WINDIRS

Copy and Search Functions (Echo On)

Graphics Viewers

Welcome to WinDirs!   The WinDirs program is a Windows based file management utility which allows you to copy, delete, rename, move, view and execute the files on your system.   It also offers a labeling function for attaching labels to your files, a graphics viewer for viewing bitmaps and GIF files, and an icon viewer for viewing, editing and creating icons.   Using WinDirs's WinGroup Manager you can also add, delete and move items and groups in your Windows workspace.   The WinDirs program also gives you the option of keeping it (minimized) on top of any Windows application that you are running so that you can have immediate access to its functions.

Sub-Topics:

Registration

Viewing and Executing Files from WinDirs

File Labeling

WinDirs is a shareware program produced by KnowWare in Waldport, Oregon.   It can be registered for the price of $20.00 including shipping and handling.   Click on "Registration", in the WinDirs Help menu, to fill out the registration form.   Fill in the blanks on the Registration form by tabbing from box to box and then click on Print at the top of the form to print it out.   KnowWare's address will appear on the printed-out form.   Send the form and your check or money order (US currency only) and you will receive an updated and registered version of WinDirs.

As you may know, the Shareware concept is based completely on the honor system.   Only in cyberspace do people still trust each other enough to distribute their merchandise freely and rely on their neighbors to pay for what they use.   We at KnowWare are firm believers in the shareware concept.   We ask only that if you use our program you pay for it.   Feel free to try it out for 30 days.   If you like it and are using it, we ask that you register it at that time.

You can reach KnowWare though e-mail.   We welcome any comments or questions you may have.

Program written by Gary Pease: techneek@peak.org
Documentation by Cindy Dyrness: Cdyrness@aol.com or 75573,1717 (C-Serve)

Sub-Topics:
Legal Stuff

WinDirs has the ability to recognize file extensions and know what to do with them, so all you have to do to view or execute most files is double-click on them.   Double-clicking on an EXE file will bring up a box that asks you whether you want to execute the file.   If you choose YES, the file will execute normally, and after it is finished you will return to WinDirs.

Double-clicking on a text file with the TXT, WRI, or DOC extension will call up a text editor and load the text file into it so that you can read or edit it.   If you have a text file with a different extension, you can also go to the WinDirs Editors menu and choose a text editor from there.

Double-clicking on a Bitmap (BMP) or GIF file will bring up a graphics viewer and load your BMP or GIF file so that you can see what it looks like.   If you double-click on a graphics file with a different extension (JPG, RLE, PCX etc.) WinDirs will bring up a file list box labeled "Choose a Viewer" so that you can choose any graphics viewer that you have on your system.   For complete instructions on viewing graphics files, go to Graphic Viewer Overview.

Double-clicking on a ZIP, ARJ, LZH, or compressed (e.g. dosit.ex_) file will bring up a file uncompression box labeled "Archiver jr.".   Archiver jr. lets you choose a directory in which to uncompress the file and then uncompresses the file using the PKZIP, ARJ or LHA programs.   For complete instructions, go to Archiver jr.

The file labeling function of the WinDirs program can be activated or deactivated with the "Activate File Labeling" button below the file list box.   You will want to leave the File Labeling function deactivated except when you want to label files or view file labels, because when the file labeling function is active most other WinDirs functions are deactivated.   You can, however, still double-click on files to view them when the file labeling function is active.

After activating file labeling, highlight the file that you want to label in the file list box.   To type the label, click in the text box above the file list box.   Type any label you want, as long as it is not longer than the text box, and then push Enter.   When you push Enter, the label shows up in the file list box next to the file you wanted to label and it is also saved into a file called "_dosit.cat."   Note that this catalog file will be created in each drive or directory that you add labels to.   These labels will remain attached to your files and you can always see them when you view your files in WinDirs (if file labeling is activated).   The labels will not appear if you view the files in DOS or Windows however.   (You <u>can</u> also view the _dosit.cat file by using the DOS text editor.)   The labels will always be there unless the _dosit.cat file is deleted.   If you copy the files to another location, you must copy the _dosit.cat file with them if you want to retain the file labels.   You can edit or delete the file labels at any time by clicking on the file and editing the label in the text box.

Click on the buttons and menus to learn about the WinDirs functions.
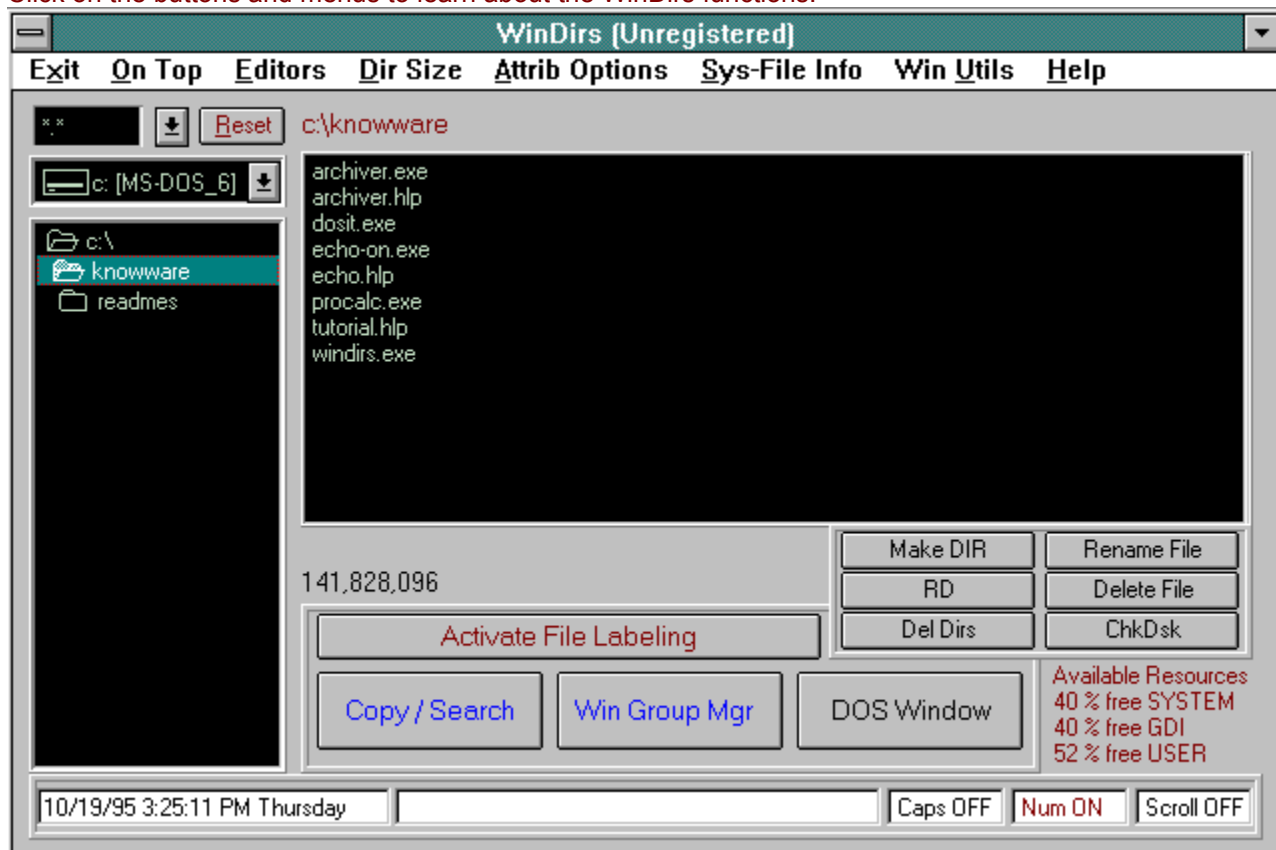
WinDirs (Unregistered)

Exit   On Top   Editors   Dir Size   Attrib Options   Sys-File Info   Win Utils   Help

`* *`   Reset   c:\knowware

c: [MS-DOS_6]

- c:\
- knowware
- readmes

```
archiver.exe
archiver.hlp
dosit.exe
echo-on.exe
echo.hlp
procalc.exe
tutorial.hlp
windirs.exe
```

141,828,096

Make DIR	Rename File
RD	Delete File
Del Dirs	ChkDsk

Activate File Labeling

Copy / Search   Win Group Mgr   DOS Window

Available Resources
40 % free SYSTEM
40 % free GDI
52 % free USER

10/19/95 3:25:11 PM Thursday   Caps OFF   Num ON   Scroll OFF

This button allows you to make a subdirectory from wherever you are.   Simply click on whatever directory you want to make a subdirectory of (in the directory list box on the left-hand side of the window) and then click on Make DIR.   A box will come up with the path already displayed.   Click at the end of the path in the text box and type in the name of your subdirectory.   Then click on OK or push Enter.   You will see the new subdirectory appear in the directory list box.

The RD button will delete whichever directory you have highlighted, as long as it has no files in it.

This button allows you to delete any directory along with everything that is inside it (files and subdirectories).   Highlight the directory that you want to delete.   When you click on the Del Dirs button, a box will come up asking you if you are sure you want to delete the directory and its subdirectories.   If you click on YES, you will see the program deleting the directory and all of its subdirectories and all of the contents of the directories.

This button allows you to delete any file or group of files.   Highlight the file that you want to delete in the file list box and then click on the Delete File button.   A box will come up asking you if you are sure you want to delete this file.   Click on Yes or push Enter and the file will be deleted.   You will see that it immediately disappears from the file list box.   Note that if you do not choose a file to delete, the program will assume that you want to delete all files (*.*) in the selected directory.   You can also delete a group of files by holding down the mouse button and selecting a group of files, OR by holding down the Control key and clicking on the files that you want to delete.

When you click on this button, the program brings up the "Echo On" copy and search window which allows you to copy any file or group of files to another location, search for files on your system, and also change file attributes and format floppy disks.   For complete instructions on Echo On, see Echo On Window.

This button allows you to change the name of any file.   Highlight the file that you want to change the name of in the file list box and then click on the Rename File button.   A box will come up with the name of the file highlighted.   Simply type in the new file name (with extension) and click on OK.   You will see the name of the file change immediately in the file list box.
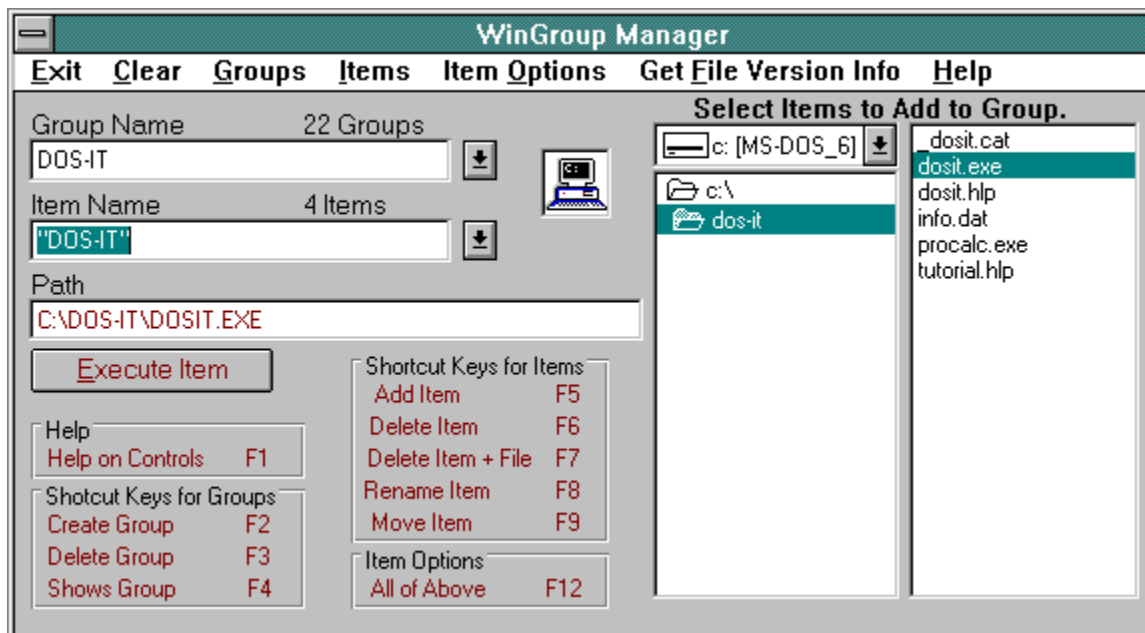
The file extension box allows you to choose which files you want to view in your file list box.   You can use it to view executable files by choosing the *.exe extension or select the correct file extension in order to see only your graphics files (*.bmp, *.gif, *.tif, etc.) or icons (*.ico).

The file list box lists all files that are in the directory or drive that you have chosen in the directory list box. You can execute or view many files by double-clicking on them in the file list box. Most text files can be viewed in this way, executable (.EXE) files can be executed, graphics files can be viewed, and compressed files can be uncompressed.

This button activates the File Labeling function of the WinDirs Manager, allowing you to append descriptions to your files describing what they are or what they do.   For complete instructions on file labeling, go to File Labeling.

Clicking on Win Group Manager brings up the Win Group Manager window which allows you to add, delete or rename items and groups in your Windows workspace and also enables you to execute any of you Windows executable files.   The Win Group Manager lists all of your Windows groups and items and also has a file list box that gives you access to all files on your computer.   This allows you to rearrange your Windows environment in the way that best suits you and to get rid of any groups and items that you no longer use.   Go to Win Group Manager Functions for complete instructions on the Windows Group Manager.

WinGroup Manager

Exit　Clear　Groups　Items　Item Options　Get File Version Info　Help

Group Name　　22 Groups
DOS-IT

Item Name　　4 Items
"DOS-IT"

Path
C:\DOS-IT\DOSIT.EXE

Execute Item

Help
　Help on Controls　F1

Shotcut Keys for Groups
　Create Group　　F2
　Delete Group　　F3
　Shows Group　　F4

Shortcut Keys for Items
　Add Item　　　F5
　Delete Item　　F6
　Delete Item + File　F7
　Rename Item　　F8
　Move Item　　　F9

Item Options
　All of Above　　F12

Select Items to Add to Group.
c: [MS-DOS_6]

c:\
dos-it

dosit.cat
dosit.exe
dosit.hlp
info.dat
procalc.exe
tutorial.hlp

Click on the different areas of the WinGroup Manager window to learn about their functions.　See below for further information about the menu items.

Sub-Topics:

Groups

Items

Item Options

This closes the WinGroup Manager window and returns you to WinDirs.   Exit does not reset the Group, Item or Directory list boxes, so that if you return to the WinGroup Manager everything will still be where you left it.

This clears and resets all of the Group, Item, Directory and File list boxes.

This accesses the WinDirs Help file.

This menu gives you three options.   You can create a Windows group, delete a group or view a group. For complete instructions go to Groups.

The Groups Menu allows you to create, delete or view a Windows program group.

To create a group, type in the name that you want it to have in the "Group Name" text box.   Then choose Create Group from the Groups menu.   You will see your new   group appear in the list of groups.

To delete a group, choose it in the "Group Name" box and then choose Delete Group from the Groups menu.

Choosing "Show Program Group" from the Groups menu will show you the actual group window with its icons.   Minimize the Windows Program Manager window to return to the Windows Group Manager.

The Items menu gives you the options of adding an item, deleting an item, deleting an item and its DOS file, renaming an item or moving an item.   For complete information on the Items menu go to <u>Items</u>.

The Items menu allows you to add, delete, rename or move any item within a Windows program group.

To add an item to an existing program group, choose the group that you want to add it to in the "Group Name" box and then go to the directory and file list boxes on the right-hand side of the window.   Choose the item you want to add (usually an EXE file; but also HLP, WRI, or TXT files can be Windows items) from the file list box and then choose "Add Item" from the Items menu.   It will then appear in the list of items for that group.   The item will be given a name automatically, but if you want to give it a name you can simply type it into the Item Name box.

To delete an item, choose it in the "Item Name" box and then choose "Delete Item" from the Items menu. This deletes the item's icon from the Group window, but it does not delete the actual file from your computer.   If you want to completely delete a file from your computer, choose "Delete Item and File" from the Items menu.   This deletes both the Windows icon and the file itself.

To rename an item, choose the item in the "Item Name" box and then delete it and type in the name that you would like it to have.   Then choose "Rename Item" from the Items menu and you will see the item's new name in the Item list.

To move an item from one program group to another, choose the item that you want to move in the Item Name box and then choose "Move Item" from the Items menu.   You will see a Target Group list box appear at the right of the window, as shown in the view below.   Choose the group that you want to move the item to and then click on the "Move Item >" button.   You will see the item being moved from one group to the other in Windows.
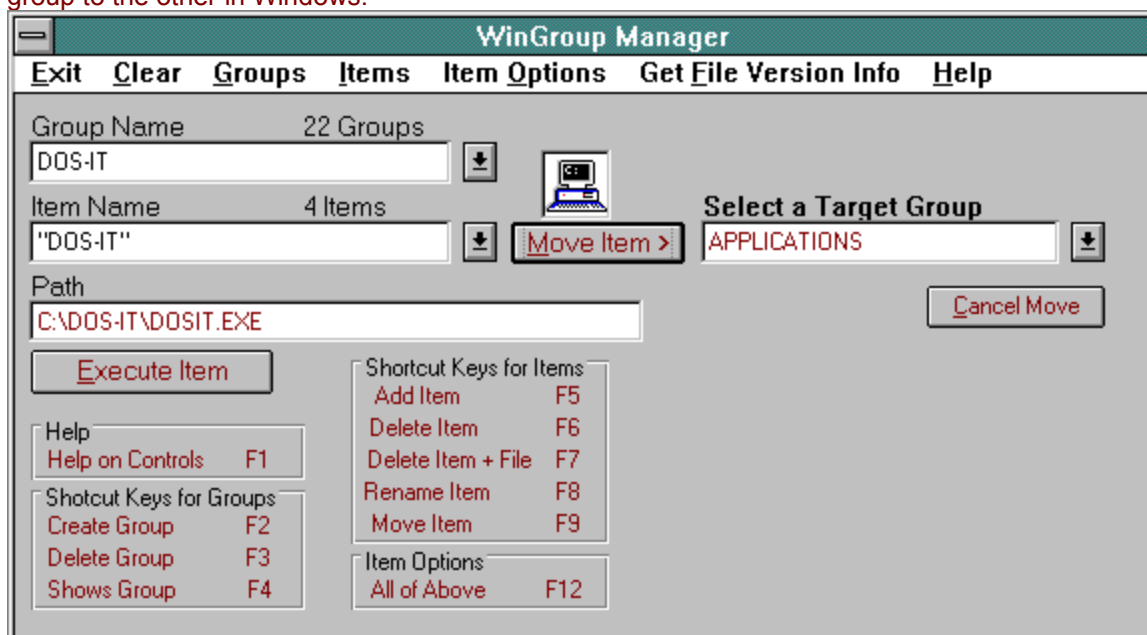
The Item Options menu allows you to add a group of files to a program group all at once.   You have the option of adding *.exe files, *.hlp files, *.txt files, *.wri files, or all of them at once.   For more information go to Item Options.

The Item Options menu gives you to option of adding a group of program files to a Windows program group all at once.   This may be useful if you want to add a program along with its help file and text files. You have five options for items to add.   "Add Selected Directory *.exe" will add all EXE files from the selected directory to the program group that you have selected.   "Add Selected Directory *.hlp" will add all of the help files from the selected directory.   "Add Selected Directory *.txt" will add all Notepad text files from the selected directory and "Add Selected Directory *.wri" will add all Windows Write text files. "Add All of the Above" will add <u>all</u> of those types of files to your selected program group.

To use these options, choose a group or create a group in the Group Name box and then choose the directory that you want to add the items from in the file list box.   From the Item Options menu, choose which sort of files you want to add to this program group and you will then see those items and the appropriate icons being added.

To use this function, first choose an item in the Item box or a file in the file list box and then click on Get File Version Info.   If the item has version information, you will see a window pop up giving you the version of the file and other information.   If the file has no version associated with it, a message box will tell you so.

This list box shows all of the files on your system.   Use this list box to choose the file that you want to add as a new item to one of your program groups.

This list box lists all of the Windows Program Groups that exist on your system.

This list box lists all of the items that exist within whichever Group you have selected.   (In Windows they appear as icons.)

This displays the path of the item in the Item Name box or the path of whichever file has been chosen in the file and directory list box.

Clicking on this button will execute the file which appears in the Path box - if it is an executable file. You can either choose a Windows item from the Item Name box or a file from the system file list box at the right side of the window.

The icon of the item that is chosen in the Item Name box appears here.

If you'd like to save yourself a couple of mouse clicks, you can use these shortcut keys instead.   They perform all of the functions listed in the menus.

This button opens the regular DOS prompt window, which can be closed again by typing Exit at the DOS prompt.

Chk Dsk runs the DOS Check Disk program on either your hard disk or a disk in a disk drive, whichever one you have chosen.   It gives you the total disk space, the number of files and how much space they take up, and the available disk space.   Chk Dsk also checks for any errors in the integrity of files on the disk and it gives you the size of your conventional memory and how much you have available.

The Help menu gives access to this help file and also access to DOS help files.   The "About" box and the Registration form for the WinDirs program can also be found in the Help menu.

The Editors menu gives you access to the Notepad, Write, and DOS Editor text editing programs.   This allows you to view any text file from the WinDirs Manager window.   Just highlight a text file in the file list box and then choose one of the text editors.   Notepad allows you to view most small text files, Windows Write allows you to view any Windows Write file (having a .WRI extension) and the DOS Editor will allow you to view ASCII text files.

The Select Viewer option of the Editors menu lets you select (or un-select) a graphics program with which to view your graphics files.   For complete information about viewing graphics with WinDirs, see Graphic Viewer Overview.

The items in the Sys-File Info menu give you more technical information about the size of directories and types of files on your system.   All of the Sys Info options will give you information about whichever directory you presently have highlighted or about your whole system if you have your root highlighted. Click on the different menu options below for more information.

Sub-Topics:

Sys Info

Get File Version

Set System Time and Date

View Selected File

Sys Info gives you the basic information about your PC, including your memory resources and the version of your operating systems.

This gives you the version of any file that you choose.

This brings up a form which allows you to set your system's internal time and date.

The View File option allows you to view any file on your system in a variety of formats, including Hex and Decimal.   To a view a file, select it from the file list box and then choose "View File" from the menu.   You can also choose a file from within the View File window by using its "File" menu.   Use the other menus in the View File window to choose the format for viewing the file, or for viewing one cell at a time.

The Dir Size menu has two items: Get Dir Size and Selected File(s) Size.   Get Dir Size gives you information about whichever directory or drive you have highlighted..   If the directory has subdirectories, it comes up with a box asking if you would like to include the subdirectories.   It then lists the directory information just below the file list box: the total number of files, the total bytes, and the number of subdirectories.   Selected File(s) size gives you the size (in bytes) of a file or group of files.   Multiple files can be chosen by holding down the shift key and choosing a group of contiguous files or by holding down the Control key and clicking on the files.

This menu option lets you control the attributes of the files on your system.   The first menu item, Show Attributed Files in Current Dir is an option that you can toggle either on or off.   Once you have clicked on it, the WinDirs Manager file list box will list <u>only</u> files that are attributed: Attributed files are Read-Only, Hidden, System or Archive files.   Click on it again to turn off this viewing option.

The remaining items in the Attrib Options menu let you control all of your file attributes.

The first choice, "Attrib as Normal," will undo any file attributes and make the file into a "normal" unattributed file.

The next option, Attrib +r turns on the "Read-Only" attribute of a file.   When a file is Read-Only it can be viewed but cannot be deleted or modified.

The next choice, Attrib +s, turns on the "System" attribute of a file.   The System attribute indicates that a file is used as part of the operating system.   System files are hidden.   They can be viewed (once you know they are there) but cannot be changed or deleted.

The next option, Attrib +h turns on the "Hidden" attribute of a selected file.   When a file is set as hidden, it is not listed in any normal directory listing in Windows or DOS.   Hidden files are generally files so vital to a program's operation that it is considered best to not even let people know they are there.   Hidden files are also Read-Only.   You can view them, but you cannot change or delete them.

The next three options, +h +r, +r +s, +s +h, and +r +h +s, give you some choices for combinations of attributes that you might want to add to your files.

The attributed files on your PC are obviously very important to the functioning of your system.   Be very careful when using these attribute options.

The Win Utils menu gives you a few specialized tools for understanding your Windows files and applications.   Click on the menu items below to learn more about them.

Sub-Topics:

[Win Master Task List](#)

[Windows (class names)](#)

[Sys Edit](#)

[Program Manager](#)

The first Win Utils menu item is the Win Master Task List.   This is similar to the regular Windows Task Manager, except that it is more complete.   It also gives you information about the system resources that are being used by the applications that you are using.   If you get too many programs running at once it will slow down your computer.   The Task List shows you which programs are running.   If you double click on one of the programs in the list it will come up on your screen and you can then close it if you want to and then see what impact this has on your system resources by pushing the "Refresh" button to update the resource information.

The next item under Win Apps is "Windows (class names)".   This is a tool that you can use to look "behind the scenes" at your Windows applications.   When you choose it, you will see a box come up on your screen that lists information about different Windows items on your screen as you move your cursor around.   The information given includes "hWnd", "Class" and "Parent."   hWnd stands for window handle. Every window in every Windows application has its own unique "handle" which is a number which the computer uses to identify it.   Each window is also a member of a "Class" which gives it a set of attributes that define fundamental aspects of its functionality and appearance.   Some common Windows classes are "button", "combo box" or "listbox".   Windows are also arranged in a hierarchy, with a parent window having a number of "children."   When you use the Windows (class names) function, you can see the hWnd (handle) of the parent for each window listed next to "Parent."   If there is no parent that means that the selected window is the parent and has no parent above it.

Under the Window Options menu of the Windows (class names) box you can also choose "Top Level Forms" which will list all of the windows that are presently on your screen.   You can then highlight windows from this list and choose an item from the Options menu to find out information about the chosen window.   In the Options menu you can find out about the Position, Size, Win Styles and Class Info of a selected window.   When you are finished looking at the Top Level Forms you can click on the Activate Mouse Move button to return to the original form.

Once you have activated the Windows (class names) box, WinDirs becomes minimized and your Windows Program Manager window appears.   You can then open up other Windows applications to find out about their window information.   When you are finished with the Windows (class names) window, click on the "Exit" menu item.   WinDirs will reappear when the Windows (class names) box is closed.

When you choose this option you will see a series of windows containing all of your system files.   This is a quick way to access your autoexec.bat file or config.sys file for some quick editing.

This item brings up the Windows Program Manager window on top of the WinDirs window.

You can toggle this option on or off.   If you have it on, you can minimize the WinDirs window and it will stay on top of any Windows program that you are running so that you can have instant access to it.

The Exit menu has two choices.   Exit WinDirs closes the WinDirs program and returns you to Windows. The "Exit Windows and return to DOS" option gives you a quick way to close out Windows completely and return to DOS.   All active Windows applications will be closed and you will be prompted if there is any document that needs to be saved first.

The Archiver jr window of the WinDirs program allows you to uncompress files using PKZIP, LHA, ARJ and Microsoft's Expand program.

The compression program that you are likely to use most often is "PKZIP"   If you don't already have this program, you will need to get it in order for this unarchiving program to work.   You can find the PKZIP shareware program on any online service (such as America Online or CompuServe) or on many BBSs. It is a Shareware program which has a $47.00 registration fee.   PKZIP is actually a group of EXEs that perform different tasks.   For the Archiver jr program, you will need PKUNZIP.EXE and PKZIPFIX.EXE. The PKZIP program is generally considered the industry standard for compression.

The two other compression programs that you can access using the Archiver jr window are LHA (files have the .LZH extension), and ARJ.   These are two other extensions that you may run into out in cyberspace.   LHA is a free shareware compression program that you should also be able to find online. The compressed EXE file is LHA213.EXE (EXE name depends on version), but the actual EXE that you need for the Archiver jr program is LHA.EXE.

ARJ is another popular compression program.   It is a shareware program which can be registered for $40.00.   The compressed EXE is ARJ241.EXE and should also be available on most online services. The EXE that you need for the WinDirs program is ARJ.EXE.

In order for the Archiver jr program to work, all of the EXE files for these three compression programs must be loaded into your computer and located in a directory within your path (e.g. the DOS directory). Your path statement is located in your AUTOEXEC.BAT file.   (A typical path statement would be: PATH = C:\DOS; C:\WINDOWS; C:\UTILS   etc.)

The Microsoft compression program Expand.exe is included with the WinDirs program and has already been loaded into your Windows directory.

Sub-Topics:
Archiver jr Buttons

When you double-click on a compressed file, the Archiver jr window comes up to allow you to choose the directory that you want to uncompress the file into.   You will see three buttons at the bottom of the form.   The captions on these buttons change, depending on which kind of compressed file you have chosen.   The first button is the uncompress button, which is labeled **Un Zip, Un Arj, Un Lzh or Expand**.   After you have chosen your destination directory, click on this button to uncompress the file.   Archiver jr will uncompress the file and then return you to the WinDirs window where you will see the uncompressed files listed in the directory you have chosen.

Archiver jr runs a test on the compressed file before it uncompresses it.   If it finds a file that has been corrupted, you will get a message that reads "There is a problem extracting this file."   If it is a ZIP file, you will be asked "Would you like to run Pkzipfix to try to correct this?"   Pkzipfix can often do a pretty good job restoring your ZIP file.   If you choose Yes, you will see a message that says "Pkzipfix has just made a new file called PKFIXED.ZIP located on your Root Drive.   Now use PKunzip to extract the contents of this file in a directory of your choice."   When you click on OK you will see that the Source file list box has moved to your root directory and you will see the PKFIXED.ZIP file there.   (If Pkzipfix was not able to recover the file, you will get a message that says "Sorry, unable to repair.")   Double-click on it to unzip it like you normally would, and, if Pkzipfix was successful, you will see the files uncompressed into your Target directory.

The **Expand** program is used to uncompress files that have been compressed to save space in Microsoft programs.   The Expand.EXE has been included with WinDirs and has been added to your Windows directory.   When these files are compressed the final character of the file extension is replaced with a "bar" _.   For instance, dosit.exe becomes dosit.ex_.   When you double-click on a compressed file and then click on the Expand button, you will be prompted to replace the bar '_' at the end of the file extension with the proper letter.   For the file "dosit.ex_", you would take out the bar and replace it with an "e."

The other two buttons at the bottom of the Archiver jr window are for viewing the contents of the compressed file and uncompressing multi-directory or multi-disk files.

If you click on **View Zip, View Lzh or View Arj**, a report will come up on your screen listing information about the files that have been compressed.   The report will list such things as file size before compression, compressed size of the file, the percentage of the reduction in file size, original date of the file, and the names of the compressed files.   After looking at the report, close the report form to continue uncompressing the file.

The **Un Lha-x or Un Arj-x** buttons are for   extracting directories and subdirectories of a compressed file if a multi-level directory has been compressed.   Using the "-x" option makes sure that the files end up back in their subdirectories and not all in one directory.   But this option will also work just fine for uncompressing a file without subdirectories, so there's no harm done if you choose it by accident.

The **Un Span** button is for the ZIP files only.   It is used only when you have a large ZIP file that has been saved on multiple floppy disks.   In order to unzip such a file, you need to insert the final disk, double-click on the zip file, and then click Un Span.   Un Span will take the ZIP file off of the disks, combine it into one ZIP file and put it into the target directory.   To unzip that file, you then double-click on it and unzip it in the normal fashion.
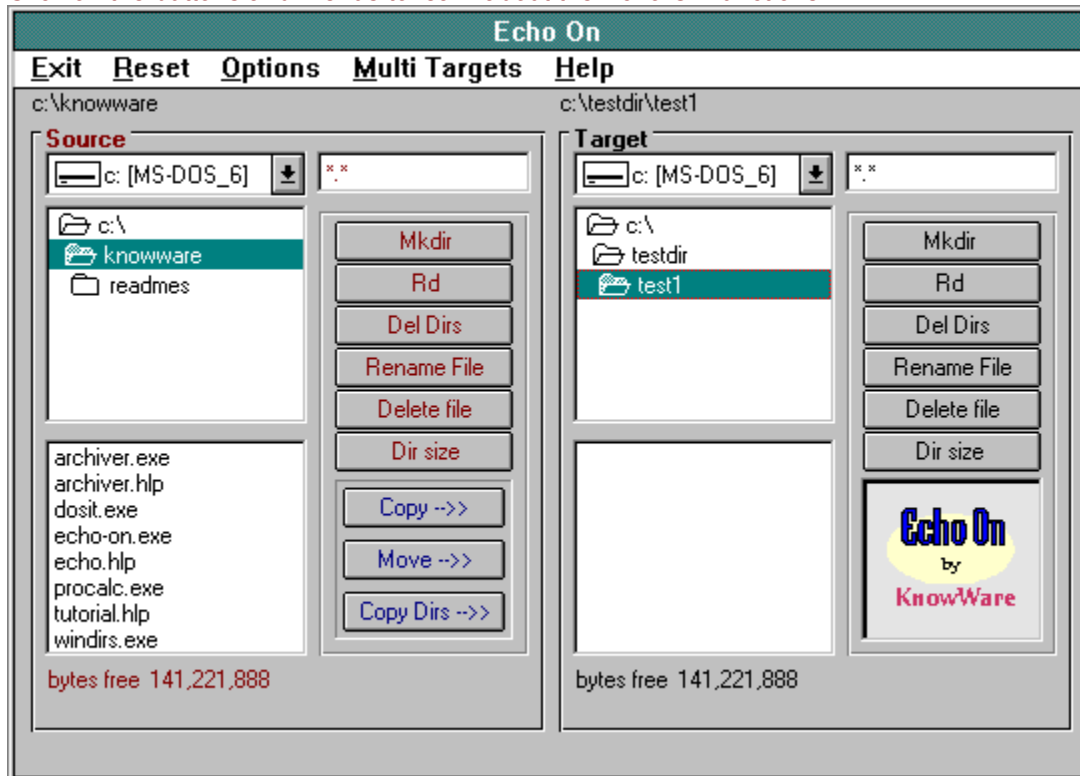
The Archiver jr **MkDir** button allows you to create a new directory to uncompress files into.   Clicking on it will bring up a window that prompts you to type in the name of the new directory.

The **Delete *.*** button will delete all files from the directory you have chosen, so that you can have an empty directory to uncompress files into.

The Echo On window allows you to copy, move and search for files and also gives you access to many of the same functions that are available in the main WinDirs program.   Under "Options", Echo On also provides a small disk formatting program.

Click on the buttons and menus to learn about the Echo On functions.

Echo On

Exit   Reset   Options   Multi Targets   Help

c:\knowware   c:\testdir\test1

Source

c: [MS-DOS_6]   * *   c: [MS-DOS_6]   * *

Source tree
- c:\
  - knowware
  - readmes

archiver.exe
archiver.hlp
dosit.exe
echo-on.exe
echo.hlp
procalc.exe
tutorial.hlp
windirs.exe

bytes free 141,221,888

Source buttons
- Mkdir
- Rd
- Del Dirs
- Rename File
- Delete file
- Dir size
- Copy -->>
- Move -->>
- Copy Dirs -->>

Target

Target tree
- c:\
  - testdir
    - test1

bytes free 141,221,888

Target buttons
- Mkdir
- Rd
- Del Dirs
- Rename File
- Delete file
- Dir size

Echo On
by
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The Make Directory button allows you to make a subdirectory from wherever you are.   Simply click on whatever directory you want to make a subdirectory of (in either the Source or Target list box) and then click on Mkdir (the red Mkdir on the left for Source and the Black Mkdir on the right for Target).   A box will come up with the path already displayed.   Click at the end of the path in the text box and type in the name of your subdirectory.   Then click on OK or push Enter.   You will see the new subdirectory appear in the directory list box.

NOTE: You can also type the name of your new subdirectory directly into the input box above the Mkdir button on either the Source or Target side.   Instead of bringing up the input box for you to fill in the name, the program will simply ask you to verify your new directory and then it will create it.

The RD button will delete whichever directory you have highlighted, as long as it has no files in it.   The red printed RD button on the left will remove a Source directory and the black printed RD button on the right will remove a Target directory.

This button allows you to delete any directory along with everything that is inside it (files and subdirectories).   Highlight the directory that you want to delete in either the Source or Target file list box. When you click on the Del Dirs button (the one on the left for Source, the one on the right for Target), a window will come up asking for the name of the directory you want to delete.   You will see the path already entered in the text box of the window.   Click on OK and a box will come up asking you if you are sure you want to delete the directory and its contents.   If you click on YES, you will see Echo On deleting the directory and all of its contents.

This button allows you to change the name of any file.   Highlight the file that you want to change the name of in either the Source or Target file list box and then click on the Rename File button (the red printed Source button on the left or the black printed Target button on the left).   A box will come up with the name of the file highlighted.   Simply type in the new file name (with extension) and click on OK.   You will see the name of the file change immediately in the file list box.

NOTE: You can also type the new file name directly into the input box above the Mkdir button on either the Source or Target side.   Instead of bringing up the input box for you to fill in the name, the program will simply ask you to verify the new filename and then it will change it.

This button allows you to delete any file.   Highlight the file that you want to delete in either the Source or Target file list box and then click on the Delete File button (the red printed button on the left for Source files or the black printed button on the right for Target files).   A box will come up, listing the file.   To delete it, simply click on OK.   The program will then give you another chance and ask you if you are sure you want to delete this file.   Click on Yes or push Enter and the file will be deleted.   You will see that it immediately disappears from the file list box.   Note that if you do not choose a file to delete, the program will assume that you want to delete all files (*.*) in the selected directory.   You can also delete a group of files by holding down the mouse button and selecting a group of files, OR by holding down the Control key and clicking on the files that you want to delete.   You may also use wild card characters (e.g. *.TXT) in the input box above the Mkdir button on either the Source or Target side.

The Dir Size button gives you the number of files and the number of bytes in the directory that you have open in either the Source or Target file list box.   Choose the red printed button on the left for the Source directory or the black printed button on the right for the Target directory.   The information is displayed in the lower right hand corner of the Source side or the Target side.

When you click on this button, the program copies whatever you have chosen in the Source file list box into whatever you have chosen in the Target file list box.   If you have a file highlighted in Source and a directory highlighted in Target, the program will copy the Source file into the Target directory.   If you have not chosen a file in the Source file list box, the program will assume that you want to copy all files from the Source directory (*.*) into the Target directory.   You can also copy a group of files by holding down the mouse button and selecting a group of files in the Source box, OR by holding down the Control key and clicking on the files that you want to copy.   After copying, the program displays the number of files and number of bytes copied in the lower right hand corner of the Target area.

The Move button works just the same as the Copy button except that it does not leave the files behind in the Source Directory.   Choose a file in the Source file list box and a directory in the Target list box and then push the Move button.   The file will immediately be moved to the Target directory.   If you have no file chosen, the program will assume that you want to copy <u>all</u> files from the Source directory and it will immediately do that.   You can also move a group of files by holding down the mouse button and selecting a group of files in the Source box, OR by holding down the Control key and clicking on the files that you want to move.   After moving, the program displays the number of files and number of bytes moved in the lower right hand corner of the Target area.

The Copy Dirs Button is the equivalent of the DOS Xcopy function.   It is for use when you have a directory with subdirectories that you want to copy all at once.   Choose the directory in the Source file list box and then choose its destination in the Target list box.   When you click on the Copy Dirs button, Echo On will make a complete copy   of the directory and all subdirectories in the Target location and will copy all of the Source files into the proper directories.   The program displays the number of files and number of bytes moved in the lower right hand corner of the Target area.

Choosing the Exit menu item will exit from Echo On and return you to WinDirs.

Resets all controls to default values.   Returns the directory list boxes to the root directory.

The Options menu gives you access to other important Echo On functions.   The first option, Format Disk, allows you to format a floppy disk.   For complete information about this, go to <u>Format Disk</u>.   The next two options are for the Search function, which can be used to search for a file on your system.   See <u>Search Function</u> for more information about Search.   The next two options, Notepad and Write, can be used for loading and viewing text files.   Go to <u>Notepad and Write</u> for more information.

This menu item allows you to choose more than one target directory for the files that you are copying.   To use this function, choose your first target directory and then go to the Multi Targets menu and choose Target Dir 1; choose your second target directory and then go to the Multi Targets menu and choose Target Dir 2; and choose your third target directory and then click on Target Dir 3.   After choosing your targets, click on the Copy button and you will see the file(s)   being copied to all three target directories.   Clicking on the "More" item in the Multi Targets directory will give you three more targets to select.   "Show Current Selections" will show you which target directories you have chosen.

The Help menu gives you access to the WinDirs help file.

This is a multipurpose user input box.   When deleting files, you can use this input box to add wildcards for deleting multiple files, e.g. *.doc.   When renaming a file, use this box to type in the new name of your file.   When creating a new directory, use this box to type the name of your new directory.

This is where you choose the file or directory that you want to copy or move.   The buttons with red printing perform operations on the files in this file list box.

This is where you choose the destination of the file or directory that you want to copy or move.   The buttons with black printing perform operations on the files in this file list box.
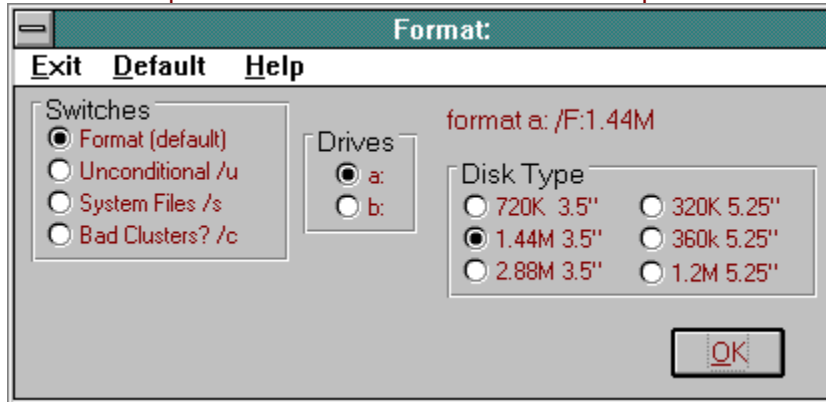
Format Disk formats a floppy disk in your disk drive.   The program will prompt you for some information about what sort of formatting you want to do, what disk drive you are using, and what size the disk is.

Click on the options below to learn about the different possibilities for formatting a disk.

Format:

Exit   Default   Help

Switches
- ◉ Format (default)
- ○ Unconditional /u
- ○ System Files /s
- ○ Bad Clusters? /c

Drives
- ◉ a:
- ○ b:

format a: /F:1.44M

Disk Type
- ○ 720K 3.5"   ○ 320K 5.25"
- ◉ 1.44M 3.5"   ○ 360k 5.25"
- ○ 2.88M 3.5"   ○ 1.2M 5.25"

OK

This is the regular DOS format command.   Use it for general-purpose disk formatting.

This is the lowest level of disk formatting.   With the regular format command you can actually do an "un-format" and sometimes restore some of your data, but the unconditional format completely wipes out any data you may have had on the disk.

This format command copies the system files onto the disk as part of the format operation.   The three system files (IO.SYS, MSDOS.SYS and COMMAND.COM) make the disk bootable.   This means that your computer could boot up and load DOS by using this disk if something was wrong with your hard drive.

This is the format command to use if you believe that your disk has bad clusters.   The /c switch will retest all of the clusters to see whether they are bad, and if they are Format will mark them as bad so that they will not be used.   More information about these format switches can be found in DOS help.

You must choose a drive for the format command to work.   Choose the drive where the disk you want to format is.

You must also choose a disk type, so that the computer knows what sort of disk to format.   Most computers now use the 1.44M 3.5" disks.

Clicking on Exit closes the Format window and returns you to WinDirs.

The Help menu gives you access to specific help on the Format window and to the WinDirs help file.

Clicking on Default will set the Format options to Format (default), a: drive, 1.44 M 3.5" disks.

This is the button that you click on when you are satisfied with your format choices and you are ready to go ahead and format your disk.

The "New Search" item in the Options Menu will search for a file or group of files on your system or any portion of your system.   To use the Search function, you first need to choose your search pattern and search location in the Source file list box.   If you want to search your entire system, make sure your root is highlighted first (i.e. C:\), or if you want to search one directory choose that directory.   If you are searching for a particular file, for instance "mydoc.doc", you would type that file name into the small box above the Source Mkdir button, next to the drive list box.   Then just choose New Search from the Options Menu and you will see a list box appear on the left side of the window showing you the results of your search.   After the search has been performed and you have some results, you can double click on a file in the search list box and the Source file list box will reappear and reset itself to the location of the file you have chosen.   You can also use wildcards to perform your searches, such as searching for *.ico (all icon files) or *.bmp (all bitmap files) on your system or in any directory.

The View Old Search menu option will bring up the results of the last search that you did, in case you need to refer to them again.

Notepad and Write allow you to view text files from the Echo On window.   Just highlight a text file in the Source file list box and then choose one of the text editors.   Notepad allows you to view most small text files and Windows Write allows you to view any Windows Write file (having a .WRI extension) as well as many other text files.   If you do not choose a file, Echo On will still load Notepad or Write and you can then create a text file.

The WinDirs window has its own graphics viewers which will allow you to view bitmaps (BMP files) and GIFs.   In order to view bitmap files, all you need to do is   double click on the bitmap file that you would like to look at.   You will see the picture come up in the upper right part of your screen.   You can maximize the viewer screen by clicking the upward arrow in the upper right-hand corner of the viewer window.   To close the viewer, just click on Close.   Use the same method to view GIF files.   Choose the GIF file that you want to see and then double click on it.   You will notice that the GIF viewer has an "Options" menu.   This gives you two options for how the GIF appears on your screen: "Stretch" and "Keep Aspect".   If the Stretch option is chosen, the GIF will be stretched to fit your screen.   If the Keep Aspect option is chosen, the GIF file will keep its proper width to height ratio on your screen.

There are many kinds of graphic files out in cyberspace, and you will probably end up with some files other than BMP or GIF files.   You cannot use the WinDirs viewer to view other sorts of graphic files, but you <u>can</u> run your own graphics viewer from WinDirs.   If you click on a graphics file with a different extension, such as JPG, or RLE, WinDirs brings up a form which allows you to choose the EXE of your own graphics viewer.   You can also set your own graphics viewer as the "default" viewer and any graphic file that you double-click on after that will come up using your viewer rather than the WinDirs viewer.   If you want to change to a different viewer or un-select your default viewer, go to the WinDirs "Editors" menu and choose "Select Viewer."   This will bring up the same viewer selection window so that you can change your viewer selection.

Icon files have the ICO extension, and there are many libraries of them online to spruce up your Windows environment.   The ICO files often do not have very descriptive file names, however, so you may want to view your icons and label them for future reference.   You will notice that when you click on an icon file in the WinDirs file list box, the icon appears in the square box at the bottom of the window.   You can quickly view your icons this way, or you can use WinDirs's Icon Editor..   To access the Icon Editor, you just need to choose an ICO file and double-click on it.   The Icon Editor window will appear at the top of your screen.   The main window of the editor shows you an expanded view of the icon, which you can edit pixel by pixel by clicking on a color in the Color Palette and then clicking on the pixel you want to edit.
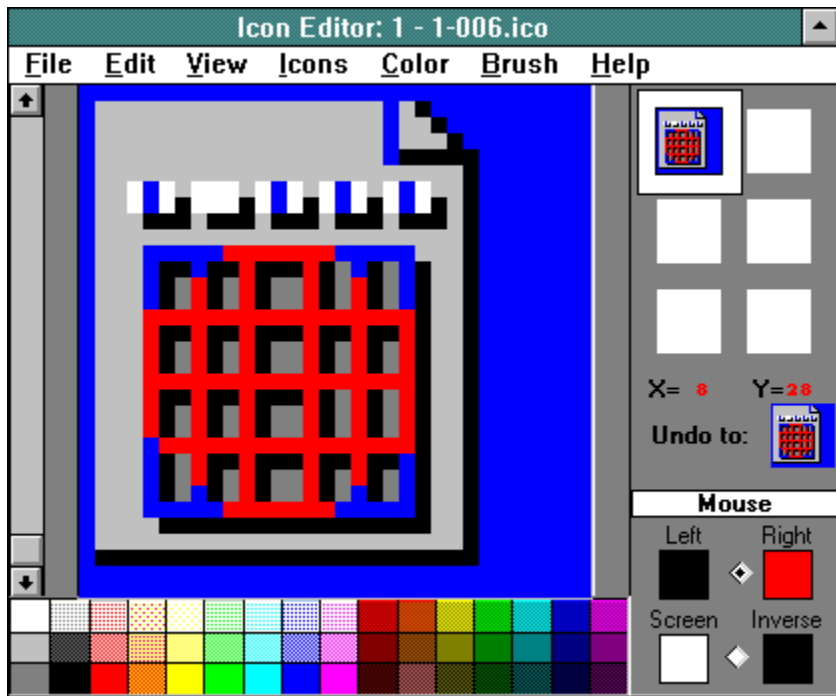
This is the window that appears when you double-click on an icon file.   Click on the different areas of the window for an explanation of the various functions.

Sub-Topics:

Icon Editor - Zooming In and Out

Testing an Icon

On the right hand of your screen you will see six white boxes.   You can have six icons at a time loaded into these boxes and switch between them.   You will see that whatever icon you have loaded is in the first box.   To load another one, click on an empty box and then go down to the CATapult window and double-click on another icon file.   You can then switch back and forth between the icons by clicking on the different boxes.

Below the icon boxes you will see and "X=   Y=."   This shows the x,y coordinates of your mouse as it moves in the icon editing window.

The "Undo to:" icon box keeps a picture of the active icon as it appears before being changed.   If you go to the Edit menu and choose Undo, the icon will be returned to its original state.

The colored squares at the bottom of the Status Area show what colors are attached to your mouse buttons.   The color under "Left" is the color that will appear if you click on a pixel with your left mouse button, and the color under "Right" will show up if you use your right mouse button.   To choose a color, click on the color palette with either mouse button.   You will see the color show up in the Left or Right mouse box.

The bottom two boxes display the background color of the active icon and the inverse of that color.   If you select the icon in the Edit menu (Select All) and then choose Invert, you will see all of the colors change to their inverse.

The Color Palette contains solid and dithered colors you can use when editing an icon.   To select a color from the palette, click a color cell with the left or right mouse button.   Icon Editor assigns the selected color to the mouse button used to click the color cell.   You use this procedure to assign foreground colors as well as screen and inverse colors.

Double-clicking a mouse button assigns the selected color to that button then opens the Custom Color Palette Window.   You can define your own colors in this window.

The File menu has three options.   "New" opens a blank icon file, so that you can create your own icon from scratch or copy an icon from the clipboard.   "Save" opens the file list box so that you can save your edited icon.   And "Exit" closes the Icon Editor window.

The edit menu has nine edit options.   "Undo" will undo all changes and return the icon to its original state.   "Cut" will remove the selected icon and put it on the clipboard.   (You have to use Select All first, to select the icon.)   "Copy" will put a copy of the selected icon onto the clipboard.   "Paste" will paste whatever is on the clipboard into the present icon file.   "Select All" selects the icon that is presently in the edit window.   "Rotate 90 Right" rotates the icon image 90 degrees to the right, and "Rotate 90 Left" rotates it 90 degrees to the left.   "Invert" changes all of the colors in the active icon to their inverse.

The View menu allows you to choose which parts of the Icon Editor window will appear on your screen. You can choose to display or not to display the different areas by using the check boxes.   If you active the Grid you will see a grid made up of lines or dots show up on the icon in the edit window.

This menu lists the icons that have been loaded into the six icon boxes.   You can use this menu to switch between the different icons.

There are a couple of different color palettes to choose from.   This menu allows you to toggle between the different options.

This menu allows you change brush sizes for editing icons.   If you choose the Small 1x 1 brush you will just color one pixel at a time on the icon, but if you increase the size then you will color a larger area.

This menu allows you to view this help file.

The vertical scroll bar along the left side of the editing area increases or decreases the magnification of the currently selected icon.

You can use this scroll bar to display the icon at actual size or magnify it to fill the editing area.   When you resize the Editor, the scroll bars adjusts to the new window size so that the icon stays at the same magnification.

You can test the icons you create to see what they look like when dragged.   This ability is especially helpful when your icon contains transparent regions.

To test an icon, drag the icon from its icon box in the Status Area.   You can test only the currently selected icon.   You cannot drop icons dragged from the Status Area.