Copy-it for Windows

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File Menu

Menu items:

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   How to use Copy
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Move will move selected files to another directory.
   How to use Move
Rename will rename a selected file.
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   How to use Change Attr.
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   How to use DOS
Exit will exit or quit   Copyit.
   How to use Exit

Window

This will open a new window of files and directories.

Copy

   To copy a file select the file from the list of files using the mouse.   Then select the file menu or press the right mouse button, and select the **Copy** from the list.   This will put up a dialog box which asks for the destination for the file that you selected.   Using the mouse either   place it on the text, to type in the drive name and the path, or you can use the mouse on the list box and double click on the directory to build the path.

Delete

To delete a file.   Select a file name from the list   that you want to delete.   Next select the file menu or press the right mouse button, and select the **Delete** item. Then this will ask you if you are sure that you want to delete this file.

Move

   To move a file you will need to select a file to move from the list of files.   Then select the
file menu or press the right mouse button, and select the **Move** item.   Then this will ask you
for the destination of the file that you want to move.

Rename

To rename a file you will need to select a file from the list of files.   Then select the File menu or press the right mouse button, and select the **Rename** item from the menu.   Then it will ask you to type in the new name for the file.

Change Attr.

 To change file attributes.   You need to select a file from the list of files.   Then select the File menu or press the right mouse button, and select the **Change Attr.** item.   This will then give you the current attibutes and ask you for the new attibutes.   After checking the new attibutes press the continue button.

File Info

    To see file information for a file. You need to select a file from the list of files.   Then select the File menu or   press the right mouse button, and select the **File Info** item.   This will then give you the file information for the file that was selected.

Edit File

To edit a file.   Select the file from the list of files.   Then select the File menu followed by selecting the **Edit File** item.   This will then start notepad with the file that you selected.

Run

To run a file there are two ways that this can be done.   The first one is by selecting the file from the list of files then select the File menu followed by selecting the **Run** item from the list.   This will then run the program.   The other way you can start a program is by double clicking   on the program name in the list of files.   Also if you select or double click on a data file that is included in your win.ini file it will start that application with the data file in it.

Select All

To use select all, open the File menu or press the right mouse button to get the floating menu and select the **Select All** item.   This will then select all the files in the current window.

Deselect All

To use deselect all, open the File menu or press the right mouse button to get the floating menu and select the **Deselect All** item.   This will then deselect all the files in the current window.

DOS

This will open a DOS window, and to return to windows and Copyit type exit.

Exit

This will exit or quit the Copyit program.

Disk Menu

Menu items:

Make SubDir will make a new sub directory in the current directory.
   How to use Make SubDir

Remove SubDir will remove a selected sub directory.
   How to use Remove SubDir

Rename SubDir will rename a selected sub directory.
   How to use Rename SubDir

Disk Info. will give you disk information.
   How to use Disk Info

Make Directory

 To add a new directory, select the Disk menu followed by selecting the **Make SubDir** item. This will ask you for the name of the new directory.

Remove Directory

To remove a directory. Select the directory from the list of directories.   Then select the Disk menu followed by selecting **Remove SubDir** item.   This will ask you if you are sure and then remove the directory

Rename Directory

To rename a directory, select the directory name from the list of directories. Then select the Disk menu followed by selecting **Rename SubDir** item.   This will then ask you for the new name of the directory that you selected.

Disk Information

To get disk information simply select the Disk menu followed by selecting the **Disk Info** item.   This will give you the disk information for the active window.

Window Menu

Menu items:

Open will create a new window of files.

Tile will tile the windows in the work area.

Cascade will cascade the windows in the work area.

Options Menu

Change Editor will let you change the file editor.

Default Directory will let you change the default directory that Copy-it for Windows will start in.

File Filter will let you select the file type that will be displayed.

Detail Listing will change the listing of the file names to include the byte size,   time, and date.

Help Menu

Help on Copyit will give you help for Copyit.

Help on help will give you help with using help.

About Copyit will give you info. on Copyit.

Floating Menu

Menu items:

Window will open a new window with a file listing.
> **How to use Window**

Copy will copy selected files from one directory to another
> **How to use Copy**

Delete will delete selected files.
> **How to use Delete**

Move will move selected files to another directory.
> **How to use Move**

Rename will rename a selected file.
> **How to use Rename**

Change Attr. will let you change file attributes.
> **How to use Change Attr.**

File Info will give brief file information.
> **How to use File Info**

Select All will let you select all the files in the current window.
> **How to use Select All**

Deselect All will let you select all the files in the current window.
> **How to use Deselect All**

File Selection Methods

Selecting a single file.
Simply click on the file name.

Selecting mutiple files.
1. Click on first file name and while holding the mouse button down drag to the last file name.
2. Click on first file name hold down the [SHIFT] button and click on the last file name.
3. Click on one file name.   To select another out of order hold down the [CTRL] button and click on the next file name.

Activating Floating Menu

To activate the floating menu simply press the right mouse button.