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## **Keyboard**

The keyboard functions essentially the same as for any windows application. The only unique feature of the keyboard interface involves selecting items and launching applications. Use the left and right arrow key to move from item to item. Hitting return will execute the selected item.

## Folder Commands

To get help with a command, choose the appropriate menu.

### File Menu

- New
- Open
- Save
- Name
- Delete
- Exit

### Edit Menu

- Add Item
- Delete Item
- Delete File and Item
- Delete Subfolder
- Move
- Copy
- Command Line

### Special Menu

- Item Name
- Item Icon
- Add Icon
- Delete Icon
- Set Default Icons
- View Filename
- Arrange Icons

## Folder Procedures

The Procedure topics give you detailed instructions on using the commands available to a folder.

### Working with folder items

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## File Menu

**New** - This command create a new folder. This can be either a subfolder or a group level folder. Group level folders appear as icons in the group specified during the creation process. Subfolders appear as icons in the folder currently opened. Note that you can create subfolders in subfolders allowing for an infinite depth of folders (at least up to the number of folders the program can support). Be sure and give each folder an unique name. Changing the case of a letter will not make a name unique.

**Open** - This command allows you to open or activate, if already open, any folder on the system, regardless of its location . This allows you to open a specific folder without having to hunt it up. The file currently open is not closed, thus allowing you to switch between it and any other folder you open.

**Save** - This command saves any changes made to the folder. Note that some commands will automatically perform a save when executed. They include move, delete subfolder, rename a subfolder, create a subfolder. Basically, any command that manipulates a subfolder will cause an automatic save.

**Name** - Using this command, a group level folder may be renamed. It is grayed out in subfolders. Subfolders must be renamed by their parent folder using the Special menu command, item name. Note that the folder icon in the Program Manager group must also be renamed using the PM's properties command.

**Delete** - This command will delete the group level folder currently open. That is the folder from which this command is executed will be deleted. Like Name it only works for group level folders. Subfolders are deleted using the Edit menu command, Delete Subfolder from the parent folder. Two important points to note with this command are, first, no subfolders are deleted. To prevent having any unwanted subfolders left, they must be deleted before this command is executed starting from the lowest level. Second, the folder icon in the Program Manager group must be deleted using the PM's delete command.

**Exit** - Causes the current folder to be closed. If has not been saved, and changes have been made, you will be prompted on whether or not you want the folder saved.

## Edit Menu

**Add Item** - Adds items to the current folder. A dialog box is presented from which you may choose any file on the system. After choosing, a descriptive name for the item must be entered. This is the name that will show up under the item's icon. An icon will then appear which represents the item just added. By double-clicking on this icon, the item may be executed.

### Delete -

**Item** - This command removes the selected item from the folder. It does not delete the file associated with the item. It simply removes it from the folder. If multiple items have been selected, a prompt to delete or not appears for each item selected.

**File and Item** - This command removes the item from the folder and deletes the file associated with the item. As such, use it only when you wish to remove the file completely from the disk. If you wish to only remove the item from the folder, use the Delete Item command. This command does not function with subfolders. If multiple items have been selected, a prompt will appear as to whether or not to delete it for each item selected.

**Subfolder** - Use this command to delete a subfolder. Note that this command completely removes the subfolder. As such, if you have copied it to another folder and wish to be able to still access it from this other folder, use the Delete Item command to remove it from the current folder rather than this command. Also, any subfolders in this subfolder are NOT deleted. So be sure and delete these other subfolders, first.

**Move** - This command moves the currently selected item to the folder specified. In doing so, it is removed from the current folder. Note that if the folder you are moving the item to is open, it must be closed and reopened before the new item will appear. This commands will work on any item including subfolders. If multiple items are selected, all items selected are moved.

**Copy** - Works the same as move, but does not remove the item from the current folder. If multiple items are selected, all items selected are copied. Use this command to link two or more folders to the same subfolder. Simply create the desired subfolder using the File menu New command. Then copy the new folder item to whatever other folders you wish to be able to access it.

**Command Line** - Allows you to customize a command line for an item. Note that this command line takes precedence over the file name. That is, if you have an item whose file is LETTER.TXT and TXT files are associated with Notepad, normally executing this item would cause Notepad to be ran using the file as the data file. However, if you specify the command line as WRITE.EXE LETTER.TXT, the program Write will be ran rather than Notepad. By setting the command line to blank, the original functionality of the item will be returned. Note that any type of command may be specified on the command line. It need not have anything to do with the file associated with that item. As such, you could have the item whose file is LETTER.TXT run any application with any data file you cared to specify in the command line.

## Special Menu

**Item Name** - This command allows you to rename items and subfolders. When renaming subfolders, an automatic save will be performed otherwise a save must be done to keep the new name.

**Item Icon** - Allows you to specify which icon is to be used to represent an item. This may be any icon that has been added to the folders system either thru the use of the Add Icon command or by being added thru the inclusion of an executable. See the Add Icon command for details. The item may be returned to its previous state by simply specifying a blank in the icon name field of the dialog box.

**Add Icon** - Folders comes with several built-in icons already available for use within a folder. However, using this command, almost any icon description file (usually ends in .ICO) may be added to the folder system for use within a folder. Once an icon has been added, it may be accessed using the Item Icon command or the Set Default Icons command. Note that icons associated with executables are automatically added to the folder system whenever a new executable or an item associated with a new executable is added to a folder. These icons are automatically named the same as the executable program and appear with an asterisk before their names in the icon selection dialog boxes. They may be used in exactly the same manner as an icon explicitly added using the Add Icon command.

**Delete Icon** - Removes icons from the folder system. Specify the icon you wish to delete from the dialog box. After deletion the icon will no longer be available for use within a folder. This command is provided to allow for the removal of icons that are no longer needed. It is recommended that it be used sparingly, as once an icon is removed, items that have had their icon explicitly set using the Item Icon command or the Set Default Icons command may appear with the incorrect icon. To correct this situation, simply set the icon to be used again. Also, note that once an icon or icons have been deleted, all open folders should be closed before continuing to use them. Any icon in the system, except for the built-in icons, may be deleted.

**Set Default Icons** - This command allows you to add or change the icons associated with specific extensions. Simply specify the extension, then choose the icon you want associated with it. Click on Set and the association will be recorded. Make as many associations as desired, hitting Set each time, then hit Done when finished. The new associations will not appear until the folder is closed and reopened. This is true for any folder that was open when the changes were made. Once set, any item with the specified extension will now appear using the icon associated with that extension. Any association made for an extension may be removed by simply specifying blank in the icon name field of the dialog box.

**View Filename** - This command shows the actual DOS file associated with an item. As the item name need not be at all similar to the file name, this command is useful to find out what the actual file is.

**Arrange Icons** - Arranges the folder icons in an orderly manner.

## **Registering Folders**

Folders is a shareware program. As such, if it is used, it needs to be registered with Sloop Software. Registration entitles you to support for the program as well as notice of any fixes or upgrades. You also get a version that will support well over one-hundred folders, whereas the shareware version supports only fifteen folders. The cost is a flat twenty dollars for the program. Registered users of version 2.x of Folders may upgrade to version 3.0 for ten dollars. Payment should be made in US dollars to:

Sloop Software  
6457 Mesedge Lane  
Colorado Springs, CO 80919

Please include your name, address, name of program and where you obtained the program. Also, specify 3.5" or 5.25" disk. Colorado residents, please add the applicable sales tax. Address any correspondence to the above address or send email to CompuServe, id 72540,144.



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FOLDERS.EXE	- The Windows executable program (shareware version only)
FOLDERS.WRI	- The program documentation
README.TXT	- Installation information
FOLDERS.INI	- Folders initialization file
FOLDER.HLP	- Folder help file
FLD0000.FLO	- Empty folder for manual installation process
FINSTALL.EXE	- Folders install program
ORDERFRM.TXT	- Folders order form

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## Notes on using icons

If you have already been using Folders, after re-installing you'll notice that most, if not all, of the items appear using the DOS icon. This is due to the fact that new icons must be loaded into the folder system before they will appear. This can be done in one of two manners. The first way, and easiest way, is to simply add either an executable file with an icon in it or an item associated with an executable with an icon.

For example, if .TXT files are associated with Notepad, if you add either a .TXT file or NOTEPAD.EXE to a folder, the notepad icon will become available for use by the Item Icon or the Set Default Icons commands. In addition, any item with a .TXT extension will appear using the notepad icon after this. Note that the first time you do this, the folder will have to be closed and reopened before all items appear using their icon.

The second method involves using the Add Icon command under the Special menu. Using this command, you can add any acceptable icon description file. These files usually end in .ICO. Once an icon has been added, it can be accessed using the Item Icon or the Set Default Icons commands. You'll note that when using these commands, some icon names appear with an asterisk before them. These asterisks indicate icons that were added to the system from an executable in the manner described by the first method of adding icons.

Hierarchy of icons: There is a hierarchy involved in Folders deciding which icon should be used to represent an item. At the top-level, if an item has had an icon explicitly set for it using the Item Icon command, this icon will always be used regardless of any other settings made. Next, if the item does not have an icon set for it, but does have an icon associated with its extension, this icon will be used. Finally, if neither of the above is true, if the item is an executable or is associated with an executable, the icon for that executable will be used. If none of the above holds, the item will appear using the default icon, which is the DOS icon.

Limitations: There may be some cases where you wish to use an icon in an executable that is not the first icon in the executable. Folders cannot extract these icons itself. There also may be cases where, for some reason, Folders just cannot find the icon in the executable (eg. WINWORD). In order to use such an icon, you will need to convert it into an ICO file using some utility such as PBICON. Once this is done, it may be added using the Add Icon command. In addition, Folders will not recognize two-color ICO icon files, only eight or sixteen color files (EGA,VGA).

### Related Topics

[Adding icons to the folder system](#)

[Changing an item's icon](#)

[Deleting icons](#)

[Setting the default icons](#)

## Adding icons to the folder system

1. Select Add Icon from the Special menu.
2. From the dialog box that appears, choose the icon file you wish to add. This file must be a valid Windows icon description file. These files typically end with an .ICO extension. Click on OK. You can preview the icon by clicking on Show Icon after selecting the icon file but before hitting OK.
3. Enter the descriptive name you wish this icon to be known as. This is the name that will appear in the list boxes of the Item Icon and the Set Default Icons commands. Click on OK.
4. Any icons added will now be available for use by the [Item Icon](#) command or the [Set Default Icons](#) command.

Note that icons associated with executable files will automatically be added to the system whenever the actual executable is added to a folder or when an item associated with that executable is added to a folder. It is not possible to specify an executable for the Add Icon command. Once an icon associated with an executable is added, it will appear as the same name as the executable but preceded by an asterisk. Any icon name with an asterisk before it is an icon obtained from an executable. These icons may be used in the exact same manner as icons explicitly added using the Add Icon command.

### Related Topics

[Changing an item's icon](#)

[Deleting icons](#)

[Notes on using icons](#)

[Setting the default icons](#)

## **Adding items to a folder**

1. Select Add Item from the Edit menu.
2. From the dialog box that appears, choose the file you wish to add. Click on OK.
3. Enter the descriptive name for the item that you wish to have appear under the item icon. Click on OK.
4. The new item should now appear as an icon in the folder.

## Changing an item's icon

1. Select the item whose icon you want to change by clicking on it with the mouse.
2. Select Item Icon from the Special menu.
3. From the dialog box, choose the new icon to be used to represent this item. Click OK.
4. The item should appear with the new icon.

### Related Topics

[Adding icons to the folders system](#)

[Deleting icons](#)

[Notes on using icons](#)

[Setting the default icons](#)

## Changing an item's name

1. Select the item you wish to rename by clicking on it with the mouse.
2. Select Item Name from the Special menu.
3. Type in the new name you want for the item. Click on OK.
4. The item's name will change to show the new name.

This command is also used for changing the names of subfolders, but not group level folders.

### Related Topics

[Renaming a group level folder](#)

## Copying items from folder to folder

1. Select the item you wish to copy by clicking on it with the mouse.
2. Select Copy from the Edit menu.
3. From the dialog box, select the folder you want the item copied to. Click on OK.
4. The item will now be copied to the specified folder.

Note that if the folder being copied to is already open, the new item will not appear until the folder is closed and reopened. Also, if the folder is open, do not save it before closing it or you will lose the copy.

Using this command, one can link the same subfolder to two or more other folders. Simply copy the subfolder to the folder you wish to also have access to it.

### Related Topics

[Copying multiple items from folder to folder](#)

[Moving items from folder to folder](#)

[Moving multiple items from folder to folder](#)



## Copying multiple items from folder to folder

1. Select the items you wish to copy by holding down the CTRL key and clicking on each item with the mouse. An item may be de-selected by simply clicking on it again.
2. Select Copy from the Edit menu.
3. From the dialog box, select the folder you want the items copied to. Click on OK.
4. The items will now be copied to the specified folder.

### Related Topics

[Copying items from folder to folder](#)

[Moving items from folder to folder](#)

[Moving multiple items from folder to folder](#)

## Creating a new folder

1. Select New from the File menu.
2. Enter the name of the new folder. This name **MUST** be unique. Upper or lower case do not make any difference.
3. Select whether you wish this to be a subfolder or a group level folder. Subfolders can only be accessed from the folder creating it. They appear as a folder icon in the parent folder. Group level folders are accessed from the Program Managers groups. They appear as a folder icon in the group selected.
4. If creating a group level folder, you will be prompted to enter the name of the Program Manager group you wish the folder to appear in. This can be an already existing group or an entirely new group. If it is a new group, the group will be created and the folder placed in it. Once a group level folder has been created, it can be moved from group to group just like any other group item.

### Related Topics

[Deleting a group level folder](#)

[Deleting a subfolder](#)

## Deleting a folder item

1. Select the item you wish to delete by clicking on it with the mouse.
2. Select Delete Item from the Edit menu.
3. You will be asked if you wish to delete the selected item. Click on Yes or No.
4. If you clicked on Yes, the item will be deleted from the folder. Note that if you accidentally delete an item, close the folder without saving it. When you reopen it, the item will still be there.

### Related Topics

[Deleting a folder's item and its file](#)

[Deleting a group level folder](#)

[Deleting multiple items](#)

[Deleting a subfolder](#)

## **Deleting a folder's item and its file**

1. Select the item you wish to delete by clicking on it with the mouse.
2. Select Delete File and Item from the Edit menu.
3. You will be asked if you want to delete the selected item and its file. Click on Yes or No.
4. If you clicked on Yes, the item will be removed from the folder and the item's associated file will be erased from the disk. This operation cannot be undone.

### **Related Topics**

[Deleting a folder item](#)

[Deleting a group level folder](#)

[Deleting multiple items](#)

[Deleting a subfolder](#)

## Deleting a group level folder

1. Select Delete from the File menu. Note that this command is only operational from a group level folder.
2. You will be asked if you want to delete the folder. Click on Yes or No.
3. If you clicked on Yes, the folder will be closed and deleted from the system. You must then also delete the folder icon from the Program Manager .

Note that subfolders contained in this folder will NOT be deleted. Unless they are linked to some other folder, they should all be deleted using the [Delete Subfolder](#) command before deleting the folder.

### Related Topics

[Deleting a folder item](#)

[Deleting a folder's item and its file](#)

[Deleting multiple items](#)

[Deleting a subfolder](#)

## Deleting icons

1. Select Delete Icon from the Special menu.
2. From the dialog box, choose the icon you wish to remove from the system. Click on OK.
3. The icon will now be deleted from the folders system. Once deleted, the icon will no longer be available for use by a folder.

Any icon except for the built-in icons may be deleted. Once you are through deleting icons, close ALL open folders before continuing. Note that items whose icons were explicitly set using the Item Icon command or the Set Default Icons command may appear using the incorrect icon after an icon has been deleted. Should this occur, simply reset the icon using Item Icon or Set Default Icons commands.

### Related Topics

[Adding icons to the folder system](#)

[Changing an item's icon](#)

[Notes on using icons](#)

[Setting the default icons](#)

## Deleting multiple items

1. Select the items you wish to delete by clicking on them with the mouse while the CTRL key is depressed. Items may be de-selected by simply clicking on them again.
2. Select Delete Item or Delete File and Item from the Edit menu.
3. You will be asked if you wish to delete the selected item. Click on Yes or No.
4. If you clicked on Yes, the item will be deleted from the folder.

### Related Topics

[Deleting a folder item](#)

[Deleting a folder's item and its file](#)

[Deleting a group level folder](#)

[Deleting a subfolder](#)

## Deleting a subfolder

1. Select the subfolder you wish to delete by clicking on it with the mouse.
2. Select Delete Subfolder from the Edit menu.
3. You will be asked if you want to delete this subfolder. Click on Yes or No.
4. If you clicked on Yes, the subfolder will be removed from the system. Note that if the subfolder has been copied to other folders, it must be removed from those folders using the [Delete Item](#) command.

Note that any subfolders contained in the subfolder being deleted will NOT be deleted. They should be removed thru use of this command before deleting the subfolder they are contained within.

### Related Topics

[Deleting a folder item](#)

[Deleting a folder's item and its file](#)

[Deleting a group level folder](#)

[Deleting multiple items](#)



## **Executing an item**

1. Double-click on an item's icon to execute it.  
or
2. Click on it with the mouse and hit the return key.  
or
3. Use the left and right arrow keys to select the item. Hit the return key.

## **Exiting a folder**

1. Select Exit from the File menu or Close from the System menu.
2. If changes have been made to the folder since the last save, you will be prompted for whether or not you wish to save the folder. Clicking on Yes will save and exit the folder. Clicking on No will exit the folder without saving. Clicking on Cancel will cancel the exit operation and return you to the folder.

## **Moving items from folder to folder**

1. Select the item you wish to move by clicking on it with the mouse.
2. Select Move from the Edit menu.
3. From the dialog box, select the folder you want the item moved to. Click on OK.
4. The item will now be moved to the specified folder.

Note that if the folder being moved to is already open, the new item will not appear until the folder is closed and reopened. Also, if the folder is already open, do not save it before closing it or you will lose the move.

### **Related Topics**

[Copying items from folder to folder](#)

[Copying multiple items from folder to folder](#)

[Moving multiple items from folder to folder](#)

## **Moving multiple items from folder to folder**

1. Select the items you wish to move by holding down the CTRL key and clicking on each item with the mouse. An item may be de-selected by simply clicking on it again.
2. Select Move from the Edit menu.
3. From the dialog box, select the folder you want the items moved to. Click on OK.
4. The selected items will now be moved to the specified folder.

### **Related Topics**

[Copying items from folder to folder](#)

[Copying multiple items from folder to folder](#)

[Moving items from folder to folder](#)

## **Opening a folder**

1. Select Open from the File menu.
2. Choose the folder you wish to have opened from the list in the dialog box. Click on OK.
3. If the folder selected has not been previously open, it will be opened and appear in a second window. If it is already open, it will be made the active window. If is already open and minimized, its icon will be opened into the active window.

## Renaming a group level folder

1. Select Name from the File menu. Note that this command is only for renaming group level folders. Subfolders should be renamed from the parent folder using the [Item Name](#) command in the Edit menu.
2. Enter the new name for the folder. Click OK.
3. Rename the folder's icon in the Program Manager group using the PM's Properties command in the File menu.

### Related Topics

[Changing an item's name](#)

## **Resizing a folder**

A folder may be resized in the same manner as any other window. However, once resized, the current size of the folder window may be saved by using the Save command. If this is done, the folder whenever opened will appear the same size as the size saved. This allows each folder to be individually adjusted to the size desired.

## **Saving a folder**

1. Select Save from the File menu.
2. All change made to the folder will be saved.

Note that if the folder has been resized, when the folder is next opened it will appear as the same size as the saved size.

### **Related Topics**

[Resizing a folder](#)



## Setting an item's command line

1. Select the item whose command line you wish to set by clicking on it with the mouse.
2. Select Command Line from the Edit menu.
3. Enter the new command line you want to be ran when the item is executed. Click on OK.

Note that the command line must be entered exactly as if you were typing it at the DOS prompt. The path must be provided for the data file. The path for the executable need only be provided if it is not located in one of the directories specified in the Path= command in the autoexec.bat file. The command line entered takes precedence over any associations between the data file and executables that may have been established using the File Manager's Associate command. Entering a blank line will set the item back to its original functionality before the command line was set.

## Setting the default icons

1. Select Set Default Icons from the Special menu.
2. Enter the file extension you wish to associate an icon with.
3. Choose the icon you want associated with the extension from the list presented. Click on Set.
4. Repeat the process for whatever extensions you desire. Click on Done when thru setting the defaults.
5. To see the new icons, close and reopen the folder.

Note that these associations will apply to all folders, not just the one they are set in. To clear an association, perform the above procedure, but do not specify an icon. This remove any association previously set.

### Related Topics

[Adding icons to the folders system](#)

[Changing an item's icon](#)

## **Viewing an item's file name**

1. Select the item whose file name you wish to view by clicking on it with the mouse.
2. Select View Filename from the Special menu.
3. A message box will appear showing the file associated with the folder item will appear.