

# **Folders Program**

Version 3.4

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by Sloop Software

*a member of the ASP*

This program adds depth to the MS Windows Program Manager groups. Using it gives the capability equivalent to being able to create subgroups.

Features include:

- no limit on nesting folders (groups) within folders
- move or copy items from folder to folder using drag/drop
- run command with browse button which also stores last twelve commands
- associate command that allows multiple programs to be associated with a single extension
- launch your applications directly from a folder
- customizable command lines for any item
- save location, size of folder as well as item positions
- use virtually any icon on the system to represent items
- tie two or more folders to the same subfolder
- display items as icons or just names in a listbox mode
- password protection
- multi-select capability in adding, deleting, moving or copying folder items

Folders supports up to two-hundred folders each containing up to two-hundred items. Note that only up to forty items may be displayed in a folder as icons. Over forty, the folder will allow only listbox display mode.

## **Registration**

Note that this 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. Two payment options are available. For \$35 you receive the latest version and a printed manual. For \$30 you receive only the latest version of the program. Please add \$2 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 6% 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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### **Folder Commands:**

The following sections give detailed explanations on the commands available to a folder. It is suggested that you read the README.TXT file first and then install the program. Take a look at a folder and play around before reading thru this document. Most of the functions should be self-explanatory. Some commands will work with multiple items selected. In order to select multiple items, hold down the CTRL key while clicking on each item with the mouse. To de-select an item, click on it again while holding down the CTRL key.

### **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 it being a subfolder or not. This allows you to open a specific folder without having to hunt it up. The file currently open is not closed, thus allowing you to switch between it and any other folder you open.

**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. Note that this function also performs a standard Save when executed.

**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 a command line to be entered and executed. The last twelve commands 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 appear which represents the item just added. By double-clicking on this icon, the item may be executed. More than one item may be added at a time. Simply click on each file to be added. To de-select a file, click on it again.

### **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 selecting them and dragging them to the desired folder.

**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 moved by selecting them and dragging them to the desired folder. Note that the right mouse button must be held down when the left button is released otherwise the items will be moved rather than copied.

**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** - Allows the file name of an item to be viewed or edited.

## **Special Menu**

**Item Name** - This command allows you to rename items and subfolders. When renaming subfolders, an automatic save will be performed, otherwise a save must be done to keep the new name.

**Item Icon** - Allows you to specify which icon is to be used to represent an item. Icons may be used located in ICO files, EXE files or ICL files (icon libraries).

**Set Default Icon** - This command allows you to set or change the icon associated with a specific file extension. Once an icon has been associated with a file extension, when an item with that file extension is added, it will automatically appear with the set icon.

**Arrange Icons** - Arranges the 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. A password may be assigned to the folder and the display mode may be set to icons or listbox mode. Finally, the icon to be used to represent folder may be set. Once a new icon is assigned to be the folder icon, 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. All folders should be closed after setting the folder icon to allow the change to take effect.

## **Using Folders as the Windows shell**

Folders may no longer be used as the Windows shell. Instead, the program Sloop Manager is available for that task. It has similar capabilities to Folders, but is specifically designed to act as the shell.

## **Notes on using icons**

Folders is capable of extracting and using icons from ICO's (icon description files), EXE's (executable programs) and ICL' (icon libraries created by a third party program). An icon library, FOLDERS.ICL is provided with the program for your use. It must be located in the folders data directory specified upon installation for it to be used. Note that you may delete, copy over or edit (with the appropriate program) this file without impacting Folders operation.

There may be some cases where you wish to use an icon in an executable that is not the first icon in the executable. Folders cannot extract these icons itself. There also may be cases where, for some reason, Folders just cannot find the icon in the executable (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, it may be added using the Add Icon command.

Some 256 color displays may also not display the icons properly when in 256 color mode. If this occurs, try this fix. Open the folders.ini file using an editor like Notepad. Under the section [Defaults] will be line which reads 'Color mode=0'. Change the 0 to 256. This tells Folders that you are using a 256 color display. Note that the program will not function in 16 color mode with this setting made. To operate in 16 color mode, change the 256 to 0 or 16.

### **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.

### **Folders File Structure**

Folders creates and maintains a data file for each folder created. These files end in a FLO extension. It is suggested you allow the install procedure create a separate directory for these data files, simply to avoid cluttering up the Windows directory any more than it probably is already. This is not necessary, though, as the files can be maintained anywhere as long as the directory is correctly specified during the install process.

An association is created between FLO files and the folders executive. When you click on a folder icon, the exec is ran with the appropriate data file. The exec itself cannot be ran without a data file being specified.

### **Folders Getting Confused**

Should the FOLDERS.INI file get messed up, as will happen if you delete a folder without first deleting its subfolders, it can be repaired. Open FOLDERS.INI with a text editor like Notepad. Under the section [Folders List] the name of every folder with its corresponding DOS filename is listed. Make note of the DOS filenames of the folders that should be deleted. Delete those lines. Close the INI file and go to your folders directory. Delete those files whose names you made note of in the INI file. If you want to save these subfolders, instead of deleting anything, add the file whose name you found to a folder naming it with the subfolder name. A folder icon should be created representing that subfolder.

## **Manual Installation Process**

Should the automatic install process fail for some reason, the following process may be followed to install the program.

1. Copy FOLDERS.EXE, FOLDERS.INI, FOLDERS.HLP to the windows directory.
2. Create a subdirectory of your windows directory called FOLDERS. Note this step may be skipped. Any existing directory may be used instead.
3. Copy the file FLD0000.FLO to your folders directory.
4. Edit the file FOLDERS.INI in the following manner. Under [Folders Directory] add the line: path = <directory>\ where <directory> is whatever directory you want the folder data files placed in. Note the backslash at the end of the name. An example line would be:  
path = c:\windows\folders\  
Under the [Folder List] section add the line:  
Empty Folder = fld0000.flo  
That is all you need to do to FOLDERS.INI.
6. Next, create an icon for FLD0000.FLO in a group in any of the manners described by the Windows documentation. Name it Empty Folder.
7. Finally, from the File Manager, using the associate command under the File menu, associate FOLDERS.EXE with .FLO files.
8. That's it. You should now be able to open and use your first folder.

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FOLDERS.EXE	- the Windows executable program (shareware version only)
FOLDERS.WRI	- the program documentation
FOLDERS.INI	- Folders initialization file
FOLDERS.HLP	- Folders help file
FOLDERS.ICL	- icon library
FLD0000.FLD	- empty folder for manual installation process
FINSTALL.EXE	- Folders install program
README.TXT	- installation information
ORDERFRM.TXT	- Folders order form
VENDOR.DOC	- shareware vendor information

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