Move
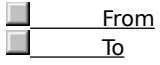
Moves one or more files or folders (directories) to a different folder or disk.

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

From

To

Caution   If you attempt to move a shared folder, File Manager prompts you to stop sharing it first. Make sure that no people are using files in the shared folder, or they may lose data.

Copy

Copies one or more files or folders (directories). You can copy a file or folder to a different folder or disk.

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

From

To

Copy to Clipboard

Delete

Deletes one or more files or folders (directories).

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

Caution   When you delete a folder, all files and subfolders in it are deleted. If you attempt to delete a shared folder, File Manager prompts you to stop sharing it first. Make sure that no people are using files in the shared folder, or they may lose data.

Rename

Renames a file or folder (directory).

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

☐＿＿＿＿＿From
☐＿＿＿＿＿To
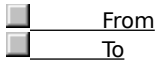
Caution   If you attempt to rename a shared folder, File Manager prompts you to stop sharing it first. Make sure that no people are using files in the shared folder, or they may lose data.

Properties

Sets file attributes and displays other file information.

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

Attributes
Version Information

Properties

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

Click the following button for information about the dialog box:

Attributes

Run

Starts a program or opens a document.

In the Command Line box, type the program filename, including the path, if necessary. If you want to open a document, type the program filename followed by a space and the name of the document.

Tips

- If you don't know the name or location of the program or document file, click Browse to search through folders.
- If you want to start the program as a minimized icon on the taskbar, make sure the Run Minimized box is checked.
- You can also open folders on your computer and network computers by using Run.

Print

Prints a document file (a file that is associated with a program) on the default printer.

The Print 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 folder, include the path.

Note   If you want to print a file from File Manager, the file must be associated with a program. For more information on associating files with programs, see Related Topics below.

{button ,AL("A_FM_ASSOCIATE")} <u>Related Topics</u>

Associate

Associates a file with a program so that the program 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 .doc with WordPad. When you open a .doc file, WordPad starts and loads the file.

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

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

Files with Extension
Associate With
Browse

Create Directory

Creates a folder (directory). In the Name box, type the name of the new folder.

The folder you create becomes a subfolder of the current folder unless you specify a different path.

Search

Searches for files and folders (directories) on all or part of the current drive. You can search for a single file, or you can use wildcards (for example, *.txt) to search for a group of files.

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

Search For
Start From
Search All Subdirectories

Select Files

Selects and deselects files and folders (directories) in a folder window.

In the File(s) box, type a filename, or use wildcards to specify a group of files you want to select. Then click Select or Deselect.

Copy Disk

Copies the entire contents of a floppy disk to another floppy disk.

In the Source In box, specify the letter of the drive you want to copy from. In the Destination In box, specify the letter of the drive you want to copy to.

Label Disk

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

Type the new volume label in the Label box. The label can contain up to 11 characters, which can be both uppercase and lowercase.

Format Disk

Formats a floppy disk. Specify the drive that contains the disk you want to format.

Make System Disk

Copies operating-system files to a formatted floppy disk, which you can then use to start your computer. Specify which drive you want to use to create the system disk.

Select Drive

Changes the drive displayed in the active folder window. In the Drives box, specify the drive you want to view.

Partial Details

Displays specific file and folder information in the current folder window.

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

▢   Size
▢   Last Modification Date
▢   Last Modification Time
▢   File Attributes

Confirmation

Specifies whether confirmation messages are displayed.

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

File Delete
Directory Delete
File Replace
Mouse Action
Disk Commands

By File Type

Enables you to choose what file information you want to view in File Manager.

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

- Name
- Directories
- Programs
- Documents
- Other Files
- Show Hidden/System Files

Font

Changes the font that File Manager uses to display names of files and folders (directories). The Font command affects all folder windows and the drive bar.

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

Font
Font Style
Size
Lowercase
Sample

Provides a space for you to type the name of the file or folder you want to move. If the file or folder is not in the current folder (listed at the top of the dialog box), type its path.

Provides a space for you to type the name of the destination file or folder. If the folder is not a subfolder of the current folder, include the path. If you are moving the file or folder to the current folder, you can leave this box empty. To rename a file as you move it, type its new name in this box.

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

Shows the selected file or folder. To rename a different file or folder, type its name in this box. If the file is not in the current folder, include the path. If you want to rename a group of files, use wildcards (for example, *.txt).

Provides a space for you to type the new name of the file or folder (the new name must not already exist in the folder). If the file or folder is not in the current folder, include the path. However, you cannot specify a different folder to move the file to. If you are renaming a group of files, use wildcards (for example, *.txt).

Provides a space for you to type the path of the folder that you want to copy the file or folder to.

If you are copying a file to the current folder (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, click Copy To Clipboard.

If you want to paste, link, or embed the file in another file, click this option to copy it onto the Clipboard.

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

Check Read-Only if you want to prevent a file from being changed.

Check Archive 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.

Check Hidden if you do not want a particular file to appear in a window.

Check System if you want to identify a file as an MS-DOS system file. If marked as a system file, it does not appear in an MS-DOS folder listing.

To show files with Hidden or System attributes, click the View menu, click By File Type, and then check the Show Hidden/System Files check box.

Version information is displayed only when you are viewing properties for a file. Version information typically includes company name, a file description, and comments. When you select an item in the left box, its value appears in the right box.

For example, if the left box contains the item "Company Name," and you select it, the company name appears in the right box.

Displays the filename extension of the selected file. To associate a file that has a different extension, type the extension in this box.

Lists the types of files you can associate with the extension shown in the Files With Extension box.

If the program you want to use is not shown in the Associate With list, click Browse. 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, click None in the Associate With list.

Click this 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.

Lists the extension of the selected file.

To search for a different file, type its name in this box. Use wildcards (for example, *.txt) to specify a group of files.

Displays the current folder. To start the search from a different folder, type its name.

Specifies whether you want to search all subfolders of the folder listed in the Start From box.

Displays the size, in bytes, of every file.

Displays the date that a file was last changed, according to the system clock.

Displays the time of day that a file was last changed, according to the system clock.

Displays file attributes. The four types of attributes are Hidden, Read-Only, Archive, and System.

Type the name of the file you want to view. Or use wildcards to view files with a specific name or extension.

Displays all subfolders in the current folder.

Displays all files that have an .exe, .com, .pif, or .bat extension.

Displays all types of files that are associated with a program.

Displays all other types of files.

Displays hidden and system files in a folder window.

Specifies whether you want to receive a confirmation message before deleting files.

Specifies whether you want to receive a confirmation message before deleting a folder. When you delete a folder, all the files and subfolders within it are deleted.

Specifies whether you want to receive a confirmation message before replacing a file.

Specifies whether you want to receive a confirmation message before moving or copying files by dragging them with a mouse.

Specifies whether you want to receive a confirmation message when you use disk commands, such as Format Disk and Copy Disk.

Click a font in the list. The Sample box displays the font size.

Click a style for the font. The Sample box displays the font size.

Click a point size in the list. The larger the point size, the larger the character displayed on your screen.

The Sample box displays the font size.

Displays all filenames in lowercase characters.

Shows what the selected font, style, and size would look like in a folder window.

Customize Toolbar

Use this dialog box to customize your toolbar. For more Help, click [?] at the top of the dialog box, and then click the specific item you want information about.

To move a toolbar button

1 Press and hold down the SHIFT key.

2 Drag the button to its new position on the toolbar.

{button ,AL("A_REMOVE_BUTTON;A_ADD_BUTTON;A_RESTORE_BUTTON")} Related Topics

To remove a toolbar button

1 Press and hold down the SHIFT key.

2 Drag the button off the toolbar.

{button ,AL("A_ADD_BUTTON;A_MOVE_BUTTON;A_RESTORE_BUTTON")} <u>Related Topics</u>

To add a button to the toolbar

1 On the Options menu, click Customize Toolbar.

2 In the Toolbar Buttons list, click the button below the place where you want the new button.

3 Under Available Buttons, click the button that you want to add.

4 Click Add.

Tips
- If there is not enough room on the toolbar for another button, remove a button that you do not use as often.
- For more information, click Help while using the dialog box.

{button ,AL("A_REMOVE_BUTTON;A_MOVE_BUTTON;A_RESTORE_BUTTON")} <u>Related Topics</u>

To restore the default toolbar buttons

1 On the Options menu, click Customize Toolbar.

2 Click Reset.

Tip
- For more information, click Help while using the dialog box.

{button ,AL("A_ADD_BUTTON;A_REMOVE_BUTTON;A_MOVE_BUTTON")} <u>Related Topics</u>

To change folders

▶ Click a folder (directory) in the tree.

Tip

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

To change drives

▶ Click a drive icon on the drive bar.

Tip

You can also double-click a drive icon to display the drive's contents in a new folder window.

To display or hide subfolders

To display subfolders, double-click the folder you want to expand.

To hide subfolders, double-click the expanded folder you want to collapse.

Tip

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

To search for files or folders

1 Click the folder (directory) from which you want to start the search.

2 On the File menu, click Search.

Tip

For more information, click Help while using the dialog box.

To create a folder

1 Click the folder (directory) in which you want to create the new folder.

2 On the File menu, click Create Directory.

3 In the Name box, type the name of the new folder.

Tip

For more information, click Help while using the dialog box.

To move files or folders

■ To move a file or folder (directory) to a different drive, press and hold down the SHIFT key, and then drag the file or folder icon(s) to a folder icon, drive icon, or minimized folder window.

■ To move a file or folder to the same drive, drag the file or folder icon without pressing SHIFT.

■ To move a file or folder by using the Move command, first click the items you want to move. On the File menu, click Move.

Tips

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

■ For more information, click Help while using the dialog box.

To copy a file or folder

To copy a file or folder (directory) to the same drive, press and hold down CTRL and drag the file or folder icon(s) to a folder icon, drive icon, or minimized folder window.

To copy a file or folder to a different drive, drag the file or folder icon without pressing CTRL.

Tips

If you drag a file or folder to a drive icon, the file is copied to the current folder on that drive.

For more information, click Help while using the dialog box.

To rename a file or folder

1 Click the file or folder you want to rename.

2 On the File menu, click Rename.

3 In the To box, type the new name.

Tip

For more information, click Help while using the dialog box.

To delete one or more files or folders

1 Click the item(s) you want to delete.

2 On the File menu, click Delete.

Tip

For more information, click Help while using the dialog box.

To print a file

1 Click the document file that you want to print.

2 On the File menu, click Print.

Tip

For more information, click Help while using the dialog box.

To start a program

▶ Double-click the program file or document file.

To start a program and open a file by using the Run command

1 On the File menu, click Run.

2 Specify the name and location of the file you want to open.

Tip

For more information, click Help while using the dialog box.

To arrange folder windows

To arrange windows so that they overlap (starting in the upper-left corner of the File Manager window), click the Window menu, and then click Cascade.

To arrange windows side by side so that they do not overlap, click the Window menu, and then click Tile Vertically.

To arrange windows top to bottom so that they do not overlap, click the Window menu, and then click Tile Horizontally.

To arrange icons

▶ On the Window menu, click Arrange Icons.

To sort files

▶   On the View menu, click Sort By Name, Sort By Type, Sort By Size, or Sort By Date.

To display all file information

On the View menu, click All File Details.

{button ,AL("A_DISPLAY_SOMEINFO;A_DISPLAY_NAMEINFO")} Related Topics

To display specific file information

1 On the View menu, click Partial Details.

2 Specify which information you want to display.

Tip

For more information, click Help while using the dialog box.

{button ,AL("A_DISPLAY_ALLINFO;A_DISPLAY_NAMEINFO")} Related Topics

To display only names of files and folders

▶   On the View menu, click Name.

{button ,AL("A_DISPLAY_ALLINFO;A_DISPLAY_SOMEINFO")} Related Topics

To format a disk

1 Insert a floppy disk in a drive.

2 On the Disk menu, click Format Disk.

Tip

For more information, click Help while using the dialog box.

To copy a disk

1 Insert the source disk in the drive you want to copy from.

2 In the drive bar, click the drive icon for the source disk.

3 On the Disk menu, click Copy Disk.

Tips

▢   If your computer has two floppy disk drives, insert the destination disk in the drive you want to copy to, and then specify the letter of the destination drive.

▢   For more information, click Help while using the dialog box.

To assign or change a volume label

1 If you are labeling a floppy disk, insert it in a floppy disk drive.

2 Click the drive icon for the disk you want to label.

3 On the Disk menu, click Label Disk.

Tip

For more information, click Help while using the dialog box.

To create a system disk

1 Insert a formatted floppy disk in a drive.

2 On the Disk menu, click Make System Disk.

Tip

For more information, click Help while using the dialog box.

To connect to a shared folder

▶   On the Disk menu, click Connect Network Drive.

To disconnect from a network drive

1 On the Disk menu, click Disconnect Network Drive.

2 Click the network drive you want to disconnect from. You can extend your selection to disconnect from more than one network drive.

Tip

For more information, click Help while using the dialog box.

To turn confirmation messages on or off

▶ On the Options menu, click Confirmation.

Tip

■ For more information, click Help while using the dialog box.

To change the font

1 On the Options menu, click Font.

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

Tip

▪   For more information, click Help while using the dialog box.

To open another folder window
- Double-click a drive icon.

Tip
- To open a folder window that displays only the contents of a particular folder, press and hold down SHIFT while you double-click the folder icon in the folder list.

To change file or folder properties

1 In the folder (directory) window, click the item(s) for which you want to change properties.

2 On the File menu, click Properties.

Tip
- For more information, click Help while using the dialog box.

To associate a file with a program

1 Click the name of the file you want to associate with a program.

2 On the File menu, click Associate.

3 Click the program you want to associate with the file.

Tip

- For more information, click Help while using the dialog box.

To change views in a folder window

- To display only the folder (directory) tree, click the View menu, and then click Tree Only.
- To display only the folder contents, click the View menu, and then click Directory Only.

To display a group of files

1 From the View menu, choose By File Type.

2 Specify which files you want to display in the folder window.

Tip

■   For more information, click Help while using the dialog box.

To update a folder window
- On the Window menu, click Refresh.

To hide the toolbar, drive bar, or status bar

- On the Options menu, click Toolbar, Drivebar, or Status Bar.

To display version information for a program

1 In the folder window, click the program file (it has an .exe, .dll, or .drv extension).

2 On the File menu, click Properties.

Differences from Windows for Workgroups

- New-style icons are used for files.
- You no longer can drag a file from File Manager to print it.

Differences from Windows 3.x
- A toolbar helps you perform common tasks more quickly.
- Commands on the Disk menu make it easy to connect to and disconnect from network drives.
- New-style icons are used for files.
- You no longer can drag a file from File Manager to print it.

Click Help Topics to return to the list of Help topics.