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Managing Files

You can use File Management to copy, move, rename, delete, and change the attributes of your files. In addition, File Management provides options for changing the directory, specifying which file names appear in the window, and displaying document information. These options are available under the File Management, File, and View menus.

File Management allows you to work with files only. These files may be Ami Pro documents or style sheets or non-Ami Pro files. You cannot use File Management to copy or move a directory.

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Copying or Moving a File

You can copy or move one or more files at a time.

To copy or move a file

1. Choose File/File Management.
2. Select any files you want to copy or move.

Ami Pro displays any comment previously specified in the Doc Info Description text box next to each file name. If a file is not an Ami Pro document, the Description indicates Not an Ami Pro File.

Copying, moving, or renaming a file using a Windows or DOS command does not guarantee that all necessary formatting information and related files remain with an Ami Pro document. Use File Management and choose the appropriate options to ensure that all necessary information remains with the documents.

Keyboard: Press SPACEBAR when the file name is displayed inside a dotted rectangle.

3. Choose File/Copy or File/Move.
4. Specify the full path for the destination file.

If you selected multiple file names, or if you want to use the same file name as the original, specify only the drive and path.

5. Choose OK.
6. Select the desired format options.

The options determine whether the style sheet associated with the document and the graphics files referenced in the document are copied or moved.

Using Take Associated Graphics Files

If you select this option, Ami Pro copies or moves the document and any original graphics files referenced in the document to the destination you specify, even if the graphics files are stored in a different directory than the document.

Select this option when you copy or move a document containing any pictures stored as original graphics files. If the pictures in the document are Ami Pro charts or drawings, were pasted from the Clipboard, or were inserted into the document using the Copy Image option, you do not need to select this option.

Using Take Associated Style Sheet

If you select this option and you are copying or moving a document to a floppy drive, Ami Pro copies or moves the document and the style sheet to the floppy drive. If you are copying or moving a document to a hard drive, Ami Pro copies or moves the document to the directory you specify and the style sheet to the STYLES directory specified in the User Setup.

Select this option when you copy or move an Ami Pro document that uses a style sheet you created and you want the style sheet to be available for use with other documents. This ensures that the style sheet is available on the destination disk or in the destination directory.

Using Maintain Format

If you select this option, Ami Pro does not copy or move the style sheet containing the page and paragraph formatting information associated with the document. Instead, the document's page layout and paragraph styles are stored in the document. This option is similar to the Keep format with document option in the Save As dialog box.

Using this option makes all formatting information document specific. In the Styles Box, the style sheet name appears as None, and each paragraph style name is preceded by a bullet. Even if the original style sheet is available, Ami Pro does not use it, and any changes made to the original style sheet are not reflected in the format of the document.

Select this option if you are copying or moving an Ami Pro document that contains all the formatting

information (page layout and paragraph styles) the document needs and you do not plan to use another style sheet. This option is also useful for maintaining the format of a document when it is displayed on another computer that either does not have the style sheet originally associated with the document, or has a style sheet with the same name but different settings than the style sheet originally associated with the document.

7. Choose OK.

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Renaming a File

You can rename one file at a time.

To rename a file

1. Choose File/File Management.
2. Select the file you want to rename.
3. Choose File/Rename.
4. Type the name you want to give the document.
5. Choose OK.

Ami Pro renames the file.

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Deleting a File

You can delete any type of file, including Ami Pro documents and style sheets, using File Management. However, you cannot delete a read-only file.

To delete a file

1. Choose File/File Management.
2. Select any files you want to delete.
3. Choose File/Delete or press DEL.
4. Choose OK.

Ami Pro deletes the files.

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Changing File Attributes

You can change the attributes of a document if you have rights to it.

To change file attributes

1. Choose File/File Management.
2. Select the file for which you want to change the attributes.
3. Choose File/Attributes.
4. Select Read only or Read-write.
You can display a read-only file, but you cannot save any changes to it.
5. Choose OK.

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Changing the File Management Drive or Directory

You can change the file names that appear in the window by changing the drive or directory.

To change the File Management drive or directory

1. Choose File/File Management.
Shortcut: Double-click a directory name to display the names of the subdirectories and files in that directory.
2. Choose File/Change Directory.
3. Specify the drive or path for the files you want to appear in the Ami Pro File Manager window
4. Choose OK.
Ami Pro displays the desired file names in the window.

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Changing the File Names in the Window

You can change the types of files Ami Pro displays in the window.

To change the file names in the window

1. Choose File/File Management.
2. Choose View.
3. Select the types of files you want Ami Pro to display.

***.S?M Files**

Displays all file names that have extensions that begin with "S" and end with "M," including .SAM and .SMM files.

All

Displays all file names in the working directory, regardless of their extensions.

Partial

Displays the Partial dialog box. Type an asterisk, a period, and the extension for the files you want Ami Pro to display and then choose OK.

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Viewing Document Information

You can display the document information for a selected file if you need to find out more about the document's size and contents before you copy, move, rename, or delete it.

To view document information

1. Choose File/File Management.
2. Select the desired file name.
3. Choose View/Doc Info.

You must display the document and choose File/Doc Info to create or edit document information.

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Exiting File Management

You can exit File Management when you finish managing documents.

You can also keep File Management active in the background while you continue to edit an Ami Pro document by clicking anywhere in the current document. When you need to access File Management again, press ALT+ESC.

To exit File Management

Choose File/Exit.

Mouse: Double-click the Control menu box.

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