

File Manager

Gives you access to the MS-DOS directory and file structure on your hard disk or over a network.

application Control-menu



R estore
M ove
S ize
M inimize
M aximize
C lose
S witch To...

- Restores the application window to its former size.
- Moves the application window to another location.
- Changes the size of the application window.
- Shrinks the application window to an icon.
- Enlarges the application window to its maximum size.
- Closes the application window.
- Starts Windows Task List.



Contains the title of the application running in the window, in this case File Manager.

- ▶ Drag the title bar to move the window.

Minimize button



- ▶ Click the Minimize button to shrink the File Manager window to an icon.

Maximize button



- ▶ Click the Maximize button to enlarge the File Manager window to its maximum size.

File menu

File	
<u>O</u>pen	Opens a directory window, application, or document.
<u>R</u>un...	Starts an application (and a document).
<u>P</u>rint...	Prints a text only file.
<u>A</u>ssociate...	Associates a document file with an application.
<u>S</u>earch...	Searches for files and directories.
<u>M</u>ove...	Moves files or directories from one directory to another.
<u>C</u>opy...	Copies files or directories from one directory to another.
<u>D</u>elete...	Deletes files or directories.
<u>R</u>ename...	Renames a file or directory.
<u>C</u>hange Attributes...	Changes the attributes of a file.
<u>C</u>reate Directory...	Creates a new directory.
<u>S</u>elect All	Selects all files and directories in a directory window.
<u>D</u>eselect All	Cancels all selections in the directory window.
<u>E</u>xit	Closes all File Manager windows and exits File Manager.

Disk menu

Disk

Copy Diskette...

Copies the entire contents of a diskette onto another diskette.

Label Disk...

Assigns a volume label to diskettes and hard disks.

Format Diskette...

Formats a diskette.

Make System Diskette...

Makes a system diskette.

Connect **N**et Drive...

Connects your computer to a network drive.

Disconnect Net Drive...

Disconnects your computer from a network drive.

Tree menu

Tree

Expand One Level

Expand **B**ranch

Expand **A**ll

Collapse Branch

Expands one level of a collapsed directory.

Expands a collapsed directory.

Expands all the branches in the Directory Tree.

Collapses subdirectories beneath a selected directory.

View menu



Options menu

Options

<u>C</u>onfirmation...	Controls the display of warning messages.
<u>L</u>ower Case <u>S</u>tatus Bar	Displays directory information in lowercase letters. Displays the status bar in the File Manager window.
<u>M</u>inimize on Use	Minimizes File Manager whenever you start an application.

Window menu

Window

Cascade

Tile

Refresh

Close **A**ll **D**irectories

1 Directory Tree

2 C:\PROJECTS\REPORTS*.*

Arranges File Manager windows so each title bar shows.

Arranges File Manager windows so they all fit in the workspace.

Updates the active directory windows.

Closes all open directory windows.

Selects a File Manager window.

Help menu

Help

Index

Displays an alphabetical list of all Help topics.

Keyboard

Displays Help on File Manager key combinations.

Commands

Displays Help on File Manager commands.

Procedures

Displays Help on File Manager procedures.

Using Help

Displays information about Windows Help.

About File Manager...

Displays important information about File Manager.

menu bar

File Disk Tree View Options Window Help

Contains the names of all the File Manager menus.

- ▶ Click a menu name to display commands.

Directory Tree title bar || **Directory Tree** ||

Contains the title of the Directory Tree window.

- ▶ Drag the title bar to move the window.

disk-drive icon  **A**

Represents disk drive A, used for floppy disks.

- ▶ Click the disk-drive icon to see its directory tree.

disk-drive icon  B

Represents disk drive B, used for floppy disks.

- ▶ Click the disk-drive icon to see its directory tree.

disk-drive icon



Represents hard disk drive C.

- ▶ Click the disk drive icon to see its directory tree.

disk-drive icon  D

Represents RAM disk drive D.

- ▶ Click the disk drive icon to see its directory tree.

disk-drive icon  E

Represents the CD-ROM disk drive.

- ▶ Click the disk drive icon to see its directory tree.

disk drive icon 

Represents a network disk drive.

- ▶ Click the disk drive icon to see its directory tree.

disk-drive icon bar



Contains the icons of all the disk drives on your computer.

- ▶ Click a disk drive icon to display its directory tree.

volume label [LED]

Shows the name you assigned to the current drive.

directory path

C:\PROJECTS\REPORTS

Shows the current drive and selected directory.

collapsible directory  C:\

Represents a directory whose subdirectories are displayed. The "C:\" indicates the directory is the root directory of the current drive.

- ▶ Click the minus sign to collapse the subdirectory.

directory icon 

Represents a directory or subdirectory on the current drive. A directory icon without a plus or minus sign indicates there are no subdirectories.

- ▶ Double-click the directory icon to open a directory window and see the files it contains.

current directory



The highlighted directory. You can select only one directory at a time in the Directory Tree window.

- ▶ Double-click the directory icon to open a directory window and see the files it contains.

collapsible directory 

Represents a directory whose subdirectories are displayed.

- ▶ Click the minus sign to collapse the subdirectory.

expandable directory 

Represents a directory whose subdirectories are not displayed off of the root directory of the current drive.

- ▶ Click the plus sign to display the subdirectories.

Directory Tree



A graphic display showing the directories and subdirectories on the current drive.

Directory Tree window



A window that shows the directories and subdirectories on the current drive.

scroll arrow



An arrow on either end of a scroll bar used to move the contents of the window or list box into view.

- ▶ Click a scroll arrow to move the contents into view.

scroll bar

A bar that appears at the right and/or bottom edge of a window whose contents aren't completely visible. Each scroll bar contains two scroll arrows and a scroll box for moving the contents of the window or list box.


- ▶ Click a scroll bar to move the contents one screen.

scroll box

A box used to move quickly to a particular location in a file or list.

- ▶ Drag the scroll box to move to another location.

document Control-menu

	R estore	Restores the document window to its former size.
	M ove	Moves the document window to another location.
	S ize	Changes the size of the document window.
	M inimize	Shrinks the document window to an icon.
	M aximize	Enlarges the document window to its maximum size.
	C lose Ctrl+F4	Closes the document window.
	N ext Ctrl+F6	Switches to the next open document window.

directory window title bar



Contains the path for the directory show in the window.

- ▶ Drag the title bar to move a directory window.

Minimize button ▶

- ▶ Click the Minimize button to shrink the directory window to an icon.

Maximize button ▶

- ▶ Click the Maximize button to enlarge the directory window to its maximum size.

directory icon  [..]

Represents a directory or subdirectory. The dots indicate that the directory is one level above the current directory.

- ▶ Double-click the directory icon to open a directory window and see the files it contains.

up dots

Represents the directory one level above the current directory.

program icon 

Represents a program file or batch file. These files have default extensions of .BAT, .COM, .EXE, and .PIF.

- ▶ Double-click a program icon to start an application or execute a batch file.

document icon 

Represents a document and its application.

- ▶ Double-click a document icon to start the application and open the document.

file icon 

Represents a file that is not a program or a document associated with an application.

- ▶ Click a file icon to select it.

directory window



A window that shows all the files and subdirectories contained in a directory.

status bar

Selected 1 file(s) (12266 bytes) out of 10

When the Directory Tree window is active, the status bar shows the number of bytes available on the current disk drive. If it's a network drive, the status bar also shows the network path.

When a directory window is active, the status bar shows the number of files selected, their combined size, and the total number of files in the directory.

application window

The main window for an application, in this case the File Manager window. The File Manager window can contain a Directory Tree window and one or more directory windows.

window border 

The outside edge of a window.

- ▶ Drag the window border to change the size of the window.

