

## Customize

Customizes the toolbar, menus, or keyboard shortcuts. If you choose All from the Customize submenu, all available tabs appear in the Customize dialog box.

Click	To change
Toolbar	Commands on the toolbar.
Menu	Commands on the menus.
Keyboard	Shortcut keys for commands.
Commands	Custom commands that start other programs.

### Note

► To open the Customize dialog box if you have inadvertently removed it from the Options menu, press Ctrl + Alt + Shift + F10. Then make sure that you add Customize to the Options menu!

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

## Toolbar

Creates a new toolbar scheme or changes an existing one.

- ▶ To change the appearance of the buttons and the location of the toolbar, click Style.
- ▶ To add a command to the toolbar, select the command in the Commands list box and click Insert.

### To create a new toolbar:

- 1 Click Copy and enter your name for the toolbar.
- 2 Adjust the commands on the toolbar:
  - Remove commands by selecting a button in the toolbar replica and clicking Delete.
  - Add command by selecting them in the Commands box and clicking Insert. New commands appear to the left of the selected command button.
  - ▶ Move a command button by selecting it and clicking the right or left arrow button.
- 4 Change the style of the toolbar (placement and button style) by clicking Style.
- 5 Save the new toolbar.

When you save a new toolbar and close the Customize dialog box, the toolbar appears in the File Manager window.

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

A representation of the selected toolbar scheme.

Click an arrow to move the selected toolbar button to the right or left.

Click to insert a blank space, which is used as a divider between sections of the toolbar.  
In the actual toolbar, the blank space is about a quarter of the size of a full button.

Lets you specify how toolbar buttons are displayed and where the toolbar is located in the window.

Show both the large icon and the command name.

Show only the large icon for the command.



Show both the small icon and the command name.

Show only the small icon for the command.

Show only the command name.

Display the toolbar command name when the mouse pointer pauses over the button.  
Toolbar balloons appear only if the button style does not include text.

Position the toolbar horizontally, under the menu bar at the top of the window.

Position the toolbar horizontally, above the status line at the bottom of the window.

Position the toolbar vertically, at the left of the window.

Position the toolbar vertically, at the right of the window.



Create a horizontal toolbar that you can move around the screen.

Create a vertical toolbar that you can move around the screen.

Closes the Select Toolbar Style dialog box without saving any changes you made.

Saves the changes you made and closes the Select Toolbar Style dialog box.

## Keyboard

Adds or removes keyboard shortcut keys for commands.

### To insert a new command and shortcut key:

- 1 Select the command in the Commands box, such as Compute Branch Size.
- 2 Press a shortcut key, such as Ctrl + Shift + Q..
- 3 Click Insert.

If the shortcut key is already assigned to another command, the Insert button changes to Replace.

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

Commands that already have shortcut keys.

- ▶ To change the shortcut key, double-click the shortcut line so that the current key assignment appears in Shortcut Key. Then press the key you want and click Insert to add another shortcut key for the command. You can delete the original command and shortcut key assignment.

Key names are entered automatically in the box when you press the keys.

If you enter a shortcut key already in use, the Insert button changes to Replace and you can choose whether or not to replace the command currently assigned to the key.

## Menu

Lets you add, delete, rename, or reorganize menu commands.

To add a command to the menu at the level of the selected menu item:

- 1 Scroll through the Commands list box.
- 2 Select the command you want to add.
- 3 Click Insert.

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



The selected menu scheme.

**Warning**

► Choose the Default button only if you want to return the selected menu to the default menu scheme shipped with the product.

## Edit Menu Schemes

Choose Menu from the Options menu Customize command to:

- ▶ Delete commands you do not use.
- ▶ Add a new menu category.
- ▶ Add custom commands you have created.
- ▶ Change the order of commands on a menu.
- ▶ Move commands from one menu to another.
- ▶ Add separator bars.

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

## Edit Menu Command Names

You are most likely to edit the names of commands that you have created yourself. For example, you might edit a menu level header you have added, and give it a unique name.

► To change the name of any command on the menu, select the command, then press F2 to edit the name. Type the name you want to assign to the command, and press Enter.

► To create an underline character for use as a keyboard shortcut, insert an ampersand (&) before the letter you want to use. Make sure that the shortcut key you create does not conflict with another shortcut key.

To include a literal ampersand character in the command name, insert two ampersands.

For example, type My&Command to produce MyCommand. TypeMy&&Command to produce My&Command.

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

Adds a divider line above the selected command.

Adds a new menu at the level of the selected box.

If you selected a menu name, a new menu is inserted above it. If you selected a menu command, a cascading submenu is inserted.

The default name for the new menu is Custom Menu. When you create the new menu item, enter a descriptive name to replace Custom Menu. To change the name later, select the menu name, then press F2 to edit it.

## **Custom commands**

Lets you set up other programs, such as Excel or Notepad, as custom commands that you can run from the File Manager toolbar or menus.

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

## Create Custom Commands

Choose any Options menu Customize submenu to add your own custom commands.

1 Choose any submenu on the Options menu Customize command, then click the Commands tab in the dialog box that appears.

2 Enter the program path and name in the Customize Commands tab of the Customize dialog box, or

To locate the program and enter its name and path automatically, click ▶.

3 Enter information for any or all of these options:

▶ Add command-line options, including replaceable parameters.

▶ Add a working folder.

▶ Enter the words you want on the button and menu item.

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


The custom commands that you have added.

These commands also appear in the Commands list of the Menu, Keyboard, and Toolbar pages.



The name you assign to the command. It does not have to be the official name of the command.


The full path and name of the program, including command-line options that modify its default behavior, such as `%file%`, which opens the program with the selected file in it.

Click  to locate the program and insert its name and path automatically.

When you enter the executable file path and name, the text boxes are automatically filled in with defaults for the file. Edit the defaults to change the text that appears in menus, buttons, and the status line, and to add command-line options.

The folder where the program looks for data files and other documents.

This information is optional. If you leave the working folder box blank when you first create a new command, the default is the program folder. If you delete the working folder information, the default is the Windows folder.

Click  to locate the folder and insert its path automatically.

A descriptive comment that appears on the status bar.

The size of the window when the program is started: normal, minimized, or maximized.

A very short name to appear on a toolbar button for this command.  
The name appears as a Tooltip if the toolbar style does not include the text label.

A short name to appear as a menu item for this command.

Edit the name and place an ampersand (&) before the letter you want to use as a shortcut for this command.

Click the arrow keys to move the selected item up or down in the menu list hierarchy.



Displays a generic command template that you fill in.

Deletes the selected custom command.

Opens a dialog box where you can select a drive, folder, and file, and insert the path and file name automatically.

Opens a dialog box where you can select a folder, and insert its path automatically.

Saves all new or changed configurations for this part of the Customize dialog box.

Makes a copy of the named scheme or custom command.

To create a new scheme or version of the command, type a new name and modify the copy.

Inserts the command that appears in the Commands box into the named scheme. The command is positioned either to the left of the selected item or above it.

In the Keyboard tab, the Insert button is inactive until you specify the shortcut key. If you enter a shortcut key that is already assigned, the Insert button changes to a Replace button and you can choose whether or not to replace the command associated with the key.

Deletes the selected item on the toolbar, menu, or keyboard shortcut key list.



Deletes the selected named scheme.

Reverts the selected toolbar, menu, or keyboard scheme to the default that was shipped with the product.  
All changes are lost.

The name of the current scheme. Click the arrow to the right of the list box to see the schemes you have saved. Scheme names are case-sensitive. For example, you could have a scheme named Projects and another named PROJECTS.

Commands you can add to the toolbar, menu, or keyboard shortcuts.  
The list includes custom commands you have set up.

Saves the current menu, toolbar, keyboard scheme or custom command, and applies it in the window.

Returns to the main window without saving any changes.

Use replaceable parameters on the command line to open the program with the currently selected file, folder, or drive.

%FILE%            The selected file name

%DIR%            The selected path, including drive letter, colon, folder branch and trailing backslash.

%DRIVE%          The selected logical drive letter, including the colon.

%SELECTION%     The selected item, including its full path.

Opens the help file and displays information about this dialog box.





