

## Open command

Starts whatever is selected in the window:

- If a folder is selected, opens a window that lists files in the folder.
- If an application is selected, starts the application.
- If any other file is selected, opens the file in the associated application.

### Note

- If the file is not associated with an application, choose to associate the file with an application that runs all files with this file type.

## **Edit Text command**

Opens the selected file in the editor specified in the General Settings dialog box on the Options menu. The default editor is Windows Notepad.

If no file is selected, Edit Text opens the first file in the file list for the current folder.

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Click here {button ,AL("general options")} for related information.

## Move dialog box

Moves files or folders from one drive or folder to another location.

### When to use the dialog box:

- To use history lists in the Move and To text boxes and reuse previous source or destination information.
- To enter new names for the moved files.

### Alternate methods:

- ▶ Press Shift while you drag selected files to a different drive. If you are moving files or folders on the same drive, you do not have to press Shift.
- ▶ To move files that are selected at intervals in the file list, press Alt as you drag the file names to the new location.



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Click here {button ,AL("mouse;enter names;cmd\_move")} for related information.

The names of the files to be moved.

You can use wildcards. Enclose multiple file specifications and long file names in double quotation marks. For example, type `".TXT"`, `".WRI"`, and `"C:\LONG FILE NAME"`.

The drive and folder where the files will be moved.

Click  to browse for a drive and folder or  to find one.

## Copy Files dialog box

Copies files or folders from one drive or folder to another.

If you are copying files to a floppy disk and all of the files cannot fit on the disk, Copy prompts you to insert another disk to continue.

### When to use the dialog box:

- To change the name of a file as you copy it.
- To use history lists in the Copy and To text boxes and reuse previous source or destination information.

### Alternate method:

- ▶ Press CTRL while you drag selected files to the new location. If you are copying files or folders to a different drive, you do not have to press CTRL.

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[Click here {button ,AL\("mouse;enter names;cmd\\_copy"\)}](#) for related information.


The names of the files to be copied.

You can use wildcards. Enclose multiple file specifications and long file names in double quotation marks. For example, type `".TXT"`, `".WRI"`, and `"C:\LONG FILE NAME"`.

The drive and folder for the file copies.

You can also enter a new file name in the To box, using wildcards if it's appropriate, or select names from the dropdown history list.

Click  to browse for a drive and folder or

 to find one.



If a file already exists in the destination folder, copy a different version only if it is newer.

Check both of these options to update existing files with new versions without adding files to the destination folder.

Don't copy a file unless a version already exists in the destination folder.

Check both of these options to update existing files with new versions without adding files to the destination folder.

## Delete dialog box

Deletes files. Deleted files are not moved to the Recycle Bin.

- If simply delete files, information about the file is erased, but its data clusters remain on the disk until you write over them with another file.
- If you choose Wipe Delete, you write over deleted file clusters so that no data can ever be recovered.

### When to use the dialog box:

- To use the Wipe Delete option.

### Alternate method:

- Select files in the file list and press Delete to delete files instead of moving them to the Recycle Bin.

### Note:


- If you want to delete selected files instantly, without any confirmation at all, use the Options menu Customize dialog boxes to add Quick Delete to the toolbar or a menu.


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Click here {button ,AL("enter names;cmd\_del")} for related information.

The names of the files to be deleted. Files or folders selected in the folder tree or file list appear by default.

You can edit or replace the names that appear, or use the drop-down list to select names.

Click  to browse for a folder or file or

 to find one.

Erases file data by writing zeros over all data clusters in the deleted file. You cannot recover the file.

## Rename dialog box

Renames files and folders.

### When to use the dialog box:

- ▶ To rename more than one file in the current folder, using a wildcard pattern.  
For example, to rename files with the .WRI extension to have the .TXT extension, specify \*.WRI in the Rename text box, and \*.TXT in the To box.

### Alternate method:

- Select a file or folder name in the File Manager file or tree list. Then press F2 and type a new name.

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[Click here {button ,AL\("rename;enter names;cmd\\_ren"\)}](#) for related information

The name of the files or subfolders you want to rename.  
You can use wildcards, such as JUNE\*.DOC.

The new name for the files or folders.

If you used wildcards in the Rename text box, use wildcards here.

For example, if you typed JUNE\*.DOC in the Rename text box, enter JULY\*.DOC — or a similar construction — here.



## Create Shortcut dialog box

Create a shortcut link to the file or folder listed in the Link text box.

You can also specify a different file. Enter the file path and name, or click  or  to locate a specific file.

- To put the shortcut on the current desktop, put a check in the Place Shortcut on Desktop checkbox.

Enter the path of the folder or file you want a shortcut to.

The item selected in the folder pane or file list appears by default.

**Note**

- To put the shortcut on the current desktop, check the Place Shortcut on Desktop checkbox, and leave the To text box empty.

Enter the folder where you want the shortcut.

If you click OK without entering a folder name, the shortcut is created in the current folder.

Check this box to put the shortcut on the current desktop.

## Undo dialog box

The Undo dialog box lets you reverse actions that you performed earlier. Use Norton Navigator Control Center to specify whether Explorer and File Manager actions are tracked, or only File Manager actions.

Configure Undo to specify how many actions you want to keep in the list, how old the actions can be, and whether the list should be purged when you shut down your system.

### Note

- No actions are saved in the Undo Action list when the Undo dialog box is open.

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Click here {button ,AL("undo")} for related information.

The list of actions you can undo.

Select actions and click Undo to reverse them.

**Warning**

- No actions are saved in the Undo Action list when the Undo dialog box is open.

Reverses the actions selected in the Undo list.

Removes all actions from the Undo Action list.



A description of the action selected in the Undo list.

If you click Undo, this action is reversed.

No actions are saved for the Undo Action list when the Undo dialog box is open.

**Examples:**

- if you moved a file from one folder to another, the file is moved back to its original folder.
- If you copied a file from one folder to another, the copy is removed from the destination folder.

### **To configure Undo behavior**

- 1** Click Undo on the Edit menu and click the CONFIGURE tab in the Undo dialog box.
- 2** Specify:
  - The number of undo actions that are saved. You can enter as many as 9999 actions.
  - When to clear the list of undo actions.
- 3** Click the UNDO tab to select actions to undo or OK to exit from the Undo dialog box.

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Click here {button ,AL("undo")} for related information.

Enter the maximum number of undo actions to save.

Remove all actions from the Undo Action list when you exit from Windows.

Remove all actions from the Undo Action list after the number of days you specify.

Remove actions from the Undo Action list only when the specified maximum number of actions is reached.

## Encryption dialog box

Encrypts or decrypts selected files or complete folders.

### Warning

- Make sure that you assign an encryption key that you can remember. The key is used to encrypt the file. If you forget it, you cannot recover the file for use in any way.

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Click here [{button ,AL\("enter names;secure;encryp;cmd\\_encrypt"\)}](#) for related information.

The name of the file or folder to be encrypted or decrypted.

Enter a file or folder name, use the drop-down history list, or click " or " and select from the folder tree and file list that appears.



The folder for the output.

Use the drop-down history list, or click " or

" and select from the folder tree and file list that appears.

Enter the key used to encode the file. The key may be between 3 and 32 alphanumeric characters long. It is case-sensitive. ENCRYPT is a different key from Encrypt.

**Warning**

- Make sure that you can remember the key you type. If you forget or lose it, you cannot decrypt the file.

Delete source files after they are encrypted or decrypted.

Use DoD-standard encryption, which performs 16 Data Encryption Standard (DES) passes to encode file contents.

This option is available only to US and Canadian users. Its files can be downloaded from the Symantec BBS and support groups on CompuServe and other services.

Begins encryption as specified in the dialog box.

Begins decryption as specified in the dialog box.

## **UUEncoding dialog box**

Converts binary files to ASCII format for attachment to Internet E-mail messages that you send or for posting to USENET groups, and converts UUEncoded files that you receive or download back to binary format.

For example, use UUEncoding to decode downloaded and encode uploaded WAV (sound) and AVI (multimedia) files. In their binary, playable format, these files are very large. To reduce errors in downloading, the files are often uuencoded into several smaller text-character formatted files. You download or upload all of the smaller files, which can be decoded to create the original binary file.

You do not have to break up the file into segments when you uuencode it.


When File Manager uuencodes a large binary file, it can break it up into smaller files of a specified size, and name the segment files sequentially. The default file type for the segment files is .UUE.

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Click here [button „AL\(“internet”\)”](#) for related information.

Enter the name of the file to encode or decode.

If you are decoding a file that has several segment files, enter only the first file name. File Manager finds the remaining files if they are in the current folder.

To select files from a list, click .



Enter the destination folder and file name for encoded or decoded files.

If you select Split Files on Encode to a specified size, the files are named 0001.UUE, 0002.UUE, and so on. If you do not split the file, its current file name is used by default, and the extension UUE replaces its current file extension.

Begin encoding the file to the specified output folder.

Begin decoding the files to the specified output folder.

Delete the original files after encoding or decoding them.

Encode the file in several segment files of a specified size.

Enter the maximum file size your E-mail application can accept. A common size is 50K.

This option is off by default. Most direct Internet connection programs do not limit the size of attached files.

## Norton Zip dialog box


Compresses files and folders so that they take up less disk space.

If you compress files to a floppy disk and the files cannot all fit on the disk, Norton Zip prompts you to insert another disk to continue compressing files to a second compression file with the same name.


### Warning


- By default, files are compressed with Windows 95 long file names if you use ZIP and LZH compression. If you are compressing files to send to a user of an older system, select the Store Using DOS File Names check box, or make sure that all file names fit within the DOS 8.3 name format (FILENAME.EXT).

### Alternate method:

- Drag files that you want to compress to a compression file icon, , in the File Manager window.

### Tip

 Create an empty compression file by entering a compression file name, such as ZIPIT.ZIP, in the Create Folder dialog box. Then drag files to the new folder for instant compression.

If the compression file is not marked with  and you cannot drop files on it, choose General from the Options menu and select Show Compression Files as Folders from the Advanced option list.

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Click here {button ,AL("enter names;compress;compression file;cmd\_compress")} for related information.


The names of the files or folders to be compressed.

Click  or

to locate files, or use the drop-down history list.

The path and file name for the output file. The default file type extension is determined by the compression file type you select.

Click  or

 to locate a folder, or use the drop-down history list.



The default is ZIP, PK Zip 2 compatible. Other available types include:

ARC SEA ARC archive file compatible

LZH Compatible with LHA 2.1x.

EXE Self-extracting ZIP file.

If you enter a password, the file is encrypted when it is compressed. Encryption passwords are case-sensitive. They can contain up to 32 digits, and upper and lower case characters.

**Warning**

- Use this option with extreme care. To view or use the compressed and encrypted file, you must enter the password. If you forget the password, you can never recover the file. In addition, password-protected compression files cannot be converted to self-extracting ZIP files.

Select this option if you are creating a compression file for use on a system older than Windows 95.

By default, long file names are compressed when you use the ZIP and LZH formats, but these file names are not usable by older versions of DOS and Windows.

Delete the original files after they are compressed.

Add a selected file only if it is newer than the version already in the compression file, or does not exist there.

Store only the file name in the compression file. Do not store any path information.

Store the file paths of compressed files relative to the current folder.

If you select this option, you can expand files into their original subfolder hierarchy in any location. Useful for transferring files from one system to another.

Store the full path from the top level folder of the drive.

If you select this option, you can expand files to the same folder structure no matter where the compression file is stored.



## Norton UnZip dialog box


Expands files and folders that have been compressed by the Norton Zip command, or any of the following compression utilities:

PK Zip 1 and 2

SEA ARC

LHA 2.1x.



### Alternate method:

- 1 Select the compression file  in the tree list. Names of the compressed files that it contains appear in the file list.
- 2 Drag files from the file list to the folder where you want them.

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Click here {button ,AL("enter names;compress;compression file;cmd\_expand")} for related information.

The name of the compression file.

Use the drop-down history list or click  or  to locate a different compression file.

Specify the individual files you want to expand from the compression file set. The default is \*.\* (all files).  
Click Contents to see a list of the compressed files, and select file names from the list.

The folder for the output.

Use the drop-down history list, or click " or

" and select from the folder tree and file list that appears.

If any of the compressed files are encrypted, you have to enter the encryption key to expand the file.  
If you do not enter the password in this text box, you are prompted to enter it before the file is expanded.

If you choose Skip, this file will not be expanded. Other files will be expanded if you have entered the correct key, or if they were not encrypted when they were compressed.

Expand files only if they are more recent than the versions in the path specified in the To text box.

Expand files into the folder structure specified by the folder path information that was stored when the files were compressed.



Delete compressed files from the compression file set when the files are expanded.

If you delete compressed files, you do not have two versions of the file, one compressed and one expanded.

Displays a list of files in the selected compression file.  
Select and deselect files in the list.

The files selected for deletion.

Edit this list directly or click Contents to select and deselect files from a list of files in the compression file.

**Browse compressed file contents**

Select file names in the File Contents list, then click OK to insert the file names in Files to Extract in the Norton UnZip dialog box.

The list of compressed files in this compression file.

Select file names and click OK to insert the file names automatically in the Files to Extract text box.

## Run dialog box

Runs a program or opens a file in its associated program.

### When to use the dialog box:

- To add command-line options when you run a program.
- To use the history list of previously run programs.

### Note

- Long file names must be enclosed in double quotation marks.

### Alternate method:

- To open a file or run a program with its default options, double-click the file name in the file list.

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Click here {button ,AL("enter names;cmd\_run")} for related information.

Enter the name of the program or file. You can add command-line options described in the program documentation.

Enter long file names for programs inside double-quotation marks with the complete path name. Add command-line options after the quotation marks.

For example, you might enter

```
"C:\NEW DIRECTORY\NEW PROGRAM" /Q /DIR=C:\TEMP
```

Select whether to open a full-screen window, a normal-size window, or to minimize the application to the taskbar.



## **Print dialog box**

Prints a selected file.

Unless you select Print As Generic Text, Print uses the default printing options of the program associated with the file.

If the file is not associated with a program, Print prompts you to associate the file. If you choose to print the file without associating it with a program, it is printed as generic text.

### **Alternate method:**

- Drag the file to a printer icon on the desktop.

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Click here {button ,AL("print;cmd\_print")} for related information.

The name of the file you want to print. Select one file at a time.

The name of your default printer.

Click the arrow at the right of the list box to see a list of available printers and select one.

Use the Start menu Settings Printers command to add a new printer.

Print the file as ASCII text.

Does not format the file or interpret control sequences used by the application that created it.

## **Print List dialog box**

Prints a list of files and folders that you specify. When you print a file list, you also print the information in all file list columns.

The font used to print the list is described at the bottom of the dialog box. By default, the screen font is used.

- To specify a different font to print the list, click Font.

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Click here {button ,AL("print")} for related information.

The name of your default printer.

Click the arrow at the right of the list box to see a list of available printers and select one.

Use the Start menu Settings Printers command to add a new printer.

Prints all file names and information displayed in the file list.

Prints only selected file names and information. If no file names are selected, none are printed.



Prints the complete folder tree list in the folder tree window. Expanded branches are printed as displayed.

The name of the font currently used to display file and folder lists. Unless you select a different font, the list is printed in this font style and size.

Opens the Font dialog box so that you can select a different font to print the list.

The font you select is saved as the default for Print List, but the screen font itself does not change.

## Associate dialog box

Connects documents that have a specific DOS file extension, or Windows type, with a program that can run and print them.

- To change the association of a file type, highlight its current association in the list and click PROPERTIES. Then enter the name of a new program to run it.
- To associate a new extension with a program, click Add. Then enter the DOS file extension in the Extension text box, and enter the program name in the Open With text box.
- To remove a file extension from the Current Associations list, select the extension and choose REMOVE.

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Click here {button ,AL("associate;cmd\_associate")} for related information.

The DOS file extension of the selected file.  
You can enter another extension.

The program that runs files with the file extension that appears in the Extension text box.

Command-line options may appear after the path and file name of the program that runs associated files. Do not delete these options.

The list of currently associated file extensions. The list is in alphabetic order by description or program name.  
Highlight a name in the list to see the path and name of the associated program.

The file extension associated with the program listed on the Opens With information line.



The name and path of the program associated with the extension and type name selected in the Current Associations list.  
The extension also appears above the Opens With information.  
If the program also prints files with this association, Printable Association appears under the program name.

Opens a dialog box where you add a new file type to the association list.

For example, you might associate files with the extension ERR and LOG to Notepad.


Separate multiple file types with spaces or semi-colons (;). Each file type is shown on a separate line in the Current Associations list.

Removes the association of the selected extension with the program that appears on the Opens With information line.

Opens a dialog box where you can change the Extension, Description, or Opens With information of the selected file association.

The description of the associated files, such as Font File.

If you are associating a new file type with a program that already has associated files, you can enter your own description. For example, you might enter Error File to associate ERR with Notepad.

The description you enter appears in the Type file list column of Explorer and Norton File Manager. It also appears as a pre-defined set in the File Sets list when you click  in a dialog box.

## Create Folder dialog box

Adds an empty folder or compression file to the tree under the current or other specified folder.

- To add a chain of subfolders, specify the complete chain. For example, enter ALPHA\BETA\GAMMA

to create this series of three subfolders.

- To create subfolders of several folders, separate the folder path names with semicolons or commas.

For example, enter


C:\ALPHA\BETA D:\MYDIR\TEXT

to create folders ALPHA\BETA on drive C, and folders \MYDIR\TEXT on drive D.

- To create an empty compression file, enter a folder name with a compression-type extension, such as ZIP, ARC, or LZH. For example, enter ARCHIVE.ARC to create an empty SEA ARC-compatible compression file.

If you drag a file name to a compression file icon, the file is automatically compressed and added to the files already there.

### Note

If the compression file is not marked with  and you cannot drop files on it, choose General from the Options menu and select Show Compression Files as Folders from the Advanced option list.

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Click here {button ,AL("compression file;cmd\_crdir")} for related information.

The name of the folder or subfolder path you want to create.

Enclose multiple folder names and long folder names in double quotation marks, with a space between names. For example, type "THIS FOLDER" "APPLICATIONS".

**Tip**

- To create an empty compression file, enter a folder name and compression-type extension, such as ZIP, ARC, or LZH.

Create an empty compression file.

Leave the file type blank for the default, which is PK Zip. For other acceptable file types, add a file type such as ARC, EXE, or LZH.

**Note**

ZIP compression files are PK Zip 2 compatible.



## Synchronize Folders dialog box

Coordinates the contents of two single folders, or two folders and their subfolders.

- To choose from the list of files that would be copied by default, click DETAILS.

### Note

- Synchronize Folders does not delete files in any folder. It only adds and updates files.

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Click here [{button ,AL\("compare;sync;cmd\\_sync"\)}](#) for related information.

Two tree list boxes appear side by side, with an arrow button panel between them. Select the two folders you want to coordinate, one in each tree list box.

Select the drive that contains a folder to be synchronized.

Click one of the arrow buttons to begin copying files between folders.



Copy files from the left folder to the right folder.



Copy files from right folder to left folder.



Copy files from both folders so that their contents match exactly.

If this box is checked, Synchronize Folders also synchronizes the contents of subfolders of the specified folders.

Open a dialog box that displays the names of files in each folder in side-by-side lists, and select or deselect files to be copied.

## **Synchronize Details dialog box**

Displays the names of files in each folder.

Names of files that would be copied by default are highlighted. Names of files that are already in both folders are not highlighted.


▶ To select or deselect files to be copied, click the file names.

The names of all files in the folder appear. The names of files that would be copied are highlighted by default.  
Click to select or deselect files to be copied.



Returns selections to the default.

## Select or Deselect Files dialog box

In the Select Files or Deselect Files dialog box, enter a file specification containing wildcards or click  to use a file set. Then click Select or Deselect.

- ▶ To select files that match more than one file specification, repeat the selection steps. When you have selected all of the files you want, click CLOSE to select or deselect all matching file names.
- ▶ To select all files in the current folder but no subfolders, remove the check from Include Folders.

### Alternate methods:

- ▶ Press F4 to open the Speed Select text box and enter a file specification containing wildcards.
- ▶ Press / to select all files and subfolders in the file list.

Enter the file specification you want to match. Click the arrow to the right of the list box to use a history list of most recently used file specifications and search groups.

Click ▶ to select defined sets of files.

Check this box to include subfolders that appear in the file list pane.

Closes the dialog box, leaving specified files selected.

Selects files as specified.

Deselects files as specified.

## **Contents**

The list shows the names of the files in the compression file, and their compressed size, expanded size, and the date and time the original file was created.

Click file names to select and deselect them.



## Size

Size is given in bytes.

Ignore	Do not filter by size.
Less than	A specific size.
Greater than	A specific size.

**Dates**

Ignore	Do not filter by date.
On	A specific date.
Before	Before a specified date.
After	After a specified date.
Between	Between two specified dates.
Last	Within the specified number of days before now.
Prior to Last	Before the specified number of days before now.

## Copy Disk dialog box

Copies the contents of one floppy disk or [image file](#) to another floppy disk or image file.

### Note

- ▶ When you select Image File,
- ▶ and
- ▶ are available so that you can find an existing image file or specify a location for a new one.

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Click here {button ,AL("disks;cmd\_copydisk")} for related information.

Select the drive to copy to or from.

Select this option to create or copy an image file.

The list of image files you have created or copied.

Prompt to insert disks to make additional copies of the source files or disk.  
When you have made as many copies as you want, choose No when prompted.

Compare the copied disk with the original to make sure it matches.  
Verifying a disk might take almost as long as copying it.



Format the destination disk before copying files to it.

## **Label Disk dialog box**

Displays, adds, or changes the label name of a disk.

The disk label, or name, of the active drive appears at the right end of the File Manager drive ribbon.

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Click here {button ,AL("disks;cmd\_label")} for related information.

The drive containing the disk to label.

Enter up to 11 characters for the disk label.

Disk label names can contain spaces and special characters, such as â and ü.

## **Select Drive**

Lets you select a mapped drive.


Use this dialog box if the drive ribbon is not visible, or if drives are not listed in the folder tree pane.

The list of mapped drives on your system.

## File Details dialog box

Lets you specify the information columns that appear in file list windows, and whether large, small, or generic icons mark file names.

### Note

▶  Hidden files, which do not appear in Explorer file and tree lists, are marked with

### Alternate method:

▶ Click the right mouse button in the file list column header bar. Use the shortcut menu to select and deselect columns that you want to appear in the file list.

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Click here {button ,AL("smarttabs")} for related information.

Display only the file name and icon: no other information.



Display all file information categories listed in the Custom box, such as size, type, date and time, attributes, and path.

Display only the file information that you select in the list box.

Size	The file size in bytes.
Type	The file category, such as Text File, Folder, Application, or XLS File.
Last modified	The date and time the file was last modified.
Attributes	DOS file attributes: System, Hidden, Read-only, and Archive.
Folder	The complete drive and folder path for each file.
Protected by	For deleted files only. Displays the delete protection method in effect when the file was deleted.
DOS filename	The DOS-format file name: 8-character file name, 3-character extension.
Created on	The date and time the file was created in its current folder. If the file was moved from a folder on the same drive, the created date was preserved.
Last accessed	The date and time the file was last read or opened.

Large application-specific file icons mark file names.

Small application-specific file icons mark file names.

Generic file icons mark file names.

## Custom Filter dialog box

Lets you specify which files appear in the file list, depending on:

- ▶ DOS file attributes.
- ▶ Size and modified date.
- ▶ Membership in a [file-type set](#).


You can also choose to display names of deleted files so that you can recover them.

### Tip

▶ To exclude files with certain specifications, type a hyphen (-) before the specification. For example, to see all file names except those of DLLs, enter \*.\* -\*.dll.

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Click here {button ,AL("DOS file attributes;network file attributes;undelete;smarttabs")} for related information.

Enter one or more file specifications here, or click  to select file sets.  
Type a hyphen before specifications you do not want to see. For example, enter \*.\* -\*.DOC to see all files except DOC files.



Limit the displayed files by size, either greater or smaller than a specified number of bytes, or within a size range.

Limit the displayed files by date, either before or after a specified date, or within a range of dates.

When you choose a category from the drop-down list, date boxes appear so that you can specify a date or date range.

Display subfolder names with the file names in the file list pane.

Display names of existing files in the file list.

To see the names of deleted and existing files, also select Show Deleted Files.

Display names of deleted files in the file list.

## Show Deleted Files option

The Undelete command is not available unless you turn on Show Deleted Files in the Filters dialog box on the View menu or click the default SmartTab, Deleted.

Show Deleted Files shows names of deleted files and lists their delete protection method, such as DOS, Norton Utilities SmartCan, NetWare Salvage, and Windows Recycle Bin.

► To display the protection status of deleted files in the file list, add Protected By to the file properties shown in the file list window.

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Click here {button ,AL("view options;undelete;undelete to")} for related information.

## Custom Sort dialog box

Specifies the order of file names in the file list, sorting by two categories.

Specify a first and second sort level by selecting file properties from the displayed lists.

### Example

▶ To display file names by file type in order of last modification, select Type in the First Sort On list. Then select Last Modified Date in the Then Sort On list.

### Alternate method:

▶ Click a column header, such as Type, to sort files by that category. Files in the same category group are sorted alphabetically by name.

---

Click here {button ,AL("smarttabs")} for related information.

Sort in A - Z, or lowest to highest, order.



Sort in Z - A, or highest to lowest, order.

Choose the first sort key from this list.

Choose the second sort key from this list.

## SmartTabs dialog box

Creates, renames, removes, and modifies SmartTabs.

SmartTabs are [view schemes](#) that you apply by clicking the tabs below the folder tree and file list panes.

If you change a feature that is saved by the current SmartTab, such as the columns that appear in the file list, the currently selected SmartTab is dimmed.

### Alternate method:

▶ Click your right mouse button in the SmartTabs pane to use the shortcut menu to add a new SmartTab with the current view settings, or update, rename, or remove an existing one.

---

Click here {button ,AL("smarttabs")} for related information.

The names of defined SmartTabs.

SmartTab Settings shows the view options used by the SmartTab selected in the list.

Opens a dialog box where you enter a name for the current view settings, and create a new SmartTab.

Prompts you to redefine the selected SmartTab with the current view settings.

Opens a dialog box where you enter a different name for the selected SmartTab.



Prompts for confirmation, then deletes the selected SmartTab.

Closes the SmartTabs dialog box.

Enter up to 32 characters, including spaces, as a name for the SmartTab.

Information about the view settings of the SmartTab selected in the list of available SmartTabs.

Details: settings specified in the View menu Details dialog box.

Filters: settings specified in the View menu Filters dialog box.

Misc.: settings controlled by the icons at the bottom of the tree and folder list, such as Show All Drives, and Tag Mode.

## FastFind dialog box

Requirements for most searches can be specified in the first page, What & Where.

Use additional FastFind pages to create sophisticated searches.

- ▶ To narrow the search by specifying a date or date range, use the Dates page.
- ▶ To specify files larger or smaller than a certain size, use the Advanced page.
- ▶ To save the current search setup so you can use it again, click Save Defined and enter a name for the search, such as DOC FILES ON C IN LAST 10 DAYS. To load a saved search setup, click Load Defined and select from the list of named searches.
- ▶ To append current search result names to an existing Search Results list, click the Advanced tab and select Append to File List.

The list of files found appears in a single File Manager pane. You can select files and perform any file operations, such as Copy, Delete, and Open.

- ▶ To return to the main File Manager window, press Esc.

### Note

- ▶ To create a full index of files you search for most often so that searches are instantaneous, run Norton Navigator Control Center and select Norton Indexing.

---

Click here {button ,AL("fastfind;sets;enter names")} for related information.

Information about the progress of the current search appears here.

Enter the file name you want to search for, using wildcards or other file name conventions as necessary. See "How to Enter File Names" for more information.


Enclose multiple file specifications and long file names in double quotation marks. For example, type "\*.TXT" "\*.WRI", and "C:\LONG FILE NAME".


Enter a text string the file must contain. Text string searches are not case-sensitive.  
Text string searches are faster if files are indexed.



Enter a drive or path name, or select one from the dropdown history list.

Enclose multiple paths in double quotation marks.

Click  to browse for a path, or

 to select a Location set.

Only finds files that match the criteria.

Only finds folders that match the criteria.

Finds both files and folders that match the criteria.

Search for files greater or less than a specific size (in bytes).

When you select Greater Than or Less Than, a text box where you enter the number of bytes appears.

The date the contents of the file was last changed.

When you select a date criterion, one or two date boxes appear. Type a date or click the scroll arrows to change the part of the date where the marker triangle flashes.

The date this version of the file was created in its current location.

If the file was moved from a folder on the same drive, the created date was preserved.

When you select a date criterion, one or two date boxes appear. Type a date or click the scroll arrows to change the part of the date where the marker triangle flashes.

The date files were last accessed.

When you select a date criterion, one or two date boxes appear. Type a date or click the scroll arrows to change the part of the date where the marker triangle flashes.



Starts the search you have specified.

During a search, this button changes to Stop. Click Stop to halt the search if it continues too long, or if you have found the files you are looking for.

Clears all search criteria you have entered so that you can set up a completely different search.  
You do not need to specify New Search if you want to change just a few criteria and search again.

Finds the string embedded in other text.  
Searches for strings are not case-sensitive.

Searches for only the string you type.

Searches for strings are not case-sensitive.

Searches for a string that begins with the characters you type.

Searches for strings are not case-sensitive.

For faster text-string searches, check Use Indexes if you have indexed files that match the specification in the What text box. By default, when this box is checked, you are prompted to confirm searching unindexed files if not all files that match the specification are indexed. You can turn off the confirmation prompt in the Options menu General Options dialog box.

Searches subfolders in the specified path.

A plus sign after the path name also specifies that subfolders should be searched.

Check this box to find files that have duplicate copies in the search locations.  
Names and locations of all copies of the files appear in the Search Results window.



Check this box to find deleted files that match the file specifications and path that you enter.

You can find deleted files even if you have not selected Show Deleted Files in the Filters dialog box on the View menu. To undelete the files, however, you must select Show Deleted Files.

Check this box to add files that match the current search criteria to the list in the Search Results window.

Opens a dialog box where you select from a list of named sets of saved search criteria.

Opens a dialog box where you enter a name for the current FastFind search setup.

To rerun a search with the same setup, click Load Defined and select from the list of names.

Enter a name that describes the current search setup. The name should let you distinguish easily between named setups, such as DOC FILES SINCE 5/1/95 or XLS FILES ON NETWORK DRIVES.

Saves the current FastFind criteria, using the name you entered.

## **Defined Searches dialog box**

Use this dialog box to select a set of FastFind search criteria that you have saved.

Click OK to load the criteria and return to FastFind. You can then modify the information, or run the search exactly as it was saved.

Deletes the named set of criteria.



The list of saved search criteria.

Select a set name and click OK to load the criteria in FastFind.

Information about the selected named set of criteria.

It includes the file and location specification, as well as a summary of miscellaneous settings.

## **Compare Files dialog box**



Performs a line-by-line text comparison or a byte-by-byte hexadecimal comparison of two specified files.

Compare several files, or several versions of a file, by comparing two at a time.



---

Click here [{button ,AL\("compare;cmd\\_compfile"\)}](#) for related information.

The path and file name of one file you want to compare. The file name selected in the file list appears here by default.

Enter the path and file name or click  or  to locate a different file.

The path and file name of the other file to compare.

Enter the path and file name or click  or  
 to locate another file.

Compares files byte-by-byte and produces a single-pane comparison that shows the offset of differences.  
The default is a line-by-line text comparison. Match Case is the only option available for binary comparisons.

Reports differences in upper and lowercase in the compared files.

Treats any amount of adjacent blank space as a single space. Contiguous tabs, blank lines, and multiple spaces are considered one space.



Displays only the lines that differ in the two files.

Synchronizes display of the two files, keeping matching sections beside each other.

Displays the difference panes one above the other instead of side by side.

The file comparison is displayed in the panes at the bottom of the dialog box.

For binary comparisons, there is only one difference pane. The first difference found is the first offset position listed. The contents of the file at that position appears in its alphanumeric, hexadecimal, and decimal format.

Offset The hexadecimal position relative to the beginning of the file.

File 1 The file contents at the offset position in the first file.

File 2 The file contents at the offset position in the second file.

Starts the file comparison.

## **Compare Folders dialog box**

Compares the files in the selected folder with the files in another folder on any drive.

Check one or more of the comparison criteria. When you click OK, file names that meet the criteria are highlighted in the File Manager file list pane. If you do not select a criterion, no file names are highlighted.

---

Click here {button ,AL("compare")} for related information.

The folder where the results of the comparison are marked.

The folder to compare with the selected folder.  
Use the history list in the text box, or click ► to find the folder.



Highlight files in the selected folder if they do not appear in the comparison folder.

Highlight files in the selected folder if they are newer than the equivalent file in the comparison folder.

Highlight files that are identical in both folders.

Highlight files in the selected folder if they are older than the equivalent files in the comparison folder.

## Undelete command

The Tools menu Undelete command recovers selected deleted files or folders immediately in their original drive and folder. Successful recovery depends on the delete protection method, which appears in the Protected By file list column.

The Undelete commands are not available unless you select Show Deleted Files from the View menu Filters dialog box.

---

Click here {button ,AL("undelete to;undelete directory;undelete condition;undelete purge files")} for related information.

## Undelete to dialog box

Recovers deleted files to a different drive or folder path. Undeleting a file to a different drive ensures that you do not inadvertently write over any of the clusters of the file you are undeleting, or any other file you might want to undelete later.

### Note

▶ A folder cannot be undeleted to a different drive.

---

Click here [{button ,AL\("undelete;undelete directory;undelete condition;undelete purge files"\)}](#) for related information.

The names of selected deleted files and folders.

**Tip**

► Use Tag mode to select deleted files in more than one folder, or use FastFind to search for deleted files and select from the Search Results list.

Files are undeleted to the current directory by default.

Use the drop-down history list to choose a previously used drive and folder, enter a different path name, or click ► or ► to locate a folder.



Enter a new name or first letter of the previous name to recover the deleted file.

- ▶ If the file was deleted by DOS, the first character of the file name was lost.

- ▶ If you are recovering the file to a folder where a file of the same name already exists, you must enter a different file name to recover the deleted file there.

## **Purge Deleted Files**

Erases the folder entry for the deleted files you select. Purged files can no longer be recovered.

### **To purge deleted files:**

- 1** Choose Show Deleted Files in the View menu Filter dialog box.
- 2** Select the deleted file names in the file list.
- 3** Choose Purge Deleted Files from the Tools menu.

You are prompted to confirm purging the files. Only the selected files are purged.

---

Click here `{button ,AL("undelete;undelete condition;undelete directory")}` for related information.

### **Go to Folder dialog box**

Enter the drive and path of the folder you want to open, select a drive and path from the dropdown history list, or click ► to locate a folder.

Then click Go To or press Enter.

Enter the drive and path of the folder you want to use. You can also click ► or ► to locate a folder.  
Use the history list to switch quickly to a folder you use often.

## Advanced Settings

Accessed from the Options menu General Settings dialog box.

Specifies behavior for launching applications from the file list, whether compression files are shown as folders, and whether settings are saved when you exit from File Manager.

Check options to turn them on.

---

Click here {button ,AL("general options")} for related information.

Launch files when you double-click the file name.


Launch files when you drag the file name to the application icon.

When you launch a file from a compression file set, copy the expanded version to your TEMP folder instead of the current folder. Using the TEMP folder for launched compressed files keeps them separate from other versions of the files, and makes it easy to delete them later.



Minimize File Manager to the Taskbar when you launch an application from the file list, toolbar, or menu.

Check this box to display compression files as if they were folders.

Compression files, which contain compressed files, will appear in the tree list with other folders, marked with a green file icon, . If you click the compression file icon, the names of files it contains appear in the file list.

If you do not display compression files as folders, you specify a compression file in the Norton UnZip dialog box and click Contents to see information about its compressed files.



Save changes to options when you exit from File Manager.

## Drives

Accessed from the Options menu General Settings dialog box.

Lets you specify drives that you do not want to appear in the drive ribbon or in the tree list when Show All Drives is active.

### Tip

 To turn on Show All Drives, click  at the bottom of the folder tree.

---

Click here {button ,AL("general options")} for related information.

Select individual drives that you do not want to see in the tree list or the drive ribbon.

Check the boxes to display all drives of any listed kind.

- ▶ To hide display of all floppy drives, all fixed drives, all network drives, or all other drives, deselect the appropriate boxes.
- ▶ To display only specific drives in the drive ribbon or tree list, click to select drive names in the list box.

Deselect drives that you do not want to appear in the drive ribbon or tree list.

Check this box to display Network Neighborhood in the drive ribbon or tree list.



Check this box to display FTP Sites in the drive ribbon or tree list.

## Confirmation

Accessed from the Options menu General Settings dialog box.

Select check boxes to mark the actions you want File Manager to prompt you to confirm.

### Note

▶ If you select confirmation for File Delete and Directory Delete, the optional Quick Delete command displays a confirmation message box. The standard Delete dialog box displays a confirmation message box after you choose OK.

---

Click here {button ,AL("general options")} for related information.

Confirm deleting files.

You are always asked to confirm deleting system, hidden, or read-only files.

Confirm deleting folders. If you delete a folder, you also delete all of its subfolders.

Confirm moving or copying a file that will replace an existing file.

Confirm moving or copying files by dragging and dropping them.

Confirm formatting or copying disks.

Confirm creating a folder.



Confirm launching compressed files from a compression file set.

See also the Advanced option, Use Temp Dir for Compression Launch, to specify that files launched from compression files are expanded in your TEMP folder.

Confirm erasing selected deleted files.

After you purge deleted files, they can no longer be recovered by Undelete or Undo.

For FastFind searches for files containing text strings if Use Indexes is checked.  
Confirm searching unindexed files after all indexed files are searched.

In the Search Results window, display the "Files might have changed" warning message after you perform an action on selected files.

## **Text Editor**

Accessed from the Options menu General Settings dialog box.

Specifies the editor used by the File menu Edit Text command. The default is Notepad.

---

Click here {button ,AL("general options")} for related information.

Enter the name of the editor program.

Do not remove the `%file%` command-line option. It tells the editor to open the selected file in the editor window.

The folder where files are saved by default. The editor displays names of files in this folder in its Open and Save As dialog boxes.

## Location Sets dialog box

Select named location sets for a file search.

Click set names to select them. When you click OK, the set names appear in the Where textbox.

▶ To edit sets or create new ones, choose Sets from the Options menu.

---

Click here {button ,AL("sets")} for related information.



The list of named sets.

File and location sets that you have created appear in angle brackets (<>).

File sets defined by association with applications and default location sets appear in square brackets ([]).

Create a new file or location set and modify or delete existing sets. The Edit Sets dialog box appears.

Detailed information about the set selected in the Set Description list.

## Edit location sets

Create, modify, or delete [location sets](#).

Click a set name to see the paths it specifies at the bottom of the dialog box.

- ▶ To delete a location set, select the set name in the Set List box and click Remove.
- ▶ To modify a location set, select the set name and click Properties.
- ▶ To include subdirectories in a location set path, enclose the path in double quotation marks and add a plus sign (+) outside of the quotation marks, such as "C:\SCREENS"+.

---

Click here {button ,AL("sets")} for related information.

Your name for the location set.

You can enter more than one word as a location set name, such as BITMAP FOLDERS.

The drives and folders used when this location set is selected.

Separate multiple paths with semi-colons or spaces. For example, enter C:\SCREENS;F:\BITMAPS. If a path contains folders with long file names, enclose the entire path name in double quotation marks.

▶ To include subdirectories in the specified path, enclose the path name in double quotation marks and add a plus sign (+) outside of the quotation marks. For example, you might enter "C:\NEW BITMAPS"+;"D:\SCREENS"+.

Opens a dialog box where you enter a new set name and specifications.

Deletes selected sets.





Opens a dialog box where you enter, change, or look at the specifications for the selected set.


## Location Set Properties dialog box

Use this dialog box to edit the name or location specifications of a location set.


Click  or

 for help in finding drive and folder paths.

 To remove a path name from the paths in the set, select its name in the Location Specifications box and press Delete.

 To add a path name to the set, use

 or

 to find folders and insert their names automatically. New path names are added to the existing path names.

## File Sets dialog box

Select [file sets](#) instead of typing file specifications.

Click set names to select them. When you click OK, the set names appear in the What text box.

▶ To edit sets or create new ones, choose Sets from the Options menu.

---

Click here {button ,AL("sets")} for related information.

## **Edit file sets dialog box**

Create, modify, or delete [file sets](#).

Click a set name to see the file specifications it contains at the bottom of the dialog box.

You can edit only sets that you have created, which are enclosed in angle brackets (<>). You cannot edit predefined file sets.

- ▶ To delete a file set, select the set name in the Set Description list box and click Remove.
- ▶ To modify a file set that you have created, select the set name and click Properties.

---

Click here {button ,AL("sets")} for related information.

The name for the file set.

If you created the file set, the name you assigned appears here in angle brackets (<>). You can enter several words, such as MY FILE SET, as a set name.

Predefined file set names appear in square brackets ([]).

The file specifications used when this file set is selected.

- ▶ Separate multiple file specifications with spaces or semi-colons. For example, enter \*.txt;\*.bmp;test\*.\*.  
Enter file specifications in double quotation marks if you specify long file names, such as "LONG \* FILE.TXT".

### **File Set Properties dialog box**

Use this dialog box to change the name of a file set, or to change the file specifications it contains.

If the set name and file specifications are dimmed so that you cannot change them, it is a predefined set.

## FTP Connections dialog box

Add new FTP sites and modify information about sites you have set up.

Your names for the sites you have set up appears on the Sites page.

- ▶ Click Properties to change settings for a selected site.

- ▶ Click Add to add a new site. If Use Wizard to Add is checked, a wizard guides you through the basic setup information.

You must know the FTP address of the site.

---

Click here {button ,AL("internet")} for related information.



## FTP Connections Configuration dialog box

Set up basic information for all FTP site connections.

▶ Enter your Internet E-mail address, which is used as a password for sites where you use anonymous logins.

---

Click here [button ,AL\("internet"\)](#) for related information.

The list of FTP sites that you have already set up.

Opens the Properties dialog box where you enter information to add a new FTP site.  
If Use Wizard to Add is checked, a wizard guides you through the process.

Removes the selected FTP site from the list.

You are prompted to confirm that you want to delete the site from the list.

Opens the Properties dialog box for the selected site.

If this box is checked, a wizard guides you through adding a new FTP site when you click Add.  
After you add a new site, you can select its name in the Site list and click Properties to change setup information.

General information you entered for the FTP site selected in the site list.  
To see more information about the selected site's properties, click Properties.

Your Internet E-mail address, such as JSMITH@SYMANTEC.COM.

This address is your password for FTP sites where you use anonymous logins. If you do not enter it here, you are prompted to enter it before you can connect to the site by clicking the site name in the File Manager folder list.



If this box is checked, FTP site connection information is displayed in a window as you perform actions at the site.

## FTP Site Properties dialog box

Use pages in this dialog box to enter information about a selected FTP site or set up a new site..

### Location

The site address and a description that appears in the list of sites is the only required information.

For any site, you can enter the name of a folder to jump to when you log in.

- ▶ To specify a login folder for the site after you are connected, open the folder in the file list, click your right mouse button, and choose Set as Login Folder.

### Login

Specify whether you use anonymous login for this site.

For sites where you do not use anonymous logins, enter a login name and password. The password characters appear in the text box.

### Note

If you do not either enter a login name and password or check Use Anonymous Logins and enter your E-mail address in the Configuration page of the FTP sites dialog box, you are prompted for information when you click to connect to a site in the File Manager tree list.

### Advanced

Options include these standard defaults:

- ▶ The operating system at the FTP site (default UNIX).
- ▶ The number of retry attempts (default 0).
- ▶ The number of seconds before timing out (default 65).
- ▶ The port you connect to on the FTP site server (default 21).

Your description of the FTP site you are setting up.  
The name you type appears in the tree list.

The Internet address of the site, such as FTP.SYMANTEC.COM.

The path of the directory where you start at login.

You can change to another directory after you connect to the server. If you enter a default directory you do not have to work your way around in the directory hierarchy at the FTP site.

Your user ID, if you do not use anonymous login for this site.

The password associated with the user ID you entered for this site.

The account number for this FTP site, if required.

Most FTP sites can be accessed either by anonymous logins or with only a login name and password.



Check this box if you use anonymous login for this site.

If you use anonymous logins for any site, make sure that you have entered your local E-mail address in the Configuration page of the FTP Connections dialog box.

The number of times to try to connect in case of failure.

The number of seconds to wait before halting the connection attempt.

The address of the FTP port on the server you are connecting to.  
This is often port 21.

The computer and operating system at the FTP site.

The default is UNIX, which is commonly used at FTP sites. Names of other frequently used systems appear in the list box.

► Use the FTP Log Window to view file and directory information for this site when you log in the first time.

If no listed operating system allows you to display file and directory information correctly, select User-defined. Then click the Define button that appears, and enter the file and directory line format used by the operating system at the site.

Opens a dialog box where you enter information about the file and directory information lines as they should be displayed on this FTP site.

## Custom FTP site information

Use this dialog box to enter information about how the directory and file information line at this FTP site should appear in the File Manager file list.

Enter individual elements in their order of appearance. The elements are:

Attributes1	UNIX type attributes (DRWXRWXRWX).
Attributes2	VMS type attributes (RWED,RWED,RWED,RWED).
Attributes3	NetWare type attributes (RWCEMFA).
Attributes4	MS-DOS attributes (RHSA).
Attributes5	General, for any attribute string containing a W.
Date1	UNIX type date/time string (Oct 7 1994 or Oct 7 3:51).
Date2	VMS date string.
Date3	Standard date field, such as 12/17/94.
Name1	UNIX/DOS type name (NAME.EXT).
Name2	VMS type name (NAME;X).
Size	In KB (On VAXes, size might appear as the number of clusters.)
Time	For all systems except UNIX.
Type	Generally text, such as DIR.
*	Ignore the rest of the information line.

Each element of the file or directory line must be accounted for. Use as many '?'s as you like to eliminate information you don't care about.

### Example:

For a file line that should appear

```
nov.bat 120 Jan 31 1994 14:54 -rwa
```

enter

```
NAME1, SIZE, DATE1, TIME, ATTRIBUTES3
```

A complete procedure, including examples, appears in Chapter 6 of the Norton Navigator manual, "Information for Power Users."

Enter the structure of information for files on the command line for this site.

Click the dialog box Help button to see a list of element names.

Example:

Name Type Date Time Size ? Attributes ?



Enter the structure of information for directories on the command line for this site.

Click the dialog box Help button to see a list of element names.

Example:

Name Type Date Time ? Attributes ?

You specified anonymous login for this site, but you have not entered your E-mail address, which is used as a password for anonymous FTP connections.

Enter your Internet E-mail address, such as LSMITH@MYCOMPANY.COM, here.

Check this box to save the E-mail address you entered for other sites where you log in anonymously.

You did not specify anonymous login for this site, but did not enter a login name and password to use instead.  
Enter your login username here.

Enter the password associated with the username you entered for this site.

## **Properties dialog box**

Use this dialog box to change properties for all of the selected objects. Only the first file name appears in the dialog box title.

On the Properties page, you can change the attributes of all files.

On the Dates page, you can change the Created, Modified, or Accessed dates of all files and add a time to the Created and Modified dates.

The number of files and folders selected.

The type of the selected file or files. If files of more than one type are selected, the words "Multiple Types" appear.



The folder where the file or files are located. If files are in more than one folder, the words "Multiple Locations" appear.

If more than one file is selected, the combined size of the selected files. If only one file is selected, the size of that file.

The attributes of the selected file or files.

If some files have an attribute set differently, the check mark is dimmed. If all files have an attribute set the same, the check mark is bold. If no files have an attribute set, the check box is empty.

**Send Mail**

Opens the Microsoft Windows Mail Send Note window and attaches the highlighted files automatically.

If any mail icon is on your desktop, you can drag selected files to the icon to perform the same action.

## Find

Search for files that match a file specification and insert their names automatically.

You can specify the drive and folder and use wildcards in the file name. You can also use file type and location sets to specify the files and location to search.

---

Click here {button ,AL("smartfind")} for related information.

The list of files that match your search criteria.

Select the files you want to use and click OK to return to the original dialog box and insert the file names in the text box.


Starts searching for files that you have specified.

Closes the dialog box.



Searches for file names that match a path and file specification you enter.

Files that match are displayed in the Files Found list. Double-click a file name to select it and enter it in the dialog box where you chose Find.

If you prefer to search by using a folder tree and file list, click .

Starts the selected command, using the options you have selected in the dialog box.

Click OK when you are ready to run the command using the contents of the dialog box.

Click Cancel or press Esc to exit from the dialog box without running the command or performing any action.

## **Abort Updating**

Stops updating a folder tree, file list, or viewer pane display.

This command can be put on any File Manager menu. It is usually put on the Window menu or a Toolbar button.

Closes the dialog box without performing any action or saving any changed settings.

Saves all changes or performs the specified action, then closes the dialog box.

Opens the Help file for File Manager.



Click ▶ to browse through the folder tree and drive list for a drive, a folder, or a file in a folder.  
Click ▶ to enter a path and file specification and search for a file or folder.

Opens a dialog box where you select predefined and custom file sets.

- ▶ Predefined sets are the files associated with programs, such as Excel or Microsoft Word.

- ▶ Custom file sets are named sets that you have created for files you want to group together. For example, you could create a file set for bitmaps of several kinds, such as BMP, TIF, and GIF, or for text files such as ERR and LOG that might not be associated with a program.

Opens a dialog box where you select predefined and custom location sets.

- ▶ Predefined location sets are generic locations, such as the drives and folders in your PATH statement, the current drive, and the current folder and its subfolders.
- ▶ Custom location sets are named sets of one or more specific drive and folder locations.

Location sets specify both mapped drive and UNC-named server paths (\\server\volumefolder), and can include folder paths.

Closes the dialog box and returns to File Manager.

Specify file attributes:

If the check is bold, the attribute is selected.

If the check is dimmed, the attribute is ignored.

If the checkbox is empty, the attribute is not selected.

The name of the current folder.

Click ▶ to browse through the folder tree and drive list for a drive, a folder, or a file in a folder.  
Click ▶ to enter a path and file specification and search for a file or folder.

This section of the dialog box does not have context-sensitive help. Click on the text next to a check box or text box for popup help on it.



The date and time the file was created in its current folder.

If the file was moved from a folder on the same drive, the created date was preserved.

The date and time the file was modified.

The date and time the file was last used.

Enter the file specification you want to match. Click the arrow to the right of the list box to use a history list of most recently used file specifications and search groups.

Enter the drive you want to search.

Click the arrow to the right of the list box to use a history list of most recently used drives and drive categories. Enter a plus sign (+) at the end of the path name to search subfolders on the path you specify.


## SmartTabs


Apply different view schemes to the File Manager window by clicking the tabs.

A SmartTab view saves the following features:

- ▶ View menu Details, Filters, and Sort settings.
- ▶ Settings controlled by the icons at the bottom of the tree and file list pane, such as Show All Drives, Indicate Expandable Branches, Outline mode, and Tag mode.
- ▶ The columns displayed in the file list, including their sort order, width, and left-to-right order.
- ▶ The font specified in the Options menu Font dialog box.






## Tree pane icons

 Displays icons and volume labels for all connected drives. To hide some drives, use the Drives dialog box in the Option menu General Settings dialog box series.

 Marks expandable branches with a plus sign if they contain undisplayed subfolder names, or with a minus sign if all subfolder names appear in the folder tree pane.

## File pane icons

Turn all modes off and on by clicking the icon.

-  Outline mode, which inserts a category summary line in the file list, using the first property column as the category.
-  Appears at the left of the file list headers only when Outline mode is active. Expands and collapses the Outline mode list.
-  Multiple Select mode, in which you select file names one at a time by clicking them without pressing Ctrl.
-  Show Entire Branch, which displays all files in all subfolders of the branch selected in the tree list. Make sure that Path is one of the column headers.
-  Tag mode, in which you can select files in more than one drive and folder, then act on all of them later. To display a list of tagged files, select Tagged List on the View menu.



**Confirm Action**

Press Enter to confirm the action. Click Cancel to exit without performing the action.

### **Overwrite Existing File?**

The file you are moving or copying will replace an existing file.

Press Enter to replace the file. Click Cancel to exit without replacing the file.

## **Tag Mode**

Click the check mark icon to select, or tag, files in several folders.

Press the Ctrl key as you click file names, or turn on Multiple Select.

Select files in one folder, then open another folder and select files. Selections persist until you click the check mark icon again.

## **Untag All**

Deselects all files you have selected in Tag mode.

Use Customize Menu, Toolbar, or Keyboard to add this command.

## **Quick Delete**

Lets you delete files without any prompting if file and folder delete are not marked for confirmation in the Options menu General Settings Confirmation dialog box.

If you specify that you want to confirm file and folder deletion, you are prompted once before selected files or folders are deleted.

Use Customize Menu, Toolbar, or Keyboard to add this command.

**Invert Filter**

Inverts the file selection filter in effect. Files that appear no longer appear, files that do not appear will appear in the file list.

Set the file selection filter in the View menu Filters dialog box.

Use Customize Menu, Toolbar, or Keyboard to add this command.

## **Toggle View Details**

Switches the file list pane back and forth between displaying file details and displaying file names only.

When you switch back to display details, the file pane displays all default details. Use View Tabs to adjust the view.

Use Customize Menu, Toolbar, or Keyboard to add this command.





## Decryption Password

When the listed file was compressed, it was also encrypted.

Enter the key that was used to encrypt the file and click OK.

### Dialog Box Options

Skip                    Omit this file, and expand the next compressed file.

Cancel                Stop expanding files.

## **Continue to Copy Files to Another Disk**

You can insert a different disk to continue copying or compressing files. The amount of space required is shown in the Copying dialog box. Make sure that the disk you insert is formatted and has enough free space.

### **Note**

If you are compressing files, the continued compression file has the same name as the original one. If a compression file with the same name already exists on the new disk, you are prompted to append or overwrite files. It is safer to select Overwrite.

### **Buttons**

Retry	Continue copying or compressing files to a different disk you have inserted.
Skip	Skip the file that is too large and continue copying to the original disk.
Cancel	Stop copying now.

## **New Association Type**

You have entered a file type description that does not have a matching executable file.

Enter the name of the application you want to use for files of this description, and press OK to save the information.

## Sharing Violation

You are attempting to open a locked file for text searching, virus scanning, or another file operation.

- ▶ To ignore the file and continue, choose Skip. To ignore all locked files, choose Skip All.
- ▶ To exit so you can unlock the file, choose Cancel. Then close the file or exit from the application that has locked it.

If you cannot identify the application that is locking the file, restart Windows to exit from all active Windows applications, then try the file operation again.

**Same Name Alert**

An existing file has the same name. Close this dialog box and enter a different name for the file to be undeleted.

### **Rename Undeleted File to Prevent Name Conflict**

Enter a different name for the file to be recovered so that it will not overwrite an existing file.

### **Complete the DOS File Name**

Enter the first character of the file name.

When DOS deletes a file, it changes the first character of the file name to a character with ASCII decimal value 229. If you do not remember the original first character, enter any character allowed by DOS in file names, and rename the file later if necessary.

### **File Will Be Truncated**

One or more of the clusters marked by Delete Tracker as belonging to this directory or file are not available. The clusters might have been assigned to another file after the directory or file was deleted.

If the file is a directory, the clusters contain non-directory data.

Undelete will omit these clusters when it recovers this directory or file. The directory listing of a truncated directory does not display files recorded in the clusters that are now assigned to another file.





**DOS file properties**

Path	The current path name.
File Name	The name of the selected file.
Size	The size in bytes of the selected file.
Last Modified	The date and time the selected file was last modified.
Attributes Pane	The current DOS <u>file attributes</u> are displayed. You can change any attribute.

**Network file properties**

Owner	The name of the user who created the file.
Modifier	The name of the user who changed the file most recently.
Create Date and Time	The date the file was created.
Archive Date and Time	The date the file was last backed up.
Access Date and Time	The date the file was last read or written to.
Network Attributes	The <u>network attributes</u> of the file.

**Time**

At	A specific time.
Not At	Any time except the specified time.
Before	Before a specified time.
Before or At	Before and including the time specified.
After	After a specified time.
After or at	After and including the time specified.
Between	Between two specified times.
Not between	Any time except in the range specified.

**DoD Wipe**

The US DoD method of clearing free space is to fill the clusters first with the hexadecimal characters FF and 00 three times, then to write the hexadecimal character F6 once. This method takes longer than the standard method, but it prevents any traces of data from being read, even with sophisticated techniques.

**Print association**

The association database has two categories: launch and print. The selected file is associated only for launching. It cannot be printed directly.

When you associate a document with an application, you can print it as well as launch it if you make sure that you use a Printable file type as a model. Then both launch and print associations are available.

If a file type is associated for printing, the word Printable appears in the information under the file type list box when a file type is selected in the box.

**Image File**

A single file that contains the entire contents of a disk, including both files and unallocated sectors.





**Ascending order**

A sorting method. When this method is used, items are sorted from A to Z, smallest to largest, or earliest to latest.

**Associate**

Specify the application that runs documents that have a specific file type.

You cannot open a file directly unless it is associated with an application. After a file type is associated with an application, when you run or open any file with that file type, you start the associated application.

To run an individual file in a different application, first launch the application you want to use, and then open the file from the application.

**Boot sector**

The first sector on a disk. It contains a small startup program that loads and starts DOS.

If the boot sector on your hard disk is damaged, you cannot boot your system normally. Use your emergency disk to boot the computer and run Norton Disk Doctor or Central Point DiskFix to repair the boot sector if possible.

**Cluster**

A storage unit made up of one or more sectors, depending on the size of the disk. The smallest unit of DOS file space allocation.

**Compression file**

A file that contains one or more compressed files.

In File Manager, you can create an empty compression file with the Create Directory command on the File menu and use it as if it were a directory. You can delete, copy, or move individual compressed files into and out of it. You can also view the compressed files.

Compression files are useful for storing large files or groups of files that you use occasionally, or for sending files to another user.

**Custom command**

A command that you create through the Options menu Customize Commands dialog box. A custom command is often another Windows application.

► Add custom commands to the Toolbar or any menu. Then click the command button or menu item to run it from the Norton File Manager.

**Data Encryption Standard (DES)**

An encryption standard established by the National Bureau of Standards. The DES technique allows information to be transformed into an apparently random stream of bits for security reasons. It uses a binary number or string of binary values as an "encryption key." Each key results in a different encoding pattern.

Full DES encryption performs the substitution table pass 16 times. Quick encryption performs the substitution table pass twice. Even two passes make the file extremely secure. However, full DES encryption is required by US Department of Defense standards.

**Note**

- ▶ DES encryption is supplied to US and Canadian users only.

**Descending order**

When this sort order is used, items are sorted from Z to A, largest to smallest, or latest to earliest.



**Disk label**

A name you give to a disk or disk volume so that you can identify it. Disk label names can contain as many as 11 characters, which can include spaces and special characters, such as é and ü.

**DOS file names**

A DOS file name consists of two parts, the file name and the file extension, separated by a period. The file name can contain up to 8 characters. The file extension can contain up to 3 characters.

You can use the following characters in DOS file names:

A - Z and 0 - 9, underscore ( ), caret (^), dollar sign (\$), tilde (~), exclamation point (!), number sign (#), percent sign (%), ampersand (&), hyphen (-), curly braces ({}), parentheses (()), at sign (@), apostrophe or right single quote ('), grave accent or left single quote (`).


You cannot use backslash characters, commas, spaces, or extra periods.

**Note**

▶ These rules do not apply to Windows 95 long file names.

**File set**

File specifications that you define as a named group, such as \*.TXT, \*.B%T, and EX\*.DOC, or the file types associated with specific applications, such as Excel.

Click  beside the File Specification text box to select file sets instead of typing file specifications.

**File Allocation Table (FAT)**

A reserved area that DOS uses to keep track of all clusters on the disk or partition.

The FAT contains information about which clusters are assigned to which files, and marks bad clusters so that they cannot be used to store data.

**File attribute**

A specific characteristic that describes properties of a file. For example, a file may have attributes that define it as hidden or read-only.

The following are DOS file attributes:

System (s)            Used by the operating system and not listed by the DIR command.

Hidden (h)            Not listed by the DIR command.

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

Archive (a)          Changed since last backup.

Directory (d)        A subdirectory.

Networks use additional file attributes.

**Filter**

A file-property specification that determines what file names are displayed in a file list, or found by a file-search utility such as SmartFind.

For example, if you want to delete old files, you might create a filter that selects files last modified before January 1, 1993.

**Firewall**

A network security method for FTP sites in which a server acts as a filter, or "firewall," between the system and FTP logins to prevent unauthorized access.

**Hidden attribute**

A DOS file attribute. The Hidden attribute (h) is assigned to files to prevent users from seeing the file name in file lists, and then changing or deleting the file.



**Idle time**

Time during which a system receives no input, such as keystrokes, mouse clicks, or disk activity, and no processing is going on.

**Link or shortcut**

Just what it implies: a link to a file, drive, or printer that makes it easy to use quickly.

A shortcut can be placed on the desktop so that you can open it with a double-click, or drag files to it

The actual item remains in its original location. When you use a link to edit a file, the original file is updated through the link.

**Location set**

Drives or servers and specific folders that you define as a named group of search paths.

For example, if you often search for files in the network drive path M:\SOURCE\INC, and also in the local drive path C:\SOURCE\INC, create a location set that specifies those directories and name it SOURCE.

Then, to find files in those locations, you select Source from the list of location sets displayed when you click the Sets button beside the Where text box.

**Logical drive**

Storage space to which a drive letter has been assigned so that you can access it easily.

A logical drive may be an entire physical disk, such as a floppy disk, or a RAM drive, which exists only in memory. It may also be a partition on a large hard disk or a network drive.

**Mapped drive**

A network drive that has been assigned a logical drive letter on your local system so that you can access it easily.

**Media descriptor byte**

The first byte in the file allocation table, indicating what kind of disk it is, such as a 360 K floppy disk.

### **NetWare file attributes**

Special properties of a NetWare file.

Execute Only	Can only be executed. It cannot be read or written to.
Sharable	Can be used by more than one user at a time.
Index	Maintained in the network system index for quicker access.
Purge	Can be erased from the network drive. Purged files cannot be recovered.
Copy Inhibit	Cannot be copied.
Delete Inhibit	Cannot be deleted, even if you have Erase access privileges.
Rename Inhibit	Cannot be renamed.
Transactional	Ensures proper file modification. If some changes cannot be written, no changes are made. The file is left in its original state.

### **Partition**

A section of a physical disk that has been formatted with its own partition table, root directory, and File Allocation Table (FAT), and assigned a unique logical drive letter.

You can use a disk partition like a separate hard drive. Partitioned drives contain only one bootable partition, however.

**Remote**

In network terminology, any peripheral equipment, such as a printer, to which a user has access, but is not physically attached to the user's computer.



**Root directory**

In hierarchical file systems, the top-level directory from which all subdirectories branch. On your C drive, this is the C:\ directory.

**Screen font**

A font as displayed on your screen. Screen fonts are designed to match printer fonts closely so that your documents look the same on the screen as they do when printed.

**Sector**

The smallest data storage unit on a disk. Even if only a single byte of information storage is requested, an entire sector is assigned to the file.

**Self-extracting compression file**

A self-extracting compression file automatically expands all of the files it contains when you:

- ▶ Run it from the DOS command line.
- ▶ Double-click it in the Windows File Manager file list.
- ▶ Run it from the Run command in a Windows application, such as Explorer or File Manager.

**SmartFolder**

A folder that contains automatically updated shortcut links to files that you specify.

For easy access, a SmartFolder can contain links to files of several types such as spreadsheet, project management, and word processing files

that might be in several folders or drives.

**SmartTab**

A named view scheme that saves the View menu Details, Filters, and Sort dialog box information.

A SmartTab also saves the view features controlled by the buttons at the bottom right of the folder tree and file list panes, such as Outline Mode (📁) and Indicate Expandable Branches (▶)

**Sort key**

A key that determines the order in which files are displayed in the File List window. For example, if you specify date as the sort key, the names of the most recent files are displayed first and the oldest last.

With File Manager, you can specify a primary and a secondary sort key. For example, if you specify date as the primary sort key and file type as the secondary, files for each date are displayed in alphabetic file type order.

**System attribute**

The DOS file attribute (s) that marks a file used by the operating system or another program. System files occupy disk space but do not appear in directory listings.



**DOS system files**

The DOS system files are the essential files that run your computer system.

DOS system files include COMMAND.COM, the command interpreter, which appears as an ordinary file in the file list and two other files, IO.SYS and MSDOS.SYS or its equivalent. These files must be in the root directory of any disk you boot your system from.

IO.SYS and MSDOS.SYS are hidden files. Unless you use the Filter option on the File Manager View menu to specify hidden and system files in your file list, you do not see these names in the root directory file list.

**Note**

▶ You probably have other system files on your hard disk. System files are marked with the system (s) attribute, and usually have the file type .SYS. Device drivers are often system files. Only the DOS system files are copied to a disk when you format the disk with system files or use the SYS command to add system files to an already formatted disk.

**Whole-word search**

A search option that finds only whole words. For example, if you're searching for the word "his," the characters "his" in such words as "this" and "whisper" won't be found. Without this option selected, any sequence of characters matching the search text will be found.

**Wildcard character**

A character that represents one or more characters.

The question mark (?) wildcard can be used to represent any single character, and the asterisk (\*) wildcard can be used to represent any character or group of characters that might match that position in other file names. For example, \*.EXE represents all files that end with the .EXE file name extension.

In Windows 95, you can use the asterisk wildcard character at the beginning of a file name, such as \*EXT.\*.



## To create custom menu schemes

- 1 Click Menu on the File Manager Options menu Customize submenu.
- 2 Click Copy to create a new menu scheme that you can configure without changing the default menu scheme.
- 3 Type a descriptive name over the default name that appears.
- 4 Edit the menu by adding and removing commands, moving them up and down in the menu list, creating submenus, and adding divider lines.
- 5 When the menu is finished, click Save.

Menu schemes are listed at the bottom of the Options menu. Select a menu name to use it.

### Tip

▶ To reset a selected menu to the File Manager default, click Default.

---

Click here {button ,AL("menus;customize")} for related information.

## To set up the toolbar

1 Click Toolbar on the File Manager Options menu Customize command submenu.

2 Select the name of the toolbar you want to edit.

3 Edit the toolbar by inserting or deleting command buttons, and shifting their position to left or right.

You can also select the toolbar style (icons, text, or both) and its position (left, right, top, or bottom).

### Tip

▶ Click the right mouse button in the toolbar to popup a menu with Customize Toolbar commands.

---

Click here {button ,AL("customize")} for related information.

## To change default behavior and views

Use the commands from the File Manager Options, Tree, and View menus to choose the behavior you want. Then make sure you select Save Settings on Exit in the Options menu General Settings dialog box.

- ▶ To set up several default file list views, such as in date order or displaying deleted files or files of special types, create SmartTabs from the View menu.
- ▶ To rearrange the order of columns, click headers one at a time and drag them to the position where you want them. Resize the columns by clicking and dragging the dividers between headers.
- ▶ To change defaults temporarily, deselect Save Settings on Exit and make other changes. Your usual default settings are loaded the next time you start File Manager.
- ▶ To change the menus, toolbar, or shortcut keys, or add commands that run other programs, choose Customize from the Options menu.

---

Click here {button ,AL("smarttabs;general options;view options;customize")} for related information.

## To set up SmartTab views

1 Set File Manager View menu Details, Sort, and Filter information, column widths or order, and other view features to save in the SmartTab.

2 Click SmartTabs on the View menu.

▶ To create a new SmartTab, click Create. In the dialog box that appears, enter a name of up to 32 characters, including spaces.

▶ To modify an existing SmartTab, select its name in the list and click Modify. You are prompted to confirm the modifications.

▶ To rename an existing SmartTab, select its name in the list and click Rename. Enter a new name in the dialog box that appears.

### Tip

▶ Click your right mouse button on a SmartTab to pop up a menu that lets you rename, modify, or delete the selected SmartTab, or create a new one.

---

Click here {button ,AL("smarttabs")} for related information.



## To use Speed Keys to filter, select, and rename

Press Esc to exit from a Speed Key text box without performing any action.

### F2 Speed Rename

Type the new name for a highlighted file or folder and press Enter. To change the current drive label, press Tab to select the drive icon. Then press F2 and enter a new name in the text box.

### F3 Speed Filter

Type a file name and press Enter to display only matching file names in the current folder. Use wildcards if necessary.

### F4 Speed Select

Type a file name and press Enter to select matching file names in the current folder. Use wildcards if necessary.


### Tip

▶ To display all files with a specified DOS file extension, press \* instead of F3 and type the dot and file extension, such as .TXT. Return the filter to view all files by typing \*.\*.

---

Click here {button ,AL("shortcuts;filter;select;rename")} for related information.

## Using compression files

File Manager marks compression files with a green file icon, , and, by default, treats them like folders.

When a compression file is selected in the folder tree pane, the individual compressed files that it contains appear in the file list pane. The file list columns include the date, time, and size of the original file and the compressed size and the compression method. Copy, move, run, and delete compressed files from the list just as you would ordinary, uncompressed files.

▶ To create an empty file for compressing and storing files, enter a compression file name, such as ARCHIVE.ZIP, in the Create Folder dialog box.

▶ To create a self-extracting compression file, create or rename the compression file to have the .EXE file extension instead of its compression-type file extension, such as .ARC or .ZIP. (You cannot create a self-extracting ZIP file if the original compression file contains a password-protected file.)

▶ To compress a file, drag it to the compression file icon where you want to store it.

---

Click here {button ,AL("compress;compression file")} for related information.

## To launch compressed files

1 In the File Manager tree list, select the compression file that contains the file you want to launch.

The files it contains appear in the file list pane.

2 Double-click the name of the file you want to launch.

By default, a confirmation box appears, asking if you want to expand the file and launch it.

The file is expanded and copied to the folder where the compression file is, unless you have set Use Temp Dir for Compression Launch in the Options menu General Settings dialog box.

### Note

► If the file is a Windows program, all related support files are also expanded. You can delete the expanded version after you are finished with it, and keep the compressed version in the compression file.

---

Click here {button „AL(“;compress;compression file”)} for related information.

### **To decode a UUEncoded file**

- 1** Download all of its segment files into a single folder.
- 2** Open the folder where the files are stored, and select the segment file names.
- 3** Open the UUEncoding dialog box from the File Manager File menu.  
The selected file names appear in the Encode/Decode box.
- 4** Enter the path of the folder where you want the decoded file.
- 5** Click Decode to create a decoded version in the specified folder.

## To secure your data

Use File Manager Encryption and Delete utilities:

- ▶ Encrypt current files so that unauthorized users cannot read or execute them.  
Default encryption performs one substitution pass, which provides adequate security for ordinary purposes. You can specify [DES encryption](#), however, if you live in the United States or Canada and your work requires full Department of Defense standard file encryption.
- ▶ Delete files with Wipe Delete so that they cannot be recovered.  
Wipe Delete destroys the deleted file by writing over its assigned clusters. All data clusters are filled with zeros. You cannot recover the file with Undelete or any other program.

---

Click here {button ,AL("encrypt")} for related information.

## To sort the file list on two properties

The file list is sorted alphanumerically within any selected sort category by default. Use the Sort dialog box on the View menu to specify a different order for the secondary sort within a selected sort category.

Follow these steps to display file names sorted first by file type, and by modified date within each file type category:

- 1 Click Sort on the View menu.
- 2 Select Type as the first key.
- 3 Select Last Modified as the second key.

### Tips

- ▶ To find a file quickly in any sort scheme, highlight a name in the file list and start typing the name of the file you want.
- ▶ Create a SmartTab to save the two-level sort order.

## To use Speed Search

Start typing characters when the File Manager tree or file list has a selected item in it.

You see a text box containing the letters you type.

As you type characters, a hollow selection box moves to the first file or folder name that matches what you have typed so far. If you type a character that is not accepted, the name does not exist in the currently active list. Edit the characters in the text box if you make a mistake or change your mind.

▶ To select a folder or file, press Enter when the highlight box surrounds its name.

---

Click here {button ,AL("shortcuts")} for related information.

## To enter path and file names

Although File Manager can interpret most multiple file specifications without use of double quotation marks, it is safer to enter each file in multiple DOS file specifications in double quotation marks. For example, type "\*.TXT" "\*.WRI".

Enter any individual long file name or path in double quotation marks, such as "C:\WINDOWS\SUB DIR\LONG FILE NAME".

Use the following symbols and shortcuts in File Manager anywhere you can enter a file or path name with wildcards:

Percent sign (%) Enter environment variable names enclosed in percent signs, such as %WINDIR%.

Dash (-) Any file name preceded by a minus sign is omitted from the list. For example, \*.\* - \*.EXE selects all files except those with .EXE file extension.

Plus sign (+) A path name followed by a plus sign indicates that you want to select files in subfolders of the named path. For example, C:\WINDOWS\+ selects files in the WINDOWS folder and all of its subfolders.

At sign (@) If you have a text file that contains nothing but a list of files and path names, you can enter the name of the file, preceded by an at sign (@) to perform the command with each file in the list.

Each file specification must be on a line by itself. It can contain wildcards. For example, a list might contain these two file names:

C:\WINDOWS\LM\*.exe

H:\NETDRIVE\LM\*.exe

► To enter a path name that contains an unmapped server, use the Universal Naming Convention (UNC) format:  
\\server\_name\volume\_name\path



## To use the Search Results window

The results of the most recent search are displayed in a single pane. You see the name of each file that meets your search criteria, and its file properties as displayed in the main File Manager window.

- ▶ To view the most recent Search Results window, click Search Results in the View menu.
- ▶ To return to the main File Manager window, press Esc or select the View menu option you want to use to view files and folders.

Use the shortcut menu and dropdown menus to perform any file management actions on files you select in the Search Results window.

---

Click here `{button ,AL("FastFind")}` for related information.

## Using file management commands alone and in other programs

You can use file management commands, such as Norton Zip and Norton UnZip, Copy, Encrypt/decrypt, and Create Folder, as standalone programs. These standalone programs are the Norton Applets, which are stored in the Norton Applets folder on the default Norton Navigator desktop.

▶ For more information about the Norton Applets, click here {button ,Jl('symfdlg.hlp>second',`IDP\_PROC\_APPLETS')}.

You can also use file management commands from the FileAssist command menu in the Browse, Save As, and Open dialog boxes of other programs, such as Notepad and Excel. FileAssist also includes history lists of the program's most recently accessed folders and files. Configure FileAssist from the Norton Navigator Control Center.

▶ For more information about FileAssist, click here {button ,Jl('nnconfig.hlp>second',`IDP\_PROC\_ABOUT\_FASSIST')}.

▶ Click here



to run Control Center and add or remove file management commands from the FileAssist command menu.

## To use shortcut menus

Click the right mouse button in the File Manager drive list, file list column header, SmartTabs, toolbar, file list, or folder tree pane.

- ▶ To change the commands that appear on the toolbar, drive, file list, or folder tree shortcut menu, select Customize from the shortcut menu itself.

### Note

- ▶ You cannot customize a shortcut menu through the Options menu Customize dialog box.

---

Click here {button ,AL("shortcuts")} for related information.

## To create self-extracting compression files

For any non-password-protected compression file, use File Manager to:

- ▶ Specify the .EXE file extension for the output file when you use the Norton Zip dialog box to compress files.
- ▶ Rename an existing compression file to have the .EXE file extension instead of .ZIP, .ARC, .LZH, and so on.


### Tip

▶ To return a self-extracting ZIP file to its former format, rename it to have ZIP as its file type. The self-extracting header is removed and the file becomes an ordinary compression file again. Then you can convert the file to a different compression type, such as ARC or LZH.

---

Click here {button ,AL("compression file;compress")} for related information.

## To use FastFind

1 Click here  to start a new instance of File Manager with FastFind open.

You can also click FastFind on the Tools menu or toolbar of an open File Manager window, or run FastFind from the Norton Navigator desktop.

2 Enter information about the kind of file you want to find and the drives and paths where it might be. You can also enter a text string it must contain, the date after which it was created, and so on. If you have saved search criteria, you can reload them instead of entering information.

3 Click Find Now.

FastFind locates files that match your specification and displays their names in the Search Results window.

4 Press Esc to exit from the Search Results window. If a file name is selected, you return to the folder tree and file list window with the selected file highlighted.

### Tips

▶ Perform actions on files in the Search Results window just as you would in the main window file list.

▶ Start Control Center and choose Norton Indexing to create a full text index of words in files you search for often. Searches for indexed files with text strings is almost instantaneous.

---

Click here {button ,AL("FastFind;sets;enter names")} for related information.

## To save and reuse search setups

You can save search setups that you use often with a descriptive name, and reload them to run the search again without entering information in FastFind.

### Example

- 1 Set up a search for all DOC and XLS files that contain ACME CONSTRUCTION and have been modified since the first of June.
- 2 Click Save Defined.
- 3 Enter a name for this search in the dialog box that appears, such as ACME SINCE 6/1.

Click OK to enter this search in the Defined Searches list and return to FastFind.

To rerun the search, start FastFind and click Load Defined. Then select ACME SINCE 6/1 from the list of defined searches and click OK to return to the FastFind window with all information filled in.

You can click Find Now to run the search immediately, or you can modify the search setup before you run it.

---

Click here {button ,AL("FastFind")} for related information.

## To use file set search groups

For any file name text box where it appears, click ▶ to select existing named file sets based on file types.

▶ To use a file set in the File Sets dialog box, select the set name. The file specifications included in the set appear at the bottom of the dialog box.

Click other set names to select more than one. When you have selected all of the sets you want to use, click OK to enter their names in the text box.

### Note

▶ To delete or edit sets, or create new ones, choose Sets from the Options menu.

---

Click here {button ,AL("sets ")} for related information.

### **To create a file set**

- 1** Click Sets on the File Manager Options menu.
- 2** On the File Sets page, click Add.
- 3** Enter a descriptive name for the new set in the Set Name text box.
- 4** Enter file names or file specifications containing wildcards in the File Specifications text box.
- 5** Click OK to save the set and add its name to list of sets that are available when you click ► in a dialog box.

---

Click here {button ,AL("sets;enter names")} for related information.



## To encrypt and decrypt files

- 1 Select the file to encrypt or decrypt and click Encryption on the File Manager File menu.
- 2 In the To text box, enter the folder and name of the file where you want the encrypted or decrypted output file.
- 3 Enter a key of between 3 and 32 characters in the Key text box.
- 4 Click Encrypt to encrypt files. Click Decrypt to decrypt files.

### Warning

► Be very careful when you assign a key to encrypt files. The key is used in the process of encrypting or decrypting the file. It is not merely a password. If you can't remember the key, you cannot decrypt the file to make it usable again.

---

Click here [{button ,AL\("secure"\)}](#) for related information.

## To compare file contents

- 1 Select one file to compare in the File Manager file list pane.
- 2 Click Compare Files on the Tools menu.
- 3 The selected file name appears in the File 1 text box. Enter the name of the second file in the File 2 text box, or click ► or ► to locate the file.
- 4 Set comparison options, such as AutoScroll Display, Ignore Whitespace, and Differential Display.
- 5 Click Compare.

Text file comparisons appear in two panes at the bottom of the dialog box.

Binary file comparisons appear in a single pane, with the offset position in each file noted.

### Tip

► To continue comparing files, enter different file names in the File 1 and File 2 text boxes. Click Close when you have finished.

---

Click here {button ,AL("compare")} for related information.

## To compare folder contents

- 1 Open the folder where you want the results of the comparison to be marked, so that you can see its file names in the file list.
- 2 Click Compare Folders on the File Manager Tools menu.
- 3 Enter the name of the folder to be compared, or click ► to locate the folder.
- 4 Select the file characteristics you want to compare, such as Older or Unique.
- 5 Click OK to highlight files that meet the selected criteria.

---

Click here {button ,AL("compare")} for related information.

### **To create a location set**

- 1** Click Sets on the File Manager Options menu.
- 2** On the Location Sets page, click Add.
- 3** Enter a descriptive name for the new set in the Set Name text box.
- 4** Enter path names in the Location Specifications text box.
- 5** Click OK to save the set and add its name to list of location sets that you can select when you click ► in a dialog box.

---

Click here {button ,AL("sets;enter names")} for related information.

## **To undelete files**

### **To undelete a specific file:**


- 1** Turn on Show Deleted Files from the File Manager View menu Filters dialog box. You cannot undelete a file or folder unless its name appears in the file list or folder tree.
- 2** Run FastFind to find the deleted file.  
Type the file name in the What text box, and specify Find Deleted Files on the Advanced page.
- 3** Undelete the file using either Undelete or Undelete To on the Tools menu.

### **Tip**

- ▶ Click the default SmartTab, Deleted, to display deleted files only.

## To archive files

Use the File Archive wizard, which guides you through steps to keep your disk clean and current by archiving or removing old files on your system.

Click here  to start the File Archive wizard.

You specify the locations and the files that you want to clean up, and specify how old the files must be.

The File Archive wizard displays a list of files that meet your criteria. Then you select the files to act on, and choose the action:

- ▶ Delete
- ▶ Move
- ▶ Archive

If you choose Archive, the files are compressed, either in a location you specify, or in their current folders.




### Tip

▶ To archive files without the help of a wizard, use FastFind. Select files in the Search Results window. Then delete or move them, or compress them with Norton Zip.

---

Click here {button ,AL("FastFind")} for related information.

## Use icons in the File Manager window

- ▶ Displays icons and volume labels for all connected drives. To hide some drives, use the Drives dialog box in the Option menu General Settings dialog box series.
- ▶ Marks expandable branches with a plus sign if they contain undisplayed subfolder names, or with a minus sign if all subfolder names appear in the folder tree pane.
- ▶ Activates Outline mode, which inserts a category summary line in the file list, using the first column as the category.
-  Expands and collapses the Outline mode list. Available only when Outline mode is active.
-  Activates Multiple Select mode, in which you select individual file names by clicking them without pressing Ctrl.
-  Turns on Show Entire Branch, which displays all files in all subfolders of the branch selected in the folder tree. Make sure that Path is one of the column headers.
- ✓ Activates Tag mode, in which you can select files in more than one folder for a later action.

### Note

- ▶ marks hidden files and folders. These files and folders do not appear at all in Explorer tree and file lists.

## File Manager keyboard shortcuts

These shortcut keys are the defaults. Use the Options menu Customize dialog box to change them.

Backspace	Moves up one level in the folder tree.
Esc	Closes a dialog box without performing any action <b>or</b> returns to the main File Manager window from the Search Results or Tagged List window.
F2	Speed Rename. Opens a text box where you change the name of a selected folder or file.
F3	Opens the Speed Filter text box.
F4	Opens the Speed Select text box.
Type characters	Starts Speed Search in the folder tree or file list. (If you type an asterisk (*), the Speed Filter text box opens.)
F5	Refreshes the file list, folder tree, and drive ribbon.
F7	Opens the Move dialog box.
F8	Opens the Copy dialog box.
F10	Activates the menu bar.
Del	Opens the Delete confirmation box.
Alt + Enter	Opens the Properties dialog box.
Alt + drag	Moves the selected files.
Ins	Opens the Create Folder dialog box.
/	Selects all files if the file list is active. Opens the Speed Search box for folders if a folder name is highlighted in the folder tree.
\	Deselects files if the file list is active. Opens the Speed Search box for files if a file name is highlighted in the folder tree.
Control + Keypad -	Collapses all branches.
Control + Keypad *	Expands all branches.
Control + Letter	Selects the drive specified by Letter.
Keypad +	Expands selected folders one level.
Keypad *	Expands selected branches.
Keypad -	Collapses selected branches.
Shift + Click	Selects the block of files between the selected file name and the file name clicked on.
Shift + Exit	Saves settings without exiting.
Shift + F4	Tiles instances of File Manager.
Shift + F5	Cascades instances of File Manager.
Shift + Entire Drive command	Expands only the branch of the highlighted folder.

---

[Click here {button ,AL\("shortcuts"\)}](#) for related information.



## Copy and paste text box text

Use these shortcut keys to transfer selected text in a text box to and from the Clipboard.

Ctrl + Ins                      Copies text in any list box or selected file names in the file list window or folder tree to the clipboard.

Shift + Ins                      Pastes the contents of the clipboard.

---

Click here [{button ,AL\("shortcuts"\)}](#) for related information.

## View file contents

File Manager uses the Windows Quick View utility to view files, but adds its own viewer formats. You can view any file at all, including executable images and files that are not associated with an application.

Open Quick View from File Manager in two modes:

### To view several files at once:

- 1 Select a file in the file list pane.
- 2 Click your right mouse button and choose Quick View from the shortcut menu.

The selected file appears in a Quick View window.

Continue to select files and choose Quick View to open additional windows and view all files at once.

### To view files one after another:

- 1 Select a file in the file list pane.
- 2 Click Auto-Viewer in the toolbar or from the View menu.

The selected file appears in a Quick View window.

- 3 Select another file in the file list pane.

The first file is replaced by the second file in the Quick View window.

### Note

▶ If Quick View does not work, you might not have installed it with Windows 95. Use the Control Panel Add/Remove Programs applet, click Windows Setup, and install Quick View from the Accessories group.

---

Click here {button ,AL("compare;viewer ")} for related information.

## **Compare non-text files**

Use the independent Quick Viewer to open several Quick View windows containing bitmaps or other files that you cannot compare with File Compare from the Tools menu.

You can see differences between images clearly in the Quick View windows.

---

Click here {button ,AL("compare;viewer")} for related information.

## Customize the command line

When you create custom commands in the Options menu Customize dialog boxes, you can insert one of the option names listed below to use the currently selected drive, folder, or file as a command-line parameter.

Choose the parameter that specifies the kind of object the application accepts on the command line.

For example, you might use %FILE% as a command-line option for a text editor (EDITOR.EXE %FILE%), or %SELECTION% to use the entire drive, path, and file specification.

<b>If you specify</b>	<b>The application uses</b>
%FILE%	The selected file name.
%DIR%	The selected folder name, including the drive letter, colon, and trailing backslash, such as H:\WPFILES\LETTERS\.
%DRIVE%	The selected logical drive letter, including the colon, such as C:.
%SELECTION%	Any selected item.

### Note

▶ These parameters are valid only for custom commands and for the command line of the editor you specify in the General Settings dialog box on the Options menu. They are not valid in the Working Folder field.

---

Click here {button ,AL("customize")} for related information.

## **To compute branch size**

Select a folder when it appears in the file list pane and choose this command to display the size of the entire branch, including subfolders.


The branch size appears in the file list Size column, which is blank until you execute this command.

The Compute Branch Size command is on the default toolbar. Use the Options menu Customize command to add it to a menu or create a keyboard shortcut.

---

Click here `{button ,AL("file info")}` for related information.

## Compatibility information

Click here  to read the Norton Navigator release notes, which contain the latest information about known compatibility problems and other troubleshooting information.

### **To undelete files on a network**

If your Novell NetWare server has Salvage turned on and you have adequate access rights, you can recover deleted network files. Other networks might also permit delete protection for files.

You undelete network files just as you undelete files on your local drives.

---

Click here [{button ,AL\("undelete"\)}](#) for related information.

## To print the file list or folder tree

- 1 Click in the File Manager file list or folder tree. Select file or folder names if you want to print only these names.
- 2 Click Print List on the File menu,
- 3 Specify whether you want to print all files, selected files, or the folder tree.
- 4 Click Font to change the font if Current Font is too small for a legible printed list. (By default, Current Font is the current screen font.)

### Note

► Changing the font for printing does not change the screen font. It sets the default for Print List to the font family, size, and style you select.

---

Click here {button ,AL("print")} for related information.



## To associate files with a program

Here is an example, showing how to associate files with the .ERR extension with Notepad:

- 1 Click Associate from the File Manager File menu.
- 2 Click Add.
  - ▶ In the Extension text box, type ERR.
  - ▶ In the Description text box, type the name of the application, such as Notepad.
  - ▶ In the Open With text box, click
    - ▶ or
    - ▶ to locate NOTEPAD.EXE and enter it in the text box.
- 3 Click OK to add the new association. A message box prompts you to confirm the action.

## To change file and folder properties

- 1 Select the files or folders you want to change.
- 2 Click Properties from the File Manager File menu.
- 3 On the General page, you can change the file attributes.

On the Dates page, you can change the date the file was created, modified, or last accessed.

### Tip

- ▶ If you select more than one file or folder, you can change properties for all of them.

## To synchronize files in two folders

1 Click Synchronize Folders on the File Manager Tools menu.

2 Select the folders you want to synchronize, one folder in each Directory pane.

▶ To synchronize subfolders of the selected folders, select Include Subfolders. If the folder you are copying to does not contain the subfolders of the folder you are copying from, Synchronize Folders asks if you want to create them after you click the arrows to start the copy.

▶ Click Details to see the files that will be copied and select or deselect files in the list.

3 Click the arrow button that indicates which directory to copy files to.

To update both folders with newer files, click ▶.

### Note

▶ Synchronize Folders does not delete files. It only adds files and updates existing files.

---

Click here {button ,AL("compare")} for related information.

### **Use the same drive to copy a disk**

- 1 Click Copy Disk from the File Manager Disk menu.
- 2 Enter floppy drive letter in both the Source and Destination text boxes and click OK.
- 3 Insert the source disk in the drive when prompted and click OK.
- 4 When prompted, remove the source disk and insert the target disk, then click OK to copy the files.

**Note**

▶ Both disks must have the same capacity. You cannot copy a 720K disk to a 1.44 MB disk, or vice versa.

---

Click here {button ,AL("disks")} for related information.

## Use file and location sets

Default and specially created [Location sets](#) and [file sets](#) can make selecting and operating on files in specific locations easier. To create new file and location sets and edit old ones, choose Sets on the Options menu.

- ▶ To use a file set in any dialog box, click
- ▶ if it appears beside the What text box.
- ▶ To use a location set, click
- ▶.

### Examples:

- ▶ Create a location set that includes the drives and folders where you keep files of a particular type, such as spreadsheet files.
- ▶ Create a file set that specifies file types that are associated with different programs but are used together in a project, such as \*.XLS, \*.DOC, \*.TXT, and so on.
- ▶ Create a file set that specifies files with a project name, such as PROG\*.\*, or files with unassociated extensions, such as \*.104, or \*.ERR and \*.LOG.

## To create a SmartFolder

SmartFolders store and automatically update shortcuts to files that you specify so that you can access working files easily.

- 1 Click [here](#) ▶ to start SmartFolders.
- 2 Make sure that the Use Wizard to Add checkbox has a check in it. Then click Add.
- 4 Enter the information the wizard asks for:
  - ▶ A name that describes the [SmartFolder](#).
  - ▶ The files you want to link and their locations. Enter file specifications with wildcards, or click the [File Sets](#) or [Location Sets](#) button to use file or location sets instead.
  - ▶ A date limit if you want to use the dates of files to manage the shortcut links.
  - ▶ The number of shortcuts to keep if you want to limit their number.
- 5 Click Finish to return create the SmartFolder and return to the main SmartFolders window.
- 6 Click Update Now to add shortcuts to the new folder.

## To undo file actions

- 1 Click Undo on the Edit menu.
- 2 In the Undo Action list, click to select one or more actions to undo.

As you click each action, the Details pane displays additional information.

- 3 Click Undo to reverse the selected actions.

### Note

▶ You can use Undo to recover deleted files, but the success of the recovery depends on the way the files were deleted, and whether any delete protection method, such as Norton Utilities UnErase, was installed. DOS-deleted files can rarely be completely recovered..

---


Click here {button ,AL("undo")} for related information.


## To connect to FTP sites

- 1 Set up sites in the FTP dialog box on the Options menu.

Anonymous logins are the default. Make sure that you enter your E-mail address in the FTP sites dialog box Configuration page for use as a password.

If you use a login name and password, enter that information in the Properties pages of the site after you set it up.

- 2 Sites appear in the File Manager tree list, under the FTP icon, . Press F5 to refresh the list if you do not see a site you have set up.
- 3 To connect, click a site name in the tree list.

The connection is made automatically. Press Esc to abort the connection process if you click a site name by mistake. To view a connection log, select FTP Log Window  from the default toolbar or from the View menu.

- 4 While you are connected to an FTP site, its directory and file lists appear in File Manager. You can drag file names from the FTP site file list to copy or move them to your local or network drives or to another connected FTP site.

You can also create, rename, delete, and copy directories on the FTP site, and delete files.

### Note

- ▶ To disconnect one or all FTP sites, click your right mouse button in the FTP site file list and use the shortcut menu that appears.


---

Click here [{button ,AL\("internet"\)}](#) for related information.




## Working with FTP sites

After you connect to one or more FTP sites, use the file and folder pane shortcut menus to disconnect sites, set the login directory, and change the site configuration.

- ▶ To open a window that displays the FTP site connection log, click  (FTP Log Window) in the default toolbar, or select it in the View menu.
- ▶ Click your right mouse button on a site name in the folder tree and select Properties to change the site configuration.
- ▶ Click your right mouse button in the file list of an open FTP site and select Set as Login Folder to open the folder immediately when you connect to the site.
- ▶ Click your right mouse button in either the tree or file list of a connected FTP site to disconnect that site or all connected sites.
- ▶ To move or copy files, drag them from an FTP site directory to any local folder or another FTP site. You can also use the Copy and Move dialog boxes.
- ▶ To create a directory on an FTP site where you have the necessary access privileges, press Insert or click your right mouse button.

## Index files for instant FastFind searches

Index files that you search for to find information that they contain.

- 1 Start Norton Navigator Control Center from the Norton Navigator folder or click here .
- 2 Choose Norton Indexing from the list of programs you can set up.
- 3 Choose Add.  
A wizard guides you through the process of specifying the files you want indexed.

When the index is complete, FastFind finds files containing text string you specify almost instantly.

---

Click here `{button ,AL("FastFind")}` for related information.

## **File selection tips**

- ▶ Select files in more than one drive or folder.

Click the file pane icons to turn on Tag and Multiple Select modes, then click file names on any drive or folder. Display the list of selected files by clicking Tagged List on the View menu.

- ▶ Select files in the current folder.

Click Select Some on the Edit menu and enter the selection criteria. Or press F4 and enter a file specification with wildcards.

- ▶ Select files that meet date, attribute, or other criteria.

Click FastFind on the Tools menu and specify the criteria. Select file names that appear in the Search Results window.

(You can also save the search criteria and load them again to rerun the search and select files.)

- ▶ Select files in an entire branch.

Click the file pane icon that turns on Show Entire Branch, and select files as you do in the current folder.

## File sorting tips

You can save a file sort order in a SmartTab.

- ▶ Click the file column header to sort files by that attribute. Click the header again to sort files in the reverse direction: from last to first or first to last.
- ▶ Specify a two-level sort in the View menu Sort dialog box, such as sorting files first by Type and then by Modified Date within each Type category.
- ▶ Drag the file column header to the far left, and click the file pane icon that turns Outline mode on.

### Example

- ▶ When Show Entire Branch is active, drag the Folder column header to the left. Then turn on Outline mode. In compressed Outline mode, you see the number of files and their total size in each subfolder. Click the hollow square in the column header to expand the list and show file names and attributes in each subfolder.

## About Norton Applets

Many File Manager dialog boxes have independent program equivalents, or applets. The Norton Applets are installed in a subfolder of the Norton Navigator Desktop folder.

Use applets as you would use any other program: create shortcuts to them, put them in the Norton Taskbar QuickLaunch area, drag files to them, and double-click to open them.

File Applets include:

Associate	Label Disk
Compare files	Move
Copy	Rename
Copy Disk	Print File
Create Shortcut	Run
Delete	Synchronize Folders
Encryption	Undo
Norton UnZip	UUEncoding
Norton Zip	Make Directory

► To open a dialog box as an independent program, or Norton File Applet, press Shift as you click the command name in the File, Disk, or Tools menu.

---

[Click here {button ,AL\("applets"\)}](#) for related information.

## Create an empty compression file for instant archiving

You can create an empty compression file and drag files to it to compress them instantly.

- 1 Press Insert or choose New Folder from the file menu.
- 2 In the Create Folder dialog box, enter the name of a compression file, including its extension, such as ARCHIVE.ZIP or OLDFILES.LZH.

Make sure that you enter the full path of the file if you do not want it in the current folder.

- 3 Click OK to return to File Manager, where you can compress files by dragging them to the compression file you just created.

### Note

► By default, Windows 95 long file names are stored by ZIP and LZH compression. If you expect to use a compression file on an older system, make sure that all file names fit the DOS file name format of up to eight file name characters and three extension characters. You can also use the Norton Zip dialog box, which lets you specify that you want files compressed with the DOS file name.

---

Click here {button ,AL("compress;compression file")} for related information.



## Command-line options for Associate applet

Use only the options you need.

### Example

To associate all files that have the .FIL extension with Notepad, use this command:

```
SYMAPASC .fil notepad
```

### Command Line Syntax

SYMAPASC .EXT application [/option /option....]

.EXT	The file extension to associate.
Application	The application to associate with.
/QM	Quiet mode. Suppresses the main dialog box, but does display progress information. Specify /NOPROG to suppress progress messages, and /NOWARN to suppress warnings.
/DEFD=folder	The full path of the default folder to use.
/BEEP	Whether to beep when finished. Enter /BEEP+ to beep or /BEEP- (the default) not to. /BEEP+ works only in Quiet mode.
/SAVE	Whether to save default settings. Enter /SAVE+ (save, the default) or /SAVE- (don't save).
/NOERR	Suppresses display of most error messages. Chooses Cancel in response to errors unless Continue is an option.
/NOWARN	Suppresses display of most warning messages. Chooses Continue or Ignore in most cases.
/NOPROG	Suppresses display of progress information. You cannot cancel an operation if you start it in /NOPROG mode.
/TOP	Keeps the application in front of all open windows on the screen.



## Command-Line options for Move applet

Enter only the command-line options you need.

### Example

To move all of your backup files in C:\TEMP to D:\BACKUP, use this command line:

```
SYMAPMOV *.bak /to=d:\backup /defd=c:\temp
```

### Command Line Syntax

SYMAPMOV Files /TO= [/option /option....]

Files	The files to move.
/TO=path	The folder to which files are moved.
/QM	Quiet mode. Suppresses the main dialog box, but does display progress information. Specify /NOPROG to suppress progress messages, and /NOWARN to suppress warnings.
/DEFD=folder	The full path of the default folder to use.
/BEEP	Whether to beep when finished. Enter /BEEP+ to beep or /BEEP- (the default) not to. /BEEP+ works only in Quiet mode.
/NOERR	Suppresses display of most error messages. Chooses Cancel in response to errors unless Continue is an option.
/NOWARN	Suppresses display of most warning messages. Chooses Continue or Ignore in most cases.
/NOPROG	Suppresses display of progress information. You cannot cancel an operation if you start it in /NOPROG mode.
/TOP	Keeps the application in front of all open windows on the screen.

## Command-Line options for Copy applet

The only command-line options that are saved as defaults are the options that are controlled by check boxes and radio buttons in the dialog box. These options are marked in the list below.

Command-line options are saved only if you use the dialog box to perform an action and you do **not** specify /SAVE- .

### Example

To copy all of your Word for Windows .DOC files, regardless of date, to D:\BACKUP in Quiet mode and beep when finished, use this command:

```
SYMAPCPY *.doc /to=d:\backup /defd=c:\winword /u- /beep+ /qm
```

### Command Line Syntax

SYMAPCPY Files /TO= /U /T [/option /option....]

Files	The files to copy.
/TO=path	The path where files should be copied.
/U	Whether to copy only newer versions of existing files. /U+ copies only new versions , /U- copies all files, regardless of date. (Saved)
/T	Whether a version of the file must currently exist in the destination folder or can be created. Enter /T+ if it must exist, /T- if it can be created. (Saved)
/QM	Quiet mode. Suppresses the main dialog box, but does display progress information. Specify /NOPROG to suppress progress messages, and /NOWARN to suppress warnings.
/NOALL	Confirmation dialog boxes contain the No to All button in addition to the Yes to All button. Present unless you specify /NOALL-.
/DEFD=folder path	The full path of the default folder to use.
/BEEP	Whether to beep when finished. Enter /BEEP+ to beep or /BEEP- (the default) not to. /BEEP+ works only in Quiet mode.
/SAVE	Whether to save default settings. Enter /SAVE+ (save, the default) or /SAVE- (don't save).
/NOERR	Suppresses display of most error messages. Chooses Cancel in response to errors unless Continue is an option.
/NOWARN	Suppresses display of most warning messages. Chooses Continue or Ignore in most cases.
/NOPROG	Suppresses display of progress information. You cannot cancel an operation if you start it in /NOPROG mode.
/TOP	Keeps the application in front of all open windows on the screen.

## Command-Line options for Encryption applet

The only command-line options that are saved as defaults are the options that are controlled by check boxes and radio buttons in the dialog box. These options are marked in the list below.

Command-line options are not saved if you do not use the dialog box to perform an action or you specify /SAVE- .

### Example

To decrypt an encrypted file using the keyword SECRET, use this command:

```
SYMAPENC c:\fileenc.txt /to=c:\file.txt /k=secret
```

### Command Line Syntax

```
SYMAPENC Files /TO= /K= /DEL [/option /option....]
```

Files	The files to decrypt.
/TO=path	The path where decrypted files should be stored.
/K=	The keyword used to decrypt the file.
/DEL	Whether source files should be deleted. To delete source files, enter /DEL+. To keep them, enter /DEL-. (Saved)
/QM	Quiet mode. Suppresses the main dialog box, but does display progress information. Specify /NOPROG to suppress progress messages, and /NOWARN to suppress warnings.
/NOALL	Confirmation dialog boxes that contain the No to All button in addition to the Yes to All button. Present unless you specify /NOALL-.
/DEFD=folder path	The full path of the default folder to use.
/BEEP	Whether to beep when finished. Enter /BEEP+ to beep or /BEEP- (the default) not to. /BEEP+ works only in Quiet mode.
/SAVE	Whether to save default settings. Enter /SAVE+ (save, the default) or /SAVE- (don't save).
/NOERR	Suppresses display of most error messages. Chooses Cancel in response to errors unless Continue is an option.
/NOWARN	Suppresses display of most warning messages. Chooses Continue or Ignore in most cases.
/NOPROG	Suppresses display of progress information. You cannot cancel an operation if you start it in /NOPROG mode.
/TOP	Keeps the application in front of all open windows on the screen.

## Command-Line options for Compress applet

The only command-line options that are saved as defaults are the options that are controlled by check boxes and radio buttons in the dialog box. These options are marked in the list below.

Command-line options are not saved if you do not use the dialog box to perform an action or you specify /SAVE- .

### Example

To update a backup compression file with all of the .DOC files in the WINWORD folder, storing the full path, use this command:

```
SYMAPCMP *.doc /to=d:\backup.zip /defd=c:\winword /u+ /p=f /m-
```

### Command Line Syntax

```
SYMAPCMP Files /TO= /M /U /P [/option /option....]
```

Files	The files to compress.
/TO=path	The folder where the compression file is stored.
/M	Whether source files are deleted. Enter /M+ to delete source files. Enter /M- to keep source files. (Saved)
/U	Whether only newer versions of files are compressed. Enter /U+ to compress files only if they are newer than files already in the compression file set. Enter /U- to compress files regardless of the date of the equivalent file in the compression file set. (Saved)
/P	How the path is stored. Enter /P+ to store the path. Enter /P- not to store the path. Enter /P=F to store the full path. (Saved)
/QM	Quiet mode. Suppresses the main dialog box, but does display progress information. Specify /NOPROG to suppress progress messages, and /NOWARN to suppress warnings.
/NOALL	Confirmation dialog boxes that contain the No to All button in addition to the Yes to All button. Present unless you specify /NOALL-.
/DEFD=folder path	The full path of the default folder to use.
/BEEP	Whether to beep when finished. Enter /BEEP+ to beep or /BEEP- (the default) not to. /BEEP+ works only in Quiet mode.
/SAVE	Whether to save default settings. Enter /SAVE+ (save, the default) or /SAVE- (don't save).
/NOERR	Suppresses display of most error messages. Chooses Cancel in response to errors unless Continue is an option.
/NOWARN	Suppresses display of most warning messages. Chooses Continue or Ignore in most cases.
/NOPROG	Suppresses display of progress information. You cannot cancel an operation if you start it in /NOPROG mode.
/TOP	Keeps the application in front of all open windows on the screen.

## Command-Line options for Expand applet

The only command-line options that are saved as defaults are the options that are controlled by check boxes and radio buttons in the dialog box. These options are marked in the list below.

Command-line options are not saved if you do not use the dialog box to perform an action or you specify /SAVE- .

### Examples

To expand all .DOC files with stored paths from a backup compression file on your D: drive and leave the compressed version in the compression file, use this command:

```
SYMAPEXP d:\backup.zip /c=*.doc /defd=c:\winword /u- /p+ /del-
```

### Command Line Syntax

SYMAPEXP Compression file /C= /TO= /U /P /DEL [/option /option....]

Compression file	The name of the compression file where compressed files are stored.
/C=	The individual compressed file to expand. To specify more than one file, use a file name with wildcard characters, such as *.EXE or WN*.*.
/TO=path	The folder where the expanded files are to be stored.
/U	Whether files are expanded only if newer than the destination version. Enter /U+ to expand files only if they are newer than files already in the destination folder. Enter /U- to expand files regardless of the date of the equivalent file in the folder. (Saved)
/P	Whether files are restored to the stored path. Enter /P+ to restore files to the stored path. Enter /P- not to restore files to the path. (Saved)
/DEL	Whether files in the compression file set are deleted from the set when they are expanded. Enter /DEL+, or /DEL without any sign, to delete compressed files when they are expanded. Enter /DEL- not to. (Saved)
/QM	Quiet mode. Suppresses the main dialog box, but does display progress information. Specify /NOPROG to suppress progress messages, and /NOWARN to suppress warnings.
/NOALL	Confirmation dialog boxes contain the No to All button in addition to the Yes to All button. Present unless you specify /NOALL-.
/DEFD=folder path	The full path of the default folder to use.
/BEEP	Whether to beep when finished. Enter /BEEP+ to beep or /BEEP- (the default) not to. /BEEP+ works only in Quiet mode.
/SAVE	Whether to save default settings. Enter /SAVE+ (save, the default) or /SAVE- (don't save).
/NOERR	Suppresses display of most error messages. Chooses Cancel in response to errors unless Continue is an option.
/NOWARN	Suppresses display of most warning messages. Chooses Continue or Ignore in most cases.
/NOPROG	Suppresses display of progress information. You cannot cancel an operation if you start it in /NOPROG mode.
/TOP	Keeps the application in front of all open windows on the screen.

## Command-Line options for Run applet

Enter only the command-line options you need.

### Example

To run the Windows Notepad application in a full-screen window, use this command:

```
SYMAPRUN c:\windows\notepad.exe /rm=+
```

### Command line syntax

```
SYMAPRUN File /RM [/option /option...]
```

File	The name of the file to run.
/RM=	The window size. Enter 0 (normal), + (maximized) or - (minimized).
/QM	Quiet mode. Suppresses the main dialog box, but does display progress information. Specify /NOPROG to suppress progress messages, and /NOWARN to suppress warnings.
/DEFD=folder path	The full path of the default folder to use.
/BEEP	Whether to beep when finished. Enter /BEEP+ to beep or /BEEP- (the default) not to. /BEEP+ works only in Quiet mode.
/NOERR	Suppresses display of most error messages. Chooses Cancel in response to errors unless Continue is an option.
/TOP	Keeps the application in front of all open windows on the screen.

## Command-Line options for Print applet

Enter only the command-line options you need.

### Example

To print your AUTOEXEC.BAT file on your LPT2: printer port, use this command:

```
SYMAPPRT c:\autoexec.bat /p=L2
```

### Command Line Syntax

```
SYMAPPRT File /P [/option /option....]
```

File	The file to print.
/P=	The printer port. Enter /P=Ln for LPTn and /P=Cn for COMn. Enter a digit (n) that identifies a printer port you are connected to.
/QM	Quiet mode. Suppresses the main dialog box, but does display progress information. Specify /NOPROG to suppress progress messages, and /NOWARN to suppress warnings.
/DEFD=folder path	The full path of the default folder to use.
/BEEP	Whether to beep when finished. Enter /BEEP+ to beep or /BEEP- (the default) not to. /BEEP is active only in Quiet mode.
/SAVE	Whether to save default settings. Enter /SAVE+ (save, the default) or /SAVE- (don't save).
/NOERR	Suppresses display of most error messages. Chooses Cancel in response to errors unless Continue is an option.
/NOWARN	Suppresses display of most warning messages. Chooses Continue or Ignore in most cases.
/NOPROG	Suppresses display of progress information. You cannot cancel an operation if you start it in /NOPROG mode.
/TOP	Keeps the application in front of all open windows on the screen.

## Command-Line options for Copy Disk applet

The only command-line options that are saved as defaults are the options that are controlled by check boxes and radio buttons in the dialog box. These options are marked in the list below.

Command-line options are not saved if you do not use the dialog box to perform an action or you specify /SAVE- .

### Example

To make several copies of a disk in your B: drive, and verify and confirm each copy, use this command:

```
SYMAPCPD b b /m+ /c+ /v+
```

### Command Line Syntax

```
SYMAPCPD Source drive Destination drive /M /C /V [/option /option....]
```

Source drive	The drive containing the original disk. If this option consists of more than two characters, such as C:, then it is considered an <u>image file</u> , such as C:\A.DSK.
Destination drive	The drive containing a disk for the copy. If this option is more than two characters, it is considered an image file.
/M	Whether more than one copy is to be made. Enter /M+ for multiple copies. Enter /M- for a single copy. (Saved)
/C	Whether confirmation is requested. Enter /C+ to confirm copying. Enter /C- not to confirm.
/V	Whether the copy is verified against the original. Enter /V+ to verify. Enter /V- to skip verification. (Saved)
/QM	Quiet mode. Suppresses the main dialog box, but does display progress information. Specify /NOPROG to suppress progress messages, and /NOWARN to suppress warnings.
/DEFD=folder path	The full path of the default folder to use.
/BEEP	Whether to beep when finished. Enter /BEEP+ to beep or /BEEP- (the default) not to. /BEEP+ works only in Quiet mode.
/SAVE	Whether to save default settings. Enter /SAVE+ (save, the default) or /SAVE- (don't save).
/NOERR	Suppresses display of most error messages. Chooses Cancel in response to errors unless Continue is an option.
/NOWARN	Suppresses display of most warning messages. Chooses Continue or Ignore in most cases.
/NOPROG	Suppresses display of progress information. You cannot cancel an operation if you start it in /NOPROG mode.
/TOP	Keeps the application in front of all open windows on the screen.



## Command-Line options for Format Disk applet

The only command-line options that are saved as defaults are the options that are controlled by check boxes and radio buttons in the dialog box. These options are marked in the list below.

Command-line options are not saved if you do not use the dialog box to perform an action or you specify /SAVE- .

### Example

To format a 1.2MB density system disk in your 5.25-inch drive A:, and give it the label BACKUP, use this command:

```
SYMAPFMT a:
```

### Command Line Syntax

```
SYMAPFMT Drive
```

Drive                    The letter identifier of the drive containing the disk to be formatted.

## Command-Line options for Create Folder applet

Enter only the command-line options you need.

### Examples

To create a folder and subfolder in C:\TEMPMAIL, use this command:

```
SYMAPMKD c:\temp\mail
```

### Command Line Syntax

SYMAPMKD Folder [option /option....]

Folder	The folder to create.
/QM	Quiet mode. Suppresses the main dialog box, but does display progress information. Specify /NOPROG to suppress progress messages, and /NOWARN to suppress warnings.
/DEFD=folder path	The full path of the default folder to use.
/BEEP	Whether to beep when finished. Enter /BEEP+ to beep or /BEEP- (the default) not to. /BEEP+ works only in Quiet mode.
/NOERR	Suppresses display of most error messages. Chooses Cancel in response to errors unless Continue is an option.
/NOWARN	Suppresses display of most warning messages. Chooses Continue or Ignore in most cases.
/TOP	Keeps the application in front of all open windows on the screen.

## Command-Line options for Label Disk applet

Enter only the command-line options you need.

### Examples

To give the label GEORGE to an existing disk in your A: drive, use this command:

```
SYMAPLBL a /V=george
```

### Command Line Syntax

```
SYMAPLBL Drive /V= [/option /option...]
```

Drive	The drive that contains the formatted disk.
/V=label	The label for the disk.
/QM	Quiet mode. Suppresses the main dialog box, but does display progress information. Specify /NOPROG to suppress progress messages, and /NOWARN to suppress warnings.
/DEFD=folder path	The full path of the default folder to use.
/BEEP	Whether to beep when finished. Enter /BEEP+ to beep or /BEEP- (the default) not to. /BEEP+ works only in Quiet mode.
/NOERR	Suppresses display of most error messages. Chooses Cancel in response to errors unless Continue is an option.
/NOWARN	Suppresses display of most warning messages. Chooses Continue or Ignore in most cases.
/TOP	Keeps the application in front of all open windows on the screen.

## Command-Line options for Rename applet

Enter only the command-line options you need.

### Example

To rename all .TXT files in the REPORTS folder to .WRI files, use this command:

```
SYMAPREN *.txt /to=*.wri /defd=c:\reports
```

### Command Line Syntax

SYMAPREN Files /TO= [/option /option....]

Files	The files to rename.
/TO=	The new name for the files or folders. You can use a wildcard pattern, such as *.BMP.
/QM	Quiet mode. Suppresses the main dialog box, but does display progress information. Specify /NOPROG to suppress progress messages, and /NOWARN to suppress warnings.
/NOALL	Confirmation dialog boxes that contain the No to All button in addition to the Yes to All button. Present unless you specify /NOALL-.
/DEFD=folder path	The full path of the default folder to use.
/BEEP	Whether to beep when finished. Enter /BEEP+ to beep or /BEEP- (the default) not to.
/NOERR	Suppresses display of most error messages. Chooses Cancel in response to errors unless Continue is an option.
/NOWARN	Suppresses display of most warning messages. Chooses Continue or Ignore in most cases.
/NOPROG	Suppresses display of progress information. You cannot cancel an operation if you start it in /NOPROG mode.
/TOP	Keeps the application in front of all open windows on the screen.

## Command-Line options for Synchronize Folders applet

The only command-line options that are saved as defaults are the options that are controlled by check boxes and radio buttons in the dialog box. These options are marked in the list below.

Command-line options are not saved if you do not use the dialog box to perform an action or you specify /SAVE- .

### Examples

To synchronize both C:\DIRA and D:\DIRB, including subfolders, use this command:

```
SYMAPSYN c:\dira d:\dirb /SD=b /r+
```

### Command Line Syntax

SYMAPSYN Left folder Right folder /SD= /R [/option /option....]

Left Folder	The folder that appears in the left panel.
Right Folder	The folder that appears in the right panel.
/SD=	The direction of synchronization: /SD=B, both ways, /SD=12, left to right, /SD=21, right to left.
/R	Whether subfolders are included. Enter /R+ to include subfolders. Enter /R- to synchronize only a single folder. (Saved)
/QM	Quiet mode. Suppresses the main dialog box, but does display progress information. Specify /NOPROG to suppress progress messages, and /NOWARN to suppress warnings.
/DEFD=folder path	The full path of the default folder to use.
/BEEP	Whether to beep when finished. Enter /BEEP+ to beep or /BEEP- (the default) not to. /BEEP+ works only in Quiet mode.
/SAVE	Whether to save default settings. Enter /SAVE+ (save, the default) or /SAVE- (don't save).
/NOERR	Suppresses display of most error messages. Chooses Cancel in response to errors unless Continue is an option.
/NOWARN	Suppresses display of most warning messages. Chooses Continue or Ignore in most cases.
/NOPROG	Suppresses display of progress information. You cannot cancel an operation if you start it in /NOPROG mode.
/TOP	Keeps the application in front of all open windows on the screen.

## Command-Line options for Compare Files applet

The dialog box always opens so that you can choose Compare to start comparing the files you specify.

### Examples

To compare two versions of an AUTOEXEC.BAT file in your C drive root folder, with case-sensitivity, use this command:

```
SYMAPCOM autoexec.sav autoexec.bak /CS+ /DEFD=C:\
```

### Command Line Syntax

SYMAPCOM First file Second file /CS /DEFD= [/option /option....]

**/CS** Whether to compare the case of characters. Enter /CS+ for case-sensitive comparison. Non-case-sensitive comparison is the default.

**/DEFD=folder path** The full path of the default folder to use.

**/SAVE** Whether to save default settings. Enter /SAVE+ (save, the default) or /SAVE- (don't save).

**/TOP** Keeps the application in front of all open windows on the screen.

## Command-line options for Delete applet

The only command-line options that are saved as defaults are the options that are controlled by check boxes and radio buttons in the dialog box. These options are marked in the list below.

Command-line options are not saved if you do not use the dialog box to perform an action or you specify /SAVE- .

### Example

To delete all the temporary files in the root folder on your C: drive, use this command:

```
SYMAPDEL c:\*.tmp
```

### Command Line Syntax

SYMAPDEL Files /M /CNOS [/option /option...]

Files	The files to delete.
/M=	The delete method. Enter /M=S for standard deletion, the default. Enter /M=W for wipe delete, which writes over the clusters of the deleted file. (Saved)
/CFDEL	Whether to request confirmation when deleting files. Enter /CFDEL+ to request confirmation, /CFDEL- not to.
/CDDEL	Whether to request confirmation when deleting folders. Enter /CDDEL+ to request confirmation, /CDDEL- not to.
/QM	Quiet mode. Suppresses the main dialog box, but does display progress information. Specify /NOPROG to suppress progress messages, and /NOWARN to suppress warnings.
/NOALL	Confirmation dialog boxes contain the No to All button in addition to the Yes to All button. Present unless you specify /NOALL-.
/DEFD=folder path	The full path of the default folder to use.
/BEEP	Whether to beep when finished. Enter /BEEP+ to beep or /BEEP- (the default) not to. /BEEP+ works only in Quiet mode.
/SAVE	Whether to save default settings. Enter /SAVE+ (save, the default) or /SAVE- (don't save).
/NOERR	Suppresses display of most error messages. Chooses Cancel in response to errors unless Continue is an option.
/NOWARN	Suppresses display of most warning messages. Chooses Continue or Ignore in most cases.
/NOPROG	Suppresses display of progress information. You cannot cancel an operation if you start it in /NOPROG mode.
/TOP	Keeps the application in front of all open windows on the screen.





