My Friend Bernard.© 1995 1996
by Alegori software

THE documents and programs manager

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NB :
MS-DOS, Windows, Windows95 and Windows NT are trademarks   of Microsoft Corporation.
OS/2 is a trademark of International Business Machines Corporation.

This software is produced by a member of the **AFAS** (the French Association of Shareware Authors).

An AFAS software is
  + a **quality** shareware,
  + a program you can **fully** try (not a demoware),
  + the author must provide a **technical support**.

With Alegori products, you will have all of these, plus :
  + an easy method and instructions for **safely removing** the program from your computer,
  + an **easy way to register**,
  + the programs are **checked** with the latest virus detection software.

 You are encouraged to pass a copy of the shareware version along to your friends for evaluation. To make a copy, see the screen 'About...' (Menu/About) and click on the button 'save Bernard on floppy'.

     The essence of "user-supported" software is to provide personal
     computer users with quality software without high prices, and yet to
     provide incentive for programmers to continue to develop new
     products.

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Features

o Drag-drop to access the functions.
o Copying, moving and deleting functions can be used for files and folders.
o Quick access to documents, folders and programs by using shortcuts.
o The waste basket enables you to recover a file or a folder.
o Easy function to associate applications with files.
o Find function to look for a document or a folder.
o Popup menu : a quick way of opening a distant folder.
o Viewer for text and BMP files.
o You can import icons from EXE DLL and ICO files.
o A simple click launches programs or opens documents.
o Compact and easy-to-read windows.
o Help function made for beginners and experienced users.
o It is possible to hide the types of files you want.
o Windows are refreshed automatically.
o You can customize the windows of Bernard (font, space between icons...).

Hot Line

If you have a registered version, you can reach our hot-line by mail, fax or e-mail.

**Alegori
Customer Dept
36, rue Grenette
69002 LYON France**

before 18 October 1996 :
       **from France :   fax   78 37 62 83
       from another country : fax +33 78 37 62 83**

   after 18 October 1996 :
       **from France :   fax   0478 37 62 83
       from another country : fax +33 478 37 62 83**

   **E-mail : jlemay@serveur.dtr.fr
   Web :   http://www.dtr.fr/homepage/jlemay**

Update history

English and French versions of Bernard exist.
Ask us for Bernard in a different language.

10/05/96 v1.0
14/06/96 v1.01 FILE_ID.DIZ, VENDOR.DOC, REG.DOC added. It is now possible to open a document by dragging-dropping it on the program icon.
27/07/96 v1.02 Registration with credit cards is now possible. VendInfo.diz added.

FAQ :

 o **What is a shortcut ?**
   It is an icon which represents a program or a file. For instance, the program manager of
   Windows 3.1 contains shortcuts.

 o **Shortcuts : what for ?**
   A shortcut enables you to reach a program or a document without a long search in the
   folders of the hard disk. You work faster.

 o **Shall I open many folders to reach a file ?**
   No, Bernard offers you three methods to reach a file.
   -By right-clicking on C:\, you open the list of the first level directories. Right-click on one
     to open the list of its directories. Then left-click on the one you wanted.
   -Try to open a directory with the Mono-window option turned on (Ctrl-M).
   -You use the find function (Ctrl-F) to search a file. You see at the end of the search the
     results in the table (name, path, date, size). Double-click on the path to open the
     directory window.

 o **How can I delete a file ?**
   Just drag and drop it into the waste basket.

 o **How can I rename a file ?**
   Just drag and drop it onto the tools (the picture of a screw driver).

 o **How can I copy a file to the floppy disk ?**
   Click onto the second button (from the left) of Bernard. Its picture changes : a car, a tape,
   a pin. Choose the tape picture (copy function). Then you can drag the file and drop it onto
   the A:\ icon.

 o **Why can I see one empty waste basket and one full ?**
   There is one waste basket for one disk so the C:\ waste basket can be full and not the A:\.

My Friend Bernard v1.01   # Order form

(you can print this form with the menu FILE-PRINT)

NAME or SOCIETY :   _____

ADDRESS :   _____

_____

COUNTRY :   _____

(phone&fax : include country & city/areacode)
PHONE :_____   FAX   :_____   EMAIL :_____

Bernard Version you are testing   :_____

Where did you find this software ?_____

Any comments or suggestions ? :_____

License 1 : CUSTOMER N°   :_____
License 2 : CUSTOMER N°   :_____
License 3 : CUSTOMER N°   :_____
License 4 : CUSTOMER N°   :_____

(For each computer, you have an unique customer number, it is made of 16 characters and you will find it with the menu *Registration*. Click here to see a screenshot. **Please do not forget to write the customer number(s)**.
Note : registration for three computers needs three customer numbers.)

Contact Alegori for site license.
Discount rates are available : click here.

        ____ license(s) X 48 $US   67 $CA 245 FFr =   _____
        Discount rate :   ____ % =   _____
        Shipping & Handling :   __free__
        TOTAL AMOUNT   _____

        Check one :
          [ ] A check for   _____ $US   **[ ]** A check   for   _____ FFr
          [ ] A check for   _____ $CA   **[ ]** A money order for   _____ FFr
        is enclosed.

Please make checks payable to: Jean-François LEMAY
Please mail this order to:
    Alegori   fax   before 18 October 1996 : +33 78 37 62 83
    Customer Dept   fax   after 18 October 1996 : +33 478 37 62 83
    36, rue Grenette   email : jlemay@serveur.dtr.fr
    69002 LYON France Web :   http://www.dtr.fr/homepage/jlemay

In order to register with a credit card, see registration with a credit card (click here).

My Friend Bernard v1.01 #14761 Credit card order only

(you can print this form with the menu FILE-PRINT)

NAME or SOCIETY :   _____

ADDRESS :   _____

_____

COUNTRY :   _____

(phone&fax : include country & city/areacode)
PHONE :_____   FAX   :_____   EMAIL :_____

Bernard Version you are testing   :_____

Where did you find this software ?_____

Any comments or suggestions ? :_____

License 1 : CUSTOMER N° :_____
License 2 : CUSTOMER N° :_____
License 3 : CUSTOMER N° :_____
License 4 : CUSTOMER N° :_____

(For each computer, you have an unique customer number, it is made of 16 characters and you will find it with the menu *Registration*. Click here to see a screenshot. **Please do not forget to write the customer number(s)**. Note : registration for three computers needs three customer numbers.)

Contact Alegori for site license.
Discount rates are available : click here.

The number of **My Friend Bernard v1** on the PsL's registration service is **#14761**.

        ____ license(s)   X   48 $US   =   _____
        Discount rate :   ____ % =   _____
        Shipping & Handling :   __free__
        TOTAL AMOUNT   _____

        [   ] MC   [   ] VISA   [   ] AMEX   [   ] DISCOVER

        Name as it appears on Credit   Card :   _____

        Card n° _____

        Expiration date ___/___   Signature :

Don't forget : My Friend Bernard's PsL number is **#14761**. No matter which method you will choose to order this program, PsL will need this number to take your order.

By phone :
    call the Public (software) Library at   800-2424-PsL   (800-242-4775) or +1-713-524-6394.
    PsL's office hours are 7:00 am to 6:00 pm CST Monday-Thursday and 7:00 am to 12:30 pm CST Fridays.
By fax :
    send your order to PsL's FAX   +1-713-524-6398 (U.S.A. phone number).
By e-mail :
    send your order to PsL's e-mail :   71355,470@compuserve.com.

By mail :
   Public (software) Library
   P.O. Box 35705
   Houston, TX 77235-5705 USA

As a bonus for registering this program, PsL offers customers a very special deal - the latest PsL Monthly CD-ROM, which normally sells for $30 plus shipping - for just $6 plus shipping (s&h : $4, $6 overseas).

The above numbers and address are for credit card orders only.
The author of this program cannot be reached at these numbers.
To insure that you get the latest version, PsL will notify us the day of your order and we will ship the product directly to you.

Any questions about the status of the shipment of the order, refunds, registration options, product details, technical support, volume discounts, dealer pricing, site licenses, non-credit card orders, etc, must be directed to Alegori :

   Alegori   fax   before 18 October 1996 : +33 78 37 62 83
   Customer Dept   fax   after 18 October 1996 : +33 478 37 62 83
   36, rue Grenette   email : jlemay@serveur.dtr.fr
   69002 LYON France   Web :   http://www.dtr.fr/homepage/jlemay

In order to register without a credit card, see registration without a credit card (click here).

How to register

The essence of "user-supported" software is to provide personal computer users with quality software without high prices, and yet to provide incentive for programmers to continue to develop new products.

Feel free to try this program during 30 days. If you want to use it after this period, you have to register.
After trial period, this shareware version will slow down because of 'registration reminder screens', so **order now** !

1) Ordering by check or money order :
    Print and complete the order form (click here to see it) then send it to us in France.

2) Ordering by international credit card (mail, phone, fax and e-mail) :
    See registration with a credit card.

Differences between the registered version and the shareware version :
    Except for the Register Reminder Screen, both versions are exactly identical : the shareware principle is that you can try what you may buy.

Registration fee :
    The registration fee is $48   ($ca 67 or   245ffr).

    Volume discount :

        quantity   :   discount rate

        1   :   0 %   ($48   each)
        2   ->   9   :   22 %   ($37.44 each)
        10   ->   24   :   38 %   ($29.76 each)
        25   ->   49   :   51 %   ($23.52 each)
        50   ->   99   :   63 %   ($17.76 each)
        100   ->   199   :   70 %   ($14.40 each)
        200   ->   :   75 %   ($12.00 each)

    Student **discount rate** : 30 % (only with photocopy of school identity card)

 A few days later, you will receive :
   - the last version of the program on 1.44Mb floppy disks
   - an installation manual,
   and for each computer :
   - a license attestation,
   - the registration number.

 Updates :
   Updates are available by Internet (http://www.dtr.fr/homepage/jlemay) and are free as soon as you have a license.

Alegori Project : Thanks to.

HOW TO...

how to **copy** a file (a document) or a folder (a directory)
how to **delete** a file or a folder
how to **move** a file or a folder
how to **rename** a file or a folder
how to **find** a file or a folder
How to create a "**shortcut**"
How to **create a new folder**
How to **show / hide** some kind of files
How to show / hide **the button bar**
How to **uninstall** this software
How to replace the **Program Manager**
How to create an installation disk of *My Friend Bernard*

GRAPHIC HELP
WHAT IS IT ?

WHAT IS IT ?

- **desk**
- **directory (folder)**
- **disk drive**
- **to drag**
- **to drop**
- **executable**
- **extension** (a file -)
- **file**
- **file name**
- **folder**
- **hidden** (a - file)
- **icon**

- **invisible** (an - file, an - folder)
- **to move**
- **parent folder**
- **path**
- **read only** (a - file)
- **root path**
- **selection**
- **shortcut**
- **system** (a - file)
- **type** (the - of file)
- **waste basket**

GRAPHIC HELP
HOW TO...

How to Copy a file or a folder

You can copy a file (a folder) by <u>dragging and dropping</u> it onto a <u>folder</u>. You can also <u>drag-and-drop</u> it directly onto the destination window.

WARNING : <u>dragging-and-dropping</u> has different results depending on the second button of the window.

The three possible states of the button are :

: copy function

: **<u>shortcut</u>** function

: **<u>move</u>** function

You should verify the state of this button before dragging.
To modify the button state, just click on it.

To avoid errors, the mouse cursor changes during the drag movement to indicate the function chosen :

copy   :

How to delete a file or a folder

If you want to erase a document just drop it onto the waste basket.
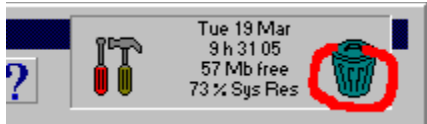
To go backwards and get your document or folder back :

1) Click on the waste basket icon. A menu appears with the **Show** and **Empty** options.

2) Do not empty the waste basket ! Click on **Show.** A window appears which contains the documents you deleted. The program did not really erase them, it moved them into a special folder.

3) To get your document back, you just have to **move** it from this window to its original place.

NB : It may happen that you want to delete a file and the waste basket already contains one with the same name. In this case, *Bernard* will change the name of the new file in order to avoid confusing it with the old one. For instance, it will add an '0' character to the name.

Empty the waste basket regularly in order to save place on your hard disk(s).

How to move a file or a folder

If you want to move a document just drag and drop it onto the destination **<u>drive</u>** or **<u>folder</u>** icon. You can also drop it onto the destination window.

WARNING : <u>dragging-and-dropping</u> has different results depending on the second button of the window.

The three possible states of the button are :

 : move function

 : **<u>copy</u>** function

 : **<u>shortcut</u>** function

You should verify the state of this button before dragging.
To modify the button state, just click on it.

To avoid errors, the mouse cursor changes during the drag movement to indicate the function chosen :
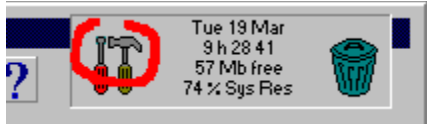
move :

How to show/hide the button bar

Just right click on the title bar !

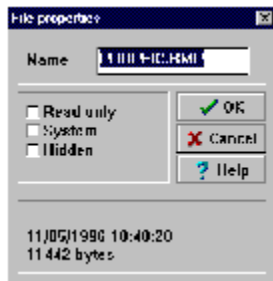NB : If you left-double-click on title bar, you will minimize/maximize the window.

How to rename a document or a folder

If you want to rename a document just drag and drop it onto the tools icon.

A window appears which enables you to change the name.

This window also enables you to change the *read-only flag* of this file. By allowing *Bernard* to access the system and hidden files (see Menu / options / Show-Hide), you make the system and hidden checkboxes enabled.

See **Read-only** files

How to find a file or a folder

To find a file or a folder you just have to know its name (even if this one is not complete).

For instance :
You wrote a letter to Mr. Smith. You think that the name of the file begins with LETT but you cannot remember which software you used to write it (write, notepad, word...).

In this case you ask Bernard to go through the whole disk C:\ and find the files beginning with LETT.

In order to do so :

1) Click on the C:\ icon situated inside the Desk window. The C:\ window appears.

2) Click on the menu button of this window and select the **Find file** item.

3) Write **LETT*** in the edit box and press the **Enter** key.

4) You can see the search processing. The number of files/folders finally appears.

5) If you double-click on the path of your file, the window containing it appears.

 How to create a shortcut

If you want to create a shortcut to a document, program or folder, just drag and drop it onto the destination **drive** or **folder** icon. You can also drop it onto the destination window.

WARNING : dragging-and-dropping has different results depending on the second button of the window.

The three possible states of the button are :

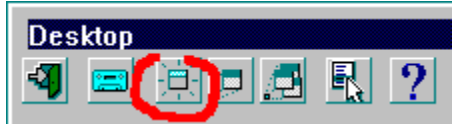 : shortcut function

 : **copy** function

 : **move** function

You should verify the state of this button before dragging.
To modify the button state, just click on it.

To avoid errors, the mouse cursor changes during the drag movement to indicate the function chosen :

shortcut :

How to create a new folder

If you click on the "Create a folder" button, a folder called **NEW.1** is created.

You may want to change this name. See the **How to rename** a document chapter.

Desk

The desk is the main window. It contains the disk drives icons (floppy disk, hard disk, CD-ROM disk, network drive,...).

You can drop shortcuts (pointing to programs, documents and folders you usually use) onto this window.

You can also create folders here.

Icon

An icon is a small picture which symbolizes the type of file.

For example, all the **.TXT** files (created by the notepad program) have the same icon.

The Windows programs contain their specific icons. *Bernard* allows you to use these icons.
See Menu / Options / Icons

If you have a program to create icons, you can also draw your own pictures.

Hidden file

The MS-DOS ® and Windows ® systems allow to hide some files. Two flags may be used to do so : they are called "system" and "hidden". **Bernard** lets you choose whether you want to see this kind of files or not.

If you are not a specialist of MS-DOS ® or Windows ® operating system, we suggest you not to use this possibility.

There is another way to hide some types of files : the "invisible" files.

See Menu / Options / Show-Hide.

Invisible files

As there is no interest in seeing the icons of the files you never use, *Bernard* can hide the ones you do not need.

The number of these invisible files is written in a little square at the right bottom of the window (if there is no square there is no invisible file).

If you want to know how to select the types of files you do not want to see, try <u>Menu / Options / Show-Hide</u>.

Path

The drives can contain <u>folders</u> (directories) and <u>files</u> (documents).
The folders can contain other folders (directories) and files (documents).

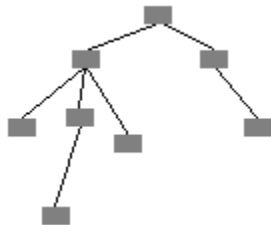For instance :
The drive **A:** contains a floppy disk.
In this floppy, you get two folders : **FAX** and **LETTERS**.

Two folders are in the folder **FAX** : **SEND** and **RECEIVE**.
SEND contains a file called **SMITH.WRI**.

The path to this file is :
A:\FAX\SEND\SMITH.WRI

The disk is organized in a tree structure.
The root path represents the first level of this tree.
In this example the folder **FAX** is situated at the root (top level) of **A:**.

Read-only files

MS-DOS enables you to protect your files against modifications.
They are called "read-only" files.

To set or clear the read-only flag of a file :
     o Drag-and-drop its icon on the tools ;
     o Click on the box "Read-only".
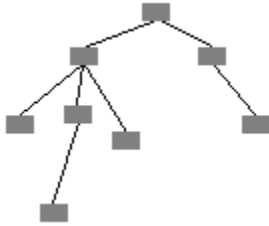
  See **How to rename** a file

To move

The **drives** can contain <u>folders</u> and <u>files</u>.
The folders can contain other folders and files.

So a **drive** is organized like a tree.

You may want to arrange the structure of your disk. In order to do so, you need to move some files and folders.

See
<u>How to **copy** a document</u>
<u>How to **move** a document</u>

Names of files

Each file has got a name which enables you and the computer to recognize it.

The new generation of operating systems (Windows 95 ®, Windows NT ®, OS/2 Warp ®) offers more possibilities than the previous one.

With MS-DOS et Windows 3.x (WorkGroups) :

1) The name cannot contain more than 8 characters,
2) The system is not case sensitive,
3) Some characters are forbidden. (space character, / * ? \ < > etc...)

The name is complete if it is followed by its extension. This extension is a character string of zero to three characters. It specifies its type.

See **type** of file

 Waste basket

The waste basket is the tool used to <u>delete</u> folders and files.

See
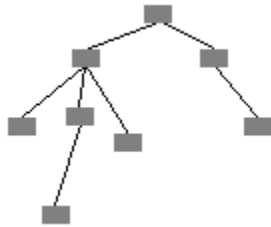   <u>How to **delete** a file</u>
    <u>How to **move** a file</u>

Folder (directory)

If we compare a file with a few written pages document, we can compare a folder with a box containing a few documents.

A folder can also contain other folders.

It is a tree structure :

See
    How to create a new **folder**
    What is a **drive** ?
    What is the **parent folder** ?
    What is a **path** ?

Shortcuts

The idea of the "shortcut" already exists in some operating systems (Windows 95 ® and OS/2 Warp ® for instance). It is very convenient.

The usual way of organizing your hard disk is to create a folder for each software.

Example :
C:\SOFTWARE\BERNARD
C:\SOFTWARE\WORD
C:\SOFTWARE\EXCEL

But whenever you want to run one of them, you have to go through the whole foldertree to find the executable file you need.

A shortcut is an icon pointing to a file you often use.

You can create shortcuts inside the desktop window, they will be easy to access.
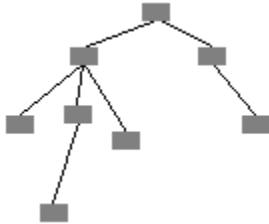
You can make shortcuts to your usual documents, programs and folders.

Parent folder

A folder can contain other <u>folders</u>.

The parent folder of the folder "A" is the one which contains "A".
So it is the folder right above it in the tree.

Executable-file

A file can be a program, a text, a picture, a movie...

An executable file is a program.
By clicking it, you run this program.

 Selection

The copy, move, delete operations can concern several icons at the same time.

You can select these files :

> - by using one of the *Select All*, *Cancel selection*, *Inverse selection, Select...* items of the menu ;
> - by making a select zone in the window with the mouse ;
> - by clicking, while the shift key is pressed, on each icon you want to select.

File extension

A complete name is composed of two parts :

- the name itself (8 characters with MS-DOS ® and Windows ® 3.x),
- the extension (0 to 3 characters with MS-DOS ® and Windows ® 3.x) which specifies the type of file.

These two parts are separated by a point.

The extension of the file called **PICTURE.BMP** is **BMP**.

System file

Some files inside your hard disk are quite special. They are used by the operating system : you must not modify them.

The operating system can recognize them by using a special flag called "system" flag.

These files are only to be used in special cases such as maintenance cases so you should not need to see or modify them.

If you want to see them anyway it is possible with *Bernard* :
see : **How to show / hide** some kind of files

What is a file ?

Contents :
- What is a bit ?
- What is a byte ?
- What is a file ?
- Save your files.

Bit

The bit is the smallest unit of memory. A memory of 1 bit can only be in two different states. For instance, we can memorize the state of a lamp with one bit : switched on or off. A one bit memory enables you to keep this kind of information : yes/no, on/off, 0/1, true/false, etc...
The computer memory is made of bits. How can it stock texts, pictures, movies, sounds, ... ?

Byte

Imagine a memory made of two bits. It can be in four different states : 00, 01, 10 et 11. A byte is a memory made of 8 bits so it can be in 28=256 different states. Each of the states can have different meanings. Let us decide for instance that this byte is a number between 0 and 255 :
00000000 is for 0
00000001 is for 1
...
11111111 is for 255

We can decide that a byte is a character (there are 26 uppercase characters, 26 lower case, 10 numbers : 256 possibilities are enough). So you can memorize a text with a byte for each sign.

File

A file is a sequence of bytes. We can read a file only if we know the meaning given to each byte.

So a file can stock a text, a picture, a sound or a movie,... We speak about the type of the file.

Examples :
- A report about the medieval theater is a file.
- A fax to a subcontractor is a file.

Save

The working memory of your computer is called Random Access Memory (RAM). It is erased each time you switch off your computer. To avoid loosing datas, you have to save your file with another type of memory (hard disk and floppy disks).
This saving can also prevent from errors, viruses, hardware failure, etc...

Type of file

The name of a file, with MS-DOS ® et Windows ® 3.x is made of 8 characters (maximum) followed by a point and 0 to 3 other characters.

Example : **REPORT.DOC, PROG.C**

The third part of the name is called the **EXTENSION**.
It tells you the **TYPE** of file, for instance :

```
TIF     : picture,
COM     : little executable program
EXE     : executable program
BMP     : drawing
TXT     : text
DOC     : text and pagination
DBF     : data base
etc...
```

 To drag and to drop

Dragging and dropping is a simple operation which needs a mouse. It is used to carry an object from one place to the other on the screen:

> o Bring the mouse cursor on this object.
> o Press the button of the mouse (if there are several buttons, press the left one) Keep this button pressed.
> o Move the mouse cursor onto the destination.
> o Release the button.

For instance, you can copy the ESSAI file this way :
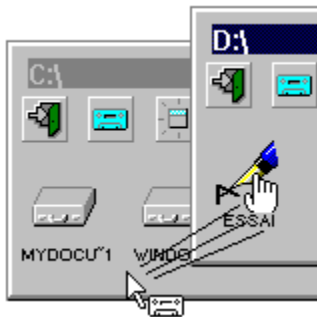
Drive

A drive is a memory where folders and files can be found.

It is usually a disk reader : CD-ROM, floppy disk, hard disk. It may also be a network disk.

Comparison Folder - Drive

A folder and a drive can both contain files and folders. However you cannot erase a drive, you can only empty it.
Do not try to drop a drive onto the waste basket !

Conventions

With MS-DOS ® and Windows ®, the name of the drive is made of two characters : one letter followed by a colon (example **A: C: E:**).

Usually :
A: and **B:** are floppy disks ;
the drive **C:** is the main hard disk ;
the drive **D:** is the CD-ROM reader.

 Welcome

This is a professional shareware program.

Consult the help file to discover **Bernard** by clicking on the button .

For now, just enter your name in the edit window. Then you will access to the Desktop.

REGISTRATION WINDOW.

Bernard is a shareware. This window allows you to get the license.
Please note the Customer number of this window when you register.

See <u>How to register</u>).

<u>You have found this program on Internet, on a CD-ROM ; or maybe a friend gave it to you,</u>

<u>The test period is over,</u>

<u>You just received your license,</u>

<u>You want to install this program in another computer.</u>

Last days of the test period

It is the end of the free trial period.

If you appreciate it, please see <u>How to register</u>.

Computer clock error

An error in the computer clock has been discovered. To enable Bernard to run correctly, just adjust the hour/date of your computer.

If the problem does not disappear, contact us.

 Viewer

Bernard can quickly view the text files and BMP pictures. You just have to right-click the icon.

Double click on the text or click on the picture to close the window.

You may have viewer programs for different types of files.
See Menu/Options/Viewers to launch your viewers with the right-click.

Floppy disk waste basket

Each <u>drive</u> possesses its own <u>waste basket</u>. A file deleted from the C: drive remains in the C: waste basket.

A waste basket may take a lot of room on the disk. So we decided not to create a recycling waste basket for the floppy disks. If you ever drop a file from the floppy into a waste basket, this file is erased for good.

Tools

This window allows you to rename a file or a folder.

You can also modify the Read-only/hidden/system flags.

See hidden files and system files.

NB : Changing the file extension is impossible by default :
 You can rename **FIC.TXT**   ->   **LETTER.TXT**.
 You cannot rename **FIC.TXT** ->   **FIC.BMP**.

See Menu / Options / Confirmations / Allow to modify the file extension.

Options / Parameters

Simple / Double Click
You can open a file with a simple or a double click.

Help window after launch
The help screen appears each time you launch Bernard. If you don't want to see this window, just uncheck the option box.

Load Bernard each Windows initialization
If you use Bernard each time you use WindowsTM, you can select this option. Bernard will automatically start with the other system programs when you will switch on your computer.

Character Font
The window can contain more icons if the font is small.

Margin / Space between icons
Adjust the space between icons depending on the font you chose.

Show / Hide

Only some of the files existing in your computer are interesting to use. The other files are useful for your machine but you should not run, copy, delete or move them. So it may be interesting not to see them.

You can recognize the files you are interesting in thanks to their name extension : <u>Do not show extensions</u>.

<u>Show files without an icon</u>

<u>Show MS-DOS hidden files</u>

<u>Show MS-DOS system files</u>

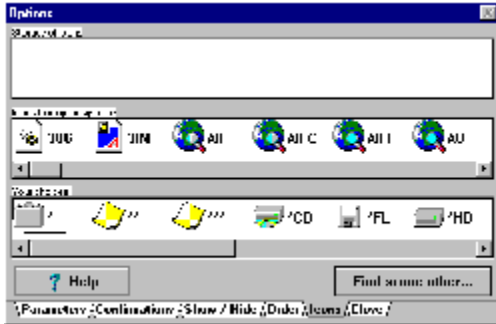You can unselect the **Graphic FX** option in order to open the windows quicker.

<u>NB :</u>
The fact of modifying some of the options does not change the existing windows.
Use Menu / Actualize (Ctrl-A) to change the active window.

Niveau d'humour

 Icons

Storage of icons
You can drop shortcuts and EXE DLL ICO files on this window to see the icons they contain.
Then you can drag-and-drop these icons onto the "your choices" window.
NB : Shareware DLL files exists which are full of icons you can use to personalize your screen.

Icons from your system
The Windows ® operating system knows a few icons. Bernard will use them by default.

Your choices
Each type of file is represented by an icon. This window allows you to add or to remove icons.

> You can drag-and-drop from the storage window ;
> the Del key deletes the selected icon ;
> the Enter key allows you to edit the extension.

> **NB :** You can drop the icon onto two different positions :

> 1) onto an existing icon, in order to change it ;
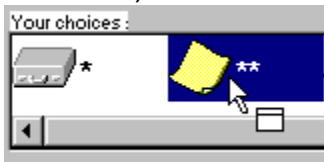
(the selected icon is black)

2) below the existing icons, in order to add the dropped one.

 (no black icon)

How to associate an icon with an extension

First of all, choose the icon in the *Your choices* window by clicking on it. Then press the Enter key. Now you can modify the extension and validate the modification by pressing

the Enter key.

Bernard uses a code to associate an icon to the drives and the folders :

*   folder
**   generic icon (use if no icon matches)
***   file without extension
*CD   CD-ROM disk drive
*FL   floppy disk drive
*HD   hard disk drive

<u>Find some other...</u>
By clicking this button, you can fill up the storage window with another set of system icons.

List of the invisible files

With <u>Options / Show-Hide</u>, you can make some files invisible.

The number of these files is indicated in the small gray square which is the last icon of the folder window (note that this square does not appear if there is no invisible file).

If you click on this square, you can see the list of the invisible files.

If the list is too long, you can use the arrow keys to scroll it (to shift its contents).

 How to view the text files

You can view a text file by right-clicking on its icon.

 # Icons order in the folder windows

The standard way to sort the icons is :
- the disk drive icons,
- the folder icons,
- the shortcut icons,
- the executable icons,
- the other files, sorted by type.

You can change the way you sort the icons with **Menu** / **Options** / **Order**.

Formatting a floppy disk

Before you can use a disk, you must format it. Formatting prepares the disk for use with your computer.

WARNING : If you format a disk which contains information, they will be erased !

Interrupting a deleting, moving or copying process

Interrupting a deleting, moving or copying process is possible.

However, interrupting a **moving** process is not recommended.

If you do so, you obtain two folders (one at the previous place and another one at the new place) each containing a part of the original folder.

If you do not want this to happen, just carry the moving process through and then move the folder to its original place.

Impossible to create the desktop folder, impossible to save the configuration

You may have run Bernard from a read-only disk drive (full or write-protected floppy disk, CD-ROM). Bernard needs to be able to write on the disk in order to create the **desktop folder**.

You can use the program this way but it may not work correctly.
In order to avoid any problem, install the program with INSTALL.EXE.

NB : The program needs to be able to save the configuration. An error may occur when you quit *Bernard*.

You have just installed this program in your computer.
We hope that you will enjoy it.

You can try *Bernard* during 30 days for free.

You can copy and give it to your friends if :

    - you do not get money from them ;
    - you do not modify the program and other associated files.

If you want to keep the program after the trial period, you have to <u>register</u>.

The program has detected that your free test period is over.

If you want to buy this program, see <u>How to register</u>.

You have just received your license.

Enter your license code in the edit window.
Then click the Ok button to ask *Bernard* to verify the code.

If you encounter a problem, please <u>contact us</u>.

You have the registered version and you want to move this program from your computer to another.

The license of the program only concerns one computer. You have to remove the registered version from the first computer. Please note the new Customer number (Menu/Registration) of the second computer and <u>contact us</u> to get a new registration code.

EXE, DLL and ICO files can contain their own icons.
Windows ® can associate an icon with a type of file (see the window *icons from your system* in Menu/Options/Icons).

Bernard allows you to choose another icon for a type of file.

Some files are hidden by the system (a hidden flag is set).

Bernard allows you to see them anyway.

Some files in the hard disk are "system" files. Theoretically you are not allowed to see them but *Bernard* can show them to you if you need to.

You can add or remove types of files to this list in order to clear the screen of the files you do not use.

Dragging-and-dropping an icon from a window to another starts one of these three operations :

 : **shortcut** function

 : **copy** function

 : **move** function

By clicking on the button, you can select the function you want.

You create a new folder by clicking on this button.

The new folders are called NEW.1, NEW.2, etc...

You can rename them afterwards :

See
How to **rename** a document

The title bar contains the folder shown in the window.
It may be used to move the window with the mouse.
Double-clicking on it maximizes the window.

These buttons enable you to minimize one or all the *Bernard* windows.

This button displays the menu below.

This button displays the help window.

The tools are used to rename files and folders.

You can also use the tools to protect a document against modifications (**<u>read-only files</u>**).

See :
<u>How to **rename** a document</u>

The waste basket is used to delete files and folders.

See
  <u>How to **delete** a document</u>

This button allows you to close the window.

The desktop is *Bernard* main window. It displays the **<u>disk drives</u>** icons.

Each object of your disks is symbolized by a small picture called "icon".

You can customize the display by using your icons.
See <u>Menu / options / Icons.</u>

The name of the file or folder is written under the icon.

If this name is written between brackets, the icon is a shortcut.

See :
  What is a **shortcut**
How to create a **shortcut**

If you right click on a folder or a disk drive, a popup-menu appears which contains all the sub-folders.
By right click on one of these, you go down to the next level.

It is a simple and quick way of opening a distant folder.

The copy, move, delete operations can concern several icons at the same time.

You can select these files :

- by using one of the **Select All**, **Cancel selection**, **Inverse selection**, **Select...** items of the menu ;
- by making a select zone in the window with the mouse ;
- by clicking, while the shift key is pressed, on each icon you want to select.

Click on the **options** items to open the window which enables you to personalize *Bernard*.

(icons to be shown / hidden, space between icons, font,...)

This menu item opens the folder which is hierarchically above the active one.

For instance :

The folder A contains the folder B.
If you use "Parent folder" in B, you open A.

This item opens the **desktop** window.

This item can be checked or unchecked. Clicking on it changes its state.

Mono window : Clicking on a folder opens a new folder window.

✔ Mono window : Clicking on a folder changes the active window.

Allows you to refresh the window.

When do you need to refresh a window ?

+ You have changed the floppy disk (CD-ROM).

+ You have modified some options (space between icons, icons order,...).

This menu item runs the find function.

How to **find** a document ?

This menu item allows you to format a floppy disk with the **A:** drive.

What is formatting ?

 About...

Our address, fax number, e-mail, are written in here.

This window also has a special button which enables you to create **an installation floppy disk** of the software "My Friend Bernard". Get an empty floppy disk ready and click on it !
(This option isn't available with the registered version).

Alegori project : Thanks to.

Associations Programs / File extensions.

Enables you to associate a <u>type of file</u> with an application.
When you click on a file with this <u>extension</u>, the associated program starts and loads the file.
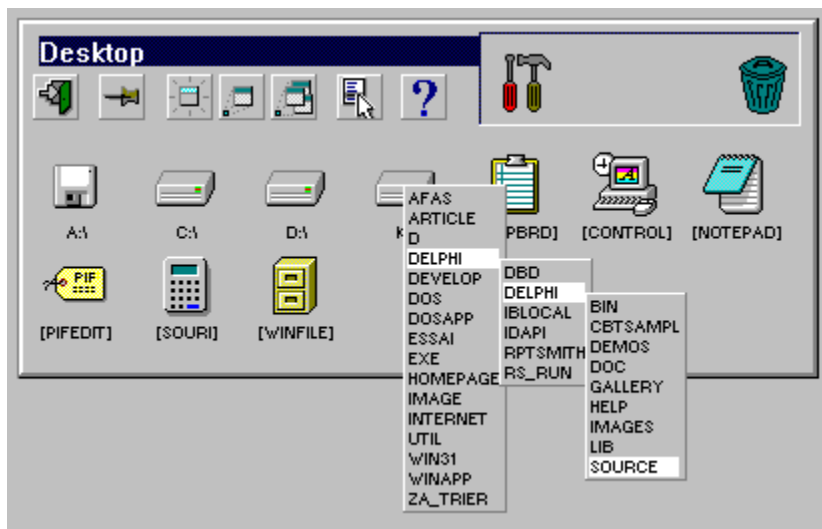
Run...

This menu item opens a window where you can enter a command line.
For instance : **A:\INSTALL**.

This menu item opens the window used to <u>register</u>.

Quits the program.

Graphic help :
Click on the area of your choice :

How to...
What is it ?

HOW TO INSTALL-UNINSTALL

Installation :

It is very easy : run the program INSTALL.EXE. This operation will copy the files in a special folder and will create icons in the program manager.

Uninstallation :

You can easily uninstall *Bernard* from your hard disk :

In order to do so, an icon exists in the program manager's group called *My Friend Bernard*.

You can also uninstall the program by yourself :

You just need to delete the directory it is in. There is no DLL or VBX file in the WINDOWS\ SYSTEM directory.

If you have installed the program the classical way, the *Bernard* directory is now in the WINDOWS directory.

WARNING : The desktop folder is in the Bernard directory (C:\WINDOWS\BERNARD\DESK for example). The files and folders of the desktop would be deleted if you used "deltree" to erase the Bernard directory. Do not forget to move them before using such a command.

 # How to replace the program manager ?

Only experienced users should try this operation. It can be done in two steps :

1) Copy the HOOKKB.DLL file into the WINDOWS\SYSTEM directory.

2) Open the WINDOWS\SYSTEM.INI file and modify it this way :
    a) Add REM at the beginning of the line SHELL=PROGMAN.EXE to obtain
    REM SHELL=PROGMAN.EXE.
    b) Then, add the new command :
    SHELL=BERNARD\BERNARD.EXE
    (of course, you must adapt the path to your personal case).

    In this configuration, we advise you to run the program manager before installing a
software. In fact, softwares try to create groups and icons inside the program manager
during their installation.
If PROGMAN.EXE is not running, they may run incorrectly.

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Confirmation (before copying, moving and deleting).

Bernard asks you for a confirmation before running one of these functions.

If you do not want to be asked for the usual files, see *Menu / Options / Confirmations*.

In any case, Bernard will ask for the Hidden, System, Read-Only files.

Associating files with applications

Each document can be associated with a program : your pictures are linked to your image editor software, etc...

You may own several appropriate programs for one type of documents. With *Bernard*, you can choose whichever application you want to run by clicking on one of the documents.

Proceed as follows :

1) Select the extension you want from the list (for instance **.WRI** for the WRITE files).

2) Choose the way you want to connect : *Directly associated* or *Associated with a registration*.

As a matter of fact, big applications parameters are listed in the Windows ® data base. So if you want to associate the **.WRI** files with the "Word 6" program, you just have to choose the **Word.Document.6** section.

> If you want to directly associate a type of files with a program, you just have to write the path of the program followed by a space and **%1**.
> For instance : **C:\WINDOWS\WRITE.EXE %1**
>
> 3) Validate by clicking the Ok button.

Run...

It may be interesting to run a program by entering a command line.
This window enables you to do this.

For example, the installation of a software usually begins by running the program called **INSTALL.EXE** from the floppy disk. In order to do so, write **A:\INSTALL** and press the Enter key.

 Viewers...

Bernard includes two kinds of viewers : one for the text files and the second for the bitmap files.

You connect a type of files with a viewer with the screen *Menu/Options/Viewers*.

Examples :
    TXT>TXT   (view the TXT files with Bernard's TXT viewer)
    BMP>BMP   (view the BMP files with Bernard's Bitmap viewer)

If you want to view the .BAT files with Bernard's viewer, just insert the line :
BAT>TXT

If you want to view the .BAT files with Windows' NotePad, just replace the line by :
BAT>C:\WINDOWS\NOTEPAD.EXE.

If you have your personal viewers, you can use them this way.

 Thanks...

Many thanks to the persons who helped us :

Logo   Help file
    Ghislaine MARET   Isabelle SOULIER, Valerie PONS

Computer   Commercial-juridical
    David MARET   Emmanuelle WYSEUR

Marketing
    Sebastien CABON, Magalie ROBERT

Beta-test
    Renaud HERZOG, Geraldine TREHEL, Abdelhak LATFI, Christophe PRODAULT, Marc DEGIEUX
and many others...

Thanks to Isa and Juan for having stood me for months.

And especially to Dr Stephane LEMAY and Franck BENOIST that we will solicit again.

My Friend Bernard.

THE documents and programs manager

Welcome and many thanks for trying this program. We hope that you will enjoy it.

My Friend Bernard desktop : the most intuitive and fastest way to open, copy, move, delete, rename your documents and folders.

Before starting with Bernard, please note :

Dragging and dropping has different results depending on the second button of the window.

You can change many options by clicking on the menu button.

You consult the manual by clicking on the help button.

You access a distant folder by right-clicking on a folder or a disk-drive. Try it !

You rename a folder or a file by dragging and dropping it onto the tool picture.

You delete a file or a folder by dragging and dropping it onto the waste basket.

You can create folders and shortcuts, and copy files in the desktop window.

IMPORTANT :
Bernard allows you to launch programs with a simple click. If you prefer to use the double click in order to open documents and to launch programs, change the option in the Menu / Options / Parameters.

If you do not want to see this help each time you launch the program, uncheck the box called "Help window after launch" in the Menu / Options / Parameters.

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Registration Reminder Screen

Maybe you didn't have enough time to try this program ?
Ask Alegori Customer Dpt for a longer trial period (tell us the customer number, see Menu/Registration).

If you want to register, click here.

Many thank for trying this program.

> The essence of "user-supported" software is to provide personal computer users with quality software without high prices, and yet to provide incentive for programmers to continue to develop new products.

Screen on which you find the customer number for a computer :
(You reach this screen by *Menu/Registration*).
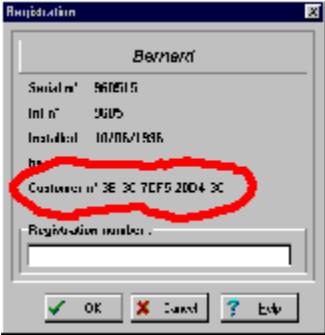
 Tricks...

Keys :

<pre>
        F11   : Brings to front each opened window.
        Shift-F11 : Organizes the windows (cascade).
        +   : Opens the selection window.
        Ctrl-S   : Selects all files of the current window.
        Ctrl-C   : Cancels the selection.
        Ctrl-O   : Opens the option window.
        Ctrl-B   : Parent directory.
        Ctrl-D   : Opens the desktop.
        Ctrl-M   : Switches on/off the Mono-window mode.
        Ctrl-A   : Actualizes the current window.
        Ctrl-F   : Runs the find function.
        Ctrl-E   : Runs the association function.
        Ctrl-R   : Enables you to enter a command line.
        Ctrl-Q   : Quits the program.
        F12   : Should bring Bernard to front. It doesn't work if the current window is hardly
                      using the keyboard (MS-DOS window for example).
        PgUp PgDn Home End :
                   : You can use these keys to scroll the current window.
</pre>

Mouse :

+Right-click on the title bar **to hide or show the menu bar**.

+Click between the function buttons or under the title bar **to see the history list**.

+Right-click between the function buttons or under the title bar **to see the window list**.

+You access a **distant folder** by right-clicking on a folder or a disk-drive.

+Right-click on a file to **view** it.

+Click on the **waste basket** to open it.

+You want to open README.TXT with WRITE.EXE ? Easy ! Drag the TXT file and drop it onto the icon of the program (or the icon of the shortcut of the program). We suggest you to create a folder in which you will create shortcuts to your favourite program. This will be your launch bar if you right-click on the title !