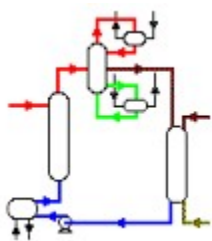


Folder Catalogue Application

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An application to print folder (directory) listings from Windows 95 (© Microsoft) as a catalogue of the files contained in the folder. The catalogue may be printed or saved to a text file, and contiguous selections may be printed or copied to the clipboard. The font style and page layout is adjustable.

G.N. & J.L. Kerkin

G.N. & J.L. Kerkin are Process Engineering and Information Consultants operating out of New Zealand and providing process (chemical) engineering and process information services to the food and other process industries.

The partnership specialises in the economics of dairy processes and offers a service in modelling of costs of operation, establishment of development strategies, computer based process utilities and databases, process engineering design and process development. It has extensive experience in a variety of chemical process industries, chemical engineering education and the development of computer programs and computer based systems.

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The shareware version of Folder Catalogue may be used for evaluation purposes without charge for a period of 30 days. Continued use beyond the 30 day evaluation period without payment of the appropriate registration fee constitutes a breach of this License Agreement and violation of New Zealand and international copyright laws.

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Governing Law

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Startup

Folder Catalogue may be launched from a shortcut icon, by double clicking on its file name (fldcatxx.exe, where xx is 16 or 32) in Explorer or My Computer (Windows 95) or File Manager (Windows 3.1), or from Start/Run (Windows 95) or File/Run (Windows 3.1).

When it is launched a check is made to see if the application has been registered and if not a registration dialog box is displayed. The application may continue to be used with full functionality but if use is continued beyond the trial period it should be registered to avoid copyright and License infringements. If a license number has been obtained it should be entered at this time.

The main window will establish with the preview screen blank (displaying only an instruction message) and with only the Preview and Page Setup buttons activated. The Drive, and Folder boxes will be set to the last access made by the application and the Page Setup parameters, including font and colours will be those last used by the application.

Registration

A registration licence number may be obtained by copying the form below and emailing, faxing, or snailmailing it to:

G.N. & J.L. Kerkin
428 Thames Street,
Morrinsville,
New Zealand.

Fax +64 & 889 3028

Email gkerkin@kerkin.co.nz; 100250.1220@compuserve.com.

Alternatively the program fcregxx.exe may be executed (where xx = 16 or 32).

CompuServe subscribers may register through the Shareware Registration facility in CIS (GO SWREG) searching for number 11258 for the 16 bit version (Windows 3.1) or number 11257 for the 32 bit version (Windows 95).

Please note the registration by email and payment as detailed below offers the option of obtaining multiple licenses of Folder Catalogue, and copies of Folder Catalogue on 3.5" Disks. However registrants using CompuServe can only order a single license and will automatically receive a disk copy of Folder Catalogue. The total cost for a license if ordered through CompuServe is \$US30.

ORDER FORM
FOLDER CATALOGUE

Name	_____
Name for Registration	_____
Organisation	_____
Address	_____ _____ _____
City	_____
State	_____
Zip	_____
Country	_____
Work Telephone	_____
Home Telephone	_____
Facsimile	_____
Email Address	_____

Please indicate the number of Licenses required, the number of disk copies and the platform required:

Number of Licenses of Folder Catalogue _____

Number of 3 ½" Disks Required _____

Platform: Windows 95 _____ Windows 3.1 _____

Payment Method (indicate which method):

Bank Draft____ Visa Card____ Mastercard____ American Express____

Credit Card Number _____

Cardholder's name _____

Expiry Date ____/____

Signature (for fax or mail) _____

Payment Schedule (US Dollars):

Copies	Licences (each)
1	\$25.00
2	\$24.00
3	\$22.00
4	\$20.00
5 - 10	\$17.50
10+	\$15.00

Any number of disk copies up to maximum of one disk copy per license may be ordered at a cost of \$US2.00 per copy.

Payment Tendered:

Quantity	Item	Cost (each)	Amount
_____	Licenses of Folder Catalogue @	_____	_____
_____	Disk copies @ \$2.00	_____	_____
	Postage and Packing (\$US3.00 if disks required)		_____
	TOTAL		_____

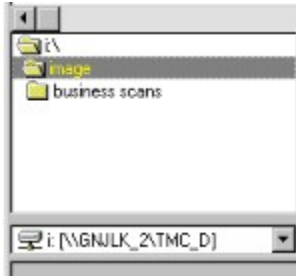
The total amount in US Dollars will be converted to NZ Dollars at the conversion rate pertaining on the day the order is received. Because currency conversions fluctuate rapidly there may be some discrepancies between the amount on this order and the amount debited to a credit card.

A bank draft must be made out to G.N. & J.L. Kerkin and payable in Morrinsville, New Zealand. The value must be in US Dollars.

A license number will be forwarded by the most effective means upon receipt of registration. (Email, fax or snailmail, in that order). If disk copies have been requested they will be forwarded by Airmail.

Selecting a folder

Select the combination of drive and folder to access the list of files you wish to display.



By default the last folder selected when the application was last run will be selected on startup. Selecting another folder will clear the preview screen.

Selecting a file type

In the file type box either select one of the default file types or type in the extension required (eg *.txt)



The following groupings are available in the list box. Any other combination, separated by semicolons may be used as indicated below.

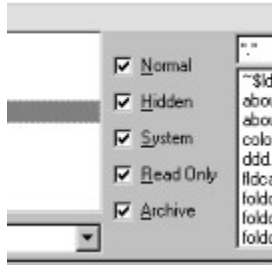
.
.exe;.com;*.bat;*.sys
.dll;.vxd;*.drv;*.386
.jpg;.gif;*.pcx;*.tif
.bmp;.dib
.tga;.pc*;*.rle
.txt;.prn;*.ans;*.asc
.doc;.dot
.xl;*.wk*
.zip;.lzh;*.arj;*.arc
.tga;.pc*;*.rle

By default *.* is selected on startup.

Changing the file type will clear the preview screen.

Selecting File Attributes

Check or uncheck the file attribute boxes as required. By default all boxes are checked on startup.



Changing any of the attributes will clear the preview screen.

Previewing a Folder Catalogue

To preview the catalogue of files of selected type, attribute, in a selected folder, click on the Preview button, or select Preview from the File menu.



Printing a Folder Catalogue

Printing a folder catalogue is only possible when the catalogue contents are displayed in the preview screen.

Click on the Print button or select Print from the File menu.



When the Printer dialog box is displayed select the appropriate printer and if a only a selection is to be printed, click the Selection radio button. Click OK. Another dialog box will request a page header, suggesting either the folder path, or the previously entered header as default. Accept this or enter another header as desired. Pressing the cancel button will stop a header being printed for this one print run. Page numbers are still printed.

Saving a Catalogue to File

To save a folder catalogue to file click on the Save button or select Save command from the File menu.



The File Save As Dialog is displayed. Enter or select a name and select a folder and press OK.

The folder catalogue data is copied to the selected file as comma delimited text which may be imported into a spreadsheet or database and parsed accordingly.

Comma delimited text is text in which the words or phrases (fields) are separated by commas allowing simple parsing in spreadsheets or databases.

Selecting An Individual File

Click on a line in the preview screen. The selected line will be displayed in a contrasting colour. If a previous line has been selected, select a new line replaces the current selection. Contiguous lines may also be selected.

Selecting a file activates the copy button and command (Edit menu).

Selecting a Group of Contiguous Files

Click on the first file in the group in the preview screen. Move the pointer to the last file in the group, scrolling the preview screen as required, and hold Shift while clicking on the last file. The group can be selected in either direction

The whole directory can be selected using the Select All command (Edit menu)

Copying to the Clipboard

Click on the Copy button or select the Copy command on the Edit menu to copy the selected file or group of files to the clipboard.



The selected information is copied as comma delimited text which can be copied into a spreadsheet or database and parsed accordingly.

Menus

File
Edit
Help

File Menu

Preview
Save
Page Setup
Print

Edit Menu

Copy

Select All

Help Menu

[Help](#)
[About](#)

Toolbar



Save

Print

Copy

Page Setup

Preview

Help

Preview



Writes information about selected files from the selected folder into the preview screen in the format selected for printing.

Save



Saves the selected folder and file information to a disk file as comma delimited text.

Page Setup



Displays a dialog box which allows margins, column widths and font to be selected. Only fonts which can be printed will be displayed. Font colour may also be selected and will be displayed on screen. Colour has no effect with black and white printers.

Margins may be set as desired up to a maximum of about 2 inches or 5 cm.

The width of the file name, file size and time & date columns may individually adjusted. The units are percentages of the width on the page available for printing. The file name column may be a minimum of 20% of the available width and a maximum of 70%. When the file name column is adjusted the other two columns are allocated one half each of the remaining width. The minimum for each column is 15% of the available width. When one of the file size or the time & Date columns are adjusted the other column is automatically adjusted to the balance of the width after the file name and the column just altered have been allocated subject to minimum widths.

Print



The folder catalogue displayed in the preview screen may be printed by clicking on the Print Button or selecting the Print command on the File menu.

The Printer Dialog is displayed and both printer and paper may be selected.

If a single file, or a block of files is selected, the selection only may be printed. A number of copies may be set.

When the print dialog is completed, a Header to be printed on each page is requested. A default header which is either the current folder path, or the last header entered in the current session is displayed. This may be accepted (by pressing OK) or another Header entered in the text box. Pressing the Cancel button causes an empty string to be printed as a header.

Copy



If a folder catalogue is displayed in the preview screen and if one or more files has been selected, clicking on the Copy button, or selecting the Copy command on the Edit menu will copy the information about the selected file(s) to the clipboard as comma delimited text.

Select All

Selecting the Select All command on the Edit menu selects all the files in the folder catalogue displayed in the preview screen.

Help



Clicking the Help button, or selecting the Help command on the Help menu displays this help file.

About

Selecting the About command on the Help menu displays the About Folder Catalogue Dialog.

Shortcut Keys

Folder Catalogue recognises all relevant Windows editing keys.

The following keyboard shortcuts may also be used.

Copy	Ctrl+C
Help	F1
Page Setup	Ctrl+G
Preview	Ctrl+W
Print	Ctrl+P
Save	Ctrl+S
Select All	Ctrl+A

