

# Twisted Pine Trailblazer Tutorial

The Trailblazer TUTORIAL introduces you to and walks you through the basic elements and features of Trailblazer. There is a special directory named TUTORIAL which is loaded automatically when you install Trailblazer, and you will be navigating through and manipulating its files and subdirectories.

This TUTORIAL demonstrates specific methods of implementing Trailblazer features, but often there is more than one way to perform the same task.

If you do not complete the TUTORIAL in a single session, you can exit Trailblazer as described at the end of the TUTORIAL and complete it upon startup of your next session.

Do not try to start the TUTORIAL a second time until you've completed it once. If you do not wish to go through the entire TUTORIAL before restarting, it is important that you at least perform the ERASE and EXIT exercises at the end of the TUTORIAL before beginning again.

## STARTING TRAILBLAZER

From Program Manager use the File Run... menu option to bring up the Run... dialog box. In this dialog box type in C:\TRALBLZR\TRALBLZR.EXE and click OK. This will launch Trailblazer getting you up and running.

## IDENTIFYING PARTS OF THE TRAILBLAZER WINDOW

The Trailblazer window is constructed of individual sections called SLATES. The following is a description of each slate:

### STORAGE SLATE

The STORAGE SLATE can hold up to 86 icons. The icons can represent disk drives (up to 26), applets (up to 20), directories (up to 20), or files (up to 20). Every disk drive on your system and all applets will automatically be displayed in the STORAGE SLATE, but you can select which directories and files are displayed. The STORAGE SLATE provides a platform on which to store frequently accessed files and directories.

Up to five items are visible in the STORAGE SLATE at one time. Whenever there are more than five items stored on the slate, the directional arrows (RIGHT STORAGE ARROW and LEFT STORAGE ARROW) to the right of the slate will illuminate. You can scroll one icon at a time in either direction to view the hidden items by CLICKing on the appropriate arrow.

### PATH SLATE

The PATH SLATE is an icon representation of the current directory path and provides you with the answers to the questions of *WHERE?* and *WHAT?* is the current selection.

Each icon in the PATH SLATE represents one level of the disk's directory structure. Reading from left to right on the PATH SLATE, you go deeper into the layers of directories until the individual files or subdirectories of interest are found. The current selection is the right-most icon and is always highlighted.

As with the STORAGE SLATE, the PATH SLATE has up to five icons visible at one time. Whenever there are more than five items stored on the slate, one or both of the directional arrows (RIGHT PATH ARROW and LEFT PATH ARROW) to the right of the slate will illuminate. You can scroll one icon at a time in either direction to view the hidden items by CLICKing on the appropriate arrow.

The current selection is represented by the right-most icon on the PATH SLATE, i.e. the end of the path, and it is highlighted both in the PATH SLATE and the VIEW SLATE.

### **ON DECK SLATE**

When not in use during a command operation, the ON DECK SLATE displays the current date and time. During command operations, the ON DECK SLATE serves as an intermediate position for items being manipulated.

### **UTILITY SLATE**

The UTILITY SLATE has the following four buttons for performing frequent operations:

- COMMANDS/PATH BUTTON
- SELECT ALL BUTTON
- NEW FOLDER BUTTON
- HELP BUTTON

### **COMMAND SLATE**

The COMMAND SLATE is located behind the Path Slate and can be viewed by CLICKing the COMMANDS BUTTON in the UTILITY SLATE. The COMMAND SLATE consists of the following 8 buttons used to perform Trailblazer functions:

- ABOUT BUTTON
- FIND FILE BUTTON
- ICON BUTTON
- LAUNCH BUTTON
- NOTES BUTTON
- RENAME BUTTON
- SORT BUTTON
- VIEWS BUTTON

### **INFO SLATE**

The INFO SLATE continuously displays the available space, in kilobytes, of the current disk. Information about the current selection is also displayed.

### **VIEW SLATE**

The VIEW SLATE is the largest slate and is the one on which navigating, selecting, and launching of files can occur. There are three different versions of the VIEW SLATE which all perform the same functions, and Trailblazer allows you to select which representation best meets your needs.

The first step of this TUTORIAL will be to select the TREE VIEW SLATE mode. As you proceed through this TUTORIAL, you will also see and learn about the LIST BOX VIEW and ICON VIEW modes.

## SELECT VIEW SLATE MODE

Select the VIEW SLATE mode to start the TUTORIAL.

- CLICK** The **COMMANDS BUTTON** in the UTILITY SLATE.  
*This will slide the PATH SLATE down to expose the COMMAND SLATE.*
- CLICK** The **VIEWS BUTTON** in the COMMAND SLATE.  
*This pops up the VIEW SELECT DIALOG BOX.*
- CLICK** The **TREE... BUTTON** in the DIALOG BOX.  
*This will pop up the TREE MODE DIALOG BOX in front of the VIEW SELECT DIALOG BOX.*
- CLICK** The **YES BUTTON** or the **NO BUTTON**, whichever is illuminated (active), in response to the question, "Should tree indicate expandable branches?"  
*Both the TREE MODE and the VIEW SELECT DIALOG BOXES will close and return you to the main Trailblazer display with the VIEW SLATE in the TREE VIEW mode.*

The **TREE VIEW SLATE** consists of two windows; the LISTING WINDOW (right) and the OUTLINE WINDOW (left). The OUTLINE WINDOW shows only directories and graphically illustrates the tree-like organization of directories on the current disk. The LISTING WINDOW shows detailed information about each file and subdirectory in the current directory. The current directory icon is highlighted on the PATH SLATE and in the OUTLINE WINDOW.

## NAVIGATE TO AND SELECT THE TUTORIAL DIRECTORY

The Tutorial directory can be found on the disk drive on which you installed Trailblazer. For simplicity, we will assume that Trailblazer was loaded on DRIVE C.

- CLICK** The **RIGHT OR LEFT STORAGE BUTTONS** until the icon representing DRIVE C is visible on the STORAGE SLATE.
- DOUBLE CLICK** On the **DRIVE C icon** in the STORAGE SLATE.  
*The OUTLINE WINDOW in the TREE VIEW SLATE will display the full DRIVE C (root) directory outline.*
- SCROLL TO & DOUBLE CLICK** On the Trailblazer folder icon in the OUTLINE WINDOW.  
*This will select and open the Trailblazer directory. Its icon will appear highlighted in the PATH SLATE, and its contents will be displayed in the LISTING WINDOW of the VIEW SLATE.*
- SCROLL TO & DOUBLE CLICK** On the Tutorial folder icon in the OUTLINE WINDOW.  
*This will select and open the Tutorial directory. Its icon will appear highlighted in the PATH SLATE, and its contents will be displayed in the LISTING WINDOW of the VIEW SLATE.*

## MAKE A NEW DIRECTORY

Make a new subdirectory named Abc under Tutorial:

- CLICK** The **NEW FOLDER BUTTON** in the UTILITY SLATE.  
*The NEW FOLDER DIALOG BOX will pop up.*
- TYPE** **Abc** in the DIALOG BOX edit window.

**CLICK** The **OKAY BUTTON** in the DIALOG BOX.  
*The NEW FOLDER DIALOG BOX will close. The new directory name, Abc, will appear in the VIEW SLATE LISTING WINDOW, along with the other subdirectories of Tutorial.*

## **COPY MULTIPLE DIRECTORIES**

Copy six subdirectories from the Tutorial directory into the new directory Abc.

**CLICK & DRAG** The mouse **from Carolina to Vermont** in the LISTING WINDOW in the VIEW SLATE.

*This will highlight and select all six subdirectories in the LISTING WINDOW, and display a highlighted Bundle icon representing the selected entities in the PATH SLATE.*

**CLICK & DRAG** The **Bundle icon** from the PATH SLATE to the ON DECK SLATE.  
*The Bundle icon will replace the date and time on the ON DECK SLATE.*

**DOUBLE CLICK** The **Abc folder icon** in the VIEW SLATE LISTING WINDOW to select the DESTINATION DIRECTORY.

*The Abc folder icon will be highlighted in the PATH SLATE, and the LISTING WINDOW will be empty, because there's nothing in the directory.*

**CLICK & DRAG** The **Bundle icon** from the ON DECK SLATE to the **Abc folder icon** in the PATH SLATE.

**RELEASE** the mouse button when the Abc folder icon animates.

*The COPY IN PROGRESS DIALOG BOX will pop up until Trailblazer completes the copy operation. Upon completion, the VIEW SLATE LISTING WINDOW will display the copied directories as the new contents of Abc.*

## **Place a Directory Icon on the STORAGE SLATE**

In order to provide for quick access to directory Abc in the future, store the Abc folder icon in the STORAGE SLATE.

**CLICK & DRAG** The **Abc folder icon** from the PATH SLATE to the STORAGE SLATE. Position the icon between entities anywhere on the STORAGE SLATE, and release the mouse button when the STORAGE LIGHT illuminates.

*This will place a copy of the Abc folder icon in the STORAGE SLATE, and Trailblazer will automatically scroll the STORAGE SLATE to display it in the center position. The PATH SLATE and VIEW SLATE will remain unchanged.*

## **RENAME DIRECTORIES**

Change the Abc\Carolina directory name to Dog.

**CLICK** The **Carolina folder icon** in the VIEW SLATE LISTING WINDOW.  
*Carolina will be highlighted in the VIEW SLATE, and its folder icon will be highlighted in the PATH SLATE.*

**CLICK & DRAG** The **Carolina folder icon** from the PATH SLATE to the ON DECK SLATE.

**CLICK** The **COMMANDS BUTTON** in the UTILITY SLATE.

*This will slide the PATH SLATE down to expose the COMMAND SLATE.*

**CLICK** The **RENAME BUTTON** in the COMMAND SLATE.

*This will pop up the RENAME DIALOG BOX.*

**TYPE** **Dog** in the DIALOG BOX edit window, and then hit the **RETURN**.

*This will close the RENAME DIALOG BOX and open the RENAME CONFIRMATION DIALOG BOX.*

- CLICK** The **YES BUTTON** to verify that the new name is as desired.  
*This will close the dialog box and remove the directory icon from the ON DECK SLATE. The VIEW SLATE will display the new directory name.*

Change the Abc\Vermont directory name to Fish.

- CLICK** The **Vermont folder icon** in the VIEW SLATE LISTING WINDOW.  
*Vermont will be highlighted in the VIEW SLATE, and its folder icon will be highlighted in the PATH SLATE.*
- CLICK & DRAG** The **Vermont folder icon** from the PATH SLATE to the ON DECK SLATE.
- CLICK** The **COMMANDS BUTTON** in the UTILITY SLATE.  
*This will slide the PATH SLATE down to expose the COMMAND SLATE.*
- CLICK** The **RENAME BUTTON** in the COMMAND SLATE.  
*This will pop up the RENAME DIALOG BOX.*
- TYPE** **Fish** in the DIALOG BOX edit window, and then hit the **RETURN**.  
*This will close the RENAME DIALOG BOX and open the RENAME CONFIRMATION DIALOG BOX .*
- CLICK** The **YES BUTTON** to verify that the new name is as desired.  
*This will close the dialog box and remove the directory icon from the ON DECK SLATE. The VIEW SLATE will display the new directory name.*

Change the Abc\Florida directory name to Mouse.

- CLICK** The **Florida folder icon** in the VIEW SLATE LISTING WINDOW.  
*Florida will be highlighted in the VIEW SLATE, and its folder icon will be highlighted in the PATH SLATE.*
- CLICK & DRAG** The **Florida folder icon** from the PATH SLATE to the ON DECK SLATE.
- CLICK** The **COMMANDS BUTTON** in the UTILITY SLATE.  
*This will slide the PATH SLATE down to expose the COMMAND SLATE.*
- CLICK** The **RENAME BUTTON** in the COMMAND SLATE.  
*This will pop up the RENAME DIALOG BOX.*
- TYPE** **Mouse** in the DIALOG BOX edit window, and then hit the **RETURN**.  
*This will close the RENAME DIALOG BOX and open the RENAME CONFIRMATION DIALOG BOX.*
- CLICK** The **YES BUTTON** to verify that the new name is as desired.  
*This will close the dialog box and remove the directory icon from the ON DECK SLATE. The VIEW SLATE will display the new directory name.*

Change the Abc\Maryland directory name to Bird.

- CLICK** The **Maryland folder icon** in the VIEW SLATE LISTING WINDOW.  
*Maryland will be highlighted in the VIEW SLATE, and its folder icon will be highlighted in the PATH SLATE.*
- CLICK & DRAG** The **Maryland folder icon** from the PATH SLATE to the ON DECK SLATE.
- CLICK** The **COMMANDS BUTTON** in the UTILITY SLATE.  
*This will slide the PATH SLATE down to expose the COMMAND SLATE .*
- CLICK** The **RENAME BUTTON** in the COMMAND SLATE.  
*This will pop up the RENAME DIALOG BOX.*

- TYPE** **Bird** in the DIALOG BOX edit window, and then hit the **RETURN**.  
*This will close the RENAME DIALOG BOX and open the RENAME CONFIRMATION DIALOG BOX.*
- CLICK** The **YES BUTTON** to verify that the new name is as desired.  
*This will close the dialog box and remove the directory icon from the ON DECK SLATE. The VIEW SLATE will display the new directory name along with the other newly renamed directories: Dog, Fish, and Mouse in the VIEW SLATE.*

## MAKE A NEW DIRECTORY

Make a new subdirectory named Cat under Abc:

- CLICK** The **NEW FOLDER BUTTON** in the UTILITY SLATE.  
*The NEW FOLDER DIALOG BOX will pop up.*
- TYPE** **Cat** in the DIALOG BOX edit window.
- CLICK** The **OKAY BUTTON** in the DIALOG BOX.  
*The NEW FOLDER DIALOG BOX will close. The new directory name, Cat, will appear in the VIEW SLATE LISTING WINDOW, along with the other subdirectories of Abc.*

## MOVE DIRECTORIES

Select and move the two subdirectories Franklin and Twain from directory Abc\Dog to directory Abc\Cat. This will automatically erase the original files from Abc\Carolina after copying them to Abc\Cat.

- DOUBLE CLICK** The **Dog folder icon** in the VIEW SLATE LISTING WINDOW.  
*This will select and open the Dog subdirectory, displaying its contents in the LISTING WINDOW and the Dog folder icon in the PATH SLATE.*
- CLICK** The **Franklin folder icon** in the VIEW SLATE LISTING WINDOW.  
*The selected Franklin folder icon will appear highlighted in the PATH SLATE, and its name will also be highlighted in the VIEW SLATE.*
- SHIFT CLICK** The **Twain folder icon** in the VIEW SLATE LISTING WINDOW.  
*This will add the Twain directory to the previously selected Franklin directory. Both directories will be highlighted in the LISTING WINDOW, and the selected icon in the PATH SLATE will change from an individual folder icon to a Bundle representing the multiple selection.*
- CLICK & DRAG** The **Bundle icon** from the PATH SLATE to the ON DECK SLATE.  
*The Bundle icon will replace the date and time on the ON DECK SLATE.*
- DOUBLE CLICK** The **Cat folder icon** in the VIEW SLATE OUTLINE WINDOW to select the DESTINATION DIRECTORY.  
*The Cat folder icon will be highlighted in the PATH SLATE, and the LISTING WINDOW will be empty, because there's nothing in the directory.*
- CTRL-CLICK & DRAG** The **Bundle icon** from the ON DECK SLATE to the **Cat folder icon** in the PATH SLATE. **RELEASE** the mouse button when the Cat folder icon animates.  
*The MOVE IN PROGRESS DIALOG BOX will pop up until Trailblazer completes the move operation. Upon completion, the VIEW SLATE will display the moved directories as the new contents of Cat in both the OUTLINE and LISTING WINDOWS.*
- DOUBLE CLICK** The **Dog folder icon** in the VIEW SLATE OUTLINE WINDOW.  
*This will select and open the Dog directory, displaying its contents in the*

*LISTING WINDOW and the Dog folder icon in the PATH SLATE Notice that the Franklin and Twain subdirectories are no longer contained in Dog.*

## **FIND FILES**

Find all files and directories on Drive C whose names are "Quote1" regardless of their parent directories or extensions.

- CLICK** The **COMMANDS BUTTON** in the UTILITY SLATE.  
*This will slide the PATH SLATE down to expose the COMMAND SLATE.*
- CLICK** The **FIND FILE BUTTON** in the COMMAND SLATE.  
*The FIND FILE DIALOG BOX will pop up.*
- CLICK** The **DRIVE C BUTTON** in the DIALOG BOX.  
*This will highlight the DRIVE C BUTTON to indicate that DRIVE C will be searched for the desired files.*
- TYPE** The file name criteria for which Trailblazer will search the selected drive, **Quote1.\***, in the dialog box edit window.
- CLICK** The **START BUTTON** in the DIALOG BOX.  
*While Trailblazer searches for files, the video window in the upper right-hand corner of the DIALOG BOX will animate. Upon completion of the search, each file meeting the specified criteria will be displayed in the DIALOG BOX FILE LIST WINDOW.*
- CLICK & DRAG** The LIST WINDOW **SCROLL BAR TACK** to the top of the tack area to view the top of the file listing.
- DOUBLE CLICK** The filename **Quote1.txt** which has the Abc/Dog/Lincoln pathname above it.  
*Trailblazer will close the FIND FILE DIALOG BOX and return you to the main Trailblazer display with file Quote1.txt under Abc/Dog/Lincoln selected. The filename will be highlighted in the VIEW SLATE LISTING WINDOW and on the PATH SLATE.*

## **CHANGE TO LIST BOX VIEW SLATE MODE**

Change the VIEW SLATE mode from TREE VIEW to LIST BOX VIEW.

- CLICK** The **COMMANDS BUTTON** in the UTILITY SLATE.  
*This will slide the PATH SLATE down to expose the COMMAND SLATE.*
- CLICK** The **VIEWS BUTTON** in the COMMAND SLATE.  
*This pop up the VIEW SELECT DIALOG BOX.*
- CLICK** The **LIST BOX BUTTON** in the DIALOG BOX.  
*The VIEW SELECT DIALOG BOX will close and return you to the main Trailblazer display with the VIEW SLATE in the LIST BOX mode. The Quote1.txt file is still current, and its icon is still highlighted in the PATH SLATE.*

In the **LIST BOX VIEW** each of the 4 LIST BOXES represents one level of the current disk's directory structure, with each window one level higher than the window to its right. The file or subdirectory names are listed for each level, and a folder icon is shown to the right of each subdirectory to distinguish it from a file.

## **COPY SINGLE FILE**

Copy the Eagle.bmp file from the Bird/Maine directory into the Fish directory.

**DOUBLE CLICK** The **Bird folder icon** in the 2nd VIEW SLATE LIST BOX from the left.

*This will select and open the Bird directory, displaying its contents in the 3rd LIST BOX and its folder icon in the PATH SLATE.*

**DOUBLE CLICK** The **Maine folder icon** in the 3rd VIEW SLATE LIST BOX from the left.

*This will select and open the Maine directory. The directory folder icon will be highlighted in the PATH SLATE, and its contents of 6 files will be displayed in the 4th VIEW SLATE LIST BOX.*

**CLICK** The **Eagle.bmp filename** in the 4th VIEW SLATE LIST BOX.

*This will highlight the filename in the 4th VIEW SLATE LIST BOX and display the Eagle.bmp file icon in the the PATH SLATE.*

**CLICK & DRAG** The **Eagle.bmp file icon** from the PATH SLATE to the ON DECK SLATE.

*The file icon will replace the date and time on the ON DECK SLATE.*

**DOUBLE CLICK** The **Fish folder icon** in the 2nd VIEW SLATE LIST BOX.

*The Fish folder icon will be highlighted in the PATH SLATE, and the 3rd VIEW SLATE LIST BOX will be empty, because there's nothing in the directory.*

**CLICK & DRAG** The **Eagle.bmp file icon** from the ON DECK SLATE to the **Fish folder icon** in the PATH SLATE. **RELEASE** the mouse button when the Fish folder icon animates.

*The COPY IN PROGRESS DIALOG BOX will pop up until Trailblazer completes the operation. Upon completion, the 4th VIEW SLATE LIST BOX will display the copied file as the new contents of Fish.*

## LAUNCH A FILE

Launch the file Eagle.bmp directly from the VIEW SLATE.

**DOUBLE CLICK** The **Eagle.bmp filename** in the 4th VIEW SLATE LIST BOX.

*This will automatically start your Windows graphics application program and load in the Eagle.bmp file.*

## RETURN TO TRAILBLAZER

Exit the graphics program and return to the main Trailblazer display.

**EXIT** Your graphics program using its standard exiting command.

*The application program will close, and the main Trailblazer display will return to the front of the screen in the same state it was in prior to LAUNCHing the program.*

## ATTACH A NOTE TO A FILE

Attach a note to file Eagle.bmp in the Fish directory.

**RIGHT CLICK** The **Eagle.bmp filename** in the 4th VIEW SLATE LIST BOX.

*This will pop up the NOTE DIALOG BOX.*

**TYPE** The note This is a picture of the American eagle. in the DIALOG BOX

**CLICK** The **SAVE BUTTON** in the DIALOG BOX.



*This will save the note and attach it to the selected file. The NOTE attribute icon will be shown to the right of the Eagle.bmp file icon in the PATH SLATE and in the 4th LIST BOX.*

## **CHANGE TO TREE VIEW SLATE MODE**

Change the VIEW SLATE mode from LIST BOX VIEW to TREE VIEW.

- CLICK** The **COMMANDS BUTTON** in the UTILITY SLATE.  
*This will slide the PATH SLATE down to expose the COMMAND SLATE.*
- CLICK** The **VIEWS BUTTON** in the COMMAND SLATE.  
*This pops up the VIEW SELECT DIALOG BOX.*
- CLICK** The **TREE... BUTTON** in the DIALOG BOX.  
*This will pop up the TREE MODE DIALOG BOX in front of the VIEW SELECT DIALOG BOX.*
- CLICK** The **YES BUTTON** in response to the question, "Should tree indicate expandable branches?"  
*Both the TREE MODE and the VIEW SELECT DIALOG BOXES will close and return you to the main Trailblazer display with the VIEW SLATE in the TREE VIEW mode. The file Eagle.bmp is shown in the LISTING WINDOW with the NOTES attribute icon displayed to the right of the filename and date.*

## **DELETE NOTE**

Delete the note previously attached to file Eagle.bmp.

- RIGHT CLICK** The filename **Eagle.bmp** in the VIEW SLATE LISTING WINDOW.  
*This will pop up the NOTE DIALOG BOX displaying the current Eagle.bmp note.*
- CLICK** The **DELETE BUTTON** in the DIALOG BOX.  
*This will delete the note, close the DIALOG BOX, and return you to the main Trailblazer display. The Eagle.bmp filename displayed in the LISTING BOX no longer has the NOTES attribute icon associated with it.*

## **SORT FILES**

Rearrange all the files in the Abc/Mouse directory in order of their size.

- CLICK** The **RIGHT OR LEFT STORAGE BUTTONS** until the Abc folder icon is visible on the STORAGE SLATE.
- DOUBLE CLICK** On the **Abc folder icon** in the STORAGE SLATE.  
*The directory Abc will be the current selection, with its folder icon highlighted in the PATH SLATE and its contents displayed in the VIEW SLATE LISTING WINDOW.*
- DOUBLE CLICK** The Mouse folder icon in the VIEW SLATE.  
*This will select the Mouse directory and display its contents of 11 files alphabetically in the VIEW SLATE LISTING WINDOW.*
- CLICK** The **COMMANDS BUTTON** in the UTILITY SLATE.  
*This will slide the PATH SLATE down to expose the COMMAND SLATE.*
- CLICK** The **SORT BUTTON** on the COMMAND SLATE.  
*The SORT DIALOG BOX will pop up prompting you for a new sort criterion.*
- CLICK** The **SIZE BUTTON** in the dialog box.  
*The dialog box will automatically close and return you to the main Trailblazer*

*display with the Abc/Mouse files rearranged in the VIEW SLATE LISTING BOX in order of largest to smallest files.*

## **CHANGE TO ICON VIEW SLATE MODE**

Change the VIEW SLATE mode from TREE VIEW to ICON VIEW.

- CLICK** The **COMMANDS BUTTON** in the UTILITY SLATE.  
*This will slide the PATH SLATE down to expose the COMMAND SLATE.*
- CLICK** The **VIEWS BUTTON** in the COMMAND SLATE.  
*This pop up the VIEW SELECT DIALOG BOX .*
- CLICK** The **ICON BUTTON** in the DIALOG BOX.  
*The VIEW SELECT DIALOG BOX will close and return you to the main Trailblazer display with the VIEW SLATE in the ICON mode. The Mouse directory is still current with its contents, i.e.the 11 files, displayed in the new ICON VIEW SLATE and its folder icon highlighted in the PATH SLATE.*

The ICON VIEW SLATE is one large window containing all of the subdirectory and file icons in the current directory. The listing of the current directory contents should be read like a book, i.e. left to right. Note that the files remain sorted in order of size as previously selected for the Mouse directory.

## **COPY MULTIPLE FILES TO A DIRECTORY ON THE STORAGE SLATE**

Select and copy a group of files from the directory Abc/Bird/Virginia to directory Abc.

- DOUBLE CLICK** The **Abc folder icon** in the PATH SLATE.  
*This will select and open the Abc directory, displaying its contents, i.e. 7 subdirectories, in the VIEW SLATE and highlight the Abc folder icon in the PATH SLATE.*
- DOUBLE CLICK** The **Bird folder icon** in the VIEW SLATE.  
*This will select and open the Bird directory, displaying its contents, i.e. 2 subdirectories, in the VIEW SLATE and highlight the Bird folder icon in the PATH SLATE.*
- DOUBLE CLICK** The **Virginia folder icon** in the VIEW SLATE.  
*This will select and open the Virginia directory, displaying its contents, i.e. 26 files, in the VIEW SLATE and highlight the Virginia folder icon in the PATH SLATE.*
- CLICK & DRAG** The **Scroll Bar Tack** to the bottom of the tack area.  
*This will display the end of the file listing in the VIEW SLATE.*
- CLICK & DRAG** The mouse from the **UPPER LEFT CORNER of the P.ico icon** in the VIEW SLATE down to the **LOWER RIGHT CORNER of the Y.ico icon**.
- RELEASE** the mouse button when the 6 files **P.ico, Q.ico, R.ico, W.ico, X.ico, and Y.ico**, are all enclosed in the white rectangular box.  
*This will select the 6 files by highlighting their icons in the VIEW SLATE as well as a Bundle icon representing them in the PATH SLATE.*
- CLICK & DRAG** The **Bundle icon** from the PATH SLATE to the ON DECK SLATE.  
*The Bundle icon will replace the date and time on the ON DECK SLATE.*
- CLICK & DRAG** The **Bundle icon** from the ON DECK SLATE to the **Abc folder icon** in the STORAGE SLATE. **RELEASE** the mouse button when the Abc folder icon animates.
- DOUBLE CLICK** The **Abc folder icon** in the STORAGE SLATE.

*This will select and open the Abc directory, displaying its new contents, i.e. 7 subdirectories and 6 files, in the VIEW SLATE and highlight the Abc folder icon in the PATH SLATE.*

## **SELECT ALL FILES**

Select and make current all of the files in the Abc directory.

**CLICK** The **SELECT ALL BUTTON** on the UTILITY SLATE.  
*This will select and highlight in the VIEW SLATE all 6 files in the current directory, i.e. Abc, without selecting the subdirectories. A Bundle icon will appear highlighted in the PATH SLATE to represent the 6 selected files.*

## **SHRED**

Shred the 6 selected files in directory Abc.

**RIGHT CLICK** The **RIGHT OR LEFT STORAGE BUTTONS** until the Shredder icon is visible on the STORAGE SLATE.

**CLICK & DRAG** The **Bundle icon** from the PATH SLATE to the **Shredder icon** on the STORAGE SLATE. **RELEASE** the mouse button when the Shredder icon animates.

*The CONFIRM SHRED DIALOG BOX will pop up prompting you for confirmation of the command for the first file or directory it tries to shred.*

**CLICK** The **YES BUTTON** in the DIALOG BOX.

*Trailblazer will shred the first entity, after which the CONFIRM SHRED DIALOG BOX will pop up again prompting you for confirmation of the shred command for the second file or directory it tries to shred.*

**CLICK** The **YES TO ALL BUTTON** in the DIALOG BOX.

*Trailblazer will shred the second entity and all remaining files and directories without further prompting from the CONFIRM SHRED DIALOG BOX. The SHRED IN PROGRESS DIALOG BOX will pop up during the operation. Upon completion of the shred command, the main Trailblazer display will have the Abc folder icon highlighted as the current directory in the PATH SLATE. The VIEW SLATE will display the revised contents of the Abc directory, i.e. 7 subdirectories and no files.*

## **ERASE**

Erase the entire contents of directory Abc, i.e. all subdirectories and files contained therein.

**RIGHT CLICK** The **RIGHT OR LEFT STORAGE BUTTONS** until the Eraser icon is visible on the STORAGE SLATE.

**CLICK & DRAG** The **Abc folder icon** from the PATH SLATE to the **Eraser icon** on the STORAGE SLATE. **RELEASE** the mouse button when the Eraser icon animates.

*The CONFIRM ERASE DIALOG BOX will pop up prompting you for confirmation of the command for the first file or directory it tries to erase.*

**CLICK** The **YES TO ALL BUTTON** in the DIALOG BOX.

*Trailblazer will erase the first entity and all remaining files and directories without further prompting from the CONFIRM ERASE DIALOG BOX. A ERASE IN PROGRESS DIALOG BOX will pop up during the operation. Upon completion of the erase command, the main Trailblazer display will have the Tutorial directory icon highlighted in the PATH SLATE with its*

*contents shown in the ICON VIEW SLATE. At this point you can complete the TUTORIAL by exiting Trailblazer as described below or repeat the TUTORIAL from the beginning.*

#### **EXIT TRAILBLAZER**

To exit Trailblazer **DOUBLE-CLICK** on the control-menu box in the upper left-hand corner of the Trailblazer window. Then **CLICK** the YES button on the dialog box that comes up asking if you want to exit Trailblazer.