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## **Open**

Allows you to open at an existing storage box. If DiskMan detects an old version, it will ask you if you would like it converted to the new format.

**New**

Allows you to create a new storage box of disks for DiskMan.

**Save**

Saves the storage box that is selected.



**Save As**

Allows you to save the selected storage box with any name you wish.

## **Search for File**

Search for file within all displayed storage boxes. Enter the file name as you would for DOS (WildCards are OK) or enter a portion of the file comments .

## **Report**

Sorts storage box by disks, file names, file extension, size, or date and output report to a window, printer, or ascii text file. The ascii text file is tab delimited.

## **Exit**

Exit DiskMan

## **Add**

Insert Disk to be cataloged into disk drive then click on Add. Make sure that you have selected the proper disk drive in the [configure menu](#). Alternatively, you can click on one of the small drive icons at the bottom of the DiskMan window to add a disk.

**Delete**

Deletes disk from storage box.

## **Manual Update**

Updates disk in storage box. After you delete or add files from a disk that DiskMan has cataloged, you may select update to tell DiskMan about the changes you have made. With Manual Update, you must first select the disk in the storage box that you wish to copy.

## **Auto Update**

If you have selected "Write Title to Disk", DiskMan can help you locate the disk within the storage box. Because DiskMan can save the disk title using 25 characters, DiskMan may have to prompt you to find out if it found the right disk. If DiskMan can't find it for you, you can always find it yourself and select Manual Update.



## **Change**

Change Disk Title with no other changes.

## **Print Labels**

Select disk titles in current storage box, type label, first label position on the sheet, and number of label copies that you would like.

## General

There are three major selections in this dialog box.

The first thing you must help DiskMan do is guess the title of the new disk you are adding. If you select 'Auto Increment', DiskMan will add 1 to the first number it found in the previous disk. For example, if you add a disk titled "Disk 1 of 2" and then add another disk, DiskMan will guess that the next disk is titled "Disk 2 of 2". Pretty Slick! However, if you have 'Disk Volume ID' selected, then DiskMan will always default to the volume label written on your disk.

The second thing that DiskMan needs to know is whether you want him to write the Title you give your disk to the disk. If this box is selected then DiskMan will write the first 11 characters of the title you give the disk to the volume label on the disk. This feature comes in handy when you want to AutoUpdate the disk.

Finally, DiskMan needs to know whether you want him to look inside your archived files and add the files it finds inside. With this option selected, DiskMan will look inside the most popular archive formats; zip, arc, pak, lzh, and zoo. DiskMan will add a comment to the contained file to let you know which archive file it is in.

## **Labels**

Set up labels for printing. Choose fonts, font sizes, and adjust label margins (in millimeters).

## **Report**

Select font, font size and header for storage box report.

## **Printer**

Select from Installed printers and modify print options from Windows.

## **Select Disk Drive**

Select the drive that you would like to use in order to read and update disks to your storage box. This drive will act as the default drive and all adds and updates will occur from this drive.

## **Save DeskTop**

Saves current DiskMan configuration so that the next time that you run DiskMan, it will automatically open the same storage boxes, and arrange them the way you like.



## **Cascade**

Select arrangement of windows on screen to cascade.

## **Tile**

Select arrangement of windows on screen to tile.

## **Arrange Icons**

Rearranges icons into ordered position

**Close All**

Closes all storage boxes.

## Overview

DiskMan is both a disk manager which will catalog your diskettes and a labeling program to print disk labels.

When you first start DiskMan, DiskMan will automatically open the main disk storage box (Main) , you know the disk storage box you have sitting right next to you. (The first time you use DiskMan, your main diskette box will be empty. To add disks to this storage box, select Disk - Add. from the pulldown menu. To change which storage boxes that DiskMan will automatically open for you in the future, arrange your desktop just the way you like it by opening or closing the storage boxes and then select Save DeskTop from the Configure Pull Down Menu. From now on, DiskMan will automatically open these boxes. Once you have added a disk, you may double click on its title and you will see all the files within that disk.

Storage Box:To create a new storage box of diskettes, go to Storage Box, and click on New. DiskMan will create a new window for this box of disks. Open will open an existing storage box.Save is for saving changes to an existing storage box. Save As will either let you name a new file box, or rename an existing file box. To search for a file within all of the open Storage Boxes, select Search For File. . Exitgets out of DiskMan.

DISK : When you want to enter a new disk into an existing storage box, go to Disk Add or function key F2. DiskMan will automatically name the diskette according to the Volume ID. There is never a need to type anything in to DiskMan unless you want to rename your diskette something other than the Volume ID. To get rid of a whole disk of files, use Disk Delete To let DiskMan know when you have added or deleted files from one of the disks, choose Update. As an alternative to selecting Disk Add or F2, you may click one of the small disk drive icons at the bottom of the DiskMan window, and the disk in that drive will be added.

Configure: Labels will allow you to select from your printer's fonts, modify the font size, and set the margins for your particular printer. For example, to start printing further right, increase the size of the left margin (measured in millimeters). Report allows you to select the font, the font size, and header for report listings. Printer allows you to select from installed printers and alter printer parameters.Disk Drive Choose which drive to use to add and update disks.

Window: Cascade layers the disk boxes you are working with, and Tilesets them side by side. Arrange Icons puts icons in an eye appealing arrangement if they get messy, and Close Allshuts all the storage boxes and puts them away. If there are any storage boxes open, they are listed at the bottom of this Window menu.

## **Displays**

Storage Box

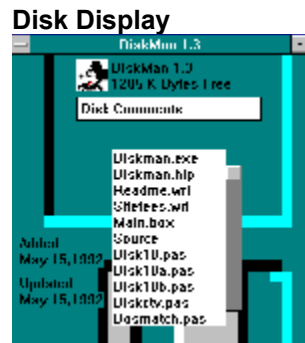
Disk

File

## Storage Box Display



The storage box display, illustrates all of your open storage boxes with the list of disk titles in each storage box. To display the disk information, double click on the disk title. This will bring up the Disk Display



The disk display shows the date the disk was added to the storage box, the date the disk was updated, the title of the disk, and the amount of free space left on the disk.

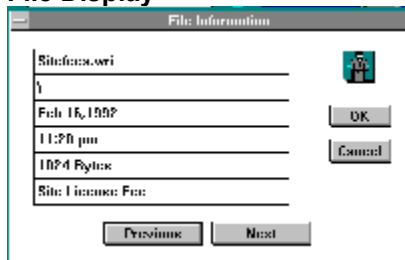
In addition, it depicts an icon to the left of the disk title. To change this icon, click on the icon and select from the list. To add additional icons, copy a Windows icon file to the DiskMan subdirectory.

You can add Disk Comments to the box below the disk title by clicking in the box and typing the comments.

Finally, to view file information, double click on the file name. This will bring up the [File Display](#)



## File Display



The file information display illustrates the file name, subdirectory, date and time, file size, and file comments.

DiskMan reads NDOS or 4DOS comments from the disk when added. You may add additional comments by clicking on the last box and typing in the new comments. Press return to advance to the next file to facilitate adding file comments to a disk full of files.