

What Is File Manager?

File Manager is a tool you can use to organize your files and directories. You can use File Manager to create and remove directories; move, copy, and delete files; connect to directories shared on the network; share directories; secure files and directories; and perform other disk, directory, and file management tasks.

In File Manager, your files and directories are displayed in a directory window. The directory window is split: the left half displays the directory tree; the right half displays the contents of the current directory. When you select a different directory in the directory tree, the contents of that directory are displayed in the right half of the window.

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



Directories.



Shared directories. These are directories users can connect to on the network.



Program files, PIFs, and batch files. Their default filename extensions are .EXE, .COM, .PIF, and .BAT. 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 attributes.



All other files.

File Manager displays a toolbar and drivebar below the menu bar. The toolbar provides quick access to File Manager commands through buttons. The drivebar displays icons that represent available drives, including hard disk drives, floppy disk drives, network drives, and CD-ROM drives. You can change to a different drive by selecting its drive icon.

To return to Contents for File Manager Help, choose the **Contents** button.

Starting and Quitting File Manager

By default, when you start File Manager, Windows NT displays the window as it was when you last quit File Manager. Settings you make using the **Options** menu are always saved when you quit. The positions of directory windows and icons and the settings on the **View** menu are saved as long as the **Save Settings on Exit** command is in effect when you quit.

To start File Manager

- ▶ Choose the File Manager icon in the Main Group.
Or select the File Manager icon and press Enter.

To quit File Manager

- ▶ Double-click the **Control** menu box.
Or from the **File** menu, choose **Exit**.

Customizing the Toolbar

You can add, remove, and rearrange the buttons on the toolbar. Every command available on File Manager menus has an equivalent button.

To add, remove, move, or restore toolbar buttons

- 1 From the **Options** menu, choose **Customize Toolbar**.

Or double-click the background of the toolbar.

Windows NT displays the **Customize Toolbar** dialog box.

- To add a button, select the button that you want to add in the **Available Buttons** box or select Separator to add a space between buttons. Choose the **Add** button.

- To remove a button, select the button or Separator you want to remove in the **Toolbar Buttons** box. Choose the **Remove** button.

You can also press and hold down SHIFT while dragging the button off the toolbar.

- To move a button, select the button or Separator you want to move in the **Toolbar Buttons** box. To move the selection to the left on the toolbar, choose the **Move Up** button. To move the selection to the right on the toolbar, choose the **Move Down** button.

You can also press and hold down SHIFT while dragging the button to a new location on the toolbar.

- To restore the default toolbar buttons, choose the **Reset** button.

- 2 Choose the **Close** button when you finish customizing the toolbar.

For more information on these options, choose the **Help** button while using the dialog box.

Opening and Closing Directory Windows

You can open additional directory windows that display the contents of the same drive or a different drive. Opening multiple directory windows makes it easy to move and copy files.

If you have two or more windows displaying the same drive and directory information, a number appears in the title bar of each window, indicating that there is more than one window displaying that directory.

A new directory window inherits its display options from the previous one. For example, if you are working with a directory window that shows only the directory tree, and you open a new directory window, the new window displays only the directory tree.

To open a new directory window

- ▶ To open a window that displays information for the selected drive, double-click the drive icon or press TAB to select the drivebar and use the arrow keys to select a drive icon. Then choose **Open** from the **File** menu, or press ENTER
- ▶ To open a window that displays the same information as the previous active window, choose **New Window** from the **Window** menu. Or from the toolbar, click the **New Window** button.
- ▶ To open a window that displays only the contents pane for the selected directory, in the directory tree, press and hold down SHIFT while double-clicking the directory icon. Or in the directory tree, select the directory icon, and then press SHIFT+ENTER.

When you finish working with a directory window, you can close it to clear space on your screen. If you have only one directory window open, you cannot close it.

To close the active directory window

- ▶ Double-click the **Control** menu box, located in the upper-left corner of the directory window. Or, from the **Control** menu, choose **Close**.

File Manager automatically updates open directory windows. For example, when you save a new file from an application, File Manager displays the new filename immediately. Sometimes File Manager cannot complete an update when, for example, you are using network directories or you have changed floppy disks. You can update the active directory window manually when this occurs.

To manually update a directory window

- ▶ Select the drive icon for the current drive, or choose **Refresh** from the **Window** menu.

Selecting and Arranging Directory Windows and Icons

Before you can work with the files and directories in a directory window, you must select the window. Selecting the window makes it active; the title bar changes color or intensity and the window moves in front of the other open windows.

To select an open directory window

- ▶ Click anywhere in the window.
- Or choose a window name from the list at the bottom of the **Window** menu.
- Or press CTRL+F6 or CTRL+TAB until the window you want is selected.

If the window you want to select is hidden by another window, you can use the **Cascade** or **Tile** commands on the **Window** menu to rearrange the open directory windows so that all of them are visible.

To arrange open directory windows

- ▶ To overlap windows so that each window's title remains visible, choose **Cascade** from the **Window** menu.
- ▶ To resize and arrange windows without overlap so that each window is wider than it is long, choose **Tile Horizontally** from the **Window** menu.
- ▶ To resize and arrange windows without overlap so that each window is longer than it is wide, choose **Tile Vertically** from the **Window** menu.

When you minimize a directory window, it becomes an icon. You can move icons individually by dragging them with the mouse, or File Manager can arrange them evenly all at once.

To arrange icons

- ▶ From the **Window** menu, choose **Arrange Icons**.

Displaying the Directory Tree or Contents

When you first start File Manager, the directory window displays both the directory tree for the current drive and the contents of the current directory. By using commands on the **View** menu, you can choose to display only the directory tree or only the contents of the current directory. When both panes of a directory window are displayed, they are separated by a split bar that you can move to change the widths of the panes.

To display the directory tree or directory contents

- ▶ To display only the directory tree for the current drive, choose **Tree Only** from the **View** menu.
- ▶ To display only the contents of the current directory, choose **Directory Only** from the **View** menu.
- ▶ To display the tree and contents for the current directory, choose **Tree and Directory** from the **View** menu.

To move the split bar

- ▶ Use the mouse to point to the split bar. The pointer turns into a double bar with two arrows. Drag the bar to its new position.
- ▶ Or, choose **Split** from the **View** menu to display a vertical bar. Use the arrow keys to move the selection bar to where you want to place the split bar, and then press ENTER.

If you decide you do not want to move the split bar, press ESC to cancel the command.

Changing the Font in File Manager

You can change the font that File Manager uses to display the names of your files and directories. You can also change the style and size of the font. Changing the font affects all directory windows.

To change the font

- 1 From the **Options** menu, choose **Font**.
- 2 In the **Font** box, select the font you want to use.
- 3 When you select a font, a style, or a size, the text in the **Sample** box changes to reflect your choice.
- 4 In the **Font Style** box, select a style option (for example, bold or italic).
- 5 In the **Size** box, select a point size; the larger the point size, the larger the character appears on your screen.
- 6 By default, file and directory names appear in lowercase letters on drives formatted to use the file allocation table(FAT) file system. On drives formatted to use the Windows NT file system (NTFS), names appear as they were typed in uppercase and lowercase.
 - To display names on FAT drives in uppercase, clear the **Display Lowercase For FAT Drives** check box.
 - To display names on all drives in lowercase, select the **Display Lowercase For All Drives** check box.
- 7 Choose the **OK** button.

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

Changing Disk Drives

A directory window shows the directory structure of the current drive. On the drivebar, the icon for the current drive is surrounded by a rectangle. On the toolbar, the current drive is shown in the list box.

When you change to a different drive, the names of the files and directories on that drive are displayed in the directory window. When File Manager searches the drive to display its contents, you can press ESC to stop the search. If you stop the search, only a partial directory tree is displayed, as indicated by the status bar at the bottom of the File Manager window.

To change drive

- ▶ Select a drive icon, representing the drive you want to use.
 - Or open the toolbar drive list box and select the drive.
 - Or press CTRL and the letter of the drive you want to change to.
 - Or from the **Disk** menu, choose **Select Drive**, or double-click the background of the drivebar to open the **Select Drive** dialog box. Then select the drive you want and choose the **OK** button.

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

See Also

[Changing Directories](#)

Changing Directories

You can change directories using either the directory tree or the contents list.

In the directory tree, the current directory is marked by the selection cursor, a dotted rectangle around the highlighted icon and text. You can select only one directory at a time in the directory tree.

In the contents list, you can move up or down one level in the directory structure. You can go up one level by choosing the Up icon, and you can change to a subdirectory by choosing its icon in the list.

To change directories in the directory tree

- ▶ Click the directory name you want to change to.
- 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.

To change directories by using the contents list

- ▶ To move down a level, choose the directory icon next to the subdirectory's name.
- ▶ To move up a level, choose the **Up** icon (the arrow at the top of the contents list), or press the BACKSPACE key.

See Also

[Changing Disk Drives](#)

Expanding and Collapsing the Directory Tree

When you first start File Manager, only the first level of directories is displayed in the directory tree.

When you expand a directory, the directory tree displays the names of the subdirectories in that directory. Like the structure of a tree, subdirectories branch from directories. You can expand an entire directory branch, a single level of the branch, or all branches in the tree. You can also collapse a directory so that the branch of subdirectories is not listed in the directory tree.

To expand or collapse a directory

- ▶ To expand one level of a directory, choose the icon or name of the directory you want to expand, or select the directory, and then choose **Expand One Level** from the **Tree** menu.
- ▶ To expand an entire branch, select the directory, and then choose **Expand Branch** from the **Tree** menu.
- ▶ To expand all branches in the directory tree, choose **Expand All** from the **Tree** menu.
- ▶ To collapse a directory, choose the icon or name of the directory you want to collapse, or select the directory, and then choose **Collapse Branch** from the **Tree** menu.

See Also

[Changing Directories](#)

[Changing Disk Drives](#)

Showing Which Directories Expand

If you want to know which directories have subdirectories, you can use the **Indicate Expandable Branches** command on the **Tree** menu. When you use this command, a plus sign (+) marks each directory that has subdirectories. The plus sign means you can expand the directory to display its subdirectories in the directory tree. After you expand a directory, the plus sign changes to a minus sign (-), indicating that the directory is expanded and can be collapsed. If you choose the **Indicate Expandable Branches** command, File Manager may take longer to create the directory tree.

To mark expandable directories in the directory tree

- ▶ From the **Tree** menu, choose **Indicate Expandable Branches**.
A check mark appears next to the command in the **Tree** menu.
- To turn off this feature, choose **Indicate Expandable Branches** again.

Connecting to and Disconnecting from a Network Drive

You can use File Manager to connect to and disconnect from network drives. Once you have connected to a network drive, you can specify whether or not to reconnect to the drive each time you log on to Windows NT.

Computers in your computer's domain or workgroup are displayed automatically in the **Shared Directories** box. If you are connecting over a slow network, for example connecting through Remote Access Service, you can switch this off by clearing the **Expand By Default** check box.

When you connect to a network drive, File Manager opens a new window in which to display the directory information. You can switch this feature off from the **Options** menu, by choosing the **Open New Window On Connect** command.

Important

▶ If you are logged on as a member of the Administrators, Server Operators, or Backup Operators groups, you can connect to a computer's administrative root shares, for example \\SALESERVER\C\$. Administrative shares are not displayed by the **Shared Directories** box in the **Connect Network Drive** dialog box.

To connect to a network drive

- 1 Choose **Connect Network Drive** from the **Disk** menu, or choose the **Connect Drive** button on the toolbar.
- 2 File Manager displays the first free drive letter in the **Drive** box. You can accept the displayed drive letter for the connection, or choose another in the **Drive** box.
- 3 Select or type a network path in the **Path** box. A network path consists of a computer name followed by the name of a shared directory; for example, \\SHIPPING\PUBLIC.

▶ If you have connected to the directory before, select the path from the list displayed by the **Path** box. The **Path** box displays the previous 10 paths.

▶ You can use the **Shared Directories** box to select a network path. In Microsoft Windows-based networking, you can browse domains, workgroups, and computers to look for shared directories. Other networks may contain different options.

The networks, domains and workgroups, computers, and shared directories are organized in a tree structure. Choose an item to expand the list: Choose a network name to display available domains and workgroups, a domain or workgroup name to display available computers, a computer name to display its shared directories. When you select a shared directory, File Manager fills in the **Path** box with the name you selected.

▶ If you know the name of a computer, but need to see the names of its shared directories, you can type the computer name in the **Path** box and choose the **OK** button. Preface the computer name with two backslashes (\). Windows NT adds the name of the computer's first shared directory to the **Path** box and displays all the computer's shared directories in the **Shared Directories** box. To connect to a different directory, select it in the **Shared Directories** box.

▶ You can type the name of a computer and shared directory in the **Path** box. Preface the computer name with two backslashes (\) and separate the computer name from the shared directory's name with a single backslash (\), for example \\SHIPPING\SALESQ1.

- 4 By default, you are connected under the username you used to log on. If you want to connect under a different username, type it in the **Connect As** box.

On a Microsoft Windows-based network, you can connect using an account on a different domain by specifying the domain and the username for the account. Separate the domain name from the username with a backslash, for example PROJECTS\CHRISBR.

- 5 If you do not want to connect to the shared directory each time you log on, clear the **Reconnect At Logon** box.
- 6 Choose the **OK** button.

To disconnect from a network drive

- 1 Choose **Disconnect Network Drive** from the **Disk** menu, or choose the **Disconnect Drive** button on the toolbar.
- 2 In the **Disconnect Network Drive** dialog box, select one or more network drives and choose the **OK** button.

Displaying Information on Files

When you first start File Manager, only the names of directories and files are shown. In addition to names, you can also display size, last modification date and time, and attributes of files in the contents list.

The MS-DOS (short) filename, file size, last modification date and time, and file attributes are displayed next to each filename and directory name in the active directory window.

To display only names of files and directories

- ▶ From the **View** menu, choose **Name**, or choose the **Name** button on the toolbar.

To display complete information about each file

- ▶ From the **View** menu, choose **All File Details**, or choose the **All File Details** button on the toolbar.

To display selected information about each file

- 1 From the **View** menu, choose **Partial Details**.
- 2 Select the check boxes of options you want to display, and clear the check boxes of options you don't want to display.
- 3 Choose the **OK** button.

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

Sorting the Contents of a Directory

When you first start File Manager, File Manager lists directory contents alphabetically, with directories first, followed by filenames. You can sort the files and directories by name, type, size, or the date the file was last modified. Sorting files and directories affects only the contents list.

To sort the contents of a directory

- ▶ To sort contents alphabetically by name, choose **Sort By Name** from the **View** menu or the **Sort By Name** button on the toolbar.
- ▶ To sort contents alphabetically by extension, choose **Sort By Type** from the **View** menu or the **Sort By Type** button on the toolbar.
- ▶ To sort contents by file size, choose **Sort By Size** from the **View** menu or the **Sort By Size** button on the toolbar.
- ▶ To sort contents by date, choose **Sort By Date** from the **View** menu or the **Sort By Date** button on the toolbar.

Limiting the Files to Display

When you first start File Manager, the contents list displays the names of all the files and directories in the current directory, except hidden and system files. You can specify whether File Manager displays only certain types of files, or groups of files with similar filenames or extensions.

Caution

▶ If you choose to display hidden and system files, be careful not to rename or delete them. Your computer may not start or work properly without them.

To specify which types of files are displayed in a directory window

- 1 From the **View** menu, choose **By File Type**.
- 2 In the **By File Type** dialog box, use the **Name** box to limit the display to a single filename. Use wildcards to limit the display to files with similar names.

A wildcard substitutes for one or more characters. Use an asterisk (*) to represent a group of characters. Use a question mark (?) to represent a single character. The **Name** box default is *.* , meaning all files in the directory are listed. For example, to display only those files with the extension .TXT, you can type *.txt.

- 3 Under **File Type**, select the types of files you want to display.
- 4 To display hidden and system files, select the **Show Hidden/System Files** check box.
- 5 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.

Naming a File or Directory

On Windows NT, files on both the Windows NT file system (NTFS), and the file allocation table (FAT) file system can be up to 255 characters.

All of the following file naming rules apply to both NTFS and FAT:

- ▶ Names can be up to 255 characters long including extensions. Separate the extension from the name with a period.
- ▶ Names preserve case, but are not case sensitive. Windows NT retains your use of uppercase and lowercase letters; however, Windows NT does not distinguish filenames by their case.
- ▶ Names can contain any uppercase or lowercase characters except the following: ? " / \ < > * | :

When you create a long name, File Manager automatically creates a shorter, MS-DOS-style name. This allows MS-DOS-based computers and applications that do not support long file names to use the directory or file. However, if you save a file using an application that does not support long filenames, the long filename will be lost and the file will have only a short name.

When you create a long name on either NTFS or FAT, Windows NT follows these rules to create the short name:

- ▶ Spaces are removed.
- ▶ Periods are removed except for the last period in the filename that is followed by a character. Windows NT interprets this period as marking the start of the filename's extension.
- ▶ The following characters, not allowed in MS-DOS-style names, are changed to underscores (_): + , ; = []
- ▶ The name, not including its extension, is truncated to 6 characters and a tilde (~) and a number are appended.
- ▶ The name's extension is truncated to 3 characters.

The creation of short names in NTFS and FAT is different in the following ways:

- ▶ On FAT, extended characters that are valid in the current code page can appear in short, MS-DOS-style names. On NTFS, extended characters are never allowed in short names.
- ▶ On NTFS, if you give a file or directory a name that is also a valid short name, no separate short name is ever displayed. On FAT, short names are always displayed, even when they are identical to the long names.

Creating a Directory

You can create a directory by using the **Create Directory** command. After you create a directory, you can copy files and directories to it from other locations by using the **Move** and **Copy** commands.

To create a directory

- 1 In the directory tree, select the directory in which you want the new directory to appear.
- 2 From the **File** menu, choose **Create Directory**.
- 3 In the **Name** box, type a name for the new directory.

Use the same conventions for naming directories as you do for naming files. If you decide to create the directory somewhere other than in the current directory, you can type the full path 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.

See Also

[Naming a File or Directory](#)

Moving and Copying Files and Directories Using a Mouse

You can move and copy files and directories between directories and between drives. When you move or copy a directory, all the files and subdirectories in it are moved or copied.

On drives formatted to use the Windows NT file system (NTFS), you must have permission to move or copy a file or directory.

Important

▶ When you copy files or directories, security permissions set on them are discarded as is ownership and auditing information. They will inherit a new set of permissions from the directory into which they have been copied. In the case of files, if the new directory does not specify permissions for files, only the file's owner (the person who copied the file) will have permission to use the file. When you copy or move files or directories to a disk formatted to use the [file allocation table](#) (FAT) file system, permissions are discarded and not replaced.

To move or copy files or directories by dragging

- 1 Make sure the source and destination locations are visible. You can use the **Cascade** or **Tile** command on the **Window** menu to rearrange directory windows. The destination can be a directory icon, directory window, or drive icon. If the destination is a drive icon, the file will be placed in the current directory of that drive.
- 2 Select the files or directories you want to move or copy. When you drag a selection to its new location, Windows NT assumes you want to copy it when the destination is on a different drive and move it when the destination is on the same drive.
 - ▶ To move to a location on the same drive, drag the selection.
 - ▶ To move to a location on any drive, press and hold down SHIFT while dragging the selection.
 - ▶ To copy to a location on a different drive, drag the selection.
 - ▶ To copy to a location on any drive, press and hold down CTRL while dragging the selection.
- 3 Release the mouse button. If you are dragging while pressing SHIFT or CTRL, release the mouse button before releasing the key.
- 4 To complete moving or copying, choose the **Yes** button in the confirmation message box.

If the destination directory contains a file with the same name, a dialog box prompts you to verify that you want to replace the existing file. Choose the **Yes** button to replace the existing file, or if you are moving or copying more than one file, choose the **Yes To All** button. If you choose the **Yes To All** button, File Manager does not prompt you for each file that is replaced.

See Also

[Moving and Copying Files and Directories Using Commands](#)

Moving and Copying Files and Directories Using Commands

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To move or copy files or directories using commands

- 1 Select the file or directory you want to move or copy.

You can select more than one file or directory.

- 2 To move, choose **Move** from the **File** menu. Or choose the **Move** button on the toolbar.

To copy, choose **Copy** from the **File** menu. Or choose the **Copy** button on the toolbar.

The name of the selected file or directory appears in the **From** box of the **Move** or **Copy** dialog box.

You can select a different file or directory by typing its name in the **From** box. If the file or directory is not in the current directory, include the path.

- 3 In the **To** box, specify the destination drive or directory.

If you type a drive name without including a path, the file or directory will appear in the current directory of the drive.

If you type a new name, the original file or directory is renamed when it is moved or copied.

- 4 Choose the **OK** button.

If the destination directory contains a file with the same name, a message prompts you to verify that you want to replace the existing file. Choose the **Yes** button to replace the existing file, or if you are moving or copying more than one file, choose the **Yes To All** button. If you choose the **Yes To All** button, File Manager does not prompt you for each file that is replaced.

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

See Also

[Moving and Copying Files and Directories Using a Mouse](#)

Copying a File to the Clipboard

You can copy a file onto the Clipboard so that the file can be linked to or embedded in another document.

To copy a file to the Clipboard

- 1 Select the file you want to copy.
- 2 From the **File** menu, choose **Copy to Clipboard**.

The name of the selected file appears in the **Copy to Clipboard** box. You can copy a different file by typing its name in the box. If the file is not in the current directory, include its path.

- 3 Choose the **OK** button.

Deleting a File or Directory

You can use File Manager to delete files and directories. By selecting multiple files or directories, you can delete them at one time. When you delete a directory, all of its subdirectories and files are deleted.

Caution

- ▶ Once you delete files or directories, they cannot be recovered.

Important

- ▶ On drives formatted to use the Windows NT file system (NTFS), you must have permission to delete a file or directory.

To delete a file or directory

- 1 Select the file or directory you want to delete.
- 2 From the **File** menu, choose **Delete**.
Or choose the **Delete** button on the toolbar.
Or press the DEL key.
- 3 In the **Delete** dialog box, choose the **OK** button to delete the selected file or directory, or type the name of a different file or directory you want to remove. If you type a long name that contains spaces, be sure to enclose the name in quotation marks.
- 4 File Manager prompts you to confirm the deletion. You can choose not to receive confirmation messages by using the **Confirmation** command on the **Options** menu.
- 5 To delete a single file or directory, choose the **Yes** button. To delete more than one file or directory and without confirming each deletion, choose the **Yes To All** button.

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

See Also

[Setting Directory Permissions](#)

[Setting File Permissions](#)

Renaming a File or Directory

You can rename any file or directory in File Manager.

Caution

▶ Be careful when you rename files. If you rename a file that your system requires, for example, any file that has an .SYS extension, your system may not start or run correctly.

Important

▶ On drives formatted to use the Windows NT file system (NTFS), you must have permission to rename a file or directory.

To rename a file or directory

- 1 Select the file or directory you want to rename.
- 2 From the **File** menu, choose **Rename**.

The name of the selected file or directory appears in the **From** box of the **Rename** dialog box. If you decide to rename a different file, type the name in the **From** box. To rename a group of files, use wildcards (for example, *.BAK).

- 3 In the **To** box of the **Rename** dialog box, type the new name.

Use a file or directory name that does not already exist in the destination directory. You can specify only one filename in the **To** box. If you want to rename a group of files, you can only use wildcards (for example, *.TXT).

- 4 Choose the **OK** button.

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

See Also

[Setting Directory Permissions](#)

[Setting File Permissions](#)

Searching for a File or Directory

When you want to find a file or directory, use the **Search** command. You can select files and directories in the **Search Results** window and use **File** menu commands to print, copy, move, delete, and rename them. You can view file details by using commands on the **View** menu. Although you can move or copy files from the **Search Results** window, you cannot copy or move files into it.

To search for a file or directory

- 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, type the name of the file or directory. Use wildcards to search for a group of files or directories with similar names or extensions.

For example, to search for all files with the extension .WRI, you would type *.wri in the **Search For** box.

- 4 In the **Start From** box, the current directory is listed. To start the search from a different directory, type the directory name in the **Start From** box.
- 5 By default, File Manager searches the directory listed in the **Start From** box, and all its subdirectories. If you do not want File Manager to search the subdirectories, clear the **Search All Subdirectories** check box.
- 6 Choose the **OK** button.

To cancel the search, choose the **Cancel** button.

File Manager displays the progress of the search in a dialog box. You can work with File Manager while the search continues in the background. To hide the dialog box while the search continues, choose the **Hide** button. When the search is complete, the **Search Results** window appears, displaying all the filenames and directories found.

If you modify the drive on which the search was performed and the **Search Results** window is active (or is made active), a message appears, asking whether you want to update the **Search Results** window. If you choose the **Yes** button, the search is performed again on the modified drive.

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

Associating Files with an Application

A file is associated with an application through the file's filename extension and the application's file type. Once a file is associated with an application, you can choose any file with the same extension in the directory window to start the application and load the file. A file extension can only be associated with one application; however, an application can be associated with several different file extensions.

Many applications are associated with files when you install them. If an application does not automatically set up an association, you can associate files with it by using the **Associate** command. If a file is associated with an application, there is a [document-file icon](#) next to the filename in the directory window.

To create or change a file association

- 1 In a directory window, select a file that has the extension you want to associate.
For example, to associate files that have a .DAT extension with an application, select any file that has a .DAT extension.
- 2 From the **File** menu, choose **Associate**.
- 3 The filename extension of the file you selected appears in the **Files With Extension** box. To associate a different filename extension, or if no file was selected when you chose the **Associate** command, type the extension in the **Files With Extension** box.
- 4 To associate the extension with a file type:
If the file type and program name appear in the **Associate With** list, select the file type and program name.
If the file type and program name do not appear in the **Associate With** list, type the program name including its extension in the **Associate With** box. You can also use the **Browse** button to search for a program name. In the **Browse** dialog box, selecting the program filename and choosing the **OK** button places the program name and its path in the **Associate With** box.
- 5 Choose the **OK** button.

To remove a file association

- 1 In a directory window, select a file that has the extension you want to remove.
- 2 From the **File** menu, choose **Associate**.
- 3 The filename extension of the file you selected appears in the **Files With Extension** box. To remove the association for a different filename extension, or if no file was selected when you chose the **Associate** command, type the extension in the **Files With Extension** box.
- 4 Select (None) in the **Associate With** box and then choose the **OK** button.

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

See Also

[Working with File Types](#)

Working with File Types

File types are used when associating a file with an application. You can create, change, or delete file types. In the **File Type** dialog, you can also change the file associations for the file type.

To create a file type, name the file type and then provide the information you want File Manager to use when opening or printing a file of that type either by starting the program or by using dynamic data exchange (DDE).

When DDE is used, you can specify the following information:

- ▶ DDE Message: Specifies the DDE command to use if the application is already running.
- ▶ DDE Message Application Not Running: Specifies the DDE command to use if the application is not running.
- ▶ Application: Specifies the DDE application string used to initiate a DDE conversation with the application specified in the **Command** box.
- ▶ Topic: Specifies the DDE topic string used to initiate a DDE conversation with the application specified in the **Command** box.

To create a file type

- 1 From the **File** menu, choose the **Associate** command.
- 2 In the **Associate** dialog box, choose the **New Type** button.
- 3 In the **New File Type** dialog box, type the name of the file type in the **File Type** box.
- 4 In the **Action** box, choose **Open** or **Print** to specify the command File Manager executes when opening or printing files of that type.
- 5 In the **Command** box, type the command for the **Open** or **Print** actions.

Commands start with the name of the program file followed by application-specific parameters and the %1 parameter. The %1 parameter represents the filename of the file currently selected in File Manager when the action is performed.

You can choose the **Browse** button to search for a program name.

If the application supports DDE, specify the name of the program file in the **Command** box. Then select the **Uses DDE** check box and specify the application-specific DDE commands.

- 6 To associate an extension with the file type, type the extension in the **New Extension** box and choose the **Add** button. You can add multiple extensions.
- 7 Choose the **OK** button.

Important

- ▶ Some file types are protected. To change a protected file type, you must be logged on as a member of the Administrators, Server Operators, or Power Users group.

To change a file type

- 1 From the **File** menu, choose the **Associate** command.
- 2 In the **Associate** dialog box, select the file type you want to change in the **Associate With** list, and then choose the **Change Type** button.
- 3 In the **Change File Type** dialog box, make any changes to the file type name or the commands associated with the **Open** and **Print** actions.
- 4 You can also add or remove extensions associated with the file type.

To associate an extension with the file type, type the extension in the **New Extension** box and choose the **Add** button. You can add multiple extensions.

To remove an associated extension, select it in the **Extensions** box and choose the **Remove** button.

- 5 Choose the **OK** button.

To delete a file type

- 1 From the **File** menu, choose the **Associate** command.
- 2 In the **Associate** dialog box, select the file type you want to delete in the **Associate With** list, and then choose the **Delete Type** button.

See Also

[Associating Files with an Application](#)

Starting an Application from File Manager

You can use File Manager to start your applications. You start an application by opening a program file or document file from a directory window. Program files almost always have a .COM, .EXE, .PIF, .CMD or .BAT filename extension. Document files are associated with applications and are represented by document-file icons in directory windows.

When you start an application that runs in a window, the window appears in front of any open File Manager windows. When you start an application that uses the entire screen, the application replaces the File Manager window. If you want to reduce File Manager to an icon each time you start an application, choose the **Minimize On Use** command from the **Options** menu.

To start an application from a program or document file

- ▶ In the directory window, choose the filename.
- Or-
- ▶ Select the filename in the directory window and choose **Open** from the **File** menu, or press ENTER

To start an application and open a file

- ▶ Drag the icon for the data file onto the icon for the program file.
- Or-
- 1 Select the program file for the application you want to use.
- 2 From the **File** menu, choose **Run**.
- 3 The name of the program file appears in the **Command Line** box. If you did not select a program file, or if you want to run a different application, type the name (and path, if necessary) of the program file in the **Command Line** box.
Then, in the **Command Line** box, add the name of the data file after the program filename. Include the path if the data file is not in the same directory as the program file.
- 4 If you want the application to start minimized, select the **Run Minimized** check box.
- 5 Choose the **OK** button.

Printing a File from File Manager

Using File Manager, you can print files that are associated with applications. You can either use the Print command, or drag the file icon if you are using a mouse.

Note

► Some applications do not support printing through File Manager. If this is the case, or if a file is not associated with an application, you must open the application and print the file from there.

To print a file by dragging the file icon

- 1 Click the **Start** button, point to **Settings**, and then click **Printers**.
- 2 Drag the document-file icon onto the icon of the appropriate printer.

To print a file by using the Print command

- 1 In the directory window, select the file you want to print.
- 2 From the **File** menu, choose **Print**.
- 3 Choose the **OK** button.

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

See Also

[Associating Files with an Application](#)

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 mouse actions, such as moving and copying. If you turn off confirmation messages, File Manager carries out commands as soon as they are issued.

Caution

▶ If you clear the **Directory Delete** check box, remember that when you delete a directory, all files and directories in that directory are deleted. Also, to avoid accidentally writing over files you want to keep, do not clear the **File Replace** check box.

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.

Setting File Attributes

In File Manager, you can change the properties of a file. These properties include file attributes such as read only, archive, hidden, system, and compress. File attributes are part of the directory information the operation system maintains for each file. This information helps the operating system identify a file and controls the kinds of tasks you can perform with the file. You can see file attributes in a directory window by choosing the **All File Details** command on the **View** menu.

Important

- ▶ On drives formatted to use the Windows NT file system (NTFS), you must have permission to change file attributes.

To change file attributes for one or more files

- 1 Select the files whose attributes you want to set.
- 2 From the **File** menu, choose **Properties**.

If you are using a network, more options may be available in the **Properties** dialog box.

- 3 In the **Properties** dialog box, select or clear the check boxes for the attribute settings.

When you select more than one file, check boxes appear gray if the attribute for the files is not set alike.

- 4 Choose the **OK** button.

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

See Also

[Setting File Permissions](#)

Sharing a Directory

Share a directory when you want to make information located there available to others on the network. Before you can share a directory, the Server service must be running. You can start the server service using the **Services** option in Control Panel.

Important

- ▶ To share a directory, you must be logged on as a member of the Administrators, Server Operators, or Power Users group.

Windows NT automatically creates an administrative shared directory for the root directory of each drive on the computer and for the Windows NT system root, for example C:\WINNT. Administrative shares created for drives are named using the drive letter and a dollar sign, for example C\$. The shared directory created for the system root is called ADMIN\$. Members of the Administrators Server Operators, or Backup Operators groups can connect to these shared directories. Only members of the Administrators group can change properties for them.

To share a directory

- 1 Select the directory you want to share in either the tree or contents panes of the directory window.
If you are logged on as a member of the Administrators group, you can share a directory on a remote computer. First connect to the computer's administrative shared directory, for example C\$. Then select the directory you want to share.
- 2 From the **Disk** menu, choose **Share As**, or choose the **Share Directory** button on the toolbar.
If the directory you selected is already shared, the **Shared Directories** dialog box is displayed. Choose the **New Share** button to create a share using the **New Share** dialog box.
- 3 The **Share Name** box shows the name users will specify to connect to the shared directory. By default, File Manager uses the name of the directory you selected. If you want to share the directory using a different name, type a new share name in the **Share Name** box. Share names can be up to 12 characters long.
- 4 The path for the directory you selected appears in the **Path** box. If you decide you want to share a different directory, you can type a different path.
- 5 Type a comment in the **Comment** box.
Users will see the comment when connecting to the directory using the **Connect Network Drive** dialog box. A comment is optional.
- 6 Set a limit on the number of users who can connect to the shared directory at one time in the **User Limit** box.
By default, no limit is set, (though there may be a limit on how many users can connect to this computer overall).
- 7 To set permissions on the shared directory, choose the **Permissions** button.
- 8 Choose the **OK** button.

File Manager shows that the directory is shared by displaying a shared directory icon next to the directory's name.

See Also

[Setting Permissions Through Shared Directories](#)

Stopping Directory Sharing

Once you stop sharing a directory, it is no longer available over the network. The **Stop Sharing Directory** dialog box displays shared directories you have created as well as shared directories created by the system. In general, you should not stop sharing directories created by the system, for example C\$ or print\$. Administrative shares that are deleted are recreated automatically the next time the server service is started.

Caution

- ▶ If you choose to stop sharing a directory while users are connected, those users may lose their data.

Important

- ▶ To stop sharing a directory, you must be logged on as a member of the Administrators, Server Operators, or Power Users group.

To stop sharing a directory

- 1 Select the drive containing the directories you want to stop sharing by selecting the drive's directory window or drivebar button.
- 2 From the **Disk** menu, choose **Stop Sharing**. Or choose the **Stop Sharing** button on the toolbar.
- 3 The **Stop Sharing** dialog box shows the computer name of the selected drive and, in the **Shared Directories On** box, the shared directories on the drive. For each share name, the directory path on the computer is shown. Select the directories you want to stop sharing. If you selected a shared directory before opening the **Stop Sharing Directory** dialog box, the shared directories corresponding to that directory are already selected.
- 4 Choose the **OK** button.

If any users are connected to a shared directory, File Manager will warn you before sharing is stopped.

Changing Share Properties

You can change the number of users allowed to connect to a shared directory, a shared directory's comment information, or the shared directory's permissions.

Important

▶ To change a shared directory's properties, you must be logged on as a member of the Administrators, Server Operators, or Power Users group. Members of the Administrators group can change share properties on administrative shares, for example C\$.

To change a shared directory's properties

- 1 Select the shared directory whose properties you want to change in either the tree or contents panes of the directory window.
- 2 From the **Disk** menu, choose **Share As**. Or choose the **Share Directory** button on the toolbar.
- 3 If the directory has been shared more than once, select the name in the **Share Name** box of the shared directory whose properties you want to change. You can then:
 - ▶ Change the number of users allowed to connect to the directory at one time by selecting, under **User Limit**, the **Maximum Allowed** option or the **Users** option. When you select the **Users** option, you can either type a limit or click the scroll arrows to raise or lower the limit.
 - ▶ Edit the **Comment** box to change the description that appears when users see the shared directory listed in the **Network Connections** dialog box.
 - ▶ Choose the **Permissions** button to change the permissions on the shared directory.
- 4 Choose the **OK** button.

See Also

[Setting Permissions Through Shared Directories](#)

Viewing or Closing Shared Files

Members of the Administrators, Server Operators, and Power Users groups can view who is using shared files and stop the use of a file.

Caution

- ▶ When you close a file that is in use, changes made to that file are not saved.

Important

- ▶ To stop the use of shared files, you must be logged on as a member of the Administrators, Server Operators, or Power Users group.

To view or close a shared file

- 1 Choose the file in the contents pane of the directory window.
- 2 From the **File** menu, choose **Properties**.
- 3 Choose the **Open By** button in the **Properties** dialog box.
- 4 To stop use by one or more users, select the user or users and choose the **Close Selected** button.
To stop use by all users, choose the **Close All** button.
- 5 Choose the **OK** button.

Setting Directory Permissions

Setting permissions on a directory specifies the access that a group or user has to the directory and, by default, its files. Existing subdirectories and their files are not changed unless you specify to change them. However, when you create new files and subdirectories in the directory, they inherit their permissions from the directory.

Permissions are cumulative except that the No Access permission overrides all other permissions. For example, if a user is a member of a group with Read permission and a member of a group with Change permission, the user will have Change permission.

Note

▶ Groups or users granted Full Control permission on a directory can delete files in that directory no matter what permissions protect the files.

You can set directory permissions only on drives formatted to use the Windows NT file system (NTFS).

Important

▶ To change permissions on the directory, you must be the owner of the directory, or have been granted permission to do so by the owner.

To view or change directory permissions

- 1 Select the directory in the directory window. You can select multiple directories.
- 2 From the **Security** menu, choose **Permissions**. Or choose the **Permissions** button on the toolbar.
- 3 By default, the **Replace Permissions On Existing Files** check box is selected, so the changes you make to permissions apply to the directory and its files only.

Select both the **Replace Permissions On Subdirectories** and the **Replace Permissions On Existing Files** check boxes to apply changed permissions to the directory and its files, and to existing subdirectories and their files.

To apply changed permissions to the directory only (not to existing files in the directory or to subdirectories and their existing files), clear both the **Replace Permissions On Subdirectories** and **Replace Permissions On Existing Files** check boxes.

To apply changed permissions to the directory and subdirectories only (not to existing files in the directory or subdirectories), select the **Replace Permissions on Subdirectories** check box and clear the **Replace Permissions on Existing Files** check box.

- 4 Select the name of a group or user and choose a permission from the **Type of Access** box.
You can customize directory and file permissions by choosing **Special Directory Access...** or **Special File Access...**
- 5 Choose the **OK** button.

To remove directory permissions

▶ To remove directory permissions, select the name of the group or user in the **Directory Permissions** dialog box. Choose the **Remove** button.

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

See Also

[Directory Access Permissions](#)

[Adding Users and Groups to Permissions and Auditing Lists](#)

Setting File Permissions

Setting permissions on a file specifies the access that a group or user has to it. When a file is created in a directory, it inherits its permissions from the directory.

Permissions are cumulative except that the No Access permission overrides all other permissions. For example, if a user is a member of a group with Read permission and a member of a group with Change permission, the user will have Change permission.

When you set a standard permission, a set of individual permissions is displayed next to it. For example, when you set Read permission on a file, you see (RX), signifying Read and Execute permissions on the file.

Note

▶ Groups or users granted Full Control permission on the directory containing a file can delete the file no matter what permissions protect it.

You can set file permissions only on drives formatted to use the Windows NT file system (NTFS).

Important

▶ To change permissions on the file, you must be the owner of the file, or have been granted permission to do so by the owner.

To change permissions on a file

- 1 Select one or more files from the contents pane of the directory window.
- 2 Choose **Permissions** from the **Security** menu, or choose the **Permissions** button on the toolbar.
- 3 In the **File Permissions** dialog box, select the name of the group or user whose permission you want to change.
- 4 Choose a permission from the **Type of Access** box.
- 5 To customize the permissions set for the group or user, choose **Special Access...** from the **Type of Access** box.
- 6 Choose the **OK** button.

To remove file permissions

▶ To remove file permissions, select the name of the group or user in the **File Permissions** dialog box. Choose the **Remove** button.

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

See Also

[File Access Permissions](#)

[Adding Users and Groups to Permissions and Auditing Lists](#)

Setting Special Access Permissions

In general, the standard directory and file permissions are all you need to secure your directories and files. However, if you want to create a custom set of permissions, you can use special access permissions. You can set special access permissions on directories, on all the files in selected directories, or on selected files.

When you set special access permissions on a directory, the permissions affect the directory only. Current permissions on files in the directory are not affected.

To set special access permissions

You can set special access permissions on directories, all files in directories, or selected files.

- ▶ To set permissions on directories, select them in the directory window.
 - ▶ To set permissions on all the files in one or more directories, select the files' directories in the directory window.
 - ▶ To set permissions on selected files, select the files in the contents pane of the directory window.
- 1 Choose **Permissions** from the **Security** menu, or choose the **Permissions** button on the toolbar.
 - 2 In the **Permissions** dialog box, select the group or user you want to grant special access.
If no groups or users are shown, indicating that the directories or files you selected have differing permissions, add a group or user before setting special access permissions.
 - 3 Open the appropriate **Special Access** dialog box:
 - ▶ To set permissions on directories, choose **Special Directory Access** from the **Type of Access** box or double-click the name of the group or user.
 - ▶ To set permissions on all the files in the selected directories, choose **Special File Access** from the **Type of Access** box.
 - ▶ To set permissions on selected files, choose **Special File Access** from the **Type of Access** box or double-click the name of the group or user.

The **Special Access** dialog box shows which access permissions have been granted based on the current standard or special permissions setting.

- 4 To set special access permissions, select the check boxes for the access you want to grant.

To grant full control, select **Full Control (All)**.

If you are setting permissions for all files in directories, you can select **Access Not Specified**. This removes permissions from files in the selected directories and prevents files from inheriting permissions from their directories.

- 4 Choose the **OK** button.

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

See Also

[Special Access Directory Permissions](#)

[Special Access File Permissions](#)

Setting Permissions Through Shared Directories

You can set permissions through a shared directory whether the directory is on a drive formatted to use the Windows NT file system (NTFS), FAT, or HPFS. To secure shared directories effectively, keep the following in mind:

- ▶ Permissions set through a shared directory are effective only when the directory is reached over the network.
- ▶ Permissions set through a shared directory apply to all files and subdirectories in the shared directory.
- ▶ Permissions set through a shared directory that is on an NTFS volume operate in addition to NTFS permissions set on the directory itself. Shared directory permissions specify the maximum access allowed.

Important

- ▶ To work with shared directory permissions, you must be logged on as a member of the Administrators, Server Operators, or Power Users group.

To view or change permissions set through a shared directory

- 1 Select the shared directory whose permissions you want to change in either the tree or contents panes of the directory window.
- 2 From the **Disk** menu, choose **Share As**. Or choose the **Share Directory** button on the toolbar.
- 3 Choose the **Permissions** button.
- 4 Select the name of a group or user and choose a permission from the **Type of Access** box.
- 5 Choose the **OK** button.

To remove permissions set through a shared directory

- ▶ To remove permissions for a group or user, select the name of the group or user in the **Shared Directory Permissions** dialog box and choose the **Remove** button.

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

See Also

[Shared Directory Permissions](#)

[Adding Users and Groups to Permissions and Auditing Lists](#)

Auditing Files and Directories

Auditing files and directories allows you to track their usage. For a particular file or directory, you can specify which groups or users and which actions to audit. You can audit both successful and failed actions. Windows NT stores the information generated from auditing in a file.

To audit files and directories, you must set the audit policy to audit file and object access. Set audit policy in User Manager.

Important

- ▶ To audit files and directories, you must be logged on as a member of the Administrators group.

To audit a file or directory

- 1 In the File Manager window, select the file or directory.
- 2 From the **Security** menu, choose **Auditing**.
- 3 If you are setting auditing on a directory, two check boxes allow you to control how auditing changes apply to existing files and subdirectories.

By default, the **Replace Auditing On Existing Files** check box is selected, so the changes you make to auditing apply to the directory and its files only.

Select both the **Replace Auditing On Subdirectories** and the **Replace Auditing On Existing Files** check boxes to apply auditing changes to the directory and its files, and to existing subdirectories and their files.

To apply auditing changes to the directory only (not to existing files in the directory or to subdirectories and their existing files), clear both the **Replace Auditing On Subdirectories** and **Replace Auditing On Existing Files** check boxes.

To apply auditing changes to the directory and subdirectories only (not to existing files in the directory or subdirectories), select the **Replace Auditing on Subdirectories** check box and clear the **Replace Auditing on Existing Files** check box.

- 4 Set auditing for each group or user in the list:
 - Select the name of a group or user, and then select the events to audit for that group or user.
- 5 Choose the **OK** button.

To remove file or directory auditing for a group or user

- 1 In the **Auditing** dialog box, select the name of the group or user in the list.
- 2 Choose the **Remove** button.
- 3 For help with any dialog box, choose the **Help** button, or press F1 while using the dialog box.

See Also

[Audited Directory Events](#)

[Audited File Events](#)

[Adding Users and Groups to Permissions and Auditing Lists](#)

Adding Users and Groups to Permissions and Auditing Lists

The **Add Users And Groups dialog** box is available from the dialog boxes that allow you to change and remove permissions and auditing for users and groups. Use the dialog box to add users and groups to the permissions or auditing list, search for the members of a group, and find the domain to which a group or user belongs.

The **Add Users And Groups** dialog box displays the groups on the computer or in the domain shown by the List Names From box. Local groups are shown for the computer or domain whose name is followed by an asterisk (*). You can select another domain by using the **List Names From** box.

Domains appear only if your computer is a member of a domain on a Windows NT Server network. The domains shown have a trust relationship.

To add a user or group to a permissions or auditing list

- 1 In the permissions or auditing dialog box, choose the **Add** button.
- 2 You can use options in the **Add Users And Groups** dialog box to display users, find the users in a group, or find the domain to which a group or user belongs.
 - ▶ To display the names of users on the selected computer or domain, choose the **Show Users** button.
 - ▶ To see a group's content, select the group and choose the **Members** button. Users are listed in a new dialog box. On a Windows NT Server network, global groups that are members of a local group appear in the list. To see a global group's users, select the group and choose the **Members** button. To include the group in the **Add Users and Groups** dialog box, choose the **Add** button. To include some of the group's users, select them and choose the **Add** button.
 - ▶ To add a group or user, you must know the domain which contains the group's or user's account. On a Windows NT Server network, choose the **Search** button to find the domain of a group or user. In the **Find Account** dialog box, type the name of the group or user in the **Find User Or Group** box and specify the domains you want to search. Then choose the **Search** button. To include the groups or users in the **Add Users and Groups** dialog box, select them in the **Search Results** box and choose the **Add** button.
- 1 To add groups or users to the list, select them in the **Names** box and choose the **Add** button, or double-click the name of the group or user. Or you can type the names of groups and users in the **Add Names** box. Separate names using a semicolon.
If the account of the group or user is not located on the computer or domain shown by the **List Names From** box, you must specify the location. Type the computer or domain name followed by the group or user name and separate the names using a backslash, for example SHIPPING\ERNESTA. You can type the name without waiting for Windows NT to list groups in the **Names** box.
- 2 If you are adding users or groups to a permissions list, select the permission for the groups or users shown in the **Add Names** box using the **Type of Access** box.
- 3 Choose the **OK** button.
- 4 For help with any dialog box, choose the **Help** button, or press F1 while using the dialog box.

Taking Ownership of Files or Directories

When you create a file or directory, you become the owner of it. By granting permissions, the owner controls how the file or directory is used. The owner can grant permission to another user to take ownership of a file or directory. Otherwise, you must be logged on as a member of the Administrators group to take ownership.

Although an administrator can take ownership, an administrator cannot transfer ownership to others. This preserves security. For example, only an administrator who takes ownership and changes permissions can gain access to a file on which you have set No Access permission. By checking the ownership of the file, you would see the ownership change and know who had violated the permission you set on the file. To make sure that your files are secure, you should check their ownership regularly.

To take ownership of a file or directory

- 1 Select the file or directory in the File Manager window. You can select more than one file or directory at a time.
- 2 From the **Security** menu, choose **Owner**.
- 3 Choose the **Take Ownership** button.

If you have selected one or more directories, File Manager asks whether you want to take ownership of all files and subdirectories in the trees of the selected directories. Choose **Yes** if you want to do so.

- 4 For help with the **Owner dialog** box, choose the **Help** button, or press F1 while using the dialog box.

Formatting a Floppy Disk

Formatting prepares a floppy disk so that information can be stored on it and retrieved from it. Windows NT uses the MS-DOS [file allocation table](#) (FAT) file system when formatting a disk. When you format a disk, File Manager removes all the information from it, writes new directory information to it, and checks for unusable portions called bad sectors.

Caution

- ▶ You cannot recover information on a disk that has been accidentally formatted.

To format a floppy disk

- 1 Insert a disk into a drive.
- 2 From the **Disk** menu, choose **Format Disk**.
- 3 In the **Disk In** box, make sure that the drive shown is the one containing the floppy you want to format. If necessary, select the correct drive.
- 4 In the **Capacity** box, select the size of the disk you want to format.
- 5 To give the disk a volume label, type a name in the **Label** box under **Options**.
- 6 To quickly reformat a disk that has been formatted previously, select the **Quick Format** check box. A quick format deletes directory information in the file allocation table and root directory. The disk is not checked for bad sectors.
- 7 Choose the **OK** button.

A message prompts you to confirm that you want to format the disk. Formatting deletes all information on a disk, so make sure the disk is the one you want to format before you choose the **Yes** button.

File Manager displays its progress in a dialog box as formatting proceeds. You can work with File Manager while formatting continues in the background. To cancel formatting, choose the **Cancel** button. To hide the dialog box while formatting continues, choose the **Hide** button.

After your disk is formatted, a message prompts you to indicate whether you want to format another disk.

Copying a Floppy Disk

You can make a copy of a floppy disk by using the **Copy Disk** command on the **Disk** menu. When you copy a floppy disk, both disks must have the same storage capacity. For example, if the disk you are copying from (the source disk) has a capacity of 720K, the disk you are copying to (the destination disk) must also.

To copy an entire disk

- 1 Insert the source disk in the drive you want to copy from. If you have two floppy disk drives of the same size, insert the destination disk in the drive you want to copy to.
- 2 From the **Disk** menu, choose **Copy Disk**.
- 3 If your computer has two floppy disk drives, select the letter of the source drive and the destination drive in the **Copy Disk** dialog box. Then choose the **OK** button.

If your computer has only one floppy disk drive, you are not prompted to select drives.
- 4 A message prompts you to confirm that you want to copy the disk. There is no way to recover information previously stored on the destination disk, so make sure the disk in the destination drive is one you want to overwrite before you choose the **Yes** button.

If you are making a copy using a single floppy disk drive, you are prompted to switch source and destination disks as necessary.

A message appears, informing you of the percentage of your disk that has been copied.
- 5 File Manager displays its progress in a dialog box as the copy is made. You can work with File Manager while copying continues in the background. To cancel copying, choose the **Cancel** button. To hide the dialog box while copying continues, choose the **Hide** button.

Labeling a Disk

You can assign or change a label for a disk by selecting the **Label Disk** command on the **Disk** menu.

To assign or change a volume label

- 1 Click the drive icon for the disk you want to label.
- 2 From the **Disk** menu, choose **Label Disk**.
- 3 In the **Label** box, type the label for the disk.

Labels on NTFS disks can contain up to 32 characters. Labels on FAT and HPFS disks can contain up to 11 characters.

- 4 Choose the **OK** button.

Selecting Files Using the Select Files Command

Before you can work with a file or a directory, you must select it. When a file or directory is selected, its name and icon are highlighted in the directory window.

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 to select a group of files; for example, *.TXT. Repeat this step if you want to select more files.
You can choose the **Deselect** button at any time to cancel a selection. The **Deselect** button cancels the selected files that you specify in the **Files** box.
- 3 Choose the **Close** button when you have selected all the files you want.

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

See Also

[Selecting Files Using a Mouse](#)

[Selecting Files Using the Keyboard](#)

Selecting Files Using a Mouse

You can use a mouse to select a file or group of files. Before you can select files, they must be visible in the directory window.

To select a file or directory

- ▶ Click the filename or directory name.

To select two or more items in sequence

- 1 Click the first file or directory you want to select.
- 2 Press and hold down SHIFT while you click the last file or directory in the group.

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.

See Also

[Selecting Files Using the Keyboard](#)

[Selecting Files Using the Select Files Command](#)

Selecting Files Using the Keyboard

You can use the keyboard to select a file or group of files. Before you can select files, 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 above or below the current selection. |
| END | The last file in the list. |
| HOME | The first file in the list. |
| PAGE UP | The file at the top of the previous screen. |
| PAGE DOWN | The file at the bottom of the next screen. |
| A character | The next file 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 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 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 SHIFT+F8 when you finish canceling selections.

See Also

[Selecting Files Using a Mouse](#)

[Selecting Files Using the Select Files Command](#)

Directory Access Permissions

When you set a directory permission, two sets of abbreviations for individual permissions are displayed next to it: The permissions set on the directory and the permissions set on files in the directory. For example, when you set Add & Read permission on a directory, you see (RWX), signifying Read, Write, and Execute permissions on the directory, and (RX) signifying Read and Execute permission on files in the directory.

When access to files is shown as (Not Specified), that group or user cannot use files in the directory unless access is granted by another means; for example, by setting permissions that grant access on individual files.

An asterisk (*) following the set of directory permissions, for example (All)*, indicates that subdirectories do not inherit the permissions granted to that group or user.

Note

► Groups or users granted Full Control permission on a directory can delete files in that directory no matter what permissions protect the files.

You can set the following standard permissions on directories:

- No Access (None)(None)
- List (RX)(Not Specified)
- Read (RX)(RX)
- Add (WX)(Not Specified)
- Add & Read (RWX)(RX)
- Change (RWXD)(RWXD)
- Full Control (All)(All)

File Access Permissions

When you set a file permission, a set of abbreviations for individual permissions is displayed next to it. For example, when you set Read permission on a file, you see (RX) signifying Read and Execute permission.

Note

▶ Groups or users granted Full Control permission on the directory containing a file can delete the file no matter what permissions protect it.

You can set the following standard permissions on files:

- No Access (None)
- ▶ Read (RX)
- ▶ Change (RWXD)
- ▶ Full Control (All)

Special Access Directory Permissions

You can set the following individual directory permissions when creating special access permission for directories:

Read (R)

Allows viewing the names of files and subdirectories.

Write (W)

Allows adding files and subdirectories.

Execute (X)

Allows changing to subdirectories in the directory.

Delete (D)

Allows deleting the directory.

Change Permissions (P)

Allows changing the directory's permissions.

Take Ownership (O)

Allows taking ownership of the directory.

Special Access File Permissions

You can set the following individual file permissions when creating special access permission for files:

Read (R)

Allows viewing the file's data.

Write (W)

Allows changing the file's data.

Execute (X)

Allows running the file if it is a program file.

Delete (D)

Allows deleting the file.

Change Permissions (P)

Allows changing the file's permissions.

Take Ownership (O)

Allows taking ownership of the file.

Shared Directory Permissions

You can set the following permissions for files and directories through a shared directory:

- ▶ No Access (None)
- ▶ Read
- ▶ Change
- ▶ Full Control (All)

Audited Directory Events

You can select the following events to audit directory actions:

Read

Audits display of filenames, attributes, permissions, and owner.

Write

Audits creation of subdirectories and files, changes to attributes, and display of permissions and owner.

Execute

Audits display of attributes, permissions, and owner; and changing to subdirectories.

Delete

Audits deletion of the directory.

Change Permissions

Audits changes to directory permissions.

Take Ownership

Audits changes to directory ownership.

Audited File Events

You can select the following events to audit file actions:

Read

Audits display of the file's data, attributes, permissions, and owner.

Write

Audits changes to the file's data or attributes, and display of permissions and owner.

Execute

Audits running of program files and display of attributes, permissions, and owner.

Delete

Audits deletion of the file.

Change Permissions

Audits changes to the file's permissions.

Take Ownership

Audits changes to the file's ownership.

Open

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

See Also

[Opening and Closing Directory Windows](#)

Move

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

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

► [From](#)

► [To](#)

See Also

[Moving and Copying Files and Directories Using a Mouse](#)

[Moving and Copying Files and Directories Using Commands](#)

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](#)

See Also

[Moving and Copying Files and Directories Using a Mouse](#)

[Moving and Copying Files and Directories Using Commands](#)

Copy to Clipboard

Copies a file onto the Clipboard so that the file can be linked to or embedded in another document.

The **Copy To Clipboard** dialog box has the following area:

Copy to Clipboard

This box shows the currently selected file.

► To copy a different file, 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.

See Also

[Copying a File to the Clipboard](#)

Delete

Deletes one or more files or directories.

The **Delete** dialog box has the following area:

Delete

This 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.

Note

▶ When you delete a directory, all files and subdirectories in the directory are deleted.

See Also

[Deleting a File or Directory](#)

Rename

Renames a file or directory.

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

► [From](#)

► [To](#)

See Also

[Renaming a File or Directory](#)

Properties

Sets file attributes and displays other file information.

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

- ▶ [Read Only](#)
- ▶ [Archive](#)
- ▶ [Hidden](#)
- ▶ [System](#)
- ▶ [Compressed](#)
- ▶ [Version Information](#)
- ▶ [Open By Button](#)

See Also

[Setting File Attributes](#)

Properties

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

Each option box has one of three settings:

- 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 one of the following buttons for information about a particular file attribute:

- ▶ [Read Only](#)
- ▶ [Archive](#)
- ▶ [Hidden](#)
- ▶ [System](#)
- ▶ [Compressed](#)

See Also

[Setting File Attributes](#)

Network Properties

Allows members of the Administrators, Server Operators, and Power Users groups to stop the use of a file and displays the status of a shared file, including the following information:

- ▶ **Total Opens** shows the total number of open files (including files open more than once) on the computer that the file is on.
- ▶ **Total Locks** shows the total number of locks on the computer that the file is on.
- ▶ **Open By** shows the names of the users who have the file open.
- ▶ **For** shows the type of access the user has to the file.
- ▶ **Locks** shows the number of locks the user has on the file.
- ▶ **File ID** shows the identification number of the file.

Caution

- ▶ When you close a file that is in use, changes made to that file will not be saved.

Important

- ▶ To stop the use of shared files, you must be logged on as a member of the Administrators, Server Operators, or Power Users group.

Close Selected

- ▶ To stop the use of a file by one or more users, select the users and choose the **Close Selected** button.

Close All

- ▶ To stop the use of a file by all users, choose the **Close All** button.

Compress

Compresses files on an NTFS partition for more efficient transmission or storage. You can compress one file, several files, directories, and subdirectories. After compressing directories or subdirectories, the files you add to the directory or subdirectory are compressed automatically.

If a file is copied from one directory to another, the compression attribute of the file is changed to that of the target directory regardless of the file system.

Uncompress

Uncompresses a compressed file. You can uncompress one file, several files, directories, and subdirectories.

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 currently selected file.

- ▶ If a [program file](#) or [document file](#) is not selected, or if you want to start a different application, type the command and [path](#).

Run Minimized

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

See Also

[Starting an Application from File Manager](#)

[Associating Files with an Application](#)

Print

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

The **Print** dialog box has the following area:

Print

This 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 path.

Note

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

See Also

[Associating Files with an Application](#)

[Printing a File from File Manager](#)

Associate

Associates a file with an application through the file's filename extension. Once you associate a file extension with an application, you can open any file with that extension in File Manager and automatically start the associated application. If supported by the application, you can also print the file from within File Manager. 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.

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

- ▶ [Files with Extension](#)
- ▶ [Associate With](#)
- ▶ [Browse Button](#)
- ▶ [New Type Button](#)
- ▶ [Change Type Button](#)
- ▶ [Delete Type Button](#)

See Also

[Associating Files with an Application](#)

Create File Type

Use options in the dialog box to create a file type, and to associate the file type with one or more file extensions.

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

- ▶ [File Type](#)
- ▶ [Action](#)
- ▶ [Command](#)
- ▶ [Browse Button](#)
- ▶ [Uses DDE](#)
- ▶ [DDE Message](#)
- ▶ [DDE Message Application Not Running](#)
- ▶ [Application](#)
- ▶ [Topic](#)
- ▶ [Extensions Associated with this File Type](#)

See Also

[Working with File Types](#)

Change File Type

Use options in the dialog box to change a file type, and to add or remove the file type's file associations.

Important

▶ Some file types are protected. To change a protected file type, you must be logged on as a member of the Administrators, Server Operators, or Power Users group.

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

- ▶ [File Type](#)
- ▶ [Action](#)
- ▶ [Command](#)
- ▶ [Browse Button](#)
- ▶ [Uses DDE](#)
- ▶ [DDE Message](#)
- ▶ [DDE Message Application Not Running](#)
- ▶ [Application](#)
- ▶ [Topic](#)
- ▶ [Extensions Associated with this File Type](#)

See Also

[Working with File Types](#)

Browse

Use this dialog box to select a program file.

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

- ▶ File Name
- ▶ List Files of Type
- ▶ Directories
- ▶ Drives
- ▶ Network Button

See Also

[Associating Files with an Application](#)

Create Directory

Creates a directory. This directory becomes a subdirectory of the currently selected 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 don't want this directory to be in the current directory, include the path.

See Also

[Creating a Directory](#)

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 a File or Directory](#)

Select Files

Selects files and directories in a directory window. You can use this 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 wildcards 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

[Selecting Files Using the Select Files Command](#)

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 onto 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 32 characters on NTFS volumes and up to 11 characters on FAT or HPFS volumes.

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](#)
- ▶ [Quick Format](#)

See Also

[Formatting a Floppy Disk](#)

Connect Network Drive

Connects to shared directories on the network.

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

- ▶ [Drive](#)
- ▶ [Path](#)
- ▶ [Connect As](#)
- ▶ [Reconnect at Logon](#)
- ▶ [Expand by Default](#)
- ▶ [Shared Directories](#)

See Also

[Connecting to and Disconnecting from a Network Drive](#)

Disconnect Network Drive

Disconnects your computer from a network drive.

- ▶ Select the shared directories from which you want to disconnect and choose the **OK** button.

See Also

[Connecting to and Disconnecting from a Network Drive](#)

Share As

Shares the selected directory. If the selected directory is already shared, allows you to change share properties or share the directory again under a different name.

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

- ▶ [Share Name](#)
- ▶ [Path](#)
- ▶ [Comment](#)
- ▶ [User Limit](#)
- ▶ [Permissions Button](#)
- ▶ [New Share Button](#)

See Also

[Sharing a Directory](#)

Shared Directories

Allows you to change share properties or share the directory again under a different name.

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

- ▶ [Share Name](#)
- ▶ [Path](#)
- ▶ [Comment](#)
- ▶ [User Limit](#)
- ▶ [Permissions Button](#)
- ▶ [New Share Button](#)

See Also

[Changing Share Properties](#)

[Sharing a Directory](#)

New Share

Shares the selected directory.

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

- ▶ [Share Name](#)
- ▶ [Path](#)
- ▶ [Comment](#)
- ▶ [User Limit](#)
- ▶ [Permissions Button](#)

See Also

[Sharing a Directory](#)

Stop Sharing

Stops sharing directories. The **Stop Sharing Directory** dialog box displays shared directories you have created as well as shared directories created by the system. In general, you should not stop sharing directories created by the system, for example C\$ or print\$.

- ▶ Select the shared directories that you want to stop sharing and choose the **OK** button.

See Also

[Stopping Directory Sharing](#)

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 Disk Drives](#)

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.

See Also

[Expanding and Collapsing the Directory Tree](#)

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.

See Also

[Expanding and Collapsing the Directory Tree](#)

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.

See Also

[Expanding and Collapsing 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.

See Also

[Expanding and Collapsing the Directory Tree](#)

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.

See Also

[Showing Which Directories Expand](#)

Tree and Directory

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

See Also

[Displaying the Directory Tree or Contents](#)

Tree Only

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

See Also

[Displaying the Directory Tree or Contents](#)

Directory Only

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

See Also

[Displaying the Directory Tree or Contents](#)

Split

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

When you choose this command, a vertical bar appears in the window. Use the mouse or the arrow keys to move the bar, and then either click the bar or press ENTER. You can press ESC to cancel the command.

See Also

[Displaying the Directory Tree or Contents](#)

Name

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

See Also

[Displaying Information on Files](#)

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 [attributes](#) of each file and directory.

See Also

[Displaying Information on Files](#)

[Setting File Attributes](#)

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](#)
- ▶ [MS-DOS File Names](#)

See Also

[Displaying Information on Files](#)

[Setting File Attributes](#)

Sort by Name

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

See Also

[Sorting the Contents of a Directory](#)

Sort by Type

Sorts files and directories alphabetically by extension. Directories are listed first, then files.

This command affects the contents list in the active directory window only.

See Also

[Sorting the Contents of a Directory](#)

Sort by Size

Sorts files by size, from largest to smallest.

This command affects the contents list in the active directory window only.

See Also

[Sorting the Contents of a Directory](#)

Sort by Date

Sorts files by last modification date, with the most recently modified files listed first.

This command affects the contents list in the active directory window only.

See Also

[Sorting the Contents of a Directory](#)

By File Type

Displays a group of files that you specify. This command affects the contents list in the active directory window only.

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

- ▶ [Name](#)
- ▶ [File Type](#)
- ▶ [Show Hidden/System Files](#)

See Also

[Limiting the Files to Display](#)

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](#)
- ▶ [Modifying System, Hidden, Read Only Files](#)

See Also

[Turning Off Confirmation Messages](#)

Font

Changes the font in File Manager. The **Font** command affects all directory windows.

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

- ▶ [Font](#)
- ▶ [Font Style](#)
- ▶ [Size](#)
- ▶ [Sample](#)
- ▶ [Display Lowercase for FAT Drives](#)
- ▶ [Display Lowercase for All Drives](#)

See Also

[Changing the Font in File Manager](#)

Customize Toolbar

Adds and removes buttons from the toolbar.

The dialog box also shows which command a button performs. Buttons currently displayed on the toolbar appear in the **Toolbar Buttons** box. Buttons you can add to the toolbar appear in the **Available Buttons** box.

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

- ▶ [Add Button](#)
- ▶ [Remove Button](#)
- ▶ [Reset Button](#)
- ▶ [Move Up Button](#)
- ▶ [Move Down Button](#)

See Also

[Customizing the Toolbar](#)

Toolbar

Displays the toolbar at the top of the File Manager window.

The toolbar provides quick access to frequently used File Manager commands.

Drivebar

Displays the drivebar at the top of the File Manager window.

The drivebar provides quick access to local and network drives.

Status Bar

Displays the status bar at the bottom of the File Manager window.

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

Open New Window on Connect

Specifies whether a shared directory is displayed in a new window when you connect to it.

Minimize on Use

Reduces File Manager to an icon whenever you start an application.

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 quit 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.

See Also

[Opening and Closing Directory Windows](#)

Cascade

Arranges directory windows so that they overlap.

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

See Also

[Selecting and Arranging Directory Windows and Icons](#)

Tile Horizontally

Arranges directory windows without overlap so that each window is wider than it is long.

See Also

[Selecting and Arranging Directory Windows and Icons](#)

Tile Vertically

Arranges directory windows without overlap so that each window is longer than it is wide.

See Also

[Selecting and Arranging Directory Windows and Icons](#)

Arrange Icons

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

See Also

[Selecting and Arranging Directory Windows and Icons](#)

Refresh

Updates the active directory window. You may want to update a directory window if you've switched floppy disks or if you've connected to a network drive outside of File Manager.

See Also

[Opening and Closing Directory Windows](#)

Names of Open Windows

To make a directory window active, select its name from this list.

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

If there are more than 9 windows, choose **More Windows** to display the complete list of windows in the **Select Window** dialog box.

See Also

[Selecting and Arranging Directory Windows and Icons](#)

Owner

Displays the owner of the selected file or directory.

- ▶ To take ownership of the file or directory, choose the **Take Ownership** button.

See Also

[Taking Ownership of Files or Directories](#)

Add Users and Groups

Use the **Add Users And Groups** dialog box to add a group or user to the permission list for a file or directory.

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

- ▶ [List Names From](#)
- ▶ [Names](#)
- ▶ [Add Button](#)
- ▶ [Show Users Button](#)
- ▶ [Members Button](#)
- ▶ [Search Button](#)
- ▶ [Add Names](#)
- ▶ [Type of Access](#)

See Also

[Adding Users and Groups to Permissions and Auditing Lists](#)

Local Group Membership

Displays the members of the local group selected in the **Add Users And Groups** dialog box.

- ▶ To include the group in the **Add Names** box in the **Add Users And Groups** dialog box, choose the **Add** button.
- ▶ To include some of the listed members in the **Add Names** box in the **Add Users And Groups** dialog box, select them and choose the **Add** button.

On a Windows NT Server network, global groups that are members of a local group appear in the list.

- ▶ To see a global group's members, select the group and choose the **Members** button.

See Also

[Adding Users and Groups to Permissions and Auditing Lists](#)

Global Group Membership

Displays the members of the global group selected in the **Add Users And Groups** dialog box or in the Local **Group Membership** dialog box.

- ▶ To include the group in the **Add Names** box in the **Add Users And Groups** dialog box, choose the **Add** button.
- ▶ To include some of the listed members in the **Add Names** box in the **Add Users And Groups** dialog box, select them and choose the **Add** button.

See Also

[Adding Users and Groups to Permissions and Auditing Lists](#)

Find Account

When you add a user or group to the permissions or audit list, you must know the name of the domain that contains the user or group's account. Use the **Find Account** dialog box to locate the domain of an account on a Windows NT Server network.

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

- ▶ [Find User or Group](#)
- ▶ [Search All](#)
- ▶ [Search Only In](#)
- ▶ [Search Button](#)
- ▶ [Add Button](#)

See Also

[Adding Users and Groups to Permissions and Auditing Lists](#)

File Permissions

Use the **File Permissions** dialog box to set or change permission for groups and users.

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

- ▶ [File](#)
- ▶ [Owner](#)
- ▶ [Name](#)
- ▶ [Type of Access](#)
- ▶ [Add Button](#)
- ▶ [Remove Button](#)

See Also

[Setting File Permissions](#)

[File Access Permissions](#)

[Adding Users and Groups to Permissions and Auditing Lists](#)

Directory Permissions

Use the **Directory Permissions** dialog box to set or change permission for groups and users.

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

- ▶ [Directory](#)
- ▶ [Owner](#)
- ▶ [Replace Permissions on Subdirectories](#)
- ▶ [Replace Permissions on Existing Files](#)
- ▶ [Name](#)
- ▶ [Type of Access](#)
- ▶ [Add Button](#)
- ▶ [Remove Button](#)

See Also

[Setting Directory Permissions](#)

[Directory Access Permissions](#)

[Adding Users and Groups to Permissions and Auditing Lists](#)

File or Directory Permissions

Sets file or directory permissions. When a file is selected, displays the **File Permissions** dialog box. When a directory is selected, displays the **Directory Permissions** dialog box.

See Also

[Directory Permissions](#)

[File Permissions](#)

Special Access File Permissions

Use the **Special Access** dialog box to set special access permission for a group or user.

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

- ▶ [File](#)
- ▶ [Name](#)
- ▶ [Full Control \(All\)](#)
- ▶ [Other](#)

See Also

[Setting Special Access Permissions](#)

[Special Access File Permissions](#)

Special Directory Access

Use the **Special Directory Access** dialog box to set special access permission for a group or user.

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

- ▶ [Directory](#)
- ▶ [Name](#)
- ▶ [Full Control \(All\)](#)
- ▶ [Other](#)

See Also

[Setting Special Access Permissions](#)

[Special Access Directory Permissions](#)

Special File Access

Use the **Special File Access** dialog box to set special access permissions for a group or user.

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

- ▶ [Directory](#)
- ▶ [Name](#)
- ▶ [Access Not Specified](#)
- ▶ [Full Control \(All\)](#)
- ▶ [Other](#)

See Also

[Setting Special Access Permissions](#)

[Special Access File Permissions](#)

File Auditing

Use the **File Auditing** dialog box to audit the use of a file by groups and users. Choose one of the following buttons for information about the dialog box:

- ▶ [File](#)
- ▶ [Name](#)
- ▶ [Events to Audit](#)
- ▶ [Add Button](#)
- ▶ [Remove Button](#)

See Also

[Auditing Files and Directories](#)

[Audited File Events](#)

[Adding Users and Groups to Permissions and Auditing Lists](#)

Directory Auditing

Use the **Directory Auditing** dialog box to audit the use of a directory by groups and users. Choose one of the following buttons for information about the dialog box:

- ▶ [Directory](#)
- ▶ [Replace Auditing on Subdirectories](#)
- ▶ [Replace Auditing on Existing Files](#)
- ▶ [Name](#)
- ▶ [Events to Audit](#)
- ▶ [Add Button](#)
- ▶ [Remove Button](#)

See Also

[Auditing Files and Directories](#)

[Audited Directory Events](#)

[Adding Users and Groups to Permissions and Auditing Lists](#)

Add Users and Groups

Use the **Add Users And Groups** dialog box to add a group or user to the auditing list for a file or directory.

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

- ▶ [List Names From](#)
- ▶ [Names](#)
- ▶ [Add Button](#)
- ▶ [Show Users Button](#)
- ▶ [Members Button](#)
- ▶ [Search Button](#)
- ▶ [Names](#)

See Also

[Adding Users and Groups to Permissions and Auditing Lists](#)

Add

Use the **Add** dialog box to add a group or user to the permission list for a file or directory.

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

- ▶ [File or Directory](#)
- ▶ [Name](#)
- ▶ [Type of Access](#)

File Permissions [LAN Manager 2.x]

Use the **File Permissions** dialog box to set or change permission for groups and users.

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

- ▶ [File](#)
- ▶ [Name](#)
- ▶ [Type of Access](#)
- ▶ [Add Button](#)
- ▶ [Remove Button](#)

Directory Permissions [LAN Manager 2.x]

Use the **Directory Permissions** dialog box to set or change permission for groups and users.

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

- ▶ [Directory](#)
- ▶ [Replace Permissions on Files/Subdirectories](#)
- ▶ [Name](#)
- ▶ [Type of Access](#)
- ▶ [Add Button](#)
- ▶ [Remove Button](#)

Special Access

Use the **Special Access** dialog box to set special access permission for a group or user.

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

- ▶ [File](#)
- ▶ [Name](#)
- ▶ [Permissions](#)

Special Directory Access

Use the **Special Access** dialog box to set special access permission for a group or user.

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

- ▶ [Directory](#)
- ▶ [Name](#)
- ▶ [Permissions](#)

File Auditing [LAN Manager 2.x]

Use the **File Auditing** dialog box to audit the use of a file. Choose one of the following buttons for information about the dialog box:

- ▶ File
- ▶ Events to Audit

Directory Auditing [LAN Manager 2.x]

Use the **Directory Auditing** dialog box to audit the use of a file. Choose one of the following buttons for information about the dialog box:

- ▶ Directory
- ▶ Replace Auditing on Files/Subdirectories
- ▶ Events to Audit

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, mode, and copyright information about Windows NT.

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.

Next

Switches to the next window or icon.

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 their 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.

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 path.

To

► Type the name of the destination directory 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.

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 wildcards; 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.

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 Windows NT backup or restore command.

Hidden

▶ Select this check box if you don't 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.

Compressed

▶ Select this check box if you want to compress a file.

After compressing directories or subdirectories, the files you add to the directory or subdirectory are compressed automatically. On an NTFS partition, if a file is copied from one directory to another, the compression attribute of the file is changed to that of the target directory. Files moved or copied from another file system to NTFS always inherit the compression attribute of the target directory.

System

▶ Select this check box if you want to identify a file as a system file.

When you select this check box, the file does not appear in directory listings. 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

Shows version information for files.

- ▶ Select the subject in the left box to display the information on the subject in the right box.

Open By

Shows who is using shared files and stops the use of the highlighted file or files. This button can only be used by members of the Administrators, Server Operators, and Power Users groups.

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

► From the **Associate With** list, select the file type and program that you want to associate with the extension shown in the **Files With Extension** box.

If the application you want to associate is not shown in the **Associate With** list, type the program filename including its extension in the **Associate With** box. You can use the **Browse** button to search for a program file.

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

Browse Button

- ▶ Choose the **Browse** button to search for a program file.

New Type Button

- ▶ Choose this button to create a new file type that you can associate with a file extension.

Change Type Button

► Choose this button to edit the file type selected in the **Associate With** list. You can also add and delete associations when you edit a file type.

Delete Type Button

- ▶ Choose this button to delete the file type selected in the **Associate With** list.

File Type

▶ Type a name for the file type.

File Type

- ▶ To change the name of the file type, type another name in the **File Type** box.

Action

- ▶ Choose the action, **Open** or **Print**, which executes the command in the **Command** box and the DDE options you specify.

Action

► Choose the action, **Open** or **Print**, whose command you want to change.

Command

Specifies the command for the action selected in the **Action** box.

► Type the name of the program file, including its extension, and any parameters. In commands, %1 represents the filename of the file currently selected in File Manager. If the application supports DDE, specify the name of the program file in the **Command** box and use the options in the DDE area to specify the DDE commands.

If the program is a Windows 3.1 application and you want it to run in a separate memory space from other Windows 3.1 applications, use the **cmd /c start /separate c:\lappath\lappname.exe** syntax in the **Command** box (instead of just typing **c:\lappath\lappname.exe**).

Command

You can change the commands for the file type. In commands, %1 represents the filename of the file currently selected in File Manager. If the application supports dynamic data exchange (DDE), specify the name of the program file in the Command box and use the options in the DDE area to specify the DDE commands.

► To change the command for an action, choose the action in the Action box, and then edit the command in the **Command** box.

If the application is a Windows 3.1 application and you want it to run in a separate memory space from other Windows 3.1 applications, use the **cmd /c start /separate c:\apppath\appname.exe** syntax in the Command box (instead of just typing *c:\apppath\appname.exe*).

Browse Button

- ▶ Choose this button to open a dialog box you can use to select a program file to use as a command.

Uses DDE

Specifies that the application uses DDE commands to perform the action.

DDE Message

Specifies the DDE command to use if the application is already running.

DDE Message Application Not Running

Specifies the DDE command to use if the application is not running.

Application

Specifies the DDE application string used to initiate a DDE conversation with the application specified in the **Command** box.

Topic

Specifies the DDE topic string used to initiate a DDE conversation with the application specified in the **Command** box.

Extensions Associated with this File Type

Use options in the **Extensions Associated With This File Type** area to add extensions to or remove extensions from the list of extensions associated with the file type shown in the **File Type** box.

- ▶ To add an extension, type the extension in the **New Extension** box and choose the **Add** button.
- ▶ To remove an extension, select it in the **Extensions** box and choose the **Remove** button.

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 **Drives** list and 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.

Network Button

Displays a dialog box that allows you to connect to shared directories on the network.

Search For

This box lists the extension of the currently selected file.

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

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 select a capacity.

Label

► You can specify a volume label in this box. Labels for NTFS drives can contain up to 32 characters. Labels for FAT or HPFS drives can contain up to 11 characters.

Quick Format

▶ 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 doesn't have errors (bad sectors).

Note

: 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.

Drive

Lists available drive letters and displays the network path for each connected drive.

- ▶ By default, the first available drive letter for the connection is displayed in the **Drive** box. You can select another drive letter. To connect without specifying a drive letter, select the (none) option.

Path

Specifies the network path for the connection. A network path consists of a computer name followed by the name of a shared directory, for example \\SHEPHERD\PUBLIC.

- ▶ You can:
- ▶ Select a previous network path from the **Path** box.
- ▶ Select a new network path from the **Shared Directories** list.
- ▶ Type the name of a computer and shared directory in the **Path** box.

Connect As

By default, you are connected under the username you used to log on.

- ▶ To connect under a username other than your logon name, type the username in the **Connect As** box.

On a Microsoft Windows-based network, you can connect using an account on a different domain by specifying the domain and the username for the account. Separate the domain name from the username with a backslash, for example PROJECTS\CHRISBR.

Reconnect at Logon

Allows you to connect to the shared directory automatically each time you log on.

▶ Select the check box to reconnect automatically. Clear the check box if you do not want to reconnect each time you log on.

Connections made using the (none) option are not reconnected when you log on.

Shared Directories

Displays networks, domains and workgroups, computers, and shared directories organized in a tree structure.

- ▶ Double-click an item to expand the list. Selecting a shared directory places it in the **Path** box.

Expand by Default

By default, the list in the **Shared Directories** box expands to display the computers in your computer's domain or workgroup. You may want to switch this off if you are connecting over a slow network; for example, connecting through Remote Access Service.

- ▶ To stop automatic expansion of the **Shared Directories** list, clear the **Expand By Default** check box.

Share Name

Shows the name users specify to connect to the shared directory. In order for MS-DOS computers to connect, the name must conform to the MS-DOS 8.3 naming convention. On Windows NT networks, the name can be up to 12 characters long.

- ▶ By default, the name is the name of the selected directory. You can type a different name in the **Share Name** box.

Share Name

Shows the name users specify to connect to the shared directory. You cannot change the share name of a shared directory; however, you can share the directory again under a different name.

▶ If the directory has been shared more than once, you can select the share name of the share whose properties you want to change.

Path

Shows the path and name of the selected directory.

- ▶ By default, the path is the path of the selected directory. To share a different directory, type the directory's path and name.

Path

Shows the path and name of the selected shared directory.

Comment

The optional comment is displayed with the share name in the **Connect Network Drive** dialog box.

- ▶ Type a comment describing the shared directory.

Comment

Shows the comment for the currently selected share.

- ▶ To change the comment, type the changes in the **Comment** box.

User Limit

Sets the maximum number of users who can connect to the shared directory at one time. By default, no limit is set (though there may be a limit on how many users can connect to this computer overall).

- ▶ To set a limit, choose the **Allow** button and set a limit in the **Users** box.

User Limit

Shows the user limit for the currently selected share.

- ▶ To set a limit, choose the **Allow** button and set a limit in the **Users** box.
- ▶ To remove the limit, choose the **Maximum Allowed** button.

Permissions Button

You can control access to a shared directory by setting permissions on it.

- ▶ To secure the directory, choose the **Permissions** button.

Permissions Button

Shows the permissions set on the currently selected share.

- ▶ To change the permissions set on the share, choose the **Permissions** button.

New Share Button

The **New Share** button appears only when the directory you have selected has already been shared.

- ▶ To share the directory under another share name, choose the **New Share** button.

New Share Button

- ▶ To share the directory under another share name, choose the **New Share** button.

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 five types of attributes are hidden, read only, archive, system, and compress.

MS-DOS File Names

- ▶ Select this option to display short, MS-DOS-style names for files and directories created with long filenames.

Name

► To display all files with similar names or extensions, use wildcards in the Name box. For example, to display only those files that have the extension .TXT, type *.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 don't want to receive a confirmation message before deleting files.

Directory Delete

▶ Clear this check box if you don't want to receive a confirmation message before deleting a directory. When you delete a directory, all the files and directories within it are deleted.

File Replace

- ▶ Clear this check box if you don't want to receive a confirmation message before replacing a file.

Note

It is recommended that you leave this option selected so that you don't inadvertently write over files you want to keep.

Mouse Action

▶ Clear this check box if you don't 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 don't want to receive a confirmation message when you use disk commands, such as **Format Disk** and **Copy Disk**.

Modifying System, Hidden, Read Only Files

▶ Clear this check box if you don't want to receive a confirmation message before deleting, replacing, or moving system, hidden, and read-only files.

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.

Sample

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

Display Lowercase for FAT Drives

- ▶ Select this option to display filenames on FAT drives in lowercase characters.
- ▶ Clear this option to display filenames on FAT drives in uppercase characters.

Display Lowercase for All Drives

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

Add Button

- ▶ To add a button to the toolbar, select it in the **Available Buttons** box and choose the **Add** button.
- ▶ To add a space between buttons to the toolbar, select **Separator** in the **Available Buttons** box and choose the **Add** button.

Remove Button

- ▶ To remove a button from the toolbar, select the button in the **Toolbar Buttons** box and choose the **Remove** button.
- ▶ To remove a space separating buttons from the toolbar, select the **Separator** in the **Toolbar Buttons** box and choose the **Remove** button.

Reset Button

- ▶ To reset the toolbar to the default buttons and order, choose the **Reset** button.

Move Up Button

► To move a button or separator to the left on the toolbar, select it in the **Toolbar Buttons** box and choose the **Move Up** button.

Move Down Button

► To move a button or separator to the right on the toolbar, select it in the **Toolbar Buttons** box and choose the **Move Down** button.

List Names From

Displays the name of the domain or computer whose groups are shown in the **Names** box. An asterisk (*) following the name indicates that local groups for that domain or computer are shown.

- ▶ To display groups and users in another domain or on the computer, select another domain or select the computer.

Names

Displays the groups or users belonging to the current domain or computer.

- ▶ To add groups or users to the permissions list, select them in the **Names** box and choose the **Add** button.

Names

Displays the groups or users belonging to the current domain or computer.

- ▶ To add groups and users to the auditing list, select them in the **Names** box and choose the **Add** button.

Add Button

- ▶ To add groups or users to the audit list, select them in the **Names** box and choose the **Add** button.

Members Button

- ▶ To see a group's content, select the group in the **Names** box and choose the **Members** button.

Search Button

To add a group or user, you must know the domain that contains the account for the group or user.

- ▶ To find the domain to which a group or user belongs, choose the **Search** button.

Add Names

Displays the names of groups and users who you are adding to the audit list.

- ▶ To add groups or users to the **Add Names** box, select them in the **Names** box and choose the **Add** button.
- ▶ Or type the names of groups and users in the **Add Names** box. Separate names with a semicolon. If the account of the group or user is not located on the computer or domain shown by the **List Names From** box, specify the location. Type the computer or domain name followed by the group or user name and separate the names with a backslash.

Name

Displays the groups and users on the current server.

► To set a permission, select the group or user, and select a permission from the **Type Of Access** box. Then choose the **OK** button.

Add Button

- ▶ To add groups or users to the permissions list, select them in the **Names** box and choose the **Add** button.

Show Users Button

► To display the names of users belonging to the current domain or computer in the **Names** box, choose the **Show Users** button.

Members Button

- ▶ To see a group's content, select the group in the **Names** box and choose the **Members** button.

Search Button

To add a group or user, you must know the domain that contains the account for the group or user.

- ▶ To find the domain to which a group or user belongs, choose the **Search** button.

Add Names

Displays the names of groups and users who you are adding to the permissions list.

- ▶ To add groups or users to the **Add Names** box, select them in the **Names** box and choose the **Add** button.
- ▶ Or type the names of groups and users in the **Add Names** box. Separate names with a semicolon. If the account of the group or user is not located on the computer or domain shown by the **List Names From box**, specify the location. Type the computer or domain name followed by the group or user name and separate the names with a backslash.

Type of Access

Displays a list of available permissions.

- ▶ To set a permission for the groups and users listed in the **Add Names** box, select a permission. Then choose the **OK** button.

Type of Access

Displays a list of available permissions.

- ▶ To set a permission, select the group or user from the **Name** box and select a permission. Then choose the **OK** button.

File

Displays the path and name of the selected file.

Directory

Displays the name of the selected directory.

Access Through Share

Displays the name of the shared directory through which access to files and directories is controlled.

File or Directory

Displays the name of the selected file or directory.

Owner

Displays the name of the owner of the file.

Owner

Displays the name of the owner of the directory.

Owner

The name of the owner of a shared directory is not displayed. Ownership of a shared directory does not affect who can set permissions.

Replace Permissions on Subdirectories

By default, permissions you set apply only to the directory and its files.

- ▶ Select the check box to apply permissions to all subdirectories. If the **Replace Permissions on Existing Files** check box is selected, permissions are changed on the files in subdirectories as well.

Replace Permissions on Existing Files

By default, permissions you set apply to files in the directory as well as to the directory itself.

▶ Clear the check box to apply permissions to the directory only. If the **Replace Permissions on Subdirectories** check box is selected, permissions are changed on subdirectories as well.

Replace Permissions on Files/Subdirectories

Normally, permissions you set apply to the directory itself and to files that currently have no permissions set on them.

- ▶ Select the check box to apply permissions to all existing files and subdirectories.

Name

Displays the names of groups and users and their current permissions.

- ▶ To change a permission, select the group or user and select a permission from the **Type Of Access** box.

Type of Access

Displays a list of available permissions.

- ▶ To change a permission, select the group or user from the **Name** box and select a permission.

Type of Access

Displays a list of available permissions.

- ▶ To change a permission, select the group or user from the **Name** box and select a permission.

Type of Access

Displays a list of available permissions.

- ▶ To change a permission, select the group or user from the **Name** box and select a permission.

Type of Access

Displays a list of available permissions.

- ▶ To change a permission, select the group or user from the **Name** box and select a permission.

Type of Access

Displays a list of available permissions.

- ▶ To change a permission, select the group or user from the **Name** box and select a permission.

Type of Access

Displays a list of available permissions.

- ▶ To set a permission, select the group or user from the **Name** box and select a permission. Then choose the **OK** button.

Add Button

- ▶ To add groups or users to the permission list, choose the **Add** button.

Remove Button

- ▶ To remove a group or user from the permission list, select the group or user, and then choose the **Remove** button.

Find User or Group

- ▶ In the **Find User Or Group** box, type the name of the group or user whose account you want to find.

Search All

- ▶ To search for the account in all the listed domains, select the **Search All** button.

Search Only In

- ▶ To search for the account in one or more domains, select them in the **Search Only In** box.

Search Button

- ▶ After specifying a group or user and the domains to search, choose the **Search** button to start the search.

Add Button

► To add the user or group to the **Add Names** box in the **Add Users And Groups** dialog box, select the user or group in the **Search Results** box and then choose the **Add** button.

File

Displays the path and name of the selected file.

Directory

Displays the name of the selected directory.

Share

Displays the share name of the selected share.

Name

Displays the name of the selected group or user.

Access Not Specified

- ▶ Select the **Access Not Specified** button to prevent files from inheriting permissions from the directory.

Full Control (All)

- ▶ Select **Full Control (All)** to grant the selected group or user **Full Control** of the file.

Full Control (All)

- ▶ Select **Full Control (All)** to grant the selected group or user **Full Control** of the directory.

Other

▶ Select the check boxes for the access you want to grant.

Other

▶ Select the check boxes for the access you want to grant.

Permissions

▶ Select the check boxes for the access you want to grant.

Permissions

▶ Select the check boxes for the access you want to grant.

Name

Displays the names of currently audited groups and users.

Replace Auditing on Subdirectories

By default, auditing changes apply only to the directory and its files.

- ▶ Select the check box to apply auditing to all subdirectories. If the **Replace Auditing on Existing Files** check box is selected, auditing changes apply to the files in subdirectories as well.

Replace Auditing on Existing Files

By default, auditing changes apply to files in the directory as well as to the directory itself.

► Clear the check box to apply auditing changes to the directory only. If the **Replace Auditing on Subdirectories** check box is selected, auditing changes apply to subdirectories as well.

Replace Auditing on Files/Subdirectories

Events you specify for auditing are audited for the directory itself and for files that are currently not audited.

- ▶ Select the check box to apply auditing to all existing files and subdirectories whether or not they are currently audited.

Events to Audit

For a particular file, you can audit events that succeed and those that fail.

- ▶ Select a group or user, and then select the events you want to audit for the file by selecting the appropriate check boxes.

Events to Audit

For a particular directory, you can audit events that succeed and those that fail.

► Select a group or user, and then select the events you want to audit for the directory by selecting the appropriate check boxes.

Events to Audit

You can audit events that succeed and those that fail.

- ▶ Select the events you want to audit by selecting the appropriate check boxes.

Add Button

- ▶ To add groups or users to the auditing list, choose the **Add** button.

Remove Button

- ▶ To remove a group or user from the auditing list, select the group or user, and then choose the **Remove** button.

Enter Network Password

You must supply a password to connect to the shared directory.

- ▶ Type your password in the **Password** box and choose the **OK** button.

Restoring Network Connections

For the reason shown in the **Restoring Network Connections** dialog box, a network connection has not been restored.

▶ If you no longer want to restore this connection automatically, choose the **Do Not Try To Restore The Connection In The Future** check box.

Warning -- Users are Connected

There are users connected to the directory you want to stop sharing. If you stop sharing the directory, those users will not be able to save changes to the files they are working on. To be certain that users do not lose data, you should ask each user to disconnect from the shared directory before you stop sharing it.

The dialog box shows the name of each user who is connected to the directory, the number of files each has open, and how long each has been connected.

- ▶ To stop sharing the directory, choose the **OK** button.
- ▶ To continue sharing the directory, choose the **Cancel** button.

Access Through Share Permissions

Use the **Access Through Share Permissions** dialog box to set or change permissions for groups and users.

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

- ▶ [Access Through Share](#)
- ▶ [Owner](#)
- ▶ [Name](#)
- ▶ [Type of Access](#)
- ▶ [Add Button](#)
- ▶ [Remove Button](#)

See Also

[Setting Permissions Through Shared Directories](#)

[Shared Directory Permissions](#)

[Adding Users and Groups to Permissions and Auditing Lists](#)

Share Permissions (LAN Manager 2.x)

Use the **Share Permissions** dialog to set access and a password for a directory on a LAN Manager 2.x server with share-level security.

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

- ▶ [Access Type - Read Only](#)
- ▶ [Access Type - Change](#)
- ▶ [Access Type - Other](#)
- ▶ [Password](#)

Add Users And Groups

Use the **Add Users And Groups** dialog box to add a group or user to the permission list for the share.

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

- ▶ [List Names From](#)
- ▶ [Names](#)
- ▶ [Add Button](#)
- ▶ [Show Users Button](#)
- ▶ [Members Button](#)
- ▶ [Search Button](#)
- ▶ [Add Names](#)
- ▶ [Type of Access](#)

See Also

[Adding Users and Groups to Permissions and Auditing Lists](#)

Share Properties

Use the **Share Properties** dialog box to change properties for a shared directory.

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

- ▶ [Share Name](#)
- ▶ [Path](#)
- ▶ [Comment](#)
- ▶ [User Limit](#)
- ▶ [Permissions Button](#)

New Share

Shares the selected directory.

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

- ▶ [Share Name](#)
- ▶ [Path](#)
- ▶ [Comment](#)
- ▶ [User Limit](#)
- ▶ [Permissions Button](#)

Shared Directories

Allows you to create a new share, change share properties for a shared directory, or stop sharing a directory.

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

- ▶ [Shared Directories on](#)
- ▶ [New Share Button](#)
- ▶ [Properties Button](#)
- ▶ [Stop Sharing Button](#)

Enter Password (LAN Manager 2.x)

To perform administrative tasks on the server, you must supply a password.

- ▶ To connect to the server, type the password in the **Password** box and choose the **OK** button.

Access Type -- Read Only

- ▶ To allow users to only read files and execute programs, select **Read Only**.

Access Type -- Change

► To allow users to read files, execute programs, change files, create and delete files and subdirectories, and set attributes; select **Change**.

Access Type -- Other

► To specify access using individual permissions, type the abbreviation for each permission in the **Other** box. R (read), W (write), X (execute), D (delete), C (create), A (set attributes), and P (set permissions).

Password

- ▶ To set a password that protects the directory, type the password in the **Password** box.

Share Name

Shows the share name of the selected shared directory.

Path

Shows the directory path for the currently selected share. By changing the path, you can change the directory you are sharing under the current share name.

- ▶ To change the path, type the new path in the **Path** box.

Comment

Shows the comment for the currently selected share.

- ▶ To change the comment, type the changes in the **Comment** box.

User Limit

Shows the user limit for the currently selected share.

- ▶ To set a limit, choose the **Allow** button and set a limit in the **Users** box.
- ▶ To remove the limit, choose the **Maximum Allowed** button.

Permissions Button

Shows the permissions set on the currently selected share.

- ▶ To change the permissions set on the share, choose the **Permissions** button.

Share Name

The share name is the name users specify to connect to the shared directory. In order for MS-DOS computers to connect, the name must conform to the MS-DOS 8.3 naming convention. On Windows NT networks, the name can be 12 characters long.

- ▶ Type a share name for the shared directory in the **Share Name** box.

Path

▶ Type the path and name of the directory you want to share in the **Path** box.

Comment

The optional comment is displayed with the share name in the **Connect Network Drive** dialog box.

- ▶ Type a comment describing the shared directory in the **Comment** box.

User Limit

Sets the maximum number of users who can connect to the shared directory at one time. By default, no limit is set (though there may be a limit on how many users can connect to this computer overall).

- ▶ To set a limit, choose the **Allow** button and set a limit in the **Users** box.

Permissions Button

You can control access to a shared directory by setting permissions for groups and users on it.

- ▶ To secure the directory, choose the **Permissions** button.

Shared Directories on

Displays the shared directories on the selected computer.

New Share Button

Allows you to share a directory. Selecting an administrative share on the computer before choosing the **New Share** button allows you to share any directory on that drive. For example, selecting C\$ allows you to share directories on the C: drive.

Properties Button

- ▶ Select the shared directory whose properties you want to change, and choose the **Properties** button.

You can change the following properties for the selected share:

- ▶ The directory that is shared under that share name.
- ▶ The comment displayed with the share name.
- ▶ The number of users allowed to connect to the share at one time.
- ▶ Permissions controlling access to the share.

Stop Sharing Button

- ▶ Select the shared directory that you want to stop sharing and choose the **Stop Sharing** button.

No Access (None)(None)

Prevents any access to the directory and its files. **Specifying No Access** for a user prevents access even if that user belongs to a group that has access to the directory.

List (RX)(Not Specified)

Allows:

- ▶ Viewing filenames and subdirectory names.
- ▶ Changing to the directory's subdirectories.

Does not allow:

- ▶ Access to files, unless granted by other directory or file permissions.

Read (RX)(RX)

Allows:

- ▶ Viewing filenames and subdirectory names.
- ▶ Changing to the directory's subdirectories.
- ▶ Viewing data in files and running applications.

Add (WX)(Not Specified)

Allows:

- ▶ Adding files and subdirectories to the directory.

Does not allow:

- ▶ Access to files, unless granted by other directory or file permissions.

Add & Read (RWX)(RX)

Allows:

- ▶ Viewing filenames and subdirectory names.
- ▶ Changing to the directory's subdirectories.
- ▶ Viewing data in files and running application files.
- ▶ Adding files and subdirectories to the directory.

Change (RWXD)(RWXD)

Allows:

- ▶ Viewing filenames and subdirectory names.
- ▶ Changing to the directory's subdirectories.
- ▶ Viewing data in files and running application files.
- ▶ Adding files and subdirectories to the directory.
- ▶ Changing data in files.
- ▶ Deleting the directory and its files.

Full Control (All)(All)

Allows:

- ▶ Viewing filenames and subdirectory names.
- ▶ Changing to the directory's subdirectories.
- ▶ Viewing data in files and running application files.
- ▶ Adding files and subdirectories to the directory.
- ▶ Changing data in files.
- ▶ Deleting the directory and its files.
- ▶ Changing permissions on the directory and its files.
- ▶ Taking ownership of the directory and its files.

No Access (None)

Prevents any access to the file. Specifying **No Access** for a user prevents access even if that user belongs to a group that has access to the file.

Read (RX)

Allows:

- ▶ Viewing the file's data.
- ▶ Running the file if it is a program file.

Change (RWXD)

Allows:

- ▶ Viewing the file's data.
- ▶ Running the file if it is a program file.
- ▶ Changing data in the file.
- ▶ Deleting the file.

Full Control (All)

Allows:

- ▶ Viewing the file's data.
- ▶ Running the file if it is a program file.
- ▶ Changing data in the file.
- ▶ Deleting the file.
- ▶ Changing permissions on the file.
- ▶ Taking ownership of the file.

No Access (None)

Prevents any access to the shared directory, its subdirectories, and its files.

Read

Allows:

- ▶ Viewing filenames and subdirectory names.
- ▶ Changing to the shared directory's subdirectories.
- ▶ Viewing data in files and running application files.

Change

Allows:

- ▶ Viewing filenames and subdirectory names.
- ▶ Changing to the shared directory's subdirectories.
- ▶ Viewing data in files and running application files.
- ▶ Adding files and subdirectories to the shared directory.
- ▶ Changing data in files.
- ▶ Deleting subdirectories and files.

Full Control (All)

Allows:

- ▶ Viewing filenames and subdirectory names.
- ▶ Changing to the shared directory's subdirectories.
- ▶ Viewing data in files and running application files.
- ▶ Adding files and subdirectories to the shared directory.
- ▶ Changing data in files.
- ▶ Deleting subdirectories and files.
- ▶ Changing permissions (NTFS files and directories only).
- ▶ Taking ownership (NTFS files and directories only).

Click **Help topics** for a list of Help topics.

