


File Manager

Gives you access to the MS-DOS directory and file structure on your hard disk or over a network.

application Control-menu

	
R estore	Restores the application window to its former size.
M ove	Moves the application window to another location.
S ize	Changes the size of the application window.
M inimize	Shrinks the application window to an icon.
M aximize	Enlarges the application window to its maximum size.
C lose	Closes the application window.
S witch To...	Starts Windows Task List.

title bar



Contains the title of the application running in the window, in this case File Manager.

- ▶ Drag the title bar to move the window.

Minimize button



- ▶ Click the Minimize button to shrink the File Manager window to an icon.

Maximize button



- ▶ Click the Maximize button to enlarge the File Manager window to its maximum size.

File menu

File	
<u>O</u>pen	Opens a directory window, application, or document.
<u>R</u>un...	Starts an application (and a document).
<u>P</u>rint...	Prints a text only file.
<u>A</u>ssociate...	Associates a document file with an application.
<u>S</u>earch...	Searches for files and directories.
<u>M</u>ove...	Moves files or directories from one directory to another.
<u>C</u>opy...	Copies files or directories from one directory to another.
<u>D</u>elete...	Deletes files or directories.
<u>R</u>ename...	Renames a file or directory.
<u>C</u>hange Attributes...	Changes the attributes of a file.
<u>C</u>reate Directory...	Creates a new directory.
<u>S</u>elect All	Selects all files and directories in a directory window.
<u>D</u>eselect All	Cancels all selections in the directory window.
<u>E</u>xit	Closes all File Manager windows and exits File Manager.

Disk menu

Disk

Copy Diskette...

Copies the entire contents of a diskette onto another diskette.

Label Disk...

Assigns a volume label to diskettes and hard disks.

Format Diskette...

Formats a diskette.

Make System Diskette...

Makes a system diskette.

Connect Net Drive...

Connects your computer to a network drive.

Disconnect Net Drive...

Disconnects your computer from a network drive.

Tree menu

Tree

Expand One Level

Expands one level of a collapsed directory.

Expand Branch

Expands a collapsed directory.

Expand All

Expands all the branches in the Directory Tree.

Collapse Branch

Collapses subdirectories beneath a selected directory.

View menu

View

Name

Shows only the names of files and directories.

File Details

Shows detailed information about files and directories.

Other...

Specifies the file and directory information you want to display.

By Name

Sorts files in alphabetical order by filename.

By Type

Sorts files by type (extension), then by filename prefix.

Sort by...

Sorts files by a selected option.

Include...

Specifies the items included in the active directory window.

Replace on Open

Replaces the contents of the active directory window.

Options menu

Options

<u>C</u>onfirmation...	Controls the display of warning messages.
<u>L</u>ower Case <u>S</u>tatus Bar	Displays directory information in lowercase letters. Displays the status bar in the File Manager window.
<u>M</u>inimize on Use	Minimizes File Manager whenever you start an application.

Window menu

Window

Cascade

Arranges File Manager windows so each title bar shows.

Tile

Arranges File Manager windows so they all fit in the workspace.

Refresh

Updates the active directory windows.

Close All Directories

Closes all open directory windows.

1 Directory Tree

Selects a File Manager window.

2 C:\PROJECTS\REPORTS*.*

Help menu

Help

Index

Displays an alphabetical list of all Help topics.

Keyboard

Displays Help on File Manager key combinations.

Commands

Displays Help on File Manager commands.

Procedures

Displays Help on File Manager procedures.

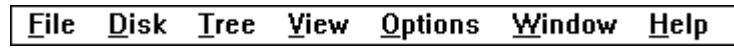
Using Help

Displays information about Windows Help.

About File Manager...

Displays important information about File Manager.

menu bar



Contains the names of all the File Manager menus.

- ▶ Click a menu name to display commands.

Directory Tree title bar



Contains the title of the Directory Tree window.

View

<u>N</u>ame	Shows only the names of files and directories.
<u>F</u>ile Details	Shows detailed information about files and directories.
<u>O</u>ther...	Specifies the file and directory information you want to display.
<u>B</u>y Name	Sorts files in alphabetical order by filename.
<u>B</u>y Type	Sorts files by type (extension), then by filename prefix.
<u>S</u>ort by...	Sorts files by a selected option.
<u>I</u>nclude...	Specifies the items included in the active directory window.
<u>R</u>eplace on Open	Replaces the contents of the active directory window.

move the window.

Drag the title bar to

disk-drive icon



A

Represents disk drive A, used for floppy disks.

View

<u>N</u>ame	Shows only the names of files and directories.
<u>F</u>ile Details	Shows detailed information about files and directories.
<u>O</u>ther...	Specifies the file and directory information you want to display.
<u>B</u>y Name	Sorts files in alphabetical order by filename.
<u>B</u>y Type	Sorts files by type (extension), then by filename prefix.
<u>S</u>ort by...	Sorts files by a selected option.
<u>I</u>nclude...	Specifies the items included in the active directory window.
<u>R</u>eplace on Open	Replaces the contents of the active directory window.

to see its directory tree.

Click the disk-drive icon

disk-drive icon  B

Represents disk drive B, used for floppy disks.

View

<u>N</u>ame	Shows only the names of files and directories.
<u>F</u>ile Details	Shows detailed information about files and directories.
<u>O</u>ther...	Specifies the file and directory information you want to display.
<u>B</u>y Name	Sorts files in alphabetical order by filename.
<u>B</u>y Type	Sorts files by type (extension), then by filename prefix.
<u>S</u>ort by...	Sorts files by a selected option.
<u>I</u>nclude...	Specifies the items included in the active directory window.
<u>R</u>eplace on Open	Replaces the contents of the active directory window.

to see its directory tree.

Click the disk-drive icon

disk-drive icon



Represents hard disk drive C.

View

<u>N</u>ame	Shows only the names of files and directories.
<u>F</u>ile Details	Shows detailed information about files and directories.
<u>O</u>ther...	Specifies the file and directory information you want to display.
<u>B</u>y Name	Sorts files in alphabetical order by filename.
<u>B</u>y Type	Sorts files by type (extension), then by filename prefix.
<u>S</u>ort by...	Sorts files by a selected option.
<u>I</u>nclude...	Specifies the items included in the active directory window.
<u>R</u>eplace on Open	Replaces the contents of the active directory window.

to see its directory tree.

Click the disk drive icon

disk-drive icon



Represents RAM disk drive D.

View

<u>N</u>ame	Shows only the names of files and directories.
<u>F</u>ile Details	Shows detailed information about files and directories.
<u>O</u>ther...	Specifies the file and directory information you want to display.
<u>B</u>y Name	Sorts files in alphabetical order by filename.
<u>B</u>y Type	Sorts files by type (extension), then by filename prefix.
<u>S</u>ort by...	Sorts files by a selected option.
<u>I</u>nclude...	Specifies the items included in the active directory window.
<u>R</u>eplace on Open	Replaces the contents of the active directory window.

to see its directory tree.

Click the disk drive icon

disk-drive icon E

Represents the CD-ROM disk drive.

View

<u>N</u>ame	Shows only the names of files and directories.
<u>F</u>ile Details	Shows detailed information about files and directories.
<u>O</u>ther...	Specifies the file and directory information you want to display.
<u>B</u>y Name	Sorts files in alphabetical order by filename.
<u>B</u>y Type	Sorts files by type (extension), then by filename prefix.
<u>S</u>ort by...	Sorts files by a selected option.
<u>I</u>nclude...	Specifies the items included in the active directory window.
<u>R</u>eplace on Open	Replaces the contents of the active directory window.

to see its directory tree.

Click the disk drive icon

disk drive icon



Represents a network disk drive.

View

<u>N</u>ame	Shows only the names of files and directories.
<u>F</u>ile Details	Shows detailed information about files and directories.
<u>O</u>ther...	Specifies the file and directory information you want to display.
<u>B</u>y Name	Sorts files in alphabetical order by filename.
<u>B</u>y Type	Sorts files by type (extension), then by filename prefix.
<u>S</u>ort by...	Sorts files by a selected option.
<u>I</u>nclude...	Specifies the items included in the active directory window.
<u>R</u>eplace on Open	Replaces the contents of the active directory window.

to see its directory tree.

Click the disk drive icon

disk-drive icon bar



Contains the icons of all the disk drives on your computer.

View

<u>N</u>ame	Shows only the names of files and directories.
<u>F</u>ile Details	Shows detailed information about files and directories.
<u>O</u>ther...	Specifies the file and directory information you want to display.
<u>B</u>y Name	Sorts files in alphabetical order by filename.
<u>B</u>y Type	Sorts files by type (extension), then by filename prefix.
<u>S</u>ort by...	Sorts files by a selected option.
<u>I</u>nclude...	Specifies the items included in the active directory window.
<u>R</u>eplace on Open	Replaces the contents of the active directory window.

display its directory tree.

Click a disk drive icon to

volume label

[LED]

Shows the name you assigned to the current drive.

directory path

C:\PROJECTS\REPORTS

Shows the current drive and selected directory.

collapsible directory C:\

Represents a directory whose subdirectories are displayed. The "C:\\" indicates the directory is the root directory of the current drive.

View

<u>N</u>ame	Shows only the names of files and directories.
<u>F</u>ile Details	Shows detailed information about files and directories.
<u>O</u>ther...	Specifies the file and directory information you want to display.
<u>B</u>y Name	Sorts files in alphabetical order by filename.
<u>B</u>y <u>T</u>ype	Sorts files by type (extension), then by filename prefix.
<u>S</u>ort by...	Sorts files by a selected option.
<u>I</u>nclude...	Specifies the items included in the active directory window.
<u>R</u>eplace on Open	Replaces the contents of the active directory window.

collapse the subdirectory.

Click the minus sign to

directory icon

Represents a directory or subdirectory on the current drive. A directory icon without a plus or minus sign indicates there are no subdirectories.

View

<u>N</u>ame	Shows only the names of files and directories.
<u>F</u>ile Details	Shows detailed information about files and directories.
<u>O</u>ther...	Specifies the file and directory information you want to display.
<u>B</u>y Name	Sorts files in alphabetical order by filename.
<u>B</u>y <u>T</u>ype	Sorts files by type (extension), then by filename prefix.
<u>S</u>ort by...	Sorts files by a selected option.
<u>I</u>nclude...	Specifies the items included in the active directory window.
<u>R</u>eplace on Open	Replaces the contents of the active directory window.

directory icon to open a directory window and see the files it contains.

Double-click the

current directory



The highlighted directory. You can select only one directory at a time in the Directory Tree window.

View

<u>N</u>ame	Shows only the names of files and directories.
<u>F</u>ile Details	Shows detailed information about files and directories.
<u>O</u>ther...	Specifies the file and directory information you want to display.
<u>B</u>y Name	Sorts files in alphabetical order by filename.
<u>B</u>y Type	Sorts files by type (extension), then by filename prefix.
<u>S</u>ort by...	Sorts files by a selected option.
<u>I</u>nclude...	Specifies the items included in the active directory window.
<u>R</u>eplace on Open	Replaces the contents of the active directory window.

Double-click the

directory icon to open a directory window and see the files it contains.

collapsible directory



Represents a directory whose subdirectories are displayed.

View

<u>N</u>ame	Shows only the names of files and directories.
<u>F</u>ile Details	Shows detailed information about files and directories.
<u>O</u>ther...	Specifies the file and directory information you want to display.
<u>B</u>y Name	Sorts files in alphabetical order by filename.
<u>B</u>y Type	Sorts files by type (extension), then by filename prefix.
<u>S</u>ort by...	Sorts files by a selected option.
<u>I</u>nclude...	Specifies the items included in the active directory window.
<u>R</u>eplace on Open	Replaces the contents of the active directory window.

collapse the subdirectory.

Click the minus sign to

expandable directory



Represents a directory whose subdirectories are not displayed off of the root directory of the current drive.

View

<u>N</u>ame	Shows only the names of files and directories.
<u>F</u>ile Details	Shows detailed information about files and directories.
<u>O</u>ther...	Specifies the file and directory information you want to display.
<u>B</u>y Name	Sorts files in alphabetical order by filename.
<u>B</u>y <u>T</u>ype	Sorts files by type (extension), then by filename prefix.
<u>S</u>ort by...	Sorts files by a selected option.
<u>I</u>nclude...	Specifies the items included in the active directory window.
<u>R</u>eplace on Open	Replaces the contents of the active directory window.

display the subdirectories.

Click the plus sign to

Directory Tree



A graphic display showing the directories and subdirectories on the current drive.

Directory Tree window



A window that shows the directories and subdirectories on the current drive.

scroll arrow



An arrow on either end of a scroll bar used to move the contents of the window or list box into view.

View

<u>N</u>ame	Shows only the names of files and directories.
<u>F</u>ile Details	Shows detailed information about files and directories.
<u>O</u>ther...	Specifies the file and directory information you want to display.
<u>B</u>y Name	Sorts files in alphabetical order by filename.
<u>B</u>y Type	Sorts files by type (extension), then by filename prefix.
<u>S</u>ort by...	Sorts files by a selected option.
<u>I</u>nclude...	Specifies the items included in the active directory window.
<u>R</u>ep^lace on Open	Replaces the contents of the active directory window.

Click a scroll arrow to

move the contents into view.

scroll bar



A bar that appears at the right and/or bottom edge of a window whose contents aren't completely visible. Each scroll bar contains two scroll arrows and a scroll box for moving the contents of the window or list box.

View

<u>N</u> ame	Shows only the names of files and directories.
<u>F</u> ile Details	Shows detailed information about files and directories.
<u>O</u> ther...	Specifies the file and directory information you want to display.
<u>B</u> y Name	Sorts files in alphabetical order by filename.
<u>B</u> y <u>T</u> ype	Sorts files by type (extension), then by filename prefix.
<u>S</u> ort by...	Sorts files by a selected option.
<u>I</u> nclude...	Specifies the items included in the active directory window.
<u>R</u> eplace on Open	Replaces the contents of the active directory window.

move the contents one screen.

Click a scroll bar to

scroll box



A box used to move quickly to a particular location in a file or list.


View

<u>N</u>ame	Shows only the names of files and directories.
<u>F</u>ile Details	Shows detailed information about files and directories.
<u>O</u>ther...	Specifies the file and directory information you want to display.
<u>B</u>y Name	Sorts files in alphabetical order by filename.
<u>B</u>y Type	Sorts files by type (extension), then by filename prefix.
<u>S</u>ort by...	Sorts files by a selected option.
<u>I</u>nclude...	Specifies the items included in the active directory window.
<u>R</u>eplace on Open	Replaces the contents of the active directory window.

move to another location.

Drag the scroll box to

document Control-menu

		
<u>R</u> estore		Restores the document window to its former size.
<u>M</u> ove		Moves the document window to another location.
<u>S</u> ize		Changes the size of the document window.
<u>M</u> inimize		Shrinks the document window to an icon.
<u>M</u> aximize		Enlarges the document window to its maximum size.
<u>C</u> lose	Ctrl+F4	Closes the document window.
<u>N</u> ext	Ctrl+F6	Switches to the next open document window.

directory window title bar



View

<u>N</u>ame	Shows only the names of files and directories.
<u>F</u>ile Details	Shows detailed information about files and directories.
<u>O</u>ther...	Specifies the file and directory information you want to display.
<u>B</u>y Name	Sorts files in alphabetical order by filename.
<u>B</u>y Type	Sorts files by type (extension), then by filename prefix.
<u>S</u>ort by...	Sorts files by a selected option.
<u>I</u>nclude...	Specifies the items included in the active directory window.
<u>R</u>eplace on Open	Replaces the contents of the active directory window.

Drag the title bar to

move a directory window.

Minimize button

Replace on Open

Replaces the contents of the active directory window.

View

Name

Shows only the names of files and directories.

File Details

Shows detailed information about files and directories.

Other...

Specifies the file and directory information you want to display.

By Name

Sorts files in alphabetical order by filename.

By Type

Sorts files by type (extension), then by filename prefix.

Sort by...

Sorts files by a selected option.

Include...

Specifies the items included in the active directory window.

Replace on Open

Replaces the contents of the active directory window.

Click the Minimize

button to shrink the directory window to an icon.

Maximize button

Replace on Open

Replaces the contents of the active directory window.

View

Name

Shows only the names of files and directories.

File Details

Shows detailed information about files and directories.

Other...

Specifies the file and directory information you want to display.

By Name

Sorts files in alphabetical order by filename.

By Type

Sorts files by type (extension), then by filename prefix.

Sort by...

Sorts files by a selected option.

Include...

Specifies the items included in the active directory window.

Replace on Open

Replaces the contents of the active directory window.

Click the Maximize

button to enlarge the directory window to its maximum size.

directory icon

Represents a directory or subdirectory. The dots indicate that the directory is one level above the current directory.

View

<u>N</u>ame	Shows only the names of files and directories.
<u>F</u>ile Details	Shows detailed information about files and directories.
<u>O</u>ther...	Specifies the file and directory information you want to display.
<u>B</u>y Name	Sorts files in alphabetical order by filename.
<u>B</u>y <u>T</u>ype	Sorts files by type (extension), then by filename prefix.
<u>S</u>ort by...	Sorts files by a selected option.
<u>I</u>nclude...	Specifies the items included in the active directory window.
<u>R</u>eplace on Open	Replaces the contents of the active directory window.

Double-click the

directory icon to open a directory window and see the files it contains.

up dots

Represents the directory one level above the current directory.

program icon



Represents a program file or batch file. These files have default extensions of .BAT, .COM, .EXE, and .PIF.

View

<u>N</u>ame	Shows only the names of files and directories.
<u>F</u>ile Details	Shows detailed information about files and directories.
<u>O</u>ther...	Specifies the file and directory information you want to display.
<u>B</u>y Name	Sorts files in alphabetical order by filename.
<u>B</u>y <u>T</u>ype	Sorts files by type (extension), then by filename prefix.
<u>S</u>ort by...	Sorts files by a selected option.
<u>I</u>nclude...	Specifies the items included in the active directory window.
<u>R</u>eplace on Open	Replaces the contents of the active directory window.

Double-click a program

icon to start an application or execute a batch file.

document icon



Represents a document and its application.

View

<u>N</u>ame	Shows only the names of files and directories.
<u>F</u>ile Details	Shows detailed information about files and directories.
<u>O</u>ther...	Specifies the file and directory information you want to display.
<u>B</u>y Name	Sorts files in alphabetical order by filename.
<u>B</u>y Type	Sorts files by type (extension), then by filename prefix.
<u>S</u>ort by...	Sorts files by a selected option.
<u>I</u>nclude...	Specifies the items included in the active directory window.
<u>R</u>eplace on Open	Replaces the contents of the active directory window.

Double-click a

document icon to start the application and open the document.

file icon 

Represents a file that is not a program or a document associated with an application.

View

<u>N</u>ame	Shows only the names of files and directories.
<u>F</u>ile Details	Shows detailed information about files and directories.
<u>O</u>ther...	Specifies the file and directory information you want to display.
<u>B</u>y Name	Sorts files in alphabetical order by filename.
<u>B</u>y Type	Sorts files by type (extension), then by filename prefix.
<u>S</u>ort by...	Sorts files by a selected option.
<u>I</u>nclude...	Specifies the items included in the active directory window.
<u>R</u>eplace on Open	Replaces the contents of the active directory window.

Click a file icon to select

it.

directory window



A window that shows all the files and subdirectories contained in a directory.

status bar

Selected 1 file(s) (12266 bytes) out of 10

When the Directory Tree window is active, the status bar shows the number of bytes available on the current disk drive. If it's a network drive, the status bar also shows the network path.

When a directory window is active, the status bar shows the number of files selected, their combined size, and the total number of files in the directory.

application window

The main window for an application, in this case the File Manager window. The File Manager window can contain a Directory Tree window and one or more directory windows.

window border



The outside edge of a window.

View

<u>N</u>ame	Shows only the names of files and directories.
<u>F</u>ile Details	Shows detailed information about files and directories.
<u>O</u>ther...	Specifies the file and directory information you want to display.
<u>B</u>y Name	Sorts files in alphabetical order by filename.
<u>B</u>y Type	Sorts files by type (extension), then by filename prefix.
<u>S</u>ort by...	Sorts files by a selected option.
<u>I</u>nclude...	Specifies the items included in the active directory window.
<u>R</u>eplace on Open	Replaces the contents of the active directory window.

to change the size of the window.

Drag the window border

