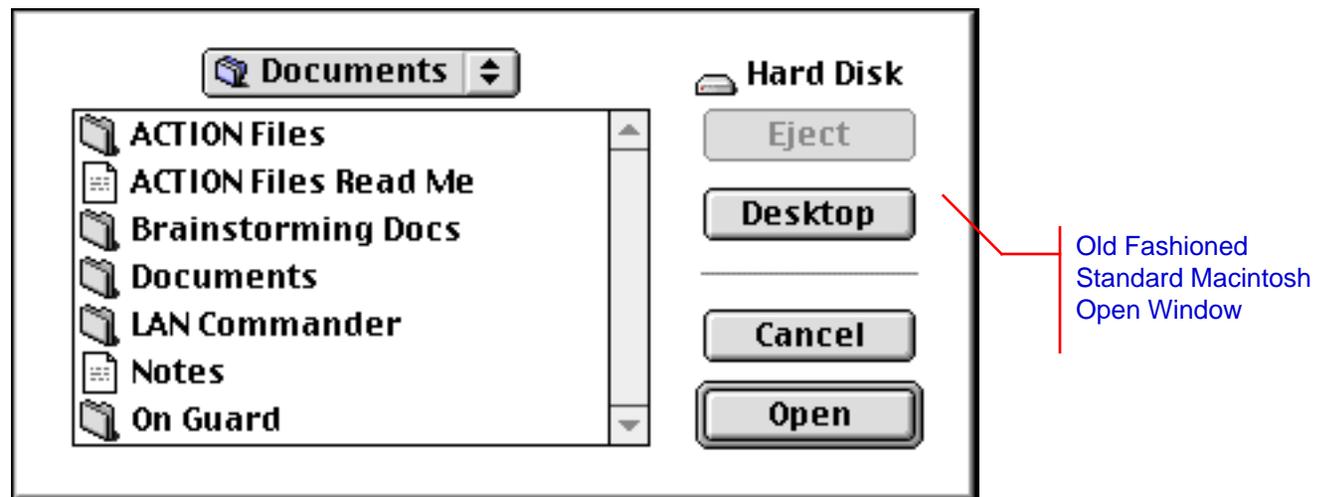


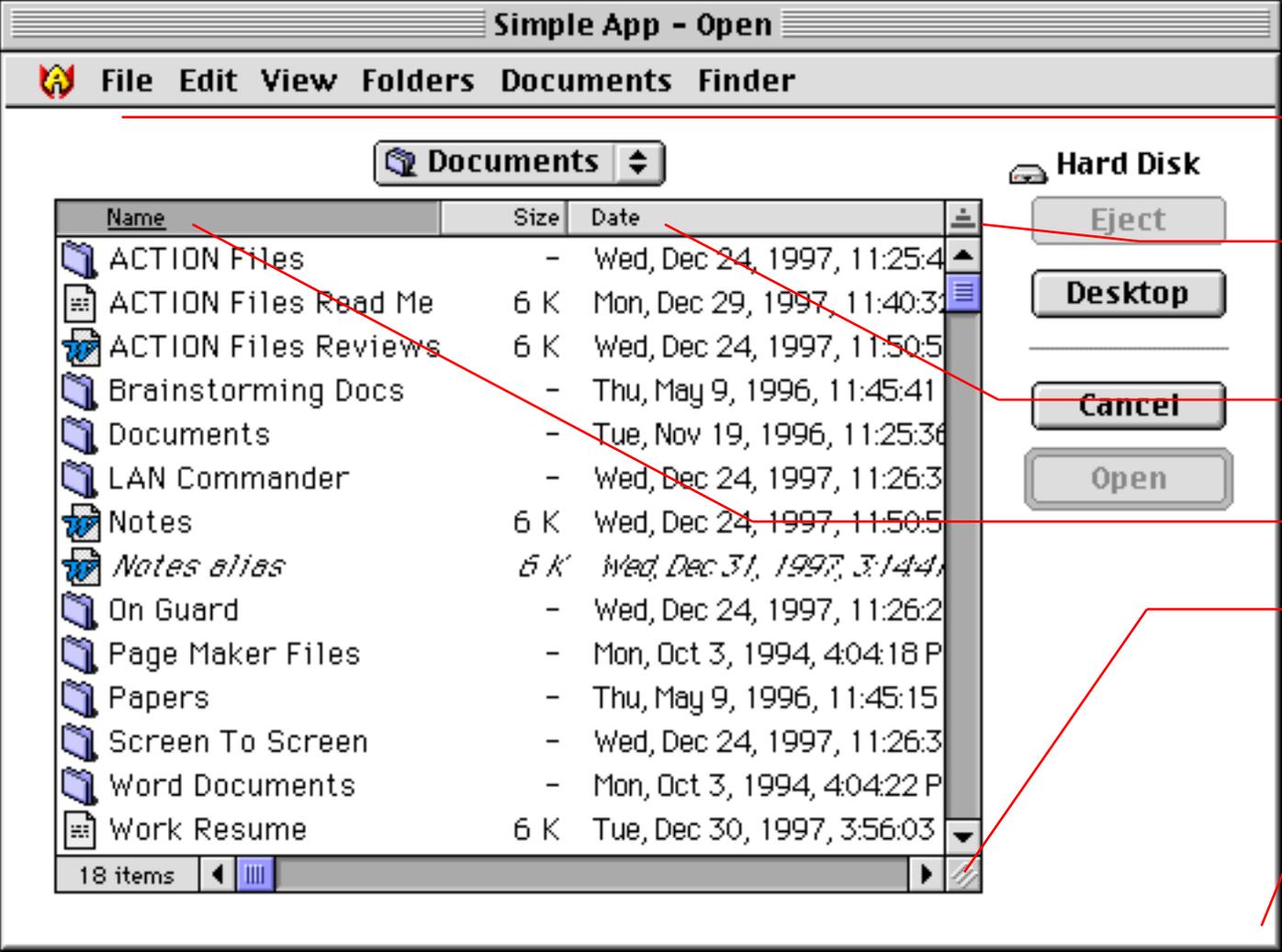
# Electri-Guide™ Overview of ACTION Files™

**ACTION Files** provides the easiest fastest, and most convenient way to manage and organize files. By enhancing the look and feel of the standard Open and Save windows that are provided by the Macintosh operating system, ACTION Files provides ease of use and power to make you more productive.

For more than a dozen years, every standard Macintosh application has opened and saved files using windows that look something like the one shown below. This was fine for opening a file that was on a floppy disk or a small hard drive, but as storage devices grew in size and users had more files to manage and organize, this little window could no longer keep up with the needs of users. ACTION Files is the system enhancement that places all the power you need to manage your files in a single window. This Electri-Guide allows you to quickly tour the highlights of ACTION Files. For details on any feature, just click on the item and you will be taken to a detailed explanation. For late breaking product information, please visit our web site at: [www.actionutilities.com](http://www.actionutilities.com) or to be placed on our mailing list to receive product information, please send e-mail to: [sales@poweronsw.com](mailto:sales@poweronsw.com)



# Open Window with ACTION Files Installed



New ACTION Files Menu Bar Added to Open and Save Windows

Sort Button Permits Items to be Sorted by Selected Header in Ascending or Descending Order

Headers for Viewing and Sorting Items

Click on Header to Sort by Selected Criterion

Grow Box Allows Window to be Resized to Display More Information

Drag Lower Right Corner of Window to Resize and Display More Information

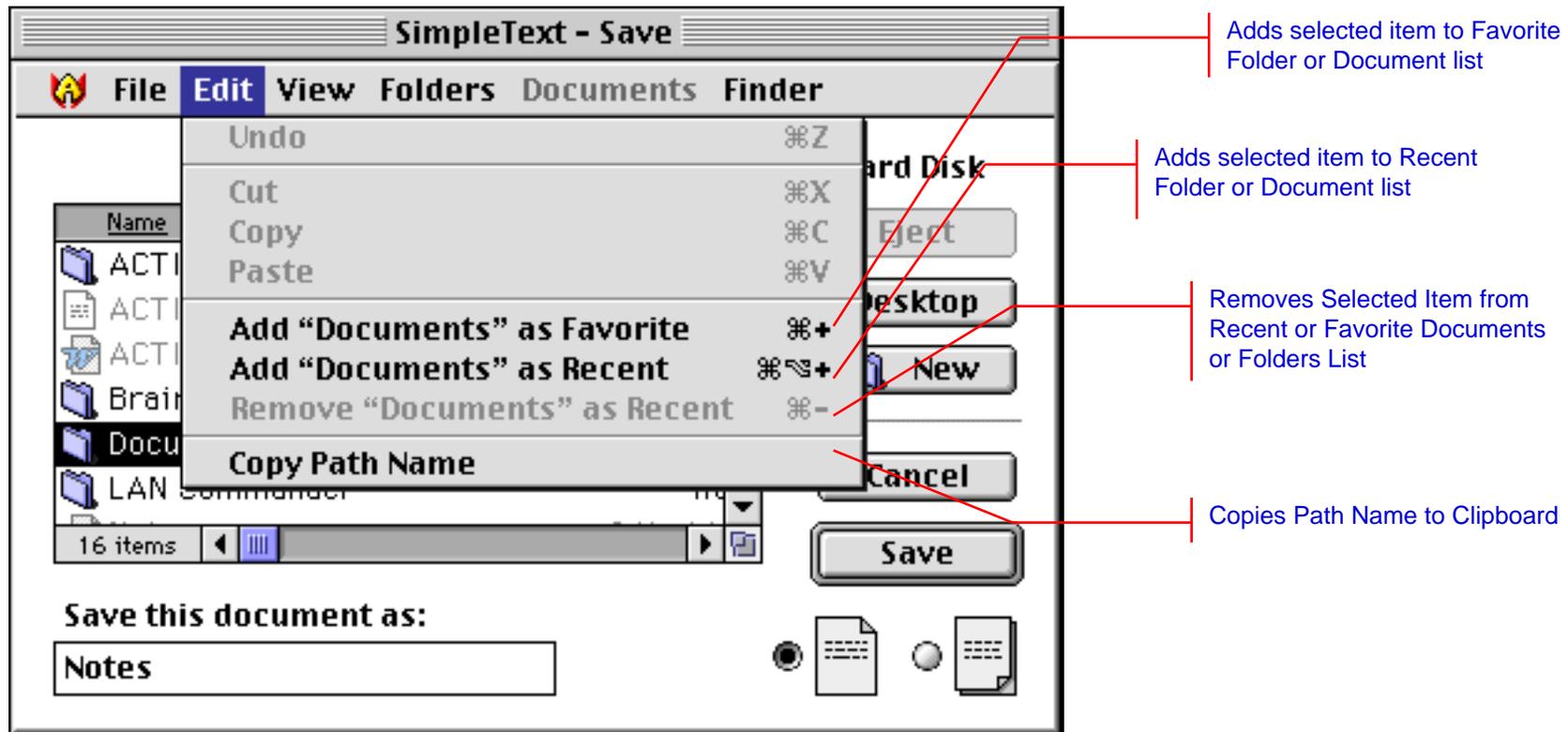
# The ACTION Files File Menu

The screenshot shows the File menu of SimpleText with the following items and their corresponding annotations:

- New Folder** (⌘N): Creates New Folder for Storing Document
- Open** (⌘O): Opens the Selected Item
- Cancel** (⌘.): Cancels the Open or Save Command
- Get Info...** (⌘I): Gets Info About File Size, Creation, Kind, etc.
- Label** (highlighted):
  - None** (checked): Permits Label to be Added to Selected File
  - Essential** (orange): Rename Selected Item in Open or Save Window
  - Hot** (red): Create a Duplicate of Selected Item
  - In Progress** (pink): Create an Alias of the Selected File
  - Cool** (light blue): Permits Item to be Moved to Trash from Open or Save Window
  - Personal** (blue): Permits Powerful Searching on Multiple Criteria with ACTION Find
  - Project 1** (green): Finds Next Found Item
  - Project 2** (brown): Locates Original File if Alias is Selected
- Rename...** (⌘R): Finds Next Found Item
- Duplicate** (⌘D): Locates Original File if Alias is Selected
- Make Alias** (⌘M): Displays all Items that were Found in Latest Search
- Move To Trash** (⌘⌫): Moves Up One Folder
- Find...** (⌘F): Moves Down One Folder
- Find Next** (⌘G): Takes User to Desktop View
- Show Original** (⌘R): Ejects any floppy or other removable media
- Goto Found Items** (⌘H): Ejects any floppy or other removable media
- Up Level** (⌘↑): Moves Up One Folder
- Down Level** (⌘↓): Moves Down One Folder
- Desktop** (⌘D): Takes User to Desktop View
- Eject** (⌘E): Ejects any floppy or other removable media

Other visible elements in the window include a sidebar with icons for folders and files, and a main pane showing a file browser with buttons for 'Eject', 'Desktop', 'New', 'Cancel', and 'Save'.

# ACTION Files Edit Menu



# The ACTION Files View Menu

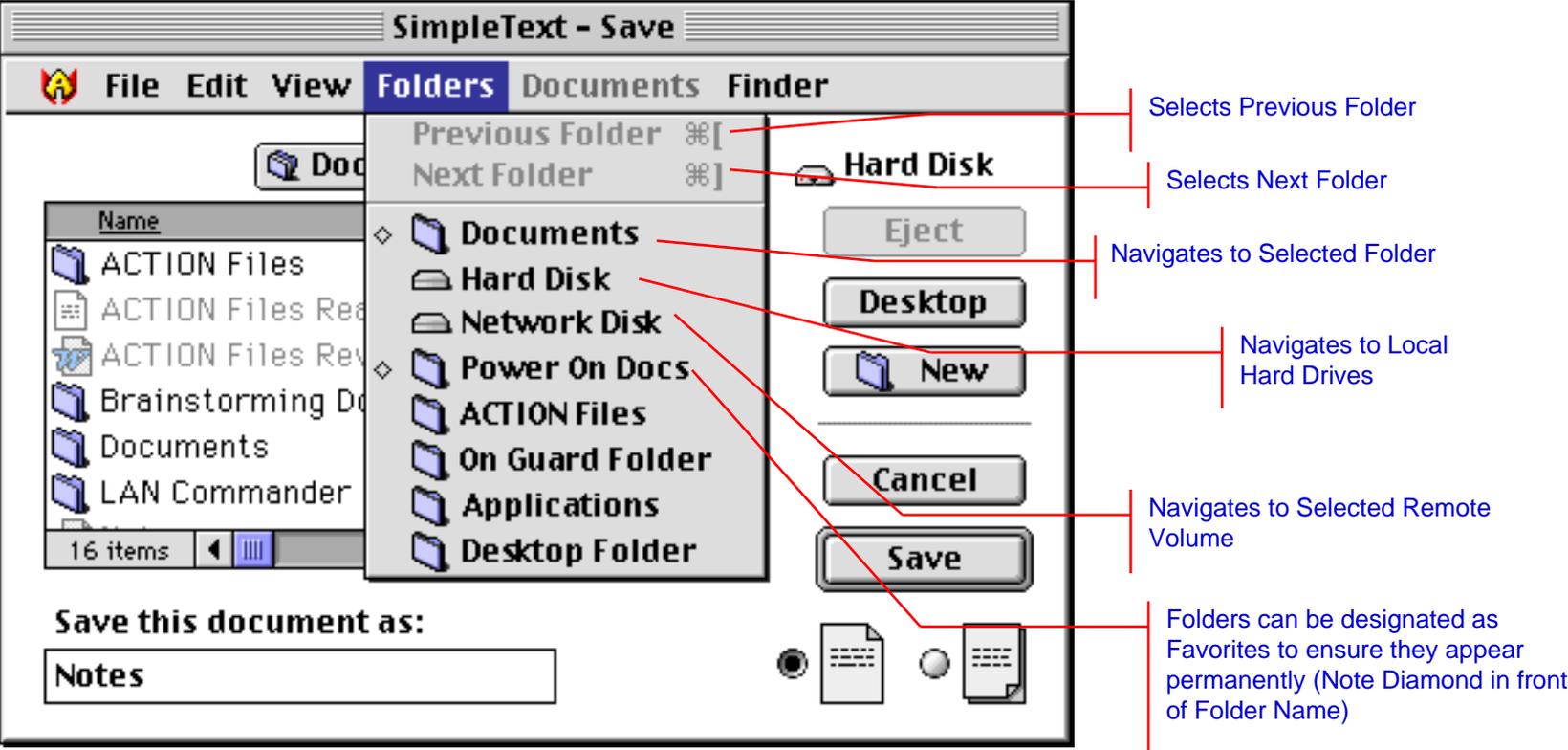
The screenshot shows the 'SimpleText - Save' dialog box with the 'View' menu open. The menu items and their corresponding UI elements are as follows:

- by Name**: Sort by Name in Open or Save Window
- by Size**: Sort by Size in Open or Save Window
- by Kind**: Sort by Kind in Open or Save Window
- by Label**: Sort by Label in Open or Save Window
- by Date**: Sort by Date in Open or Save Window
- by Finder View**: Sort by Finder View in Open or Save Window
- Show Header**: Turns on Header Display in Standard Open or Save Window
- Show Size**: Display Item Size in Open or Save Window
- Show Kind**: Display File Kind in Open or Save Window
- Show Label**: Display File Label in Open or Save Window
- Show Date**: Display File Date in Open or Save Window
- Text Font**: Display Item List in Selected Font in Open or Save Window
- Text Size**: Display Item List in Selected Font Size in Open or Save Window

The dialog box also features a file list on the left, a 'Hard Disk' section with 'Eject', 'Desktop', and 'New' buttons, and 'Cancel' and 'Save' buttons at the bottom. A table of file entries is visible in the background:

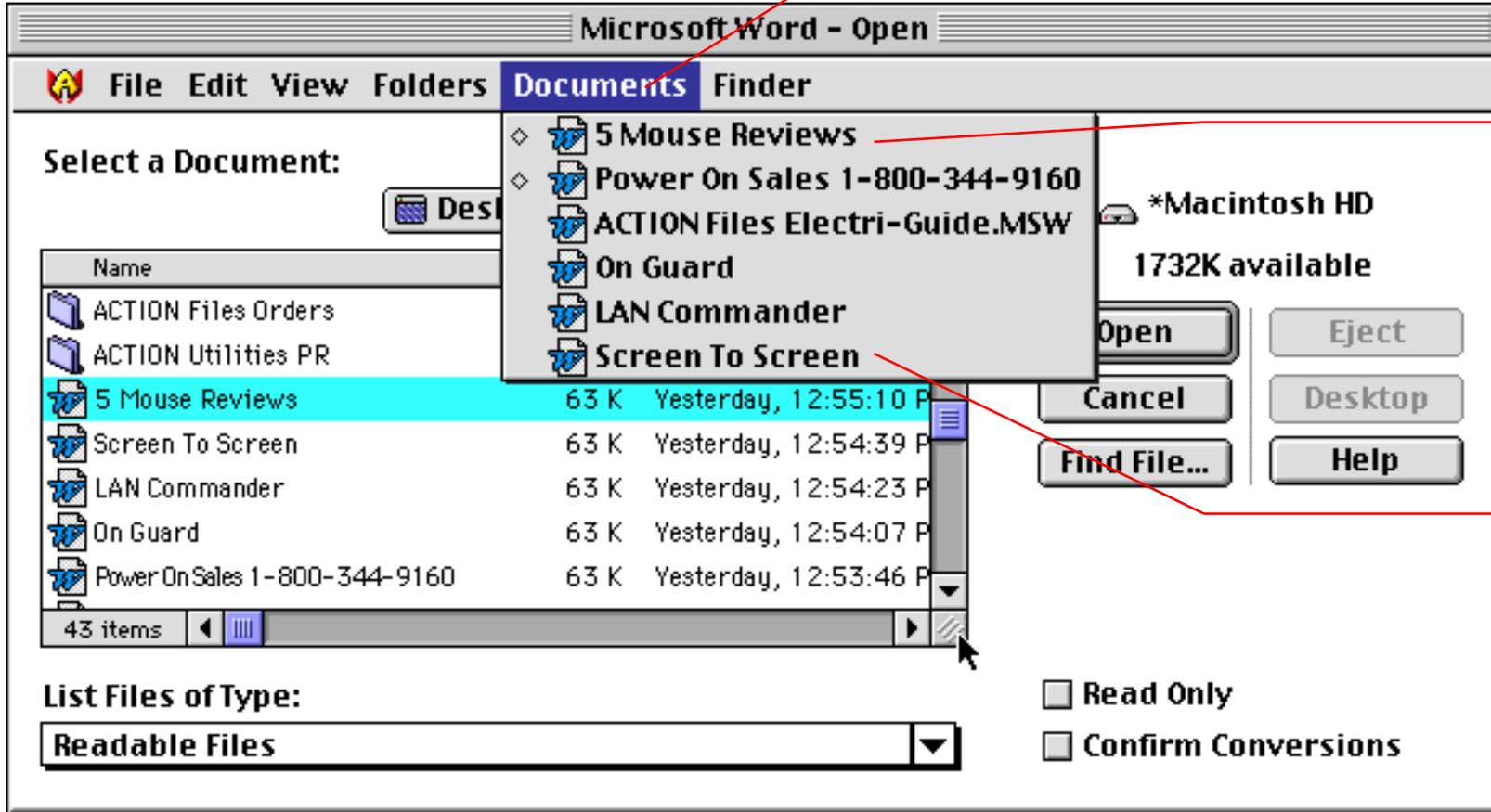
Name	Size	Date	Kind
ACTION Fi	-	We	
ACTION Fi	6 K	Mo	
ACTION Fi	6 K	We	
Brainstorr	-	Th	
Documents	-	Tu	
LAN Comm	-	We	

# The ACTION Files Folder Menu



# ACTION Files Documents Menu

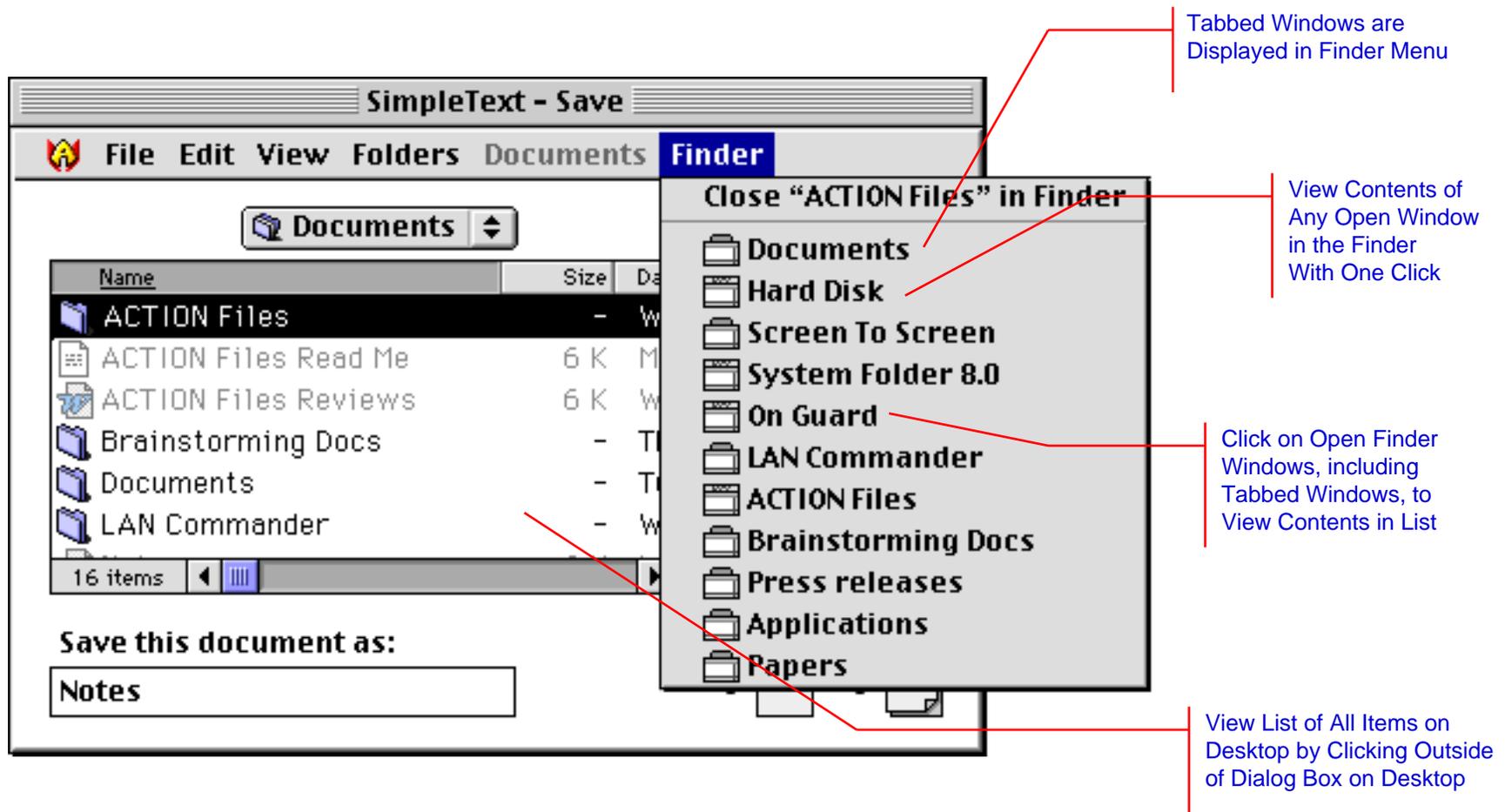
Documents Menu shows Recent Files and Favorite Files



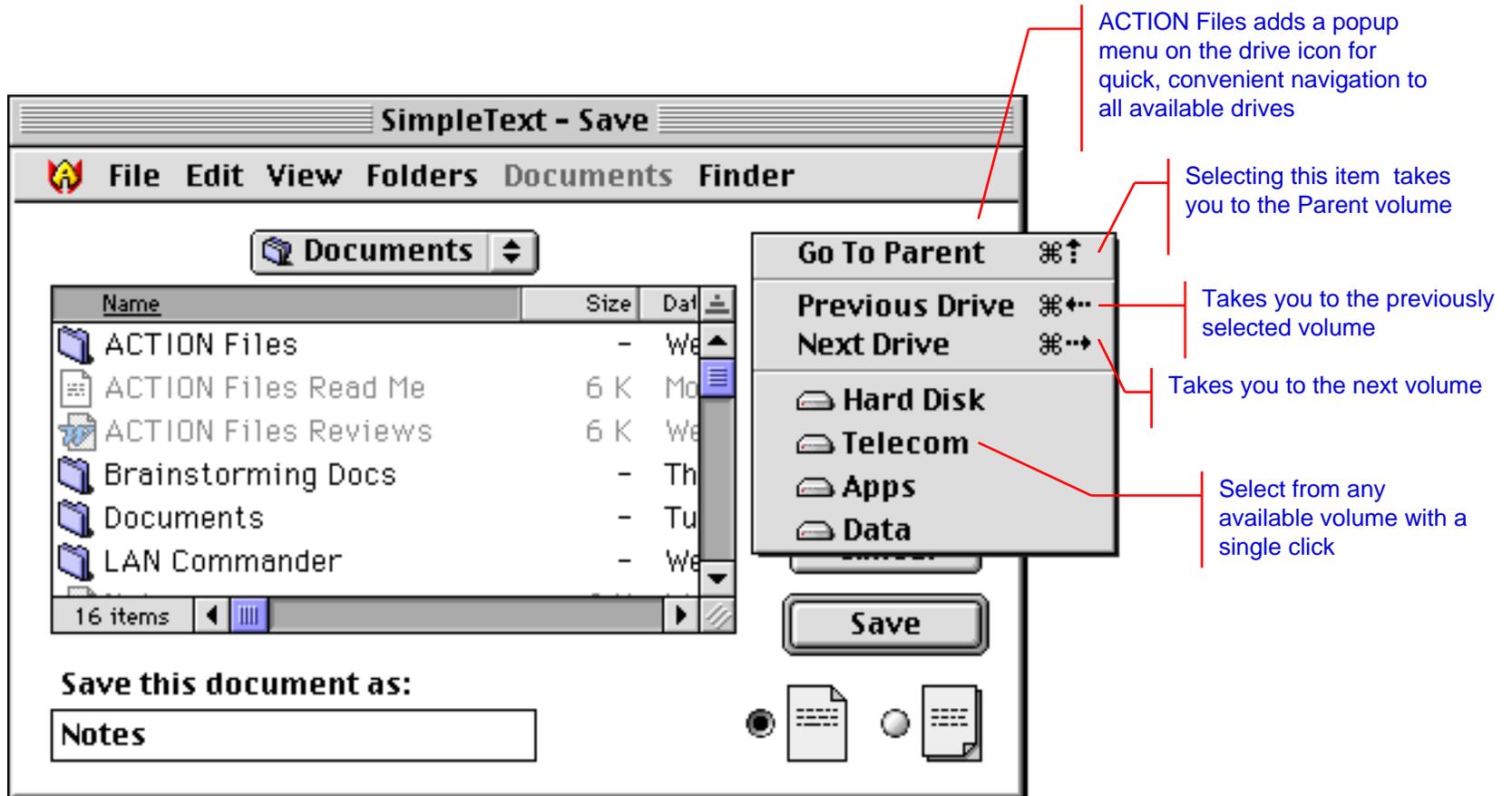
Favorite Files can be Marked with Diamonds, Bullets, etc.

Selecting an Item in Documents Menu Opens it in Current Application

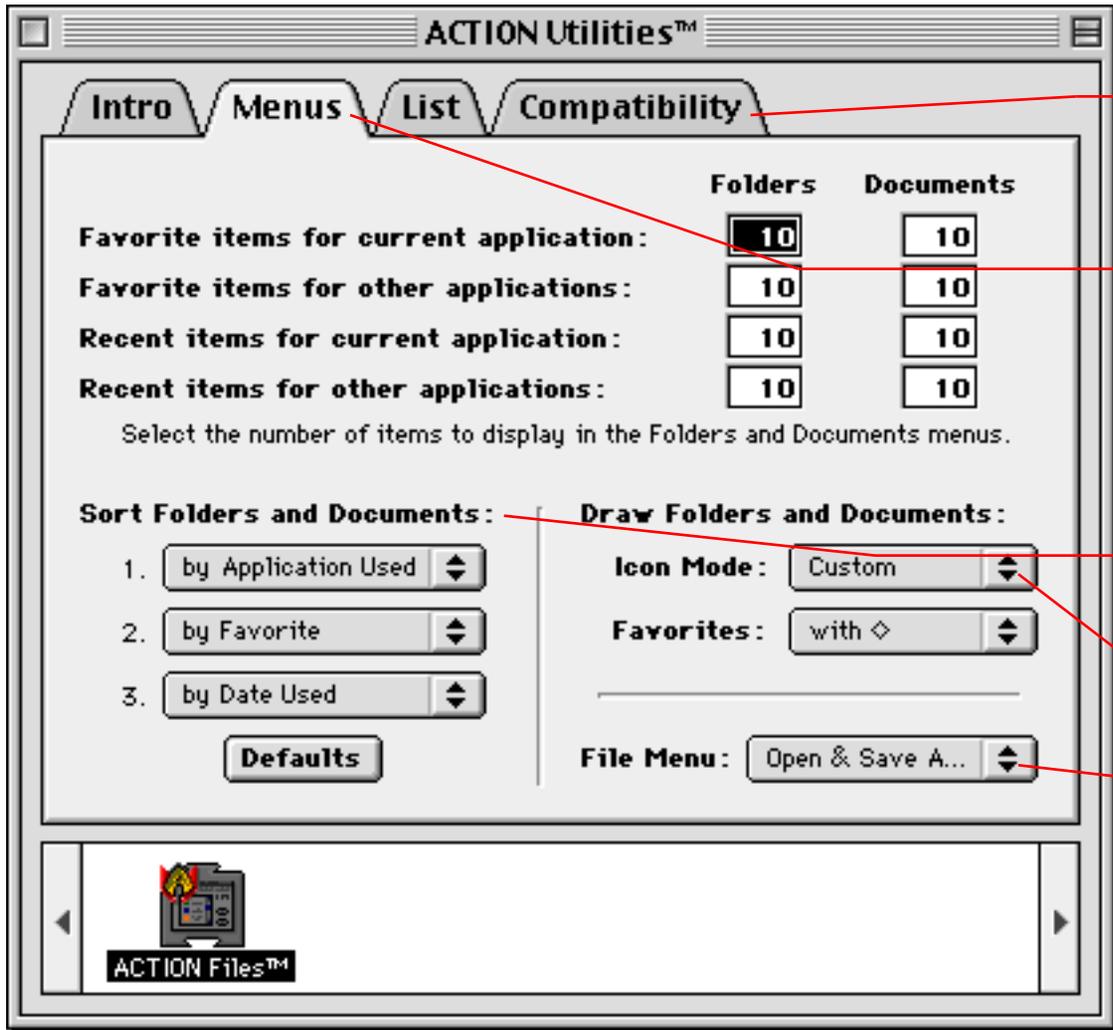
# ACTION Files Finder Menu



# ACTION Files Drive Menu



# ACTION Files Control Panel



Allows customization to ensure maximum reliability even within non-standard applications

Configure number of favorite items and recent items to be tracked by application currently in use as well as other applications.

Permits user to set default sorting preferences

Settings for optimization and display preferences

Item display preferences for application's Open and Save Commands

# ACTION Files

## User's Guide

*Version 1.0*  
*for Macintosh Computers*

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# Chapter 1

## Introducing ACTION Files

### ACTION Files Features

Congratulations! You have in your possession the fastest, easiest, most convenient way to manage and organize files. ACTION Files enhances the look and feel of the standard Open and Save windows that are provided by the Macintosh operating system. It does this by adding several features to make you more productive.

For more than a dozen years, every standard Macintosh application has opened and saved files using windows that look something like the one shown below in Figure 1.

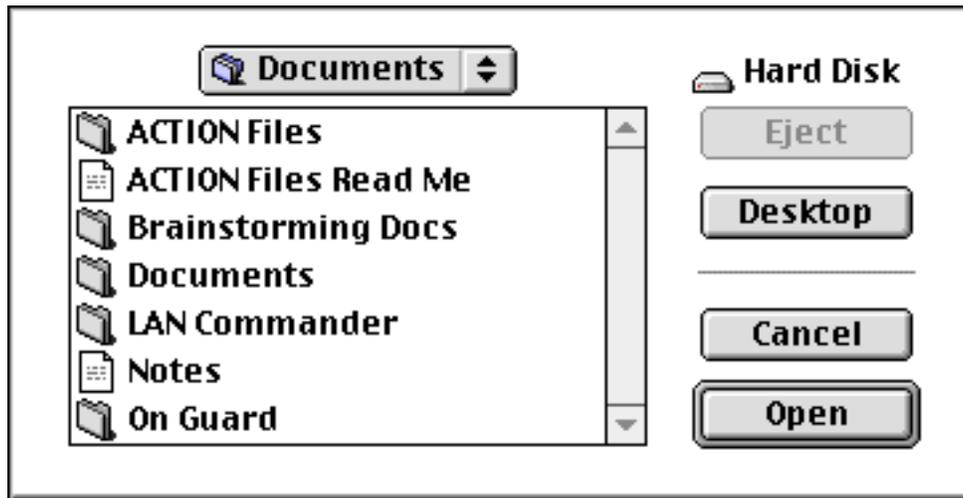


Figure 1. Standard Open dialog without ACTION Files installed.

ACTION Files transforms Open and Save windows by adding powerful file management functions that work automatically with all your applications. Figure 2 shows the same Open dialog with ACTION Files installed. Notice how much more information and convenience ACTION Files gives you.

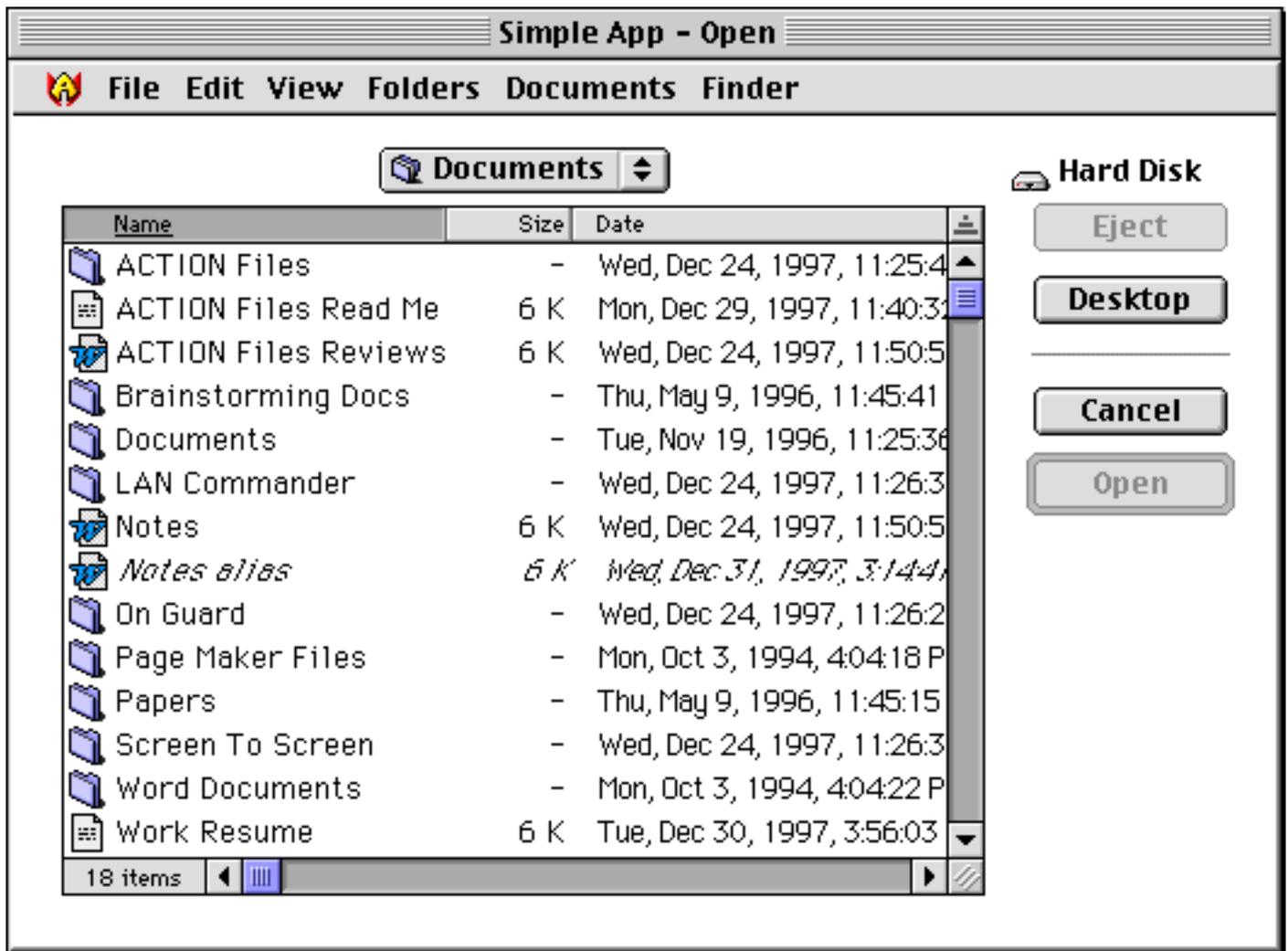


Figure 2. Standard Open dialog with ACTION Files installed.

ACTION Files is designed to ease the task of opening and saving documents with commands that save you time and effort. ACTION Files gives you:

- Instant access to powerful file management commands through a menu bar at the top of the Open and Save windows.
- Additional columns containing information about each file, including a file's size, date, label, and kind.
- The ability to sort the list by name, size, date, kind, and label in either ascending or descending order.
- Moveable and resizable Open and Save dialogs to take advantage of larger monitors.
- A convenient Find command to find files quickly and easily. Search by name, size, kind, label, creation date, modification date, file type, creator and more.

- Access to file management commands which allow you to get more information, create new folders, make an alias or duplicate any file, or move any file to the trash without leaving the Open or Save dialog.
- Menus which give you access to frequently used and Favorite items.
- Extensive keyboard navigation and command keys for faster access to commands and files.

You will no longer need to waste time clicking your way through long lists of files trying to find a particular version of a file. Misplacing that favorite file will never be a problem again. Now that you have ACTION Files, you can take advantage of the most effective way to find and organize your work. Get ready for ACTION!

## Technical Support

Power On Software is dedicated to providing you the best support possible. Before contacting us for technical support, please read this manual. See the Troubleshooting section at the end of the manual for information on how to reach our technical support staff. If you are still unable to find an answer to your question, please be in front of your computer when you call technical support.

# Chapter 2

## Installing ACTION Files

### Getting started

To install ACTION Files on your Macintosh, you will need a color-capable Macintosh computer (any Macintosh except Macintosh Plus, Macintosh SE, or PowerBook 100 models) and System 7.5 or later. ACTION Files is compatible with all system versions later than System 7.5, including Mac OS 8 and 8.1.

**Note** To determine the version of the system that you are running, use the “About This Macintosh” command in the Finder’s Apple menu.

This manual assumes that you have a basic grasp of Macintosh skills, including clicking, dragging, launching applications, opening documents, and saving documents. If you need help with any of these concepts, consult the “Macintosh User’s Guide” that came with your Macintosh computer.

### Using the installer program

The ACTION Files package consists of several components that need to be loaded onto your system. The ACTION Files Installer application is designed to place all the files needed to run ACTION Files in the correct locations. The ACTION Files installer also provides commands for removing ACTION Files from your system.

To install the software:

1. Restart your computer with extensions disabled by holding down the shift key while restarting.
2. Insert the ACTION Files floppy disk into the computer.
3. Launch the “ACTION Files Installer” application by double clicking its icon or by selecting its icon and choosing Open from the File menu.



Figure 3. Launch this application to install ACTION Files.

4. When the Installer launches, it displays the information dialog shown below in Figure 4. Please read the text of the copyright and software license. If you do not accept these terms, click the Decline button and the installer will quit without modifying your hard drive. You can print the information by clicking the Print... button and save the information to a file by clicking the Save As... button. Click the Accept button to continue.

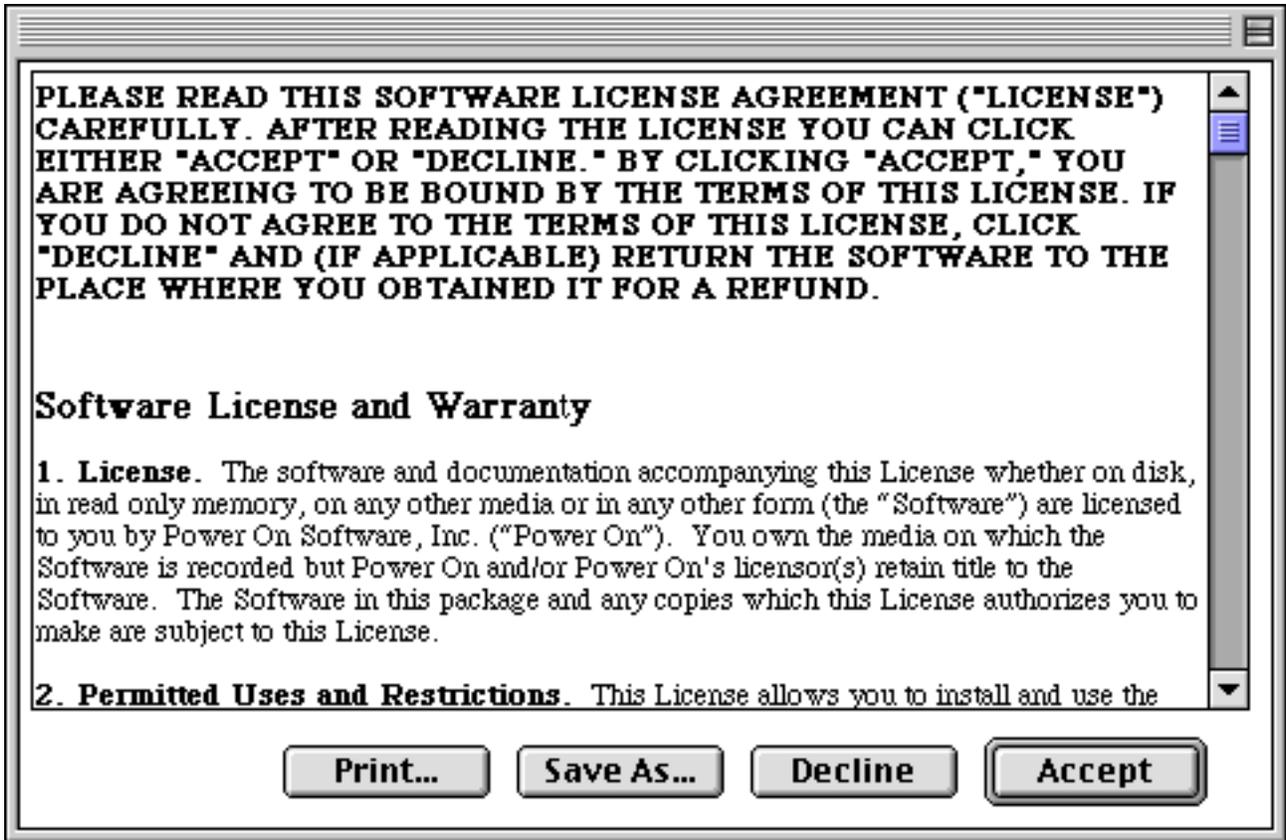


Figure 4. License and warranty dialog for the Installer.

5. After clicking the Accept button, the dialog shown in Figure 5 is displayed. Use the popup at the top of the window to select whether to perform an easy install, a customized install, or remove ACTION Files. If you select the Easy Install method, the window shown in Figure 5 will be visible. You should also make certain you have adequate disk space as shown in the installer window.



Figure 5. Using the Easy Install feature.

6. Click the Switch Disk button to select the destination hard drive. Figure 5 shows the software being installed on the disk titled "Hard Disk". If you are not permitted to install software on the selected disk, then the Install button is dimmed.
7. Click the Install button to copy the selected software to the hard disk.
8. After the software has been installed, a dialog will appear that lets you enter a serial number or select to have a demonstration installed. After you enter a valid serial number, the OK button will be enabled. Press the Demo button to install a demonstration version of the software.



Figure 6. Registration dialog for the Installer.

9. After you have selected Demo or entered your serial number, you will be asked if you want to continue installing software to other disks, or to restart your computer. Click Continue to install the software on other hard disks. When you are done, click the Restart button to restart your computer.

If you want to customize the ACTION Files installation, use the popup in the top left corner of the installer's window to select the Custom install option. The window shown in Figure 7 will be displayed.

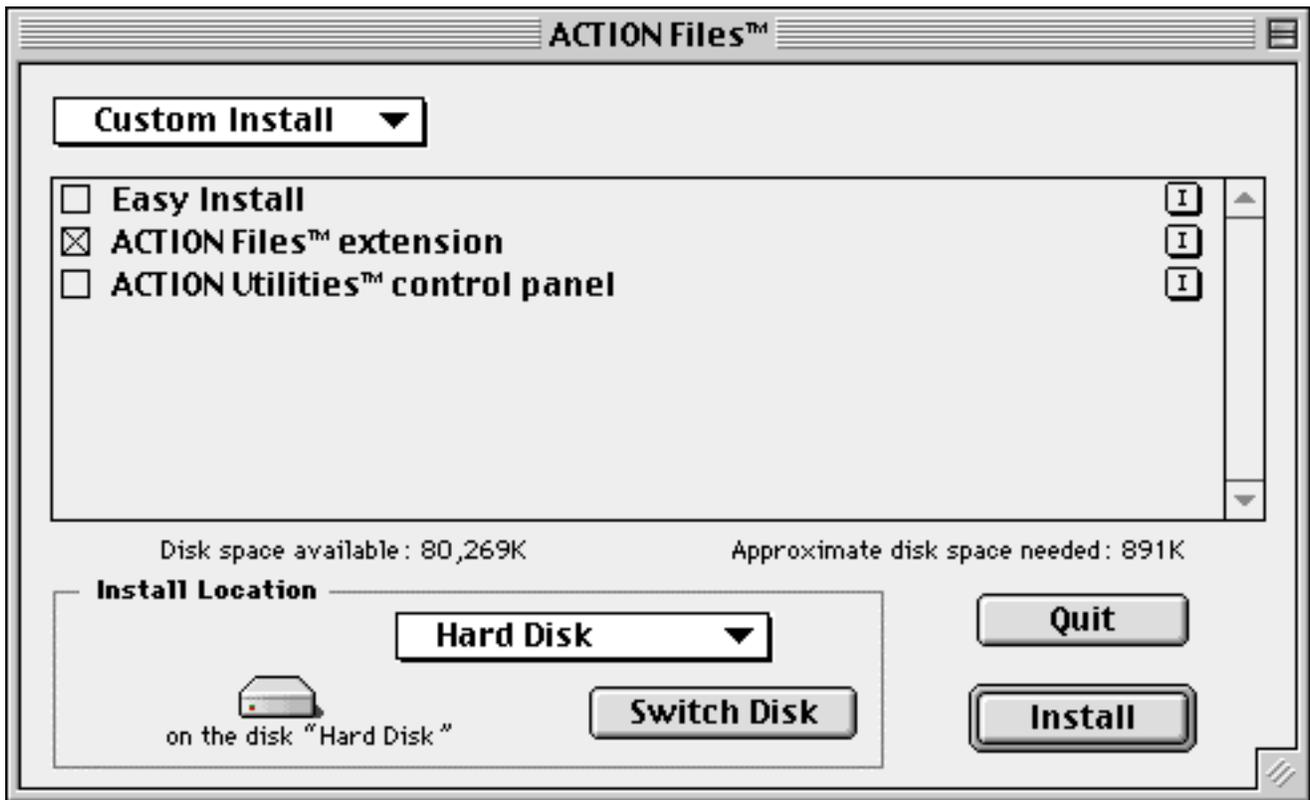


Figure 7. Using the Custom Install feature.

The checkbox to the left of the item name indicates whether you will install that item or not. Click the checkbox to toggle this value. Clicking the icon to the right of the item name will give you information about the item, as shown in Figure 8.

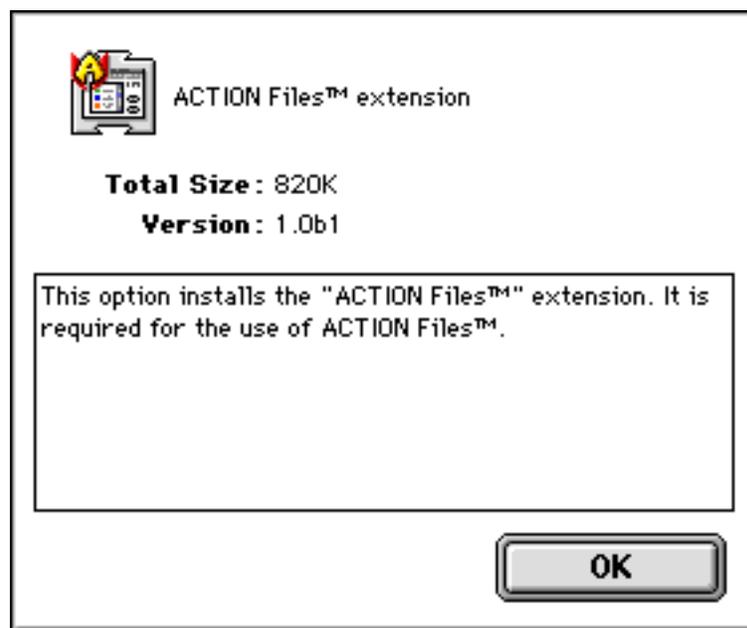


Figure 8. Information displayed for an ACTION Files installation item.

## Removing ACTION Files

If you want to remove ACTION Files, launch the installer application. When you get to the main window, use the popup at the top left of the window and choose the Remove menu item. The window shown in Figure 9 will be displayed. Use the Switch Disk button to select the hard disk that you want to remove the software from. Click the Remove button to remove all ACTION Files component files from your system.

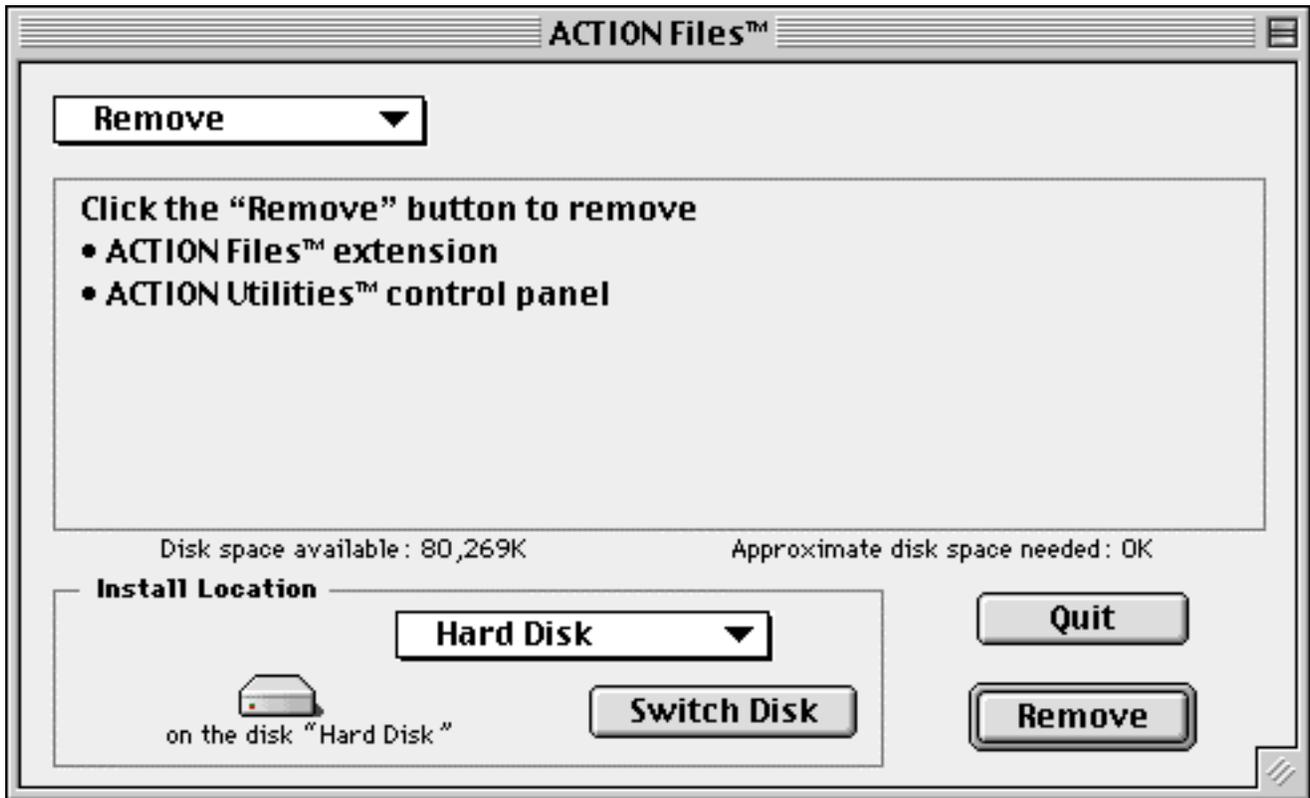


Figure 9. Removing ACTION Files.

# Chapter 3

## Using ACTION Files

### Changes to the Standard File Dialogs

ACTION Files enhances the Open and Save dialogs of the Macintosh operating system. The first thing you will notice when you install ACTION Files is that there is a menu of commands that appears at the top of every Open and Save dialog. These commands, described in further detail later in this chapter, give you access to the features of ACTION Files.

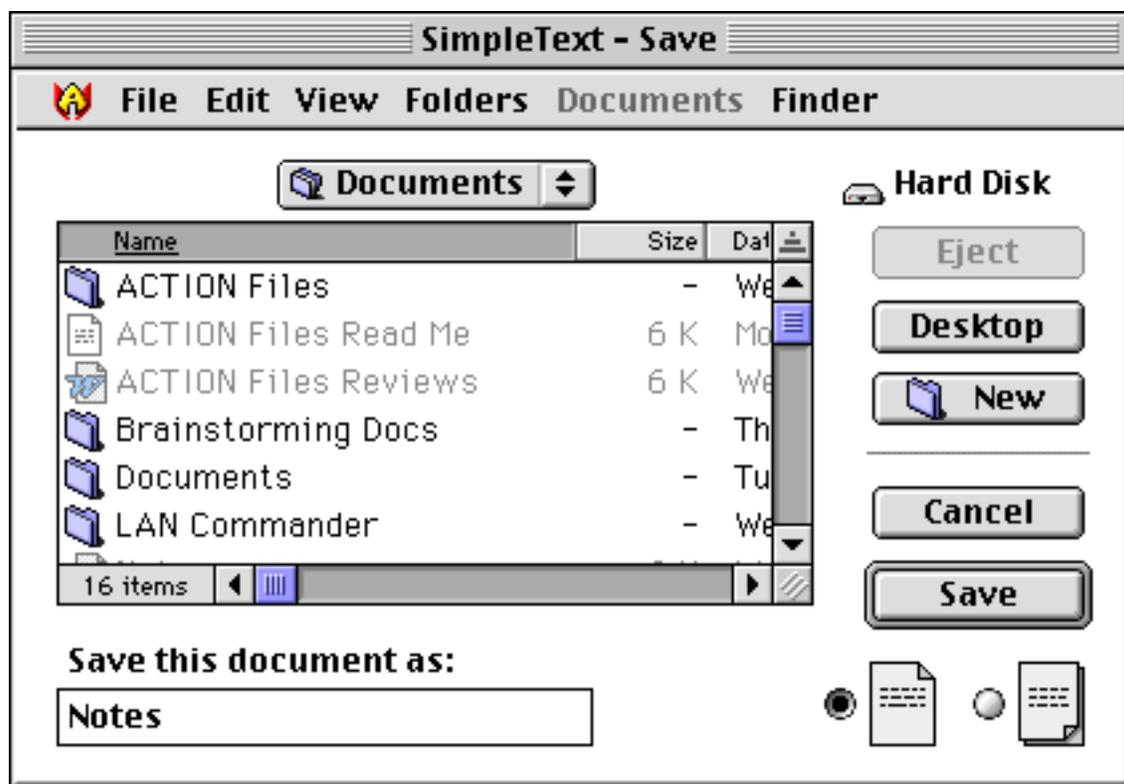


Figure 10. Standard Save Window with ACTION Files installed.

The second thing you will notice is the features added to the list in the dialogs. Instead of just showing the name and icon of the file, ACTION Files gives you the option of displaying the size, date, label, and kind for each file. To ensure that you can see all the relevant information for each file, a horizontal scroll bar is added to the bottom of the list, letting you scroll left and right to see all the columns. In addition, a resize box is placed at the bottom right corner of the list. This resize box lets you resize the list, and the size of the dialog is appropriately adjusted, still leaving room for all the other buttons and information in the dialog.

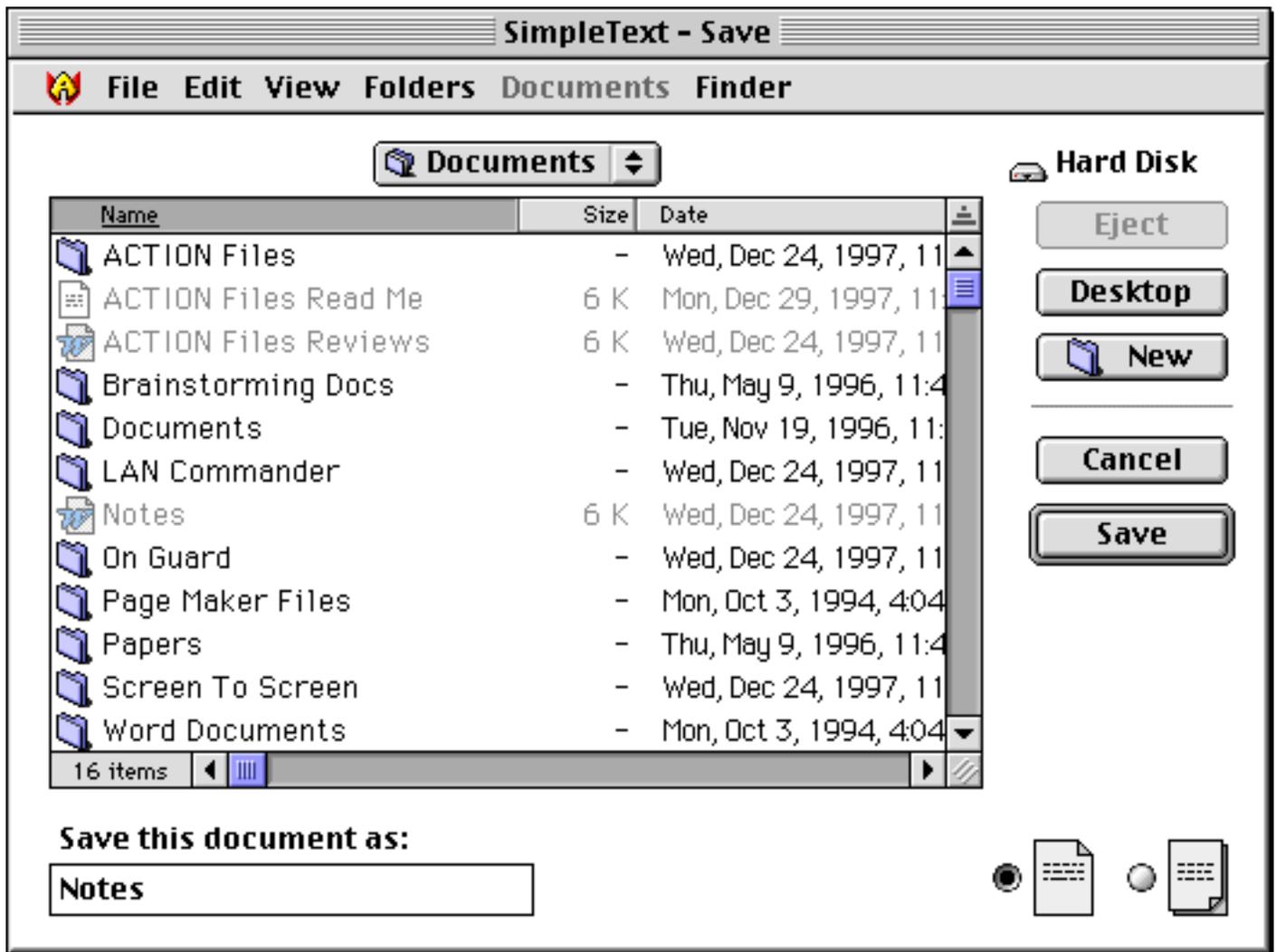


Figure 11. Standard Save dialog expanded with ACTION Files.

## Resizing the Open and Save Dialogs

You can resize the Open and Save dialogs by clicking and dragging the resize icon at the bottom right corner of the list. You can also resize the dialog by placing the cursor at the bottom right corner of the dialog itself, then clicking and dragging. Resizing is done in one of two modes: normal and centered. In normal resizing, only the bottom and right sides of the dialog are repositioned. In centered resizing, the size of the dialog changes and the position of the dialog is maintained at the center of the current screen.

## Sorting the List in the Open and Save Dialogs

The column headers in the list can be used to sort the columns in the list. By clicking on the column header for a particular column, the list will be sorted by that

column. The pyramid icon at the top right of the list can be used to switch the sort order from ascending to descending. You can also use the View menu to change the sort order of the list. See the section below on the View menu for more information.

## Selecting a Hard Drive

By clicking on the drive icon or name at the top right of the Open or Save dialog, you can display a popup menu that allows you to go to the parent directory, go to the previous or next hard drive, or go directly to a specific hard drive. Figure 12 below shows the drive menu.

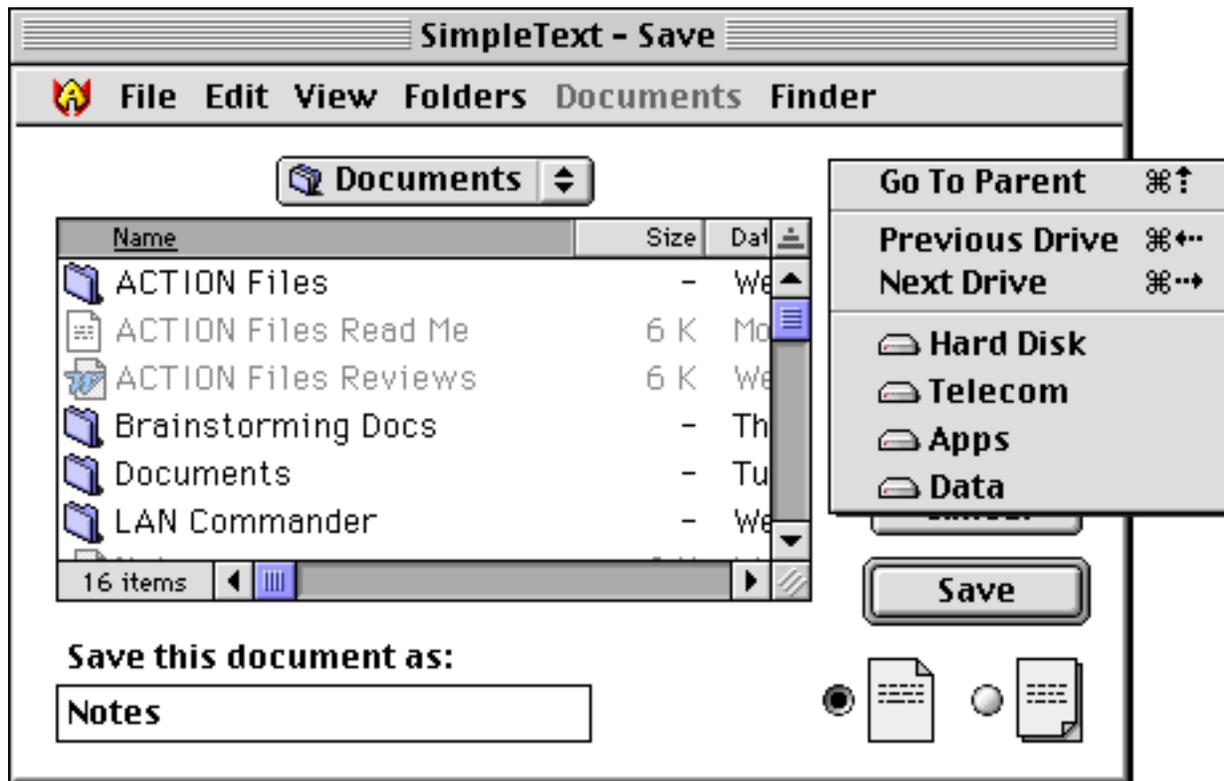


Figure 12. Changing drives with the drive menu.

## Recent and Favorite Items

The menus provided by ACTION Files contain Recent and Favorite items that help you access the documents you use the most frequently. These items appear in the ACTION Files Folders and Documents menus, as well as in the hierarchical menus provided to applications' Open and Save As menus.

The term Recent items refers to documents that you have accessed with the current application, or folders that you have accessed with any application. Recent items will be added to the ACTION Files menus automatically as you access files and folders with any application. You can remove a Recent item from any of the ACTION Files menus by highlighting the item in the menu and pressing the delete key. The name of the item will be drawn in a strikethrough font and will remain in the menu until the next time an Open or Save dialog is used or an Open or Save As menu item is accessed. There is also a Remove as Recent command available in the ACTION Files Edit menu. See the section below on the Edit menu for more details.

The term Favorite item refers to items that you have specifically marked to always be available in the ACTION Files menus. You can specify that a particular file or folder will always be in these menus by making it a Favorite item. A Favorite item will be displayed with a special character (a diamond, a bullet, or a triangle) preceding the name of the item, or the Favorite item can be drawn in a special style. You can specify the character or the style in the ACTION Files panels of the ACTION Utilities control panel. See the section on the Menu Panel in the chapter titled ACTION Utilities Control Panel for more information.

There are two ways to make an item a Favorite item. First, in any of the menus that list Recent items, you can highlight the name of the item and press the space bar to make it a Favorite item. If the item is already a Favorite, highlighting the item and again pressing the space bar will remove its Favorite status. The second way to make an item a Favorite item is to select the item in an Open or Save dialog and use the Add As Favorite menu command in ACTION Files' Edit menu. A Remove As Favorite menu command is also available. See the section below on the Edit menu for more details.

## **ACTION Files Menus**

Many of the features of ACTION Files are accessed through the menus placed at the top of the dialogs. The menus available are File, Edit, View, Folders, Documents, and Finder. Each of these menus is described in detail in the following sections.

### **File Menu**

The File menu in ACTION Files gives you access to several commands that allow you to get and change information about files and folders, duplicate files, perform searches, navigate through directories, and more.

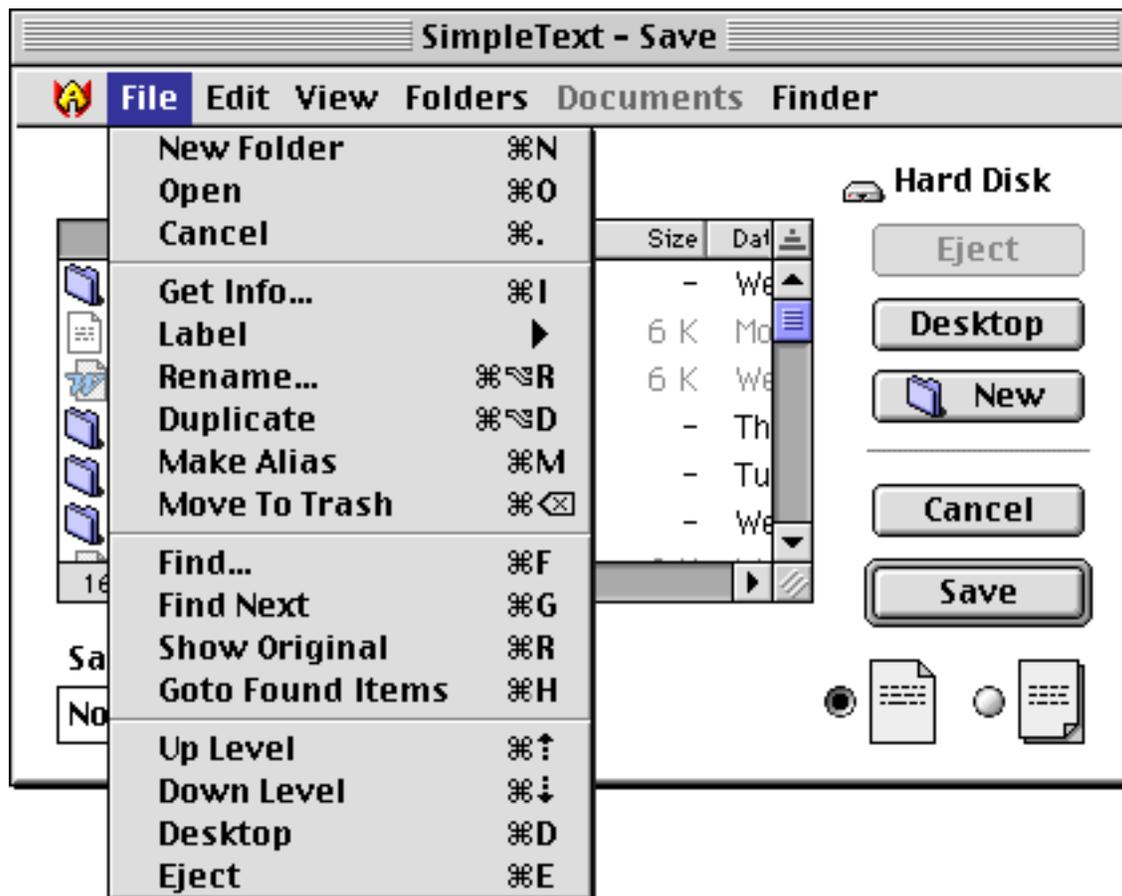


Figure 13. File menu.

## New Folder

Use the New Folder Command to create a new folder in the current directory that is displayed in the standard file dialog. Using this command brings up a dialog that lets you choose the name of the new folder. If the name is not unique, an error message will be displayed, and you will be given a chance to choose another name.

## Open/Save

The second command in the menu changes whether you are using an Open or Save dialog. This command performs the action that is specified by the default button in the dialog, namely the Open command in an Open dialog and the Save command in a Save dialog.

## Cancel

This command performs the Cancel command and is the same as clicking the Cancel command in the standard file dialog.

## Get Info...

This command performs a command similar to the Get Info command that is provided by the Finder. A separate dialog is displayed that shows information about the file, including the file's icon, name, kind, size on disk, creation and modification date, and locked status. Clicking the Done button closes the dialog and returns you to the standard file dialog.



Figure 14. Get Info window.

## Label

The Label command is a hierarchical menu that displays the currently available labels as assigned in the Finder, and a checkmark is placed next to the label that is currently assigned to the file. Selecting an item in this submenu will change the label for the file to the label you select. It will change the label for this file in the Finder as well.

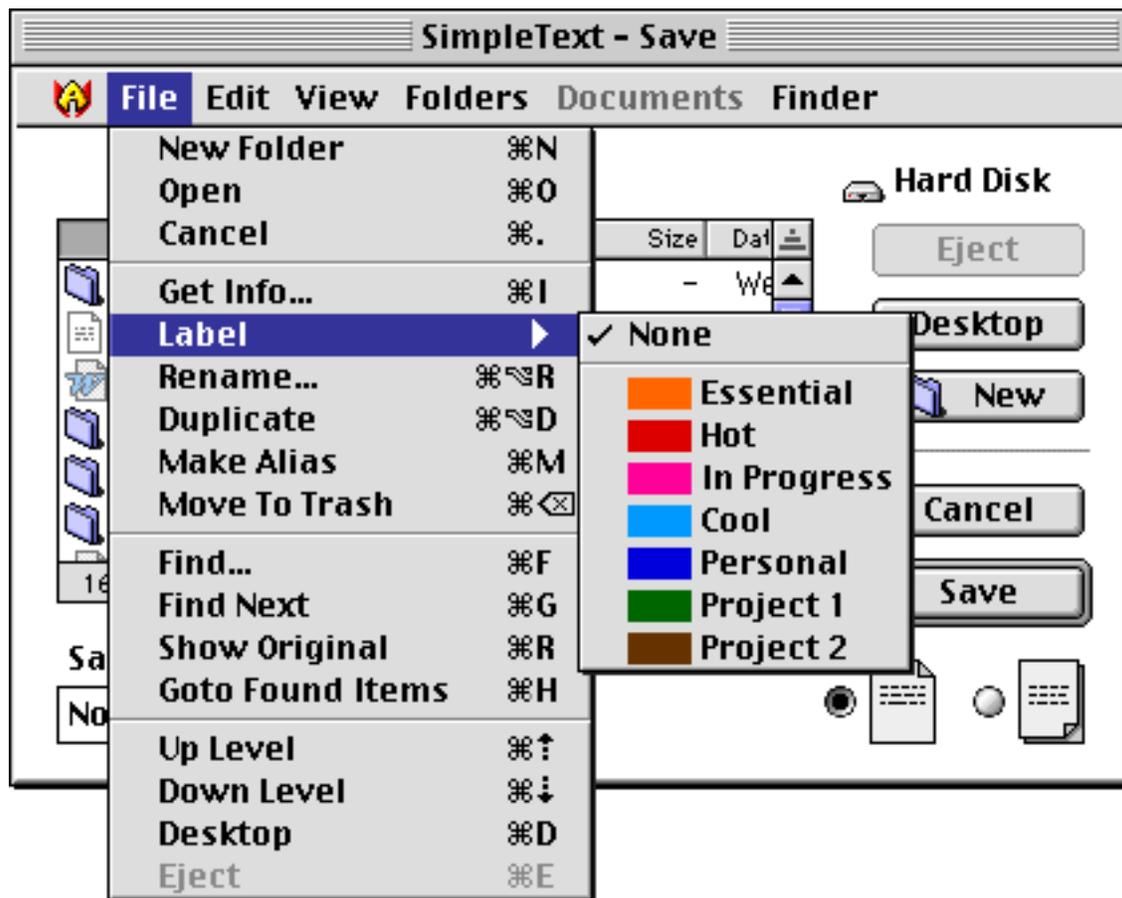


Figure 15. Label menu.

## Rename

The Rename command allows you to select a new name for the file or folder that is currently selected in the standard file dialog. When you select the Rename command, a dialog box appears that allows you to enter the new name for the file. If the name you select is already taken by another item in the same directory, a dialog box will appear that notifies you that the name is already used.

## Duplicate

The Duplicate command makes a duplicate of the file or folder that is currently selected in the standard file dialog. When you select the Duplicate command, a dialog box appears that allows you to name the new item. The duplicate of the item is placed in the same directory as the original item. If you choose a file name that already exists in the current directory, you will be asked if you want to replace the item with the same name or cancel and choose a different name.

## Make Alias

The Make Alias command makes an alias of the file or folder that is currently selected in the standard file dialog. When you select the Make Alias command, a dialog box appears that allows you to name the alias file. The alias of the item is placed in the same directory as the original item. If you choose a file name that already exists in the current directory, you will be asked if you want to replace the item with the same name or cancel and choose a different name.

## Move To Trash

The Move To Trash command moves the file or folder that is currently selected in the standard file dialog to the trash. The file will not, however, be deleted in the Finder until you choose to empty the trash.

## Find

The Find command displays a dialog that allows you to perform a search of all the files on the disks that are currently connected to the computer. Various search criteria are available. The results of the search are displayed in the standard file dialog.

The Find dialog lets you select where you want to search and what search criteria you want to use. Click the More Choices button to add a criterion, or the Fewer Choices button to remove the criterion at the bottom of the list. Click the Find button to perform the find, or the Cancel button to exit the Find dialog.

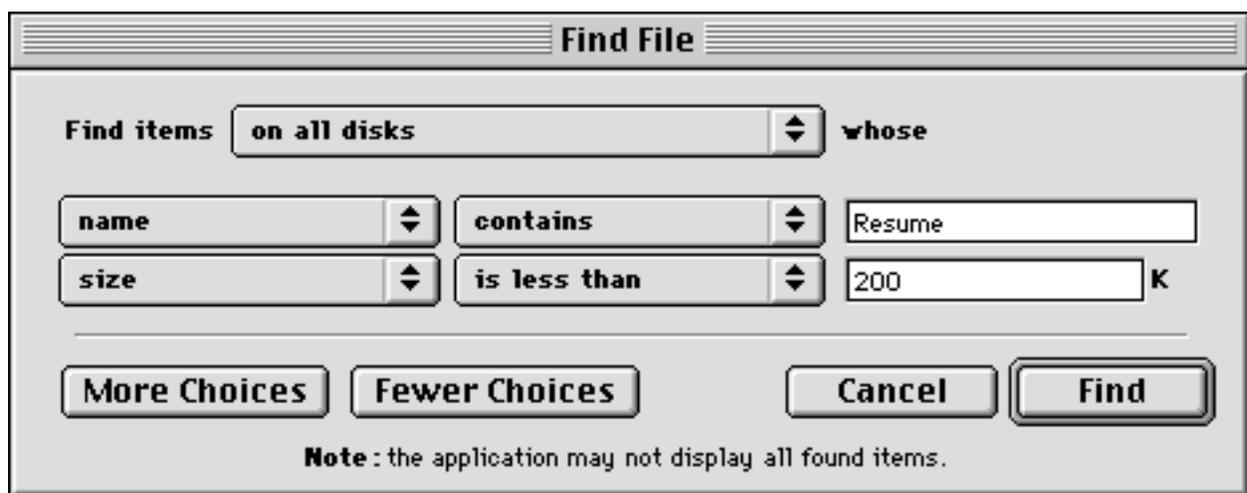


Figure 16. Find window.

**Note** The number of files displayed as the result of a search may be less than the number of files that match the search criteria. Only files that can be opened by the current application will be displayed after a search has been performed; files that the application cannot open will be filtered out.

The menu at the top of the Find dialog lets you select where you want to search. These options include on all disks, on local disks, on hard drives, on mounted servers, on the desktop, only in the folder that is currently displayed in the standard file dialog, or on any individual disk connected to your computer. Selecting an item in the popup positions the popup to that item.



Figure 17. Selecting the search location.

The popup menu at the far left of the Find dialog lets you select the criteria you want to use in the search. The options available are shown in Figure 18 below.



Figure 18. Selecting the search criterion.

The popup menu in the middle of the Find dialog lets you specify how the criteria is to be used in the search. This popup menu will change depending upon the

criteria. As an example, the popup menu below shows the options for searching by any criteria that is a text string, such as the file name.

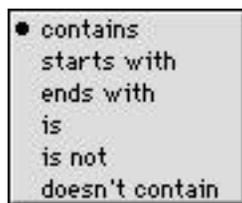


Figure 19. Selecting how a text-based criterion will be used.

Once the Find button has been clicked, the search is performed and the results are displayed in the standard file dialog as shown in Figure 20.

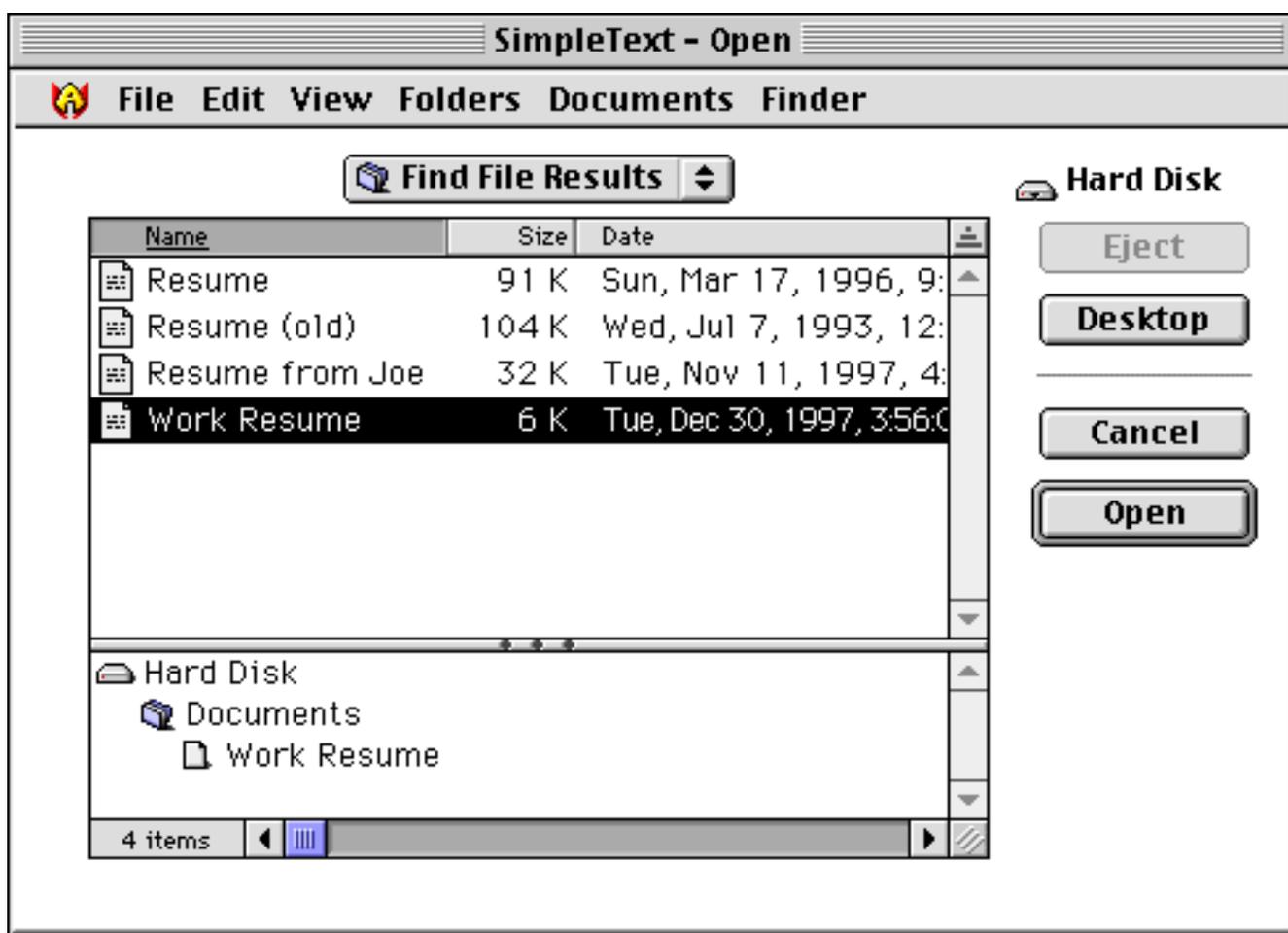


Figure 20. Displaying the results of the search.

The results of the search are displayed in the top of the list. Clicking on an item in the top of the list will result in the path to the file being displayed in the bottom of the list. Double-clicking on any disk or folder in the bottom part of the list will

position the standard file dialog to that disk or folder. Clicking and dragging the bar that has the arrows on it between the two sections of the list will resize the sections of the list relative to each other.

The number of items that is displayed in the dialog after a search has been performed may be less than the number of items actually found in the search. For example, if the search resulted in a match of 100 documents and 10 folders, but only 10 of the documents can be opened by the current application, then only 20 items will be displayed: the 10 that can be opened by the application plus the 10 folders that matched the query.

### **Find Next**

Once you have found an item and have used the Show Original command to find it in its original location, you can use the Find Next command to find the next item in the found list in its original location.

### **Show Original**

The Show Original command is available for any alias that is selected in the list or for any item that is the result of a Find command. When performed on an alias, the command will position the dialog at the item that the alias originated from. When performed on an item in a found list, the list will be positioned at the item's folder on the disk and the item will be highlighted.

### **Goto Found Items/Return From Found Items**

After a Find command has been performed, you can use the Return From Found Items command to return you to the last folder you had the list positioned at before you performed the Find command. Once you return to any folder after a Find command has been performed, you can use the Goto Found Items to return to the results of the last Find command.

### **Up Level**

The Up Level command positions the list up one level in the file directory hierarchy. This command is not available when the list is positioned at the desktop folder.

## **Down Level**

The Down Level command positions the list into the currently selected folder. This command is only available when the currently selected item in the list is a folder or disk drive.

## **Desktop**

The Desktop command positions the list to the Desktop Folder.

## **Eject**

The Eject command will eject the currently selected ejectable disk, such as a floppy disk, CD-ROM, optical, Syquest®, Zip® or Jaz® cartridge. This command is not available if the list is positioned to an item that is not on an ejectable medium.

## Edit Menu

The Edit Menu is used to perform the following commands: Undo, Cut, Copy, Paste, Add or Remove an item as a Favorite or Recent item, and Copy Path Name of the current file to the clipboard.

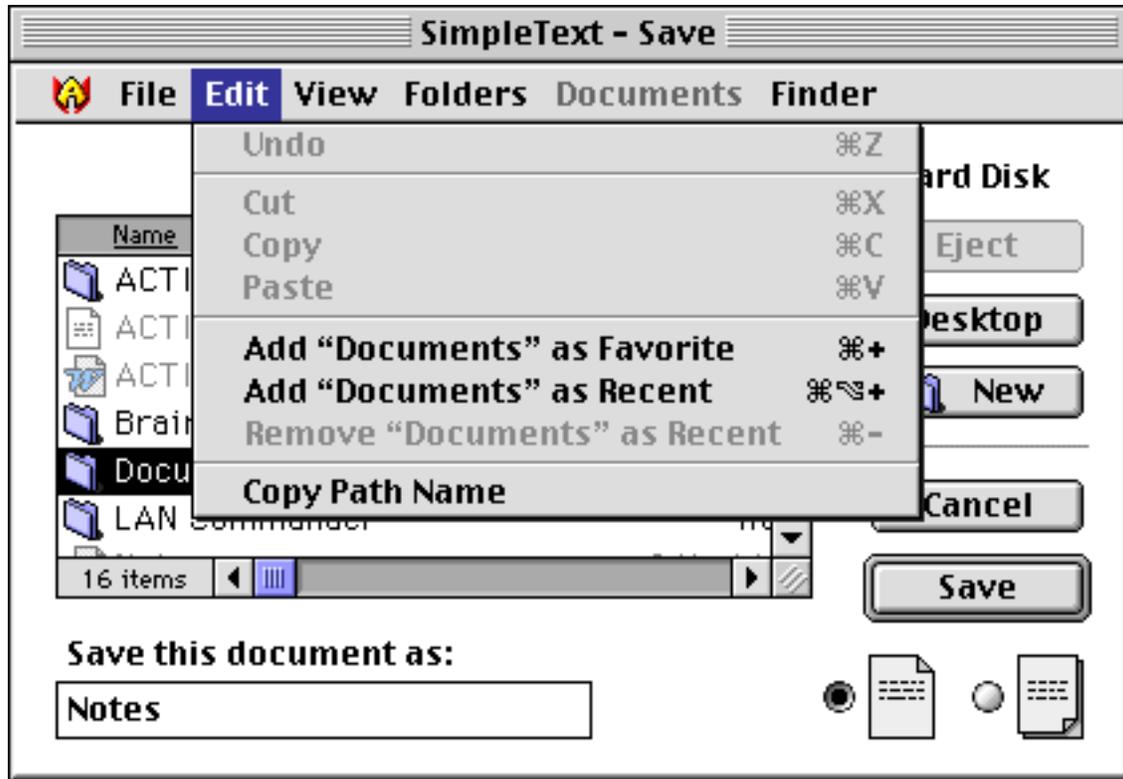


Figure 21. Edit menu.

The third section of the menu lets you add the selected item to the Folders or Documents menu as a Favorite item or a Recent item. You can also remove the selected item if it is either a Recent item or a Favorite item in either menu. If the item is a Favorite item and you remove it as a Favorite item, it still may appear in the Menus as a Recent item if it has been recently accessed by an application.

Copying the path name to the clipboard will create a text string that contains the name of each folder in the hierarchy that leads to the current folder displayed in the list, separated by a colon. For example, an item in a folder called "Work Files" in a folder called "Documents" on a hard disk called "Hard Disk" would have a path name of "Hard Disk:Documents:Work Files:".

## View Menu

The View menu allows you to customize the list that is displayed in the standard file dialog. The first six items allow you to specify how you want the list to be sorted. You can sort the list by name, size, kind, label, date, or by Finder View. If you choose to sort the list by Finder View, the list will be sorted in the same manner that you have selected for displaying the current folder in the Finder. For example, if you have a window for a folder sorted by Date Modified in the Finder, that folder will be sorted by Date Modified in the Open or Save dialog.

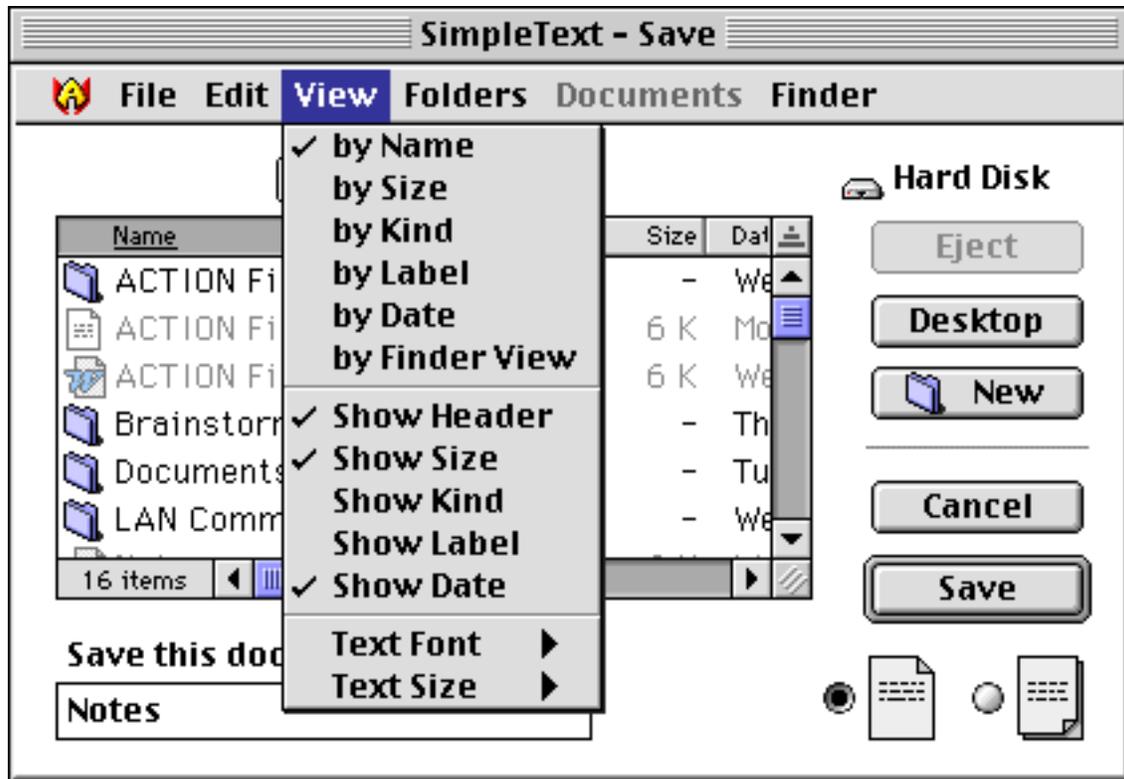


Figure 22. View menu.

The center section of the View menu allows you to specify what columns are displayed in the list. Enabling the Show Header menu item displays the column names at the top of the list and lets you click on the name of the column to select which column is to be used to sort the list. Clicking on the pyramid at the top right corner of the list permits you to change the sort order from ascending to descending. For text, this will sort from A to Z (ascending) or Z to A (descending). For dates, you can sort from most recent to oldest (descending) or oldest to most recent (ascending). You can also sort by size from smallest to largest (ascending) or largest to smallest (descending). The other menu items in this list let you show or hide the size, kind, label, and date columns.

**Note** You can still sort by a particular file attribute even though that attribute may not be displayed in the list. For example, you can sort by size even if the size column is not displayed in the list.

The last two items in the list allow you to select the font and size of the text that is used to display the list.

## Folders Menu

The Folders menu displays Recent and Favorite folders. When you open a document from or save a document to a folder, the folder is added to the Folders menu. This list also contains folders that you specify as Favorite folders that will always be available in the Folders menu. See the section titled Recent and Favorite Items at the beginning of this chapter for information on Recent and Favorite items.



Figure 23. Folders menu.

## Documents Menu

The Documents menu contains Recent and Favorite documents. Whenever you open or save a document, it is added to the Documents menu as a Recent item.

The Documents menu is only available in Open dialogs. The menu also contains documents that you specify as being Favorite documents that will always be available in the menu. See the section titled Recent and Favorite Items at the beginning of this chapter for information on Recent and Favorite items.

**Note** Only Recent and Favorite documents that can be opened by the current application will be displayed in the Documents menu.

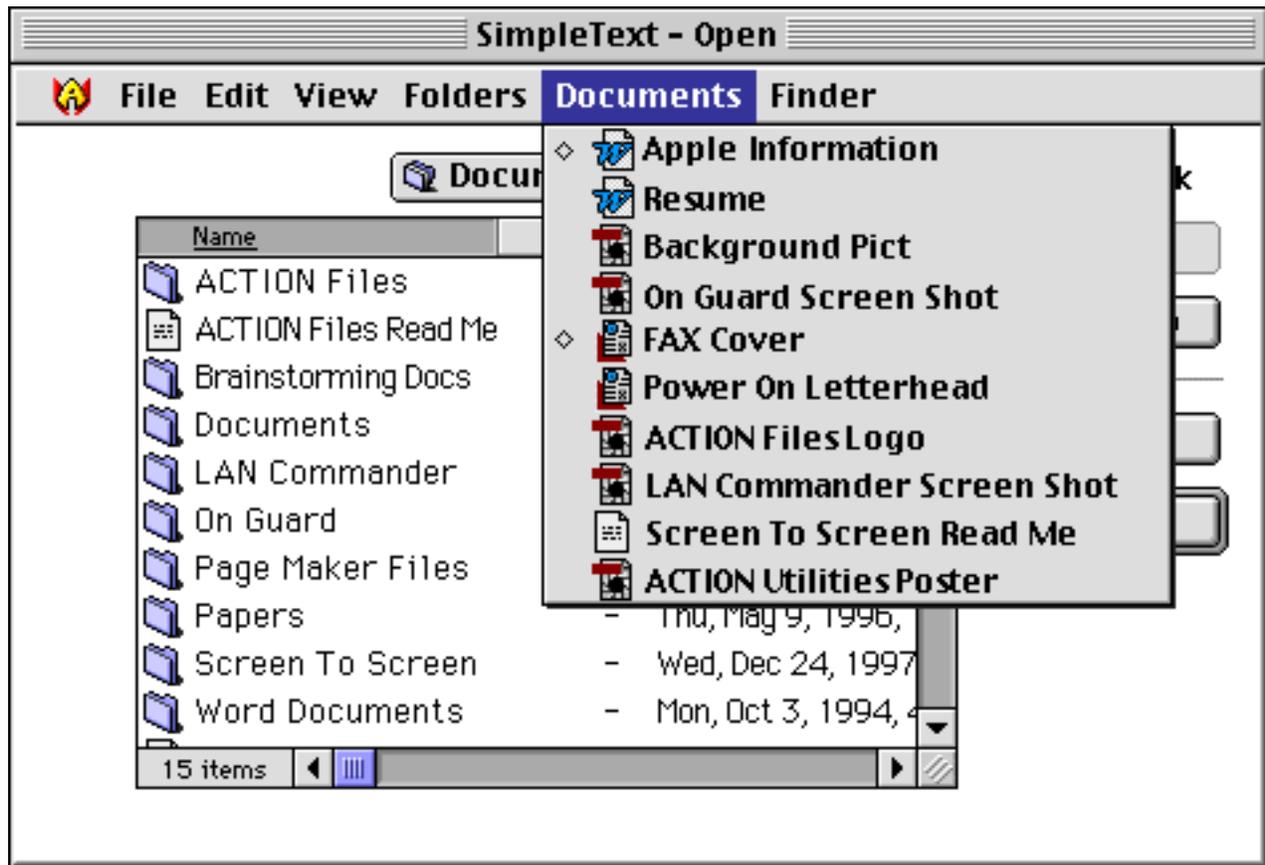


Figure 24. Documents menu.

## Finder Menu

The Finder Menu is used to open or close the folder currently selected in the list in the Finder, or to position the list to any folder whose window is open in the Finder. The first section of the menu allows you to open or close the specified folder in the Finder, and the second section allows you to position the dialog to an open window in the Finder. Note that the icon for the folder in the menu can be a normal window icon, which means that the window is open on the Desktop, or a tabbed window icon, which means that under Mac OS 8 or later, the window is a tabbed window that you have placed at the bottom of your desktop.

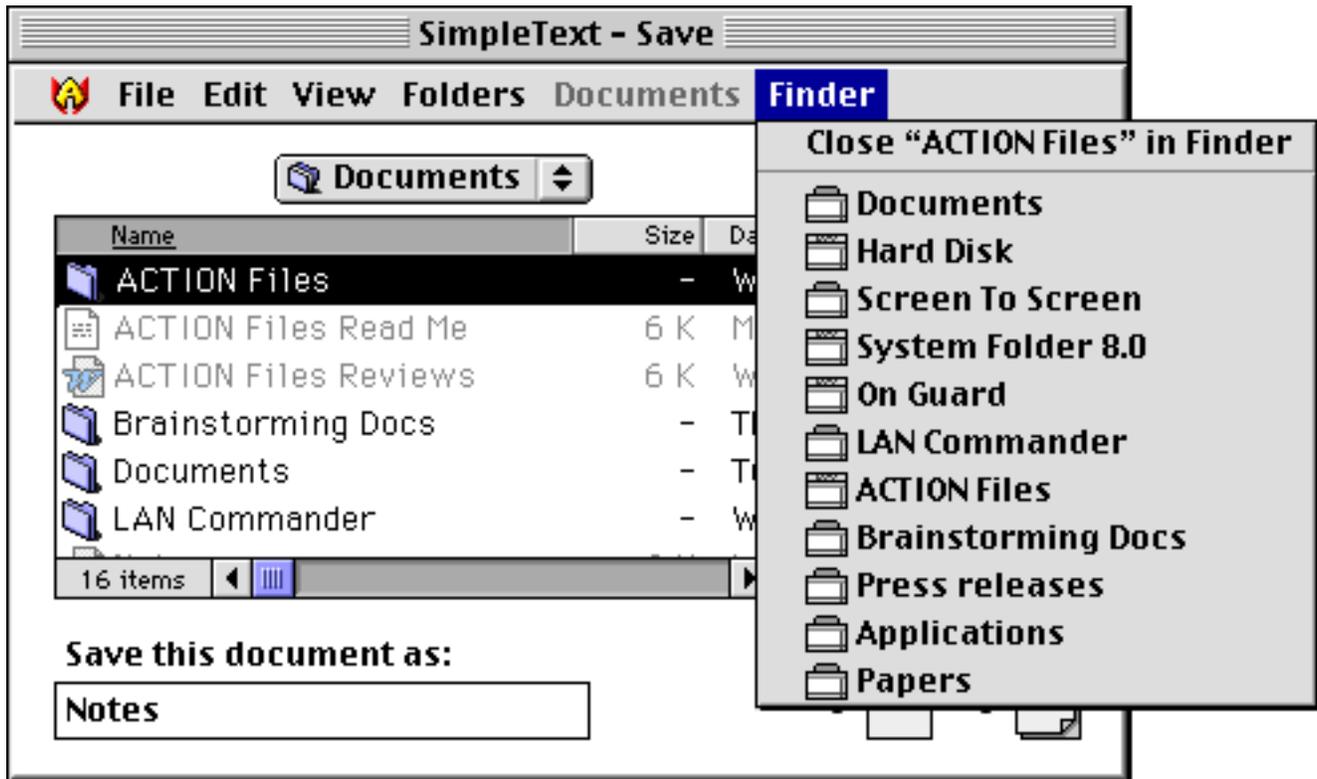


Figure 25. Finder menu.

## Positioning the List to an Open Window in the Finder

If you can view an open window in the Finder and you are currently in a standard file dialog, you can click anywhere in that window, and the list in the standard file dialog will be positioned to the folder.

## Enhancements to Open and Save As Menus in Applications

For any application that has a menu item titled "Open" or "Save As", ACTION Files can turn that menu into a hierarchical menu as shown in Figure 26. This hierarchical menu gives you access to Recent and Favorite documents and folders for the Open menu, and Recent and Favorite folders for the Save As menu.

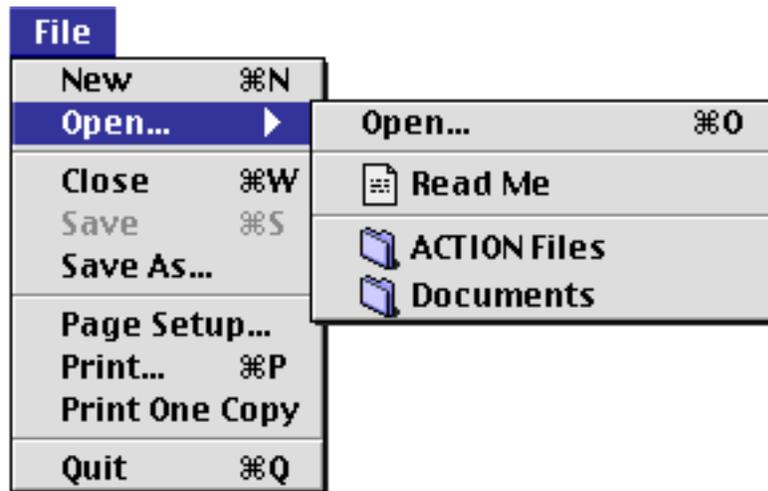


Figure 26. The Open hierarchical menu.

The first item in the hierarchical menu is the command that was originally in the applications menu. Selecting this menu item displays the Open or Save dialog. For the Open menu item, the second section in the menu displays Recent and Favorite documents that can be opened by the current application. Clicking on any of these documents opens the document directly without displaying the Open dialog. The last section displays Recent and Favorite folders. Selecting one of these folders will display the Open or Save dialog with its list positioned to the folder whose menu item was selected.

**Note** Only Recent and Favorite documents that can be opened by the current application will be displayed in the Open hierarchical menu.

The items that are displayed in the hierarchical menu follow the same rules as the items that are displayed in ACTION Files' Folders and Documents menus. For more information, see the section at the beginning of this chapter called Recent and Favorite Items. The number of items that will be displayed will follow the same parameters as the standard file dialogs; these can be specified in the Menu panel of the ACTION Utilities Control Panel.

You can disable the hierarchical menu for these menu items in the Menu panel of the ACTION Utilities Control Panel. You can also disable the Open hierarchical menu only if the application already has a menu item called "Open Recent." See the section on the Menu panel in the chapter titled Configuring ACTION Files for more information.

ACTION Files does not currently extend the Open menu for some applications that do not use Apple's standard menu code.

## **Rebounding to the last item accessed**

The ACTION Files rebounding feature is designed to return the list in an Open or Save dialog to a recently accessed folder, the Documents folder, or the folder containing the current application. The rebounding feature of ACTION Files works in conjunction with the rebounding feature that is provided by the General Controls control panel in System 7.5 and later. If you have the General Controls option set to rebound to a specific folder, such as the Documents folder or the folder containing the application, ACTION Files will also rebound to that folder. If you have it set to rebound to the last folder accessed by the application, it will rebound to the last accessed folder.

In an Open dialog, the ACTION Files rebounding feature will also reselect the last item in the specified folder that was accessed from any Open or Save dialog by that application. The list will automatically be scrolled to that item when the Open dialog is first displayed and the item will be selected.

To disable the ACTION Files rebounding feature, see the section on the List panel in the chapter on the ACTION Utilities Control panel.

## **Temporarily Disabling ACTION Files**

If you want to temporarily disable ACTION Files for any Open or Save dialog, hold down the Control key while selecting the Open or Save As menu item.

# Chapter 4

## Configuring ACTION Files

### The ACTION Utilities Control Panel

ACTION Files is a member of the ACTION Utilities family of utility products. The ACTION Utilities Control Panel is used to configure all the ACTION Utilities components. If more than one component is installed on your computer, the icons for the components appear at the bottom of the control panel. Clicking on the icon for a specific utility displays the configuration panels for that utility. If only one component is installed, its configuration panels are automatically displayed when you open the control panel. Clicking on the arrows on the left and right sides of the icon area will scroll the icons so that you can view all available icons .

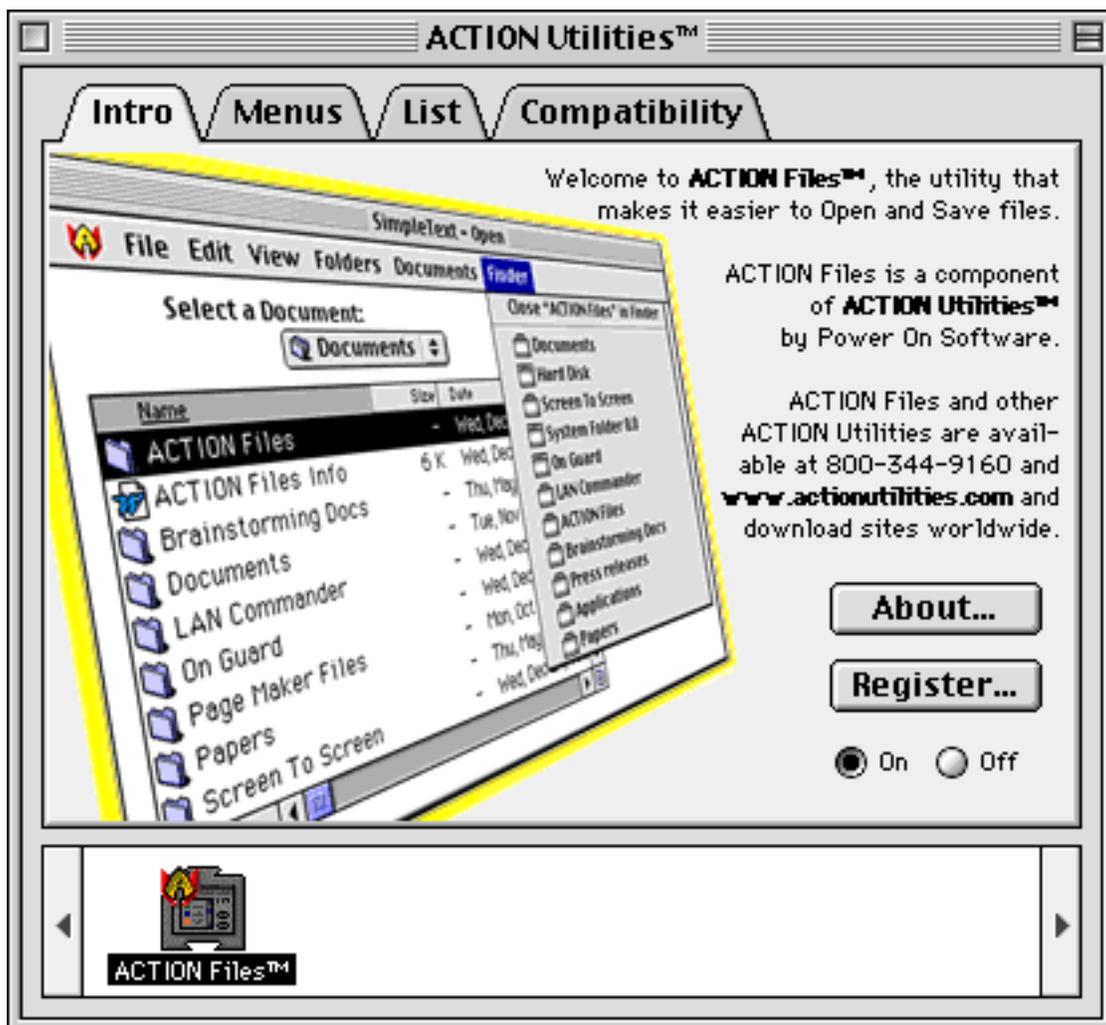


Figure 27. The ACTION Utilities Control Panel.

## ACTION Files Configuration Panels

Using the ACTION Utilities Control Panel, you can customize various features of ACTION Files. Four panels are available in the ACTION Files control panel: Intro, Menus, List, and Compatibility. The Intro panel contains information about ACTION Files. The Menus panel lets you customize various features of the menu provided by ACTION Files. The List panel lets you customize features of the ACTION Files list and window. The Compatibility panel lets you turn ACTION Files off or disable its resize feature for specific applications that you choose.

### Intro Panel

The Intro panel lets you view information about ACTION Files. Click the About button to display information about ACTION Files and Power On Software.

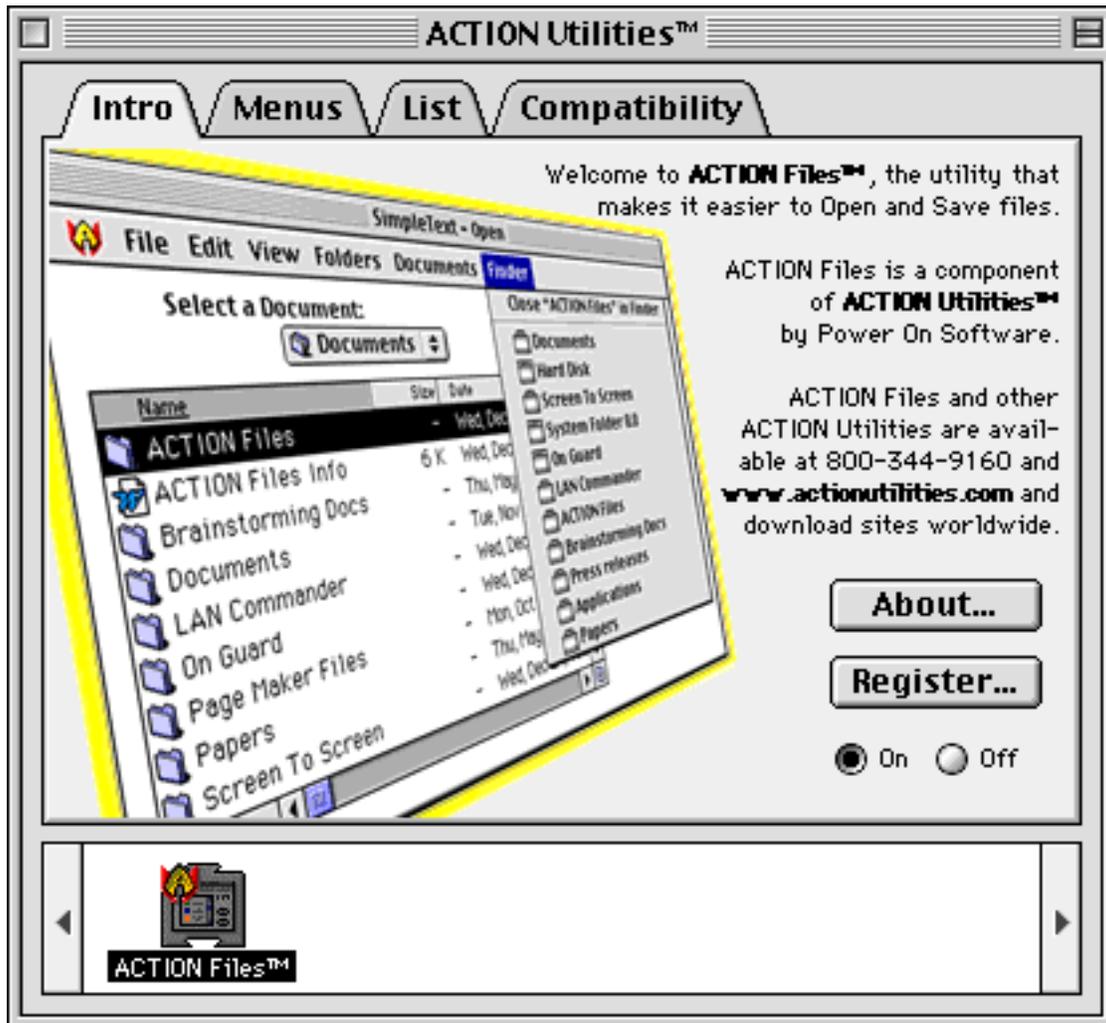


Figure 28. Intro panel.

## **Turning ACTION Files On or Off**

Click the On/Off button to enable or disable ACTION Files. You do not need to restart your computer for this feature to take effect; it takes effect immediately.

## **Registering a Demo Version of ACTION Files**

If you are running a demo version of ACTION Files and have purchased the product and obtained a valid serial number, or if you have received a new serial number because you have purchased a site license, you do not need to reinstall the ACTION Files software to enter your serial number. Simply press the Register button in the Intro panel, and a registration dialog will appear that will allow you to enter your name, organization, and serial number. You do not need to restart your computer for the serialization to take effect.

## **Menus Panel**

The Menus panel lets you customize how ACTION Files displays the Folders and Documents menus, and also the hierarchical menus that are added to an application's Open and Save As menu items.

### **Limits on Items in the Folders and Documents Menus**

The top section in the panel allows you to specify how many items will appear in the Folders and Documents menus in the standard Open and Save dialogs, and also in the hierarchical Open and Save As menus in any application. The first two lines let you specify how many Favorite items will be displayed in the list that have been recently opened by the current application and by other applications. The third and fourth lines let you specify how many items will be displayed that have been recently opened by the current application and by other applications.

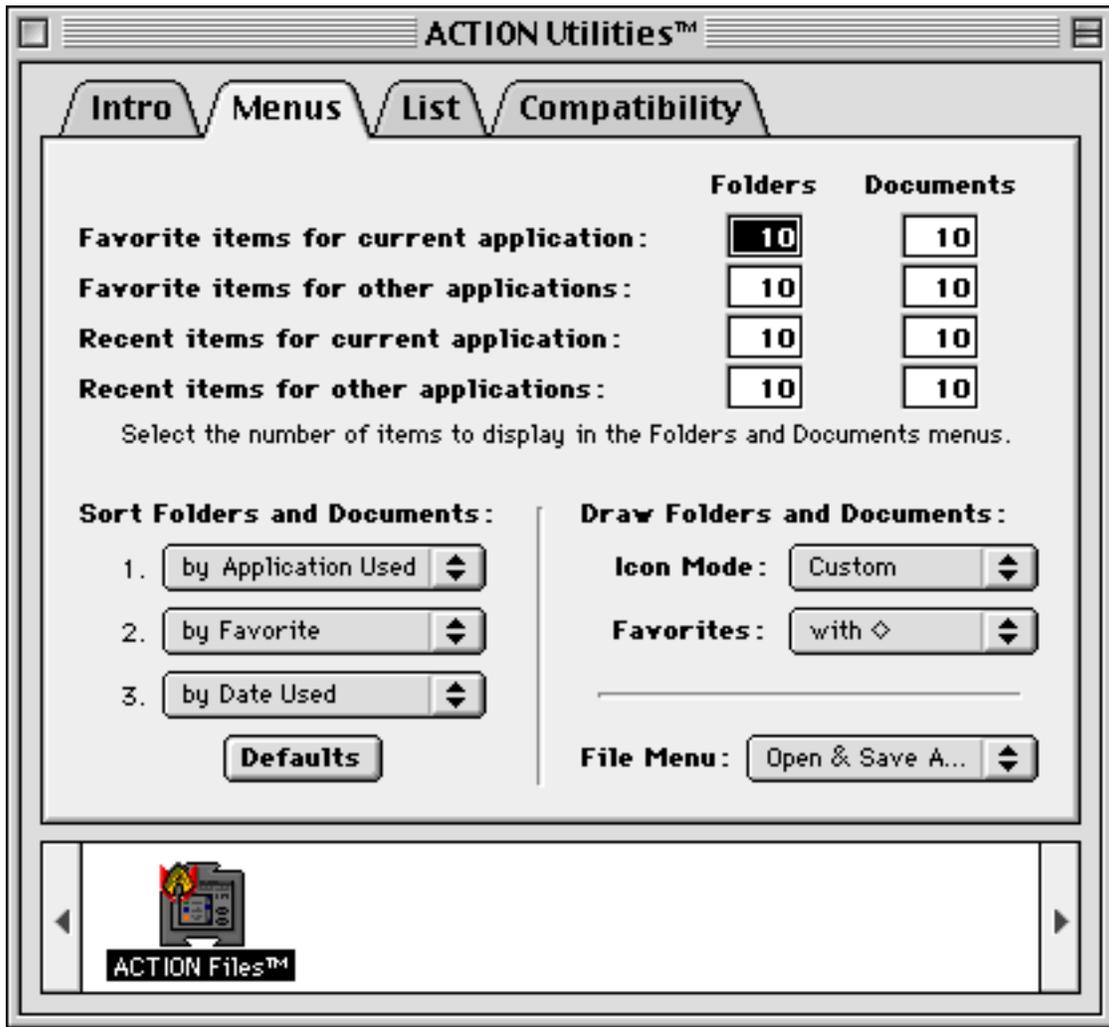


Figure 29. Menu panel.

### Specifying the Sort Order for the Folders and Documents Menus

The Sort Folders and Documents section of the Menu panel lets you specify how the Folders and Documents menus will be sorted. You can select up to three different sort criteria. You can sort by any of the categories that are specified in the menu in Figure 30 below.



Figure 30. Sorting categories for displaying items in the menus.

Clicking on the Defaults button in this panel will return all of the menus used for sorting the items in the menus to the predefined defaults. These are first by Application Used, second by Favorite, and third by Date Used. That way all of the files created by the current application are displayed first, then all your Favorite items are displayed before any others, and the files you used recently are displayed before others not used as recently.

### Specifying the Icon Mode for the Folders and Documents Menus

The Icon Mode popup lets you select the drawing mode for the icons in the Folders and Documents menus. You can choose to have normal icons drawn or no icons drawn at all. Using custom icons will display the icon assigned to the specific folder or document. The None icon modes may speed up the drawing of these menus on slower computers.

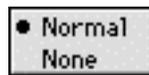


Figure 31. Icon Mode popup.

### Setting the Style for Favorite Items

The Favorites popup lets you select how you want Favorite items to be drawn in the Folders and Documents menus. A Favorite item is an item that you always want to have displayed in either of these menus. You can make an item a Favorite item in the menu by highlighting it then pressing the space bar. An item that is a Favorite can be displayed as plain text; as text with a bold, italic, underline, outline, or shadow style; or the menu item can have a dot, diamond, or triangle symbol before the name of the Favorite.



Figure 32. Favorites popup.

## Specifying File Menu options

The File Menu popup lets you select which items of an application's File menu will be extended with the ACTION Files hierarchical menu. This feature optionally adds a hierarchical menu to any application's Open or Save As menu item within its file menu. The choices are to have the hierarchical menu appear in both the Open and Save As items, only the Open item, only the Save As item, or none of the application's menu items. You can also specify that you want the hierarchical menu to be disabled if the application has a menu item called Open Recent, which would already fulfill the functionality provided by the ACTION Files hierarchical menu feature.

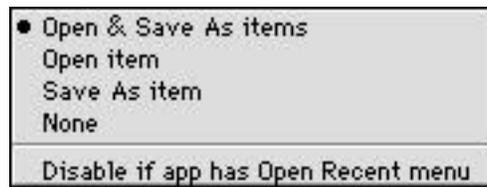


Figure 33. File menu popup.

## List Panel

The List panel lets you customize several features of the list of files displayed in an ACTION Files window.

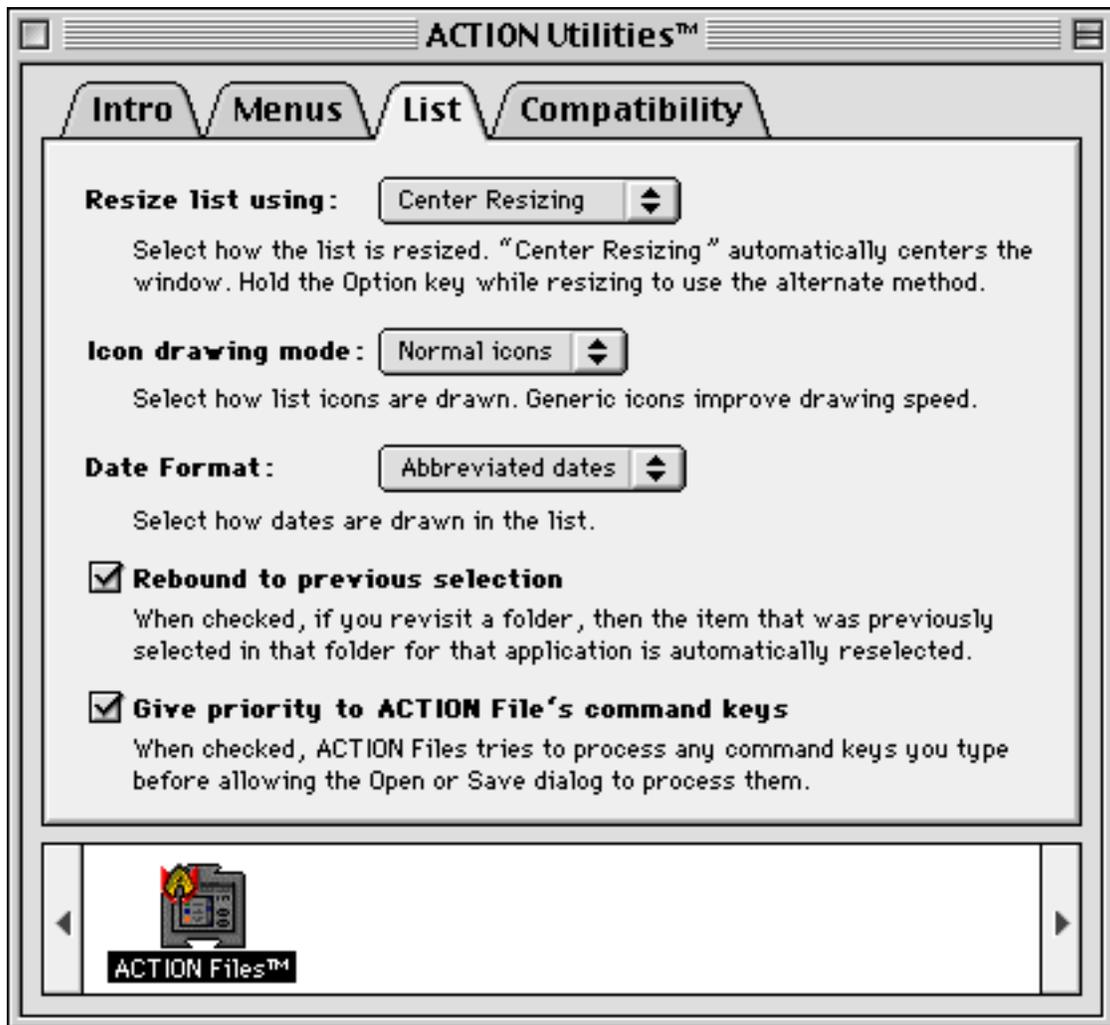


Figure 34. List Panel.

### Specifying How the List is Resized

The first item in the List panel allows you to select how the list and the dialog are resized. You can select "Standard Resizing" which resizes the list without centering it in the current screen, or you can select "Center Resizing" which always keeps the list centered horizontally and vertically within the current screen. If you hold down the option key while resizing the list, you can use the method of resizing that is not the current default for resizing.

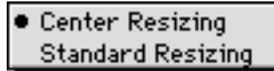


Figure 35. Resizing options menu.

### Specifying How Icons are Drawn in the List

The second item in the List panel allows you to select how the icons in the list are drawn. The Normal icons option uses custom icons that each application or file is assigned by the application, The Generic option uses the simple, generic icons that are provided by the operating system. Using generic icons is faster and is recommended for slower computers, or if you are often accessing files across a network.

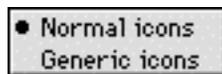


Figure 36. Icon drawing mode menu.

### Specifying How Dates are Drawn in the List

The third item in the List panel allows you to select how the dates in the list are drawn. The Long dates option displays the complete day and month names, year, and time, i.e., "Saturday, December 12, 1998, 1:30:00 PM". The Abbreviated dates option displays abbreviated day and month names, the year, and the time, i.e., "Sat, Dec 12, 1998, 1:30:00 PM". The Short dates displays the date in MM/DD/YY format and the time, i.e., "12/12/98, 1:30:00 PM".

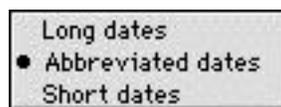


Figure 37. Date mode menu.

### Turning Rebounding On or Off

The fourth item in the List panel allows you to turn on and off the ACTION Files rebounding feature. The rebounding feature will automatically reselect an item in a folder that has been recently accessed with the current application via an Open or Save dialog. See the section on Rebounding to the Last Selected Item in the chapter Using ACTION Files for more information.

## **Giving Priority to ACTION Files Command Keys**

The fifth item in the List panel allows you to give priority to the command keys in the ACTION Files menus. If this checkbox is selected, any command keys in conflict between an application's Open or Save dialog and the ACTION Files command keys will result in the ACTION Files command being performed. If this checkbox is turned off, then the application's command will be performed. For example, Microsoft Word uses Command-F to perform its Find command, which is normally invoked by pressing the Find button in an Open dialog. ACTION Files uses Command-F to perform the ACTION Files Find menu item. If you have this checkbox selected, the ACTION Files Find menu item will be selected instead of the Microsoft Word Find command when Command-F is pressed.

## **Compatibility Panel**

The Compatibility Panel lets you disable ACTION Files completely or just disable the resize feature of ACTION Files for specific applications that are on your computer's disks. To add an application to the list, you click the Add button in the lower left corner of the panel. Clicking the Add button displays a dialog that lets you select the application for which you wish to disable ACTION Files. To remove an application from the list, select the application, then click the Remove button.

The popup at the right of the list lets you specify whether to disable ACTION Files completely for that application or just to disable the resize feature for that application.

The first several items in the list may not be selectable. These are applications for which ACTION Files is permanently disabled due to compatibility reasons.



Figure 38. Compatibility Panel.

# Chapter 5

## Troubleshooting

### Technical Support

Power On Software is dedicated to providing you the best support possible. Before contacting us for technical support, please read this manual, and especially this chapter on Troubleshooting.

For additional information, you can call our technical support center at (503) 968-6469. Please have your product serial number ready when you call. You can also reach us via e-mail at [support@actionutilities.com](mailto:support@actionutilities.com), or visit our Web site, [www.actionutilities.com](http://www.actionutilities.com), which contains tips and tricks, answers to frequently asked questions, and updates to all the ACTION Utilities products.

**Note** If you find what you believe is a bug in our product, send email to [bugs@actionutilities.com](mailto:bugs@actionutilities.com). Please include a telephone number and/or email address so that a Quality Assurance representative can contact you.

When contacting us for technical support, please have the following information:

1. Your product registration number as shown on the back of the ACTION Files installation disk or in the registration information that was emailed to you if you ordered ACTION Files online.
2. A description of the problem.
3. Information about the Macintosh you are using, including:
  - a. the model of Macintosh.
  - b. the System Software version as shown using the About This Macintosh command in the Apple menu.
  - c. the amount of Total Memory and the Largest Unused Block as shown using the About This Macintosh command in the Apple menu.
  - d. a list of the third party control panels and extensions you are using on your computer. The Apple System Profile included in System 7.5 and later provides valuable information.

# Troubleshooting ACTION Files

## 1. Why don't the ACTION Files menus appear in a particular standard file dialog?

There are a few reasons that the ACTION Files menu would not appear in a particular Open or Save dialog window:

- a. Using the Compatibility panel in the Control Panel, you may have disabled ACTION Files for the particular application you are running.
- b. There might not have been enough memory to load the ACTION Files menus.
- c. ACTION Files may have been turned off using the On/Off button in the Intro panel of the ACTION Utilities control panel.
- d. ACTION Files may have been disabled with an Extensions manager, or the ACTION Files extension may not have loaded properly when the computer was started up.
- e. A known compatibility issue may exist between ACTION Files and the application you are using, therefore the ACTION Files software may have excluded it by default.

## 2. I know ACTION Files is installed because its menus are being displayed in the standard file dialog, but the resize box is not being displayed, so I cannot resize the window. Why?

- a. Using the Compatibility panel in the Control Panel, you may have disabled the ACTION Files resizing feature for the particular application you are running.
- b. A known compatibility issue may exist between ACTION Files and the application you are using, therefore the ACTION Files software may have turned the resizing feature off by default.

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