FileMan 2.4
Manual

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INTRODUCTION

Overview

FileMan is a Microsoft WINDOWS (version 3.x) file manager for copying, moving, renaming, and deleting files.

In addition, other features are provided to

        -change file attributes
        -rename or delete subdirectories
        -perform file searches.
        -display extended file information such as creation date, time, and attributes.
        -sort the file display.
        -view some files in their native format
        -allow copying of entire directories and subdirectories with a single command.
        -launch both DOS and WINDOWS Applications.
        -format diskettes. (Requires DOS 3.2 or later)

Getting Started

FileMan requires two files to run: FileMan.EXE and FileMan.HLP. Copy these files to a directory on your path, preferably your WINDOWS directory. If you are using the WINDOWS Program Manager, choose the File New Menu command. Create a Program Item with the complete pathname to the FileMan.EXE file.
Command Line Options

On startup FileMan's display can set by including a command line option as follows:

/m   ---start maximized
/i   ---start as an icon
/l   ---start at position and size when FileMan was last exited
/c   ---always start centered (this is also the default)
Use these options to specify the Fileman under Program Manager such as fileman.exe /m
These options will overide the Run minimized option under Program Manager.

If you use FileMan beyond a 30-day evaluation period, you are

obligated to register it as described below. When you register you will receive a diskette containing the latest version of FileMan, along with a license number to enter in FileMan upon start up. Enter the license number exactly as printed, then press enter. The startup window will be disabled when you run FileMan again.

Basic Operations

FileMan follows the standard conventions for Windows programs. Refer to Chapter 2 of your Microsoft Windows User's Guide for instructions on using menus, selecting files or directories, working with dialog boxes, and using the Windows Help facility.

The main FileMan window consists of a listing of the source files and directories on the left and the destination files/directories on the right. The type of files displayed can be altered by changing the file specification in the edit box at the top. The filename must include a wild card character (* or ?). Otherwise, the default specification of *.* is used.

Moving from one directory to another is accomplished by double clicking on the appropriate directory in the directory list box. Double clicking on a file name will run the file if it is a Windows or MS-DOS application described in your WIN.INI file under the [Extensions] section. Because the files listbox is a multiple selection type, the file launched is the first highlighted file in the list box. Deselect all the other files first by clicking on the [Clear] button before choosing a file.

Selected files can be copied or moved to the destination directory by pressing the appropriate button. The [Graft->] button copies all the files of the type displayed in the source directory along with all of the same type of files in any subdirectories of the source directory. These latter files are placed in similarly named subdirectories of the destination directory. If the subdirectory does not exist it is automatically created.

Files in either the source or destination directory can be renamed or deleted by pressing either the [Del] or [Ren] button, respectively. The file can be viewed by pressing the [View] button. The view capability is only useful when examining ASCII or standard text files.

New directories can be made and existing directories deleted or renamed using the buttons under the directory list boxes. A directory

must be completely empty of files, including any hidden files, before it can be deleted.

COMMANDS

File Menu Commands

Run

    This menu command brings up a dialog box to allow you to type in the name of an application file to run.

Print

    This command allows printing of either the source or destination directory using the current WINDOWS print settings. To make a permanent change to your printer settings, use the WINDOWS Control Panel.

Search

    This command invokes a dialog box that allows file searches to be performed. First, select both the disk to search and the type of files to find. Then press the [Go] button to start the search. The names of the files matching the search specification will appear after several seconds.

Format Disk

    This command invokes a dialog box that allows formatting of diskettes. First, select the drive on which the format is to be performed. A dialog box appears allowing you to set either a high low capacity format, a label, and to make a bootable disk. After setting the proper options, press the [Format] button to start the format.

Change Directory

    Invokes a dialog box to change either the source or destination directory. This dialog box can also be brought up by double clicking in the area of the main window where the current

directories are displayed.

Exit

Closes all open windows and exits FileMan.

View Menu Commands

The View menu commands permit additional file information to be displayed in the file list boxes. Only some of the four file data (size, date, time, and attributes) may be displayed at the same time. To view the additional information, the [Long]/[Short] button toggles the file display to an expanded or normal view. In addtion, the main FileMan window can be expanded and the file listing windows will also be enlarged.

Size

Displays file size in bytes.

Date

Displays the file creation or last modification date.

Time

Displays the file creation or last modification time.

Attributes

Displays the file attributes. The attributes are:

R--Read only
H--Hidden
S--System
A--Archive

Sort By

This menu command sorts the file display according to file name, file kind or extension, size, or date.

Option Menu Commands

Configuration

This command brings up a dialog box to allow four default options to be specified. These options are:

Confirm File Delete

> If this box is checked, each time a file is deleted, you are asked to confirm that the file is to be deleted. Confirmation will also occur when an existing file is about to be overwritten with a file of the same name during a copy or move operation.

Confirm Directory Delete

> If this box is checked, each time a directory is deleted, you are asked to confirm that the directory is to be deleted.

View Hidden/System Files

> If this box is checked, files with the hidden or system attribute are included in the file display boxes in addition to normal and read only files. Note that the system files in your root directory (ibmdos.com and ibmbio.com) should never be deleted.

Size/Date-Sort Descending

> If this option is selected, files sorted by size or date will be sorted from the latest or largest to the smallest or earliest.

If you want your choices to remain in effect the next time you start FileMan, choose the [Save] button. If you want to change the option for just the current session of FileMan choose the [Ok] button.

Change Icon

This command invokes a dialog box allowing the icon used by FileMan to be changed.

Color

This command invokes a dialog box allowing some of the text colors used by FileMan to be changed. If you want your choices to remain in effect the next time you start FileMan, choose the [Save] button. If you want to change the option for just the current session of FileMan choose the [Ok] button.

Button Commands

Center	Function
[<]	Sets source directory to the current destination directory.
[>]	Sets destination directory to the current source directory.
[+]	Swaps destination and source directories.
[Move->]	Moves selected files from source to destination and deletes the source files.
[Copy->]	Copies selected files from source to destination.
[BkUp->]	Copies selected files from source to destination if the source file has the archive attribute set. After the source file is copied, the source file archive attribute is cleared. Only files that have been altered since the last backup are copied by this command.
[Graft->]	Copies all files from source to destination along with subdirectories and their files. Only files of the same type as displayed in source file list are copied.
[Find]	Invokes a dialog box for performing a file search.
[Long]	Toggles the file display boxes between long and short listing. With a long listing, additional information such as date and size can be displayed. You can also toggle this option with the right mouse button.

File Buttons	Function
[All]	Selects all files in either the source or destination list box.
[Clear]	Unselects the files in the associated list box.

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[Ren]   Invokes a dialog box to rename the first selected file in the associated list box. By checking the [Duplicate File] box the file with the new name is created while leaving the existing file with the old name intact. If the [Duplicate File] button is unchecked the existing copy of the file with the old name is renamed with no new copy of the file created.

[Del]   Deletes the selected files.

[Info]   Invokes a dialog box to show more information about the first selected file. This dialog also allows changing of the file attributes.

[View]   Displays the contents of the first selected file. The view capability is only useful when examining ASCII or standard text files. For files larger than about 64K, only the first 64K is displayed.

Directory Button   Function

[MkDir]   Invokes a dialog box to make a new subdirectory.

[RmDir]   This button will delete the selected subdirectory if it contains no files, including no hidden files.

[RenD]   Invokes a dialog box to rename the selected subdirectory.

[Free]   Displays available space on the source or destination drive.

PROCEDURES

Copying Files

To copy files:

1. Select the files you want to copy in the source file list box.
2. Press the Copy button.

The highlighted files will be copied to the destination directory. As the files are copied the filenames appear under the source and destination list boxes.

Deleting Files

To delete files:

1. Select the files you want to delete in either the source or destination file list box.
2. Press the Del button under the file list box.

The highlighted files will be deleted. You will be asked for confirmation before the file is actually deleted. If you do not want this confirmation, change the default under the Option menu. Files with the Read Only attribute can not be deleted unless the Read Only attribute is first cleared.

Backing Up Files

To backup files:

1. Select the files you want to backup in the source file list box.
2. Press the BkUp-> button.

The highlighted files will be copied to the destination directory if the source file has the archive attribute set. If the source file is copied, the source file archive attribute is then cleared. Only files that have been altered since the last backup are copied. As the files are copied the filenames appear under the source and destination list boxes.

Moving Files

To move files:

1. Select the files you want to move in the source file list box.
2. Press the Move button.

The highlighted files will be copied to the destination directory and then deleted from the source file list box. As the files are moved the filenames appear under the source and destination list boxes. Files with the Read Only attribute can not be deleted unless the Read Only attribute is first cleared.

Launching Applications

To launch an application select the file and press enter or double click. If the file is not a program file, the application and its data files must be defined in the [EXTENSIONS] section of your WIN.INI file. For example, the statement

<div align="center">cal=calender.exe ^.cal</div>

associates files with the *.cal extension with the WINDOWS Calender program. For MS-DOS applications, the extension should be associated with a *.pif file or the dos application itself, such as

<div align="center">bas=qb.pif ^.bas</div>

File Search

The Find button invokes a dialog box to allow searching for files. The File Search menu command also invokes the dialog box. The default specification (*.*) will find all files on a selected drive and display the results in the list box. The names of the files matching the search specification will appear after several seconds.

File Information

All of the file information including size, creation date and attributes can be displayed by selecting the file and pressing the [Info] button.

Viewing Files

To view a file make sure the file is the only selected file and press the [View] button. Both ASCII and non-ASCII files can be displayed. Currently, the non-ASCII files that can be displayed in their native format include WINDOWS Bitmap files (*.BMP) and WINDOWS Metafiles (*.WMF). Additional files can be viewed if you have the appropiate file import filters. See the Filters section on page 13 for additonal details in configuring FileMan to view these files.

If an appropiate filter is not available, the display of a non-ASCII files will contain primarily random characters. If the file viewed is larger than about 64K, only the first 64K characters are shown.
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Changing File Attributes

To change a file attribute:

1. Select the file whose attributes you want to change in either the source or destination file list box. Only one file should be selected.

2. Press the Info button.

A dialog box will appear allowing you to change the attributes of the file. The dialog box also gives the date and time the file was created and the size of the file.

Displayed Files

To change the type of files displayed, change the display search mask in the edit box at the top. The file specification must include a wild card character (? or *); otherwise the default is used. A new path name can also be included and FileMan will update the directory before displaying the new file list.

Selecting Files

Files are selected by clicking on the file name or moving the highlight using the arrow keys.

Renaming Files

To rename a file:

1. Select the file you want to rename in either the source or destination file list box. Only one file should be selected.
2. Press the Ren button.

A dialog box will appear allowing you to type a new name for the file. Files with the Read Only attribute cannot renamed until the file attribute is changed. By checking the [Duplicate File] box, the file with the new name is created while leaving the existing file with the old name intact. If the [Duplicate File] button is unchecked the existing copy of the file with the old name is renamed with no new copy of the file created.

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Deleting Directories

To delete a directory:

1. Check to be sure that the directory is empty with no subdirectories or hidden files.
2. Highlight the directory name that you want to delete in the directory list box.
3. The selected directory will be deleted if it is empty.

Creating Subdirectories

To make a new directory, press the appropriate MkDir button. A dialog box will appear asking you for the new directory name. You do not have to type the entire path.

Changing Directories

To change either the source or destination directory, double click on the directory name in the directory list box.

Renaming Subdirectories

To rename a directory:

1. Select the directory you want to rename in either the source or destination directory list box.
2. Press the RenD button under the list box.

A dialog box will appear allowing you to type a new name for the directory.

Copying Directories

The [Graft->] button copies all the files of the type displayed in the source directory along with all of the same type of files in any subdirectories of the source directory. These latter files are placed in similarly named subdirectories of the destination directory. If the

subdirectory does not exist it is automatically created.

Free Space Available

The [Free] button displays the available space on the drives specified by the source and destination directories.

Printing Directories

Choose the File Print menu command and then which directory you want printed in the dialog box. The current WINDOWS print settings are used. To make a permanent change to your printer settings, use the WINDOWS Control Panel. Only the files displayed in the current directory are printed. To print all the files, change the files displayed using the *.* specification.

FileMan Configuration

Choose the Option Configuration menu command to bring up a dialog box to allow three default options to be specified. These options are:

Confirm File Delete

If this box is checked, each time a file is deleted, you are asked to confirm that the file is to be deleted. Confirmation will also occur when an existing file is about to be overwritten with a file of the same name during a copy or move operation.

Confirm Directory Delete

If this box is checked, each time a directory is deleted, you are asked to confirm that the directory is to be deleted.

View Hidden/System Files

If this box is checked, files with the hidden or system attribute are included in the file display boxes, in addition to normal and read only files. Note that the system files in your root directory (ibmdos.com and ibmbio.com) should never be deleted.

Size/Date-Sort Descending

If this option is selected, files sorted by size or date will be sorted from the latest or largest to the smallest or earliest.

If you want your choices to remain in effect the next time you start FileMan, choose the [Save] button. If you want to change the option for just the current session of FileMan choose the [Ok] button.

Formatting Diskettes

This command requires DOS 3.2 or later. Choose the File Format Disk menu command. A dialog box prompts you to choose which drive to format the drive on. Currently, the following drive types are supported:

        5.25 inch, 360K,   9 sectors per track, 2 sided, 40 tracks
        5.25 inch, 1.2M, 15 sectors per track, 2 sided, 80 tracks
        3.5 inch, 720K,   9 sectors per track, 2 sided, 80 tracks
        3.5 inch, 1.44M, 18 sectors per track, 2 sided, 80 tracks

A dialog box then appears which allows several options to be set:

Volume Label   11 alphanumeric characters or less

High Capacity   This option is used for drives that support
                           more than one disk capacity. This option should be
                           set according to the size of the disk to be formatted.
                           Attempting to format a low density disk to a high
                           capacity will result in a format error.

Make System Disk Set this option if you want to make a bootable system disk.

If you are using a version of DOS lower than 4.0 you may have problems formatting disks because FileMan cannot determine from which drive your computer was booted. In this case FileMan assumes the boot drive is the same as the drive which Windows is on. If this is not the case, for example if your computer boots to drive C: and Windows is on drive D:, then you need to add a line to the [TDWareFileMan] section of your FILEMAN.INI file. The line to be added is

                        BootDrive=X

where X is the drive number (1=A, 2=B, etc.) that your computer is

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booted from. This drive is the same drive where the file COMMAND.COM is located. If you are using DOS 4.0 or later or if Windows is on your boot drive, you do NOT have to this line to your FILEMAN.INI file.

If your system files are not named IBMBIO.COM, IBMDOS.COM, and COMMAND.COM, you will not be able to make bootable system diskettes unless you add the following lines to your FILEMAN.INI file:

IBMBIO.COM=YOURNAME.EXT
IBMDOS.COM=YOURNAME.EXT
COMMAND.COM=YOURNAME.EXT

where YOURNAME.EXT is the corresponding filename and extension for your system files.

FILTERS

FileMan is capable of using standard Aldus (version 1) graphics import filters to display a graphics file in its native format when the graphics file is selected and the view button is pushed. In order to use an Aldus filter it is necessary to alter your FILEMAN.INI file to inform FileMan of the presence of Aldus import filters on your hard disk.

Use a text editor such as Notepad to edit the FILEMAN.INI file. Under the [Filters] section of the FILEMAN.INI file, add a description of the filter similar to the following,

Your Description=C:\MyPath\wmfimp.flt,EXT

where *Your Desciription* is a short (< 32 characters) description of the file type, *C:\MyPath\wmfimp.flt*   is the full path to the filter which handles the file type and *EXT* is the filename extension that uses the specified filter. Both the equals sign (=) and comma (,) are required.

Currently, TDWare distributes one import filter that allows FileMan to display Windows Metafiles (*.WMF). The filter name for displaying Metafiles is IMP_WMF.DLL.   However, you may have additional filters already available on your hard disk if you have commercial software from major software vendors such as Microsoft or Lotus. Both of these companies appear to have standardized on Aldus import filters for their word processing software and presentation graphics software, e.g. Word for Windows, Powerpoint, or Ami.

As an example some of the Word for Windows (version 1.1) import filters that may be listed in a [WWFilters] section of your WIN.INI file are given below.

CGM Graphics Import=CGMMPORT.FLT,CGM
AutoCAD ADI=ADIMPORT.FLT,ADI
HPGL Filter=HPGLIMP.FLT,HGL
Lotus Graphics PIC=LOTUSPIC.FLT,PIC
Micrografx Draw!=DRAW.FLT,PIC
PCX Filter=PCXIMP.FLT,PCX
EPS Filter=EPSIMP.FLT,EPS

These lines can be copied directly to your FILEMAN.INI file to enable FileMan to use these filters in displaying files. If FileMan cannot find the listed filter it will prompt you to enter the filter path which you can then save permanently in FILEMAN.INI.

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TDWare

37605 160th Place SE
Auburn, WA 98002

Please indicate whether you would like a 3.5" or 5.25" disk.

If you prefer to use a credit card (MC, Visa, Amex, or Discover), you may register FileMan from the Public (software) Library by calling 1-800-2424-PsL or 713-524-6394 or by FAX to 1-713-524-6398 or by CIS Email to 71355,470. Note that these numbers are for orders only. To insure that you get the latest version, PsL will notify us the day of your order and we will ship the product directly to you. Any questions about the status of the shipment of the order, refunds, registration options, product details, technical support, volume discounts, dealer pricing, site licenses, etc, must be directed to TDWare, not PsL. You can also mail credit card orders to PsL at P.O.Box 35705, Houston, TX 77235-5705.

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Support to registered users is provided as follows:

Telephone- (206) 833-7203 during the hours 6-9 PM PST
Compuserve-[72607,3710] or Internet 72607,3710@COMPUSERVE.COM
Mail- Use the mailing address given in the registration form.

Registered users of earlier versions of FileMan can upgrade to version 2.4 in either of two ways:

1. If you want a new diskette containing FileMan (v. 2.4) and license number, send a check for $5 to cover mailing costs.

2. If you want just the license number, contact me by Compuserve or send a self-addressed stamped envelope to the address below.

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FileMan Order Form (Version 2.4)

	Quantity	Price
FileMan license, and diskette (prepaid)	____ x $25	= _____
FileMan license, and diskette (Purchase orders)	____ x $35	= _____
Wash. state residents add 8.2% sales tax (8.2% of 25 = $2.05)		_____
Shipping and Handling		$3
Total		$ _____

Diskette format: ___ 5.25"   ___ 3.5"

Payment by: __Check   __ P.O.

Purchase Order #:_____
Signature:_____
Name: _____
Address: _____

        _____

City: _____ State: ___ Zip: _____
Phone #: _____
Comments:_____

_____
_____
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 (Please allow 1 to 2 weeks for delivery)