DiskMan for Windows

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Association of Shareware Professionals

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WELCOME TO DISKMAN

Welcome to DiskMan, the easiest way to produce professional quality labels and listings of your entire library of personal computer disks. With just a few keystrokes, DiskMan will accept your piles, boxes, bags, stacks, or whatever system you have of diskettes, create labels for them, produce a printout of all your files, and give you an easy way to search for files on all those diskettes.

Here are several characteristics of DiskMan that you will want to know before you start.

1. So that we are all speaking the same language, we will assume that you have a box containing your favorite and most used diskettes, this will be your Main Storage Box.

2. The Main Storage Box is already set up for you, so go ahead and enter a few disks before playing around with DiskMan. You will find the Add sub menu under the Disk menu. When you select Add, DiskMan will read the default disk (selected from the configure menu) and add it to the Main Storage Box. Alternatively, you may click one of the drive icons in the bottom of the DiskMan Window to add a disk in that drive.

3. Set up your label configuration for the particular kind of labels you use before you print any. Find this sub menu in the Configure menu. Save Default will tell DiskMan to remember your changes for next time you use it. If you make changes without saving your defaults, the changes will only work until you exit DiskMan.

MAIN MENU
When you first start DiskMan, you'll see the main window with one storage box opened and the main menu across the top. It should look something like the illustration below.

Storage Box
  Open
   Open Open an existing storage box. Select as many storage boxes as you like, DiskMan is only limited by the amount of your free disk space. If you open a storage box from a previous version of DiskMan, you will be asked if you want to convert this storage box to the new format. Once converted, these storage boxes can no longer be read by the previous version of DiskMan. To import Catdisk catalog files, select "Catdisk catalog files" in the drop down box within the file open dialog.
  New or F3
   F3 Creates a new storage box of diskettes. Click on NEW, and a storage box titled No Name No Name appears. To enter in new disks, put your disk in the drive and click on the drive icon.

Save
  Save changes to an existing storage box.

Save As
  Allows you to name a "NoName" storage box or rename an existing storage box . A dialog box labeled File Save AsFile Save As will appear. Enter the name you want the storage box to have, leaving out the '.box' suffix. The storage box name must be eight letters or less. The default sub directory will be '\boxes', however, you may save the storage box file anywhere you like.

Search for File Search for File
  Search for a file through all open storage boxes. Enter the file name (DOS Wild cards * and ? are OK) or enter a portion of the file comments. DiskMan will search all files within all opened storage boxes for a matching file name or file comment.

Report
  Report generates a listing of all your files in a user selectable format. This report will be for the storage box that is currently opened and selected. On the left, you may choose a report sorted by disk, name, extension, size, or date. Then choose the destination; screen, printer, or file. Your report will be created for you depending on which options you choose. Selecting the file output option will create a tab delimited ASCII file compatible with most data bases.

Exit
  Exit DiskMan. DiskMan will prompt you to save any modified storage boxes.

Disk

Add or F2
  To add a disk to the opened and selected storage box, you may either click a drive icon in the bottom of the DiskMan window or you may select this menu item. When you select this menu item or select the F2 function key, DiskMan will add the diskette in the default disk drive. This default drive is selected from the configure menu. DiskMan will automatically name the diskette according to the Volume ID. There is never a need to type anything into DiskMan unless you want to rename your diskette something other than the Volume ID. A dialog box titled Add Disk to Storage Box aAdd Disk to Storage Box appears, and you can choose OK or cancel to proceed. DiskMan will not allow you to have duplicate disk titles.

Delete
  Deletes a whole disk of files.

Manual Update or F4
  Use this menu selection if you have added or deleted files from the disk since you first added it to the storage box. First insert the disk you want updated into the default drive then click the disk title within the storage box. Finally, select this menu item. DiskMan will update the changes you have made to this disk.

AutoUpdate or F5
  This selection is an automatic method to update DiskMan information with changes you have made to your disks. First insert the disk you want to update into the default drive and then select this menu item. DiskMan will read the disk label from your disk in the default drive and will search through all of your open storage boxes for a matching disk title. Because DiskMan allows 25 characters for a disk title and there is a maximum of 11

characters on a disk label, DiskMan will ask you if it has found the correct disk. If DiskMan fails to find the proper disk to update, use the Manual Update option.

Change Disk Title
 Rename a disk that has already been entered.

Print Labels
 Select disks to label by clicking on the disk title. You may select as many disk titles as you would like. Select one of DiskMan's six standard label types. If you don't see the label you like, please contact DiskMaster Software and we will add that label to our list. To print on partially used label sheets, you may choose the position of the first label. According to which type label you choose, the labels will be white or shaded and in the arrangement that they appear on the sheet. Click on the label positioned where you would like the printer to begin printing labels. DiskMan defaults to the label at the top left position. Finally, select the number of copies of each label you would like. File order and borders may be selected from the configure label sub menu.

Configure

General Controls
 There are two general items which DiskMan needs to know. It needs to know what you would like the default disk title to be and whether or not you would like to include files that have been compressed within archive files.
 First it needs to know what you would like the default disk title to be when you add a new disk. The options are 'Auto Increment' and 'Disk Volume ID'. If you select 'Auto Increment' then DiskMan will add 1 to your previously entered disk title. For example, if you entered 'Disk 1 of 5' as a disk title, DiskMan will default to 'Disk 2 of 5' the next time you add a new disk. Pretty slick! With 'Disk Volume ID' selected, DiskMan will simply default to the disk label (or volume id) written on the disk. If you would like DiskMan to write the first 11 ch aracters of your disk title to the disk, select 'Write title to disk'. This option really helps if you want to use the Autoupdate feature described above.
 Second, DiskMan needs to know whether to add compressed files within archived files. If 'Catalog Archived Files' is selected, DiskMan will read the archive file and add the file information on the compressed files. It will also add a comment to that particular file explaining which archived file it is in. Keep in mind that with this option selected, DiskMan will take longer to add a disk. The archived formats that DiskMan currently supports are: zip, arc, lzh, zoo, and pak. If 'Catalog Archived Files' is not selected, then DiskMan will add only the archived file.

Labels
 DiskMan allows you to select fonts, adjust label margins, change file order, and select a label border. To change a font, click on the "Disk Title, File or Edge Title" button and select from your installed fonts. To fine tune your top and left margins and accommodate for your printer, adjust the values in the "Micro Adjust Margins" boxes. Increasing the number will move the margin down or to the right. The micro adjustment is measured in millimeters. The order the files appear on the disk label and within the disk display is determined by the "Sort Files" selection. Sorting on disk name and extension is self explanatory. Sorting on "Disk

Order" will list the files in the order DiskMan found them on your disk. To include a border on your disk label, check the border box. To save these settings for the next time you run DiskMan, "Save Defaults".

Reports
 DiskMan allows you to select fonts and customize a report header for printed reports. To change a font, click on the "Report Title or Body Text" button and select from your installed fonts. To include a header at the top of each report page, edit the header box. To save these settings for the next time you run DiskMan, "Save Defaults".

Printer
 DiskMan allows you to print your labels or reports to any installed printer. Choose this menu option to select from your printers. Choose this option to set paper length to 6" when printing to Avery 4240 or Avery 4241 labels.

Disk Drive
 Choose this menu item to define the default disk drive. Once you have defined the default drive, you may add a diskette in that drive by selecting the F2 function key. In addition the default drive must be set for Manual (F4) and Automatic(F5) Updates. You must use this menu item to add disks from any drive past the D Drive.

Save Desktop
 When you select this menu option, DiskMan stores which storage boxes you have opened and their location. The next time you run DiskMan, it will open these storage boxes and position them properly. Keep in mind the more storage boxes DiskMan opens when it starts up the longer it will take.

Window
CascadeCascade or Shift F5
 Layers the storage boxes.
TileTile or Shift F4
 Arranges the storage boxes side by side.
Arrange Icons
 Automatically rearranges and tidies the screen.
Close All
 Closes all the storage boxes and puts them away. DiskMan will prompt you to save changes to any storage box that has been modified.
Open Storage Boxes
 All opened storage boxes are listed at the bottom of the Windows menu.

OVERVIEW OF DISKMAN DISPLAYS

Storage Box Display
When you start DiskMan, you will be in the storage box display. It should look something like this. The Main Storage Box will appear the first time you run DiskMan. From the Storage Box Display, you may select from all the menu items described above. You may generate reports, add disks, configure labels, etc.. To work with an individual disk, and change to the Disk Display, double click on a disk title.

Disk Display
After you double click on a disk title in the storage box display, a green shaded disk will appear. It should look something like this. You will see a line at the top telling you how many bytes are free in the disk, a dialog box which may be used for disk comments, the date the disk was added to the storage box, and the last time it was updated. To change the disk icon, click on the DiskMan icon. You may select from the icons supplied with DiskMan or select any standard Windows icon. This icon will be printed on your disk label. By using the elevator to the right of the disk, you can scroll through the files on the disk. To change to the file display, double click on a file name.

File Display
After you double click on a file name in the disk display, the file display appears. The file display illustrates the file name, the sub directory the file is located in, file date, file time, and file size. None of these items can be changed from DiskMan. Also included in the file display are the file comments. If there were any 4DOS or NDOS file comments on the disk when added, those comments will be here. You may change, delete, or add new file comments here. DiskMan will include these file comments in your reports and you will be able to search through these file comments when looking for a file. See the discussion above on "Search for File". You may advance to the next or previous file with the buttons on the bottom. You may quickly add file comments by typing the file comment and pressing return to advance to the next file.

FREQUENTLY ASKED QUESTIONS

1. What is a reportreport that goes to a file used for?
    Use this option when you would like a text filetext file of all the files in your storage boxes. This file may be imported into Dbase, Paradox, or any other database managerdatabase manager for additional customization.

2. How do I change the file orderfile order in the disk displaydisk display?
    Select ConfigureConfigure, then LabelsLabels, this dialog lets you select File Sort OrderFile Sort Order for both the labels and the disk display.

3. How do I search through my Storage boxes Storage boxes for a File CommenFile Comment?
    Select Storage Box...Search. The dialog allows you to enter a portion of the file comment for which you are searching . For example, entering *tre* will locate file comments such as *tree, trees, treaties,* etc.

4. How do I search for a specific file within my Storage boxes?

    Selecting Storage Box...Search allows you to input a portion of the file name for which you are searching. The DOS wild cards *? are allowed.

5. My labels are not aligned correctly. How can I correct this?

    Select Configure labels which brings up a dialog allowing you to adjust the alignment of labelsalignment of labels on the sheet for your particular printer. This adjustment is measured in millimeters.

6. How do I change iconsicons on my label?

    From the disk display, click on the DiskMan icon next to the disk title, this will bring up a dialog allowing you to select from any standard Windows icon.

7. How can I get DiskMan to remember the Storage Boxes that I have open so they will be ready the next time I run the program?

    Select Configure...Save DesktopSave Desktop before you quit.

8. How do I print labels onto a partially used sheetpartially used labels?

    Select Disk...Print labelsPrint labels, and on the far right is a picture of a sheet of labels corresponding to the type labels selected. Click on the first label available on your partially used sheet. The printer will then start printing on the first available label.

9. How do I add or change File commentsFile comments?

    DiskMan reads your disk for any NDOSNDOS or 4DOS4DOS file comments. In addition, it will read GIF files for their size and number of colors. These comments may be changed by double clicking on a file name in the Disk view. After double clicking, the file view will be activated. The last entry in the file view is the file comment. These comments may be deleted, modified or added to. No other file information is modifiable.

10. Why doesn't my entire icon show up on the label?

    DiskMan only supports 32x32 pixel icons. Check the ones you are trying to use to make sure.