User’s Guide

File Attribute Manager

FILE ATTRIBUTE MANAGER
VERSION 2.2.2

User's Guide

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Introduction

Ever have the desire or need to modify a file's attributes? Date or time? Creation date or time? File Attribute Manager is the easiest program available for performing these actions. File Attribute Manager enables for the modification/viewing of a file's attributes and date/time stamps with ease and confidence. File Attribute Manager allows for the quick access to a file's attributes, *Read-only*, *Archive*, *Hidden*, and *System*. File Attribute Manager also allows for the modification/viewing of a file's date and time stamp, including a file's creation date and time. Included in File Attribute Manager is the ability to set information for an entire or filtered list of files in a directory. No more difficulty modifying a file attribute values, or date and time, File Attribute Manager does it all for you, with a simple point and click.

For the most current version and purchasing information visit the B&P Technologies Web Site : http://www.bpsoftware.com

Installation

For proper installation please ensure the following minimum System Requirements. Running File Attribute Manager on a machine that does not meet the minimum requirements may result in undesired effects:

Operating System:	*Windows95 or Windows NT 4.0*
Processor:	*486/66Mhz or greater*
Memory:	*4 MB RAM or greater*
Disk Space:	*2 MB or greater*

Before you can use File Attribute Manager you have to run the File Attribute Manager setup program from Windows so it will work properly on your computer. To install File Attribute Manager:

1. Start Windows 95 / Windows NT 4.0

2. If installing from diskette, insert the File Attribute Manager disk into the appropriate floppy drive.

3. Click on the Start button on the Taskbar. Windows will open the Start menu.

4. Click on the "Run…" option from the Start menu. This will open the "Run" dialog box.

5. If installing from a floppy drive type the drive letter of the floppy drive containing the File Attribute Manager files followed by ":\SETUP.EXE", or if you have downloaded File Attribute Manager, type the path to the unzipped files followed by "\ SETUP.EXE".

6. Click on the "OK" button. Windows will run the File Attribute Manager setup program.

7. Follow the on-screen instructions to complete the installation.

Getting Started

Executing File Attribute Manager is accomplished by selecting the File Attribute Manager icon created by the setup program. The File Attribute Manager interface was designed with user friendliness in mind. The File Attribute Manager main form consists of the following:

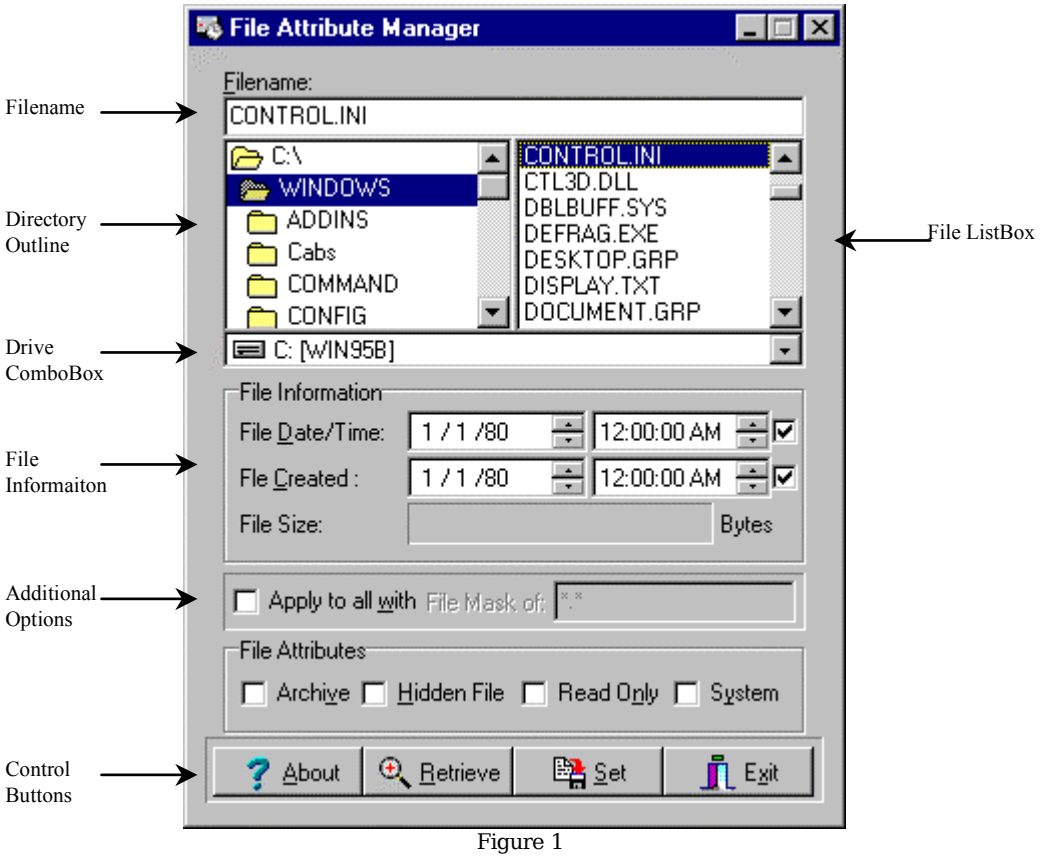

Figure 1

Filename: This is the name of the currently selected file. When application of attributes is not for the current directory this file will be affected by pressing the Set or Retrieve button.

Directory Outline: The Directory Outline is a listing of the current disk's directory structure.

File ListBox: The File ListBox displays **ALL or FILTERED** list of files, regardless of attribute settings, contained in the directory selected in the Directory Outline.

Drive ComboBox: The Drive ComboBox displays the current selected drive.

File Information: The File Information group is where the selected file's date and time information is viewed and altered. The file information that may be altered is the file's date and time stamp, last modification time, and the file's creation date and time stamp. Within this group box, located to the far right, are two check boxes. These check boxes indicate if the particular attribute is to be included when setting. If a check is placed within the box it is included; if no check is present the information will not be included. This group also displays the file's size in bytes. *Note: The file's size may not be altered.*

Additional Options: The Additional Options group box allows for the option of applying the current settings to all files located within the currently selected directory. When a check mark is located in the check box, the attributes will be applied to the selected directory when the *Set* control button is pressed. Also located in the box is the filter option, the filter is applied to the directory indicating specific files to alter in the directory.

File Attributes: The File Attributes group is where the selected file's attributes are displayed and modified. Attributes that may be altered/viewed are Archive, Hidden, Read Only and System.

Control Buttons: Once pressed the Control Buttons perform various actions within the application. The About button displays product version information. The Retrieve button retrieves the currently selected file's information in the available group boxes. The Set button stores the information contained in the group boxes to the selected file. The fourth button, Exit, terminates the application.

Processing

File Attribute Manager can be utilized to both view and set a file's attributes. These tasks can be accomplished by completing the following steps:

Viewing a File's Attributes:

1. Start Windows 95 or Windows NT 4.0 if it is not already running

2. Select the File Attribute Manager icon that was created during the installation process.

3. Chose the drive containing the file for which information will be displayed. The selecting of the drive is accomplished by clicking on the downward pointing triangle on the right side of the Drive ComboBox. Pressing the triangle will open display a list of the currently available drives. Click on the desired drive. The selected drive will now be listed in the Drive ComboBox.

4. Select the directory, on the selected drive, containing the file for which information will be displayed. Directory selection is accomplished by double clicking on the desired directory within the Directory Outline. Once a directory is selected all sub-directories within that directory are displayed, allowing for the maneuvering to directories levels below the root. Use of the vertical scrollbar will assist in the displaying of those directories that may not fit in the current directory view. *Note: One way of determining the directory that is selected is by the folder shading. The selected directory is a shade darker than the rest, as well as displaying an open folder.*

5. Select the file to display. Selecting the file is accomplished by clicking (highlighting) the desired file in the File ListBox. The file name of the selected file is displayed in the Filename field. If the listing of files is longer than the allowable display field, a vertical scrollbar will be visible along the right border of the File ListBox. Use the scroll bar to scroll through the list of available files.

6. Click on the Retrieve button located in the Control Buttons panel. Note: Double clicking the file name in the File ListBox will also retrieve a file's information.

After following the steps for viewing a file's information, the information for the selected file is displayed in the areas provided within File Attribute Manager.

Setting a File's Attributes:

1. Start Windows 95 or Windows NT 4.0 if it is not already running

2. Select the File Attribute Manager icon that was created during the installation process.

3. Chose the drive containing the file for which information will be modified. The selecting of the drive is accomplished by clicking on the downward pointing triangle on the right side of the Drive ComboBox. Pressing the triangle will open display a list of the currently available drives. Click on the desired drive. The selected drive will now be listed in the Drive ComboBox.

4. Select the directory, on the selected drive, containing the file for which information will be modified. Directory selection is accomplished by double clicking on the desired directory within the Directory Outline. Once a directory is selected all sub-directories within that directory are displayed, allowing for the maneuvering to directories levels below the root. Use of the vertical scrollbar will assist in the displaying of those directories that may not fit in the current directory view. *Note: One way of determining the directory that is selected is by the folder shading. The selected directory is a shade darker than the rest, as well as displaying an open folder.*

5. Select the file to be modified. Selecting the file is accomplished by clicking (highlighting) the desired file in the File ListBox. The file name of the selected file is displayed in the Filename field. If the listing of files is longer than the

allowable display field, a vertical scrollbar will be visible along the right border of the File ListBox. Use the scroll bar to scroll through the list of available files.

6. Set the desired date and time information in the File Information group box. Determine which date/time group information is going to be applied to the individual files by placing or removing a check mark in the adjacent check box. To modify the date and time displays: Choose the appropriate date or time pick box. Using the upward and downward pointing triangles on the right border of the pick box modify the fields accordingly. Selecting the individual component of the date or time will modify that portion when the triangles are pressed (i.e. If you highlight the month portion of a date field scrolling will only modify the date).

7. Set the desired File Attributes in the File Attribute group box. If a check mark is entered into the check box to the left of an attribute setting, this attribute flag is set for the file. To add or remove a check simply click the appropriate box, this will toggle the check.

8. Determine if the settings are to be applied to all or a filtered set of files within the current directory. This is accomplished by placing or removing a check mark in the check box located within the Additional Options group, along with setting the appropriate filter. The value of the filter is a file name that may include wildcards. The asterisk (*) is a wildcard which matches any number of arbitrary characters. The question mark (?) is a wildcard which matches a single arbitrary character. The file mask *.* displays all files, which is the default value.

9. Once all the available fields contain the desired information press, click on the Set button located in the Control Buttons panel.

The above mentioned steps complete the process for the modification of a files attributes.

Uninstall

Under Windows® 95 and Windows® NT 4.0 you can uninstall PrintDirect from the Control Panel Add/Remove Applications window. Activate the Control Panel, double click Add/Remove Programs, and double click on the PrintDirect list box entry.

Bug Reports

If you experience something you think might be a bug in File Attribute Manager, please report it by sending a message to bug@bpsoftware.com, with a subject heading of **Bug Report**. Describe what you did, what happened, what version of File Attribute Manager you have, any error messages File Attribute Manager gave, what kind of computer you have, which operating system you're using, and anything else you think might be relevant.

Product Enhancement

From time to time, everyone comes up with an idea for something they'd like their software to do differently. If you come across an idea that you think might make a nice enhancement to File Attribute Manager, your input is always welcome. Please send any suggestions or requests for new features to info@bpsoftware.com with a subject heading of **Product Enhancement**.

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