

## Overview

Welcome to Diskman, the easiest way to produce professional quality labels and listings of your entire library of personal computer disks. With just a few keystrokes, Diskman will accept your piles, boxes, bags, stacks or whatever system you have of diskettes, create labels for them, produce a printout of all your files, and give you an easy way to search for files on all those diskettes.

Here are several characteristics of Diskman that you will want to know before you start.

1. So that we are all speaking the same language, we will assume that you have a box containing your favorite and most used diskettes, this will be your Main Storage Box.
2. You can't do much of anything before you put in a few disks, so go ahead double click on the main box and enter a few disks before playing around with Diskman. You will find the Add submenu under the Disk menu.
3. Set up your label description for the particular kind of labels you use before you print any. Find this submenu in the Configure menu.
4. Save Default will tell DiskMan to remember your changes for next time you use it. If you make changes without saving your defaults, the changes will only work until you exit DiskMan.
5. If you want to register as a user and/or order labels, you can find an order form under Help.

(Norton Desktop for Windows 1.0 users - DiskMan will not operate correctly if the launch list or task list is enabled. Norton has an update to correct this problem with Borland language products.)

## Overview of DISKMAN Menu Items

### **STORAGE BOX -**

Open - will open an existing storage box.

New or F3 - To create a new storage box of diskettes, click on New .

Save - is for saving changes to an existing storage box.

Save As - will either let you name a new file box, or rename an existing file box.

Search for File - to look for a file on a diskette that is in one of the currently open boxes. Enter the file name, or use the DOS special characters \* and ?.

"A ? in a file name or in a file name extension indicates that any character can occupy that position... The \* in a file name or in a file name extension indicates that any character can occupy that position and all the remaining positions in the file name." Disk Operating System Version 3.20, IBM February 1986, p.2.7-8

Print Disk Catalog - prints out a listing of all the files on all the disks of the currently selected storage box.

Exit - will get you out of DiskMan

### **DISK -**

Add or F2. Diskman will automatically name the diskette according to the Volume ID. There is never a need to type anything into Diskman unless you want to rename your diskette something other than the Volume ID (or if there is no volume ID).

(By the way, Diskman never writes to your diskettes, so there's never a problem with storage space, or crashing a disk while using Diskman.)

Delete - use to get rid of a whole disk of files.

Update - use this if you have made any changes to the disk since you loaded it.

Print Labels - select files out of the currently open box to create labels. (If you are using a dot matrix printer and find tht the last 1/2" of your label is not printing, try setting your top and bottom margins to 0. If you have an old printer driver, this may not be possible. Let me know what kind of printer you have with your registration fee, and I'll send you the latest driver for your printer.)

### **CONFIGURE -**

Labels - you will see a window with Label Set Up. Here you can change fonts by clicking on the top box, and enter the type label you are using. You will notice the box with squares to the right. DiskMan shows you the arrangement of the labels according to your selection. Use the x to indicate which label to start with, according to where you left off printing last time. This will eliminate wasted labels. Then Save your defaults and OK or cancel.

Catalog - First choose the font that you would like your catalog printed in. Then type in a heading under Header. This will be on the top left of the page, for identification, such as your name. DiskMan will automatically print the name of the storage box centered, and the date at the right margin.

Printer - Will ask specifics about your printer. (If you use Avery 4240 or 4241 labels, your page size should be 6 inches)

Disk Drive - Choose which drive you will be using to load disks.

**WINDOW** - sets up the screen presentation

Cascade - or Shift F5, layers the disk boxes you are working with

Tile - or Shift F4, sets the disk boxes side by side

Arrange Icons - automatically rearranges the screen

Close All - shuts all the storage boxes and puts them away. Any open boxes are listed at the bottom of the Window menu.

(Open Storage Boxes - there will be a window at the bottom listing all the boxes currently open)

## TO START USING DISKMAN

Diskman automatically loads all storage boxes that are in the default directory, and shows the icons at the bottom of the screen. The first time you use Diskman, you will need to put in some of your diskettes. Simply put the diskette, Bernoulli, etc. into the drive slot, and select Add from the top menu (or F2). Diskman will read in the file names from the disk and allow you to label the diskette. Enter as many disks as you want into the main box. (You may add or delete later if you want to.)

NO LABEL - if you see this, your disk doesn't have a name, and you will need to name it for use in Diskman. To name, click on Storage Box and Disk Add, and type the name into the Filename box. (Diskman never writes to your diskettes, so it will not put the name onto the diskette, if you want to put the name on, you will need to do it on your own.)

Now you are ready to create labels or catalog listings.