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## **Keyboard**

The keyboard functions essentially the same as for any windows application. The only unique feature of the keyboard interface involves selecting items and launching applications. Use the left and right arrow key to move from item to item. Hitting return will execute the selected item. If the folder is set to listbox display mode, that is it has the icons turned off, the up and down arrow keys may also be used. Note that multiple items may only be selected by using the mouse.

## Folder Commands

To get help with a command, choose the appropriate menu.

### **File Menu**

- New
- Open
- Save
- Save Config
- Name
- Delete
- Run
- Exit

### **Edit Menu**

- Add Item
- Delete Item
- Delete File and Item
- Delete Subfolder
- Move
- Copy
- Command Line
- Filename

### **Special Menu**

- Item Name
- Item Icon
- Set Default Icon
- Associate
- Arrange Icons
- Preferences

## Folder Procedures

The Procedure topics give you detailed instructions on using the commands available to a folder.

### Working with folder items

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## File Menu

**New** - This command create a new folder. This can be either a subfolder or a group level folder. Group level folders appear as icons in the group specified during the creation process. Subfolders appear as icons in the folder currently opened. Note that you can create subfolders in subfolders with essentially no limit on nesting folders within folders. Be sure and give each folder an unique name. Changing the case of a letter will not make a name unique.

**Open** - This command allows you to open or activate, if already open, any folder on the system, regardless of its location . This allows you to open a specific folder without having to hunt it up.

**Save** - This command saves any changes made to the folder. Note that some commands will automatically perform a save when executed. They include delete subfolder, rename a subfolder, create a subfolder.

**Save Config** - The current configuration of a folder may be saved using this command. The configuration includes the size of the folder, the position of the folder and the location of the items in the folder. Exactly which of these quantities are saved can be set using the Preferences command under the Special menu.

**Name** - Using this command, a group level folder may be renamed. It is grayed out in subfolders. Subfolders must be renamed by their parent folder using the Special menu command, Item Name. Note that the folder icon in the Program Manager group must also be renamed using the PM's properties command.

**Delete** - This command will delete the group level folder currently open. That is the folder from which this command is executed will be deleted. Like Name it only works for group level folders. Subfolders are deleted using the Edit menu command, Delete Subfolder from the parent folder. Two important points to note with this command are, first, no subfolders are deleted. To prevent having any unwanted subfolders left, they must be deleted before this command is executed starting from the lowest level. Second, the folder icon in the Program Manager group must be deleted using the PM's delete command.

**Run** - Allows the user to enter a command line to be executed. The last twelve commands entered are stored for easy access.

**Exit** - Causes the current folder to be closed. If has not been saved, and changes have been made, you will be prompted on whether or not you want the folder saved.

## Edit Menu

**Add Item** - Adds items to the current folder. A dialog box is presented from which you may choose any file on the system. After choosing, a descriptive name for the item must be entered. This is the name that will show up under the item's icon. An icon will then appear which represents the item just added. By double-clicking on this icon, the item may be executed. Multiple items may be added by clicking on each file in the file listbox you wish to add. Clicking on a selected file will de-select it.

### Delete -

**Item** - This command removes the selected item from the folder. It does not delete the file associated with the item. It simply removes it from the folder. If multiple items have been selected, a prompt to delete or not appears for each item selected.

**File and Item** - This command removes the item from the folder and deletes the file associated with the item. As such, use it only when you wish to remove the file completely from the disk. If you wish to only remove the item from the folder, use the Delete Item command. This command does not function with subfolders. If multiple items have been selected, a prompt will appear as to whether or not to delete it for each item selected.

**Subfolder** - Use this command to delete a subfolder. Note that this command completely removes the subfolder. As such, if you have copied it to another folder and wish to be able to still access it from this other folder, use the Delete Item command to remove it from the current folder rather than this command. Also, any subfolders in this subfolder are NOT deleted. So be sure and delete these other subfolders, first.

**Move** - This command moves the currently selected item to the folder specified. In doing so, it is removed from the current folder. Note that if the folder you are moving the item to is open, it must be closed and reopened before the new item will appear. This commands will work on any item including subfolders. If multiple items are selected, all items selected are moved. Items may also be moved by dragging them with the mouse to the desired folder, which must also be open.

**Copy** - Works the same as move, but does not remove the item from the current folder. If multiple items are selected, all items selected are copied. Use this command to link two or more folders to the same subfolder. Simply create the desired subfolder using the File menu New command. Then copy the new folder item to whatever other folders you wish to be able to access it. Items may also be copied by dragging them with the mouse to the desired folder. The right mouse button must be held down when releasing to left mouse button for the items to be copied, otherwise they will be moved.

**Command Line** - Allows you to customize a command line for an item. Note that this command line takes precedence over the file name. That is, if you have an item whose file is LETTER.TXT and TXT files are associated with Notepad, normally executing this item would cause Notepad to be ran using the file as the data file. However, if you specify the command line as WRITE.EXE LETTER.TXT, the program Write will be ran rather than Notepad. By setting the command line to blank, the original functionality of the item will be returned. Note that any type of command may be specified on the command line.

**Filename** - This command shows the actual DOS file associated with an item. As the item name need not be at all similar to the file name, this command is useful to find out what the actual file is. The filename may also be edited thru the use of this command.

## Special Menu

**Item Name** - This command allows you to rename items and subfolders. When renaming subfolders, an automatic save will be performed.

**Item Icon** - Allows you to specify which icon is to be used to represent an item. This may be any icon located in an ICO file, an EXE file or an ICL file (icon library). From the dialog box presented, locate the file with the desired icon and read in the icons using the Read File button. From the displayed icons select the desired one.

**Set Default Icon** - This command allows you to associate an icon with a file extension. Doing so, will cause the specified icon to be used to display any item with that particular extension unless the item's icon has been set with the Item Icon command. The new associations will not appear until the folder is closed and reopened. This is true for any folder that was open when the changes were made. Once set, any item with the specified extension will appear using the icon associated with that extension.

**Associate** - The associate command is similar to the Associate command in File Manager. It can be used to associate a particular program with a specified file extension. Whenever you execute an item the program associated with the item's file extension will be ran using the item as the data file. Unlike the File Manager's command, multiple programs may be assigned to a single extension. Executing an item with multiple programs assigned to it will cause a listbox to appear from which the desired program to be ran may be chosen.

**Arrange Icons** - Arranges the folder icons in an orderly manner.

**Preferences** - This command allow the folder to be customized. What aspects of a folder that are saved when using the Save Config command may be set from this command. Also, the folder can be set to minimize or close on execution of an item in the folder. Auto arrange of icons can be turned on or off from this command. Note that if auto arrange is on, the icons will be re-arranged everytime the folder is resized or minimized. The display mode to be used, icons or listbox may be set from this command. Also, a password may be assigned to the folder. Finally, the icon to be used to represent folder may be set. Once a new icon is assigned to the program, all subfolders and minimized folders will appear using this icon. However, any folder icons in Program Manager groups will still need to be set by hand.

## Customer Support

Customer support is available to all registered users of Folders for as long as you own the program. Support is also available to unregistered users during their thirty day trial period.

Support may be obtained by calling (719) 260-0433 during normal business hours. Please leave a message should we be unable to answer the call immediately. We promise to get back to you that same day if at all possible.

You may also write us at:

Sloop Software  
Customer Support  
6457 Mesedge Lane  
Colorado Springs, CO 80919

Or by sending email to CompuServe, id 72540,144 or Internet 72540.144@compuserve.com. We check CompuServe on a daily basis allowing for a prompt response to any inquiries.

Please include as many details as possible concerning any problem you may be experiencing to allow us to fix it as quickly as possible.

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## Registering Folders

Folders is a shareware program. As such, you may use it on a trial basis for thirty days. After this time, the program should be registered if it is continued to be used. The cost is thirty-five dollars for the latest version and a printed manual or thirty dollars without the manual. Please include an additional two dollars for shipping and handling. The fee is payable to:

Sloop Software  
6457 Mesedge Lane  
Colorado Springs, CO 80919  
(719) 260-0433

Be sure and specify your name, address, name of the program and where you obtained the program when registering. Also, specify 3.5" or 5.25" disk. Colorado residents, please add six percent sales tax. Sorry, no credit cards.

Direct any comments to the above address or email to CompuServe 72540,144, or Internet 72540.144@compuserve.com. Customer support is available to registered users and to unregistered users during their trial period.

For information on availability and pricing of a Japanese version contact:

Personal Data Factory  
Shinjuku yubinkyoku dome  
160 Tokyo Japan

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FOLDERS.WRI	- the program documentation
README.TXT	- installation information
FOLDERS.INI	- Folders initialization file
FOLDER.HLP	- Folder help file
FLD0000.FLO	- empty folder for manual installation process
FINSTALL.EXE	- Folders install program
FOLDERS.ICL	- Folders icon library
ORDERFRM.TXT	- Folders order form
VENDOR.DOC	- shareware vendor information

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The above constitutes the license agreement for Folders. It supersedes any and all previous license agreements.

## Notes on using icons

Folders allows you to use icons present in ICO files, EXE files and ICL files. ICO files contain a single icon, while EXE's and ICL files may contain one or more icons that may be used. A icon library, folders.icl, is included with the program for your use. To use it, simply copy it to the folders data directory. Everytime you use the Item Icon, or Set Default Icon command, the icon dialog box will initially present all the icons in the folders.icl for you to choose from. If the icon you wish to use is not present, simply select the file which does have the desired icon and hit Read File. Note that you may basically do anything you wish with the folders.icl file without impacting Folders operation. It may be deleted, copied over or edited with a program like Icon Manager or equivalent. If it is not present, you will simply not have any icons to choose from initially on executing an icon command.

**Hierarchy of icons:** There is a hierarchy involved in Folders deciding which icon should be used to represent an item. At the top-level, if an item has had an icon explicitly set for it using the Item Icon command, this icon will always be used regardless of any other settings made. Next, if the item does not have an icon set for it, but does have an icon associated with its extension, this icon will be used. Finally, if neither of the above is true, if the item is an executable or is associated with an executable, the icon for that executable will be used. If none of the above holds, the item will appear using the default icon, which is the DOS icon.

**Limitations:** There may be cases where, for some reason, Folders just cannot find the icon in the specified file (eg. WINWORD). In order to use such an icon, you will need to convert it into an ICO file using some utility such as Icon Manager. Once this is done, simply specify the ICO file created to use the icon.

**Troubleshooting:** Should you be using a 256 color display and the icons are not displaying correctly, try this fix. In the FOLDERS.INI file, under [Defaults] should be a line that reads 'Color Mode=0'. Change the 0 to 256. This should allow the icons to display correctly. Note that Folders will only work in 256 mode now. To run in 16 color mode, change the number to 16 or 0, for auto-sensing of the color mode. If your INI does not have the color mode line, simply add it in to the [Defaults] section.

### Related Topics

[Changing an item's icon](#)

[Setting the default icon](#)

## **Adding items to a folder**

1. Select Add Item from the Edit menu.
2. From the dialog box that appears, choose the file you wish to add. Multiple files may be selected by simply clicking on each file to be added. To deselect a file, click on it again. All highlighted files will be added. Click on OK.
3. Enter the descriptive name for the item that you wish to have appear under the item icon. If multiple items were selected, a input box will appear for each item, one after the other.
4. The new item(s) should now appear as an icon in the folder.

## Changing an item's icon

1. Select the item whose icon you want to change by clicking on it with the mouse.
2. Select Item Icon from the Special menu.
3. From the dialog box, choose the new icon to be used to represent the selected item. To use an icon in a specific file, select the file using the file listbox. Click on Read File to display all icons in the selected file. In the icon listbox, select the desired icon and click on OK.
4. The item should appear with the new icon.

### Related Topics

[Notes on using icons](#)

[Setting the default icon](#)

## Changing an item's name

1. Select the item you wish to rename by clicking on it with the mouse.
2. Select Item Name from the Special menu.
3. Type in the new name you want for the item. Click on OK.
4. The item's name will change to show the new name.

This command is also used for changing the names of subfolders, but not group level folders.

### Related Topics

[Renaming a group level folder](#)

## Copying items from folder to folder

1. Select the item you wish to copy by clicking on it with the mouse. Multiple items may be selected by holding down the CTRL key while clicking on each item.
2. Select Copy from the Edit menu.
3. From the dialog box, select the folder you want the item copied to. Click on OK.
4. The item will now be copied to the specified folder.

**or**

1. Make sure the folder you wish to copy the selected items to is open or is a subfolder of the current folder.
2. Select the items to be copied in the same manner as above, but on the last item selected continue to hold down the left mouse button.
3. Drag the cursor to the folder you wish to copy the items to. The cursor will be a monochrome version of the selected item if only a single item is selected. If multiple items are selected, it will be a generic drag item cursor.
4. While holding down the right mouse button, release the left mouse button while the cursor is over the folder you want to copy the items to. If the cursor is a circle with a line across it, you are over an illegal drop point.
5. Once the left mouse button has been release, the right mouse button may also be released. The selected items will be copied to the specified folder.

Using this command, one can link the same subfolder to two or more other folders. Simply copy the subfolder to the folder you wish to also have access to it.

### Related Topics

[Moving items from folder to folder](#)



## Creating a new folder

1. Select New from the File menu.
2. Enter the name of the new folder. This name MUST be unique. Upper or lower case do not make any difference.
3. Select whether you wish this to be a subfolder or a group level folder. Subfolders can only be accessed from the folder creating it. They appear as a folder icon in the parent folder. Group level folders are accessed from the Program Managers groups. They appear as a folder icon in the group selected.
4. If creating a group level folder, you will be prompted to enter the name of the Program Manager group you wish the folder to appear in. This can be an already existing group or an entirely new group. If it is a new group, the group will be created and the folder placed in it. Once a group level folder has been created, it can be moved from group to group just like any other group item.

### Related Topics

[Deleting a group level folder](#)

[Deleting a subfolder](#)

## Deleting a folder item

1. Select the item you wish to delete by clicking on it with the mouse. Multiple items may be selected for deletion by holding down the CTRL key while clicking on each item to be deleted.
2. Select Delete Item from the Edit menu.
3. You will be asked if you wish to delete the selected item. Click on Yes or No.
4. If you clicked on Yes, the item will be deleted from the folder. Note that if you accidentally delete an item, close the folder without saving it. When you reopen it, the item will still be there.

### Related Topics

[Deleting a folder's item and its file](#)

[Deleting a group level folder](#)

[Deleting a subfolder](#)

## Deleting a folder's item and its file

1. Select the item you wish to delete by clicking on it with the mouse. Multiple items may be selected for deletion by holding down the CTRL key while clicking on each item to be deleted.
2. Select Delete File and Item from the Edit menu.
3. You will be asked if you want to delete the selected item and its file. Click on Yes or No.
4. If you clicked on Yes, the item will be removed from the folder and the item's associated file will be erased from the disk.

### Related Topics

[Deleting a folder item](#)

[Deleting a group level folder](#)

[Deleting a subfolder](#)

## Deleting a group level folder

1. Select Delete from the File menu. Note that this command is only operational from a group level folder.
2. You will be asked if you want to delete the folder. Click on Yes or No.
3. If you clicked on Yes, the folder will be closed and deleted from the system. You must then also delete the folder icon from the Program Manager .

Note that subfolders contained in this folder will NOT be deleted. Unless they are linked to some other folder, they should all be deleted using the [Delete Subfolder](#) command before deleting the folder.

### Related Topics

[Deleting a folder item](#)

[Deleting a folder's item and its file](#)

[Deleting a subfolder](#)

## Deleting a subfolder

1. Select the subfolder you wish to delete by clicking on it with the mouse.
2. Select Delete Subfolder from the Edit menu.
3. You will be asked if you want to delete this subfolder. Click on Yes or No.
4. If you clicked on Yes, the subfolder will be removed from the system. Note that if the subfolder has been copied to other folders, it must be removed from those folders using the Delete Item command.

Note that any subfolders contained in the subfolder being deleted will NOT be deleted. They should be removed thru use of this command before deleting the subfolder they are contained within.

### Related Topics

[Deleting a folder item](#)

[Deleting a folder's item and its file](#)

[Deleting a group level folder](#)

## **Executing an item**

1. Double-click on an item's icon to execute it.  
or
2. Click on it with the mouse and hit the enter key.  
or
3. Use the arrow keys to select the item. Hit the enter key.

## **Exiting a folder**

1. Select Exit from the File menu or Close from the System menu.
2. If changes have been made to the folder since the last save, you will be prompted for whether or not you wish to save the folder. Clicking on Yes will save and exit the folder. Clicking on No will exit the folder without saving. Clicking on Cancel will cancel the exit operation and return you to the folder.

## Moving items from folder to folder

1. Select the item you wish to move by clicking on it with the mouse. Multiple items may be selected by holding down the CTRL key while clicking on each item.
2. Select Move from the Edit menu.
3. From the dialog box, select the folder you want the item moved to. Click on OK.
4. The item will now be moved to the specified folder.

**or**

1. Make sure the folder you wish to move the selected items to is open or is a subfolder of the current folder.
2. Select the items to be moved in the same manner as above, but on the last item selected continue to hold down the left mouse button.
3. Drag the cursor to the folder you wish to move the items to. The cursor will be a monochrome version of the selected item if only a single item is selected. If multiple items are selected, it will be a generic drag item cursor.
4. Release the left mouse button while the cursor is over the folder you want to move the items to. If the cursor is a circle with a line across it, you are over an illegal drop point. The selected items will be moved to the specified folder.

### Related Topics

[Copying items from folder to folder](#)



## Opening a folder

1. Select Open from the File menu.
2. Choose the folder you wish to have opened from the list in the dialog box. Click on OK.
3. If the folder selected has not been previously open, it will be opened and appear in a second window. If it is already open, it will be made the active window. If it is already open and minimized, its icon will be opened into the active window.

## Renaming a group level folder

1. Select Name from the File menu. Note that this command is only for renaming group level folders. Subfolders should be renamed from the parent folder using the Item Name command in the Edit menu.
2. Enter the new name for the folder. This name must be a unique folder name. Click OK.
3. Rename the folder's icon in the Program Manager group using the PM's Properties command in the File menu.

### Related Topics

[Changing an item's name](#)

## **Saving a folder**

1. Select Save from the File menu.
2. All change made to the folder will be saved except for configuration information. Only the Save Config command will save this type of information.

### **Related Topics**

[Saving a folder's configuration](#)

## **Saving a folder's configuration**

In order to save a folder's size or position, or the position of the items in the folder, a Save Config command must be executed. The exact information saved is determined by the options selected using the Preferences command. Performing a Save command will not save any of the configuration information. Note that this command has the same effect as a Save command as well.

1. Select Save Config from the File menu.
2. Any changes made to the folder as well as the specified configuration information will be saved.

### **Related Topics**

[Saving a folder](#)

[Using the Preferences command](#)

## **Setting an item's command line**

1. Select the item whose command line you wish to set by clicking on it with the mouse.
2. Select Command Line from the Edit menu.
3. Enter the new command line you want to be ran when the item is executed. Click on OK.

Entering a blank line will set the item back to its original functionality before the command line was set.

## Setting a default icon

1. Select the item whose file extension you wish to assign a default icon to.
2. Select Set Default Icon from the Special menu.
3. Choose the icon you want associated with the extension from the icon listbox presented. To use an icon in a specific file, select the file in the file listbox and click on Read File. From the icons presented, select the desired icon.
4. To see the new icons, close and reopen the folder.

Note that these associations will apply to all folders, not just the one they are set in. To remove any association previously set the FOLDERS.INI file must be edited. Open it with a text editor like notepad. Under the section [Icon Extensions] delete the line containing the extension you wish to de-associate. Save the file. The items should now appear using their old icons. To clear all default icons assigned, simply delete the file FOLDERS.DFI in your folders data directory.

### Related Topics

[Changing an item's icon](#)

## Setting the folder icon

1. Select the Preferences command from the Special menu.
2. Click on the Folder Icon button.
3. From the icon browse box select the icon to be used as the folder item icon. Click on OK.
4. All folders should now be closed to allow the change to take effect.

### Related Topic

[Using the preferences command](#)

## Setting the password

1. Select the Preferences command from the Special menu.
2. Click on the Password button.
3. Enter the desired password in the input box. Click on OK.
4. Once the password is set and saved, every time the folder is opened the password will need to be entered before the folder will open.

To clear a password, perform steps 1 and 2 above, but instead of entering a password, simply leave the line blank and click on OK. The password will then be cleared.

Note that this password scheme is not unbreakable. It will keep out most users, but a determined computer professional **will** be able to break it.

### Related Topic

[Using the preferences command](#)



## **Editing an item's file name**

1. Select the item whose file name you wish to view by clicking on it with the mouse.
2. Select View Filename from the Edit menu.
3. A dialog box will appear showing the file associated with the folder item will appear. At this point the filename may be edited. Click on OK to set the new name.

## Associating programs with file extensions

Application programs may be associated with a particular file extension. For example, Notepad may be associated with TXT files. Executing a file with a program associated with its extension will cause the associated program to be ran using the file as the data file. For instance, if TXT is associated with Notepad, running the file readme.txt would cause Notepad to run and load the file readme.txt. Folders provides a command to form such associations. It is similar to the File Manager command, with the exception that it is able to associate more than one program to an extension.

To associate a program, follow these steps:

1. Select the folder item whose filename's extension you wish to associate a program with.
2. From the Special menu, select the command Associate.
3. A dialog box will appear in which you may enter the name of the program you wish to associate or the program may be selected using the Browse button.
4. If an association already exists, the option to append the new association will be available. To do so, click on the check box 'Append association'. Click on OK. This will cause the new association to be added to the list of programs associated with the selected extension.
5. If you wish overwrite the current association, or if there is no previous association, leave the check box unchecked and click on OK.
6. If you wish to view any other associations that have been previously set, click on the down arrow at the right of the input box. A list of all other associations that have been set will appear. To close the list, simply click on the down arrow again.

Notes: If multiple programs have been assigned to an extension, whenever you execute an item with that file extension, a listbox will appear showing all the programs that have been associated with the extension. Simply double-click on the program you wish to execute.

To remove a previously set association, follow steps 1 thru 3, but on step 3 click on the down arrow at the right of the input box. From the list of associations that appear, click on the association you wish to remove. The program selection should appear in the input box. Click on OK and the association selected will be removed.

## Using the Run command

1. Select Run from the File menu.
2. In the dialog box that appears, type in the command you wish to execute. Or, use the browse button to select a file to be executed.
3. Click on OK. The command entered will be executed.

Notes: The Run command stores the last twelve commands executed, throwing out duplicates. When the Run command is selected, the last command entered using the Run command will automatically appear in the input box. To execute it, simply click on OK. To access the other eleven commands stored, click on the down arrow at the right of the input box. A list will appear containing the other eleven commands. Click on the command you wish to execute, and then click on OK. The command will be ran.

## Using the Preferences command

1. Select Preferences from the Special menu.
2. From the dialog box presented, several options may be set to customize the folder as explained below.

Save Configuration options: When executing a Save Config command, the choices selected here will govern what information about the folder is saved. Information that can be saved includes the folder size and position, and the position of the folder items. Any option not selected will not be saved. Note that performing just a Save will not save any of this information.

Minimize on use, Close on use options: Selecting one of these will cause the folder to be either minimized or closed when an item in the folder is executed.

Auto Arrange switch: When this option is activated, the folder item icons will automatically be rearranged whenever the folder is resized or minimized. If you wish to keep the folder items in specific locations at all times, do not use this option.

Icons off: This option, when set, will cause the folder items to be displayed using only their names. No icons will be displayed. This mode is the listbox display mode. If this option is not set, all items will be displayed using icons.

Show extensions: When in listbox display mode, the item file extensions will be displayed as part of the name if this option is set.

3. Once you have chosen the options you wish to be active for this folder, click on OK to return to the folder window. Note that a Save or a Save Config must be performed for the preferences to be saved.
4. Besides setting the options for the current folder, one may also set the default options that will be used whenever a new folder is created. Simply choose the options you wish to be used and click on Set Defaults. Any new folder created will automatically have these particular options already set. Note that the current folder will also now have these options.
5. If you wish to set a folder's preferences to whatever you have set as the default as explained in 4 above, simply click on Reset Settings. The folder will now have the same preferences as the defaults.
6. The folder icon to be used may also be set from this dialog box. Clicking on the Folder Icon button allows the icon used to represent a folder to be changed to any icon available on the system. A dialog box is presented to choose an icon from in the same manner as the Item Icon command. Once the icon is set, all subfolders and all minimized folders will appear using this icon. Folder icons in Program Manager groups must still be set by hand. After executing this option, all folders should be closed to allow it to take effect.
7. Finally, a password may be assigned to the folder through the use of the Password button. Clicking on it will produce a dialog box in which you may enter the desired password for this folder. The next time the folder is opened, this password will need to be entered before you will be able to access the folder. To clear the password, simply select this function again and enter a blank line for the password.