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BASIC CONCEPTS

See Also ▼

What is FileKick?

This program provides file management, [disk mirror backup](#), [filename export](#) and program launch functions in a pop-up dialog window. Hot key activation allows instant access to FileKick from any other Windows application. [Directory list files](#) and [tables](#) provide quick access to and storage of filename databases.

Dialog Panels

From the pop-up dialog window you may page through four different [panels](#) or views of directory list information. Each panel has an independent file list, a default command and a button bar with file list related functions. [Custom label sets](#) and [history lists](#) allow you to select and recall previously entered information.

Pop-up Menus

Pop-up file menus provide quick access to file management and user defined [custom commands](#). File management functions may be applied to one or more files or directories selected from the active panel and include [task list verification](#) options. You may also apply the panel's default command to a file entry by double-clicking on it.

Other Highlights

Multi-platform support

A single version of FileKick will operate on Windows 3.1, Windows for Workgroups, Windows 95 and Windows NT environments.

Special Features Include:

- [Flexible file lists](#)
- [Directory print](#)
- [Disk usage stats](#)
- [Quick list scroll](#)
- [Single key launch](#)
- [File calendar display](#)
- [Full path mkdir](#)
- [Multi-path listings](#)
- [Text-in-file search](#)
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- [Quick directory view](#)
- [Directory bookmarks](#)
- [Command history lists](#)
- [Secure file delete](#)
- [Backup filesets](#)
- [Tagged directories](#)
- [Backup space check](#)

Installation Notes

See Also ▼

Installing FileKick

After making a backup copy of the original floppy disk, follow the steps below to set up FileKick on your hard disk. You cannot simply copy the floppy disk to your hard disk.

- 1 Start your computer and run Microsoft Windows, Win95 or WinNT.
- 2 Insert your copy of the FileKick install disk in a floppy drive and run the SETUP.EXE program from your floppy.
- 3 Follow the instructions that appear on your screen. The setup program asks you to specify a directory on your hard disk for the FileKick files. Accept the default directory, C:\FILEKICK, or choose another drive and directory.

Notes:

- Please enter your full name when prompted. This information is needed for proper program operation and generation of a validation code.
- The setup program allows you to create a new program group for Windows, or to add the program icons to an existing group or to skip group creation.
- To start the program, run FILEKICK.EXE or click on its program group icon.
- Check the README.TXT file for guidelines on uninstalling the program.

Program Files

All files associated with FileKick are copied strictly to the install directory specified during setup. The files are:

1. FILEKICK.DAT - binary file with setup preferences
2. FILEKICK.EXE - executable program file
3. FILEKICK.HLP - Windows help file
4. FILEKICK.INI - initialization file with history lists
5. FKHOOK32.EXE - Win32 hook server
6. FKRES.FON - font library file
7. KEYDLL16.DLL - keyboard hook support for Win16
8. KEYDLL32.DLL - keyboard hook support for Win32
9. README.TXT - program information update
10. TBPRO1W.DLL - user interface support
11. TBPRO2W.DLL - user interface support
12. TBPRO5W.DLL - user interface support
13. BWCC.DLL - Borland Windows custom controls
14. USER.INI - user code validation file

Note: Windows DLL's can be used by more than one program. FileKick uses the BWCC.DLL found in its directory. If you are short of disk space and have a more recent copy of it in the WINDOWS\SYSTEM directory you could delete it from the FILEKICK directory.

Starting and Exiting

See Also ▼

Running FileKick

When FILEKICK.EXE is first started, it will normally open up as a pop-up dialog box. If the program is started in its minimized state, it will be visible as an icon in Windows 3.1 or added to the taskbar in Win95. If you want the program to be always active when Windows is started, you will want to add it to the "StartUp" program group and specify that it starts in a minimized state.

- From a minimized state, click on the taskbar item or double-click on the icon to restore the program to its opened state. You may also select "Restore" from the system menu. If the taskbar is in autohide mode and not visible, you won't see the FileKick program. The default hot key [Alt+Shift] may be used to invoke it.
- When the FileKick dialog is first displayed after loading the program, it opens up to the panel designated as the "startup" panel in the "Setup" preferences dialog. When first opening to the drive or search panels, information on all user drives is gathered and saved in memory.
- Panel information is normally retained when the dialog is minimized, OK is selected, or a pop-up menu command is activated. This allows the dialog box to be quickly re-opened and restored to its previous state.
- The FileKick dialog may be opened and given the focus by use of a hot key. In a Windows 3.1 environment the program may also be activated by a right mouse click on the desktop.
- When the dialog box is closed by using the system menu "close" command or pressing the [Cancel] button, the file lists associated with each of the panels are discarded and the program returns to a minimized state. This allows the application to continue running with minimum use of system resources.

Closing FileKick

- To remove FileKick entirely from system memory and have it release all of its resources, the program must be closed while in its minimized state by use of the "close" system command.
- The system menu is accessible by clicking on the icon or taskbar item with the right mouse button.

Setting Preferences

See Also ▼

You may specify the default dialog panel, define the program's hot key and add [custom commands](#) using the "Setup" dialog. To access the "Setup" dialog, open the [system menu](#) and select the "Setup" command.

Initial State

When the FileKick dialog is first opened, it will display one of [four panels](#) which has been designated as the [initial state panel](#). You may also select for this panel the default command, which is executed whenever OK is pressed or a file list item is double-clicked.

Activation

You may enable/disable hot key activation and select one of several hot key assignments. You may need to change the hot key if you find a conflict with another Windows program. When running Windows 3.1, you may activate FileKick by clicking on the desktop with the right mouse button. This feature is not available for Win95 or WinNT.

Options

1. In Windows 3.1 you have the option of hiding the application icon when the FileKick dialog is opened. However, doing this will not allow you to see FileKick as one of the running tasks in the Windows task manager. This option is disabled in Win95 since the FileKick application needs to be visible in the taskbar at all times.
2. You may select the language used for the calendar labels.
3. You may add labeled custom commands to the file menu which is accessible when clicking on a file list item with the right mouse button. When activated, the command will either launch a user-specified program or run an executable associated with a specified extension in the Windows registry.
4. The [Export](#) and [ExportOK](#) commands may be limited to transfer information into a dialog control only when it is a standard Windows edit input box.
5. When the FileKick dialog is opened, it will normally be centered on the display. You may move the dialog around and then specify that its new position be saved and used subsequently after closing and re-opening the dialog.
6. Whenever you execute a command you have the option of automatically adding the associated file name to the history list of the drive panel's name box.

Selecting Files

See Also ▼

All file management commands allow you to specify one or more source files to be acted on. You may specify the files using wildcard names in the "From" field of the file dialog, or you may choose to first tag the files in the file list box before using a pop-up menu command. You may tag either <DIR> or file entries but not both types at the same time.

To select a file it must first be visible in the file list box. Scroll the list box if necessary to bring an entry into view. Selections may involve a single item or several items which are contiguous or disjointed. When a file has been tagged, its entry will appear highlighted and the total tag and byte counts are adjusted.

When a file list is displayed in multi-path grouped format, all the files listed under a path entry can be tagged or cleared by selecting the parent dir entry. You may also scroll to the next listed path by typing an asterisk character while the file list box has the input focus.

To select one file

- Click on the entry of interest.

To select two or more files in sequence

- 1 Click on the first file you want to select.
- 2 Press and hold down SHIFT while you click on the last entry in the group.

To select two or more items out of sequence.

- Press and hold down CTRL while you click on each entry.

To select another set of files in sequence

- 1 Press and hold down CTRL while you click on the first file of the new set.
- 2 Press and hold down SHIFT+CTRL while you click on the last entry.

To cancel a selection

- Press and hold down CTRL while you click on the selected entry.

Using the Pop-up Menu

See Also ▼

To access the pop-up menu, click on a file or directory entry using the right mouse button or press [Alt+M]. The commands available in the menu will vary depending on the entry being clicked. When several files have been tagged, the file menu command chosen will apply to all entries selected.

For more information click on an area of the file menu.

F ile	C opy... F8
O pen	M ove... F7
T xtEdit	R ename... F2
E xport	D elete... Del
C alendar	A tttribute...
C Wright	T ouch...
	P rint
	B ackup...

For more information click on an area of the directory menu.

X Backup	A ll files...
S candir	I ncremental...
M kdir...	F iltered...
R mdir...	
X copy...	
C alendar	

Note:

The pop-up menu is not available for file entries in a task list verification list box.

The "Run" command appears in place of the "Open" command when the highlighted entry corresponds to an executable program file.

Using Directory Lists

See Also ▼

The contents of the file list box in the Drive or Search panels may be saved as a "directory list" file. The "Save" button bar command updates a database of user assigned labels that correspond to the directory lists saved.

From the DirList panel, a directory list may be loaded and used as when it was first generated, except that the entries in the file list may not be re-filtered. The file list may be scrolled, printed and re-sorted. File entries may be selected and used as targets for the file menu commands.

Directory lists allow you to create customized databases of selected file types. Use the Search panel to generate a listing of the desired file type, e.g. "hlp" files on all your hard drives. Then use the button bar "save" command to create the directory list and assign it a label.

The "Locate" input field and button in the DirList panel allow you to scan and find matching entries in the directory list. This provides an efficient way to locate a file. By creating a directory list of all files on all your hard drives, you are then able to look for any file very quickly as compared to the time it would take to search the hard drives file by file.

Since they provide a permanent record of files existing on one or more drives at a given point in time, directory lists may also be used for archival purposes. A directory list may contain up to 64,000 entries.

Using File Tables

See Also ▼

The single key launch feature found in tables provides very fast access to commonly used files, whether it be to launch them as programs or to process them.

When a command is activated from the Table panel, it will act on the file entry which at the time has its radio button checked. If a non file management command is executed, Filekick will run in a minimized state and transfer control to the launched program.

If a run command is issued on a non-executable file, the Windows registry is searched for an executable associated with the file's extension. If one is found, the corresponding program is then run and passed the chosen filename as an argument.

By setting the initial state panel to be the Table panel, FileKick will open up to the last accessed table each time the program is first opened. Opening to the Table panel is fast, since drive related information is not gathered as is the case when first accessing the Drive or Search panels.

Creating a Table

You create a new table by adding entries to the NULL table. Entries may be added to the NULL table by using the "edit table" button bar command or by selecting the <Create new table> entry from the "Table" list box. In either case, you will first be prompted for a destination base name and label. The "Edit Table" dialog box can then be used to select and assign file entries to each of the table's pages.

As entries are selected, the Table panel is updated to reflect the new choices. Each page may also be assigned a label which may be used from the Table panel to bring the corresponding page entries into view. When you are done, choose OK in the "Edit Table" dialog to save all changes. The panel's current command is also saved and will be restored whenever the file table is subsequently re-loaded.

Table deletion

To delete the entries and index files associated with a table, open the list box associated with the Table selection field, highlight an entry and press [Del]. This action will reset the current table to <NULL> and confirm removal of the ".tbl" and ".tbi" files. If these base name index files are not deleted, the ".tbl" file may be subsequently re-loaded and the table label will be restored. In any event, the files associated with the table entries are never affected.

Searching for a File

See Also ▼

The Search panel provides the most flexible means of finding one or more files that match a specified filename. The file filter command may be used to further limit the scope of the search based on file attributes. Other options allow you to concatenate search results to an existing directory list or to look only for files with names that exist in duplicate.

The list box associated with the "Where" input field allows you to specify one of several default location sets which define the range of the search. You may add custom location set entries to the list box. This is a great time saver when a re-occurring need arises to search the same set of fixed directories, such as when looking for files that contain a specified text string in a group of program source files.

The matching files may appear listed in one of two ways: grouped by the directory in which they are found or mingled by sort key regardless of location. This latter option makes it possible to create and then save a sorted directory list with entries for all files on all your drives.

You may select a pop-up menu command to act on the currently selected entries. When FileKick is subsequently re-activated it will once again display the results from the last file search. This makes it easy, for example, to have a program open one file at a time from the list of matching entries.

The results of a search may also be imported into the DirList panel where the "Locate" field may be used to scan the file list box for a given entry.

Using History Lists

See Also ▼

Win 95 users are familiar with the use of the "Documents" menu to open a recently used document with its associated program. Similarly, the dropdown list box in the "run" dialog of the Start button allows you to recall the name of a previously executed program. These are great time saving features, and the only drawback to them could be that they leave behind a record of your activities.

FileKick provides similar capabilities to recall previously used documents, programs and dialog field input through the use of [history lists](#). The entries in these lists may be added automatically or under your control, to the dropdown list box of the corresponding edit field.

The "Name" field of the Drive panel is special in that it has more than one history list. This field maintains a separate history list for each of the entries in the panel's command list box. As you change the current command selection, the history list associated with the "Name" field changes. Therefore, to access your last recently opened documents, you would first change the command to "Open". Similarly, to access recently run programs, you would first select the "Run" command in the command list box before dropping down the list box of the "Name" field.

Whenever you use the file pop-up menu to execute a command, its file argument will be automatically added to the corresponding command history list if you have selected to do so in the Setup preferences dialog. You can also add entries at any time by using the [Ins] key bookmark feature.

Another helpful use of history lists is for accessing commonly used responses to edit field boxes. Thus you may define a set of global name specifiers that you commonly use to filter a file list, or perhaps define a set of subdirectories you often scan in the "Where" field of the Search panel. These entries may be optionally prefixed with a label for easy recognition.

Backing up Files

See Also ▼

Disk mirror backup allows you to easily copy a set of files and their source directory structure. Unlike the "Xcopy" command, all source directories, including the parent one, are re-created relative to the destination path. This allows you to keep separate daily backup sets or to maintain an up to-date mirror copy of the files selected.

File backup may be made at the drive, directory or individual file level using one of two commands. The "Backup" command applies to one or more selected files. The "XBackup" command opens a submenu which allows you to specify an "All files" or an "Incremental" backup operation. When backup is selected from a drive box's pop-up menu, the selection criteria applies to the entire drive.

The "XBackup" command is accessible for <DIR> entries either in a panel's file list box or in the Drive panel's directory tree box. When accessed from the directory tree list box, the "XBackup" menu has an additional "Filtered" backup selection. In this case, files will be selected using the panel's current filename and filter criteria. Directory tagging provides added flexibility.

The most flexible way to make file selection is to use a previously defined backup fileset. Filesets are created from the Search panel and can be accessed by label in order to specify customized file selection criteria and set other backup dialog parameters including auto filename generation and list format type.

Using Xcopy to Backup Files

The Xcopy command may also be used to copy a directory tree with all its corresponding subdirectories and files. By using the "Apply list/name filters" option, you can limit which files are actually copied. However, the entire directory tree structure will be duplicated including empty directories. Note that files are copied relative to the destination directory. The source parent directory name is not re-created in the destination path.

Restoring Files

Files may be individually selected and restored using Copy, or an entire backup set may be restored by using either the Xcopy or Backup commands to copy the files back into their original or a new destination. Options to "Confirm on overwrite" or "Copy newer files only" may be set to protect against any file being unintentionally overwritten.

Using Backup Filesets

See Also ▼

When doing frequent backups of the same source directories, a backup fileset may be created to simplify the steps needed to carry out the backup operation. Backup filesets are created from the Search panel by first setting the filename and filter criteria and then proceeding with a "Backup" command after having selected the files of interest.

The "Fileset" button in the backup dialog box will allow you to define a default destination path, set an option to make the destination path unique during backups and save the fileset with an associated label. The saved backup fileset can then be subsequently reloaded by selecting this label in the fileset list box, which is accessible from the Search panel when in Backup command mode.

A choice to just use the current Find panel settings as well as two pre-defined filesets are accessible in the fileset list box. The first predefined entry selects all files and the second one selects only modified files. When these entries are selected, the "Filter" dialog options are automatically changed to reflect the corresponding selection criteria.

Filter settings remain in effect until they are explicitly changed. Holding down the Ctrl key while clicking on the "Filter" button will also reset all attributes. If the current date is set as a part of the filter criteria for both the "From" and "To" fields when a fileset is saved, the fileset is tagged as auto-date. Auto-date filesets will adjust the filter "From" and "To" date fields to the current date when the fileset is subsequently re-loaded.

- [**Daily Backup Fileset Example**](#)
- [**Master Backup Fileset Example**](#)

Daily Backup Example

The following procedure details the steps that we take to create daily incremental backups of selected files that have changed that day. In this example, the source files' parent directory is C:\FILEKICK, the destination Zip drive is Z: and the backup occurs on March 28, 2001.

- 1 Go to the Search panel and select "Backup" in the command list box.
- 2 Select "FileKick Daily Backup" in the fileset list box.
- 3 Press the Find button to list all qualifying files, and tag the whole set by clicking on the "tag all" click area to the left of the file list box.
- 4 Press OK to open the backup dialog and display file information.
- 5 If desired, use the "More..." dialog to change log file options.
- 6 Press OK to initialize the "FileTrak" confirmation dialog and press "Yes" to complete the backup operation.

When the backup is complete, the Z: drive will contain a copy of all modified files that meet the name selection criteria in their corresponding subdirectories under the parent directory Z:\MAR2801\filekick.

To create the "FileKick Daily Backup" fileset:

- 1 Select the "FileKick Daily [*.*.cpp *.h *.dlg *.rc *.def]" entry in the "Name" field of the Search panel.
- 2 Select the "FileKick Dev [c:\filekick+]" entry from the "Where" list box.
- 3 Use the file list filter command button and set the "File Filter" dialog options to qualify files by the current date and include only-if "Archive" attribute.
- 4 Use the "More..." dialog to set the file list type to "Group by directory".
- 5 Press the Find button to list all qualifying files and tag the whole set by clicking on the "tag all" click area to the left of the file list box.
- 6 Press OK to open the backup dialog and set "Confirm on overwrite".
- 7 Access the "Fileset..." dialog. In the label field enter "FileKick Daily Backup", for the default backup path enter Z:\, and enable the "Add date to path" option. Name and save the fileset.

Notes:

- 1 In this example, custom labeled entries had previously been set for the "Name" and "Where" fields.
- 2 Use the More Setup dialog to enable the "Prompt for comment" log file option. You will then be automatically prompted for a comment after you have initiated the backup operation.
- 3 As a result of loading a fileset, the current filter options are changed. You can clear all filter criteria by holding down the Ctrl key while you click on the Filter button.
- 4 Use the "More..." button in the backup dialog to enable log file options. This allows you to keep a record of all backups and the files which were actually copied.

Master Backup Example

The following procedure details the steps that we take to keep a master copy of the source files after a daily backup has been done. In this example, the source files' parent directory is C:\FILEKICK and the destination Zip drive is Z:.

- 1 Go to the Search panel and select "Backup" in the command list box.
- 2 Select "FileKick Master Backup" in the fileset list box.
- 3 Press the Find button to list all qualifying files, and tag the whole set by clicking on the "tag all" click area to the left of the file list box.
- 4 Press OK to open the backup dialog and display file information.
- 5 If desired, use the "More..." dialog to change log file options.
- 6 Press OK to initialize the "FileTrak" confirmation dialog and press "Yes" to complete the backup operation.

When the backup is complete, the Z: drive will contain a copy of all the selected files in their corresponding subdirectories under the Z:\filekick parent directory. The archive attribute will have been cleared from all copied source files.

To create the "FileKick Master Backup" fileset:

- 1 Select the "FileKick Master [*.*obj *.bak *.cod *.~dl *.wsp]" entry in the "Name" field of the Search panel.
- 2 Select the "FileKick Dev [c:\filekick+]" entry from the "Where" list box.
- 3 Use the file list filter command button and set the "File Filter" dialog options to include only-if "Archive" attribute and "Name Exclusion".
- 4 Use the "More..." dialog to set the file list type to "Group by directory".
- 5 Press the Find button to list all qualifying files and tag the whole set by clicking on the "tag all" click area to the left of the file list box.
- 6 Press OK to open the backup dialog and set the three check boxes "Confirm on overwrite", "Clear archived state" and "Copy newer files only".
- 7 Use the "More..." button to enable file copy verification.
- 8 Access the "Fileset..." dialog. In the label field enter "FileKick Master Backup", for the default backup path enter Z:\, and clear the "Add date to path" check box. Name and save the fileset.

Notes:

- 1 When using the "Group by directory" list format, files are listed under their respective directory path markers. These path markers start with "***". To traverse to the next directory path marker and scroll the file list box as necessary, type in an asterisk (SHIFT 8) while the file list box has the input focus.
- 2 You may selectively detag entries or whole sub-directories if you are using the "Group by directory" list format. Tagging a path marker entry affects all the files listed for that directory.
- 3 If the backup operation detects that the available disk space on the target drive is less than the combined total of the selected files, you are given the option to carry out a detailed space check analysis. This analysis will take into account the actual files to be copied, the destination drive's cluster size and any currently existing directories or files which would be overwritten.

- 4 After a space check analysis, the results are displayed and you are prompted on whether or not to proceed with the backup task.

Panels

Click on the panel below you want help on.

- [Drive Panel](#)
- [Table Panel](#)
- [DirList Panel](#)
- [Search Panel](#)

Drive panel

See Also ▾ Panels ▾

Click on an area of the [Drive panel](#) for more information.

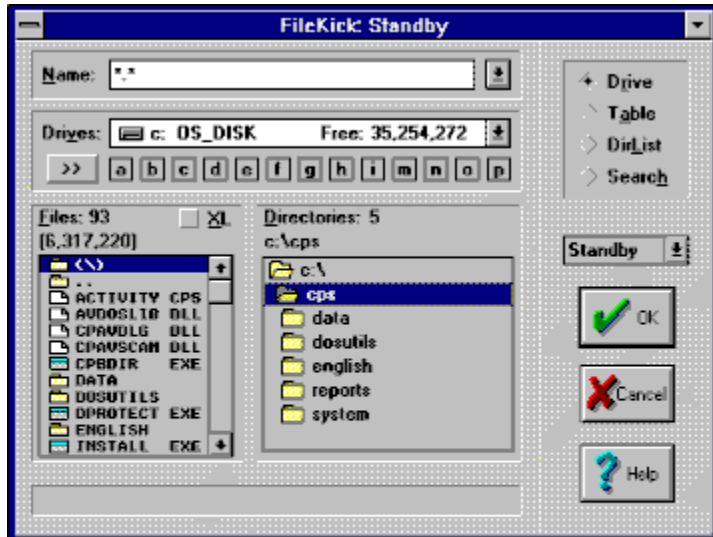
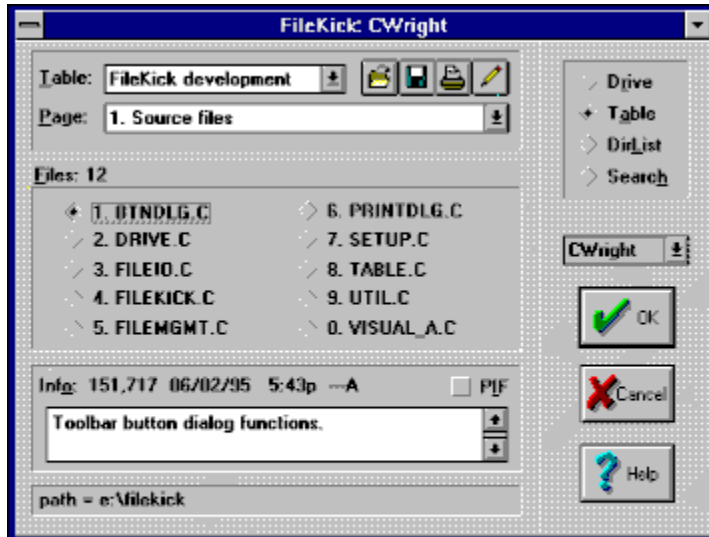


Table Panel

See Also ▾ Panels ▾

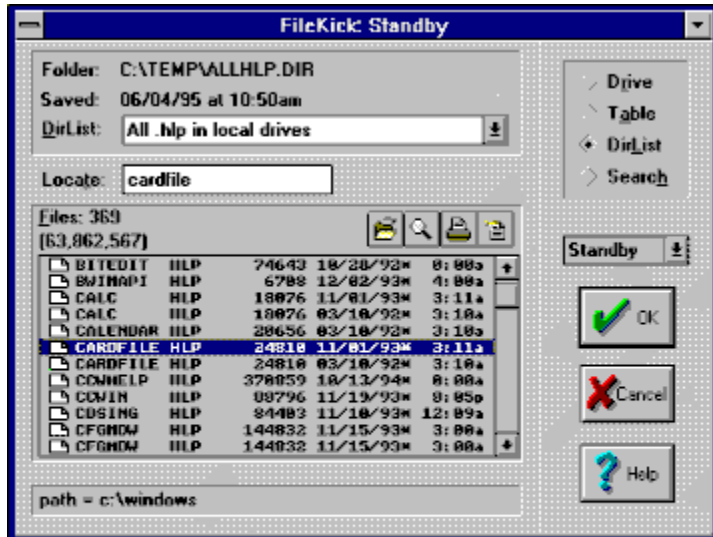
Click on an area of the [Table panel](#) for more information.



DirList Panel

See Also ▾ Panels ▾

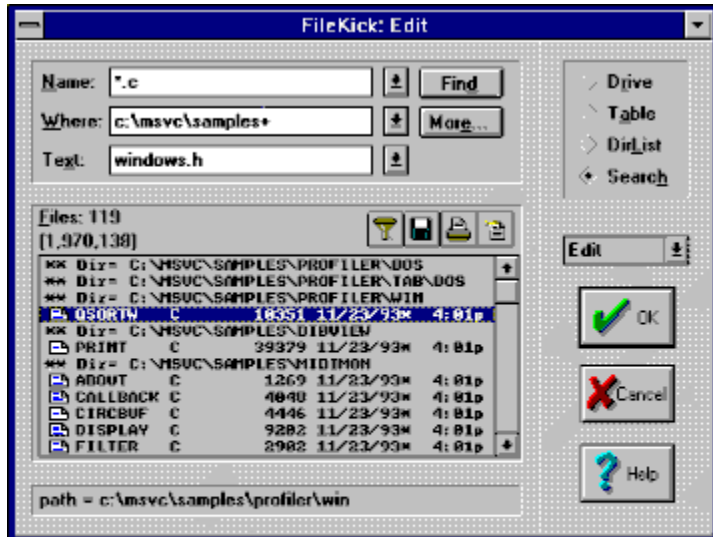
Click on an area of the [DirList panel](#) for more information.



Search Panel

See Also ▾ Panels ▾

Click on an area of the [Search panel](#) for more information.



Dialogs



Select a branch and choose the dialog you want help on.

- File Management
- Directory Tasks
- File Lists
- File Tables
- Preferences
- Other

Dialogs



Select a branch and choose the dialog you want help on.

- [File Management](#)
- [Attributes](#)
- [Copy](#)
- [Delete](#)
- [Move](#)
- [Rename](#)
- [Touch](#)
- [Backup](#)
- [Save Fileset](#)
- [Directory Tasks](#)
- [File Lists](#)
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Dialogs



Select a branch and choose the dialog you want help on.

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- [Xcopy](#)
- [Rmdir](#)
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Dialogs



Select a branch and choose the dialog you want help on.

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- [List Format](#)
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- [Preferences](#)
- [Other](#)

Dialogs



Select a branch and choose the dialog you want help on.

- [File Management](#)
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Dialogs



Select a branch and choose the dialog you want help on.

- [File Management](#)
- [Directory Tasks](#)
- [File Lists](#)
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- [Preferences](#)
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Dialogs



Select a branch and choose the dialog you want help on.

- [File Management](#)
- [Directory Tasks](#)
- [File Lists](#)
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- [About](#)
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- [Browse](#)
- [Calendar](#)
- [FileTrak](#)
- [Label Disk](#)
- [Print Format](#)
- [Log Comment](#)

File Attributes Dialog Box

See Also ▼

Use this dialog to change file attributes. After pressing OK, the FileTrak dialog box appears and tracks the progress of the attribute reset request.

Dialog Controls

- [Reset - input box](#)
- [\[\] Attributes](#)
- [\[\] Confirm each change](#)
- [Files - list box](#)

Notes:

- 1 The state of each check box is saved when the dialog is closed.
- 2 When change confirmation is specified, the FileTrak dialog will display attribute check boxes reflecting the change about to be made. These check boxes may be changed on a per file basis.

File Copy Dialog Box

See Also ▼

Use this dialog to copy files. After pressing OK, the FileTrak dialog box appears and tracks the progress of the file copy request.

Dialog Controls

- [Copy From - input box](#)
- [Copy To - input box](#)
- [Confirm each copy](#)
- [Confirm on overwrite](#)
- [Copy newer files only](#)
- [Files - list box](#)

Notes:

- 1 The "More..." button provides access to copy related options which apply to the "Copy", "Xcopy" and "Backup" commands.
- 2 The state of each check box is saved when the dialog is closed.

File Delete Dialog Box

See Also ▼

Use this dialog to delete files. After pressing OK, the FileTrak dialog box appears and tracks the progress of the file delete request.

Dialog Controls

- [Delete - input box](#)
- [\[\] Confirm each delete](#)
- [\[\] Delete read-only files](#)
- [\[\] Overwrite file sectors](#)
- [Files - list box](#)

Notes:

- 1 The state of each check box is saved when the dialog is closed.
- 2 While in the Drive panel, pressing [Ctrl+Del] will do a quick delete (without confirmation) of a single file selected in the file list box.
- 3 When a <DIR> entry in the file list box is highlighted, the "Delete" function is removed from the pop-up file menu. However, the [Del] key may be used to transfer the pathname to the "Delete - input box" field. You then need to add a filename specifier.

File Move Dialog Box

See Also ▼

Use this dialog to move files. After pressing OK, the FileTrak dialog box appears and tracks the progress of the file move request.

Dialog Controls

- [Move From - input box](#)
- [Move To - input box](#)
- [Confirm each move](#)
- [Confirm on overwrite](#)
- [Move newer files only](#)
- [Files - list box](#)

Notes:

- 1 The state of each check box is saved when the dialog is closed.

File Rename Dialog Box

See Also ▼

Use this dialog to rename files. After pressing OK, the FileTrak dialog box appears and tracks the progress of the file rename request.

Dialog Controls

- [Rename source - input box](#)
- [Rename To - input box](#)
- [\[\] Confirm each rename](#)
- [Files - list box](#)

Notes:

- 1 The state of each check box is saved when the dialog is closed.
- 2 Files may only be renamed in their source directory. The "Move" command allows a file to be renamed while transferring it to another directory.
- 3 The "Rename" function may be accessed using the [F2] key.

File Touch Dialog Box

See Also ▼

Use this dialog to change the date and time stamp on a directory entry. After pressing OK, the FileTrak dialog box appears and tracks the progress of the file touch request.

Dialog Controls

- [Touch - input box](#)
- [Date and Time input fields](#)
- [\[\] Confirm each change](#)
- [Files - list box](#)

Notes:

- 1 The state of each check box is saved when the dialog is closed.
- 2 The date and time fields of subdirectory entries may not be changed.

File Backup Dialog Box



Use this dialog to copy files and create directories as needed in the target path to reflect the tree structure of the source files.

Dialog Controls

- Mirror - input box
- Backup To - input box
- Confirm each copy
- Confirm on overwrite
- Clear archived state
- Copy newer files only
- Files - list box

Notes:

- 1 The number of subdirectories associated with the source files is shown in the files list header.
- 2 A task verification screen always precedes the first copy operation whether or not individual confirmation options have been set.
- 3 The "More..." button provides access to copy related options which apply to the "Copy", "Xcopy" and "Backup" commands.
- 4 The state of each check box is saved when the dialog is closed.
- 5 The backup command is intended for backup operations to high capacity removable disks and network drives.
- 6 Tip: When using Win95 or Win NT you can use long filenames to describe the backup sets more fully. Instead of specifying a destination name such as Sept28 in the "Backup" dialog, use something more descriptive such as "Sept 28 daily backup - new label disk dialog".

Save Fileset As Dialog Box

See Also ▼

Use this dialog to label and save a [backup fileset](#) which can later be reloaded from the Search panel.

Dialog Controls

- [Fileset Name - input box](#)
- [New Label for Fileset - input box](#)
- [Directories - list box](#)
- [Drives - list box](#)
- [Default Backup Path - input box](#)
- [\[\] Add date to path](#)
- [Network button](#)

Notes:

- 1 The "Fileset..." button is only enabled in the "Backup" dialog box when the "Backup" command is used from the Search panel.
- 2 Saved filesets are accessible from the Search panel by first setting the panel's default command to "Backup". The search "text" field is temporarily replaced with the "fileset" list box.
- 3 The log file options in the "[More Setup](#)" dialog box are not saved as part of a fileset.

Make Directory Dialog Box

See Also ▼

Use this dialog to create a new subdirectory.

Dialog Controls

- [New Directory - input box](#)

Notes:

- 1 Long filenames may be specified if the file system provides long filename support.
- 2 Non-existent directories are created, as necessary, in order to create the full path specified.

Xcopy Directory Dialog Box

See Also ▼

Use this dialog to copy a directory and its subdirectories. After pressing OK, the FileTrak dialog box appears and tracks the progress of the Xcopy request.

Dialog Controls

- [Xcopy - input box](#)
- [Xcopy To - input box](#)
- [Confirm each copy](#)
- [Apply name/list filters](#)
- [Clear archived state](#)
- [Copy newer files only](#)
- [Files - list box](#)

Notes:

- 1 This command will copy all the files in the source directory and its subdirectories. New subdirectories will be created as needed in the destination directory.
- 2 The number of subdirectories to be copied is shown in the [files list box](#) header. Subdirectories are created even when they are empty.
- 3 The state of each check box is saved when the dialog is closed.
- 4 The "More..." button provides access to copy related options which apply to the "Copy", "Xcopy" and "Backup" commands.

Remove Directory Dialog Box

See Also ▼

Use this dialog to delete a directory and all its files. After pressing OK, the FileTrak dialog box appears and tracks the progress of the "Rmdir" request.

Dialog Controls

- [Remove - input box](#)
- [Files - list box](#)

Notes:

- 1 This command will remove all files and subdirectories which are children of the directory being removed. Files marked "read only" are automatically unprotected and deleted.
- 2 The "Rmdir" command requires verification in the FileTrak dialog before file deletion commences. Once in progress, deletion of any files still in the directory may be aborted by pressing Cancel or the [Esc] key.
- 3 The number of subdirectories affected is shown in the file list box header.
- 4 A directory may only be removed if all of its subdirectories are empty. If for some reason a file cannot be deleted from a subdirectory, eg the file may be in use, a notification to that effect is displayed.
- 5 Directories which are marked "read only" are automatically unprotected and deleted once all files within it have been removed.
- 6 Directories appearing in the file list box of the Drive or Search panels may be tagged and removed with a single "Rmdir" operation.

Scan Directory Dialog Box

See Also ▼

Use this dialog to list directory entries for all files in the currently selected directory and its subdirectories, along with a total file count and size.

Dialog Controls

- [Scandir - input box](#)
- [Files - list box](#)

Notes:

- 1 Pop-up file menu commands are not accessible from the "Scandir" list box.

File Filter Dialog Box

See Also ▼

Use this dialog to specify criteria which files must meet before they can appear in the file list box of the Drive or Search panels.

Dialog Controls

- [\[\] Date](#)
- [\[\] Time](#)
- [\[\] Size](#)
- [\[\] Attribute](#)
- [\[\] Name Exclusion](#)
- [Date and Time input fields](#)

Notes:

- 1 By default, directory entries appear in the file list box.
- 2 The date and time fields are only enabled when the corresponding check boxes are marked.
- 3 When the date field is disabled, pressing the "Calendar" button allows you to open a calendar to any arbitrary date.
- 4 When any filter criteria has been set, a blue "+" sign will appear inside the filter button.
- 5 The file filter options are automatically disabled whenever the "Name" field is reset as a result of pressing "Cancel" to close the FileKick dialog or when Ctrl F5 is pressed to reset the Drive panel.
- 6 You may also disable the file filter options by holding down the Ctrl key while you click on the "Filter" button.

More Options Dialog Box

See Also ▼

Use this dialog to specify additional search criteria and to specify how matching entries are grouped in the file list box.

Dialog Controls

- [Group by directory - button](#)
- [Mingle by sort key - button](#)
- [Append to list](#)
- [Track search paths](#)
- [Scan subdirectories](#)
- [List duplicates only](#)
- [Text options](#)

Notes:

- 1 When set, the "Append to list" and "List duplicates only" options have an associated icon which appears below the "More" button in the Search panel.
- 2 To find all duplicate files on your system, set the "List duplicates only" option and select the "Local hard drives only" entry from the "Where" list box in the Search panel.

File List Format Dialog Box

See Also ▼

Use this dialog to specify how information in the file list box is displayed.

Dialog Controls

- [Sort Entries](#)
- [Mingled Entries - list box](#)
- [Longname Entries - list box](#)
- [Show Totals in <DIR> Entries](#)
- [Adjust Size by Total Clusters](#)
- [Show Names in Upper Case](#)
- [Date Field options](#)
- [Time Field options](#)

Notes:

- 1 The file list may be sorted by clicking in the shaded area above and below the file list fields.
- 2 The state of each check box is saved when the dialog is closed.
- 3 The format of printed output from the Search panel varies according to how the "Mingled" and "Longname" entries are set.

Load DirList Dialog Box

See Also ▼

Use this dialog to load a directory list into the file list box of the DirList panel.

Dialog Controls

- [DirList File Name - input box](#)
- [File Types - list box](#)
- [Directories - list box](#)
- [Drives - list box](#)
- [File Info - display field](#)
- [Network button](#)

Notes:

- 1 This dialog is a modified "file open" dialog from the Windows 3.1 common dialogs. You may enter a wildcard specification in the "File Name" field to define which entries can appear in the "File Name" list box.
- 2 The last file specification used to save or load a directory list is used to determine the dialog's default drive and directory.
- 3 To make a selection, double-click an entry in the "File Name" list box or choose the OK button after specifying a filename.
- 4 If the common dialog fails to open, Windows displays a warning message, such as in "GetOpen failure # 7", which indicates that the dialog resource failed to load.

Save DirList As Dialog Box

See Also ▼

Use this dialog to save the contents of the file list box in a directory list file.

Dialog Controls

- [DirList File Name - input box](#)
- [New Label for DirList - input box](#)
- [Directories - list box](#)
- [Drives - list box](#)

Print DirList Dialog Box

See Also ▼

Use this dialog to print file list box information to a printer or file. Choose OK to initiate output to the Windows spooler or disk file.

Dialog Controls

- [Title - input box](#)
- [Destination option buttons](#)
- [Print Range option buttons](#)
- [Select printer button](#)
- [Format button](#)

Notes:

- 1 Output to a file is generated in text readable form.
- 2 Output includes each entry's filename, path and directory as well as an optional information header.
- 3 Printing a list with thousands of entries can be a lengthy task. The [Esc] key may be used to terminate output. When output is directed to a disk file, the [Cancel] key may also be used.
- 4 While printing is in progress, a Windows session cannot be ended without first terminating the print task.

Load Table Dialog Box

See Also ▼

Use this dialog to reload table entry information from a previously saved table file.

Dialog Controls

- Table Name - input box
- File Types - list box
- Directories - list box
- Drives - list box
- File Info - display field
- Network button

Save Table As Dialog Box

See Also ▼

Use this dialog to save table entry information in the Table panel to a file.

Dialog Controls

- [Table Name - input box](#)
- [New Label for Table - input box](#)
- [Directories - list box](#)
- [Drives - list box](#)
- [File Info - display field](#)
- [Network button](#)

Notes:

- 1 This dialog is a modified "File Save" dialog from the Windows 3.1 common dialogs. You may enter a wildcard specification in the "File Name" field to define which entries can appear in the "File Name" list box.
- 2 The last file specification used to save or load a table is used to determine the dialog's default drive and directory.
- 3 After specifying the destination file name, choose OK to save the table. You may also double-click on a list box entry when overwriting an already existing file.

Print Table Dialog Box

See Also ▼

Use this dialog to output current table information to a printer or file. Choose OK to initiate output to the Windows spooler.

Dialog Controls

- [Title - input box](#)
- [Destination option buttons](#)
- [Print Range option buttons](#)
- [Select printer button](#)
- [Format button](#)

Notes:

- 1 Output to a file is generated in text readable form.
- 2 Output is grouped by table pages and includes each entry's filename, path, directory and any user-entered file information.

Edit Table Dialog Box

See Also ▼

Use this dialog to add or edit entry information in the Table panel. A table consists of ten pages, each with a maximum of ten file entries. Use the [common dialog controls](#) to select the file being assigned to the table.

Dialog Controls

- [\[\] Auto Num](#)
- [Page and Entry input boxes](#)
- [Set button](#)
- [Clear Pg button](#)
- [Labels button](#)

Notes:

- 1 This dialog is a modified "File open" dialog from the Windows 3.1 common dialogs. You may enter a wildcard specification in the "File Name" field to define which entries can appear in the "File Name" list box.
- 2 The current default drive is used to determine the dialog's default drive and directory. You may change the default drive from the Drive panel.
- 3 To add an entry to the table, double-click on a list box entry or select a filename and press [Enter].
- 4 To delete an entry, assign a blank file name to the corresponding entry.
- 5 Choosing the [Cancel] button will discard any changes made and restore the table to its pre-edit condition.

Edit Table Label Dialog Box

Use this dialog to edit the label associated with a page in the Table panel.

Dialog Controls

- Page - list box
- Label - input box

Notes:

- 1 Pressing [Cancel] will delete all page label changes.

Setup Dialog Box

See Also ▼

Use this dialog to setup user preferences and default values for FileKick program options. The "Setup" command is accessible from the system menu of the FileKick application while it is in a minimized state or from the system menu of the opened FileKick dialog box.

Dialog Controls

- [Initial State Command](#)
- [Initial State Panel](#)
- [\[\] Desktop Click](#)
- [\[\] Hot Key](#)
- [\[\] Hide App Icon](#)
- [Calendar Language](#)
- [Custom Menu Fields](#)

Notes:

- 1 Default values for the file management command options are set individually in each of the file management command dialogs.
- 2 The "Browse" button may be used to select the custom menu program filename.
- 3 The "More" button provides access to additional program options.
- 4 Hot keys are not active while an MS-DOS based application is running.
- 5 Up to 5 custom commands may be added to the pop-up menu and command list box. The default "TxtEdit" command invokes the registry program associated with the ".TXT" extension.
- 6 This dialog may be invoked from a main panel using [Alt-S].

More Setup Dialog Box

See Also ▼

Use this dialog to specify additional user selectable program options.

Dialog Controls

- EXPORT to EDIT controls only
- Save dialog position
- Save filename on command
- Copy over read-only
- Verify copy operations
- Save backup log file
- Log filename - input box
- Auto increment
- Add to destination
- Keep master log
- Prompt for comment

Notes:

- 1 Some input fields only allow their content to be changed explicitly by using other designated buttons, such as a "Browse" button. If the input field in question does not accept direct keyboard entries or the parent dialog stores names internally, then the "Export" function may not succeed.
- 2 The "Save filename on command" option does not apply to commands issued from the Table panel.
- 3 When this dialog is accessed from one of the file management dialogs, only the copy and log file related options are enabled.

Printer Select Dialog Box

Use this dialog to select the active printer from a list of Windows configured printers.

Dialog Controls

- Printer list box
- Setup button

Notes:

- 1 Printers must be configured by Windows before they become available for use. Printer drivers normally have an associated "setup" dialog specific to the printer in use.

About Dialog Box

This dialog box identifies the program's revision number and contains copyright notices. If you have a registered copy of the software, the registered user's name is also displayed.

Notes:

- 1 When FileKick is running under Win95 or Windows NT, the dialog's caption bar will include the label "Win32".
- 2 Non-registered or trial versions of the software are fully functional for a period of 30 days from installation.
- 3 When running a trial version of the program, an expiration date is displayed. Pushbuttons to obtain order information and register the software are also added to the dialog box.
- 4 Press the order button to obtain information on how to register this program and obtain a validation code which will allow you to continue running the software. Registered users receive program update notifications and are entitled to technical support via e-mail.

Add Name Dialog Box

See Also ▼

Use this dialog to add a favorite filename or path to the history list currently associated with the "Name" list box of the Drive panel.

Dialog Controls

- [Entry label - input box](#)

Notes:

- 1 Entries to the Drive panel's "Name" list box may also be added automatically by setting a "Setup" option or by enclosing the entry in square brackets. See [History Lists](#).
- 2 To invoke this dialog, press the **Ins** key while the input focus is on the panel's file or directory list box. A global path entry is formed if the list box selection corresponds to a directory.
- 3 The "Name" list box will retain the last 36 entries made. See [History List Limits](#).
- 4 There is a separate history list for each of the commands in the command list box. When the drive panel's default command is changed, the history list associated with the "Name" list box is changed accordingly.

Browse Dialog Box

Use this dialog to select a filename to transfer into the active name field of the dialog box from which the "Browse" button was selected.

Dialog Controls

- File Name - input box
- File Types - list box
- Directories - list box
- Drives - list box
- Network button

Notes:

- 1 This dialog corresponds to the "File open" dialog from Windows 3.1 common dialogs.
- 2 To make a selection, double-click an entry in the "File Name" list box or choose the OK button after specifying a filename.
- 3 To transfer a directory name, select a file from the desired directory, then delete the filename from the file specification transferred.

Calendar Dialog Box

See Also ▼

Use this dialog to specify an arbitrary date for which to display a calendar page highlighting the corresponding month and day of the week.

Dialog Controls

- [Date - input box](#)

Notes:

- 1 The value for the year may range from 1 to 2099.
- 2 If the date input box is not visible, then use the arrows on either side of the year or month bars of the calendar to select a date.
- 3 The [Ctrl+F4] key combination may be used as a shortcut from any of the panels to invoke the "Calendar" dialog box.

FileTrak Dialog Box

See Also ▼

This dialog tracks the progress of a file or directory management task. It provides information and optional control of each file operation.

Dialog Controls

- [Information display](#)
- [Proceed - Yes](#)
- [Proceed - Yes to All](#)
- [Proceed - No](#)
- [Proceed - Cancel](#)

Notes:

- 1 The FileTrak dialog appears after pressing OK in a file task dialog.
- 2 Task verification options are set in the file task dialog.
- 3 Upon completion of the file task request, file summary information is displayed and the proceed buttons are replaced with an OK button with which to close the FileTrak dialog.
- 4 The file specifications appearing in the information display area are shown in case sensitive format when operating under Win95 or WinNT.
- 5 During file copy operations, an additional time field is displayed which monitors the time elapsed from the beginning of the first file copy.

Label Disk Dialog Box

See Also ▼

Use this dialog to edit the volume label on a disk.

Dialog Controls

- [Drive Label - input box](#)

Notes:

- 1 The current label of the disk is displayed in the label input box.
- 2 If the input field is disabled, as is the case with networked or CD ROM drives, this is an indication that the label may not be changed.
- 3 Invalid label characters include ! { * ? / \ . , ; : + = [] () & ^ < > "

Print Format Dialog Box

Use this dialog to specify page formatting criteria when printing a directory list or file table.

Dialog Controls

- Center title
- Title 1st page only
- Print page numbers
- Include filelist summary
- Print line numbers
- Linefeed between entries
- Widen left margin
- Font size buttons

Notes:

- 1 Title and page related options apply only to printer output. The corresponding check boxes are grayed when printing to a file.
- 2 The state of each check box is saved when the dialog is closed.

Log Comment Dialog Box

See Also ▼

Use this dialog to type in a comment to be included in the file header section of the backup log file and in the [master log file](#) backup entry.

Dialog Controls

- [Log comment - input box](#)

Notes:

- 1 You may enter up to 500 characters in this multi-line edit field.
- 2 When the "Prompt for comment" check box in the "Setup More" dialog box is set, the "Log Comment" dialog box will automatically pop up after the backup files have been selected and the OK button has been pressed in the "Backup" dialog box.

Panel Commands

See Also ▼

A default command is associated with each panel and is displayed in the command list box and dialog box caption. This command is activated by double-clicking on a file entry or by clicking on the OK button. Commands may also be accessed from the pop-up command menus. In addition, the button bar in each panel provides functions which act on a directory list or table as a whole.

List Box commands

The list box commands include Run, TextEdit, Open, Export, ExportOK, Standby, Backup and any user defined custom commands. When a list box command is activated, the FileKick dialog box will close and yield control to the newly launched program or previously active application.

Button bar commands








The button bar has four buttons which change according to the active panel. Clicking on a button bar button opens up its associated command dialog box.

Button Bar Commands

See Also ▼

Each panel provides four button commands which act on the panel's directory list or table. The buttons present in the button bar vary according to panel. Each button has an associated function as shown below.

For more information click on an item.

-  [Filter directory file list](#)
-  [Save file list or table](#)
-  [Print file list or table](#)
-  [Specify file list format](#)
-  [Load file list or table](#)
-  [Locate next DirList entry](#)
-  [Edit file table entries](#)

Filter List

Use this command to specify criteria which files must meet before they can appear in the file list box of the drive or search panels. See [File Filter](#).

Save File

Use this command to save the entries in the panel's file list box to a directory list file or to save the entries in the Table panel to a table file. See [Save DirList](#) or [Save Table](#).

Print File

Use this command to print file list box information or a table, to a printer or file in text readable form. See [Print DirList](#) or [Print Table](#).

List Format

Use this command to specify how information in the file list box is displayed. See [List Format](#).

Load List

Use this command to reload table entry information from a previously saved table file or to load the file list box in the DirList panel. See [Load DirList](#) or [Load Table](#).

Locate Next

Use the "Locate Next" button bar command to find the next entry in the DirList file list box to match the filename or extension specified in the "Locate" input box.

Edit Table

Use this command to add or edit entry information in the Table panel. See [Table Editing](#).

Shortcuts

See Also ▼

You may use keyboard shortcuts to invoke some of the file management commands and control cursor movement in the file and directory tree list boxes.

The "Calendar" dialog box may be opened by pressing [Ctrl+F4] from any of the panels. The [Esc] key may be pressed to halt lengthy sort or find operations as well as printer output to a file.

File Management

The Copy, Move, Rename and Delete file functions may be accessed with the [F8], [F7], [F2] or [Del] keys respectively when a file entry has been highlighted and the source list box or table has the input focus. The pop-up menu may be opened by pressing [Alt+M].

Pressing [Ctrl+Del] while in the Drive panel does an immediate single file delete without any confirmation. The [Del] key may also be used to invoke the "Rmdir" dialog box.

Pressing [F5] while in the Drive Panel will update the drive list and refresh the associated file and directory lists. If you only want to refresh the panel's current lists, press [Ctrl+F5]. Both of these actions will reset the filename specification to (*.*)

Cursor Movement

Six [Ctrl] key combinations, modeled after their use in WORDSTAR, have been designated to duplicate the cursor movement and scroll functions as follows:

- Ctrl E - Cursor up
- Ctrl X - Cursor down
- Ctrl W - Scroll up
- Ctrl Z - Scroll down
- Ctrl R - Page up
- Ctrl C - Page down

These duplicate keys will enable you to move the cursor in a file or directory tree list box without moving your hands from the "home" position on the keyboard. The cursor and page keyboard shortcuts are also valid in the Table panel.

Quick Directory View

A special key combination is available when the directory tree list box of the Drive panel has the input focus. Pressing [Ctrl+M] will update the [files list box](#) with the directory listing of the currently highlighted directory tree entry. Using [Ctrl+M] with the cursor movement keys allows you to quickly view a directory without the directory tree being redrawn..

File Tagging

When the file list box has the input focus, the '/' key may be pressed to tag or untag all listed files.

Ordering Information

FileKick® 2.1

All orders are subject to the FileKick [License Agreement](#).

Ordering by Check: To order by check, print out an [order form](#) and send it along with a check to FileTrak Software, Inc., P.O. Box 006, Pocopson, PA 19366-006. Payment must be in US dollars drawn on a US bank, or you can send international postal money orders in US dollars.

Credit Card Ordering: For information on ordering by MasterCard, Visa, American Express, or Discover, using phone, FAX, e-mail, or postal mail, click here: [Credit Card Ordering Information](#).

CompuServe Registration: To have the registration fee added to your CompuServe bill, use the CompuServe command [GO SWREG](#) and follow the menus. FileKick's registration id is **10887**.

Internet Registration: You may register online using the PsL registration services at <http://www.pslweb.com> or the ShareIt! registration services for international orders at <http://www.shareit.com> (program ID 100285).

Purchase Orders: For more information see [purchase orders](#).

Site Licenses: A site license for FileKick entitles an organization to receive one copy of the distribution package and duplicate the distribution disk for the specified number of copies. See [Site License pricing](#) in the order form.

Software Registration

To register the software you must first place an order for the licensed software. Upon registration you will receive:

- 1 The latest version of FileKick with the registration notices removed.
- 2 A serial number via e-mail that will allow you to continue running the trial version of the software past the 30 day limit.
- 3 Technical support via e-mail.
- 4 Notification of future upgrades and special discounts.

Instructions

To open the register dialog box, select "About" from the system menu and click on "Register".

Enter your name and serial number exactly as they appear on the registration label or e-mail you received when you registered FileKick. If entered correctly, your name will appear in the "About" dialog box and the registration notices will be removed.

Please save this information for possible use with future upgrades or in case you re-install the program.

Note: If your name is spelled incorrectly in the instructions, please contact FileTrak Software, Inc. with the correct spelling, and you will receive a new registration number.

Questions and Answers

This help topic will index into topics containing answers to frequently asked questions. Click on an item below for more information.

- [1. Using the Export command.](#)
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Using the Export Command to Transfer a Filename.

Using hot key activation, activate FileKick while another program's dialog box is opened. Then, using one of FileKick's panels, select a file and use the export command to transfer the file specification associated with the highlighted entry back into the filename input box of the other program's dialog box.

If the name is not transferred as you might have expected, the input box in the dialog box is not a standard Windows "edit" control. You may select to force "Export" into non-edit controls by choosing the associated preference option in the "More Setup" dialog box..

Using a System Wide Directory to Locate a File.

From the Search panel, set the "Where" specification to "Local hard drives only", specify a "Mingled" file list in the "More" dialog box and do a global find operation for all files (*.*). Now use the "Save DirList" command from the button bar to create a directory list file and assign it a label. This label may be used to reload the directory list.

When you want to locate a file, go to the DirList panel and load the directory list previously created. Use the "Locate" input field and button in the DirList panel to scan and find matching entries in the directory list. A pop-up menu of commands is only a right mouse click away.

Editing Consecutive Files in a Search File List.

First use the "Setup" dialog box to define a custom command which invokes your file editor. The label associated with the new command will now appear in the command list box. Go to the Search panel and select this entry as the default command.

Now you are ready to generate a file list. Set the required search criteria and location set domain and choose the "Find" button. To edit a file, double-click on the corresponding entry. Filekick will return to its minimized state and transfer control to the editor program.

To edit another file from the search list, re-open FileKick using hot key activation, select the next file from the file list by pressing [Ctrl+X], then press [Enter] to transfer control to the editor program once again.

If a Windows registry association exists for the files being edited then you don't need to define a custom command. Select the "Run" entry in the command list box instead and proceed as before.

Using Long Filenames

In a Windows NT or Windows 95 environment, long filenames can be displayed in the file list box of the Drive, DirList and Search panels. The "File List Format" dialog allows you to specify whether to display a file's longname or its alternate DOS 8.3 name. A "colon" appears to the left of those entries having a long filename. Directory lists only save the short filename, but once the dirlist is re-loaded an entry's corresponding long filename may be displayed.

When an entry having a longname is highlighted in the file list box of the Drive panel, the full long name appears in the "File Name" input box. This field may be scrolled to see the entire name. For other entries, the alternate file specification is displayed in lower case, except for the filename itself which is shown in its case sensitive form.

The source name specified for all file and directory management functions must be in the short alternate format. When you select an entry from the file list box with a longname, its short name equivalent is automatically transferred as the source name for any file management task.

You may specify a longname as the target name for the "Copy", "Move", "Rename", "Backup", "Xcopy" and "Mkdir" functions. When copying a file with a longname, its longname will be used as the default new name. When a file with a longname is being transferred to a FAT system not supporting longnames, a short filename should be specified for the destination or else the copy operation will use the source file's short name.

Directory lists and tables can only be saved using short filenames. When printing a directory list or table to a disk file, longnames may be used in Win32 platforms.

Using Single Key Launch

When a number of files need to be edited repeatedly, as during program development, build a table containing each of the files involved. This will allow you to use the single key launch feature to quickly access any given table entry.

If a Windows registry association exists for the files being edited, then you don't need to define a custom command; simply select the "Open" entry in the command list box. Otherwise, use the "Setup" dialog box to add a custom command which invokes your program editor. The label associated with the command will now appear in the panel's command list box. Select this entry as the default command.

Now you are ready to build a table. In this case, you could subgroup related files into separate pages, e.g. source and header files in separate pages. Once you are done selecting files, choose OK to save the file entry information and return to the Table panel. To activate the panel's default command you can now double-click on a file entry, press the OK button or press the number key associated with the active entry of the current page.

Once the command is executed, Filekick will run in a minimized state and transfer control to the launched program. At this point, if you wanted to edit another file from the table, re-open FileKick using hot key activation and press the number key next to the file of interest. The FileKick dialog will once again close and transfer control to the designated program. This is very effective when the launched program supports a multiple document interface.

By setting the initial state panel to be the Table panel, FileKick will open up to the last accessed table each time the program is first opened. Opening to the Table panel is fast, since drive related information is not gathered, as is the case when first accessing the Drive or Search panels. The panel's default command will be reset to match the saved table command. You can then quickly open a file using single key launch.

Displaying Drives Free Space

From the Drive panel, drop down the "Drives" list box and then press [F5]. This will update all drive information and show the available free disk space for each entry. In addition, the total disk space and percent utilization for the currently highlighted entry is normally displayed in the message line field.

Setting Directory Bookmarks

The list box entries in the "Name" field of the Drive panel may be thought of as bookmarks that will allow you to quickly access a particular file, or list specified files in a favorite directory. There is a separate set of bookmarks for each of the commands in the command list box.

You may highlight any entry in the Drive, DirList or Search panels and then press the [Ins] key to add the corresponding filename or path to one of the history lists of the "Name" field in the Drive panel. If you select a <DIR> entry, then the default file specifier (*.*) will be used. You may optionally specify a label which will appear preceding the file entry in the list box.

To access a particular file or path entered into the history list, simply access the entry from the list box. If a path specification is selected, the drive panel will automatically switch to list files in the specified drive and directory. If a single filename entry is selected, the file is highlighted. Then, by just pressing [Enter] or choosing OK you can execute the panel's current default command.

If you double click on a directory entry, the last specified name mask is used to display a new file listing. To restore a drive's listing to include all files (*.*), you can press [Ctrl+F5] or hold down the [Ctrl] key while clicking on a drive's selection box or select "All Files" from the "Name" list box.

To delete an entry from the history list, drop down the list box, highlight an entry and press the [Del] key.

Printing Directory Lists

To print the contents of the file list box in any of the panels, use the button bar "printer" command. This command is also available from the Table panel and allows you to print information associated with each of the entries.

The "Print DirList" dialog box will allow you to specify whether to print to a printer or file. Options allow you to specify a printer, select a range of entries to be printed and how to format the output.

In general, printed output will resemble the listing that appears in the file list box. Select "Longname" in the corresponding list box of the "File List Format" dialog box to enable display of long filenames. Select "Alt name:info" to display alternate file names with directory information.

From the Search panel, several print format combinations are possible when listing files using a "Mingled" format. To print long filenames you must select "Name:Info" in the "Mingled Entries" list box and "Longname" in the "Longname Entries" list box.

Examining Hard Disk Usage

The "File List Format" and "File Filter" dialogs may be used to specify a file list format that displays disk usage information. Various views of your disk space utilization are possible depending on how the dialog options are set.

Drive free space may also be displayed for all drives in your system.

To obtain %disk usage on a directory basis

1. Go to the Search panel.

- Set "Name" to *.* and "Where" to the drive of interest.

2. In the File List Format dialog box:

- Set "Show Totals in <DIR> entries" and "Based on file size".
- Set the "Sum branches" check box.
- Set the "Time Field" option to "% disk".
- Set "Sort Entries" by "size" in "reverse".

3. In the File List Filter dialog box:

- Qualify file list entries by "Attribute", "Only-if", and "Directory".

4. Use the "Find" button to generate a directory listing. This list will show the total byte count of all the files under each directory and its branches. Remember this list can now be saved and viewed again later, or it can be printed out to a printer or file.

Another option in the File List Format dialog allows you to adjust the size displayed in the file entry information to reflect the actual disk space that the files occupy based on disk cluster usage. You may further set other filtering criteria to meet more specific needs.

You will also find it helpful to generate a file list in "Mingled" list format from the Search panel for a given drive and sort the contents by size. This may also be applied to all the local hard drives on your system. The %disk field will then refer to the drive in which the corresponding entry is found.

Sorting the File List Quickly.

The file list may be sorted by clicking in the shaded area above or below the file list fields.

Place the mouse cursor in a rectangular quick sort area above or below the corresponding column to be used as a sort key in the file list box: name, extension, size or date. If you click below a column field, the list box is sorted in reverse order.

The list format sort options will reflect the new sort key.

Connecting a Network Drive

Network drives will only appear in the Drive panel after a letter association has been made with a shared folder. You can do this using file manager or by using the "Network" button which is accessible from FileKick's Save or Load dialog boxes. Access these dialog boxes using the command button bar.

Make sure to press F5 while in the drive panel to reset the drive list after a new drive letter has been assigned or deleted.

Using File Mask Exclusion

Normally, the "Name" field in the Drive and Search panels specifies the name or mask to be used to select which files are listed in the file list box. This field may also be used to specify files which are to be excluded by setting the "Name Exclusion" check box in the "File Filter" dialog.

When files are being excluded, a "!" will appear next to the "Name" field label and the "filter" button in the button bar will display a "+" sign. Filter options are automatically disabled when [Ctrl F5] is pressed while in the Drive panel or if the dialog is closed by pressing Cancel.

Name exclusion may also be used to exclude files during an Xcopy operation by setting the "Apply name/list filters" option in the "Xcopy" dialog box.

Labeling a Disk

Use a right mouse click on a drive box letter in the Drive Panel to access the drive related pop-up menu. Select the "Label Disk" menu command to display and edit the corresponding disk's volume label.

Logging Backups

Use the "More Setup" dialog to set the log file options. If the "Save backup log file" check box is cleared, all the other log file related options are disabled. These options allow you to keep a record of each backup made and the files that were backed up.

You may assign a default log file name and specify its location. By default, the file will be placed in the program's data directory. The filename may be made to automatically change if it ends in a two digit number, e.g. backup01.log. You have the option to make a copy of the backup log file in the backup path itself.

The "Keep master log" option will record an entry in a file named filetrak.log in the program's data directory. Each entry consists of the backup summary header that appears in the log file. Long filenames will appear to the right of each directory listing. The following sample output from some log files is best seen by first maximizing this viewing window.

Sample log file with 1 entry:

```
Date: 20/MAR/1997  Fileset: Daily Backup
Time: 10:36pm      Files: 1 (326,729)
```

```
File(s) mirrored in volume ZIP-100 in F:\
```

```
      E:\filekick\help\
1 filekick  vh      326,729 03/20/97 10:35p ---A filekick.vh
```

Sample master log file with 1 entry:

```
*****
```

```
Date: 20/MAR/1997  Fileset: Daily Backup
Time: 10:36pm      Files: 1 (326,729)
```

```
File(s) mirrored in volume ZIP-100 in F:\
```

```
Log file: E:\FILEKICK\RELEASE\DATA\BACKUP45.LOG
*****
```

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T

[Table Directory](#)

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[Type Archive](#)

[Type Bin](#)

[Type Dir](#)

[Type Exe](#)

[Type Ext](#)

[Type Other](#)

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U

[Uninstall](#)

[Using Backup Filesets](#)

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[Using Export](#)

[Using File Mask Exclusion](#)

[Using File Tables](#)

[Using History Lists](#)

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W

[Where Combo Box](#)

X

[XBackup Command](#)

[XBackup FilterCommand](#)

[XBackup StdCommand](#)

[Xcopy Directory](#)

[Xcopy See](#)

See Also:

- [More Setup](#)
- [Drive Panel](#)
- [Using History Lists](#)

See Also:

- [Backing up Files](#)
- [Xcopy Directory](#)
- [Using the Pop-up Menu](#)
- [Search Panel](#)
- [File Backup Dialog Box](#)
- [Using Backup Filesets](#)
- [Logging Backups](#)

The "Backup" command allows you to backup one or more files and at the same time create directories automatically in the target drive to mirror the directory structure of the source files.

Button Bar

The button bar in each panel provides functions which act on the panel's directory list or table. When the mouse cursor is moved over a button, a short description of the corresponding button's function is displayed in the message line.

Use the "Calendar" command to display a calendar opened to the currently selected entry's date.

Calendar Icon

The calendar icon is displayed whenever a file is about to be overwritten with a file that is older or that has the same date and time stamp.

See Also:

 [File Filter](#)

Cancel Button

Click on the Cancel button to close the FileKick dialog and clear the file list associated with each of the panels. This frees up any memory resources which were required to maintain the panel lists.

Notes:

- 1 When the FileKick dialog is re-opened, the last accessed panel is displayed. In the case of the Table or DirList panel, the last accessed table or directory list used is re-loaded. With the Drive panel, the directory and file list boxes are refreshed with the current default drive's information.
- 2 Pressing the Cancel button will de-activate any file filter options which may have been set. The "Name" field specifier is also reset to "*.*".

Caption Bar

The caption bar displays the program's title and the current panel's default command.

Command List Box

The command list box allows you to select the default command for the current panel. The default commands include: Run, TxtEdit, Open, Export, ExportOK, Standby and Backup. In addition, any custom commands are also listed.

Notes:

- 1 If a Windows executable program is associated with the currently highlighted entry and the panel's default command is the "Open" or "Run" command, the run icon identifying the corresponding Windows program is displayed in the panel's icon display area.
- 2 Depending on how FileKick is activated, if the Export and ExportOK commands are not applicable they will not appear as list box entries.
- 3 Pressing **Alt+C** moves the focus to the command list box.
- 4 To execute the default command, press OK or double click on a file list box entry. However, if the default command is set to "Standby", a double click will be interpreted as a "Run" or "Open" command.
- 5 When the "Backup" command is selected in the Search panel, the "text input box" is hidden and in its place the "fileset" selection list box appears.

See Also:

- [*Panels*](#)
- [*Using the Pop-up Menu*](#)
- [*Setting Preferences*](#)
- [*Using File Tables*](#)
- [*Using Directory Lists*](#)
- [*Button Bar Commands*](#)
- [*Using History Lists*](#)
- [*Using Export*](#)

Common Dialog Controls

These are the user input fields provided in FileKick's enhanced Windows 3.1 common dialog for a file open or save command.

- File Name - input box
- File Types - list box
- Directories - list box
- Drives - list box
- Directory Info - display field

Credit Card Ordering

MasterCard, Visa, American Express, and Discover orders for FileKick may be placed through PsL, a credit card order taking service. PsL is short for "Public (software) Library". Contact points are:

By Fax: (713) 524-6398

You can fax your order 24 hours a day, 7 days a week. You can also mail credit card orders, using the form below, to PsL at P.O. Box 35705, Houston, TX 77235-5705.

By e-mail: CIS 71355,470

Compuserve mail to 71355,470 or Internet mail to 71355.470@compuserve.com. You may also link to PsL's on-line order system through a link on our home WEB page at <http://www.voicenet.com/~filetrak>.

By phone: 800-242-4775 or 713-524-6394

Hours for phone orders are: 7am-6pm Monday thru Thursday and 7am-12:30pm on Fridays, except holidays. No weekends. Refer to product ID# 14555.

THE ABOVE NUMBERS ARE FOR CREDIT CARD ORDERS ONLY. FileTrak Software cannot be reached at these numbers.

Any questions about the status of the shipment of an order, refunds, registration options, product details, technical support, volume discounts, dealer pricing, site licenses, etc., must be directed to FileTrak Software, Inc., P.O. Box 006, Pocopson, PA 19366-006 or by CIS e-mail to 104042,3470 or Internet mail to filetrak@voicenet.com.

PsL requires the following information:
FileKick product ID# 14555

Credit Card MasterCard VISA AMEX Discover

Credit Card Number:

Expiration Date:

Name On Card:

Billing Address:

Custom commands are displayed at the end of the menu. These commands are defined using the "Setup Preferences" dialog.

See Also:

- [Drive panel](#)
- [Table panel](#)
- [Dirlist panel](#)
- [Search panel](#)

Use the "Mkdir" command to create a new directory. The "Rmdir" command removes a directory after all its files and subdirectories have been deleted. The "Xcopy" command allows you to duplicate a directory with all its files and subdirectories. Directory commands provide task list verification and task confirmation before any action is taken.

Directory Entry Information

See Also ▼

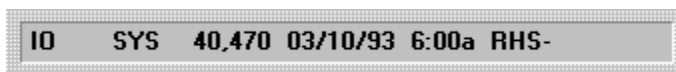
The content of the file list box depends on the type of directory listing and its display format. Listings generated from the Search panel in "Mingled" format may display path or directory information for each entry.

The default directory entry format includes fields corresponding to the file's name, extension, size and date. Special designators next to the name, extension and date fields provide additional type and [file attribute information](#).

Click on a marked area below for more information.



If some of the directory fields are not visible in the file list box, the message line field is used to display all directory information for the currently highlighted entry.



See Also:

- [List Format](#)
- [Find More Button](#)

The extended format directory listing displays the file size using a comma separated number. For each directory attribute that is set, a one character code is displayed as follows:

- R for read-only
- H for hidden
- S for system
- A for archive

Directory Tree Header

This header shows the panel's current directory path and the number of subdirectories below it.

Notes:

- 1 Information in the file list box corresponds to the current directory path.
- 2 The currently highlighted entry in the directory tree list box may not necessarily be the current directory path.

Directory Tree List Box

This list box displays the directory tree path from the root directory to the current directory. Subdirectories of the current directory path are also shown.

Notes:

- 1 Double-click on a directory tree list box entry to change the current directory and display a new directory tree.
- 2 You may traverse a directory tree and at the same time view the contents of selected subdirectories by highlighting a directory tree entry and then pressing the keys [Ctrl+M]. This will change the current directory and the contents of the file list box without redrawing the directory tree. See [Shortcuts](#).
- 3 All directory names are displayed in lower case in order to maximize use of the screen area available. When using Win95 or WinNT, case sensitivity of names is maintained during file management operations. The FileTrak dialog box will display all file specifications using a case sensitive format.

DirList Selection Box

This list box allows you to change the DirList panel's file list by selecting a label corresponding to a previously saved directory list file.

Notes:

- 1 The list box selection <NULL list> clears the contents of the file list box.
- 2 The list box selection <SEARCH list import> moves the directory listing currently in the Search panel into the DirList panel.
- 3 Each user entry in the DirList Selection box is associated with a directory list file which was previously saved or has been loaded once before.
- 4 The "Save DirList" button bar command in the drive and search panels allows you to associate a label with a directory list being saved and automatically adds it to the DirList Selection Box.
- 5 Alternatively, the "Load DirList" button bar command may be used to load a directory list directly by file name rather than by its label.

DirList Information

The "Folder" field is used to display the name of the directory list file currently loaded. The "Saved" field is used to display the date and time at which the directory list was created.

See Also:

- [Using Directory Lists](#)
- [List Format](#)
- [Commands](#)
- [Button Bar](#)

See Also:

- [*DirList Panel*](#)
- [*Commands*](#)
- [*Save DirList*](#)
- [*Load DirList*](#)

Drive Bitmaps



5.25" removable



3.5" removable



Local fixed drive



Compressed drive



RAM drive



CD ROM drive



Networked drive



Substituted drive

Note:

Compressed drives are only represented as such when the host drives were compressed using DoubleSpace (which was included in MS-DOS 6.0 and 6.2) or DriveSpace.

Drive Box Scroll

This control appears only when there are more than 13 drive letters available on your system. Click on this control to switch the drive letter set displayed on the drive selection boxes.

A right mouse click on this control will pop-open a menu of disk related functions.

See Also:

- [List Format](#)
- [File Filter](#)
- [Commands](#)
- [Add Name](#)
- [Shortcuts](#)
- [Directory Entry](#)
- [Button Bar](#)
- [Label Disk](#)

Drive Selection Box

Click on a box to select the active drive. If there are more than 13 drives available, use the scroll button to display the remaining set.

A right mouse click will open a drop-down menu of disk related functions.

Notes:

- 1 Drive box letters are assigned when the drive panel is first displayed. The set of drives found will be kept until FileKick is closed.
- 2 To update the drive letters, press **F5** while in the drive panel. This may be needed if, for example, you add or remove network drives after FileKick has been started.
- 3 The drives combo box will automatically track the active drive selection.
- 4 Holding down the [Ctrl] key while you click on a drive selection box will reset the filename specifier to "*.*" and also reset the filter dialog options.

Drives Combo Box

Select the drive for which to display directory information.

Notes:

- 1 List box entries correspond to the available drives. Each entry displays the disk's volume label and starts with a bitmap corresponding to the drive's type: fixed disk, removable, compressed, CD ROM, remote, RAM or substituted. See [Drive Bitmaps](#).
- 2 Pressing **F5** while in the Drive panel causes all drive information to be reset. See [Drive selection box](#). Pressing **F5** while the list box is dropped down also displays free disk space for all disks.
- 3 When the drives combo box has the focus, typing a letter selects the corresponding drive.
- 4 Network drives will only appear after a letter association has been made with a shared folder. You can do this using file manager or by using the "network" button which is accessible from FileKick's Save or Load dialog boxes. Make sure to press **F5** while in the drive panel to reset the drive list.

See Also:

[Using File Tables](#)

[Button Bar Commands](#)

Extended List Check Box

Select this check box to display the file list in extended format or to gain access to the drive panel's button bar. Clear the check box to restore the file list box to its normal size.

Notes:

- 1 The directory tree list box will be temporarily hidden from view while the file list box is extended.
- 2 The button bar provides commands that act on the file list itself.

The "Run", "TxtEdit" and "Export" commands allow you to run a program, edit a file or transfer a filename back into another program's dialog box.

The "Run" command is disabled when the highlighted entry does not correspond to an executable program. However, if the entry has an associated program entry in the registry or win.ini file, the "Open" command is shown in its place.

See Also:

[FileTrak Dialog](#)

[Using the Pop-up Menu](#)

The "File" command opens a submenu of file oriented commands. It is available when the currently highlighted entry corresponds to a file which exists and is accessible on disk.

See Also:

- [FileTrak Dialog](#)
- [Xcopy Directory](#)
- [Using the Pop-up Menu](#)

See Also:

- [FileTrak Dialog](#)
- [Remove Directory](#)
- [Using the Pop-up Menu](#)

See Also:

- [*File List Format*](#)
- [*Find More Button*](#)
- [*Calendar*](#)
- [*Button Bar Commands*](#)

See Also:

[FileTrak Dialog](#)

[Using the Pop-up Menu](#)

The "Copy", "Move", "Rename" and "Delete" commands apply to one or more files which have been highlighted in the file list box. Notice that some of these commands have shortcut keys assigned to them.

The "Attribute" and "Touch" commands allow you to change the directory attributes or date and time associated with a file directory entry. You may also use the "Attribute" command to hide a directory.

See Also:

- [Table Panel](#)
- [Edit Table](#)
- [Setup Preferences](#)
- [Single Key Launch](#)

File Tag Area

Click on the area to the left of the file list to quickly tag all files in the list box or table. If files have been previously tagged, then a click in this area unselects the files.

Notes:

- 1 Files may be selectively tagged by holding the **Ctrl** key down while clicking on entries.
- 2 A contiguous group of entries may be selected by holding down the **Shift** key when clicking on the second entry defining the group.
- 3 Up to 64 files selected from a list box may also be dragged to their destination. See limited drag and drop.
- 4 To open the pop-up file menu for a group of tagged files, simply click on one of the tagged entries with the right mouse button.

See Also:

[FileTrak Dialog](#)

[Using the Pop-up Menu](#)

Name Input Box

Enter the file specification that describes the files to be listed. File names must conform to MS-DOS naming conventions.

Notes:

- 1 A global name specification may include up to 10 wildcard masks: e.g. **C:\windows\system*.ini *.sys *.drv**
- 2 If an entry is enclosed in brackets it will be added to the list box entries. An optional label may prefix the entry, as in:
My source files [C:\project*.c *.cpp]. See [Add Name](#).
- 3 When a file is highlighted in the file list box, its full name specifier will be displayed in the name input box. If the file has a long filename, then only the filename is displayed.
- 4 When changing drives or directories, the last entered name specifier is used to generate a new listing.
- 5 When the "Name Exclusion" option is set in the "Filter" dialog, files that match the file specification criteria are excluded from appearing in the file list box.

File List Header

This header shows the number of entries in the file list box and the total size of the corresponding files.

Notes:

- 1 The "Files" number in the Drive and DirList panels includes all entries displayed, including the root and parent directory designators. The number shown in the Search panel is equal to the number of matching entries. See [Files List Box](#).
- 2 A [list format](#) option may be set to adjust file sizes by cluster size.
- 3 When files have been tagged, the header information pertains to the tagged file set.

File List Box

The file list box contains directory information for files matching the file selection criteria or for files in a previously saved directory list.

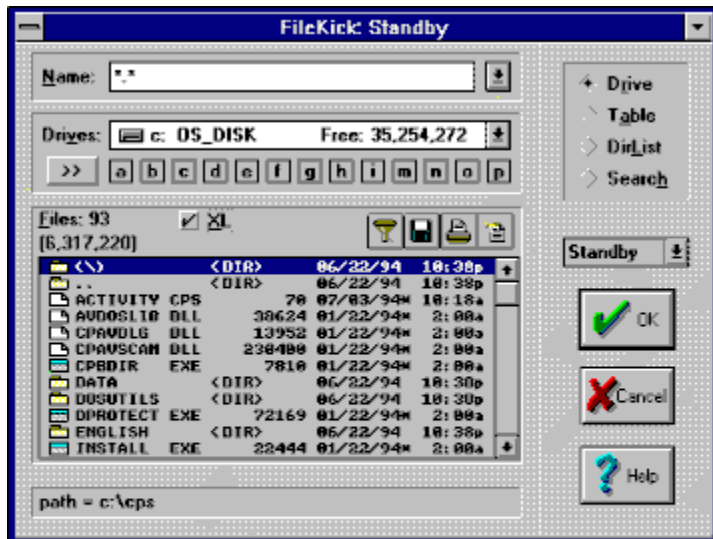
Notes:

- 1 The file list box in the Drive panel may be shown in short or extended form.
- 2 File selection is determined according to the specifications in the "Name" field and options set with the "File Filter" command. Additional restrictions may be placed from the Search panel.
- 3 List box entries are preceded with a bitmap designating the file type and include other attribute information. See [Directory Entry Information](#).
- 4 A ":" character precedes the bitmap file designator on a file entry that has a corresponding longname.
- 5 You may change the current directory in the Drive panel by double-clicking on a <DIR> entry.
- 6 The file list box may contain up to 63,998 entries.
- 7 Double-click on an entry to execute the panel's default command using the entry as a file argument. If the default command is set to "Standby", the action taken will correspond to a "Run" command instead.
- 8 When using Win95 or WinNT, the names appearing in the file list box of the Drive and Search panels are case sensitive. Filenames may be displayed in upper case only by using the "Show Names in Upper Case" option in the "File List Format" dialog box.

Files List Box Extended



In extended format, additional fields appear in the file list box. The button bar and run icon display areas become active.



FileTrak Bitmaps

The FileTrak dialog tracks the progress of a file management or directory task. The bottom section of the information display in the FileTrak dialog may include up to 4 different icons as shown below.

For more information click on an area of the information display.



FileTrak Prompt

This field is enabled when verification options in the file management task have been set. The prompt will vary according to the task and circumstances.

See Also:

 [FileTrak Bitmaps](#)

Find Button

Choose the "Find" button to initiate a file search operation.

Notes:

- 1 All panel controls in the Search panel are disabled during a search, except the "Start" button itself which changes to a "Stop" button.
- 2 A search operation may be halted by choosing the "Stop" button or pressing the "Esc" key.
- 3 The FileKick dialog may be minimized while a search operation is in progress.
- 4 A "Find duplicates only" search will first find all files matching the search criteria before filtering the list to include only those with duplicate names.
- 5 During lengthy sorts of mingled file lists, a "SortJump" indicator provides additional feedback. The sort terminates when the jump interval is 1.

See Also:

- [Searching for a File](#)
- [File Filter](#)
- [File List Format](#)
- [Search Panel](#)

CompuServe SWREG Orders

Use the CompuServe command GO SWREG and follow the menus to register FileKick using the appropriate product ID listed in the table below.

Registration using WinCIM:

- 1 Select "Go" from the services menu and type SWREG.
- 2 Double click on "Register Software" in the shareware registration box.
- 3 After viewing the registration agreement, click on "Proceed", then select your geographic region.
- 4 Double click on "ID #" in the register shareware box and enter one of the following ID's:

ID	Product	Price
10887	Single Copy License	\$24.95

- 5 Double click on "Display Selected Titles" and then double click on the appropriate entry.
- 6 Click on "Description" to see a program description.
- 7 Select the "Register" button to fill in your order information.

You will receive an order confirmation by e-mail within one business day.

Help Button

Click on the Help button or press the **F1** key to activate FileKick's help subsystem.

See Also:

 [Setting Preferences](#)

See Also:

 [Labeling a Disk](#)

Limited Drag and Drop

Files may be selected from the file list box and dragged over to a file drop client destination. Holding down the left mouse button and then moving the mouse initiates a drag and drop operation. As the mouse is moved across the desktop, the cursor changes to indicate whether or not files may be dropped to the object or desktop under the cursor. Releasing the mouse button drops the file selections.

In general, drag and drop is supported only to other opened applications that support the dropfile interface from Windows 3.1. FileKick itself is only a file drag source. When applications, such as the Print Manager in Windows 3.1 or Windows NT, require additional server interactions, the mouse cursor will depict them as non-drop targets even though you are able to drop files to them using File Manager. Dropping files into program groups is supported.

In a Windows 95 environment, files may be dragged and dropped only onto opened applications, including specific printer queues. You may not, however, drag and drop files onto the desktop or items on it such as the Recycle Bin. Up to 64 tagged files may be dragged as a group and dropped onto an application that supports multiple file transfers.

Note that the action a drop file client takes is dependent on where you drop the source files. Normally, dropping into the menu or non-client area of an application will result in one or more files being opened. If you drop directly into the client area, such as in Write or Wordpad, an object is packaged and placed at the drop off point.

You could, for example, tag a number of .BMP files and drop them onto the "Printer" menu of the Print Manager in Windows 3.1 or the "Printer" menu associated with a given printer in Win95. This would cause the printer applet to successively transfer each filename to the associated .BMP application, say Paint, which would then spool output to the printer queue.

See Also:

- [Searching for a File](#)
- [Button Bar Commands](#)
- [Using Long Filenames](#)
- [Printing Directory Lists](#)

List Properties

When set, the "Append to list" and "List duplicates only" options, each cause an associated icon to appear below the "More" button.

Locate Input Box

Use this field to enter a filename or extension you wish to locate in the file list box.

Note:

- 1 If the directory list is sorted by name, then as you type into this field, the first entry matching the corresponding characters will be highlighted and scrolled into view.
- 2 To find the next matching entry, use the "Locate Next" button bar command.
- 3 You may limit the search to the file extension field by entering a period as the first character, eg .txt.
- 4 Path marker entries in a grouped directory listing may be located by entering a path specification beginning with a drive and colon, e.g. C:\TEMP.

See Also:

- [Logging Backups](#)
- [More Setup Dialog](#)
- [Backing up Files](#)

Low Disk Icon

The low disk icon appears when the disk space remaining in the destination drive may be insufficient to complete the current file management task.

Normally, the free disk space calculation does not take into account the space taken by files which may be overwritten. However, in the case of a backup operation a detailed space analysis check is available. This check takes into account the destination drive's cluster size and all files which will be overwritten.

If the space analysis shows that there is sufficient disk space, the low disk icon is removed from the display.

Message Line

The message line is normally used to display expanded directory entry information or the path associated with the currently selected file in the file list box or table.

Notes:

- 1 When the number of characters in the file list path exceeds the length of the message line field, then the path is shortened to show the beginning and ending path names, with intervening directories represented with an ellipsis. A file's full name specifier is accessible from the "Name" field in the drive panel.
- 2 Another option to see full path names is to print the current listing to a file, then use a text editor to view the output.

Minimize Button

Use the minimize button to close the FileKick dialog while retaining the panel's list information. The FileKick dialog may be restored to its opened position using the "Restore" system menu command or by hot key activation.

See Also:

[FileTrak Dialog](#)

[Using the Pop-up Menu](#)

More Button

Choose this button to specify additional search criteria and to specify how matching entries are grouped in the file list box.

Notes:

- 1 When set, the "Append to list" and "List duplicates only" options, each cause an associated icon to appear below the "More" button.

See Also:

- [Add Name](#)
- [Setting Preferences](#)
- [Backing up Files](#)
- [Logging Backups](#)

OK Button

Click on the OK button to execute the panel's current command. The FileKick dialog box will close but the panel's current contents are saved while the program runs in a minimized state. When FileKick is restored, it will re-open to the last accessed panel and display its previously saved information.

Notes:

- 1 To refresh the contents of the Drive panel's current directory and file list boxes, press the key combination **Ctrl** .

Order Form

To print this order form, click on the "Print" button or select "Print Topic" from the "File" pull-down menu. Alternatively, you can print the ASCII text file ORDER.TXT.

FileKick is shipped on 3.5 inch disks only.

Prices include shipping by postal mail (airmail outside USA).

Item	Unit Price	Qty	
FileKick Single Copy	\$24.95	_____	= _____
FileKick Site License			
10 or more computers	\$19.95	_____	= _____
Pennsylvania residents add 6% sales tax			+ _____
Total Payment			_____

Name: _____ Date: _____

Company: _____

Address: _____

City, State, Zip: _____

Country: _____

Day Phone: _____ Eve: _____

Electronic Mail address: _____

How did you hear about FileKick? _____

Comments:

Select item for Navigator Window

- [Topic Outline](#)
- [Glossary](#)
- [Index](#)

Overwrite Icon

The overwrite icon is displayed when proceeding with the current task will result in an existing file being overwritten.

Page Selection Box

Use this list box to select the active table page for which file entries are displayed.

Notes:

- 1 Tables have ten pages, each of which may be given a label using the "edit table" button bar command.

Panel Selection Buttons

The panel selection radio buttons allow you to select the currently active panel. Each panel maintains its own file list and default command.

Notes:

- 1 The first time that access to either the Drive or Search panel is made, a database of drive related information is created.
- 2 When the Table or DirList panels are first accessed, the last previously used file table or directory list is loaded accordingly.
- 3 Use the "Setup" system menu command to specify which panel is displayed when FileKick is first activated.

Program Information Check Box

Table entries which correspond to program executables have two additional fields which may be brought into view with this check box.

Notes:

- 1 When the PIF check box is unmarked, the user comment field is displayed. The PIF fields are only enabled when the highlighted table entry is a Windows executable program file.
- 2 The "Startup Dir" input box allows you to specify a directory which is to be made the current default directory when the program is started.
- 3 The "Parameters" input box allows you to specify optional parameters which are to be passed as line parameters to the program being started.

See Also:

- [Commands](#)
- [Dialogs](#)

See Also:

- [*Using Directory Lists*](#)
- [*Browse Dialog*](#)
- [*Print Format Dialog*](#)
- [*Button Bar Commands*](#)
- [*Printing Directory Lists*](#)

See Also:

- [Using File Tables](#)
- [Browse Dialog](#)
- [Print Format Dialog](#)

The "Print" command is enabled in the file menu whenever a single file selection has a printer program association in the Windows registry. Use this command to momentarily open the associated application and have it print the selected file.

Purchase Orders

Purchase orders (net 30 days) are accepted only from government and accredited educational institutions and major corporations, provided that they are submitted on purchase order forms with a purchase order number. Please be sure to include the standard FileKick order form with a purchase order.

Due to the extra work involved in processing purchase orders, you are encouraged to use a credit card, CompuServe's SWREG registration service, petty cash, or an expense account when possible for small orders.

Quick Sort Area

Click in the quick sort area to re-sort the contents of the file list box. Place the mouse cursor in a rectangular quick sort area above or below the corresponding column to be used as a sort key in the file list box: name, extension, size or date.

Note:

- 1 The quick sort area below the file list box sorts in reverse order.
- 2 The list format sort options will reflect the new sort key.

Read Only Icon

The read only icon is displayed to indicate that the file's corresponding directory attribute is set and therefore the file is write protected.

See Also:

[FileTrak Dialog](#)

[Using the Pop-up Menu](#)

Run Icon Display

If a Windows executable program is associated with the currently highlighted entry and the panel's default command is the "Run" command, this area will display the run icon identifying the corresponding Windows program.

See Also:

- [Add Name](#)
- [Setup Preferences](#)
- [Directory Bookmarks](#)

See Also:

- [Using Directory Lists](#)
- [Button Bar Commands](#)

See Also:

[Backing up Files](#)

[Using Backup Filesets](#)

See Also:

 [Using File Tables](#)

Use the "Scandir" command to scan a directory tree branch. That is, directory entries for all files in the currently selected directory and its subdirectories will be displayed in a list box, along with a total file count and size.

See Also:

[FileTrak Dialog](#)

[Using the Pop-up Menu](#)

Name Input Box

Enter the name of the file you are looking for or up to ten wildcard name specifiers.

Notes:

- 1 If an entry is enclosed in brackets it will be added to the list box entries. An optional label may prefix the entry: e.g. My source files [`*.c *.cpp`].
- 2 To remove a user added entry, open the list box associated with the input field, highlight an entry and press the "Del" key.
- 3 If the "Name Exclusion" option is set in the "Filter" dialog, an "!" mark will appear next to the "Name" label. This option is used to specify that only files that do not match the file selection criteria be displayed.

See Also:

- [*File Filter*](#)
- [*Searching for a File*](#)
- [*Find More Button*](#)
- [*List Format*](#)
- [*Commands*](#)
- [*Button Bar*](#)

See Also:

- [Search Panel](#)
- [Find More Button](#)
- [File Filter Dialog](#)
- [Using Directory Lists](#)
- [Editing Consecutive Files](#)

See Also:

[File Tag Area](#)

[Limited Drag and Drop](#)

See Also:

- [Setup Dialog](#)
- [More Setup](#)
- [Commands](#)

See Also:

- [Setting Preferences](#)
- [More Setup](#)
- [Commands](#)

See Also:

- [Using the Pop-up Menu](#)
- [Add Name](#)
- [Calendar](#)

See Also:

- [Setting Preferences](#)
- [Cancel Button](#)

System Menu

The system menu provides access to the "Setup" and "About FileKick" menu commands. The system menu icon will not be visible when running under Win95 but may be opened by clicking on FileKick's dialog caption bar with the right mouse button.

Directory Info

This field is used to display current file directory information for the highlighted table entry.

Notes:

- 1 When the highlighted table entry is a Windows executable or has a registry program association, the corresponding program icon is also shown if the panel's command selection is "Run".

Table Entries

The table entry section of the Table panel shows the file entries corresponding to the currently selected table page. Entries may be edited using the "table edit" button bar command.

Notes:

- 1 Entries may be blank or correspond to files which no longer exist.
- 2 Directory entry information for the currently highlighted table entry will appear in the "Info" display field if the file exists and is accessible.
- 3 Table entries may be tagged selectively or in a group.
- 4 A user entered comment may be entered for each file in the table.
- 5 The single key launch feature is available from this panel.

File Comment Box

This multi-line edit field allows you to enter a comment for each entry in the table. Comments are saved with the table and may be used to help identify or document the file associated with the table entry.

Notes:

- 1 Each table has an associated ".tbi" file where comments are saved.
- 2 Each multi-line edit comment may consist of up to 1024 characters.

Table List Header

This header displays the total number of file entries made in the table.

Notes:

- 1 When file entries have been tagged, the number displayed corresponds to the number of tagged files. Tagged files may be in any of the table's pages.

See Also:

- [Button Bar](#)
- [Using File Tables](#)
- [Edit Table](#)

Table Selection Box

This list box allows you to change the panel's table by selecting a label corresponding to a previously saved table file.

Notes:

- 1 Each entry in the Table Selection box is associated with a table file which was previously loaded or saved.
- 2 You may create a new table by selecting <Create new table> or by loading the <Null Table> and then using the "edit file table" button bar command..
- 3 When a table is saved, the user assigned label is automatically added to the entries in the Table Selection Box.
- 4 Alternatively, the "Load Table" button bar command may be used to load a table file directly by name rather than by its label.

Text Input Box

If text is entered in this field, then the "Find" operation will only list a file if it contains the specified text and fullfills all other search criteria.

Notes:

- 1 Use the "More" button dialog to set additional text matching options.
- 2 Each text string used during a "Find" operation is automatically added to the list box associated with the "Text" input box. See [History Lists](#).
- 3 When the "Backup" command is selected as the panel's default command, the "text input" box is hidden and the fileset list box is made visible. When the fileset list box is active, the text input box criteria is disregarded during a "Find" operation.

An asterisk appears to the right of the date field for any file entry that has its archive attribute set.

The red lined bitmap is used to designate files known to be binary type files. The determination is made based on the file's extension type and is not all inclusive.

The yellow folder bitmap is used to designate subdirectory entries. The "\\" and ".." entries appear in non-root directory listings. You may double-click on these entries to change directories.

An option in the "File Filter" dialog may be set to exclude subdirectories from appearing in the listing. A "File List Format" dialog option may be set to display total size information for <DIR> entries.

The solid blue line bitmap is used to designate executable files. This includes files having an extension type of ".COM", ".EXE" or ".BAT".

A one character designator next to the filename extension field corresponds to the file's attribute settings as follows:

- "s", "r" or "h" for system, read-only or hidden when only 1 attribute is set.
- "&" for read-only plus either system or hidden
- "#" for read-only, system and hidden

The blank bitmap is used to designate files that do not correspond to one of the other known types.

The blue lined bitmap is used to designate files known to be text type files. The determination is made based on the file's extension type and is not all inclusive.

Where Combo Box

Use this field to specify which paths should be searched for files matching the specification in the "Name" field. Separate each path specified with a semicolon. The list box has entries for location sets.

Notes:

- 1 The "+" sign may be used at the end of an individual path specification to indicate that subdirectories in the given specifier should also be searched.
- 2 You may add user defined location sets by enclosing the input entry in brackets.

The "XBackup" command opens a submenu of backup commands that act on the current directory and its branches.

This command is only accessible from the Drive panel's directory tree list box. It will backup all files that meet the current name selection and filter criteria.

These backup commands are available from the Drive, DirList or Search panels and will backup either all files or only those which have their archive attribute set. These commands are also accessible from the file list box where they may be applied to multiple directory entries.

See Also:

- [File List Filter](#)
- [FileTrak Dialog](#)
- [Using the Pop-up Menu](#)
- [Backing up Files](#)

All files

The "All files" backup selects all files in a given directory tree. This includes the selected directory and all of its branches.

Background search

The FileKick dialog may be minimized while a search operation is in progress. FileKick yields control periodically to other Windows applications so that you may continue working while the search proceeds in the background. A short beep will sound when the search is complete.

backup fileset

A fileset consists of the parameters used in the Search panel to carry out a "Find" operation plus other parameters associated with the backup process. The "Find" parameters include the "Name" and "Where" field entries as well as the current "Filter" settings and file list type: grouped or mingled.

Other fileset parameters include the "Backup" dialog option settings such as "Clear archived state", a default destination path and the file copy related options in the "More Setup" dialog box.

Backup filesets

Backup filesets allow you to save customized file selection criteria and backup options which may subsequently be retrieved by accessing the fileset's label. Backup options include overwrite verification, copy only if newer, file llist type and more.

Two predefined backup filesets allow you to backup either all files in the selected directories or only those files which have been modified and have their "archive" attribute set.

Backup space check

This analysis will take into account the actual files to be copied, the destination drive's cluster size and any currently existing directories or files which would be overwritten.

Backup To - input box

This field specifies the destination directory for the "Backup" command. If the specified path does not exist, a new directory will be created upon your approval. Note that in order to replicate the directory structure of the source files being copied, other new directories will be created as needed.

In a Win32 environment long filenames may be specified.

This field maintains a history list of previous entries and will initialize itself to the last file specification used either by the "Xcopy" or "Backup" commands.

Backup

The "Backup" command will open the file backup dialog box and display directory entries for the selected files. The FileKick dialog box remains opened in the background.

Backup

The "Backup" command will copy a set of files and their source directory structure.

Base name

The base name is used to create two files each with a different extension. The "base.tbl" file contains filename information. The "base.tbi" file contains user entered comments associated with the file entries. This latter file is automatically created and updated whenever any changes are made to the "Info" field.

Calendar Language

This option allows you to choose the language used to label information in the calendar display.

Clear Pg button

Use this button to clear out all entries associated with the current page.

Command history lists

Each of the commands appearing in the command list box has a separate history list associated with the "Name" field of the Drive panel. Thus you have access to a list of recently "opened" documents, programs "run" or other files accessed by your "custom" command programs.

Command List Box

The command list box allows you to select the default command for the current panel. The default commands include: Run, TxtEdit, Export, ExportOK, Standby and Backup. In addition, any custom commands are also listed.

If a Windows executable program is associated with the currently highlighted entry and the panel's default command is the "Run" command, the run icon identifying the corresponding Windows program is displayed in the panel's run icon display area.

Copy from - input box

This field specifies one or more source files to be copied according to the file specification, which may include wildcard characters. When copying tagged files from a panel's list box, this field is disabled and shows the words "tagged files".

The [Browse] button may be used to select a filename.

Directory entries for the files corresponding to the source specification will be listed in the files listbox.

Source filenames are always specified using the DOS 8.3 naming conventions. If a file with a longname is selected it will be referred to by its alternate short name.

Copy To - input box

This field specifies the destination for one or more files being copied. If the source specification refers to multiple files then this field must specify a directory destination or global name specifier.

When copying multiple files to a destination name that does not exist, a new directory will be created upon your approval.

This field maintains a history list of previous entries and will initialize itself to the last file specification used.

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Custom Commands

Using the setup dialog box, custom commands corresponding to other Windows or DOS programs may be added to the pop-up file menu and command list box. These applications may then be launched with a single click and passed the name of the selected file.

Custom Label Sets

The Drive and Search panels allow you to add "labeled" file specifiers to the "Name" and "Where" combo box selections. This allows you to define and access name and location "sets" that you commonly use.

Custom Menu Fields

These fields allow you to associate an executable program with a custom label that will appear in the command list box and the pop-up file menu. The label consists of up to 8 characters and may include an '&' to designate the letter following it as a shortcut key.

You may specify the program executable explicitly by name or specify a file extension for which a run time Windows program registry association exists.

You may also optionally specify parameters which will be added to the end of the filename being passed to the program executable when the custom command is activated.

Custom Name Sets

The Drive and Search panels allow you to add "labeled" file specifiers to the "Name" and "Where" combo box selections. This allows you to define and access location "sets" that you commonly use.

Date - input box

Click on the date component you wish to change and type in a new value or use the control's arrows to adjust the current value.

The date's entry format is month, day and year.

Date and time input fields

Click on the date or time component you wish to change and type in a new value or use the control's arrows to adjust the current value.

When the input focus is on a date input field you may press F4 or the [Calendar] button to pop up a calendar from which you may select a date.

Press [Current] to load the current date or time. Press [F2] or the [Clear] button to clear the input field.

Date check box

Check this box to filter file entries by date. Only files with dates that fall within the window specified by the date input fields can appear in the directory list.

Date Field options

These radio buttons allow you to choose the format of the date field: month/day/year, day/month/year or year/month/day.

If the "Date Field" check box is clear, a "-" is used as the field separator.

Default Backup Path - input box

Use this field to specify the default backup destination associated with this fileset. For example, if you mirror your backups on a removable drive R:, you would enter "R:\".

Whenever you select this fileset in the Search panel and issue a "Backup" command, the default destination entry is automatically transferred to the "To:" field in the "Backup" dialog box.

Delete - input box

This field specifies one or more source files to be deleted according to the file specification, which may include wildcard characters. When deleting tagged files from a panel's list box, this field is disabled and shows the words "tagged files".

The [Browse] button may be used to select a filename.

Directory entries for the files corresponding to the source specification will be listed in the files list box.

Source filenames are always specified using the DOS 8.3 naming conventions. If a file with a longname is selected it will be referred to by its alternate short name.

Destination option buttons

Use the destination radio buttons to specify whether output should be directed to a printer or saved to a file. When sending output to a printer, the name of the default printer is shown. When writing to a file, the "Filename" input box appears, which allows you to enter a destination file specification.

If the file specification does not include a drive and path, the destination will default to the "\DATA" directory created during program installation. Also, if an extension is not specified, a .TXT extension is added to the name. Long filenames are supported.

Directories - list box

Use the directory tree list box to select the current directory from which filenames may appear in the "File Name" list box.

Directory Bookmarks

You may use the [Ins] key to add a highlighted file or path specification to the list box of the "Name" selection field in the Drive panel. This allows you to subsequently access a file or list the directory corresponding to a path specification by choosing the optionally labeled entry from the "Name" list box.

Directory Info - display field

This field displays directory entry information corresponding to the file currently selected in the "File Name" list box.

Directory list files

The list box entries corresponding to any directory listing may be saved to a file. This directory list may then be re-loaded at a later time from the DirList panel. Directory lists may also be output to a printer or file in text readable form.

Directory print

All file lists, including tables and saved directory lists may be printed out with several options, including printer destination, font size selection, page numbering, title and other format specifications.

Directory tagging

Directory tagging allows you to select multiple directory entries from the file list box in either the Drive or Search panels. When directories have been tagged, the menu command will apply to all directories chosen. When tagging directories from the Search panel, directories can be located anywhere on your system.

Note that the "Rmdir" command can be applied to tagged directories. This is useful for removing multiple backup sets all in one operation.

DirList File Name - input box

This field specifies the filename for the directory list file. By convention, files with a ".dir" extension are listed in the "File Name" list box. The ".dir" extension is used as a default if the specified name does not include an extension.

When a filename is highlighted in the "File Name" list box, its directory information appears in the "File Info" display field. In addition, if the file corresponds to an existing directory list file, its access label is also shown.

DirList panel

From the DirList panel you may load a directory list previously saved from either the drive or search panels. A directory list may be loaded by referencing its file name or the text label assigned to the list when it was saved.

Disk Mirror Backup

Disk mirror backup allows you to easily copy a set of files and their source directory structure. Unlike the "Xcopy" command, all source directories, including the parent one, are re-created relative to the destination path. This allows you to keep separate daily backup sets or to maintain an up to date mirror copy of the files selected.

This command is ideal for backing up files to high capacity removable drives (such as the Zip or Syquest) or a networked drive.

Disk Usage Stats

Among the file list format options is the capability of showing a total count in the size field of a subdirectory entry. This may be a total byte count or number of files in the subdirectory and/or its tree. The time field of a directory entry may also be optionally set to display percent disk utilization.

Drive Label - input box

Use the "Label" input box to change the label associated with the drive designated in the caption title of the dialog box.

Drive panel

From the Drive panel you may select a drive, traverse its directory tree and display file entries matching one or more specified file masks.

Drives - list box

Use the Drives list box to select the source or destination drive associated with the "File Name" field.

Duplicate file search

A Search panel option allows you to find all files with duplicate names that match the search criteria. The "Match full entry" option further limits the search to files with duplicate directory entry information.

Entry label - input box

Use this field to specify an optional label associated with the file specification being added to the Drive panel's "Name" list box.

Export

The "Export" command will transfer the file specification associated with the currently selected file entry back into the filename input box of another program's dialog box. FileKick must be hot key invoked or desktop activated while the other program's dialog box is opened and has the input focus.

ExportOK

This command acts like the "Export" command but will also send an OK button message to the receiving dialog box program. This has the effect of selecting a filename and pressing OK, thereby causing the receiving program's dialog box to close and initiate an action.

File Attribute Information

Attributes describe properties of a file as follows:

System (s) - OS file not listed by DOS.

Hidden (h) - Not listed by the DIR command.

Read-only (r) - Cannot be written to or deleted.

Archive (a) - Changed since last backup.

Directory (d) - A subdirectory.

File calendar display

A calendar showing the date and day corresponding to the currently highlighted file entry may be displayed using the "calendar" menu function. The calendar may be displayed in one of several languages.

File Info - display field

This field displays directory entry information corresponding to the file currently selected in the "File Name" list box. If the file in question is a FileKick file table or directory list, its associated label is also shown.

File Name - input box

You may enter a wildcard specification or select an entry from the File Types list box to define which entries can appear in the File Name list box. Multiple wildcard specifications can be entered by separating them with a semicolon, such as in *.txt;*.doc.

When a filename is highlighted in the File Name listbox, the corresponding entry then appears in the File Name input field.

File Types - list box

Choose one of the entries in the File Types list box to determine what file mask is used to select the entries appearing in the "File Name" list box.

To specify a mask that does not appear in the listbox, type the corresponding mask directly into the File Name input box and press [Enter].

Filename export

If FileKick is hot key activated while an application has the focus on an edit box control, the "Export" command may be used to transfer a selected filename into the edit control.

Files - list box

The files list box appears in all file management and directory task dialogs. The directory entries in the list box correspond to the files to be acted on by the dialog's associated command.

When a global source name is specified, the files are listed, unsorted, in the order in which the file system has access to them. Pop-up menus are not available for file entries in a file management list box.

Fileset Name - input box

This field specifies the filename for the fileset file. By convention, files with a ".set" extension are listed in the "File Name" list box. The ".set" extension is used as a default if the specified name does not include an extension.

Flexible file lists

File lists may include up to 64000 entries. Various filter criteria may be applied to select file entries, and list format options include long filename support. Directory sources include CD ROM, shares and networked drives.

File lists may be printed, saved as ASCII text files or saved in image format for subsequent reloading.

Font size buttons

These radio buttons allow you to choose the font size to be used when sending output to the printer. Smaller fonts allow you to print more lines per page.

Format button

Use the format button dialog to specify page formatting criteria for the information being output.

Full path mkdir

When using the "Mkdir" command or when a non-existent path is specified as part of a destination file spec, all parent directories are created as necessary in order to create the full path.

Group by directory - button

When this radio button is selected, the matching file entries displayed in the file list box are grouped by directory. A special path designator entry is made in the file list box preceding all matching file entries found in the given directory.

The path designator appears for all directories in which a matching filename was found. Note that the path designator may not be followed by any file entries, if the matching files were excluded due to other search criteria.

Tagging a path designator entry results in all the files listed under it to be tagged.

History List Limits

All dynamically configurable list boxes will retain the last 36 entries saved, except for the "DirList" and "Table" list boxes which have a limit of 64 entries.

History Lists

Entries in the dropdown list box of certain edit input fields can dynamically change to keep a record of user input, making it easy to retrieve a previously used entry. Depending on the field, entries may be added automatically, by using the [Ins] key bookmark feature or only when the entry is enclosed in brackets.

The "Text" input box in the Search panel will automatically add user entered specifications to its list box contents as does the "To" input field of the copy and move dialog boxes.

Entries enclosed in brackets may be optionally prefixed with a label. These entries may be added to the list boxes of the "Name" and "Where" fields in the Drive and Search panels.

All user added entries are saved whenever the program is closed and will be restored when FileKick is subsequently re-started. To remove a user added entry, open the list box associated with the input field, highlight an entry and press the "Del" key.

Incremental

The "Incremental" backup selects only those files which have their "archive" attribute set.

Information display

Directory information for the source and destination file (if any) associated with the current task is shown in the upper section of the dialog box. The file attribute task allows you to mark attribute changes on a per file basis.

In the middle section, the number of files processed is monitored and the total size of all files affected is shown. For file copy and move operations, the %done calculation is based on bytes processed rather than total files. For Xcopy, the total file number includes directories.

The bottom section allows control of the operation when confirmation options have been set. Special file related bitmaps are displayed when specific situations apply to the current task.

Initial State Command

When the FileKick dialog is first opened, it will open to the panel designated in the Initial State Panel field and use the command specified in the Initial State Command field to set the command list box selection.

The command list box entries include the program's default commands as well as any user defined commands. A panel's current command selection will be activated when a file entry is double-clicked or the OK button is chosen.

When a directory list or file table is saved, the panel's current command is also saved. Subsequently, whenever a directory list or table is loaded, the corresponding panel's command is changed to reflect the command previously saved with the list or table.

Initial State Panel

When the FileKick dialog is first opened following program startup, it will open to the panel designated in the Initial State Panel field. If you wish to open to the last panel in use when the program was closed, use the "Last Used" entry.

Label - input box

Use the "Label" input box to change the label associated with the current page selection.

Labels button

The Labels dialog box allows you to name each page in the table. These labels will appear in the "Page" list box control of the Table Panel.

Location Sets

A location set specifies one or more directory paths to be searched. Default location sets such as "Local hard drives only" or "Path" are generic in nature and are dynamically expanded to reflect your system configuration.

You may define a custom location set location by enclosing the "Where" entry in brackets, optionally prefixed with a label, e.g.

My project [C:\FILEKICK+;C:\WIN\INCLUDE]

Log comment - input box

Use the "Comment" input box to enter information associated with the backup operation.

Log filename - input box

This field specifies the destination path and name for the backup log file. If the specified path does not exist, a new directory will be created during the backup process. If the filename terminates with a two digit number and the "Auto increment" check box is set, the filename is automatically incremented upon completion of a backup.

In a Win32 environment longnames may be specified.

Longname Entries - list box

When your file system supports long filenames, use this field to determine what information is displayed for each entry in the file list box.

When the "Longname" selection is made, only the file name will be shown for entries that have a longname. Other entries show full directory information.

When the "Alt name:info" selection is made, full directory information is shown for all files. The alternate 8.3 format filename is displayed for those entries having a long filename. A "colon" character appears to the left of those entries having a long filename.

When an entry having a longname is highlighted in the file list box of the Drive panel, the full long name appears in the "File Name" input box.

Mask

A mask allows you to enter a wildcard character (?) or (*) to represent one or more characters. The question mark can be used to represent any single character, and the asterisk can be used to represent any character or group of characters that might match that position in a file name. For example, *.TXT represents all files that end with the .TXT file name extension.

Master log file

This file is used to record entries for each backup operation. Entries are made in a file named "filetrak.log" in the \data directory relative to where the program is installed.

To enable backup tracking set the "Keep master log" check box in the "More Setup" dialog.

Mingle by sort key - button

When this radio button is selected, matching file entries are sorted by the file filter sort key. When searching more than one path, there may be multiple file entries with the same name. The "File list format" dialog may be used to specify the format of "Mingled" file entries.

Mingled Entries - list box

When the "Find" button is chosen in the Search panel, file list entries matching the search criteria may appear listed in one of two ways: grouped by the directory in which they are found or "mingled" by sort key regardless of location.

The "Mingled Entries" list box allows you to choose what format to use in displaying a "mingled" file list. The "Name:Info" selection will use the normal list format which includes the file name and all directory fields. The "Name:Path" selection, on the other hand, will display file name and path location for each file entry.

You may switch back and forth between these two options to display an existing mingled directory list in either format.

Mirror - input box

This field specifies one or more source files to be copied according to the file specification, which may include wildcard characters. When copying tagged files from a panel's list box, this field is disabled and shows the words "tagged files" or "tagged directories".

The [Browse] button may be used to select a filename.

Directory entries for the files corresponding to the source specification will be listed in the files list box.

Source filenames are always specified using the DOS 8.3 naming conventions. If a file with a longname is selected it will be referred to by its alternate short name.

Move from - input box

This field specifies one or more source files to be moved according to the file specification, which may include wildcard characters. When moving tagged files from a panel's list box, this field is disabled and shows the words "tagged files".

The [Browse] button may be used to select a filename.

Directory entries for the files corresponding to the source specification will be listed in the files listbox.

Source filenames are always specified using the DOS 8.3 naming conventions. If a file with a longname is selected it will be referred to by its alternate short name.

Move To - input box

This field specifies the destination for one or more files being moved. If the source specification refers to multiple files then this field must specify a directory destination or global name specifier.

In a Win32 environment longnames may be specified.

When moving multiple files to a destination name that does not exist, a new directory will be created upon your approval.

This field maintains a history list of previous entries and will initialize itself to the last file specification used.

Multi-path listings

Search panel listings may span multiple paths and/or drives. You may list the files grouped by directory or mingled by the file list sort key regardless of where they are located. Highlighting an entry in a mingled list causes its source path to be displayed.

Network button

If network support is installed on your system, the "Network" button will appear in the common file dialog. You may use the "Network" button to add or remove connections to other systems.

If a new network drive connection is added, it will not appear in the FileKick drive list box until its database has been updated. To update FileKick's drive list you need to press [F5] while in the drive panel.

New Directory - input box

This field specifies a new directory to be created relative to the default path listed in the dialog box. If the specified name includes a drive specifier, then the new directory is created relative to the specified drive's current directory or as specified by a full path.

New Label for DirList - input box

Use this field to associate a label with the directory list file. The specified label will be automatically added to the entries of the "DirList" list box in the DirList panel. If this field is left blank, then the filename itself is used as the label.

New Label for Fileset - input box

Use this field to associate a label with the fileset file. The specified label will be automatically added to the entries of the "Fileset" list box in the Search panel. If this field is left blank, then the filename itself is used as the label.

New Label for Table - input box

Use this field to associate a label with the table file. The specified label will be automatically added to the entries of the "Table" listbox in the Table panel. If this field is left blank, then the filename itself will be used as the label.

Open

The "Open" command will launch an executable file or program associated with the currently highlighted file entry.

Page - list box

Use this list box to select a page from the table. The label associated with the page will be displayed in the "Label" input field and can be thus edited.

Page and Entry input boxes

The Page and Entry input fields determine which table entry is currently being edited or assigned a new entry. There are ten pages available, numbered 1-9 and then 0.

If the "Auto Num" check box is marked, then these fields are automatically incremented to point to the next sequential table entry.

Pop-up command menus

A right mouse button click on a file or directory tree entry provides access to a file or directory command pop-up menu. The file management menu includes program launch functions. Programs may be started directly, by association or through user defined commands.

Print Range option buttons

Use the Print Range radio buttons to specify whether to print information for all or only a range of the file entries in the current panel.

Printer list box

To select the active printer, highlight the desired printer from this list box and choose OK, or double click on an entry.

Proceed - Cancel

Press "Cancel" to halt the current operation. When pressed as a response to a confirmation option, control is returned to the parent file task dialog.

Proceed - No

Press the "No" button to respond negatively to the confirmation prompt. If the current task involves multiple files, the file information display is updated and you are prompted to confirm the next operation.

Proceed - Yes to All

This button is enabled when the file task involves multiple files and a confirmation option has been set. Choose this button to carry out all remaining file operations without further prompting.

Proceed - Yes

Press the "Yes" button to respond positively to the confirmation prompt.

Quick directory view

By using the shortcut cursor control keys, you can quickly move up and down the Drive panel's directory tree without having to move your hands from the "home" keyboard position.. Then, when you'd like to view the contents of a given tree branch, simple press [Ctrl+M] to update the files list box without the directory tree being redrawn.

Quick List Scroll

When the file list in the DirList panel is sorted by name, the "Locate" input field may be used to find an entry with a matching filename or extension. As each character is typed, the file list is automatically scrolled to show the first entry that includes the partial name so far entered.

This is very helpful when a list has hundreds of names that begin with the same letter. As more characters are specified, the entry of interest is quickly located.

Remove - input box

This field specifies the directory to be deleted. It defaults to the name of the directory entry which was highlighted when the command was activated.

Directory entries for the files and subdirectories contained within the source directory will be listed in the files listbox.

Source filenames are always specified using the DOS 8.3 naming conventions. If a directory with a longname is selected it will be referred to by its alternate short name.

Rename source - input box

This field specifies one or more source files to be renamed according to the file specification, which may include wildcard characters. When renaming tagged files from a panel's list box, this field is disabled and shows the words "tagged files".

The [Browse] button may be used to select a filename.

Directory entries for the files corresponding to the source specification will be listed in the files list box.

Source filenames are always specified using the DOS 8.3 naming conventions. If a file with a longname is selected it will be referred to by its alternate short name.

Rename To - input box

This field specifies the new name for one or more files being renamed. If the source specification refers to multiple files then this field must specify a global name specifier.

In a Win32 environment longnames may be specified.

Reset - input box

This field specifies one or more source files to be reset according to the file specification, which may include wildcard characters. When changing attributes on tagged files from a panel's list box, this field is disabled and shows the words "tagged files".

The [Browse] button may be used to select a filename.

Directory entries for the files corresponding to the source specification will be listed in the files list box.

Source filenames are always specified using the DOS 8.3 naming conventions. If a file with a longname is selected it will be referred to by its alternate short name.

Run

The "Run" command will launch an executable file or program associated with the currently highlighted file entry.

Scandir - input box

This field specifies the directory to be scanned. It defaults to the name of the directory entry which was highlighted when the command was activated.

Directory entries for all files and subdirectories contained within the source directory will be listed in the files listbox.

Source filenames are always specified using the DOS 8.3 naming conventions. If a directory with a longname is selected it will be referred to by its alternate short name.

Search panel

From the Search panel you are able to list file entries matching one or more file masks across selected paths or drives in your system. You may specify that only files containing a specified text string be included.

The FileKick dialog may be minimized from the Search panel while a find operation is in progress. A short beep will sound when the search is completed.

Secure File Delete

By checking the "Overwrite file sectors" option in the "File Delete" dialog box, all disk sectors associated with the file(s) to be deleted are first overwritten with zeros so that the information in the file will be irretrievably lost.

Select printer button

This button appears when output is directed to the printer. It allows you to select the destination printer from the currently configured printers.

Set button

Use the set button to assign the contents of the "File Name" input box to the entry number designated by the Page and Entry controls.

Setup button

Use the "Setup" button to activate the setup dialog associated with the printer's driver.

Single key launch

Single key launch allows you to execute the Table panel's default command simply by pressing the number key next to a file entry.

Size check box

Check this box to filter files by size. The units for the size input fields are in kilobytes. To find files with length less than or equal to 1024 bytes, enter a value of 0 in the FROM: field and a value of 1 in the TO: field.

Standby

The Standby command simply closes the FileKick dialog box and causes no other action. If the FileKick dialog is closed by clicking on the "Cancel" button or pressing the "Esc" key, the contents of the panels' list boxes are discarded.

System menu

When the FileKick dialog is opened, the system or control menu icon is visible on the leftmost part of the dialog's title bar. This icon is not visible when running Win95 but may be accessed by a right mouse click on the title bar itself.

In Windows 3.1, FileKick appears in an iconized state when minimized. A left mouse click on the icon opens the system menu. Under Win95, FileKick appears in the taskbar, and the control menu is accessible with a right mouse click.

Table Name - input box

This field specifies the filename for the table file. By convention, files with a ".tbl" extension are listed in the "File Name" list box. The ".tbl" extension is used as a default if the specified name does not include an extension.

When a filename is highlighted in the "File Name" list box, its directory information appears in the "File Info" display field. In addition, if the file corresponds to an existing table file, its access label is also shown.

Table panel

From the Table panel you may select one or more entries from a predefined set of files which have been grouped into a table. A file comment may be associated with each table entry. The current table information may be edited or reloaded from a previously saved table file.

Tables

Tables organize files by name in rows and columns. Entries may be accessed by number and include a file comment. The current table information may be edited or reloaded from a previously saved table file.

A table of executable programs may be thought of as an alternate form of a program manager group. The icon for the currently highlighted entry may be displayed.

Tagged directories

The "Rmdir" and "XBackup" commands may be applied to multiple directories in one single operation by first tagging the directories of interest. Directories need not have a common root and may be selected from any combination of drives on your system.

Task list verification

Several verification options are available when a file management command is issued. In addition, a list box is displayed containing file entry information for all selected files.

Text options

These options provide additional search criteria when a non blank specification is entered in the Search panel's "Text" field.

The "Scan text files only" speeds up a search by bypassing files known to be binary or files where a line terminator of CR LF is not found in the first 255 characters.

Set "Ignore line breaks" to continue pattern matching from one line to the next.

Set the "Match text case" option to make the text search case sensitive.

Set the "Match whole word" option to make the text search apply only to full words.

Text-in-file search

This Search panel option allows you to specify a character string which must be found within a file before it can appear in the file list of a file find request.

Time check box

Check this box to filter file entries by time. Only files last modified within the window specified by the time input fields can appear in the directory list.

Time Field options

The "Time Field" radio buttons allow you to select the format or change the content of the time field to % disk utilization.

Time may be displayed using a 24 hour clock or with am/pm designators using the letters 'a' and 'p' respectively.

% Disk utilization only applies to file lists in the Drive and Search panels.

Title - input box

This field allows you to enter a line of text that will appear at the top of each page being titled according to the "Print Format" options.

Touch - input box

This field specifies one or more source files to be touched according to the file specification, which may include wildcard characters. When touching tagged files from a panel's list box, this field is disabled and shows the words "tagged files".

The [Browse] button may be used to select a filename.

Directory entries for the files corresponding to the source specification will be listed in the files listbox.

Source filenames are always specified using the DOS 8.3 naming conventions. If a file with a longname is selected it will be referred to by its alternate short name.

TxtEdit

The TxtEdit command will invoke the Windows default editor associated with the .TXT file extension and pass it the currently selected file entry as a program parameter.

Xcopy - input box

This field specifies the directory to be copied. It defaults to the name of the directory entry which was highlighted when the command was activated.

Directory entries for the files and subdirectories contained within the source directory will be listed in the files list box, subject to file list filter criteria.

Source filenames are always specified using the DOS 8.3 naming conventions. If a directory with a longname is selected it will be referred to by its alternate short name.

Xcopy To - input box

This field specifies the destination directory for the " Xcopy" command. If the specified path does not exist, a new directory will be created upon your approval.

In a Win32 environment long filenames may be specified.

This field maintains a history list of previous entries and will initialize itself to the last file specification used either by the "Xcopy" or "Backup" commands.

[] Add date to path

If this check box has been set, the default destination path is modified to include a new subdirectory based on the current date. This allows daily backups to be automatically saved to a different subdirectory of the same root.

If the default path specifies C:\MYPROJECT and this option is set, then loading this fileset on Jan 1, 1997, would set the backup destination path to C:\MYPROJECT\JAN0197.

Add to destination

This option allows you to create a copy of the backup log file in the destination directory. This is convenient when backing up to a removable drive so that you may keep a record of the backup on the media itself.

Adjust Size by Total Clusters

Check this option to display the size of a file based on the disk sectors which it occupies.

This option affects directory entries in the Drive and Search panels as well as in the file management list box. Values shown during an XCOPY or BACKUP request are always based on actual file size regardless of this option's setting.

[] Append to list

Use this option to append any matching file entries to the results from a previous "Find" button request.

The file list group selection option must remain the same while concatenating "Find" results.

[] Apply name/list filters

This option allows you to specify that only files matching the current file list filter criteria be copied during the Xcopy command.

Files corresponding to the "Name" field entry in the Drive panel may be excluded by setting the "Name Exclusion" check box in the File Filter dialog.

For example, set the file list filter criteria to exclude files with the "System" attribute in order to copy all files except "system" files, or set "Name Exclusion" and enter a name specification of "*.bak" to copy all files except those with the ".bak" extension.

[] Attribute

Check this box to filter file entries according to the specified attribute check boxes.

If the "exclude" radio button is selected, then files that have any of the specified attributes set cannot appear in a directory list.

If the "include only-if" button is selected, then a file must have all the specified attributes set before it can appear in a directory list.

[] Attributes

The Read Only, Hidden, System and Archive check boxes allow changes to be made to a file's attributes.

When the source specification refers to a single file, the check boxes will reflect the file's current attributes. If the source specification is global, the check boxes exhibit three states. This allows an attribute to be set, cleared or left unchanged. This latter state is set when the inside of the check box is shaded.

[] Auto increment

This option allows for automatic log file name generation if the specified log file name terminates with a two digit number, e.g. backup01.log. Numbers are automatically incremented and will wrap around from 99 to 00. If a name is already in use, the log file is automatically overwritten.

[] Auto Num

If this option is set, the page and entry controls are automatically adjusted each time an entry is made to the table. This allows you to quickly add entries sequentially to a table simply by double-clicking on selected list box entries.

[] Center title

A page title may be optionally specified in the "Print Table Entries" or "Print DirList Entries" dialog boxes. The title consists of one line of text to be printed at the top of each page.

Setting this option will cause the title to be centered.

[] Clear archived state

This option will clear the archive attribute from each source file after it is copied. The archive attribute is normally set by the operating system whenever a file has been opened and written to.

Confirm each change

If this check box is marked, the FileTrak dialog box pauses before each operation and gives you the option of proceeding with the change or skipping to the next file.

Confirm each copy

If this check box is marked, the filetrak dialog box pauses before each copy operation and gives you the option of proceeding with the copy or skipping to the next file.

Confirm each delete

If this check box is marked, the FileTrak dialog box pauses before each delete operation and gives you the option of proceeding with deletion or skipping to the next file.

Confirm each move

If this check box is marked, the Filetrak dialog box pauses before each move operation and gives you the option of proceeding with the move or skipping to the next file.

Confirm each rename

If this check box is marked, the FileTrak dialog box pauses before each rename operation and gives you the option of proceeding to rename or skipping to the next file.

Confirm on overwrite

If this check box is marked, the Filetrak dialog will automatically pause and ask for confirmation whenever a copy operation would result in a file being overwritten.

Copy newer files only

By checking this option, all copy operations with the same source and destination filename will be skipped if the date on the source file is the same or precedes that of the destination.

Copy over read-only

If this check box is marked, the read-only attribute on any file about to be overwritten is automatically removed so that the destination file may be copied over.

Date

Check this box to filter file entries by date. Only files with dates that fall between the dates specified by the date input fields can appear in the directory list.

Delete read-only files

By checking this option, the read-only file attribute is automatically removed first from any read-only file to be deleted. This saves you from having to explicitly change the file attribute of read only files which you want to delete.

[] Desktop Click

This option allows you to activate FileKick by clicking on the desktop with the right mouse button. Some shell programs may interfere with the proper operation of this feature.

The "Desktop Click" checkbox is only enabled when running under Windows 3.1 since Win32 platforms do not support desktop click functions.

When running FileKick in a Win32 environment this option is not available.

[] EXPORT to EDIT controls only

This option limits the "Export" and "ExportOK" commands to transfer filenames only when the dialog box control in question is a standard Windows edit input box.

You may want to set this option to avoid inadvertently exporting a filename unto a non-edit control.

[] Hide App Icon

When the FileKick dialog box is opened, the FileKick application main window continues to run in a minimized state. This option allows you to hide the icon associated with the minimized state. However, when the app icon is hidden, then the application will not show up in the task manager list accessible when you press [Ctrl+Esc].

This option is disabled when the Win95 shell is running, since the app icon needs to be accessible to the taskbar at all times.

[] Hot Key

This option allows you to enable or disable hot key program activation and select one of several hot key assignments.

When using a hot key combination hold down the first key listed in the combination before pressing the second key. For example, hold down the [Alt] key first, then press and release the [Shift] key.

FileKick provides hot key support by installing a keyboard hook. This feature is independent of any short cut or hot key support provided by a program shell. When the hot key check box is cleared, FileKick is removed from the keyboard hook chain.

[] Include filelist summary

Use this option to include a header of summary information corresponding to the directory list or file table being printed.

[] Keep master log

If this option is set, each backup operation results in a record being added to the file labeled filetrak.log in the \data directory where FileKick is installed. This record consists of the header information contained in the backup log file.

In essence, the master log file maintains a database of all backup operations. This text file may be viewed with Notepad or another text editor.

[] Linefeed between entries

This option inserts additional blank lines between each entry printed from a file table. You may want to do this for readability purposes when table entries include user entered file information.

[] List duplicates only

Use this option to find all files with duplicate names that match the search criteria. Use the "Match full entry" option to further limit the search to files with duplicate directory entry information.

This option is only available when the "Mingle by sort key" option is set.

Move newer files only

By checking this option, all move operations with the same source and destination filename will be skipped if the date on the source file is the same or precedes that of the destination.

Name Exclusion

Check this box to exclude files which match the file specification entry in the "Name" field. All other files which match the remaining selection criteria will be listed in the file list box.

When this option has been set, a "!" character will appear to the right of the "Name" label field in the Drive and Search panels.

Overwrite file sectors

If this option is checked, all disk sectors associated with the file to be deleted are first overwritten with zeros so that the information in the file will be irretrievably lost.

You might want to do this when deleting information sensitive files. However, you will not be able to recover the file after it has been deleted.

[] Print line numbers

Use this option to number each entry's directory line.

This option applies only when printing a directory list.

Print page numbers

Use this option to include a page number at the top of each page printed.

[] Prompt for comment

Set this option if you would like to include a comment in the header section of the backup log file. After you have selected the files to be backed up and have pressed the OK button on the "Backup" dialog box, you will be prompted for the comment.

If the option to keep a master log file has been set, this comment is incorporated into it as well. In any event, the comment may be left blank.

[] Save backup log file

Set this option in order to create a log file whenever a backup command is issued. The log file will contain a summary of the number and size of the total files successfully copied, the backup date and time, an optional comment and the destination path and volume name.

This file header is followed by directory entry information for each file that is copied. Each entry is numbered. If an entry is numbered with a 0 or has a duplicate number ID, then that particular file copy operation did not succeed.

[] Save dialog position

This option allows you to define the default FileKick dialog position on the display screen. If this check box is marked, the last dialog position prior to closing the dialog is saved and is subsequently used to position the dialog when it is next re-opened.

[] Save filename on command

This option allows you to automatically add entries to the corresponding history list associated with the "Name" list box of the Drive panel whenever a panel command is activated. For example, if the "Run" check box is marked, then whenever a "Run" command is issued, the associated program filename is added to the "Run" history list of the "Name" input field.

You may also explicitly add names to the Drive panel's filename history list by highlighting a list box entry and pressing the [Ins] key.

[] Scan subdirectories

When this option is set, a "Find" request will automatically search any child subdirectories found in the search set specification.

The "+" sign may be used at the end of an individual path specification to indicate that subdirectories in the given specifier should also be searched.

[] Show Names in Upper Case

When operating under Win95 or Win NT, short filenames are case sensitive for display purposes only. Use this option to display the names of files in the file list box and the Table panel in upper case. This option is disabled when executing under Win 3.x.

Even though filenames will display in case sensitive format, names must be unique, e.g. Windeb.txt is the same as WINDEB.TXT.

[] Show Totals in <DIR> Entries

This option will replace the <DIR> label in directory entries with a total size or file count based on the files within the directory. If the "Sum branches" check box is marked, then the total will include all child subdirectories and their files.

With this option marked and the "Time Field" option set to % Disk, you can produce a list of all the subdirectories in the root directory of a given drive, showing the size and % disk utilization of each subdirectory.

[] Size

Check this box to filter files by size. The units for the size input fields are in kilobytes. To find files with length less than or equal to 1024 bytes, enter a value of 0 in the FROM: field and a value of 1 in the TO: field.

Sort Entries

The "Sort Entries" check box determines whether the file list is sorted. When not sorted, list entries are displayed in the order that the file system has access to directory information.

The file list may be sorted by Name, by Extension, by Size or by Date. Check the "In Reverse" check box to sort in reverse order.

Time

Check this box to filter file entries by time. Only files last modified within the window specified by the time input fields can appear in the directory list.

[] Title 1st page only

Use this option if you would like only the first page of output to be titled.

[] Track search paths

When set, this option specifies that as each directory in the search path is scanned, its corresponding name is to be shown in the panel's message line.

During the execution of the "Find" command, a rotating bar is always displayed while the search is in progress.

Verify copy operations

This option specifies that any copy operation resulting from a "Copy", "Xcopy" or "Backup" command will be verified, and that if a discrepancy is detected, a warning message will be issued. Verification is accomplished using a bitwise check sum to compare both files after the copy has completed.

[] Widen left margin

This option allows you to widen the left margin on each printed page by an additional number of columns.

