

Drag And File Desktop

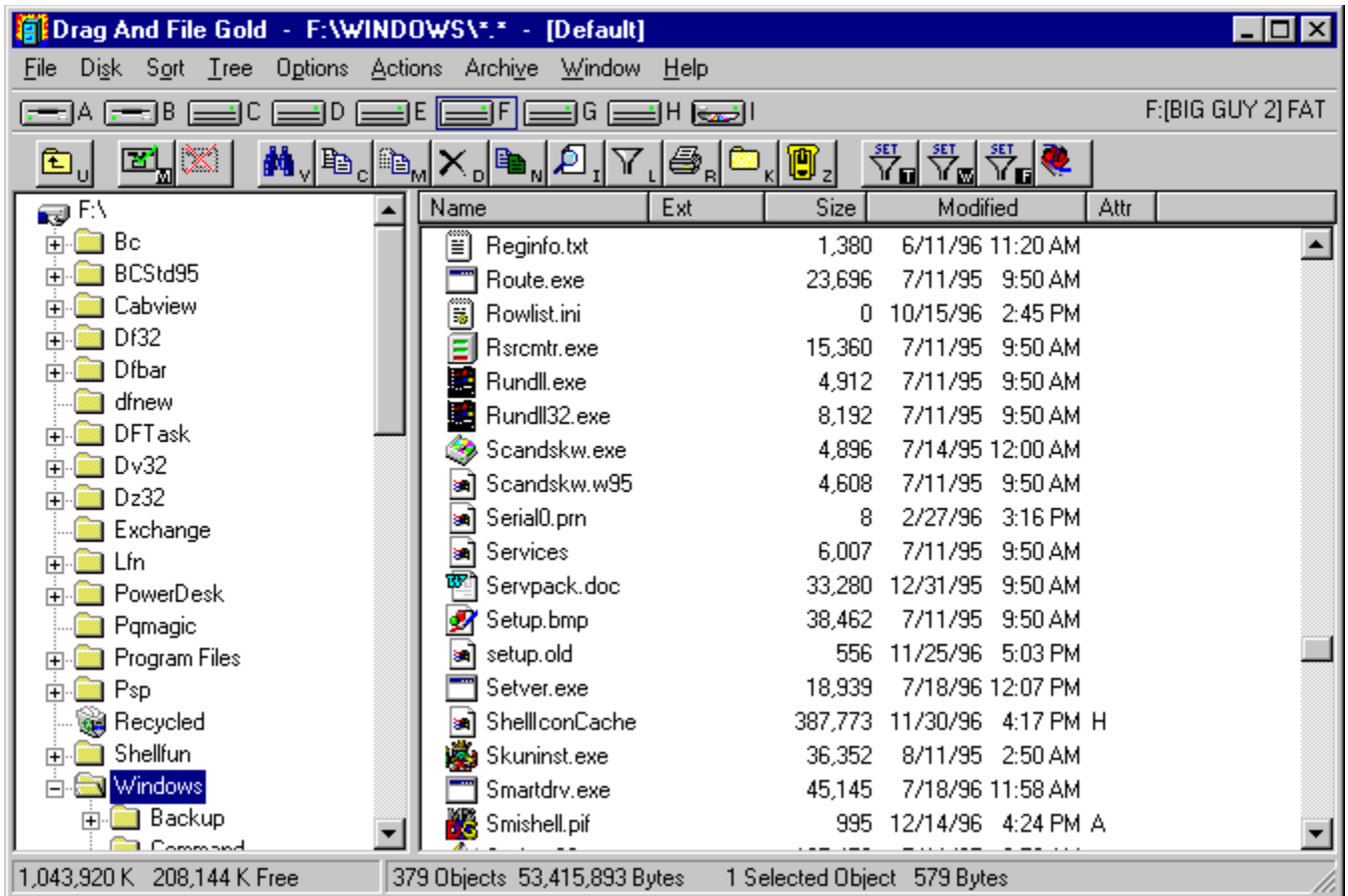
Drag And File Desktop streamlines and simplifies the work of managing files and running applications under Windows 95 and Windows NT. Drag And File consists of the Drag And File file manager, and two launch bars.

Drag And File works at several levels of sophistication and integrates with other management and utility programs. The result is an uncommon degree of flexibility: Drag And File can be configured to meet your needs, your working style, and your experience. When you need more, Drag And File delivers.

Unlike most other Windows file managers, Drag And File does not limit you from working on files from more than one directory of drive at a time which makes possible batch operations on non-contiguous groups of files.

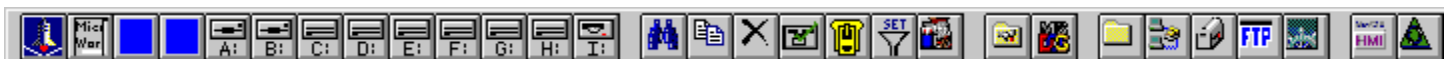
The Drag And File file manager offers a broad range of file management and file launching tools:

- Drag-and-drop file move, copy, and delete
- Tree and branch batch operations on all files
- Single click execution of most frequent tasks from a toolbar, including viewing
- Separate windows for each drive
- Full configurable hot key control for hands-on keyboard execution
- Formatting and diskcopying for floppy diskettes
- Full access to the Windows 95 Shell functions like creating shortcuts, Quick View and file properties.
- Filter Sets for quick display of special groups of files
- Directory synchronization



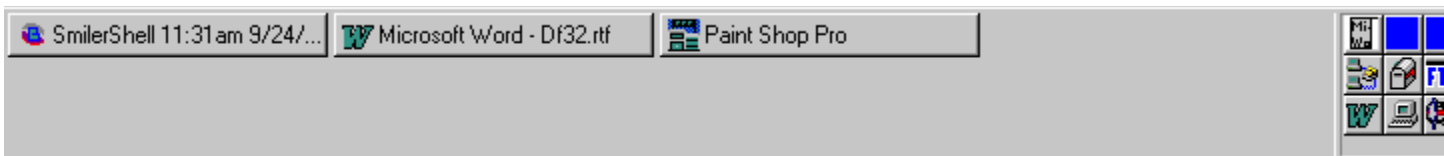
Main window

Drag And File Desktop come with two launch bars. The first launch bar, DFBar, works like the Windows 95 Taskbar. It can dock on any edge of your screen and also be made to auto hide. It can also be made to float like a regular window.



DF Launch Bar

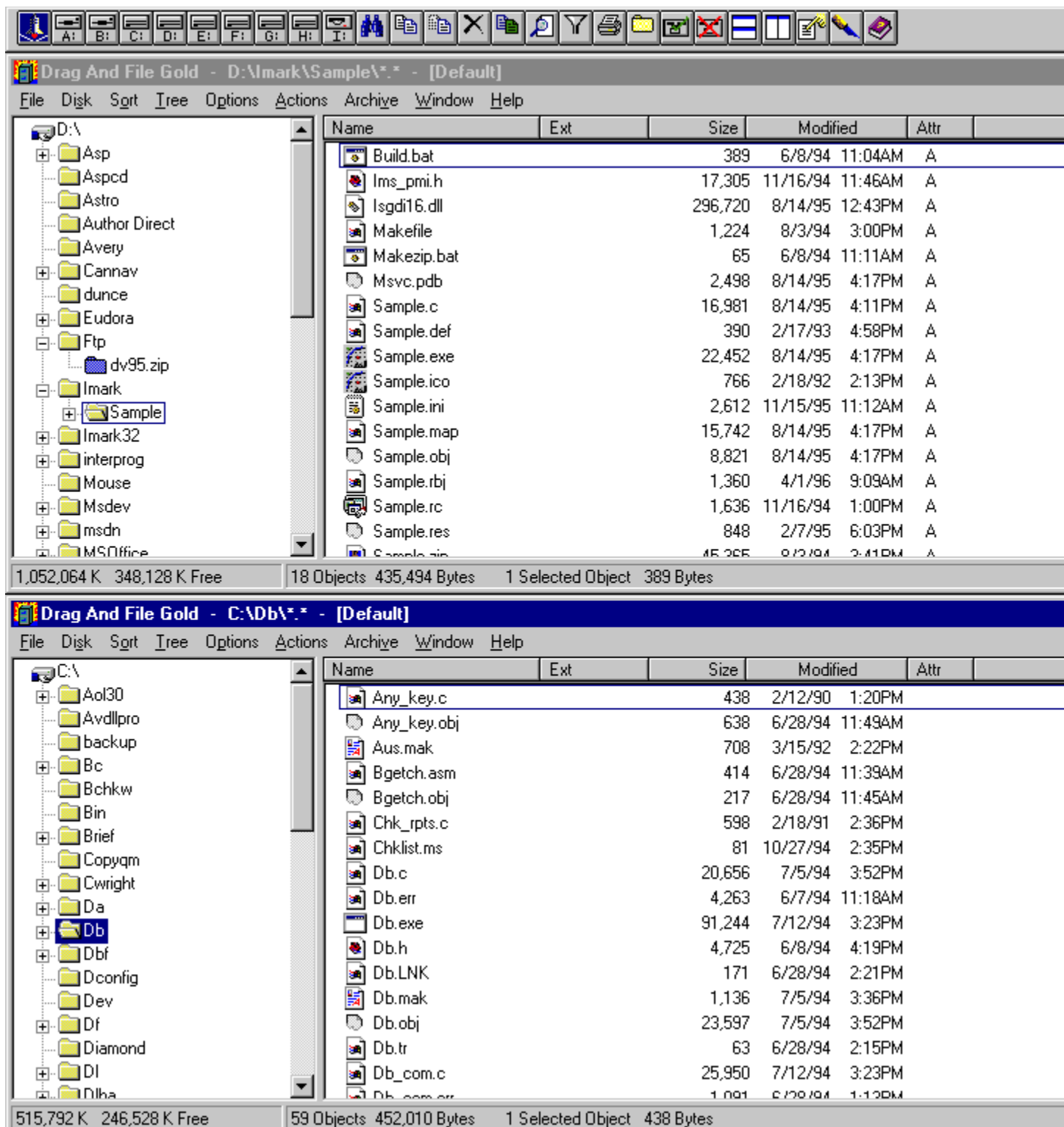
The second launch bar sits on the Windows 95/NT Taskbar. The DF Task Launch bar sits next to the Tray Icon area at the end of the Taskbar. This launch bar gives the convenience of having a launch bar without taking up additional screen space.



DF Task Launch Bar

The Drag And File file manager is a single document interface application. That means that each Drag And File window is complete with its own menu, toolbar and drive bar. The original windows file manager and most word processing and spreadsheet applications are multiple document apps. In a multiple document app, individual windows share a common menu and tool bar with a parent frame window. Many users has asked us to make Drag And File into a multiple document app so they can have a single

toolbar and drive bar for all the open windows and then have more screen space for managing files. Unfortunately, switching from a single document interface to multiple document interface requires complex programming and we are unable to incorporate such a feature into Drag And File. However, we've made it so you can completely operate Drag And File from either of the launch bars we provide. You can also turn off the toolbar and drive bar displays in the individual windows. Therefore you can have more screen space for viewing files and a single toolbar to operate with.



Two Drag And File Windows Being Controlled with the Launch Bar

For more information see [The Drag And File Launch Bars](#)

Drag And File displays a window complete with toolbar and menu choices for each drive selected. You may open up to 12 drive windows simultaneously.

The entire program can be run from a single small Drivebar which floats unobtrusively on your screen. The Drivebar makes complete directory and file information just a mouse click away.



Drivebar

Drag And File includes an Uninstaller to remove the program and changes made during installation.

Drag And File Gold

Drag And File Gold is a special version of Drag And File that also includes our archive management program, Drag And Zip. When Drag And File is combined with Drag And Zip, you can easily manage ZIP, GZ, and TAR files completely within Drag And File.

ZIP, GZ and TAR files will appear as folders in the directory pane of Drag And File. The color of these folders is blue as compared to yellow for actual directories to make the difference easily noticeable to the user. Just like with a regular folder, you can highlight an archive in the directory pane and the contents of the file will be listed in the file pane.

Extracting files from the archive is just like copying from a directory. You tag the files that you want to extract and choose copy or move. The files will be extracted to the desired directory.

Drag And File Gold has an additional menu in its main menu bar. This menu called "Archive" has commands to create an archive, virus scan an archive and "Check Out" an archive. Check Out will extract the files to a temporary directory and allow you to "check them out". You will be given the option to delete the check out files or make the check out directory permanent when you either close Drag And File or check out a new file.

The Create Archive "Zip", Virus Scan and Check Out commands can also be put on Drag And Files toolbar.

These commands are also available when right clicking on the file pane. Because of limitations in the Windows 95 shell context menus, some options are not available for files in an archive. These options, Create Short Cut, and dragging and dropping to the desktop cannot be performed on files in an archive. You will have to first extract the files to a real directory before being able to perform these actions.

User Help

Drag And File is designed to present options and procedures clearly. The window components, including icons, graphic and text buttons, and directory tree displays, make evident what to do and how to do it. Along with ease of use and the ordinary features of file management, Drag And File offers an unusual degree of sophistication.

Canyon Software is committed to producing software that is useful and productive. To help users make full use of Drag And File, Canyon Software maintains a technical help line for registered users from 8:30 AM to 5:30 PM Pacific Time.

| | |
|-----------------------|---|
| Phone | (415) 453-9779 |
| Fax | (415) 453-6195 |
| CompuServe | Go CANYON |
| World Wide Web | http://www.canyonsw.com |
| Internet | support@canyonsw.com |

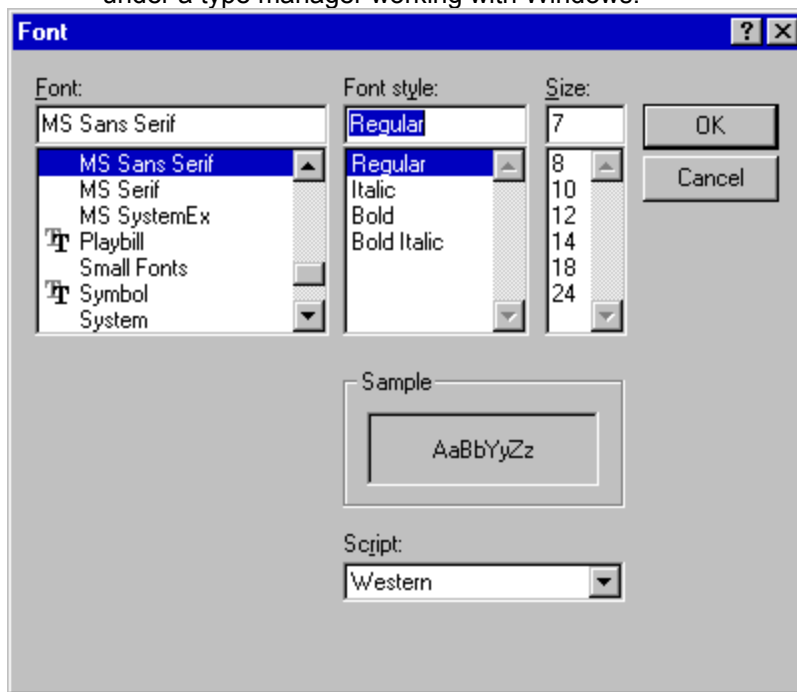
Options/Settings

From the Options menu you access the Fonts and Settings dialog boxes, which allow you to adjust several aspects of the program's performance and display.

To change fonts:

1. Select Fonts from the Options menu.

The Fonts dialog box displays. Available fonts are those which are installed under Windows, or under a type manager working with Windows.



Font options dialog box

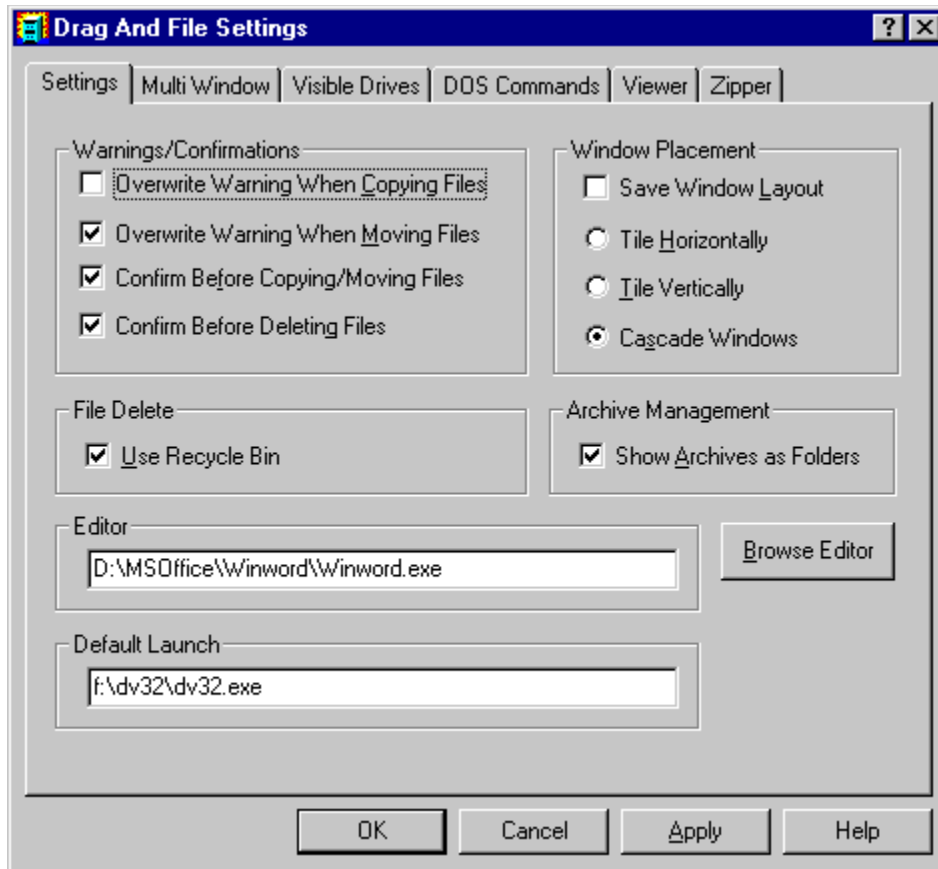
2. Make whatever changes you wish and click OK.

The changes take effect immediately and remain when you exit the program.

To change Settings:

1. Select Settings from the Options menu.

The Settings dialog box displays. The Settings dialog box has three pages for configuring Drag And File Options. In addition if you have our programs Drag And Zip or Drag And View installed, there will be pages for configuring them too. You select a page by clicking the mouse on one of the tabs at the top. The first page is for general settings.



General Settings page

2. Enter your choices for warnings, multiple windows operations and window appearance, file delete and editor.

Warnings/ Confirmations. When enabled, these warnings appear when the files you are copying or moving are about to overwrite files of the same name. These warnings can always be overridden at copy or move time.

File Delete. When checked, files deleted in Drag And File will be send to the RECYCLE BIN. When not checked, you will have to use an undelete program to recover deleted files. This option may not work on earlier builds of Windows 95. We know that it works on bulds 474 and greater. This option is not available when running under Windows NT.

Save Window Layout: Checking this option will have Drag And File save the location and the current directories of all open Drag And File windows when you exit Drag And File. Running Drag And File again will open all the windows of the previous session and have them displaying the same directories as the previous session. To save the layout of multiple Drag And File windows exit with "File/Close All DF Windows".

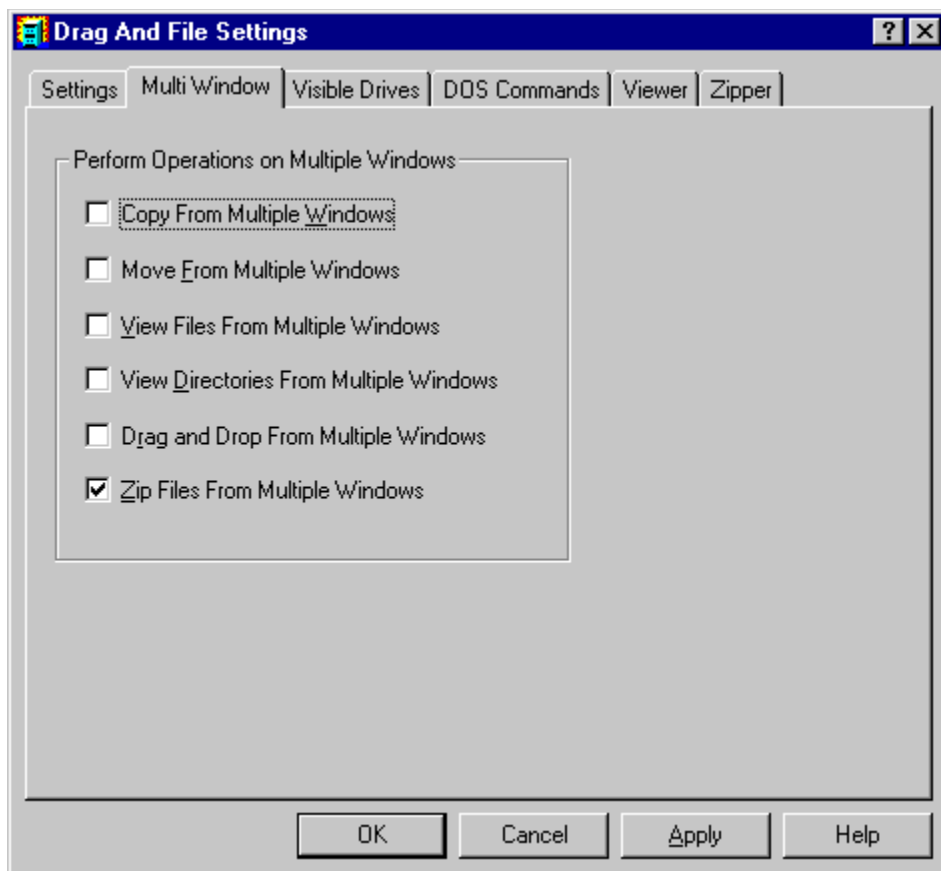
Window Appearance: These choices follow the pattern for Microsoft Windows: cascaded windows are overlapped slightly, and tiled windows are fully visible.

Editor: Enter your editor of choice in this field and you can edit a highlighted file when you choose the edit file option.

Default Launch: Normally when you launch a file, the associated program will run and load the highlighted file. If no program is associated with a file, then the Open With dialog will come up. You can change this behavior and have Drag And File always run a particular program such as note pad if there is no associated program for a file. If you want this

feature, add the program name in the default launch field.

Show Archives as Folders: This option will be visible only if you have Drag And File Gold installed. With Drag And File Gold, Files with the extension ZIP, GZ and TAR will appear as blue folders on the directory tree. Highlighting these files will show the contents of the folder in the file pane. Extracting files from the archives are as easy as performing a copy or move. This option will be checked by default. If you don't want files listed this way, uncheck it.



Multi Window page

Multiple Window Operations. Drag And File lets you perform operations on tagged files in more than one window. These choices allow you to specify which operations you would like to perform in multiple windows.

When **Copy from multiple windows** is checked, Drag And File will perform all file copy operations on the highlighted file or the tagged files from all open Drag And File windows.

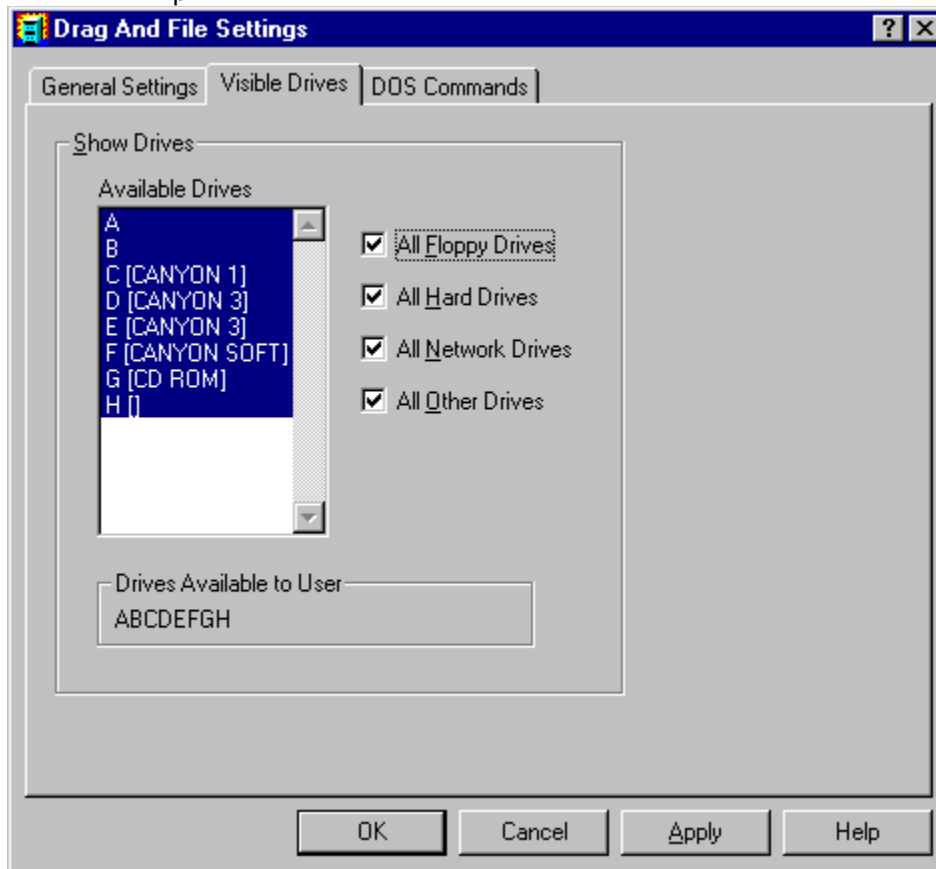
When **Move from multiple windows** is checked, Drag And File will perform all file move operations on the highlighted file or the tagged files from all open Drag And File windows.

When **View files from multiple windows** is checked, and you choose the view files option from the Drag And File tool bar or the "Actions" menu, Drag And File will view the highlighted and tagged files from all open Drag And File windows.

When **View directories from multiple windows** is checked, and you choose the view directories option from the Drag And File tool bar or the "Actions" menu, Drag And File will open up a view window with the listing of all the files in the highlighted and tagged directories from all open Drag And File windows.

When **Drag and drop from multiple windows** is checked, all drag and drop operations to other programs include the tagged files or highlighted file from all Drag And File windows. Drag And Drop operations to toolbar buttons will depend on the configuration for the action of the particular button. For example, if you have Drag And File configured to copy from only the active window, dragging files to the copy button will only work on the active window no matter what you have configured for drag and drop.

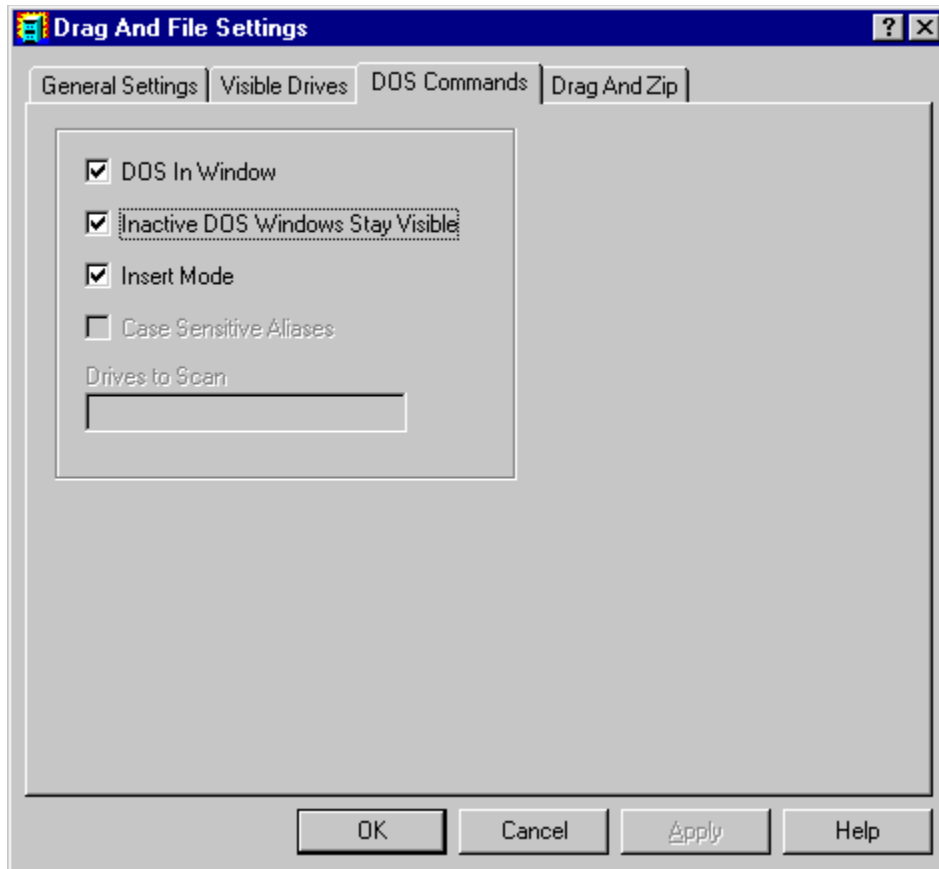
When **Zip file from multiple windows** is checked and you click on the zip button on the toolbar, the highlighted file or the tagged files in all the open Drag And File windows will be put in the resulting Zip file. This will only work with Canyon Software's program Drag And Zip.



Drives Page

3. In the drives page you can configure the drives that are available to Drag And File. This is particularly useful on networks where you might want to limit the drives available to different users. The settings in this dialog box will be reflected in both Drag And File and the Drag And File Drive Bar.

Select the drives that you want to have available. To make drive selection easier, there are check boxes where you can turn on or off the different drive types. Drives that have been selected will be displayed below the drive list box.



DOS Command Page

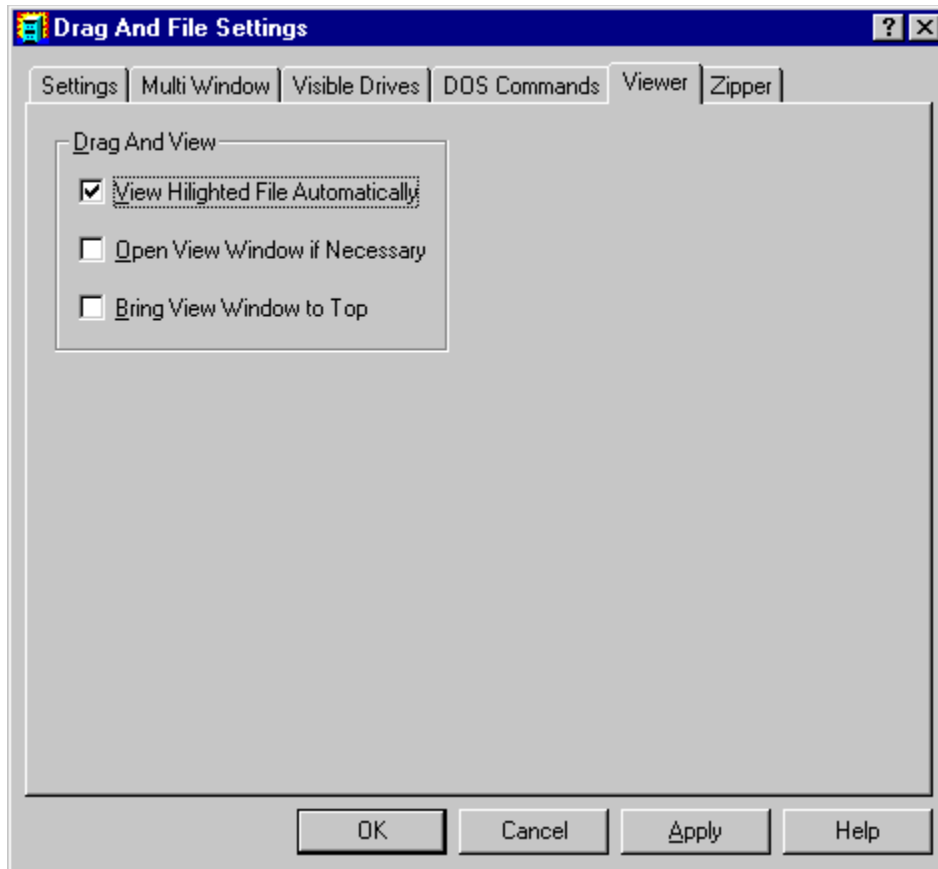
4. You can turn on Drag And File's DOS Command Line by choosing Show DOS Command Line from the Options menu. In this page you can set the DOS command Line defaults.

DOS In Window: You can run most DOS commands with the SmilerShell and can choose to have these commands run full screen or in a DOS window. The default is to run the commands in a DOS Window.

Inactive DOS Windows Stay Visible: This options determines whether the DOS windows will stay around or close after DOS commands are run. If you choose to have the DOS windows stay around you can easily close them all at once by pressing Ctrl+Shift+K from the keyboard.

Insert Mode: Use this to toggle between Insert or Overtyp mode

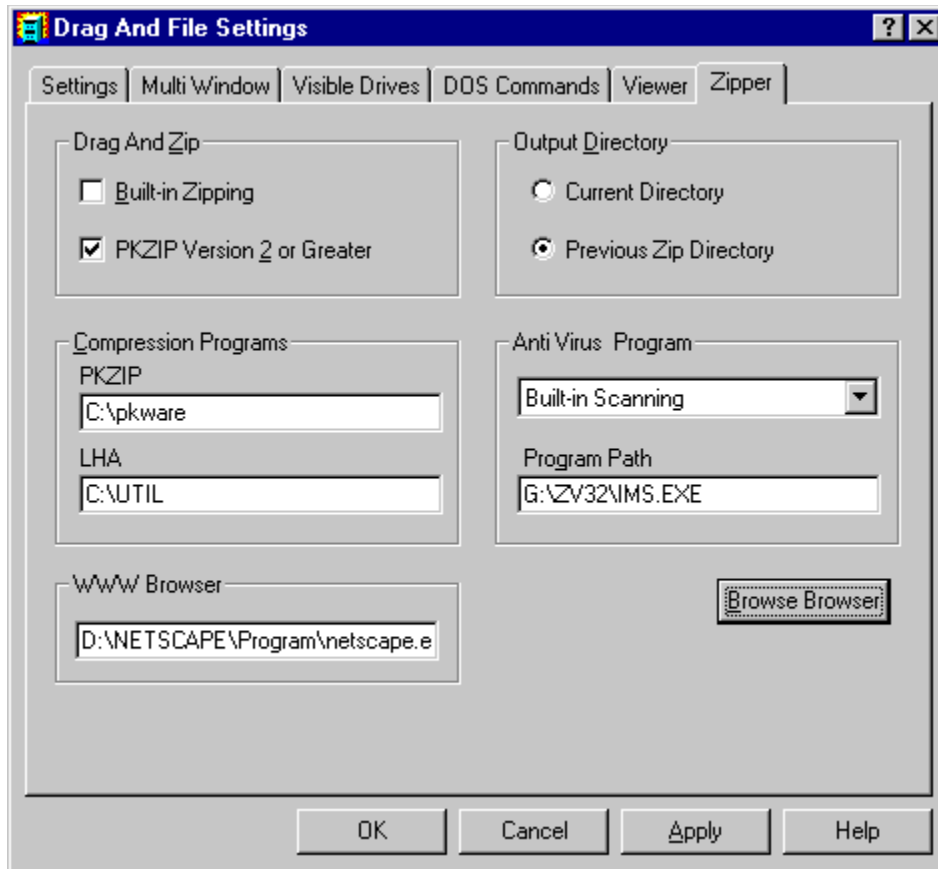
If you have Drag And View installed you will have a Drag And View Tab.



Drag And View Page

1. **View Highlighted File Automatically** If this option is turned on, Drag And View will display each file as it is highlighted in the file manager. It will not open a Drag And View window if one is not already running. For that you need the next option.
2. **Open View Window if Necessary** This option works in conjunction with the previous one. This will open a Drag And View window to view files if one isn't already open.
3. **Bring View Window To Top** This option is also designed to work in conjunction with the option "View Highlighted File Automatically". When this option is checked, the view window will always come to the top when a new file is highlighted and consequently displayed. If it is not checked, the view window will stay where it currently is.

If you are running Drag And File Gold you will have a Drag And Zip Tab.



Drag And Zip Page

1. **PKZIP Version 2 or Greater** It's important that this option be checked if you are running with PKZIP version 2.04, and that it not be checked if you are running with PKZIP version 1.1. That way Drag And Zip can pass the proper commands to PKZIP when it is running it. No other versions of PKZIP are currently supported. When you choose your PKZIP directory, Drag And Zip will try to determine this automatically.
2. **Output Directory** You have two choices of the default output directory that Drag And Zip will enter into the zip dialogs. One is the current directory, which is the directory that you dragged the files from. The other is the directory that you used the last time that you used Drag And Zip.
3. **PKZIP Location** This should contain the directory where your copies of PKZIP and PKUNZIP are. It is not necessary to fill this out if you are using the built-in zipping and unzipping. You will need to fill this out if you want to make self-extracting zip files and ZIP2EXE is not on your path. When this field is active, you can use the browse button to find the PKZIP directory.
4. **LHA Location** This should contain the directory where your copy of LHA.EXE is. When this field is active, you can use the browse button to find the LHA directory.
1. **Path For Temporary Files** Drag And Zip normally creates temporary files and temporary directories in it home directory. This may not be possible if you are running Drag And Zip from a network and you don't have write access to the DZ home directory. For conditions like this, you can specify a directory where Drag And Zip can store temporary files.
6. **WWW Browser** Zip View has been made to work with many World Wide Web browsers. Make sure you have the full path including the file name of the browser entered in this field. If it is, Zip View will run automatically whenever you bring a GZ, ZIP, TAR or LZH file from the net.
1. **Anti Virus Program** By default, Drag And Zip will use its built-in virus scanning program.

However you can also have it run your copy of Mc Afee Scan 95 or Norton Anti Virus. Choose the program that you want to run from the combo box.

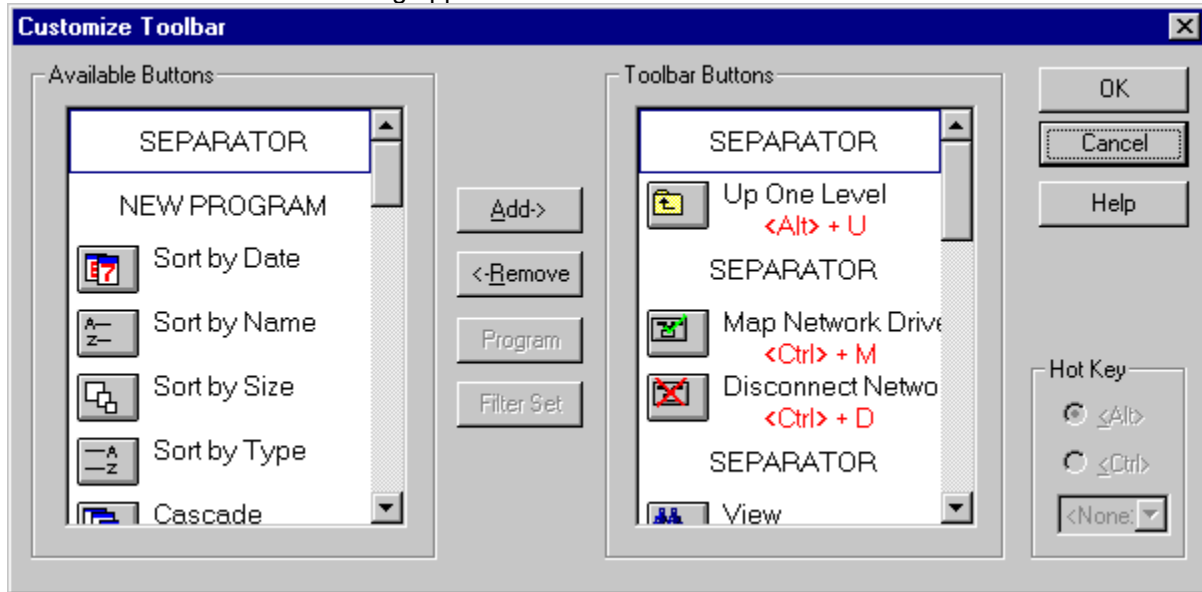
Configure Toolbar

Drag And File's button toolbar is very easily modified allowing you to add and delete different buttons. Programs can also be added to toolbar buttons. All toolbar buttons can be configured to user Alt or Ctrl key combinations as hot keys. Alt hot keys are shown in the lower right of the button as black on gray. Ctrl hot keys are shown as white on black. There is also an option to completely hide the toolbar. If the toolbar is hidden, the configured hot keys are still active.

To modify the toolbar:

1. Choose Customize Toolbar from the Options menu.

The Toolbar Customize dialog appears:



Toolbar Customize dialog

In the list box on the left appear the available button choices. The top two entries are SEPARATOR and NEW PROGRAM. SEPARATOR adds a space between two buttons. NEW PROGRAM allows you to install a program as a button choice. In the list box on the right appear the buttons that are currently part of the toolbar along with their hot keys.

To add a new button

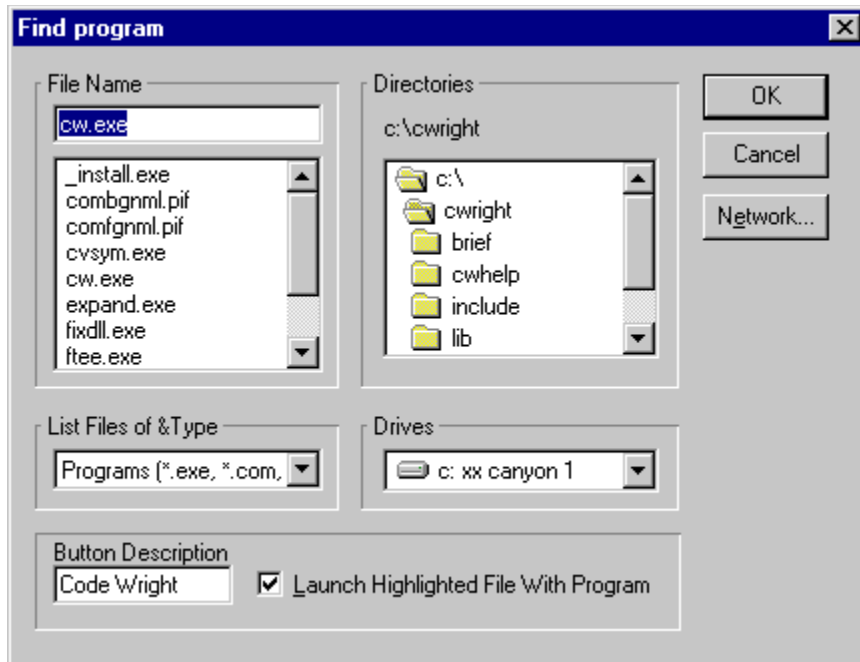
1. Select the position in the Toolbar buttons list box where you want the button to appear. The new button will appear before the selected button. You can also drag buttons in the Toolbar buttons list box to modify their position.
2. Select the button that you want to add from the Available buttons list box. You can also choose SEPARATOR or NEW PROGRAM. If a command button is already in the Toolbar buttons list box, it won't be in the Available buttons list.
3. Choose Add or drag the button to the right hand list box. The button will be added.

To remove a button

1. Select the button that you want to remove from the Toolbar buttons list box. Click on Remove or drag the button to the left hand list box. The button will be removed.

To add a program

1. Select NEW PROGRAM and choose Add. The Add Program dialog will appear.



Add Program dialog box

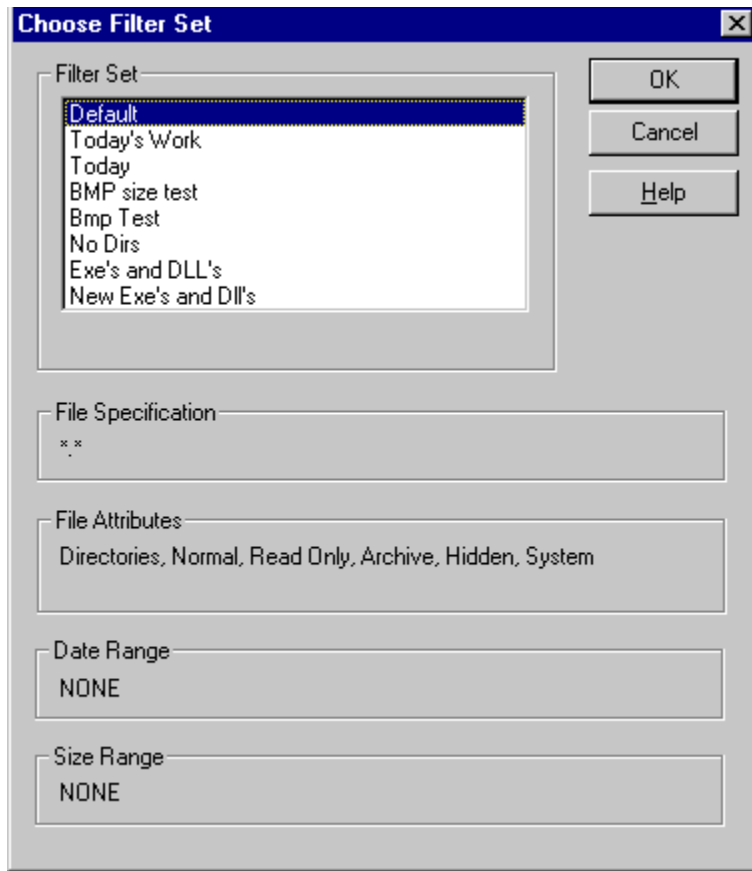
2. Browse through the directories and files and pick the program that you want to associate with the button. If you want the file that's currently highlighted to be launched with the program check the **Launch Highlighted File With Program** box. When the mouse cursor is over any of the toolbar buttons, a little window will come up saying what the button does. You can enter a custom button description in the **Button Description** field. If no description is entered, the program name will be used.
3. Choose OK and the button will be added to the Toolbar buttons list box. If the program has an embedded icon like most Windows programs, that icon will be placed on the button.

To modify a program button

1. Highlight the button in the Toolbar buttons list box. Choose the Program button and the Add Program dialog will appear. Follow the directions for adding a program.

To add a filter set

1. Select the Filter Set button and then click on the Add button. The Add Filter Set dialog will appear.



Add Filter dialog box

1. The available filters are shown in a list box. When you highlight a particular filter, that filter's file spec and other parameters are shown below.
1. Choose OK and a filter set button will be added to the Toolbar buttons list box. The name of the filter set will appear in the tool tip window when you place the cursor over the button.

To add or change a button hot key

1. Highlight the button whose hot key you want to change or add. Select the letter of the hot key that you want to use from the drop down list box in the lower right of the Customize Toolbar dialog box. Choose Alt or Ctrl if you want the hot key to use the Alt key or the Ctrl key.

When you are finished making changes to the toolbar, choose OK. All changes will be saved and windows updated. If you choose a hotkey that is already in use, you will be warned before saving the new hot key.

About the Drivebar

Though small and unobtrusive, the Drag And File Drivebar can provide access to all your Drag And File functions.

The Drivebar consists of a floating bar containing buttons which represent your drives, removable and fixed drives, local and networked, and a control bar. Click on a drive button to open a new drive window. Click on the control bar to open a menu with choices to control the Drivebar display and to close all open Drag And File windows.



The DF Drivebar normally floats in the foreground, above whatever application is current.

Using the Drivebar

To activate the Drivebar, open the Drag And File group window from Program Manager and click on the DF Drivebar icon.



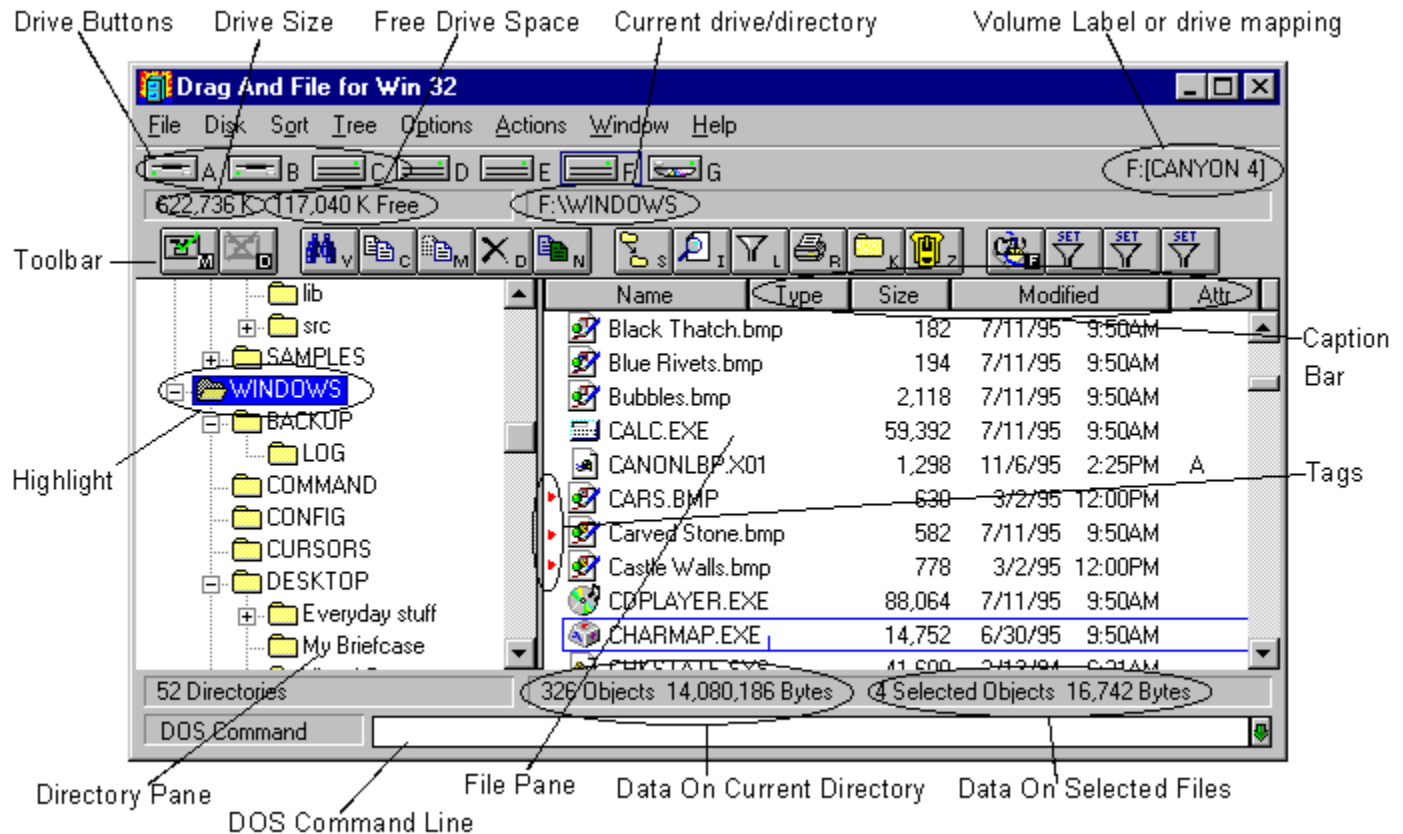
Drivebar icon

Configuring the Drivebar

The Drivebar can be altered to fit your needs. You can drag the borders of the drive bar to make it display horizontally or vertically with the desired number of rows and columns.

Drag And File Main Window

The Drag And File window is divided into several functional and information sections. Drag And File can open up to twelve windows simultaneously.



Drag And File main window

The menu bar contains drop down menus. They are accessible with a mouse or directly from the keyboard by using the Alt key in combination with the underlined letter or arrow keys.

The information sections contain data about the drive currently displayed, number of directories on this drive, the space remaining on the drive, the files in the selected directory, and their total size.

The drive buttons allow you to choose which drive information the open window displays. Double clicking on the icon of the currently displayed drive opens a second window displaying that drive.

The lower half of the window is divided into two panes: information in the left pane concerns directories, and information about files appears in the right pane.

Choosing files and directories

Drag And File, slightly differently from Microsoft Windows File Manager, and Windows 95 Explorer.

Drag And File marks files and directories by highlighting, tagging, and dotting.

- **Highlight** files and directories by left clicking on them with the mouse, or by using the arrow keys to move the highlight bar up or down over a listing. Only one directory or file can be highlighted at a time. Operations like Copy or Move can be performed on a highlighted file by clicking the appropriate tool, or by using drop down menus or keyboard shortcut keys. If any files are tagged, highlighting is ignored.
- Tag and untag files or directories by several methods:
- Ctrl+Left Mouse Button will tag or untag a file. A tagged file has a red arrow to its left.
- Ctrl+Left Arrow or Slash tag all files or directories
- Right arrow to tag; left arrow to untag. (This method is not available when viewing filenames only)
- Spacebar and Ctrl-Right click to toggle tagging on or off.
- Ctrl+Right Arrow or Ctrl+Slash untag all files or directories
- **Dots** mark files which have been copied. Dotted files may be reselected as a group for other operations.

Menu Bar

The menu bar contains the headers for the main drop down menus. Most menus include information about shortcut key combinations to activate commands from the keyboard.

0 Drag And File includes in its menu bar extensions—drop down menus inserted in the File Manager's menu bar by utility and other programs.

Drive bar

The drive bar includes buttons that represent all accessible drives. Click on a drive button to change to that particular drive. Double click on a drive button to open a new Drag And File window for that drive. Additionally, files can be dragged to the drive buttons for copying or moving. In Windows 95 you can right click on a drive button to bring up a context menu. From this context menu you can access the drives sharing, format the drive, create a shortcut or access the drives properties.

Toolbar

The toolbar displays a series of buttons that activate tools or shortcuts.

Directory Pane

The directory pane displays, in a tree format, all directories and subdirectories of the currently selected drive.

File Pane

The file pane displays a list of the files and their attributes contained within the currently selected directory or subdirectory. If you are viewing all file details (the default view) there will be a Caption Bar over the file listing.

| Name | Type | Size | Modified | Attr |
|------|------|------|----------|------|
|------|------|------|----------|------|

You can drag the borders of some of the sections to resize the columns. When you click on the heading buttons you will sort the file list in the order of the button legend. One click will sort ascending. The second click will sort descending.

Type to File/Directory function

To locate a specific directory or file, when the appropriate pane is active, start typing the name of the directory or file. Your typing appears in a small window that opens over the directory count in the lower left corner of the window, beneath the directory pane. As you type, the highlight bar will move to the directory or file which most closely approximates your typing.

Drag and drop functions

Drag And File uses all the mouse conventions associated with Microsoft Windows programs.

0 When you drag and drop files and directories with the left mouse button to a directory or drive button, a dialog box opens. Using options in the dialog box you can specify a Copy or Move operation, the name of the file or directory, and use a browse feature to specify the path.

1 When "Drag and drop from multiple windows" is turned on in the settings dialog, all drag and drop operations will use the highlighted or tagged files in all open Drag And File windows.

2 Files or directories can also be dragged to toolbar buttons.

3 When you drag and drop files and directories with the right mouse button under Windows 95, a context menu will popup allowing you to copy or move the files or create a shortcut to the files.

Toolbar functions

Drag And File's toolbar contains buttons which make the most common file management tasks easily accessible. Functions and programs can be added to or deleted from the toolbar by choosing Options\Modify Toolbar.

Using The Keyboard

Drag And File allows you to access most functions directly from the keyboard as well as use the mouse to select functions from a drop down menu. All buttons can have Alt or Ctrl key combinations assigned to them.

File Menu

Use commands in the File menu to perform the most common functions used to manage your files and directories. If the command has a button associated with it, then this command can be put on the toolbar.

Copy

Shortcut: F8



The copy command copies directories or files depending on which pane is active.

1 If you are copying a single file, the file may be renamed as part of a Copy operation, if you type the full pathname of the new file in the text field in the Copy/Move dialog box. If you are copying more than one file and enter a path name that doesn't exist, Drag And File will assume that you want to create the new directory and give you the option to create it.

2 The bottom of the Copy/Move dialog box contains additional options:

- Use the browse button to easily choose destination directory.
- 0 • Perform the operation on just the current window or multiple open windows.
- 1 • Turn on and off overwrite options.
- 2 • Change the copy operation to move and vice-versa.
- If the operation is being performed on a directory with branches, the operation can also be performed on the entire branch.

If you are running Drag And File Gold, the same action can be performed on Zip, GZ or TAR files. Just tag the files that you want to extract and the copy command will extract the files to the desired directory.

Move

Shortcut: F7



The move command moves a file or directory depending on which pane is active. All the options in the copy dialog also exist for Move

If you are running Drag And File Gold, the same action can be performed on Zip, GZ or TAR files. Just tag the files that you want to extract and the copy command will extract the files to the desired directory.

Delete

Shortcut: Del



Use the Delete command to delete a single highlighted or one or more tagged files or directories. The dialog box which appears when you invoke this command is the only confirmation you will see of this operation.

In the more recent builds of Windows 95 (470) and later, the default is for deleted files to go to the Recycle Bin. This can be changed by going into the "Options/Settings" dialog.

If you are running Drag And File Gold, the deleting can be performed on Zip, GZ or TAR files. Just tag the files that you want to delete and the delete command will remove the files from the archive. They files will not be sent to the recycle bin.

Rename



Use the rename command to rename a file or directory. If multiple files are selected they can be renamed en masse with wild cards.

Launch



Shortcut: Enter

Use the Launch command to launch the highlighted file. If the highlighted file is a data file this command will run the associated program with the data file. If the highlighted file is a program, then the program will be run.

If no association exists for the type of file you have selected, Drag And File opens a dialog box in which you may record an association for this type of file.

Make Directory



Use the Make Directory command to create a new directory as a subdirectory of the currently highlighted directory.

Find Files



The Find Files command searches for files in selected directories or drives. If you wish to search for a file in selected directories, select the directories that you want to search. You can do this in multiple Drag And File windows. Then choose "Find" and enter the filename that you want to search for. Wild cards are permitted. Alternately, you can also choose to search for the file in the current drive or multiple drives.

The find dialog allows you to search for files for files that contain text or match a particular file attribute or both.

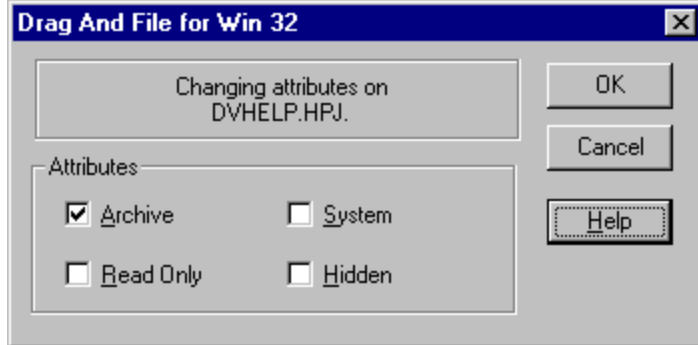
The find command only searches for actual files and will not search the contents of archives.

File Attributes

Shortcut: Alt+Enter



Use the File Attributes command to open the Attributes dialog box.



File attributes dialog box

Use choices in this box to assign or remove attributes which are useful in managing files, and which the operating system sometimes assigns automatically. MS-DOS® uses four attributes and a null condition:

- Archive
- Read Only
- System
- Hidden
- Normal Attribute

The **Archive** attribute is assigned by DOS to a file which has changed after being backed up.

Read-only prevents a file from being edited or deleted.

System files, designated by DOS, contain information about hardware and system configuration. They cannot normally be deleted or changed.

Hidden prevents a file from being included in a DOS directory listing. Drag and File, however, does include hidden files in its display of files in a directory.

Files with no attribute options checked are considered **Normal Attribute**.

Associate

Use the Associate command to associate a program file with a file of a particular type identified by its three-letter extension.

For example, files ending in .TXT are normally text files and would be associated with an editor such as Windows Notepad or Norton's Desktop Editor.

To record an association:

1. Click on the Associate option from the File menu.
2. Choose the program file from those displayed.

-OR-

Click on Browse to select a program file from another directory.

3. Click OK to close the window and record your choices.

Multi Launch

Use the Multi Launch command to associate more than one program with filenames of a specified extension. If you want to choose among different word processors to edit files with a .TXT extension, for example, you would use this command to list those word processors.

When you double click on a file with such an extension, Drag And File opens a dialog box which allows you to choose one of the designated programs associated with this filename extension.

To record multiple launch associations:

1. Click on the Multi launch option from the File menu.
2. Type the full pathname (including drive, directory, and filename) of the new program.

-OR-

Click on Browse to select a program file from another directory.

3. Click Add to add the program to those displayed in the current associations window.
1. Click OK to close the window and record your choices.
2. Add Multi Launch is also available from the right button context menus.

List All Files Shortcut: Ctrl+Enter

Use the List All Files command to open a files-only window which contains an alpha-ordered list of all files on the drives you select.

To list all files:

1. Select this command to open the drive selection window.
2. Select the drives containing the files you wish to list.
A click of the left button of the mouse toggles drive selection.
3. Click OK to open the file list window.

Exit



Use the Exit command to close a Drag And File window.

Close All Drag And File Windows



Use this command to close all open Drag And File windows, including the window from which the command was selected.

The DF Drivebar is not affected by this command.

Format Disk



Use this command to format a floppy diskette. The contents of the diskette will be destroyed. You can prevent this by choosing the option "Safe Format".

Map Network Drive



This option will only be available when you are connected to a network. Choosing this option will bring up a dialog box allowing you to choose network drives to connect to.

Disconnect Network Drive



This option will only be available when you are connected to a network. Choosing this option will bring up a dialog box allowing you to disconnect from any connected network drives.

Network Neighborhood



This option will only be available when you are connected to a network. Choosing this option will bring up a the Windows 95 Network Neighborhood Window

Sort by Extension

Shortcut: Ctrl+Shift+E



The by Extension command sorts files by the three-letter filename extension, in alpha order of extension, and by alpha order within each group of files of the same extension. Options are available to sort in ascending or descending order. Sorting by extension can also be done by clicking on "Type" on the heading bar.

Sort by Filename

Shortcut: Ctrl+Shift+F



The by Filename command sorts the file list by filename in alpha order. Options are available to sort in ascending or descending order. Sorting by filename can also be done by clicking on “Name” on the heading bar.

Sort by Date

Shortcut: Ctrl+Shift+D



The by Date command sorts the file list in order of date. Options are available to sort in ascending or descending order. Sorting by date can also be done by clicking on “Modified” on the heading bar.

Sort by Size

Shortcut: Ctrl+Shift+S



The by Size command sorts the file list by size. Options are available to sort in ascending or descending order. Sorting by size can also be done by clicking on “Size” on the heading bar.

Unsorted

Shortcut: Ctrl+Shift+U

The Unsorted command resets the file list to the original order before other sort commands were applied.

Save

The Save command saves the current sort order as the default.

Expand One Level Shortcut: Num Pad Plus

Use this command to expand the highlighted directory tree one level. Only a tree with a "+" on it has sub directories and can be expanded.

Expand Branch

Shortcut: Num Pad Star

Use this command to expand the highlighted directory tree and show all of its sub directories. Only a tree with a "+" on it has sub directories and can be expanded in this way.

Expand All Shortcut: Ctrl+Num Pad Star

Use this command to expand the entire directory tree so that all the sub directories are showing.

Collapse Branch

Shortcut: Num Pad Minus

Use this command to collapse an expanded directory branch. An expanded directory branch has a "-" on it.

Collapse All Shortcut: Ctrl+Num Pad Minus

Use this command to collapse the entire directory tree and show only the root directory.

Fonts



Use the Fonts command to open the Font selection dialog box. This allows you to choose one of the Windows installed fonts to use for directory and file listings.

Settings

Use the Settings command to open the Settings dialog box. Choices in this dialog box allow you to:

- manage overwrite warnings
- enable operations on multiple windows
- specify how files are deleted
- specify a text editor.

Note: For more information on changing Drag And File's settings see the section titled [Setting Preferences](#).

Customize Toolbar

The toolbar in Drag And File is completely customizable. You can add or remove over 30 different commands, specify any Ctrl or Alt key combination as a hot key and add any program to a toolbar button.

Note: *For more information on customizing Drag And File's toolbar see the section titled [Setting Preferences](#).*

Regular View

You can choose to have Drag And File display a tree for one drive at a time like traditional file managers or have it display all the available drives on one tree along with the desktop and other folders like Windows Explorer. Regular View will show one drive at a time on the tree.

Explorer View

You can choose to have Drag And File display a tree for one drive at a time like traditional file managers or have it display all the available drives on one tree along with the desktop and other folders like Windows Explorer. Explorer View will have a tree display like Explorer

View All Details



0 Use this setting to have Drag And File show the file name, date, time, size and attributes as part of the file listing.

View Filenames Only



0

Use this setting to have Drag And File show only the file name in the file listing.

Show File Icons

Drag And File can optionally display the icon associated with a file. The icon will be displayed right before the filename. Use this command to turn this option on or off.

Show Toolbar

Use this command to turn on and off the display of Drag And File's toolbar. You can choose to control Drag And File through one of its launch bars. With the toolbar turned off you will have more room to display files.

Show Drive Buttons

Use this command to turn on and off the display of Drag And File's bar of drive buttons. You can choose to launch Drag And File and change drives through one of its launch bars. With the toolbar turned off you will have more room to display files.

Show DOS Command Line

Drag And File comes with a licensed copy of SmilerShell the very powerful DOS command utility. When this option is turned on, there will be an edit field at the bottom of all Drag And File windows. Any DOS command can be entered in the window.

0 The default for this window is insert but pressing the insert key will toggle on overstrike mode. All DOS commands will be run in a window and will close when the command is finished. If you wish to keep these DOS windows open when the command is finished, place an asterisk before the command. For example, if you type DIR and you want the window to be kept open after DOS finishes displaying the directory, enter `"*DIR"`.

Recycle Bin



Use this option to open the Recycle Bin folder. You can drag files to this folder to delete them or undelete deleted files

My Computer



Use this option to open up the My Computer folder.

Control Panel

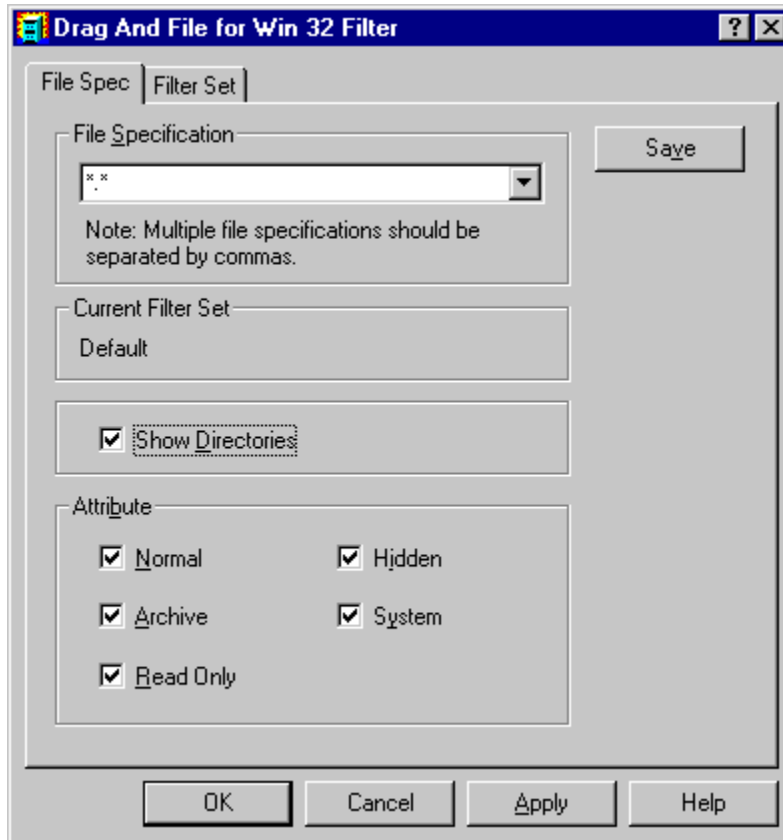


Use this option to open up the Control Panel folder.

Filter



The filter command allows you to specify file specifications and date and size criteria for which files Drag And File displays. These filtering parameters can be saved as a Filter Set and easily reloaded when you wish to have the same filter in effect without having to specify all the parameters again.



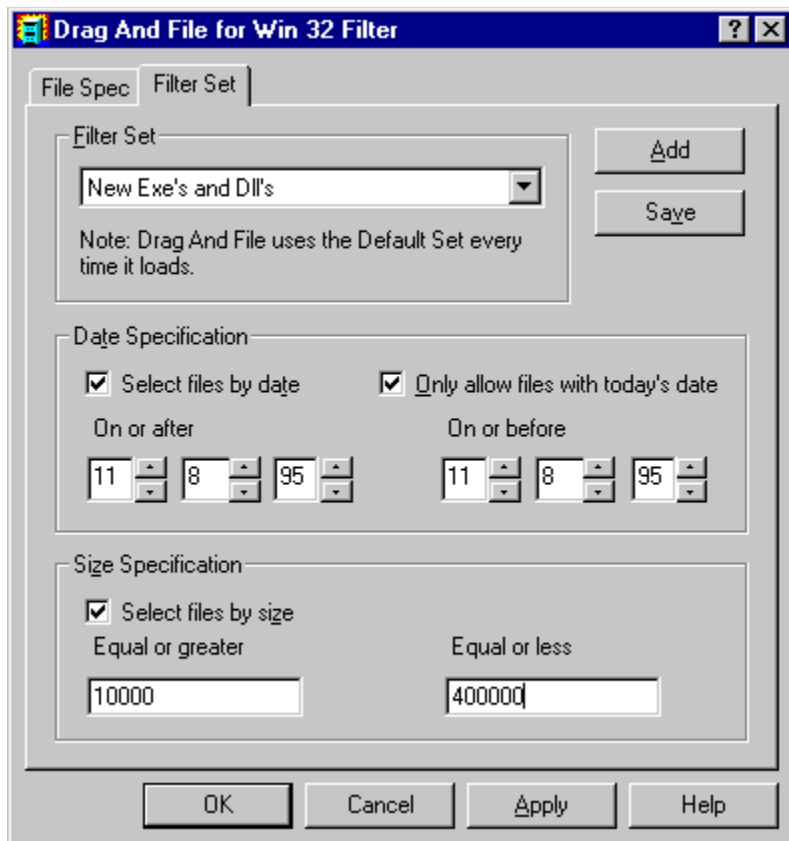
0

Filter Dialog Box File Spec Tab

The first tab allows you can specify the files specifications and attributes for the filter. Multiple file specifications can be used as long as they are separated by a comma.

0 When Drag And File first loads it will always use the “Default”: filter for displaying files. The Default filter has a file specification of “*. *” and will show directories and all file attributes. If you wish to change this, choose the attributes and files specs that you want to use and click on the “Save” button.

1 You can also create additional Filter Sets for use with Drag And File. To do so, choose the Filter Set tab.



Filter Dialog Box Filter Set Tab

To create a new filter, choose the "Add" button. You will be prompted for a filter set name and a set of file specifications. Multiple file specifications must be separated by commas. In addition you can add a date range and size range to the filter set. The option "Only allow files with today's date" will always use the current date on your computer when displaying files. That way you can display just the files that have been modified today.

0 To save the filter set, click on the "Save" button. To put the filter set into effect, click on the "Apply" button or the "OK" button.

Filter Set

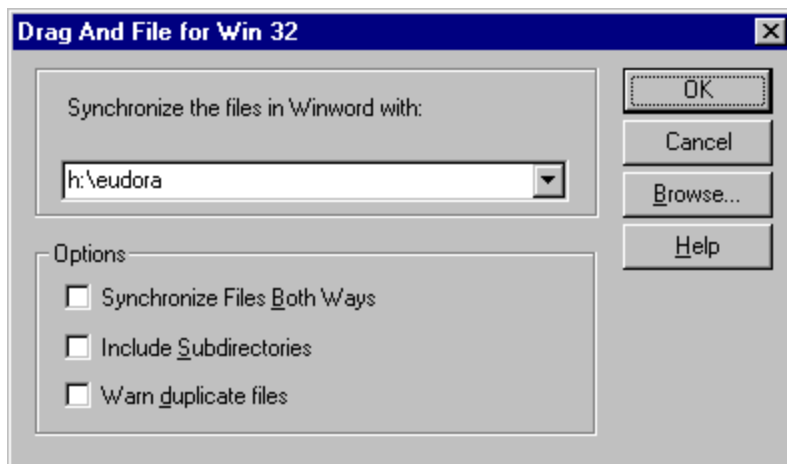
The Filter Set menu will display a listing of the filter sets that you have created in addition to the Default filter set. You can make any of these sets active by choosing it from the menu. In addition you can put filter sets on the toolbar.

0 Drag And File will have to be restarted before it will display new filter sets in the menu.

Synchronize Directories

The synchronize directory feature allows you to make sure that the files in one directory are updated with newer and newly created files from another directory.

0 To synchronize two directories first highlight the directory with that has the new and newly modified files. Choose Synchronize Directories from the Actions menu or click on the Synchronize Directories button.



1

Synchronize Directories dialog box

From the dialog box choose the directory that you want the files copied to. You can also use the browse button to help you select it. In addition to just copying the files from one directory to the other, you can choose to have all the sub directories synchronized too. You can also choose to perform the synchronization both ways. That way new and newer files from the target directory will also be copied to the source one.

Set File Date and Time



0 You can set the date and time of any group of selected files through this feature. Set the desired date and time in the dialog box and choose OK. All of the selected files will be modified.

View



0 The actions performed by this command depends on what Drag And File window is active. If the directory pane is active, Drag And File will open a window showing the files in the selected directories. If no directories are tagged, then Drag And File will will open a window with the files from the current directory.

1 When the file pane is active, Drag And File will try to open a window viewing the selected files. If Canyon Software's Drag And View can be found, then Drag And File will run it and have it view the selected files. If Drag And View cannot be found, and the platform you are running under has a Quick View program. Then Drag And File will run that program.

Print Dir List / Print File List



0 Use the appropriate Print command to print a list of either the directory window or the file window.

Edit File



0 The Edit command allows you to activate the text editor specified in the Options/Settings dialog box and load the highlighted file into the editor.

File Count in Tagged Directories

This option will give you a file and byte count of files in the selected directories.

Tag **Shortcut: Right Arrow**

The Tag command tags with a red arrowhead the file or directory currently highlighted.

Untag Shortcut: Left Arrow

The Untag command untags the tagged file or directory currently highlighted.

Tag All Shortcut: Ctrl+Left Arrow

The Tag All command tags all entries in the currently active window, directory or file.

Untag All

Shortcut: Ctrl+Left Arrow

The Untag All command untags all tagged files or directories in the currently active window.

Tag Branch

Shortcut: Ctrl+Shift+B

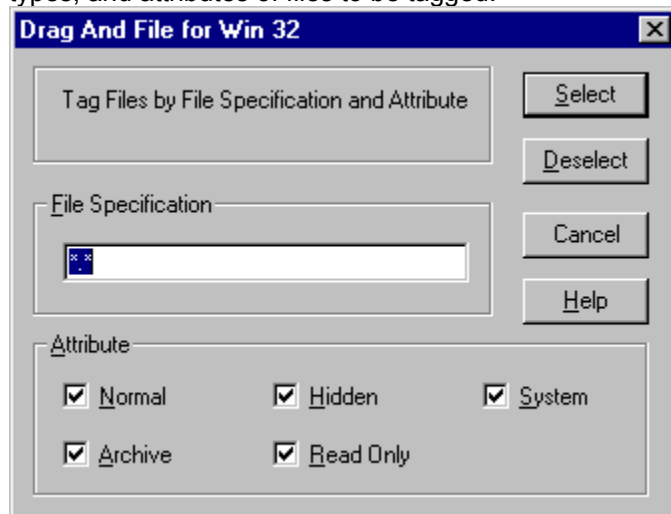
The Tag Branch command tags a selected directory and all of its branches.

Tag Files

Shortcut: Ctrl+Shift+L



The Tag Files command opens a File specification dialog box, which allows you to specify the name, types, and attributes of files to be tagged.



Tag files dialog box

Retag Shortcut: Ctrl+Shift+R

The Retag command resets dots to tags.

0 After a tagged group of files has been copied, the tag changes to a small red dot. Use this command to reset the red dot back to a tag, making possible additional actions on these files as a group.

Note: *Tagging and untagging is normally faster using the hotkeys or the mouse directly, rather than using a drop down menu, which adds an extra step to the process.*

Create Archive



0 This command on the Archive menu will only be available in Drag And File Gold. Use this command to create Zip or LHZ files.

Virus Scan Archive



0 This command on the Archive menu will only be available in Drag And File Gold. Use this command to scan a Zip, GZ or TAR file for possible viruses.

Check Out Archive



0 This command on the Archive menu will only be available in Drag And File Gold. Use this command to temporarily extract files from a ZIP, GZ or TAR file to “Check them out”. When you finished you can either save the files to a permanent directory or delete them.

New Window



0 Use the New Window command to open a new Drag And File window. The drive displayed in the current window appears in the new window.

Cascade

Shortcut: Shift+F5



0 Use the Cascade command to arrange the open Drag And File windows on the screen in an overlapping manner so the title bars are visible.

Tile Horizontally

Shortcut: Ctrl+Shift+F4



0 Use the Tile Horizontally command to arrange the open Drag And File windows on the screen so that each is wholly visible. This command will tile them horizontally.

Tile Vertically

Shortcut: Shift+F4



0 Use the Tile Vertically command to arrange the open Drag And File windows on the screen so that each is wholly visible. This command will tile them vertically.

Refresh Drive

Shortcut: F5

Use the Refresh drive command to update the listing of directories in the left pane of the window.

Refresh Files

Shortcut: F4

Use the Refresh files command to update the listing of files in the right pane of the window.

Working From Multiple Windows

Drag And File allows you to perform operations on files in more than one Drag And File window in a single operation. These options are all off by default but they can easily be turned on from the Options/Settings dialog box. The operations that you can perform from multiple windows are:

- Copy
- 0 • Move
- 1 • View Files or Directories
- 2 • Compress Files
- 3 • Drag And Drop Files or Directories

When any of these operations are turned on the operation will be performed on the tagged or highlighted files in all the open Drag And File windows. As a safety measure, if a copying or moving operation results on writing a file on top of itself, the action will not be performed.

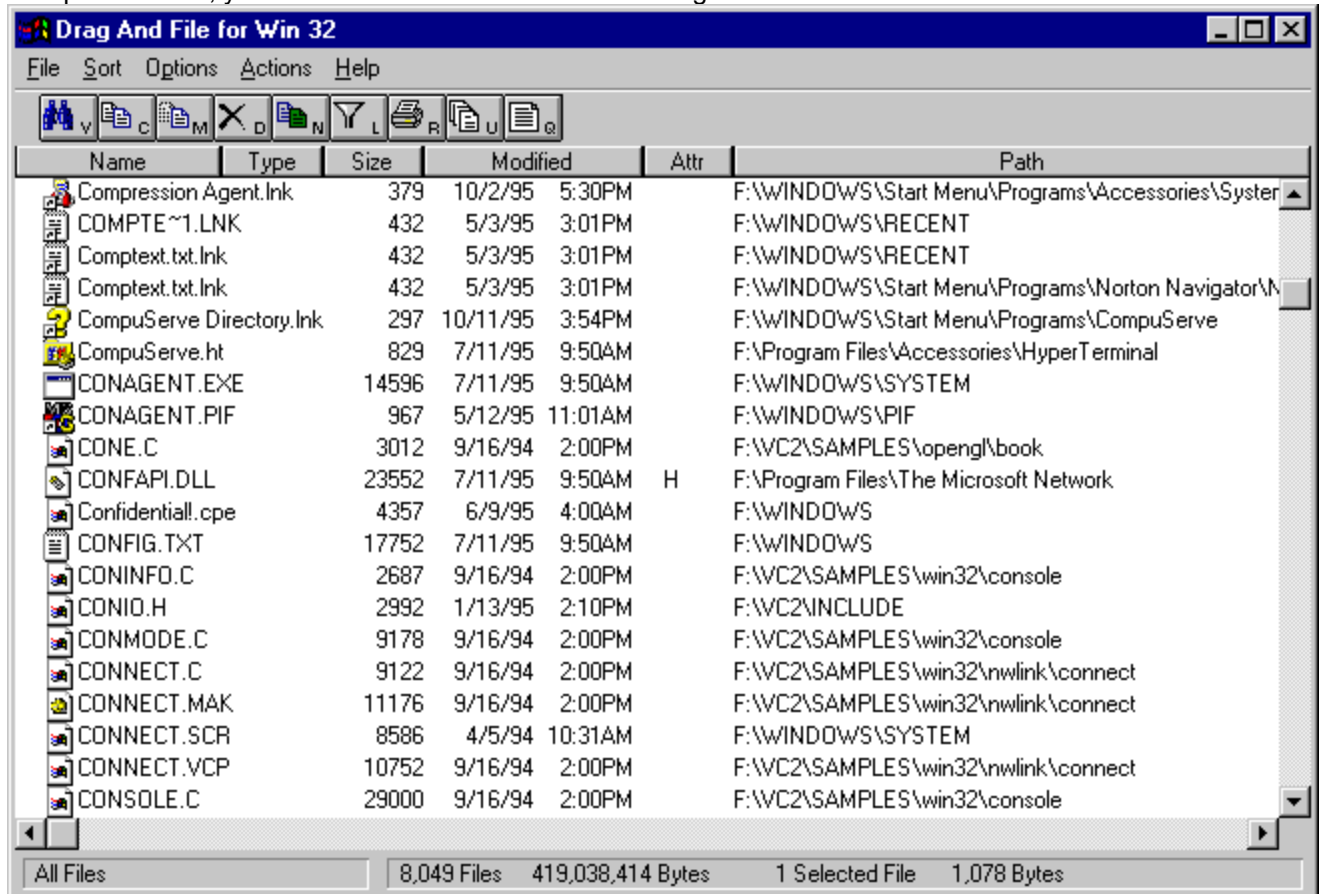
0 Drag and drop from multiple windows will only work when dragging the files or directories to another application like Drag And View or Drag And Zip. If the files are dragged to a toolbar command, Drag And File will use the configuration for the command rather than drag and drop. For example, if you have drag and drop from multiple windows turned on but copying from multiple windows turned off and you drag files to the copy button, copying will only be performed on the active Drag And File window.

Drag And File Secondary Window

Besides the main Drag And File windows, Drag And File allows you to work with files from more than one directory or drive through the Drag And File secondary window.

Viewing Files in Tagged Directories

The simplest way to bring up the Drag And File secondary window is to tag a number of directories and while still keeping the focus on the directory pane, click on the view button. The files from the tagged directories will be read and listed in the secondary window. If you turned on view directories from multiple windows, you can do this from more than one Drag And File main window.



Drag And File Secondary Window

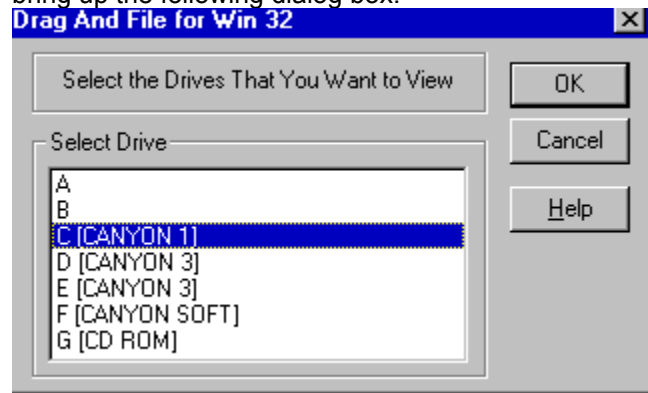
The listing in the secondary window is very similar to the listing in the main window but listed after the file details is the full pathname for each file. All copy, move, delete, view, compress, drag and drop operations can be performed on the files in the secondary window.

0 Two options that the secondary window has that the main window doesn't have is sorting the files by path and displaying just the duplicate files.

1 By default, there is a Dupes button on the secondary window toolbar. Clicking on this button will display only the duplicate files in the listing. The legend in the lower left of the window will say Duplicate Files. Clicking on the Dupes button again will redisplay all the files. The legend on the lower left will then display All Files.

Listing All Files

The list all files command also displays the files in the secondary window. Choosing List All Files will bring up the following dialog box:



List All Files dialog box

From the dialog box you can choose the drives that you want to view. The option to toggle on the display of just duplicate files is also available with this command.

Find Files

When you search for files Drag And File will use the secondary window to display the file listing.

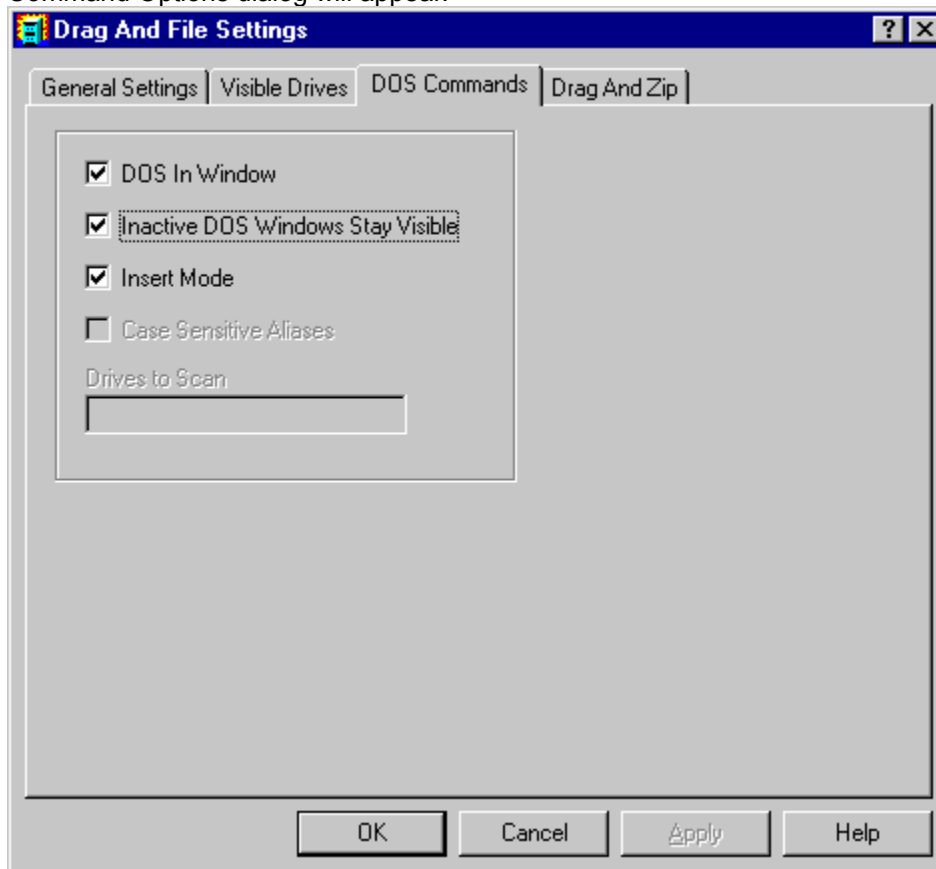
Using the Built-In DOS Command Line

We have licensed a copy of SmilerShell Lite for Drag And File. SmilerShell Lite is a Lite version of the powerful DOS command utility SmilerShell Pro. You can turn on the display of SmilerShell Lite by checking "Show DOS Command Line" on the "Options" menu. When active, SmilerShell Lite will appear as an edit window on the bottom of Drag And File.

0 SmilerShell Lite supports command history, editing, and search. It supports clipboard functions (cut, copy, paste) when given from the keyboard with the usual commands. It can run DOS or Windows programs, and all useful DOS internal commands

Configuring the DOS Command Line

Choose Settings from the Options menu and then choose the "DOS Commands" tab. The DOS Command Options dialog will appear.



DOS In Window: You can run most DOS commands with the SmilerShell Lite and can choose to have these commands run full screen or in a DOS window. The default is to run the commands in a DOS Window.

0 Inactive DOS Windows Stay Visible: This options determines whether the DOS windows will stay around or close after DOS commands are run. If you choose to have the DOS windows stay around you can easily close them all at once by pressing Ctrl+Shift+K from the keyboard.

1 Insert Mode: Use this to toggle between Insert or Overtyp mode

2 Case Sensitive Aliases and Drives to Scan will be grayed out unless you have the pro version of SmilerShell. Bardon Data Systems, producers of SmilerShell Lite, are offering owners of Drag And File a way to upgrade to SmilerShell Pro, a more powerful version. SmilerShell Pro lets you create aliases, enter more than one DOS command at a time, and change directory very fast, even across multiple drives. SmilerShell Pro is available in two versions. The "built-in" version replaces SmilerShell Lite within Drag And File with a much more powerful command line. The standalone version gives you a powerful command line as a separate program.

Using the DOS Command Line Utility

Enter any DOS command into the edit field and press enter. The command will be run in a DOS window. You can configure SmilerShell Lite to have the DOS windows stay open at the end of a command so you can see the results of the command or you can configure it to close them when the command is done.

0 By using the up and down arrow keys, you can find any previously-issued command. If characters are typed before using the up and down arrows, only commands beginning with those letters are displayed.

1 You can also click on the green arrow button at the right of the DOS Command Line and a dialog box with the previous commands will come up. From this dialog you can choose which command to use.

2 Pressing the Escape key clears the command line.

3 SmilerShell Lite will run commands full screen or in a window, depending on what the settings are. If the command starts with a right-bracket character (>) it does the opposite for this one command. So, for example, if the command utility is currently set to run commands full screen and the user starts a command with a greater than ">" (example: >dir a:) that one command will run in a window.

4 Inactive windows can be set to either stick around or go away. If you enter a command starting with an asterisk "*" SmilerShell Lite will behave in the opposite manner for this one command. So, for example, say the DOS window state is currently set to make DOS windows vanish after the command ends and you start a command with an asterisk (example: *copy file1 b:). When that command with the asterisk exits its "Inactive" window will be left on the screen. Inactive DOS windows can be easily closed by entering Ctrl+Shift+K.

5 These asterisk and greater than flags can be combined if they are the first two characters on the line. (For example: >*myprog param1 param2 param3) It doesn't matter which flag comes first.

6 When a DOS command is entered from SmilerShell, then after that command exits, SmilerShell knows to actively grab back the focus. This allows the user to simply keep typing, just like at the DOS prompt.

7 The DOS command line utility supports drag-and-drop, so you can select files from Drag And File or any other drag and drop server. When the user drops the files onto the SmilerShell control, their names will appear in the edit area. To save space on its command line, SmilerShell tries to use shorter "relative" pathnames when appropriate.

ADVANCED USER FEATURES IN THE PRO VERSION

The enhanced Pro version of the SmilerShell does everything the Lite version does, and in addition includes some advanced features.

0 The Pro DLL supports aliases, and these aliases can have run-time parameters (%1 %2 etc.) like batch files. It can run multiple commands on one line, and unlike everything else in Windows, these commands are run synchronously -- the next one doesn't start until the previous one completes.

1 Put these together and you can create parameterized multi-command aliases, which are in effect a built-in SmilerShell scripting language.

2 Another Pro feature is its DC quick-directory-change function. Rather than typing CD and a long path, the user need only type DC and the first few letters of the final directory name, and instantly they are taken there. DC works across multiple drives, so it is not necessary to change drives before using DC to change directory. The user can set which drives DC should be aware of, and when to rebuild its DC indexes (useful when dealing with large or volatile configurations, such as on a network).

3 There is a flyer offering an upgrade to SmilerShell Pro enclosed with your copy of Drag And File. You can also obtain a copy of SmilerShell Pro from Bardon Data Systems at (510) 526-8470.

Accessing the Windows 95 Shell

When running under Windows 95, Drag And File supports the Right Mouse Button Context menus that are part of the Windows 95 shell. For instance you can right click on a group of tagged files and a menu will come up allowing you to perform different operations on the files. There are also context menus available for drive buttons and directories or folders as they are called in Windows 95.

File Context Menu

When you right click on tagged files the context menu options are:

- 0 **Open** This is the same as launch. If you have a particular file type Multi-Associated, it will bring up a dialog box with programs to launch. Otherwise it will launch the file with its associated program
- 1 **Print** This option will only be available if there is a registered file viewer for the file. If there is, the viewer will be launched and it will print the file.
- 2 **Quick View** This option will only be available if there is a registered viewer for the file. If Drag And View is available, it will be launched. Otherwise. Windows Quick View will be launched to display the file.
- 3 **Send To** This option brings up a sub menu from which you can copy the selected files to floppy diskettes or send as a fax or mail
- 4 **Cut** This option copies the selected files to the clipboard. The original copies are deleted. You can then bring up the context menu for a directory and choose past to copy the files to that directory.
- 5 **Copy** This option copies the selected files to the clipboard. You can then bring up the context menu for a directory and choose past to copy the files to that directory.
- 6 **Create Shortcut** This option creates short cuts for the selected files.
- 7 **Delete** This option deletes the selected files.
- 8 **Properties** This option brings up the properties dialogs for the selected files.

Directory Context Menu

When you right click on a particular directory the context menu options are:

- 0 **Explore** This command will open up a copy of Explorer on the highlighted directory.
- 1 **Open** This option will open an Explorer window displaying the contents of the directory.
- 2 **Find** Opens up the find dialog box from which you can search for files or specific text.
- 3 **Sharing** If you're on a network, you can use this option to modify the sharing parameters of the directory.
- 4 **Send To** Sends the contents of the directory to a floppy diskette, fax or mail program.
- 5 **Copy** Copies the contents of the directory to the clipboard for later pasting.
- 6 **Paste** If there are files or directories in the clipboard, you can copy them here with this option.
- 7 **Create Shortcut** Creates a shortcut for the directory.
- 8 **Properties** Brings up the properties dialog for the directory.

Drive Context Menu

When you right click on a drive button, the context menu options are

- 0 **Explore** Opens up a copy of Explorer on the drive.
- 1 **Open** Opens up an Explorer windows on the drive.
- 2 **Find** Opens up the find dialog box from which you can search for files or specific text.
- 3 **Sharing** If you're on a network, you can use this option to modify the sharing parameters of the drive.
- 4 **Format** Brings up a dialog box from which you can format the drive
- 5 **Copy Disk** If you click on a floppy disk, this option will let you perform a disk copy.
- 6 **Paste** If there are files or directories in the clipboard you can paste them to the rood directory of this drive with this option.
- 7 **Create Shortcut** This option will create a shortcut to this drive.

Right Button Dragging

With Drag And File you can drag files and directories with the right mouse button from Drag And File to the desktop and Explorer and from the desktop and Explorer to Drag And File. When the files are dropped a menu will pop up allowing you to perform the following actions.

- 0 Move Here** Moves the selected files and directories here
- 1 Copy Here** Copies the selected files and directories here
- 2 Create Shortcut Here** Creates shortcuts to the selected files and directories in the drop directory.

Copy Diskette



0 The Copy Diskette command allows you to make an exact copy of any diskette. Drag And File does disk copying in one pass so you don't have to go back and forth between the source and destination disk when using the same drive to do the copy. For best results, use the same size diskette for source and destination disks.

Label Disk

The Label Disk command allows you to change the volume label of a diskette or local hard drive. Drag And File displays the volume label on the right side of the drive window.



Drag And File Drive Window and Volume Label

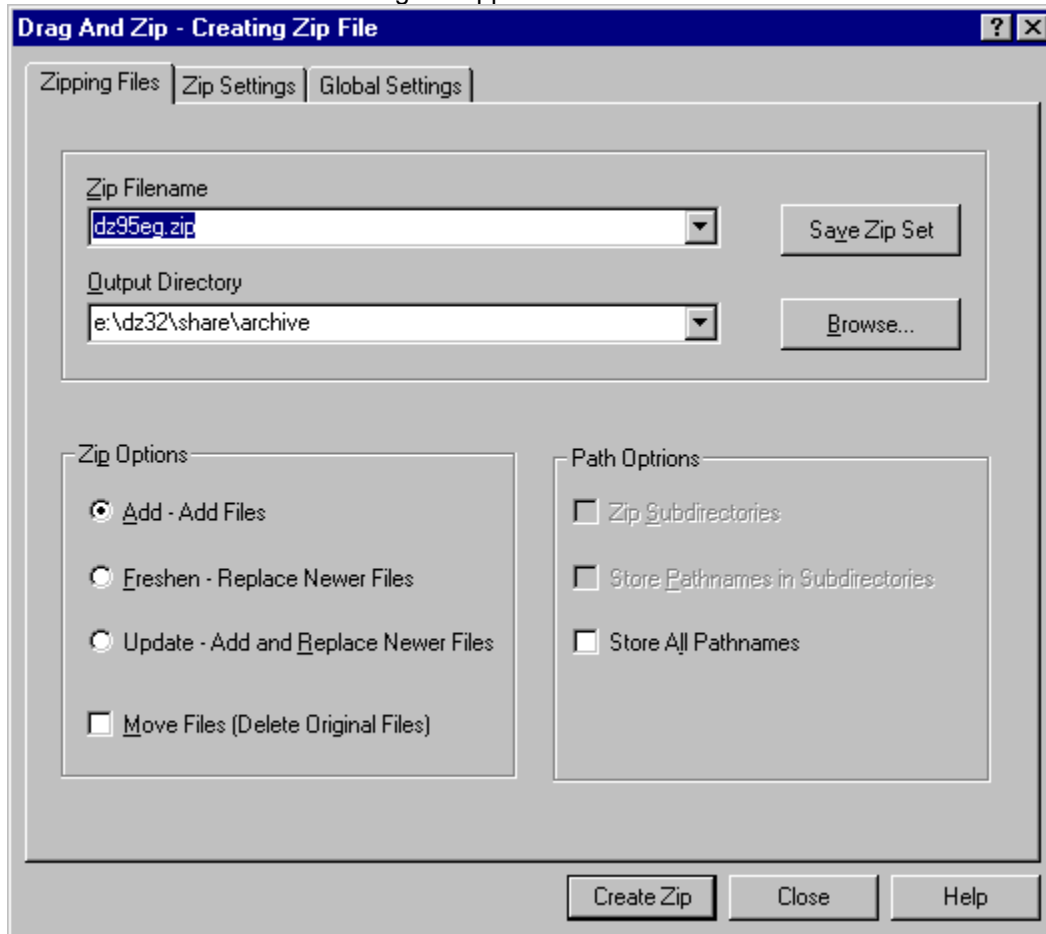
Managing Archives With Drag And File Gold

Combine Drag And File version 2 or greater with Drag And Zip version 1.4 or later and you have Drag And File Gold. With Drag And File Gold all your archive management can be performed from within Drag And File.

Creating an Archive

To create an archive just tag the files or directories that you want to archive and choose “Create Archive” from the archive menu. There is also a Zip button that you can add to the toolbar that will have the same action. Alternately, you can right click on the tagged files or directories and choose “Drag And Zip” from the context menu.

0 The Create Archive dialog will appear:



Create Archive Dialog

Zip Filename

0 In this field enter the name of the Archive file that you want to create. Drag And Zip can create PKZIP 2.04g compatible zip files with its built-in zipping. You can also use an external copy of PKZIP or LHA.

1 Output Directory

2 Enter the drive and directory where you want to create the zip file. There is a **Browse** button to help you find it.

3 Add

This will create a new zip file or add files to an existing zip file.

Freshen

This will only replace files in an existing zip file with those selected files that are newer than the files in the zip file.

Update

This is like Freshen but in addition to replacing existing files with newer files, it will also add the files that aren't already in the zip file.

Move Files

This option will delete the original files after they are placed in the zip file. This option is useful when you want to make more space on your hard disk by zipping files. Files deleted this way will not go to the recycle bin.

Zip Subdirectories

This is equivalent to the "-r" argument with PKZIP. When you choose this option, Drag And Zip will not only zip the files in the directories that you dragged to it, it will zip any sub directories that are in the directories and any sub directories in the sub directories, compressing all the files in the directory branch.

Store Pathnames in Subdirectories

This choice is equivalent to the "-p" option in PKZIP. This option won't save path names of the files in the directories that you dragged, but it will save the path names of the files in the sub directories of the directories that you dragged. This option won't be available if you are using LHA.

Store All Pathnames

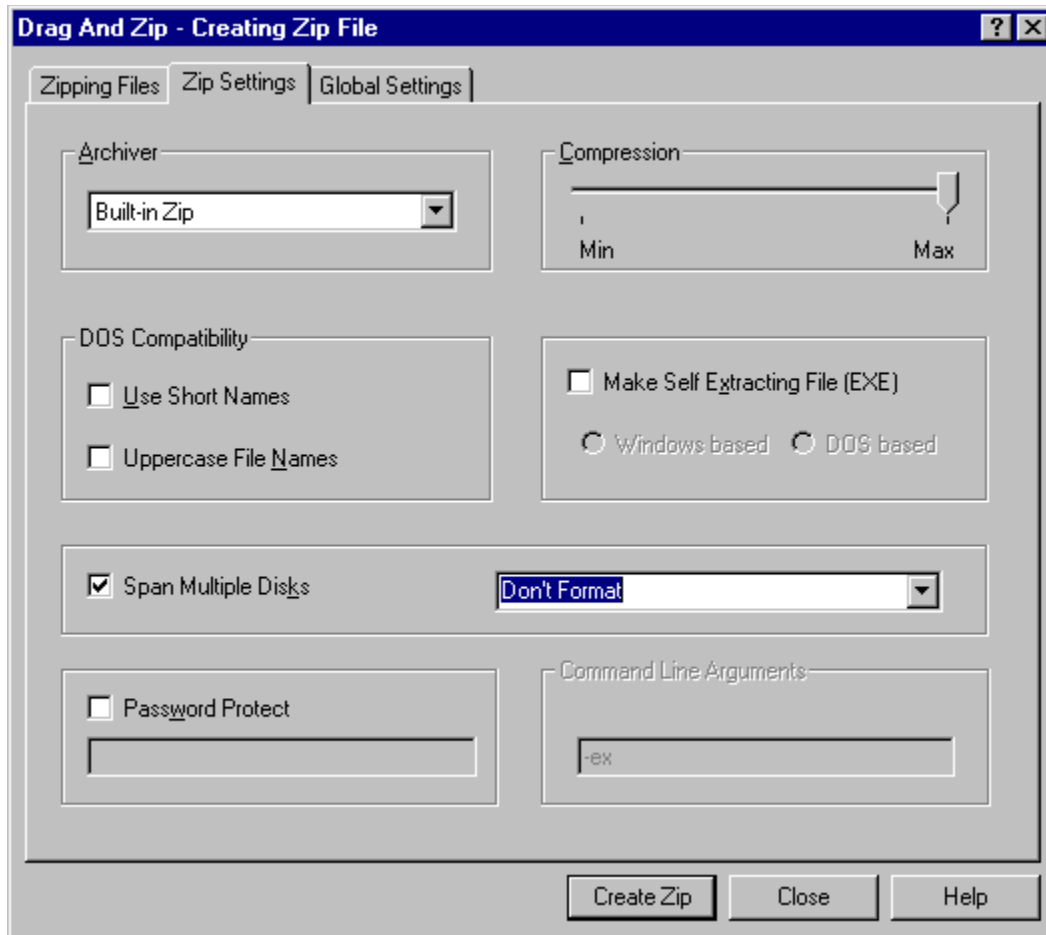
This option will save the path names of every file that you are zipping.

0 When you are finished, click on the **Create Zip** button and your zip file will be created.

1 Save Set

2 This is a new feature in Drag And Zip where you can save the list of files that you are zipping and the other parameters into a Zip Set file. This is convenient if you frequently create the same zip files for backup purposes. This option will save all the zip parameters into a ".DZZ" file. Then you can automatically recreate the zip file by just double clicking on the DZZ file. You can also run Drag And Zip in batch files with an at sign '@' and the DZZ file to automate the zip file creation. This DZZ file is text based like an INI file. We have documented the [Zip Set format](#) so that other programs can create the DZZ file then then run Drag And Zip to create the zip file.

3 There are 2 additional tabs in the Create Archive Dialog where you can further modify the zip file parameters.



Zip Settings Dialog

Archiver

- Built-in Zip This option will create a PKZIP version 2.04G compatible zip file.
- 0 • PKZIP. This will cause Drag And Zip to run your copy of PKZIP
- 1 • LHA. This will cause Drag And Zip to run your copy of LHA.

Compression

- 0 Use the slider to go from no compression to maximum compression.

1 DOS Compatibility

- 2 Drag And Zip can create zip files with long file names, long directory names and names in mixed case but you might have trouble extracting these files under DOS or Windows 3.1x which does not support long and mixed case names. If you need to create a zip file for a DOS environment, you can use the options **Use Short Names** and **Uppercase File Names**.

3 Make Self Extracting File (EXE)

- 4 PKZIP and LHA allow you to make self extracting files. These files have an EXE extension instead of ZIP or LZH. In addition Drag And Zip allows you to make Windows based self-extracting Zip files. These Windows based self-extracting files are 16 bit and will not support long filenames.

5 Span Multiple Disks

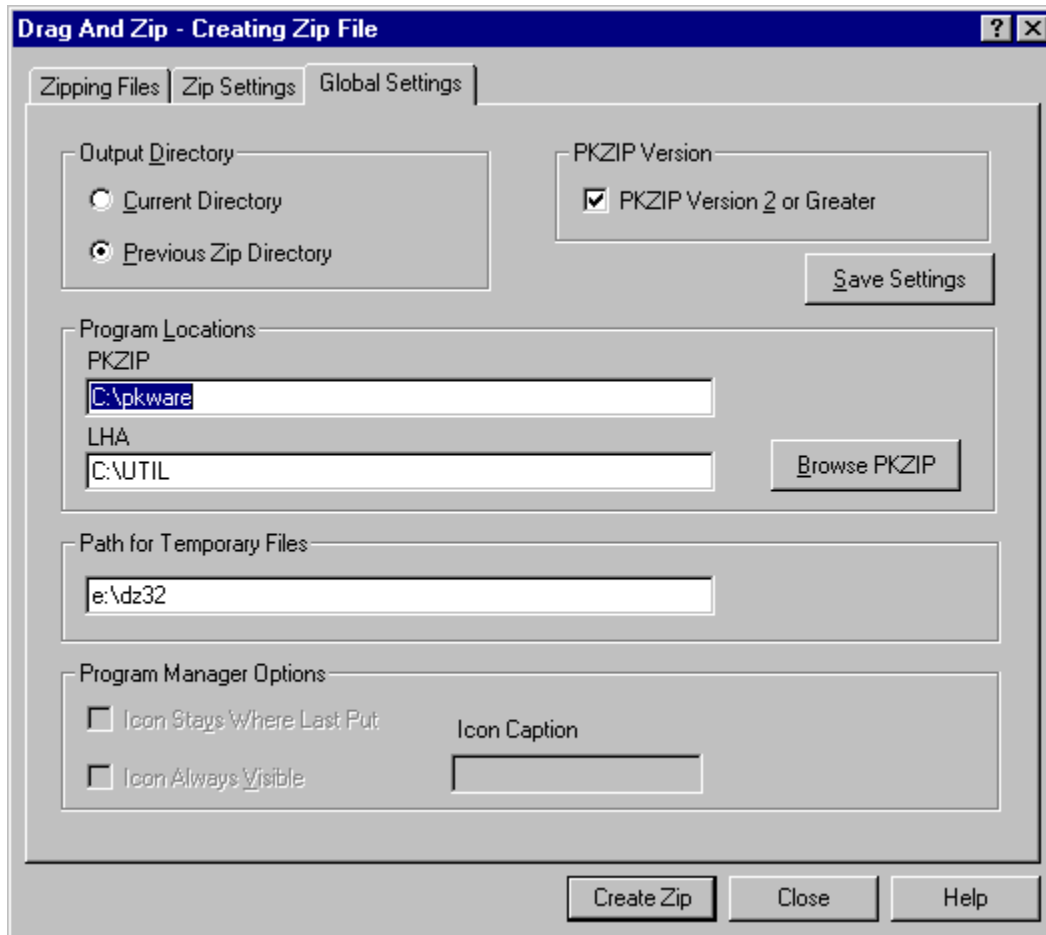
PKZIP version 2 and Drag And Zip's internal zipping allows you to zip files onto multiple floppy diskettes. You select the "Span Multiple Disks" check box to enable this option. When you are zipping to multiple disks, you also can specify if the disks that you are zipping to are to be formatted or just erased, and you can specify if they are high density or low density. You can choose any of these options from the drop-down combo box which becomes active when you check the "Span Multiple Disks" box.

Password Protect

0 If you are making a Zip file you can also encrypt it so that you need a password to extract files from it. When unzipping the file, Drag And Zip will ask you for the password before unzipping it. Use this option with caution because if you loose the password you won't be able to unzip the file. This option is the same as the -s option when using PKZIP.

1 Command Line Arguments

If you are using the external archive programs PKZIP or LHA the command line arguments field will be available. In this field you can enter any PKZIP or LHA command line argument. If you are unfamiliar with the argument needed to select a special option you can click on the help button and you'll find a complete command line reference in the help file.



Global Settings Dialog

Output Directory

You have two choices for the default output directory that Drag And Zip will enter into the zip dialogs. One is the current directory, which is the directory that you dragged the files from. The other is the directory that you used the last time that you used Drag And Zip.

PKZIP Version 2 or Greater

It's important that this option be checked if you are running with PKZIP version 2.04, and that it not be checked if you are running with PKZIP version 1.1. That way Drag And Zip can pass the proper commands to PKZIP when it is running it. No other versions of PKZIP are currently supported. When you choose your PKZIP directory, Drag And Zip will try to determine this automatically.

PKZIP Location

This should contain the directory where your copies of PKZIP and PKUNZIP are. It is not necessary to fill this out if you are using the built-in zipping and unzipping. You will need to fill this out if you want to make self-extracting zip files and ZIP2EXE is not on your path. When this field is active, you can use the

browse button to find the PKZIP directory.

LHA Location

This should contain the directory where your copy of LHA.EXE is. When this field is active, you can use the browse button to find the LHA directory.

Path For Temporary Files

0 Drag And Zip normally creates temporary files and temporary directories in its home directory. This may not be possible if you are running Drag And Zip from a network and you don't have write access to the DZ home directory. For conditions like this, you can specify a directory where Drag And Zip can store temporary files.

1 Save Settings

2 Your settings will be saved automatically when you create an archive. If you don't want to create an archive and just want to save your settings, choose this option and then choose the close button from the bottom of the dialog box.

3 Icon Always Visible

This option will only be available under Windows NT with Program Manager. Checking this option will make Drag And Zip's icon visible at all times. This is not necessary if you are running Drag And Zip with Fileman Launcher, as Fileman Launcher will always uncover DZ's icon when you are working in your file manager.

Icon Stays Where Last Put

This option will only be available under Windows NT with Program Manager. Checking this option will have Drag And Zip remember the position of its icon when you last ran it. This is not necessary if you are running DZ with Fileman Launcher

Icon caption

This option will only be available under Windows NT with Program Manager. Many users have asked if they could shorten or eliminate the caption under the Drag And Zip icon when it is running. Now you can. Just enter whatever you want in this field and it will appear below Drag And Zip's icon when you run it. Unfortunately, if you choose to make this field blank, Windows will put a blank line under the icon rather than not having a caption at all.

Zip Backup Sets

Drag And Zip allows you to create Zip backup sets to completely automate making zip files. You create a Zip Set from the Zip dialog box. Choose the zip parameters that you want and then choose Save Set. Drag And Zip will save the Zip Set in a DZZ file. This file will have a list of the files that you want to zip plus all of the zip parameters. Zip Sets can only use built-in zipping and cannot make self extracting zip files.

0 Once a zip set is created, you can double click on the DZZ file to automatically recreate the zip file. Or you can run Drag And Zip with the DZZ file as a command line argument with an at sign '@' in front of it. Like "DZ32 @ZIPSET.DZZ".

1 The DZZ format is text based so other programs can easily create one and then run Drag And Zip to create the zip file.

Zip Backup Set Format

The Zip Backup Set format is very similar to a Windows INI file so it is easy to understand and easy for a user to create one.

0 The set consists of two headings: FileList and ZipOptions.

1 Under the FileList heading you list the files to be zipped each on a new line with there complete paths like this:

```
2 [FileList]
3 C:\WINWORD\DOCS\DOC1.DOC
4 C:\WINWORD\DOCS\LETTER.DOC
5 C:\PROGRAM FILES\DRAG AND ZIP\ZIPFILE.TXT
```

6 The FileList section can be 16k bytes long.

7 The Zip options section contains the zip file name and the way you want the zip file made.

8 Here is a sample ZipOptions section:

9 In the example and documentation below the choices are presented in uppercase. This is just done for consistency in the example. The choices can be either in upper or lower case.

```
10 [ZipOptions]
11 zipfile=C:\ZIPFILES\MYZIP
12 compression=NONE
13 action=ADD
14 recursedirs=NO
15 storerecurse=NO
16 storepaths=NO
17 move=NO
18 multidisk=FORMATLOW
19 encrypt=NO
20 password=
21 dosnames=NO
22 uppercase=NO
```

23 zipfile This field contains the name of the resulting zip file. This is the only field that is necessary. The other fields are optional and have defaults if they are not included in the DZZ files.

24 compression Choices are NORMAL, NONE and MAX. If this field is not included the default

in NORMAL

25 action Choices are ADD, UPDATE and FRESHEN. These are the same as the PKZIP versions of these options. If this field is left out the default is ADD.

26 recursedirs Choices are YES and NO. Default is NO. This option is like the -r option in PKZIP and will zip all the subdirectories of a directory in the FileList section.

27 storerecurse Choices are YES and NO. If YES, then recursdirs must be yes too. This option is like the -p option in PKZIP and will store the names of the directories recursed into.

28 storepaths Choices are YES and NO. If storerecures isn't chosen this option will store paths of all the files zipped and not just the ones in directories recursed into. This is like the -P option in PKZIP.

29 multidisk Choices are:

30 DONTFORMAT: Just zip the files to the disk.

31 FORMAT: Format the disk first.

32 FORMATLOW: Format the disk as a low density disk.

33 WIPE: Removes all data from the disk so that it can't be restored with an undelete program.

34 move Choices are YES and NO. A yes will move the files. Default for this option is NO.

35 multidisk Choices are NONE, FORMAT, FORMATLOW and WIPEDISK. These are the same as the PKZIP functions of the same name. The default for this option is NONE.

36 encrypt Choices are YES and NO. This is the same as the -s option in PKZIP and will create a zip file that needs a password to unzip. Default for this option is NO.

37 password If encrypt is YES, then this field will hold the password to zip the file with.

38 dosnames Choices are YES and NO. A YES converts long file names and directory names to their short DOS counterparts. This is good if you will be unzipping the file in DOS or Windows 3.1. Default is NO.

39 uppercase Choices are YES and NO. A YES here will force all file and directory names in the zip file to be in upper case. This option is provided to make the zip file compatible with DOS and Windows 3.1. The default for this option is NO.

Working With Archives

0 Drag And File Gold shows files with ZIP, GZ and TAR extensions as folders. Unlike the yellow colored folders that represent directories, these folders are blue to let you know that they represent archive files. When you highlight an archive folder, the contents of the archive appears in the file pane. If you have the file pane set to show all details, you will see the amount of compression and an embedded path besides the other file details. You can turn off the Zips as Folders options from the settings dialog.

1 Extracting files from an archive is the same as moving and copying files to a folder. First tag the files that you want to extract. You can quickly tag all the files by entering Ctrl+A or Ctrl+Right Arrow. Then choose Move or Copy, pick a destination directory and choose OK. Drag And File will extract the files from the archive and place them in the destination directory.

2 Deleting files is the same. Tag the files that you want to delete from the archive and choose delete.

Note: Files moved or deleted from archives will not be placed in the recycle bin.

0 Scan Archive

1 You can scan archives for viruses by choosing Scan Archive from the Archive menu. Drag And Zip has a built-in version of the Integrity Master virus scanner licensed from Stiller Research. You can also scan files with your copy of Scan 95 or Norton Anti Virus. To pick the scanner that you want to use, go to the Drag And Zip tab in the settings menu.

Check Out

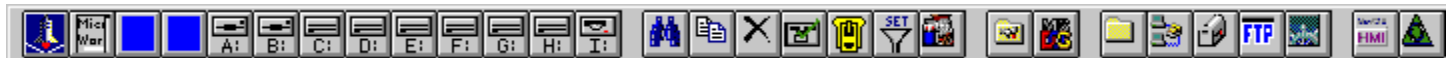
Check out is good for those of you who download files from BBSs and then want to quickly try them out to see if you like them or not. Normally you would have to first extract the files and then run the installation program. If you didn't like the program you would then have to delete it manually. Check Out will do all of that automatically for you. Check Out temporarily unzips a file and puts the extracted files in a "Check Out" program group so you can "Check them out". When you're all done you can delete the extracted files and the "Check Out" group automatically, or if you want to keep the group, you can save it under another name.

0 There is also an option to scan the files for viruses before putting them in a program group.

The Drag And File Launch Bars

0 Drag And File Desktop comes with two launch bars. An appbar launch bar, like the Win 95 Taskbar and a Task launch bar that sits on the Win 95/NT 4 Taskbar. These launch bars are designed to work with Windows 95 or NT v.4.0. They will not work with any versions of Windows NT prior to version 4.0.

1 The appbar launch bar can dock on any of the four edges of your screen like the Win 95 Taskbar. Unlike the Win 95 Taskbar, the appbar launch bar can also float anywhere on the screen. The program name for the appbar launch bar is DFBAR.EXE.

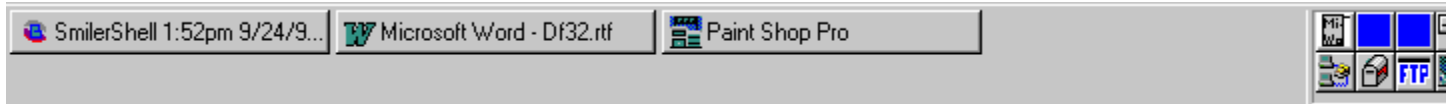


DF Launch Bar (Appbar Launch Bar) Docked at the Top Edge of the Screen



DF Launch Bar (Appbar Launch Bar) Floating

The other launch bar is the Taskbar launch bar. This launch bar actually sits on the Windows 95 Taskbar.



DF Taskbar Launch Bar (Launch Bar is at the Right End of the Taskbar)

You can use either launch bar to run and operate Drag And File file manager. You can run the Drag And File program, you can switch between drives and perform most file operations through buttons that you can add to the launch bars. Those of you who crave more screen real estate with Drag And File can turn off the toolbar and drive bar in the file manager and completely operate it with the launch bar.

0 You can add any program or shortcut to the launch bars and specify any command line arguments or whether the programs use files selected in the file manger.

1 In addition, you can add up to 10 virtual desk tops to either launch bar. Virtual desktops make it seem like your computer screen is larger that it actually is. When you switch to a different virtual desktop, all of the windows in the previous desktop stay there and you are greeted with a bare screen on which to open new programs. You can also specify which apps are "sticky" and travel with you to each virtual desktop.

Using the Launch Bars

The buttons on the launch bars can run Drag And File file manager, switch between virtual desk tops and run programs and short cuts.

- To run a program or short cut, simply click on the appropriate button.
- To run Drag And File, click on the drive that you want to launch Drag And File on.
- To change drives in Drag And File, click on the drive button that you want Drag And File to display.
- To open up an additional Drag And File window, double click on the drive button that you want Drag And File to display.
- To change virtual desk tops, double click on the desk top that you want to activate.

The Appbar Launch Bar

The appbar launch bar can be docked on any edge of your screen and be made to autohide just like the windows 95 Taskbar. The appbar launch bar can also be made to float anywhere on your screen. You can run the appbar launch bar by choosing "Appbar Launch Bar" from the Drag And File menu on your Start\Programs menu.

0 You move the appbar launch bar, hereafter called DFBAR by dragging either end to any part of your screen. When it docks on an edge you might have to resize it to your liking.



You Drag Either End of DFBAR to Where You Want it to Stay

The Taskbar Launch Bar

The Taskbar Launch Bar, hereafter called DFTASK sits on the right hand side or bottom of your Taskbar depending on whether you have your Taskbar docked on the top or bottom or left or right.

0 When you have the Taskbar docked on the top or bottom you might want to expand its size so that DFTASK has more room to show buttons. You modify the size of the Win 95 Taskbar by passing the mouse over the edge until it turns to a double arrow and then dragging the bar to a size you like.

1 You can also expand the amount of space that DFTASK takes on your Taskbar by dragging the top or right most edge depending on where your Taskbar is docked.




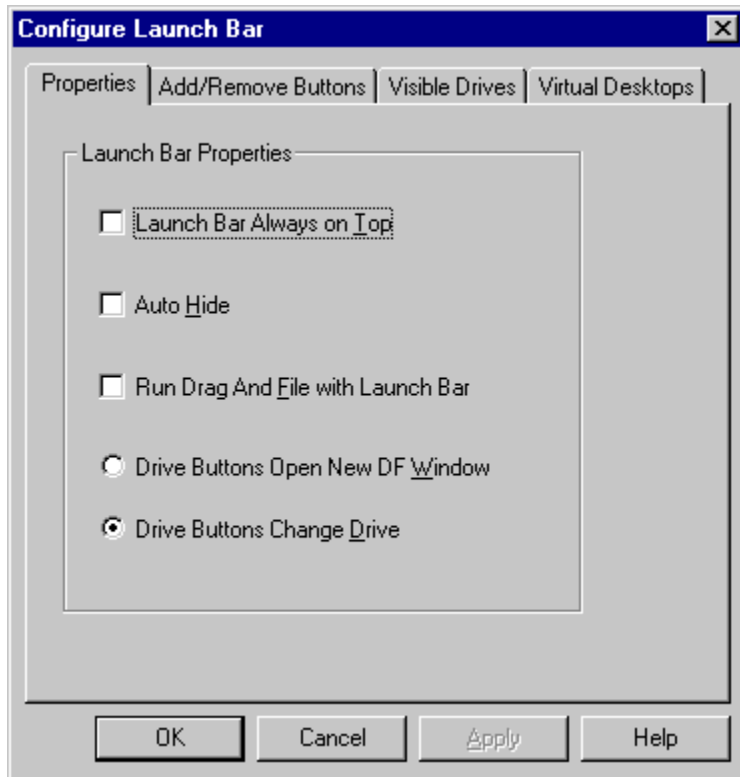
Resizing DFTASK on a Horizontal Taskbar



Resizing DFTASK on a Vertical Taskbar

Configuring the Launch Bars.

Either launch bar can be configured by right clicking anywhere on the launch bar and choosing "Configure Launch Bar" or "Configure DF Task Bar". You can also bring up the configure dialog box by clicking on the first icon of DFBAR . This same picture will appear in the Tray Window at the far left or bottom or your Taskbar when running DFTASK. You can right click on this icon and choose "Configure DF Task Bar" to bring up the configure dialog box.



Configure DFBAR Dialib Box

The properties page only appears on the DFBAR configure dialog. It is not necessary on the DFTASK configure dialog.

0 Launch Bar Always On Top

1 This option, which is only available with DFBAR will keep the launch bar from being covered by any other application. This works the same way as the Win 95 Taskbar.

2 Auto Hide

3 This option which is only available with DFBAR will make the appbar auto hide. This works the same way as auto hide works with the Win 95 Taskbar.

4 Run Drag And File With Launch Bar

5 When this option is checked, Drag And File will always run when you run DFBAR. This is convenient if you are using DFBAR to operate Drag And File.

6 Drive Buttons Open New DF Window/Drive Buttons Change Drive

7 This option will affect how the drive buttons affect the operation of Drag And File. If Drag And File is not running, clicking on a drive button will open up Drag And File on that drive. If Drag And File is running, you then clicking on a drive button will either open up a new Drag And File window on that drive

or change the current Drag And File window to display that drive.

8 Show Drag And File Drive Buttons

9 This option is only available with DFTASK. If this option is not checked, then no drives will be displayed on DFTASK.

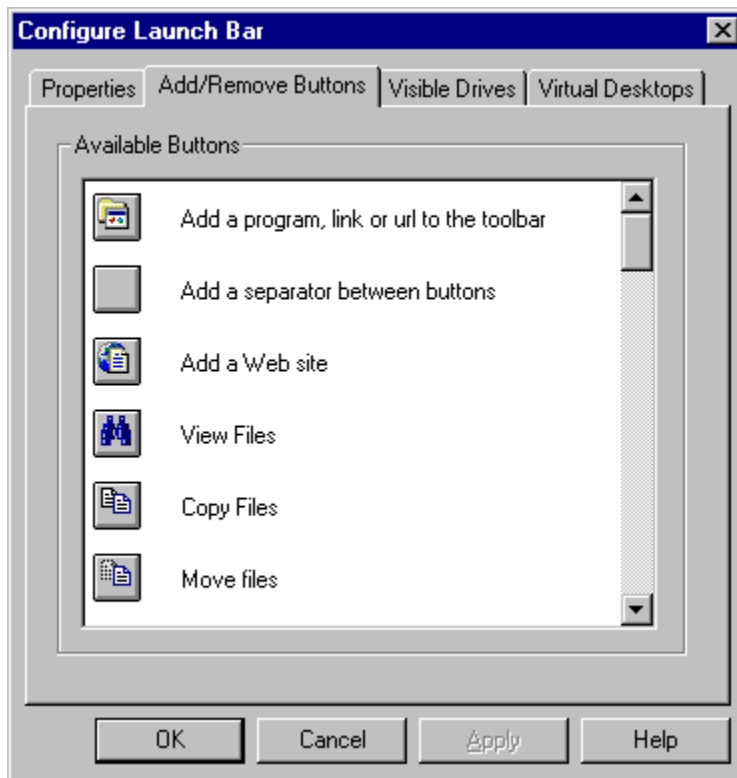
Adding, Moving and Deleting Buttons

The easiest way to add programs launch bar is to drag them to the bar and drop them in the position that you want them to be. This can also be done with shortcuts and internet URLs.

0 The launch bar will create a button with the default icon and program name as a tool tip. You can change the icon or tooltip by right clicking on the button and choosing button properties. You can also use this option to add command line arguments to programs and shortcuts as well as configuring them to run with selected files from Drag And File as command line arguments.

1 The easiest way to delete a button is to right click on the button and choose "Delete Button" from the popup menu.

2 You can also add, move and delete buttons from the Add/Remove Buttons tab of the configure dialog.



Add/Remove Buttons Dialog Box

Highlight the button that you want to add and drag it to the launch bar in the position that you want it to be. If you are dragging a program or URL button, a dialog box will pop up where you can enter the program/shortcut or URL.

0 While this dialog box is open, you can drag buttons around on the bar to place them in different positions. You can also remove any button by dragging it and dropping it off of the launch bar.

Showing Drag And File Drive Buttons

In the visible drives tab you can specify what drives the launch bars display. This tab works the same way as the Visible Drives tab in the [Drag And File Options dialog](#)

Virtual Desktops

Drag And File Desktop allows you to define up to 10 virtual desktops. Each virtual desktop is like a whole new window where you can open up new programs. When you switch to another virtual desktop, the programs open in the previous desktop won't appear.



Virtual Desktops Dialog Box

From this dialog you can use the spin control to choose from between 2 and 10 desktops. If there are any particular programs that you want to appear in all desktops, you can add them to the “Sticky App” window. You must first run the program and then click on the “Add Button”.

0 The virtual desktop buttons will always appear first in the launch bars. The active virtual desktop button is colored white and the other ones are colored blue. You switch between windows by double clicking on them. Each window button will have a representation of what programs are currently open in them and you can drag these representations between windows to move the programs between desktops.

Special Launch Bar Commands

In addition to programs, shortcuts and Drag And File commands there are additional commands that can be added to the launch bars. These are:

- Opening the Control Panel Folder
- Opening the Network Neighborhood Folder
- Opening the Recycle Bin Folder
- Opening a DOS/command shell Window
- Shutting down the computer - This is the same as if you chose this command from the Start Menu
- Restarting the computer - This is the same as if you chose this command from the Start Menu
- Restarting the computer in MS DOS mode -This is the same as if you chose this command from the Start Menu. This command will not work with Windows NT

