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Open

Allows you to open at an existing storage box.

New

Allows you to create a new storage box of disks for DiskMan.

Save

Saves the storage box that is selected.

Save As

Allows you to save the selected storage box with any name you wish.

Print Labels

Select disk titles in current storage box to print labels. The label type is entered in Configure .. Labels.

Printer

Standard print options from Windows.

Exit

Exit DiskMan

Add

Insert Disk to be cataloged into disk drive then click on Add. Make sure that you have selected the proper disk drive in the [configure menu](#)

Delete

Deletes disk from storage box.

Update

Updates disk in storage box. After you delete or add files from a disk that DiskMan has cataloged, you may select update to tell DiskMan about the changes you have made.

Search for File

Search for file within all displayed storage boxes. Enter the file name as you would for DOS. WildCards are OK (* ?).

Labels

Set up labels for printing. Choose from standard labels, available from DiskMaster Software (Choose Print Order Form from help menu).

Cascade

Select arrangement of windows on screen to cascade.

Tile

Select arrangement of windows on screen to tile.

Arrange Icons

Rearranges icons into ordered position

Close All

Closes all storage boxes.

Overview

DiskMan is both a disk manager which will catalog your diskettes and a labeling program to print disk labels.

When you first start DiskMan, DiskMan will automatically open the main disk storage box (Main) , you know the disk storage box you have sitting right next to you. (The first time you use DiskMan, your main diskette box will be empty. To add disks to this storage box, double click on the storage box icon and then add disks. see Disk - Add. From now on, this is your MAIN.BOX and will be ready for you.) Once you have added a disk, you may double click on its title and you will see all the files within that disk.

Storage Box: To create a new storage box of diskettes, go to Storage Box, and click on New. DiskMan will create a new window for this box of disks. DiskMan will also automatically open this new storage box the next time it is run. Open will open an existing storage box. Save is for saving changes to an existing storage box. Save As will either let you name a new file box, or rename an existing file box. To search for a file within the selected Storage Box, select Search For File. . Exit gets out of DiskMan.

DISK : When you want to enter a new disk into an existing storage box, go to Disk Add or function key F2. DiskMan will automatically name the diskette according to the Volume ID. There is never a need to type anything in to DiskMan unless you want to rename your diskette something other than the Volume ID. To get rid of a whole disk of files, use Disk Delete. To let DiskMan know when you have added or deleted files from one of the disks, choose Update.

Configure: Labels will allow you to select which type of label you are using and will allow you to select from your printer's fonts. Catalog allows you to select font and header for the storage box catalog listing. Printer allows you to alter printer parameters. Disk Drive Choose which drive to use to add and update disks.

Window: Cascade layers the disk boxes you are working with, and Tile sets them side by side. Arrange Icons puts icons in an eye appealing arrangement if they get messy, and Close All shuts all the storage boxes and puts them away. If there are any storage boxes open, they are listed at the bottom of this Window menu.

Print Disk Catalog

Selecting this command will print a disk catalog of all the disks and their files within the selected storage box.

Select Disk Drive

Select the drive that you would like to use in order to read and update disks to your storage box.

Catalog

Select font and insert header for storage box catalog listing.