Contents

Change File Area

Files on the CD are separated by subject into File Areas.   Change to a different file area by selecting File:Open from the pull down menu or by pressing the File Area Button.   The Change File Area dialog box is then displayed.

The dialog list file areas by descriptive name and list which CD contains file area (if it is a multi- CD set) and   tells what operating system the files in each file area are meant to be used with.   Use the arrow keys on the keyboard or the scrollbars with the mouse to display file areas not shown on the menu.   The Find button will search the area names for text you enter.

To select a file area either:
- double-click the area name with the left mouse button
- highlight the area and press ENTER
- highlight the area and select the Close button

UnZIP

Files on the CD are compressed to allow more files to fit on the CD and for bulletin board operators to use the CD on their BBS systems.   The UnZIP button uncompresses the files contained in the Zip file to the directory you specify.   After you press the UnZip button you enter the directory where you want to unzip the files to.   The default is C:\EXTRA.   If the directory you entered does not exist it will be created.

After unZIPping the files the Test Area dialog box is activated.   The files you have unzipped are shown in the Test Area menu.   From the Test Area you may perform many operations on files such as displaying picture files, listening to sound files, copying files, and deleting files.

Using the Test Area

Find

Find search the file descriptions for the text you enter.   The search is not case sensitive. Three types of searches are available.

Current File Area Only - searches the current file area displayed in the menu for the first or next occurrence of search text.

Current CD Only - searches all files area on the CDs that is currently in the CD-ROM drive for the first or next occurrence of search text.

All CDs in set - searches the entire CD or all CDs in the set for the first or next occurrence of search text.

If it is a multi-CD set and you are searching the all the CDs in the set, you will be ask to change CD as the search progresses.

Copy

Copies all selected files or the currently highlighted file if no files are selected.   You enter the drive and directory where you want to have the files copied.

How to select multiple files...

View

View displays the names of the files contained inside the compressed ZIP file or display a picture is the file is a GIF file.

Other file formats may be viewed after the files have been unzipped.   See Using the Test Area
for more information.

Test Area

The Test Area is automatically entered after unzipping a file.   Selecting File:Test Area from the pull down menu will also enter the test area.   The Test area allow you to experiment with the program or files you have unzipped.   From the test area you can listen to sound files, view picture files, copy and delete files, display the contents of text, spreadsheet, database, and word processor files.

Test Area functions:

Launch - starts the program file

View/Play - view file by type, works the following file types: WAV GIF PCX TIFF WK? DBF WRI DOC.   All other files are viewed as ASCII text files.

Print - prints all selected files *or* the currently highlighted file if no files are selected.

Copy - Copies all selected files *or* the currently highlighted file if no files are selected.   You enter the drive and directory where you want to have the files copied.

Delete - Deletes all selected files *or* the currently highlighted file if no files are selected.

Registration Form - For shareware programs, attempts to determine which file what file is the registration form.   If a registration form is found you may view, edit, or print it.

Delete All - Deletes all files in the test areas directory.

Select All - Selects all files in the test area directory.

UnSelect All - Unselects (UnTags) all files in the file list.

Wild Card Select - Selects all files matching DOS filename wild card.   Enter the wild card in the text box below the Wild Card Select button.

How to manually select multiple files...

Selecting Multiple Files

The file boxes in the main zip file display and in the Test Area allow you to select more than one file to perform an operation on.   For example, you can select 5 files to copy rather than having to copy all 5 files individually.

Multiple files may be selected with keyboard or with a mouse.
To select a file with the keyboard, press the spacebar.   The current (highlighted) file will be selected.
To Select a file with the mouse, move the mouse pointer to the first character in the filename.   The mouse pointer changes to a check mark.   While the mouse pointer is a check mark click the right mouse button to select the file.

Notes

The Notes dialog allow you to keep personal remarks about files on the CD.   The CD contains such a large number of files these   notes   can be helpful when return to find a certain file.

When you press the notes button the current file is entered in the left column of the notes dialog.   You may enter any remarks for the file in the right column.

The Find button will take you direct to the file currently highlighted.

Press the Close button when finished.