Contents for File Manager Help

File Manager is a tool you can use to organize and work with your files and directories.

To learn how to use Help, press F1.

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For help on managing your disks, choose one of the following tasks:

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For help on moving around in File Manager, choose one of the following tasks:

- Arranging Windows and Icons
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Displaying and Changing File Properties

You can use File Manager to display file information, such as file size and the date you last modified a file. You can also change properties, such as file <u>attributes</u>.

For help on displaying or changing file properties, choose one of the following tasks:
- <u>Changing File Properties</u>
- <u>Displaying File Information</u>

See Also
<u>Displaying and Changing Shared File and Directory Properties</u>

Displaying and Changing Shared File and Directory Properties

A shared directory is a directory that you have made available to users of the network. You can use File Manager to display information about shared directories, such as the names of files currently being used by people on the network. You can also use File Manager to display information about files in a shared directory, such as the names of people currently using the file.

For help on displaying or changing shared directory properties, choose one of the following tasks:

- Changing Shared Directory Properties
- Viewing Connected Users
- Forcefully Disconnecting Users

See Also
Displaying and Changing File Properties

Working with Files and Directories

For help on working with files and directories, choose one of the following tasks:

- Associating Files with Applications
- Copying Files
- Creating Directories
- Deleting Files and Directories
- Displaying a Group of Files
- Inserting a File into Another File
- Moving Files
- Naming Files and Directories
- Printing Files
- Renaming Files and Directories
- Searching for Files
- Selecting Files
- Sorting Files
- Updating a Directory Window
- Share a Directory with the Network
- Displaying and Changing Shared File and Directory Properties

What Is File Manager?

File Manager provides a graphical way to organize your files and directories. You can use File Manager to move and copy files, start applications, print documents, and maintain disks. You can also use File Manager to share files and directories on a network, or to connect to network drives.

In File Manager, your files and directories are displayed in a directory window. The directory window is split: the left half displays the directory tree and the right half displays the contents of the current directory. When you select a different directory in the directory tree, the contents of that directory are displayed in the right half of the window.

In the directory window, each filename has an icon next to it, indicating what kind of file it is.

Directories.

Directories that are being shared on a network.

Program files and batch files. These files start applications.

Document files. These files are associated with an application. When you choose a document file, the application starts and opens the file.

System or hidden files. These files have system or hidden attributes.

All other files.

At the top of the File Manager main window, immediately below the File Manager main menu, is the toolbar. It contains a field with which you can select a drive to display in the directory window. It also contains buttons for selecting network options. With the toolbar buttons, you can connect to a network drive, disconnect from a network drive, share a directory on your computer as a network drive, or stop sharing a directory on your computer as a network drive.

Below the toolbar is the drivebar. It contains a drive icon for each drive you currently have access to. Different icons represent the different types of drives on your computer: hard disk drives, floppy drives, network drives, RAM drives, and CD-ROM drives. You can change to a different drive by selecting it in the drivebar.

To return to Contents for File Manager Help, choose the Contents button.

Changing Drives and Directories

You can display the contents of a different directory by changing directories or drives. For more information, choose one of the following tasks:

- [Changing Directories](#)
- [Changing Drives](#)
- [Displaying Subdirectories in the Directory Tree](#)

See Also
[Moving Around in File Manager](#)
[Updating a Directory Window](#)

Viewing Connected Users

You can use File Manager to display information about users who are using a shared file or who have connected to a shared directory on your computer.

To see who is using a shared file

1 Click the file in the <u>directory tree</u>.

   Or press TAB to move to the directory tree, and then use the arrow keys to select a directory.

2 Select Properties from the File menu.

3 Choose the Open By button in the Properties For dialog box.

To see who is connected to a shared directory

1 Select Shared Directories from the Disk menu.

2 In the Shared Directories box, select the shared directory you wish to look at.

3 Choose the Open By button.

> **Note** If a shared directory on your computer is a subdirectory of another shared directory, the Properties For dialog box will display only those users who have connected to the directory you selected. For example, suppose you have a directory called BIG on your computer. The BIG directory has a subdirectory called SMALL. You share BIG with the network, but, even though SMALL is a subdirectory of BIG, you share SMALL as well, with its own sharename. Then suppose that JANEC connects to BIG, but moves to the SMALL directory after connecting, and BILLH connects to SMALL. If you select the SMALL directory and select Properties from the File menu, the Properties For dialog box will only contain BILLH.

See Also
<u>Forcefully Disconnecting Users</u>
<u>Changing Shared Directory Properties</u>

Forcefully Disconnecting Users

Sometimes you may need to forcfully disconnect a network user who has connected to a directory or is using a file that you are sharing with the network. You can use file manager to do this.

To disconnect users accessing a shared file

1 Click the file in the <u>directory tree</u>.

   Or press TAB to move to the directory tree, and then use the arrow keys to select the directory.

2 Select Properties from the File menu.

3 Choose the Open By button in the Properties For dialog box.

4 In the list displayed, select the user or users that you wish to force off. You can select multiple names by holding down the CNTRL key as you select each name.

5 Choose the Close Files button.

6 Choose the OK button.

To disconnect users accessing a shared directory

1 Select Shared Directories from the Disk menu.

2 In the Shared Directories box, select the shared directory containing the files in question.

3 Choose the Open By button.

4 In the box displayed, select the file or files which you want to force users to stop using. You can select multiple files by holding the CNTRL key down while selecting each file.

5 Choose the Close Files button.

6 Choose the OK button.

> **Note**   If a shared directory on your computer is a subdirectory of another shared directory, the Properties For dialog box will display only those users who have connected to the directory you selected. For example, suppose you have a directory called BIG on your computer. The BIG directory has a subdirectory called SMALL. You share BIG with the network, but, even though SMALL is a subdirectory of BIG, you share SMALL as well, with its own sharename. Then suppose that JANEC connects to BIG, but moves to the SMALL directory after connecting, and BILLH connects to SMALL. If you select the SMALL directory and select Properties from the File menu, the Properties For dialog box will only contain BILLH.

See Also
<u>Changing Shared Directory Properties</u>

Changing Directories

You can display the contents of a different directory by changing directories in the directory tree. If the directory you want is a subdirectory and does not appear in the directory tree, you can expand the directory so you can see subdirectories.

To change directories

▸ Click a directory in the <u>directory tree</u>.

Or press TAB to move to the directory tree, and then use the arrow keys to select a directory.

Note To quickly change to the root directory by using the keyboard, press the HOME key.

See Also
<u>Changing Drives</u>
<u>Displaying Subdirectories in the Directory Tree</u>

Changing Drives

If you want to display the contents of a different disk, you can change drives displayed in the directory window.

To change drives

▶ Select a drive icon.

Or press CTRL and the letter of the drive you want to change to.

Or from the Disk menu, choose Select Drive.

Or double-click the background of the drivebar to open the Select Drive dialog box.

Or click on the down arrow next to the drive field in the toolbar to display a list of drives from which you can select.

For help with the Select Drive dialog box, choose the Help button or press F1 while using the dialog box.

See Also
Changing Directories
Displaying Subdirectories in the Directory Tree

Displaying Subdirectories in the Directory Tree

To display subdirectories

▶ Double-click the directory you want to <u>expand</u>.

Or select the directory you want to expand in the directory tree, and then press ENTER.

Or select the directory you want to expand, and then choose Expand One Level, Expand Branch, or Expand All from the Tree menu.

To hide subdirectories

▶ Double-click the directory you want to <u>collapse</u>.

Or select the directory you want to collapse in the directory tree, and then press ENTER.

Or select the directory you want to collapse, and then choose Collapse Branch from the Tree menu.

Note You can mark which directories have subdirectories by using the Indicate Expandable Branches command on the Tree menu. The directories that have subdirectories are marked with a plus sign (+). After you expand a directory, it is marked with a minus sign (-). If you use the Indicate Expandable Branches command, File Manager may take longer to create the directory tree.

See Also
<u>Changing Directories</u>
<u>Changing Drives</u>
<u>Moving Around in File Manager</u>
<u>Updating a Directory Window</u>

Searching for Files

To find a file or group of files, you can use the Search command. If files are found, they are listed in the Search Results window. You can select items in this window and perform such tasks as copying, deleting, moving, and printing files. The contents of the Search Results window change when you perform a new search.

To search for files or directories

1 Select the directory in which you want to start the search.

2 From the File menu, choose Search.

3 In the Search dialog box, specify what you want to search for and whether you want to search in subdirectories.

4 Choose the OK button.

   To cancel the search, press ESC.

For help with the Search dialog box, choose the Help button or press F1 while using the dialog box.

See Also
Working with Files and Directories

Creating Directories

To create a directory

1 Select the directory in which you want to create the new directory.

2 From the File menu, choose Create Directory.

3 In the Create Directory dialog box, specify the name of the new directory.

4 Choose the OK button.

For help with the Create Directory dialog box, choose the Help button or press F1 while using the dialog box.

See Also
Changing Drives and Directories
Naming Files and Directories
Working with Files and Directories

Moving Files

You can move a file or group of files to another directory or drive. If you are using a mouse, you can move files quickly by selecting the file or files and then dragging them to the destination.

To move a file to a directory on the same drive

▶ Drag the file icon to a directory icon on the same drive or to a minimized directory window on the same drive.

To move a file to a different drive

▶ Press SHIFT while dragging the file icon to a directory icon on a different drive or a minimized directory window on a different drive.

Or press SHIFT while dragging the file icon to a drive icon.

To move files by using the Move command

1 Select the file or files you want to move.
2 From the File menu, choose Move.
3 In the Move dialog box, specify the destination directory.
4 Choose the OK button.

For help with the Move dialog box, choose the Help button or press F1 while using the dialog box.

> **Note** If you move a file to a directory that has a file with the same name, a message appears, asking whether you want to replace the existing file. If you don't want to receive confirmation messages, you can turn them off by using the Confirmation command on the Options menu. Also, if the directory that you intend to move is a shared directory, a box appears informing you that you cannot move the directory unless you stop sharing it first.

See Also
Copying Files
Selecting Files
Turning Off Confirmation Messages

Copying Files

You can copy a file to another directory or drive. If you are using a mouse, you can copy files quickly by selecting the file or files and then dragging them to the destination.

To copy a file to a directory on the same drive

▶   Press and hold down CTRL and drag the file icon to a directory icon on the same drive or to a minimized directory window on the same drive.

To copy a file to a different drive

▶   Drag the file icon to a directory icon on a different drive or to a minimized directory window on a different drive.

   Or drag the file icon to a drive icon.

To copy files by using the Copy command

1 In the contents list, select the file or files you want to copy.

2 From the File menu, choose Copy.

3 In the Copy dialog box, specify the destination directory.

4 Choose the OK button.

For help with the Copy dialog box, choose the Help button or press F1 while using the dialog box.

Note   If you copy a file to a directory that has a file with the same name, a message appears, asking whether you want to replace the existing file. If you don't want to receive confirmation messages, you can turn them off by using the Confirmation command on the Options menu.

See Also

Moving Files
Selecting Files
Turning Off Confirmation Messages

Renaming Files and Directories

You can rename a file or directory in File Manager.

To rename a file or directory

1 Select the file or directory you want to rename.
2 From the File menu, choose Rename.
3 In the Rename dialog box, specify the new name.
4 Choose the OK button.

For help with the Rename dialog box, choose the Help button or press F1 while using the dialog box.

Also, if the directory that you intend to rename is a shared directory, a box appears informing you that you cannot rename the directory unless you stop sharing it first.

See Also
Naming Files and Directories
Selecting Files
Turning Off Confirmation Messages

Deleting Files and Directories

You can use File Manager to delete a file or group of files. You can also delete a directory. When you delete a directory, all of its subdirectories and files are deleted.

To delete a directory, file, or group of files

1 Select the directory, file, or files you want to delete.

2 From the File menu, choose Delete.

3 In the Delete dialog box, the selected directory or files are listed. If these are not the files you want to delete, specify others.

4 Choose the OK button.

For help with the Delete dialog box, choose the Help button or press `F1` while using the dialog box.

> **Note** Before you delete a file or directory, a message appears, asking whether you want to delete it. If you don't want to receive confirmation messages, you can turn them off by using the Confirmation command on the Options menu. Also, if the directory that you intend to delete is a shared directory, a box appears informing you that you cannot delete the directory unless you stop sharing it first.

See Also
Selecting Files
Turning Off Confirmation Messages

Selecting Files

Before you can work with a file, you must select it. There are several ways to select files in File Manager. If the files you want are visible in the directory window, you can use the mouse or keyboard to quickly select them. If the files are not visible, or if you want to select a group of files with similar names, use the Select Files command.

For help on selecting files, choose one of the following tasks:

- Using a Mouse to Select Files
- Using the Keyboard to Select Files
- Using the Select Files Command to Select Files

Using the Select Files Command to Select Files

To select files by using the Select Files command

1 From the File Menu, choose Select Files.

2 In the Select Files dialog box, type the name of the file you want to select and then choose the Select button. You can use <u>wildcards</u> to select a group of files, for example *.TXT. Repeat this step as many times as you want to select more files.

   You can choose the Deselect button at any time to cancel a selection. The Deselect button cancels the selected files that you specify in the Files box.

3 Choose the Close button when you have selected all the files you want.

For help with the Select Files dialog box, choose the Help button or press F1 while using the dialog box.

See Also
<u>Using a Mouse to Select Files</u>
<u>Using the Keyboard to Select Files</u>

Using a Mouse to Select Files

You can use a mouse to select a file or group of files. Before you select files, they must be visible in the directory window.

To select a file or directory

▶   Click the filename or directory name.

To select two or more items in sequence

1 Click the first file or directory you want to select.

2 Press and hold down SHIFT while you click the last file or directory in the group.

To select two or more items out of sequence

▪   Press and hold down CTRL while you click each file or directory.

To cancel a selection

▪   Press and hold down CTRL while you click the selected file or directory.

See Also

Using the Keyboard to Select Files

You can use the keyboard to select a file or group of files. Before you select files, they must be visible in the directory window.

To select a file or directory
- Use the following keys to select a file or directory.

Press	To select
UP or DOWN ARROW	A file above or below the current selection
END	The last file in the list
HOME	The first file in the list
PAGE UP	The file at the top of the previous screen
PAGE DOWN	The file at the bottom of the next screen
A character	The next file that begins with that letter or number

To select two or more items in sequence
1 Use the arrow keys to move to the first file or directory you want to select.
2 Press and hold down SHIFT while you select the remaining items in the group.

To select two or more items out of sequence
1 Use the arrow keys to move to the first file or directory you want to select.
2 Press and release SHIFT+F8. The selection cursor begins to blink.
3 Move to the next item you want to select.
4 Press the SPACEBAR to select each file or directory.
5 Press SHIFT+F8 when you finish selecting files.

To cancel a selection
1 Press SHIFT+F8 so the selection cursor begins to blink.
2 Move to the selection you want to cancel, and then press the SPACEBAR.
3 Press SHIFT+F8 when you finish canceling selections.

See Also
Using a Mouse to Select Files
Using the Select Files Command to Select Files

Printing Files

You can print document files by using File Manager. A document file is <u>associated</u> with an application and represented by a <u>document-file icon</u> in the directory window.

To print a file by using a mouse

- Drag the document-file icon to the minimized Print Manager application icon (Print Manager must be running).

To print a file by using the Print command

1 Select the document file you want to print.

2 From the File menu, choose Print.

3 The Print dialog box displays the selected file. If the file is not the one you want to print, specify a different file.

4 Choose the OK button.

For help with the Print dialog box, choose the Help button or press F1 while using the dialog box.

See Also
<u>Associating Files with Applications</u>
<u>Selecting Files</u>

Starting Applications

You can use File Manager to start your applications. You can start an application by opening a <u>program file</u> or <u>document file</u>. You can also specify a file to open when you start your application.

To start an application

- Double-click the program file or document file.

  Or select the file, and then choose Open from the File menu (or press ENTER).

To start an application and open a file by using a mouse

- Drag a file icon to a program-file icon or to a minimized application icon.

To start an application and open a file by using the Run command

1 Select the program file for the application you want to run.

2 From the File menu, choose Run.

3 In the Run dialog box, specify the file you want to open.

4 Choose the OK button.

For help with the Run dialog box, choose the Help button or press F1 while using the dialog box.

See Also

<u>Associating Files with Applications</u>
<u>Selecting Files</u>

Arranging Windows and Icons

If there are many directory windows open or reduced to icons, you may need to arrange the windows and icons so that you can see them all.

To arrange directory windows

▪ From the Window menu, choose Cascade to arrange windows so that they overlap, starting in the upper-left corner of the File Manager workspace and the title bar of each window remains visible.

Or choose Tile from the Window menu to arrange windows vertically (stacked on top of each other) so that they do not overlap.

Or press and hold down SHIFT and choose Tile from the Window menu to arrange windows horizontally (side-by-side) so that they do not overlap.

To arrange icons

▪ From the Window menu, choose Arrange Icons.

See Also
Opening Another Directory Window

Sorting Files

By default, files are listed alphabetically by name. You can choose to display files alphabetically by their extension, by size (from largest to smallest), or by date, with the most recently modified file listed first.

To sort files

▪ From the toolbar, choose the Sort By Name, Sort By Type, Sort By Size, or Sort By Date button.

Or, from the View menu, choose Sort By Name, Sort By Type, Sort By Size, or Sort By Date.

The Sort By commands affect the files in the <u>active</u> directory window only.

See Also
<u>Displaying a Group of Files</u>
<u>Working with Files and Directories</u>

Displaying File Information

You can display file information, such as file size, last modification date and time, and file attributes in a directory window. By default, only the names of files and directories are displayed. You can display all file information or specific types of information.

To display all file information

- From the toolbar, choose the All File Details button.

  Or, from the View menu, choose All File Details.
- From the View menu, choose All File Details.

To display specific file information

1 From the View menu, choose Partial Details.

2 In the Partial Details dialog box, specify which information you want to display.

3 Choose the OK button.

For help with the Partial Details dialog box, choose the Help button or press F1 while using the dialog box.

To display only names of files and directories

- From the View menu, choose Name.
- Or, from the toolbar, choose the By Name button.

Note   The Name, All File Details, and Partial Details commands affect only the contents list in a directory window. If the directory window is displaying only the directory tree, the window is not affected by these commands.

See Also
Changing File Properties

Formatting a Floppy Disk

When you format a floppy disk, all information on the disk is removed and the disk is prepared for use with your computer.

To format a floppy disk

1 Insert a floppy disk in a drive, and click the drive icon for that disk.

   Or choose Format Disk from the Disk menu.

2 In the Format Disk dialog box, specify the drive letter, disk capacity, volume label, and other options.

3 Choose the OK button.

For help with the Format Disk dialog box, choose the Help button or press F1 while using the dialog box.

Note   Before you format a floppy disk, a confirmation message appears. If you don't want to receive confirmation messages, you can turn them off by using the Confirmation command on the Options menu.

See Also

Turning Off Confirmation Messages

Copying a Floppy Disk

You can copy the contents of one floppy disk to another.

To copy a floppy disk

1 Insert the source disk in the drive you want to copy from, and if you have two floppy drives, insert the destination disk in the drive you want to copy to.
2 Select the drive icon for the source disk.
3 From the Disk menu, choose Copy Disk.
4 If your computer has two floppy disk drives, a dialog box appears. Select the letter of the destination drive, and then choose the OK button.

   If your computer has only one floppy disk drive, the dialog box does not appear.

For help with the Copy Disk dialog box, choose the Help button or press F1 while using the dialog box.

Note   Before you copy a floppy disk, a confirmation message appears. If you don't want to receive confirmation messages, you can turn them off by using the Confirmation command on the Options menu.

See Also
Turning Off Confirmation Messages

Labeling a Disk

You can assign or change a volume label for a floppy or hard disk.

To assign or change a volume label

1 If you are labeling a floppy disk, insert it into a floppy drive.
2 Select the drive icon for the disk you want to label.
3 From the Disk menu, choose Label Disk.
4 In the Label Disk dialog box, specify the new label.
5 Choose the OK button.

For help with the Label Disk dialog box, choose the Help button or press F1 while using the dialog box.

Making a System Disk

You can use a <u>system disk</u> to start a computer that has the MS-DOS operating system.

To make a system disk

1 Insert a formatted floppy disk into a drive.
2 From the Disk menu, choose Make System Disk.
3 If your computer has two floppy disk drives, a dialog box appears. Select the letter for the drive that contains the disk, and choose the OK button.

   If your computer has only one floppy disk drive, the dialog box does not appear.

For help with the Make System Disk dialog box, choose the Help button or press F1 while using the dialog box.

See Also
<u>Turning Off Confirmation Messages</u>

Connecting to and Disconnecting from a Network Drive

You can use File Manager to connect to and disconnect from a network drive. You can connect to and disconnect from network drive using either the menu bar or the toolbar.

To connect to a network drive

1 Click on the Connect button from the <u>toolbar</u>, or choose Network Connections from the Disk menu.

2 In the Path field of the dialog box, specify the name of the network drive. Clicking on the down arrow button on the right side of the Path field will give you a list of previous network connections from which you can choose a network drive name as well.

   Or, select a network directory shown in the Shared Directories box. The Shared Directories box lists directories available on the server shown in the Show Shared Directories box. Select a different server in the Show Shared Directories box to see the directories available on that server.

3 In the Drive field of the dialog box, specify the drive letter that you want to connect the network drive to.

4 If you do not want this connection to be made when you restart Windows, clear the Reconnect at Startup check box.

5 Choose the Connect button in the dialog box.

   If the network drive requires a password, a dialog box asking for a password appears. Enter the password and choose OK.

   You can repeat steps 2 to 5 to make more network connections.

6 Choose the Close button.

To disconnect from a network drive

1 Click on the Disconnect button from the toolbar, or choose Network Connections from the Disk menu.

2 In the Network File Connections list of the dialog box, select the network drive you want to disconnect.

3 Choose the Disconnect button.

4 Choose the Close button.

For help with the dialog box, choose the Help button or press F1 while using the dialog box.

See Also
<u>Changing Drives and Directories</u>
<u>Sharing a Directory with the Network</u>

Turning Off Confirmation Messages

To turn off confirmation messages

1 From the Options menu, choose Confirmation.

2 In the Confirmation dialog box, clear the check boxes for the tasks you want to perform without receiving confirmation messages.

3 Choose the OK button.

For help with the Confirmation dialog box, choose the Help button or press F1 while using the dialog box.

See Also
Working with Files and Directories

Changing the Font

You can change the <u>font</u> that File Manager uses to display the names of your files and directories. You can also change the style and size of the font. Changing the font affects all directory windows.

To change the font

1 From the Options menu, choose Font.

2 In the Font dialog box, select the font, style, and size.

3 Choose the OK button.

For help with the Font dialog box, choose the Help button or press F1 while using the dialog box.

See Also
<u>Changing Display Options</u>

Turning Off the Status Bar

The status bar at the bottom of the File Manager window displays information about the current drive and directory. You can choose whether or not to display the status bar.

To turn off the status bar

- From the Options menu, choose Status Bar.

  To turn on the status bar, choose Status Bar again.

Opening Another Directory Window

It is useful to have more than one directory window open if you want to display the contents of two directories at once, or if you want to move or copy files from one drive to another.

To open another directory window

- Double-click a drive icon.

    Or select the drive icon, and then press ENTER.

    Or choose New Window from the Window menu.

    Or choose the New Window button from the <u>toolbar</u>.

The new window has the same <u>display options</u> as the one that was active when you opened it.

If you want to open a directory window that displays only the contents of a particular directory, press and hold down SHIFT while you double-click the directory icon in the directory tree. A new directory window appears displaying the contents of that directory.

See Also
<u>Switching Between Directory Windows</u>

Changing File Properties

In File Manager, you can change the properties of a file. These properties include file attributes such as read only, archive, hidden, and system.

To change file properties

1 Select the file or files for which you want to change properties.

2 From the File menu, choose Properties.

3 In the Properties dialog box, set the file properties.

4 Choose the OK button.

For help with the Properties dialog box, choose the Help button or press F1 while using the dialog box.

See Also
Selecting Files
Displaying and Changing Shared File and Directory Properties

Changing Shared Directory Properties

In File Manager, you can change the properties of a shared directory. These properties include the directory's path, the share <u>comment</u>, and the <u>passwords</u>.

To change shared directory properties

1 From the Disk menu, choose Shared Directories.
2 In the Shared Directories box, select the shared directory you would like to modify.
3 Choose the Share Info button.
4 In the Share Information dialog box, change the properties you want to change.
5 Choose the OK button.

For help with the Share Information dialog box, choose the Help button or press F1 while using the dialog box.

See Also
<u>Viewing Connected Users</u>
<u>Forcefully Disconnecting Users</u>
<u>Displaying and Changing Shared File and Directory Properties</u>

Associating Files with Applications

When you associate a file with an application, you can open the file and start the application at the same time. If a file is associated with an application, there is a <u>document-file icon</u> next to it in the directory window.

To associate a file with an application

1 Select the file you want to associate with an application.
2 From the File menu, choose Associate.
3 In the Associate dialog box, select the application you want to associate with the file.
4 Choose the OK button.

For help with the Associate dialog box, choose the Help button or press F1 while using the dialog box.

See Also
<u>Selecting Files</u>

Changing Views

When you first start File Manager, the left half of the directory window shows the directory tree and the right half shows the names of all the files and subdirectories in the current directory. You can choose to display only the directory tree, or only the directory contents.

To display only the directory tree
- From the View menu, choose Tree Only.

To display only the directory contents
- From the View menu, choose Directory Only.

See Also
Changing Display Options

Displaying a Group of Files

You can display a group of files in the current directory, such as only those files with a certain extension or of a particular file type.

To display only a group of files in the current directory

1 From the View menu, choose By File Type.

2 In the By File Type dialog box, specify which files you want to display in the directory window.

3 Choose the OK button.

For help with the By File Type dialog box, choose the Help button or press F1 while using the dialog box.

See Also
Changing Display Options

Switching Between Directory Windows

Although many directory windows can be open, only one can be active. A window becomes active when you select it.

To select an open directory window

- Click anywhere in the window.

  Or cycle through the open directory windows by pressing CTRL+F6 until you have selected the directory window you want to work with.

  Or choose a window name from the list at the bottom of the Window menu.

Inserting a File into Another File

If you have applications that support <u>object linking and embedding</u>, you can use File Manager to insert a file into another file. Some applications can accept documents (client applications) while others can only supply documents (server applications). Documents can only be embedded or linked into client applications. You can embed a file from any application, however, you can only link a file from server application.

When you use File Manager to embed or link a file, an icon representing the file (called a package) is embedded into the destination file.

Note   Some applications developed prior to this release of Windows may not support this feature.

To embed a file into another file

1 Open the destination file, and make sure File Manager remains visible.
2 From File Manager, drag the file icon into the application window where the other file is open.

To embed a file into another file by using the Clipboard

1 Select the file you want to embed.
2 From the File Menu, choose Copy.
3 Select Copy To Clipboard, and then choose the OK button.
4 Open the destination file, and choose the Paste command.

To link a file to another file

1 Open the destination file, and make sure File Manager remains visible.
2 From File Manager, press SHIFT+CTRL while dragging the file icon into the application window where the other file is open.

Quitting File Manager

If you want to save the positions and views of your open windows when you quit File Manager, make sure the Save Settings On Exit command on the Options menu has a check mark next to it.

To quit File Manager

- From the File menu, choose Exit.

    Or double-click the Control-menu box.

    Or press ALT+SPACEBAR to open the Control menu, and then choose Close.

Updating a Directory Window

You may want to update a directory window if you've switched floppy disks or connected to a network drive outside of File Manager.

To update a directory window

- Click the drive icon (or select it and press the SPACEBAR).

  Or from the Window menu, choose Refresh.

Naming Files and Directories

Many File Manager tasks involve naming or renaming files and directories. Windows follows MS-DOS rules for naming files:

▪   The name of a file or directory can have two parts: a name and an optional extension. The two parts are separated by a period. For example, MYFILE.NEW.

▪   The name can contain up to eight characters, and the extension can contain up to three characters.

▪   The name must start with either a letter or number. It can contain any uppercase or lowercase characters except the following:

period (.)	quotation mark (")
slash (/)	backslash (\)
brackets ([ ])	colon (:)
semicolon (;)	vertical bar (|)
equal sign (=)	comma (,)

If you use these characters in a filename, you may get unexpected results.

▪   The name cannot contain any spaces.

▪   The following names are reserved, and cannot be used for files or directories: CON, AUX, COM1, COM2, COM3, COM4, LPT1, LPT2, LPT3, PRN, and NUL.

Examples of valid filenames are LETTER.DOC, MEMO.TXT, BUDGET.91, and 2NDTRY.RPT.

Note   If you are connected to a network that supports long filenames, use quotation marks around names containing spaces, for example "This is a long name".

Sharing a Directory with the Network

You can use File Manager to share a directory on your computer as a network drive, or to stop sharing a directory as a network drive. You can share or unshare a directory by using the toolbar or the Disk menu. Using the toolbar gives you a quick, convienient method of sharing or unsharing a single directory. Using the Disk menu provides a more convienient way of sharing or unsharing more than one directory.

For step-by-step procedures explaining how to share and unshare directories, choose one of the following topics

- <u>Sharing Directories</u>
- <u>Unsharing Directories</u>

See Also
<u>Connecting and Disconnecting From Network Drives</u>

To share a directory using the toolbar

1 In the directory window, select the directory you want to share as a network drive.

2 Choose the Share button from the toolbar.

3 In the Share field of the Share Directory dialog box, type a name for the share. Network users will connect to the share using this name.

You can also type a comment in the Comment field if you want network users to have a more detailed discription of what's available.

4 Clear the Re-share at Startup check box if you don't want the directory to be automatically shared everytime you start Windows.

5 Select the Full Access check box and type a password into the Password field if you want to allow read and write access to the shared directory.

6 Select the Read-Only Access check box and type a password into the Read-Only Password field if you want to allow read-only access to the shared directory.

> **Note** You can select both Full Access and Read-Only Access, providing a different password for each, if you want to let different users have different levels of access.

7 Choose the OK button.

To share a directory using the Disk menu

1 Select Shared Directories from the Disk menu.

2 In the Path field of the Shared Directories dialog box, specify the path of the directory you want to share.

3 In the Share field of the Share Directory dialog box, type a name for the share. Network users will connect to the share using this name.

You can also type a comment in the Comment field if you want network users to have a more detailed discription of what's available.

4 Clear the Re-share at Startup check box if you don't want the directory to be automatically shared everytime you start Windows.

5 Select the Full Access check box and type a password into the Password field if you want to allow read and write access to the shared directory.

6 Select the Read-Only Access check box and type a password into the Read-Only Password field if you want to allow read-only access to the shared directory.

> **Note** You can select both Full Access and Read-Only Access, providing a different password for each, if you want to let different users have different levels of access.

7 Choose the Add Share button.

8 Repeat steps 2 to 8 for each additional directory you want to share.

9 Choose the OK button.

To stop sharing a directory using the toolbar

1 Click on the Unshare icon from the toolbar, or choose Shared Directories from the Disk menu.

2 In the Shared Directories On box, choose the name of the directory which you want to stop sharing.

3 Choose the OK button.

To stop sharing a directory using the Disk menu

1 Choose Shared Directories from the Disk menu.

2 In the Shared Directories On box, choose the name of the directory which you want to stop sharing.

3 Choose the Stop Sharing button.

4 Repeat steps 2 to 3 for each additional directory you want to stop sharing.

5 Choose the Close button.

For help with the Shared Directories dialog box, choose the Help button or press F1 while using the dialog box.

See Also
Changing Drives and Directories
Connecting to and Disconnecting from a Network Drive

Turning Off the Toolbar

To make more room for directory windows in the main File Manager window, you may want to hide the <u>toolbar</u>.

To hide or unhide the toolbar

- From the View menu, choose Toolbar.

  If the toolbar is on the screen, it will disappear. If the toolbar is not on the screen, it will appear.

Turning Off the Drivebar

To make more room for directory windows in the main File Manager window, you may want to hide the drivebar.

To hide or unhide the drivebar
- From the View menu, choose Drivebar.

   If the drivebar is on the screen, it will disappear. If the drivebar is not on the screen, it will appear.

File Menu Commands

Use the scroll bar to see more commands.

Open

Opens a directory window, starts an application, opens a document that is associated with an application, or expands a directory.

See Also
Starting Applications
Opening Another Directory Window

Move

Moves one or more files or directories from a source directory to a destination directory.

See Also
Moving Files

Copy

Copies one or more files or directories from a source directory to a destination directory.

See Also
Copying Files

Delete

Deletes one or more files or directories.

See Also
Deleting Files and Directories

Rename

Renames a file or directory.

See Also
Renaming Files and Directories

Properties

Specifies file attributes (attributes are read only, hidden, archive, and system) and reveals information about shared files and directories.

See Also
Changing File Properties
Display and Change Shared File and Directory Properties

Run

Starts an application or opens a document that is associated with an application.

See Also
Starting Applications
Associating Files with Applications

Print

Prints a file on the default printer.

See Also
Printing Files

Associate

Associates a file with an application so that the application starts when you open the file.

See Also
Associating Files with Applications

Create Directory

Creates a directory.

See Also
Creating Directories

Search

Searches for files and directories on all or part of the current drive.

See Also
Searching for Files

Select Files

Selects a file or group of files in a directory. You can also use this command to cancel a selection.

See Also
Selecting Files

Exit

Quits File Manager.

See Also
Quitting File Manager

Disk Menu Commands

Use the <u>scroll bar</u> to see more commands.

Copy Disk

Copies the contents of a floppy disk onto another floppy disk. Use this command to make a backup copy of a floppy disk.

See Also
<u>Copying a Floppy Disk</u>

Label Disk

Assigns or changes the volume label for a floppy or hard disk.

See Also
<u>Labeling a Floppy Disk</u>

Format Disk

Formats a floppy disk.

See Also
<u>Formatting a Floppy Disk</u>

Make System Disk

Copies operating-system files onto a floppy disk. A system disk can be used to start a computer that uses the MS-DOS operating system.

See Also
<u>Making a System Disk</u>

Network Connections

Connects your computer to or disconnects it from a network drive. Depending on your network, this command may not be available.

See Also
<u>Connecting to and Disconnecting from a Network Drive</u>

Connect Network Drive

Connects your computer to a network drive. Depending on your network, this command may not be available.

See Also
<u>Connecting to and Disconnecting from a Network Drive</u>

Disconnect Network Drive

Disconnects your computer from a network drive. Depending on your network, this command may not be available.

See Also
<u>Connecting to and Disconnecting from a Network Drive</u>

Shared Directories

Allows you to create and destroy directory shares. This command also allows you to see who is using shared files and allows you to force network users to stop using shared files.

See Also
<u>Sharing a Directory with the Network</u>

Select Drive

Enables you to change disk drives.

See Also
<u>Changing Drives and Directories</u>

Tree Menu Commands

Use the scroll bar to see more commands.

Expand One Level

Expands one level of a collapsed directory in the directory tree.

See Also
Changing Drives and Directories

Expand Branch

Expands a collapsed directory, including all subdirectories, in the directory tree.

See Also
Changing Drives and Directories

Expand All

Expands all the branches in the directory tree.

See Also
Changing Drives and Directories

Collapse Branch

Collapses directory levels below a selected directory in the directory tree.

See Also
Changing Drives and Directories

Indicate Expandable Branches

Marks expandable directories with a plus sign (+).

See Also
Changing Drives and Directories

View Menu Commands

Use the scroll bar to see more commands.

Tree and Directory

Displays both the directory tree and the directory contents in the active directory window.

See Also
Changing Views

Tree Only

Displays only the directory tree in the active directory window.

See Also
Changing Views

Directory Only

Displays only the directory contents in the active directory window.

See Also
Changing Views

Split

Moves the split bar left or right.

See Also
Changing Views

Name

Displays only the names of files and directories in the active directory window.

See Also
Displaying File Information

All File Details

Displays all available information about files and directories in the active directory window. This information includes the name, size, last modification date and time, and file attributes for each file. This command does not affect the directory tree.

See Also
Displaying File Information

Partial Details

Displays specific file and directory information in the active directory window. Options include size, last modification date and time, and file attributes. This command does not affect the directory tree.

See Also
Displaying File Information

Sort by Name

Sorts files in the active directory window alphabetically by filename. This command does not affect the directory tree.

See Also
Sorting Files

Sort by Type

Sorts files in the active directory window by extension, then by filename. File groups are

alphabetized by extension. Within groups, files are alphabetized by filename. Directories are listed first, then files. This command does not affect the directory tree.

See Also
Sorting Files

Sort by Size

Sorts files in the active directory window by size, from largest to smallest. This command does not affect the directory tree.

See Also
Sorting Files

Sort by Date

Sorts files in the active directory window by last modification date, with the most recently modified file listed first. This command does not affect the directory tree.

See Also
Sorting Files

By File Type

Displays a group of files. You can choose to display directories, applications, or files with similar names, for example. This command does not affect the directory tree.

See Also
Displaying a Group of Files

Options Menu Commands

Use the scroll bar to see more commands.

Confirmation

Controls whether confirmation messages are displayed.

See Also
Turning Off Confirmation Messages

Font

Changes the font used to display information in all directory windows.

See Also
Changing the Font

Status Bar

Controls whether the status bar is displayed at the bottom of the File Manager window.

See Also
Turning Off the Status Bar

Toolbar

Hide or unhide the toolbar at the top of the File Manager main screen.

See Also
Turning Off the Toolbar

Drivebar

Hide or unhide the drivebar near the top of the file manager main screen.

See Also
Turning Off the Drivebar

Minimize on Use

Reduces File Manager to an icon whenever you start an application. A check mark beside the command means it is in effect.

Save Settings on Exit

Saves the positions of the open directory windows whenever you quit File Manager. A check mark beside the command means it is in effect.

Window Menu Commands

Use the <u>scroll bar</u> to see more commands.

New Window

Opens another directory window. The contents and settings are the same as in the previously active window.

See Also
<u>Opening Another Directory Window</u>

Cascade

Arranges windows so that they overlap. The <u>title bar</u> of each window remains visible, making it easy for you to select any window.

See Also
<u>Arranging Windows and Icons</u>

Tile

Arranges the windows side by side, so that each window is visible and none overlap.

See Also
<u>Arranging Windows and Icons</u>

Refresh

Updates the active directory window.

See Also
<u>Updating a Directory Window</u>

Names of Open Windows

To make an open directory window active, choose its name from this list. All open directory windows are listed, including those that have been reduced to icons.

See Also
<u>Switching Between Directory Windows</u>

Open

Opens a <u>directory window</u>, expands a directory, starts an application, or opens a document that is <u>associated</u> with an application.

Move

Moves one or more files or directories to a different directory or disk.

The Move dialog box has the following areas:

From

This box shows the currently selected file or directory.
- To move a different file or directory, type its name in this box. If the file is not in the current directory (listed at the top of the dialog box), include the <u>path</u>.

To

- Type the name of the destination directory in this box. If the directory is not a subdirectory of the current directory, include the path.

If you are moving a file to the current directory (listed at the top of the dialog box), you do not need to fill in the To box.

To rename the file when you move it, type the new name in the To box.

Note   If you attempt to move a shared directory, a warning box appears informing you that you must unshare the directory first.

See Also
<u>Moving Files</u>
<u>Sharing a Directory with the Network</u>

Copy

Copies one or more files or directories. You can copy a file or directory to a different directory or disk.

Choose one of the following buttons for information about the dialog box:
⊞ From
⊞ To
⊞ Copy to Clipboard

See Also
Copying Files

Delete

Deletes one or more files or directories.

The Delete dialog box has the following area:

Delete

This box shows the currently selected file or directory.

- To delete a different file or directory, type its name in this box. If the file is not in the current directory (listed at the top of the dialog box), include the path.

> **Note** When you delete a directory, all files and subdirectories in the directory are deleted. Also, if you attempt to delete a shared directory, a warning box appears informing you that you must unshare the directory first.

See Also
Deleting Files and Directories
Sharing a Directory with the Network

Rename

Renames a file or directory.

The Rename dialog box has the following areas:

From

This box shows the currently selected file or directory.
- To rename a different file or directory, type its name in this box. If the file is not in the current directory, include the path. If you want to rename a group of files, use <u>wildcards</u>, for example *.TXT.

To

- Type the new name of the file or directory (the new name must not already exist in the directory). If the file or directory is not in the current directory, include the path. However, you cannot specify a different directory to move the file to. If you are renaming a group of files, use wildcards, for example *.TXT.

Note If you attempt to rename a shared directory, a warning box appears informing you that you must unshare the directory first.

See Also
<u>Renaming Files and Directories</u>
<u>Sharing a Directory with the Network</u>

Properties

Sets file attributes and displays other file information.

The dialog box shows the name of the file or directory, its path, and the last time it was changed.

If the selected item is a file, the dialog box also shows the version number of the file (this usually only shows up if the file is part of a retail application), and the size of the file. If the selected item is a file, the dialog box also contains an Open By button, which you can use to see who is currently using the file from the network.

If the selected item is a directory, the dialog box shows the number of items in the directory.

Choose one of the following buttons for information about a particular file attribute:
[+] Read Only
[+] Archive
[+] Hidden
[+] System

See Also
Changing File Properties
Viewing File Information
Displaying and Changing Shared File and Directory Properties

Properties

Sets file attributes and displays information about the number and size of files selected.

Each option box has one of three settings:

⊠   Attribute is set for all selected files.

☐   Attribute is not set for any of the selected files.

▓   Attribute is set for some, but not all, selected files.

Choose one of the following buttons for information about a particular file attribute:

- Read Only
- Archive
- Hidden
- System

Network Properties

Shows who is using the file and how they are using it.

The Network Properties dialog box displays the file name, the amount of times the file is currently open, and a list of who is using the file and how they are using it.

The Open By column in the list shows the user names of those accessing the file. The On Share column shows which sharename on your machine they are accessing the file through. The Access column shows whether they have Read-Only or read/write (Modify) access to the file. The Locks column shows the amount of locks each user has on the file. If the file has zero locks, any other user can access the file, but if it has one or more locks, no other users can access it until the current user finishes with it.

With the Close Files button, you can force one or more users to stop using the file.

See Also
Forcefully Disconnecting Users

Share Opens

This dialog box shows the files that network users are currently using on a shared directory.

Choose one of the following buttons for more information about the dialog box:
- Share Name, Path, and Open Count
- Open Files List and Closing Files

See Also
Sharing a Directory with the Network

Run

Starts an application or opens a document that is associated with an application.

The Run dialog box has the following areas:

Command Line

This box displays the currently selected file.
- If a <u>program file</u> or <u>document file</u> is not selected, or if you want to start a different application, type the MS-DOS command and <u>path</u>.

Run Minimized

- Select this check box if you want the application to be reduced to an icon as soon as it starts.

See Also
<u>Starting Applications</u>
<u>Associating Files with Applications</u>

Print

Prints a document file (a file that is associated with an application) on the <u>default printer</u>.

The Print dialog box has the following area:

Print

This box shows the name of the file to print.
- To print a different file, type its name in this box. If the file is not in the current directory, include the <u>path</u>.

Note   The file must be associated with an application in order to print the file by using File Manager.

See Also
<u>Associating Files with Applications</u>
<u>Printing Files</u>

Associate

Associates a file with an application so that the application starts when you open the file. When you associate a file with an application, all other files with the same filename extension are also associated with the application.

When you associate a file with an application in the Associate With list, you can open or print the file from File Manager. For example, suppose you associate files that have the extension .CRD with Card File. When you open a .CRD file, Card File starts and loads the file you opened.

For many applications, this association is made automatically.

Choose one of the following buttons for information about the dialog box:
- Files with Extension
- Associate With
- Browse

See Also
Associating Files with Applications

Browse

Use this dialog box to select the program file that you want to associate with a filename extension.

Choose one of the following buttons for information about the dialog box:
- File Name
- List Files of Type
- Directories
- Drives

Create Directory

Creates a directory. This directory becomes a subdirectory of the currently selected directory, unless you specify a different <u>path</u>.

The Create Directory dialog box has the following areas:

Current directory

This line shows the directory that is currently selected in the directory tree.

Name

- In this box, type the name of the new directory. If you don't want this directory to be in the current directory, include the path.

See Also
<u>Creating Directories</u>

Search

Searches for files and directories on all or part of the current drive. You can search for a single file, or specify a name with wildcards to search for a group of files.

Choose one of the following buttons for information about the dialog box:
- Search For
- Start From
- Search All Subdirectories

See Also
Searching for Files

Select Files

Selects files and directories in a directory window. You can quickly select all the files in a directory, and then choose a command such as Move, Copy, or Delete from the File menu. You can also cancel selections.

The Select Files dialog box has the following area:

File(s)
- Type a filename or use <u>wildcards</u> to specify a group of files you want to select in the directory window, and then choose the Select button. Repeat this step as necessary to select more files.

If you want to cancel any of the selections you have made, specify the file or files in the File(s) box, and then choose the Deselect button.

When you finish making your selections, choose the Close button.

See Also
<u>Selecting Files</u>

Exit

Quits File Manager.

Make sure the Save Settings on Exit command on the Options menu is selected if you want to retain the positions and views of your open directory windows.

Copy Disk

Copies the contents of a floppy disk onto another floppy disk. Use this command to make a backup copy of a floppy disk.

The Copy Disk dialog box has the following areas:

Source In
- Select the letter of the disk drive you want to copy from.

Destination In
- Select the letter of the drive you want to copy to.

See Also
Copying Floppy Disks

Label Disk

Assigns or changes the volume label for a floppy or hard disk.

The Label Disk dialog box has the following area:

Label
- Type the new volume label in this box. The label can contain up to 11 characters.

See Also
Labeling a Disk

Format Disk

Formats a floppy disk.

Choose one of the following buttons for information about the dialog box:
- Disk In
- Capacity
- Label
- Make System Disk
- Quick Format

See Also
Formatting a Floppy Disk

Make System Disk

Copies operating-system files onto a formatted floppy disk. A system disk can start a computer that uses the MS-DOS operating system.

If you have more than one floppy disk drive, a dialog box appears. It has the following area:

Copy System Files To
- Specify which drive you want to use to create the system disk.

See Also
Making a System Disk

Network Connections

Connects to or disconnects from a network drive. To connect to a network drive, select options in the New File Connection area, and then choose the Connect button. You are prompted for a password if necessary. To disconnect, select a drive in the Network File Connections area, and then choose the Disconnect button.

Choose one of the following buttons for information about the dialog box:
- Path
- Network File Connections
- Show Shared Directories
- Shared Directories

See Also
Connecting to and Disconnecting from a Network Drive

Previous Network Connections

You can connect to a previously used network drive by using the Path field in the dialog box displayed when making a network connection.

See Also
Connecting to and Disconnecting from a Network Drive

Connect Network Drive

Connects to a network drive. To connect to a network drive, select a Drive and a Network Path, and then choose the Connect button. You are prompted for a password if necessary.

Choose one of the following buttons for information about the dialog box:
- Path
- Show Shared Directories
- Shared Directories

See Also
Connecting to and Disconnecting from a Network Drive

Disconnect Network Drive

Disconnects your computer from a network drive.

1 To see a list of your current network file connections, choose the down arrow button at the right of the Network File Connections field.

2 Select a network file connection from the list.

3 Choose the OK button.

Expand One Level

Expands one level of a collapsed directory in a directory tree. When you use this command, the first level of subdirectories in the selected directory is displayed.

If the selected directory has no subdirectories or is already expanded, this command has no effect.

See Also
Changing Drives and Directories

Expand Branch

Expands a collapsed directory, including all subdirectories, in a directory tree. When you use this command, all subdirectories of the selected directory are displayed.

If the selected directory has no subdirectories or is already expanded, this command has no effect.

See Also
Changing Drives and Directories

Expand All

Expands all the branches in a directory tree. When you use this command, all directories and subdirectories on the disk are displayed in the directory tree.

See Also
Changing Drives and Directories

Collapse Branch

Collapses directory levels beneath a selected directory in a directory tree.

When you use this command, the subdirectories of the selected directory are no longer displayed.

If the selected directory is already collapsed, this command has no effect.

See Also
Changing Drives and Directories

Indicate Expandable Branches

Marks a directory icon with a plus sign (+) if the directory has subdirectories. When you select the icon, the plus sign changes to a minus sign (-).

To turn off this feature, choose the Indicate Expandable Branches command again.

NOTE   If you use the Indicate Expandable Branches command to mark expandable directories, File Manager may take longer to create the directory tree.

See Also
Changing Drives and Directories

Tree and Directory

Displays both the directory tree and the contents of the current directory. This command affects the active directory window only.

See Also
Changing Views

Tree Only

Displays only the directory tree; the contents of the current directory are not displayed. This command affects the active directory window only.

See Also
Changing Views

Directory Only

Displays only the contents of the current directory; the directory tree is not displayed. This command affects the active directory window only.

See Also
Changing Views

Split

Splits a directory window. If the window is already split, this command moves the split bar to the left or right.

When you choose this command, a vertical bar appears in the window. Use the mouse or the arrow keys to move the bar, and then either click the bar or press ENTER. You can press ESC to cancel the command.

See Also
Changing Views

Name

Displays only the names of files and directories.

See Also
<u>Displaying File Information</u>

All File Details

Displays all available information for files and directories.

This information includes the name, size, last modification date and time, and <u>attributes</u> of each file and directory.

See Also
<u>Displaying File Information</u>
<u>Changing File Properties</u>

Partial Details

Displays specific file and directory information.

Choose one of the following buttons for more information about the dialog box:
- Size
- Last Modification Date
- Last Modification Time
- File Attributes

See Also
Displaying File Information
Changing File Properties

Sort by Name

Sorts files and directories in alphabetical order by name. Directories are listed first, then files. This command affects the contents list in the <u>active</u> directory window only.

See Also
<u>Sorting Files</u>

Sort by Type

Sorts files and directories alphabetically by extension. Directories are listed first, then files.

This command affects the contents list in the <u>active</u> directory window only.

See Also
<u>Sorting Files</u>

Sort by Size

Sorts files by size, from largest to smallest.

This command affects the contents list in the <u>active</u> directory window only.

See Also
<u>Sorting Files</u>

Sort by Date

Sorts files by last modification date, with the most recently modified files listed first.

This command affects the contents list in the <u>active</u> directory window only.

See Also
<u>Sorting Files</u>

By File Type

Displays a group of files that you specify. This command affects the contents list in the active directory window only.

Choose one of the following buttons for more information about the dialog box:
- Name
- File Type
- Show Hidden/System Files

See Also
Displaying Groups of Files

Toolbar

Hides and unhides the toolbar at the top of the File Manager main window.

See Also
Turning Off the Toolbar

Drivebar

Hides and unhides the drivebar.

See Also
Turning Off the Drivebar

Confirmation

Controls whether confirmation messages are displayed.

Choose one of the following buttons for more information about the dialog box:
- File Delete
- Directory Delete
- File Replace
- Mouse Action
- Disk Commands

See Also
Turning Off Confirmation Messages

Font

Changes the <u>font</u> in File Manager. The Font command affects all directory windows.

Choose one of the following buttons for more information about the dialog box:
- Font
- Font Style
- Size
- Lowercase
- Sample

See Also
<u>Changing the Font</u>

Status Bar

Displays the status bar at the bottom of the File Manager window.

The status bar shows information about the current disk and directory.

See Also
Turning Off the Status Bar

Minimize on Use

Reduces File Manager to an icon whenever you start an application.

Save Settings on Exit

Saves positions and views of open directory windows when you quit File Manager. When you restart File Manager, the open directory windows are in the same positions and have the same display options as when you last quit File Manager.

See Also
Quitting File Manager

Share Info

Displays and allows you to change parameters for a shared directory.

Choose one of the following buttons for more information about the dialog box:
- Comment
- Passwords

See Also
Sharing a Directory with the Network

Shared Directories

Allows you to share or stop sharing a directory on your computer as a network drive.

Choose one of the following buttons for more information about the dialog box:
- Shared Directories
- New Share

See Also
Sharing a Directory with the Network

Share Directory

Allows you to share one or more directories with the network.

To share one or more directories with the network

1 In the Path field of the Share Directory dialog box, specify the path of the directory you want to share.

2 In the Share As field of the Share Directory dialog box, type a name for the share. Network users will connect to the share using this name.

   You can also type a comment in the Comment field if you want network users to have a more detailed discription of what's available.

3 Clear the Re-share at Startup check box if you don't want the directory to be automatically shared everytime you start Windows.

4 Select the Full Access check box and type a password into the Password field if you want to allow read and write access to the shared directory.

5 Select the Read-Only Access check box and type a password into the Read-Only Password field if you want to allow read-only access to the shared directory.

   Note   You can select both Full Access and Read-Only Access, providing a different password for each, if you want to let different users have different levels of access.

6 Choose the Add Share button.

7 Repeat steps 1 to 6 for each additional directory you want to share.

See Also
<u>Sharing a Directory with the Network</u>

Stop Sharing Directory

Allows you to stop sharing a directory.

To stop sharing a directory

1 Choose the down arrow button to the right of the Shared Directories On field.
2 Select a shared directory from the list that appears.
3 Choose the OK button.

See Also
Sharing a Directory with the Network

New Window

Opens a new directory window. The new window has the same <u>display options</u> and displays the same drive as the directory window that is active before you use the New Window command.

See Also
<u>Opening Another Directory Window</u>

Cascade

Arranges directory windows so that they overlap.

The <u>title bar</u> of each window remains visible, making it easy for you to select any window.

See Also
<u>Arranging Windows and Icons</u>

Tile

Arranges directory windows vertically so that each window is visible and no windows overlap.

If you want to arrange directory windows side by side rather than vertically, press and hold down SHIFT when you choose the Tile command.

See Also
Arranging Windows and Icons

Arrange Icons

Arranges icons (reduced directory windows) so that they line up neatly and do not overlap.

See Also
Arranging Windows and Icons

Refresh

Updates the active <u>directory window</u>. You may want to update a directory window if you've switched floppy disks or if you've connected to a network drive outside of Windows.

See Also
<u>Updating a Directory Window</u>

Names of Open Windows

To make an open <u>directory window</u> active, choose its name from this list.

All open directory windows are listed, even those that have been reduced to icons.

See Also
<u>Switching Between Directory Windows</u>

Contents

Starts Help and displays the topics in File Manager Help.

Search for Help on

Opens the Search dialog box for File Manager Help. Using the Search dialog box, you can look up Help information by using keywords.

How to Use Help

Describe how to use Help.

About File Manager

Displays version, mode, and copyright information about Windows.

Control Menu

The Control menu contains the following commands:

Restore

Restores the window to its former size after it has been maximized or minimized.

Move

Enables you to use the keyboard to move the window to another position.

Size

Enables you to use the keyboard to change the size of the window.

Minimize

Reduces the window to an icon.

Maximize

Enlarges the window to its maximum size.

Close

Quits an application, or closes a window or dialog box.

Switch To

Starts Task List, which you can use to switch between running applications and to rearrange their windows and icons.

Directory Tree Keys

When working with the directory tree, use the following keys.

Press	To
TAB	Move between the directory tree, the contents list, and the drive icons.
LEFT ARROW	Select the directory listed above the current subdirectory.
RIGHT ARROW	Select the first subdirectory, if one exists, listed below the current directory.
ENTER	Display or hide any subdirectories.
UP or DOWN ARROW	Select a directory listed above or below the current directory.
CTRL+UP ARROW	Select the previous directory at the same level, if one exists.
CTRL+DOWN ARROW	Select the next directory at the same level, if one exists.
PAGE UP	Select the directory one screen up from the current directory.
PAGE DOWN	Select the directory one screen down from the current directory.
HOME	Select the root directory.
END	Select the last directory in the list.
A character key	Select the next directory whose name begins with the specified letter or number.
Plus sign (+)	Expand the current directory.
Minus sign (-)	Collapse the current directory.

See Also
Contents List Keys
Drivebar Keys
Toolbar Keys

Contents List Keys

When working with the contents list in a directory window, use the following keys.

Press	To
TAB	Move between the directory tree, the contents list, and the drive icons.
PAGE UP	Select the file or directory one screen above the current selection.
PAGE DOWN	Select the file or directory one screen below the current selection.
HOME	Select the first file or directory in the list.
END	Select the last file or directory in the list.
A character key	Select the next file or directory whose name begins with the specified letter or number.
SHIFT + an arrow key	Select or cancel selection of multiple items.
CTRL+SLASH (/)	Select all items in the list.
CTRL+BACKSLASH (\)	Cancel all selections in the list except the current selection.
SHIFT+F8	Select nonconsecutive items or cancel the selections. Press SHIFT+F8, and then use the arrow keys and the SPACEBAR.
An arrow key	Move the cursor or scroll to other items in the window.
SPACEBAR	Select or cancel the selection of nonconsecutive items marked by a blinking cursor.
ENTER	Open a directory or start an application.

See Also
Directory Tree Keys
Drivebar Keys
Toolbar Keys

Drivebar Keys

When working in the drivebar, use the following keys.

Press	To
TAB	Move between the directory tree, the contents list, and the drive icons.
CTRL + a drive letter	Change to the drive icon that matches the specified letter.
LEFT or RIGHT ARROW	Move between drive icons.
SPACEBAR	Change drives.
ENTER	Open a new directory window.

See Also
Directory Tree Keys
Contents List Keys
Toolbar Keys

Toolbar Keys

When working with the Toolbar, use the following keys.

Press	To
F2	Changes focus to the toolbar.
TAB and SHIFT + TAB	Move between items on the toolbar.
ESC	Changes focus to the foremost directory window.
ENTER	Chooses the currently active button or selects the currently active disk drive on the drive list.

See Also
Directory Tree Keys
Contents List Keys
Drivebar Keys

From

This box shows the currently selected file or directory.

- To copy a different file or directory, type its name in this box. If the file is not in the current directory (listed at the top of the dialog box), include the path.

To

- Type the path of the directory that you want to copy the file or directory to.

If you are copying a file to the current directory (listed at the top of the dialog box), you do not need to fill in the To box.

NOTE   If you want to copy the file to the Clipboard so you can link or embed it in another file, select the Copy To Clipboard option.

Copy to Clipboard

- To copy the file to the Clipboard so that you can link or embed it in another file, select this option.

Note   If you want to copy the file to a different directory (and not to the Clipboard), type the name of the directory in the To box.

Read Only

- Select this option if you want to prevent a file from being changed.

Archive

- Select this option if you want to mark a file that has changed since it was previously backed up.

You may want to set the archive attribute if you use the MS-DOS **backup**, **restore**, or **xcopy** commands.

Hidden

- Select this option if you don't want a particular file to appear in a directory window.

If you want to display a file that has the hidden attribute set, you can choose By File Type from the View menu and then select the Show Hidden/System Files option.

System

▪   Select this option if you want to identify a file as an MS-DOS system file.

When you select this option, the file does not appear in a MS-DOS directory listing. If you want the file to appear in a directory window in File Manager, you can choose By File Type from the View menu and then select the Show Hidden/System Files option.

Share Name, Path, and Number of Opens The Share Name is the name of the shared directory as it appears to other users on the network.

The Path is the path of the directory that is being shared as a network drive.

Open Count shows the sum of the total number of times each file is open. For example, if two files, FILE1.DAT and FILE2.DAT are open on the shared directory being examined, and FILE1.DAT is being held open by one user while FILE2.DAT is being held open by two users, the total number of opens is three.

Open Files List and Closing Files This box lists the files that are open on the directory being examined and gives some information about each. You can use this box to forcably close a file.

The Open By column lists the username of the person who is accessing the file

The Access column lists the priviledge that this user has for this file. This priveiledge can be Read-Only or Modify (Read/Write).

The Locks column lists the number of holds or locks the user has on the file.

The File Name column lists the name of the file.

1 To forceably close a file or files, select the file or files in the box. (You can select multiple files by holding down the CNTRL key while selecting each file).
2 Choose the Close Files button.

Files with Extension

This box displays the filename extension of the selected file.

- To associate a file with a different extension, type the extension in this box.

Associate With

- Select the application that you want to associate with the extension shown in the Files with Extension box.

If the application you want to use is not shown in the Associate With list, choose the Browse button. If you select a program file from the list in the Browse dialog box, you can open the file but not print it.

To cancel an association, select None in the Associate With list.

Browse

- Choose this button to open a dialog box you can use to select a program file. If you select a program file from the list in the Browse dialog box, you can open the file but not print it.

File Name

- Select a filename, and then choose the OK button.

  Or type a filename in this box, and then choose the OK button. If the file is not in the current directory, include the path.

If the program file you want is not in the File Name list, you may have to change directories by choosing a directory in the Directories list.

List Files of Type

- Open the list and select the type of file you want to appear in the File Name box.

Directories

▪   Select the directory that contains the program file you want to use. The names of the files in that directory will appear in the File Name box.

If the directory you want is not in the list, you may have to change drives by opening the Drives list and selecting a drive.

Drives

- Open the list and select the drive that contains the program file you want. The directories on that drive will appear in the Directories box.

Search For

This box lists the extension of the currently selected file.

- To search for a different file, type its name in this box. Use wildcards to specify a group of files, for example *.TXT.

Start From

This box displays the current directory.

- To start the search from a different directory, type its name in this box.

Search All Subdirectories

- Select this check box if you want to search all subdirectories of the directory listed in the Start From box.

Disk In

- Select the drive in which you want to format the floppy disk.

Capacity

- The capacity of your disk drive is displayed in this box. If you are formatting a disk that has a capacity different from your drive, open the list and select a capacity.

Label

- You can specify a volume label in this box. The label can contain up to 11 characters, which can be both uppercase and lowercase.

Make System Disk

▪ Select this option if you want to include system files on the disk you are formatting. A system disk contains the MS-DOS files necessary to start your system.

Quick Format

- Select this option if you want to perform a quick format on a previously formatted disk. Use this option only for a disk that doesn't have errors.

Note   When you perform a quick format, the file allocation table and root directory of the disk are deleted, but the disk is not scanned for bad areas.

Path

- Type the network path required to locate the network drive.

  Or, if you want to use a network drive to which you have previously connected, choose the down arrow button at the right of the Path field, and select a drive from the list that appears.

  Or, if you want to connect to a drive listed in the Shared Directories box, choose that drive.

  Or, if you want to connect to a drive on one of the computers listed in the Show Shared Directories box, choose that computer, and then choose the drive you want after it appears in the Shared Directories box.

Network File Connections

This box lists network drives to which you are currently connected. You can use this box to disconnect from a network drive.

1 To disconnect from a network drive, choose the drive in the Network Drive Connections box.
2 Choose the Disconnect button.

Show Shared Directories

This box lists workgroups and computers on the network. You can use this box to browse the network for network drives.

- To see the computers available in a particular workgroup when a plus sign is in front of the workgroup's icon, choose the workgroup.

  A minus sign appears in front of the workgroup's icon, and the computers in that workgroup appear in a list below the workgroup name.
- To hide the names of computers available in a particular workgroup when a minus sign is in front of the workgroup's icon, choose the workgroup.
- To see the network drives available from a particular computer, choose the computer.

  The network drives available for that computer appear in the Shared Directories box.

Shared Directories

This box lists network drives available on whichever computer is selected in the Show Shared Directories box. You can use this box to connect to a network drive.

- To connect to a network drive, choose the drive.

Path

- Type the network path required to locate the drive.

   Or, if you want to use a network drive to which you have previously connected, choose the down arrow button at the right of the Path field, and select a drive from the list that appears.

   Or, if you want to connect to a drive listed in the Shared Directories box, choose that drive.

   Or, if you want to connect to a drive on one of the computers listed in the Show Shared Directories box, choose that computer, and then choose the drive you want after it appears in the Shared Directories box.

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This box lists workgroups and computers on the network. You can use this box to browse the network for network drives.

- To see the computers available in a particular workgroup when a plus sign is in front of the workgroup's icon, choose the workgroup.

    A minus sign appears in front of the workgroup's icon, and the computers in that workgroup appear in a list below the workgroup name.
- To hide the names of computers available in a particular workgroup when a minus sign is in front of the workgroup's icon, choose the workgroup.
- To see the network drives available from a particular computer, choose the computer.

    The network drives available for that computer appear in the Shared Directories box.

Shared Directories

This box lists network drives available on whichever computer is selected in the Show Shared Directories box. You can use this box to connect to a network drive.

- To connect to a network drive, choose the drive.

Size

- Select this option to display the size, in bytes, of every file.

Last Modification Date

- Select this option to display the date that a file was last changed, according to the system clock.

Last Modification Time

- Select this option to display the time of day that a file was last changed, according to the system clock.

File Attributes

- Select this option to display file attributes. The four types of attributes are hidden, read only, archive, and system.

Name

- To display all files with similar names or extensions, use wildcards in the Name box. For example, to display only those files with the extension .TXT, type ***.txt**. If you leave the default (***.***), all files are displayed.

File Type

Use these options to specify which types of files to display.

Select	To display
Directories	All subdirectories that a directory contains.
Programs	All files that have an .EXE, .COM, .PIF, or .BAT extension.
Documents	All files that are associated with an application.
Other Files	All other files.

Show Hidden/System Files

- Select this check box to display hidden and system files in a directory window.

File Delete

-      Clear this check box if you don't want to receive a confirmation message before deleting files.

Directory Delete

▪ Clear this check box if you don't want to receive a confirmation message before deleting a directory. When you delete a directory, all the files and directories within it are deleted.

File Replace

- Clear this check box if you don't want to receive a confirmation message before replacing a file.

Note It is recommended that you leave this option selected so that you don't inadvertently write over files you want to keep.

Mouse Action

- Clear this check box if you don't want to receive a confirmation message before moving or copying files by dragging them with a mouse.

Disk Commands

- Clear this check box if you don't want to receive a confirmation message when you use disk commands, such as Format and Copy.

Font

- Select a font from the list.

The Sample box displays the font. You can also use this dialog box to change the size and style of the font.

Font Style

- Select a style for the new font.

The Sample box displays the font style. You can also use this dialog box to change the type of font and its size.

Size

- Select a point size from the list: the larger the point size, the larger the character appears on your screen.

The Sample box displays the font size. You can also use this dialog box to change the font and the style.

Lowercase

▪ Select this option to display all filenames in lowercase characters.

Sample

This box shows what the currently selected font, style, and size would look like in your directory windows.

Comment

You can put a discriptive comment in this field to tell the user what is in the shared directory, or to give the user other important information. Users will see this comment next to the <u>share name</u> of your shared directory when they browse through available network drives.

Passwords

This area allows you to select the kind of access you wish to grant network users, and allows you to specify passwords for each kind of access.

If you wish to grant read and write (Full Access) priviledges, select the Full Access checkbox and type a password in the Password field.

If you wish to grant Read-Only access, select the Read-Only Access checkbox and type a password in the Password field.

You can select both Full Access and Read-Only Access.

Shared Directories

This box lists the directories on your computer that are currently being shared as network drives. With this box, you can stop sharing a directory, modify the parameters for a shared directory, or look at the files that are currently being used on a directory by other people on the network.

To stop sharing a directory

1 In the Shared Directories box, select the directory.
2 Choose the Stop Sharing button.

To modify the parameters for a shared directory

1 In the Shared Directories box, select the directory.
2 Choose the Share Info button.

To look at the files currently being used on a directory

1 In the Shared Directories box, select the directory.
2 Choose the Open By button.

New Share

You can use the items in the New Share area to share one or more directories with the network.

To share one or more directories with the network

1 In the Path field of the New Share area, specify the path of the directory you want to share.
2 In the Share As field of the New Share area, type a name for the share. Network users will connect to the share using this name.

   You can also type a comment in the Comment field if you want network users to have a more detailed discription of what's available.
3 Clear the Re-share at Startup check box if you don't want the directory to be automatically shared everytime you start Windows.
4 If you want to allow read and write access to the shared directory, select the Full Access check box and type a password into the Password field.

   If you want to allow read-only access to the shared directory, select the Read-Only Access check box and type a password into the Read-Only Password field .

   Note   You can select both Full Access and Read-Only Access, providing a different password for each, if you want to let different users have different levels of access.

5 Choose the Add Share button.
6 Repeat steps 1 to 6 for each additional directory you want to share.