

Clearing the contents of an opened file

To clear all the contents in order to start a new document, first save your work then click on the New button (first from left) or by using the File menu (File\New).

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Creating a New Directory

First Choose a parent directory (the directory from which the new directory will branch) and make sure it is the active directory. Click on the create directory button, enter a name for the directory to be created, and click on the OK button.

Cutting, copying and pasting

First select the file to cut or copy. You do this by clicking the mouse and holding mouse button down just before the first letter of the word you want to cut or copy. Drag the mouse over the word until you have highlighted the word then release the mouse button. Next choose either cut or copy button (cut is fifth from left and copy is sixth) or by using menu (Edit\Cut or Edit\Cut\Copy). If cut is chosen the text selected is removed from the document and if copy is chosen then only a copy is made. The Final step is to place the cursor at the location you want to place the text you just cut or copied from the document.

Deleting a Directory

First Choose the parent directory of the directory you wish to delete and make sure it is the active directory. Click on the delete directory button, enter the name of the directory to be deleted, and click on the OK button.

Deleting a File

First Choose an active directory and make sure it is active. Choose a file to be deleted by clicking on a file in the file list box. Click on the delete file button, and click on the OK button.

Open a document

Open a file by either clicking the open button (second from left) or by using the open command in the menu system (File/New/Open). Next you must set the directory to look in, choose a file to open from the File list box by clicking on the file you want then click the OK button.

```
{ewc FFBMP32.DLL,FFBMP32,open.bmp}
```

Order Form

Registered users, who give suggestions of what features should be added to future upgrades of this software or any ideas on what software you would like to see, will receive two free upgrades of the Disk Management System software. **The first One Thousand people to Register** will receive one extra upgrade (*Total of 3 upgrades*).

Send ___ Copy(s)

Ship via

___ regular mail (no charge) ___ Next day (\$15) ___ Priority mail (\$5)

Send Check or Money Order

for \$16 + shipping for Next day or Priority mail (if applicable) to:

Albert Rugel
PO Box 75
Brooklyn, NY 11237

if regular mail is chosen

Please Allow 2-4 weeks for delivery

Please Print:

Name _____

Address _____

City _____

State _____ Zip _____

Telephone No _____ (Optional)

E-Mail Address _____

All disks shipped will be 1.44MB format.

Printing a document

To print, click on the Print button (eight from left) or by using the menu (File\New\Open\Save\Save As\Print) then hit OK.

Renaming a File

First Choose an active directory and make sure it is active. Choose a file to be renamed by clicking on a file in the file list box. Click on the rename file button. Type a new file name and click on the OK button.

Saving a text file

To save a newly created **file that has not been saved yet** you can either click the **save as button (third from left)** or use the save as command in the menu system (File\New\Open\save\save as). Next you must set the directory to save the file in, type a name in the File edit box then hit save button. After having used save as and then typing more text, you can then click the save button (fourth from the left) or File\New\Open\Save\Save As on the menu. Only use save if the file already exists in the directory you are saving to.

{ewc FFBMP32.DLL,FFBMP32,save.bmp}

Selecting a File in the File Attribute Manager

Files are chosen by clicking on the file name in the File List Box and then clicking on the OK button to retrieve the files current attributes (click to see definitions). The File chosen should appear in the File Edit Box. At this point you can Choose new attributes and disable current attributes.

{ewc FFBMP32.DLL,FFBMP32,sample2.bmp}

Setting File Attributes

After you choose a file, you must check the attributes you want and uncheck the ones you do not want in the file attribute settings box and hit the set button.

Setting the Active Directory

To set the **active directory** you must double click on the desired directory in the directory list box. The active directory is the directory that you are currently in. The files listed in the file list box are the files located in the active directory.

```
{ewc FFBMP32.DLL,FFBMP32,sample.bmp}
```

Technical Support

Unlimited technical support, for registered users **only**, can be obtained via E-mail.
Send all questions and comments to compuserve address 70573,726

attributes

There are four possible file attribute settings:

Archive

Newly saved files are automatically set to Archive.

Read-Only

Files set to read-only can not be changed or overwritten.

Hidden

Hidden files are not visible in a directory. In order to use a file that was set to hidden, you must know the filename

System

System files are, like hidden files, not visible in a directory. Setting a file to system should be used to set system files only

parent directory

Parent directory is the directory that precedes a subdirectory. When you are creating a new directory you must choose the parent of the directory to be created. when deleting a directory the active directory is the parent directory of the directory you wish to delete

