleting a file to a different drive ensures that you do not inadvertently write over any of the clusters of the file you are undeleting, or any other file you might want to undelete later.

You cannot undelete a directory to a different drive.

### Note

Unless files are protected by Delete Sentry, it is a good idea to undelete them to another drive. When you undelete a file to another drive, you avoid the risk of writing over the clusters of the file you are undeleting, or available clusters of other deleted files on the current drive.

### Dialog Box Options

Files and Directories to Undelete

The names of selected deleted files and directories. Choose Browse or Find to locate other deleted files.

To The current path appears by default. Use the drop-down history list to choose a previously used drive and directory, or choose Browse to locate a new path.

Buttons Browse Find

## File Condition

File condition determines whether you can undelete a file.

Perfect	The file can be completely undeleted. Only files protected by Delete Sentry or NetWare are perfect.
Excellent	All file clusters are available and contiguous, but some data might be overwritten.
Good	The first file cluster is available, but the file is fragmented. Unless it was protected by Delete Tracker, other clusters cannot be identified. Even if the file was protected by Delete Tracker, clusters might be overwritten.
Poor	The first file cluster is not available. You might be able to use Advanced Methods in Undelete for DOS from your emergency disk to find the other file clusters and put the file back together.
Destroyed	This file cannot be undeleted because all known clusters have been overwritten. You might be able to use Advanced Methods in Undelete for DOS to recover part of it.



### **Purge Deleted Files**

Erases the directory entry for the selected deleted files. Purged files can no longer be recovered. This command does not appear in the Short menu scheme.

Depending on the delete protection method you selected, Purge Deleted Files erases the following kinds of deleted file entries:

- ▶ Delete Sentry directory entries.
- ▶ Delete Tracker index file entries.
- ▶ DOS-deleted file entries.
- ▶ To purge deleted files, select the file names in the file list, and choose Purge Deleted Files from the Tools menu. Only the selected files are purged.

#### **Note**

Delete Sentry automatically purges deleted files, starting with the oldest, when it needs room for more recently deleted files or when you need more room for active files on your system.

If you want to decide which files are erased, purge files yourself from time to time.

---

See Also

[Selecting Delete Protection](#)



## Delete Protection

Lets you select and configure the delete protection method you want to use.

▶ To select a delete protection method, choose the radio button next to the method name. Then choose Configure to change the default configuration for the method you select. Choose OK to use the default configuration.

Delete Sentry      Saves deleted files in a hidden directory. Files protected by Delete Sentry can be completely recovered, unless they have been purged from the hidden directory.

Delete Tracker      Writes file header information for deleted files to a hidden file. Undelete uses this information to find all file clusters. Files protected by Delete Tracker can be completely recovered except in three cases:

- ▶ File clusters have been written over by a current file.
- ▶ You have run Optimizer to defragment your disk, and file clusters have been moved.
- ▶ You have selected Purge Deleted Files from the Undelete File menu and purged the files from the list.

None                  DOS delete protection only. You can recover a DOS deleted file only if its clusters are contiguous and have not been written over by a current file.

### Note

Delete protection changes do not take effect until you reboot your system.

---

### See Also

[Purging Deleted Files](#)

## Configure Delete Sentry

Sets up Delete Sentry protection and specifies options, such as the drives and files to protect and the number of days to store files before purging them.

### Note

Delete Sentry works on network drives if your network administrator has installed it and you have the correct network privileges. Delete Tracker does not work on network drives.

Selected drives letters appear on the dotted line under the Drive Types box.

### Which Drives Should Delete Sentry Protect?

Choose the individual drives you where you want file protection, or select categories of drives, such as All Fixed Drives and All Other Drives.

### Which Files Should Delete Sentry Protect?

All files                      Select this button to save all deleted files.

Specified files              Select this button to save selected files as specified in the Files to Protect and Exceptions text boxes.

#### Files to Protect

You can specify all files, enter \*.\* , and then modify the list by entering file name or file types to be excluded. You can also enter file names by extension, such as \*.DOC and \*.DAT.

#### Exceptions

If you specify \*.\* in the Include box, list extensions of files you do not want protected.

### Advanced Options

#### Protect archived files?

By default, files that have been backed up or copied by a program that sets the archive bit are not saved in the Delete Sentry directory. Uncheck this box if you want to save backed up files.

#### Number of days to wait before purging files

The number of days you want to keep deleted files. After the specified number of days, Delete Sentry purges files one at a time if it needs more space for newly deleted files. The oldest files are deleted first.

#### Percentage of disk space to use for deleted files

Specifies the maximum percent of your total disk space to be used for the hidden Delete Sentry directory. When this space is filled, Delete Sentry purges files automatically to make room for newer deleted files, beginning with the oldest file.



### **Choose Drives for Delete Tracker**

Selects the drives where you want files protected by Delete Tracker.

#### **Note**

Delete Tracker does not work on network drives.

- ▶ To select a drive, click its icon.
- ▶ To select all fixed, floppy, or other drives, choose the appropriate button.
- ▶ To deselect a drive, click its icon again.

After you have selected drives, choose OK.

### **Update AUTOEXEC.BAT**

Delete protection must be activated each time you boot your system. Enter the name of the file you want Undelete to update to save new delete protection information. The default file is AUTOEXEC.BAT.

If you write changes to another file, the changes do not go into effect until you enter the delete protection configuration statement in your AUTOEXEC.BAT file and reboot your machine.

The delete protection line might look like this example:

```
C:\CPS\DPROTECT /SENTRY+
```

### Can't Find AUTOEXEC.BAT

Undelete cannot find AUTOEXEC.BAT file in your C drive root directory, so it does not know what delete protection you have already configured.

If you are running drive compression software, such as Stacker, your actual boot device might be different from the compressed logical C drive. Undelete needs to examine the AUTOEXEC.BAT file on the boot partition of the drive. Consult your drive compression manual or online help to find out what logical drive this is.

The delete protection configuration you select must be written to your AUTOEXEC.BAT file to take effect.

- ▶ If you have not configured any delete protection, you can choose Cancel.
- ▶ If AUTOEXEC.BAT file is not in your C drive root directory, enter the full path name, such as D:\AUTOEXEC.BAT.

### **Undeleting Files on a Network**

If your Novell NetWare server has Salvage turned on, you can recover deleted network files if you have proper access rights. Other networks might also permit delete protection for files.

You undelete network files just as you undelete files on your local drives.

## Undeleting Files and Directories in Acceptable Condition

Only files in Perfect, Excellent, or Good condition can be recovered automatically.

▶ To recover deleted files in the same directory under the same file name, highlight the file names and choose Undelete from the File menu or tool bar.

If the files are protected only by DOS, a dialog box appears, asking you to enter the first letter of the file name, which has been replaced by the DOS default character. You can enter an entirely new file name at this time.

▶ To recover a deleted file to a different drive, directory, or file name, highlight the deleted file name and choose Undelete To from the File menu or tool bar.

In the dialog box that appears, enter the new information and choose OK. The recovered file is in the new location or has the new name, and the deleted version remains in its original position on the disk.

## Characters Permitted in DOS File Names

You can always use these characters in DOS file names:

A - Z and 0 - 9, underscore (\_), caret (^), dollar sign (\$), tilde (~), exclamation point (!), number sign (#), percent sign (%), ampersand (&), hyphen (-), curly braces ({}), parentheses (()), at sign (@), apostrophe or right single quote ('), grave accent or left single quote (`).

You cannot use the slash characters (/), (\) and (|), commas, spaces, or extra periods. A single period separates the file name from the file extension.

The file name can contain up to 8 characters. The file extension can contain up to 3 characters.

### **Undelete a Large Directory**

If a directory contains more files than can be indexed in a single cluster, the directory file is assigned more than one cluster.

The number of files that make a directory large depends on the cluster size on your disk. Each file requires 32 bytes for its directory index entry. If the cluster size on your disk is 512 bytes, a directory that contains 17 files needs more than one cluster to keep track of the files.

### **File Will Be Truncated**

One or more of the clusters marked by Delete Tracker as belonging to this directory or file are not available. The clusters might have been assigned to another file after the directory or file was deleted.

If the file is a directory, the clusters contain non-directory data.

Undelete will omit these clusters when it recovers this directory or file. The directory listing of a truncated directory will not display files recorded in the clusters that are now assigned to another file.



## Undeleting Files

To recover deleted files, first turn on Show Deleted Files from the View menu, then find the file or directory you want to recover and choose Undelete or Undelete To from the Tools menu.

Follow these steps:

1. Turn on Show Deleted Files from the View menu. You cannot undelete a file or directory unless its name appears in the file list or directory tree.
2. Click the right mouse button on the file list column header bar, and select Condition from the popup menu that appears. You can undelete files only if they are in Perfect, Excellent, or Good condition.

You can almost always recover a deleted file if it was protected by the Delete Sentry or Delete Tracker delete protection method. An unprotected file can be recovered only if it occupies a single cluster and has not been written over by a more recent file.

3. Use SmartFind to locate a file if you do not know what drive or directory it was in. You can instruct SmartFind to include deleted files in the list of files that it finds. A file or directory icon with a red slash through it marks a deleted file or directory.
4. Undelete the file using either Undelete or Undelete To from the Tools menu.
  - ▶ To undelete a file or directory automatically, choose Undelete or double-click the file name. If the file is a DOS-deleted file, Undelete prompts you to enter the first letter of the file name.
  - ▶ To rename the deleted file before you recover it automatically, press F2 and type the new name in the text box that appears. The file is undeleted when you press Enter.
  - ▶ To specify a different drive or directory for the recovered file, choose Undelete To. Enter the drive and directory path in the dialog box that appears.

---

### See Also

[Undelete](#)

[Undelete To](#)

[Selecting Delete Protection](#)

[SmartFind](#)



## Using the Command Line

The command line text box appears at the bottom of the File Manager window if you select Command Line in Options menu. Use the command line text box if you prefer to enter certain DOS and File Manager commands from the command line without leaving File Manager.

▶ To move the cursor to the command-line text box, click in the box. You can also customize your Toolbar or menus to add the GoTo command. Then choose GoTo to move the cursor to the command-line text box.

▶ If you enter a DOS command, such as DIR \*.\*; the result appears in the file list window.

▶ If you enter a File Manager command, such as Encrypt, that requires command-line options, you enter the necessary command-line options, such as /key=keyword. You can drag file names from the file list to the Command Line.

▶ If you enter a command, such as Delete, that requires confirmation when you use the dialog box version, the command-line version also requires confirmation. You specify actions that require confirmation in the Options menu Confirmation dialog box.

▶ To change the drive displayed, enter the drive letter and colon.

▶ If you enter a DOS command that is not in the following list, the command is executed in a full-screen DOS window. As soon as the command is executed, the File Manager window appears.

For example, you can enter the DOS EDIT command, if you want to use the DOS editor to check line numbers in a text file. When you exit from the editor, the File Manager window appears.

You can use the following commands. Click a command name to display its syntax, command-line options, and additional information.

▶ To get help on listed commands in the command line text box, enter the command and the DOS help option, /?.

<a href="#">Change Directory (CD)</a>	<a href="#">Compress</a>	<a href="#">Copy</a>
<a href="#">Decrypt</a>	<a href="#">Delete</a>	<a href="#">Directory</a>
<a href="#">DiskCopy</a>	<a href="#">Encrypt</a>	<a href="#">Expand</a>
<a href="#">File Compare (FC)</a>	<a href="#">Format</a>	<a href="#">Label</a>
<a href="#">Make Directory (MD)</a>	<a href="#">Move</a>	<a href="#">Remove Directory (RD)</a>
<a href="#">Rename</a>	<a href="#">Run</a>	<a href="#">Scan</a>
<a href="#">Sync</a>	<a href="#">Sys</a>	<a href="#">Xcopy</a>

**d:**

Changes the current drive displayed in File Manager.

Syntax: <drive>:

## **CHDIR or CD**

Changes the directory contents displayed in the file list.

Syntax: CD <path>

---

See Also

[Using the Command Line](#)

## COMPRESS

Compresses files into a compression file (.ARC, .ZIP, .PAK, .LZH). If you specify an extension, it determines the kind of compression file created. The default is .ZIP.

Syntax: COMPRESS <source file> <compression file> [/option1 /option2...]

- /DEL Deletes the source file after it has been compressed.
- /P Stores the path relative to the starting directory (excluding the starting directory).
- /F Stores the full path, including the starting directory.
- /S Compresses files in subdirectories.
- /U Compresses the file only if it isn't already in the compression file or if it is more recent than the compressed copy.
- /VS Scans the file for viruses before compressing it.

See Also

[Using the Command Line](#)

## **COPY and XCOPY**

Copy files from one location to another. If no destination is specified, the destination is the current drive and directory.

Syntax: COPY (or XCOPY)<source > [<destination file >] [/option1 /option2...]

- /S Copies files in the subdirectories of the specified directory.
- /T Copies the file only if it already exists in the destination.
- /U Copies the file only if does not exist in the destination or if it is more recent than the destination copy.
- /VS Scans the file for viruses before copying it.

See Also

[Using the Command Line](#)

## DECRYPT

Decrypts encrypted files to either the same location or to another location. If no destination is specified, the file is decrypted in place.

Syntax: DECRYPT<source file> [<destination file>] /KEY:<key> [/option1 /option2...]

/DEL           Deletes the file in the source directory. If the file is decrypted in the same directory, it is not deleted.

/KEY:<key>    The keyword used to encrypt the file.

/S             Decrypts files in subdirectories.

/VS            Scans the file for viruses before decrypting it.

---

See Also

[Using the Command Line](#)



## **DELETE or DEL or ERASE**

Deletes files and directories.

Syntax: DELETE <file specification> [/option1 /option2...]

- /WIPE Writes over all clusters of the deleted file one time.
- /DOD Writes over clusters four times, using the DOD-specified pattern.
- /P Prompts for confirmation before deleting the file or directory.
- /S Deletes all files in the subdirectories. The subdirectories can also be deleted.

---

See Also

[Using the Command Line](#)

## DIR

Displays the contents of the specified path in File Manager.

Syntax: DIR <path>

---

See Also

[Using the Command Line](#)

## DISKCOPY

Copies the contents of one floppy disk to another.

If you do not specify a destination drive, the same drive is used for source and destination disks. File Manager prompts you to enter a disk for the copy.

Syntax: DISKCOPY <source drive specification> <destination drive specification> [/option1 /option2...]

- /C Prompts for confirmation copying the disk.
- /M Prompts for another disk when the final disk in the series is copied, making multiple copies faster.
- /V Verifies the copy, comparing the copied data to the original data.

See Also

[Using the Command Line](#)

## ENCRYPT

Encrypts files to either the same location or to another location. If no destination is specified, then the files are encrypted in place.

Syntax: ENCRYPT <source file> [<destination file>] /KEY:<key> [/option1 /option2...]

- /DEL Deletes the file in the source directory. If the file is being encrypted in the same directory, it is not deleted.
- /KEY:<key> Specify the keyword used to encrypt the file. The keyword is used to scramble the file contents. If you forget it, you cannot decrypt the file. The keyword can be 3 to 32 ASCII characters.
- /S Encrypts all the files contained in subdirectories.
- /VS Scans the file for viruses before encrypting it.
- /DES Encrypt the files according to the Data Encryption Standard (DES). This requires more time, but files are more secure with this method.

---

See Also

[Using the Command Line](#)

## EXPAND

Expands files contained in a compression file to the specified directory.

Syntax: EXPAND <compression file name> /C: [/option1 /option2...]

- /C: Specify the names of the files to be expanded. You can use wildcards and multiple names. Use semicolons (;) to separate names. The default is to expand all files.
- /DEL Deletes compressed files from the compression file set when the files are expanded.
- /P Uses the path information stored with the compressed file. The path information is appended to the destination path you specify.
- /U Expands the file only if it doesn't exist in the destination directory or it is more recent than the destination copy.
- /VS Scans the file for viruses after it has been expanded.

See Also

[Using the Command Line](#)

## FC (File Compare)

Compares the contents of two files, byte by byte.

This command displays the File Manager Compare dialog box, where you enter additional information needed to perform the comparison.

Syntax: FC <filename1> <filename2> [/CS]

/CS            Ignores upper and lowercase differences in the comparison.

---

See Also

[Using the Command Line](#)

## FORMAT

Formats the floppy disk in the specified drive.

Syntax: FORMAT <drive specification> [/option1 /option2...]

- /C Prompts for confirmation before formatting the disk.
- /F:<type> Specifies the type (capacity) of the floppy disk. Enter 360, 720, 1200, 1440, or 2880. The default is 1440 (1.4 MB).
- /Q Does a quick format. Use this option only to format previously formatted disks that you know are in good condition.
- /S Adds system files to the disk so that you can boot from it.
- /V:<label> Specifies a volume label for the disk when you format it.

See Also

[Using the Command Line](#)

## LABEL

Enters or changes the volume label for a disk. If you dont enter a name, the disk will have no label.

Syntax: LABEL <drive> <label>

<drive>      Specifies the drive containing the disk to be labeled.

<label>      Specifies the volume label.

---

See Also

[Using the Command Line](#)



## **MKDIR or MD**

Creates directories or compression files. If you include an extension .ZIP, .PAK, .ARC, or .LZH, File Manager asks if you want to create a compression file. If you enter more than one directory path to create more than one directory, use spaces to separate the path names.

Syntax: MD <directory specification> or <compression file specification>

---

See Also

[Using the Command Line](#)

## MOVE

Moves files from one location to another.

Syntax: MOVE <source file> [destination file] [/option1 /option2]

/S            Moves files in the subdirectories.

/VS          Scans the files for viruses before moving them.

---

See Also

[Using the Command Line](#)

## **RMDIR or RD**

Removes a directory. The specified directory must be empty.

Syntax: RD <directory name>

---

See Also

[Using the Command Line](#)

## **RENAME or REN**

Renames files or directories.

You can use wildcards. You cant use RENAME to move files or directories to a new location.

Syntax: REN <source specification> <destination specification>

---

See Also

[Using the Command Line](#)

## RUN

Runs a program. The command name RUN is optional.

Use RUN to bypass the File Manager and execute a DOS command. For example, you can run the DOS version of COPY rather than the PC Tools for Windows File Manager version. When you run a DOS command, the options /M and /VS must appear first on the command line.

Syntax: RUN <command> [/option1 /option2]

/M           Minimizes the program after running it. This is useful for DOS programs.

/VS          Scans the file for viruses before running it.

---

See Also

[Using the Command Line](#)

## SCAN

Scans for viruses.

Syntax: SCAN <path> [/option1 /option2...]

- /B Scans the boot sector of the disk on the current or the specified drive.
- /M Scans memory.
- /C Scans compression files.
- /S Scans all the files in the subdirectories of the specified directory.

---

See Also

[Using the Command Line](#)

## SYNC

Synchronizes the contents of two directories so that all files in one directory are also in the other directory. The default is to update files in the second directory with files in the first directory.

Syntax: SYNC <directory name1> <directory name2> [/option1 /option2...]

- /B            Makes the contents of both directories match.
- /L            Updates the contents of the first directory with the contents of the second directory.
- /R            Updates the contents of the second directory with the contents of the first directory.
- /S            Updates the contents of all subdirectories.
- /VS          Scans each file for viruses before copying it from one directory to the other.

---

**See Also**

[Using the Command Line](#)

## SYS

Adds system files to a formatted floppy disk.

Syntax: SYS <drive containing the disk> [/C]

/C            Prompts for confirmation before copying the system files.

See Also

[Using the Command Line](#)







## Customize

Customizes the toolbar, menus, or keyboard shortcuts in your Central Point application. If you choose All from the Customize submenu, all available tabs appear in the Customize dialog box. If the application does not have a toolbar or menus, those tabs are not available.

Select a tab from the top of the Customize dialog box to customize the following:

<u>Toolbar</u>	Commands on the toolbar.
<u>Menu</u>	Commands on the menus.
<u>Keyboard</u>	Shortcut keys for commands.
<u>Commands</u>	Custom commands that start other applications.

The dialog box may contain any of the following buttons:

Buttons      Save    Default    Copy

## Toolbar

Creates a new series of toolbar commands or changes an existing one.

- ▶ To change the appearance of the buttons on the bar, choose the Style button and select a style from the choices that appear.
- ▶ To add a command to the toolbar, select the command from the Commands drop-down list box and choose Insert.

### Dialog Box Options

Toolbar Click the arrow to the right of the list box to see the toolbar schemes you have saved. The name of the current scheme appears by default. Scheme names are case-sensitive. For example, you can have a scheme named Projects and another named PROJECTS.

(Toolbar Display) A representation of the current toolbar.

Commands This drop-down list box displays the names of commands you can add to the toolbar. The list includes any custom commands you have set up.

Buttons Copy    Remove  
Insert    Delete  
↓



Default Styl

### Note

Use the toolbar only for commands that perform tasks. Some commands shown in the list box do not perform actions, but display information. These commands are not appropriate for the toolbar.

## Toolbar Style

Displays tool buttons in different styles and locations in the window.

### Dialog Box Options

Button Style	Select a style. You can display large or small icons, with or without text, or text only. When you select a style, the sample command button shows you what it looks like.
Placement	You can display the toolbar at the top of the window (the default position), the bottom, or the left or right side. In applications where you want a long screen window rather than a wide one, you might prefer to display the buttons on the side.
Show Toolbar Balloons	Displays on-screen balloons that identify a toolbar button when the mouse pointer pauses over it. Toolbar balloons appear only if the button style does not include text.

### Note

In some Central Point applications, the Placement options are not available.

## Button Style

Select one of five tool button styles.

Large Icon and Text Shows both the large command icon and the name.

Large Icon Only Shows only the large command icon.

Small Icon and Text Shows both the small command icon and the name.

Small Icon Only Shows only the small command icon.

Text Only Shows only the command name.

ShowToolbar Balloons Displays on-screen descriptions of a toolbar button when the mouse pointer pauses over it. Toolbar Balloons only display if the button style does not include text.

## **Toolbar Position**

In many Central Point applications, you can display the toolbar in one of four locations in the window.

Top	Horizontally, across the top of the window, under the menu bar.
Bottom	Horizontally, across the bottom of the window, above the status line.
Left	Vertically, at the extreme left of the window.
Right	Vertically, at the extreme right of the window.

## Keyboard

Adds or removes keyboard shortcut keys for commands.

▶ To change the shortcut key associated with a command, select the command, type a new shortcut key, and choose Insert or Replace. (Replace appears if the shortcut key is already assigned to another command.)

### Dialog Box Options

<u>Shortcut Keys</u>	Click the arrow to the right of the drop-down list box to see the keyboard schemes you have set up. Scheme names are case-sensitive. For example, you can have a a scheme named Lisa and another named LISA.
(Command List)	A list of commands and associated shortcut keys.
Shortcut Key	Key names are entered automatically in the box when you press the keys. If you enter a shortcut key already in use, you replace the command currently assigned to the key.
Commands	This list box displays the names of commands you can assign shortcut keys to. The list includes any custom commands you have set up.
Buttons	<u>Replace or Insert</u> <u>Delete</u> <u>Default</u>

## **Shortcut Key Schemes**

You can create named keyboard schemes (that is, sets of shortcut keys) for special purposes.

If you choose Default, you reset the named scheme to the default keyboard settings.



## Menu

Lets you add, delete, rename, or reorder pull-down menu commands.

- ▶ To add a command to the menu at the level of the selected menu item:
  1. Scroll through the Commands list box.
  2. Select the command you want to add.
  3. Choose Insert.

### Dialog Box Options

<u>Menu</u>	Click the arrow to the right of the list box to see the menu schemes that are set up. Scheme names are case-sensitive. For example, you can have a scheme named Maria and another named MARIA.						
(Menu Display)	The Menu window shows the selected menu scheme. You can delete existing commands and add new commands at any level. Choose the <u>Separator</u> command to insert a separator bar.						
Commands	This drop-down list box displays the names of commands you can add to the menu. The list includes any custom commands you have set up.						
Buttons	<table><tr><td><u>C</u>opy</td><td><u>R</u>emove</td><td><u>I</u>nsert</td></tr><tr><td><u>D</u>elete</td><td><u>D</u>efault</td><td></td></tr></table> ↓	<u>C</u> opy	<u>R</u> emove	<u>I</u> nsert	<u>D</u> elete	<u>D</u> efault	
<u>C</u> opy	<u>R</u> emove	<u>I</u> nsert					
<u>D</u> elete	<u>D</u> efault						



### Note

Choose the Default button only if you want to change the selected menus to match the default menu scheme.

---

### See Also

[Editing Command Names](#)

[About Editing Menus](#)

## About Editing Menu Schemes

In several Central Point applications, you can select a Long Menu scheme or a Short Menu scheme.

You can modify a menu scheme in the following ways:

- ▶ Delete commands you do not use.
- ▶ Add a new menu category.
- ▶ Add custom commands you have created.
- ▶ Change the order of commands on a menu.
- ▶ Move commands from one menu to another.
- ▶ Add separator bars.

## Editing Menu Command Names

You are most likely to edit the names of commands that you have created yourself. For example, you might edit a menu level header you have added, and give it a unique name.

- ▶ To change the name of any command on the menu, select the command, then press F2 to edit the name. Type the name you want to assign to the command, and press Enter.
- ▶ To create an underline character for use as a keyboard shortcut, insert an ampersand (&) before the letter you want to use. Make sure that the shortcut key you create does not conflict with another shortcut key. If you want to include a literal ampersand character in the command name, insert two ampersands.

For example,

My&Command produces MyCommand.

My&&Command produces My&Command.

## **Default Menu Schemes**

Each Central Point application with menus has a default menu scheme. When you choose the Default button in the Menus tab of the Customize dialog box, the selected menu is reset to match the default.

## Menu Schemes

Available menu schemes (sets of menus and commands) appear on the Options menu. Several Central Point applications offer default long and short menus.

If you have created custom menu schemes, they are available from the Options menu in the application.

- ▶ To switch to another menu scheme, choose a scheme from the Options menu.

## Separator

To add a line that divides one group of commands in a menu or toolbar from another group, select the Separator command from the commands shown in the list box, or click the Separator icon.

The line appears above the selected command (in a menu) or before the selected button (in a toolbar) when you choose Insert.

## Toolbar Schemes

The list of toolbar schemes (sets of toolbar buttons) appears on the pop-up menu for the toolbar.

If you have created custom toolbar schemes, the names of these schemes appear in the list.

- ▶ To change to another toolbar scheme, choose it from the pop-up menu.

## **Custom Commands**

You can add your own custom commands to Central Point applications.

Custom commands do not have online help at the menu level. If the command is a Windows program, you can use the Microsoft Windows help after you choose the command to start the program.

If the command is a DOS application or a macro from another application, help is probably not available.



## Select Icon Dialog Box

Selects an icon for a command or item.

You can select an icon from any file that contains icons in the standard format, such as MORICONS.DLL. You can also select an icon that you have created yourself in an application such as Central Point Icon Editor (in PC Tools for Windows).

▶ To use a different icon file, choose Browse and use the directory tree and file list to select an icon file. Then choose OK to apply it to the custom command.

▶ To select a new icon, select the icon in the selection box and choose OK.

## Dialog Box Options

Current File	The name of the file containing the current icon. A file can contain multiple icons.
Total Icons	The number of icons in the current icon file. Icons are shown in the selection box. Use the scroll bar at the bottom of the selection box to see all available icons.

## Available if you choose the Browse button:

File Name	The names of files in the current directory that might contain icons.
Directories	The directory tree on the current drive.
List Files of Type	The file types displayed in the file list. Select from the drop-down list a file type that contain icons.
Drives	The list of drives available to your computer. The current drive is displayed.

## **Icon Files**

Files that contain icons have the following file types: DLL, EXE, ICO, RSL, and ICL.

**Save**

Saves all new or changed configurations for this part of the Customize dialog box.

## Copy

Makes a copy of the named scheme so that you can modify it and create a new scheme.

## Copy

Makes a copy of the selected custom command.

You can modify the copy by editing the command line or other options in the text boxes to create a different version of the command.

## **Default**

Returns the named scheme to the default, even if it has been saved. All changes are lost.

If more than one menu scheme is shipped with the application, the scheme used to reset menus to the default is the menu scheme in use when you first installed the application.

## Password

Enter a password for this command. After you assign a password to a command, you are prompted to enter it when you choose the command. You must also enter the password to change any of the command attributes in the Commands tab of the Customize dialog box.

## Insert

Inserts the command that appears in the Commands box into the toolbar, menu, or keyboard shortcut key list into the named scheme. The command is positioned either to the left of the selected item or above it.

In the Keyboard tab, the Insert button is inactive until you specify the shortcut key.



**Delete**

Deletes the selected item on the toolbar, menu, or keyboard shortcut key list.

**Delete**

Deletes the selected custom command.

## **New**

Adds a new named configuration scheme.

When you select New, a default name appears selected in the Scheme box. To enter a different name, type over the default.

## New

Displays the generic command template.

You can enter all necessary information yourself, or choose Browse to select a .PIF, .RUN, .EXE, or other executable file. When you select the file, the Command Name, Command Line, Description, Button Text, and Menu Text boxes are automatically filled in with defaults for the executable file. You can edit these defaults to make them more descriptive.

## **Replace or Insert**

This button is labeled Insert if the shortcut key you have typed is not assigned to another command.

The button is labeled Replace if the shortcut key you have typed is already assigned to another command. No confirmation message appears.

**Remove**

Deletes the entire named configuration shown in the Scheme text box.

## **New Menu**

Adds a new menu at the level of the selected box.

The default name for the new menu is Custom Menu.

Immediately after you create the new menu item, you can enter a descriptive name to replace Custom Menu. If you want to change the name later, select the menu name, then press F2 to edit the name.

If a menu name is selected, a new menu is inserted above it. If a menu command is selected, a cascading submenu, accessed through the command, is inserted.

## Arrows

Click the arrow keys to move the selected item to the right or left in the toolbar, and up or down in the menu list hierarchy.



## Icon

The icon appears on the button if you put the command on your toolbar.

You can select any icon file available on your drive. Choose Browse in the Icon dialog box to find icon files and apply them to the new command.

### **Password for Customizing**

If you are using a Central Point application from a network, the network administrator might have password-protected the Customize command to prevent individual users from changing the toolbar, menus, shortcut keys, or custom command list.

If you find that you cannot use the Customize dialog box because it is password-protected, see your network administrator.

**Browse**

Selects a drive, directory, and file from the Browse dialog box.

## Browse Dialog Box

Selects a custom command program file from the directory tree and file list.

▶ To select a file, highlight the file name in the file list box. Then choose OK.

### Dialog Box Options


File Name	Enter the file-name pattern you are looking for. If you enter the full path of the files you want to select from, the drive and directory name change automatically.  For example, if the current directory is C:\WINDOWS, you can enter D:\LETTERS in the box. Files in D:\LETTERS appear when you press Enter. The drive and directory names shown in the Drive and Directory lists also change.
File List	Files that match the file-name pattern appear here. Select a file name and choose OK to select it.
Directory	Change the selected directory by clicking the directory folders.
Drive	Change the selected drive by clicking the arrow at the right of the box and selecting another drive from the list that appears.
List Files of Type	Click the arrow at the right of the box to select a different file category. You can override the category that appears here by typing another category specification in the File Name text box.

## File Companions

File Companions can manage files (for example, copy a file or create a directory) from the Browse, Open, or Save dialog box in any application--even non-Central Point applications--without switching to File Manager. For example, suppose you're about to save a newly-created file but need a new directory for it. From the Save dialog box you can create the directory and save the file--without leaving the dialog box.

File Companions are available when Desktop, rather than Program Manager, is your shell application. (To use Desktop as the Windows shell, open the Configure icon in the PC Tools for Windows group.)

▶ To use File Companions from any Browse, Open, or Save dialog box:

1. Click the  icon (next to the Control-menu icon) to open the File Companions menu and choose a file management command.
2. Use the Copy, Rename, or other dialog box to perform the chosen function.

You can choose the Help button for information about the active file management dialog box.

You can also display the File Companions menu by clicking the right mouse button on the background of the Browse, Open, or Save dialog box.



