Black Cat Software

File Clerk

User Guide

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Introduction
File Clerk™ is a simple to use file management utility for the Macintosh. It makes it easy to keep control of your files and folders. With just a click of your mouse button you can copy, move, rename and delete files and folders. You can even change the hidden attributes, allowing you to make files invisible or lock folders. All without having to open multiple windows in the finder or use complicated resource editing software.

System Requirements
File Clerk™ will run on any system with a PowerPC processor running system 8.0 or better (it may run on pre-8.0 systems but has not been tested). It requires 8mb of free RAM and 2mb of hard disk space.

Installation
File Clerk™ can be run directly from its folder, however it can only be registered if it is copied to a writable volume. It therefore can not be registered whilst running on a CDROM.

Shareware
You can use File Clerk for 30 days for free. The unregistered version times-out after 1 hour but can be reloaded. Black Cat Software do not believe in crippled packages and therefore no other functionality is effected. After 30 days you must register your copy using the Kagi utility provided. Registration for a single user is just $35 and can be paid by credit card.
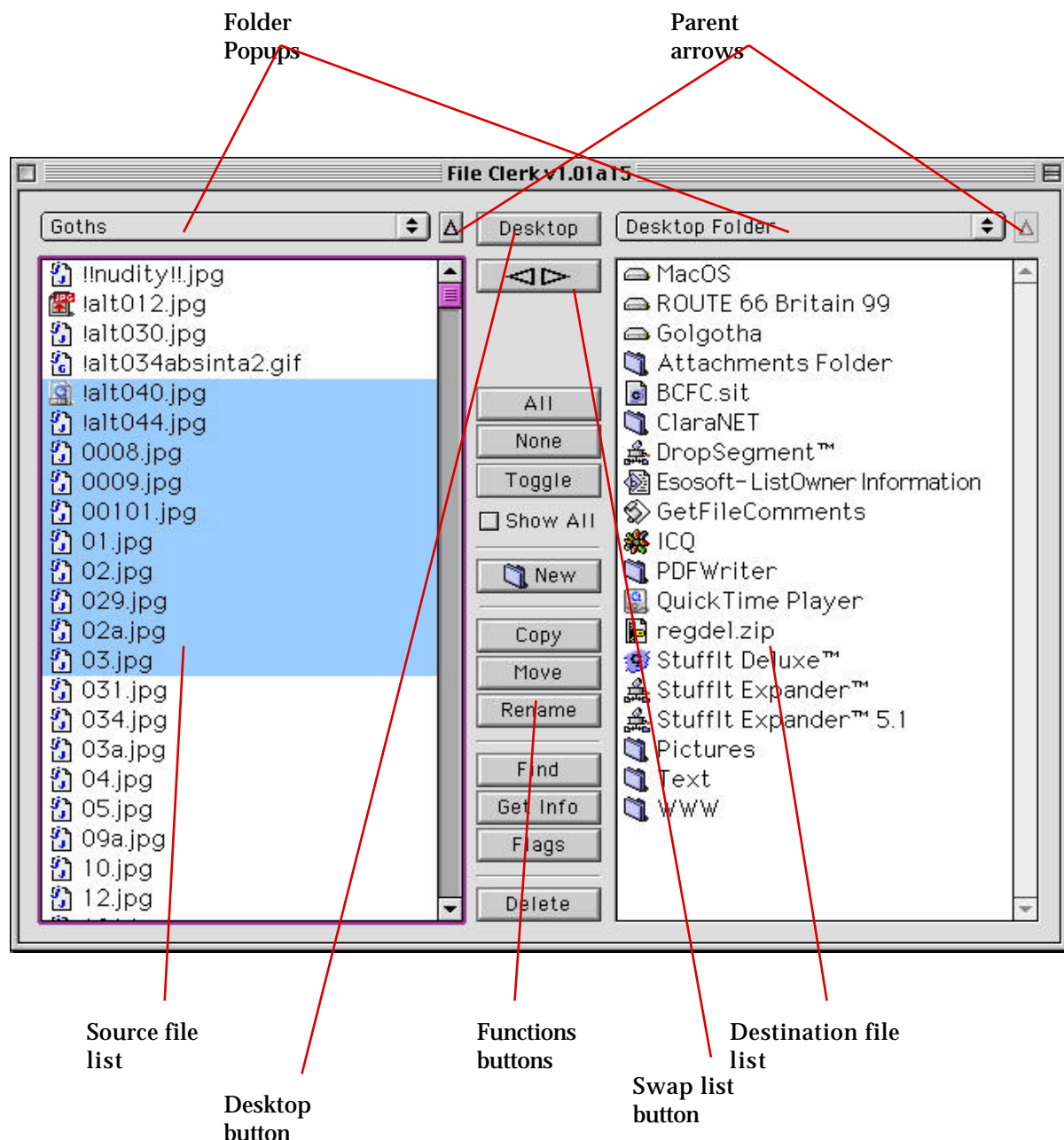
You can contact Black Cat Software directly at the addresses below:

> blackcat@kagi.com
> http://www.blackcat-software.com/

The latest version of File Clerk™ can always be found at the web address above. Once you have registered your copy your code will work in all future versions of the software.

Operating File Clerk™
The main File Clerk™ window is broken up into 3 sections. On the left is the source file list, in the center are the function buttons and on the right is the destination file list.

Folder Popups

Parent arrows

Source file list

Desktop button

Functions buttons

Swap list button

Destination file list

Source/Destination File Lists
These are the two most important areas of File Clerk™. On the left is the Source File List, this is where you will navigate through your file structure making selections of files and folders to work with. You can select blocks of files from the source by simply dragging the mouse down the list, or multiple individual files by shift-clicking on file names.

Double-clicking a folder in either list will enter it, whereas double-clicking a file in the source list will cause it to be executed or loaded (providing the application which created it can be found).

Folder PopUps
The current folder is displayed in this popup above its list. By clicking on the popup you can move back up the path. When you change folders in the popup its contents will be shown in the list below.

Parent Arrows
The small arrows to the right of each Folder Popup moves you to the parent folder. For example, if the destination path is

"MacOS:Coding:C:Projects:"

clicking the parent arrow will take you to

"MacOS:Coding:C:".

The list below the button will be updated to show the contents of the new path.

Desktop Button
Clicking the Desktop Button displays the contents of the desktop in the active list. Both lists contain the desktop when File Clerk™ is first started.

Swap Button
Clicking the Swap Button swaps the contents of the source and destination lists. This is useful for copying files into a folder you have just created.

All
The All button selects everything in the source list.

None
The None button deselects everything in the source list.

Toggle
The Toggle button inverts any selection currently in the source list. Everything that is selected becomes deselected, and everything that was not selected becomes selected.

Show All
This check box tells File Clerk™ to show all files even if their hidden flag is set to on. This is useful for showing files that you have previously hidden, or for manipulating files that are hidden by the operating system. **Important: it is extremely dangerous to make alterations to system files.**

New Folder
The new folder button prompts you to enter a name, then creates the folder in the currently selected source. If the folder already exists no action is taken.

Copy
Clicking the copy button copies all selected files and folders from the source list to the destination. Any folders that do not exist will be created. Files with the same name are not over-written, instead they are simply ignored. A progress indicator shows you how many of the selected files have been copied.

Move
Move works in exactly the same way as copy, however files and folders are removed from the source after copying. A progress indicator shows you how many of the files have been moved. Unlike move from within the Macintosh finder, File Clerk™ will move across volumes.

Rename
The rename button prompts you to enter a new name for the selected files or folders. Once you have entered the new name, clicking okay will make the name change.

Find
The Find function helps you locate files on your disks. Clicking the button presents you with a prompt for a string. Here you can enter a complete file name or just a few characters. You can also choose whether you want the search to be carried out on every volume that is mounted, or only on a specific volume chosen from the popup list.
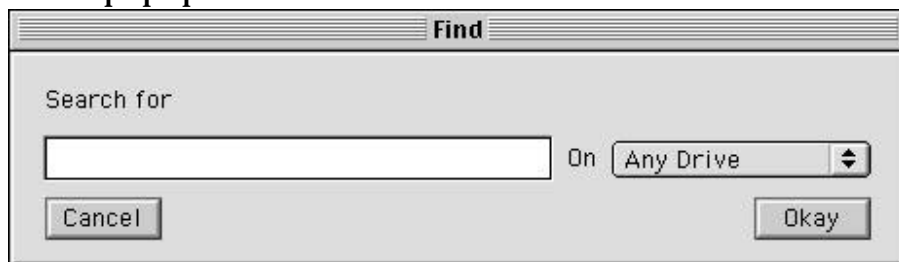
Once you have setup your search clicking Okay will carry it out. After a short time the results will be displayed in the source list. Any files or folders in this list can be manipulated by any of the other File Clerk™ functions.

Get Info
The get info button displays information about the currently selected files. This information is particularly useful for establishing the exact location of files or folders that were found with the find function described above.

Flags
This is probably one of the most useful, and most dangerous functions of File Clerk™. It gives you access to the hidden system flags.

These nine flags work as follows:

Alias   - this flag is set if the file is an alias.
Invisible   - this flag makes the file visible or invisible.
BNDL   - this flag is set if the file has a BNDL resource.
Locked   - this flag locks the file so that it cannot be renamed or deleted.
Custom Icon - this flag is set when a file has a custom icon, such as a thumbnail.
INIT   - this flag is set if the Finder has seen the file since it was set.
No INITs   - this flag is set if the file has no INIT resource.
Shared   - this flag is set when a file is shared by users or groups.

The Flags of the selected file are displayed and can be edited by simply turning the associated checkbox on or off. If multiple files are selected the flags are read from the first, but any changes are written to all files. This is useful for hiding/unhiding groups of files.

It is important to realise that changing these flags can seriously damage files. You should only use this feature if you know what you are doing.

Delete
The Delete button prompts you to check you are sure before removing the selected files or folders. If you are sure, clicking okay will delete them immediately. **They are not moved to the Trash first.**

Credits & Acknowledgements

Concept and Design: James Savage

Additional Design: Ruth Lloyd

Icons and GUI: James Savage and Ruth Lloyd

Project PR: Ruth Lloyd

Testing: Debbie Maizels, Paul Middleton, Miriam McDonald, Simon Rachael.

Thanks To: Andrew Oakley, Thomas Tempelman, James Sentman, Matthijs van Duin, Matt Neuberg, Michio Ono, and everybody at REAL Software Inc.