

FRONTWINDOW UTILITIES

**File Manager
and
Directory Documenter**

(Windows 3.1)

Version 3.0

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Soft Vistas for Windows

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Overview

FrontWindow is a sophisticated file manager and directory documenter for Windows 3.1. You can use it to perform the bread and butter file management tasks such as copying, moving, deleting and renaming files and directories and also changing file attributes. FrontWindow also has unique features not found in other file managers. Noteworthy features include :

! File Bin - this is used to hold files that you have selected from different directories - these can be on different drives or partitions. You can then carry out an action on all (or selected) files in the Bin, such as, moving files from different directories to a single directory. You can also add the results of a find into the bin so that an action can be carried out on all the files which meet the search criteria.

! Bin Backup - files added to the file bin can be backed up to a set of floppy disks. The backup feature splits any files that are too large files to fit onto a single disk. The **Bin Restore** feature reconstitutes files.

! Directory Tree Backup - an entire directory tree can be backed up to a set of floppy disks. The directory tree structure is copied as well as the files. As with the bin backup files are split across disks as necessary. The **Directory Tree Restore** facility copies the directory tree back to any destination directory and reconstitutes files into the appropriate directories.

! Directory Notes - this facility gives a text editor for entering directory documentation. Updated directory notes are automatically saved to disk when the current directory is changed. The notes for the newly selected directory are automatically loaded into the Notes Window. As you move around the directory tree you have instant access to your documentation for the current directory. You can search all directories on a drive for text within the directory notes to instantly locate, and then link to, a specific directory.

! File Tags - the file tags dialog box allows you to add a descriptive file tag to each file in a directory. You can search for text within file tags and instantly

move to a specific file's directory.

! Print Out Directory Documentation - you can print out directory notes, directory notes and file list with file information, directory notes and file list with file tags.

! Print Out Directory Map - you can print out a directory map for a drive. If the map does not fit across one page FrontWindow formats the print out across two sheets with connecting arrows.

! Compress / Uncompress Directories - FrontWindow can be customised to work with a file compression utility (Arj, PKZip /PKUnzip or LHarc) so that directories can be quickly compressed and uncompressed.

! Search Across Hard Drive / Network Partitions - Frontwindow's search facilities lets you select the drives to include in a search. Searches can be performed on file name, file size, date range, file attributes and text within files.

! Compare Files In Different Directories For Duplicate Files - directory contents can be compared to highlight files with same name, same name and same date or different date, same name and same size or different size.

FrontWindow Is Shareware

The overview presents only some of the unique features of FrontWindow. Many other features make FrontWindow significantly different to other Window's file managers. Whether FrontWindow will suit your style of working will be found out in use so you are encouraged to use it for a reasonable period (30 days is usually cited) to find out whether you like the program. After that period you should pay the registration fee (£30) for which the full registered version will be sent to you.

The address / telephone number for registration is :

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Installation

The FrontWindow installation disk has the following compressed files:

| | |
|-----------|-------------------------------------|
| FW.EX_ | Main program file. |
| FWLIB.DL_ | FrontWindow's Dynamic Link Library. |
| FW.IN_ | FrontWindow's initialization file. |
| FW.HL_ | FrontWindow help file. |
| FW.WR_ | Documentation file (Manual). |

and the FrontWindow installation program :

FWSETUP.EXE.

To install FrontWindow simply run the installation program (FWSETUP.EXE) from within windows. This is done by using Window's program manager. Select the **Files - Run** option and enter 'A:\FWSETUP.EXE' (assuming the FrontWindow installation disk is in drive a:) into the 'Command Line' edit box. The installation program will uncompress and copy the necessary files into a directory called FRONTWIN on C: unless you specify otherwise.

PLEASE NOTE DO NOT MOVE FRONTWINDOW FILES OR THE DIRECTORY THEY ARE IN, WHILE YOU ARE RUNNING FRONTWINDOW. FrontWindow will give a system error message if it can't find its dialog boxes!

You can restrict the Drives menu to show drive identifiers for your system by setting the Last Drive parameter on the **Configure - Customisation** dialog box.

Using FrontWindow

Preliminary

When FrontWindow is first fired up it appears on screen as a main work area containing three subsidiary windows (or two subsidiary windows if the Notes Window is disabled). At the bottom of the main work area are two status lines.

The three subsidiary windows are :

1. **Directory Tree** : shows the current directory tree with the current directory highlighted.
2. **Files Window** : displays a list of files for the current directory with file size, date, time and attributes.
3. **Notes Window** : displays directory notes and allows entry / editing of directory notes.

The two status lines are :

1. **Mode Line** : Shows the current mode. When no action is pending (i.e FrontWindow is not waiting for a destination directory to be selected or some other action to complete a process) the Mode Line shows the current directory. If a process has been initiated, and FrontWindow is waiting for an action to complete it, the Mode Line shows the process which has been selected.
2. **Action Prompt** : Indicates what action is being performed by FrontWindow or what action FrontWindow is waiting for the user to perform.

A **User-Defined Button Bar** is located beneath the Main Menu.

A **Confirmation Box** appears when any action is initiated. The Confirmation Box has two buttons 'YES' and 'NO'. You can change your mind at this point.

Directory Tree Window

This window is always open when you start up FrontWindow. The window gives a graphical representation of the directory tree for the currently selected hard disk partition or floppy drive. Each directory is represented as a box containing the directory name. The length of the directory tree boxes depends on whether the tree contains directory names with extensions. If FrontWindow detects extensions the length of the boxes is increased.

Lines connecting the directory boxes indicate the directory's position or level in the directory tree. As you read across the window, subdirectory levels increase, i.e. you go down the directory tree.

The current directory in the directory tree is indicated by a highlight on the appropriate directory box. The scroll bars (or keyboard navigation keys) are used to view other parts of the directory tree. You can change the current directory by clicking on a directory box with the left mouse button or by using the keyboard. The highlight moves to the selected directory box. When a new current directory is selected the Files Window is updated, showing the files for the new directory. The Notes Window responds to the change in current directory by displaying the notes for the directory.

The title bar gives the current drive or partition, the total number of directories and the number of kilobytes free. This information is updated as directories and files are deleted, copied or moved to or from the drive or partition.

Drive Trees and Memory

FrontWindow handles floppy drive trees and hard drive trees differently. Floppy drive trees are always refreshed by scanning the disk directory tree when you move onto the drive and are released from memory when you move off the drive. As you select hard drives (or partitions) - using the **Drives** menu option - the new drive is loaded into memory and any previously selected drive will stay in memory as long as memory resources allow. If there is not sufficient memory for the new drive tree and previously loaded trees FrontWindow will pick the least used previously loaded tree and release it from memory after it has written a directory tree file to disk. With a reasonable amount of memory installed (4 meg is desirable) there should be room for thousands of directories, so once drive trees are loaded they will stay in memory and moving between drives will be virtually instantaneous.

When FrontWindow is first run it needs to scan the directory tree from the disk in order to display the tree. If you have hundreds or thousands of directories this may take some time. When FrontWindow is closed the tree structure for each drive is saved in the root directory of the drive, or to a directory specified using the **Configure - Tree Files** option. When FrontWindow is next run the directory trees are read from the tree files (TREE_C.FW, TREE_D.FW etc.). This speeds up the loading of directory structures.

Directory Menu Commands

The Directory menu lets you perform operations on the Directory Tree Window. All the options, except the print operations, are carried out on the current directory. Before selecting any of these commands make sure you have selected the required current directory. The current directory is indicated on the directory tree by a highlighted directory box.

Create

Creates a subdirectory in the current directory. A dialog box prompts you for the name of the new subdirectory. After the new directory is created it becomes the current directory.

Delete

Deletes the current directory and all its subdirectories.

If the **Info On Directory Delete** setting on the **Configure - Customisation** dialog box is set to Yes there is a pause before the confirm box appears. This happens while FrontWindow checks the files in the tree for deleted. The number of directories and files in the tree and the attribute spread for the tree are displayed in the confirm box. If the **Info On Directory Delete** setting is No the confirm box appears more quickly but gives no indication of the contents of the tree selected for deletion.

If the **Double Confirm On Directory Delete** setting on the **Configure - Customisation** dialog box is set to Yes a second confirm box is given before the deletion begins.

As each directory is deleted the Files Window updates to show the files being deleted. When all the files are deleted the directory is deleted and removed from the Directory Tree Window. After the tree has been deleted the directory above the deleted tree becomes the current directory.

To Abort - While files are being deleted the process can be aborted by hitting the **Escape** key.

Copy

Copies the current directory and all its subdirectories. The selected directory tree is copied to another directory on the current or a new drive or partition. This command needs a source directory and a destination directory. The current directory is used as the source directory.

After the Copy command is selected the Action Prompt indicates that FrontWindow is waiting for the user to select a destination directory. This is chosen by double clicking with the left mouse button in the Directory Tree Window on the directory box for the required destination directory. The keyboard can also be used to move the highlight to the required directory box, in this case pressing the Enter Key will select the destination directory.

You can copy a subdirectory tree to another partition or drive. Use the Drive Menu to select the required drive or partition. The Directory Tree Window updates with the new directory tree. Now select the destination directory.

When a destination directory for the copy is selected the Confirmation Box appears. If 'NO' is selected at this point the copy to the selected destination directory is aborted and the current directory reverts to the source directory. The copy process is still pending, i.e FrontWindow is still waiting for a destination directory to be selected. To cancel the copy completely use the Cancel option on the Files or the Directories menu.

If the destination directory is confirmed FrontWindow checks the viability of the copy. If the source tree cannot be copied to the destination directory an error message is displayed and the current directory will be reset to the source directory. The Action Prompt will show that the copy action is still pending. To cancel the copy completely use the Cancel option on the Files, the Directories menu or the Bin Menu.

If the copy can be carried out the source directory tree is copied into the destination directory. As directories are created they are displayed in the Directory Tree Window. The Files Window shows the files being copied into each directory.

To Abort - While files are being copied the process can be aborted by hitting the **Escape** key.

Move

Moves the current directory and all its subdirectories. The subdirectory tree to be moved is copied to another directory on the current or a new drive or partition and then deleted from its current position. Selection of source and destination directories for this option is the same as for the Copy option (see above).

To Abort - While files are being moved the process can be aborted by hitting the **Escape** key.

Rename Directory

Renames the current directory. After the Rename command is selected a dialog box prompts you for the new directory name.

On confirming the entered name FrontWindow first checks to see that the maximum path containing the directory to be renamed has room for the new name. (This is a Dos restriction on the maximum path length.) If the new name gives an invalid path an error message ("Not Enough Room in Maximum Path") is displayed and the renaming procedure is aborted.

If the maximum path is valid the Directory Tree Window updates to show the new directory name. The position of the directory in the directory tree may change because the directory tree is sorted alphabetically.

All the other windows update to show the new directory name. If the renamed directory has a notes file (a file with a.FWN extension) and / or a tags file (FWT) they are renamed to reflect the new directory name.

Backup Current Tree

This option lets you back-up an entire directory tree onto floppy disks. The back-up starts from the current directory. FrontWindow lets you back-up to the A drive.

A supply of blank formatted disks is needed. You will be prompted to put a new disk into the A drive when necessary. Each back-up disk created is numbered in sequence from the first disk. This numbering is used in the Restore Tree command to ensure that the directory tree is restored in the correct order. When the directory structure and all the files have been successfully transferred you are asked to put the first back-up disk back into the A drive. FrontWindow then writes information to the disk that is needed when the back-up is restored.

When a back-up disk is full, FrontWindow prompts you to insert a new disk. Files are split across disks to ensure that all the available space on a back-up disk is used. This also means that large files which would not fit onto a single disk are split across several disks. The Restore Tree command rebuilds split files.

Restore Tree

This option copies a directory tree and files from a set of back-up disks created using the **Back-Up Current Tree** command. The tree is copied into the current directory. FrontWindow lets you restore from the A drive.

Start by putting the first back-up disk in the A drive. FrontWindow checks that there is enough disk space to restore the directory tree. If there is not enough space the restore is aborted and an error message is displayed which shows the amount of disk space required.

If there is enough space, you will see the Directory Tree Window being updated with the backed-up directory tree. Next, the files are copied back into their target directories. You are prompted to insert each back-up disk in the A drive. If you insert a disk that is not in the correct back-up disk sequence you are prompted for the correctly numbered back-up disk. FrontWindow informs you when the restore is completed.

Compress Directory

This option is designed to work with a compression utility - ARJ, PKZIP/PKUNZIP and LHARC are supported. You can specify the compression utility to use (**Configure - Compression** option). Selection of this option causes FrontWindow to use the selected compression utility to compress everything in the directory into one archive file. Once this is done the original files are deleted. This option gives a quick method for maximising disk space, large directories not currently in use can be kept in a compressed format.

You can select a block of directories to compress. Use the left mouse button to select the first directory in the block. Now click with the left mouse button while holding down the shift key on the last directory in the block. The selected block is highlighted in the Directory Window.

UnCompress Directory

This option reverses the effect of the Compress Directory option. Files are extracted from the directory archive and the archive is deleted.

Selection of a block of directories to uncompress is the same as for the Compress Directory option.

Find Directory

You can search for a directory on any floppy drive or across all of your hard disk partitions. A dialog box prompts you for the search template. You can either enter the full name of the directory you are trying to find or just some of the letters. Entering letters lets you search for a directory when you are not quite sure of its name. FrontWindow searches for directory names that contain the letters you gave in the template. For example, suppose you have the directories 'WINDOWS', 'WINDEV' and 'WINAPPS' on your hard disk, giving the template "WIN" will find all of these directories. If you gave "D" as a template, only the directories 'WINDOWS' and 'WINDEV' would be found.

The dialog box also lets you select the drives or partitions that you want to search. If your current drive is a floppy drive you can only search on this drive. But, if you are on a hard drive partition and you have a number of partitions on your hard disk, you can search all the partitions or just select some of the partitions for the search.

The directories found in the search are displayed in a Finds Window. This window is opened as soon as the search starts and it is updated as each directory is found. Left clicking on a directory displayed in the Finds Window will make this directory become the current directory. All windows will update appropriately.

Tree Info

Activates the **Tree Info dialog box** which presents information about the current tree - number of directories, number of files and total number of bytes in the current tree. The Tree Info dialog box also has a list box which lists the subdirectories in the tree. You can get tree information on a subdirectory in the tree by left clicking on a subdirectory in the list box.

This dialog box offers a quick method of determining how much disk space would be freed by deleting a directory tree, or how much space is needed to copy a directory or an entire directory tree.

Print Directory Map

Prints a graphical map for the directory tree of the currently selected drive or partition. The printout looks exactly the same as the display given in the Directory Tree Window. If the directory map is too wide to fit onto a page the output is automatically formatted and printed over two pages with arrows indicating where the pages connect.

If you are printing in landscape mode on an Epson printer you need to set the following printer options using the **Printer Setup** command:

- 1) Set the page size to A4, this will give arrows showing the page connections.
- 2) Select a resolution of 240 x 144 or 120 x 144.

Users with other printers may need to experiment to find the appropriate page size and resolution.

This option has been tested on Laserjet and Epson FX printers. If you are using a different printer and have problems we would be grateful if you would report these to us.

Before the printing starts you have the option to cancel the print. Once the print has begun you can use Window's Print Manager options to control the printing.

Print File List (Current Tree)

Prints the complete documentation for the currently selected tree. If you are on the root directory, documentation for the entire drive or partition is printed out. For each directory the following information is included:

Path
Directory Notes
List of files with size, date and attributes

Before the printing starts you have the option to cancel the print. Once the print has begun you can use Window's Print Manager options to control the printing.

Print File List (Current Directory)

Prints directory documentation for current directory only.

Print Tag List (Current Directory)

Prints tags documentation for the current directory :

Path
Directory Notes
List of files with file tags.

Printer Setup

This option lets you set the printer options for the current default printer. FrontWindow does not let you change the printer type. This can be changed from the Printers option on the Control Panel.

Cancel

This option cancels any pending process. Cancel is greyed when there is no pending operation.

Drive Menu Commands

Gives a menu of all the possible floppy drives and hard disk partitions found on your system. The current drive is indicated on the menu by a tick. You can change the drive or partition by selecting a new drive indicator. **Note : when you change disk in a floppy drive you must also select the appropriate drive on the Drive Menu to update the Directory Tree and Files windows.**

To set the correct number of drives listed on the Drive Menu use the **Last Drive** parameter setting which is accessed from the **Customisation** option on the **Configure Menu**.

Files Window

This window shows the files for the current directory. The files are sorted by name, giving a list of files in alphabetical order. For each file the name, size, date, time and attributes are given.

The title bar gives the current directory path, the file filter, the number of files selected, the total number of files in the directory, the total bytes for selected files and the total number of bytes for all the files in the directory.

You can use the **Files Menu Commands** to perform various operations on files, such as copy, delete, or changing file attributes. In order to do this you must first select the required files. Selected files are highlighted. You can select files using the mouse or the keyboard. Clicking the left mouse button on a file selects it. Using the FrontWindow Keys you first move to the required file and then select the file by hitting the space bar. The file you are positioned on is shown by a box with dotted lines around the file. You can also select and unselect files using the **Files Menu Commands**.

You can run an 'EXE' or 'COM' file directly from the Files Window by either double clicking on it or by moving the dotted box cursor to the required file and pressing enter. You can run an application against a file by double clicking with the left mouse button on the required file. FrontWindow uses the win.ini file, which should be in your Windows directory, to run the application that is appropriate for your chosen file's extension. The win.ini file has a block called extensions, which FrontWindow uses. Here a typical extensions block:

```
[Extensions]
doc=winword.exe ^.doc
dot=winword.exe ^.dot
cal=calendar.exe ^.cal
crd=cardfile.exe ^.crd
trm=terminal.exe ^.trm
txt=notepad.exe ^.txt
ini=notepad.exe ^.ini
pcx=pbrush.exe ^.pcx
bmp=pbrush.exe ^.bmp
wri=write.exe ^.wri
```

With this block in the WIN.INI file, if you double click on a file with the extension 'TXT', Notepad will be run with your file, if you double click on a file with a 'PCX' or a 'BMP' extension Paintbrush will be run with that file. If you look at our typical extensions block you will notice that the 'TXT' extension is linked to Notepad. If you want to run Notepad with text files that have other extensions, you can add these to your win.ini file. For example, if you had text files with the extension 'LET' for your letter files, you could include these by adding the line,

```
let=notepad.exe ^.let
```

The ^.let is rather like a wildcard pattern. You will notice that the path for the application file is not given, this is because the directory that notepad.exe is in (usually C:\WINDOWS) should be given in the path statement in your autoexec.bat file. If you want to use an application whose directory is not included in the path statement you

will have to give the path as well as the application file name. For example,

```
docs=c:\editor\myeditor.exe ^.docs
```

You can also run applications by adding options to the Run menu (see **Run Menu Commands** for details).

Files Menu Commands

The Files menu lets you perform operations on selected files in the Files Window. You first select the required files and then move, copy, delete, rename them, change their attributes or add them to the bin. A file is selected by clicking on it with the left mouse button, or by using the keyboard to move to the file and then hitting the spacebar to select the file. A highlight indicates that a file is selected.

When the Files List Window is active there is a dotted box which surrounds the current file in the window. This box moves when the keyboard navigation keys (or Page Up, Page Down, Home, End keys) are pressed. When you are using the mouse left clicking on an entry will move the dotted box and select the entry clicked on, but using the keyboard keys only moves the dotted box. To select an entry with the keyboard you must press the space bar.

You can select a range of files by clicking the mouse leftbutton whilst holding the shift key down. The range selected is from the position of the current file, indicated by the dotted box, to the file clicked on with the shift key down.

Delete

Deletes selected files. As files are deleted they are removed from the Files Window. Use this command with care. Once you have deleted files you cannot undelete them without a separate utility. The current version of FrontWindow does not have an undelete command.

You can customize FrontWindow to provide a check on files as they are about to be deleted by setting the **File Delete Confirmation** check boxes on the **Customisation dialog box (Configure Menu)**. These check boxes allow you to select the file attributes that will trigger an individual confirmation box for the file. For example, if the system check box is set, any system files selected for deletion trigger a confirmation box before the file is deleted.

To Abort - While files are being deleted the process can be aborted by hitting the **Escape** key.

Copy

Copies selected files to a destination directory. After the Copy command is selected the Action Prompt indicates that FrontWindow is waiting for the user to select a destination directory. This is chosen by double clicking with the left mouse button in the Directory Tree Window on the directory box for the required destination directory. The keyboard can also be used to move the highlight to the required directory box - pressing the Enter Key will select the destination directory.

You can also copy files to a directory on another partition or drive. Use the Drive Menu to select the required drive or partition. Now select the destination directory and after you have confirmed the selection you will see the Files Window being updated as the files are copied into your selected directory on the new drive or partition.

To Abort - While files are being copied the process can be aborted by hitting the **Escape** key.

Mask Copy

This copy option does not require you to select files in the source directory. Instead it uses the target directory as a mask for selecting files to copy. This means that if a file exists in the source and the target directory it is copied from the source to the target. This option is useful if you have a working directory which contains intermediate files (such as .obj files) as well as primary source files. If you only want to copy the primary files into a back-up directory and need to do this often you can do this simply by initially copying the primary files into the back-up directory. Once this is done, future back-ups of the primary files can be done by selecting **Files - Mask Copy**.

Move

Moves files to a destination directory. The files to be moved are copied to another directory on the current or a new drive or partition and then deleted from their current directory position. Selection of source and destination directories for this option is the same as for the Copy option (see above).

To Abort - While files are being moved the process can be aborted by hitting the **Escape** key.

Rename

Renames selected files. A dialog box prompts you for the new file name. If you have selected more than one file, a dialog box appears for each file. If you don't want to rename a selected file you can select the 'Miss' button, FrontWindow will then leave the file and pass on to the next selected file. You can abort the rename operation by selecting the 'Cancel' button on the dialog box. As each file is renamed you will see the Files Window update with the renamed file.

Attributes

This option lets you change the attributes of selected files. There are two modes,

Block: The attributes of all the selected files are changed in one pass.

Individual: You are prompted for the new attributes for each of the selected files.

The BLOCK ATTRIBUTE CHANGE dialog box has three columns,

Attribute Spread: indicates the spread of attributes over all the selected files. You can use this to check for unexpected attributes. For instance, if you expected only Archive files but the System attribute is set in the spread, you have probably selected an unwanted file.

Add: add this attribute to selected files.

Remove: remove this attribute from selected files.

Select All

Selects all the files in the Files Window.

Unselect All

Unselects all or any files selected in the Files Window.

Add to Bin

Puts the selected files into the Bin. If the Bin Window is not already activated it is opened. Note that this option does not clear the Bin first, it adds files to those already in the Bin. To clear the Bin use **Bin-Reset**.

Find

This option lets you search for files on any floppy drive or across all your hard disk partitions. The Find sub-menu lets you select the type of search. You can either search by name (File Spec), name and date, name and size or name and attributes.

The dialog box for each search type prompts you for the search template. You can either enter the full name of the file you are trying to find or a combination of wildcards and some of the file's letters. To search for all files with a particular pattern you can use letters and wildcards. For example if you want to find all the files with a 'doc' extension, you would enter the pattern *.DOC.

Additional information is needed for the date, the size and the attribute search types. For a date search you need to give the date range for the search by entering a date in the after and before boxes. The date is entered as day, month and year (dd/mm/yy). For example, to find all the files with the 'wri' extension created since 11th October 1991 and before 23rd August 1992 enter '*.wri' as the pattern and then put 11, 10 and 90 in the three after boxes and 23, 8 and 91 in the three before boxes.

The greater than and less than entry boxes for the size search let you give the size range of the files to search for. You need to give the size in bytes.

For the attribute search select one or more attributes. The 'exact' option will search for files that have the attributes you have selected and no others. The 'If these' option searches for all files that have the selected attributes set, it ignores the state of any non-selected attributes on a file.

The dialog boxes for all the search options allow you to select the drives or the partitions that you want to search. If your current drive is a floppy drive you can only search on this drive. But, if you are on a hard drive partition and you have a number of partitions on your hard disk, you can search all the partitions or just select some of the partitions for the search.

The files found in the search are displayed in a Finds Window. This window is opened as soon as the search starts and it is updated as each file is found.

Once the find process is complete you can set the current directory to any directory displayed in the Finds Window by left clicking with the mouse on the appropriate entry (or using the keyboard navigation keys and pressing enter). All windows update to show the new current directory. In addition to this the Files Window will be set so that the file which was selected in the Finds Window is visible and highlighted.

To Abort: hitting the escape key will abort a Find process

Find - Text

The Text sub-option on the Find submenu lets you search for text within files. When this option is selected the Find-Text dialog box is presented. You can now enter up to four inclusion strings and one exclusion string. If more than one inclusion string is specified the search is carried out for files that contain all the strings specified. If an exclusion string is specified all files which contain this string will be omitted from the search regardless of what else they contain.

The **Text Files** button on the text search dialog box determines the type of the search. When this button is checked the search assumes that the files to search are text files with carriage returns at the end of lines. When this text search mode is selected a **Text Search Report Window** is opened in addition to the Finds Window. When a file is added to the Finds Window the **Text Search Report Window** is updated with a report of the line numbers on which matches occurred together with the actual line of text. Once the search is complete you can double left click on a line displayed in the **Report Window** to load the file into a **Browse Window**. When the **Browse Window** initially displays the file the line selected in the **Report Window** will be the first visible line in the Browse Window.

Compare

This option lets you compare directories to find matching files. The compare option gives a sub-menu which lets you select criteria for the comparison, the possible criteria are :

name only
name and same date,
name and different date
name and same size
name and different size

Once a criterion is selected the current directory is fixed and the Action Prompt indicates that FrontWindow expects the selection of a Compare Directory. Left clicking (or using the keyboard navigation keys and then pressing **Enter**) in a directory box selects the compare directory, which is shown by a grey highlight. A second files window, called the Compare Window, is opened, this window contains a list of files in the compare directory. The original Files Window continues to display files in the current directory. Files in the current and the compare directory which match, according to the criterion selected, are highlighted in the Files Window and also in the Compare Window.

You can alter the criterion for the comparison by selecting the compare option again and selecting a new criterion from the submenu.

To terminate the comparison select Cancel from the Files, Directory or Bin menu.

You cannot select files in the Files Window while doing a comparison.

Enter Filter

Sets the filter template for the Files Window. You are prompted for the new filter. Once you have confirmed the new template the Files Window updates to show only those files that match the filter.

Point at Filter

Sets the filter to a selected file extension. This is a faster way of setting a filter than using the Enter Filter command. You can set the filter template for the Files Window by selecting a file in the Files Window that has the required extension. This can be done by either clicking the left mouse button on the file or moving to the file using the keyboard and then selecting the file with the enter key.

Reset Filter

Sets the filter for the Files Window back to *.*.

Cancel

This option cancels any pending operation. Cancel is greyed when there is no pending operation.

Exit

Terminates the FrontWindow session.

Finds Window

This window shows the results of searching for directories or files. The directories or files (including their paths) are shown in the window.

If the search is for files, the title bar gives the number of files found and the total number of bytes for all the found files. When finding directories the title bar gives the number of directories found. This information is updated as each file or directory is found.

In the current version of FrontWindow there is a limit for the number of files that can be found. The limit is about 2,000 files.

You can change the current directory by selecting a directory or a file in the Finds Window with the left mouse button or by using keyboard navigation keys and then pressing Enter. The highlight in the Directory Tree Window moves to the appropriate directory and the Files Window is updated for the new current directory. When a found file is selected, the files in the Files Window are positioned so that the found file is visible and highlighted.

Compare Window

This window is only opened when you select a directory to compare against the current directory (see **Files Menu-Compare**). The directory to compare is selected in the Directory Tree Window. The selected directory is indicated by a grey highlight.

When you cancel the Compare mode the Compare Window is cleared and the grey highlight is removed from the Directory Tree Window.

The Compare Window shows the files in the compared directory. Any files that match a file in the current directory are highlighted. They are also highlighted in the Files Window, which shows the files for the current directory.

In compare mode you can make the Compare Window or the Files Window active, you can then scroll through all the files to check for compared files in both directories.

You cannot select files in the Files Window while doing a comparison.

Bin Window

This window is opened when any files are added to the bin using the Add to Bin option on the Files menu. It is also possible to add files found in a Find operation. This option on the Bin Menu lets you add all the files shown in the Finds Window to the Bin.

The Bin Window shows the files in the Bin, giving the path and the file name for each file. The title bar gives the number of files selected, the number of files in the Bin, the total bytes for files selected in the Bin and the total number of bytes for all the files in the Bin. This information is updated as files are added and removed from the Bin. you can remove all the files, or selected files from the Bin by using Bin Menu options.

The files added to the Bin can come from different floppy drives and hard disk partitions and from different directories on these drives and partitions. The options under the Bin menu let you delete, copy and move files from different source directories. For example, if files from a 'LETTERS' directory on your C partition and a 'WORK' directory on your D partition had been put into the Bin you could copy all these files to a floppy disk in your A drive. Or suppose you wanted to put all the files with a '*.DOC' extension, which are in different directories on your C and D partitions, into one directory, you could first perform a Find, add the found files to the Bin and then use the Move option to put all the files into a directory called 'DOCS'.

Bin Menu Commands

Most of the options are chosen after files have been selected in the Bin Window. A file is selected by clicking on it with the left mouse button or by using the keyboard to move to the file and then hitting the spacebar to select the file. A highlight indicates that a file is selected.

Delete

Deletes selected files. Each file is deleted from its directory of origin. As a file is deleted it is removed from the bin and the file is no longer displayed in the Bin Window. Use this command with care. Once you have deleted files you cannot undelete them without a separate utility. The current version of FrontWindow does not have an undelete command.

To Abort - While files are being deleted the process can be aborted by hitting the **Escape** key.

Copy

Copies selected files to a destination directory. After a copy all the files are retained in the Bin. Selection of the destination directory is the same as for other copy / move options (see above).

To Abort - While files are being copied the process can be aborted by hitting the **Escape** key.

Move

Moves selected files to a destination directory. The files to be moved are copied to another directory on the current or a new drive or partition and then deleted from their source directory. As each file is moved it is removed from the Bin. Selection of the destination directory is the same as for other copy / move options (see above).

To Abort - While files are being moved the process can be aborted by hitting the **Escape** key.

Back-Up

Backs-up all the files in the Bin onto floppy disks in the A drive. A supply of blank formatted disks is needed. You are prompted to put a new disk into the A drive when necessary.

Each back-up disk is numbered in sequence from the first disk. When all the files have been successfully transferred you will be asked to put the first back-up disk back into the A drive. FrontWindow then writes information to the disk that is needed when the back-up is restored.

When the current back-up disk is full, FrontWindow prompts you to insert a new disk. Files are split across disks to ensure that all the available space on a back-up disk is used. This also means that large files, which would not fit onto a single disk, are split across several disks. The Restore command rebuilds split files.

Because of the way files are split you cannot have two files with the same name in the Bin when using the Back-Up facility. Before the Back-Up commences FrontWindow checks for duplicate filenames in the Bin. If any are found an error message is displayed and the duplicate file is highlighted in the Bin Window.

Restore

Copies all the files into the current directory from a set of back-up disks created using the Bin-Backup command. Files must be restored to an empty directory, if the current directory is not empty an error message is displayed and the restore is aborted. FrontWindow lets you restore from the A drive.

Start by putting the first disk in the A drive. FrontWindow checks that there is enough disk space to restore the files. If there is not enough space the restore is aborted and an error message is displayed showing the amount of space needed. If there is enough space the restore begins and you are prompted to insert each back-up disk in its numbered sequence. If you insert a disk that is not in the correct back-up disk sequence you are prompted for the correctly numbered back-up disk. As files are restored they are added to the Files Window.

Select All

Selects all the files in the Bin Window.

Unselect All

Cancel any file selections made in the Bin Window.

Reset

Removes all the files from the Bin. This operation clears the Bin Window, but does not operate on the files themselves.

Remove From Bin

Removes selected files from the Bin. The files are no longer shown in the Bin Window, but the files themselves are unchanged.

Add Finds

This option puts all the files into the Bin that were found in the most recent file find using the Find option on the Files menu. This option causes the Bin Window to be opened. The window updates as each file is added to the Bin.

Cancel

This option cancels any pending operation. Cancel is greyed when there is no pending operation.

Notes Window

This window gives a simple text editor for entering notes on the current directory. The title bar shows the current directory.

The text is automatically saved to a file. If the directory name does not have an extension the Notes file takes the name of the current directory plus a "FVN" extension. If the directory name has an extension the Notes file name will be constructed by taking the first five characters of the main name, adding the directory extension and then appending a "FVN" extension. For example, if the directory is called MYFILES.123 the file containing the directory notes will be named MYFIL123.FVN.

The notes files are saved to the directory they apply to when you change the current directory or when you exit FrontWindow. If you copy or move directories the directory notes are also copied and moved to the new subdirectories. Remember that when you delete a directory you will also delete its directory notes.

When you change directories the Notes Window is automatically updated with the notes for the new current directory.

If your directory notes get large you may notice that loading and saving them slows down your movement around a directory tree. You can use the Notes menu to overcome this by disabling the Notes facility, when you want to view the directory notes you can enable the facility again.

Notes Menu Commands

All of the editing options are chosen after text has been selected. You can select text using the mouse. First, move the text cursor to the

beginning of the text that you want to select, then click the left mouse button and hold it down while you move the text cursor over all the text to be selected. As you drag the text cursor a highlight appears on the selected text.

You can select a word by placing the text cursor anywhere on the word and then double clicking with the left mouse button. A block of text can be quickly selected by positioning the insertion point at one end of the text block with the mouse or the keyboard. Hold down the shift key and, while you do this, click with the left mouse button at the other end of the block of text. You can unselect text by clicking in the Notes Window. You can also use the keyboard to select text.

Editing Commands

Undo

This option reverses your last typing or editing action. For example, if you have just Cut some text, selecting Undo will put the deleted text back into your directory notes. If you have just typed in a word which you don't want, Undo will remove the word. Selecting Undo again will replace the word. Undo is greyed when no actions can be reversed.

Cut

Deletes selected text from the directory notes and puts it onto the Clipboard. This action erases the previous Clipboard contents. When no text has been selected this option is not available, it is greyed on the menu.

Use the Paste option to copy the Clipboard contents into the current directory notes, the notes for another directory, or another Windows application.

Copy

Copies selected text onto the Clipboard without removing the text from the directory notes. This action erases the previous Clipboard contents. When no text has been selected this option is not available, it is greyed on the menu.

Use the Paste option to copy the Clipboard contents into the current directory notes, the notes for another directory, or another Windows application.

Paste

Puts a copy of the contents of the Clipboard into your directory notes at the current insertion point. If the Clipboard is empty or does not contain text, Paste is not available. Before you select the paste option make sure the insertion point is where you want to insert the Clipboard contents. Use the mouse or the keyboard to move the insertion point.

You can also replace text in your directory notes with the Clipboard contents. First select the text that you want to replace, then select the Paste command, the selected text is overwritten.

Delete

Deletes selected text from the directory notes. This option does not put the text into the Clipboard, so the Clipboard contents are not overwritten.

Other Commands

Print

This option prints out the notes for the current directory displayed in the Notes Window. If you want to modify the printer setup before printing choose the Printer Setup option on the Directories menu.

Disable

Hides the Notes Window. This option stops the directory notes being shown when you change directories.

Enable

This option restores the Notes Window and all directory note processing when the directory notes have been stopped using the Disable option.

Search

Selection of this option activates the Search Notes dialog box. This dialog box is used to search through all the Directory Notes files on the current drive for the text entered in the "Search For Text" box.

To perform a search,

- 1) Enter the search text in the "Search For Text" box.
- 2) Select the "Search" button.

Any directory notes that contain a match are displayed in the "Found Directories" list box. Clicking on an entry in this box loads the relevant notes into the "Found Directory Notes" window. (Note: the "Found Directory Notes" window is not editable)

By putting keywords in your directory notes to indicate the purpose and contents of directories you can later use the Search Dialog Box to find specific directories. For example, if you have spreadsheet files that keep data for different transactions on different dates and these are kept in a number of directories, you can use the directory notes to indicate the transaction type and date range for each directory.

Clicking the Link button closes the Notes Search dialog box and set the FrontWindow current directory to the directory highlighted in the "Found Directories" list box.

Tags

Selection of this option activates the File Tags Dialog Box.

The files in the current directory are listed in the upper left column with text entry boxes to the right of each file name. You can enter descriptive text (tags) for each file into the text boxes. The scroll bar to the right of the text boxes is used to scroll up and down the file list. When the File Tags dialog box is closed the tag for each file is saved to a FrontWindow tag file (.FWT) in the current directory.

When you open the File Tags Dialog Box the file list and tags are loaded from the saved tags file. If files have been added or deleted this is not shown in the Dialog Box until it is refreshed (see next section). If a tags file doesn't exist a new file list with empty tags is created.

= Refreshing the File Tags Dialog Box =

Adding or deleting files from a directory causes the tags file to be out of date. To update the tags file, and the tags dialog box, click the Refresh button. The Tags Dialog Box will be updated, new files are added to the file list with empty text boxes and deleted files disappear (along with their tags).

= Searching File Tags =

The File Tags Dialog Box can be used to search for text in the file tags. you can enter the text you want to search for in the "Search For Text" box.

Two search options are available,

1) You can search the tags in the current directory by click the "Search Directory" button. When you click on this button all the tags in the current directory are searched. When a match is found the matched file moves to the top of the tags list.

2) You can search the tag files in all the directories on the current drive by clicking on the "Search Drive" button. When you click on this button all the tag files in all the directories on the current drive are searched. Directories which have a tag or taags with the search text are displayed in the "Found Directories" list box. When you double click on an entry in this list box the files and tags for the selected directory are loaded. You can now use the "Search Directory" button to quickly find the files and tags with a match.

Clicking the Link button will close the Notes Search Dialog Box and set the FrontWindow current directory to the directory highlighted in the "Found Directories" list box.

= The FileTags Dialog Box Keyboard Interface =

The Tab key conforms to standard Windows behaviour - the Tab key in a dialog box switches focus between dialog controls in sequence. When the Tags Dialog Box is opened the focus is set to the top tags box and hitting the Tab key moves the focus to the next tag box. Hitting the Tab key with the shift key pressed moves the focus to the previous tag box. Hitting the Tab key when focus is on the bottom tag box moves the focus to the next Dialog control - 'Search Directory' etc. To scroll the file / tags list use the keyboard navigation keys - Line Down, Line Up, Page Down, Page Up, Home and End, or mouse click on the scroll bar.

Quick Access Keys :

Alt X = Enter search string

Alt S = Search drive

Alt D = Search directory

Alt T = Return to tags

Alt F = Move focus to found directories list box. Once the list box has focus a directory can be highlighted by pressing the space bar. Hitting the return key will now load the tags for the highlighted directory.

Alt R = Refresh tags

Alt C = Close tags dialog box.

Other keys are :

Home = Move to top of file and tag list

End = Move to end of file and tag list

Down = Scroll file and tag list down one

Up = Scroll file and tag list up one

Page Up = Scroll up a page

Page Dn = Scroll down a page

Ctrl + any alphabetic or numeric key
= Search the file list for the next file name beginning with the alphabetic or numeric key.

Run Menu Commands

Dos

This option starts the Dos command interpreter, taking you to the Dos command line from within Windows. You can execute Dos commands or Dos applications. When you have finished you can quit by typing exit at the Dos prompt and pressing the enter key. While in Dos you can switch to Windows using Alt+Esc or you can bring up the task list using Ctrl+Esc.

Remember that the Dos option still leaves you in Windows, so you should not run any commands or utilities that might modify the file allocation tables, such as chkdsk with the /f switch or file undelete, disk compression or optimization utilities. You should also avoid trying to run another windows session!

User Installed Options

You can customize the Run Menu so that you can run applications by selecting an item on the menu. The menu items (i.e the titles that actually appear on the Run Menu underneath the DOS option) and the applications which are run when Run Menu items are selected are set by using the **Configure - Add To Run Menu** and **Configure - Delete From Run Menu** options. For details see the section on the **Configure Menu** commands.

Window Menu Commands

Cascade

Arranges opened windows so that they overlay each other going from the top to the bottom of the application window.

Tile

Opened windows are arranged side by side, so that all the windows are visible and none of the windows overlap.

Default

This option rearranges opened windows to the window layout used in FrontWindow. This is the arrangement of windows that you see when you start up FrontWindow. The Bin Window, Finds Window and Compare Window are cascaded over the Files Window. If you have moved or resized any windows this option will return them to their default size and position.

You can set a default window layout to your own preference by using the **Configure - Save Default Window Setup** option.

Open Windows List

Lists the names of the currently open windows. When FrontWindow is started up the Directory Tree Window, the Files Window and the Notes Window are open. As windows are opened or closed they are added or removed from the list. You can make another window active by selecting it from the list. This is useful when the window is hidden by other windows, stopping you from making it active by clicking on it with the left mouse button. You can also use the keyboard to make a window active (**CNTRL-F6**).

Configure Menu Commands

The commands on the Configure Menu allow the user to customise FrontWindow according to his or her requirements. Settings are recorded in the FW.INI file. This file should only be altered by using the options on the configure menu.

Customisation

Activates the basic customisation dialog box. This has eight sections :

1. Startup Maximised

Set this parameter to YES if you want FrontWindow to fire up full screen.

2. **Tree Refresh**

This parameter determines whether FrontWindow refreshes the directory tree when it reactivates after another application has been active.

- NO REFRESH = The tree is only refreshed when the user forces a refresh by selecting the current drive identifier from the **Drives** menu.
- FREE SPACE = The tree is refreshed if the free disk space changes while FrontWindow is inactive.
- ALWAYS = The tree is always refreshed when FrontWindow is reactivated.

Which setting to use depends on what you are likely to do in between reactivations of FrontWindow. If you are using another program which is likely to create subdirectories it is useful to set **Tree Refresh** to **Free Space**. This ensures that, if the free disk space on the current drive / partition changes while FrontWindow is inactive, FrontWindow rereads the directory tree so that any new subdirectories are displayed when it becomes active again. Rereading the tree takes time so if you know that no new subdirectories are likely to be created outside of FrontWindow or you are happy to remember to reread the tree when necessary (by selecting the appropriate drive from the Drive Menu) set **Tree Refresh** to **No Refresh**.

3. **Info On Directory Delete**

If YES is selected FrontWindow displays additional information in the Deletion Confirm Box - the number of directories in the selected subtree, the number of files in the selected subtree and the spread of attributes found over those files. Making this facility active causes a delay while FrontWindow scans the files in the tree. If NO is selected checking of files in a subtree marked for deletion is not performed.

4. **Double Confirm On Directory Delete**

When YES is selected FrontWindow requires two confirmations before deleting directory trees. An extra confirmation box appears after the usual Confirm Deletion box.

5. Files Refresh

The Files Refresh parameter determines whether the Files Window is updated when FrontWindow is reactivated. This parameter is only relevant if **Tree Refresh** is set to NO REFRESH - refreshing the tree automatically refreshes the Files Window.

NO REFRESH = The Files Window is not refreshed.

FREE SPACE = The Files Window is refreshed if the free disk space changes while FrontWindow is inactive.

ALWAYS = The Files Window is always refreshed when FrontWindow is reactivated.

This parameter should be set to FREE SPACE or ALWAYS. This ensures that any new file added to the current directory appears in the Files Window when FrontWindow is reactivated.

6. File Delete Confirmation

The attribute check boxes allow you to activate an individual warning box before files with the selected attributes are deleted. This controls the behaviour of the **Files-Delete** and the **Bin-Delete** option, it does not apply to **Directory-Delete**. The parameter gives added protection when performing file deletions. For instance, when the check box for system files is set, a warning confirmation box for individual system files appears before file deletion takes place.

7. Overwrite Warning

This setting determines whether or not a warning confirmation box is displayed when a file is about to be overwritten when files are being copied or moved.

LATEST DATE = A warning box is displayed if the file which is about to be overwritten has a later date than the overwriting file.

NONE = No overwrite warnings

ALWAYS = Overwrite warning always given.

8. LastDrive

Sets the last drive identifier to appear on the **Drives** menu.

Save Default Window Config

Selecting this option saves the current window configuration as the default layout. The default layout is the window configuration displayed when FrontWindow fires up and it is also restored by selecting the Default Window option (see **Window Menu Commands**). The default layout only applies to the three main windows (Directory, Files, and Notes),

other windows are positioned in relation to these. If the Notes Window is disabled when this option is selected it is also disabled in the Default Layout.

Add Item To Run Menu

When this option is selected a dialog box is presented. It has two entry boxes :

- 1) Menu Item - type in the item you want to appear on the **Run** menu.
- 2) Execute - type in the command line to execute when the item is selected from the **Run** menu.

Click the OK button to confirm the addition. When you next select the **Run** menu you will see that the menu item has been added. When you select the item the command line will be executed.

The command line you enter in the Execute box can either be the name of a program file to run or the name of a program file together with the name of a file to load with the application (and any other parameters you need to specify). For example, if you have a Notepad file called TODO.TXT (in which you keep a "things to do" list). To fire up notepad with this file from the **Run** menu :

- a) Select the **Configure - Add To Run Menu** option.
- b) Enter "TO DO" in the Menu Item Box.
- c) Enter "NOTEPAD TODO.TXT" in the Execute Box.
- d) Click the OK button.

Useful Additions to the Run Menu

1) SYSEDIT.EXE is a Windows utility, located in the WINDOWS\SYSTEM directory, which loads the files SYSTEM.INI, WIN.INI, CONFIG.SYS and AUTOEXEC.BAT into a multi-document notepad for editing. To add this to the **Run** menu use the **Configure - Add To Run Menu** option :

- a) Select the **Configure - Add To Run Menu** option.
- b) Enter "SYSEDIT" into the Menu Item Box.
- c) Enter "C:\WINDOWS\SYSTEM\SYSEDIT.EXE" into the Execute Box.
- d) Click the OK button.

2) Adding disk formatting options: You can call FORMAT.COM from the Run menu. This allows you to format floppy disks from FrontWindow. For example, if the A drive is high density 3.5" :

- a) Select the **Configure - Add To Run Menu** option.
- b) Enter "FORMAT A:1.44" into the Menu Item Box.
- c) Enter "FORMAT.COM /f:1440 A:" into the Execute Box.
- d) Click the OK button.

3) Adding a diskcopy option: You can call DISKCOPY.COM from the Run menu :

- a) Select the **Configure - Add To Run Menu** option.
- b) Enter "DISKCOPY A" into the Menu Item Box.
- c) Enter "DISKCOPY.COM A: A:" into the Execute Box.
- d) Click the OK button.

This gives an option to copy a disk from drive A to drive A.

Delete Item From Run Menu

When this option is selected the **Run** menu appears. Select an item on the **Run** Menu (excluding the DOS option which is fixed) and is deleted from the menu.

Tree Files

This option allows you to point at the directory that FrontWindow uses to store the directory tree information files. As a default the tree information is saved in the root directory of a drive.

Button Bar

This option allows the user to configure the button bar to his or her needs. When this option is selected the user is prompted to select a button to configure. When a button is selected, by clicking on it, the prompts change to indicate that a menu item should now be selected. All of the menu items from the Files, Directory, Drives and Bin menus, except the Backup, Restore and Printing options, can be assigned to a button.

Viewer

This option allows the user to set the mode of the View Window. There are two modes :

1. Hex - the viewer shows a hex dump of a file. This mode can be used to view any file. If the right mouse button is clicked inside the viewer window the hex display is suppressed and the view window displays unformatted characters (or dots for non-textual hex values).
2. Text - this mode should only be used with text files which have carriage returns at the end of lines. A file is displayed as text in a Browse Window.

Compression

You can use this option to set the compression program used by the **Directory - Compress** and the **Directory - Uncompress**. FrontWindow can call Arj, Pkzip/Pkunzip or LHarc depending on this setting. The compression program is called with the relevant command line parameters that selects the mode 'move file into archive' mode. This means that files are removed from the directory leaving only the archive file when compression is complete.

The View Window

The View Window is activated by double right clicking on a file in the Files Window or by moving the dashed box, which indicates the current item, to the file and pressing **Shift-Enter**. This action selects the file to be viewed. If the view window is not already open it is activated. The selected file is displayed in the view window as both hexadecimal and character formats or Text only depending on the **Configure - Viewer** setting. In the hexadecimal mode you can switch to a character only format by clicking the right mouse button inside the View Window. The right mouse button toggles between the two hexadecimal view formats.

The Floating Menu

When the right mouse button is clicked inside the Directory Window the FrontWindow floating menu appears. This provides a short cut to perform the following tasks:

| | |
|-------------------------|--------------------------------------|
| Copy Directory (Tree) | - current tree |
| Move Directory (Tree) | - current tree |
| Delete Directory (Tree) | - current tree |
| Copy All Files | - all files in the files window |
| Copy Selected Files | - selected files in the files window |
| Mask Copy Files | |
| Move All Files | - all files in the files window |
| Move Selected Files | - selected files in the files window |
| Delete All Files | - all files in the files window |
| Delete Selected Files | - selected files in the files window |

If an option that requires a destination directory is selected from the floating menu, the Drives menu automatically appears in place of the floating menu. If the destination directory is on the currently displayed drive this menu can be ignored.

FrontWindow Keys

FrontWindow has been designed to be as standard as possible in its use of the keyboard interface. The following keys are used in FrontWindow.

Moving between windows

| Key(s) | Function |
|---------------|---|
| Ctrl+F6 | Switches to the next visible window and makes that window active. |

Moving in a window

| Key(s) | Function |
|-------------------------|--|
| Up Arrow | Moves up one directory or file. |
| Down Arrow | Moves down one directory or file. |
| Home | Moves to the first directory or file. |
| End | Moves to the last directory or file. |
| PgUp | Scrolls the window up vertically. |
| PgDn | Scrolls the window down vertically. |
| Ctrl+PgUp | Scrolls the window left horizontally. (Directory Tree Window only). |
| Ctrl+PgDn | Scrolls the window right horizontally. (Directory Tree Window only). |
| 5 key on numeric keypad | Positions the directory tree so that the current directory is visible. |

Selecting files and directories

| Window | Key(s) |
|--------|--------|
|--------|--------|

| | |
|-----------------------|---|
| Directory Tree Window | Up Arrow, Down Arrow, Home and End moves to a directory and selects it. |
|-----------------------|---|

| | |
|--------------------------|--|
| File List and Bin Window | Up Arrow, Down Arrow, PgUp, PgDn, Home and End moves to a file. Spacebar to confirm the selection. |
|--------------------------|--|

| | |
|-------------|---|
| Find Window | Up Arrow, Down Arrow, PgUp, PgDn, Home and End moves to a file. Enter key to confirm the selection. |
|-------------|---|

General Keys

| Key(s) | Function |
|--------|----------|
|--------|----------|

| | |
|---------|-------------------------------------|
| Ctrl+F4 | Closes the currently active window. |
|---------|-------------------------------------|

| | |
|--------|--|
| Alt+F4 | Closes FrontWindow. Does not apply to the Directory Tree Window, the Files Window or the Compare Window. |
|--------|--|

| | |
|--------------|--|
| Alt+Spacebar | Brings up FrontWindow's system control menu. |
|--------------|--|

| | |
|----------------------------------|---|
| Alt+ - (minus on numeric keypad) | Brings up the system control menu of the active window. |
|----------------------------------|---|

Editing Keys

Moving the Insertion Point

| Key(s) | Function |
|------------------|--|
| Up Arrow | Moves up one line. |
| Down Arrow | Moves down one line. |
| Left Arrow | Moves left one character |
| Right Arrow | Moves right one character |
| Ctrl+Left Arrow | Moves left one word. |
| Ctrl+Right Arrow | Moves right one word. |
| Home | Moves to the beginning of the line. |
| End | Moves to the end of the line. |
| PgUp | Moves up one window. |
| PgDn | Moves down one window. |
| Ctrl+Home | Moves to the beginning of the directory notes. |
| Ctrl+End | Moves to the end of the directory notes. |

Selecting Text

| Key(s) | Function |
|------------------------------|--|
| Shift+Left or Right Arrow | Selects text one character at a time to the left or right. If the character is already selected, the selection is cancelled. |
| Shift+Down or Up Arrow | Selects one line of text up or down. If the line is already selected, the selection is cancelled. |
| Shift+Home | Selects text to the beginning of the line. Cancels already selected text. |

| | |
|---------------------------|---|
| Shift+End | Selects text to the end of the line. Cancels already selected text. |
| Ctrl+Shift+Left Arrow | Selects the previous word. Cancels an already selected word. |
| Ctrl+Shift+Right Arrow | Selects the next word. Cancels an already selected word. |
| Ctrl+Shift+Home | Selects to the beginning of the directory notes from the current insertion point. |
| Ctrl+Shift+End | Selects to the end of the directory notes from the current insertion point. |

Abort Key

When files are being copied or deleted the process can be terminated by hitting the **Escape** key.

USING PIF FILES WITH FRONTWINDOW (386 Enhanced Mode)

When Windows is run in enhanced mode it is possible to run non-windows applications in a window. When a non-windows application is run its initial state depends on

- a) whether windows can find a relevant PIF file.
- b) if there is a relevant PIF file the initial state of the program depends on whether the 'windowed' button of the PIF editor was checked when the PIF was last saved.

If there is no relevant pif file the program will initially be full screen. You can switch to windowed mode by using ALT+ENTER. To set the program to run initially in a window you must set up a relevant pif file with the 'windowed' button checked. You can create separate PIF's for each program or you can use the _DEFAULT.PIF to make all dos applications run in a window. For further details see the windows documentation.

EXAMPLES:

1. When you select the the Dos option from the RUN menu FrontWindow uses the COMSPEC environment entry to locate the command processor ("COMMAND.COM", "4DOS.COM" etc) and then runs it. If there is no relevant PIF file (_DEFAULT.PIF, COMMAND.PIF or 4DOS.PIF etc) which is set to windowed the command processor will run in full screen mode. If windows finds a relevant PIF (which means the PIF must be in the same directory as the command processor or in a directory specified in the PATH entry in autoexec.bat) the command processor will start in windowed mode.

2. Suppose you add "format.com A: /f:720" line to the **Run Menu**. Without a relevant PIF file this option will run full screen (unless you use the ALT-ENTER Toggle to switch into windowed mode). You can make this option automatically run in windowed mode by setting up a PIF file called 'FORMAT.PIF' and checking the windowed option. If you do this you will find that any call to FORMAT.COM will access the PIF file (as long as windows can find it) and force it to run in a window. This means that if you have another option on the **Run Menu** "format.com A: /F:1440" this will also automatically run in a window.

3. The PIF editor has an edit box for entering the window title you wish to display when the associated program is run in windowed mode. Suppose in case 2 (above) you make 'FORMATTING...' the window title. Now you will find your formatting window will not indicate whether you have chosen to format a high or low density disk in drive A:.. To get around this (admittedly minor) drawback you can create a PIF file for each case. To create a PIF file which applies only for formatting a 720K disk in A:, for instance, you need to do the following:

1. Run the PIF editor.
2. Enter the PROGRAM FILENAME - 'C:\DOS\FORMAT.COM'
3. Enter the WINDOW TITLE you want - 'Formatting A:
720K'
4. Enter the optional parameters - 'A: /F:720'
5. Set the WINDOWED button.
6. Save the PIF file with an appropriate name
'FORMA720.PIF' for instance.

4. Suppose you want to add a DiskCopy option to the RUN menu but you want also to select the parameters for the diskcopy when you run DISKCOPY.COM from the RUN menu. You can create a PIF file for DISKCOPY - check the windowed button and enter a '?' into the OPTIONAL PARAMETERS edit box. The question mark will cause a dialog box, which prompts for the required parameters (i.e. a: b: or b: b: etc), to be displayed when you select the 'DiskCopy' Option from the RUN menu. Now whenever you select the DiskCopy option from the RUN menu you will be prompted for the source and destination before 'DISKCOPY.COM goes into action.

Alternatively you can simply include the parameters in the execute box when you add the disk copy option to the **Run Menu** - "DISKCOPY.COM A: A:".