Enter topic text here.

A File Set is similar to FileBoss' Explore View (and the typical Windows Explorer interface) with a tree structured list of folders on the right and the contents of the selected folder on the left. But while similar the differences are huge:

File Sets

- contain contents of **one folder**, **many folders**, **whole drives** and even **multiple drives** across multiple computers
- can include only the files you wish either by expressly **including certain files**, **excluding certain files** or a combination of both.
- can be **saved to disk**, either as a definition or as static pointers to the files they contain.
- provide an **added dimension to file manipulation** including copying, renaming comparing duplicating, updating and much more.

Enter topic text here.

**Information on the Selected Files to be Copied**

Source Files

For easy reference this area displays information about the selected files that FileBoss will attempt to copy, move or update.

Top Level:

The Top Level   section shows how many folders and files will be copied directly to the destination folder. All other folders and files will be copied below one of the top level folders (or sub-folders of a top level folder)

Destination for the Copy / Move Operation

Destination: Free Space: 33,799,958,528

\\NetVista-XP\c\Backups\Daily · Browse
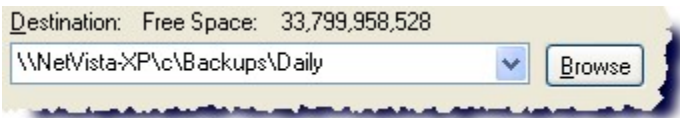
Destination

Displays the folder to which the selected files will be copied/moved.

The list of previous destination folders - accessed by clicking the down arrow to the right - is remembered even when FileBoss is closed.

To change folders you can:
- select one from the drop-down list
- type in a new path, or
- select the **Browse** button to locate the folder you want.

The number above the destination folder is the amount of free space on the selected folder's drive or storage media.

Do it your way:

Don't like the list of destination folders in the drop down list? Want to delete some of them or change their order for some reason? Simple. Just hold down the **Alt** key and click on the word *Destination*. A dialog will open where you can edit the list of entries.

Copying all Files to One Folder

(Note: this option is only available when copying from File Set view. It is meaningless when copying from an Explore View and thus disabled.)

When checked this option forces all selected files and folders to be copied directly to the destination folder regardless of their relationship to each other.

Normal Copying

Normally folders and files are copied along with their folder structure. For instance, suppose the following three files were selected in a File Set:

C:\Setup.txt
C:\My Documents
C:\My Documents\Parents.doc

If the Destination folder was D:\Backup then the two files and one folder above would be copied as:

D:\Backup\Setup.txt
D:\Backup\My Documents
D:\Backup\My Documents\Parents.doc

Copying to One Folder

All selected files and folders will be copied directly to the destination folder:

D:\Backup\Setup.txt
D:\Backup\My Documents
**D:\Backup\Parents.doc**

Copy Only if Target Exists

Will copy each selected file if, and only if, a file with the same name already exists in the destination folder.

This effectively updates the files in the destination folder without adding any new files. Good for when you want to back up files with copying a bunch of junk or temporary files that may be on the source drive or folder.

Actions when Destination Entry Already Exists
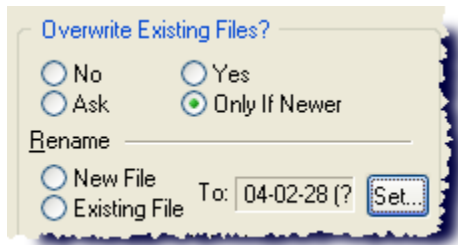
No / Yes / Ask / Only if Newer

The first four options determine whether or not files can be overwritten by the files being copied.

When **Only if Newer** is selected the times the files were last modified are used for comparison.

Rename

Rather than overwriting files that exist, you can instruct **FileBoss** to rename either the new or the existing files.

Select **New File** to rename the file that is being copied (the existing file will not be changed).

Select **Existing File** to rename the existing file, the new file will then be copied using the old name.

Whether you choose to rename the existing file or the new file depends only on what you are doing and your personal preference.

Click on **Set...** to specify how the files - either new or existing - will be renamed. You can add text and/or sequential numbers to the new filenames.

Setting When FileBoss will Ask for Confirmation
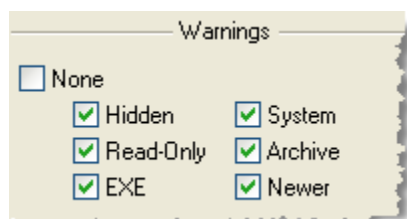
These options determine when FileBoss will alert you that a file is going to be overwritten by the copy or move process. The warnings are fired when an existing file has one of the checked attributes. For instance if the EXE box is checked FileBoss will ask you what to do before copying a source file over an existing target file that has an extension of .EXE, .COM, .DLL, .DRV, .OCX or .BAT. When asked what to do your options will be to skip that one file, cancel all remaining files, overwrite that one file, overwrite all remaining files or even rename the file.

None	This is a master check box that, when checked, turns off all warnings. You'll note that when it is checked the other check boxes are grayed indicating that they have no effect. To enable the other check boxes uncheck this 'None' check box.
Hidden	Marked by Windows as a *Hidden* File. Normally files marked with this attribute should not be modified.
System	Marked by Windows as a *System* File. Normally files marked with this attribute should not be modified.
Read-Only	FileBoss will stop and ask permission whenever one of these attributes is set on the existing target file. Note that changing (which overwriting a file certainly does) any file with the **Hidden**, **System** or **Read-Only** attribute may disrupt the stability of your system, if not render it totally unusable.
Archive	The archive bit indicates that a file has been changed. This attribute for a file is set by Windows whenever a file is modified by either Windows or a program such as a Word processor or paint program. Backup programs often use this attribute to determine what files need to be backed up and, after backing up the file reset (clear) the Archive bit.
EXE	FileBoss considers files with the following extensions to be executable files: **.EXE**, **.COM**, **.DLL**, **.DRV**, **.OCX** and **.BAT**.
Newer	FileBoss will compare the two file times and warn if the file on the target drive is newer (had been modified more recently) than the source file. This option is only present when the warnings are being used for copy or move operations (i.e. not for deleting or touching as there is no 'source' file).

Setting New File Attributes

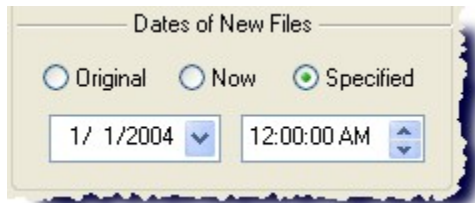These options affect files created or overwritten by the copy or move operation.
(Note that a file is considered *new* even if it overwrites an existing file of the same name.)
You can add, remove or leave the four attributes unchanged.
If an attribute is marked as *No Change* it will be set to the same setting on the source file or folder.

Specifying Dates and Times of New Files

These options affect files created or overwritten by a copy or move operation.
(Note that a file is considered *new* even if it overwrites an existing file of the same name.)

There are three options:

Original   The copied / moved file and folders will have the same file times as the original files

Now   All new and overwritten files will have their file times set to the time the copy / move operation began.

Specified   All new and overwritten files will have their file times set to the time specified in the date and time fields immediately below these three option buttons.

Special Notes:

- All three file times - *Created*, *Last Accessed* and *Last Modified* - are set by these options.
- Frequently the file times of the copied files will not exactly match those of the original files or of the time specified. When this happens it is because how Windows stores file times depends on the Version of Windows and on the underlying file system of the storage media, e.g. NTFS and FAT. Just as one example some systems store access times to the nearest two seconds others to the nearest day. So In that case when a file is copied from the former to the latter, the access time will be rounded down to midnight of the day. Then, when the file times are compared they will be different. FileBoss can account for this difference by setting the resolution of file times when in compare mode.

Removing the Archive Flag from Original File

Remove Archive Bit from Source Files

Clears the Archive flag from the source file. When the Archive flag is cleared it indicates to some programs that the file has not changed since it was last backed up.

More about Archive Bits

The archive bit indicates that a file has been changed. This attribute for a file   is set by Windows whenever a file is modified by either Windows or a program such as a Word processor or paint program. Backup programs often use this attribute to determine what files need to be backup and, after backing up the file reset (clear) the Archive bit.

Specifying how Folders will be Copied

There are two ways Folders can be copied.

Everything In & Below The first is the normal, recursive,   method (used by Windows Explorer and most other programs) where the folder entry is copied along with all folders and files below that folder with the original folder structure copied to the destination.

As an Empty Folder   Only the folder itself is created. No folders or files below that folder are copied unless they too are selected.

There are a number of uses for the **As an Empty Folder** option. One of the most noticeable is to copy an entire folder structure without any of the files it contains. Just select all the folders and then, in the Advanced section of the Copy dialog, make sure the **As an Empty Folder** option is selected before copying.

Special Notes:
This option is only available when the files being copied are from a File Set. When in Explore View these options are grayed and all folders are copied in the traditional manner, i.e. as if the **Everything In & Below** option was selected.

More Copy / Move Options

Provides quick and direct access to the main Program panel for setting global Copy / Move Options inlcuding how files are copied form CDs/DVDs, retaining Access times and how results of copy / move operations are logged to the Results windows.
You can also set the defaults options for the **Copy Files** dialog.

(Note that this same Options dialog can be accessed by opening the main Program Options dialog - **Tools | Options...** from the main menu - and selecting the *Copy Files* panel.)

Expanding the Copy / Move dialog to Display Advance Options
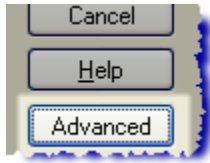
Simple / Advanced Button

Opens and closes the Advanced area at the bottom of the dialog. (When the Advanced area is open this button changes to read *Simple*.)

Special Notes:
- **Closing up the dialog to hide the Advanced area resets all the options in that area to their defaults.** (E.g. normally the *Overwrite* option will revert to Ask and the *Copy to One Folder* and *Copy Only if Target Exists* check boxes will be cleared.)
- **Changing the default settings**. You can change the default copy settings used when the dialog's Advanced area is closed to whatever you want. To do so:
    1. If the *Advanced* area is closed, open it up to expose the **Options** button.
    2. Click on the **Options** button.
    3. The Copy Files Options dialog that opens click on the **Copy Files Dialog** button. This will open a dialog with many of the same options as the main **Copy Files Dialog**. Set the options as you desire for the defaults and click **OK**. Now when the Copy Files dialog is closed the options in the Advanced area will be set to the new settings.

(Note that this same Options dialog can be accessed by opening the main Program Options dialog - **Tools | Options...** from the main menu - and selecting the *Copy Files* panel.)

Specifying Paths to Search

Paths: C:\My Music | C:\My Pictures | C:\My Videos   [v] [Browse]
[ ] Search Subfolders

Specifies one or more paths to be scanned. For instance to scan the **My Documents** directory on drive C: enter:

C:\My Documents

> **(Note**: if you are comparing folders either from the Compare Folders or Paths dialog or directly in the Create File Set dialog two and only two paths must be entered in this field)

Including Multiple Paths

Separate multiple paths with the bar character '|'.

To scan the **My Documents** directory on drive C: and the **Temp** directory on drive D: enter:

C:\My Documents|D:\Temp

(The maximum length of this field is over 65,000 bytes.)

Using Wildcards

If you would like to collect files on all of drive D: and in the **My Documents** and **My Installations** folders on drive C: enter the following.

D:\|C:\My *s

(Of course, the entry **C:\My *** would search all folders in the root of drive C: which began with **My** then a **space** and end with an **s**.)

The use of a wild card is restricted to the last element of the path. For instance, the following examples will not work:

D:*\Backup
C:\My **
C:\Program Files\Iront*\FileBoss

But the following will work:

C:\My *s

(It would return files in folders **C:\My Videos** and **C:\My Pictures** if present.)

To search both the Normal and Nermal directories on drive D: you could enter either:

D:\Normal|D:\Nermal

or

D:\N?rmal

Excluding Folders

Specific folders can be excluded from the search by preceding the folder's name with a minus sign, '-'.   If the name of the folder actually begins with a minus sign, simply put another in front of it, e.g. "--my folder".
Consider the following example:

C:\My Documents|-Temp|-Backup|D:

Paths to be excluded can contain the normal wildcard characters, * and ?. (Use full paths, e.g. C:\house\pictures) to avoid excluding all paths, e.g. every folder named 'pictures'. This can be especially important when using wildcards.)
Note that the order of the entries is ignored: in the above example any **Temp** and **Backup** folders will be ignored on drive **D:** as well in **C:\My Documents**

Using Wildcards in Folders to be Excluded

Using wildcards in folders to be excluded is almost exactly the same as it is to use them in paths to be scanned. For instance:

C:\|-C:\C*s

Would search all of drive C: except for files and folders in and below any root folders beginning with a 'C' and ending in 's'.

More Help

Click the **Help** button for complete details.

Specifying File Patterns

Patterns: `*.tmp | *.* | *.bak | -*.mine`   ▼   `>>`

Enter the names or name patterns of files and folders you want included in the search.
Leaving the field empty is the same as specifing a single asterisk '`*`' or the traditional '`*.*`' meaning include all files.

Multiple File Patterns
Separate multiple patterns with the bar character '|'.

Wildcards in File Patterns
The common wildcard characters '*' and '?' can be used when specifing groups of file to be inclucded.
The entry `*.tmp | *.bak | ~*` will find all files with the extension **tmp** and **bak** as well as all files begining with the tilde character '**~**'.

Exluding Files and Groups of Files
Specific files and groups of files can be excluded from the search by preceding the files with a minus sign, '-'.   If the name actually begins with a minus sign, simply put another in front of it, e.g. "`--notations.txt`".
To create a File Set that includes all files except temporary and backup files you could enter
        `-*.tmp | -*.bak | -~*`
(Note that there is no `*.*` or just `*` in the beginning. Remember that if there is no include specification then `*.*` (all) is assumed.
For example the these two patterns are equivalent: `-*.zip` and `*.* | -*.zip` (include all files except those with the **zip** extension).

User Defined & Default Patterns
While the drop down list box will remember the most recently used patterns, even when FileBoss is closed, you can use predefined

More Help
Click the **Help** button for complete details.

Browse Button

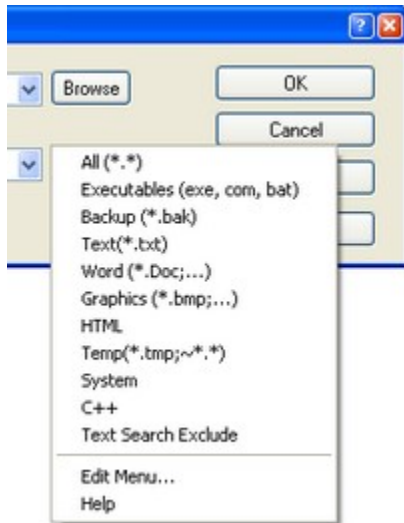Opens a dialog where one - or more - paths can be selected.

The selected paths will be entered into the **'Paths'** field to the right of this button replacing anything in that space.

More Help

Click the **Help** button for complete details.

Menu of Pre-Defined File Patterns

    Displays a pop up menu of predefined file patterns that can be quickly added to the 'Patterns' field to the left.
    You can edit this drop down menu to include the file patterns you use the most (use the 'Edit Menu' option at the bottom.)
   The patterns fly out can hold up to a maximum of twenty entries.

Opens a list of default search patterns, which can be used to quickly fill in the **Patterns:** field. You can edit this drop down menu to include the file patterns you use the most (use the 'Edit Menu' option at the bottom.)

The patterns fly out can hold up to a maximum of twenty entries.

       Edit

Allows you to edit the contents of the **Patterns:** drop-down list box.

More Help

   Click the **Help** button for complete details.

Saving & Using Templates
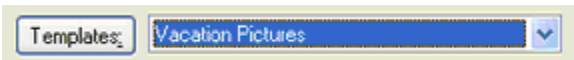
Saving & Using Templates

Templates allow you to save the current settings in the dialog as a named group that can be selected and reused later. (FileBoss stores and remembers the Templates even when the program is closed.)

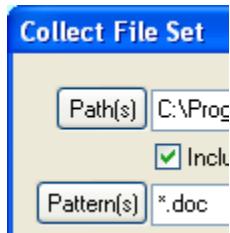**To save the current settings** as a named template click the **Template** button.

To use a template simply select it from the drop down list (click the down arrow to the left of the field).

More Help

Click the **Help** button for complete details.

Browsing for Paths

Collect File Set

Path(s) C:\Prog

☑ Inclu

Pattern(s) *.doc

Press either button to display a special dialog for entering multiple paths and or file patterns with ease. When the that dialog returns the changes will be put into the fields to the right of the 'Paths' and 'Patterns'.

More Help

Click the **Help** button for complete details.

Text Search

Specifies text which must be in a file in order for it to be included in the file set. Text searches in FileBoss can be very simple or very sophisticated depending on your needs.

Text Search

When the checked text search is active.

Set
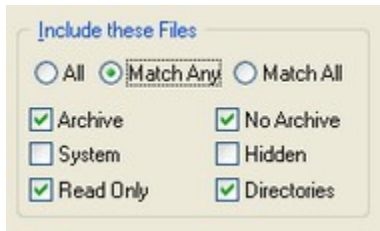
Opens a dialog where you can define what text to search for and how the search should be conducted. The options range from a simple search to sophisticated expression searching.

More Help

Click the **Help** button for complete details.

Files to Include

All	All files will be considered for inclusion regardless of their attributes. When this button is selected the attribute options below it will be grayed and will not be used.
Match Any	All files will be considered for inclusion regardless of their attributes. When this button is selected the attribute options below it will be grayed and will not be used.
Match All	All files will be considered for inclusion regardless of their attributes. When this button is selected the attribute options below it will be grayed and will not be used.

More Help
 Click the **Help** button for complete details.

Files to Exclude
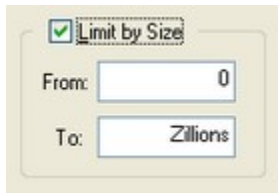
More Help

   Click the **Help** button for complete details.

Limiting by Size

When *Limit by Size* is checked FileBoss will only include files that fall between the *From* and *To* sizes, inclusive. Make both entries the same to only return files of a specific size.
E.g. entering '0' for both fields will only return files of zero length.
This field only affects files not folders which as far as Windows is concerned always have a size of 0.

Unlimited Sizes

To specify an unlimited size for files (i.e. up to any amount) enter -1 or 'Zillions' into the 'To' field of the Sizes area. (Actually, to specify an unlimited size you can enter Zillions or any other term as long as it is not a number, e.g. 'I Love FileBoss')

Megabytes & Kilobytes

In addition, M, MB, Megs, KB and K (in any case) can follow a number to signify megabytes or kilobytes as desired. But note that these numbers will be translated into bytes when they are redisplayed.

Easy Reading

Commas can be used in numbers if it makes you feel better.

More Help

Click the **Help** button for complete details.

Limit by Filetimes

More Help

   Click the **Help** button for complete details.

Defining Minimum Path and Filename Lengths

Shortest Path Lth: ☑ 65   Shortest Filename Lth: ☑ 65   Shortest Total Lth: ☑ 128

More Help
   Click the **Help** button for complete details.

Compare Folders Option

☐ Compare Folders

More Help
Click the **Help** button for complete details.

Enter topic text here.

Pattern for new names

Pattern for new Filenames:

(copy ?)

The pattern will be included in the names of the duplicated files, inserted at the position indicated by the **Insert Where** selection below.

If a question mark (**?**) is included it will be replaced with an incremental number ensuring a unique name. FileBoss does not require that the **?** be included (though you will get a warning if it is not) but it is usually best to have one to ensure unique names.

Specifying where the pattern will be inserted in the names

Mutually exclusive options that determine where the pattern for the new name will be inserted in the old name. Select one and then look at the sample near the bottom of the dialog to check if this is the way you want the duplicated files named.

**Duplicating only the folders not their contents**

When checked only the folders (and sub-folders) will be copied, duplicating the folder structure of the selected folders.
This option will be disabled if not folders have been selected. If both folders and files have been selected it will be applied to the selected folders and the selected files will be copied normally (in other words selecting this option will not prevent selected files from being duplicated).

Sample Filename

Sample for: "FileBossIsGreat.txt":

FileBossIsGreat (copy 001).txt
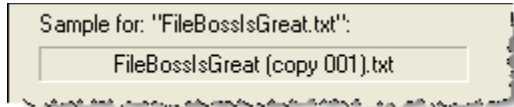
Displays a sample name with the settings you have chosen.
Everytime you change a setting the sample will change

Enter topic text here.

Add Button

Prompts for a new string representing the path to the folder for the bookmark.

Simple Bookmarks

A simple bookmark is just a string that is the full path to the folder that is bookmarked.

Examples:

C:\

C:\Documents and Settings\Paul\My Documents

In the above examples, the path is also the name of the bookmark. (The name of a bookmark is the text that appears in the drop down lists of bookmarks in FileBoss.

Bookmark Names

You can also create bookmarks with separate names and paths. Simply separate the name from the path with the open angle bracket, '>'.

Examples:

My Documents > C:\Documents and Settings\Paul\My Documents

Programs > C:\Program Files

LAN Storage > \\Server\D\Storage

Edit Button

Opens a simple dialog box where the current bookmark can be edited.

Simple Bookmarks

A simple bookmark is just a string that is the full path to the folder that is bookmarked.

Examples:

C:\

C:\Documents and Settings\Paul\My Documents

In the above examples, the path is also the name of the bookmark. (The name of a bookmark is the text that appears in the drop down lists of bookmarks in FileBoss.

Bookmark Names

You can also create bookmarks with separate names and paths. Simply separate the name from the path with the open angle bracket, '>'.

Examples:

My Documents > C:\Documents and Settings\Paul\My Documents

Programs > C:\Program Files

LAN Storage > \\Server\D\Storage

Delete Button

Deletes the currently highlighted bookmark.

If the Bookmark Editor is cancelled no bookmarks will be deleted.

Delete All Button

Deletes all the bookmarks in the list.

If the Bookmark Editor is cancelled no bookmarks will be deleted.

Optional Reset Button

If you want to reset all of the list of bookmarks to FileBoss' default list press the **Reset** button instead.

Automatic Reset

In any event if all bookmarks are deleted and the Bookmark Editor is closed, FileBoss will automatically create a default list of bookmarks the next time they are needed.

Normally the list will look something like the following:

C:\
D:\
G:\
H:\
My Documents>C:\Documents and Settings\JDoe\My Documents
My Music>C:\Documents and Settings\JDoe\My Documents\My Music
My Pictures>C:\Documents and Settings\JDoe\My Documents\My Pictures
My Video>C:\Documents and Settings\JDoe\My Documents\My Videos
Program Files>C:\Program Files
Windows>C:\WINDOWS
Favorites>C:\Documents and Settings\JDoe\Favorites

Reset Button

Resets the list of bookmarks to the FileBoss' default list.

Which bookmarks FileBoss includes in its default list depends on the version of Windows you are running, the drives installed on your computer and which common Windows folders are available. Normally the list will look something like the following:

C:\
D:\
G:\
H:\
My Documents>C:\Documents and Settings\JDoe\My Documents
My Music>C:\Documents and Settings\JDoe\My Documents\My Music
My Pictures>C:\Documents and Settings\JDoe\My Documents\My Pictures
My Video>C:\Documents and Settings\JDoe\My Documents\My Videos
Program Files>C:\Program Files
Windows>C:\WINDOWS
Favorites>C:\Documents and Settings\JDoe\Favorites

Move Up & Move Down Buttons

The Move Up & Move Down buttons move the selected bookmark up and down in the list.

The order in which the bookmarks appear in this list is the same order in which they will appear when displayed in the program.

Enter topic text here.

Merge Folders Button

Displays the dialog where FileBoss can Merge to one folder or the other or both folders at the same time. In addition you can specify how folders will be merged.

After viewing the dialog you can always close it and return to this current, manual merge mode.

Show Statistics Button

Opens or returns to the Properties dialog and displays the page with information about the two folders/paths being compared.

Selecting Newer, Older and Lonely Hearts entries

Selecting
Selects the files indicated by the button clicked.
The buttons on the left select the appropriate entries from the first folder/path with the buttons on the right selecting entries in the second folder/path.

Deselecting Groups
To deselect the entries associated with a button press and hold the **Ctrl** key while clicking on the button.

Clear All Selections
To deselect all entries click on the *Clear All Selections* button.

Viewing Selected Files
Press **Ctrl+F3** to locate and display the first selected entry. Press **Ctrl+F3** again to locate and display the next selected entry. (Note that pressing **Ctrl+F3** to go to the next selected file works at any time, not only in Compare Mode.

Hiding Groups of Files

Use the buttons in the Hide section to hide groups of files depending on how they are marked, i.e. *Same*, *Lonely-hearts*, *Newer / Older* or even all *Folders*.

To redisplay all files (unhide) click on the *Show All* button at the bottom of the group.

Hiding groups of files, such as all folders and files that are the same can make it easier for you to review files that are newer, order or lonely.

Global Options Button

Displays the Options panel for compare mode from the global options dialogs. After reviewing and/or setting global options that affect comparing files control will return to the compare mode.

Close & Exit

Closes this toolbox and exits Compare Mode. After exiting the compared files will form a regular file set.

Returning to Comparing Files Later

If you want to return to comparing files later use the '***Tools | Compare Current Folders***' command from the main menu.

Enter topic text here.

Merge Statistics

Comparison Statistics

Folder 1: C:\Documents and Settings\FileBoss\My Documents				
Folder 2: F:\Documents and Settings\FileBoss\My Documents				

	Folder / Path 1		Folder / Path 2	
Newer:	1	136,247	4	1,396
Older:	4	1,901	1	132,619
Lonely:	184	301,473,898	1	133,507
Same:	0	0	0	0
Total:	189	301,612,046	6	267,522

Comparison Statistics

Displays the results of the comparison between the two folders or paths.
You can use this information to decide what you want to merge.
And remember you can always exit this Merge dialog and examine the entries more closely and even select exactly which files you would like to merge.
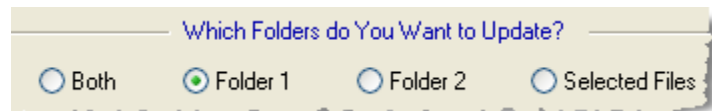
Merge Statistics
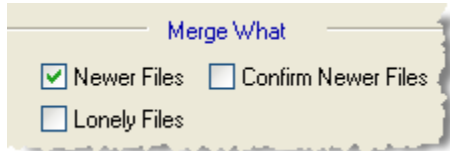
Telling FileBoss What Folders to Update

FileBoss will suggest what should be merged based on the comparison results but you should   check that choice and change it if necessary.
In conjunction with the Merge What section these choices will determine which entries will be copied.

Merge Statistics

Telling FileBoss What to Merge

What to Merge Options

In conjuntion with telling FileBoss which folers, paths or drives you want to updata you must tell FileBoss what you want to merge.

There are three options

Merge Statistics

Closing the Merge Dialog
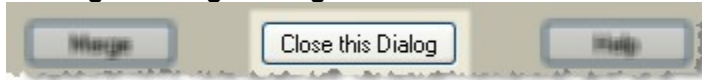
Closing the Merge Dialog Only

IMPORTANT: Closing this dialog does not exit Compare Mode just this dialog. After exiting this dialog the Compare Toolbox and Compare mode will still be active. You can return to this dialog to actually merge the folders, paths or drives by clicking the **Merge** button at the top of the Merge Toolbox.
If you wish to exit compare mode first close this dialog and then simply close the File Set or simply click the **Close & Exit** button at the bottom of the Compare Toolbox.

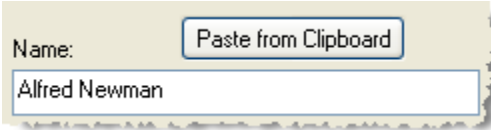**Buying FileBoss at The Utility Factory's Website**
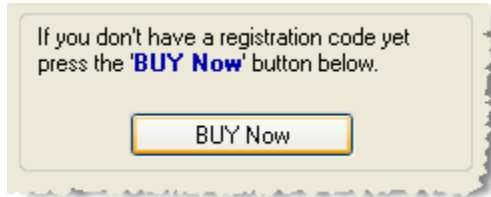
Clicking the BUY Now button will open your browser and connect you to the The Utility Factory's store on the Internet where you can purchase a license for FileBoss and receive your key by email, usually within minutes.

If for some reason FileBoss can not connect to The Utility Factory's website you can start your browser and point it to:

www.theutilityfactory.com/buy/buy_now.htm

Pasting Registration Information from the Clipboard

Typically you will receive an email with the name and key code that must be entered to activate you license for FileBoss.

If you have such an email either copy the whole email to the clipboard (most commonly by pressing **Ctrl-A** and then **Ctrl-C**) or use the to select the part of the email that contains the name and key as shown below:

```
=================================
::FileBoss Version [1.2]
::Registered Name   [Alfred Newman]
::Key [890016-MBMQNX-7NHP2G-97N5JJ-3ITRWR-
      0BC52R-9UEF2D-ED687X-MZGUYP-KHGBQW]
=================================
```

Once it has been selected press **Ctrl-C** to copy it to the clipboard.

After the information has been copied to the clipboard return to this dialog and press the **Paste from Clipboard** button. FileBoss will examine the clipboard and paste the name and key code into the appropriate fields.

**Entering the Registered Name**

Enter the name under which this copy of FileBoss has been registered.

The registered name is the name you gave when you purchased FileBoss and can be found in the confirmation emails that were sent to you. Typically the registered name will appear as it does in the highlighted section below. (Do not include the brackets '[]' when entering the name.)

```
==================================
::FileBoss Version [1.2]
::Registered Name  [Alfred Newman]
::Key [890016-MBMQNX-7NHP2G-97N5JJ-3ITRWR-
      0BC52R-9UEF2D-ED687X-MZGUYP-KHGBQW]
==================================
```

Entering the Registration Key

Registration Code:

890016-MBMQNX-7NHP2G-97N5JJ-3ITRWR-0
BC52R-9UEF2D-ED687X-MZGUYP-KHGBQW
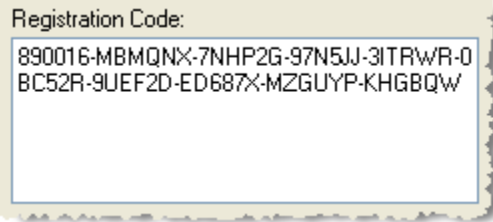
Enter the registration key that was sent to you when you purchased FileBoss
The registration key code can be found in the confirmation emails that were sent to you. Typically the registration key code will appear as it does in the highlighted section below. (Do not include the brackets '[]' when entering the name.)
Usually the key code is 60 characters long separated into ten groups of six.

```
=================================
::FileBoss Version [1.2]
::Registered Name  [Alfred Newman]
::Key [890016-MBMQNX-7NHP2G-97N5JJ-3ITRWR-
       0BC52R-9UEF2D-ED687X-MZGUYP-KHGBQW]
=================================
```

Enter topic text here.

General Options

Prompt to Save Altered Document on Close
> When checked will ask you each time whether or not to save an altered File Group document whenever you attempt to close it.
> When not checked you must remember to save any changes you have made to File Groups before attempting to close them.

Silent Mode (No Beeps, Whistles or Yahoos)
> When checked all noises FileBoss may make are suppressed.
> When not checked FileBoss will beep from time to time when a mouse is clicked in the wrong place or an error balloon or message is displayed.

Automatically save changed Images (refers to the Image Viewer Window)
> When checked and an image has been changed in the image viewer - typically rotated one way or another - FileBoss will save the image automatically before loading another image.
> When not checked you will be prompted to save any changes that have been made.

Always On Top
> When checked FileBoss will always be on top of all other applications possibly hiding them from view even when you are not working in FileBoss.
> When not checked FileBoss will act like a normal window.
> Checking this box is the same as using the 'View | Always On Top' command from the main menu or clicking the command's button.
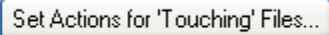
Auto Locate Entries (applies to File Groups only)
> When checked the Contents Window (the right window pane in File Groups) will be linked to the folder list in the left window pane so that whenever an entry is highlighted on the right side the list of folders on the left side will be scrolled to that folder.
> Note that this setting is only used when the File Group is sorted by its Path.

Set Actions for Touching Files

Opens the dialog where you can setup what actions to take when Touching (✍) files and folders such as setting archive bits and file times.

This same dialog can be displayed using the '**Actions | Touch Setup...**' command from the main menu, pressing **Ctrl-F9** or by holding down the **Ctrl** key while clicking the Touch command button (✍).

Toolbar Size

Small - 16 x 16 pixesl
Large - 24 x 24

The size of the toolbars is dependent on the size of the buttons. FileBoss ship with two sizes of buttons, 16 x 16 pixels and 24 x 24. When FileBoss runs for the first time on a new computer it determins which size buttons to use based on the size and resolution of the screen.   But you can switch the size at anytime.

You can also chang the toolbar size using the 'Tools | Toolbar | Size > ' menu or right-click on any toolbar and select the appropiate size from the popup menu.

Default Drop Action

Tells FileBoss what to do, by default, with files dropped on one of its Windows.
This setting can also be changed by:
Clicking on the command button 👆

👆
👆 (the graphic changes depending on the current default drop mode)
Selecting the mode from the '**Edit | Default Drop Mode >**' menu.

Of course the default action can be temporarily changed by holding down the standard keys:
    Alt   Move
    Ctrl   Copy
    Ctrl+Shift Create shortcut

Initial Explore Folder

Specifies what folder will be automatically opened in the first Explore View when FileBoss starts. Chose between:

Desktop	The Desktop folder, i.e. the root folder of your computer system
Last Folder	The last folder that was open in an Explore View
None	Do not open any default Explore View
Specific Folder	The folder specified in the field to the right

Note: That these settings subordinate to the settings in the **Reopen Last Windows** section, i.e. if FileBoss reopens one or more previously opened Explore View(s) no other initial folder will be opened.

Reopen Last Windows

This section specifies whether or not FileBoss should reopen any windows that were open when it last closed. And, if it should, what types of windows it should reopen.
Yes or **No**
A **No** setting tells FileBoss to never automatically open any previous windows. When **No** is selected, the other options will be greyed and disabled.

When **Yes** is selected one or more of the following options may be selected. Not selecting any of these options is equivalent to selecting **No**.

Explore Views The Desktop folder, i.e. the root folder of your computer system
File Groups Any File Group that has been saved to disk. When FileBoss starts it will re-load file and display it.
File Group Definitions File Groups that were open but not saved to disk. The same options that were used to create the File Group will be used again.

Note: If FileBoss can not load any windows according to these settings then it will open a default Explore View according to the settings in **Initial Explore Folder** section above.

Reopening Drop Zones

This section specifies how FileBoss should reopen Drop Zones

One or more of the following options may be selected.

Reopen Previous Drop Zones
If checked all Drop Zones (including the Delete and Recycle Drop Zones) that where open when FileBoss closed with be reopened when FileBoss starts.

Always Open Delete Drop Zone
If checked the Delete Drop Zone will always be opened when FileBoss Starts, no matter whether it was open or not when FileBoss last closed.

Always Open Recycle Drop Zone
If checked the Recycle Drop Zone will always be opened when FileBoss Starts, no matter whether it was open or not when FileBoss last closed.

Note: Drop Zones can be saved at any time to a named file. They can then be restored at any time. Use the '**Drop Zones | Save...**'   and '**Drop Zones | Load...**' commands from the main menu.

Miscellaneous Startup Options

☐ Show Splash Screen	☑ Auto-redisplay Image Preview on Startup
☐ Show Master Wizard at Startup	☑ Auto-redisplay Properties Box on Startup
	☐ Allow only one FileBoss to run at a time.
☑ Show Help Guide at Startup	☑ Show Tip-of-the-Day at Startup

Show Splash Screen

If checked the beautiful splash screen will be displayed every time FileBoss starts.
Note that this can not be disabled in the unregistered version of FileBoss.

Show Master Wizard at Startup

If checked displays the **Master Wizard** every time FileBoss starts. The Master Wizard can also be started using the '**File | Wizards | Master Wizards**' command from the main menu, pressing **Ctrl+Alt+Z** or by clicking the command button ✎.

Show Help Guide at Startup

If checked displays the Help Guide ✎ providing quick access help on common procedures and actions.

Show Tip-of-the-Day at Startup

If checked automatically displays a helpful hint with detailed help on how to get things done.

Auto-redisplay Image Preview at Startup

If checked displays the **Image Preview** window very time FileBoss starts. The Image Preview window can also be started using the '**View | Graphic Preview**' command from the main menu or by clicking the command button 🖼.

Auto-redisplay Properties Box on Startup

If checked displays the **Properties Box** every time FileBoss starts. The Properties Box can also be started using the '**View | Properties**' command from the main menu, pressing **Ctrl+M** or by clicking the command button 🗹.

Allow only one FileBoss to run at a time

If checked FileBoss will only allow one instance of itself to be running at a time. If FileBoss is already running and you try to start it again FileBoss will become the active application.

Enter topic text here.

Skip Merge Control Dialog

Offset File Times in 2nd Path/Folder by [0] Hours

Specifies the number of hours to add (or subtract) from the file times of the entries in the second folder or path before comparing them. Normally used to compensate for time zone differences.

Skip Merge Control Dialog

☐ Skip Merge Control when Comparing Folders

When checked, prevents the Merge Control dialog from being automatically displayed when folders/paths are first compared.

(To display the dialog, simply click the 'Merge' button on the Compare Toolbox that is always displayed when folders/paths are being compared.)

Where to Display Folders in Contents View

These options control where folders will be displayed in the Contents Window: above files, below files or not at all.
Whenever the position is changed

Other Ways to Change Where Folders are Displayed

- Clicking the command button ( ) that will change to indicate the current state (

 ,

 or

).

- Clicking the down arrow next to the command button ( ) and selecting one of the options from the popup menu.

- Selecting one of the options under the 'Explore | Display Folders At >' main menu item.

Where to Put Bookmarks in the Navigation Window

Where to Put

Tells FileBoss where to display the list of bookmarks in the Navigation Window. Clicking on one of the listed bookmark will move to that folder and display it in the Contents Windows.

Clicking on one of these bookmarks is exactly the same as clicking on one of the bookmark listed when you click the down arrow of the bookmark button (   ).

Expand by Default

Tells FileBoss whether or not to expand the Bookmark list in the Navigation Window by default.
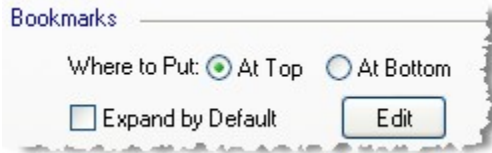
The list can always be expanded (and closed up) by clicking the root item (**Bookmark**).

Edit...

Opens the Edit Bookmarks dialog where you can edit, delete, add and rearrange the bookmarks. You can also edit bookmarks using the   '**Edit | Bookmarks...**' command from the main menu or, clicking the down arrow next to the bookmark button, , and selecting '**Edit Bookmarks...** from the popup menu.

Hint: If you delete all of the bookmarks, the next time an Explore Window is created the Bookmark list will be repopulated with a default set. (The default set normally contains all of the drives on your computer as well as some common folders such as **My Document** and **Program Files**.

Toolbar Size

Tab Text/Window Title

○ Full   ○ Name Only   ⦿ Root + ... + Name

What these Buttons Do

These setting determine how the name of the current folder will be displayed in the Tab for Explore Windows and on   FileBoss' main title bar as shown below.
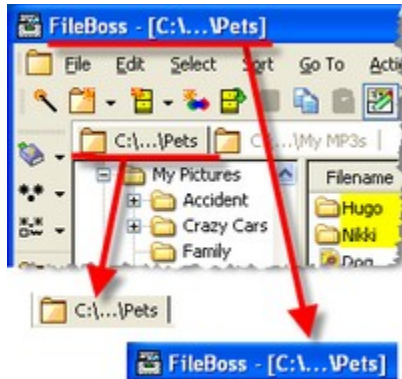
Options

Full   Displays the whole path and folder name   **C:\Documents and Settings\ FileBoss\My Documents\My Stuff**.

Name Only   Displays only the name of the folder without the path, e.g. **My Stuff**.

Root + ... + Name Displays the root such as **C:** and the folder name, e.g. **C:\...My Stuff**.

Simple (Filename) and Complex (Advanced) File Filtering ✲✲▾ and
✲.✲
▫◡▾

File Filtering

| Define Filename Filters... | Define Advanced Filter... |

What these Buttons Do

Buttons allow you to create, edit, delete and prioritize both Filename and Advanced Filters for Explore View.

Why Filtering is Great

File filtering allows you to wander around your file system from folder to folder in Explore View and only see those files that are of interest to you.

For instance you could turn on a Filename Filter that would:

- only show *.exe and *.DLL (***.exe | *.DLL**)
- only show pictures of you dog **(Dog*.bmp | Dog*.jpeg)**
- would **not** show any *.exe or *.DLL files (**-*.exe | -*.DLL**)
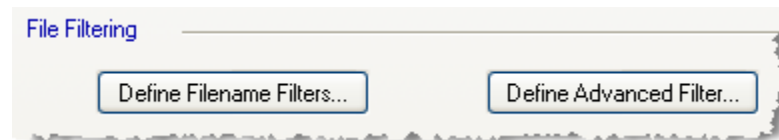
Or you could turn on an Advanced Filter that would

- only show files that had been modified within the last day, hour, month or since whenever
- not show any files with a hidden or system attribute set
- or just about any criterion or set of criteria you can imagine.

Hint:

You can also add and edit Filename and Advanced filters by clicking the down arrow next to their

command buttons (✲✲▾ and

✲.✲
▫◡▾) and selecting the appropriate menu item.

You can also select the '**Explore | Edit Filename Filters...**' or   '**Explore | Edit Advanced Filters...**' from the main menu.

Confirmation Message

These options control when you will be asked to confirm a copy or move operation The confirmation message is displayed after the OK button has been pressed on the Copy/Move dialog.
The purpose is to alert you to certain conditions that you may not want such as copying whole bunches of files that are below any selected folders or the number of items to copy is greater than normal.

Always

The confirmation message will always be displayed

When Sub-items will be copied

The confirmation message will be displayed whenever folders are selected and files or folders underneath the selected folders my be copied

# of Top Level Items Exceeds

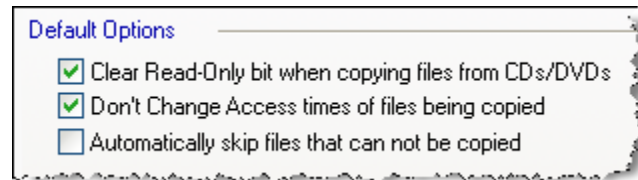The confirmation message will be displayed when the number of items to be copied, i.e. the number of items selected, exceeds the indicated amount to the box to the right.

Copy File Options

Default Options

☑ Clear Read-Only bit when copying files from CDs/DVDs
☑ Don't Change Access times of files being copied
☐ Automatically skip files that can not be copied

Clear Read-Only bit when copying files from CDs/DVDs
　　Clears all read-only settings for files when they are copied from a CD or DVD. (Does not affect files copied from a HD or network drive.)
　　Files on most CDs and DVDs are set to Read-Only, even when the original files that were copied to the CDs were not. This can be a real pain when copying those files back to a HD as many programs will refuse to modify a read-only file (such as Word Processors and Graphics programs).

Don't Change Access times of files being copied
　　Prevents the access time of the file being copied from being changed.
　　Some copy and backup programs change this time and some do not. FileBoss gives you the option. By default the times are not changed even though FileBoss technically accesses the program. There is a good reason not to change the Access time by a copy program: the time is intended to be an indication of when programs that actually use the file access it, not when utility programs make copies of it or back it up.
　　So why do some other programs change it? Because contrary to what would seem normal it actually takes extra work and care by the copy or backup program not to change it.

Automatically skip files that can not be copied
　　Will automatically skip all files that can not be copied and continue with the rest of the files. When this box is not checked and FileBoss can not copy a file it will stop and ask you what you would like to do, skip, try again (giving you a chance to correct the problem) or to cancel all the rest of the files.

Logging Options

Result Logs

What to record: All ○ Copied ⦿ Not Copied ○

☑ Don't write when target does not exist (when 'copy only if exist' option set)

What to record

Determines what actions will be written to the Details result log. Depending on what you normally use FileBoss for you may want to have all or just some of the copied results logged.

This setting does not affect how errors are logged - they are always recorded in the error log - but rather it affects the results of normal operations.

Note that this setting does not affect the totals that are reported in the Summary results.

All	All operations will be logged whether a file was copied or not copied.
Copied	Only files copied will be mentioned in the Details result log. Files that were not copied because the target was newer or you didn't want to overwrite any files will not be recorded.
Not Copied	Only files that were not copied will be mentioned in the Details result log (either because the target was newer or you didn't want to overwrite any files). Files that were copied successfully will not be recorded in the Details result log.

Don't write when target does not exist (when 'copy only if exist' option set)

Whether or not this box is checked controls if a log entry will be recorded when a file is not copied because the **Copy Only If Exist** option in the Copy Files dialog is set (or when using the Refresh Files function that implies **Copy Only If Exist**). This prevents a lot of unnecessary clutter in the details log.

Note that this setting does not affect the totals that are reported in the Summary results.

Copy File Dialog Default Setup

Setting Copy Defaults

Pressing this **Copy Files Dialog** button opens a dialog very similar to the Copy or Move Files Dialog and allows to set default options such as overwrite options, warnings, whether or not to change the file times or attributes of copied files and if the archive bit on source files should be removed.

Whatever options are set here will be used whenever the main Copy or Move dialog is in the Simple state, i.e. the Advanced area is not displayed.

Warnings when Changing a File
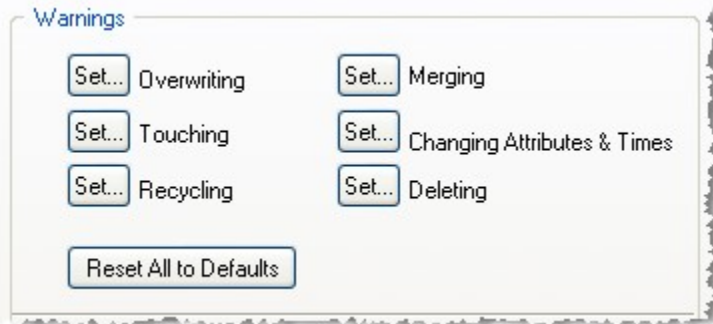
The **Set** buttons allow you to set when you will be warned that the related action will change a file or folder.
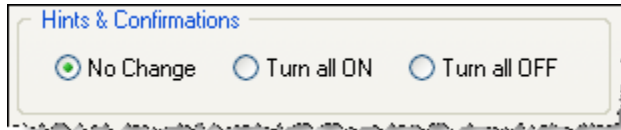
Confirming Deletions

☐ Confirm Recycling	☑ Confirm Deletions

Determines if you will be asked to confirm that you really want to delete or recycle a group of files. These messages are discretionary and can be turned off from the confirmation boxes themselves.

Setting Hints And Confirmations

Can turn on or off all discretionary messages the FileBoss may display.
Discretionary messages are messages that you can turn off, typically by checking a box in the lower left corner of the message box.

Shell Integration for File Folders (Directories)

These three choices determine how the system will integrate with FileBoss for displaying folders from the desktop or other place (such as from standard File Open and File Save dialogs).

No
FileBoss can only be invoked as any other normal program.

List on Right-Click Menu
Whenever a File Folder is right-clicked **Explore with FileBoss** will be one of the options on the context menu.

Make Default Action
In addition to **Explore with FileBoss** being added to the context menu. It will also be the default action when a File Folder is double-clicked.

Shell Integration for Drives
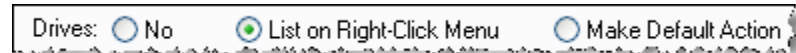
Drives: ○ No   ⦿ List on Right-Click Menu   ○ Make Default Action

These three choices determine how the system will integrate with FileBoss for displaying Drives from the desktop or other place (such as from standard File Open and File Save dialogs).

No

FileBoss can only be invoked as any other normal program.

List on Right-Click Menu

Whenever a Drive is right-clicked **Explore with FileBoss** will be one of the options on the context menu.

Make Default Action

In addition to **Explore with FileBoss** being added to the context menu. It will also be the default action when the icon for a Drive is double-clicked.

Show new folders in same FileBoss

When checked and a folder is opened from the desktop or other place and FileBoss is already running it will be displayed in a new Explore view in that FileBoss. If it is not checked a new instance of FileBoss will be used to display the folder.

Info Balloons

Display

Master switch that turns the display of the Info Balloons on and off. If this box is not checked no Info Balloons will be displayed.

Restrict To

Specifies specific conditions that must be met before an Info Balloon is displayed.

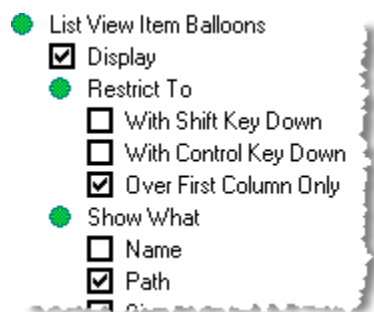**Shift Key**   The *Shift* key must be pressed in order for an Info Balloon to be displayed.

Control Key   The *Ctrl* key must be pressed in order for an Info Balloon to be displayed.

First Column   Info Balloons will only be displayed when the cursor is over the first column in the contents view. By default this box is checked to prevent info balloons always popping up to the annoyance of all.

Note: All three of these options can be used alone or in combination with each other.

Show What

Lists the various file attributes that can be displayed in an Info Balloon. Check the items you want displayed.

Miscellaneous Options for the Content Window
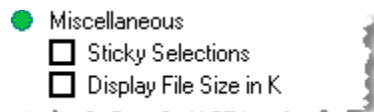
Sticky Selections Ξ

When checked Sticky Selection Mode is active. Sticky Selection Mode allows you to click on an entry in the Contents View to select it without de-selecting other entries. Sticky Select acts much like holding down the **Ctrl** key while clicking entries in Windows Explorer.

Note: When Sticky Select Mode is active you can click normally by holding down the **Ctrl** key.

And Sticky selection mode can also be turned off and on from the right-click menu and by clicking the

Ξ button.

Display File Size in K

Displays file sizes in kilobytes rather than in bytes. When active all sizes are rounded up to the nearest kilobyte and a **K** is displayed after the size.

Reset Default Columns and Window Colors

Reset All Window Colors
Resets all background and text colors for the Explorer and File Set Views to their defaults. This is simply a quick way of resetting all rather than selecting the colors for each type of window individually.

Columns Displayed in the Contents Window

These options control when you will be asked to confirm a copy or move operation The confirmation message is displayed after the OK button has been pressed on the Copy/Move dialog.
The purpose is to alert you to certain conditions that you may not want such as copying whole bunches of files that are below any selected folders or the number of items to copy is greater than normal.

Always
The confirmation message will always be displayed

When Sub-items will be copied
The confirmation message will be displayed whenever folders are selected and files or folders underneath the selected folders my be copied

# of Top Level Items Exceeds
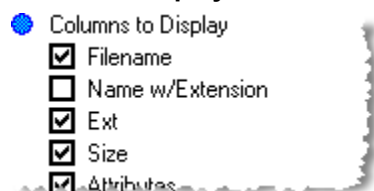The confirmation message will be displayed when the number of items to be copied, i.e. the number of items selected, exceeds the indicated amount to the box to the right.

File Icons to Use

These options control when you will be asked to confirm a copy or move operation The confirmation message is displayed after the OK button has been pressed on the Copy/Move dialog.
The purpose is to alert you to certain conditions that you may not want such as copying whole bunches of files that are below any selected folders or the number of items to copy is greater than normal.

Always
The confirmation message will always be displayed

When Sub-items will be copied
The confirmation message will be displayed whenever folders are selected and files or folders underneath the selected folders my be copied

# of Top Level Items Exceeds
The confirmation message will be displayed when the number of items to be copied, i.e. the number of items selected, exceeds the indicated amount to the box to the right.

Folder Names in the Contents Window

These options control when you will be asked to confirm a copy or move operation The confirmation message is displayed after the OK button has been pressed on the Copy/Move dialog.
The purpose is to alert you to certain conditions that you may not want such as copying whole bunches of files that are below any selected folders or the number of items to copy is greater than

normal.

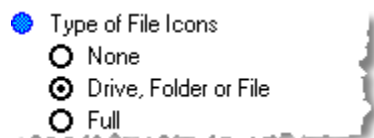**Always**

The confirmation message will always be displayed

When Sub-items will be copied

The confirmation message will be displayed whenever folders are selected and files or folders underneath the selected folders my be copied

# of Top Level Items Exceeds

The confirmation message will be displayed when the number of items to be copied, i.e. the number of items selected, exceeds the indicated amount to the box to the right.

Colors for Folder and Contents Windows

These options control when you will be asked to confirm a copy or move operation The confirmation message is displayed after the OK button has been pressed on the Copy/Move dialog.
The purpose is to alert you to certain conditions that you may not want such as copying whole bunches of files that are below any selected folders or the number of items to copy is greater than normal.

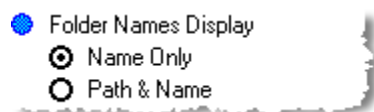**Always**
The confirmation message will always be displayed

When Sub-items will be copied
The confirmation message will be displayed whenever folders are selected and files or folders underneath the selected folders my be copied

# of Top Level Items Exceeds
The confirmation message will be displayed when the number of items to be copied, i.e. the number of items selected, exceeds the indicated amount to the box to the right.

Colors for Special Items and Highlighted Items

These options control when you will be asked to confirm a copy or move operation The confirmation message is displayed after the OK button has been pressed on the Copy/Move dialog.
The purpose is to alert you to certain conditions that you may not want such as copying whole bunches of files that are below any selected folders or the number of items to copy is greater than normal.

Always

The confirmation message will always be displayed
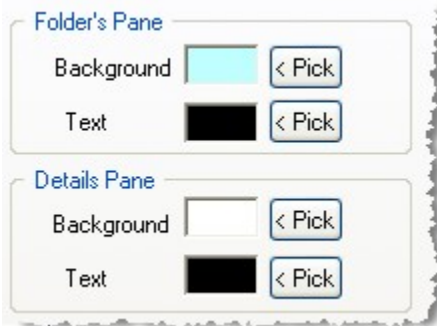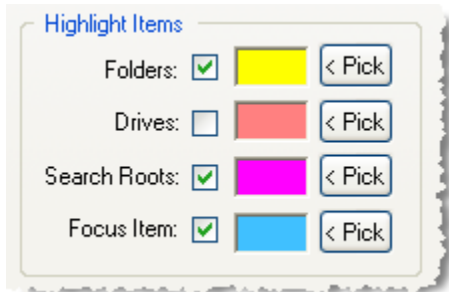
When Sub-items will be copied

The confirmation message will be displayed whenever folders are selected and files or folders underneath the selected folders my be copied

# of Top Level Items Exceeds

The confirmation message will be displayed when the number of items to be copied, i.e. the number of items selected, exceeds the indicated amount to the box to the right.

File Date and Time Formats

These formats tell FileBoss how to display file times. Most notably these file times are seen in the Modified, Accessed and Created columns in the contents window of any view. The format for each of these columns can be set separately.

To set the formats use the '**Tools | Options...**' command from the main menu (or click its command button ☑) and select *Date Formats* from the list of option pages on the left side.

To see formats for entering dates and times into dialog controls click here.

Quick Examples:

For Tuesday, 19 March 2002 at 1:15:30 in the afternoon
(Note the the colon and slashes are not used as these can not be part of a file name!)

02-03-19	%y-%m-%d
20020319	%Y%m%d
2002-03-19	%Y-%m-%d
19-Mar-2002	%d-%b-%Y
Tuesday, March 19, 2002	%A, %B %d, %Y
Tue, 19 Mar 2002	%a, %d %b %Y
Tuesday the 078 day of 2002	%A the %j day of %Y
2002-078	%Y-%j
01-15-30PM	%I-%M-%S%p

Complete Secifications

Year:
%y   Year without century, as decimal number (00 – 99)
%Y   Year with century, as decimal number

Month:
%b   Abbreviated month name
%B   Full month name
%m   Month as decimal number (01 – 12)

Week:
%w   Weekday as decimal number (0 – 6; Sunday is 0)
%W   Week of year as decimal number, with Monday as first day of week (00 – 53)
%U   Week of year as decimal number, with Sunday as first day of week (00 – 53)

Day:
%a   Abbreviated weekday name
%A   Full weekday name
%d   Day of month as decimal number (01 – 31)
%j   Day of year as decimal number (001 – 366)

Hour:
%H   Hour in 24-hour format (00 – 23)
%I   Hour in 12-hour format (01 – 12)
%p   Current locale's A.M./P.M. indicator for 12-hour clock

Minutes:
%M   Minute as decimal number (00 – 59)

Seconds:
%S   Second as decimal number (00 – 59)

Miscellaneous:
%c   Date and time representation appropriate for locale
%x   Date representation for current locale
%X   Time representation for current locale
%z   (or %Z) Time-zone name or abbreviation; no characters if time zone is unknown
%%   Percent sign

Alphabetical list:

%a	Abbreviated weekday name
%A	Full weekday name
%b	Abbreviated month name
%B	Full month name
%c	Date and time representation appropriate for locale
%d	Day of month as decimal number (01 − 31)
%H	Hour in 24-hour format (00 − 23)
%I	Hour in 12-hour format (01 − 12)
%j	Day of year as decimal number (001 − 366)
%m	Month as decimal number (01 − 12)
%M	Minute as decimal number (00 − 59)
%p	Current locale's A.M./P.M. indicator for 12-hour clock
%S	Second as decimal number (00 − 59)
%U	Week of year as decimal number, with Sunday as first day of week (00 − 53)
%w	Weekday as decimal number (0 − 6; Sunday is 0)
%W	Week of year as decimal number, with Monday as first day of week (00 − 53)
%x	Date representation for current locale
%X	Time representation for current locale
%y	Year without century, as decimal number (00 − 99)
%Y	Year with century, as decimal number
%z, %Z	Time-zone name or abbreviation; no characters if time zone is unknown
%%	Percent sign

Format Code   Meaning

%#a, **%#A**, **%#b**, **%#B**, **%#p**, **%#X**, **%#z**, **%#Z**, **%#%#** flag is ignored.

%#c　　　　Long date and time representation, appropriate for current locale. For example: "Tuesday, March 14, 1995, 12:41:29".

%#x　　　　Long date representation, appropriate to current locale. For example: "Tuesday, March 14, 1995".

%#d, **%#H**, **%#I**, **%#j**, **%#m**, **%#M**, **%#S**, **%#U**, **%#w**, **%#W**, **%#y**, **%#Y**　　　Remove leading zeros (if any).

Entering Dates & Times in Dialogs

These formats tell FileBoss how to display file times. Most notably these file times are seen in the Modified, Accessed and Created columns in the contents window of any view. The format for each of these columns can be set separately.

To set the formats use the '**Tools | Options...**' command from the main menu (or click its command button ☑) and select *Date Formats* from the list of option pages on the left side.

To see formats for displaying file times underline click here.

Default Formats

If a format is blank the dialog controls will display dates and times in a format determined by how your version of Windows is setup.

Quick Examples

For Tuesday, 31 October 2003 at 1:15:30 in the afternoon

Dates

31-Oct-2003	dd-MMM-yyyy
10/31/2003	MM/dd/yyyy
31/10/03	dd/MM/yy
20031031	yyyyMMdd
2003 10 31	yyyy MM dd

Times

13:15:30	HH:mm:ss
01:15:30AM	hh:mm:sstt
1:15:30 AM	h:mm:ss tt

Complete List of Formats

Element	Description
d	The one- or two-digit day.
dd	The two-digit day. Single-digit day values are preceded by a zero.
ddd	The three-character weekday abbreviation.
dddd	The full weekday name.
h	The one- or two-digit hour in 12-hour format.
hh	The two-digit hour in 12-hour format. Single-digit values are preceded by a zero.
H	The one- or two-digit hour in 24-hour format.
HH	The two-digit hour in 24-hour format. Single-digit values are preceded by a zero.
m	The one- or two-digit minute.
mm	The two-digit minute. Single-digit values are preceded by a zero.
M	The one- or two-digit month number.
MM	The two-digit month number. Single-digit values are preceded by a zero.
MMM	The three-character month abbreviation.
MMMM	The full month name.
t	The one-letter AM/PM abbreviation (that is, AM is displayed as "A").
tt	The two-letter AM/PM abbreviation (that is, AM is displayed as "AM").
yy	The last two digits of the year (that is, 1996 would be displayed as "96").
yyyy	The full year (that is, 1996 would be displayed as "1996").

Ref: HIDH_FILE_DATE_FORMATS

Choosing the Copy Engine

Select the copy engine you want FileBoss to use when files and folders are dropped on a Drop Zone. The Windows copy engine is the same one used by Windows Explorer.

FileBoss' internal copy engine will gracefully handle errors when copying files so that you will have the opportunity to correct problems or finish a copy operation even though some files could not be copied.

To configure the FileBoss copy engine to suit your needs press click the **Setup Fileboss Copy** button.

Copying the Current Filename to the Clipboard

These Settings Apply To Copying One Filename to the Clipboard

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To copy the highlighted (current) filename to the clipboard:
F10   to copy full path and name
Ctrl+Shift+F10   to copy just the filename
Edit | Copy Filenames > from the main menu for more options.

When Copying One Filename
  (The Currently Highlighted Entry)

Before: " "   After : " "

Formatting Single Filenames
Before and **After** Fields
      Whatever is entered in these fields will be put before and after the copied filename.

      Typically these fields would consist of quotes (the defalut), open and close brackets.
      Any thing you can type, FileBoss will insert.
      Advanced: Three escape sequence sequences can be entered for special charactes: **\r** = carriage return (ASCII 13), **\n** = line feed (ASCII 10) and **\t** = tab (ASCII 9). Note: For compatilbility with other Windows programs, new lines should always be entered as **\r\n**. Only use**\r** or **\n** individually or in another order if you really know what you are doing.

More Help
      Click the **Help** button for complete details on using and setting up the copy filenames feature.

Copying all Selected Filenames to the Clipboard

These Settings Apply To Copying All Selected Filenames to the Clipboard

To copy all selected filenames to the clipboard:
Shift+F10   to copy paths and names
Ctrl+Shift+F10   to copy just the filenames
Edit | Copy Filenames > from the main menu for more options.

Formatting Multiple Filenames
Locations
>   There are four locations in the list of copied filenames where FileBoss can insert text:
>   **Before First**   Inserted before anything else is copied.
>   **Before Each** / **After Each** Inserted immediately before and after each name
>   **After Last**   Appended at the very end of all the filenames

Characters
>   Typically these fields would consist of quotes, open and close brackets.
>   Any thing you can type, FileBoss will insert.
>   **Advanced:** Three escape sequence sequences can be entered for special charactes: **\r** = carriage return (ASCII 13), **\n** = line feed (ASCII 10) and **\t** = tab (ASCII 9). Note: For compatilbility with other Windows programs, new lines should always be entered as **\r\n.**   Only use**\r** or **\n** individually or in another order if you really know what you are doing. (Entering **\r\n** is the same as checking the **New Line** box).

New Line
>   When checked will cause a new line to be generated. For example, when this box is checked for the **After Each** location every entry will appear on a new line. (This is the equivalent of entering **\r\n** (ASCII 13, ASCII 10) in the Characters field.)

Tab
>   When checked will cause a tab to be inserted. For example, when this box is checked for the **After Each** location every entry will be separated by a tab. (This is the equivalent of entering **\t** in the Characters field.)

More Help
>   Click the **Help** button for complete details on using and setting up the copy filenames feature.

Individual Log Options

Lines To display

    The number of lines in the associate result log that FileBoss will keep in memory. Once more lines that the number indicated here is reached FileBoss will delete the oldest results from memory.
    The only real reason to set this number lower is to conserve memory.

Save to File

    When this box is checked results will be written to a disk file. If no path is given with the log file name the log file will be stored in FileBoss' default data folder, typically **My Documents\FileBoss Data**.

Clearing and Starting Logs

Clear Log Files Every Time FileBoss Starts

When checked and a result log is being written to disk the disk file will be cleared every time FileBoss starts. All results from a previous FileBoss session will be lost.

Clear Log Files Every Day

When checked and a result log is being written to disk the disk file will be cleared every time starts on a new day.

New Log Files Every Day

When checked and a result log is being written to disk FileBoss will create new log files for each day that FileBoss is run. The name of the files will include the date, e.g. *FileBoss Summary (2005 05 31).log.*

Warn when Size Exceeds:

Sets the size in kilobytes a result log must exceed before a warning message is displayed when FileBoss starts. For instance if a this value is set to 1024 anytime a disk based result log is greater than one megabyte FileBoss will warn you when it first starts.

To cancel all size warnings enter a 0 or less.

List of Installed Tools
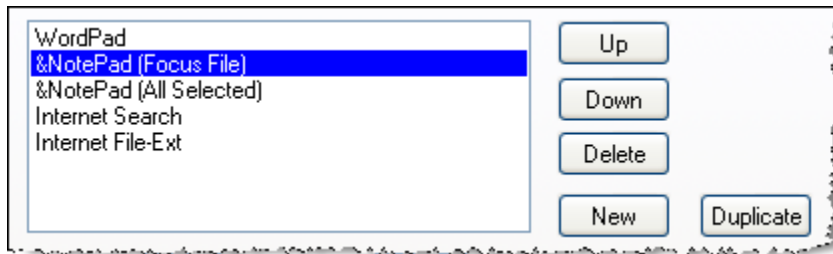
Displays a list of currently installed tools. The tools will be displayed on the menus in the same order as they are listed here. To change the order select a tool and use the **Up** and **Down** buttons.

To make a copy of a tool highlight it and click the **Duplicate** button. Making duplicates can save time when configuring the same tool for different purposes such as one instance for all selected files and one that just opens the entry with focus.

Select a tool to modify its attributes in the fields below.

More Help

Click the **Help** button for complete details on using and setting up external tools.

Menu Labels

Menu Label:	NotePad

Defines the text that will be displayed on the menus when the tool is active.
To add a shortcut key put an ampersand in front of the desired letter, e.g. &NotePad would display the title as **NotePad** and pressing the 'N' key would select that tool from the menu.

More Help
Click the **Help** button for complete details on using and setting up external tools.

Program To Execute

Enter the name of the program that executes when this tool is selected. Sometimes, especially when the program is a standard Windows program, only the name is needed. But for other programs it is always best to use a complete path.

More Help

Click the **Help** button for complete details on using and setting up external tools.

Program Arguments

Arguments	"<PathAndFilename>"

Enter any arguments that should be passed to the program when the tool is selected. Typically the arguments will be some form of the of the highlighted entry's name and/or command switch's that control how a specific program starts.

Available Meta Arguments are:
<PathAndFilename>   e.g. C:\Program Files\FileBoss\FileBoss.exe
<Filename>   e.g. FileBoss.exe
<Name>   e.g. FileBoss
<Ext>   e.g. exe (Note that there is no leading period before the extension. If you
                     need the period be sure to include it explicitly.)
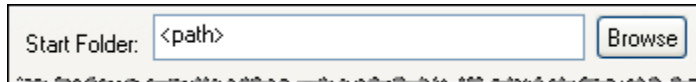
It is normally best to surround each of the arguments with double quotation marks. If in doubt check the documentation for the tool's program.

More Help
Click the **Help** button for complete details on using and setting up external tools.

Specifying a Start Folder

Start Folder: | <path> | Browse

Enter the folder you want the program to start in. If in doubt just enter <Path> which will be substituted with the folder that contains the program.
Many programs do not use this parameter.

<Path>   e.g. C:\Program Files\FileBoss

More Help

Click the **Help** button for complete details on using and setting up external tools.

Apply Tool to Focus File or All Selected Files
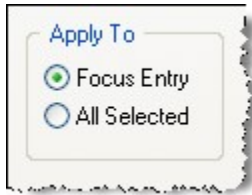
Determines whether the tool will be applied to just the one file that has the focus or to all selected entries.

Frequently two external tools will be created using the same program. One will be designated to apply to the current file and one to all selected so that you can easily choose which way you want the tool applied from the right-click context menu.

More Help

Click the **Help** button for complete details on using and setting up external tools.

Defining When and Where a Tool will be Displayed

Allows you to specify where and for what files a tool will be displayed. If you are using just a few tools then these fields can be left with their default values. But if you have many tools or special needs you might want to limit when or where the tool will be displayed.

Each time an entry in the contents window is highlighted FileBoss with match the entries name against the list of file patterns entered in these fields. If the file matches one of the file patterns (but not any of the excluded patterns)   and the box is checked the tool will be displayed on the main menu, popup menu or both as appropriate.

In the above example this tool will be displayed on the main menu if the highlighted file's extension is **rtf**, **doc**, **txt**, or **wrt**. It will be displayed on the popup menu if its extension is **rtf** or **doc** and its name does not begin with **p** or **my**.

To always display a tool just enter an asterisk (*) for each menu.

More Help

Click the **Help** button for complete details on using and setting up external tools.

Defining When and Where a Tool will be Displayed

Allows you to specify where and for what files a tool will be displayed. If you are using just a few tools then these fields can be left with their default values. But if you have many tools or special needs you might want to limit when or where the tool will be displayed.

Each time an entry in the contents window is highlighted FileBoss with match the entries name against the list of file patterns entered in these fields. If the file matches one of the file patterns (but not any of the excluded patterns) and the box is checked the tool will be displayed on the main menu, popup menu or both as appropriate.

In the above example this tool will be displayed on the main menu if the highlighted file's extension is **rtf**, **doc**, **txt**, or **wrt**. It will be displayed on the popup menu if its extension is **rtf** or **doc** and its name does not begin with **p** or **my**.

To always display a tool just enter an asterisk (*) for each menu.

More Help

Click the **Help** button for complete details on using and setting up external tools.

List of Installed Auto-Viewers

Displays a list of currently installed tools. The viewers will be displayed on the menu in the same order as they are listed here. To change the order select a tool and use the **Up** and **Down** buttons. Select a tool to modify its attributes in the fields below.

More Help

Click the **Help** button for complete details on using and setting up external tools.

Enable Auto-Viewer
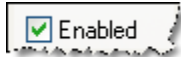
Enables or disables the auto-viewer. When disabled the auto-view will be active.
Note that auto-viewers can also be quickly turned on and off from the list displayed using **Tools | Auto-Viewers On/Off   >** from the main menu.

More Help

Click the **Help** button for complete details on using and setting up external tools.

Menu Labels

Defines the text that will be displayed on the **Tools | Auto-Viewers On/Off   >** menu from which they can be quickly turned on and off..
To add a shortcut key put an ampersand in front of the desired letter, e.g. &NotePad would display the title as **N**otePad and pressing the 'N' key would select that tool from the menu.

More Help

Click the **Help** button for complete details on using and setting up external tools.

Program To Execute

Program: notepad.exe [Browse]

Enter the name of the program that executes when FileBoss calls this auto-viewer. Sometimes, especially when the program is a standard Windows program, only the name is needed. But for other programs it is always best to use a complete path.

More Help

Click the **Help** button for complete details on using and setting up external tools.

Specifying a Start Folder

Enter the folder you want the program to start in. If in doubt just enter <Path> which will be substituted with the folder that contains the program.
Many programs do not use this parameter.

<Path>   e.g. C:\Program Files\FileBoss

More Help
Click the **Help** button for complete details on using and setting up external tools.

Program Arguments

Arguments	"\<PathAndFilename\>"

Enter any arguments that should be passed to the program when FileBoss calls the auto-viewer. Typically the arguments will be some form of the highlighted entry's name and/or command switch's that control how a specific program starts.

Available Meta Arguments are:
<PathAndFilename>   e.g. C:\Program Files\FileBoss\FileBoss.exe
<Filename>   e.g. FileBoss.exe
<Name>   e.g. FileBoss
<Ext>   e.g. exe (Note that there is no leading period before the extension. If you need the period be sure to include it explicitly.)

It is normally best to surround each of the arguments with double quotation marks. If in doubt check the documentation for the tool's program.

More Help
Click the **Help** button for complete details on using and setting up external tools.

Clearing and Starting Logs

Use for File Types:

`*.bmp | *.jpg | *.jpeg | *.gif`
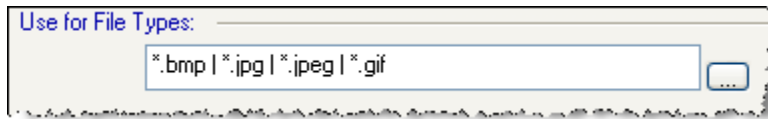
Allows you to specify where and for which files an auto-viewer will be called.

Each time an entry in the contents window is highlighted FileBoss with match the entries name against the list of file patterns entered in these fields. If the file matches one of the file patterns (but not any of the excluded patterns) the auto-viewer will be executed.

In the above example this auto-viewer will be called if the highlighted file's extension is **bmp**, **jpg**, **jpeg**, or **gif**.

More Help

Click the **Help** button for complete details on using and setting up external tools.

Explore View Advanced Options

Explorer Update Latency: 1000   milliseconds (1000 = 1 second)
☑ Allow Explorer File Filter (e.g. *.xxx) to reactivate when FileBoss Starts
☑ Automatically open a new Explore View if all other Views are closed

Provides access to advanced options for Explore Views

Update Latency Controls the lag between an Explore view detecting a change to the current folder and processing the change, i.e. will not process any updates until the latency period has expired since the last change was detected. Having an update latency prevents the system from going nuts when a swarm of files are added, deleted or changed by and outside program.
This value should not normally be changed unless you are told to do so by FileBoss support.

Allow Explorer Filter to Reactivate When not checked (the default) FileBoss will not reactivate any file filters that were active when FileBoss last closed. The default value prevents the mistake of thinking that all entries in a folder are displayed when in fact they are not.

Automatically open new Explore View When checked (the default) FileBoss will automatically open a new Explore View if all views have been closed. This conveniently prevents you staring at a blank workspace.

Handling Hidden Entries in Saved File Sets

Handling hidden entries when saving File Sets When saving a File Set to disk hidden entries can be saved as hidden. When reloaded you can have FileBoss keep hidden files hidden, unhide them or ask you what to do.

File Time Resolutions for Resolving Conflicts

Time [1] [Seconds ⌄] (Used for comparing file times in Copy/Move operations. **Change only if critical**.)

File time comparison resolution Determines the resolution FileBoss will use when comparing file times for various operations such as sorting and copying. Because of the differences in the ways different versions of Windows handle and record file times it is best to leave this at 1 second as a good compromise.
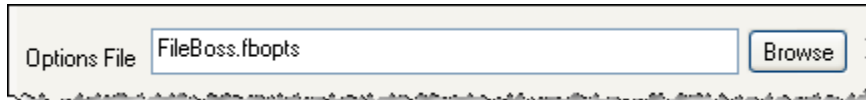
Include Folders in Search for Duplicates

☐ Include Folders when searching for duplicates (not recommended)

Find Duplicate Folders Too Default is off preventing FileBoss from comparing folders when looking for duplicates as this does not make any sense. It should only be turned on if you are looking for folders with identical names.

Location of Main Options File

| Options File | FileBoss.fbopts | Browse |

Options File Allows you to change the default options file (the file to which FileBoss will load and save its options and settings when it starts and ends.

Typically the default options file is located in *My Documents\FileBoss Data\FileBoss.fbopts.*

Activating Right-Click Context Help

Right-Click Help for Dialog and Menu Items

☑ Disable Right-Click Context Help for Dialog Controls and Menu Items

   ☑ But allow it if a Shift key is pressed when right-clicked

These two boxes control if and when right-clicking on a dialog control or menu item will display context help.

To turn context help off check the first box.

Checking the second box will display context help if the Shift key is down when the menu item or control is right-clicked.

Normally there should be no reason to disable right-click help.

Copying to a Common Root

Copying to a common root is an extremely advanced option that is useful in very special circumstances for when debugging copy problems.
Do not check this box without being told to do so by the good folks at FileBoss support.

Never Allow Text Search as a Default

Checking this box prevents the Create File Set dialog from searching for text in files when first invoked no matter how it was set the last time FileBoss was used.

The default is checked so that the FileBoss will not search files for text without you expressly telling it to.

Activating Intelligent Scrolling
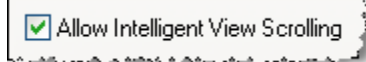
The Intelligent Scrolling option tells FileBoss how to determine which window, Navigation or Contents, when a scroll wheel is turned (such as on a mouse). When checked FileBoss will scroll the Navigation or Contents window depending which window the mouse is hovering over.

Then this option is cleared the window that was last active will be scrolled as is common in most applications.

Maximum Explore Views Allowed

Maximum number of Explore Windows open simultaneously (1-50)   10

Determines how many Explore Views FileBoss will allow to be open at one time. When the maximum number of windows is open new operations will use a current Explore View rather than start another.

Drop Timeout on other Applications

Receiving application time out in seconds (10 to 300)   30

This advanced setting determines how long FileBoss will wait for a receiving application (i.e. an application on which files have been dropped) to respond.

When a large number of files are dropped on some applications they will take a long time to process those files before returning control back to FileBoss.

This setting determines the number of seconds FileBoss will wait before it displays a message asking you what you would like to.

Copy Engine for Dropped Files
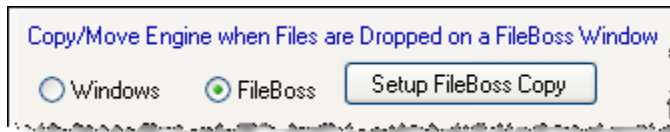
Select the copy engine you want FileBoss to use when files and folders are dropped onto a folder in either the Navigation or Contents windows.

The **Windows** copy engine is the same one used by Windows Explorer.

FileBoss' internal copy engine will gracefully handle errors when copying files so that you will have the opportunity to correct problems or finish a copy operation even though some files could not be copied.

To configure the FileBoss copy engine to suit your needs press click the **Setup FileBoss Copy** button.

Note: This setting only affects how FileBoss copies files when they are dropped on FileBoss. If you drag files from FileBoss and drop them on another application that receiving application will handle the copy operation, i.e. FileBoss has no control over how those files will be copied.

Tool bars

Displays and docks all tool bars in their default locations. The size of the toolbars is not changed.

Results Window

Displays the Results Window (the window that records the Summary, Details and Errors logs) in its default location.

Image Preview

Sets the image preview window to its default size and location.

Help Guide

Moves the Help Guide window to its default position.

Tabbed Documents

Turns Tabbed Documents back on. The Tabbed Documents style displays a tab for each File Set and Explore View across the top of the document area. Tabbed Documents can be turned on and off using the '**View | Appearance | Use Tabbed Documents**' command from the main menu.

Status Bar

    Displays the Status Bar at its default location (normally at the bottom of FileBoss' application window. The status bar can be turned on and off by right-clicking on the status bar, any toolbar or any part of the main window's frame.

Properties Box

Relocates the Properties Box to its default location (normally in the middle of FileBoss' application window). If the Properties Box is currently visible it will be moved immediately. If it is not currently displayed it will be move to the default location when it is next displayed.

Default Window colors

Sets the default window colors for all views. To change Window colors use the '**Tools | Options...**' command from the main menu and select the appropriate tab.

Default Window colors

Sets the default window colors for all views. To change Window colors use the '**Tools | Options...**' command from the main menu and select the appropriate tab under *Windows*.

Drop Zone List Box (Location and Size)

Centers and sets the default size for the Drop Zone List Box.

Misc. Options

Resets the following program attributes:

(Note that some defaults may be different depending on your version of FileBoss and your particular setup.)

Sticky Selections:	on
Freeze Selections:	off
Normal right click:	off
Icon type:	simple
Date Formats:	default
Width of Folders pane:	default
Tips options:	default
Hidden files:	show
Auto-locate entries:	on
Highlight errors:	on
File data tips:	on

Confirmation Dialog Format

Specifies the format for displaying the new filenames in the confirmation dialog.

Extension Display Option

Confirmation Dialog: Display extension with Name ○ or Separately ⦿

When the 'With Name' option is selected the filename to be changed will be displayed in the following format:

New Filename with Extension

From: 05.document

To: Saturday Dinner 001.document

But when the 'Separately' option is chosen the name will be split into two parts: the name portion and the extension portion.

New Filename with Sperate Extension
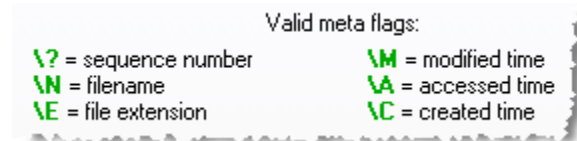
From: 05.document

To: Saturday Dinner 001   ext: document

Normally displaying the extension separate from the main name is the more convenient, especially if you will be manually altering the names. It allows to change the filename easily without accidentally changing the extension. (And extensions are critical for most Windows programs to recognize which files they can work with.

New Name Field

Valid meta flags:

\? = sequence number \M = modified time
\N = filename   \A = accessed time
\E = file extension   \C = created time

Enter the format for the new name here. Meta-characters (and their preceding backslash) will be replaced with the appropriate substitution as described below. Note that more than one meta character can be used in the format.

Sequential numbering (\?)

Sequential numbering inserts numbers such as 001, 002 or 10, 11, 12 in the filenames where the \? meta-sequence is located.

e.g. The format *Seattle Pictures \?.jpg* would rename the selected entries ***Seattle Pictures 01.jpg***, ***Seattle Pictures 02.jpg*** and ***Seattle Pictures 03.jpg*** if the number of digits is set to 2 and the Start At is set to 1.

You could also use the sequential number as the extension. E.g. the format Special Data.**\?** would rename the files: ***Special Data.001***, ***Special Data.003***, ***Special Data.003***...

Warning: Be sure you know what you are doing before changing file extensions. Doing so could hurt your system.

For more details and examples either click the **'Help'** button or right-click one of the controls in the **Sequence Number** area of the dialog.

Filename (\N)
Filename Extension (\E)

The **\N** and **\E** meta-sequences will be replaced by the file or folder's filename or extension respectively. (**\E** meta-sequence does not include the dot (.) character before it so you must add it yourself). For example, to change the extension of all selected files to '**html**' from just '**htm**' you could use the format, *\N.html*. Or if you want to add a sequential number to the current file names you might use Mother's Birthday - \N.\E which would change a name like ***Grandmother.jpg*** into ***Mother's Birthday - Grandmother.jpg***.

If you really wanted to you could even reverse the filename and extensions. Just use the format *\N.\E*. That would change a filename like *John.Doe* into ***Doe.John***.

File Times: Modified (\M), Accessed (\A) and Created (\C)

Inserts the file's respective date and/or time into the filename at the location of the meta-sequence. The times inserted are the file's own time, i.e. the date and times displayed by FileBoss or Windows Explorer for that file. The format of the date and time is controlled by the format selected in the drop down list. If you would like a different format click the 'More Formats' button to see a complete list for format elements that you can use.

For more details and examples either click the **'Help'** button or right-click one of the controls in the **File Dates** area of the dialog.

More Help

Click the **Help** button for complete details on renaming files.

Adding Sequential numbers to filenames

How to Setup Sequential numbering

1) Insert the **\?** meta flag in the New Name field where you want the sequential number to appear. Use the **\?** meta flag only once.
2) Set the number of digits you want displayed. E.g. setting it to 3 will insert 001, 002, 003, etc where the **\?** meta flag is.
3) Set the Start A: number. While this will normally be '1' you might want to set it to another number if some   files have already been renamed with this routine.
4) Check the Sample at the bottom of the screen to see how the sequential numbers will fit into the name along with any other formats you have chosen.

Num. of Digits: 1 to 6, pads the number with leading zeros to get the desired number of digits. This is a good option so that the files will be sorted correctly when displayed in FileBoss Windows Explorer and various programs' File Open Dialogs.

Start At: 1 on up to highest number allowed by the number of digits you have specified.

Examples:

Long Beach #\?.jpeg (Digits set to 3 and Start At set to 1)
Long Beach #001.jpeg, Long Beach #002.jpeg, Long Beach #003.jpeg
\? Long Beach.jpeg (Digits set to 2 and Start At set to 10)
**10 Long Beach.jpeg, 11 Long Beach.jpeg, 12 Long Beach.jpeg**

More Help

Click the **Help** button for complete details on renaming files.

Filetimes: Modified (\M), Accessed (\A) and Created (\C)

Inserts the file's respective date and/or time into the filename at the location of the meta-sequence. The times inserted are the file's own time, i.e. the date and times displayed by FileBoss or Windows Explorer for that file. The format of the date and time is controlled by the format selected in the drop down list. If you would like a different format click the 'More Formats' button to see a complete list for format elements that you can use.
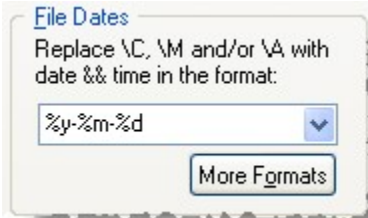
How to Setup and Insert Filetimes

1) Insert the appropriate meta flag in the New Name field (**\M**, **\A** or **\C**) where you want the modified, accessed or created filetime to appear (You can put more than one if you wish, but it would probably be confusing and create really long filenames..

2) Select or type in the format in which you want the times to appear. The drop down list contains default formats and formats you have used previously. To create new formats click the 'More Formats' button for a complete list of formats available and how to create new ones. **(Note that when a new format is selected or as it is being typed in the sample filename a the bottom of the dialog will change to reflect the new format - a good way to check the format. But for this to work, one of the filetime meta-sequences (\M, \A or \C) must be present in the New Name field.)**

Example:

Long Beach (\C) #\?.jpeg (Assuming the file was created on 2 July 2004 and the format is set to **%d/%m/%y**.)
Long Beach (2/7/04) #001.jpeg, Long Beach (2/7/04) #002.jpeg, Long Beach (2/7/04) #003.jpeg
Note that in the above example sequential numbering has also been added otherwise all files would be renamed to the same name which can't happen.
To add the last modified date to all selected entries use a format like: **\N (\M).\E**. This would simple insert the modified time - in parentheses - after the filename. This would change a filename like **Long Beach Harbor.jpeg** into **Long Beach Harbor (2/7/04).jpeg**.

Inserting More Help

Click the **Help** button for complete details on renaming files.

Search Method for Finding Text to Replace

Search Method
Three different types of searching can be performed.
FileBoss supports smart white space matching where the white space (spaces and tabs) does not have to be exact for a match to occur. This allows the search pattern to specify one space or tab and FileBoss will still match even if the source text contains two or more consecutive spaces or tabs or a mixture of both.
The type of search to be done is specified by choosing on of the following options:

Exact
Matches the search pattern exactly (no wild cards have special meaning) except for capitalization and white space. Capitalization is controlled by the 'Match capitalization' check box and all white space is considered to be the same, e.g. spaces, tabs and new lines are considered to be the same. In addition multiple spaces will match one space and vice-a-versa.

Normal
In normal searching, FileBoss recognizes two wild card characters: the question mark and the asterisk.
The question mark (?) matches any one character.
The asterisk (*) matches any number of any characters up until the next character in the search pattern. For instance, the search pattern F*ss, would match FileBoss
To enter an asterisk or question mark as literals, i.e. without special meaning, precede them with a backslash.

Unix (Regular Expression)
See *Unix Style Searches* for a complete definition of FileBoss' Unix style search implementation. A Regular Expression. (This is an advanced technique.)

The 'Test' Button
If you would like to experiment with different patterns to see exactly what text they will and will not match, click the '**Test**' button. It will bring up a dialog where you can experiment with different formats and see how they match text that you enter.

More Help
Click the **Help** button for complete details on renaming files by searching for and replacing text in the filenames.

Search Method for Finding Text to Replace

Pattern or Text to Find
> The format of the text you enter is determined by the format you selected above these fields, e.g.
> Exact, Normal or Unix.

Replace with:
> The text you want to replace the text you entered in above field. If this field is left blank the any text
> found matching the pattern to find will simply be deleted.

More Help
> Click the **Help** button for complete details on renaming files.

Transforming Names and Extensions

Select the transformations you want to apply to the selected filenamess. If you do not want to apply one or both of these transformations just click 'No Change' for the appropriate option.

Transfroming Spaces in Names and Extensions

If you would like to convert all the spaces in the **filenames and extensions** select the change you want otherwise select the 'No Change' option.

Replacing Simple Text

A quick and easy way to replace simple text in Filenames.
To deactivate this transformation simply clear the box after 'Replace'.

Inserting Text Before and After Names and Extensions

Allows you to insert text in names before or after names and extensions.

Converting Long Names to DOS 8.3 Format
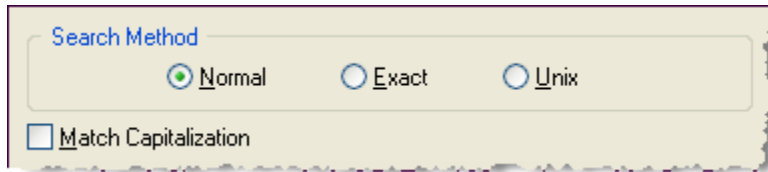

Warning: Do not use this option unless you are really sure as to what you are about to do and keep the following points in mind when thinking of converting filenames in this manner.

* If the extensions of the files are longer than three characters, they associations they have with other programs will be lost after the conversion to 8.3 format.

* The only way you can get the long form of the names back is by renaming the files manually.

This option will convert all the selected filenames to their DOS 8.3 equivalent. FileBoss will convert the names to their current DOS 8.3 format. Because of the extra steps involved in renaming a file to its current DOS 8.3 format most programs that convert filenames to DOS 8.3 format give the files new names. FileBoss, on the other hand, transparently performs a double-renaming so that the end result is the file's original DOS 8.3 name.

Search Method

    Three different types of searching can be performed.

    FileBoss supports smart white space matching where the white space (spaces and tabs) does not have to be exact for a match to occur. This allows the search pattern to specify one space or tab and FileBoss will still match even if the source text contains two or more consecutive spaces or tabs or a mixture of both.

    The type of search to be done is specified by choosing on of the following options:

Exact

    Matches the search pattern exactly (no wild cards have special meaning) except for capitalization and white space. Capitalization is controlled by the 'Match capitalization' check box and all white space is considered to be the same, e.g. spaces, tabs and new lines are considered to be the same. In addition multiple spaces will match one space and vice-a-versa.

Normal

    In normal searching, FileBoss recognizes two wild card characters: the question mark and the asterisk.

    The question mark (?) matches any one character.

    The asterisk (*) matches any number of any characters up until the next character in the search pattern. For instance, the search pattern **F*ss**, would match *FileBoss*

    To enter an asterisk or question mark as literals, i.e. without special meaning, precede them with a backslash.

Unix Style

    See Unix Style Searches for a complete definition of FileBoss' Unix style search implementation.

Match Capitalization

    Selecting this option tells FileBoss that searches should be case sensitive. Thus, if this option is selected and "Blue" is searched for, FileBoss will find "Blue" but not "blue" or "bLue." If this option is not selected, FileBoss will match any combination of capitals and lowercase letters, no matter what was used for the search string.

    Note that this option does not affect searches when Unix mode is turned on.

More Help

    Click the **Help** button for complete details.

Pattern to Find

Enter the test or pattern you are looking for or select a previously entered pattern from the pull down list. If you are using any of the advanced methods you can use the 'Test' routine to see if what you enter for a pattern will find what you expect it to find.

More Help

Click the **Help** button for complete details.

Specifying Paths to Search

Explorer Update Latency: 1000 milliseconds (1000 = 1 second)
☑ Allow Explorer File Filter (e.g. *.xxx) to reactivate when FileBoss Starts
☑ Automatically open a new Explore View if all other Views are closed

Specifies one or more paths to be scanned. For instance to scan the **My Documents** directory on drive C: enter:

C:\My Documents

(Note: if you are comparing folders either from the Compare Folders or Paths dialog or directly in the Create File Set dialog two and only two paths must be entered in this field)

Including Multiple Paths

Separate multiple paths with the bar character '|'.

To scan the **My Documents** directory on drive C: and the **Temp** directory on drive D: enter:

C:\My Documents|D:\Temp

(The maximum length of this field is over 65,000 bytes.)

Using Wildcards

If you would like to collect files on all of drive D: and in the **My Documents** and **My Installations** folders on drive C: enter the following.

D:\|C:\My *s

(Of course, the entry **C:\My *** would search all folders in the root of drive C: which began with **My** then a **space** and end with an **s**.)

The use of a wild card is restricted to the last element of the path. For instance, the following examples will not work:

D:*\Backup
C:\My **
C:\Program Files\Iront*\FileBoss

But the following will work:

C:\My *s

(It would return files in folders **C:\My Videos** and **C:\My Pictures** if present.)

To search both the Normal and Nermal directories on drive D: you could enter either:

D:\Normal|D:\Nermal

or

D:\N?rmal

Excluding Folders

Specific folders can be excluded from the search by preceding the folder's name with a minus sign, '-'.   If the name of the folder actually begins with a minus sign, simply put another in front of it, e.g. "--my folder".

Consider the following example:

C:\My Documents|-Temp|-Backup|D:

Paths to be excluded can contain the normal wildcard characters, * and ?. (Use full paths, e.g. C:\house\pictures) to avoid excluding all paths, e.g. every folder named 'pictures'. This can be especially important when using wildcards.)

Note that the order of the entries is ignored: in the above example any **Temp** and **Backup** folders will be ignored on drive **D:** as well in **C:\My Documents**

Using Wildcards in Folders to be Excluded

Using wildcards in folders to be excluded is almost exactly the same as it is to use them in paths to be scanned. For instance:

C:\|-C:\C*s

Would search all of drive C: except for files and folders in and below any root folders beginning with a 'C' and ending in 's'.

More Help

Click the **Help** button for complete details.

Specifying Paths to Search

Specifies one or more paths to be scanned. For instance to scan the **My Documents** directory on drive C: enter:

`C:\My Documents`

(Note: if you are comparing folders either from the Compare Folders or Paths dialog or directly in the Create File Set dialog two and only two paths must be entered in this field)

Including Multiple Paths

Separate multiple paths with the bar character '|'.

To scan the **My Documents** directory on drive C: and the **Temp** directory on drive D: enter:

`C:\My Documents|D:\Temp`

(The maximum length of this field is over 65,000 bytes.)

Using Wildcards

If you would like to collect files on all of drive D: and in the **My Documents** and **My Installations** folders on drive C: enter the following.

`D:\|C:\My *s`

(Of course, the entry `C:\My *` would search all folders in the root of drive C: which began with **My** then a **space** and end with an **s**.)

The use of a wild card is restricted to the last element of the path. For instance, the following examples will not work:

`D:\*\Backup`
`C:\My *\*`
`C:\Program Files\Iront*\FileBoss`

But the following will work:

`C:\My *s`

(It would return files in folders `C:\My Videos` and `C:\My Pictures` if present.)

To search both the Normal and Nermal directories on drive D: you could enter either:

`D:\Normal|D:\Nermal`

or

`D:\N?rmal`

Excluding Folders

Specific folders can be excluded from the search by preceding the folder's name with a minus sign, '-'.   If the name of the folder actually begins with a minus sign, simply put another in front of it, e.g. "--my folder".

Consider the following example:

`C:\My Documents|-Temp|-Backup|D:\`

Paths to be excluded can contain the normal wildcard characters, * and ?. (Use full paths, e.g. C:\house\pictures) to avoid excluding all paths, e.g. every folder named 'pictures'. This can be especially important when using wildcards.)

Note that the order of the entries is ignored: in the above example any **Temp** and **Backup** folders will be ignored on drive **D:** as well in `C:\My Documents`

Using Wildcards in Folders to be Excluded

Using wildcards in folders to be excluded is almost exactly the same as it is to use them in paths to be scanned. For instance:

`C:\|-C:\C*s`

Would search all of drive C: except for files and folders in and below any root folders beginning with a 'C' and ending in 's'.

More Help

Click the **Help** button for complete details.

Specifying Paths to Search

Explorer Update Latency: `1000` milliseconds (1000 = 1 second)

☑ Allow Explorer File Filter (e.g. *.xxx) to reactivate when FileBoss Starts

☑ Automatically open a new Explore View if all other Views are closed

Specifies one or more paths to be scanned. For instance to scan the **My Documents** directory on drive C: enter:

`C:\My Documents`

(Note: if you are comparing folders either from the Compare Folders or Paths dialog or directly in the Create File Set dialog two and only two paths must be entered in this field)

Including Multiple Paths

Separate multiple paths with the bar character '|'.

To scan the **My Documents** directory on drive C: and the **Temp** directory on drive D: enter:

`C:\My Documents|D:\Temp`

(The maximum length of this field is over 65,000 bytes.)

Using Wildcards

If you would like to collect files on all of drive D: and in the **My Documents** and **My Installations** folders on drive C: enter the following.

`D:\|C:\My *s`

(Of course, the entry `C:\My *` would search all folders in the root of drive C: which began with **My** then a **space** and end with an **s**.)

The use of a wild card is restricted to the last element of the path. For instance, the following examples will not work:

`D:\*\Backup`
`C:\My *\*`
`C:\Program Files\Iront*\FileBoss`

But the following will work:

`C:\My *s`

(It would return files in folders `C:\My Videos` and `C:\My Pictures` if present.)

To search both the Normal and Nermal directories on drive D: you could enter either:

`D:\Normal|D:\Nermal`

or

`D:\N?rmal`

Excluding Folders

Specific folders can be excluded from the search by preceding the folder's name with a minus sign, '-'.   If the name of the folder actually begins with a minus sign, simply put another in front of it, e.g. "--my folder".

Consider the following example:

`C:\My Documents|-Temp|-Backup|D:\`

Paths to be excluded can contain the normal wildcard characters, * and ?. (Use full paths, e.g. C:\house\pictures) to avoid excluding all paths, e.g. every folder named 'pictures'. This can be especially important when using wildcards.)

Note that the order of the entries is ignored: in the above example any **Temp** and **Backup** folders will be ignored on drive **D:** as well in `C:\My Documents`

Using Wildcards in Folders to be Excluded

Using wildcards in folders to be excluded is almost exactly the same as it is to use them in paths to be scanned. For instance:

`C:\|-C:\C*s`

Would search all of drive C: except for files and folders in and below any root folders beginning with a 'C' and ending in 's'.

More Help

Click the **Help** button for complete details.

Changing File Attributes

Changes (or not) the attributes of the selected files.
Changing the System or Hidden Attributes can hurt your computer so be sure you know what you are doing before changing these.

Changing the Three File Times
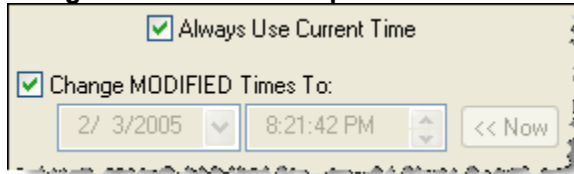
To change a time (modified, accessed and/or created) check the appropriate box and then set the time.
The **Now** buttons are simply a convient way to enter the current time into the fields.

Using the Current Time Option When Touching Files

This option is available when Touching Files.
When the **Always Use Current Time** box is checked FileBoss will always the current time when it touches files and the appropriate type of file time is checked. (For Touching files *Current Time* refers to the time a file is actually touched not the time the setup dialog was changed or saved.

Not that when the **Always Use Current Time** box is checked the fields for entering times will always be grayed. This is because they are not used, the system time when the files are touched will be used.
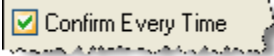
Confirm

This option is available when using the Changing Attributes command. When **Yes** you will be prompted before changing the attributes of each file. When **No** FileBoss will immediately process all the selected files.

Confirming Each Touch Operation

☑ Confirm Every Time

This option is available when using the Touch command. When checked you will be prompted before touching all the selected files. When not checked FileBoss will immediately process all the selected files whenever you issue the Touch command.