

Ontrack.

**PowerDesk® Utilities
User's Guide**

Notice to Users

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ABOUT THIS MANUAL

This manual uses a number of conventions that make it easier to read and understand.

The manual uses the following conventions:

- **This font denotes button and field names**
- **This font denotes menus and menu paths**



1. You will see this 123 graphic any time there are numbered steps or instructions.



Notes contain additional information that may not directly relate to the current text, but is important to know.



Warnings contain important information that you must be aware of to avoid possible system problems.

The term “click,” as in “Click **Next** to continue” means that you move the mouse pointer over the specified area on your screen, and click with the left mouse button.

The term “right-click”, as in “Right-click on the tray icon” means that you move the mouse pointer over the specified location and click the right mouse button.

WHAT YOU NEED BEFORE INSTALLATION

To install PowerDesk Utilities, you need the following:

- A 486, Pentium or faster PC (Pentium or faster is recommended)
- Windows 95, 98 or NT
- CD-ROM drive
- 3.5" diskette drive (to create a System Rescue Disk...not required for installation)
- At least 10 megabytes of free space for PowerDesk.

WHAT YOU'LL FIND IN THIS PACKAGE

When you open the PowerDesk Utilities package, check to be sure you have everything. If your package is missing anything (it shouldn't be), call the Customer Service number on the back of this manual and let your customer representative know immediately. The package should include:

- PowerDesk Utilities CD
- Registration card
- User Guide

GETTING HELP

THIS MANUAL

This manual will get you started installing and using PowerDesk Utilities. It provides an introduction and explanation of PowerDesk, and describes how to use each utility.

ONLINE HELP

The PowerDesk Utilities online help system is available by several access methods:

- Select the Help Topics item from the **Help** menu.
- At any dialog box, click on the help button.
- At any dialog box, move the mouse pointer over the field in question. Most fields will pop up a yellow text box describing that field.

ONTRACK WEB SITE

At the Ontrack Web Site (www.ontrack.com), you can send email to our customer support team or order other Ontrack products.

TECHNICAL/CUSTOMER SUPPORT

Free technical support is available for 90 days from the date you purchase the product. We would also be pleased to hear from you if you have suggestions or special requests regarding any of our products.

You may email our support staff at support@mijenix.com. Or, if you are not on the Internet, our support staff is available by telephone M-F from 8:00 am to 5:00 pm Mountain Standard Time at (303) 245-8000. Our fax number is (303) 245-8111.

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PowerDesk® Utilities User's Guide

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Chapter 1: Welcome to PowerDesk® Utilities

INTRODUCING POWERDESK® UTILITIES

PowerDesk Utilities is the ultimate desktop enhancement utility for Windows 95, 98 and NT 4.0, providing the power and features you need to get more work done in less time.

PowerDesk Utilities comprises six incredible utilities that will immediately increase your productivity in Windows 95, 98 and NT 4.0:

- PowerDesk
- Toolbar
- Folder Synchronizer
- Size Manager™
- File Finder
- Dialog Helper

PowerDesk is a Windows Explorer-type file management and navigation utility. PowerDesk includes many powerful tools such as a toolbar, drivebar, launchbar, Zip compression support, and support for many other compression formats. PowerDesk features multiple display panes that allow you to work between folders, and it also features a file viewer that can display and print the contents of dozens of types of files. PowerDesk works similarly to Windows Explorer, so you don't have to learn a totally new user interface.

Toolbar is a powerful utility that puts one or more toolbars, each comprising one or more tools, on your desktop. Different tools give you access to your applications, files and folders, various kinds of system

information, printer control, the command line, start menus, and much more. You can custom construct any number of toolbars and display them independently of each other. See *The toolbar* on page 2-55 for directions on how to use Toolbar.

Folder Synchronizer allows you to compare and synchronize the contents of two folders. This is especially useful for those who work on files that are shared between two computers, but it is also useful for backing up files, and many other uses.

Size Manager is a powerful utility designed to show you where and how the space on each of your drives is being used. Using Size Manager makes it easy to efficiently manage storage space on your disk.

File Finder is similar to the file finding utility built into Windows but it provides extra functionality. File Finder features a customizable toolbar of file operations, a viewer pane to see the contents of most files, and superior search capabilities.

Dialog Helper enhances Open dialog boxes and Save dialog boxes by adding a menu of previously opened files, and another menu of previously opened folders. Dialog Helper also makes it possible to change the size of standard dialog boxes.

Chapter 2: Installing PowerDesk Utilities

SYSTEM REQUIREMENTS

PowerDesk Utilities has the following system requirements:

- Microsoft Windows 95, 98 or Windows NT 4.0
- a CD-ROM drive
- 11MB of free hard disk space
- 8 MB of RAM for Windows 95 and 98, or 16 MB of RAM for Windows NT

REPLACING OTHER VERSIONS OF POWERDESK

If you have an older or an evaluation version of PowerDesk, you can keep your toolbar configurations by following these steps. If you do not currently have PowerDesk installed, then proceed to the next section.



- 1. Back up your PowerDesk Configuration files.** These files store your toolbar configurations and can be used with your newest version of PowerDesk. Make backups by copying all files with a .pdc extension to a folder outside of your PowerDesk directory.
- 2. Uninstall the currently installed version of PowerDesk.** Run the program called Uninstall PowerDesk which can be found in your PowerDesk group.

- 3. Install PowerDesk Utilities.** Follow the installation instructions in the following section, *Installing PowerDesk Utilities*.
- 4. Copy your *.pdc backups to your new PowerDesk installation folder.**

INSTALLING POWERDESK UTILITIES

Before you install PowerDesk, please do the following to ensure that the installation proceeds smoothly:

- **Close other applications.**
- **Turn off virus protection and disk utility programs.** If you are uncertain how to turn off such programs, please consult their documentation.

Follow these steps to install PowerDesk Utilities:



- 1. Insert the Fix-It CD into your CD-ROM drive.** Your computer will automatically run the installation program from the disc.
- 2. Follow the on-screen instructions.**

When you are prompted to choose an installation folder, we recommend that you choose the default path, *\Program Files\PowerDesk*. You may install it elsewhere, but we highly recommend that you install it on the drive on which Windows is installed (which is usually C:).



If you choose not to install PowerDesk to the default folder, choose a folder other than \Windows or any of its subfolders.

At this point, files will be copied to your hard drive.

- 3. Read the ReadMe file.** At the conclusion of the installation, the ReadMe.doc file will appear. This file contains the latest information on any updates or modifications that were made to PowerDesk Utilities since this guide was printed.

UNINSTALLING POWERDESK UTILITIES

You can fully uninstall PowerDesk Utilities by running its own uninstallation program, **Uninstall PowerDesk**. To do so, follow these steps:



- 1. Back up your PowerDesk Configuration files. (Optional)** If you plan on reinstalling PowerDesk Utilities in the future, you should back up your Toolbar configuration files. Make sure to back up the files with a .pdc extension to a folder other than your PowerDesk installation folder.
- 1. Select Start → Programs → PowerDesk Utilities → Uninstall PowerDesk.**
- 2. Click Yes, remove PowerDesk.**

UPDATING POWERDESK UTILITIES

Easy Update allows you to effortlessly update PowerDesk Utilities via the Internet. To do so, follow these steps:



- 1. Select Start → Programs → PowerDesk Utilities → Easy Update.**
- 2. Follow the on-screen instructions.**

Chapter 3: PowerDesk Basics

POWERDESK OVERVIEW

PowerDesk is a file management utility, similar to the Windows 95, 98 and NT 4.0 Explorer, but with many significant improvements. Like Windows Explorer, PowerDesk allows you to view your desktop, drives, folders and files using a tree list and a file list.

If you are moving from Windows 3.1 or Windows for Workgroups, you'll enjoy many PowerDesk features since many of them are based on the Windows 3.x File Manager. If you are using the Windows 95, 98 or NT 4.0 Explorer, you'll find that these PowerDesk features give you greater control over your files and drives and make file management and navigation easier and more intuitive. PowerDesk provides the following key features:

- Dual panes to let you work in two folders at once
- PkZIP-compatible file compression and decompression
- An integrated file viewer
- A customizable toolbar of file commands
- A drivebar that provides quick and easy access to all system drives
- A customizable applications launchbar from which you can launch applications
- Z, GZ, TAR, TAZ, LZH/LHA, ARJ, ZOO, CAB, ARC, ARK, PAK, DWC, RAR archive support
- A command line right in the PowerDesk window

STARTING POWERDESK

You can start PowerDesk by selecting
Start ➔ Programs ➔ PowerDesk Utilities ➔ PowerDesk.

POWERDESK WINDOW COMPONENTS

When you start PowerDesk for the first time, you'll notice that it looks like Windows Explorer with a few exceptions. The most obvious differences are the toolbar and drivebar located directly beneath the menu bar. The toolbar provides buttons that you can click to quickly access the PowerDesk features you use most often. The drivebar provides access to each of the drives available on the system.

The PowerDesk window can be configured to meet your needs. By using the options in the **View** and **Options** menus, you can enable or disable the various views and option bars. The PowerDesk window shown in the following figure is configured to display all possible components.

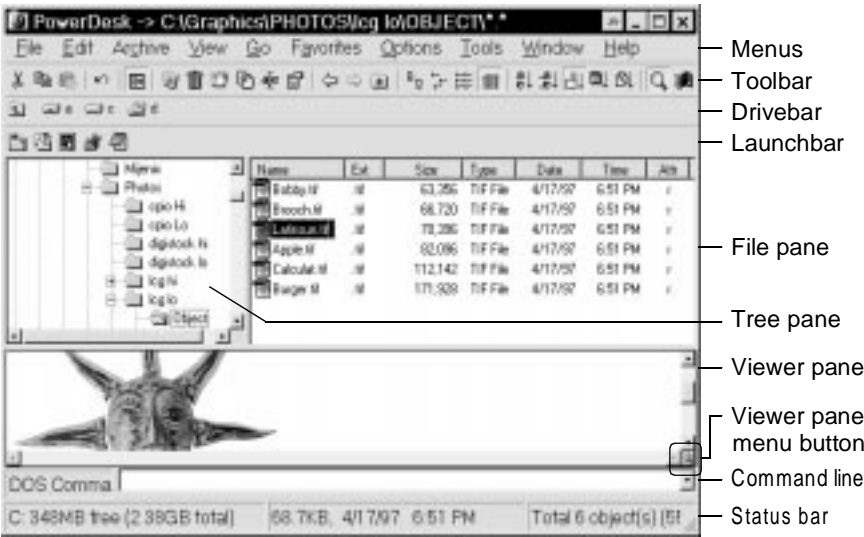


Figure 1 The PowerDesk window

THE MENUS

The menus provide access to most of PowerDesk's features. You'll find descriptions of each of the menu commands for all PowerDesk modules in the coming chapters.

THE TOOLBAR

The toolbar provides easy one-click access to many of the most popular PowerDesk features and options. The toolbar is easily customizable.

For detailed information on the toolbar, see *The toolbar*, on page 2-55.

THE DRIVEBAR

The drivebar displays an icon for each drive available on your system (floppy drives, local drives, CD-ROM drives, removable drives, and network drives). To view a drive's contents in the file list, simply click its icon in the drivebar.

The following preferences, which affect the drivebar, can be accessed by selecting **Options → Preferences → Drives**.

- | | |
|------------------|---|
| Drives | This option acts as a filter for drives. Check the drives you wish to see and work with in PowerDesk. Drives which are not checked will not be visible in the drivebar and the tree list. |
| All Floppy, etc. | When checked, all the drives of the checked type are selected in the Drives list. |

You can also access the following drivebar preference by selecting **Options → Preferences → General Settings**:

- | | |
|---------------|---|
| Wrap Drivebar | Wraps the drivebar to multiple rows, if necessary, to display all the drive buttons. Otherwise, the drivebar is limited to a single line, and may cut-off the right-most drive buttons. |
|---------------|---|

THE LAUNCHBAR

The launchbar provides quick access to your favorite programs and files. When you install PowerDesk, the launchbar is configured with a few launchbar buttons, but you can fully customize the launchbar yourself.

For detailed information on the launchbar, see *The launchbar*, on page 2-56.

THE TREE PANE

The tree pane, which is displayed when **View → Show Folder List** is checked, displays a tree list, or hierarchy of resources that are available on your system down to the folder level. The root of the tree list is the Windows desktop (the large, background area you see when you first start Windows).

For detailed information on the tree pane, see *Operating the tree pane*, on page 2-42.

THE FILE PANE


The file pane displays the contents of the drive or folder that is selected in the tree pane. The contents of the file pane are also called the file list. The file pane typically contains a list of folders and files but may also contain desktop items (such as the Recycle Bin and My Computer), shortcuts to files, applications, and printers.

From the file pane, you can drag and drop items (files, folders, shortcuts, etc.) for file and archive management, launch applications, rename files and folders, and much more.

For detailed information on the file pane, see *Operating the file pane*, on page 2-44.

THE VIEWER PANE

The viewer pane, which is displayed when **Options → Viewer Pane** is checked, displays the contents of the file that is selected in the file pane, without using the application in which the file was made. The file viewer supports over eighty formats including graphics files, word processing files, and spreadsheet files.

The viewer pane has its own menu that you can access by clicking  (the magnifying glass icon) in the bottom right corner of the viewer pane.

For detailed information on the viewer pane and its menu, see *Understanding file viewers*, on page 2-49.

THE COMMAND LINE

The command line, which is displayed when **Options → Command Line** is checked, allows you to enter most DOS commands from the PowerDesk application window. Simply type the command in the command line combo box, then press the Enter key. The command line also remembers the recently carried out commands, and stores them in the list box which you can display and select from.

The following command line preferences can be accessed by selecting **Options → Preferences → DOS Cmd Line**.

| | |
|-------------------------|---|
| Delete to Recycle Bin | When checked, any item that is deleted with the command line to the Recycle Bin. |
| Show Confirmations | When checked, you are asked to confirm commands that result in overwriting files. |
| Include folders in Copy | When checked, folders are included in Copy operations from the command line. |

THE STATUS BAR

The status bar, which is displayed when **Options** → **Status Bar** is checked, provides feedback about the current selection or operation. Usually, you'll see the drive letter, its amount of free space, and its capacity on the left side. When one object is selected in the file pane, the status bar shows the file's size, and its time and date stamp in the center. When more than one object are selected in the file pane, the status bar shows the number of selected objects, and their collective size in the center. The right pane displays the number of objects (files and subfolders) in the folder or drive selected in the tree pane, and their collective size.

USING MULTIPLE POWERDESK WINDOWS

You can have multiple *instances* of PowerDesk—that is, you can open the program multiple times—and work between windows. You can open additional instances of PowerDesk manually, or you can simply use the New Window commands found in the **Window** menu. There are a number of different commands to open and arrange additional windows:

- New Window** Opens a new PowerDesk window.
- New+Cascade** Opens a new PowerDesk window, and covers the existing PowerDesk window(s).
- New+Tile Horizontally** Opens a new PowerDesk window, and then arranges all open PowerDesk windows top to bottom.
- New+Tile Vertically** Opens a new PowerDesk window then arranges all open PowerDesk windows side-by-side.

The following commands, also found under the **Window** menu, are available to manage windows that are already open:

- Cascade** Cascades all open PowerDesk windows.

| | |
|--------------------------|--|
| Tile Horizontally | Arranges all open PowerDesk windows top to bottom |
| Tile Vertically | Arranges all open PowerDesk windows side-by-side. |
| Close All | Closes all PowerDesk windows. |
| Close All Others | Closes all PowerDesk windows with the exception of the active one. |
| Refresh | Refreshes the contents of the PowerDesk window. |

USING POWERDESK OPTIONS AND PREFERENCES

There are many ways to customize PowerDesk to meet your specific work style through the preferences dialog box. All these settings can be saved by using the following commands found in the **Options** menu:

| | |
|------------------------------|--|
| Save Settings Now | Immediately saves the current PowerDesk settings. |
| Save Settings on Exit | When checked, PowerDesk will always start with the settings that it had before it was last exited. If unchecked, any changes made during a session will be lost when you quit PowerDesk (unless you use the Save Settings Now command). |

GENERAL SETTINGS TAB

The General Settings preferences, which can be accessed by selecting **Options → Preferences**, affect the way that the PowerDesk window appears. The options are as follows:

| | |
|--|---|
| Display the full MS-DOS path in the title bar | Displays the full MS-DOS path to the current folder in the title bar of the PowerDesk window. |
|--|---|

| | |
|--|---|
| Display the path before PowerDesk in the title bar | Displays the name of the current directory before the “PowerDesk” title in PowerDesk’s title bar. Otherwise, the current directory is displayed after “PowerDesk” in the title bar. |
| Keep the file extension when renaming a file whose type is hidden | If Windows and PowerDesk are configured to hide registered file types, and you rename a file, PowerDesk will keep the original file extension for that file. So, if the .txt extension is hidden and you want to rename <i>mydoc.txt</i> to <i>story.txt</i> , you only have to type <i>story</i> . |
| Force refresh after file operation | When you copy, move or delete a file, PowerDesk will automatically refresh the screen to reflect the change. |
| Office 97-style buttons | Buttons in the toolbar and launchbar start even with the rest of the display and press in when selected. |
| Resizable toolbars | Allows you to combine a toolbar, drivebar, launchbar or command-line on one line to save screen space. If this is checked, you cannot wrap the toolbar or drivebar. |
| Wrap toolbar | Wraps the toolbar to multiple rows, if necessary, to display all the tool buttons. Otherwise, the toolbar is limited to a single line, and may cut-off the right-most buttons. This choice is not available if resizable toolbars is checked. |
| Wrap Drivebar | Wraps the drivebar to multiple rows, if necessary, to display all the drive buttons. Otherwise, the drivebar is limited to a single line, and may cut-off the right-most drive buttons. This choice is not available if resizable toolbars is checked. |
| Use PowerDesk to open My Computer and folders | When checked, PowerDesk will open My Computer or any folder. If Save Settings on Exit is also checked in the Options menu, PowerDesk will remember the settings of the folder being closed so that the next time the folder is opened, PowerDesk will open it with the same settings. |

CONTEXT MENUS TAB

The Context Menu preferences, which can be accessed by selecting **Options → Preferences → Context Menus**, affect the way PowerDesk right-click context menus appear, and what commands you can use from them. The preferences are as follows:

- | | |
|----------------------|--|
| Zip to,etc. | Check the menu commands that you wish to include in your context menus. |
| Cascade Menus | When checked, the PowerDesk context menus are active, appearing grouped in a sub-menu. |

KEYBOARD TAB

If you're an experienced user of XTree Gold or Norton Commander, you can configure PowerDesk to let you use many of the keyboard commands you're used to in those file managers. Selecting **Options → Preferences → Keyboard** lets you choose what program your keyboard and shortcut commands will emulate.

The choices are:

- | | |
|-------------------------|---|
| PowerDesk | When selected, PowerDesk will use its default keyboard and accelerators which are compatible with Windows Explorer and the Windows 3.x File Manager. This is the default choice, and will be best for most users. |
| XTree Gold | When selected, PowerDesk will emulate the XTree Gold keyboard and accelerators. |
| Norton Commander | When selected, PowerDesk will emulate the Norton Commander keyboard and accelerators. |


GETTING HELP

You can access PowerDesk online Help anytime from the **Help** menu. The following help is available:

- Help Topics** Displays the Help topics for PowerDesk.
- Ontrack Home Page** Opens your web browser on the Ontrack home page (www.ontrack.com).
- Easy Update** Allows you to check for, download and install free PowerDesk software updates via the Internet.
- About PowerDesk** Displays copyright and trademark information, as well as the version number of your copy of PowerDesk.

For help on a particular button, list, or other item, simply move the pointer to the item, then press the F1 key. The respective Help Topic will then appear.

QUITTING POWERDESK

You can quit PowerDesk either by selecting **File → Close**, or by clicking  (the close button) in the window's title bar. If multiple windows are open, you can close all of them by selecting **Window → Close All**.

Chapter 4: Performing File Operations

PowerDesk is fundamentally a file management utility, which means most of its work involves file operations such as organizing, accessing, copying, moving, deleting, viewing, modifying, and so on. This chapter discusses all the ways you can work with your files.

SELECTING FILES AND FOLDERS

Almost all operations begin by selecting one or more items (files, folders, shortcuts, etc.). There are a number of different ways to select items, depending on how many items that you wish to select, and their location with respect to each other.

SELECTING WITH THE MOUSE OR KEYBOARD

To select a single item, simply click the item in the tree pane or the file pane.

To select multiple items that are listed next to each other, click the first item, then Shift-click the last item. All the items between the first and last item will be selected. You can also select a block of files by clicking the mouse button to the left or right of an item, and then dragging the selection rectangle to surround the files you want to select. To do it this way, **Options → Preferences → Lists** should have “full row selection in Details view” unchecked.

To select neighboring files with the keyboard, use PgUp, PgDown, the arrow and Tab keys to move into the folder containing the files you want

to select. Use the arrow keys to the first item to select. Press and hold the Shift key. Use the arrow keys to extend the selection to the last item to select. All items between and including the first and last item will be selected.

To select multiple files and/or folders that are not listed together, Ctrl-click each item.

SELECTING WITH MENU COMMANDS

The following commands are also available from the **Edit** menu:

| | |
|-------------------------|--|
| Select... | Displays a dialog with which you can specify the file(s) that you want to select in the current directory (see the following section for details). |
| Select All | Selects all of the items in the file list. |
| Invert Selection | This command selects unselected items, and unselects selected items. |

SELECTING USING THE SELECT DIALOG BOX

The Select dialog can find files and folders that match one or more name and attribute criteria. To use the select dialog box, follow these steps:



- 1. Select Edit → Select.** The Select dialog box will then appear.
- 2. Type one or more File(s) or Item(s).** You can either type a specific item name, or use DOS wildcards, such as *.* or *.doc.
- 3. Select appropriate options.** There are two options. **Include Folders** which, if checked, will include folders in the selection. Otherwise, folders are excluded. **Case Sensitive**, when checked, selects only those items that match in name and letter case.
- 4. Select appropriate Attributes.** Attributes usually have a gray check mark, indicating that the attribute is ignored when searching for files. A black check mark indicates that files must

have the attribute to match. Finally, no check mark indicates that, to match, files must not have that attribute.

COPYING AND MOVING FILES OR FOLDERS

There are three ways to copy or move items (files, folders, etc.): by using the commands Copy or Cut, and Paste; by using the Copy or Move dialog; or by dragging and dropping the items.

USING MENU COMMANDS

Follow these steps to use the menu commands to copy or move.



1. **Select one or more items to copy or move.**
2. **Select Edit → Copy to copy the item, or Edit → Cut to move the item.**
3. **Select or open the folder to which you will move or copy the item(s).**
4. **Select Edit → Paste.**

USING DIALOG BOXES

To use the Copy or Move dialog box, follow these steps:



1. **Select one or more items to copy or move.**
2. **Select File → Copy to... to copy the item(s), or File → Move to... to move the item(s).** The dialog box will then appear.
3. **Select a destination folder.** In the right pane, navigate through your system to locate the destination folder—that is, the folder to which you will copy or move the item(s). Click the folder.
4. (Optional) **Change the operation** from Copy to Move and back, if you want.

5. Click OK.

USING THE DRAG AND DROP METHOD

To drag and drop a file is to use the mouse to drag its icon from one location to another. You can drag and drop an item to a different position in the same list or to a different window. Among other operations, drag and drop can be used to copy and to move items.

To copy or move a file by drag and drop, follow these steps:



1. **Select one or more items.**
2. **Open the destination—that is, the folder to which you will copy or move the item(s) in another window.** Make sure that the source and the destination are both visible on the screen.
3. **Move the screen pointer to one of the selected items.** Press and hold down the right mouse button to copy the item(s), or the left mouse button to move the items.
4. **Move the screen pointer to the destination window or folder.**
5. **Release the mouse button.**

CREATING A NEW FOLDER

The basic way to organize data on your computer is by separating them into folders. There are two ways to make folders. One is to right-click a window or the desktop, and then select **New → Folder** from the context menu. The other way is to use the PowerDesk menu command. Follow these steps to use the window command method:

To make a new folder, follow these steps:



1. **Open the folder in which you will make the new folder.**
2. **Select File → Create Folder....**

- 3. Type the name of the new folder.** If you want to make the folder in a folder other than the currently selected folder, you can specify a different path, including the name of the new folder, such as *c:\documents\letters*.

You can also click **Browse** to locate and select a folder in which you will make a new folder. After you select the folder, add the name of the new folder to the path.

- 4. Click OK.**

DELETING FILES OR FOLDERS

You will inevitably need to delete one or more files or folders from your system. PowerDesk allows you to delete items to the Recycle Bin or to perform a full Delete which bypasses the Recycle Bin.

USING THE RECYCLE BIN

Normally a deleted item is moved to the Recycle Bin where it can later be recovered to its original state, or be permanently deleted. While in the Recycle Bin, an item still occupies disk space. The default for delete operations in Windows 95, 98 and NT 4.0 is to place deleted items in the Recycle Bin.

To delete items to the Recycle Bin, select one or more items from either the tree pane or the file pane, and then select **File → Recycle**. You can also press the **Delete** key.

Later, you can permanently delete the files by selecting **Tools → Empty Recycle Bin**.

You can also restore the items in the Recycle Bin. To do so, select **Recycle Bin** in the tree list, then move the items you want to recover from the Recycle Bin to their appropriate location. You can also right-click on an item in the Recycle Bin and select **Restore** from the context menu to return the item to its original location.

PERMANENT DELETE

Sometimes you will want to permanently delete a file, bypassing the Recycle Bin. To do so, select the item(s) to delete, then select

File → Delete, or press Shift+Del.



Be careful when using this option because the selected items will be deleted immediately, and cannot be recovered from the Recycle Bin.

RENAMING FILES OR FOLDERS

Renaming a file or folder is easy in PowerDesk:



- 1. Click an item.**
- 2. Select File → Rename.** Alternatively, you can wait one second, then click the item a second time, or right-click and choose Rename from the context menu.
- 3. Type the new name, then press the Enter key.**

DISPLAYING ITEMS' PROPERTIES

It is often necessary to determine specific information about a file or folder. File and folder properties provide information about the file or folder such as the creation date, the size of the items, item attributes (read-only, system, hidden and archive), version information, and more.

PowerDesk allows you to view detailed property information about any item.

To view property information, follow these steps:



1. **Select one or more items.**
2. **Select File → Properties.** Alternatively, you can right-click one of the items, and then select **Properties** from the context menu.

PRINTING FILES AND LISTS

You can print the contents of both the tree pane and the file pane, as well as any file that has an associated application.

PRINTING FILES

PowerDesk supports the printing of any file that has a file association. Windows uses associations to associate various types of files with applications. For example, text (TXT) files are usually associated with the Notepad application and Write (WRI) files are associated with the WordPad application.

To print a file that has an association, follow these steps:



1. **Select the file you want to print from the file pane.**
2. **Select File → Print → File.** PowerDesk will then launch the associated application, and then use the application's print operation to print the file. Alternatively, you can also print a file by right-clicking on a file, and then selecting **Print** from the context menu.

PRINTING LISTS

In addition to printing files, you can print the contents of the tree pane by selecting **File → Print → Tree List**, and you can print the contents of the file pane by selecting **File → Print → File List**. The standard Print dialog for your printer will be displayed. Make any necessary settings changes, and then click OK.

EMAILING A FILE

PowerDesk allows you to email a file if your system has a properly installed and configured email package.



The Send menu item is only available if your system contains a properly installed and configured electronic mail package.

To send a file, follow these steps:



- 1. Locate and select the file in the file pane.** The file you want to send must have the focus as indicated by the dashed rectangle around the file name.
- 2. Select File → Mail** or press **Ctrl-M**. The standard dialog for your electronic mail package will appear. Use this dialog to send your file.



Large files can take a long time to upload and download. You may want to use PowerDesk to zip up a large file before mailing it.

UUENCODING OR DECODING EMAIL ATTACHMENTS

Data other than plain text must be converted to a text equivalent before it can be sent over email, which is a text medium. One means of converting or *coding* data is UUencoding. Many email software packages encode and decode attachments automatically, but for those users whose email program does not, PowerDesk includes commands to both UUencode and decode files, as described in the following procedures.

To **UUencode** a file for sending over email, follow these steps:



- 1. Select a file to send over email.**
- 2. Select Archive → UUEncode file....** A dialog box will then appear.
- 3. Select a folder to put the encoded file in.** You can either type a destination path in the Save in Folder edit box, or you navigate your folders using the tree pane, and then click a destination folder.
- 4. Select options.** There are two options available for UUencoding files. **Add cut line** will add cut lines to the file. The benefit of this is that when it appears in an email message that includes both the coded file and a real message, both the user and decoding software will have an obvious clue as to where each section begins and ends. **Split size for encoded file** will split large files into multiple, smaller blocks that are no larger than the size indicated in the **KB** edit box, which you can change. This option is especially useful for those whose mail servers have limits on the size of messages that are sent and received.
- 5. Click OK.**

After you have UUencoded the file, run your email program, begin a message to the intended recipient, add the UUencoded file to the message, and then send the message.

DECODING EMAIL ATTACHMENTS

PowerDesk can decode email attachments encoded with MIME, UUEncode, XXEncode or BinHex. To **decode** an email attachment, follow these steps:



- 1. Save the attachment to your hard drive.**
- 2. In PowerDesk, select the saved file.**
- 3. Select Archive → Decode Files....** A dialog box will appear.
- 4. Note the name of the file to be decoded.** This is usually different from the name of the saved file, and will appear in the window on the left side of the dialog box.
- 5. Select a folder to save the decoded file to.** You can either type a destination path in the Save in Folder edit box, or you can navigate your folders using the tree pane, and then click a destination folder.
- 6. Click OK.**

The decoded file will then appear in the destination folder that you selected.

FILE SECURITY

For users who need to keep data secure, PowerDesk provides the means to encrypt and decrypt files, and to destroy files beyond recovery, much like a paper-shredder for electronic files.

ENCRYPTING AND DECRYPTING FILES

You can encrypt current files so that unauthorized users cannot read or execute them. Default encryption performs a standard encryption that provides adequate security for ordinary purposes. However, you can specify DES encryption if you live in the United States or Canada. Access

to the DES encryption feature must be requested in writing from Ontrack. An order form can be found in the PowerDesk Help file and on the Ontrack/Mijenix web site.

To encrypt or decrypt files:



1. **Select the file(s) to encrypt or decrypt.**
2. **Select File → Encrypt/Decrypt.**

If you select a folder, you can specify to include all the files and folders contained in the folder to be encrypted or decrypted as well.

3. **Enter the destination file in the To text box.** Enter the folder and name of the file where you want the encrypted or decrypted output file.

Enter a key in the Key text box. The key must be between 3 and 32 characters.



Be very careful when you assign a key to encrypt files because if you cannot remember the key, you cannot decrypt the file to make it usable again. The key is not merely a password—it codes all your data.

4. **Select appropriate options.** There are three possible options. **DES encryption** uses that encryption instead of the standard encryption. The use and export of DES encryption is restricted and access to this feature has to be requested in writing from Ontrack. **Delete and destroy the source file(s)** will destroy the original files once they have been encrypted or decrypted. **Overwrite existing files** will delete and overwrite any older versions of the file that you specified in step 3.
5. **Click Encrypt to encrypt files, or Decrypt to decrypt files.**

DESTROYING FILES

You can securely delete files so that they can *never* be recovered. Destroy completely wipes the files by writing over their assigned clusters on the disk with zeros.



It is impossible to recover destroyed files.

To destroy a file, follow these steps:



- 1. Select one or more files.**
- 2. Select File → Destroy.**

ASSOCIATING FILE TYPES

Associating a file type tells Windows that files with a certain extension, such as INI, TXT, or GIF, should be opened by a particular application. Among other things, associating a file type makes it possible to open data files by double-clicking the file.

To associate a file type, follow these steps:



- 1. Select a file of the type that you want to associate with an application.**
- 2. Select File → Associate....** A list of applications will appear in a list.
- 3. Check the option, Always use this program to open this type of file.**
- 4. Select the application that you want to associate with this type of file.** If the correct application is not in the list, click Other, select the application, then click Open.

5. Click OK.

OPENING FILES AND STARTING APPLICATIONS

You can **start an application** directly from the file pane by double-clicking the item you want to open or run. There are three different ways to **open a file**: using the Open command, using the Edit File command, and using the Associate command.

USING OPEN

Using the Open command is the same as double-clicking a file: it starts the file's associated application, and then opens the file for editing. Follow these steps to use the Open command:



1. **Right-click a file.**
2. **Select Open.**

USING EDIT FILE TO EDIT A TEXT FILE

The Edit File command is for opening text files specifically. To open a text file with a text editor, follow these steps:



1. **Select a file whose contents is text.** Although most text files are TXT files, many other types of files also contain text such as BAT files, CFG files, and COM files.
2. **Select File → Edit File.**

To change the default text editor, do the following:



1. **Select Options → Preferences.**
2. **Click the File Viewer tab.**

- 3. Change the File Editor.** Click , then locate and double-click a text editor.
- 4. Click OK.**

USING ASSOCIATE...

Although this command doesn't appear to open files, it activates the Open With dialog box. From this dialog box you can select an application with which to open the selected file.

To open a file with the Open With dialog, follow these steps:



- 1. Select a file.**
- 2. Select File → Associate....** The **Open With** dialog box will appear.
- 3. Make sure that the Always use this program to open this type of file is not checked.** (If the option *is* checked, then that file type will be always be associated with the selected application.)
- 4. Click OK.**

SETTING A FILE'S DATE AND TIME

You can set the date and time stamp of your files which is normally the date and time the file was made.

Follow these steps to change the date and time of a file:



- 1. Select a file.**
- 2. Select File → Set File Date/Time....**
- 3. Set a date.** You can either type numbers directly into the Month, Day, and Year edit boxes, or you can use the spin buttons to increase or decrease the values.

- 4. Set a time.** You can either type numbers directly into the Hour, Minutes, and Seconds edit boxes, or you can use the spin buttons to increase or decrease the values. Also specify whether the time is AM or PM.
- 5. Click OK.**

Chapter 5: Navigating the Tree and File Panes

This chapter discusses how to use the tree and file panes, and the Go and Favorites commands to navigate the files and folders on your system.

DISPLAYING POWERDESK PANES

File navigation is performed primarily with the tree and file panes which can be displayed in one of many ways. You can use the following commands, found under the **View** menu, to change the way the panes are displayed:

| | |
|-----------------------------|--|
| Show Folder List | Displays the tree pane which is normally hidden. |
| Single Pane | Displays one tree pane and one file pane. |
| Dual Pane Horizontal | Displays two pairs of tree and file panes, one pair on top of the other. |
| Dual Pane Vertical | Displays two pairs of tree and file panes side by side. |
| Swap Panes | Switches the positions of the pane pairs. |

CHANGING DISPLAY FONTS

You can change the font that is used in the tree and file panes (but not the printer font, which can't be changed) by following these steps:





1. **Select Options → Font.**
2. **Select a Font.** Scroll through the font list, and then click a font.
3. **Select a Font Style.** Scroll through the style list, and then click a font style.
4. **Select a Font Size.** Scroll through the size list, and then click a size.
5. **Click OK.**

OPERATING THE TREE PANE

Navigation of folders is performed primarily in the tree pane. There you can

- Expand tree branches to view the hierarchy of folders and files.
- Select folders to display their contents in the file pane

If you double-click a folder in the tree pane, it will both expand the tree and display the contents in the file pane. When you click the folder's  symbol, it will display the next level of folders, but it will not change the file list. Likewise, you can collapse an expanded folder by clicking the folder's  symbol without affecting the file list. You can also use the

View → Expand Folder List menu to expand branches, drives, or you whole system of files. The following commands are available:

| | |
|-------------------------|---|
| Expand One Level | Expands the folder that is selected in the tree pane by displaying its next level of subfolders. |
| Expand Branch | Expands the folder that is selected in the tree pane by displaying all subsequent levels of subfolders in the branch. |
| Expand Drive | Expands the entire drive that is selected in the tree pane, or the drive of the folder that is currently selected in the tree pane. |
| Expand All | Expands every folder on your computer. This can take some time. |

You can also use **View → Expand Folder List** commands to collapse folders—that is, to hide their subfolders. The following collapse commands are available:

Collapse Branch Collapses the folder that is selected in the tree pane by hiding all of its subsequent levels of subfolders.

Collapse Drive Collapses the entire drive that is selected in the tree pane, or the drive of the folder that is currently selected in the tree pane.

Collapse All Collapses the folder that is selected in the tree pane by displaying only those folders or drives that are accessible from the desktop.

The following commands, found in the **Go** menu, can also be used to navigate previously displayed folders:.

Back Displays the previously displayed folder.

Forward Displays the next of a series of folders that you have viewed.

Up One Level Moves the current directory one level up on the system hierarchy.

Go to... Displays the Go To Folder dialog, from which you can go directly to a specified folder.

Go to Drive... Displays the Select Drive dialog from which you can select a local or network drive. The contents of the selected drive are displayed in the file pane.

PRINTING THE TREE LIST

You can print the tree list by selecting **File → Print → Tree List**. The resulting dialog box lets you print the whole tree, or just the selected branch.

SETTING TREE PANE PREFERENCES

The following tree preferences can be accessed by selecting

Options → Preferences → Lists.

Keep current folder visible when resizing window Keeps the folder selected in the tree pane in view whenever you resize the PowerDesk window. Otherwise, PowerDesk makes no effort to keep the current folder in view during resizing operations.

Expand folder when dragging over it Automatically expands a folder in the tree pane when dragging an item over it.

OPERATING THE FILE PANE

The file pane is where the contents of your tree pane are displayed. There are many ways to display and arrange the files, as described in the following sections.

FILTERS

You can apply filters to display in the file pane one or more files types such as TXT files or BMP files. To do so, follow these steps:



- 1. Select View → Filters.**
- 2. Specify one or more name filters.** You can use wildcards to search for files and/or folders. For instance, *.wav would display any files that have a wav extension—that is, all “wave” files. You can use the wildcard character anywhere in the name so that car*.*, *car*.*, and *car.* are all meaningful name filters.

You can use multiple filters, but you must separate each of them with a semicolon.

- 3. Set Attribute filters.** You can display files which have, or do not have the attributes listed the Attributes box. Attributes usually have a gray check mark, indicating that the attribute is ignored when searching for files. A black check mark indicates that files must have the attribute to match. Finally, no check mark indicates that, to match, files must not have that attribute.
- 4. Display Files, or Folders, or both.** Finally, you can choose whether to select only files, only folders, or both files and folders by clicking the appropriate selection button.
- 5. Click OK.**

After this last step, only the files and/or folder that match the specified names and attributes will be displayed in the file pane.



Filters remain in place until you remove them, even if you leave PowerDesk.

DISPLAY VIEWS

There are four ways to display the items in the file pane. Each view can be selected from the **View** menu. They are as follows:

- | | |
|--------------------|---|
| Large Icons | Represents file pane items with large icons. Items are listed left to right and top to bottom. |
| Small Icons | Represents file pane items with small icons. Items are listed left to right and top to bottom. |
| List | Represents file pane items with small icons. Items are listed from top to bottom. |
| Details | Represents file pane items with small icons. Items are listed from top to bottom. Complete details (size, date, time, extension, etc.) are listed along with the items. |

ARRANGING ICONS

You can also select one of the following five ways to display the contents of the file pane. There are found under **View → Arrange Icons**:

- by Name** Arranges the file list alphabetically by name.
- by Extension** Arranges the file list alphabetically by extension.
- by Size** Arranges the file list by size in ascending order.
- by Type** Arranges the file list alphabetically by type. Only files that have associations have a type.
- by Date** Arranges the file list by date and time stamp from newest to oldest.
- by Attributes** Arranges the file list according to the file attributes.

PRINTING THE FILE LIST

You can print the file list by selecting **File → Print → File List**.

SETTING FILE PANE PREFERENCES

The following tree preferences can be accessed by selecting **Options → Preferences → Lists**.

- Hide system files and system libraries** Hides system files and system libraries in the file pane that would otherwise be visible.
- Keep current selection visible when resizing window** When checked, the current selection in the file pane is kept in view whenever you resize the PowerDesk window. Otherwise, PowerDesk makes no effort to keep the selection in view during resizing operations.

USING THE FAVORITES MENU

You can store all the programs and folders that you use often in the Favorites menu so that you can access them quickly.

SELECTING FROM THE MENU

Selecting a program or a file from the Favorites menu launches the program or opens the file with its associated application. **Selecting a folder** makes PowerDesk go to the folder location and display its contents.

ADDING TO THE FAVORITES MENU

You can add files, programs, or folders to the menu either by using the menu commands, or by directly altering the Favorites *folder* in which the contents of the Favorites menu reside.

To add the current folder to the Favorites menu, select **Favorites → Add → Current Folder**.

To add a file or program to the Favorites menu, follow these steps:

- 1. Select Favorites → Add → New Item....**
- 2. Select an item.** In the Add New Item to Favorites dialog box, locate the item to add.
- 3. Click Add.**

The second way to customize the contents of the Favorites menu is by selecting **Favorites → Open Favorites Folder**, which displays the **Favorites** folder in the tree pane, and displays its contents in the file pane.

The contents in the file pane are the contents of the Favorites menu, therefore you can customize the favorites menu by adding files, programs, their shortcuts, and sub-folders. You can always add, rename, and delete items as you please.

Chapter 6: Operating the Viewer Pane

The viewer pane displays the contents of the file selected in the file pane, offering numerous display and print options through the viewer menu.

UNDERSTANDING FILE VIEWERS

Through a utility called Quick View, Windows 95, 98 and NT 4.0 can display the contents of many different types of files (including word processing documents, and graphics) without opening the associated application. PowerDesk has its own native viewers, and also takes advantage of Quick View, displaying files' contents in the viewer pane.



Quick View is not automatically installed when you install Windows. For information on installing Quick View, see the Windows Help Topic, *Installing a Windows component after Windows has been installed*. A copy of Quick View for Windows 95 and NT 4.0 is included in the PowerDesk CD-ROM. If you are using Windows 98, you will need to install Quick View from the Windows CD-ROM. PowerDesk also supports QuickView Plus, an enhanced version of Quick View that supports additional file formats.

VIEWER PANE PREFERENCES


To view a file, simply select the file in the file pane. If the format of the selected file is supported, the file's contents will appear in the viewer pane. You can turn the viewer pane on and off by selecting

Options → Viewer Pane, or pressing F9.

The following viewer pane preferences can be accessed by selecting **Options → Preferences → File Viewer**.

| | |
|--|---|
| Text | When you select a file of a format that PowerDesk does not support, the viewer pane will display the file's contents using Text Mode. In Text Mode, the file's data is displayed as decimal values. |
| Hex Dump | When you select a file of a format that PowerDesk does not support, the viewer pane will display the file's contents using Hex Mode. In Hex Mode, the file's data is displayed as hexadecimal values. |
| Open file | When selected, double-clicking a file that is being displayed in the viewer pane will open it for editing. |
| Display file with external Quick View | When selected, the file being displayed in the viewer pane is also displayed in an external Quick View window when you double-click the viewer pane. |
| File Editor | Enter the editor program you wish to use when the File → Edit File menu is selected. |

USING VIEWER PANE MENU COMMANDS

You can take advantage of the many viewer options in the viewer menu. When the viewer pane is open, the viewer menu button appears at the bottom right corner of the screen as a magnifying glass  (), although you can also access it by right-clicking on the viewer pane when a file is being displayed. This section describes the options available through this menu. Some of these features apply only to certain types of files.

USING EDIT-LIKE COMMANDS

When a file is being displayed in the viewer pane, you can select text by highlighting portions of it, or you can select all the text in the file by selecting **Select All** from the viewer menu. You can further copy it to the clipboard by selecting **Copy** from the viewer menu.

PRINTING A FILE

You can quickly print the contents of the viewer pane (except for .avi movie files) by selecting **Print...** from the viewer menu. Doing this opens the standard print dialog from which you can select a printer and its settings.

RENDERING FILES

There are three different options under the **View...** submenu for rendering files in the viewer pane. **Draft** displays the file, ignoring graphics and some text formatting so that more of the file is visible, and so that the file can be displayed faster. **Normal** displays files a little more slowly, but it displays all the correct formatting and graphics. Finally, **Preview** displays the file as it will appear if printed.

DISPLAYING FILES AT DIFFERENT SIZES

When the viewer pane is on and **View → Preview** is checked, the **Size** submenu offers four different sizes at which to view files. **Full Size** displays the file at 100% magnification. **Fit to Window** displays the entire page in whatever space is available to the viewer pane. **Fit to Window Height** displays the file large enough for it to occupy the entire height of the viewer pane, regardless of how it fits horizontally. **Fit to Window Width** displays the file large enough for it to occupy the entire width of the viewer pane, regardless of how it fits vertically.

You can also magnify images to cover your entire screen by right-clicking the image and then selecting **Show Full Screen** from the viewer menu. To return the screen to its normal display, right click the screen, and then select **Restore Screen**.

ROTATING IMAGES

You can rotate graphics that are being displayed by 90°, 180°, 270°, or not at all by selecting the respective value in the **Rotation** submenu.


ZOOMING IN AND OUT OF IMAGES

In the viewer pane, you can zoom in on an image by selecting **Zoom → In**. You can zoom out of an image by selecting **Zoom → Out**. You can also set the image to its original size by selecting **Zoom → Reset**.

CONVERTING PICTURES (GRAPHICS)

Graphics can be converted from one format to another. To do so, follow these steps:



- 1. Select Convert Picture from the viewer menu, or go to File → Convert Picture File.**
- 2. Select a format to convert to.** Click the To list box to display the list of supported formats that you can convert to. Scroll through the list and select a format.
- 3. Select a destination path and file name.** PowerDesk will offer a default file path, but you can change it by typing a new destination path directly into the **Save As** edit box. You can also click  (the Browse button) to locate a destination file.
- 4. Select any necessary Options.** Clicking **Options** will display three additional options, although one or more may *not* be available, depending on the format you chose in step 2. The first is the format **Subfile Type**. The second is the **Color Depth**. Higher color depth produces a file that appears “smoother,” but the file will be larger. The third option is the **Compression Rate**. Unlike “lossless” compression, graphics compression reduces a file’s size by reducing its detail, in effect, producing an

approximation of the image. Thus, high compression produces a small file, but it also results in poor image quality. Conversely, low compression results in higher image quality, but a larger file.

5. Click OK.

SEARCHING FOR TEXT

You can search for strings of text in files that are being displayed by selecting **Find...** from the viewer menu. When the dialog appears, type the text in the edit box, select any appropriate options, and then click Find. To find the next occurrence of the same string, select **Find Next** from the viewer menu; to find the previous occurrence, select **Find Previous**.

DISPLAYING FILE DATA

There are different ways to display a file's data as indicated by the commands found under the **View As** submenu. **Native Format** displays the file as it would appear in its associated application. **ANSI Text** displays the raw data in the file, using the ANSI character set. **DOS Text** displays the raw data in the file, using the DOS character set. **Unicode** displays the data in the file using the Unicode character set. **Hexadecimal** displays the data in the file both as hexadecimal characters, and as their text equivalents.

ALIGNING THE VIEWER PANE

You can align the viewer pane in one of two positions, as found under the **Align Viewer Pane** submenu. **Bottom** positions the pane below the tree and file panes, spanning the width of the window. **Right** positions the viewer pane to the right side of the window, spanning the height of the window.

OPENING THE FILE FOR EDITING

You can open a file in its associated application simply by selecting **Open File for Editing** from the viewer menu.

OPENING A FILE WITH QUICK VIEW PLUS

If you have Quick View Plus installed, you can use it to view a file by selecting **Quick View Plus** from the viewer menu. This is especially useful for viewing files that the original Quick View does not support.

CLOSING THE VIEWER PANE

In addition to the viewer pane button in the toolbar, pressing F9, and the **Options → Viewer Pane** command in the menu, you can close the viewer pane by selecting **Close Viewer Pane** from the viewer menu.

Chapter 7: Operating the Toolbar and the Launchbar

THE TOOLBAR

The PowerDesk toolbar provides quick access to most PowerDesk commands. When you install PowerDesk, the toolbar is configured for 22 tool buttons, although you can add tools to, or remove tools from the toolbar. To use a tool, simply click its icon. To see which command a toolbar button represents, move your screen pointer over the button. In approximately one second, a tool tip will reveal the command.

TOOLBAR PREFERENCES

The following toolbar preferences can be set by selecting

Options → Preferences → General Settings:

- | | |
|--------------------------------|---|
| Office 97-style buttons | Buttons in the toolbar and launchbar start even with the rest of the display and press in when selected. |
| Resizable toolbars | Allows you to combine a toolbar, drivebar, launchbar or command-line on one line to save screen space. If this is checked, you cannot wrap the toolbar or drivebar. |
| Wrap toolbar | Wraps the toolbar to multiple rows, if necessary, to display all the tool buttons. Otherwise, the toolbar is limited to a single line, and may cut-off the right-most buttons. This choice is not available if resizable toolbars is checked. |

CUSTOMIZING THE TOOLBAR

You can customize the PowerDesk toolbar to include or exclude one or more of the available tools. To do so, follow these steps:



- 1. Select Options → Customize Toolbar**, or right-click anywhere on the toolbar and click **Customize Toolbar**. The Customize Toolbar dialog box will appear.
- 2. Add or remove tools.** The **Available buttons** pane displays all the buttons that are available to the toolbar. The **Toolbar buttons** pane displays all the buttons that are currently on the toolbar. **To add a button** to the toolbar, highlight it in the **Available buttons** pane, then click **Add**. **To remove a button** from the toolbar, click the tool in the **Toolbar buttons** pane, then click **Remove**. You can also add or remove separators from the toolbar.
- 3. Reorder the Toolbar buttons list.** The top-to-bottom order of the buttons in the **Toolbar buttons** list reflects the left-to-right order the buttons will have in actual toolbar. To change the order of a button, select it, then click **Move Up** or **Move Down** to move the tool up or down, respectively, in the list.
- 4. Click OK.**

You can also use the **Customize Toolbar** dialog to reposition toolbar buttons. To do so, follow the preceding steps, skipping step 2.

You can also reset the list to the default settings by invoking the **Customize Toolbar** dialog, and then clicking **Reset**.

THE LAUNCHBAR

The PowerDesk launchbar provides one-click access to your favorite programs and files (Clicking a file on the launchbar opens the file in the application that created it, and dragging a file from the file pane to a launchbar application opens the file in that application.) When you install

PowerDesk, the launchbar is configured with a few Launch buttons. You can, however, add programs to or remove programs from the launchbar.

CUSTOMIZING THE LAUNCHBAR

You can customize the PowerDesk launchbar by following these steps. Note that steps 2 through 5 are optional:



- 1. Select Options → Customize Launchbar** or right-click on the launchbar and click **Customize Launchbar**. The Customize Launchbar dialog box will appear.
- 2. Remove unwanted files/programs.** Click the program/file in the **Launch buttons** pane, then click **Delete**.
- 3. Add new files/programs.** Click **New Button**. Fill in the launch button properties which are almost identical to the New Button properties of the toolbar described on page 92.



You can also add a button to the launchbar by dragging and dropping a file onto the empty area of the launchbar.

- 4. Edit any buttons that require editing.** Click the program/file in the **Launch buttons** pane, then click **Edit**. The editable properties that appear are described on page 92.
- 5. Reorder the launchbar buttons.** The top-to-bottom order of the buttons in the **Launch buttons** list reflects the left-to-right order the buttons will have in actual toolbar. To change the order of a button, select it, then drag it to its new position.

Chapter 8: Using PowerDesk Tools

This chapter discusses tools that can increase your productivity by helping you to

- locate items on your system
- manage your Recycle Bin
- perform disk operations

All the following tools are located in the **Tools** menu.

FINDING FILES, FOLDERS, AND COMPUTERS

There are dialog boxes that can locate files and folders on your computer, as well as computers that are connected to your computer. These dialog boxes can be accessed through **Tools → Find**:

| | |
|---------------------------------|--|
| PD File Finder... | Opens the PowerDesk utility, File Finder. For detailed information on this utility, see <i>File Finder Basics</i> on page 2-131. |
| Find Files or Folders... | Displays the standard Windows utility for finding files and folders. |
| Find Computer... | Displays the Find Computer dialog. This dialog allows you to search for a network computer by name. |

MANAGING YOUR RECYCLE BIN

You can access the following Recycle Bin commands from

Tools → Recycle Bin:

- Properties...** Displays the **Recycle Bin Properties** dialog. This dialog allows you to configure your Recycle Bin.
- Empty Recycle Bin** Empties the contents of the Recycle Bin.

DISK OPERATIONS

The following tools are available to perform disk operations:

- Erase Diskette...** Opens a dialog box through which you can erase all the files on the selected disk.
- Copy Disk...** Opens the Copy Disk dialog box through which you can copy the contents of a floppy disk to another floppy disk of the same size. Put the disk you want to copy from in your A:\ drive, then put the other disk in the same drive when you're prompted. This dialog also works for dual floppy drives.
- Label Disk...** Opens the Label Disk dialog box which allows you to edit and update the label for any local drive on your system.
- Format Disk...** Opens the Format Disk dialog box. This dialog allows you to format any local drive on your system.
- Create Rescue/Startup Disk...** Makes a disk that you can use to start your computer. This disk contains several Windows 95/98 utilities to help you recover your system if you have problems. (Not available in Windows NT 4.0)

NETWORK TOOLS

The following **Tools** menu commands, affect your access to network drives. The tools are as follows:

- | | |
|------------------------------------|--|
| Map Network Drive... | Displays the Map Network Drive dialog which allows you to assign a drive letter to a network computer or folder. |
| Disconnect Network Drive... | Displays the Disconnect Network Drive dialog which allows you to unmap one or more network drives. |



Disconnecting from a network drive unmaps the drive letter, but does not log you off your server. You will still have access to your network drive(s) through Network Neighborhood.

MISCELLANEOUS TOOLS

Here are two commands that are also available from the **Tools** menu:

- | | |
|-------------------------------|---|
| Add/Remove Programs... | Displays the Add/Remove Programs dialog. This dialog can be used to install and uninstall applications. |
| Open MS DOS Window | Opens an MS DOS window. |

Chapter 9: Working with Compressed Files

UNDERSTANDING FILE COMPRESSION

File compression utilities allow you to reduce the amount of space it takes to store your data. File compression involves creating a mathematical shorthand for recurring patterns of data in a file, and then using the new shorthand to write the file to an archive, which is a special type of file that contains one or more compressed files. Over the years, the Zip archive format has become the standard compression format in the DOS and Windows world.

PowerDesk allows you to make, view, extract, and add to Zip archives. This chapter describes all these options.



In addition to Zip archive support, PowerDesk also displays and extracts files from the following archive types: ARC, ARJ, ARK, CAB, GZ, LZH/LHA, TAR, TAZ, TGZ, PAK, PWC, RAR, Z, and ZOO.

VIEWING ARCHIVES

The ability to view Zip-compatible archives and other archives is built right into the PowerDesk tree and file panes. Since compressed archives contain files, as folders contain files, PowerDesk treats archives in the same way it does folders. Thus, to display the contents of an archive, click

once if the file appears in the tree list, or double-click it if the file appears in the file list, and its contents will appear in the file pane.

Once you have opened a Zip archive for viewing, you can add files to or extract files from the archive. Note that you can only extract files from non-Zip archives.

CREATING A NEW ZIP ARCHIVE

To make a new Zip, use the Zip dialog as follows:



- 1. In PowerDesk, select one or more files or folders to compress.**
- 2. Select Archive → Zip.**
- 3. Type the Destination Zip Archive name and path.** Type what you want to name the final Zip file. You should always specify a .zip file extension for your archives. You can also use the **Browse** button to specify the folder for a new archive or to select an existing archive. If you want to put the file on floppy disk(s), type A:\filename.zip. If the Zip file takes up more than 1.4MB, PowerDesk will prompt you to insert additional disk(s).
- 4. Choose a Password (optional).** If you would like to encrypt the Zip file so that only those people that have the password can access it, then enter a password in this edit box. If you specify a password, be sure to remember it!.



If you forget your password, you will not be able to extract files from the archive.

- 5. Click OK.**

These steps are quick and easy and take advantage of the default values for most of the options in the Zip dialog.

ADVANCED OPTIONS

The default values are optimal for the majority of users, but can be changed by advanced users to take full advantage of the powerful Zip features provided in PowerDesk. The advanced options are as follows. To perform the following steps, click **Options** in the Zip dialog box.

- **Path.** If you are zipping files with subfolders, PowerDesk can preserve the path structure with this option. **Store Relative Paths** (the default choice) will save the path up to the parent folder, so that if you zip a folder C:\Main, the file could be extracted to D:\My Documents\Main (or any other place on the computer). The same folder zipped with the **Store Full Paths** option would unzip only to C:\Main. **Store No Paths** retains no path information, so the files (and any subfolders) in C:\Main would unzip anywhere on the computer.
- **Action.** Specifies one of four actions when making the archive. **Add** will add the compressed files to a new or existing Zip. The original files are not deleted. **Move** will add the compressed file to the Zip, and then delete the original version, effectively “moving” the file into the Zip file. **Only compress if newer:** If you are zipping to an existing archive, you can select this option to freshen the archive. That is, PowerDesk will compare the files in the archive with the original source files. If the source files match and are newer than the files in the archive, the newer files will be added to the archive. If you choose **Only compress if newer or not in Zip file**, PowerDesk will compare the files in the archive with the original source files. If the source files match and are newer than the files in the archive, the newer files will be added to the archive. If the source files are not in the Zip archive, then they will be added.
- **Compression.** When choosing a compression setting, you must decide the relative importance of effective compression and speed because the more effective the compression, the longer it

takes to compress and decompress the file later. Likewise, the faster the compression and later decompression of the files, the larger the size of the Zip file.

There are four options. **Maximum** results in the smallest files, but takes the longest to compress. **Normal** balances speed and efficiency. **Fast** yields fast compression, but lower compression efficiency. **Super Fast** results in the fastest compression, but in the lowest efficiency. **None** adds the file to an archive without compressing them.

- **Include Subfolders.** If you choose to compress a folder, you will have to check this option to compress its subfolders as well.
- **Store Paths.** This option will store the path of the source files. When the Zip file is later decompressed, the extracted files will be given the same path, even if the computer has to make new folders.
- **Store filenames in DOS format.** When checked, the archive and its contents are stored in standard DOS 8.3 file names. You should use this option if you are planning to use this Zip archive in DOS, in Windows 3.x, with on-line services, or on the Internet.
- **Keep Zip file date.** When checked, the original Zip file date is not modified.

ADDING FILES TO A ZIP ARCHIVE

You can add files to existing Zip files with the Zip dialog, but there is a tool dedicated to adding files to existing Zip files. To add files to an existing Zip file, follow these steps:



1. **Locate and select the existing Zip archive in the tree pane.**
2. **Select Archive → Add Files to Zip.** The Add to Zip dialog box will then appear.
3. **Using Add from and its supporting buttons, select the source folder from which you'll select files to add.** The contents of the source folder will be displayed below the folder name.

4. **Select what types of files to display.** You can narrow down what types of files are displayed in the file list by selecting one of the **Files of Type** options.
5. **Select the file(s) and/or folders that you want to add to the existing Zip file.** As in Explorer and My Computer, you can click, Ctrl-click, and or Shift-click selections. Selecting an item will automatically added its name to the **File name** text field.

You can also type in a partial name to add all the files whose name matches the pattern. For instance, you can type, *.wav to add all the files in the folder whose extension is wav.

You can use a combination of name patterns, specifies names, and folders, remembering to separate all entries with a semicolon.

6. **Choose the appropriate Paths, Action, Compression, Password, and Options.** All these options are described in the previous section, beginning on page65.
7. **Click OK.** The selected files will be added to the archive.

These steps take advantage of the default values for most of the options in the Add to Zip dialog which are optimal for the majority of users. Advanced users can use these options to take full advantage of the powerful Zip features provided in PowerDesk.

EXTRACTING FILES FROM AN ARCHIVE

The process of decompressing a file and removing it from an archive is called extracting. You must extract a file from an archive before you can use it with DOS or Windows. PowerDesk allows you to extract files from any Zip-compatible archive as well as from ARC, ARJ, ARK, CAB, GZ, LZH/LHA, TAR, TAZ, TGZ, PAK, PWC, RAR, Z, and ZOO archives.

To extract a file from an archive using PowerDesk, follow these steps:

1. **Locate and select the archive in the PowerDesk tree pane.**



2. **In the file pane, select the files that you want to extract.**
(Optional) If you want to extract all the files in the archive, you do not have to make a selection.
3. **Select Archive ➔ Extract.** The Extract dialog will appear.
4. **Choose a folder to Extract to.** You can either type the destination path directly in the edit box, or you can browse your files and folders in the tree pane of the **Extract** dialog, and then click the folder that you will extract the archive to.
5. **Enter any Decryption Password.** If the archive is encrypted, you must specify the password to extract the files. If the archive is not encrypted, you may skip this step.
6. **Click Extract.**

These steps take advantage of the default values for most options in the Extract To dialog and can be used for the majority of extraction operations. Advanced users can manipulate the following options for more advanced extraction operations.

- **Files.** **All files in archive** is the default selection here. If you selected files in Step #2 above, the dialog will select **Selected file(s) only**. If you didn't select files earlier, but decide that you want only certain specific files extracted now, you can type in the filename(s) in the **Files** edit box.
- **Action.** Choose one of several ways in which the dialog extracts the files. **Extract** extracts all the selected files to the destination folder. If you choose **Only extract if newer**, PowerDesk extracts only those files whose name match a file in the destination folder, and that are newer than the match. **Only extract if newer and not in dest. folder** is similar to the previous option, but it also extracts files that have no match in the destination folder.
- **Include Original Path (if any)** extracts files to their original locations *if* path information was stored when the files were compressed. If necessary, the folder structure is recreated on your computer when path information is stored. If no path information

was stored, the files are extracted to the destination folder specified in **Extract to** folder.

- **Overwrite existing files** extracts files to the selected destination folder, overwriting any existing files of the same name. No confirmations are provided when this option is checked.
- **Remove extracted files from Zip** removes the files from the archive after they are extracted, effectively “removing” them from the archive.

EDITING ZIP COMMENTS

Each Zip archive can contain a *comment* which is simply a text message, such as a catalog of the archive, or a message to the recipient of the archive. You can both view and edit Zip comments with PowerDesk by following these steps:



1. **Select the Zip file.**
2. **Select Archive → Edit Zip Comments.**
3. **View or edit the comments.** You can either read the comments, or edit them by clicking the edit box, and then typing or deleting text.
4. **Click Save or Cancel.** If you read the comments without making changes, you can click either **Save** or **Cancel** to exit. If you edited the comments, then click **Save** to save the edited comments and exit.

TESTING A ZIP FILE'S INTEGRITY



You can test a Zip file to verify that its contents can be decompressed successfully—that is, to test its integrity. To do so, follow these steps:

1. **Locate and select a Zip file that you will test.**

2. **Select Archive → Test Zip Integrity.**
3. **Enter a Decryption Password if one exists.** An encrypted Zip archive can not be tested without supplying the decryption key.
4. **Click Test.**

The test will then be performed, and the results will be displayed in a message box.

SETTING ARCHIVE-RELATED PREFERENCES

There are other Zip-related preferences that you can access by selecting **Options → Preferences → Zip/UnZip**. The preferences are as follows:

| | |
|---|---|
| Confirm on delete | When checked, you are asked to confirm each operation that results in the deletion of a file or folder in a Zip archive. |
| Beep after archive operations | Notified you by a beep that an archive operation has been completed. |
| Display archives in Tree List | Treats archives as folders, displaying them in the tree pane, and displaying their contents in the file pane. Otherwise, archives are treated as regular files. |
| Open archives from the File List | Treats archives as folders, displaying them in the tree pane, and displaying their contents in the file pane, all in the same window. Otherwise, archives are displayed in the tree and file panes of a new PowerDesk window. |
| Associate Archive Files | Associate archives with PowerDesk. |

Chapter 10: Toolbar Basics

TOOLBAR OVERVIEW

With Toolbar you can make one or more customized toolbars, much like your taskbar, that can contain one or more of the following tools: a launchbar for applications, Start menus, the MultiView tool, a clock tool, system monitors, a print manager, a command line, and system access tools with which you can change or access system functions such as your screen saver.

When you start Toolbar for the first time you'll have the opportunity to make your first toolbar with the Toolbar Wizard (see *Chapter 11, Using the Toolbar Wizard* on page 2-77 for details). The following figure is just one of countless possible examples of a toolbar.

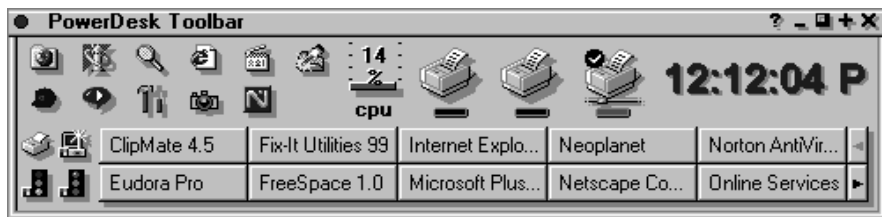


Figure 2 A Toolbar toolbar

STARTING TOOLBAR

You can start Toolbar in one of two ways:

- Select **Start** → **Programs** → **PowerDesk Utilities** → **Toolbar**.
- From the PowerDesk, click  on the launchbar.

CONFIGURATIONS, TOOLBARS, TOOL GROUPS, AND TOOLS

Toolbars are organized by a very simple system of four parts: *tools*, *tool groups*, *toolbars*, and *configurations*.

TOOLS

Individual tools perform or monitor any number of operations. The tools include the Start Menus tool, the MultiView tool, the System Access tool, the command line tool, the QuickLaunch tool, the System Monitor tool, the Print Manager tool, and the Clock tool.

TOOL GROUPS

One or more tools are contained in a customizable tool group. A tool group is simply a convenient means of arranging your tools in the toolbar. You could, for instance, place several clocks in a single tool group, each displaying the time of different relatives' homes, or different countries. You could also place several system monitor tools in the same tool group. Tool groups can either be arranged vertically to create a column of groups, or horizontally to create a row of groups.

TOOLBARS

One or more tool groups are contained in a toolbar. You can make multiple toolbars, but you must have at least one. The toolbars can be

docked or floating.

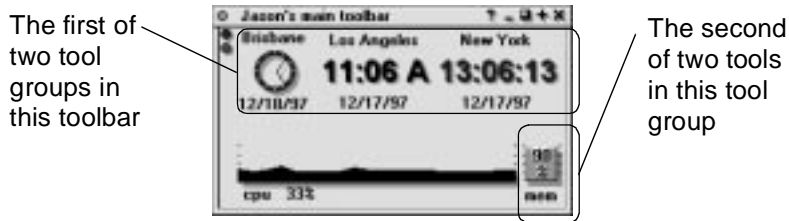


Figure 3 A floating toolbar of two vertically arranged tool groups

The preceding figure illustrates a toolbar that is made up of two tool groups. The top row of tools has three tools—all clocks—while the bottom row has two system monitors. You can, of course, choose any combination of tools to include in a tool group

CONFIGURATION FILE

Finally, a series of toolbars are contained in a *configuration file*. The configuration files, which have a .pdc extension, store the settings of all the tools, tool groups, and toolbars. You can have multiple configuration files, each containing a unique set of toolbars, that you can switch between anytime. These configurations can be altered at any time through the Properties dialog box which can be opened by right-clicking a toolbar, a toolbar title bar, or the Toolbar icon in the system tray, and then selecting **Properties** from the context menu.

TOOLBAR WINDOW COMPONENTS

Although toolbars can be customized, there are elements common to all toolbars. These elements are illustrated in the following figure.

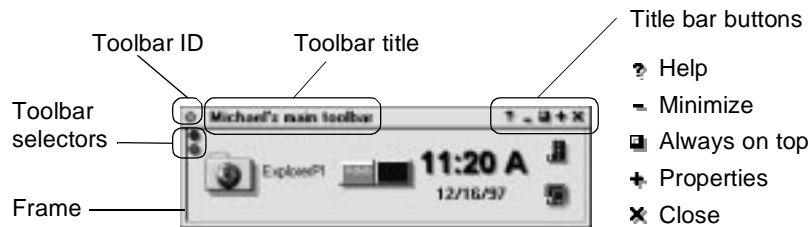


Figure 4 Components common to all regular toolbars

TOOLBAR ID

The toolbar ID identifies a toolbar by color, which is especially helpful when working with multiple toolbars (see the following section, *Toolbar selector*). Clicking the toolbar ID displays a menu that shows the title bar button commands, plus a command to disable the tool tips. The same menu can be displayed by right-clicking the title bar. Taskbar toolbars do not have toolbar IDs.

TOOLBAR SELECTOR

Each toolbar can be displayed or hidden through its toolbar selector which is found on any *other* toolbars in the configuration. Toolbar selectors, which are much like a remote control, are colored to match other toolbars' toolbar ID. For example, if Geoff's Toolbar has a blue toolbar ID in its toolbar title, then that means that a blue selector will appear in every other toolbar, including Mom's Toolbar. If the blue selector is clicked in Mom's Toolbar, then Geoff's Toolbar will either be displayed or hidden, depending on its current state.

TOOLBAR TITLE

The toolbar title is the name of that particular toolbar. The default name for the first toolbar is PowerDesk Toolbar, and each subsequent toolbar is numbered. A second toolbar, for example, would be named Powerdesk Toolbar 2 by default. However, each toolbar's title can be changed through the Properties dialog box.

TITLE BAR BUTTONS

The **Context Help** button provides context-sensitive Help for the toolbar. To display a tool's Help topic, click the Help button, then click the tool for which you need help.

The **Hide** button minimizes the toolbar. Minimized toolbars can be displayed by clicking on the appropriate toolbar selector in an active toolbar, or by clicking the Toolbar icon located in the system tray.

The **Always on Top** button allows you to keep the toolbar on top of all open applications. Clicking this button toggles between Always on Top and Not Always on Top. When the tool tips are activated, this button's tool tip will reveal whether the toolbar will be on top *after* the next click of the button.

The **Properties** button displays the Properties dialog box through which you can add, remove, and modify toolbars, tool groups, and tools.

The **Close** button closes *all* the active toolbars and quits Toolbar. If you wish to hide a particular toolbar, click its Hide button.

FRAME


Floating toolbars have a frame with which you can change the size and position of the toolbar. This is done the same way any other window's size is changed: by pointing to a side or corner of the window, pressing and holding the mouse button, dragging the window to the desired size, and then releasing the mouse button.

TASKBAR TOOLBAR WINDOW COMPONENTS

The tools in a taskbar toolbar are displayed to the right of the system tray in a horizontal taskbar, or above the system tray in a vertical taskbar. The Toolbar tools are separated from the standard taskbar buttons by the taskbar splitter which can be used to adjust the amount of space allocated to the taskbar buttons and the taskbar tools. To move the splitter, click it, and then drag it to a new position.

Depending on the number of buttons on the taskbar, the number of tools in the taskbar toolbar, and the space allocated to each, there may be insufficient space to display all the taskbar buttons. In such a case, *spin buttons* appear with which you can cycle through the taskbar buttons.

GETTING HELP

To get help for the tools on the Toolbar, click  in the upper-right corner of the toolbar, then click the tool for which you want help.

Chapter 11: Using the Toolbar Wizard

TOOLBAR WIZARD OVERVIEW

The Toolbar Wizard has two major functions. One function is to establish a default configuration if you have never run Toolbar before. If you try to run Toolbar, and you have no default configuration, then Toolbar Wizard will start. You will then be able to set your default configuration, and have a new toolbar to work with while you learn how to use Toolbar to its full potential. The second function is for new users to make a new configuration and toolbar *quickly*, before reading the guide any further than this chapter.



*Before using the wizard, make sure that you really want to create a new toolbar configuration and not just add a new toolbar to the current configuration. For a descriptions on configurations and toolbars, see *Configurations, toolbars, tool groups, and tools*, on page 2-72. To add a new toolbar to the current configuration, see *Adding a toolbar, tool group, or tool*, on page 2-82.*

MAKING A QUICK AND EASY TOOLBAR

Follow these steps to make a toolbar:



- 1. Start the wizard.** Select **Start → Programs → PowerDesk → Toolbar Wizard.**
- 2. Click Next after reading the first two pages.** This first page describes what the wizard does, while the second page describes how to use the wizard.

- 3. Pick a toolbar style, then click Next.** There are three styles from which to choose, each of which are described. Pick a style by clicking the style's selection button.
- 4. Pick tools that you want to include in the toolbar, then click Next.** To display a description of a tool at the bottom of the window, move your screen pointer over the tool. To select a tool for inclusion in the toolbar, click its selection box. A check mark indicates the tool will be included.
- 5. Type a name for the toolbar, then click Next.**
- 6. Read the final page, then click Finish.**

Chapter 12: Using the Toolbar Properties dialog box

This chapter discusses how to use the Properties dialog box to add, remove, modify, and organize toolbars, tool groups, and tools in the current configuration. It also discusses other Toolbar options such as starting Toolbar automatically at startup.

OPENING THE PROPERTIES DIALOG BOX

When Toolbar is running, the Properties dialog can be opened in any of the following ways :

- Click the + located in any toolbar's title bar.
- Select **Properties** from any Toolbar context menu.

PROPERTIES DIALOG BOX COMPONENTS

The Properties dialog, as shown in the following figure, contains five major components: menus, the Available Tools pane, the Current Configuration pane, the Properties section, and command buttons.

MENUS

There are four menus in the Properties dialog box: File, Edit, Options, and Help. The File menu is used to open and save configuration files. The Edit Menu allows you to undo modifications made to the Current

Configuration, to test configurations, to cut and paste, and to copy and paste items. The Options menu offers two settings: whether to display Toolbar automatically at startup, and whether to display a Toolbar icon in the system tray. The Help menu provides access to the PowerDesk Help file.

AVAILABLE TOOLS PANE

The items in the **Available Tools** pane are the building blocks with which you can create toolbars. These items are discussed in more detail in *Tool*, *Tool Group*, and *Toolbar Properties*, on page 2-87.

CURRENT CONFIGURATION PANE

The **Current Configuration** pane provides a visual hierarchy of the toolbars, tool groups, and tools in the current configuration file. Every configuration contains at least one toolbar.

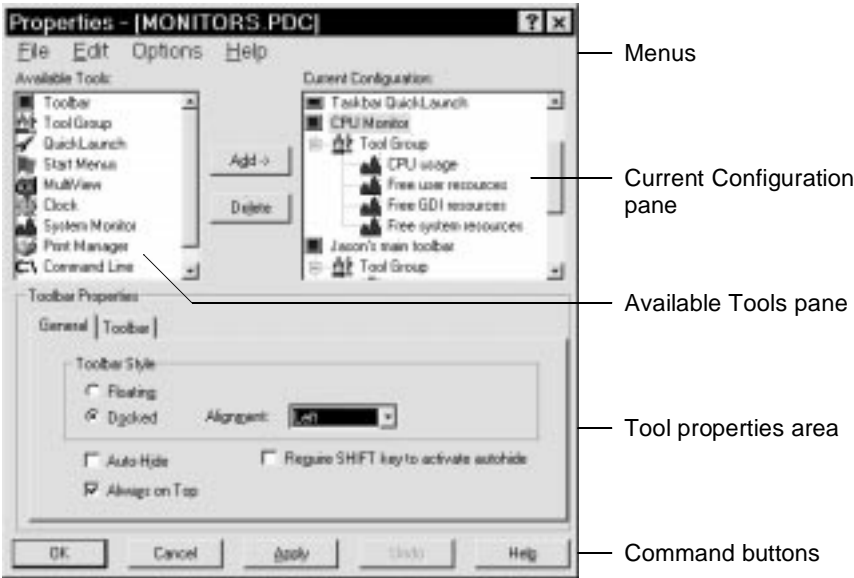


Figure 5 Properties dialog box components

TOOL PROPERTIES AREA

Clicking a toolbar, tool group, or tool in the **Current Configuration** pane will display its properties in the Tool Properties section of the screen.

The actual properties and options available for each toolbar, tool group, and tool are discussed in *Tool, Tool Group, and Toolbar Properties*, on page 2-87.

COMMAND BUTTONS

The Properties dialog contains the following seven command buttons:

| | |
|---------------|--|
| Add | Adds the item selected in the Available Tools list to the Current Configuration pane. |
| Delete | Deletes the selected item in the Current Configuration pane. |
| OK | Updates the current configuration to confirm any changes you've made, then closes the dialog. Changes to the current configuration cannot be reversed with the Undo command after OK is clicked. |
| Cancel | Closes the dialog. Any changes made to the current configuration are ignored. |
| Apply | Temporarily updates the current configuration to correspond to the Current Configuration pane. With this option you can preview the changes you have made. You can reverse the last change made to the configuration with the Undo , cancel all changes with Cancel , or make the changes permanent by clicking OK . |
| Undo | Reverses the last change made to the Current Configuration pane and Properties options. You can not Undo changes after OK has been clicked. |
| Help | Displays the Contents of the PowerDesk Help file. |

OPENING AND SAVING CONFIGURATIONS

As mentioned earlier, a configuration is a single collection of one or more toolbars. You can have multiple configurations, but only one configuration can be active at a time.

To open a configuration, select **File** → **Open**, navigate your files, select the configuration, then click **Open**. If the desired configuration was among the last four loaded, it will be listed under the **File** menu and can be selected directly from there.

To save a configuration, select **File** → **Save As**. The configuration is saved every time you click OK, though, so it is not necessary to use this command every time you change your configuration.

ADDING A TOOLBAR, TOOL GROUP, OR TOOL

To add a toolbar, tool group, or tool to the current configuration, select the item in the **Available Tools** list, then click **Add**. The item will then appear in the **Current Configuration** pane. You can also drag and drop an item from the **Available Tools** pane to the **Current Configuration** pane. You should note that you cannot drag and drop tools from the Available tools list to the taskbar toolbar; rather you must use the options in the toolbar properties.



Toolbars must have at least one tool group, so new toolbars will automatically include a new tool group.

Added items appear specifically in the *destination toolbar* or *destination tool group* that is highlighted in the **Current Configuration** pane. So before adding a tool group, make sure that you select the correct

destination toolbar, and before adding a tool, make sure that you select the correct destination tool group.

You can place all of a toolbar's tools in one tool group, or you can arrange them using multiple tool groups. You can add as many tools as you want to a tool group and you can use the same tool more than once. For example, you can add four clock tools and configure each one differently.

Only one taskbar toolbar can be added to a configuration, after which the taskbar toolbar option will disappear from the **Available Tools** pane.

DELETING A TOOLBAR, TOOL GROUP, OR TOOL

Deleting a toolbar, tool group, or tool from the Current Configuration is as easy as selecting it, then clicking **Delete**.



You cannot delete all toolbars. One toolbar must remain in the Current Configuration pane.

You can also delete an item by right-clicking it, and then selecting **Delete** from the context menu.



Deleting a toolbar also deletes all its tool groups and tools. Likewise, deleting a tool group also deletes all the tools inside the tool group. If you wish to save any tools from a toolbar or tool group that you are about to delete, you should first move them to another tool group.

RENAMING A TOOLBAR, TOOL GROUP OR TOOL

Each tool, tool group, and toolbar has the same default name (*Toolbar*, *Tool Group*, *Clock*, *CPU Monitor*, etc.), which can make it difficult to differentiate multiple instances of the same tool. You can, however, give a unique name to each toolbar, tool group, and tool in the **Current Configuration** pane.

To change the name of a tool or a tool group, select the item, wait about one second, then click the item a second time. The item will then appear in edit-mode as indicated by a flashing cursor at the end of the name. Type the new name and then press the Enter key.

You can also rename an item by right-clicking it, and then selecting **Rename** from the context menu. The name will automatically be placed in edit mode. Type the new name for the item, and then press the Enter key.

MOVING A TOOL GROUP OR TOOL

You can rearrange the order of your tool groups and tools in the current configuration, either within tool groups and toolbars, or between them.

To move a tool group into the first position in a toolbar (*any* toolbar in the **Current Configuration**), drag and drop the tool group to the destination toolbar (the toolbar to which you will move the source tool group). To move a tool group to a position that follows another tool group (*any* tool group in the **Current Configuration**), drag and drop the source tool group to the destination tool group.

To move a tool into the first position in a tool group (*any* tool group in the **Current Configuration**), drag and drop the tool to the destination tool group (the tool group to which you will move the source tool). To move a tool to a position that follows another tool (*any* tool in the **Current Configuration**), drag and drop the source tool to the destination tool.

CUSTOMIZING A TOOL

Although each tool has different properties, the procedure for changing each tool's properties is the same:



- 1. Open the Properties dialog box.**
- 2. From the Current Configuration pane, select a tool to modify.**
- 3. Alter the item's properties.** The selected item's properties will appear in the Tool Properties area of the Properties dialog. Change the options under each tab. For a description of each tool's properties, see *Tool, Tool Group, and Toolbar Properties*, on page 2-87.
- 4. Click the appropriate command button.** To see the changes without making them permanent, click **Apply**. To make the changes permanent, click **OK**.

LOADING TOOLBAR AT STARTUP

You can set the Toolbar to automatically load at startup by adding it to your **Startup** menu (a menu of items that are automatically loaded when you boot Windows). To do this, open Properties, and then select

Options → Load Toolbar at Startup. A check mark beside the option indicates whether the option is active. Use the same procedure to remove Toolbar from your **Startup** menu.

SHOWING THE TOOLBAR ICON IN THE TASKBAR

You can add a Toolbar icon to the system tray through which you can access your toolbars and the Properties dialog box. This is good if you want quick access to multiple or hidden toolbars. You can also get to the Toolbar Properties screen by right-clicking on a taskbar icon. To do this, open Properties, then select **Options → Show Icon in Taskbar** . A check mark beside the option indicates whether the option is active.

GETTING HELP

You can open Help Topics for Toolbar by selecting **Help → Help Topics**. You can also display “About” information by selecting **Help → About**.

Chapter 13: Tool, Tool Group, and Toolbar Properties

While *Customizing a tool*, on page 2-85 discusses how to customize Toolbar toolbars, this chapter discusses the specific properties of toolbars (both regular and taskbar toolbars), tool groups, and each of the eight tools.

TOOLBAR PROPERTIES

This section describes the settings you can apply to regular toolbars. Taskbar toolbars follow slightly different rules, and are described in the next section.

THE GENERAL TAB

Toolbar Style There are two toolbar styles from which to choose: **Floating** and **Docked**. Floating toolbars can be moved around the screen and sized using the toolbar frame. Docked toolbars are attached to the left, right, top, or bottom of the screen, just as your taskbar is, and their width can be changed by dragging the inner edge towards the center of the screen.

If you select **Docked**, the **Alignment** drop-down list box is enabled. From there you can choose to dock the toolbar to the left, right, top or bottom of the screen. (Once the toolbar is on the screen, you can drag it to other positions.)

The General tab also provides the following options with which to define the toolbar position:

| | |
|----------------------|---|
| AutoHide | When checked, the toolbar is hidden when it is docked. The toolbar is displayed by positioning the cursor over the hidden toolbar. This option is similar to the Windows taskbar Auto Hide feature. Selecting the companion option, Require SHIFT key to activate autohide, will set the autohidden toolbar to be displayed only when passing the cursor over the toolbar area while the Shift key is pressed |
| Always on Top | When checked, the toolbar will always be displayed on top of all other windows. This keeps the toolbar accessible at all times. |

THE TOOLBAR TAB

The toolbar tab is used to set toolbar properties, tool group arrangement and spacing. Two groups of options are available on the toolbar tab:

Toolbar and Tool Group.

The **Toolbar** options are used to set the caption, hotkey, background, and toolbar selector color. The following toolbar options are available on the toolbar tab:

| | |
|---------------|--|
| Title | This option sets the title that appears in the title bar of the toolbar. By default, the first toolbar is titled PowerDesk Toolbar , the second, PowerDesk Toolbar 2, and so on. To change the name, click the edit box, delete the old name, and then type the new name. |
| Hotkey | Specifies the key-sequence, that will display or hide the toolbar (just as the toolbar selector does). To specify a hotkey, click the edit box, then press the key or key combination that you want to assign to the toolbar. |

Background Specifies the background pattern of your toolbar. You can choose from among several predefined patterns, or you can browse for another bitmap that you can use as a background pattern. By default, the background is the color defined in Windows for 3-D objects.

Selector Color Specifies the color of the toolbar ID and the associated toolbar selector buttons. Avoid assigning the same color to two toolbars as it will become difficult to distinguish between toolbar selectors.

The **Tool Groups** options set arrangement and spacing of the tool groups on the toolbar. The following tool group options are available:

Arrangement Specifies the arrangement of the tool groups on the toolbar. The arrangement options are: **Horizontal**, which positions the tool groups side-by-side; **Vertical**, which positions the tool groups one on top of the other; and **Automatic**, which automatically positions the tool groups to make the most efficient use of space on the toolbar.

Spacing Specifies the amount of space between tool groups. The default value is 1, but can be as high as 20.

For tool group options, the default values (Automatic and 1, respectively), provide the most efficient use of space on the toolbar.

TASKBAR TOOLBAR PROPERTIES

You can add up to five tools to the taskbar. Unlike a regular Toolbar toolbar, the taskbar toolbar does not support the clock tool or the system monitors.

Hotkey You can specify a key or key-sequence, that will shift focus to the taskbar toolbar. Once focus is on the taskbar toolbar you can use Tab key to move among tools, and use the arrow keys to move from one item to the next within the tool (for example, between QuickLaunch icons).

To specify a hotkey, click the edit box, then press the key or key combination that you want to assign to the toolbar.

Tool 1, etc. Beside each Tool label is a list box that, when you click the down arrow, will display a list of available tools. Choose a tool by clicking it. The **Properties** button to its right will become active which you can click to set the tool's properties. Each tool's properties are described later in this chapter, although not every tool setting is available for taskbar toolbars.

TOOL GROUP PROPERTIES

The single set of Tool Group options sets the arrangement of tools within the tool group. The options are as follows:

Arrangement Specifies the arrangement of the tools in the tool group. The following Arrangement options are available: **Horizontal**, which position tools side-by-side; **Vertical**, which positions the tools on top of the other; and **Automatic**, which automatically arranges the tools within the tool group to make to most efficient use of space.

Spacing Specifies the amount of space between tools. The default value is 1, but can be as high as 20.

The default values for each of these options (Automatic and 1, respectively) use space the most efficiently, but you should experiment with the options to see what best works for you.

QUICKLAUNCH TOOL PROPERTIES

QuickLaunch provides instant access to applications, files, folders, and special items such as the Recycle Bin. To access a QuickLaunch item, simply click its button which is actually the Windows icon for that item.

GENERAL TAB

The **QuickLaunch** options available on the General tab allow you to specify the arrangement and appearance of QuickLaunch buttons. The following options are available:

- | | |
|-----------------------|---|
| Automatic | When selected, the buttons are arranged automatically to make the most efficient use of the space within the tool. |
| Manual | When selected, the QuickLaunch buttons are arranged according to the settings in Rows and Max Columns . Rows specifies the number of rows of QuickLaunch buttons to display. Max Columns specifies the maximum number of button columns displayed in the QuickLaunch tool, although depending on the size of the buttons and toolbar, fewer columns may be displayed. |
| Button Style | Specifies the style of the QuickLaunch buttons. The options are Small icon, Large icon, Small icon with Label, and Large icon with label. |
| Add New Button | Displays the New Button dialog with which you can add a new QuickLaunch button to the tool. See the following section for details on adding buttons to a QuickLaunch bar. |

ADDING A QUICKLAUNCH BUTTON

You can add one or more files, folders, drives, shortcuts, or the Recycle Bin to a QuickLaunch tool. The easiest way to add a new QuickLaunch button is to drag and drop an item from PowerDesk, the Desktop, the Toolbar Start Menus, or from other file-management utilities, to the

QuickLaunch tool. When you drop an item onto the QuickLaunch tool, a button is automatically created with the appropriate parameters.

Another way to add QuickLaunch buttons to the QuickLaunch tool is with the New Button dialog box. You can display the New Button dialog box by clicking **Add New Button** on the QuickLaunch Properties General tab, or by right-clicking the QuickLaunch tool and selecting **New Button** from the context menu.

The New Button dialog provides all the necessary options to create a new QuickLaunch button. The options available on the New Button dialog follow:

| | |
|----------------------------|--|
| Command File | Specifies the path of the file, folder, application, or shortcut that you want to add to the QuickLaunch tool. |
| Start In | Specifies the working directory for the item named in Command File . The working directory typically contains application-specific files and data. |
| Optional Parameters | Lists any command line options that should be passed when opening the item in Command File. |
| Label | Specifies the label for the button. The QuickLaunch tool properties determine whether this label is displayed along with the button. The tool tip, also, displays the label. |
| Run | Indicates the type of window in which the item will open: a Normal window, a Minimized window, or Maximized window. |
| Icon | Displays the icon used to represent the item in the QuickLaunch tool. Clicking Select Icon displays a list of icons, one of which you can select to represent the QuickLaunch button. |
| Hotkey | Specifies the hotkey to associate with the item. |

EDITING A QUICKLAUNCH BUTTON

You can edit a QuickLaunch button by right-clicking it, and then selecting **Button Properties**. The dialog box that appears offers the same options as the New Button dialog.

START MENU TOOL PROPERTIES

The Start Menus tool is similar to the Programs menu of your Windows Start Menu, except

- It gives you quicker access to the menus and their contents
- You can keep the menus uncluttered by including only those menus that you access frequently.
- You can size and position the toolbar as you please.

To view a Start Menu's contents, simply click the menu button.



Adding an item to or deleting an item from the Windows Start menu also adds the item to or deletes the item from the Start Menus tool. Conversely, adding an item to or deleting an item from the Start Menus tool also adds the item to or deletes the item from the Start menu (except for custom menus).

GENERAL TAB

The Start Menus options available on the General tab affects the arrangement and appearance of the menu buttons in the Start Menus tool. The following options are available:

- Automatic** When selected, the buttons are arranged automatically to make the most efficient use of the space within the tool.
- Manual** When selected, the tool's buttons are arranged according to the settings in **Rows** and **Max Columns**. **Rows** specifies the number of rows of buttons to display. **Max Columns** specifies the maximum number of button columns to display, although depending on the size of the buttons and toolbar, fewer columns may be displayed.
- Item Icon Size** You can select the icon size of each menu. The options are **Small icon** and **Large icon**.

| | |
|-------------------------|---|
| Add New Menu | Displays the New Menu dialog. You can use this dialog to add a new Start Menu button to the tool. Details on adding custom menus follow. |
| Show Menu Icons | Allows the user to display or hide Start Menu menu icons (the menu <i>contents</i> always display their icons). When checked, the corresponding icon will be displayed next to the menu name. When unchecked the icons are not displayed. |
| Menu Button Size | Allows user to specify a minimum and maximum size for the Start Menus on the toolbar in pixels. |

MENUS SHOWN TAB

Clicking this tab will display a list of menus that appear in the **Start → Programs** menu, as well as custom menus that you have made. You can include or exclude any of those menus in your Start Menus tool by clicking its check box. A check indicates that the menu will be included in the Start Menus tool.

MAKING A CUSTOM MENU

You can add a custom menu to your Start Menus tool that comprises normal items, the control panel, and other items. To add a custom menu, do the following:



- 1. Open the New Menu dialog box.** Click **Add New Menu** in the tool's Properties under the **General** tab, or right-click the Start Menus tool and then select **New Menu** from the context menu.
- 2. Name the new menu.** In the **Menu Name** edit box, type the new menu's name.
- 3. Attach the menu to the Start menu if you wish.** To add the menu to your Windows **Start** menu, leave the option selected. To add the menu only to the Start Menu tool, uncheck the option.
- 4. Choose the type of Menu Items. (Optional)** If you choose not to add the new menu to the Start menu, then you will be able to choose what to include in the new menu. A **Normal** menu

comprises typical files, and is the only type of menu of items that you can rename, etc. A **Desktop** menu is a list of all the items on the desktop. The rest of the menu types (**Control Panel**, **Printers**, and **Recent Documents**) correspond to menus of the same name in the **Start** menu.

5. Click OK.

If you made a new Normal menu, you can add files, folders, applications, or shortcuts to it. To do so, drag and drop items from the desktop, PowerDesk, etc. to the new menu button. You can also right-click the menu, select **New Item** from the context menu, and then select an item with the New Item dialog box.

The New Item dialog box allows you to define a menu item. The following options are available on the New Menu Item dialog:

| | |
|----------------------------|---|
| Command File | Specifies the path for the file, folder, application, or shortcut associated with the menu item. |
| Start In | Specifies the working directory for the item in Command File . The working directory typically contains application-specific files and data. |
| Optional Parameters | Lists any command line options that should be passed when opening the item indicated in Command File . |
| Label | Specifies the label for the menu item. |
| Run | Indicates how the item should open: Minimized, Maximized, or in a Normal window. |

You can access these settings for most of the Start Menus menu items by right-clicking one of them, and then selecting **Item Properties**.

MULTIVIEW TOOL PROPERTIES

If you tend to have a lot of applications open at the same time, you know the Windows taskbar can get pretty full. The MultiView tool provides a quick and easy way to switch between open applications. It is like having

multiple monitors on your system. With the MultiView tool, you can have up to 16 screens, each containing one or more applications. You can switch between these screens by double-clicking the appropriate MultiView screen button.

GENERAL TAB

The following **View Arrangement** settings control how the screens buttons appear in the toolbar. MultiView can display a maximum of 16 buttons.

- Rows**

Specifies the number of rows of MultiView screen buttons displayed in the MultiView tool. The maximum number of rows is 16.
- Columns**

Specifies the number of columns of MultiView screen buttons displayed in the MultiView tool. The maximum number of columns is 16.

The **View Options** define the appearance of the MultiView screen buttons.

- Color Scheme**

Specifies the color of that series of MultiView screen buttons. You can choose from Red, Blue, and Green.
- Size**

Specifies the size of the MultiView screen buttons. The options are Small, Medium, Large, and Automatic which selects a size that makes the most efficient use of available space on the toolbar.
- Follow Active Window**

When checked, MultiView will automatically display the MultiView screen of the application that is selected from the Windows taskbar. When not checked, selecting an active program in the Windows taskbar will move the application from its initial MultiView screen to the current one.

HOTKEYS TAB

You can set a hotkey for each of the 16 possible screens. To assign a hotkey, click on the appropriate hotkey edit field, and then press the key you want to use as a hotkey.

Be careful to associate hotkeys with the correct screen button. Remember that the screen buttons are always numbered left to right, and top to bottom. For example, screen 5 in a MultiView tool of two rows by three columns would be the second button of the second row.

STICKY APPS TAB

Here you can set one or more applications to appear on all MultiView screens. For example, you can define your email software package as a Sticky App so that email is always displayed on every MultiView screen. The following field and buttons are available on the Sticky Apps tab.

| | |
|-----------------------|--|
| Add Program | Displays the Choose Sticky Application dialog box. This dialog box is a list of all open applications from which you can select a Sticky Application. |
| Remove Program | Removes the application that is selected in the Sticky Applications list. |

PRINT MANAGER TOOL PROPERTIES

Print Manager displays an icon for each output device on your system, making it easy to switch between printers, fax machines, and other output devices. To switch between devices, simply click the device's icon in Print Manager. A colored button indicates the active device.

You can also use Print Manager to print a file or document. Simply drag the item to the appropriate printer icon. Print Manager will automatically launch the application that is associated with that particular file type, and then print the file.

GENERAL TAB

The following options affect the appearance of the icons in the Print Manager tool.

- | | |
|--------------------------|--|
| Max Columns | Specifies the maximum number of columns for printer buttons. This value has a range of 1 to 100. |
| Icon Size | Sets the size of the icons used to represent output devices on your toolbar. The options are Small icons or Large icons. |
| Show Printer Name | Displays the printer's name below its icon. This option distinguishes device icons, but it also takes up a lot of room on your toolbar. If you choose not to display the printer name, you can always identify a printer icon by moving your screen pointer over the icon which displays the printer name in a tool tip. |

SHOWN PRINTERS TAB

Clicking this tab displays a list of print devices from which you can select or deselect printers that will be displayed in the Print Manager tool. This allows you to display only those printers you use frequently, without deleting seldom used printers from your system. You can also drag and drop the devices in the list to reorder the display on the Print Manager tool.

SYSTEM ACCESS TOOL PROPERTIES

The System Access tool provides access to commonly-used Windows functions: Start Screen Saver, Log on as a Different User, Restart Windows, Shut Down, Print Screen, Restart in MS-DOS Mode, Restart Computer and Change Screen Resolution. The tools appear from left to right, top to bottom.

GENERAL TAB

The System Access options available on the General Tab allow you to specify which buttons appear on the System Access tool, and to specify the appearance of the buttons on the tool.

| | |
|----------------------------|--|
| Available Functions | These are the system functions that you can access via the System Access tool. To include any of them in the tool, click the selection box so that a check mark appears. |
| Icon Size | You can select the size of the system access icons. The available options are Small Icon and Large Icon. |
| Confirm Exits | If this option is checked, every time you use the System Access tool to exit or restart Windows, you will be asked to confirm the exit. |

CLOCK TOOL PROPERTIES

The Clock tool displays a clock on the toolbar in any combination of sizes, shapes, colors, time zones, and other options.

GENERAL TAB

Each Clock tool can have a unique display, caption, size, and color, as follows:

| | |
|----------------|---|
| Clocks | Each clock can have a Digital display, an Analog display, or both at the same time. To select one, the other, or both, click the appropriate check box. |
| Caption | Selecting this option will give the clock a caption. The caption that appears on the tool is the text that you enter in the edit box. |
| Date | If checked, the system date is displayed. |

| | |
|------------------|--|
| Seconds | If checked, a digital clock will display the seconds after the minutes, and/or an analog clock will display a second hand. |
| Size | Specifies the size of a digital clock. The following size options are available: Small, Medium, Large, and Huge. |
| Color | Specifies the color of the numbers in the digital clock. The color options include: Red, Green, Blue, Black, Foreground, Background. |
| 24 Hour | When checked, the digital clock displays 24-hour time. |
| Time Zone | You can select from the drop-down list which time zone to display. |

SYSTEM MONITOR TOOL PROPERTIES

The System Monitor tool displays several different kinds of system information in either bar or graph format. With Windows 95, 98 and NT 4.0 offering improved multitasking, the monitoring of computer performance is very important.

GENERAL TAB

The following monitors are available under the **Statistics Display** list:

| | |
|--------------------|--|
| CPU Usage | Identifies the percentage of time the processor is busy. |
| Threads | Some programs run several tasks, or threads, at a time. This monitor identifies the number of threads running concurrently in Windows. |
| Free Memory | Specifies the percentage of available RAM, including virtual memory. |

| | |
|------------------------------|--|
| Free System Resources | Displays the amount of free memory available from combined User and GDI resources (Windows 95/98 only). |
| Free User Resources | Indicates the percentage of user resources that are available (Windows 95/98 only). |
| Free GDI Resources | The Graphics Device Interface manages the video display. This monitor specifies the percentage of GDI resources that are available (Windows 95/98 only). |
| Free Space on Drive x | Displays the amount of free disk space available (in megabytes) on the specified drive. |

The following options affect the system monitor chosen from the above list.

| | |
|---------------------|---|
| Color | Select the color of the graph by clicking the color bar, scrolling through the color list, and then clicking a color. |
| Update Time | You can choose how frequently the graph is updated. To do so, click the time displayed, and then click an update time. |
| Display Type | You can display either a Bar graph which indicates the level at any given moment, or a traditional Graph that displays the level over time. |

COMMAND LINE TOOL PROPERTIES

The Command Line tool provides quick access to many DOS commands without having to open a DOS window. See the online help for a list of supported DOS commands.

GENERAL TAB

The Command Line General tab contains the following options:

Show Current Directory Displays the current directory above the Command Line edit field.

Delete to Recycle Bin When checked, items deleted with the DEL command are moved to the Recycle Bin.

Show Confirmations When checked, you are asked to confirm commands, such as DEL.

Include Folders in Copy When checked, you can copy folders and their contents instead of just the folders' names.

Chapter 14: Folder Synchronizer Basics

FOLDER SYNCHRONIZER OVERVIEW

Folder Synchronizer copies or moves one or more files between two different folders. You can tailor file selection and then perform a batch operation, or move individual files. This utility is best suited to

- Working on a single set of files between a laptop computer and a desktop computer, and updating one or the other when the files become outdated
- Working locally on files that normally reside on a network
- Backing up selected files to a floppy disk or other external drive rather than using a dedicated backup utility
- Comparing folders to determine there are any duplicate files that can be deleted.

STARTING FOLDER SYNCHRONIZER

There are several ways to launch the Synchronizer.

- In PowerDesk, right-click on a folder. From the context menu, choose **PowerDesk → Synchronize Folders**.
- Click on the Synchronizer button in the PowerDesk launchbar.
- Go to the **Tools → Synchronize Folders** menu in PowerDesk.
- Double-click on *C:\Program Files\PowerDesk\PDsync.exe*.

- From the **Start** button: **Programs** → **PowerDesk Utilities** → **Folder Synchronizer**.

FOLDER SYNCHRONIZER WINDOW COMPONENTS

The user interface for Folder Synchronizer makes it very easy to use. Here is a brief description of each component of the Folder Synchronizer window, each of which is identified in the following figure.

MENUS

The menus contain all of the File Synchronizer functions. The **File** menu has the command to synchronize folders and gives you the option to cancel confirmation of the synchronization. The **Edit** menu lets you set filters and fonts. You can customize the elements of your display with the **View** menu. And the **Help** menu gives you access to online help and identifies the version number in the “About Folder Synchronizer” item.



Figure 6 The Folder Synchronizer window

TOOLBAR AND INCLUDE FILTER

The toolbar, which is displayed by selecting **View → Toolbar**, has shortcuts to some menu commands, and it also displays the file filter edit box. In the file filter edit box, you can specify what files to include in your synchronizing operations.

THE HISTORY LINE

The first time you launch the Synchronizer, a default folder will come up in both Synchronizer panes. If you launch Synchronizer from PowerDesk, the selected folder will appear. If you launch Synchronizer from the Start button, the C: drive will appear.

When you complete a synchronization, the screen will refresh, showing the results of the operation. The History line will show the date and time, the two folders and the action performed. Each time you launch the Synchronizer, the folders in the last synchronization will appear.

You can keep up to eight different synchronizations on the History line. You can click on this entry in the History line to duplicate this operation later, saving you the setup time required for each synchronization.









FOLDER BOXES AND OPERATION BOX

The folder boxes display the name of the folders being synchronized. From them, you can select different folders. The operation box displays the specific operation that will be performed during synchronization. From this box you can select a different operation.

FILE PANE

The file pane displays the files that are specified in the include filter, and that are selected in the **View** menu. The file pane identifies the newer files by placing them in bold face. It also uses icons to indicate how each file in

both folders will be affected by synchronization. The icons, also called *action arrows*, are as follow:

| Icon | Meaning |
|---|--|
|  | The file will be copied from the first folder to the second folder. |
|  | The file will be copied from the second folder to the first folder. |
|  | The file will be moved from the first folder to the second folder. |
|  | The file will be moved from the second folder to the first folder. |
|  | The files are equal. |
|  | The file has been filtered out and will not be affected during synchronization. |
|  | The item is a folder |
|  | This icon indicates that the relationship between the two items is unclear, and therefore that the files will be ignored during synchronization. The uncertainty may arise because a <i>file</i> in one folder has the same name as a <i>subfolder</i> in the other folder. Another case that might cause this icon to appear is when files of the same name and modification date have different sizes. |

STATUS BAR

The status bar, which is displayed by selecting **View** → **Status Bar**, has three parts. The information panes (one on each end) indicates how many files in its respective folder will be updated. The **Synchronize** button, located in the middle of the status bar, is what you click to perform the actions identified by the action arrows in the file pane.

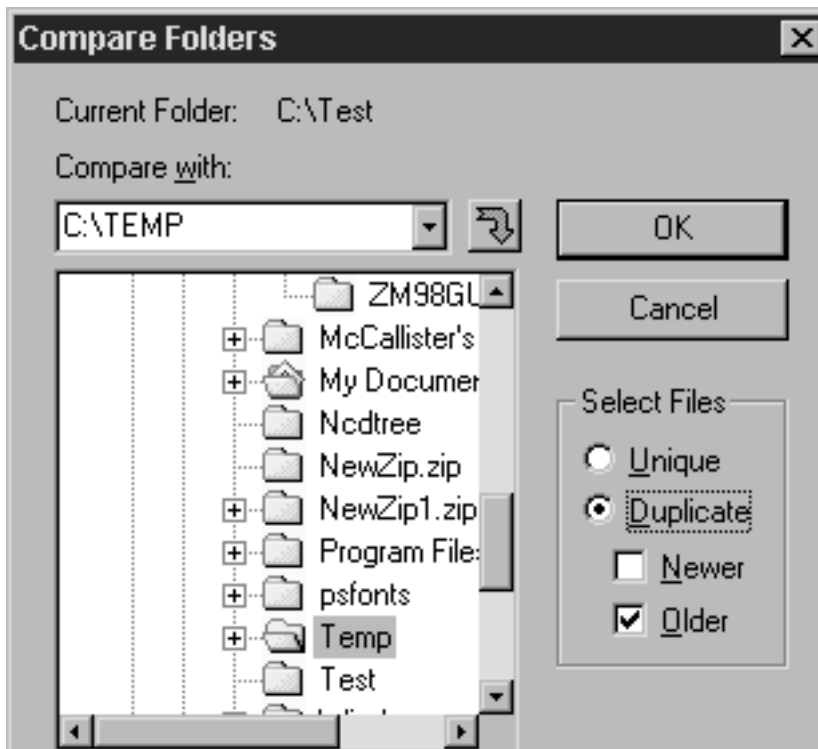
FOLDER COMPARE

Folder Compare lets you compare two folders to identify duplicate files you can delete and locate unique files you want to back up. Here are a couple of examples of how to use it to better manage your files.

EXAMPLE: GET RID OF DUPLICATE FILES

If you download many files from the Internet, this has happened to you at least once: you spend some time downloading a large program with an obscure file name and an .exe extension into a Download folder, and when you run it, disaster strikes. Instead of simply installing itself, this self-extracting zip file puts a large number of files (including the setup file) into your Download folder, hogging space on your drive. You're not sure what files belong to this program, so you don't know what you can safely remove. Folder Compare can help.

1. First you need to extract this downloaded .exe file into a folder of its own. In the PowerDesk file manager, move the downloaded file to a new folder (let's call it *Program\Temp*) and double-click on it to extract it again.
2. Highlight the Download folder. This is where the files you want to remove are.
3. Go to **Tools** → **Compare Folders**. The figure below shows the dialog box that comes up.




4. Use the folder tree to pick the folder with all the good files in it (Program\Temp).
5. To identify the files in the Download folder that you want to delete, check the Duplicate box.
6. Click on OK. The dialog box will go away. All the duplicate files in the Download folder will be highlighted. Click on the Delete key to send those files to the Recycle Bin. If you're sure you won't need these files, you can also click on the Trashcan button in the PowerDesk Toolbar to remove them completely.

BACKUP CHECKUP: FINDING UNIQUE FILES

If you use zip files to back up data to floppy disks, PowerDesk can help you in two ways. Unlike most other zip programs, PowerDesk can show you the contents of a zip file, just as if it were another folder. Because of this, you can use Folder Compare to make sure the files you zipped up are all there. Here's how:

1. Zip the contents of a whole folder to the A: drive (see p. 46 of this guide for details). Call the zip file `A:\folderbackup.zip`. Keep the folder on your hard drive highlighted after the zip process is finished.
2. Go to **Tools** → **Compare Folders**.
3. Use the folder tree to find the floppy drive `A:\folderbackup.zip`.
4. Check the Unique box.
5. Click on **OK**. Any files not included in the backup will be highlighted. Copy them to the floppy (see pp. 23-24). Caution: This only works if it will fit on one disk. If you get a “disk full” message, you'll have to re-zip the original folder.

GETTING HELP

You can access online help by selecting **Help** → **Contents**, or by clicking  on the toolbar. You can also perform a search of the Help topics file by selecting **Help** → **Search**.

QUITTING FOLDER SYNCHRONIZER

As with most programs, you can quit Folder Synchronizer by selecting **File** → **Exit**.

Chapter 15: Operating Folder Synchronizer

SYNCHRONIZING FOLDERS

To synchronize two folders, follow these four simple steps:



- 1. Select two folders to synchronize.** The last pair of folders synchronized are selected when you start Folder Synchronizer, but you can select different folders through the folder boxes.



Avoid synchronizing root directories and system directories such as C:\Windows or its subfolders. Also, avoid synchronizing system files. Updating some system files might render your computer unbootable.

- 2. Specify an include filter.** You can use the include edit box in the toolbar, or the **Edit → Set Filters...** command to specify what files to include. See the following section, *Setting filters* for more information.
- 3. Select an operation.** From the operation box, you can select whether to a) copy or to move b) the newer or the older files c) from one folder to the other, or from either folder to the other folder.
- 4. Synchronize one or all files.** If you click **Synchronize** at the bottom of the screen, or select **File → Synchronize**, then all the items with action arrows will have that action carried out.


You can also synchronize one file at a time. If you move your screen pointer to the action arrow, the arrow will become a button. Clicking the button will cause that individual item to be synchronized. After the file is synchronized, its status changes to “Equal.”

SETTING FILTERS

You can specify what files to include in the synchronization, in one of two ways. One is to use the Include edit box in the toolbar, which sets only a name filter. A second way is to set name, attribute, and date filters by selecting **Edit → Set Filters....**

To use the Set Filters dialog box, follow these steps:



- 1. Open the Synchronizer Filters dialog.** You can do this by selecting **Edit → Set Filters....**, or by clicking  on the toolbar.
- 2. Set the Files filter.** You can use wildcards to specify what files are considered for synchronization. For instance, you can include all files by typing `*.*`, or all text files by typing `*.txt`, and so on. You can use multiple name filters by separating them with a semicolon. For example, `*.txt;*.wav` would include all text files and all wave files.
- 3. Set Attributes filter.** Attributes usually have a gray check mark, indicating that the attribute is ignored when searching for files. A black check mark indicates that files must have the attribute to match. Finally, no check mark indicates that, to match, files must not have that attribute.
- 4. Set Date Filter.** Normally the Include option is set to Ignore, meaning that files will be included regardless of their date. You can select After to include files that were made after the indicated date. You can also select Before to include files that were made before the indicated date. To change the date, type the new date directly into the edit box.
- 5. Select or deselect the Missing files filter.** If you want files that are in only one of the folders to be in both folders, then select

this option. Files will then appear with the appropriate action arrow. If you want to synchronize only those files that are common to both folders, then make sure the option is unchecked. Missing files will then appear with the filtered icon.


6. Click OK.

The file name filter in step 2 is duplicated on the toolbar. Whatever you set in either the toolbar or the filter dialog will appear in the other. Unlike the dialog box, when you type a filter in the edit box, Folder Synchronizer reads the filter edit box as you type, and resets the contents of the file pane.



OPERATING THE FILE PANE

In the file pane you can select new folders, display or hide a variety of files, view file properties, and open or run files.

SELECTING DIFFERENT FOLDERS TO SYNCHRONIZE



There are two ways to change the selected folders. One way is to click the folder icons in the file pane. Clicking  will immediately select the parent folder, while clicking any subfolders in the file list will immediately make that subfolder the current folder. A second way to select different folders is to use the folder boxes. Follow these steps to change folders with the folder boxes:



- 1. Click the list box of the folder that you will change.**
- 2. Navigate your folders.** You can click a folder's  symbol to expand the folder to the next level of folders. Likewise, you can collapse an expanded folder by clicking the folder's  symbol.
- 3. Select a folder by clicking it.**

DISPLAYING AND HIDING FILES IN THE FILE PANE

You can choose which files and folders are displayed in the file pane. Each of the following items can be displayed by selecting it in the **View** menu.


| | |
|------------------|--|
| Equal | Display file that are the same. Equal files are identified by the = icon. |
| Not Equal | Display files that are not the same—that is, files that should be synchronized. Not Equal files are identified by action arrow icons. |
| Filtered | Displays items that do not meet the Include criteria. Such items appear in the file pane identified by the  icon. |
| Folders | Display folders which are normally hidden. Folders are identified by the  icon. |

File pane items appear in the following order: items that will be synchronized, equal items, filtered items, and then folders.

CHANGING THE FILE PANE FONT

You can change which font is used to display items in the file pane. To do so, follow these steps:



- 1. Open the Font dialog box.** You can do this by selecting **Edit → Set Font...**, or by clicking  on the toolbar.
- 2. Select a Font.** Scroll through the font list, and then click a font.
- 3. Select a Font Style.** Scroll through the style list, and then click a font style.




If you select a different font style, the file pane will lose its ability to use the bold face to differentiate old and newer files.

4. **Select a font Size.** Scroll through the size list, and then click a size.
5. **Click OK.**

REFRESHING THE FILE PANE

If you are working in File Synchronizer, then switch to a different program, and then back to File Synchronizer, you should consider performing a *refresh*. A refresh will scan the open folders and update the file pane to reflect any changes that they underwent after you initially started File Synchronizer. To refresh the file pane, select

View → Refresh, press the F5 key, or click  on the toolbar.

DISPLAYING FILE PROPERTIES

Moving the screen pointer to any of the file's icon will display the following file properties: modification date, attributes, and size.

STARTING APPLICATIONS AND OPENING FILES

Double-clicking a file will launch the file's associated application, and open the file. Double-clicking a program file will start the program.


Chapter 16: Size Manager™ Basics

SIZE MANAGER OVERVIEW

Size Manager is a utility with which you can see how and where disk space is being used on your system.

STARTING SIZE MANAGER

You can start Size Manager in one of two ways:

- Select **Start** → **Programs** → **PowerDesk Utilities** → **Size Manager**.
- From the PowerDesk, click  on the launchbar.

SIZE MANAGER WINDOW COMPONENTS

You'll notice that the Size Manager window shares many of the same features of the Windows Explorer window, such as the menu, the pane, the toolbar, and the status bar, so you don't have to learn an entirely new interface. The Size Manager window shown in the following figure is

configured to display all possible components.

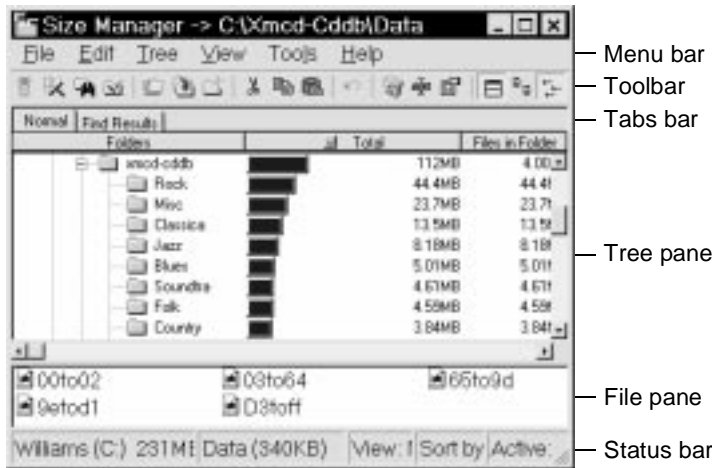


Figure 7 The Size Manager window

THE MENUS

The menus provide access to most of Size Manager's features. Each of the menu commands can be found in the most relevant sections of this or the next chapter, although you can consult the index to quickly locate the page on which a command is documented.

THE TOOLBAR

The toolbar, which is displayed when **View → Show/Hide → Toolbar** is checked, provides quick access to many of the most popular features and options. The toolbar is easily customizable, and is as easy to use as it is to press a mouse button.

The toolbar in Size Manager works identically to the toolbar in PowerDesk, except that you open the Customize Toolbar dialog by selecting **View → Preferences → Customize Toolbar**. With that

exception, then, see *The toolbar*, on page 2-55 for detailed information on using and customizing the toolbar.

THE TABS BAR

By clicking tabs on the tabs bar, you can make the tree pane display either the normal view of all your system folders, or you can display the results of your last folder search. These tabs are shortcuts to commands in the **View** menu.

THE TREE PANE

The tree pane displays a tree list, or hierarchy of resources that are available on your system down to the folder level. The root of the tree list is the Windows desktop (the large, background area you see when you first start Windows).

The Size Manager tree pane works the same as the PowerDesk file manager tree pane. For detailed information on the tree pane, see *Operating the tree pane*, on page 2-42.

THE FILE PANE

The file pane, which is displayed when **View → Show/Hide → File Pane** is checked, displays the contents of the drive or folder selected in the tree pane. The contents of the file pane are also called the file list. The file pane typically contains a list of folders and files but may also contain desktop items (such as the Recycle Bin, My Computer, etc.) and shortcuts to files, applications, and printers.

From the file pane, you can drag and drop items (files, folders shortcuts, etc.) for file and archive management, launch applications, rename files and folders, and much more.

The Size Manager file pane works the same as the PowerDesk file manager file pane. For detailed information on the file pane, see *Operating the file pane*, on page 2-44.

THE STATUS BAR

The status bar, which is displayed when **View → Show/Hide → Status Bar** is checked, provides feedback about the current selection or operation. The information displayed in the status bar depends on the selection or current operation.

CONNECTING TO NETWORK DRIVES

Size Manager is unable to determine the cluster size of network drives, which makes it impossible to calculate the size of folders on a network. Consequently, when you connect to a network drive, Size Manager will prompt you for its cluster size. You may have to consult your system administrator for the cluster size. You can set (or reset) a network drive's cluster size by selecting **File → Set Cluster Size**.

CHANGING SETTINGS

There are three categories of settings that you can access by selecting **View → Preferences → Settings**.

SCANNING SETTINGS

There are two scan settings. You can choose what happens when you stop scanning; you can choose to either stop scanning the current drive, or to stop scanning all the drives. You can also select what drives Size Manager will scan at startup.

SHOW DRIVES SETTINGS

Under this tab you can select which drives Size Manager will display while it is running. To display a drive while Size Manager is running, check its selection box.

COLOR SETTINGS

Size Manager can indicate different conditions by displaying file graphs and details in different colors. You can assign a color to graphs that are wider than the graph column can display. A different color can be assigned to normal graphs. And a color can be assigned to the details of folders that are tagged. To change any of these graph colors, click the button to the right of the color, then click a color in the color table, then click OK.

SAVING PREFERENCES

You can save all the Size Manager preferences in two ways. First you can save them immediately by selecting **View → Preferences → Save Preferences Now**. The other way is to have Size Manager save you preferences every time you exit by selecting **View → Preferences → Save Preferences on Exit**.

GETTING HELP

You can display online Help by selecting **Help → Size Manager**. You can also display About information by selecting **Help → About Size Manager**.

QUITTING SIZE MANAGER

You can close or exit Size Manager, as with many programs, by selecting **File → Close**.

Chapter 17: Operating Size Manager

SCANNING DRIVES

To display each folder's size graph, Size Manager must scan your drive(s). This is usually done at startup, but if you stopped the startup scan, or if your folders changed since the startup scan, you can begin another scan by selecting **File → Scan**. When you select this command, a dialog will prompt you to choose whether to scan the current drive or the current folder. If you choose to scan the folder, you can also choose whether to include its subfolders in the scan. Choose one and then click **Scan**.

OPERATING THE TREE PANE

There are many different ways to display folder information in the tree pane.

REPORTING SIZES

The byte is the basic unit of storage size. Files have a certain size in bytes, and the operating system reports that size in Explorer with the unit that is easiest to understand—in bytes, kilobytes, megabytes, or gigabytes. This is also the size that Size Manager displays file sizes as when

View → Sizes → Reported Size is checked. However, because of the way data is stored on a hard drive, files actually take up a different amount of disk space, usually more. You can see how much disk space files are taking up by checking **View → Sizes → Actual Size on Disk**.

You can also constrain the tree pane to display all sizes in bytes by checking **View → Sizes → Sizes in Bytes**.

DISPLAYING FOLDER DETAILS

The tree pane can be customized to display different combinations of details. To do so, follow these steps:



1. **Select View → Preferences → Folder Details.**
2. **Select details to display, and the order in which they'll appear.** Under the **Organize Details** tab, check every detail that you want to include in the details view of the tree pane. Then drag and drop each checked detail into the order you like. Their order from top to bottom in the list will be their order from left to right in the tree pane.
3. **Modify each column's individual settings.** The tabs at the top of the **Folder Details** window correspond to the active columns. To change the settings, click the tab of the column you wish to change. Each detail has one or more of the following settings:

| | |
|---------------------------|--|
| Display Properties | Here you can choose whether show sizes in bytes, whether to hide sizes of zero, and whether to show sizes as a percentage of the parent. |
|---------------------------|--|

Graph Options You can choose whether or not to display graphs of the sizes.

Column Width This edit box sets the width of the column.

Graph Scale The Auto Scale option scales the graphs logarithmically, with respect to the capacity of the drive. The benefit of auto scaled graphs is that they are usually large enough to see, and small enough to fit within the space provided. The drawback, however, is that relative sizes are indicated only roughly. The auto scale option, therefore, is most useful when highly visible graphs are more important than accurate, relative folder sizes.

The Fixed Scale option scales the graph linearly with respect to the capacity of the drive. That means the width of the graph column represents the capacity of the drive, and the width of a folder's graph directly reflects the percentage of hard drive space that the folder occupies. For example, a graph spanning *half* the column signifies that the folder occupies 50% of the storage drive's capacity.

The size of the graphs can be multiplied by the number in the edit box. If, for example, the number was set to 3, then a folder that occupies 5% of the storage drive's capacity would have a graph that spans 15% ($3 \times 5\% = 15\%$) of the column, which makes it much easier to see. The benefit of fixed scale graphs is that they represent relative sizes in a clear, straightforward manner—a graph twice as long means the folder is twice as large. The drawback of fixed scale graphs, however, is that graphs are often too small to compare with other folders. Fixed scale graphs, therefore, are most useful when relative folder sizes are more important than visible graphs, and when the folders being compared have similar sizes.

4. Click OK.

EXPANDING AND COLLAPSING FOLDERS

The following commands, located under the **Tree** menu, will expand or collapse branches:

Expand One Level Expands the drive or folder to display the next level of subfolders.

| | |
|----------------------------|---|
| Expand All Levels | Expands the drive or folder to display all of the subsequent levels of subfolders. |
| Collapse One Level | Collapses the current folder or drive, hiding all of its subsequent subfolders. If the branch is expanded again, all subsequent levels will be displayed. |
| Collapse All Levels | Collapses the current folder or drive, hiding all of its subsequent subfolders. If the branch is expanded again, only the next level of subfolders will be displayed. |

REFRESH THE TREE PANE

If the files on your system undergo change while Size Manager is running, then it's best to refresh Size Manager to reflect those changes. To do so, select **View** → **Refresh**.

FOLDER TAGS

Tagging folders is an easy way to highlight the folders that meet criteria of your choice. Size Manager displays tagged folders by displaying their details in a different color. (You can set the color, as described in *Color settings*, on page 2-121.)

TAGGING FOLDERS

To tag folders, follow these steps:



- 1. Select Tools** → **Tag Folders** or press Ctrl-T.
- 2. Select a Folder Size.** If you choose to tag folders based on size, then click the **Folder Size** tab and select Folders which match the following sizes. Then select the detail, which specifies whether to look at the whole folder, or at just its files, or at just its subfolders. Then make the appropriate selections from the remaining edit boxes. You can select whether to tag files that are

larger than, smaller than, or equal to a specific size, or you can choose to tag files that are between two sizes of your choice. If you don't want to tag on this basis, check "Ignore folder size."

- 3. Select a Folder Name.** If you choose to tag folders based on name, then click the **Folder Name** tab, and click Folders whose names match. Then in the edit box, enter one or more names, separating each with a semicolon. For instance, you could tag all folders that contain the string *big* and *luke* by typing **big*; *luke**. Size Manager also stores previous search strings, which you can display and select from by clicking the down arrow in this box.
- 4. Select a Folder Date/Time.** If you choose to tag folders based on their date and time stamp, then click **Folder Date/Time**. you can tag folders that were or were not created, accessed, or modified within the last number of minutes, hours, days, months, or years. Make the appropriate selections using the selection buttons and edit boxes.
- 5. Click Tag.**

Size Manager will then tag the matching folders by displaying their details in an alternate color.

CLEARING TAGS

Selecting **Tools** → **Clear All Tags** will clear all the tags, as will exiting Size Manager.

FINDING FOLDERS

Finding folders is the same process as tagging files, except instead of tagging matching files in the tree pane, Size Manager displays the matching folders (and only matching folders) in the tree pane.

To find folders, follow these steps:



1. **Select Tools → Find Folders** or press F3.
2. **Select a Folder Size.** See step 2 in the previous section, *Folder tags*.
3. **Select a Folder Name.** See step 3 in the previous section, *Folder tags*.
4. **Select a Folder Date/Time.** See step 4 in the previous section, *Folder tags*.
5. **Select appropriate Advanced options. (Optional)** There are three categories of advanced options. The first is Location, where you can choose whether to search all the drives, the current drive, or the current folder, each of which is named. In the Search Options section you can choose whether the search results will be displayed by themselves, or along with the previous search results. In the Display Options section you can choose whether to display the results in a tree form, or in a list form.
6. **Click Find Now.**

Size Manager will then display the matching folders in the tree pane under the Find Results tab.

USING THE FIND RESULTS TAB

Find Folders displays matching folders in the **Find Results** tab of the tree pane. The **Find Results** tab appears automatically, after which you can freely switch between the Normal view and the Find Results view by clicking their respective tab in the tabs bar.

You can stop any scan in progress by selecting **File → Stop Scanning**.

PRINTING OR EXPORTING THE TREE LIST

The contents of the tree pane can be selectively printed or saved to disk.

PRINTING THE TREE LIST

To print the tree list, select **File → Print Tree**. The **Print Tree** dialog box will appear. All the dialog sections are part of the standard print dialog, except the **Print** section. There you can choose whether to print the **Entire tree**, or the **Selected branch only**, and then select whether to print all the subfolders, or just to the level of the subfolders displayed in the tree pane.

EXPORTING (SAVING TO DISK) THE TREE LIST

The tree list can be exported to other applications by first saving it to disk. To do so, select **File → Export to file**. The **Export to File** dialog will appear. The dialog box is a standard save box except the Export section. There you can choose whether to print the **Entire tree**, or the **Selected branch only**, and then select whether to print all the subfolders, or just to the level of the subfolders displayed in the tree pane.

DISPLAYING DRIVE INFORMATION

Drive information can be displayed by selecting **File → Drive Info**. The Drive Info message box will display the drive's type, bytes per sector, sectors per cluster, cluster size, number of clusters, capacity, free space, and used space.

ADDING AND REMOVING PROGRAMS

The Add/Remove Programs dialog box can be displayed by selecting **Tools → Add/Remove Programs**. This dialog can be used to install and uninstall applications.

FILE OPERATIONS AND DISK OPERATIONS

Selecting the **File** or **Disk** submenu from the Size Manager **File** menu will display a number of file or disk commands, respectively. All these commands are identical to the commands of the same name in PowerDesk. As such you can read about them in *Performing File Operations*, on page 2-25.

MANAGING YOUR RECYCLE BIN

Your Recycle Bin can be configured and emptied through Size Manager. The following commands appear under in the **Tools** menu:

- | | |
|------------------------------|--|
| Configure Recycle Bin | This command will display the Recycle Bin properties. From the properties dialog box you can choose whether to delete files permanently or to the Recycle Bin, and you can also choose what percentage of your hard drive to consume with the Recycle Bin. |
| Empty Recycle Bin | This command will empty your Recycle Bin, permanently deleting your files. |


Chapter 18: File Finder Basics

FILE FINDER OVERVIEW

File Finder can find files based on any combination of the following criteria: path; attributes; creation, modification and access dates; size; and contents. You can then perform any of a number of file operations on the search results. Search results can be listed in different ways, they can also be printed, and they can also be viewed with File Finder's built-in viewer pane.

STARTING FILE FINDER

You can start File Finder in one of three ways:

- Select **Start** → **Programs** → **PowerDesk Utilities** → **File Finder**.
- From PowerDesk, click  on the launchbar.
- From PowerDesk, press F3.

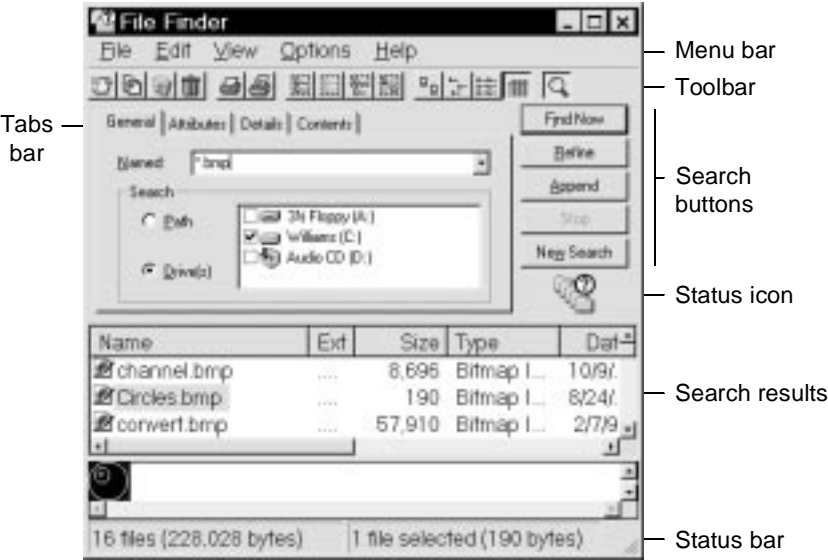


Figure 8 File Finder

FILE FINDER WINDOW COMPONENTS

The following components, labeled in the preceding figure, make up the File Finder window.

MENUS

The menus have all of the File Finder commands. Many of the more popular commands can be found on the toolbar.

TOOLBAR

The toolbar, which is displayed by selecting **Options → Toolbar**, contains shortcuts to many menu commands. You can add tools to or

remove tools from the toolbar, as well as arrange their order, just as in PowerDesk. To do so, follow all the directions in *Customizing the toolbar*, on page 2-56.

TABS BAR

You can use the tabs bar to move from one category of search criteria to the next while you are setting the search criteria.

SEARCH BUTTONS

The activate buttons carry out and display the searches in different ways. For more information on these buttons, see *Search buttons*, on page 2-138.

SEARCH RESULTS

The search results list has all the files and folders that match the criteria that File Finder used to carry out the search. You can perform any operation (Copy, Move, Open, Zip, etc.) on any file or group of files using either the File Finder menus or the right-click context menu.

VIEWER PANE

The viewer pane, which is displayed by selecting **Options → Viewer Pane**, displays the contents of the item selected in search results. For detailed information on the viewer pane, see *Operating the Viewer Pane*, on page 2-49 where it describes the PowerDesk viewer pane which is identical.

STATUS BAR

The status bar, which is displayed by selecting **Options → Status Bar**, has two information panes. The left pane reports the number of items in the search results and their combined size in bytes. The right pane reports the number of items selected from the search results, and their combined size in bytes.

GETTING HELP

Help is available for File Finder by selecting **Help → Help Topics**.

QUITTING FILE FINDER

You can quit File Finder by selecting **File → Close**.

Chapter 19: Operating File Finder

SEARCHING FOR FILES

The basic process for searching for files is very simple:



- 1. Set search criteria.** You can do this either by setting the criteria manually, or by loading previously saved criteria.

To load saved criteria, see *Saving search criteria*, on page 2-137

To set the criteria manually, click the tab of the criterion by which you'll search for files, and then select specific options as described in the following section, *Search criteria*.

- 2. Activate the search using the appropriate search button.** The search buttons are described in *Search buttons*, on page 2-138.

SEARCH CRITERIA

There are four categories of criteria by which to search for files with File Finder: General, Attributes, Details, and Contents.

GENERAL

With the **General** options you can select what file names to look for, and where to look for them.

To look for files of a particular name or file name extension, type the name in the Named text field. For example, to find files that have “chicken” in the name, type *chicken*. Or to find bitmap files, type *.bmp*.

File Finder also stores previous search names, which you can display and select from by clicking the down arrow on the Named box.

To find files that are on a certain drive, click the Drive(s) button, and then select all the drives in which you wish to search.

To find files that are in a certain folder, click the Path button, and then type the path of the folder in which you wish to search. If you don't know the exact path, you can select the path with the Browse dialog by clicking Browse. To search in the subfolders of the specified path, select **Include subfolders** before beginning the search. File Finder also stores previous search paths, which you can display and select from by clicking the down arrow on the Path box.

ATTRIBUTES

The **Attributes** tab define file types and typical file attributes.

To find files of a particular file type, select the type from the **Of type** list box.

To specify file attributes for which to search, make the appropriate selections in the **Attributes** section. Attributes usually have a gray check mark, indicating that the attribute is ignored when searching for files. A black check mark indicates that files must have the attribute to match. Finally, no check mark indicates that, to match, files must not have that attribute.

DETAILS

The **Details** options concern dates, times, and file sizes.

You can find files that were created, accessed, or modified on, before, or after a specific date, or between, or not between two specific dates. To do so, follow these steps:



1. Click **Date, Time, or Size** box to find files based on that criterion.

2. **Select the relationship from the list box.** In the Date and Time list, you could select Before or After a certain date or time. In the Size list, you could select Larger Than a certain size in bytes, or +/- 25% of, which means “within 25% of the byte size that you specify”.
3. **Type the appropriate detail in the edit box.** In the Date edit box, you could specify 1/13/98. In the Time edit box you could specify 13:05. In the Size edit box you could specify 5000 bytes.
4. **Select whether you want to search for files that were Created, Modified, or Accessed at this time, and at this size.**

You can find files that are equal to, smaller than, larger than, within 25%, or within 50% of a specific *byte* size, or between two specific *byte* sizes. To do so, select the appropriate relation from the list box, then in the edit box type the size in bytes.

CONTENTS

You can search for text files that contain a specified line or “string” of text. To do so, type the string in the edit box. To ignore the case of the letters check the option, Ignore case during search.

SAVING SEARCH CRITERIA

It is possible to save any set of search settings, and to load them again in future sessions.

To save the current search settings, select **File → Save Search**. A **Save Search Settings** dialog will appear in which you can name the settings.

To open previously saved search settings, select **File → Open**. An Open dialog will then appear in which you can select settings files.

SEARCH BUTTONS

After selecting the search criteria, you can click one of the following buttons, each of which applies the search criteria, and displays the search results in a unique way:

- | | |
|-------------------|---|
| Find Now | Clicking this button applies the search criteria to the files on your system, and then displays only the results of that search. |
| Refine | This button will apply the search criteria to the <i>results</i> of the previous search results, and then displays only the results of that search. |
| Append | This button will apply the search criteria to the files on your system, and then display the results along with the results of the previous search. |
| New Search | Clicking this button will clear all the search criteria and clear the list of search results if any are being displayed. |

You can abort a search in progress by clicking **Stop**.

FILE OPERATIONS

You can perform basic file operations (move, copy, recycle, delete, view, and print) on the search results. To do so, follow these steps:



- 1. Generate a list of files by performing a search.** This process is described in *Searching for files*, on page 2-135.
- 2. Select one or more files on which you will perform one or more file operations.** For detailed information on selecting files, see *Selecting Files And Folders*, on page 2-25.
- 3. Perform the file operation.** You can do this either with toolbar tools or by context menu commands. For detailed information on file operations, see *Performing File Operations*, on page 2-25.

To use a toolbar tool, simply click the appropriate icon. To determine what command each icon represents, move the pointer to the icon and wait for approximately one second. A tool tip will then display the icon's command.

You can also use file context menu commands exactly as you would in Windows Explorer.

The following *file* commands are available from the toolbar: **Move to**, **Copy to**, **Recycle**, **Delete**. The first three commands are standard Windows commands while the **Delete** *permanently* removes files from your system.

The following *printing* commands are available from the toolbar: print file, and print list. These commands are described in the next section, *Printing from File Finder*, on page 2-139.

The following selection commands are available from the toolbar: **Select All** selects all the listed files. **Deselect All** deselects all the listed files. **Invert Selection** selects all the unselected files, and deselects all the selected files. The **Select Files** command brings up a dialog box in which you can select or deselect files based on certain criteria (attributes, file name, etc.)

PRINTING FROM FILE FINDER

You can print the contents of files, or the list of search results.

To print the contents of files, select one or more files, and then click the **Print Files** icon. A dialog box will appear to confirm your selection of files to print. If the list is correct, then click **Print**. A program such as Notepad will appear only momentarily and then the file will be printed.

To print the list of search results, click the **Print List** icon. A standard print dialog will appear. Select any options that you need to, and then click OK. The list will then be printed from the printer specified in the print dialog.

To print the contents of the viewer pane, select **Print...** from the viewer menu (right-click the contents of the viewer pane to display the menu). This opens the standard print dialog from which you can select a printer, and its settings.

Chapter 20: Using Dialog Helper

DIALOG HELPER OVERVIEW

The simplest utility of PowerDesk Utilities, Dialog Helper enhances most of your standard your Open and Save dialog boxes by adding

- A history of previously accessed folders
- A history of previously accessed documents
- The ability to resize the dialog box

STARTING DIALOG HELPER

You can start Dialog Helper by doing the following:

1. **Select Start → Programs → PowerDesk Utilities → Dialog Helper.** The following dialog box will appear.



Figure 9 Dialog Helper dialog box

2. Click OK.

When Dialog Helper is running, you can also access Dialog Helper properties by selecting **Dialog Helper Properties** from either the File Tracker menu or the Folder Tracker menu in a Save or Open dialog box.

USING THE FOLDER TRACKER

You can add a folder history unique to each of your applications, through which you can quickly display and select a folder to access. The folder history will work in the *standard* dialog boxes of most 16-bit and 32-bit applications.

SHOWING THE FOLDER TRACKER

Follow these steps to activate the Folder Tracker feature in your Open and Save dialog boxes:




- 1. Select Start → Programs → PowerDesk Utilities → Dialog Helper.**
- 2. Select Folder Tracker.** A check mark indicates that the feature is active.
- 3. Click OK.**

USING THE FOLDER TRACKER

To take advantage of the Folder Tracker, do the following:



- 1. Invoke the Open or Save dialog in an application.**
- 2. Click  (the Folder Tracker icon).** A list of previously accessed folders will appear.
- 3. Click a folder in the list to make it the current folder in the dialog box.**

CLEARING THE FOLDER TRACKER

The Folder Tracker can be cleared from an application by selecting **Clear Folder List** from the Folder Tracker menu in a dialog box.

USING THE FILE TRACKER

File Tracker creates a document history unique to each of your applications, through which you can quickly display and select a file which you can open or save. File Tracker will work in the *standard* dialog boxes of most 32-bit applications.

SHOWING THE FILE TRACKER

Follow these steps to activate the File Tracker feature in your open and save dialog boxes:




1. Select **Start → Programs → PowerDesk Utilities → Dialog Helper**.
2. Select **File Tracker**. A check mark indicates that the feature is active.
3. Click **OK**.

USING THE FILE TRACKER

To take advantage of the File Tracker, do the following:



1. Invoke the **Open** or **Save** dialog in an application.
2. Click  (the **File Tracker** icon). A list of previously accessed files will appear.
3. Click a document in the list to *immediately* save to or load that file.

CLEARING THE FILE TRACKER

The File Tracker can be cleared from an application by selecting **Clear Document List** from the File Tracker menu in a dialog box.

ADDING AN EXCLUDED APPLICATION

On rare occasions, some applications' Open and Save dialogs will misbehave when Dialog Helper is installed. This button allows you to prevent Dialog Helper from seeing that application. To do this:



1. Select **Start → Programs → PowerDesk Utilities → Dialog Helper**.
2. Click **Add an Excluded Application**.
3. From the dialog box, click on **Add**.
4. Find the application that is causing trouble, either from the Start Menu tree or by using the **Browse** button to search for the program's main executable file.
5. Highlight the application so that it appears in the **Application to Add** box.
6. Click **Add**, then click **Done**.
7. The application should now appear on the list. Click **Done**.

LOADING DIALOG HELPER AT STARTUP AUTOMATICALLY

You can set Dialog Helper to automatically load at startup by following these steps:



1. Select **Start → Programs → PowerDesk Utilities → Dialog Helper**.

2. **Select Load Dialog Helper at Startup.** A check mark indicates that Dialog Helper will load at startup.
3. **Click OK.**

UNLOADING DIALOG HELPER

You can remove Dialog Helper by doing the following:



1. **Select Start → Programs → PowerDesk Utilities → Dialog Helper.**
2. **Click Unload.**

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