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wcFile is a file management program designed to add, update, and service requests for offline files. Below is a list of general topics. You can also use the Help button on each screen for a general overview of that screen. To get information on a specific topic, drag the “What’s This” arrow to that topic, or place the cursor over the topic and press [F1].

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An overview of wcFile

The program *wcFile* is designed to automate the procedure of adding files to your BBS. It will search any drive on your computer or network, particularly CD-ROM drives, add the files to the file areas you specify, and import descriptions automatically at the same time if you wish, either from a text file prepared beforehand, or from the standard description files contained within many compressed file archives.

NOTE: *wcFile* adds *all* of the files in the directory you select.

You can use *wcFile* to update existing file descriptions, or to mount and unmount a CD-ROM volume. This update procedure allows you to use several CD-ROMs on your BBS, even if you only one CD-ROM drive. You can also use the update procedure to freshen your file descriptions and correct spelling errors.

Before a caller can download a file from *Wildcat!*, the file information must be entered into the *Wildcat!* file database. This is a security feature to prevent people from downloading files on your system that should not be accessible.

Select **Add** to add files to your BBS from a hard drive, network drive or CD-ROM. Use **Update** to update your existing files with new information.

Opening Screen

The file database contains information about files that are available for your callers to download. It contains the file name and location on disk, a description of the file's contents, and statistical information (including the name of the caller uploading the file), the number of times the file has been downloaded, and so on.

Select the action you want to perform from the following options:

Add files to my file database. - This option is used to add new files that do not currently exist in the database.

Update information about files that already exist in the database. - This option is used when you want to "freshen" file information for files that have already been added to your database.

Create drop-in files. - Creates dropfiles for existing file groups. This way, you can add all the files listed from one group into another.

Maintain your request for offline files database. - When your callers request files that have been stored offline, you can use this option to process those requests.

This option is used to add new files that do not currently exist in the database.

This option is used when you want to “freshen” file information for files that have already been added to your database.

Creates dropfiles for existing file groups. This way, you can add all the files listed from one group into another.

When your callers request files that have been stored offline, you can use this option to process those requests.

Select a Source

Select the source drive or dropfile for the files to be added. Any available drive, directory, dropfile, or CD-ROM may be selected.

Select the source drive (hard drive, network drive or CD-ROM) or drop file that contains the files you want to add or update.

Select this option if the drive is a network CD-ROM. This option is primarily used by BBSs using Novell Networks.

Select an existing *Wildcat!* file area to add your files into, or click **Add Areas** to add more file areas to your list.
This is not supported when updating files.

Add Areas

This dialog box adds the requested number of new file areas to your current file areas. The current number of file areas is visible, and a text box allows you to add a specific number of new file areas. If you are adding files *wcFile* determines how many file areas are needed for the files you are adding, and displays the number of file areas needed.

You can assign file areas in any way you want, depending on how you plan to use your BBS. For instance, you might have file areas for program updates, with a separate file area for each product. Or you can offer shareware programs grouped by category, for instance Windows desktop utilities or DOS program editors. Give some thought to the way you organize your file areas. Try to make it easy for your callers to find the file areas, and files, they're looking for.

Opens the Add file areas dialog box, allowing you to add more file areas.

Displays the number of file areas currently seen by *Wildcat!*.

Enter the number of file areas to be added. For example, if you want to add six new areas, type 6 into the text box.

Scan subdirectories

You can have *wcFile* scan subdirectories when adding files. If you select **Yes**, scan subdirectories, you will be presented with an either/or choice:

Add files to a specified file area, or **Add subdirectories as new file areas**. Select the option you want *wcFile* to use. If you do not opt to have *wcFile* scan subdirectories, these options are greyed out and not valid.

wcFile will scan subdirectories of the drive to be added. If the path you are scanning contains subdirectories with additional files, change this to **Yes** to include those files.

When adding subdirectories, add these subdirectories to a specified existing file area.

Subdirectories will be added as new file areas,

Select **Current area** if you want *wcFile* to skip adding duplicate file names in the same file area, but ignore duplicate file names in other file areas and groups.

Select **All files** if you want *wcFile* to skip adding duplicate file names if those file areas are found in any area within any group database file. Since *wcFile* has to open and check multiple database files, this is the slowest mode of operation.

If these files are on a remote system (if *wcFile* is running in non-server mode), files will be copied to the server file area. If *wcFile* is running on the same machine as the server, this option is greyed out.

Activate this feature if you want to create a file volume for this drive.

Type a name to be used by *wcFile* when checking to verify that the correct drive or CD-ROM is being used. This should be something that indicates in some way what the contents are. If a volume name exists, it will be displayed here.

File Options

This screen lets you select options about the treatment of the files. You can use these options to protect the file from being overwritten or deleted, and set certain features used when making the files available to your callers.

If the caller normally has access to overwrite his own uploads, setting the **Never Overwrite** setting in *wcFile* to on will prevent the files you process during this operation from being overwritten when the user whose name appears in the **Uploaded by** field re-uploads the same file.

Turn this option on if you want to prevent anyone from deleting this file from the Sysop menu File Edit screen or from the file menu.

Note: Use caution when performing mass file deletions from other applications - they may not honor this setting.

Turn this option on if you do not want *Wildcat!* to deduct the cost for downloading this file from a caller's account balance. This overrides the File cost setting in the file database record.

Turn this option on if you want your caller to be able to download these files without affecting their total time for the day.

If **Copy files before download** is on, and a file requested by a caller is marked "On CD" in the file database, *Wildcat!* will copy the file to a temporary directory on the hard drive before beginning the download.

NOTE: In *wcConfig* there is a table of CD-ROM drive paths that is used for device locking. This table applies **ONLY** if the files being downloaded have the **Copy Before Download** flag set. If the files do not have that flag set, they are downloaded without any special handling.

File Add Options

This screen lets you set file statistics. Select the way the file time stamps are updated, the cost of the files, name of the uploader, and password protection for the files.

\$ Update file date/time no If you don't want file time stamps updated, select this option. The file time stamp will not be updated.

If you prefer the file records to show the actual date and time for the file, select **From Disk**. Files time-stamped this way may not appear on the New Files Since menu.

If you want the files you add to show up in the New Files Since menu, select **Today**.

You can assign a cost in credits to each file you process during this session. If you would like *Wildcat!* to deduct credits from the user's account balance when these files are downloaded, toggle this on and enter the number of credits to deduct in this field.

Use this to change the number displayed in the number of times Downloaded. The number you specify in this field is the number that will be displayed.

If you would like *Wildcat!* to deduct credits from the user's account balance when these files are downloaded, type the number of credits to deduct in this field.

If you want callers to enter a password before they can download files processed during this session, type the password here.

Files processed during this session will have the uploader name set to the name or user ID number you specify here.

If you want callers to enter a password before they can download files processed during this session, toggle this on, and enter the password here.

If you want to remove password protection from a group of files you are updating, toggle this on and leave this field blank.

Sometimes when files are modified, the file size is changed. If you want to make sure that the displayed file size is accurate to your callers, select this option, and file size will be updated automatically.

Select the file group that you want these files added to. You can add areas if *wcFile* prompts you to do so by clicking Add group.

File Descriptions

Only one of these may be set active at a time. You can choose from No Descriptions, Prompt for, Use DIZ/SDI files, or Use a description file. One option *must* be selected. You can also choose to add files only if there is a description in the description file for that file.

Some files have long descriptions available. If you do not want these added, select this option now.

Once this information is entered, click **Next** to see a summary of your action before it is processed.

If you are adding or updating files only from the disk without a description file, select this option.

If you want to type the file description in yourself as each file is added, select this option. You will be prompted to type in your description for each file being processed.

If you have a text file listing file names and descriptions for each file on the disk, select this option. *wcFile* will import the file descriptions into the database as it adds each file.

If you have selected **Scan subdirectories**, *wcFile* will search the specified subdirectory for the description file you have selected. If it does not find one there, it will look in other existing directories for the selected description file.

wcFile can extract these files from ZIP archives, and import the information automatically. *wcFile* will also import FILE_ID.DIZ and DESC.SDI as it imports files.

If you prefer to use the embedded description files, if they exist, rather than preparing a description file or typing in file descriptions manually, select this option.

If there is no description in a pre-existing description file, the file name will not be added to the file database.

By selecting this option, even if long descriptions exist in the pre-existing description file, they will not be added to the file database.

Summary

This wizard screen provides you with the opportunity to verify that you are adding or updating the correct files to the correct file areas. Once you are satisfied that this information is correct, click on Next to complete the addition of the files to your system.

If you need to make changes, click **Back**.

Once *wcFile* has finished performing the requested operation, you may choose **Yes** to continue with another operation or **No** to close *wcFile*. Select one option and click **Finish**.

Select the file area from your BBS that the files to be updated are stored in. Only one file area may be updated at a time. When updating a file area, you can double click on the file area to open the **Edit file area** dialog box, or highlight the file area to update all files in that file area.

Select the file area from your BBS that the files to be updated are stored in. Only one file area may be updated at a time.

Edit file area

Displays the files in the selected file area, along with general information about the files. Highlight a file and select **Properties** or double-click the file name to edit an individual file or **Delete** to delete the file.

The current file area name is displayed in this textbox. This is the name of the area that the user sees.

The current path is displayed in this textbox.

These are the files that are currently in the file area. Double clicking on the filename opens an Edit File dialog box, allowing you to change most properties of the file.

The size of the file in bytes is displayed.

Displays the current short (70 character) description of the file.

Edit file record

When you edit a file, you can change the file name, description, path, password, security, options, and many other file properties. You can also add a long description of the file.

Type in the new information for the file, or enable the options available.

The current file name is displayed. Type the new filename, if one is desired.

Displays the current short (70 character) description of the file. The maximum allowable for the description field is 70 characters. This should be just a few words. If you want a longer description of the file, select the Long Description ... button at the bottom of this dialog box.

Specifies the path of the file. If the file is in a different path, type the new path here.

If you want to change or remove a password from a file, type the new password or leave this field blank.

The name of the person who uploaded the file is displayed here. A different name can be entered here, if desired.

This is the size of the file in bytes. The size displayed in this field is determined at the time of upload. The file size display may be changed, for example, if you want to round off the file size so that users more easily understand the file size.

The **last accessed** field in the file database shows the last time the file was downloaded.

This is the number of times the file has been downloaded. You may want to reset this number if a file has been altered, moved, or updated.

You can change the cost in credits to each file you process during this session. If you would like *Wildcat!* to deduct credits from the user's account balance when these files are downloaded, enter the number of credits to deduct in this field.

This textbox allows you to enter a long description of a file. This can be 72 characters and 15 lines long for each file in the database. *Wildcat!* uses these for two purposes. Callers can list files to the screen, and view the description for each file before making a decision to download it. They can also search file descriptions for specific keywords, to find all files matching windows or sports.

Toggle **on** the access profiles that you want to have access to this file. Note: this is only set on this screen for the files themselves. Use *wcConfig* to set access for file areas and file groups.

Select all profiles on the list.

Clears (deselects) all items from the list.

This button works like an on-off switch. If an option is turned **off**, toggle turns it on. If an option is turned **on**, toggle turns it off.

Edit file options

This screen lets you change options about how the file is handled. To update all the files in the file area, mark the option to change (click on it and a checkmark appears) and select Yes or No to change the option.

Changes will not be made if the option is not activated (highlighted) first.

Volume Name is the way *Wildcat!* locates the specific CD-ROM or other drive associated with this group. If *wcFile* cannot determine a volume name for the directory, you can add one manually at this prompt. Type the name of the CD or floppy disk on which the file name is found.

Select the volume you want to use to create the dropfile. This can be the volume of a CD-ROM, a floppy disk, or an existing hard drive.

Select the volume you want to use to create the dropfile. This can be any volume name. Each CD-ROM or Hard Drive has its own unique volume name.

You can select specific file areas from your BBS to include in your dropfile. To select a specific area, click on it. To select a range of areas, select the first, hold down the [SHIFT] key, and click on the last to be added. To select separate areas, hold the [CTRL] key and click on the areas to be added.

Select the file area or areas that you want to include in the dropfile. You can select multiple file areas to be included. To select a specific area, click on it.

To select a range of areas, select the first, hold down the [SHIFT] key, and click on the last to be added.

To select separate areas, hold the [CTRL] key and click on the areas to be added.

Processing

The action you have requested is being performed. The status bar displays the progress of the current action.

Opens the **Browse** dialog box. Select a filename and path to use when importing description files.

File is offline

wcFile will let you add files and descriptions to the database even if the file names exist only in a description file and not on disk. This is useful in cases where you have one CD-ROM drive, but several CDs that you want to add. Any files *wcFile* does not find on disk will be added to the database if you change this to Yes. If you allow offline file requests in the security profile definition in *wcConfig*, your callers will be able to request offline files automatically. It's then a simple matter to attach the offline file to a message for your caller.

This is the Open Windows Common dialog box. Select the drive, file folder, filename, and file type to add. You can mark the file as read-only from this dialog box.

Highlight the file name of the file to be added. You can also type the file name directly into the File Name textbox.

Displays folders in the drive you have selected. Highlighting a folder causes the file names contained inside to be displayed in the File name section of the dialog box.

Select the type of file to open. You can select from all files or limit the search to description files. The files displayed in the File name textbox will be limited to your Files of Type selection.

Select the drive that the file is located in. Pull down the list box beside the default to see other drives available. Click open the folder that contains the file you want to add.

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Handling files with identical names

wcFile has two ways of handling files with identical names: Current Area, and All Groups.

Select **Current area** if you want *wcFile* to skip adding duplicate file names in the same file area, but ignore duplicate file names in other file areas and groups.

Select All groups if you want *wcFile* to skip adding duplicate file names if those file areas are found in any area within any group database file. Since *wcFile* has to open and check multiple database files, this is the slowest mode of operation.

WCFILE.LOG

All processing actions are reported to the *WCFILE.LOG* file. If an addition or update appears not to have worked, or not worked the way that you had expected, check this file for information on the actions performed.

Description files on CD

Many CD-ROM disks are BBS-ready - meaning that each subdirectory on the CD has a text file listing the files in the subdirectory along with the descriptions of each file. You usually have the choice of several different listing formats, and there may even be a directory containing all the description files for each subdirectory, along with a master file containing listings for the entire disk.

If you are installing files from a CD-ROM into *Wildcat!*, it is worth your time to check for description files on the disk. If the documentation for the CD does not give specific information, look on the disk for directories called FILES, TEXT or DIRS. Check each subdirectory for files with names such as FILES.BBS, DIR01.BBS, or DIR.001 (with numbers corresponding to the file area on the CD). If you don't find any description files on the disk, check with the CD vendor to see if descriptions are available for your CD. If none are available, you can still create description files yourself, or extract descriptions directly from the archives.

Stored files and offline requests

Wildcat!'s file database also has a field for the stored path for each file record. Files can be located on any hard drive or partition, or on a CD-ROM, and still be associated with a file area in the file database.

Files must be listed in the database in order for the user to see the filename, but the file itself need not be online. If you have more than one CD-ROM containing files you want to offer to your users, but only one CD-ROM drive, you can allow your callers to request the file.

A message is generated to you requesting the file, then it can be loaded in and attached to a message to the caller.

When to use *wcFile*

The file database contains information about files that are available for your callers to download. It contains the file name and location on disk, a description of the file's contents, and statistical information (including the name of the caller uploading the file), the number of times the file has been downloaded, and so on.

Use *wcFile* when you want to:

- Add DIZ/SDI files from a CD-ROM.
- Update existing file information.
- List files that are stored offline.
- Add drop-in files to your database.
- Maintain your request for offline files database.

Starting *wcFile*

Always change to your *WILDCAT!* home directory (normally C:\WC5) before running *wcFile*. To start *wcFile*, type
WCFILE [ENTER]

A *wcFile* wizard is activated, guiding you step-by-step through the process of adding, updating, and maintaining files. Note that *wcFile* adds *all* of the files in the directory you select.

Adding files

Drop files are the simplest way to add file names to your file database. These are files that contain all the information needed to add the files to your list of available files in the database. Drop files have a .DRP extension.

To add a drop file:

1. Open *wcFile* and select **Add files to my database**. Click **Next**.
2. The **Select Source** screen appears. Browse through the drives and directories until you find the <filename>.DRP. Select this as your source, and click **Next**.
1. Follow the instructions below for adding files, which will be the same from this point.

Note that if *wcFile* is running on a different machine than *wcServer*, drop files cannot be used.

To add files from a CD-ROM:

Open *wcFile*. Select **Add files to my database**.

1. The next screen appears, asking you to select a source. Choose the source path (the drive and directory that the files are to be added from).
Notice that the **Drive is a remote network CDRom** feature is available. This is used primarily for Novell Networks. You only need to enable this option if your drive is on a remote network. Click **Next** when you are ready to proceed.
2. Select the way you want *wcFile* to handle subdirectories of the file source. If you select **Yes, scan for subdirectories**, you must tell *wcFile* how to add these subdirectories. Select from **Add to specified file area** or **Add subdirectories as new file areas**. Only one option can be selected. Click **Next** when you are ready to proceed.
3. You must now select the appropriate file area in which to add the files. Don't worry about overwriting a file area. If you select one that is not empty, *wcFile* will let you know, so that you can select again.
You may not have defined enough file areas to accommodate the new files. The number of file areas needed is displayed on the screen.
If you do not have enough, click on **Add areas**, and you will be prompted for the number of file areas to add. Enter the number of areas you need to add, and click **OK**. Click **Next** to continue with the wizard.
4. The next screen deals with duplicate files, volumes, and non-server files. You can have *wcFile* check for duplicate files in the currently selected area, or check all files.
If *wcFile* is running in non-server mode, you should select the **Copy to server file areas** option. If *wcFile* is running in server mode (in the same machine as *wcServer*), you do not need to select this option. If the files are on CD, enter the volume name. This screen will normally display the volume name automatically, or you can type the name of the CD, drive, or floppy disk on which the file name is found. Click **Next** to go to the next screen.
5. Select the features you want to set from the **File Options** screen. You can select from Never overwrite, Never delete, Don't charge, Copy file before download, and Download time is free. Any or all of these features may be selected. Notice that if *wcFile* is running in non-server mode, the **Copy before download** option is automatically selected. Click **Next** when you are satisfied with your selections.
6. Select the **File Update** options. Choose the method of updating file date/time, file size, file cost, number of downloads, the uploader's name, and password (if the file is to be password protected). Note that these features can be changed when you update files, also. Click **Next** when you have finished your selection.
7. Select the security profile that you want to have access to these files. Remember, even you don't have access unless you to give yourself access!
8. Enter the way you want the files to get their descriptions. Select from No description, prompt for description, used DIZ/SDI files, or use a description file. You *must* select one of these options. Description files must end in .asc, .bbs, .dir, .ion, or .ful.
You can browse for description files by clicking on Browse. This brings up a path/directory view for you to select from. You will notice that some selections allow you to select also the options to **Add only if file exists**, and **Do not add long descriptions**. These fields are self-explanatory.
9. Make your selections and click **Next** to continue.
10. You will see a summary of the actions you have requested. Click **Next** to finish, or, if you are not satisfied, click **Cancel** to cancel the operation. You can also click **Back** at any time to return to the previous screen.
11. If you have selected "Prompt for description", you will be prompted for a description of each file to be entered.

wcFile will now automatically add your files to the database.

Updating files

You can also use *wcFile* to update existing file descriptions, or to mount and unmount a CD-ROM volume. This update procedure allows you to use several CD-ROMs on your BBS, even if you have only one CD-ROM drive. Remember, all the files in the file area you request are updated.

To update your files:

1. Select the file area to update.
2. If you are not sure about the file area that the desired files reside in, double click on the file area, and an **Edit Area** box pops up, listing all the files in it. Click **Next** when you have selected the right file area.
3. Select the options you want to set or remove from the files. Checking the box activates the **Yes/No** option, allowing you to change the settings for that option. To change the setting, mark the box beside the option and click either **Yes** or **No**. Click **Next** when you are satisfied with your selections.
4. Select the features for the files that you want to update. Click **Next** when you have selected these updates.
5. A summary of the update to be performed appears. Click **Next** to tell *wcFile* to perform the update, or **Cancel** to exit without making changes. You can click **Back** at any time to change a previous screen.

To update individual files:

1. Double click the file area containing the file you want to update.
2. Double click on the file to be edited. An **Edit File Record** box pops up, listing all the file options that may be changed. it.
3. Make your changes. When you are satisfied with your selections, click **OK**.

Creating a Drop-in database

Sysops and CD-ROM vendors are creating and distributing pre-made database files for popular CD-ROMs, to help make installation of a CD-ROM a simple process. You can create a drop in database from an existing file group:

1. Open *wcFile* and select **Create a dropfile database**.
2. Select the volume you want to use to create the dropfile. Click **Next**.
3. *wcFile* creates the dropfile for you. When *wcFile* is finished , you will be asked if you want to perform another operation. Click **Yes** to perform another operation, or **No** to end the *wcFile* session, then click **Finish**.

Creating your own description file

You can create your own description files if you like, by using the command line DIR, and redirecting output to a text file.

The command line

```
DIR > FILES.LST
```

will create a text file in the current directory. If you want to create a list from a CD, you can re-direct the output to C: by using the command

```
DIR > C:\FILES.LST
```

Below is an example. (This example was modified for space. The actual CD- has well over a thousand files, so your FILES.LST may be considerably larger.)

```
Volume in drive D is WILDCAT2
Volume Serial Number is CD29-C24F
Directory of D:\WILDCAT
.                <DIR>          05-17-95 12:35a .
..               <DIR>          05-17-95 12:35a ..
SCANFILE.BAT    288 08-01-94 1:30p SCANFILE.BAT
WC4NEW.ZIP      44,205 03-02-95 6:41p WC4NEW.ZIP
WCONVERT.ZIP    125,134 09-06-92 9:47a WCONVERT.ZIP
WCOS2FIX.ZIP    7,179 11-12-94 7:29p WCOS2FIX.ZIP
WCUSER.TXT      120,309 07-19-94 11:20a WCUSER.TXT
WILDCAT.MNU     13,020 08-16-94 12:51p WILDCAT.MNU
38 file(s)      1,998,945 bytes
2 dir(s)        0 bytes free
```

To use this file, you will need to:

1. Open the file with a text editor.
2. Delete the first few lines of the file showing the volume name, serial number and directory.
3. Delete the file size, date and time information.
4. Type your own descriptions.
5. Remove the last two lines showing the number of files in the directory and the number of bytes on the disk.

Be sure to start the description text on the same line as the file name, starting each description from the same column. Use spaces rather than tabs to align the columns. A properly formatted description file would look something like this:

```
SCANFILE.BAT    A batch file for scanning files.
WC5NEW.ZIP      New files in Wildcat5 (ZIPped for space)
WCONVERT.ZIP    Conversion files (ZIPped for space)
WCOS2FIX.ZIP    A fix patch for OS2 (ZIPped for space)
WCUSER.TXT      A Wildcat! 4 user information text file
WILDCAT.MNU     The Wildcat! default menu file
WCLIST.TXT      Lots of good WILDCAT! BBSs to call.
```

With a Windows 95/NT command line, you can create a bare listing, consisting of file names only. The proper command is:

```
DIR /B > FILES.LST
```

This command produces a listing that looks something like this:

```
SCANFILE.BAT
WC5NEW.ZIP
WCONVERT.ZIP
WCOS2FIX.ZIP
WCUSER.TXT
WILDCAT.MNU
WCLIST.TXT
```

Notice that this listing has a period instead of one or more spaces to separate the file name and extension. Don't worry - *wcFile* can handle either listing format.

Service file requests

When a caller requests a file that is marked offline, *Wildcat!* adds the file request to a data file, and optionally sends a message in conference 0 to the Sysop noting the file request.

You can process these file requests as part of your regular BBS maintenance, using the Service File Requests menu in *wcFile* .

1. Start *wcFile* and click **Service File Requests from Users**. The window that pops up lists all the current file requests.
2. You can process requests one at a time, or in a batch. By default, all file requests are tagged for processing.
3. When you are finished selecting the file requests you want to process, begin processing. *wcFile* will prompt you to insert the correct CD-ROM, then it will copy each requested file to your hard drive, then attach it to a message for your caller in conference 0.

File requests are treated exactly as regular downloads for accounting purposes. Each time a caller downloads a requested file, *Wildcat!* will subtract the cost, if any, from the caller's account balance, and increments the bytes and number of files downloaded. File ratios and daily limits are checked before allowing the download. You will be advised if there are no file requests.

Highlight the files on the list that you want to process and send to the caller requesting them.

Deletes any files that are currently highlighted without processing them.

Select **Add File Group** to add a new file group to your BBS.

Adds a new group to your list of groups. When you select a group this way, all files in the source group will be added to the new group.

Type in the name you want the new group to display.

The current file area name will be displayed in this textbox. You can Type a new file area name, which overwrites the current one. This is the name of the area that the user sees.

Highlight the file name of the file to be added. You can also type the file name directly into the File Name textbox.

Opens the Browse dialog box. Select a filename and path to use when importing description files.

Select the drive that the file is located in. Pull down the list box beside the default to see other drives available. Click open the folder that contains the file you want to add.

This is the Open Windows Common dialog box. Select the drive, file folder, filename, and file type to add. You can mark the file as read-only from this dialog box.

Displays the number of file areas currently seen by *Wildcat!*.

Click the mouse on this to toggle this processing option on or off. When **Offline** is turned on, a checkmark will appear beside it. Select this if the file is stored offline and must be requested. *wcFile* will only apply this processing to your files if it is toggled on.

Select this if you want the file added as a read-only file. Selecting this means that the file cannot be overwritten or changed by callers.

Select the file group that you want this file added to. Files can be added to more than one group.

Select a group to add to a file area from predefined groups stored on a CD-ROM drive, removable hard drive, or floppy disk. *wcFile* requires a volume for all groups. Groups other than those on a CD-ROM are created using *wcConfig*.

Return to the previous screen. This lets you make corrections before continuing.

Go to the next screen.

Close *wcFile* without making any changes.

Complete the operations you want and close *wcFile*.

Select **Yes** if you would like *wcFile* to perform another operation before closing.

Select **No** if you are finished and do not want *wcFile* to perform any other operations before closing.

Opens a text box, letting you enter a long description of the file. The long description can be 72 characters and 15 lines long for each file in the database.

Clears (removes) the long description associated with a file.

Opens the edit file record dialog box, allowing you to edit the file properties of the highlighted file.

Deletes the selected items from the file list.

Displays the name of the selected file area. This cannot be changed using *wcFile*. To change a file area name, use *wcConfig*.

Displays the date and time of the file as seen by the caller. This is the time stamp defined in the **File Time Update** field.

