

Copyit

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How to use Copy

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How to use Delete

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How to use Move

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How to use Rename

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How to use File Info

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How to use Edit File

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How to use Run

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Deselect All will let you select all the files in the current window.

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Exit will exit or quit Copyit.

How to use Exit

Window

This will open a new window of files and directories.

Copy

To copy a file select the file from the list of files using the mouse. Then select the file menu or press the right mouse button, and select the **Copy** from the list. This will put up a dialog box which asks for the destination for the file that you selected. Using the mouse either place it on the text, to type in the drive name and the path, or you can use the mouse on the list box and double click on the directory to build the path.

Delete

To delete a file. Select a file name from the list that you want to delete. Next select the file menu or press the right mouse button, and select the **Delete** item. Then this will ask you if you are sure that you want to delete this file.

Move

To move a file you will need to select a file to move from the list of files. Then select the file menu or press the right mouse button, and select the **Move** item. Then this will ask you for the destination of the file that you want to move.

Rename

To rename a file you will need to select a file from the list of files. Then select the File menu or press the right mouse button, and select the **Rename** item from the menu. Then it will ask you to type in the new name for the file.

File Info

To see file information for a file. You need to select a file from the list of files. Then select the File menu or press the right mouse button, and select the **File Info** item. This will then give you the file information for the file that was selected.

Edit File

To edit a file. Select the file from the list of files. Then select the File menu followed by selecting the **Edit File** item. This will then start notepad with the file that you selected.

Run

To run a file there are two ways that this can be done. The first one is by selecting the file from the list of files then select the File menu followed by selecting the **Run** item from the list. This will then run the program. The other way you can start a program is by double clicking on the program name in the list of files.

Select All

To use select all, open the File menu or press the right mouse button to get the floating menu and select the **Select All** item. This will then select all the files in the current window.

Deselect All

To use deselect all, open the File menu or press the right mouse button to get the floating menu and select the **Deselect All** item. This will then deselect all the files in the current window.

Exit

This will exit or quit the Copyit program.

Disk Menu

Menu items:

Make SubDir will make a new sub directory in the current directory.

How to use Make SubDir

Remove SubDir will remove a selected sub directory.

How to use Remove SubDir

Rename SubDir will rename a selected sub directory.

How to use Rename SubDir

Make Directory

To add a new directory, select the Disk menu followed by selecting the **Make SubDir** item. This will ask you for the name of the new directory.

Remove Directory

To remove a directory. Select the directory from the list of directories. Then select the Disk menu followed by selecting **Remove SubDir** item. This will ask you if you are sure and then remove the directory

Rename Directory

To rename a directory, select the directory name from the list of directories. Then select the Disk menu followed by selecting **Rename SubDir** item. This will then ask you for the new name of the directory that you selected.

Window Menu

Menu items:

Open will create a new window of files.

Tile will tile the windows in the work area.

Cascade will cascade the windows in the work area.

Help Menu

Help on Copyit will give you help for Copyit.

Help on help will give you help with using help.

About Copyit will give you info. on Copyit.

Floating Menu

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