Contents for File Manager Help

File Manager is a tool you can use to organize and work with your files and directories.
To learn how to use Help, press F1.

Introduction

How To...

Changing the Look of File Manager

For help on changing the contents and arrangement of items in the File Manager window, choose one of the following tasks:

- [Arranging Windows and Icons](#)
- [Changing the Font in the File Manager Window](#)
- [Changing Views in a Directory Window](#)
- [Hiding the Toolbar, Drive Bar, or Status Bar](#)
- [Moving the Split Bar in a Directory Window](#)
- [Saving Your Settings](#)

Customizing the Toolbar

The buttons that appear on the toolbar by default are not the only buttons available. Most File Manager menu commands have an equivalent button that you can add to the toolbar.

For help on customizing the File Manager toolbar, choose one of the following tasks:

- Adding a Toolbar Button
- Moving a Toolbar Button
- Removing a Toolbar Button
- Restoring the Default Toolbar Buttons

Moving a Toolbar Button

If you want to group together the buttons you use most often, you can rearrange the toolbar buttons. For example, if you use the By File Type button more often than the Share button, you may want to move the By File Type button to the left of the Share button.

To move a toolbar button by using the mouse

1   Press and hold down SHIFT.

2   Drag the button to its new position on the toolbar.

To move a toolbar button by using the Customize Toolbar command

1   Double-click the background of the toolbar or, from the Options menu, choose Customize Toolbar.

2   Under Toolbar Buttons, select the button that you want to move. Select Separator to add a space between buttons.

3   Choose the Move Up button to move the button farther up the list, so that it moves farther left on the toolbar. Or choose the Move Down button to move the button farther right on the toolbar.

   You can also drag the buttons in the list to a new position.

4   Choose the Close button.

   Choose the Reset button to return the toolbar buttons to their original (default) positions.

For help on the Customize Toolbar dialog box, choose Help or press F1 while using the dialog box.

Removing a Toolbar Button

You may want to remove a toolbar button so that you have space to add a button you need.

To remove a toolbar button by using the mouse

1 Press and hold down SHIFT.
2 Drag the button off the toolbar.

To remove a toolbar button by using the Customize Toolbar command

1 Double-click the background of the toolbar or, from the Options menu, choose Customize Toolbar.
2 Under Toolbar Buttons, select the button that you want to remove.
3 Choose the Remove button.
4 Choose the Close button.

For help on the Customize Toolbar dialog box, choose Help or press F1 while using the dialog box.

Adding a Toolbar Button

If the button for a menu command that you use often is not displayed on the toolbar, you can add the button.

To add a button to the toolbar

1   Double-click the background of the toolbar or, from the Options menu, choose Customize Toolbar.

2   Under Available Buttons, select the button that you want to add.

3   Choose the Add button.

Tip: If there is not enough room on the toolbar for another button, remove a button that you do not use as often.

For help on the Customize Toolbar dialog box, choose Help or press F1 while using the dialog box.

Restoring the Default Toolbar Buttons

You can restore the default toolbar buttons to their original positions.

To restore the default toolbar buttons
1 Double-click the background of the toolbar or, from the Options menu, choose Customize Toolbar.
2 Choose the Reset button.
3 Choose the Close button.

For more information, choose Help or press F1 while using the dialog box.

Working with Shared Directories

When you share a directory, others can connect to the directory and use the files in it.

If you share a directory with others, you can specify a password for it. If you connect to another person's shared directory, you may be required to provide a password.

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

- Browsing Through Workgroups
- Changing the Password of Your Shared Directory
- Changing the Share Name of Your Shared Directory
- Closing a File in a Shared Directory
- Connecting to a Shared Directory
- Disconnecting from a Network Drive
- Displaying Names of People Using Your Shared Directory
- Sharing a Directory
- Stop Sharing a Directory

Managing Disks

You can use commands on the Disk menu to work with disks.

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

- Copying a Disk
- Formatting a Disk
- Labeling a Disk
- Making a System Disk

Moving Around in File Manager

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

- Arranging Windows and Icons
- Changing Drives and Directories
- Changing Views in a Directory Window
- Opening Another Directory Window
- Switching Between Directory Windows

Working with Files and Directories

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

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

What Is File Manager?

File Manager provides a graphical way to organize your files and directories. You can use File Manager to move and copy files, start applications, print documents, and maintain disks. You can also use File Manager to <u>share</u> your files and directories with a workgroup or to <u>connect</u> to other people's shared directories.

To learn about a specific task, choose the Contents button, and then choose the Help topic that you want.

The File Manager Window

File Manager displays one or more <u>directory windows</u>. A directory window is split: the left half displays a list of directories (the <u>directory tree</u>), and the right half displays the contents of the current directory. When you select a directory in the left half, the contents of that directory are displayed in the right half.

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

Icon	Description
▢	Directories.
▤	Directories that are being shared with others.
▨	Program files, PIFs, and batch files. These files start applications.
▤	Document files. These files are associated with applications. When you choose a document file, the application starts and opens the file.
▣	System or hidden files. These files have system or hidden <u>attributes</u>.
▯	All other files.

File Manager also has a <u>toolbar</u> that gives you quick access to the most commonly used commands in File Manager. The File Manager toolbar is located directly below the menu bar.

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

To learn about a specific task, choose the Contents button, and then choose the Help topic that you want.

Changing Drives and Directories

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

- Changing Directories
- Changing Drives
- Displaying Subdirectories in the Directory Tree

See Also
Updating a Directory Window

Displaying Names of People Using Your Shared Directory

You can see who is using files in a <u>shared directory</u> on your computer.

To see who is using files in a shared directory

1   In the directory window, select the file or directory.

2   From the File menu, choose Properties.

3   In the Properties For dialog box, choose the Open By button.

Note: If you select a shared directory that is the subdirectory of another shared directory, only those names of people who have connected to the directory you selected are displayed.

Closing a File in a Shared Directory

If someone is using a file in a <u>shared directory</u> when others need to use the file, you can close the file.

To close a file in a shared directory

1   In the directory window, select the file or directory.
2   From the File menu, choose Properties.
3   In the Properties For dialog box, choose the Open By button.
4   In the list, select the file you want to close. If you want to close more than one file, press and hold down CTRL as you select each filename.
5   Choose the Close Files button.
6   Choose the OK button.

Caution: If you close a file, the person using it may lose data.

Changing Directories

You can display the contents of a different directory by selecting the directory in the <u>directory tree</u>. If you want to display a subdirectory that does not appear in the directory tree, you can <u>expand</u> the directory.

To change directories

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

Tip: To quickly change to the root directory, press the HOME key.

Changing Drives

You can use the drive bar or the Select Drive command to display the contents of a different drive.

To change to a <u>network drive</u>, you can use the list of drives on the <u>toolbar</u>. The list displays each drive available on your computer. The <u>share name</u> and <u>computer name</u> of each network drive are also displayed.

To change drives by using the mouse

▶   On the toolbar, click the list of drives, and then select a drive.
Or choose a <u>drive icon</u> from the drive bar.
The contents of the directory window change to reflect the new drive.

Tip: You can also double-click a drive icon to display the drive's contents in a new directory window.

To change drives by using the keyboard

▶   Press F2 to open the list of drives on the toolbar, and then select a drive.
Or press CTRL and the letter of the drive you want to change to.
Or choose Select Drive from the Disk menu.

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

Displaying Subdirectories in the Directory Tree

In the <u>directory tree</u>, you can view the subdirectories within a directory by <u>expanding</u> the directory. You can also choose not to view the subdirectories by <u>collapsing</u> the directory.

To display subdirectories

▶ Double-click the directory you want to <u>expand</u>.
Or select the directory you want to expand in the directory tree, and then press ENTER.
Or select the directory you want to expand, and then, from the Tree menu, choose Expand One Level, Expand Branch, or Expand All.

To hide subdirectories

▪ Double-click the expanded directory you want to <u>collapse</u>.
Or select the directory you want to collapse in the directory tree, and then press ENTER.
Or select the directory you want to collapse, and then choose Collapse Branch from the Tree menu.

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

Searching for Files

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

To search for files or directories

1 Select the directory from which you want to start the search.
2 From the File menu, choose Search.
3 In the Search dialog box, specify what you want to search for and whether you want to search in subdirectories.
4 Choose the OK button.

    To cancel the search, press ESC.

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

Creating Directories

To create a directory

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

2 From the File menu, choose Create Directory.

3 In the Name box, type the name of the new directory.

4 Choose the OK button.

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

Moving Files and Directories

You can move one or more files or directories to another directory or drive. If you are using a mouse, you can move items quickly by selecting them and then dragging them to their new destination.

To move a file or directory to a different drive

▪ Press and hold down SHIFT, and then drag the file or directory icon(s) to a directory icon, drive icon, or minimized directory window.

    If you drag a file or directory to a drive icon, the file is moved to the current directory on that drive.

To move a file or directory to the same drive

▪ Drag the file or directory icon without pressing SHIFT.

To move a file or directory by using the Move command

1 In the list of files and directories, select the items you want to move.

2 From the File menu, choose Move.

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

4 Choose the OK button.

Note: If you move a file to a directory that has a file with the same name, a message appears, asking whether you want to replace the existing file. If you want your moved file to have a different name than the original file, use the Move command and specify a different name in the Move dialog box. If you do not want to receive confirmation messages, you can turn them off by using the Confirmation command on the Options menu.

Caution: If you try to move a shared directory, File Manager prompts you to stop sharing the directory first. If you stop sharing and move a shared directory, people connected to the shared directory may lose data.

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

Copying Files and Directories

You can copy one or more files or directories to another directory or drive. If you are using a mouse, you can copy items quickly by selecting them and then dragging them to their new destination.

To copy a file or directory to the same drive

- Press and hold down CTRL and drag the file or directory icon(s) to a directory icon, drive icon, or minimized directory window.

  If you drag a file or directory to a drive icon, the file is copied to the current directory of that drive.

To copy a file or directory to a different drive

- Drag the file or directory icon without pressing CTRL.

To copy a file or directory by using the Copy command

1 In the list of files and directories, select the item(s) you want to copy.

2 From the File menu, choose Copy.

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

4 Choose the OK button.

Note: If you copy a file to a directory that has a file with the same name, a message appears, asking whether you want to replace the existing file. If you want your copied file to have a different name than the original file, use the Copy command and specify a different name in the Copy dialog box.

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

Renaming Files and Directories

You can rename a file or directory in File Manager.

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

Caution: If you try to rename a <u>shared directory</u>, File Manager prompts you to stop sharing the directory first. If you stop sharing and rename a shared directory, people connected to the shared directory may lose data.

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

Deleting Files and Directories

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

To delete one or more files or directories

1   Select the item(s) you want to delete.

2   From the File menu, choose Delete. The Delete dialog box appears.

3   Choose the OK button.

Note: Before you delete a file or directory, a message appears, asking whether you want to delete it.

Caution: If you try to delete a <u>shared directory</u>, File Manager prompts you to stop sharing the directory first. If you stop sharing and delete a shared directory, those connected to the shared directory may lose data.

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

Selecting Files and Directories

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

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

- <u>Using the Keyboard to Select Files and Directories</u>
- <u>Using a Mouse to Select Files and Directories</u>
- <u>Using the Select Files Command to Select Files</u>

Using the Select Files Command to Select Files

With the Select Files command, you can select groups of files by using MS-DOS <u>wildcards</u>.

To select files by using the Select Files command
1 From the File menu, choose Select Files.
2 In the Select Files dialog box, type the name of the file you want to select, and then choose the Select button. You can use wildcards (for example, *.TXT) to select a group of files. Repeat this step if you want to select more files.

   You can choose the Deselect button at any time to cancel the selection that you specify in the Files box.
3 Choose the Close button.

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

Using a Mouse to Select Files and Directories

You can use a mouse to select one or more directories or files. Before you can select items, they must be visible in the directory window.

To select a file or directory

- Click the filename or directory name that you want to select.

To select two or more items in sequence

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

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

Selecting two or more items in sequence is also known as extending a selection.

To select two or more items out of sequence

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

To cancel a selection

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

Using the Keyboard to Select Files and Directories

You can use the keyboard to select one or more directories or files. Before you can select items, they must be visible in the directory window.

To select a file or directory

▪ Use the following keys to select a file or directory.

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

To select two or more items in sequence

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

To select two or more items out of sequence

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

To cancel a selection

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

Printing Files

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

To print a file by using a mouse

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

To print a file by using the Print command

1 Select the document file that you want to print.

2 From the File menu, choose Print.

3 The Print dialog box appears, displaying the selected filename. Choose the OK button.

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

Starting Applications

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

To start an application

- Double-click the program file or document file.
  Or select the file, and then choose Open from the File menu (or press ENTER).

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

- Drag a document-file icon onto a program-file icon or an application icon.

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

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

2 From the File menu, choose Run.

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

4 Choose the OK button.

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

Arranging Windows and Icons

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

To arrange directory windows

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

   Or choose Tile Vertically from the Window menu to arrange windows side by side so that they do not overlap.

   Or choose Tile Horizontally from the Window menu to arrange windows top to bottom so that they do not overlap.

To arrange icons

- From the Window menu, choose Arrange Icons.

Sorting Files

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

To sort files

- On the <u>toolbar</u>, click the Sort By Name, Sort By Type, Sort By Size, or Sort By Date button. Or choose Sort By Name, Sort By Type, Sort By Size, or Sort By Date from the View menu.

The Sort By commands affect the list of files in the <u>active</u> directory window only. Directories are always listed first, then files are listed. If the directory window is displaying only the directory tree, the window is not affected by these commands.

Displaying File Information

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

To display all file information

■   On the <u>toolbar</u>, click the View All File Details button. Or choose All File Details from the View menu.

To display specific file information

1   From the View menu, choose Partial Details.

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

3   Choose the OK button.

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

To display only names of files and directories

■   On the toolbar, click the View Name button. Or choose Name from the View menu.

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

Formatting a Disk

Before you can use a disk, you must format it. Formatting prepares the disk for use with your computer and deletes any previous information stored on it.

To format a disk

1   Insert a floppy disk in a drive.

2   From the Disk menu, choose Format Disk.

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

4   Choose the OK button.

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

Copying a Disk

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

To copy a disk

1 Insert the source disk in the drive you want to copy from, and if you have two floppy disk drives, insert the destination disk in the drive you want to copy to.

2 In the drive bar, select the drive icon for the source disk.

3 From the Disk menu, choose Copy Disk.

4 If your computer has two floppy disk drives, the Copy Disk dialog box appears. Select the letter of the destination drive, and then choose the OK button.

   If your computer has only one floppy disk drive, the Copy Disk dialog box appears when you need to change disks.

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

Labeling a Disk

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

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

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

Making a System Disk

You can use a <u>system disk</u> to start a computer that uses the MS-DOS operating system. The Make System Disk command copies MS-DOS operating-system files to a formatted floppy disk.

To make a system disk

1   Insert a formatted floppy disk in a drive.

2   From the Disk menu, choose Make System Disk.

3   If your computer has two floppy disk drives, the Make System Disk dialog box appears. Select the letter for the drive that contains the disk, and then choose the OK button.

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

Connecting to a Shared Directory

When you connect to a directory that someone else is sharing, File Manager assigns the directory a drive letter, creating a <u>network drive</u>.

When you are <u>connecting</u> to a <u>shared directory</u>, you can browse through a list of workgroups to see which shared directories are available. You can also easily reconnect to any shared directories you have used recently.

To connect to a shared directory

▪ On the toolbar, click the Connect Network Drive button. Or choose Connect Network Drive from the Disk menu.

The Connect Network Drive dialog box appears.

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

Disconnecting from a Network Drive

You can easily disconnect from a shared directory on a <u>network drive</u>.

To disconnect from a network drive

1 On the toolbar, click the Disconnect Network Drive button. Or choose Disconnect Network Drive from the Disk menu.

2 In the Disconnect Network Drive dialog box, select the network drive you want to disconnect from. You can extend your selection to disconnect from more than one network drive.

3 Choose the OK button.

   If the network drive that you are disconnecting from is displayed in a directory window, that directory window closes.

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

Turning Off Confirmation Messages

If you do not want a confirmation message to appear each time you delete or replace files and directories, you can change the confirmation settings. You can also turn off messages that appear when you perform certain tasks with a mouse, such as moving and copying.

To turn off confirmation messages

1 From the Options menu, choose Confirmation.
2 In the Confirmation dialog box, clear the check boxes for the tasks you want to perform without receiving confirmation messages.
3 Choose the OK button.

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

Changing the Font in the File Manager Window

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

To change the font
1   From the Options menu, choose Font.
2   In the Font dialog box, select the font, style, and size.
3   Choose the OK button.

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

Opening Another Directory Window

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

To open another directory window
- Double-click a drive icon.
  Or press TAB to move to the drive bar, use the arrow keys to select the drive icon, and then press CTRL+ENTER.
  You can also choose New Window from the Window menu.

The new window has the same display settings and contents as the one that was previously active.

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

Changing File Properties

By using File Manager, you can change the properties of a file or directory. These properties include file <u>attributes</u>, such as read-only, archive, hidden, and system.

To change file or directory properties
1   In the directory window, select the item(s) for which you want to change properties.
2   From the File menu, choose Properties.
3   In the Properties For dialog box, select the file properties you want.
4   Choose the OK button.

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

Associating Files with Applications

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

When you start File Manager, some files are already associated with applications.

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

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

Changing Views in a Directory Window

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

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

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

Displaying a Group of Files

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

To display a group of files

1   From the View menu, choose By File Type.

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

3   Choose the OK button.

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

Switching Between Directory Windows

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

To select an open directory window

- Click anywhere in the window.

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

   Or choose a window name from the Window menu.

Inserting a File into Another File

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

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

Note: Some applications developed prior to this version of Windows for Workgroups may not support this feature.

To embed a file in another file
1   Open the destination file, making sure the File Manager window remains visible.
2   From File Manager, drag the file icon into the window containing the destination file.

To embed a file in another file by using the Clipboard
1   In the directory window, select the file you want to embed.
2   From the File menu, choose Copy.
3   Select the Copy To Clipboard option button, and then choose the OK button.
4   Open the destination file, and then choose the Paste command (usually found on the application's Edit menu).

To link a file to another file
1   Open the destination file, making sure the File Manager window remains visible.
2   From File Manager, press SHIFT+CTRL while dragging the file icon into the window containing the destination file.

Updating a Directory Window

You may want to update a directory window if you have switched floppy disks or <u>connected</u> to a <u>network drive</u> without using File Manager.

To update a directory window

- Click the drive icon for the drive you want to update (or select it, and then press the SPACEBAR). Or choose Refresh from the Window menu. Or press F5.

Naming Files and Directories

Many File Manager tasks involve naming or renaming files and directories. Windows for Workgroups uses the following MS-DOS conventions for naming files:

- The name of a file or directory can have two parts: a name and an optional extension. The two parts are separated by a period (for example, MYFILE.NEW).
- The name can contain up to eight characters, and the extension can contain up to three characters.
- The name can contain any uppercase or lowercase characters except the following:

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

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

- The name cannot contain any spaces.
- The following names are reserved and cannot be used to name files or directories: CON, AUX, COM1, COM2, COM3, COM4, LPT1, LPT2, LPT3, PRN, and NUL.

Examples of valid filenames are LETTER.DOC, MEMO.TXT, BUDGET.92, and 2NDTRY.RPT.

Sharing a Directory

When sharing a directory, you specify a <u>share name</u>, and you can specify a <u>password</u> indicating the type of access other people can have to the shared directory. You can also specify a <u>comment</u> that appears next to your computer name when others browse through your workgroup.

Passwords can grant a person read-only access or full access. Those who have full-access passwords can read, change, delete, or create files in your shared directory and its subdirectories. Those who have read-only passwords can only read files and run applications. If you do not specify a password, anyone can have access to your shared directory.

To share a directory
1   In the directory window, select the directory you want to share.
2   On the toolbar, click the Share As button. Or choose Share As from the Disk menu.

Tip: You can also change the share name, password, or comment by using this method.

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

Changing the Share Name of Your Shared Directory

You can change the share name of any directory you are sharing with others.

To change the share name of your shared directory
1   In the directory window, select the shared directory you want to modify.
2   On the toolbar, click the Share As button. Or choose Share As from the Disk menu.

Tip: You can also change the password or comment by using this method.

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

Changing the Password of Your Shared Directory

You can change the <u>password</u> of any directory you are <u>sharing</u> with others.

To change the password of your shared directory
1   In the directory window, select the directory you want to modify.
2   On the toolbar, click the Share As button. Or choose Share As from the Disk menu.

Tip: You can also change the <u>share name</u> or <u>comment</u> by using this method.

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

Stop Sharing a Directory

You can stop sharing a directory if you no longer want other people to have access to the files in it.

Caution: If you stop sharing a directory, those who are using files in it may lose data.

To stop sharing a directory
1   On the toolbar, click the Stop Sharing button. Or choose Stop Sharing from the Disk menu.
2   In the Stop Sharing Directory dialog box, select the name of the directory that you want to stop sharing.
3   Choose the OK button.
    You can extend the selection if you want to stop sharing more than one directory.

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

Hiding the Toolbar, Drive Bar, or Status Bar

You can display or hide the <u>toolbar</u>, <u>drive bar</u>, or <u>status bar</u> by using the Options menu.

To hide the toolbar, drive bar, or status bar

- From the Options menu, choose Toolbar, Drivebar, or Status Bar.
  The corresponding bar disappears from the File Manager window.

Browsing Through Workgroups

You can explore the workgroups in your network and see what directories other people are sharing.

To browse through workgroups

1   On the toolbar, click the Connect Network Drive button. Or choose Connect Network Drive from the Disk menu.

2   Under Show Shared Directories On, choose (expand) the workgroup you want to browse through.

   If the Show Shared Directories On box is not displayed, you can choose the Browse button to display it.

   A list of computer names appears below the workgroup name and icon.

3   From the list, select the computer you want to browse through.

   Under Shared Directories, a list of shared directories for that computer appears.

4   To connect to one of the shared directories, double-click the directory name or icon (or select it, and then choose the OK button).

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

Saving Your Settings

If the Save Settings On Exit command is in effect, then when you restart File Manager, the open directory windows are in the same positions and have the same View menu settings as when you last used File Manager.

To turn the save settings option on or off

- From the Options menu, choose Save Settings On Exit. A check mark appears next to the command to indicate it is in effect.

Moving the Split Bar in a Directory Window

You can move the split bar that divides the left and right sides of the directory window, to resize each part of the window.

To move the split bar

- Using a mouse, drag the split bar. Or choose the Split command from the View menu, and then use the arrow keys to move the bar.

To cancel the command, press ESC.

Displaying Version Information

Sometimes you may want to view information about an application. Typically the information includes the version number, copyright date, and the name of the company that created the application.

To display version information for an application
1   In the directory window, select the program file (it has an .EXE, .DLL, or .DRV extension) for the application.
2   From the File menu, choose Properties.

Open

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

Move

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

The Move dialog box has the following areas:

From

This box shows the currently selected file or directory.

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

To

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

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

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

Caution: If you attempt to move a <u>shared directory</u>, File Manager prompts you to stop sharing the directory first. If you stop sharing it and then move it, people using files in the directory may lose data.

See Also
<u>Moving Files and Directories</u>
<u>Sharing a Directory</u>

Copy

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

Choose one of the following buttons for information about the dialog box:

[+] From
[+] To
[+] Copy to Clipboard

See Also
Copying Files and Directories

Delete

Deletes one or more files or directories.

The Delete box shows the currently selected file or directory.

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

Caution: When you delete a directory, all files and subdirectories in the directory are deleted. If you attempt to delete a <u>shared directory</u>, File Manager prompts you to stop sharing the directory first. If you stop sharing it and then delete it, people using files in the shared directory may lose data.

See Also
<u>Deleting Files and Directories</u>

Rename

Renames a file or directory.

The Rename dialog box has the following areas:

From

This box shows the currently selected file or directory.

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

To

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

Caution: If you attempt to rename a <u>shared directory</u>, File Manager prompts you to stop sharing the directory first. If you stop sharing it and then rename it, people using files in the shared directory may lose data.

See Also
<u>Renaming Files and Directories</u>

Properties

Sets file attributes and displays other file information.

The dialog box shows the name, path, and the date and time of the last change made to the file or directory selected in the File Manager window.

If the selected item is a program file, typically the dialog box shows the version number, copyright notice, and the size of the file.

If the selected item is a shared directory or a file in a shared directory, the dialog box also contains an Open By button. You can choose the Open By button to see who is using files in the selected shared directory or who is using the selected file.

Choose one of the following buttons for information about the dialog box:

[+] Attributes
[+] Version Information
▪ Open By

See Also
Changing File Properties
Displaying File Information

Properties

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

Each option box has one of three settings, as follows.

Icon	Description
⊠	Attribute is set for all selected files.
☐	Attribute is not set for any of the selected files.
▒	Attribute is set for some, but not all, of the selected files.

Choose the following button for information about the dialog box:

▪ Attributes

Run

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

The Run dialog box has the following areas:

Command Line

This box displays the selected file.

▪ If a <u>program file</u> or <u>document file</u> does not appear in the box, or if you want to start a different application, type the MS-DOS command and <u>path</u> to run the application.

Run Minimized

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

See Also

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

Print

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

The Print box shows the name of the file to print.

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

Note: If you want to print a file from File Manager, the file must be associated with an application.

See Also

<u>Associating Files with Applications</u>

<u>Printing Files</u>

Associate

Associates a file with an application so that the application starts when you open the file (or any other file that has the same extension). For example, suppose you associate files that have the extension .CRD with Cardfile. When you open a .CRD file, Cardfile starts and loads the file.

When you associate a file with an application in the Associate With list, you can open or print the file from File Manager.

Choose one of the following buttons for information about the dialog box:

- Files with Extension
- Associate With
- Browse

See Also
Associating Files with Applications

Browse

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

Choose one of the following buttons for information about the dialog box:

- <u>File Name</u>
- <u>List Files of Type</u>
- <u>Directories</u>
- <u>Drives</u>

Create Directory

Creates a directory. This directory becomes a subdirectory of the current directory unless you specify a different path.

The Create Directory dialog box has the following area:

Name

- In this box, type the name of the new directory. If you do not want this directory to be a subdirectory of the current directory, include the path.

See Also
Creating Directories

Search

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

Choose one of the following buttons for information about the dialog box:

- Search For
- Start From
- Search All Subdirectories

See Also
Searching for Files

Select Files

Selects files and directories in a directory window. You can use the Select Files dialog box to quickly select a group of files that you want to work with. You can also use this dialog box to cancel selections.

The Select Files dialog box has the following area:

File(s)

▪ Type a filename, or use <u>wildcards</u> to specify a group of files you want to select, and then choose the Select button. Repeat this step as necessary to select more files.

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

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

See Also
<u>Selecting Files and Directories</u>

Exit

Quits File Manager.

Make sure the Save Settings On Exit command on the Options menu has a check mark next to it if you want to retain the positions and views of your open directory windows.

Copy Disk

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

If you have more than one floppy disk drive, the Copy Disk dialog box appears. It has the following areas:

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

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

See Also
Copying a Floppy Disk

Label Disk

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

The Label Disk dialog box has the following area:

Label
- Type the new volume label in this box. The label can contain up to 11 characters, which can be both uppercase and lowercase.

See Also
Labeling a Disk

Format Disk

Formats a floppy disk.

Choose one of the following buttons for information about the dialog box:

- Disk In
- Capacity
- Label
- Make System Disk
- Quick Format

See Also
Formatting a Floppy Disk

Make System Disk

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

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

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

See Also
Making a System Disk

Disconnect Network Drive

Disconnects a <u>network drive</u> that you were previously <u>connected</u> to.

Connect Network Drive

Connects a drive on your computer to a shared directory on someone else's computer, creating a network drive.

Share As

Shares a directory on your computer with other people.

Stop Sharing

Stops <u>sharing</u> a directory that you previously shared.

Select Drive

Changes the drive displayed in the active directory window.

The Select Drive dialog box has the following area:

Drives

▪   Select a drive from this list, and then choose the OK button to change to that drive in the active directory window.

See Also
Changing Drives and Directories

Expand One Level

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

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

Expand Branch

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

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

Expand All

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

Collapse Branch

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

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

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

Indicate Expandable Branches

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

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

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

Tree and Directory

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

Tree Only

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

Directory Only

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

Split

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

- Use the mouse or the arrow keys to move the bar, and then either click the bar or press ENTER. To cancel the command, press ESC.

Name

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

All File Details

Displays all available information about files and directories in the active directory window.

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

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

Partial Details

Displays specific file and directory information in the active directory window.

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

- Size
- Last Modification Date
- Last Modification Time
- File Attributes

See Also
Changing File Properties
Displaying File Information

Sort by Name

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

Sort by Type

Sorts files and directories alphabetically by extension. Directories are listed first, then files. This command affects the list of files and directories in the <u>active</u> directory window only.

Sort by Size

Sorts files by size, from largest to smallest.

This command affects the list of files and directories in the <u>active</u> directory window only.

Sort by Date

Sorts files by last modification date, with the most recently modified files listed first.
This command affects the list of files and directories in the <u>active</u> directory window only.

By File Type

Displays a group of files that you specify.

This command affects the list of files and directories in the <u>active</u> directory window only.

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

- <u>Name</u>
- <u>File Type</u>
- <u>Show Hidden/System Files</u>

See Also

<u>Displaying a Group of Files</u>

Toolbar

Displays or hides the File Manager <u>toolbar</u>.

Drivebar

Displays or hides the <u>drive bar</u>.

Confirmation

Specifies whether confirmation messages are displayed.

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

- File Delete
- Directory Delete
- File Replace
- Mouse Action
- Disk Commands

See Also
Turning Off Confirmation Messages

Font

Changes the <u>font</u> that File Manager uses to display names of files and directories. The Font command affects all directory windows and the drive bar.

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

- <u>Font</u>
- <u>Font Style</u>
- <u>Size</u>
- <u>Lowercase</u>
- <u>Sample</u>

See Also

<u>Changing the Font in the File Manager Window</u>

Customize Toolbar

Specifies which buttons are available on the <u>toolbar</u>. You can use the Customize Toolbar dialog box to add, delete, or rearrange buttons on the toolbar.

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

- <u>Available Buttons</u>
- <u>Toolbar Buttons</u>
- <u>Reset</u>

See Also
<u>Customizing the Toolbar</u>

Status Bar

Displays or hides the status bar.

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

Open New Window on Connect

Displays a new directory window every time you connect to a shared directory.

Minimize on Use

Reduces the File Manager window to an icon whenever you start an application in File Manager.

Save Settings on Exit

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

New Window

Opens a new directory window. The window displays the same drive and directory information as the directory window that was active before you used this command.

Cascade

Arranges directory windows so that they overlap.

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

Tile Vertically

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

Tile Horizontally

Arranges directory windows top to bottom so that each window is visible and no windows overlap.

Arrange Icons

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

Refresh

Updates the active <u>directory window</u>. You may want to update a directory window if you've switched floppy disks or if you've <u>connected</u> to a shared directory outside File Manager.

Names of Open Windows

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

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

Contents

Starts Help and displays the topics in File Manager Help.

Search for Help on

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

How to Use Help

Describes how to use Help.

About File Manager

Displays version and copyright information about Windows for Workgroups.

Control Menu

The Control menu contains the following commands:

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

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

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

Minimize
Reduces the window to an icon.

Maximize
Enlarges the window to its maximum size.

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

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

From

This box shows the currently selected file or directory.

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

To

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

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

Note: If you want to copy the file onto the Clipboard so that you can paste, link, or embed it into another file, select the Copy To Clipboard option.

Copy to Clipboard

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

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

Read Only

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

Archive

- Select this check box if you want to mark a file that has changed since it was last backed up. You may want to set the archive attribute if you use the MS-DOS **backup**, **restore**, or **xcopy** command.

Hidden

- Select this check box if you do not want a particular file to appear in a directory window. If you want to display a file that has the hidden attribute set, you can choose By File Type from the View menu, and then select the Show Hidden/System Files check box.

System

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

Version Information

Version information typically includes company name, a file description, and comments. When you select an item in the left box, its value is displayed in the right box. For example, if the left box contains the item "Company Name," and you select it, the company name is displayed in the right box.

Open By

▪ If the item selected in the directory window is a file, choose this button to see who is using it. If the item selected is a shared directory, choose this button to see which files are currently opened by people connected to the shared directory.

Files with Extension

This box displays the filename extension of the selected file.

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

Associate With

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

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

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

Browse

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

File Name

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

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

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

List Files of Type

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

Directories

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

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

Drives

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

Search For

This box lists the extension of the selected file.

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

Start From

This box displays the current directory.

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

Search All Subdirectories

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

Disk In

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

Capacity

The capacity of your floppy disk drive is displayed in this box.

- If you are formatting a disk that has a capacity different from your drive, open the list, and then select a capacity.

Label

- Specify a volume label in this box. The label can contain up to 11 characters, which can be both uppercase and lowercase. You can also label a hard disk drive.

Make System Disk

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

Quick Format

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

- Select this check box if you want to perform a quick format on a previously formatted disk. Use this option only for a disk that does not have bad sectors.

Size

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

Last Modification Date

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

Last Modification Time

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

File Attributes

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

Name

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

File Type

Use these check boxes to specify which types of files to display.

Select	To display
Directories	All directories in the current directory.
Programs	All files that have an .EXE, .COM, .PIF, or .BAT extension.
Documents	All files that are associated with an application.
Other Files	All other files.

Show Hidden/System Files

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

File Delete

- Clear this check box if you do not want to receive a confirmation message before deleting files.

Directory Delete

-      Clear this check box if you do not want to receive a confirmation message before deleting a directory. When you delete a directory, all the files and subdirectories within it are deleted.

File Replace

- Clear this check box if you do not want to receive a confirmation message before replacing a file.

  Caution: It is recommended that you leave this option selected so that you do not inadvertently write over files you want to keep.

Mouse Action

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

Disk Commands

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

Font

- Select a font from the list.

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

Font Style

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

Size

▪ Select a point size from the list. The larger the point size, the larger the character displayed on your screen.

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

Lowercase

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

Sample

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

Toolbar Buttons

This list displays the names of default buttons. Each button has an equivalent menu command. In this list, the name of the menu where the equivalent command is located precedes the button name. The buttons are listed in the same order as they appear by default on the toolbar. For example, the first button listed, Connect Network Drive, is the first button on the toolbar. "Separator" indicates that a space appears between buttons.

- To remove a button or a space from the toolbar, select it from this list, and then choose the Remove button.
- To change the location of a button on the toolbar, drag the name of the button to another position in the Toolbar Buttons list. Or select the name in the list, and then choose the Move Up or Move Down button.

Available Buttons

This list displays the names of buttons that you can add to the toolbar.

▪ To add a button or a space (separator) to the toolbar, select it from this list, and then choose the Add button.

Reset

This button restores the default toolbar.