

## Directory Utility Index



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## **The Index**

Contains a list of all Help topics available for the Directory Utility program. For information on how to use Help, press F1 or choose Using Help from the Help menu.

## **Attributes**

Information that indicates whether a directory (file) is a read-only, hidden, or system directory and whether the directory has been changed since a backup copy of it was made (archive).

### *Notes:*

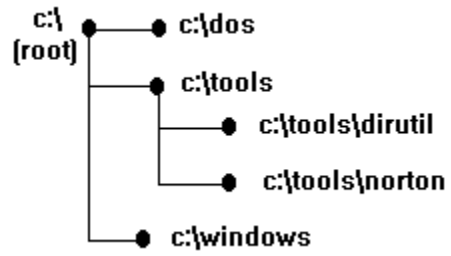
The read-only and archive attributes do not work on a directory.  
The hidden and system attributes, just hide the directory.

**Root**

Top of the directory tree on a hard-disk.  
For example: C:\

## Directory tree

A way to describe the organization on a hard-disk.  
For example:



## Overview

Directory Utility 1.0  
Written by Benny E. Nissen

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### **Directory Utility 1.0 a fast and safe way to manipulate directories.**

Directory Utility requires Windows 3.1 in Enhanced or Standard mode.  
Directory Utility adds support for 3-D dialog boxes.  
It includes support for the following new Windows 3.1 features:

The File Manager Drag and Drop Interface (the Norton Desktop for Windows 2.0 Drag and Drop enhancements are also supported). This interface provides a convenient way to delete and size directories. For details see the section titled [Drag and Drop Directories](#)



**Press the button named Overview in the toolbar to get a visual presentation of the program.**

The main window is in 4 sections:

- Top section: Displays the current directory.
- Mid section: Displays the directories in the current directory.
- Left section: Displays the current drive and buttons to move up in the directory tree.
- Right section: Displays buttons that perform actions on a selected directory.

Directory Utility brings the convenience of Windows to the manipulation of directories. It features an intuitive point and click interface for manipulation directories. The program is developed to repair limitations in DOS/Windows.

It is often difficult manipulating large programs, which make use of different directories. For example if you would like a program copied down on a floppy disk, you need to know if the floppy disk have free space for the directories. Now you have a chance to see the size of a directory (or many) and sub directories from within Windows

You also have opportunity to delete a directory and all the sub directories, including files with read-only and system attributes (don't worry, you will be asked).

You also have the opportunity to see attributes for a directory and to change them.

Directory Utility is very fast, it can size or delete a directory containing 50 MB of data in a few seconds.

Directory Utility do not lock the computer while these operations are taking place.

See Also:

[Selecting a Directory,](#)

[Deleting Directory](#)

[Sizing Directory](#)

[Changing Attributes for a Directory](#)

The main Directory Utility window features a list box with the names, attributes, and date/time stamps of all directories in the current directory. This list can be scrolled. A list of buttons provides fast access to commonly used actions.

Directory Utility is extremely easy to use! To delete a directory simply click on the directory listed in the mid section and press delete.

The Windows 3.1 Drag and Drop Interface is fully supported. You can drag and drop directories from File Manager to the program. Directory Utility will list the directories in a Drop dialog box. This Drop dialog box give you access to delete and size many directories in one operation (See also [Drag and Drop Directories](#))

Directory Utility is distributed as Freeware. This means that users are encouraged, subject to restrictions described later, to share copies of this program with friends, associates and bulletin boards.

For details see the section titled [Freeware](#).

This program is also available in a DOS command line version, contact the author.

To get a version without the annoying Freeware message, contact the author.

If you are developing a program and need some support, contact the author.

(please remember that it may cost you something, when i mail a program)

See the authors address in the topic [Known Problems](#)

## Installation of Directory Utility

Directory Utility is distributed on BBS systems without a SETUP program for faster downloads. To perform a manual installation, follow this easy one time installation procedure:

- 1)** Create a directory to hold the Directory Utility related files. For example, "C:\DIRUTIL".
- 2)** Copy all Directory Utility-related files to this directory. You need the following files: DIRUTIL.EXE, CTRL3D.DLL and DIRUTIL.HLP.
- 3)** Installing the program in Program manager. If Windows is not running, issue the WIN command
  - a)** Activate the Program Manager.
  - b)** Choose New... from the File menu. The New dialog box appears.
  - c)** Choose Add new item... from the dialog. The New item dialog box appears.
  - d)** Type the full path and filename of DIRUTIL.EXE in the Command Line text box, and Working directory text box. For example: C:\DIRUTIL\DIRUTIL.EXE
  - e)** Choose OK.

Alternative, if you are already running Windows, simply double click on the DIRUTIL.EXE entry in the File Manager.

That's all.

### *Notes:*

To remove the program from your system, simply delete the files and the directory (not with this program), Also remember to delete the Program Manager icon/group you may have created.

The Directory Utility program do not make any changes to your system.ini or win.ini files.

For a automatic load of the program at startup see [Automatic load](#)

The file CTRL3D.DLL can also be placed in Windows system directory.



### **Automatic load of Directory Utility**

If you want Directory Utility to run automatically when you start Windows, add Directory Utility to the LOAD = or RUN = line in the WIN.INI file.

To edit WIN.INI, use Notepad, which comes with Windows. Load WIN.INI from your Windows directory, and search for the LOAD= or RUN= line. Add Directory Utility at the end of one of these lines, then save WIN.INI.

For example, LOAD=C:\DIRUTIL\DIRUTIL.EXE

The next time you start Windows, the Directory Utility Icon will appear, automatically

## Freeware

Directory Utility 1.0  
Written by Benny E. Nissen

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### Disclaimer of Warranty

This software and the accompanying files are distributed "as is" and without warranties as to performance of merchant ability or any other warranties whether expressed or implied. Because of the various hardware and software environments into which Directory Utility may be put, no warranty of fitness for a particular purpose is offered.

Good data processing procedure dictates that any program be thoroughly tested with non-critical data before relying on it. The user must assume the entire risk of using the program.

### Support and Questions

See [Known Problems](#)

## Known Problems

- 1)** Some directories will fill too much in the main list box
- 2)** Some programs to keep track of deleted files will slow the system down when you try to delete a directory  
For example: Norton Erase protect
- 3)** Multitasking programs that access directories currently being deleted by the program can cause strange results (nothing serious).

Technical support is available at no charge by sending electronic mail via internet or by sending mail.

**Internet:**     beast@dat.ruc.dk

**Mail:**         Benny Nissen  
                  Svenstrupvejen 8  
                  Assendløse  
                  4130 Viby Sj.  
                  Denmark

I will try to answer all questions.

When reporting problems with Directory Utility, please include the following information:

- 1)** Is the problem reproducible? If so, how?
- 2)** Did the problem occur when running Windows in Enhanced or Standard mode? You can determine which mode is active by choosing About in the Program Manager's Help pull-down menu.
- 3)** If a dialog box with an error message was displayed, please include the text of the message.

Thank you!

## **System Menu**

The System menu includes commands that enable you to shift application, to move, to quit, to minimize, and restore the program. You can also bring up a dialog, telling you something about the Directory Utility program.

See Also:

[Window Keys](#)



## Selecting a Directory



When the program starts, you are in the current directory (shown in the top of the main window), and the main list box display the directories in the current directory.

To select a directory simply mark it, with the mouse or the keyboard. When a directory is marked, it is possible to Delete, Size or change Attributes.



**Press the button named Overview in the toolbar to get a visual presentation of the program.**

There are 3 main ways to change the current directory, and move around in the directory tree.

- 1) Double click on a directory in the main list box that display the directories.
- 2) Press the button  in the left side of the main window, to move one step up in the directory tree.
- 3) Press the button  in the left side of the main window, to move to the root directory (top) in the directory tree.

You can change the current drive, in the drop down list, to the left in the main window

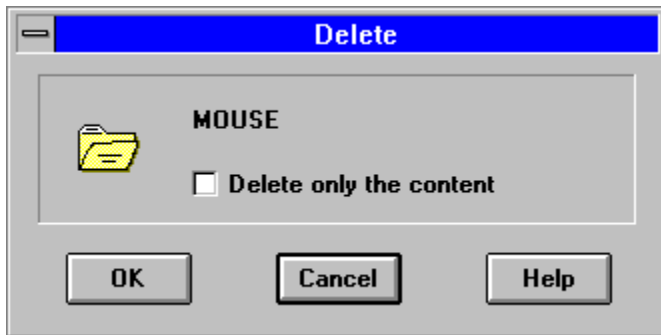
See Also:

Window Keys

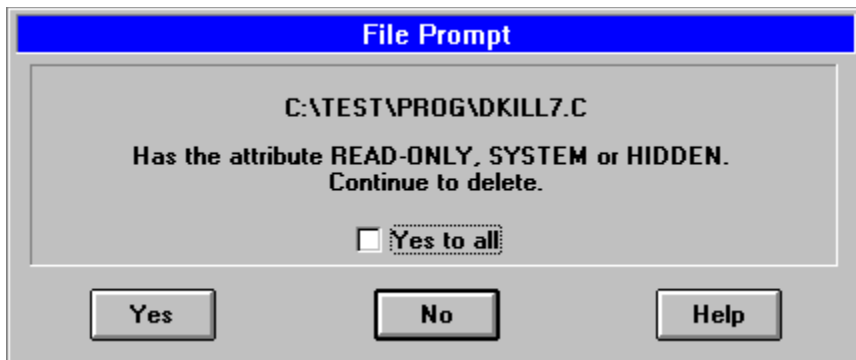
## Deleting a Directory

You can use Directory Utility to delete a directory. When you delete a directory, all of its sub directories and files are deleted.

Select the directory to be deleted before choosing the Delete button. A dialog box asks if you only want to delete files and sub directories (do not delete the selected directory), Select the appropriate boxes and click OK to continue or Cancel to terminate the operation.



If the program during operation encounters a read-only, system or hidden file, a dialog box ask if it is okay to continue to delete. In the dialog box it is possible to check out a box telling the program, not to show the dialog box if the delete procedure ones more encounters a read-only, system or hidden file. If you want to confirm deletion of each read-only, system or hidden file, do not check this box.



Select the appropriate boxes and click Yes to continue or No to terminate the operation.

After execution of the delete operation, a dialog box show.

The amount of files and sub directories in the removed directory.  
The amount of MB the directory (files) occupied.  
How many percent the directory (files) occupied on the current drive.  
Free space on the current drive after removal of the directory

To delete a directory, all files and sub directories.

- 1) Select the directory you want to delete.
- 2) In the main window press the button Delete.
- 3) In the Delete dialog box, choose the OK button.

*Notes:*

Before you delete a directory, a message appears, asking whether you want to delete it or not.

For help with the Delete dialog box, choose the Help button while using the dialog box. It is possible to cancel a delete operation during execution, Press Cancel in the Working dialog box. (some files and directories may have been erased).

See Also

[Selecting a Directory](#)



## Sizing a Directory

You can use Directory Utility to size a directory. When you size a directory, all of its sub directories and files are sized.

Select the directory to be sized before choosing the Size button.

After execution of the size operation, a dialog box shows.

The amount of files and sub directories in the selected directory.

The amount of MB the directory (files) occupy.

The amount of slack the directory (files) occupy.

How many percent the directory (files) occupy on the current drive (estimated).

Free space on the current drive

To size a directory, all files and sub directories.

- 1)** Select the directory you want to size.
- 2)** In the main window press the button Size.

*Notes:*

For help with the Size dialog box, choose the Help button while using the dialog box.

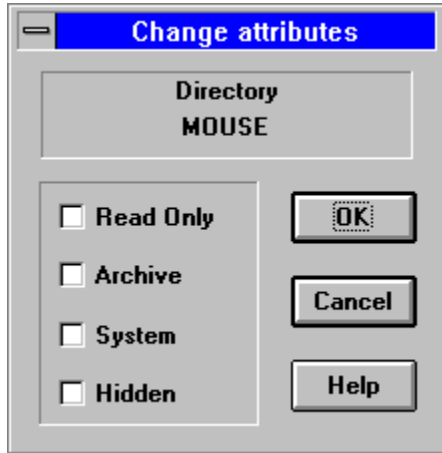
It is possible to cancel a size operation during execution, Press Cancel in the Working dialog box.

See Also:

[Selecting a Directory](#)

## Changing Attributes for a Directory

In Directory Utility, you can change the attributes of a directory. These attributes include read only, archive, hidden, and system attributes.



To change directory attributes

- 1) Select the directory for which you want to change attributes.
- 2) Press the button Attributes
- 3) In the Attributes dialog box, set the file attributes.
- 4) Choose the OK button.

*Notes:*

For help with the Attributes dialog box, choose the Help button while using the dialog box.

See Also:

[Selecting a Directory](#)

## **Showing files in a Directory**

In Directory Utility, you can show the files in a directory. This is meant to be an extra check before you may delete a directory.

To show files

- 1)** Select the directory from which you want to show files.
- 2)** Press the button Files

*Notes:*

For help with the File dialog box, choose the Help button while using the dialog box.

See Also:

[Selecting a Directory](#)

## Drag and Drop Directories

The Windows 3.1 Drag and Drop Interface is fully supported. You can drag and drop directories from File Manager to the program. Directory Utility will list the directories in a Drop dialog box. This Drop dialog box give you access to delete and size many directories in one operation.



Adding a directory with the Drag and Drop Interface.

- 1)** Click on a directory in the Windows 3.1 File Manager or an NDW 2.0 drive window.
- 2)** While holding down the mouse button, drag (move) the mouse pointer to a Directory Utility window. If you've minimized Directory Utility, you can drag the directories to the minimized icon. If you're using NDW 2.0, you can also drag directories to inactive Directory Utility icons.
- 3)** Release the mouse button to drop the directory. This activates the Drop dialog box.
- 4)** Select the directories which you want to work with.
  - a)** Press Delete button to delete all the selected directories.
  - b)** Press Size button to size all the selected directories together. (really great functionality)
  - c)** Press Remove from list button to remove all the selected directories from the Drop dialog box.

*Notes:*

Supported environments: Windows 3.1 and Norton Desktop for Windows 2.0.

Unsupported Environments: Windows 3.0 and Norton Desktop for Windows 1.0 do not support Drag and Drop.

To add multiple directories using the Drag and Drop Interface, select the desired directories in the File Manager before dragging them to Directory Utility, or Drag and Drop the directories one by one.

For help with the Drop dialog box, choose the Help button while using the dialog box.

See Also:

[Window Keys](#)



## **Exiting**

Double-click the Control-menu box (upper left corner of the active window). Or press ALT+SPACEBAR to open the Control menu, and then choose Close (keyboard shortcut: ALT+F4) .

If the Drop dialog box is the active window , then the Drop dialog box is the only window to close,  
Otherwise both the main window and the Drop dialog box is closed.

See Also:

[Window Keys](#)

## **Windows Keys**

Choose from the following list to review the keys used in the Directory Utility program:

Dialog Keys

System Keys

Window Keys

Windows in this program is dialog box windows.

Keystrokes that can be used from any application you are using.

General Windows keys.

## Dialog Box Keys

<b>Key(s)</b>	<b>Function</b>
TAB	Moves from field to field (left to right and top to bottom).
SHIFT+TAB	Moves from field to field in reverse order.
ALT+letter	Moves to the option or group whose underlined letter matches the one you type.
DIRECTION key	Moves from option to option within a group of options.
ENTER	Executes a command button. Or, chooses the selected item in a list box and executes the command.
ESC	Closes a dialog box without completing the command. (Same as Cancel)
ALT+DOWN ARROW	Opens a drop-down list box.
ALT+UP or DOWN ARROW	Selects item in a drop-down list box.
SPACEBAR	Cancels a selection in a list box. Selects or clears a check box.
CTRL+SLASH	Selects all the items in a list box.
CTRL+BACKSLASH	Cancels all selections except the current selection.
SHIFT+ DIRECTION key	Extends selection in a text box.
SHIFT+ HOME	Extends selection to first character in a text box.
SHIFT+ END	Extends selection to last character in a text box



## System Keys

The following keys can be used from any window, regardless of the application you are using.

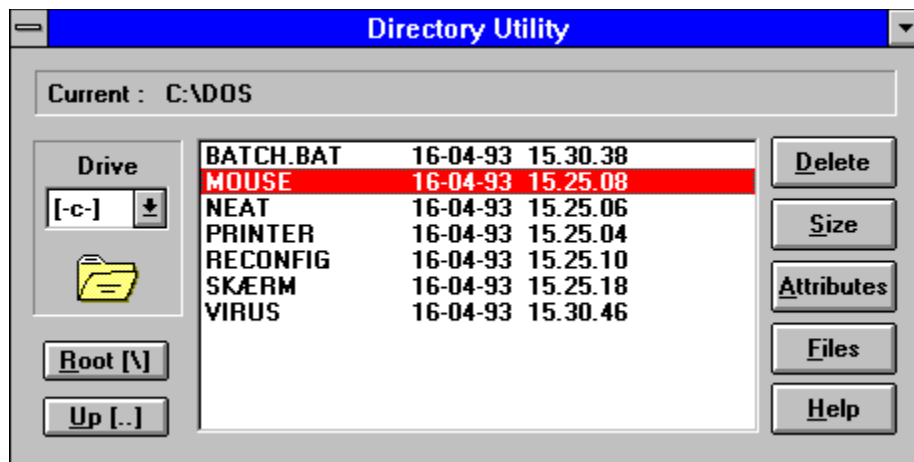
<b>Key(s)</b>	<b>Function</b>
Ctrl+Esc	Switches to the Task List.
Alt+Esc	Switches to the next application window or minimized icon, including full-screen programs.
Alt+TAB	Switches to the next application window, restoring applications that are running as icons.
Alt+PrtSc	Copies the entire screen to Clipboard.
Ctrl+F4	Closes the active window.

## Window Keys

<b>Key(s)</b>	<b>Function</b>
ALT+SPACEBAR	Opens the Control menu for an application window.
ALT+Hyphen	Opens the Control menu for a document window.
Alt+F4	Closes a window.
Alt+Esc	Switches to the next application window or minimized icon, including full-screen programs.
Alt+TAB	Switches to the next application window, restoring applications that are running as icons.
Alt+ENTER	Switches a non-Windows application between running in a window and running full screen.
DIRECTION key	Moves a window when you have chosen Move from the Control menu. Or, changes the size of a window when you have chosen Size from the Control menu.



Select an area of the main window.



## **System Menu**

The System menu includes commands that enable you to shift application, to move, to quit, to minimize, and restore the program. You can also bring up a dialog, telling you something about the Directory Utility program.

## **Title Bar**

Title bar that is used for application and document windows. (Drag the window by holding down the mouse button over the title bar)

## **Minimize Icon**

Minimize Directory Utility (make it a icon, the program is still running).

## **Current directory**

Text line, showing the current directory



## **Current drive**

Show the current drive.

Selecting the drop down list, makes it possible to change the current drive.

## **Root button**

Activating this button, changes the current directory to the root directory.

## **Up button**

Activating this button, changes the current directory one level up.

## **Directory list box**

Display the directories in the current directory.

Changes the current directory, when double clicking on one of the items (make the current directory, the directory double clicked).

When a directory is marked, it is possible to delete, size, change attributes or show files for the selected directory.

**Delete button**

Activating this button, delete the selected directory, files and sub directories.

## **Size button**

Activating this button, size the selected directory, files and sub directories.  
(How much space do it actually use)

## **Attributes button**

Activating this button, makes it possible to change the attributes for the selected directory.

**Files button**

Activating this button, display the files in the selected directory.



## **Help button**

Activating this button, display this help system.

