Copy-it for Windows
Version 1.3

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User's Manual

A Basic
File Management
Program

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1 Introduction

Copy-it is a basic file management program that will allow you to maintain you files on your hard drive(s) or floppy drive(s). Some of the basic functions of Copy-it are to be able to Copy, Move, Rename, Delete, View File Information, Change File Attributes, and Edit files. Also the ability to Make Directories, to Delete Directories, and to Rename Directories. Some of the features of Copy-it are the ability to view several windows of different drives and Directories at the same time. The ability to execute programs and their associated data files. One handy feature is the floating menu that will give you quick access to the more common commands without having to go to the menu bar.
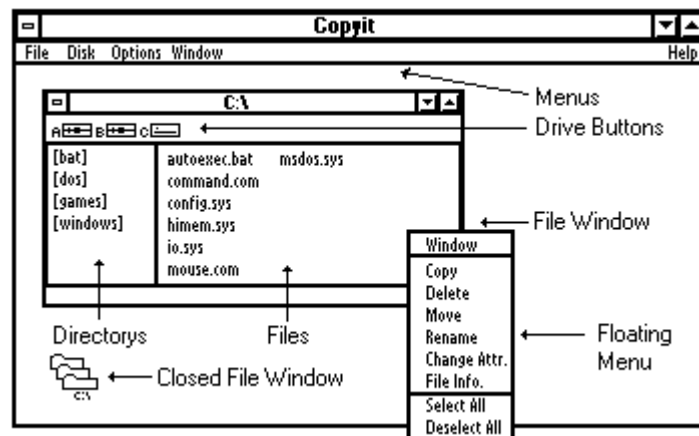
2 Installation

To install Copy-it for Windows . The only required files are **"COPYITWN.EXE"** and **"COPYITHP.HLP"**. These need to be placed into the same directory. For the best performance copy these files on to you hard drive. Other files accompanying Copy-it for Windows are **"MANUAL.WRI"** and **"COPYITWN.WRI"**. These files are not needed

for operation but remain helpful.

3 Using Copy-it for Windows

Unfortunately at this time Copy-it for Windows only supports mouse operation with limited keyboard operation.

How to get around in Copy-it?

To activate the floating menu simply click the right mouse button once. This will pull up the floating menu. To select a menu item click the left mouse button once on the menu item you would like to be executed. To remove the floating menu click the left button out side of the floating menu once.

To get a new window of files & directories, there are three ways this can be done. The first is to use the file menu and select the window item. Second is to select the window menu and select the open item.Third is to use the floating menu and select the window item.

To change active windows, move the mouse to the window you would like to be the active window and click the left mouse button once. This will then activate that window. If the window that was chosen was over lapped by another window the activated window will be pulled to the top.

To change drives, click the left mouse button once on the drive button that you would like to change to. This will change that window to the drive that was selected. Warning, if there is no disk in the drive that was selected it will ask to have a disk installed into that drive. If this is still not done, the path name will become garbage, but you can select another drive and it will then change to that drive.

To change directories, double click the left mouse button on a directory name, this will then change that window to the new directory and update the file listing.

To select a directory, click the left mouse button once on a directory name. This will then highlight that directory and then that directory can be renamed or removed.

Selecting files can be done several ways . 1.) To select a single file, just click the left mouse button once on the file name. 2.) To select more than one file, click on the first file name and hold the left mouse button down while dragging the mouse to the last file name. This will select all the consecutive file names between the first and last file name. 3.) To select more than one file but not in order, select the first file(s), then while holding down the [CTRL] key select any other file(s) using the left mouse button.

To start an application double click the left mouse button on the file name. If the file is an executable file (ie. com, exe, bat) it will execute immediately. If the file selected was a data file to an application and the extension is defined in your WIN.INI file, it will execute the associated application with the file that was selected.

4 Menus

4.1 Floating Menu

The floating menu as discused earlier is a shortcut to the most common commands. Activating the floating menu is done by clicking the right mouse button. The menu items in the floating menu can also be found under the File menu. The location where detailed information for these menu items can be found are as follows:

Window   **4.2.a**
Copy   **4.2.b**
Delete   **4.2.c**
Move   **4.2.d**
Rename   **4.2.e**
Change Attr.   **4.2.f**
File Info   **4.2.g**
Select All   **4.2.j**
Deselect All   **4.2.k**

4.2 File

4.2.a Window - The Window menu item will start a new window containing a file and directory listing.

4.2.b Copy - To copy files, select the file(s) you wish to copy. Then select the Copy menu item in either the floating menu or under the File menu. This will then pull up a dialog box asking for the destination of the file(s) that were selected. Build the destination path by using the mouse and double clicking the left mouse button on the list box of directories and drives. The destination path can also be typed into the edit box. After the path is built the ok or cancel button can be pressed. Pressing ok button, Copy-it will then begin to copy to file(s). Pressing the cancel button, Copy-it will return you back to normal operation. If the file attempting to be copied has the same name as a file in the destination location, Copy-it will ask you if you would like to overwrite that file. This can be answered yes or no. Yes will overwrite the file, no will pass over that file.

4.2.c Delete - To delete files, select the file(s) you wish to delete. Then select the Delete menu item in either the floating

menu or under the File menu. This will then pull up a dialog box and ask you if you are sure. If the ok button is pressed, then Copy-it will then start deleting the file(s) selected. If the cancel button is pressed, Copy-it, will go back to normal operation.

4.2.d Move - To move files, select the file(s) you wish to move. Then select the Move menu item in either the floating menu or under the File menu. This will then pull up a dialog box asking for the destination of the file(s) that were selected. Build the destination path by using the mouse and double clicking the left mouse button on the list box of directories and drives. The destination path also an be typed into the edit box. After the path is built, the ok or cancel button can be pressed. Pressing ok button, Copy-it will then begin to move to file(s) selected. Pressing the cancel button, Copy-it will return you back to normal operation. If the file attempting to be moved has the same name as a file in the destination location, Copy-it will ask you if you would like to overwrite that file. This can be answered yes or no. Yes will overwrite the file, no will pass over that file.

4.2.e Rename - To rename files, select the file(s) you wish to rename. Then select the Rename menu item in either the floating menu or under the File menu. This will then pull up a dialog box with the file that was selected in an edit box. Change the file name to what you wish and press the ok button. This will then rename that file. There is also a cancel button incase you change your mind don't want to rename the file that was selected.

4.2.f Change Attributes - To change a files attributes, select the file(s) you wish to change. Then select the Change Attr. menu item in either the floating menu or under the File menu. This will then bring up a dialog box containing the current attributes in check boxes. Check the boxes that fit your needs and press the ok button. This will then change attributes for that file. There is also a cancel button incase to decide to change your mind.

4.2.g File Information - To get more file information, select the file(s) that you wish to get more information on. Then select the file info. menu item in either the floating menu or under the File menu. This will then pull up a dialog box with more detailed file information. There are two buttons at the bottom of the dialog box, continue and cancel. Pressing the continue button will have the information for the next file

displayed. If the cancel button is pressed, Copy-it will then discontinue the file information routine and return you to normal operation.

4.2.h Edit File - To edit a file, select the file you wish to edit. After selecting the file, go the File menu and select the Edit File menu item. This will then start up the defined editor with the file loaded. The editor is defined under the options menu.

4.2.i Run **-** The Run menu item under the File menu will let you run a file that has been selected. This also can been done by double clicking the left mouse button on the file name.

4.2.j Select All - The Select All menu item is located in two locations. One under the File menu and the other in the floating menu. The Select All menu item will highlight all the files in the current active window.

4.2.k Deselect All - The Deselect All menu item is located in two locations. One under the File menu and the other in the floating menu. The Deselect All menu item will deselect all the files in the current active window.

4.2.l DOS - The DOS menu item will switch you to a dos window. The DOS menu item can be found in the File menu.

4.2.m Exit - The Exit menu item is under the File menu. After selecting the Exit menu item Copy-it for Windows will quit.

4.3 Disk

4.3.a Make Directory - To make a new directory, select the Disk menu followed by selecting the Make Dir. menu item. This will bring up a dialog box that will prompt you to type in the new directory name in the edit box. After the new directory name has been typed in, you then can press the ok button. This will then make a new directory in the current active window. There is also a cancel button incase you decide not to add a new directory.

4.3.b Delete Directory - To delete a directory, select the directory name. Then select the Disk menu followed by selecting the Delete Dir. menu item from the menu. This will then bring up a dialog box ask you if you are sure about deleting the directory you selected. Note, to be able to delete a directory all the files

have to be removed from that directory.

4.3.c Rename Directory - To rename a directory, select the directory name that you wish to rename. After selecting the directory name select, the Disk menu followed by selecting the Rename Dir. menu item from the menu. This will pull up a dialog box asking you to type in the new directory name into the edit box. After the new directory name has been typed, the ok button can be pressed. This will then rename the selected directory. There is also a cancel button in this dialog box that will allow you to change your mind.

4.3.d Disk Information - The Disk Info. menu item under the Disk menu will give you more detailed information about the disk. This only will give you the information for the active windows disk drive. By pressing the ok button will return you to normal operation.

4.4 Options

4.4.a Change Editor - The Change Editor menu item under the Options menu will allow you to change the default editor that Copy-it will use when the Edit File menu item is selected. After selecting the Change Editor menu item, Copy-it will bring up a dialog box with an edit box that contains the current editor. To change the editor, delete the current name and type in the new editor that you would like to use. After the new editors name is typed into the edit box, press the ok button and this will then store this information in your WIN.INI file.

4.4.b Default Directory - The Default Directory menu item under the Options menu will allow you to change the default directory that Copy-it for Window will start up in. Selecting the Default Directory menu item will bring up a dialog box that will have the default directory in an edit box. To change the default directory type in the new directory path and press the ok button this will then store this information in your WIN.INI fie. There is also a cancel button incase you change your mind.

4.4.c File Filter - The File Filter menu item under the Options menu will let you change how the files are displayed in the file window. Selecting the File Filter menu item will bring up a dialog box with the item to change which files are to be displayed in the file window. The default setting is *.* which allows all the files to be displayed.   If you wish, you can change

this by typing in a new filter type (eg. *.exe) This will then display only the files that have an exe file extension. Also in this dialog box is the option to have the hidden files visible. To change this, just click the left mouse button on the check box. When the box is checked the hidden files are visible, if it's not checked they stay hidden. After you have made all the changes you wish press the ok button. This will then change these item and store the information in your WIN.INI file. There is also a cancel button if you change you mind.

4.4.d Detail Listing - The Detail Listing menu item under the Options menu will change the file window to and from a simple file name listing to a more detail listing.

4.5 Window

4.5.a Open - The Open menu item under the Window menu will start a new window containing a file and directory listing.

4.5.b Tile - The Tile menu item under the Window menu will "tile"or arrange the current open windows evenly in Copy-it's working area.

4.5.c Cascade - The Cascade menu item under the Window menu. Will cascade or arrange the current open windows one after another.

4.6 Help

4.6.a Help on Copy-it - The Help on Copy-it menu item under the Help menu. Will bring up the help system that windows provides. And loads Copy-it for Windows help file.

4.6.b Help on Help - The Help on Help menu item under the Help menu. Will bring up the help system that windows provides. And loads it with the help file on how to use the help system.

4.6.c About Copy-it - The About Copy-it menu item can be found in two places one under the Help menu and the other in the system menu. The About Copy-it menu item will bring up the about box for Copy-it. In this dialog box will give you the version number and which mode that windows is currently running in.

5 Disclaimer

This software is sold "as is", without any warranty as to performance or any other warranties. Do to the many configurations that this program can be used in. The user must take the entire risk of using this program. PM Software and the author accepts no responsibility for any time or work lost while using this program.