# Contents

# 1.1  Program Description

Drag And File streamlines and simplifies the work of managing files on your computer. It offers several unique functions, such as a directory finder and a duplicate file finder.

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

Unlike most other Windows file managers, Drag And File allows you to highlight individual files and tag multiple files, which makes possible batch operations on non-contiguous groups of files.

Drag And File offers a broad range of file management tools:

- Drag-and-drop file move, copy, and delete

- Viewing of all text and most graphics files

- Tree and branch batch operations on all files

- Single click execution of most frequent tasks from a toolbar, including viewing

- Separate windows for each drive

- Full hot key control for hands-on keyboard   execution

- Formatting and diskcopying for floppy diskettes



*Main window*

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

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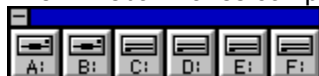


*Drivebar*

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

***Note:***   *Microsoft Windows' file-handling requirements may make it necessary for you to delete the uninstaller file itself.*

## 1.2  User Help: Guides and Resources

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

**Related Topics:**

> This manual
> On-line help
> Telephone help

## This manual

The Drag And File User's Manual is divided into the following six sections:

- *First Things - installation and program description*

- *Configuring - setting your preferences*

- *Using Drag And File - main features*

- *Managing Files:*

  *Mouse and Toolbar - drag and drop features*

- *Managing Files:*

  *Menus and keyboard - menus and keyboard*

  *shortcuts*

- *Auxiliary Programs - Drag And View Gold, Drag And Zip*

# On-line help

The on-line help system is available at any time by clicking on the Help menu on the menu bar in the main window. Context-sensitive help is also available for most menus and dialog boxes. For information and procedural help specific to a screen or menu, click on the Help button.

## Telephone help

Canyon Software is committed to producing software that is useful and productive. To help users make full use of Drag And File, Canyon Software maintains a technical help line for registered users from 9 AM to 6 PM Pacific Time.

| | |
|---|---|
| *Phone* | *(415) 453-9779* |
| *Fax* | *(415) 453-6195* |
| *BBS* | *(415) 453-4289* |
| *CompuServe* | *71320,1277* |
| *America On Line* | *DanBCan* |

# 1.3  Installation

## Requirements

Drag And File is designed to run on an IBM PC-compatible computer with an 80286 or higher processor and a minimum of 2 megabytes (4 is recommended) of RAM. The program requires 2.5 megabytes of disk space for a typical installation.

# Preliminaries

Before installing Drag And File, make note of the following items.

1. Drag And File comes with built-in routines that allow you to create and extract Zip files. If you would rather have Drag And File work as an interface to your external copies of PKZIP and PKUNZIP you can configure it to do so after installation.

2. If LHA is your preferred compression program you can also enter configuration information for it.

# Installation procedures

1. Power on the computer, load Windows, and open the Program Manager.

2. Insert the Drag And File disk into an appropriate drive.

3. From the Program Manager's File menu, choose Run.

4. In the dialog box, type the designation of the drive in which you inserted the Drag And File program disk, followed by "SETUP" and

press the Enter key.   If the drive is designated B:, the Run command   would be as follows:

   B:DFSETUP

   The Setup dialog box appears:
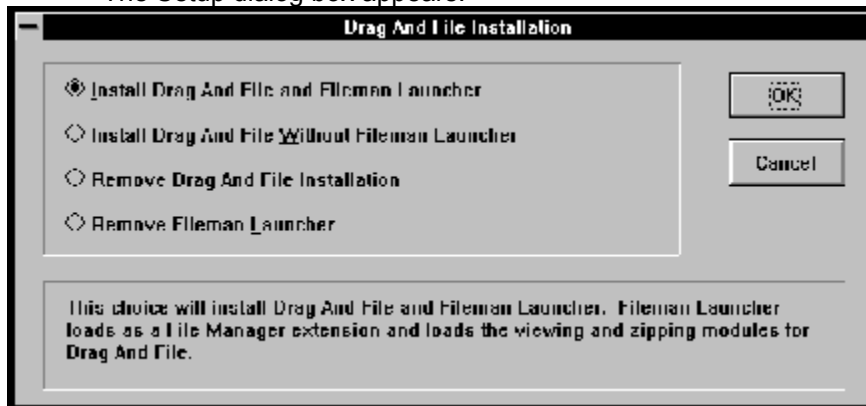


*Setup dialog box*

5. Choose one of the first two options. Fileman Launcher is a utility which installs as a drop down menu from the menu bar. It offers easy access to Drag And View Gold and Drag And Zip and other auxiliary programs which work with Drag And File.

   *Note: The modules which allow you to view files and to zip and unzip files are installed only when you choose to install Fileman Launcher.*

   When you make your choice and click OK, Drag And File installs automatically, asking you to confirm drive installations, and the location of several auxiliary programs and utilities which are part of the program. Follow instructions in the dialog boxes which accompany the choices.

6. The installation program concludes by opening the newly created Drag And File group window, showing the icons representing components of the program.

**Uninstall**

**To remove Drag And File:**

- Click on the Drag And File setup icon in the Drag and File group in Program Manager.


The setup screen appears. Follow instructions to remove Drag And File.

*Note:      Microsoft Windows' file-handling requirements may make it necessary for you to delete the uninstaller file itself.*

# 2.1 Setting Preferences

Drag And File offers several ways to tailor the program to meet individual needs.

## Related Topics:

Drag And File Setup
Options/Settings

# Drag And File Setup

The Setup program provides choices which allow you to install Drag And File in a variety of ways. The program installs a Setup icon in the Drag And File group window. This icon allows access to the Setup program to modify those choices after the program has been installed, to reinstall the program, or to uninstall the program.

**To make changes in the Setup program:**

1. From Program Manager (or whatever Windows shell you use) open the Drag And File group window. Double click on the Setup icon.

2. The Installation dialog box displays.

3. Select one of the first two choices to reinstall Drag And File, with or without Fileman Launcher.

4. Select either of the last two choices to remove part or all of the Drag And File installation.

# Options/Settings

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

**To change fonts:**

1.  Select Fonts from the Options menu.

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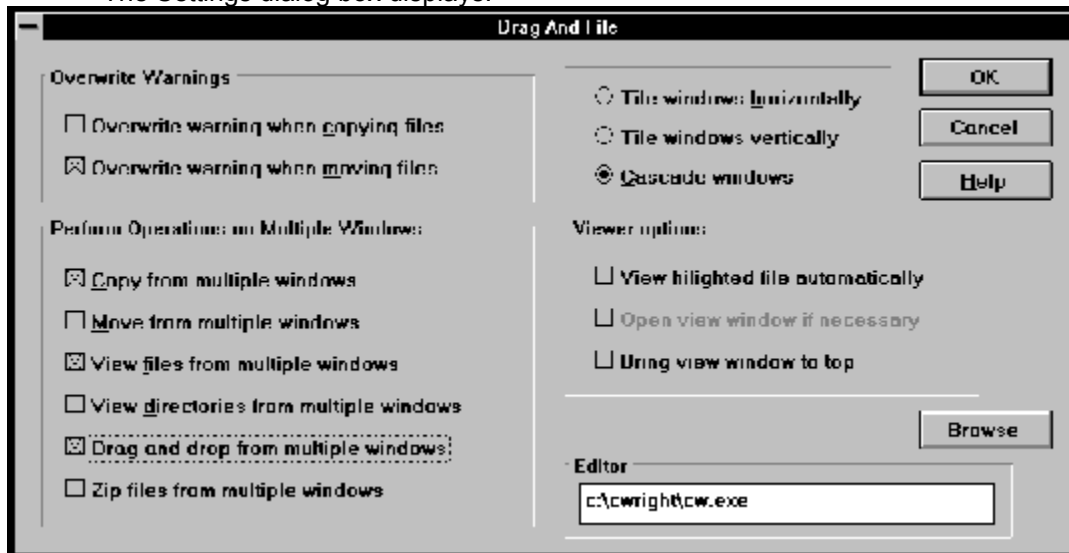


*Font options dialog box*

2.  Make whatever changes you wish and click OK.

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

**To change Settings:**

1.  Select Settings from the Options menu.

    The Settings dialog box displays.



*Settings dialog box*

2.  Enter your choices for warnings, multiple windows operations, window appearance, viewer

options.

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

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

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

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

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

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

When **Drag and drop from multiple windows** is checked, all drag and drop operations will include the tagged files or highlighted file from all Drag And File windows.

When **Zip file from multiple windows** is checked and you click on the zip button on the toolbar, the highlighted file or the tagged files in all the open Drag And File windows will be put in the resulting Zip file.

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

**Viewer options.** Check the first of these options to view a highlighted file automatically.   If a view window is not already open and you want one opened automatically, check the second box.   The third option will bring the view window to the top whenever a new file is selected. *Autoview will only work if there are no files selected.*

3.  In the box beneath **Editor**, enter the full pathname (the drive, directory, and full executable filename) of your word processor. The illustration shows the full pathname for Microsoft Word for Windows.

    This information allows Drag And File to load the word processor you specify here and open a highlighted or tagged file when you choose Edit File from the Actions menu.

4.  Click OK to save your changes and exit. Click on Cancel to exit without making changes.

## 2.2  Auto-configure

Auto-configure preserves changes to the next session of the program. Changes you make in the Settings dialog box from the Options menu, or changes in the dimension of the drive windows you make by clicking and dragging the borders, are automatically saved and remain in effect as the default choices when the program runs again.

## 2.3  Drag And File Drivebar

About the Drivebar
Using the Drivebar
Configuring the Drivebar

# About the Drivebar

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

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



*Drivebar*

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

## Using the Drivebar

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



*Drivebar icon*

# Configuring the Drivebar

The   Drivebar can be altered to fit your needs.

**To configure the Drivebar:**

1.  Click on the control bar in the upper left corner of the DF Drivebar icon bar.

    The control menu appears.
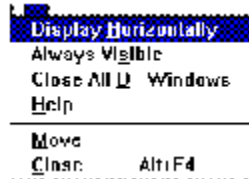


*Drivebar control menu*

2.  Click on **Display Vertically** (or **Display Horizontally**) to select the configuration other than the one currently in effect.

3.  Click on **Always Visible** to make the Drivebar appear on top of other programs.

4.  Click on **Close All Drag And File Windows** to close all open Drag And File drive windows, but leave the Drivebar icon visible.

5.  Click on other choices as needed to Move, Close, open a Help window, or to see information about the Drivebar.

## 2.4  Fileman Launcher

Fileman Launcher is a utility that helps to manage all your Drag and File auxiliary programs, such as Drag And View Gold. Fileman Launcher is installed as an option when you install Drag And File, and a menu of its choices is accessible by clicking on **Fmlaunch** in the Drag And File menu bar.

| Fmlaunch | Help |
|---|---|
| **ZIP files** | |
| **View files** | |
| **Auto view** | |
| **Run Programs** | |
| Quit Programs | |
| **Modify Program List** | |
| **Menu Title** | |
| **FMLaunch Help** | |
| **About Fileman Launcher** | |

*Fmlaunch menu*

Using the **Fmlaunch** menu you can do the following:

- Add and delete items to the list programs that Fileman Launcher runs.

  (Fileman Launcher can run up to 12 programs with Drag And File)

- Change how the programs are run

- Add command line arguments to the programs

- Quit all the programs

- Rerun the programs

# 3.1  Drag And File Main Window

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



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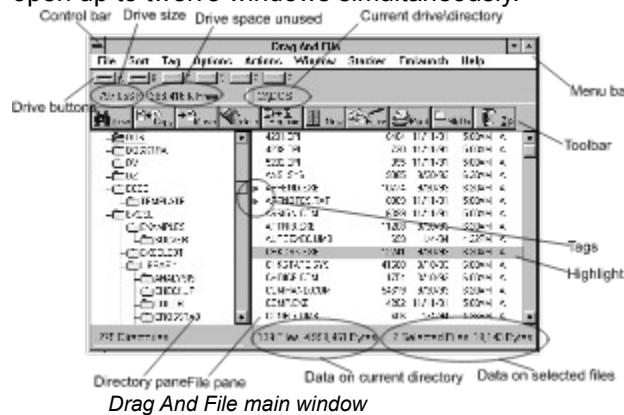
The menu bar contains drop down menus. They are accessible with a mouse or directly from the keyboard by using the Alt key in combination with the underlined letter or arrow keys.

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

*Note: Drive data may be incorrect for compressed drives.*

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

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

## Related Topics:

Choosing files and directories
Menu Bar
Drive bar
Toolbar
Directory pane
File pane

# Choosing files and directories

Drag And File, unlike Microsoft Windows File Manager, allows you to select and work with directories in the same way that you select and work with files.

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

- **Highlight** files and directories by left clicking on them with the mouse, or by using the arrow keys to move the highlight bar up or down over a listing. Only one directory or file can be highlighted at a time. Operations like Copy or Move can be performed on a highlighted file by clicking the appropriate tool, or by using drop down menus or keyboard shortcut keys. If any files are tagged, highlighting is ignored.

- **Tag** and **untag** files or directories by several methods:

- Right click with the mouse to tag and untag; Shift-Left click to tag contiguous groups of files or directories.

- Right arrow to tag; left arrow to untag.

- Spacebar and Ctrl-Right click to toggle tagging on or off.
- **Dots** mark files which have been copied. Dotted files may be reselected as a group for other operations.

## Menu Bar

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

Drag And File includes in its menu bar extensions−drop down menus inserted in the File Manager's menu bar by utility and other programs. Examples include the Stacker file compression program, and the Microsoft Backup, anti virus, and DoubleSpace programs.

## Drive bar

The drive bar includes buttons that represent all accessible drives.   Click on a drive button to change to that particular drive.   Double click on a drive button to open a new Drag And File window for that drive. Additionally, files can be dragged to the drive buttons for copying or moving.

## Toolbar

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

## Directory pane

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

## File pane

The file pane displays a list of the files and their attributes contained within the currently selected directory or subdirectory.

## 3.2  Type to File/Directory function

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

## 4.1  Drag and drop functions

Drag And File uses all the mouse conventions associated with Microsoft Windows programs.
When you drag and drop files and directories to a directory or drive button, a dialog box opens. Using options in the dialog box you can specify a Copy or Move operation, the name of the file or directory, and use a browse feature to specify the path.
When "Drag and drop from multiple windows" is turned on in the settings dialog, all drag and drop operations will use the highlighted or tagged files in all open Drag And File windows.

# 4.2  Toolbar functions

Drag And File's toolbar contains buttons which make the most common file management tasks easily accessible.



*Toolbar*

## Related Topics:

# View functions

The View button differs from the other buttons on the toolbar: it opens a view window with its own toolbar. The view window and toolbar buttons vary according to which pane (directory or file)   was active when the View button was pressed. In addition, if the file pane was active, available buttons in the viewing window depend on what kind of file was highlighted or tagged.

## Related Topics:

Directory view
File view

## *Directory view*

If the directory pane was active, the View button opens a list window to view an alpha ordered list of files contained in the highlighted directory or in the tagged directories.

The toolbar in the Directory view window replaces the New button with a unique Dupes button:

Lists only duplicate files in the highlighted or tagged directories. This function allows you to search a directory, a branch, or a whole drive for duplicate files. When this function is active, the words Duplicate Files appear in the search window in the lower left section.

## *File view*

If the file pane was active, the View button opens a Drag And View Gold window to view the contents of the highlighted file or the first of several tagged files. The view window uses viewers to display files in native format, or in a form as close as possible. Drag And View Gold will also display readable files in ASCII format and any file in its hexadecimal format. In addition, Drag And View Gold plays sound files (those with a .WAV extension).

*Drag And View Gold Toolbar*

For further information on Drag And View Gold functions, see Section 6, Auxiliary Programs.

# Toolbar buttons

**View** — If the directory pane is active, it opens a view window to see a list of files in selected directories.   If **view directories from multiple windows** is turned on, the listing will use all open windows.   If a window does not have any selected directories, the highlighted directory will be used.

If the file pane is active, a Drag And View Gold window will open and view the contents of selected files.   If **view files from multiple windows** is turned on, selected files from all open windows will be put into the viewer.   Unlike other toolbar operations, the highlighted file as well as selected files will be placed in the viewer.

**Copy** — Copies directories or files depending on which pane is active.

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

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

- Perform the operation on just the current window or multiple open windows.

- Turn on and off overwrite options.

- Change the copy operation to move and vice-versa.

- If the operation is being performed on a directory with branches, the operation can also be performed on the entire branch.
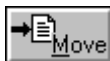
**Move** — Moves a file or directory depending on which pane is active.   All the options in the copy dialog also exist for Move.

**Delete** — Deletes a file or directory depending on which pane is active. The dialog box lets you confirm the operation.

**Rename** — Renames a file or directory.   If multiple files are selected they can be renamed en masse with wild cards.

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

**Filter** — Filters the filelist to display only files with the attributes and characteristics you specify. The attributes may be saved as the default.

**Print** — Prints a file or directory list.

**Mk Dir** — Makes a new directory as a subdirectory of the currently selected directory.

Zips one or more files into a single file using PKZIP. If the operation generates an archive file larger than the storage medium, you will be prompted to use additional media.

# Using The Keyboard

Drag And File allows you to access most functions directly from the keyboard as well as use the mouse to select functions from a drop down menu.
This section describes all the menu functions of Drag And File and their keyboard shortcuts.

# 5.1 Type to File/Directory

Drag And File's Search Type to File/Directory function allows you to locate a directory or a file by typing its name.

When the directory pane is active, Drag And File will search the current drive to find a directory which matches the letters you type. When the file pane is active, the program searches for a file name match in the current directory.
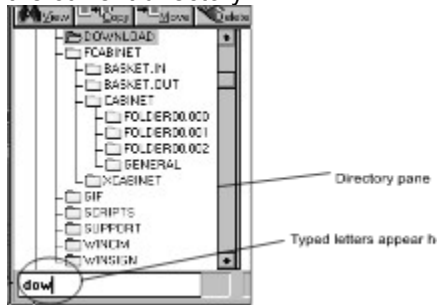


*Search window*

**To find a file or directory by name:**

1.  In the main window, select the directory or file pane using the mouse or the tab key.

2.  Type the first letters of the directory or file you want to locate.

    Typed letters appear in the search window in the left lower corner of the drive window, just beneath the directory pane. Drag And File highlights the directory or file which most closely matches the letters you type.

    You can also search for files by choosing the "Find" button.

## 5.2  File Menu

Use commands in the File menu to perform the most common functions used to manage your files and directories.

```
┌─────────────────────────────────────┐
│ File                                │
├─────────────────────────────────────┤
│ Copy...                    F8       │
│ Move...                    F7       │
│ Delete...                  Del      │
│ Undelete...                         │
│ Launch                     Enter    │
│ Make Directory             Alt+K    │
│ File Attributes...         Alt+Enter│
├─────────────────────────────────────┤
│ Associate                           │
│ Multi Associate                     │
│ List All Files...          Ctl+Enter│
├─────────────────────────────────────┤
│ Quit                                │
│ Close All DF Windows                │
└─────────────────────────────────────┘
```

*File menu*


### Related Topics:

Copy (File Menu)
Move (File Menu)
Delete (File Menu)
Undelete (File Menu)
Rename (File Menu)
Launch (File Menu)
Make Directory (File Menu)
Find Files (File Menu)
File Attributes (File Menu)
Associate (File Menu)
Multi Associate (File Menu)
List All Files (File Menu)
Quit (File Menu)
Close All Drag And File windows (File Menu)

# Copy (File Menu)

**Shortcut:       F8**
**[s/s Copy/Move d/b]**

***Note:*** *For keyboard selection and deselection of options in the dialog box, press Alt and the underlined letter of the option.*

Use the copy command to copy a single highlighted or one or more tagged files or directories, depending on the active pane.

Use the Move command to move the single highlighted or one or more tagged files or directories from one location to another.

The difference between copying and moving is that in copying the original file is remains while in moving the original file is deleted.

Select Copy or Move by checking the appropriate button.

For the Copy command, choose whether or not to suppress the Duplicate File Warning. Confirm whether the Copy/Move is for all windows or for one window.

Type in the location to which the file is to be copied, or choose Browse to select a directory from a list.

# Move (File Menu)

**Shortcut:** **F7**

***Note:*** *For keyboard selection and deselection of options in the dialog box, press Alt and the underlined letter of the option.*

Use the Copy command to copy a single highlighted or one or more tagged files or directories, depending on the active pane, from one location to another, leaving a copy of the original file.

Use the Move command to move the single highlighted or one or more tagged files or directories from one location to another.

Select Copy or Move by checking the appropriate button.

For the Copy command, choose whether to suppress the Duplicate File Warning. Confirm whether the Copy/Move is for all windows or for one window.

Type in the location to which the file is to be copied, or choose Browse to select a directory from a list.

# Delete (File Menu)

**Keyboard:** **Del**

Use the Delete command to delete a single highlighted or one or more tagged files or directories.

The dialog box which appears when you invoke this command is the only confirmation you will see of this operation.

## Undelete (File Menu)

Use the Undelete command to open the Microsoft Undelete dialog box.

For additional information on using Undelete, see the Help menu in the Undelete dialog box.

# Rename (File Menu)

**Keyboard:**     **Alt+N**

Renames a file or directory.   If multiple files are selected they can be renamed en masse with wild cards

# Launch (File Menu)

**Keyboard:** **Enter**

Use the Launch command to run or activate the highlighted file or tagged files, or to run the program associated with the file type and load the file.

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

# Make Directory (File Menu)

**Keyboard:** **Alt+M**

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

# Find Files (File Menu)

**Keyboard:     Alt+F**

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

# File Attributes (File Menu)

**Keyboard:** **Alt+Enter**

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



*File attributes dialog box*

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

- Archive
- Read Only
- System
- Hidden
- No Attributes

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

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

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

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

**No Attributes** specifically eliminates any attributes assigned to a file.

## Associate (File Menu)

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

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

**To record an association:**

1. Click on the Associate option from the File menu.

2. Choose the program file from those displayed.

    *-OR-*

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

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

# Multi Associate (File Menu)

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

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

**To record multiple associations:**

1. Click on the Multi Associate option from the File menu.

2. Type the full pathname (including drive, directory, and filename) of the new program.

   *-OR-*

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

3. Click Add to add the program to those displayed in the current associations window.

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

# List All Files (File Menu)

**Keyboard:** **Ctrl+Enter**

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

**To list all files:**

1. Select this command to open the drive selection window.

2. Select the drives containing the files you wish to list.

   Ctrl+LClick or Shift+LClick toggles drive selection.

3. Click OK to open the file list window.

## Quit (File Menu)

Choose the Quit command to close Drag And File.

## Close All Drag And File windows (File Menu)

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

The DF Drivebar icon is not affected by this command.

# 5.3  Sort Menu

Use commands in this menu to arrange the order of the files in the file window.

**Related Topics:**

by Extension (Sort Menu)
by Filename (Sort Menu)
by Date (Sort Menu)
by Size (Sort Menu)
Unsorted (Sort Menu)
Save (Sort Menu)

# by Extension (Sort Menu)

**Keyboard:** **Ctrl+Shift+E**

The by Extension command sorts files by the three-letter filename extension, in alpha order of extension, and by alpha order within each group of files of the same extension.

# by Filename (Sort Menu)

**Keyboard:** **Ctrl+Shift+F**

The by Filename command sorts the file list by filename in alpha order.

## by Date (Sort Menu)

**Keyboard:**  **Ctrl+Shift+D**

The by Date command sorts the file list in ascending order of date, from earliest to latest.

# by Size (Sort Menu)

**Keyboard:**     **Ctrl+Shift+S**

The by Size command sorts the file list by size, in ascending order, from the smallest to the largest.

## Unsorted (Sort Menu)

**Keyboard:** **Ctrl+Shift+U**

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

## Save (Sort Menu)

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

## 5.4  Tree Menu

Collapsible directories (Tree Menu)
Expand One Level (Tree Menu)
Expand Branch (Tree Menu)
Expand All (Tree Menu)
Collapse Branch (Tree Menu)
Collapse All

# Collapsible directories (Tree Menu)

Use the Collapsible directories command to toggle on and off the display of a full expanded non-collapsible tree or collapsible tree.   The collapsible tree works similarly to the one in Windows File Manager.   The default is the collapsible tree.   If you choose to use the fully expanded tree as your default, you should see that DFUPDATE, a program that was put in your Drag And File group, is moved to your StartUp group.   When Drag And File operates with a fully expanded tree, it saves a copy of the tree to disk.   Each time you load Drag And File, it will read the copy of the tree from disk rather than re-read the tree anew each time.   By adding DFUPDATE to your StartUp group, DFUPDATE will be running in the background at all times and the tree file will be updated automatically when other programs create directories and Drag And File isn't running.

*Note: The following Tree menu options are available only when the collapsible tree is selected.*

# Expand One Level (Tree Menu)

**Keyboard   Num Pad Plus**

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

# Expand Branch (Tree Menu)

**Keyboard   Num Pad Star**

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

## Expand All (Tree Menu)

**Keyboard   Ctrl+Num Pad Star**

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

## Collapse Branch (Tree Menu)

**Keyboard   Num Pad Minus**

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

## Collapse All

**Keyboard   Ctrl+Num Pad Minus**

Use this command to collapse the entire directory tree and show only the root directory.
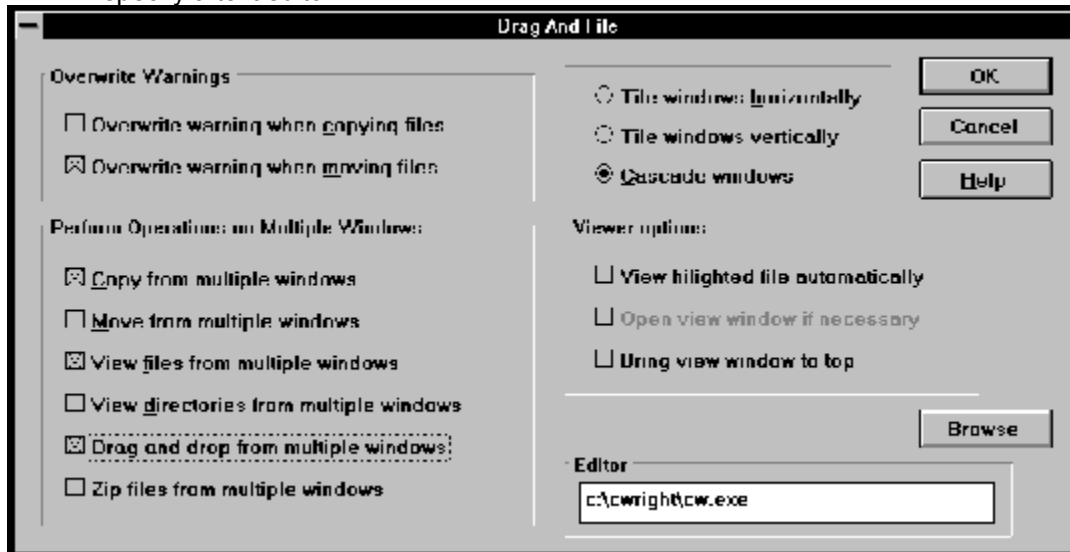
# 5.5 Options Menu

## Fonts (Options Menu)

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

# Settings (Options Menu)

Use the Settings command to open the Settings dialog box. Choices in this dialog box allow you to:
- manage overwrite warnings
- enable operations on multiple windows
- choose viewer options and window appearance
- specify a text editor.



*Settings dialog box*

## View All Details (Options Menu)

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

## View Filenames Only (Options Menu)
Use this setting to have Drag And File show only the file name in the file listing.

# 5.6  Actions Menu

This menu offers commands which allow you to work with the files and directories you select.

## Related Topics:

Filter (Actions Menu)
View (Actions Menu)
Print Dir List (Actions Menu)
Print File List (Actions Menu)
Edit File (Actions Menu)
Copy Diskette (Actions Menu)
Label Disk (Actions Menu)
Format Diskette (Actions Menu)
Tag (Actions Menu)
Untag (Actions Menu)
Tag All (Actions Menu)
Untag All (Actions Menu)
Tag Branch (Actions Menu)
Tag Files (Actions Menu)
Re-tag

# Filter (Actions Menu)

**Keyboard:  Alt+L**

Use the Filter command to open a file specification dialog box. This allows you to specify the name, types, and attributes of files to appear in the file window.

# View (Actions Menu)
**Keyboard:  Alt+V**

Use the View command to open a Drag And View Gold window.

The window displays the contents of the currently highlighted file in a format chosen by Drag And File to match the file type. If no match is found, a hexadecimal or an ASCII view opens, depending on the viewable content of the file.

**Print Dir List (Actions Menu)**

# Print File List (Actions Menu)

Use the appropriate Print command to print a list of either the directory window or the file window.
The Print command also allows you to print a list of either window to file, and to change the selection of
your Windows default printer.

# Edit File (Actions Menu)

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

If no association exists for the file type highlighted when you invoke this command, a dialog box opens to allow you to establish an association.

Use commands in the Tag menu to tag and untag individual files and directories, and groups of files and directories.

## Copy Diskette (Actions Menu)

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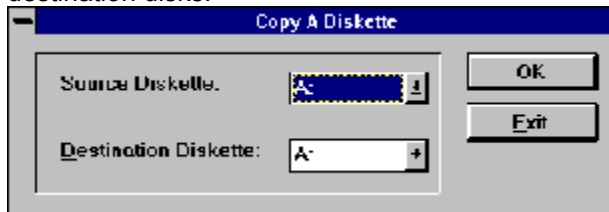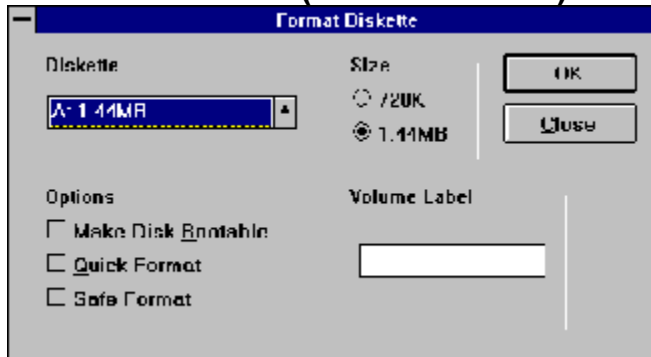


*Copy Diskette Dialog Box*

## Label Disk (Actions Menu)

Every hard disk and diskette can have a volume label that you can use to identify the disk.   Drag And File displays the volume label at the right end of the drive window.   You can use this command to create or modify a volume label.   A volume label can be up to 11 characters long.

# Format Diskette (Actions Menu)



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

The options are:
- Make Disk Bootable.   Use this option if you want to be able to start        your computer from this disk.
- Quick Format.   Use this option on a diskette that has already been        formatted.   This option will re-write the boot sector and root directory        but will not reformat the diskette.
- Safe Format:   Use this option to save any existing files on the diskette.        This allows you to refresh the formatting of a diskette without having  to destroy all the files on it.

# Tag (Actions Menu)

**Keyboard:    Right Arrow**

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

# Untag (Actions Menu)

**Keyboard:** **Left Arrow**

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

# Tag All (Actions Menu)

**Keyboard:** **Ctrl+Left Arrow**

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

# Untag All (Actions Menu)

**Keyboard:** **Ctrl+Right Arrow**

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

# Tag Branch (Actions Menu)

**Keyboard:**      **Ctrl+Shift+B**

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

# Tag Files (Actions Menu)

**Keyboard:** **Ctrl+Shift+L**

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



*Tag files dialog box*

# Re-tag

**Keyboard:** **Ctrl+Shift+R**

The Retag command resets dots to tags.

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

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

# 5.7 Window Menu

This menu offers commands which allow you to manage the windows of Drag And File.

**Related Topics:**

New Window (Window Menu)
Cascade (Window Menu)
Tile Horizontally (Window Menu)
Tile Vertically (Window Menu)
Refresh drive (Window Menu)
Refresh files (Window Menu)

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

# Cascade (Window Menu)

**Keyboard:** **Shift+F5**

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

# Tile Horizontally (Window Menu)

**Keyboard:** **Ctrl+Shift+F4**

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

# Tile Vertically (Window Menu)

**Keyboard:** **Shift+F4**

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

# Refresh drive (Window Menu)

**Keyboard:** F5

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

# Refresh files (Window Menu)

**Keyboard:** **F4**

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

# 5.8  Tools Menu

The Tools menu is an extension menu. If you are using MS-DOS v. 6.0 or higher, this menu choice is installed on Drag And File's menu bar by DOS, and offers you direct access to three DOS file management tools: Backup, Anti Virus, and DoubleSpace.

## Related Topics:

Backup (Tools Menu)
Anti virus (Tools Menu)
DoubleSpace Info (Tools Menu)

## Backup (Tools Menu)

Use the Backup command to access the Microsoft Backup for Windows dialog box.

## Anti virus (Tools Menu)

Use the Anti Virus command to access the Microsoft Anti Virus for Windows dialog box.

## DoubleSpace Info (Tools Menu)

Use the DoubleSpace command to access the Microsoft DoubleSpace dialog box.

***Note:*** *If you are using another disk compression utility, such as Stacker, Microsoft DoubleSpace incorrectly reports that your drive is not compressed.*

# 5.9  Fmlaunch Menu

Fileman Launcher loads itself automatically into the Drag And File menu bar.
**To prevent Fmlaunch from loading in the menu bar:**

- Select the Setup program from the Drag And File group in Program Manager and deselect Fileman Launcher.

    *OR-*

1. Open a text editor, such as Windows Notepad.

2. Open WIN.INI from the Windows directory.

3. Under the heading   [addons] locate the line:

    **FMLaunchDLL=C:\\*directory*\\FML.DLL**

    where *directory* is the name of the directory where Fileman Launcher is located.

4. Place several semicolons in front of the line:

    **;;;FMLaunchDLL=C:\\*directory*\\FML.DLL**

    Fmlaunch will no longer appear in the menu bar.

## Related Topics:

Zip files (Fmlaunch Menu)
View files (Fmlaunch Menu)
Auto view (Fmlaunch Menu)
Run Programs (Fmlaunch Menu)
Quit Programs (Fmlaunch Menu)
Modify Program List (Fmlaunch Menu)

## Zip files (Fmlaunch Menu)

Use the Zip files command to open the Drag and Zip dialog box to run PKZIP on the highlighted file or on one or more tagged files.

## View files (Fmlaunch Menu)

Use the View files command to open a Drag And View Gold window to display the contents of the highlighted file.

If several files are tagged, the Drag And View Gold toolbar includes arrow buttons which allow you to cycle through views of the tagged files.

## Auto view (Fmlaunch Menu)

Use the Auto view command to load the selected file in an open Drag And View Gold window automatically.

In order for this option to function, check the **Open view window if necessary** option in the Settings dialog box of the Options menu.

**Run Programs (Fmlaunch Menu)**

## Quit Programs (Fmlaunch Menu)

Use the Run/Quit Programs commands to activate or close the auxiliary programs that work with Drag And File to help you manage files.

These programs include Drag And View Gold, Drag and Zip, and any other programs you add to the list.

# Modify Program List (Fmlaunch Menu)

Use the Modify Program List command to manage the auxiliary programs that work with Drag And File. At a minimum, those programs include Drag and Zip and Drag And View Gold. Other programs may be added, up to a total of ten.

Selecting the Modify Program List command opens the Fileman Launcher dialog box.
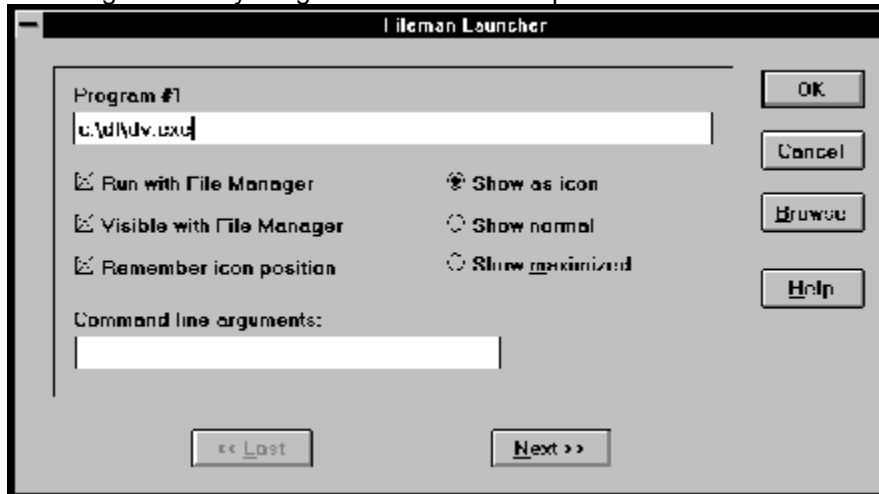


*Fileman Launcher Dialog Box*

*Note: If the* **Show as icon** *button on the right side of the box is not checked, several other options in the box are not available.*

## Related Topics:

Program #n
Run with File Manager
Visible with File Manager
Remember icon position
Show as icon Show normal Show maximized

### *Program #n*

Displays the pathname of the program. If you are adding a new program, type in the full pathname, including drive and directory.

### *Run with File Manager*
Check this box if you want this program to load and run automatically when you open Drag And File.

### *Visible with File Manager*

Check this box if you want the program icon to be visible whenever Drag And File is running and visible. This choice is available only when **Show as icon button** is checked.

### *Remember icon position*

Check this to cause the active icon to appear in the last position it occupied, rather than in the default position in the lower left corner of the screen. This choice is available only when **Show as icon** button is checked.

***Show as icon***
***Show normal***
***Show maximized***
Select one of these buttons to determine whether the auxiliary program will appear on-screen as an icon, in normal size, or maximized. Some programs may not respond to the screen sizing you select here. Click OK to save your changes and exit. Click Cancel to exit without saving changes.

# 6.1  Drag And View Gold

Drag And View Gold allows you to view the contents of a file or files without having to run the program that created them.
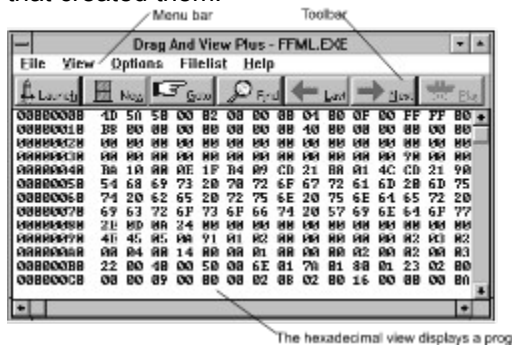


*Drag And View Gold main window*

Drag And View Gold can view files created by popular word processors, databases, spreadsheets, and graphic programs. It uses viewers to display the files in their native format (or a format close enough to their native format). That way you can easily see what the file contains without unreadable formatting codes. In addition, you can view any file in ASCII or hexadecimal format.
Drag And View Gold offers these additional features:

- Opens multiple windows to compare files

- Searches for text in any file or a hexadecimal string in the Hex viewer

- Goes to any cell in a spreadsheet, any record in a database, and any address in the hexadecimal view of a file

- Views a list of files viewed during the current session, and users can click on a listed file to re-view it

## Related Topics:

Viewing Files
Drag And View Gold Windows
Exiting Drag And View Gold
The Toolbar
File Menu
Edit Menu
View Menu
Options Menu
Zoom Menu
Page Menu
Filelist Menu
System Menu

# Viewing Files

Drag And View Gold offers three ways to activate the file viewer:

- Drag a highlighted file or several tagged files from Drag And File and drop on the minimized icon or on the already open Drag And View Gold window.

- Click on the View button in the Drag And File toolbar to view a highlighted or tagged file.

- Choose **View files** from the Fmlaunch menu to view a highlighted or tagged file.

When more than one file is tagged, Drag And View Gold views the first file and lists all files in the Filelist, up to 20 files.

If Drag And View Gold cannot open a viewer to display the file in its native format, it displays the file either in ASCII text or in hexadecimal format.

# Drag And View Gold Windows

After the first viewing window is open, the Drag And View Gold icon remains active. Any file dropped on it will open another window. Clicking on the New Window button will also open a new window from the same Filelist.

Drag And View Gold will open as many windows as your computer's memory will support.

Any open Drag And View Gold window can be closed, maximized or minimized to an icon.   Drop a file on a minimized Drag And View Gold window to restore the window and display the file.

**To close all windows:**

1. Click on the Drag And View Gold icon to activate the system menu.

2. Select **Close all windows**.

   Drag And View Gold closes all windows but does not close the program. The icon remains visible.

## Exiting Drag And View Gold

Click on the active Drag And View Gold icon to open the system menu. Choose **Close** from the menu. On closing, Drag And View Gold closes all open windows.

# The Toolbar

Drag And View Gold's main window includes a toolbar which offers one-click access to the most useful functions.

## Related Topics:

[Launch](#)
[Copy](#)
[New](#)
[Goto](#)
[Find](#)
[Last, Next](#)
[Print](#)
[Play](#)

***Launch***

The Launch button runs the program associated with the file type currently displayed.

The Associate... command from the File menu of Drag And File specifies programs to associate with filename extensions. If the file type currently displayed has an associated extension, Drag And View Gold will launch that program and load the file. If association is lacking, Drag And View Gold opens a dialog box which allows you to establish an association.

If the file you are viewing is an executable program, Drag And View Gold will run it when you choose this command.

## *Copy*

The Copy button copies selected areas of views to the Windows Clipboard.   You can select areas by placing the mouse arrow at the upper left of the portion that you want to select.   Click the left mouse button and hold it down while you drag the mouse pointer to the lower right of the portion that you want to select.   Let go of the mouse button when you've finished selecting the area that you want.   You can also use the edit menu and choose "Select All" to select the entire area of a view.

## *New*

The New Window button opens a new window with the same file list as the current window. Choose this command to view the same files in two or more windows.   Arrange these windows to view different parts of the same file or another file side by side.   Drag And View Gold supports as many open windows as your computer's memory will sustain.

### *Goto*

For database files, the Goto button opens a dialog box to specify a record to view.

For spreadsheet files, the Goto button opens a dialog box to specify a cell to view.

In the Hex viewer, the Goto button opens a dialog box to specify a hexadecimal offset for the viewer to show.

For all other file types, this button is inactive.

## *Find*

The Find button opens a dialog box which allows you to specify a text string to search for. Choose OK to find the first match. Choose OK again to find each subsequent match.

The search can be case-sensitive in all viewers except the Hex viewer. In the Hex viewer you can search in ASCII as well as hexadecimal format.

This button is inactive for graphic file types.

### *Last, Next*

The Last and Next buttons allow you to scroll through the files in the Filelist. These buttons are active only when the Filelist contains more than one file.

### *Print*

With the print button you can print either the entire document being displayed or just the selected area.

## *Play*

The Play button will appear only when the current file being viewed is a Windows sound file with a .WAV extension.

Drag And View Gold will play the Wav file if you have a sound driver installed.   Choose the Play button to hear the file again.

# File Menu

Open (File Menu)
Exit (File Menu)
Word Wrap (File Menu)

### *Open (File Menu)*

Use the Open command to open a new file in the current window.

If there is a special file viewer for the file, it will be shown in its native format.   Otherwise, it will be shown with either the ASCII viewer (if the file is made up chiefly of readable characters) or the Hex viewer.

The name of the file will be added to the top of the Filelist displayed on the Filelist menu.

### *Exit (File Menu)*

Use the Exit command to close the current window.

Note that this command does not close the program. To close the program, use the System menu which is available by clicking on the program icon.

### Word Wrap (File Menu)

The Word Wrap command   is a toggle which turns word wrap on or off when viewing ASCII files.

# Edit Menu

[Copy (Edit Menu)](#)
[Select All (Edit Menu)](#)

### *Copy (Edit Menu)*

This command copies selected areas of views to the clipboard.   You can also use the key combination Ctrl+C and do the same.

### *Select All (Edit Menu)*
This command will select the entire view for copying or printing.

# View Menu

ASCII (View Menu)
Hex (View Menu)
Viewer (View Menu)

### ASCII (View Menu)
Use this command to view a file in ASCII format.

### Hex (View Menu)

Use this command to view a file in hexadecimal format.   The Hex viewer displays a file as both a series of hexadecimal (base 16) numbers and ASCII characters.

### *Viewer (View Menu)*

Use this command to view a file in its native format   (using one of Drag And View Gold's viewers) after viewing the file in either ASCII or hexadecimal format.

# Options Menu

[Fonts (Options Menu)](#)
[Settings (Options Menu)](#)

### Fonts (Options Menu)

The Fonts command opens a dialog box to choose a font for the file viewers.   The specified font applies to all viewers' display text except the Hexadecimal viewer.

### *Settings (Options Menu)*

The Settings command opens a dialog box which offers choices to control the appearance of the Drag And View Gold active icon, file viewing windows.

## Zoom Menu

The zoom menu allows you to zoom views up to five times.

# Page Menu

This menu will be available only when viewing multi-page spreadsheets and graphics.   Currently the only multi-page graphics supported are TIFF and DCX/DCF.   Lotus WK4, Quattro Pro for Windows and Excel 5 are the multi-page spreadsheets that are supported.

# Filelist Menu

### *Filelist (Filelist Menu)*
The Filelist command displays the names of files that have been dragged to the open window or opened from the file menu in the current session of Drag And View Gold.   The current file has a check before the name.   Highlighting another file and pressing Enter or clicking on another file name will display that file.

# System Menu

Open the system menu by clicking on the active icon.

**Related Topics:**

Settings (System Menu)
Close All Windows (System Menu)
Close (System Menu)

### Settings (System Menu)

The Settings command opens a dialog box which offers choices to control the appearance of the Drag And View Gold file viewing windows and icon.

### Close All Windows (System Menu)
The Close All Windows command closes all the currently open Drag And View Gold windows.   The command does not close the program, and the icon remains.

### Close (System Menu)

The Close command exits the Drag And View Gold program and closes all open Drag And View Gold windows.
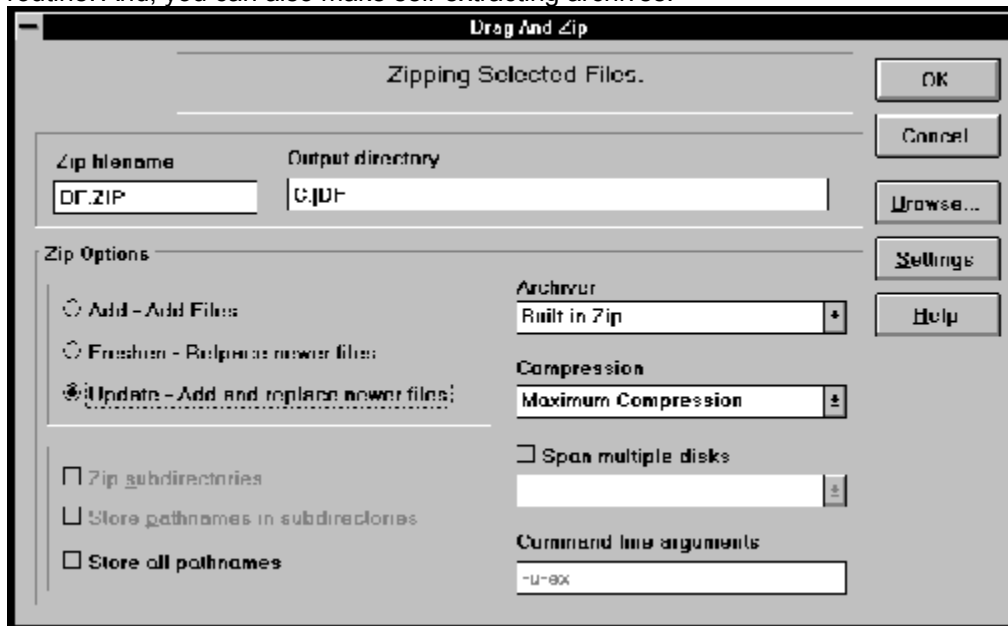
## 6.2  Drag and Zip

# About Drag And Zip

Drag And Zip is a utility that brings drag and drop ease to file compression.   You can use its built-in zipping and unzipping to easily manage Zip files from within Windows. You can also   use Drag And Zip as a Windows interface to the PKZIP compression program from PKWARE, Inc., or the LHA compression routine. And, you can also make self-extracting archives.



*Drag And Zip dialog box*

Drag And Zip allows you to compress files by dragging them from the file list and dropping them on the active Drag And Zip icon or clicking on the Zip button in the toolbar. Drag and Zip opens a dialog box with fields for you to enter the name of the archive file and a path for its location. Drag And Zip also allow you to drag and zip subdirectories.

Drag And Zip creates Zip files that are compatible with PKZIP version 2.04g.   It can unzip any files made with version 2.04g or 1.1. To use Drag And Zip to build and extract LZH files, you must have a copy of LHA.EXE.   Drag and Zip will not work with LHARC.EXE.

Viewing the contents of a Zip file and extracting files from a Zip file are as easy as double clicking on the Zip file in the file pane.

Drag And Zip's viewer, Zip View, will pop up and display a list of the files contained in the compressed file. Listed files can then be selected by highlighting a single file or tagging one or more. You may perform a variety of operations on the selected files, including:

- Extract
- Delete
- Temporarily extract to a unique program group for further examination
- Convert to a self-extracting file (if you have ZIP2EXE.EXE on your system)
- Run or load to an associated program
- Modify and replace or restore
- Scan for viruses

# Drag And Zip Settings

**To change Drag And Zip settings:**

1. Click on the active Drag And Zip icon.

2. Choose Settings from the pop-up menu.

   The Drag And Zip Settings dialog box appears.

3. Fill in the options as described below.
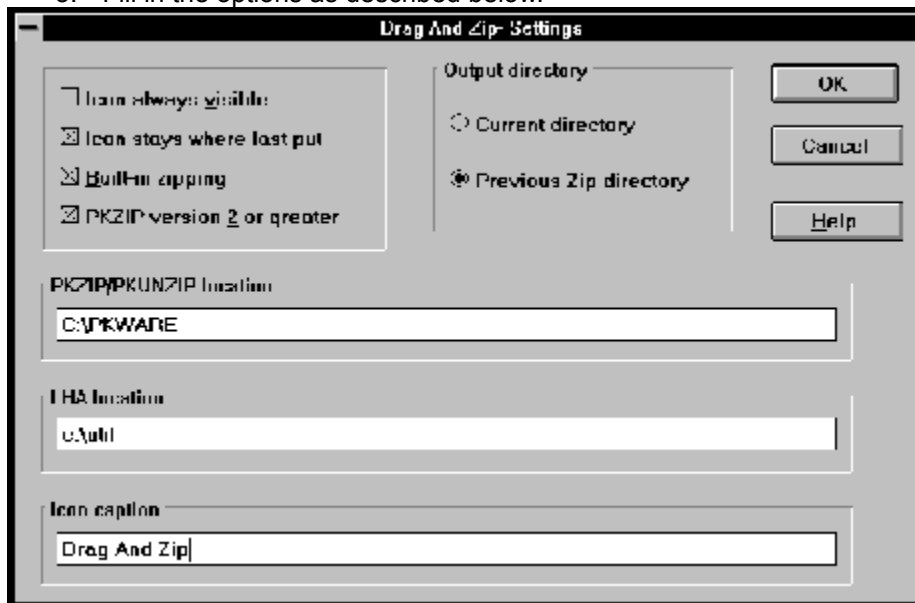


*Settings dialog box*

## Related Topics:

### *Icon always visible*

This option makes Drag And Zip's icon visible at all times.   (If Fileman Launcher is running, it will automatically make the Drag And Zip icon visible.)

### *Icon stays where last put*

This option causes Drag And Zip to remember and reuse its last icon position.   (Fileman Launcher does this automatically.)

### *Built-in Zipping*

This option causes Drag And Zip to use the built-in PKZIP 2.04 compatible zipping rather than an external copy of PKZIP.

### PKZIP version 2 or greater

Check this statement if it is true; do not check it if you are running any version of PKZIP earlier than version 2.0. Drag And Zip passes switches and commands to PKZIP and PKUNZIP, which depend on this information.

## *Output directory*

Accept one of the two default directories (the current directory, or the directory from which you dragged files to be zipped) or type in another directory name.

### PKZIP/PKUNZIP location
### LHA location
Enter the drive and directory where your copies of PKZIP.EXE, PKUNZIP.EXE, and LHA.EXE are kept.

### *Icon caption*

Enter text to use as a caption beneath the Drag And Zip icon when it is an active icon. A blank field will produce a blank line under the active icon.
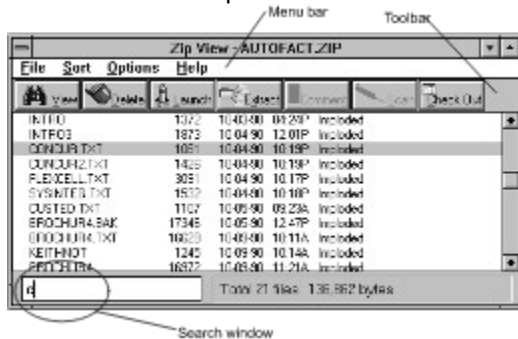
# 6.3  Zip View

Zip View is a viewing utility that works with Drag And File.
You run Zip View by double clicking on a Zip file from within Drag And File.   You can also launch Zip View by dragging a single Zip file to the Drag And Zip icon.
Zip View can:

- Display a list of files contained within an archived file

- Delete and run files

- Extract files singly or in groups from a zip archive

- Make compressed files self-extracting (if ZIP2EXE.EXE is present on your system)



*Zip View main window*

## Related Topics:

[Selecting Zip files to examine](#)
[Zip View Toolbar](#)
[Zip View Menus](#)

## Selecting Zip files to examine

Zip View offers three ways to identify a zipped file or files to view.

*Note: These methods depend on your having allowed the setup program to record an association between .ZIP files and Zip View. If you have not done so, record the association before proceeding. If necessary, consult Microsoft Windows Users' Guide for information on associating files.*

- Double click on the file in the filelist of any file manager that supports drag and drop.

- Highlight the file and drag and drop it on the active Zip View icon or on the open Zip View window.

- Select Open from the Zip View File menu, and choose the file you want to view.

The Zip View window opens, showing the contents of the zipped file. In addition, the window displays file names, file sizes, date and time files were saved, and the total number of files and their collective size.

### Related Topics:

Tagging/Highlighting Listed Files

## *Tagging/Highlighting Listed Files*

The files included in a zipped file displayed in Zip View can be highlighted one- by-one or tagged as a group.

**To highlight a file:**

- Click on the file

- Start typing the filename. Zip View will display your typing in the finder window. The highlight will move to the file in the filelist which most closely matches the letters you type.

**To tag a file:**

- Ctrl+LButton click on a file

- RButton click on a file

- Press the spacebar when the file is highlighted

- Press the right arrow key when the file is highlighted

  Use the same procedure to untag tagged files one by one.

**To tag/untag all files:**

- Ctrl+right arrow key to tag all files

- Ctrl+left arrow key to untag all files

## Zip View Toolbar

The toolbar includes single click buttons which represent the most frequently used actions.

**Related Topics:**

<u>View Keyboard:   Alt-V</u>
<u>Launch Keyboard:   Alt-L</u>
<u>Extract</u>
<u>Scan</u>
<u>Check Out</u>

*View   Keyboard:   Alt-V*

Use this button to cause Zip View to extract the file from its compressed archive,   load a file viewer and display the contents of the file. (To adjust the display, see options in the Settings menu.)

**Delete   Keyboard:   Alt-D**

Press this button to delete any highlighted or tagged files.

## *Launch        Keyboard:   Alt-L*

Press the Launch button to extract any file from the highlighted zip file and, depending on the nature of the file, do the following:

- If it is a program, run it.

  *-OR-*

- If it is a data or graphic file, run its associated program and load the file.   If no program association exists for the file, you will be prompted to choose one.

## *Extract*

Press the Extract button to open a dialog box to specify:

- Which files (tagged, highlighted, or all) to extract

- The directory in which to store the extracted files

  If the specified directory does not exist, Zip View will ask if you wish to create one.

In addition, press the Browse Arguments button to open a second dialog box where you can specify:

- Create directories stored in the zip file (if the file was stored with this information)

- Overwrite existing files and suppress the default overwrite warning message

- Enable up to four arguments which may increase compression speed

If you have highlighted an LZH file for extraction, the dialog box is similar to that for zipped files, but presents fewer choices.

### *Scan*

Press the Scan button to run a virus scanning program if you have one installed.

Zip View must be able to pass arguments to the scan program in order to load and run it. DOS-based programs normally run this way, but few Windows-based programs do. If your scanning program is Windows-based, Zip View may not be able to run it successfully.

### *Check Out*

Press the Check Out button to create a Program Manager group, temporarily extract the highlighted or tagged files and place them as items in the group.

The Check Out feature allows you to run a program quickly. The procedure also includes a virus scan as an option before running the program.

# Zip View Menus

## *Open (File Menu)*

Use the Open command to list the files compressed in a zip file you select by browsing the directory tree or by typing in a filename.

This technique is especially useful to see the files archived in a self-extracting zip file which cannot be list-viewed by double-clicking on it.

### *About (File Menu)*

Choose the About command to open a box with information about the version of Drag And Zip, and the address and telephone number of Canyon Software.

***Exit (File Menu)***

Select the Exit command to quit Zip View.

### *Sort ( Main Menu Bar)*

Use the Sort command to sort the listing of files in a zip file by Filename, Extension, Date and Time, or Size.   You can also save the sort as a default.

### Make EXE (Options Menu)

Choose the Make EXE command to make a highlighted or tagged files self-extracting.

*Note: This action is available only if you have ZIP2EXE.EXE from PKWARE, Inc. installed in the same directory with your copies of PKZIP and PKUNZIP.*

### Convert to ZIP/LZH (Options Menu)

Use the Convert to ZIP/LZH command to convert a ZIP file to an LZH   file and an LZH file to a ZIP file. In a dialog box you may change the filename and the destination directory.   To convert a ZIP file to an LZH file requires copies of PKUNZIP and LHA.   To convert an LZH file to a ZIP file requires copies of LHA and PKZIP.

### *Fonts (Options Menu)*
Use the Fonts command to open a standard Windows 3.1 font dialog box from which you can change the default font in Zip View.

## *Settings (Options Menu)*

Use the Settings command to set preferences and defaults for Zip View.

### *Output directory*

Use this option to choose the default output directory to store files you unzip. Two choices are available:

- Current Directory - the directory in which the file you are currently viewing resides

- Previous Zip Directory - the last directory that you extracted files to

### *Display options*

Use these options to choose information ZipView will show in the file display.

Normally, any stored path information appears.   But select **Show CRC** to show CRC information instead.

Your choice here becomes the default.

### *Built-in Unzipping*
Use this option to toggle between using Zip View's built-in zipping and an external copy of PKUNZIP.

### *PKZIP version 2 or greater*

Check this statement if it is true; do not check it if you are running any version of PKZIP earlier than version 2.04g. Drag And Zip passes switches and commands to PKZIP and UNZIP which depend on this information.

### PKZIP/PKUNZIP location
### LHA location

Enter the drive and directory where your copies of PKZIP.EXE, PKUNZIP.EXE, and LHA.EXE are kept.

### *Anti-Virus*

Enter the path and the name of the anti virus program for Zip View to use when you request a virus scan. Enter commands ("arguments") for ZipView to pass to the scanning program to make it work.

> Put *.* where you want Zip View to substitute the drive and directory of the files that you want scanned.

### *Viewing Program*

Enter the directory and the filename of the file viewer. The default entry is for Drag And View Gold.