DirSiz32 Help Index

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Commands

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File menu commands

The File menu offers the following commands:

Open	Opens an existing document.
Close	Closes an opened document.
Print	Prints a document.
Print Preview	Displays the document on the screen as it would appear printed.
Print Setup	Selects a printer and printer connection.
Exit	Exits DirSiz32.

View menu commands

The View menu offers the following commands:

Toolbar	Shows or hides the toolbar.
Status Bar	Shows or hides the status bar.
Show Bytes	Shows sizes in bytes.
Show Kilobytes	Shows sizes in kilobytes.
Show Megabytes	Shows sizes in megabytes.
Show Percentages	Shows percentages relative to root item.
File graph	Opens the graph dialog.
Sort by Name	Sorts items by name.
Sort by Size	Sorts items by size.
Expand All	Expands all items in the tree.
Expand All But Files	Expands all items in the tree, except for files.
Collapse All	Collapses all items in the tree.
Refresh	Refreshes the current tree.

Window menu commands

The Window menu offers the following commands, which enable you to arrange multiple views of multiple documents in the application window:

Cascade	Arranges windows in an overlapped fashion.
Tile	Arranges windows in non-overlapped tiles.
Arrange Icons	Arranges icons of closed windows.
Window 1, 2, ...	Goes to specified window.

Help menu commands

The Help menu offers the following commands, which provide you assistance with this application:

Help Topics   Offers you an index to topics on which you can get help.

About   Displays the version number of this application.

Open command (File menu)

Use this command to open a new window showing the disk space used by a selected drive or directory.   You can open multiple windows at once.   Use the Window menu to switch among the multiple open documents.   See Window 1, 2, ... command.

Shortcuts

Toolbar:

Keys: CTRL+O

Close command (File menu)

Use this command to close the current window.

1, 2, 3, 4 command (File menu)

Use the numbers and filenames listed at the bottom of the File menu to open the last four documents you closed.   Choose the number that corresponds with the document you want to open.

Exit command (File menu)

Use this command to end your DirSiz32 session.   You can also use the Close command on the application Control menu.

Shortcuts
    Mouse: Double-click the application's Control menu button.

    Keys: ALT+F4

Toolbar command (View menu)

Use this command to display and hide the Toolbar, which includes buttons for some of the most common commands in DirSiz32, such as File Open.   A check mark appears next to the menu item when the Toolbar is displayed.

See Toolbar for help on using the toolbar.

Toolbar

The toolbar is displayed across the top of the application window, below the menu bar.   The toolbar provides quick mouse access to many tools used in DirSiz32,

To hide or display the Toolbar, choose Toolbar from the View menu (ALT, V, T).

Click	To
	Open a drive or directory for sizing.
	Print the active document.

Status Bar command (View menu)

Use this command to display and hide the Status Bar, which describes the action to be executed by the selected menu item or depressed toolbar button, and keyboard latch state. A check mark appears next to the menu item when the Status Bar is displayed.

See <u>Status Bar</u> for help on using the status bar.

Status Bar

```
                                              CAP
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The status bar is displayed at the bottom of the DirSiz32 window.   To display or hide the status bar, use the Status Bar command in the View menu.

The left area of the status bar describes actions of menu items as you use the arrow keys to navigate through menus.   This area similarly shows messages that describe the actions of toolbar buttons as you depress them, before releasing them.   If after viewing the description of the toolbar button command you wish not to execute the command, then release the mouse button while the pointer is off the toolbar button.

The right areas of the status bar indicate which of the following keys are latched down:

Indicator	Description
CAP	The Caps Lock key is latched down.
NUM	The Num Lock key is latched down.
SCRL	The Scroll Lock key is latched down.

Cascade command (Window menu)

Use this command to arrange multiple opened windows in an overlapped fashion.

Tile command (Window menu)

Use this command to arrange multiple opened windows in a non-overlapped fashion.

Tile Horizontal command (Window menu)

Use this command to vertically arrange multiple opened windows in a non-overlapped fashion.

Tile Vertical command (Window menu)

Use this command to arrange multiple opened windows side by side.

Window Arrange Icons Command

Use this command to arrange the icons for minimized windows at the bottom of the main window.   If there is an open document window at the bottom of the main window, then some or all of the icons may not be visible because they will be underneath this document window.

1, 2, ... command (Window menu)

DirSiz32 displays a list of currently open document windows at the bottom of the Window menu.   A check mark appears in front of the document name of the active window.   Choose a document from this list to make its window active.

Index command (Help menu)

Use this command to display the opening screen of Help.   From the opening screen, you can jump to step-by-step instructions for using DirSiz32 and various types of reference information.

Once you open Help, you can click the Contents button whenever you want to return to the opening screen.

Using Help command (Help menu)

Use this command for instructions about using Help.

About command (Help menu)

Use this command to display the copyright notice and version number of your copy of DirSiz32.

Context Help command

Use the Context Help command to obtain help on some portion of DirSiz32.   When you choose the Toolbar's Context Help button, the mouse pointer will change to an arrow and question mark.   Then click somewhere in the DirSiz32 window, such as another Toolbar button.   The Help topic will be shown for the item you clicked.

Shortcut
    Keys: SHIFT+F1

Title Bar

The title bar is located along the top of a window.   It contains the name of the application and document.

To move the window, drag the title bar.   Note: You can also move dialog boxes by dragging their title bars.

A title bar may contain the following elements:

- Application Control-menu button
- Document Control-menu button
- Maximize button
- Minimize button
- Name of the application
- Name of the document
- Restore button

Scroll bars

Displayed at the right and bottom edges of the document window.   The scroll boxes inside the scroll bars indicate your vertical and horizontal location in the document.   You can use the mouse to scroll to other parts of the document.

Size command (System menu)

Use this command to display a four-headed arrow so you can size the active window with the arrow keys.

After the pointer changes to the four-headed arrow:
1. Press one of the DIRECTION keys (left, right, up, or down arrow key) to move the pointer to the border you want to move.
2. Press a DIRECTION key to move the border.
3. Press ENTER when the window is the size you want.

Note: This command is unavailable if you maximize the window.

Shortcut
    Mouse: Drag the size bars at the corners or edges of the window.

Move command (Control menu)

Use this command to display a four-headed arrow so you can move the active window or dialog box with the arrow keys.

Note: This command is unavailable if you maximize the window.

Shortcut
    Keys: CTRL+F7

Minimize command (application Control menu)

Use this command to reduce the DirSiz32 window to an icon.

Shortcut

Mouse: Click the minimize icon on the title bar.
Keys: ALT+F9

Maximize command (System menu)

Use this command to enlarge the active window to fill the available space.

Shortcut

Mouse: Click the maximize icon ▲ on the title bar; or double-click the title bar.
Keys: CTRL+F10 enlarges a document window.

Next Window command (document Control menu)

Use this command to switch to the next open document window.   DirSiz32 determines which window is next according to the order in which you opened the windows.

Shortcut
Keys: CTRL+F6

Previous Window command (document Control menu)

Use this command to switch to the previous open document window.   DirSiz32 determines which window is previous according to the order in which you opened the windows.

Shortcut
     Keys: SHIFT+CTRL+F6

Close command (Control menus)

Use this command to close the active window or dialog box.

Double-clicking a Control-menu box is the same as choosing the Close command.

Note: If you have multiple windows open for a single document, the Close command on the document Control menu closes only one window at a time.   You can close all windows at once with the Close command on the File menu.

Shortcuts
Keys: CTRL+F4 closes a document window
                   ALT+F4 closes the <<YourType>> window or dialog box

Restore command (Control menu)

Use this command to return the active window to its size and position before you chose the Maximize or Minimize command.

Switch to command (application Control menu)

Use this command to display a list of all open applications.   Use this "Task List" to switch to or close an application on the list.

Shortcut
 Keys: CTRL+ESC

Dialog Box Options
When you choose the Switch To command, you will be presented with a dialog box with the following options:
Task List
 Select the application you want to switch to or close.
Switch To
 Makes the selected application active.
End Task
 Closes the selected application.
Cancel
 Closes the Task List box.
Cascade
 Arranges open applications so they overlap and you can see each title bar.   This option does not affect applications reduced to icons.
Tile
 Arranges open applications into windows that do not overlap.   This option does not affect applications reduced to icons.
Arrange Icons
 Arranges the icons of all minimized applications across the bottom of the screen.

No Help Available

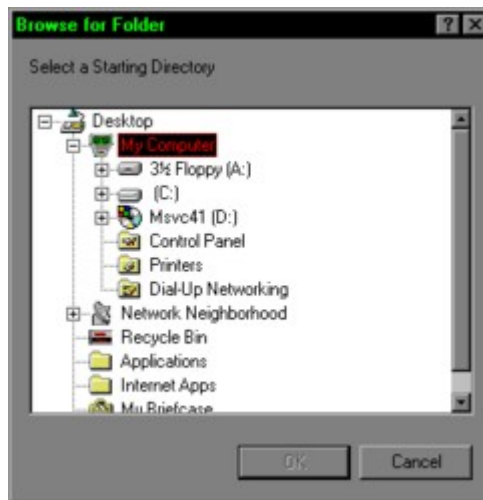No help is available for this area of the window.

No Help Available

No help is available for this message box.

<< If you wish to author help specific to each message box prompt, then remove the AFX_HIDP_xxx values from the [ALIAS] section of your .HPJ file, and author a topic for each AFX_HIDP_xxx value.   For example, AFX_HIDP_INVALID_FILENAME is the help topic for the Invalid Filename message box. >>
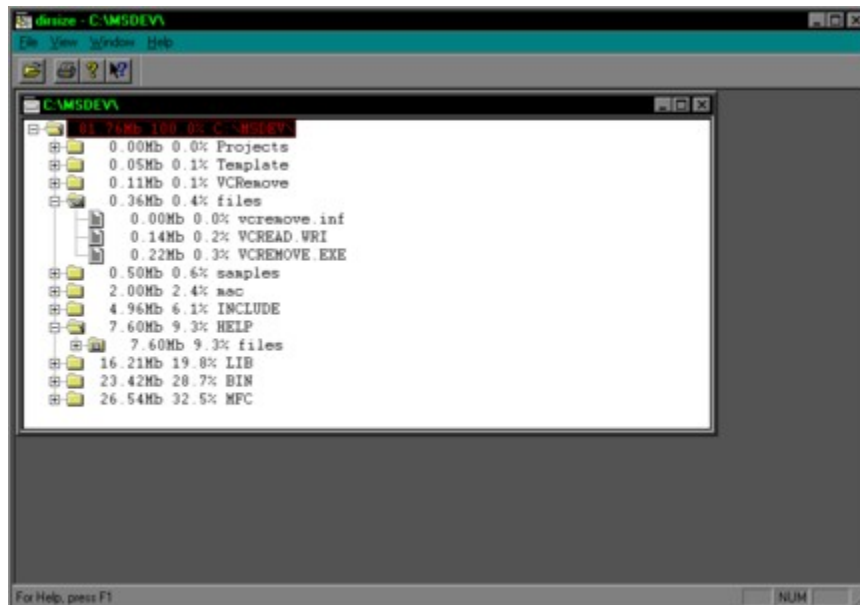
Get drive or directory sizes

Use the File Open command to display the drive/directory selection window:

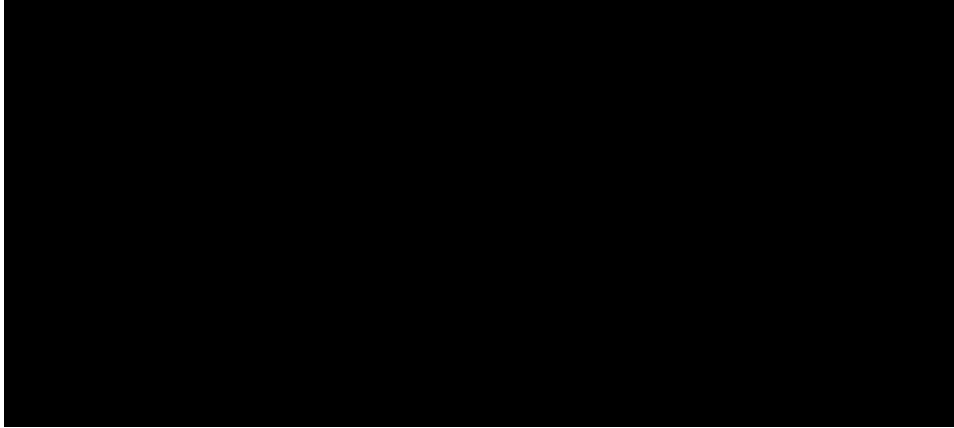From this window, select the drive or directory that you wish to see the sizes for.

After pressing OK, DirSiz32 will search the drive/directory, and its subdirectories for files and their sizes.   When finished, the information will be presented in a Windows 95 Tree Control:
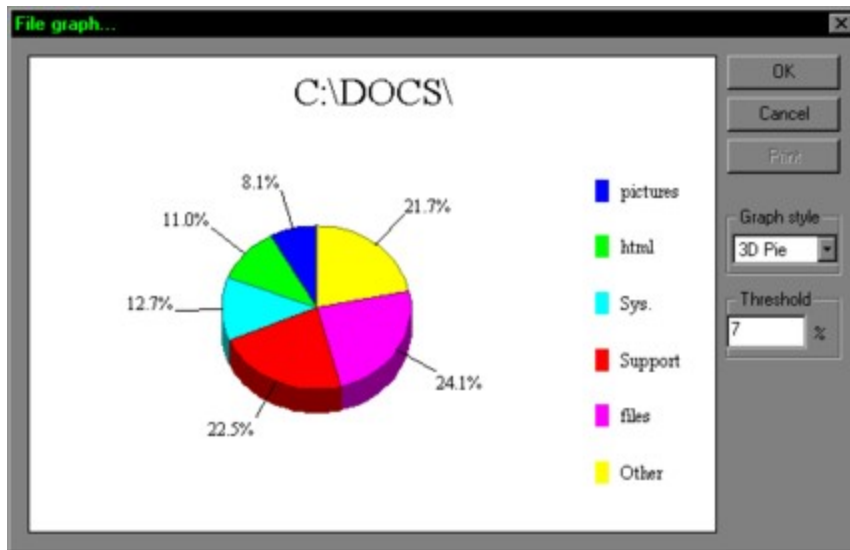

You can then use the tree view to navigate through your directories.

Changing Viewing Options

Use the view menu to select viewing options, such as bytes/kilobytes/megabytes, percentages, and tree expansion:
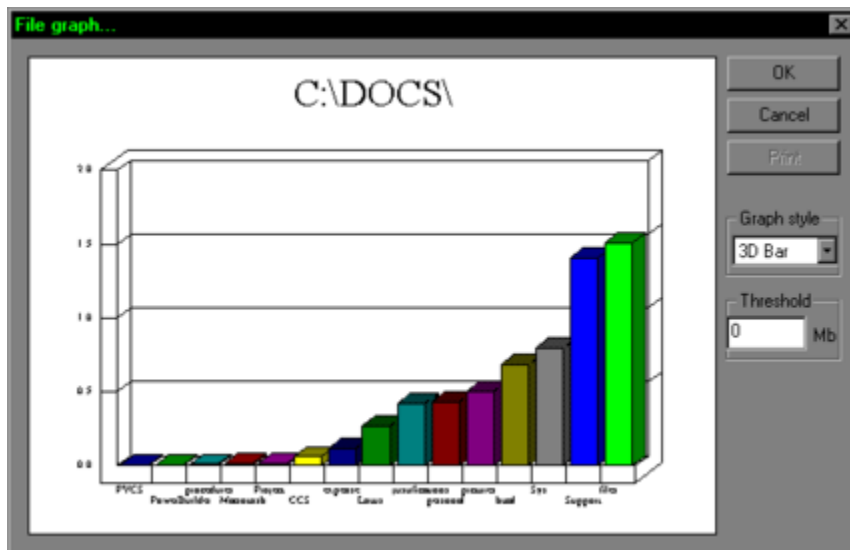
Using the File Graph

By selecting File graph... from the view menu, you can get a graphical view of the starting directory.

You can view percentage information via 2D and 3D Pie charts, or

Size information via 2D and 3D Bar charts.

The *Threshold* box will allow you to group all items less than a certain percentage (pie charts) or a certain size (bar charts).   Therefor, if you have 25 items in your graph, some will most likely be too close together to accurately read...place the threshold above the smaller items, and they will be grouped together in an item called "Below Threshold".

Print command (File menu)

Use this command to print a document.   This command presents a <u>Print dialog box</u>, where you may specify the range of pages to be printed, the number of copies, the destination printer, and other printer setup options.

Shortcuts

Toolbar:
Keys: CTRL+P

Print dialog box

The following options allow you to specify how the document should be printed:

Printer
This is the active printer and printer connection.   Choose the Setup option to change the printer and printer connection.

Setup
Displays a <u>Print Setup dialog box</u>, so   you can select a printer and printer connection.

Print Range
Specify the pages you want to print:

All	Prints the entire document.
Selection	Prints the currently selected text.
Pages	Prints the range of pages you specify in the From and To boxes.

Copies
Specify the number of copies you want to print for the above page range.

Collate Copies
Prints copies in page number order, instead of separated multiple copies of each page.

Print Quality
Select the quality of the printing.   Generally, lower quality printing takes less time to produce.

Print Progress Dialog

The Printing dialog box is shown during the time that <<YourApp>> is sending output to the printer.   The page number indicates the progress of the printing.

To abort printing, choose Cancel.

Print Preview command (File menu)

Use this command to display the active document as it would appear when printed.   When you choose this command, the main window will be replaced with a print preview window in which one or two pages will be displayed in their printed format.   The <u>print preview toolbar</u> offers you options to view either one or two pages at a time; move back and forth through the document; zoom in and out of pages; and initiate a print job.

Print Preview toolbar

The print preview toolbar offers you the following options:

Print
> Bring up the print dialog box, to start a print job.

Next Page
> Preview the next printed page.

Prev Page
> Preview the previous printed page.

One Page / Two Page
> Preview one or two printed pages at a time.

Zoom In
> Take a closer look at the printed page.

Zoom Out
> Take a larger look at the printed page.

Close
> Return from print preview to the editing window.

Print Setup command (File menu)

Use this command to select a printer and a printer connection.   This command presents a Print Setup dialog box, where you specify the printer and its connection.

Print Setup dialog box

The following options allow you to select the destination printer and its connection.

Printer
> Select the printer you want to use.   Choose the Default Printer; or choose the Specific Printer option and select one of the current installed printers shown in the box.   You install printers and configure ports using the Windows Control Panel.

Orientation
> Choose Portrait or Landscape.

Paper Size
> Select the size of paper that the document is to be printed on.

Paper Source
> Some printers offer multiple trays for different paper sources.   Specify the tray here.

Options
> Displays a dialog box where you can make additional choices about printing, specific to the type of printer you have selected.

Network...
> Choose this button to connect to a network location, assigning it a new drive letter.

Page Setup command (File menu)

<< Write application-specific help here. >>