Contents for File Manager Help

Windows File Manager is a tool you can use to organize and work with your files and directories.

To learn how to use Help, press F1.

Introduction

How To...

Commands

Changing Display Options

For help on changing File Manager display options, choose one of the following tasks:

- [Arranging Windows and Icons](#)
- [Changing the Font](#)
- [Changing Views](#)
- [Turning Off the Status Bar](#)

Managing Floppy Disks

You can use commands on the Disk menu to work with floppy disks. For help on managing your disks, choose one of the following tasks:

- Copying a Floppy Disk
- Formatting a Floppy Disk
- Labeling a Disk
- Making a System Disk

Moving Around in File Manager

For help on moving around in File Manager, choose one of the following tasks:

- [Arranging Windows and Icons](#)
- [Changing Views](#)
- [Changing Drives and Directories](#)
- [Opening Another Directory Window](#)
- [Switching Between Directory Windows](#)

Displaying and Changing File Properties

You can use File Manager to display file information, such as file size and the date you last modified a file. You can also change properties, such as file <u>attributes</u>.

For help on displaying or changing file properties, choose one of the following tasks:

- <u>Changing File Properties</u>
- <u>Displaying File Information</u>

Working with Files and Directories

For help on working with files and directories, choose one of the following tasks:

- [Associating Files with Applications](#)
- [Copying Files and Directories](#)
- [Creating Directories](#)
- [Deleting Files and Directories](#)
- [Displaying a Group of Files](#)
- [Inserting a File into Another File](#)
- [Moving Files and Directories](#)
- [Naming Files and Directories](#)
- [Printing Files](#)
- [Renaming Files and Directories](#)
- [Searching for Files](#)
- [Selecting Files](#)
- [Sorting Files](#)
- [Updating a Directory Window](#)

What Is File Manager?

File Manager is a tool you can use to organize your files and directories. You can use File Manager to move and copy files, start applications, connect to network drives, print documents, and maintain disks.

In File Manager, your files and directories are displayed in a <u>directory window</u>. The directory window is split: the left half displays the directory tree, and the right half displays the contents of the current directory. When you select a different directory in the directory tree, the contents of that directory are displayed in the right half of the window.

In the directory window, each filename has an <u>icon</u> next to it, indicating what kind of file it is.

    Directories.

    Program files, PIFs, and batch files. These files start applications.

    Document files. These files are associated with applications. When you choose a document file, the application starts and opens the file.

    System or hidden files. These files have system or hidden <u>attributes</u>.

    All other files.

In the top left corner of each directory window are icons for each drive you currently have access to. These icons are called drive icons. Different icons represent the different types of drives on your computer: hard disk drives, floppy disk drives, network drives, RAM drives, and CD-ROM drives. You can change to a different drive by selecting its drive icon.

To return to Contents for File Manager Help, choose the Contents button.

Changing Drives and Directories

You can display the contents of a different directory by changing directories or drives. For more information, choose one of the following tasks:

- Changing Directories
- Changing Drives
- Displaying Subdirectories in the Directory Tree

See Also

Moving Around in File Manager

Updating a Directory Window

Changing Directories

You can display the contents of a different directory by changing directories in the underline directory tree. If the directory you want is a subdirectory and does not appear in the directory tree, you can expand the directory so that you can see subdirectories.

To change directories
▶ Click a directory in the directory tree.
    Or press TAB to move to the directory tree, and then use the arrow keys to select a directory.

Tip: To quickly change to the root directory, press the HOME key.

See Also
Changing Drives
Displaying Subdirectories in the Directory Tree

Changing Drives

If you want to display the contents of a different disk, you can change drives in a directory window.

To change drives
▶   Select a drive icon.
       Or press CTRL and the letter of the drive you want to change to.
       Or from the Disk menu, choose Select Drive.
       Or double-click the background of the area where the drive icons are located to open the Select Drive dialog box.
 For help with the Select Drive dialog box, choose the Help button or press F1 while using the dialog box.

See Also
Changing Directories
Displaying Subdirectories in the Directory Tree

Displaying Subdirectories in the Directory Tree

To display subdirectories
▶ Double-click the directory you want to <u>expand</u>.
Or select the directory you want to expand in the directory tree, and then press ENTER.
Or select the directory you want to expand, and then choose Expand One Level, Expand Branch, or Expand All from the Tree menu.

To hide subdirectories
▶ Double-click the directory you want to <u>collapse</u>.
Or select the directory you want to collapse in the directory tree, and then press ENTER.
Or select the directory you want to collapse, and then choose Collapse Branch from the Tree menu.

Note: You can mark directories that have subdirectories by using the Indicate Expandable Branches command on the Tree menu. The directories that have subdirectories are marked with a plus sign (+). After you expand a directory, it is marked with a minus sign (-). If you use the Indicate Expandable Branches command, File Manager may take longer to create the directory tree.

See Also
<u>Changing Directories</u>
<u>Changing Drives</u>

Searching for Files

To find a file or group of files, you can use the Search command. If files are found, they are listed in the Search Results window. You can select items in this window and perform such tasks as copying, deleting, moving, and printing files. The contents of the Search Results window change when you perform a new search.

To search for files or directories

1 Select the directory from which you want to start the search.

2 From the File menu, choose Search.

3 In the Search dialog box, specify what you want to search for and whether you want to search in subdirectories.

4 Choose the OK button.

   To cancel the search, press ESC.

For help with the Search dialog box, choose the Help button or press F1 while using the dialog box.

Creating Directories

To create a directory

1 Select the directory in which you want to create the new directory.
2 From the File menu, choose Create Directory.
3 In the Create Directory dialog box, specify the name of the new directory.
4 Choose the OK button.

For help with the Create Directory dialog box, choose the Help button or press F1 while using the dialog box.

See Also
Changing Drives and Directories
Naming Files and Directories

Moving Files and Directories

You can move a file, directory, or group of files to another directory or drive. If you are using a mouse, you can move files quickly by selecting the file or files and then dragging them to the destination.

To move a file or directory

▶ Press SHIFT while dragging the file or directory icon to a directory icon, drive icon, or minimized directory window.

If you drag a file to a drive icon, the file is moved to the current directory on that drive.

If you are moving the file or directory to a destination on the same drive, you can drag the file icon without pressing SHIFT.

To move files and directories by using the Move command

1 Select the directory, file, or files you want to move.

2 From the File menu, choose Move.

3 In the Move dialog box, specify the destination directory.

4 Choose the OK button.

For help with the Move dialog box, choose the Help button or press F1 while using the dialog box.

Note: If you move a file to a directory that has a file with the same name, a message appears, asking whether you want to replace the existing file. If you don't want to receive confirmation messages, you can turn them off by using the Confirmation command on the Options menu.

See Also

Copying Files and Directories

Selecting Files

Turning Off Confirmation Messages

Copying Files and Directories

You can copy a file or directory to another directory or drive. If you are using a mouse, you can copy files quickly by selecting their icons and then dragging them to the destination.

To copy a file or directory

▶ Press and hold down CTRL and drag the file or directory icon to a directory icon, drive icon, or minimized directory window.

If you drag a file to a drive icon, the file is copied to the current directory of that drive.

If you are copying a file to a different drive, you can drag the file icon without pressing CTRL.

To copy files and directories by using the Copy command

1 In the list of files and directories, select the directory, file, or files you want to copy.

2 From the File menu, choose Copy.

3 In the Copy dialog box, specify the destination directory.

4 Choose the OK button.

For help with the Copy dialog box, choose the Help button or press F1 while using the dialog box.

Note: If you copy a file to a directory that has a file with the same name, a message appears, asking whether you want to replace the existing file. If you don't want to receive confirmation messages, you can turn them off by using the Confirmation command on the Options menu.

See Also

Moving Files and Directories

Selecting Files

Turning Off Confirmation Messages

Renaming Files and Directories

You can rename a file or directory in File Manager.

To rename a file or directory

1 Select the file or directory you want to rename.
2 From the File menu, choose Rename.
3 In the Rename dialog box, specify the new name.

4 Choose the OK button.

For help with the Rename dialog box, choose the Help button or press F1 while using the dialog box.

See Also
Naming Files and Directories
Selecting Files

Deleting Files and Directories

You can use File Manager to delete a file or group of files. You can also delete a directory. When you delete a directory, all of its subdirectories and files are deleted.

To delete a directory, file, or group of files

1 Select the directory, file, or files you want to delete.

2 From the File menu, choose Delete.

3 In the Delete dialog box, the selected directory or files are listed. If these are not the files you want to delete, specify others.

4 Choose the OK button.

For help with the Delete dialog box, choose the Help button or press F1 while using the dialog box.

Note: Before you delete a file or directory, a message appears, asking whether you want to delete it. If you don't want to receive confirmation messages, you can turn them off by using the Confirmation command on the Options menu.

See Also
Selecting Files
Turning Off Confirmation Messages

Selecting Files

Before you can work with a file, you must select it. There are several ways to select files in File Manager. If the files you want are visible in the directory window, you can use the mouse or keyboard to quickly select them. If the files are not visible, or if you want to select a group of files with similar names, use the Select Files command.

For help on selecting files, choose one of the following tasks:

- Using a Mouse to Select Files
- Using the Keyboard to Select Files
- Using the Select Files Command to Select Files

Using the Select Files Command to Select Files

To select files by using the Select Files command

1 From the File menu, choose Select Files.

2 In the Select Files dialog box, type the name of the file you want to select, and then choose the Select button. You can use <u>wildcards</u> to select a group of files; for example, *.TXT. Repeat this step if you want to select more files.

You can choose the Deselect button at any time to cancel a selection. The Deselect button cancels the selected files that you specify in the Files box.

3 Choose the Close button when you have selected all the files you want.

For help with the Select Files dialog box, choose the Help button or press F1 while using the dialog box.

See Also
<u>Using a Mouse to Select Files</u>
<u>Using the Keyboard to Select Files</u>

Using a Mouse to Select Files

You can use a mouse to select a file or group of files. Before you can select files, they must be visible in the directory window.

To select a file or directory

▶ Click the filename or directory name.

To select two or more items in sequence

1 Click the first file or directory you want to select.

2 Press and hold down SHIFT while you click the last file or directory in the group.

To select two or more items out of sequence

▶ Press and hold down CTRL while you click each file or directory.

To cancel a selection

▶ Press and hold down CTRL while you click the selected file or directory.

See Also

Using the Keyboard to Select Files

Using the Select Files Command to Select Files

Using the Keyboard to Select Files

You can use the keyboard to select a file or group of files. Before you can select files, they must be visible in the directory window.

To select a file or directory

▶   Use the following keys to select a file or directory.

Press	To select
UP or DOWN ARROW	A file above or below the current selection.
END	The last file in the list.
HOME	The first file in the list.
PAGE UP	The file at the top of the previous screen.
PAGE DOWN	The file at the bottom of the next screen.
A character	The next file that begins with that letter or number.

To select two or more items in sequence
1 Use the arrow keys to move to the first file or directory you want to select.
2 Press and hold down SHIFT while you select the remaining items in the group.

To select two or more items out of sequence
1 Use the arrow keys to move to the first file or directory you want to select.
2 Press and release SHIFT+F8. The selection cursor begins to blink.
3 Move to the next item you want to select.
4 Press the SPACEBAR to select each file or directory.
5 Press SHIFT+F8 when you finish selecting files.

To cancel a selection
1 Press and release SHIFT+F8 so that the selection cursor begins to blink.
2 Move to the selection you want to cancel, and then press the SPACEBAR.
3 Press SHIFT+F8 when you finish canceling selections.

See Also
<u>Using a Mouse to Select Files</u>
<u>Using the Select Files Command to Select Files</u>

Printing Files

You can print document files by using File Manager. A document file is <u>associated</u> with an application and represented by a <u>document-file icon</u> in the directory window.

To print a file by using a mouse

▶   Drag the document-file icon to the minimized Print Manager application icon (Print Manager must be running).

To print a file by using the Print command

1 Select the document file you want to print.

2 From the File menu, choose Print.

3 The Print dialog box displays the selected file. If the file is not the one you want to print, specify a different file.

4 Choose the OK button.

For help with the Print dialog box, choose the Help button or press F1 while using the dialog box.

See Also

<u>Associating Files with Applications</u>
<u>Selecting Files</u>

Starting Applications

You can use File Manager to start your applications. You can start an application by opening a <u>program file</u> or <u>document file</u>. You can also specify a file to open when you start your application.

To start an application
▶   Double-click the program file or document file.
       Or select the file, and then choose Open from the File menu (or press ENTER).

To start an application and open a file by using a mouse
▶   Drag a file icon to a program-file icon or to a minimized application icon.

To start an application and open a file by using the Run command
1 Select the program file for the application you want to run.
2 From the File menu, choose Run.
3 In the Run dialog box, specify the file you want to open.
4 Choose the OK button.

For help with the Run dialog box, choose the Help button or press F1 while using the dialog box.

See Also

<u>Associating Files with Applications</u>
<u>Selecting Files</u>

Arranging Windows and Icons

If several directory windows are open or reduced to icons, you may need to arrange the windows and icons so that you can see them all.

To arrange directory windows

▶ From the Window menu, choose Cascade to arrange windows so that they overlap (starting in the upper-left corner of the File Manager workspace) and the title bar of each window remains visible.

Or choose Tile from the Window menu to arrange windows vertically (on top of each other) so that they do not overlap.

Or press and hold down SHIFT and choose Tile from the Window menu to arrange windows side by side (horizontally) so that they do not overlap.

To arrange icons

▶ From the Window menu, choose Arrange Icons.

Sorting Files

By default, files are listed alphabetically by name. You can choose to display files alphabetically by their extension, by size (from largest to smallest), or by date, with the most recently modified file listed first.

To sort files

▶ From the View menu, choose Sort By Name, Sort By Type, Sort By Size, or Sort By Date.

The Sort By commands affect the files in the <u>active</u> directory window only.

Displaying File Information

You can display file information, such as file size, last modification date and time, and file attributes in a directory window. By default, only the names of files and directories are displayed. You can display all file information or specific types of information.

To display all file information
▶   From the View menu, choose All File Details.

To display specific file information
1   From the View menu, choose Partial Details.

2   In the Partial Details dialog box, specify which information you want to display.

3   Choose the OK button.

For help with the Partial Details dialog box, choose the Help button or press F1 while using the dialog box.

To display only names of files and directories
▶   From the View menu, choose Name.

Note: The Name, All File Details, and Partial Details commands affect only the contents list in a directory window. If the directory window is displaying only the directory tree, the window is not affected by these commands.

Formatting a Floppy Disk

Before you can use a disk, you must format it. Formatting prepares the disk for use with your computer and deletes any previous information stored on it.

To format a floppy disk

1 Insert a floppy disk in a drive.

2 From the Disk menu, choose Format Disk.

3 In the Format Disk dialog box, specify the drive letter, disk capacity, volume label, and other options.

4 Choose the OK button.

For help with the Format Disk dialog box, choose the Help button or press F1 while using the dialog box.

Note: Before you format a floppy disk, a confirmation message appears. If you don't want to receive confirmation messages, you can turn them off by using the Confirmation command on the Options menu.

See Also

Turning Off Confirmation Messages

Copying a Floppy Disk

You can copy the contents of one floppy disk to another.

To copy a floppy disk

1 Insert the source disk in the drive you want to copy from, and if you have two floppy drives, insert the destination disk in the drive you want to copy to.

2 Select the drive icon for the source disk.

3 From the Disk menu, choose Copy Disk.

4 If your computer has two floppy disk drives, the Copy Disk dialog box appears. Select the letter of the destination drive, and then choose the OK button.

   If your computer has only one floppy disk drive, the dialog box does not appear.

For help with the Copy Disk dialog box, choose the Help button or press F1 while using the dialog box.

Note: Before you copy a floppy disk, a confirmation message appears. If you don't want to receive confirmation messages, you can turn them off by using the Confirmation command on the Options menu.

See Also
Turning Off Confirmation Messages

Labeling a Disk

You can assign or change a volume label for a floppy or hard disk.

To assign or change a volume label
1 If you are labeling a floppy disk, insert it in a floppy disk drive.
2 Select the drive icon for the disk you want to label.
3 From the Disk menu, choose Label Disk.
4 In the Label Disk dialog box, specify the new label.
5 Choose the OK button.

For help with the Label Disk dialog box, choose the Help button or press F1 while using the dialog box.

Making a System Disk

You can use a <u>system disk</u> to start a computer that runs the MS-DOS operating system.

To make a system disk

1 Insert a formatted floppy disk into a drive.
2 From the Disk menu, choose Make System Disk.
3 If your computer has two floppy disk drives, the Make System Disk dialog box appears. Select the letter for the drive that contains the disk, and then choose the OK button.

   If your computer has only one floppy disk drive, the dialog box does not appear.

For help with the Make System Disk dialog box, choose the Help button or press F1 while using the dialog box.

See Also
<u>Turning Off Confirmation Messages</u>

Connecting to and Disconnecting from a Network Drive

You can use File Manager to connect to and disconnect from a network drive. When you quit Windows, your network connections are saved, and then made again when you restart Windows. With some networks, you can turn off this feature by changing your network settings in Windows Control Panel.

Depending on your network, you may have one command for connecting to and disconnecting from a network (Network Connections) or two commands (Connect Network Drive and Disconnect Network Drive). The following procedures apply if you have the Network Connections command.

To connect to a network drive
1 From the Disk menu, choose Network Connections.
2 In the Network Connections dialog box, specify the name of the network drive, the drive letter, and a password, if required.

   Some networks have a browse feature that you can use to view a list of drives.

   You can use the Previous button to select a network drive you have used before.
3 Choose the Connect button in the Network Connections dialog box. You can repeat steps 1 to 3 to make more network connections.

   Or, if you do not want this connection to be made when you restart Windows, press and hold down SHIFT while you choose the Connect button.
4 Choose the Close button.

To disconnect from a network drive
1 From the Disk menu, choose Network Connections.
2 In the Network Connections dialog box, select the network drive you want to disconnect.
3 Choose the Disconnect button.
4 Choose the Close button.

For help with the Network Connection dialog box, choose the Help button or press F1 while using the dialog box.

See Also
Changing Drives and Directories

Turning Off Confirmation Messages

If you do not want a confirmation message to appear each time you delete or replace files and directories, you can change the confirmation settings. You can also turn off messages that appear when you perform certain mouse actions, such as moving and copying.

To turn off confirmation messages

1 From the Options menu, choose Confirmation.

2 In the Confirmation dialog box, clear the check boxes for the tasks you want to perform without receiving confirmation messages.

3 Choose the OK button.

For help with the Confirmation dialog box, choose the Help button or press F1 while using the dialog box.

Changing the Font

You can change the <u>font</u> that File Manager uses to display the names of your files and directories. You can also change the style and size of the font. Changing the font affects all directory windows.

To change the font

1 From the Options menu, choose Font.

2 In the Font dialog box, select the font, style, and size.

3 Choose the OK button.

For help with the Font dialog box, choose the Help button or press F1 while using the dialog box.

Turning Off the Status Bar

The status bar at the bottom of the File Manager window displays information about the current drive and directory. You can choose whether or not to display the status bar.

To turn off the status bar

▸ From the Options menu, choose Status Bar.
  To turn on the status bar, choose Status Bar again.

Opening Another Directory Window

It is useful to have more than one directory window open if you want to display the contents of two directories at once, or if you want to move or copy files from one drive to another.

To open another directory window

▶   Double-click a drive icon.

        Or press TAB to move to the drive icons, use the arrow keys to select the drive icon, and then press ENTER.

    Or choose New Window from the Window menu.

The new window has the same display settings as the one that was active when you opened it.

If you want to open a directory window that displays only the contents of a particular directory, press and hold down SHIFT while you double-click the directory icon in the directory tree. A new directory window appears, displaying the contents of that directory.

See Also

Switching Between Directory Windows

Changing File Properties

In File Manager, you can change the properties of a file. These properties include file <u>attributes</u> such as read only, archive, hidden, and system.

To change file properties
1 Select the file or files for which you want to change properties.
2 From the File menu, choose Properties.
3 In the Properties dialog box, set the file properties.

4 Choose the OK button.

For help with the Properties dialog box, choose the Help button or press F1 while using the dialog box.

See Also
<u>Selecting Files</u>

Associating Files with Applications

When you associate a file with an application, you can open the file and start the application at the same time. If a file is associated with an application, there is a document-file icon next to the filename in the directory window.

To associate a file with an application

1 Select the name of the file you want to associate with an application.
2 From the File menu, choose Associate.
3 In the Associate dialog box, select the application you want to associate with the file.
4 Choose the OK button.

For help with the Associate dialog box, choose the Help button or press F1 while using the dialog box.

See Also
Selecting Files

Changing Views

When you first start File Manager, the left half of the directory window shows the directory tree, and the right half shows the names of all the files and directories in the current directory. You can choose to display only the directory tree or only the directory contents.

To display only the directory tree
- From the View menu, choose Tree Only.

To display only the directory contents
- From the View menu, choose Directory Only.

Displaying a Group of Files

You can display a group of files in the current directory, such as files with a certain extension or of a particular file type.

To display a group of files

1 From the View menu, choose By File Type.

2 In the By File Type dialog box, specify which files you want to display in the directory window.

3 Choose the OK button.

For help with the By File Type dialog box, choose the Help button or press F1 while using the dialog box.

Switching Between Directory Windows

Although many directory windows can be open, only one can be active. A window becomes active when you select it.

To select an open directory window

- Click anywhere in the window.

  Or cycle through the open directory windows by pressing CTRL+F6 until you have selected the directory window you want to work with.

  Or choose a window name from the list at the bottom of the Window menu.

Inserting a File into Another File

If you have applications that support <u>object linking and embedding</u>, you can use File Manager to insert a file into another file. Some applications can accept documents (client applications), whereas others can only supply documents (server applications). Documents can be embedded or linked only into client applications. You can embed a file from any application; however, you can only link a file from a server application.

When you use File Manager to embed or link a file, an icon representing the file (called a package) is embedded into the destination file.

Note: Some applications developed prior to this version of Windows may not support this feature.

To embed a file into another file
1 Open the destination file, and make sure File Manager remains visible.
2 From File Manager, drag the file icon into the application window where the destination file is open.

To embed a file into another file by using the Clipboard
1 Select the file you want to embed.
2 From the File Menu, choose Copy.
3 Select the Copy To Clipboard option button, and then choose the OK button.
4 Open the destination file, and choose the Paste command (usually found on the application's Edit menu).

To link a file to another file
1 Open the destination file, and make sure File Manager remains visible.
2 From File Manager, press SHIFT+CTRL while dragging the file icon into the application window where the destination file is open.

Updating a Directory Window

You may want to update a directory window if you've switched floppy disks or connected to a network drive outside of File Manager.

To update a directory window

▪ Click the drive icon for the drive you want to update (or select it, and then press the SPACEBAR).

Or from the Window menu, choose Refresh.

Naming Files and Directories

Many File Manager tasks involve naming or renaming files and directories. Windows follows MS-DOS conventions for naming files:

- The name of a file or directory can have two parts: a name and an optional extension. The two parts are separated by a period (for example, MYFILE.NEW).
- The name can contain up to eight characters, and the extension can contain up to three characters.
- The name must start with either a letter or number. It can contain any uppercase or lowercase characters except the following:

period (.)	quotation mark (")
slash (/)	backslash (\)
brackets ([ ])	colon (:)
semicolon (;)	vertical bar (|)
equal sign (=)	comma (,)

If you use these characters in a filename, you may get unexpected results.

- The name cannot contain any spaces.
- The following names are reserved and cannot be used for files or directories: CON, AUX, COM1, COM2, COM3, COM4, LPT1, LPT2, LPT3, PRN, and NUL.

Examples of valid filenames are LETTER.DOC, MEMO.TXT, BUDGET.92, and 2NDTRY.RPT.

File Menu Commands

Use the scroll bar to see more commands.

Open
Opens a directory window, starts an application, opens a document that is associated with an application, or expands a directory.

Move
Moves one or more files or directories from a source directory to a destination directory.

Copy
Copies one or more files or directories from a source directory to a destination directory.

Delete
Deletes one or more files or directories.

Rename
Renames a file or directory.

Properties
Specifies file attributes. Attributes are read only, hidden, archive, and system.

Run
Starts an application or opens a document that is associated with an application.

Print
Prints a file on the default printer.

Associate
Associates a file with an application so that the application starts when you open the file.

Create Directory
Creates a directory.

Search
Searches for files and directories on all or part of the current drive.

Select Files
Selects a file or group of files in a directory. You can also use this command to cancel a selection.

Exit
Quits File Manager.

Disk Menu Commands

Use the <u>scroll bar</u> to see more commands.

Copy Disk
Copies the contents of a floppy disk onto another floppy disk. Use this command to make a backup copy of a floppy disk.

Label Disk
Assigns or changes the volume label for a floppy or hard disk.

Format Disk
Formats a floppy disk.

Make System Disk
Copies MS-DOS operating-system files onto a floppy disk. A system disk can be used to start a computer that uses the MS-DOS operating system.

Network Connections
Connects your computer to or disconnects it from a network drive. Depending on your network, this command may not be available.

Connect Network Drive
Connects your computer to a network drive. Depending on your network, this command may not be available.

Disconnect Network Drive
Disconnects your computer from a network drive. Depending on your network, this command may not be available.

Select Drive
Enables you to change drives.

Tree Menu Commands

Use the scroll bar to see more commands.

Expand One Level
Expands one level of a collapsed directory in the directory tree.

Expand Branch
Expands a collapsed directory, including all of its subdirectories, in the directory tree.

Expand All
Expands all the branches in the directory tree.

Collapse Branch
Collapses directory levels below a selected directory in the directory tree.

Indicate Expandable Branches
Marks expandable directories with a plus sign (+).

View Menu Commands

Use the scroll bar to see more commands.

Tree and Directory
Displays both the directory tree and the contents of the current directory in the active directory window.

Tree Only
Displays only the directory tree in the active directory window.

Directory Only
Displays only the contents of the current directory in the active directory window.

Split
Moves the split bar left or right.

Name
Displays only the names of files and directories in the active directory window.

All File Details
Displays all available information about files and directories in the active directory window. This information includes the name, size, last modification date and time, and file attributes for each file. This command does not affect the directory tree.

Partial Details
Displays specific file and directory information in the active directory window. Options include size, last modification date and time, and file attributes. This command does not affect the directory tree.

Sort by Name
Sorts files in the active directory window alphabetically by filename. This command does not affect the directory tree.

Sort by Type
Sorts files in the active directory window alphabetically by extension, then by filename. Directories are listed first, then files. This command does not affect the directory tree.

Sort by Size
Sorts files in the active directory window by size, from largest to smallest. This command does not affect the directory tree.

Sort by Date
Sorts files in the active directory window by last modification date, with the most recently modified file listed first. This command does not affect the directory tree.

By File Type
Displays a group of files. You can choose to display directories, applications, or files with similar names, for example. This command does not affect the directory tree.

Options Menu Commands

Use the <u>scroll bar</u> to see more commands.

Confirmation
Specifies whether confirmation messages are displayed.

Font
Changes the <u>font</u> used to display information in all directory windows.

Status Bar
Specifies whether the <u>status bar</u> is displayed at the bottom of the File Manager window.

Minimize on Use
<u>Reduces</u> File Manager to an icon whenever you start an application. A check mark beside the command means it is in effect.

Save Settings on Exit
Saves the positions of the open directory windows whenever you quit File Manager. A check mark beside the command means it is in effect.

Window Menu Commands

Use the scroll bar to see more commands.

New Window
Opens another directory window. The contents and settings are the same as in the previously active window.

Cascade
Arranges windows so that they overlap. The title bar of each window remains visible, making it easy for you to select any window.

Tile
Arranges the windows side by side, so that each window is visible and none overlap.

Refresh
Updates the active directory window.

Names of Open Windows
To make an open directory window active, choose its name from this list. All open directory windows are listed, including those that have been reduced to icons.

Open

Opens a <u>directory window</u>, expands a directory, starts an application, or opens a document that is <u>associated</u> with an application.

Move

Moves one or more files or directories to a different directory or disk.

The Move dialog box has the following areas:

From

This box shows the currently selected file or directory.

- To move a different file or directory, type its name in this box. If the file is not in the current directory (listed at the top of the dialog box), include the path.

To

- Type the name of the destination directory in this box. If the directory is not a subdirectory of the current directory, include the path.

If you are moving a file to the current directory (listed at the top of the dialog box), you do not need to fill in the To box.

To rename the file when you move it, type the new name in the To box.

See Also
Moving Files and Directories

Copy

Copies one or more files or directories. You can copy a file or directory to a different directory or disk.

Choose one of the following buttons for information about the dialog box:

⊞ From
⊞ To
⊞ Copy to Clipboard

See Also
Copying Files and Directories

Delete

Deletes one or more files or directories.

The Delete dialog box has the following area:

Delete

This box shows the currently selected file or directory.

- To delete a different file or directory, type its name in this box. If the file is not in the current directory (listed at the top of the dialog box), include the path.

Note: When you delete a directory, all files and subdirectories in the directory are deleted.

See Also

Deleting Files and Directories

Rename

Renames a file or directory.

The Rename dialog box has the following areas:

From

This box shows the currently selected file or directory.

▪ To rename a different file or directory, type its name in this box. If the file is not in the current directory, include the path. If you want to rename a group of files, use wildcards; for example, *.TXT.

To

▪ Type the new name of the file or directory (the new name must not already exist in the directory). If the file or directory is not in the current directory, include the path. However, you cannot specify a different directory to move the file to. If you are renaming a group of files, use wildcards; for example, *.TXT.

See Also
Renaming Files and Directories

Properties

Sets file attributes and displays other file information.

Choose one of the following buttons for information about a particular file attribute:

[+] Read Only
[+] Archive
[+] Hidden
[+] System

See Also

Changing File Properties
Displaying File Information

Properties

Sets file attributes and displays information about the number and size of files selected.

Each option box has one of three settings:

⊠　　　Attribute is set for all selected files.

▪　　　Attribute is not set for any of the selected files.

▓　　　Attribute is set for some, but not all, of the selected files.

Choose one of the following buttons for information about a particular file attribute:

⊞ Read Only

⊞ Archive

⊞ Hidden

⊞ System

Run

Starts an application or opens a document that is associated with an application.
The Run dialog box has the following areas:

Command Line
This box displays the currently selected file.

▪   If a <u>program file</u> or <u>document file</u> is not selected, or if you want to start a different application, type the MS-DOS command and <u>path</u>.

Run Minimized
▪   Select this check box if you want the application to be reduced to an icon as soon as it starts.

See Also
<u>Starting Applications</u>
<u>Associating Files with Applications</u>

Print

Prints a document file (a file that is associated with an application) on the <u>default printer</u>. The Print dialog box has the following area:

Print
This box shows the name of the file to print.

- To print a different file, type its name in this box. If the file is not in the current directory, include the <u>path</u>.

Note: If you want to print a file from File Manager, the file must be associated with an application.

See Also

<u>Associating Files with Applications</u>
<u>Printing Files</u>

Associate

Associates a file with an application so that the application starts when you open the file (or any other file that has the same extension). For example, suppose you associate files that have the extension .CRD with Cardfile. When you open a .CRD file, Cardfile starts and loads the file.

When you associate a file with an application in the Associate With list, you can open or print the file from File Manager.

Choose one of the following buttons for information about the dialog box:

[+] Files with Extension
[+] Associate With
[+] Browse

See Also
Associating Files with Applications

Browse

Use this dialog box to select the program file that you want to associate with a filename extension.

Choose one of the following buttons for information about the dialog box:

⊞ File Name
⊞ List Files of Type
⊞ Directories
⊞ Drives

Create Directory

Creates a directory. This directory becomes a subdirectory of the currently selected directory unless you specify a different <u>path</u>.
The Create Directory dialog box has the following area:

Name
- In this box, type the name of the new directory. If you don't want this directory to be in the current directory, include the path.

See Also
<u>Creating Directories</u>

Search

Searches for files and directories on all or part of the current drive. You can search for a single file, or you can use wildcards to search for a group of files.
Choose one of the following buttons for information about the dialog box:

▪ Search For
▪ Start From
▪ Search All Subdirectories

See Also
Searching for Files

Select Files

Selects files and directories in a directory window. You can use this dialog box to quickly select a group of files that you want to work with. You can also use this dialog box to cancel selections.

The Select Files dialog box has the following area:

File(s)

- Type a filename, or use <u>wildcards</u> to specify a group of files you want to select, and then choose the Select button. Repeat this step as necessary to select more files.

If you want to cancel any of the selections you have made, specify the file or files in the File(s) box, and then choose the Deselect button.

When you finish making your selections, choose the Close button.

See Also
<u>Selecting Files</u>

Exit

Quits File Manager.

Make sure the Save Settings On Exit command on the Options menu has a check mark next to it if you want to retain the positions and views of your open directory windows.

Copy Disk

Copies the contents of a floppy disk onto another floppy disk. Use this command to make a backup copy of a floppy disk.

If you have more than one floppy disk drive, the Copy Disk dialog box appears. It has the following areas:

Source In
- Select the letter of the drive you want to copy from.

Destination In
- Select the letter of the drive you want to copy to.

See Also
Copying a Floppy Disk

Label Disk

Assigns or changes the volume label for a floppy or hard disk.
The Label Disk dialog box has the following area:

Label
- Type the new volume label in this box. The label can contain up to 11 characters.

See Also
Labeling a Disk

Format Disk

Formats a floppy disk.

Choose one of the following buttons for information about the dialog box:

- Disk In
- Capacity
- Label
- Make System Disk
- Quick Format

See Also
Formatting a Floppy Disk

Make System Disk

Copies MS-DOS operating-system files onto a formatted floppy disk. A system disk can start a computer that uses the MS-DOS operating system.

If you have more than one floppy disk drive, the Make System Disk dialog box appears. It has the following area:

Copy System Files To
- Specify which drive you want to use to create the system disk.

See Also
Making a System Disk

Network Connections

Connects to or disconnects from a network drive. To connect to a network drive, select options in the New Connections area, and then choose the Connect button. To disconnect, select a drive in the Current Drive Connections area, and then choose the Disconnect button.

Choose one of the following buttons for information about the dialog box:

▪ Network Path
▪ Drive
▪ Password
▪ Current Drive Connections

See Also
Connecting to and Disconnecting from a Network Drive

Previous Network Connections

Use this dialog box to select the network path you want to connect to.

- Select the path for the network drive you want to connect to, and then choose the Select button.

To remove a network path from the list, select the network path and then choose the Delete button.

Connect Network Drive

Connects your computer to a network drive.

Disconnect Network Drive

Disconnects your computer from a network drive.

Select Drive

Changes the drive displayed in the active directory window.
The Select Drive dialog box has the following area:

Drive
▪   Select a drive from this list, and then choose the OK button to change to that drive in the active directory window.

See Also
<u>Changing Drives and Directories</u>

Expand One Level

Expands one level of a collapsed directory in a directory tree. When you use this command, the first level of subdirectories in the selected directory is displayed.

If the selected directory has no subdirectories or is already expanded, this command has no effect.

See Also
Displaying Subdirectories in the Directory Tree

Expand Branch

Expands a collapsed directory, including all subdirectories, in a directory tree. When you use this command, all subdirectories of the selected directory are displayed.

If the selected directory has no subdirectories or is already expanded, this command has no effect.

See Also
Displaying Subdirectories in the Directory Tree

Expand All

Expands all the branches in a directory tree. When you use this command, all directories and subdirectories on the disk are displayed in the directory tree.

See Also
Displaying Subdirectories in the Directory Tree

Collapse Branch

Collapses directory levels beneath a selected directory in a directory tree.

When you use this command, the subdirectories of the selected directory are no longer displayed.

If the selected directory is already collapsed, this command has no effect.

See Also
Displaying Subdirectories in the Directory Tree

Indicate Expandable Branches

Marks a directory icon with a plus sign (+) if the directory has subdirectories. When you expand a directory, the plus sign changes to a minus sign (-).

To turn off this feature, choose the Indicate Expandable Branches command again.

Note: If you use the Indicate Expandable Branches command to mark expandable directories, File Manager may take longer to create the directory tree.

See Also
Displaying Subdirectories in the Directory Tree

Tree and Directory

Displays both the directory tree and the contents of the current directory. This command affects the active directory window only.

See Also
Changing Views

Tree Only

Displays only the directory tree; the contents of the current directory are not displayed. This command affects the active directory window only.

See Also
Changing Views

Directory Only

Displays only the contents of the current directory; the directory tree is not displayed. This command affects the active directory window only.

See Also
<u>Changing Views</u>

Split

Splits a directory window. If the window is already split, this command moves the split bar to the left or right.

When you choose this command, a vertical bar appears in the window. Use the mouse or the arrow keys to move the bar, and then either click the bar or press ENTER. You can press ESC to cancel the command.

Name

Displays only the names of files and directories in the active directory window.

See Also
Displaying File Information

All File Details

Displays all available information about files and directories in the active directory window.

This information includes the name, size, last modification date and time, and <u>attributes</u> of each file and directory.

See Also
<u>Displaying File Information</u>
<u>Changing File Properties</u>

Partial Details

Displays specific file and directory information in the active directory window.
Choose one of the following buttons for more information about the dialog box:

- Size
- Last Modification Date
- Last Modification Time
- File Attributes

See Also
Displaying File Information
Changing File Properties

Sort by Name

Sorts files and directories alphabetically by name. Directories are listed first, then files. This command affects the contents list in the <u>active</u> directory window only.

See Also
<u>Sorting Files</u>

Sort by Type

Sorts files and directories alphabetically by extension. Directories are listed first, then files.

This command affects the contents list in the <u>active</u> directory window only.

See Also

<u>Sorting Files</u>

Sort by Size

Sorts files by size, from largest to smallest.
This command affects the contents list in the <u>active</u> directory window only.

See Also
<u>Sorting Files</u>

Sort by Date

Sorts files by last modification date, with the most recently modified files listed first. This command affects the contents list in the <u>active</u> directory window only.

See Also
<u>Sorting Files</u>

By File Type

Displays a group of files that you specify. This command affects the contents list in the active directory window only.

Choose one of the following buttons for more information about the dialog box:

- Name
- File Type
- Show Hidden/System Files

See Also

Displaying a Group of Files

Confirmation

Specifies whether confirmation messages are displayed.

Choose one of the following buttons for more information about the dialog box:

- File Delete
- Directory Delete
- File Replace
- Mouse Action
- Disk Commands

See Also

Turning Off Confirmation Messages

Font

Changes the <u>font</u> in File Manager. The Font command affects all directory windows. Choose one of the following buttons for more information about the dialog box:

- <u>Font</u>
- <u>Font Style</u>
- <u>Size</u>
- <u>Lowercase</u>
- <u>Sample</u>

See Also
<u>Changing the Font</u>

Status Bar

Displays the <u>status bar</u> at the bottom of the File Manager window.
The status bar shows information about the current disk and directory.

See Also
<u>Turning Off the Status Bar</u>

Minimize on Use

Reduces File Manager to an icon whenever you start an application.

Save Settings on Exit

Saves positions and views of open directory windows when you quit File Manager. When you restart File Manager, the open directory windows are in the same positions and have the same View menu settings as when you last quit File Manager.

New Window

Opens a new directory window. The window displays the same drive and directory information as the directory window that was active before you used this command.

See Also
Opening Another Directory Window

Cascade

Arranges directory windows so that they overlap.
The <u>title bar</u> of each window remains visible, making it easy for you to select any window.

See Also
<u>Arranging Windows and Icons</u>

Tile

Arranges directory windows on top of each other (vertically) so that each window is visible and no windows overlap.

If you want to arrange directory windows side by side (horizontally) rather than vertically, press and hold down SHIFT when you choose the Tile command.

See Also
Arranging Windows and Icons

Arrange Icons

Arranges icons (reduced directory windows) so that they line up neatly and do not overlap.

See Also
Arranging Windows and Icons

Refresh

Updates the active <u>directory window</u>. You may want to update a directory window if you've switched floppy disks or if you've connected to a network drive outside of File Manager.

See Also
<u>Updating a Directory Window</u>

Names of Open Windows

To make an open <u>directory window</u> active, choose its name from this list.
All open directory windows are listed, even those that have been reduced to icons.

See Also
<u>Switching Between Directory Windows</u>

Contents

Starts Help and displays the topics in File Manager Help.

Search for Help on

Opens the Search dialog box for File Manager Help. Using the Search dialog box, you can look up Help information by using keywords.

How to Use Help

Describes how to use Help.

About File Manager

Displays version, mode, and copyright information about Windows.

Control Menu

The Control menu contains the following commands:

Restore
Restores the window to its former size after it has been maximized or minimized.

Move
Enables you to use the keyboard to move the window to another position.

Size
Enables you to use the keyboard to change the size of the window.

Minimize
Reduces the window to an icon.

Maximize
Enlarges the window to its maximum size.

Close
Quits an application, or closes a window or dialog box.

Switch To
Starts Task List, which you can use to switch between running applications and to rearrange their windows and icons.

From

This box shows the currently selected file or directory.

▪   To copy a different file or directory, type its name in this box. If the file is not in the current directory (listed at the top of the dialog box), include the path.

To

- Type the path of the directory that you want to copy the file or directory to. If you are copying a file to the current directory (listed at the top of the dialog box), you do not need to fill in the To box.

Note: If you want to copy the file onto the Clipboard so that you can paste, link, or embed it into another file, select the Copy To Clipboard option.

Copy to Clipboard

- To copy the file onto the Clipboard so that you can paste, link, or embed it in another file, select this option.

 Note: If you want to copy the file to a different directory (and not onto the Clipboard), type the name of the directory in the To box.

Read Only

- Select this check box if you want to prevent a file from being changed.

Archive

- Select this check box if you want to mark a file that has changed since it was last backed up.

You may want to set the archive attribute if you use the MS-DOS **backup**, **restore**, or **xcopy** command.

Hidden

▪ Select this check box if you don't want a particular file to appear in a directory window.

If you want to display a file that has the hidden attribute set, you can choose By File Type from the View menu and then select the Show Hidden/System Files check box.

System

- Select this check box if you want to identify a file as an MS-DOS system file. When you select this check box, the file does not appear in an MS-DOS directory listing. If you want the file to appear in a directory window in File Manager, you can choose By File Type from the View menu and then select the Show Hidden/System Files check box.

Files with Extension

This box displays the filename extension of the selected file.

- To associate a file that has a different extension, type the extension in this box.

Associate With

- Select the application that you want to associate with the extension shown in the Files With Extension box.

  If the application you want to use is not shown in the Associate With list, choose the Browse button. If you select a program file from the list in the Browse dialog box, you can open the file but not print it.

  To cancel an association, select None in the Associate With list.

Browse

- Choose this button to open a dialog box you can use to select a program file. If you select a program file from the list in the Browse dialog box, you can open the file but not print it.

File Name

-       Select a filename, and then choose the OK button.

      Or type a filename in this box, and then choose the OK button. If the file is not in the current directory, include the path.

  If the program file you want is not in the File Name list, you may have to change directories by choosing a directory in the Directories list.

List Files of Type

▪ Open the list, and then select the type of file you want to appear in the File Name box.

Directories

- Select the directory that contains the program file you want to use. The names of the files in that directory will appear in the File Name box.

  If the directory you want is not in the list, you may have to change drives by opening the Drives list and selecting a drive.

Drives

▪ Open the list, and then select the drive that contains the program file you want. The directories on that drive will appear in the Directories box.

Search For

This box lists the extension of the currently selected file.

▪   To search for a different file, type its name in this box. Use wildcards to specify a group of files; for example, *.TXT.

Start From

This box displays the current directory.

- To start the search from a different directory, type its name in this box.

Search All Subdirectories

- Select this check box if you want to search all subdirectories of the directory listed in the Start From box.

Disk In

- Select the drive in which you want to format the floppy disk.

Capacity

- The capacity of your floppy disk drive is displayed in this box. If you are formatting a disk that has a capacity different from your drive, open the list and select a capacity.

Label

- You can specify a volume label in this box. The label can contain up to 11 characters, which can be both uppercase and lowercase.

Make System Disk

- Select this check box if you want to include system files on the disk you are formatting. A system disk contains the MS-DOS files necessary to start your system.

Quick Format

- Select this check box if you want to perform a quick format on a previously formatted disk. Use this option only for a disk that doesn't have errors (bad sectors).

  Note: When you perform a quick format, the file allocation table and root directory of the disk are deleted, but the disk is not scanned for bad sectors.

Network Path

- Type the network path required to locate the drive. Or, if you want to reconnect to a drive you have used before, choose the Previous button to select the drive.

  If your network has a browse feature, you can choose the Browse button to search for the network path.

Drive

The next available drive letter is listed in this box. This drive letter will be assigned to the network connection.

- To use a different drive letter, type the letter or open the list to select one.

Password
- If a password is required, type it in this box.

Current Drive Connections

Use this area to view your current drive connections and to disconnect from a drive.

- Select a drive, and then choose the Disconnect button to disconnect from it.

Size

- Select this option to display the size, in bytes, of every file.

Last Modification Date

- Select this option to display the date that a file was last changed, according to the system clock.

Last Modification Time

- Select this option to display the time of day that a file was last changed, according to the system clock.

File Attributes

- Select this option to display file attributes. The four types of attributes are hidden, read only, archive, and system.

Name

▪ To display all files with similar names or extensions, use wildcards in the Name box. For example, to display only those files that have the extension .TXT, type ***.txt**. When the default (*.*) is specified, all files are displayed.

File Type

Use these check boxes to specify which types of files to display.

Select	To display
Directories	All directories in the current directory.
Programs	All files that have an .EXE, .COM, .PIF, or .BAT extension.
Documents	All files that are associated with an application.
Other Files	All other files.

Show Hidden/System Files

- Select this check box to display hidden and system files in a directory window.

File Delete

- Clear this check box if you don't want to receive a confirmation message before deleting files.

Directory Delete

▪   Clear this check box if you don't want to receive a confirmation message before deleting a directory. When you delete a directory, all the files and directories within it are deleted.

File Replace

▪ Clear this check box if you don't want to receive a confirmation message before replacing a file.

Note: It is recommended that you leave this option selected so that you don't inadvertently write over files you want to keep.

Mouse Action

- Clear this check box if you don't want to receive a confirmation message before moving or copying files by dragging them with a mouse.

Disk Commands

▪   Clear this check box if you don't want to receive a confirmation message when you use disk commands, such as Format Disk and Copy Disk.

Font

- Select a font from the list.

The Sample box displays the font. You can also use this dialog box to change the size and style of the font.

Font Style

- Select a style for the font.

The Sample box displays the font style. You can also use this dialog box to change the type of font and its size.

Size

- Select a point size from the list: the larger the point size, the larger the character displayed on your screen.
The Sample box displays the font size. You can also use this dialog box to change the font and the font style.

Lowercase

- Select this option to display all filenames in lowercase characters.

Sample

This box shows what the currently selected font, style, and size would look like in your directory windows.