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## **Displaying Files**

To change the type of files displayed, change the display search mask in the edit box at the top. The file specification must include a wild card character (? or \*); otherwise the default is used. A new path name can also be included and FileMan will update the directory before displaying the new file list.

## **Copying Files**

### Copying Files

To copy files:

1. Select the files you want to copy in the source file list box.
2. Press the Copy button.

The highlighted files will be copied to the destination directory. As the files are copied the filenames appear under the source and destination list boxes.

## **Backing Up Files**

### Backing Up Files

To backup files:

1. Select the files you want to backup in the source file list box.
2. Press the BkUp button.

The highlighted files will be copied to the destination directory if the source file has the archive attribute set. If the source file is copied, the source file archive attribute is then cleared. Only files that have been altered since the last backup are copied. As the files are copied the filenames appear under the source and destination list boxes.

## **Moving Files**

To move files:

1. Select the files you want to move in the source file list box.
2. Press the Move button.

The highlighted files will be copied to the destination directory and then deleted from the source file list box. As the files are moved the filenames appear under the source and destination list boxes. Files with the read only attribute are not deleted.

## **Deleting Files**

To delete files:

1. Select the files you want to delete in either the source or destination file list box.
2. Press the Del button under the file list box.

The highlighted files will be deleted. You will be asked for confirmation before the file is actually deleted. If you do not want this confirmation, change the default under the Option menu. Files with the Read Only attribute are not deleted.

## **Renaming Files**

To rename a file:

1. Select the file you want to rename in either the source or destination file list box. Only one file should be selected.
2. Press the Ren button.

A dialog box will appear allowing you to type a new name for the file. Files with the Read Only attribute cannot be renamed until the file attribute is changed. By checking the [Duplicate File] box, the file with the new name is created while leaving the existing file with the old name intact. If the [Duplicate File] button is unchecked the existing copy of the file with the old name is renamed with no new copy of the file created.

## **Changing File Attributes**

To change a file attribute:

1. Select the file whose attributes you want to change in either the source or destination file list box. Only one file should be selected.
2. Press the Info button.

A dialog box will appear allowing you to change the attributes of the file. The dialog box also gives the date and time the file was created and the size of the file.

## **Viewing Files**

To view a file make sure the file is the only selected file and press the [View] button. Both ASCII and non-ASCII files can be displayed. However, the non-ASCII files contain only random characters. If the file viewed is larger than about 64K, only the first 64K characters are shown.



## **Selecting Files**

Files are selected by clicking on the file name or moving the highlight using the arrow keys.

## **Changing a Directory**

To change either the source or destination directory, double click on the directory name in the directory list box. Or, use the File Change Directory menu command. This dialog box can also be brought up by double clicking in the area of the main window where the current directories are displayed.

## **Copying Directories**

The [Graft->] button copies all the files of the type displayed in the source directory along with all of the same type of files in any subdirectories of the source directory. These latter files are placed in similarly named subdirectories of the destination directory. If the subdirectory does not exist it is automatically created.

## **Deleting Directories**

To delete a directory:

1. Check to be sure that the directory is empty with no subdirectories or hidden files.
2. Highlight the directory name that you want to delete in the directory list box.
3. The selected directory will be deleted if it is empty.

## **Creating Subdirectories**

To make a new directory, press the appropriate Mkdir button. A dialog box will appear asking you for the new directory name. You do not have to type the entire path.

## **Printing Subdirectories**

Choose the File Print menu command and then which directory you want printed in the dialog box. The current WINDOWS print settings are used. To make a permanent change to your printer settings, use the WINDOWS Control Panel. Only the files displayed in the current directory are printed. To print all the files, change the files displayed using the \*.\* specification.

## **Renaming Subdirectories**

To rename a directory:

1. Select the directory you want to rename in either the source or destination directory list box.
2. Press the RenD button under the list box.

A dialog box will appear allowing you to type a new name for the directory.

## **Free Space Available**

The [Free] button displays the available space on the drives specified by the source and destination directories.



## Launching Applications

To launch an application select the file and press enter or double click. If the file is not a program file, the application and its data files must be defined in the [EXTENSIONS] section of your WIN.INI file. For example, the statement

```
cal=calender.exe ^.cal
```

associates files with the \*.cal extension with the WINDOWS Calender program. For MS-DOS applications, the extension should be associated with a \*.pif file or the dos application itself, such as

```
bas=qb.pif ^.bas
```

Applications can also be launched by using the File Run menu command, which brings up a dialog box. Type in the name of the path and application to run.

## **File Search**

The Find button invokes a dialog box to allow searching for files. The File Search menu command also invokes the dialog box. The default specification (\*.\*) will find all files on a selected drive and display the results in the list box. The names of the files matching the search specification will appear after several seconds.

## **FileMan Configuration**

Choose the Option Configuration menu command to bring up a dialog box to allow three default options to be specified. These options are:

**Confirm File Delete** - If this box is checked, each time a file is deleted, you are asked to confirm that the file is to be deleted. Confirmation will also occur when an existing file is about to be overwritten with a file of the same name during a copy or move operation.

**Confirm Directory Delete** - If this box is checked, each time a directory is deleted, you are asked to confirm that the directory is to be deleted.

**View System/Hidden Files** - If this box is checked, files with the hidden or system attribute are included in the file display boxes, in addition to normal and read only files. Note that the system files in your root directory (ibmdos.com and ibmbio.com) should never be deleted.

**Size/Date-Sort Descending** - If this option is selected, files sorted by size or date will be sorted from the latest or largest to the smallest or earliest.

If you want your choices to remain in effect the next time you start FileMan, choose the [Save] button. If you want to change the option for just the current session of FileMan choose the [Ok] button.

## Format Disks

This command requires DOS 3.2 or later. Choose the File Format Disk menu command. A dialog box prompts you to choose which drive to format the drive on. Currently, the following drive types are supported:

- 5.25 inch, 360K, 9 sectors per track, 2 sided, 40 tracks
- 5.25 inch, 1.2M, 15 sectors per track, 2 sided, 80 tracks
- 3.5 inch, 720K, 9 sectors per track, 2 sided, 80 tracks
- 3.5 inch, 1.44M, 18 sectors per track, 2 sided, 80 tracks

A dialog box then appears which allows several options to be set:

- Volume Label - 11 alphanumeric characters or less.
- High Capacity - This option is used for drives that support more than one disk capacity. This option should be set according to the size of the disk to be formatted. Attempting to format a low density disk to a high capacity will result in a format error.
- Make System Disk - Set this option if you want to make a bootable system disk.

If you are using a version of DOS lower than 4.0 you may have problems formatting disks because FileMan cannot determine from which drive your computer was booted. In this case FileMan assumes the boot drive is the same as the drive from which Windows is on. If this is not the case, for example if your computer boots to drive C: and Windows is on drive D:, then you need to add a line to the [TDWareFileMan] section of your win.ini file. The line to be added is

```
[BootDrive]=X
```

where X is the drive number (1=A, 2=B, etc.) that your computer is booted from. This drive is the same drive where the file COMMAND.COM is located. If you are using DOS 4.0 or later or if Windows is on your boot drive, you do NOT have to this line to your win.ini file.

If your system files are not named IBMBIO.COM, IBMDOS.COM, and COMMAND.COM, you will not be able to make bootable system diskettes unless you add the following lines to your win.ini file:

```
[IBMBIO.COM]=YOURNAME.EXT  
[IBMDOS.COM]=YOURNAME.EXT  
[COMMAND.COM]=YOURNAME.EXT
```

where YOURNAME.EXT is the corresponding filename and extension for your

system files.

## Overview

FileMan is a Microsoft WINDOWS (version 3.0) file manager for copying, moving, renaming, and deleting files. In addition, other utilities are provided, including the ability to change file attributes, to rename or delete subdirectories and to perform file searches. FileMan follows the standard conventions for Windows programs. Refer to Chapter 2 of your Microsoft Windows User's Guide for instructions on using menus, selecting files or directories, working with dialog boxes, and using the Windows Help facility.

The main FileMan window consists of a listing of the source files and directories on the left and the destination files/directories on the right. The type of files displayed can be altered by changing the file specification in the edit box at the top. The filename must include a wild card character (\* or ?). Otherwise, the default specification of \*.\* is used.

Moving from one directory to another is accomplished by double clicking on the appropriate directory in the directory list box. Double clicking on a file name will run the file if it is a Windows or MS-DOS application or described in your WIN.INI file under the [Extensions] section. Because the files listbox is a multiple selection type, the file launched is the first highlighted file in the list box. Deselect all the other files first by clicking on the [Clear] button before choosing a file.

Selected files can be copied or moved to the destination directory by pressing the appropriate button. The [Graft->] button copies all the files of the type displayed in the source directory along with all of the same type of files in any subdirectories of the source directory. These latter files are placed in similarly named subdirectories of the destination directory. If the subdirectory does not exist it is automatically created.

Files in either the source or destination directory can be renamed or deleted by pressing either the [Del] or [Ren] button, respectively. The file can be viewed by pressing the [View] button. The view capability is only useful when examining ASCII or standard text files.

New directories can be made and existing directories deleted or renamed using the buttons under the directory list boxes. A directory must be completely empty of files, including any hidden files, before it can be deleted.

## Button Commands

- [<]** Copies destination directory to the source directory .
- [>]** Copies source directory to destination directory .
- [+]** Swaps destination and source directories.
- [Copy]** Copies selected files from source to destination.
- [Move]** Moves selected files from source to destination and deletes the source files.
- [Graft->]** Copies all files from source to destination along with subdirectories and their files. Only files of the same type as displayed in source file list are copied.
- [Find]** Invokes a dialog box for performing a file search.
- [Long]** Toggles the file display boxes between long and short file listing.  
**[Short]** With a long listing, additional information such as date and size can be displayed.  
You can also toggle this option with the right mouse button.
- [All]** Selects all files in either the source or destination list box.
- [Clear]** Unselects the files in the associated list box.
- [Ren]** Invokes a dialog box to rename the first selected file in the associated list box. By checking the [Duplicate File] box the file with the new name is created while leaving the existing file with the old name intact. If the [Duplicate File] button is unchecked the existing copy of the file with the old name is renamed with no new copy of the file created.
- [Del]** Deletes the selected files.
- [Info]** Invokes a dialog box to show more information about the first selected file. This dialog box also allows changing of the file attributes.
- [View]** Displays the contents of the first selected file. The view capability is only useful when examining ASCII or standard text files. For files larger than about 64K, only the first 64K is displayed.

- [MkDir]** Invokes a dialog box to make a new subdirectory.
- [RmDir]** This button will delete the selected subdirectory if contains no files, including no hidden files.
- [RenD]** Invokes a dialog box to rename the selected subdirectory.
- [Free]** Displays available space on the source and destination drives.