# Program Description

Drag And File streamlines and simplifies the work of managing files under Windows 95 and Windows NT. It offers several unique functions, such as a directory finder, a duplicate file finder and a DOS command utility.

Drag And File works at several levels of sophistication and integrates with other management and utility programs. The result is an uncommon degree of flexibility: Drag And File can be configured to meet your needs, your working style, and your experience. When you need more, Drag And File delivers.

Unlike most other Windows file managers, Drag And File allows you to highlight individual files and tag multiple files, which makes possible batch operations on non-contiguous groups of files.

Drag And File offers a broad range of file management tools:

- Drag-and-drop file move, copy, and delete

- Viewing of all text and most graphics files

- Tree and branch batch operations on all files

- Single click execution of most frequent tasks from a toolbar, including viewing

- Separate windows for each drive

- Full configurable hot key control for hands-on keyboard   execution

- Formatting and diskcopying for floppy diskettes

- Full access to the Windows 95 Shell functions like creating shortcuts, Quick View and file properties.
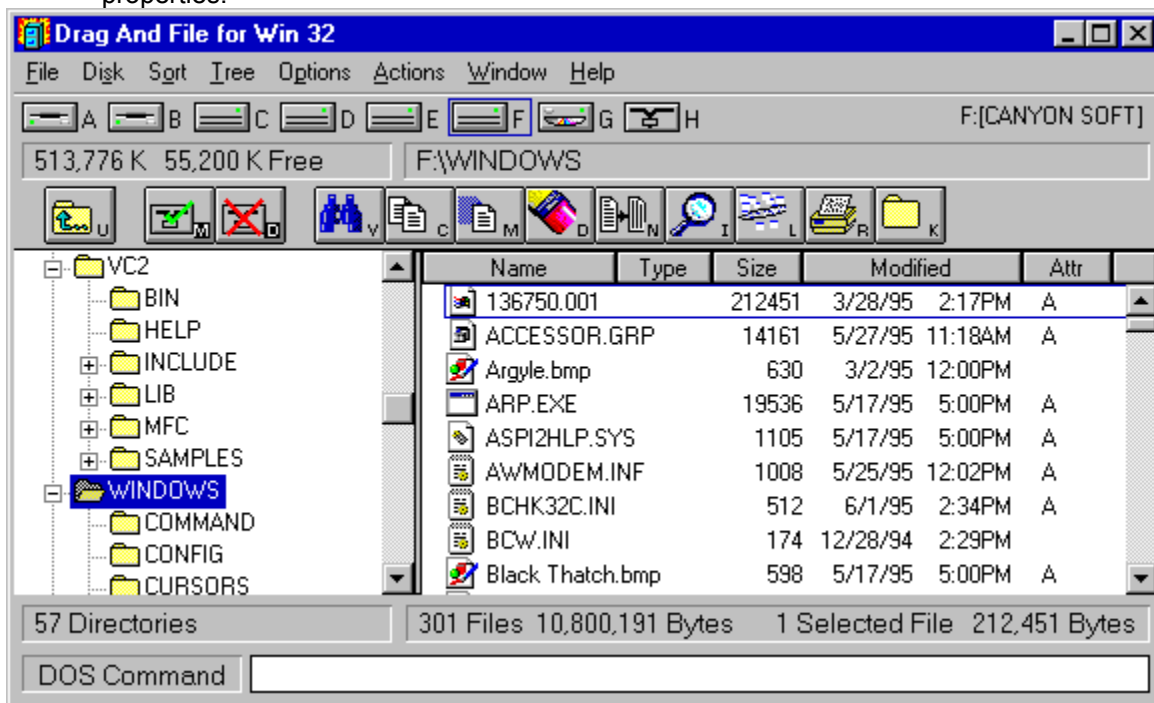


*Main window*

Drag And File displays a window complete with toolbar and menu choices for each drive selected. You may open up to 12 drive windows simultaneously.

The entire program can be run from a single small Drivebar which floats unobtrusively on your screen. The Drivebar makes complete directory and file information just a mouse click away.

*Drivebar*

Drag And File includes an Uninstaller to remove the program and changes made during installation.

***Note:*** *Microsoft Windows' file-handling requirements may make it necessary for you to delete the uninstaller file itself.*

# User Help

Drag And File is designed to present options and procedures clearly. The window components, including icons, graphic and text buttons, and directory tree displays, make evident what to do and how to do it. Along with ease of use and the ordinary features of file management, Drag And File offers an unusual degree of sophistication.

Canyon Software is committed to producing software that is useful and productive. To help users make full use of Drag And File, Canyon Software maintains a technical help line for registered users from 8:30 AM to 5:30 PM Pacific Time.

| | |
|---|---|
| *Phone* | *(415) 453-9779* |
| *Fax* | *(415) 453-6195* |
| *BBS* | *(415) 453-4289* |
| *CompuServe* | *Go CANYON* |
| *America On Line* | *DanBCan* |
| *Internet* | *danb@canyonsw.com* |

## Options/Settings

From the Options menu you access the Fonts and Settings dialog boxes, which allow you to adjust several aspects of the program's performance and display.

**To change fonts:**

1.  Select Fonts from the Options menu.

    The Fonts dialog box displays. Available fonts are those which are installed under Windows, or under a type manager working with Windows.
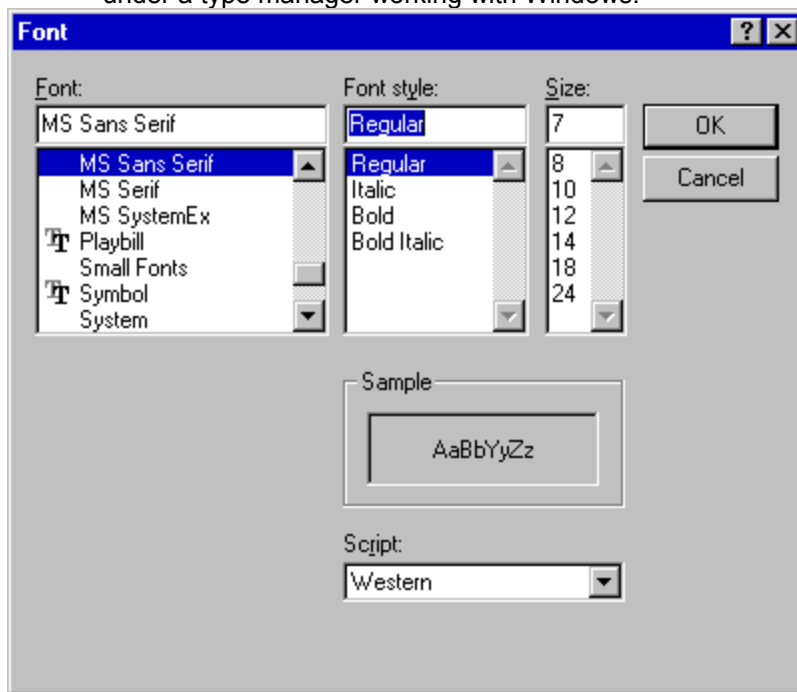


*Font options dialog box*

2.  Make whatever changes you wish and click OK.

    The changes take effect immediately and remain when you exit the program.

**To change Settings:**

1.  Select Settings from the Options menu.

    The Settings dialog box displays.   The Settings dialog box has three pages for configuring Drag And File Options.   In addition if you have our programs Drag And Zip or Drag And View Gold installed, there will be pages for configuring them too.     You select a page by clicking the mouse on one of the tabs at the top.   The first page is for general settings.
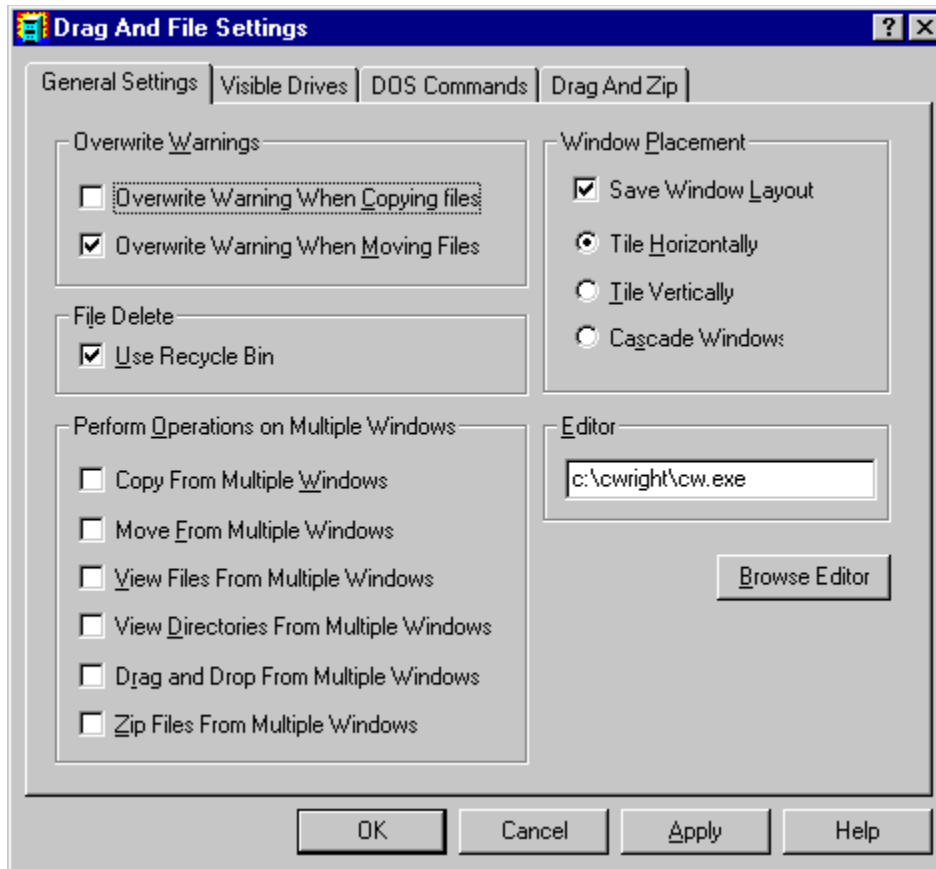
*General   Settings page*

2.  Enter your choices for warnings, multiple windows operations and window appearance, file delete and editor.

**Overwrite Warnings**. When enabled, these warnings appear when the files you are copying or moving are about to overwrite files of the same name.    These warnings can always be overridden at copy or move time.

**File Delete.** When checked, files deleted in Drag And File will be send to the RECYCLE BIN. When not checked, you will have to use an undelete program to recover deleted files.   This option may not work on earlier builds of Windows 95.   We know that it works on bulds 474 and greater.   This option is not available when running under Windows NT.

**Multiple Window Operations**. Drag And File lets you perform operations on tagged files in more than one window. These choices allow you to specify which operations you would like to perform in multiple windows.

When **Copy from multiple windows** is checked, Drag And File will perform all file copy operations on the highlighted file or the tagged files from all open Drag And File windows.

When **Move from multiple windows** is checked, Drag And File will perform all file move operations on the highlighted file or the tagged files from all open Drag And File windows.

When **View files from multiple windows** is checked, and you choose the view files option from the Drag And File tool bar or the "Actions" menu, Drag And File will view the highlighted and tagged files from all open Drag And File windows.

When **View directories from multiple windows** is checked, and you choose the view directories option from the Drag And File tool bar or the "Actions" menu, Drag And File will

open up a view window with the listing of all the files in the highlighted and tagged directories from all open Drag And File windows.

When **Drag and drop from multiple windows** is checked, all drag and drop operations to other programs include the tagged files or highlighted file from all Drag And File windows. Drag And Drop operations to toolbar buttons will depend on the configuration for the action of the particular button.   For example, if you have Drag And File configured to copy from only the active window, dragging files to the copy button will only work on the active window no matter what you have configured for drag and drop.

When **Zip file from multiple windows** is checked and you click on the zip button on the toolbar, the highlighted file or the tagged files in all the open Drag And File windows will be put in the resulting Zip file.   This will only work with Canyon Software's program Drag And Zip.

**Save Window Layout:**   Checking this option will have Drag And File save the location and the current directories of all open Drag And File windows when you exit Drag And File. Running Drag And File again will open all the windows of the previous session and have them displaying the same directories as the previous session.   To save the layout of multiple Drag And File windows exit with "File/Close All DF Windows".

**Window Appearance:** These choices follow the pattern for Microsoft Windows: cascaded windows are overlapped slightly, and tiled windows are fully visible.

**Editor:**   Enter your editor of choice in this field and you can edit a highlighted file when you choose the edit file option.
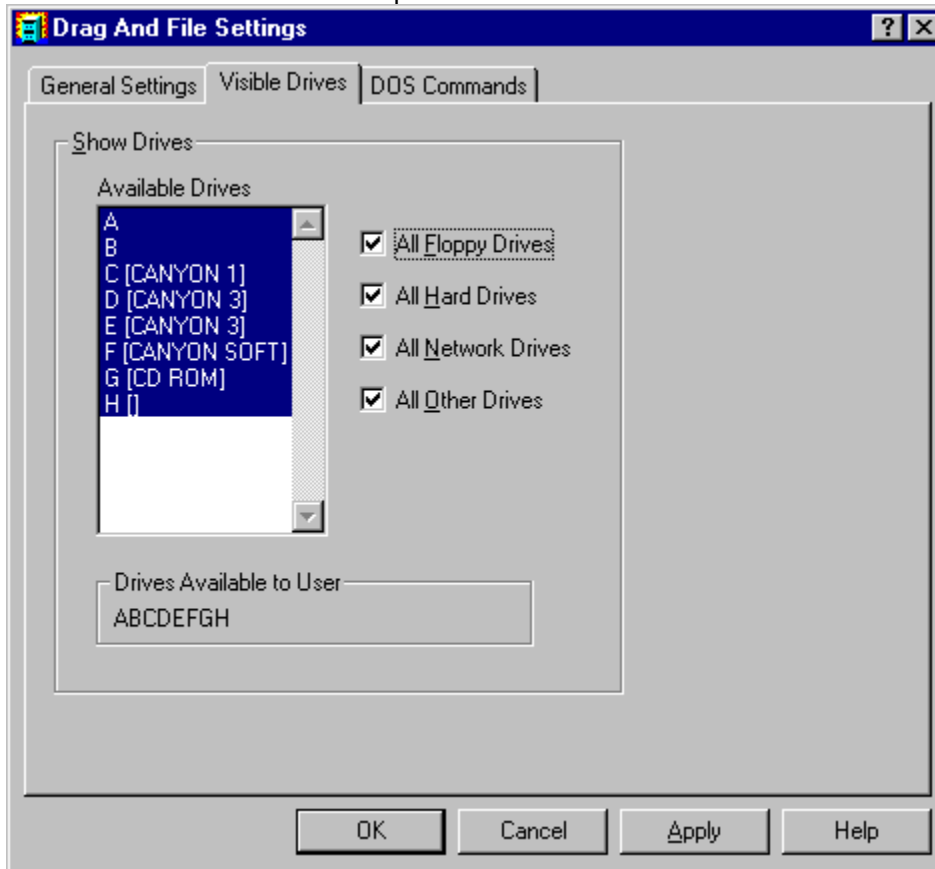


*Drives Page*

3.   In the drives page you can configure the drives that are available to Drag And File.   This is

particularly useful on networks where you might want to limit the drives available to different users.   The settings in this dialog box will be reflected in both Drag And File and the Drag And File Drive Bar.

Select the drives that you want to have available.   To make drive selection easier, there are check boxes where you can turn on or off the different drive types.   Drives that have been selected will be displayed below the drive list box.
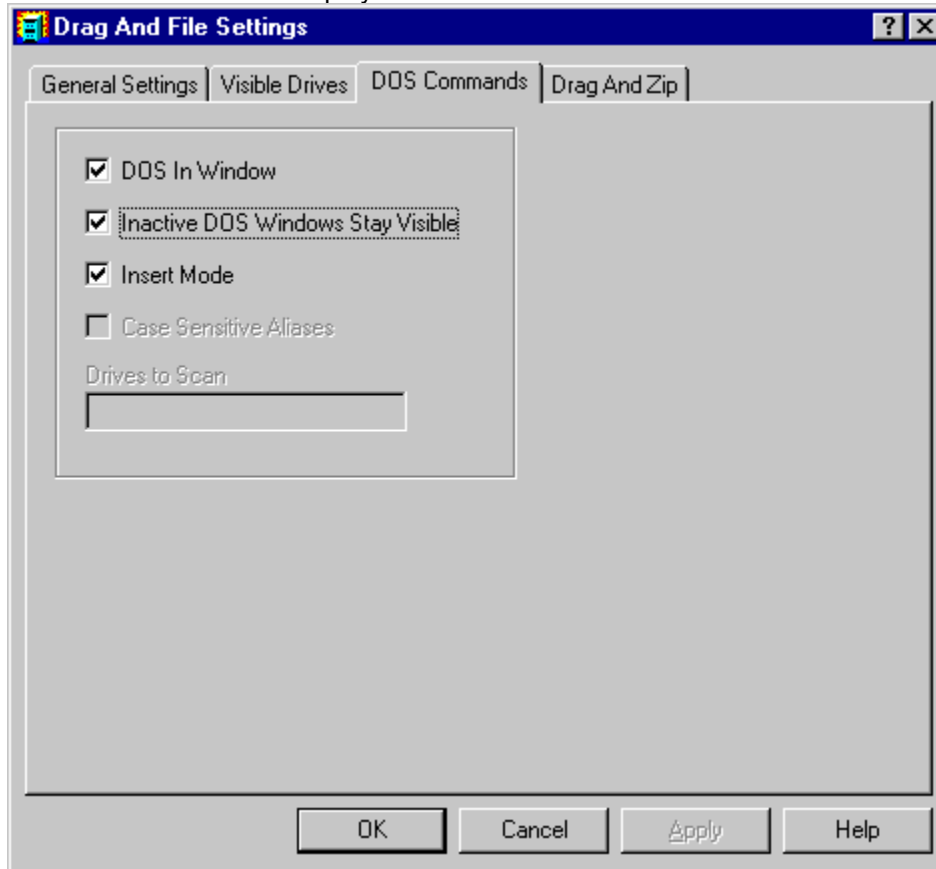


*DOS Command Page*

4,  You can turn on Drag And File's DOS Command Line by choosing Show DOS Command Line from the Options menu.   In this page you can set the DOS command Line defaults.

**DOS In Window:**   You can run most DOS commands with the SmilerShell and can choose to have these commands run full screen or in a DOS window.   The default is to run the commands in a DOS Window.

**Inactive DOS Windows Stay Visible:**   This options determines whether the DOS windows will stay around or close after DOS commands are run.   If you choose to have the DOS windows stay around you can easily close them all at once by pressing Ctrl+Shift+K from the keyboard.

**Insert Mode:** Use this to toggle between Insert or Overtype mode

## Configure Toolbar

Drag And File's button toolbar is very easily modified allowing you to add and delete different buttons. Programs can also be added to toolbar buttons. All toolbar buttons can be configured to user Alt or Ctrl key combinations as hot keys. Alt hot keys are shown in the lower right of the button as black on gray. Ctrl hot keys are shown as white on black. There is also an option to completely hide the toolbar. If the toolbar is hidden, the configured hot keys are still active.

**To modify the toolbar:**

1. Choose Customize Toolbar from the Options menu.

    The Toolbar Customize dialog appears:
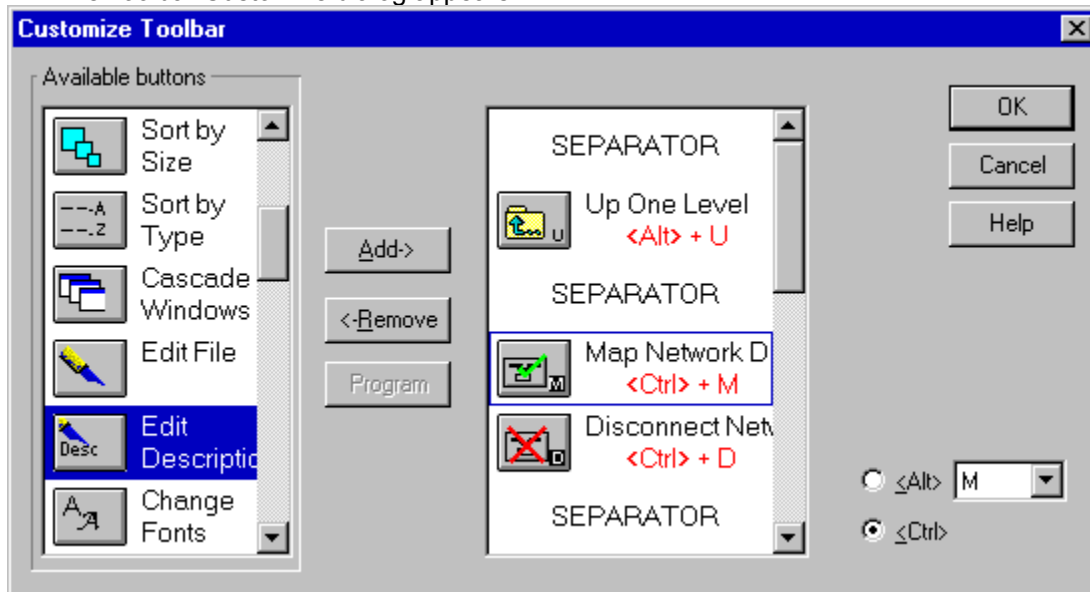


*Toolbar Customize dialog*

In the list box on the left appear the available button choices. The top two entries are SEPARATOR and NEW PROGRAM. SEPARATOR adds a space between two buttons. NEW PROGRAM allows you to install a program as a button choice. In the list box on the right appear the buttons that are currently part of the toolbar along with their hot keys.

**To add a new button**

1. Select the position in the Toolbar buttons list box where you want the button to appear. The new button will appear before the selected button. You can also drag buttons in the Toolbar buttons list box to modify their position.

2. Select the button that you want to add from the Available buttons list box. You can also choose SEPARATOR or NEW PROGRAM. If a command button is already in the Toolbar buttons list box, it won't be in the Available buttons list.

3. Choose Add or drag the button to the right hand list box. The button will be added.

**To remove a button**

1. Select the button that you want to remove from the Toolbar buttons list box. Click on Remove or drag the button to the left hand list box. The button will be removed.

**To add a program**

1. Select NEW PROGRAM and choose Add. The Add Program dialog will appear.
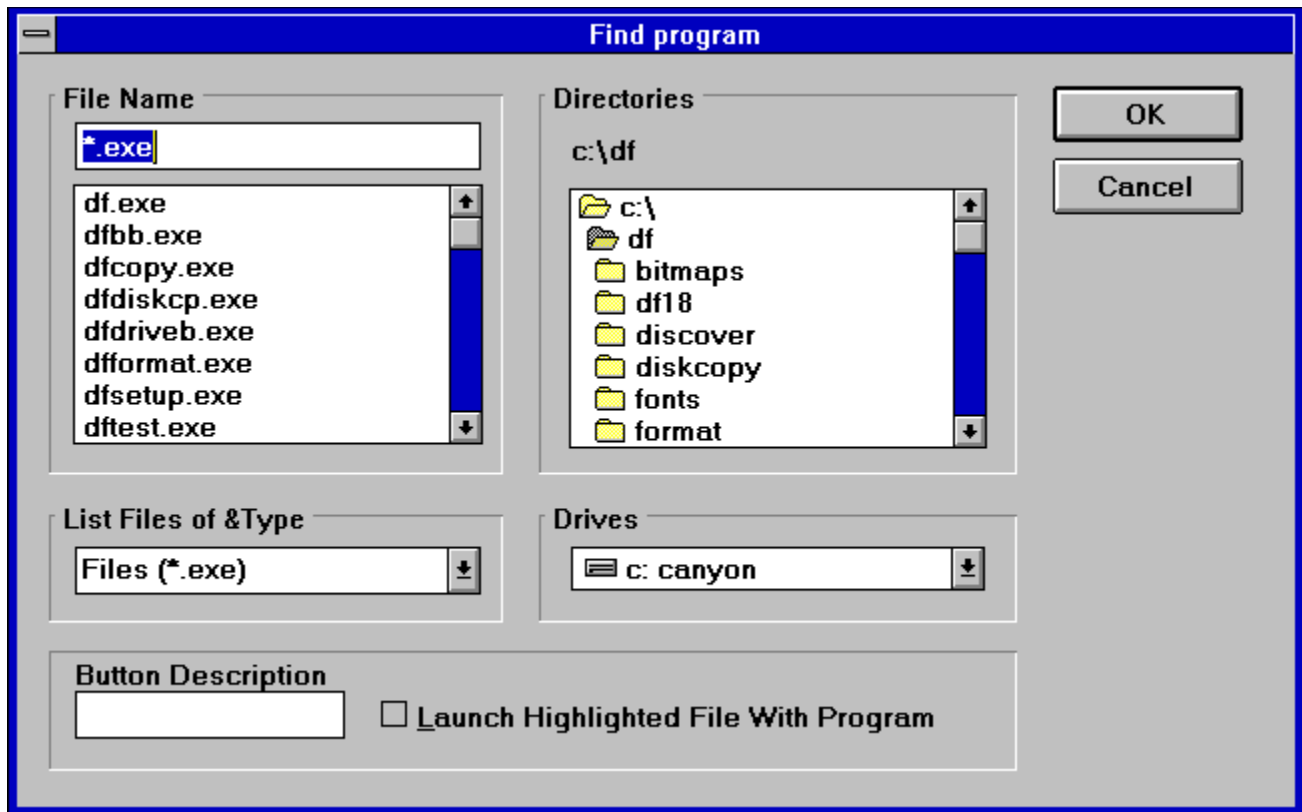
*Add Program dialog box*

2. Browse through the directories and files and pick the program that you want to associate with the button.   If you want the file that's currently highlighted to be launched with the program check the **Launch Highlighted File With Program** box.   When the mouse cursor is over any of the toolbar buttons, a little window will come up saying what the button does.   You can enter a custom button description in the **Button Description** field.   If no description is entered, the program name will be used.

3. Choose OK and the button will be added to the Toolbar buttons list box.   If the program has an embedded icon like most Windows programs, that icon will be placed on the button.

**To modify a program button**

1. Highlight the button in the Toolbar buttons list box.   Choose the Program button and the Add Program dialog will appear.   Follow the directions for adding a program.

**To add or change a button hot key**

1. Highlight the button whose hot key you want to change or add.   Select the letter of the hot key that you want to use from the drop down list box in the lower right of the Customize Toolbar dialog box.   Choose Alt or Ctrl if you want the hot key to use the Alt key or the Ctrl key.

When you are finished making changes to the toolbar, choose OK.   All changes will be saved and windows updated.   If you choose a hotkey that is already in use, you will be warned before saving the new hot key.

## About the Drivebar

Though small and unobtrusive, the Drag And File Drivebar can provide access to all your Drag And File functions.

The Drivebar consists of a floating bar containing buttons which represent your drives, removable and fixed drives, local and networked, and a control bar. Click on a drive button to open a new drive window. Click on the control bar to open a menu with choices to control the Drivebar display and to close all open Drag And File windows.



*Drivebar*

The DF Drivebar normally floats in the foreground, above whatever application is current.

## Using the Drivebar

To activate the Drivebar, open the Drag And File group window from Program Manager and click on the DF Drivebar icon.



*Drivebar icon*

## Configuring the Drivebar

The  Drivebar can be altered to fit your needs.

**To configure the Drivebar:**

1.  Click on the control bar in the upper left corner of the DF Drivebar icon bar.

    The control menu appears.
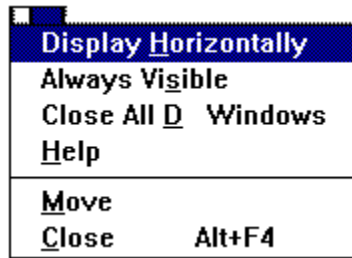


*Drivebar control menu*

2.  Click on **Display Vertically** (or **Display Horizontally**) to select the configuration other than the one currently in effect.

3.  Click on **Always Visible** to make the Drivebar appear on top of other programs.

4.  Click on **Close All Drag And File Windows** to close all open Drag And File drive windows, but leave the Drivebar icon visible.

5.  Click on other choices as needed to Move, Close, open a Help window, or to see information about the Drivebar.

# Drag And File Main Window

The Drag And File window is divided into several functional and information sections. Drag And File can open up to twelve windows simultaneously.
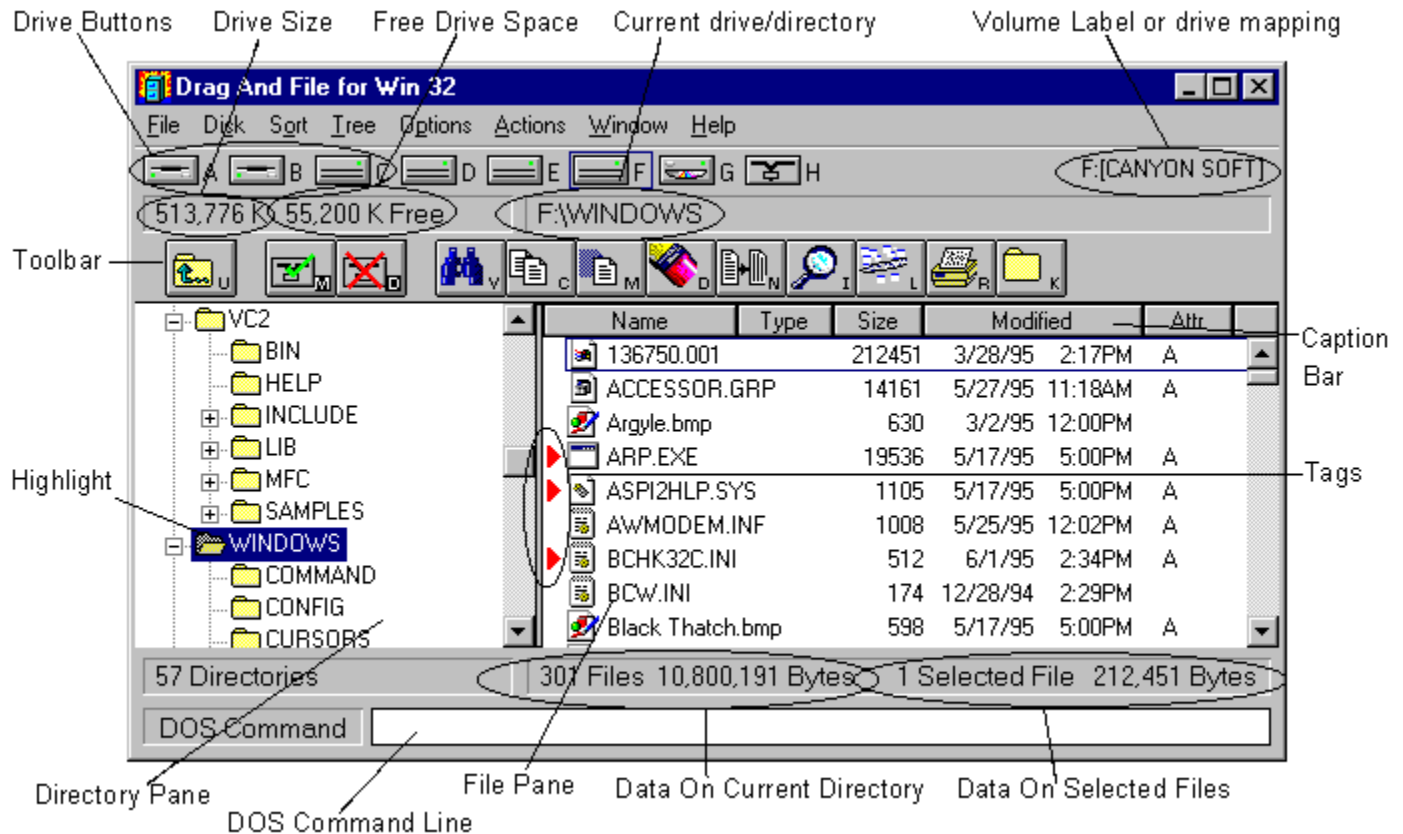


*Drag And File main window*

The menu bar contains drop down menus. They are accessible with a mouse or directly from the keyboard by using the Alt key in combination with the underlined letter or arrow keys.

The information sections contain data about the drive currently displayed, number of directories on this drive, the space remaining on the drive, the   files in the selected directory, and their total size.

The drive buttons allow you to choose which drive information the open window displays. Double clicking on the icon of the currently displayed drive opens a second window displaying that drive.

The lower half of the window is divided into two panes: information in the left pane concerns directories, and information about files appears in the right pane.

## Choosing files and directories

Drag And File, slightly differently from Microsoft Windows File Manager, and Windows 95 Explorer.

Drag And File marks files and directories by highlighting, tagging, and dotting.

- *Highlight* files and directories by left clicking on them with the mouse, or by using the arrow keys to move the highlight bar up or down over a listing. Only one directory or file can be highlighted at a time. Operations like Copy or Move can be performed on a highlighted file by clicking the appropriate tool, or by using drop down menus or keyboard shortcut keys. If any files are tagged, highlighting is ignored.

- Tag and untag files or directories by several methods:

- Ctrl+Left Mouse Button will tag or untag a file. A tagged file has a red arrow to its left.

- Ctrl+Left Arrow or Slash tag all files or directories

- Right arrow to tag; left arrow to untag. ( This method is not available when viewing filenames only )

- Spacebar and Ctrl-Right click to toggle tagging on or off.

- Ctrl+Right Arrow or Ctrl+Slash untag all files or directories

- *Dots* mark files which have been copied. Dotted files may be reselected as a group for other operations.

## Menu Bar

The menu bar contains the headers for the main drop down menus. Most menus include information about shortcut key combinations to activate commands from the keyboard.

Drag And File includes in its menu bar extensions−drop down menus inserted in the File Manager's menu bar by utility and other programs.

## Drive bar

The drive bar includes buttons that represent all accessible drives.   Click on a drive button to change to that particular drive.   Double click on a drive button to open a new Drag And File window for that drive. Additionally, files can be dragged to the drive buttons for copying or moving.   In Windows 95 you can right click on a drive button to bring up a context menu. From this context menu you can access the drives sharing, format the drive, create a shortcut or access the drives properties.

## Toolbar

The toolbar displays a series of buttons that activate tools or shortcuts.

## Directory Pane

The directory pane displays, in a tree format, all directories and subdirectories of the currently selected drive.

## File Pane

The file pane displays a list of the files and their attributes contained within the currently selected directory or subdirectory.   If you are viewing all file details (the default view) there will be a Caption Bar over the file listing.

| Name | Type | Size | Modified | Attr |
|------|------|------|----------|------|

You can drag the boarders of some of the sections to resize the colums.   When you click on the heading buttons you will sort the file list in the order of the button legend.   One click will sort ascending.   The second click will sort descending.

# Type to File/Directory function

To locate a specific directory or file, when the appropriate pane is active, start typing the name of the directory or file. Your typing appears in a small window that opens over the directory count in the lower left corner of the window, beneath the directory pane. As you type, the highlight bar will move to the directory or file which most closely approximates your typing.

# Drag and drop functions

Drag And File uses all the mouse conventions associated with Microsoft Windows programs.
When you drag and drop files and directories with the left mouse button to a directory or drive button, a dialog box opens. Using options in the dialog box you can specify a Copy or Move operation, the name of the file or directory, and use a browse feature to specify the path.
When "Drag and drop from multiple windows" is turned on in the settings dialog, all drag and drop operations will use the highlighted or tagged files in all open Drag And File windows.
Files or directories can also be dragged to toolbar buttons.

When you drag and drop files and directories with the right mouse button under Windows 95, a context menu will popup allowing you to copy or move the files or creeate a shortcut to the files.

# Toolbar functions

Drag And File's toolbar contains buttons which make the most common file management tasks easily accessible.   Functions and programs can be added to or deleted from the toolbar by choosing <u>Options\ Modify Toolbar.</u>

# Using The Keyboard

Drag And File allows you to access most functions directly from the keyboard as well as use the mouse to select functions from a drop down menu.   All buttons can have Alt or Ctrl key combinations assigned to them.

# File Menu

Use commands in the File menu to perform the most common functions used to manage your files and directories.   If the command has a button associated with it, then this command can be put on the toolbar.

**Copy**       Shortcut: F8

The copy command copies directories or files depending on which pane is active.

If you are copying a single file, the file may be renamed as part of a Copy operation, if you type the full pathname of the new file in the text field in the Copy/Move dialog box.   If you are copying more than one file and enter a path name that doesn't exist, Drag And File will assume that you want to create the new directory and give you the option to create it.

The bottom of the Copy/Move dialog box contains additional options:

- Use the browse button to easily choose destination directory.

- Perform the operation on just the current window or multiple open windows.

- Turn on and off overwrite options.

- Change the copy operation to move and vice-versa.

- If the operation is being performed on a directory with branches, the operation can also be performed on the entire branch.

**Move**          Shortcut: F7



The move command moves a file or directory depending on which pane is active.   All the options in the copy dialog also exist for Move

**Delete**                Shortcut: Del

Use the Delete command to delete a single highlighted or one or more tagged files or directories.
The dialog box which appears when you invoke this command is the only confirmation you will see of this operation.
In the more recent builds of Windows 95 (470) and later, the default is for deleted files to go to the Recycle Bin.   This can be changed by going into the "Options/Settings" dialog.

## Rename



Use the rename command to rename a file or directory.   If multiple files are selected they can be renamed en masse with wild cards.

## Edit Descriptions



Drag And File allows you to attach descriptions to files.   These descriptions will be maintained when files are copied, moved and deleted. Use this command to add or edit a file description.

***Note:*** *This option will not be available on the File menu unless View Descriptions is turned on.   The View Descriptions command   appears on the Options menu.*

*.****Note:*** *For more information on file descriptions, see the section* <u>*Working With File Descriptions*</u>*.*

**Launch**                    Shortcut: Enter



Use the Launch command to launch the highlighted file.   If the highlighted file is a data file this command will run the associated program with the data file.   If the highlighted file is a program, then the program will be run.

If no association exists for the type of file you have selected, Drag And File opens a dialog box in which you may record an association for this type of file.

## Make Directory

Use the Make Directory command to create a new directory as a subdirectory of the currently highlighted directory.

## Find Files



The Find Files command searches for files in selected directories or drives.   If you wish to search for a file in selected directories, select the directories that you want to search.   You can do this in multiple Drag And File windows.   Then choose "Find" and enter the filename that you want to search for. Wild cards are permitted.   Alternately, you can also choose to search for the file in the current drive or multiple drives.
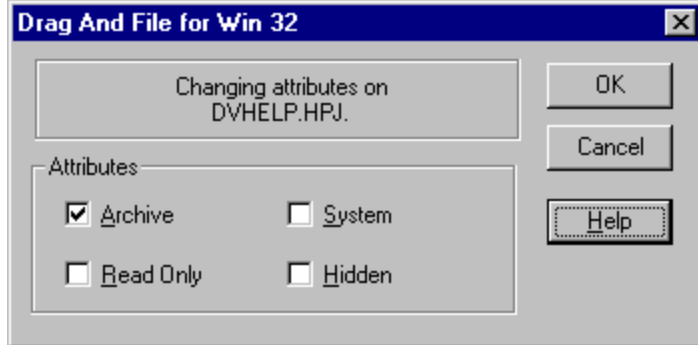
The find dialog allows you to search for files for files that certain text or match a particular file attribute or both.

## File Attributes                    Shortcut: Alt+Enter



Use the File Attributes command to open the Attributes dialog box.



*File attributes dialog box*

Use choices in this box to assign or remove attributes which are useful in managing files, and which the operating system sometimes assigns   automatically. MS-DOS® uses four attributes and a null condition:

- Archive

- Read Only

- System

- Hidden

- Normal Attribute

The **Archive** attribute is assigned by DOS to a file which has changed after being backed up.

**Read-only** prevents a file from being edited or deleted.

**System** files, designated by DOS, contain information about hardware and system configuration. They cannot normally be deleted or changed.

**Hidden** prevents a file from being included in a DOS directory listing. Drag and File, however, does include hidden files in its display of files in a directory.

Files with no attribute options checked are considered **Normal Attribute.**

## Associate

Use the Associate command to associate a program file with a file of a particular type identified by its three-letter extension.

For example, files ending in .TXT are normally text files and would be associated with an editor such as Windows Notepad or Norton's Desktop Editor.

**To record an association:**

1. Click on the Associate option from the File menu.

2. Choose the program file from those displayed.

   *-OR-*

   Click on Browse to select a program file from another directory.

3. Click OK to close the window and record your choices.

## Multi Associate

Use the Multi Associate command to associate more than one program with filenames of a specified extension. If you want to choose among different word processors to edit files with a .TXT extension, for example, you would use this command to list those word processors.

When you double click on a file with such an extension, Drag And File opens a dialog box which allows you to choose one of the designated programs associated with this filename extension.

**To record multiple associations:**

1. Click on the Multi Associate option from the File menu.

2. Type the full pathname (including drive, directory, and filename) of the new program.

   *-OR-*

   Click on Browse to select a program file from another directory.

3. Click Add to add the program to those displayed in the current associations window.

4. Click OK to close the window and record your choices.

**List All Files**        Shortcut: Ctrl+Enter

Use the List All Files command to open a files-only window which contains an alpha-ordered list of all files on the drives you select.

**To list all files:**

1.  Select this command to open the drive selection window.

2.  Select the drives containing the files you wish to list.

    A click of the left button of the mouse toggles drive selection.

3.  Click OK to open the file list window.

## Exit

Use the Exit command to close a Drag And File window.

## Close All Drag And File Windows



Use this command to close all open Drag And File windows, including the window from which the command was selected.

The DF Drivebar is not affected by this command.

## Format Diskette



Use this command to format a floppy diskette. The contents of the diskette will be destroyed.   You can prevent this by choosing the option "Safe Format".
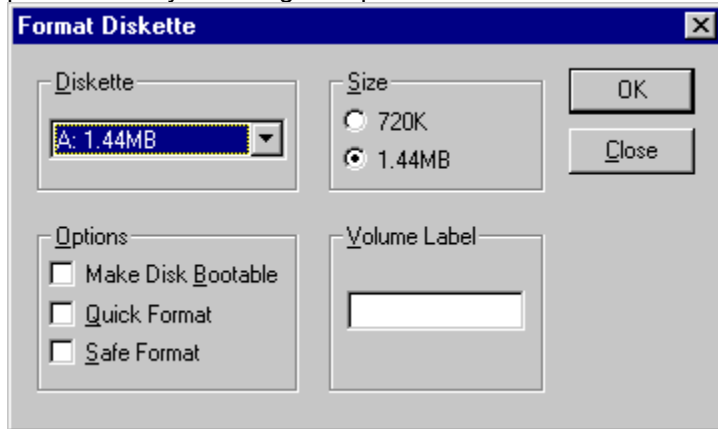


*Format Diskette Dialog Box*

The options are:

- Make Disk Bootable.   Use this option if you want to be able to start your computer from this disk.

- Quick Format.   Use this option on a diskette that has already been formatted.   This option will re-write the boot sector and root directory but will not reformat the diskette.

- Safe Format:   Use this option to save any existing files on the diskette.    This allows you to refresh the formatting of a diskette without having to destroy all the files on it.

## Map Network Drive

This option will only be available when you are connected to a network. Choosing this option will bring up a dialog box allowing you to choose network drives to connect to.

## Disconnect Network Drive



This option will only be available when you are connected to a network. Choosing this option will bring up a dialog box allowing you to disconnect from any connected network drives.

## Network Neighborhood



This option will only be available when you are connected to a network. Choosing this option will bring up a the Windows 95 Network Neighborhood Window

**Sort by Extension**          Shortcut: Ctrl+Shift+E

The by Extension command sorts files by the three-letter filename extension, in alpha order of extension, and by alpha order within each group of files of the same extension.   Options are available to sort in ascending or descending order.   Sorting by extension can also be done by clicking on "Type" on the heading bar.

**Sort by Filename**          Shortcut: Ctrl+Shift+F

A—
Z—

The by Filename command sorts the file list by filename in alpha order. Options are available to sort in ascending or descending order.   Sorting by filenmane can also be done by clicking on "Name" on the heading bar.

**Sort by Date**          Shortcut: Ctrl+Shift+D

The by Date command sorts the file list in order of date.   Options are available to sort in ascending or descending order.   Sorting by date can also be done by clicking on "Modified" on the heading bar.

**Sort by Size**          Shortcut: Ctrl+Shift+S



The by Size command sorts the file list by size.   Options are available to sort in ascending or descending order.   Sorting by sizecan also be done by clicking on "Size" on the heading bar.

**Unsorted**          Shortcut: Ctrl+Shift+U

The Unsorted command resets the file list to the original order before other sort commands were applied.

## Save
The Save command saves the current sort order as the default.

**Expand One Level**    Shortcut: Num Pad Plus

Use this command to expand the highlighted directory tree one level.   Only a tree with a "+" on it has sub directories and can be expanded.

**Expand Branch**          Shortcut: Num Pad Star

Use this command to expand the highlighted directory tree and show all of its sub directories.   Only a tree with a "+" on it has sub directories and can be expanded in this way.

**Expand All**          Shortcut: Ctrl+Num Pad Star
Use this command to expand the entire directory tree so that all the sub directories are showing.

**Collapse Branch**            Shortcut: Num Pad Minus

Use this command to collapse an expanded directory branch.   An expanded directory branch has a "-" on it.

**Collapse All**       Shortcut: Ctrl+Num Pad Minus
Use this command to collapse the entire directory tree and show only the root directory.

## Fonts



Use the Fonts command to open the Font selection dialog box. This allows you to choose one of the Windows installed fonts to use for directory and file listings.

## Settings

Use the Settings command to open the Settings dialog box. Choices in this dialog box allow you to:

- manage overwrite warnings
- enable operations on multiple windows
- specify how files are deleted
- specify a text editor.

***Note:*** *For more information on changing Drag And File's settings see the section titled* <u>*Setting Preferences*</u>*.*

## Customize Toolbar

The toolbar in Drag And File is completely customizable.   You can add or remove over 30 different commands, specify any Ctrl or Alt key combination as a hot key and add any program to a toolbar button.

*Note:* *For more information on customizing Drag And File's toolbar see the section titled* Setting Preferences.

## View All Details



Use this setting to have Drag And File show the file name, date, time, size and attributes as part of the file listing.

## View Filenames Only



Use this setting to have Drag And File show only the file name in the file listing.

## View Descriptions



Drag And File allows you to attach descriptions to files.   These descriptions will be maintained when files are copied, moved and deleted. Use this command to turn on the display of the file descriptions. When viewing all details, descriptions will be shown on a second line under the file details listing.

***Note:*** *For more information on file descriptions, see the section* <u>*Working With File Descriptions.*</u>

**Show File Icons**

Drag And File can optionally display the icon associated with a file.   The icon will be displayed right before the filename.   Use this command to turn this option on or off.

**Show Toolbar**
Use this command to turn on and off the display of Drag And File's toolbar.   Any configured hot keys will still be active even when the toolbar isn't displayed.

**Show DOS Command Line**

Drag And File comes with a licensed copy of  SmilerShell the very powerful DOS command utility. When this option is turned on, there will be an edit field at the bottom of all Drag And File windows.   Any DOS command can be entered in the window.

The default for this window is insert but pressing the insert key will toggle on overstrike mode.   All DOS commands will be run in a window and will close when the command is finished.   If you wish to keep these DOS windows open when the command is finished, place an asterisk before the command.   For example, if you type DIR and you want the window to be kept open after DOS finishes displaying the directory, enter "*DIR".

## Recycle Bin



Use this option to open the Recycle Bin folder.   You can drag files to this folder to delte them or undelete deleted files

## My Computer



Use this option to open up the My Computer folder.

## Control Panel

Use this option to open up the Control Panel folder.

## Filter

Use the Filter command to open a file specification dialog box. This allows you to specify the name, types, and attributes of files to appear in the file window.

# View

The actions performed by this command depends on what Drag And File window is active.   If the directory pane is active, Drag And File will open a window showing the files in the selected directories.   If no directories are tagged, then Drag And File will will open a window with the files from the current directory.

When the file pane is active, Drag And File will try to open a window viewing the selected files.   If Canyon Software's Drag And View Gold can be found, then Drag And File will run it and have it view the selected files.   If Drag And View Gold cannot be found, and the platform you are running under has a Quick View program.   Then Drag And File will run that program.

## Compress

If Canyon Software's Drag And Zip program is available, you can use this command to run it and compress the selected files.

## Print Dir List / Print File List

Use the appropriate Print command to print a list of either the directory window or the file window.

## Edit File



The Edit command allows you to activate the text editor specified in the Options/Settings dialog box and load the highlighted file into the editor.

**Tag**          Shortcut: Right Arrow
The Tag command tags with a red arrowhead the file or directory currently highlighted.

**Untag**          Shortcut: Left Arrow

The Untag command untags the tagged file or directory currently highlighted.

**Tag All**               Shortcut: Ctrl+Left Arrow

The Tag All command tags all entries in the currently active window, directory or file.

**Untag All**          Shortcut: Ctrl+Left Arrow
The Untag All command untags all tagged files or directories in the currently active window.

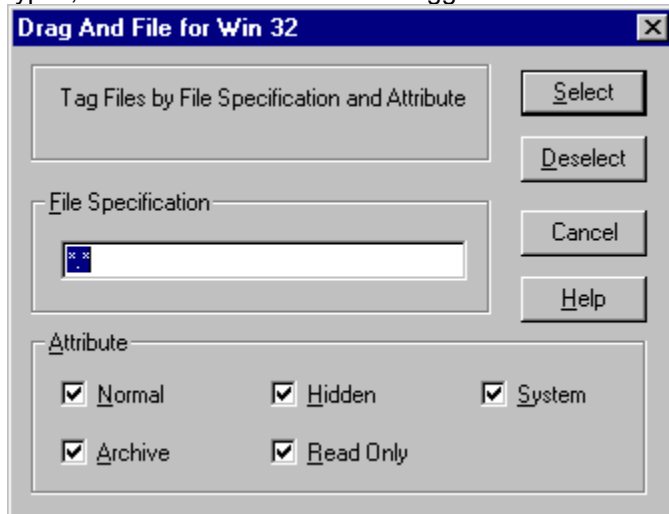**Tag Branch**          Shortcut: Ctrl+Shift+B
The Tag Branch command tags a selected directory and all of its branches.

**Tag Files**          Shortcut: Ctrl+Shift+L



The Tag Files command opens a File specification dialog box, which allows you to specify the name, types, and attributes of files to be tagged.



*Tag files dialog box*

**Retag**          Shortcut: Ctrl+Shift+R

The Retag command resets dots to tags.

After a tagged group of files has been copied, the tag changes to a small red dot. Use this command to reset the red dot back to a tag, making possible additional actions on these files as a group.

*Note: Tagging and untagging is normally faster using the hotkeys or the mouse directly, rather than using a drop down menu, which adds an extra step to the process.*

## New Window

![New Window icon]

Use the New Window command to open a new Drag And File window.   The drive displayed in the current window appears in the new window.

**Cascade**          Shortcut: Shift+F5

Use the Cascade command to arrange the open Drag And File windows on the screen in an overlapping manner so the title bars are visible.

**Tile Horizontally**          Shortcut: Ctrl+Shift+F4

Use the Tile Horizontally command to arrange the open Drag And File windows on the screen so that each is wholly visible. This command will tile them horizontally.

**Tile Vertically**               Shortcut: Shift+F4

Use the Tile Vertically command to arrange the open Drag And File windows on the screen so that each is wholly visible. This command will tile them vertically.

**Refresh Drive**                 Shortcut: F5
Use the Refresh drive command to update the listing of directories in the left pane of the window.

**Refresh Files**               Shortcut: F4

Use the Refresh files command to update the listing of files in the right pane of the window.

# Working From Multiple Windows

Drag And File allows you to perform operations on files in more than one Drag And File window in a single operation.   These options are all off by default but they can easily be turned on from the Options/Settings dialog box.   The operations that you can perform from multiple windows are:

- Copy

- Move

- View Files or Directories

- Compress Files

- Drag And Drop Files or Directories

When any of these operations are turned on the operation will be performed on the tagged or highlighted files in all the open Drag And File windows.   As a safety measure, if a copying or moving operation results on writing a file on top of itself, the action will not be performed.

Drag and drop from multiple windows will only work when dragging the files or directories to another application like Drag And View Gold or Drag And Zip.   If the files are dragged to a toolbar command, Drag And File will use the configuration for the command rather than drag and drop.   For example, if you have drag and drop from multiple windows turned on but copying from multiple windows turned off and you drag files to the copy button, copying will only be performed on the active Drag And File window.

# Drag And File Secondary Window

Besides the main Drag And File windows, Drag And File allows you to work with files from more than one directory or drive through the Drag And File secondary window.

## Viewing Files in Tagged Directories

 The simplest way to bring up the Drag And File secondary window is to tag a number of directories and while still keeping the focus on the directory pane, click on the view button.   The files from the tagged directories will be read and listed in the secondary window.   If you turned on view directories from multiple windows, you can do this from more than one Drag And File main window.

| Name | Type | Size | Modified | Attr | Path |
|------|------|------|----------|------|------|
| BLANK.BMP | | 150 | 3/20/92 11:33AM | | C:\DF\BITMAPS |
| BLANK.BMP | | 150 | 3/20/92 11:33AM | | C:\DZ\DZ5 |
| BLANK.BMP | | 150 | 3/20/92 11:33AM | | C:\DZ |
| BLANK.ZIP | | 9100 | 12/5/94  7:07PM | | C:\DZ |
| BLOCK.MNU | | 457 | 4/11/88  6:43PM | | C:\BRIEF\HELP |
| BLOCKS.WAV | | 4722 | 9/16/94  2:00PM | | F:\VC2\SAMPLES\win32\mazelord |
| Blue Rivets.bmp | | 246 | 5/31/95  4:00AM | A | F:\WINDOWS |
| BLUESKY.XLW | | 18854 | 4/1/92 12:00PM | | C:\EXCEL |
| BMDEVICE.BMP | | 230 | 9/16/94  2:00PM | | F:\VC2\SAMPLES\win32\ttfonts |
| BMPFMT.DLL | | 13961 | 9/6/94  2:55AM | | C:\WINDOWS |
| BMPOBJD.BMP | | 566 | 9/16/94  2:00PM | | F:\VC2\SAMPLES\win32\mfedit\rsc |
| BMPOBJU.BMP | | 566 | 9/16/94  2:00PM | | F:\VC2\SAMPLES\win32\mfedit\rsc |

All Files            15,037 Files    457 Bytes      1 Selected File    0 Bytes
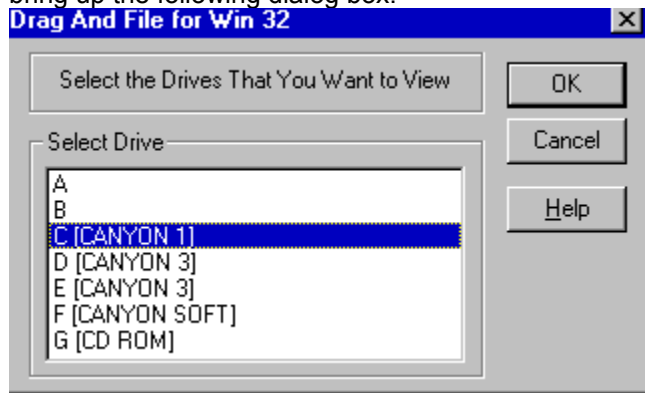
*Drag And File Secondary Window*

The listing in the secondary window is very similar to the listing in the main window but listed after the file details is the full pathname for each file.   All copy, move, delete, view, compress, drag and drop operations can be performed on the files in the secondary window.

Two options that the secondary window has that the main window doesn't have is sorting the files by path and displaying just the duplicate files.

By default, there is a Dupes button on the secondary window toolbar.   Clicking on this button will display only the duplicate files in the listing.   The legend in the lower left of the window will say Duplicate Files. Clicking on the Dupes button again will redisplay all the files.   The legend on the lower left will then display All Files.

## Listing All Files

The list all files command also displays the files in the secondary window.   Choosing List All Files will bring up the following dialog box:

**Drag And File for Win 32** ☒

| Select the Drives That You Want to View | OK |

Select Drive
```
A
B
C [CANYON 1]
D [CANYON 3]
E [CANYON 3]
F [CANYON SOFT]
G [CD ROM]
```

Cancel

Help

*List All Files dialog box*

From the dialog box you can choose the drives that you want to view.   The option to toggle on the display of just duplicate files is also available with this command.

## Find Files

When you search for files Drag And File will use the secondary window to display the file listing.

# Adding and Viewing File Descriptions

Drag And File allows you to add descriptions to files.   You turn on this option by choosing View Descriptions from the Options menu.   This will change the file listing to just show the filename and the description.   Descriptions can be added or modified by choosing Edit Descriptions from the File menu. You can also modify the description of a file when you choose rename.   Descriptions are saved in 4DOS DESCRIPT.ION files making them compatible with 4DOS and NDOS descriptions.

*Note: Descriptions will be maintained only when View Descriptions is turned on.   Because of the overhead in updating all the descriptions it is not possible to maintain the description files in the Drag And File secondary window*

# Using the Built-In DOS Command Line

We have licensed a copy of SmilerShell Lite for Drag And File.   SmilerShell Lite is a Lite version of the powerful DOS command utility SmilerShell Pro.   You can turn on the display of SmilerShell Lite by checking "Show DOS Command Line" on the "Options" menu.   When active, SmilerShell Lite will appear as an edit window on the bottom of Drag And File.

SmilerShell Lite supports command history, editing, and search.   It supports clipboard functions (cut, copy, paste) when given from the keyboard with the usual commands.   It can run DOS or Windows programs, and all useful DOS internal commands

## Configuring the DOS Command Line

Choose Settings from the Options menu and then choose the "DOS Commands" tab.   The DOS Command Options dialog will appear.
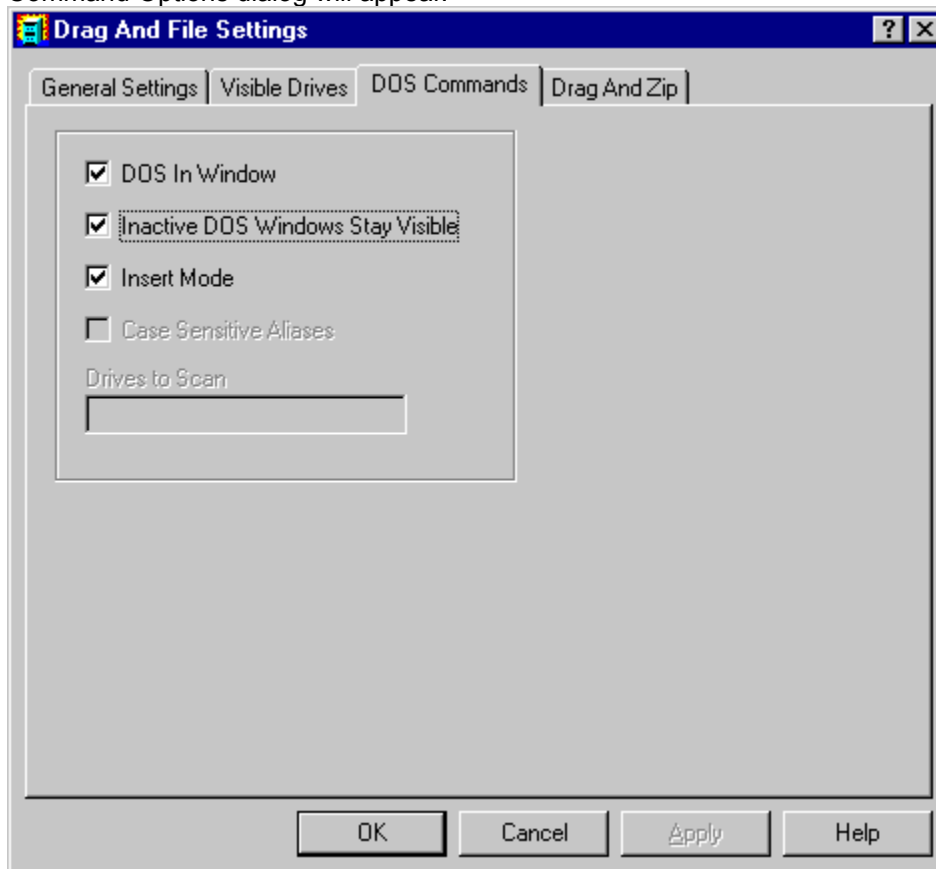


**DOS In Window:**   You can run most DOS commands with the SmilerShell Lite and can choose to have these commands run full screen or in a DOS window.   The default is to run the commands in a DOS Window.

**Inactive DOS Windows Stay Visible:**   This options determines whether the DOS windows will stay around or close after DOS commands are run.   If you choose to have the DOS windows stay around you can easily close them all at once by pressing Ctrl+Shift+K from the keyboard.

**Insert Mode:** Use this to toggle between Insert or Overtype mode

**Case Sensitive Aliases** and **Drives to Scan** will be grayed out unless you have the pro version of SmilerShell.   Bardon Data Systems, producers of SmilerShell Lite, are offering owners of Drag And File a way to upgrade to SmilerShell Pro, a more powerful version.   SmilerShell Pro lets you create aliases, enter more than one DOS command at a time, and change directory very fast, even across multiple drives. SmilerShell Pro is available in two versions.   The "built-in" version replaces SmilerShell Lite within Drag And File with a much more powerful command line.   The standalone version gives you a powerful command line as a separate program.

## Using the DOS Command Line Utility

Enter any DOS command into the edit field and press enter. The command will be run in a DOS window. You can configure SmilerShell Lite to have the DOS windows stay open at the end of a command so you can see the results of the command or you can configure it to close them when the command is done.

By using the up and down arrow keys, you can find any previously-issued command. If characters are typed before using the up and down arrows, only commands beginning with those letters are displayed.

You can also click on the green arrow button at the right of the DOS Command Line and a dialog box with the previous commands will come up. From this dialog you can choose which command to use.

Pressing the Escape key clears the command line.

SmilerShell Lite will run commands full screen or in a window, depending on what the settings are. If the command starts with a right-bracket character (>) it does the opposite for this one command. So, for example, if the command utility is currently set to run commands full screen and the user starts a command with a greater than ">" (example: >dir a:) that one command will run in a window.

Inactive windows can be set to either stick around or go away. If you enter a command starting with an asterisk "*" SmilerShell Lite will behave in the opposite manner for this one command. So, for example, say the DOS window state is currently set to make DOS windows vanish after the command ends and you start a command with an asterisk (example: *copy file1 b:). When that command with the asterisk exits its "Inactive" window will be left on the screen. Inactive DOS windows can be easily closed by entering Ctrl+Shift+K.

These asterisk and greater than flags can be combined if they are the first two characters on the line. (For example: >*myprog param1 param2 param3) It doesn't matter which flag comes first.

When a DOS command is entered from SmilerShell, then after that command exits, SmilerShell knows to actively grab back the focus. This allows the user to simply keep typing, just like at the DOS prompt.

The DOS command line utility supports drag-and-drop, so you can select files from Drag And File or any other drag and drop server. When the user drops the files onto the SmilerShell control, their names will appear in the edit area. To save space on its command line, SmilerShell tries to use shorter "relative" pathnames when appropriate.

## ADVANCED USER FEATURES IN THE PRO VERSION

The enhanced Pro version of the SmilerShell does everything the Lite version does, and in addition includes some advanced features.

The Pro DLL supports aliases, and these aliases can have run-time parameters (%1 %2 etc.) like batch files.   It can run multiple commands on one line, and unlike everything else in Windows, these commands are run synchronously -- the next one doesn't start until the previous one completes.

Put these together and you can create parameterized multi-command aliases, which are in effect a built-in SmilerShell scripting language.

Another Pro feature is its DC quick-directory-change function.   Rather than typing CD and a long path, the user need only type DC and the first few letters of the final directory name, and instantly they are taken there.   DC works across multiple drives, so it is not necessary to change drives before using DC to change directory.   The user can set which drives DC should be aware of, and when to rebuild its DC indexes (useful when dealing with large or volatile configurations, such as on a network).

There is a flyer offering an upgrade to SmilerShell Pro enclosed with your copy of Drag And File.   You can also obtain a copy of SmilerShell Pro from Bardon Data Systems at (510) 526-8470.

# Accessing the Windows 95 Shell

When running under Windows 95, Drag And File supports the Right Mouse Button Context menus that are part of the Windows 95 shell.   For instance you can right click on a group of tagged files and a menu will come up allowing you to perform different operations on the files.   There are also contect menus available for drive buttons and directories or folders as they are called in Windows 95.

## File Context Menu

When you right click on tagged files the context menu options are:

**Open**   This is the same as launch.   If you have a particular file type Multi-Associated, it will bring up a dialog box with programs to launch.   Otherwise it will launch the file with its associated program

**Print**   This option will only be available if there is a registered file viewer for the file.   If there is, the viewer will be launched and it will print the file.

**Quick View**   This option will only be availabla if there is a registered viewer for the file.   If Drag And View is available, it will be launched.   Otherwise.   Windows Quick View will be launched to display the file.

**Send To**   This option brings up a sub menu from whick you can copy the selected files to floppy diskettes or send as a fax or mail

**Cut**   This option copies the selected files to the clipboard.   The original copies are deleted.   You can then bring up the context menu for a directory and choose past to copy the files to that directory.

**Copy**   This option copies the selected files to the clipboard. You can then bring up the context menu for a directory and choose past to copy the files to that directory.

**Create Shortcut**   This option creates short cuts for the selected files.

**Delete**   This option deletes the selected files.

**Properties**   This option brings up the properties dialogs for the selected files.

## Directory Context Menu

When you right click on a particular directory the context menu options are:

**Explore**   This command will open up a copy of Explorer on the highlighted directory.

**Open**   This option will open an Explorer winodw displaying the contents of the directory.

**Find**   Opens up the find dialog box from which you can search for files or specific text.

**Sharing**   If you're on a network, you can use this option to modify the sharing parameters of the directory.

**Send To**   Sends the contents of the directory to a floppy diskette, fax or mail program.

**Copy**   Copies the contents of the directory to the clipboard for later pasting.

**Paste**   If there are files or directories in the clipboard, you can copy them here with this option.

**Create Shortcut**   Creates a shortcut for the directory.

**Properites**   Brings up the properties dialog for the directory.

**Drive Context Menu**

When you right click on a drive button, the context menu options are

**Explore**   Opens up a copy of Explorer on the drive.

**Open**   Opens up an Explorer windows on the drive.

**Find** Opens up the find dialog box from which you can search for files or specific text.

**Sharing** If you're on a network, you can use this option to modify the sharing parameters of the drive.

**Format**   Brings up a dialog box from which you can format the drive

**Copy Disk**   If you click on a floppy disk, this option will let you perform a disk copy.

**Paste**   If there are files or directories in the clipboard you can paste them to the rood directory of this drive with this option.

**Create Shortcut**   This option will create a shortcut to this drive.

**Right Button Dragging**

With Drag And File you can drag files and directories with the right mouse button from Drag And File to the desktop and Explorer and from the desktop and Explorer to Drag And File.   When the files are dropped a menu will pop up allowing you to perform the following actions.

**Move Here**   Moves the selected files and directories here

**Copy Here**   Copies the selected files and directories here

**Create Shortcut Here**   Creates shortcuts to the selected files and directories in the drop directory.

## Copy Diskette



The Copy Diskette command allows you to make an exact copy of any diskette.   Drag And File does disk copying in one pass so you don't have to go back and forth between the source and destination disk when using the same drive to do the copy.   For best results, use the same size diskette for source and destination disks.
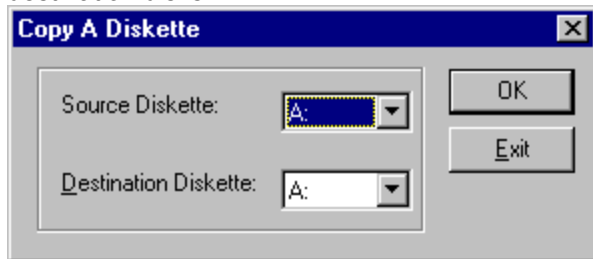


*Copy Diskette Dialog Box*

## Label Disk

The Label Disk command allows you to change the volume label of a diskette or local hard drive.   Drag And File dilsplays the volume label on the right side of the drive window.
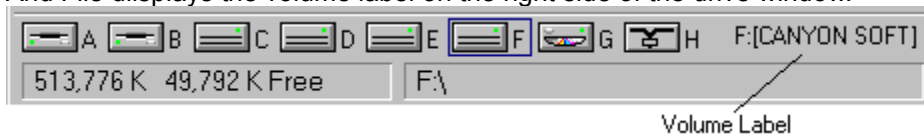


*Drag And File Drive Window and Volume Label*