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The File Menu

This menu provides file management commands, hard copy printer support and the standard Exit command.

Move	**Alt**+**F,M**	Move selected file(s) to a different directory and/or drive.
Copy	**Alt**+**F,C**	Copy selected file(s).
Delete	**Alt**+**F,D**	Delete selected file(s).
Rename	**Alt**+**F,N**	Rename a file or directory.
Print	**Alt**+**F,P**	Print file (also lets you setup the printer).
View	**Alt**+**F,V**	View selected file.
Edit	**Alt**+**F,E**	Edit selected file.
Properties	**Alt**+**F,T**	Set options for group objects; set file attributes for files.
Select	**Alt**+**F,S**	File selection options: All, Some, and Invert.
Deselect	**Alt**+**F,L**	File deselection options: All, Some, and Invert.
Exit	**Alt**+**F,E**	Exit SuperFind.

File Move Command

This command moves the selected file or files into a different directory or drive. It displays the Move dialog box which lets you specify where to move the files.

If other drive windows are open, you can move files by pressing **Alt** while dragging the files into the other drive window. You can also drag into any minimized drive window or any drive icon.

Notes: Moving a file is similar to making a copy and then deleting the original. The requirement that you press **Alt** while dragging is a safety measure. Without **Alt**, the drag operation copies the file(s). You can then delete the originals, if you want.

Related Topics:

Selecting Files
Using Drive Windows

File Copy Command

This command copies the selected file or files into a different directory or drive. It displays the Copy dialog box which lets you specify a destination.

If other drive windows are open, you can copy files by dragging them into another drive window. You can also drag into any minimized drive window or any drive icon.

When a Quick Access group window is open, you can drag files into it to make "instant" Quick Access group items.

To duplicate a file in the same directory, giving it a different name, you must select only one file before using the **File Copy** command.

Related Topics:

Selecting Files
Using Drive Windows

File Delete Command

This command deletes the selected file or files. The shortcut key for this operation is **Del** or **Delete**. The Delete dialog box appears and prompts you to confirm the operation.

If you are using Norton Desktop as your shell, and easy way to delete files is to drag them onto the SmartErase tool icon.

Related Topics:

Selecting Files
Using Drive Windows

File Rename Command

This command displays the <u>Rename dialog box</u> which lets you change the name of the selected file or directory.

To rename a file or directory to a different drive, use the **File Move** command.

Related Topics:

<u>Selecting Files</u>
<u>Using Drive Windows</u>

File Print Command

This command displays the <u>Print dialog box</u> which prints files to your printer, or launches an application which can print the file.

If you are using Norton Desktop as your shell, an easy way to print a file is to select it in a <u>drive window</u> and drag it onto a printer <u>tool icon</u>.

For unformatted text files and files that have <u>extensions</u> which Norton Desktop does not recognize, this command sends the text directly to the printer, with no special formatting.

For more complex documents, such as Paintbrush bitmap files and word processor documents, this command launches the application that is <u>associated</u> with a document. It passes the name of the file to print to the application and then sends the keystrokes **Alt+F,P**.

Related Topics:

<u>Selecting Files</u>
<u>Using Drive Windows</u>

File View Command

This command launches the Viewer application. There are several ways to use the Norton Viewer:

 * Select one or more files in a <u>drive window</u> and then choose the **View** command.
 * Use the **View View Pane** command to view each file as you select it in a drive window.
 * Select one or more files in a drive window and drag them onto the Viewer <u>tool icon</u>.

If you have not selected any files, the <u>View dialog box</u> appears and lets you select a file.

Related Topics:

<u>Selecting Files</u>
<u>Using Drive Windows</u>

File Edit Command

This launches the default editor application. Select a file in a <u>drive window</u> and then choose the **File Edit** command to edit that file.

If you have not selected any files, the <u>Edit dialog box</u> appears and letsyou select a file.

Notes: In many cases, you may not need to use the **File Edit** command. If you have set up an <u>association</u> between an application and a file's extension (say for .TXT or .DOC files), you can launch the file directly by double-clicking it in a drive window.

Initially, the default text editor is set to the Desktop Editor. You can specify your own favorite editor or word processor by using the **Configure Default Editor** command from the Norton Desktop menu.

Related Topics:

<u>Selecting Files</u>
<u>Using Drive Windows</u>

File Properties Command

This command modifies <u>file attributes</u> for the selected file or files. Use the <u>Properties dialog box</u> which appears to specify which attributes to change.

Related Topics:

<u>Selecting Files</u>
<u>Using Drive Windows</u>

File Exit Command

This command closes all windows opened by SuperFind and exits.

If a search is in progress, you must click the **Stop** button (**Alt+P**) to enable this menu item.

The View Menu

Commands on this menu affect the display of <u>drive windows</u>.

<u>**File Pane**</u>	**Alt**+**V,F**	Show or hide the <u>file pane</u>.
<u>**View Pane**</u>	**Alt**+**V,V**	Show or hide the <u>view pane</u>.
<u>**Filter**</u>	**Alt**+**V,L**	Specify which types of files to show in the file pane.
<u>**File Details**</u>	**Alt**+**V,D**	Specify to display/hide file time, date, size and attribute in the file pane; view files in multiple-column layout.
<u>**Sort By**</u>	**Alt**+**V,S**	Specify how to sort entries in the file pane.
<u>**Viewer**</u>	**Alt**+**V,W**	Select viewer for view pane.

The Batch! Menu

This menu title acts as a command. Just click the menu title itself to display the <u>Create Batch dialog box</u>.

Use this dialog box to create and launch a batch file which can perform some desired action on each of the found files. For example, you can create a batch file which starts your word processor and loads each of the files for editing.

The Options Menu

Commands in this menu control SuperFind searches and configuration. For help on any of the Options menu items, select it from the list:

Search Sets **Alt**+**O,S** Add/edit file sets and location sets.

Match Upper/Lowercase **Alt**+**O,U** ON means character case must match in text searches.

OEM Text **Alt**+**O,O** Causes SuperFind to use the OEM character set for the selected font.

Animation **Alt**+**O,A** ON means the SuperFind icon is animated (slower search).

Running Man **Alt**+**O,N** Uses a running man instead of the animated SuperFind icon to indicate SuperFind status.

Reuse Drive Window **Alt**+**O,R** ON means don't create multiple drive windows.

Exclusive Search **Alt**+**O,E** Speedy search "while-you-wait."

Minimized Search **Alt**+**O,M** Minimize into an icon and do searching in the background (e.g., large network search).

Options Search Sets Command

This command displays the <u>Search Sets dialog box</u> which lets you define or revise <u>file sets</u> and <u>location sets</u>.

Use this command if you think you will search for certain groups of files in certain locations in the future. Once defined, the file sets and location sets are available in the drop-down list boxes in the <u>SuperFind main dialog box</u>.

Options Match Upper/Lowercase Command

This command toggles text-search matching criteria.

When there is a check next to this menu option, SuperFind considers text to match only if the character case is the same. For instance, "dBase" won't match "DBASE".

When unchecked, search strings in the With Text text box of the SuperFind main dialog box such as "acme, inc." will match with "ACME, INC." and "Acme, Inc."

Related Topics:

Searching for Text
Speeding up the Search

Options OEM Text Command

This command causes SuperFind to use the OEM character set instead of the ANSI character set. Turn this option ON if you are searching a file created with a DOS text editor (DOS uses the OEM character set).

Options Animation Command

This command toggles on and off the display animation of the SuperFind icon which occurs during a search.

You might uncheck this menu option to make SuperFind work a little bit faster. However, if you are doing a minimized search in the background, leave this on so you can tell when the search is finished.

Related Topics:

Searching for Text
Speeding up the Search
Searching in the Background

Options Running Man Command

Check this command if you would like SuperFind to use an animated running man instead of the animated SuperFind icon to indicate that a search is in progress.

Uncheck this menu item and the Animation menu item to make the SuperFind search a little faster.

Related Topics:

Searching for Text
Speeding up the Search
Searching in the Background

Options Reuse Drive Window Command

By default, each search you begin opens a new <u>drive window</u>. This lets you keep the results of several different searches separate.

Note: All menu commands such as **File Delete** and **Batch!** affect the contents of the currently active drive window.

Uncheck this menu option if you want to discard the results of a previous search when you start a new search or if you want to reuse drive window settings such as those set in the **View File Details** and **View Filter** commands.

Options Exclusive Search Command

This command toggles on and off the ability to switch to another task while SuperFind runs.

By default, SuperFind searches in the background when you switch to another task. This lets you start a lengthy search while you get other work done.

For maximum speed, check this menu option. This suspends all other running programs and keeps you from switching to other tasks.

For background searching, uncheck this menu option. This lets you switch to another task as SuperFind searches.

Related Topics:

Speeding up the Search
Searching in the Background

Options Minimized Search Command

This command selects or deselects whether SuperFind minimizes itself when it begins the search.

Check this menu item if you want SuperFind to minimize automatically.

Related Topics:

[Searching in the Background](#)

The Help Menu

Commands on this menu provide help on using SuperFind and provide access to the standard Windows help-for-help information.

Index	**Alt**+**H,I**	SuperFind Help index.
Keyboard	**Alt**+**H,K**	Quick reference to keystrokes for SuperFind.
Commands	**Alt**+**H,C**	Menu commands. You can also get help on a particular menu item by selecting it and then pressing **F1**.
Procedures	**Alt**+**H,P**	Common procedures and general topics.
Using Help	**Alt**+**H,U**	How to use the Windows help system. You can press **F1** now if you want to see that help file.
About...	**Alt**+**H,A**	Product name, copyright, credit and version of this program.

SuperFind Keys

Use the following keys in SuperFind:

Ctrl+Click   Add file/directory to an out-of-sequence selection.

Shift+Click   Extend selection to this item.

Shift+Drag   Extend selection (rather than drag-and-drop operation).

Alt+Drag   Move file/directory (rather than copy).

Double-click Launch selected program or document file.

Delete   Delete selected files.

Tab   Move keyboard focus to next pane or control.

Shift+Tab   Move keyboard focus backward one pane or control.

Alt+Tab   Cycle through running tasks; release **Alt** when there.

↓   Select file/directory below.

→   Select file/directory to the right.

↑   Select file/directory above.

←   Select file/directory to the left.

Shift+↑   Extend selection up.

Shift+↓   Extend selection down.

Shift+←   Extend selection left.

Shift+ →   Extend selection right.

Ctrl+/   Select all.

Ctrl+   Deselect all except current item.

Home   Select top file/directory.

End   Select bottom file/directory.

PgDn   Scroll down one screen; select bottom item.

PgUp   Scroll up one screen; select top item.

Shift+F8   Start/stop out-of-sequence selection mode.

Spacebar   Select or deselect item (in out-of-sequence selection mode).

F1   Access Help.

Alt+F4   Exit SuperFind.

Ctrl+F6   Make next window active.

Alt   Start selecting a menu item or dialog control.

Alt+↓   Open a drop-down list box.

Alt+Spacebar   Activate the Application Control-menu box.

SuperFind Main Dialog Box

Use this dialog box to define what to search for and where to search. The matching list of files appears in a <u>drive window</u>, which then lets you select some or all of the files for a variety of operations.

SuperFind offers many options which let you perform gigantic global searches or tightly-focused searches. See <u>Using SuperFind</u> for an overview.

Find Files

Enter a filename or <u>special wildcard file specification</u> that identifies which files to find. Specify multiple wildcards by separating them with a space or comma. For example, you could enter *.**C,***.**H,***.**ASM** to search through files matching three different extensions. See <u>Defining File Sets</u> for other options.

You can also click the prompt button or press **Alt+↓** to display the drop-down list box and select one of the pre-defined <u>file sets</u>. To see the definition of a particular file set name, use the **Options Search Sets** command.

Where

Specify where to search. Enter one or more drive IDs and/or directory names, separated by spaces or commas. There are some very useful options available; see <u>Defining Location Sets</u> for more information.

You can also click the prompt button or press **Alt+↓** to display the drop-down list box and select one of the pre-defined <u>location sets</u>.

With Text

To find files which contain a certain string of text, enter the desired text into this box. For example, you could search for files which contain references to "Acme, Inc." or "**struct FooRec**". See <u>Searching for Text.</u> for additional information.

Note: SuperFind can ignore or honor character case, depending upon the setting of the **Options Match Upper/Lowercase** menu option.

If you leave this text box blank, SuperFind locates all files which match the other criteria.

Directory

This displays the name of the current default directory. It is relevant if you choose a Where location such as **Current Directory only**.

Find and **Stop**

Click this button to begin the search, using the criteria you have selected. Before clicking **Find**, you may want to select or deselect options in the <u>Options menu</u>.

As the search progresses, SuperFind displays its status and creates a <u>drive window</u> containing the files found so far. The **Find** button changes its title to **Stop** during the search. You can click it at any time to halt the search.

More >> and **<< Less**

This button expands the dialog box to allow you to specify complex searching criteria. Use it to:

* Speed up text searches by skipping over large files and old files that are irrelevant.
* Focus a file search, for instance, to locate only files which have not been backed up.
* Help with disk housecleaning by locating large or old files.
* Help with network maintenance by looking for files owned by a particular network user.

Extended search criteria options include:

Date and **Time**

Click the prompt button or press **Alt+↓** to access these lists. Select an option to display text boxes for setting the date and/or time range.

Size

Pull down the list and select an option to display text boxes to let you identify a size range.

Owner

If you are connected to a network, this drop-down list box lists the login names of all network users. If you choose a name, only that person's files are included in the search.

Attributes

This group of controls lets you limit the search to include or exclude files which have certain file attributes. These are controlled by three-state check boxes. The possible states are:

Gray: Ignore the attribute.

Cleared: Find only files that do NOT have the attribute.

Checked: Find only files that DO have the attribute.

Click the check box until its desired state is selected.

Read Only: Find files which are tagged as undeletable and unalterable.

Archive: Find files which have not been backed up.

Hidden: Find files which are hidden from normal directory searches.

System: Find files which are considered system files, such as the DOS bootstrap files.

Directory: Find directories. You might use this to have SuperFind create a list of directories for manipulation using the **Batch!** command. This option is cleared by default since most searches are for files and the contents of files.

Note: You can later change the attributes of found files using the **File Properties** command.

Search Sets Dialog Box

This dialog box appears when you choose the **Options Search Sets** command. It lets you add and edit SuperFind <u>file sets</u> and <u>location sets</u>. In other words, it lets you prepare for special searches by creating custom items for the Find Files and Where text boxes in the <u>SuperFind main dialog box</u>.

Use this dialog box if you often need to search through certain files in certain directories. For instance, this is perfect for programmers who need to locate every use of a particular function or variable name from among program and header files.

First, select either File Sets or Location Sets (see below), then add, edit, or delete sets. Additions and changes are remembered for all future SuperFind sessions.

The Set List

   This main list box shows the current file sets or location sets. If you want to change the name or description of an item, highlight it, then **Edit...**.

SuperFind Sets

   Select one of the option buttons:

   File Sets: Select this if you want to edit, delete, or create a custom <u>file set</u>; for instance, if you want to make it easy to search for files with a particular <u>filename extension</u>.

   Location Sets: Select this if you want to edit, delete, or create a custom <u>location set</u>; for instance, if you want to make it easy to search for files that are in a particular directory or set of directories.

OK

   Click this to confirm any changes you have made and return to the previous dialog box.

Cancel

   Click this or press **Esc** to nullify any changes you have made and return to the previous dialog box.

Add...

   This button displays the <u>Add File Set dialog box</u> or <u>Add Location Set dialog box</u>. It lets you create a custom search set which you can use in this and future SuperFind sessions. You can have up to 16 location sets and 16 file sets. If **Add...** won't work, you need to delete one set to make room for another.

Edit...

   First, highlight one of the sets in the set list box. Then click **Edit...** to display the <u>Edit File Set dialog box</u> or <u>Edit Location Set dialog box (double-clicking a set has the same effect)</u>. It lets you modify the name and definition of a file or location set.

Delete

   First, highlight a set in the list box, then click **Delete** to delete that set.

Note: If you accidentally delete a set, you can neutralize the action by clicking **Cancel**.

Add File Set Dialog Box

This dialog box appears when you select the **Add...** button of the Search Sets dialog box while the File Sets option button is selected. It lets you create custom file sets to simplify searches you may want to make in the future.

For instance, you can create a file set which searches only programming source code files:

  *.C *.H *.ASM

Name

Enter a name for the custom set. It will be displayed in the Find Files list box of the main SuperFind dialog box. Brackets (**[ ]**) are added to this name automatically.

Definition

Enter one or more of the special wildcard file specifications, separated by a space or a comma. You can precede any wildcard with a hyphen to exclude files that match that wildcard. For instance,

  -*.**BAK**

means all files except those having an extension of **.**BAK.

The hyphen is used to exclude files only if it is preceded by a space or a comma. If the hyphen is preceded by any character other than a space or a comma, it is assumed to be part of the filename.

Do not specify drive, path, or any other directory identification (such options are part of the Where location criteria which you can set from the main dialog box).

See Defining File Sets for information on the special SuperFind wildcards and related information.

Edit File Set Dialog Box

This dialog box appears when you click **Edit...** in the Search Sets dialog box while the File Sets option button is selected. It lets you change the name and definition of a file set to simplify searches you may want to make in the future.

Name

The File Set name appears in the Search Sets dialog box and in the drop-down list in the main dialog box. Use a descriptive title. Brackets (**[ ]**) are added automatically.

Definition

Modify the list of special wildcard file specifications, separated by a space or a comma. For example, to include your correspondence files in (Documents) searches, you might add: **,**∗.LTR to the end of the set.

Do not specify drive, path, or any other directory identification (such options are part of the Where location criteria which you can set from the main dialog box or via the Add Location Set dialog box).

See Defining File Sets for information on the special SuperFind wildcards and related information.

Add Location Set Dialog Box

This dialog box appears when you click **Add...** in the Search Sets dialog box while the Location Sets option button is selected. It lets you create custom location sets to simplify searches you may want to make in the future. See Creating Location Sets for an overview.

For programmers, it is handy to search special path lists saved in the DOS environment, such as your LIB or INCLUDE environment variables. See Searching Environment Variable Paths for additional information.

Name

Enter a name for the custom set. It is displayed in alphabetical order in the Where box of the main SuperFind dialog box.

Definition

Enter one or more drives and/or paths, each separated by a space or a comma. You can use one or more of the special SuperFind location specifiers to identify a range of drives, directories on a network, a directory plus its subdirectories, even directories listed in an environment variable. See Creating Location Sets for additional information.

Do not specify wildcard filenames (such as file extensions) here; only drive and directory information.

You can also click **Drive...** and/or **Directory...** as an aid to selecting the locations to search. These options automatically fill in the Definition text box.

Drive...

Click this button to display the Select Drives to Search dialog box. Drives you choose here are automatically displayed in the Definition text box.

Directory...

Click this button to display the Select Directories to Search dialog box. Directories you choose here are automatically displayed in the Definition text box.

Edit Location Set Dialog Box

This dialog box appears when you click **Edit...** in the Search Sets dialog box while the **Location Sets** option button is selected. It lets you modify a location set to simplify searches you may want to make in the future.

Name

You can change this name, which appears in alphabetical order in the Where list box of the main SuperFind dialog box. Brackets (**[ ]**) are added automatically.

Definition

Change the definition entirely, or add one or more drives and/or paths, each separated by a space or a comma. Use one or more of the special SuperFind location specifiers. See Creating Location Sets for additional information.

Do not specify wildcard filenames (such as file extensions) here. Such criteria appear in the Find Files text box, which you can assign from the main dialog box.

You can also click **Drive...** and/or **Directory...** to help specify locations to search. These options automatically fill in the Definition text box.

Drive...

Click this button to display the Select Drives to Search dialog box. Drives you choose here are automatically displayed in the Definition text box.

Directory...

Click this button to display the Select Directories to Search dialog box. The directory you choose here is automatically displayed in the Definition text box.

Select Drives to Search Dialog Box

This dialog box appears when you click **Drive...** in the Add or Edit Location Set dialog boxes. It provides an easy way of selecting drives to be made part of a location set.

The Drive List

The scrolling list lets you select from all DOS-defined drives, including SUBST and network drives. Click the drives you want to search.

Note: If you select any items in Drive Types, they are highlighted in this list and displayed at the bottom of the dialog box. You can then deselect one or more of the selected drives by clicking on them.

Drive Types

You can select one or more of these check boxes to quickly pick a type of drive to be highlighted in the drive list. The drive letters of the chosen drives are displayed along the bottom of the dialog box.

All Floppy Drives: Automatically highlights drives known to be diskette drives.

All Hard Drives: Automatically highlights drives known to be hard disk drives.

Note: If you have any SUBST drives, they are also highlighted and you should deselect them to avoid having SuperFind search them twice.

All Network Drives: Automatically highlights all network drives to which you currently have access.

OK

Click this button to confirm your selections and return to the previous dialog box. There, you can further modify the returned value.

Select Directories to Search Dialog Box

This dialog box appears when you click **Directory** in the Add or Edit Location Set dialog boxes. It provides an easy way of selecting directories to be made part of a location set.

Drive

Enter a drive letter to display a directory tree for the selected drive, or click the prompt button or press **Alt+↓** to select a drive from the list.

The Directory List

The Directory tree list box lets you select from all directories on the selected drive. Select a directory by clicking it.

Include Subdirectories

When checked, a plus (+) special SuperFind location specifier is appended to the directory name when you click **OK**. It means the set includes the selected directory plus all of its subdirectories and their subdirectories.

OK

Click this button to confirm your selections and return to the previous dialog box. There, you can further modify the returned value.

Create Batch Dialog Box

This dialog box appears when you choose the **Batch!** command. It lets you create a text file containing all of the filenames in the SuperFind <u>drive window</u>. The text file can take the form of a DOS batch file, in which each line contains a DOS command that performs some custom action on each file.

See <u>Creating a Batch File</u> for details and examples.

Save As

Enter the name of the file you want to save to, or use the **Browse...** button to help select a drive and directory.

Browse...

Click this button to display the <u>Standard Browse... dialog box</u>. Use it to choose a drive, directory and filename.

Insert Before Filename and **Append After Filename**

Enter text in either or both of these boxes to specify what action to take with each filename. Examine the Sample line to see an example or how each line of the file will look. For instance:

  pkzip oldstuff.zip   (in the "Before" box)
  /sPassWord   (in the "After" box)

runs a program named PKZIP, specifies a ZIP archive, gives the name of each file to compress, and specifies a command parameter after each filename.

To generate a simple ASCII text file containing each filename on a line by itself, leave both of these fields blank.

Sample

This shows an example of how the output will look. You can select the following check boxes to modify the output:

Full Path: When checked, the full drive, path and filename of each file are inserted between the "Before" and "After" text. When clear, only the filename and extension are used.

Spaces Around Filename: When checked, a space character is added before and after each filename. When building a Batch Runner <u>batch file</u>, there are many cases where you want text (usually quote marks) to come right next to the filename. In that case uncheck this check box.

CALL Each Command: When checked, the word CALL is inserted at the start of each line. Use this if the command in the "Before" text box is a batch file (otherwise control won't return to the FILELIST.BAT batch file).

PAUSE After Each Command: When checked, this adds a line containing the DOS **PAUSE** command between each line in the output file. This lets you easily abort the batch file by pressing **Ctrl+C** at the "Press Any Key..." line displayed by the PAUSE command.

OK

This generates the batch file specified in the dialog box. You can execute the batch file by using the Norton Desktop or Quick Access **File Run** command.

Launch

This generates a temporary batch file (the text in the Save As text box is moot) and then runs it in a DOS command line session.

SuperFind Procedures

Using SuperFind
Searching for Text
Using Drive Windows
Defining File Sets
Defining Location Sets
Speeding Up the Search
Searching in the Background
Searching Environment Variable Paths
Creating Quick Access Objects
Creating a Batch File to Process Found Files

Using SuperFind

SuperFind is a *=Fast* and convenient way to find files in a tangle of drives and directories. It lets you:

* Search for files, using a wide range of search criteria, including searching multiple local and network drives.
* Search for text; e.g., locate all files that contain "Acme,Inc." or "CreateDialog."
* Search for old files, large files, unbacked-up files, etc. Great for disk housecleaning.
* Search in the background. Start a lengthy text search on several network drives and then continue work on something else.

The files found are placed into a drive window where you can select one or more of them and view, edit, print delete, copy, move or set file attributes for the selected set. You can also launch any file by double-clicking it. And you can drag it into a group window to create a Quick Access group item.

SuperFind lets you create a batch file using the found filenames. You can perform one or more custom actions on each of the files.

To start SuperFind:

* Choose **Find** from the Norton Desktop **File** menu.

  Or,

* Type **SFIND.EXE** in the Windows Program Manager's Run dialog box.

  Or,

* Double-click the SuperFind icon in the Norton Desktop Applications group window.

To find files:

1 Enter a filename or special file specification wildcard in the Find Files text box.

  Or, display the drop-down list box and select a file set.

2 Enter a drive ID, path, or location wildcard in the Where text box.

  Or, display the drop-down list box and select a location set.

3 You can click **More>>** to set additional criteria, such as file size, file attributes and date range.

4 Click **Find**.

To search for text:

1 Select a file set in the Find Files text box.

2 Select a location set in the Where text box.

3 Enter a piece of text you think is contained in the file in the With Text text box. For the best chance of finding a match, make sure that the **Match Upper/Lowercase** menu option is OFF.

4 Click **Find** to start searching.

5 As the search progresses, files may start to appear in the drive window. You can click the **View Pane** button to look at the file contents, even as the search continues.

6 After the search is finished (you can abort it by clicking the **Stop** button) you can choose the **Viewer Find...** command from the **View** menu to display and highlight the places in the file that match a search string.

To get other work done as SuperFind searches:

1 Set up your search criteria in the SuperFind main dialog box.

2 Check the **Minimized Search** menu option.

3 You may also want to check the **Options Animation** command (this lets you know when the search is complete just by looking at SuperFind's icon).

4 Click **Find** to start the search and minimize SuperFind and its drive window.

Speeding Up the Search

SuperFind is very fast in any case, but you can optimize the speed by using the following tips and techniques:

To speed up long searches:

 * Turn ON the **Options Exclusive** option, so SuperFind gets the entire attention of the CPU.

 * Turn OFF the **Options Animation** option so no time is lost updating the screen.

To speed up large text searches:

 * Optimize your search criteria. Search only files of interest. You can use multiple wildcards. For instance, searching the files

   *.**DOC,***.**LTR,***.**TXT,***.**MMO,***.**WRI**

   is much faster than searching *.*

 * If you know roughly how old the file is or its approximate size, set up these criteria by using the **More>>** button in the SuperFind main dialog box.

 * If you know the exact case of the search string, turn ON **Options Match Upper/Lowercase** (an exact-case search is slightly faster than an any-case search).

Searching in the Background

You can start SuperFind on a lengthy search (for instance, a text search of all files on several large network servers) and then continue the search (for hours if necessary) in the background, so you can continue working on other tasks.

To search in the background:

1 Set up your search criteria in the SuperFind main dialog box.

2 Check the **Options Minimized Search** menu option.

3 You may also want to check the **Options Animation** menu option (this lets you know when the search is complete just by looking at SuperFind's icon).

4 Click **Find** to start the search and minimize SuperFind and its drive window.

Searching for Text

SuperFind helps you find files which contain a specific string of text. This is especially handy when you just can't remember the exact spelling of the filename, or the name of the directory or the drive.

To search the contents of files for text:

1 Select a file set in the Find Files text box.

2 Select a location set in the Where text box.

3 Enter a piece of text you think is contained in the file in the With Text text box. For the best chance of finding a match, make sure that the **Options Match Upper/Lowercase** menu option is OFF.

4 Click **Find** to start searching.

5 As the search progresses, files may start to appear in the drive window. You can click the **View Pane** button to look at the contents, even as the search continues.

6 After the search is finished (you can abort it by clicking the **Stop** button) you can use the **View Viewer Find...** command to display and highlight the places in the file that match a search string.

Creating a Batch File to Process Found Files

SuperFind's **Batch!** command provides a very handy feature. It lets you create and launch a DOS batch file which will do something -- anything! -- with each of the files found by SuperFind.

The resulting batch file contains one line for each file in the drive window. On that line is some leading text (usually a DOS command or program name), followed by the filename, followed by some optional trailing text.

To run a batch file that runs a program for each found file:

 1 After performing a search, choose the **Batch!** command (click the menu title or press **Alt+B**).

 2 Type a program name and any other needed text into the Insert Before Filename text box. For instance:

 pkzip oldstuff.zip

 3 Examine the Sample text box at the bottom to make certain that the line looks right. The resulting batch file may look something like the following:

 pkzip oldbook.zip c:\wp\book\old\chap1.Doc

 pkzip oldbook.zip c:\wp\book\old\chap2.Doc

 pkzip oldbook.zip c:\wp\book\old\chap3.Doc

 :
 :

 pkzip oldbook.zip c:\wp\book\old\appdx.Doc

 4 Click the **Launch** button to create and run the temporary batch file.

To perform multiple commands on each file:

 1 Use Desktop Editor or any text editor to create a DOS batch file or a Batch Runner batch file that accepts a single parameter, the name of a file. For example, you might create:

 rem ZipDel.Bat -- zips a file to "oldfiles.zip"

 rem -- and then deletes the original

 pkzip oldfiles.zip %1

 del %1

 2 Search for the desired files.

 3 Choose the **Batch!** command.

 4 Enter the name of the multiple-command batch file into the Insert Before Filename text box. For example:

 ZipDel

 5 Check the Call Each Command check box.

Note: If you don't **Call** a batch file, control does not return to the original batch file.

 6 Click **Launch** to create and run the temporary batch file.

To make a simple list of filenames:

 1 Search for the desired files.

 2 Choose the **Batch!** command.

 3 Enter the desired output filename in the Save As text box (it need not end in .BAT).

 4 Leave the Insert Before Filename and Append After Filename text boxes empty.

 5 Click **OK** to create the file.

To make a list of directory names:

 1 Before starting the search, click **More>>** in the SuperFind main dialog box.

2 Check the Directory check box in the Attributes control group.

3 Enter *.* in the Find Files text box.

4 Select the drive(s) of interest from the Where text box.

5 Click **Find**, then do as described above to generate the text file.

Creating Quick Access Items

As with any <u>drive window</u>, you can drag files from it into a Quick Access group window, or directly onto the desktop (to create desktop item icons).

To find all Windows-specific applications on your system:

1 In the Find Files text box, enter: *⋆***.EXE**.

2 In the Where text box, select the **Local Hard Drives only** location set.

3 In the With Text text box, enter: **requires Microsoft Windows**.

4 Click **Find**.

To make the Windows-specific applications into Quick Access items:

1 Choose the **File New** command from the Norton Desktop menu.

2 Select the Group option button.

3 Enter a group name.

4 Click **OK**.

5 Click the SuperFind drive window to reactivate it. Make sure that at least part of your new group window is still visible.

6 Choose the **File Select All** command to highlight all the files in the drive window.

7 Click and drag the files into the new group window. This creates a bunch of group item icons. You can delete some, drag others to other windows, and so forth.

Note: The words This program requires Microsoft Windows are in the very first part of nearly every Windows-specific application program. There are a very few programs which use different wording and those will not be found by the above procedure.

Defining File Sets

A <u>file set is a set of one or more filenames, usually including some special wildcard</u> characters. Formal file sets have a name and are saved for future uses of SuperFind. You can also type an ad hoc file set into the Find Files text box of the SuperFind main dialog box.

To use an ad hoc file set:

 * In the Find Files text box of the SuperFind dialog box, simply type one or more wildcard file specifications, separated by commas or spaces. For example:

> **.WKS** looks for files ending in a single specific file <u>extension</u>.

> **.LTR,*****.DOC,*****.TXT** looks for files ending in any of the three different file extensions.

> **.*** -***.BAK** looks for all files except those ending in **.BAK**.

To define a file set and save it:

1 Choose the **Options Search Sets** command to display the <u>Search Sets dialog box</u>.

2 Select the File Sets option button at the bottom of the dialog box.

3 Click **Add...**.

4 Enter a descriptive name in the Name text box.

5 Enter one or more <u>special wildcard</u> file specifications, separated by spaces or commas, in the Definition text box.

Note: Don't enter location information here (for example, don't specify a drive ID or directory).

6 Click **OK**.

Defining Location Sets

A <u>location set</u> describes where to look for files. It identifies one or more drives and directories, including directory subtrees, and it can include some <u>special location keywords</u> to handle special searches.

Formal location sets have a name and are saved for future uses of SuperFind. You can also type an ad hoc location set into the Where text box of the SuperFind main dialog box.

To use an ad hoc location set:

 * In the Where text box of the SuperFind dialog box, simply type one or more drive IDs and directories (or location keywords), separated by commas or spaces. For example:

> **C:** looks for files on one drive, the C drive.
>
> **C:-F:, NET:** looks for files on drives C:, D:, E:, F:, and all of your network drives.
>
> **D:\data\lotus+** looks for files in one directory and all of its subdirectories.

To define a file set and save it:

1 Choose the **Options Search Sets** command to display the <u>Search Sets dialog box</u>.

2 Select the Location Sets option button at the bottom of the dialog box.

3 Click **Add...**.

4 Enter a descriptive name in the Name text box.

5 Enter one or more drive IDs, directory names, and <u>special location keywords</u>, separated by spaces or commas in the Definition text box.

6 Click **OK**.

Searching Environment Variable Paths

Programmers especially will appreciate this feature. SuperFind lets you specify "all the directories names in a certain DOS environment variable" as a search location. For example, you can make a search location that is "all the directories in my LIB list."

To specify environment variables, just use their names, surrounded by percentage signs (**%**). For example, to search your PATH, your INCLUDE, and you LIB directories, enter:

   %PATH%, %INCLUDE%, %LIB%

in the Where text box of the SuperFind Main dialog box.

You can use these along with other location specifiers, such as drive IDs, directory names, and special location keywords.

Incidentally, SuperFind only knows about environment variables that were in effect when Windows started. When you start a DOS command line, it maintains a personal copy of the original environment.

Using Drive Windows

Norton Desktop provides <u>drive windows</u> for easy access to your data. Here is an overview and some tips on how to use drive windows.

To open a drive window:

 * Double-click its drive icon.

    Or,

 * Choose the **Window Open Drive Window** command.

To select more than one file:

 * Press **Ctrl** while clicking each file.

    Or,

 * Click one file, then press **Shift** while clicking another, to select all files between the two.

    Or,

 * Choose the **Select Some** command to select by wildcards.

See <u>Selecting Files</u> for related information.

To see more files in the <u>file pane</u>:

 * Choose the **View File Details** command and uncheck everything except for Icon. This produces a multiple column file display.

 * Increase the size of the drive window using its <u>Maximize button</u>.

To quickly move to a directory in the <u>tree pane</u>:

 1 Make the tree pane the keyboard focus by clicking it or pressing **Tab** until its borders darken.

 2 Type the first few characters of any directory name.

    Or,

    Type one character and press ↓ to find the next match.

To perform global disk housecleaning:

 1 Choose the **View Show Entire Drive** command.

 2 Choose the **View Sort by Type** command and look for .BAK, .OLD, and other targets for deletion. **Ctrl**-click to select them.

 3 Choose the **View Sort by Size** command and **Ctrl**-click large, unneeded files.

 4 Choose the **View Sort by Date** command and **Ctrl**-click obsolete files.

 5 Choose the **View Sort by Name** command and **Ctrl**-click unneeded duplicate files.

 6 Click **Delete** to delete the unwanted files.

To copy files:

 1 Select the files to copy.

 2 Open another drive window, if you want to copy between drives.

 3 <u>Drag and drop</u> the selection.

Hint: You can drop files right onto a <u>drive icon</u> to put files in the current directory.

To delete files:

 1 Select the files to delete.

 2 Click **Delete**.

    Or,

    Drag the selection onto the SmartErase <u>tool icon</u>.

To close a drive window:

* Double-click its Control-menu box.

  Or,

* Press **Ctrl+F4**.

File Set

A file set describes which files to find. It is a list of one or more wildcard file specification patterns. The list may be separated by spaces or commas and any element can be preceded by a space or comma and a hyphen (-) to indicate "except files matching this pattern." If a hyphen is preceded by some character other than a space or a comma, it is assumed to be part of the filename. Examples:

.   All filenames and all extensions

.doc,.ltr Either of two extensions

., -*.bak All files except those having an extension of .BAK

Jun*.wks   JUN plus 0 to 5 characters, with an extension of .WKS

???89.wks Filenames starting with any three characters, then 89, then an extension of .WKS

*.?   Any file that has a 1-character extension

A formal file set has a name, surrounded by brackets; e.g., **[All Files]**. A collection of file sets is available in a drop-down list box in the SuperFind main dialog box. You can create new file sets using the **Options Search Sets** command.

Note: File sets do not describe file locations, such a drive IDs or directory names. Use location sets to describe where to search for files.

Location Set

A location set describes where to search for files. It is a list of one or more drive IDs, directory names and special location identifier keywords. Examples:

*:	All directories in all drives
c:-**e:**	Drives C:, D:, and E:
hard:	All hard disk drives (except network drives)
c:\wp	A single directory
c:\wp+	A directory plus its subdirectories
c:\wp,d:\ltrs	Two directories
%lib%	All directories listed in the DOS environment variable named LIB

A formal location set has a name, surrounded by brackets; e.g., **[All Drives]**. A collection of location sets is available in a drop-down list box in the SuperFind main dialog box. You can create new ones using the **Options Search Sets** command.

SuperFind File Wildcards

SuperFind supports these wildcard characters which can be used in file sets:

* Any filename (or any extension when used after the period)
? Any one character in this position
| One or zero characters in this position ("**|**" is the "pipe" character)

These characters can be used between file specifications:
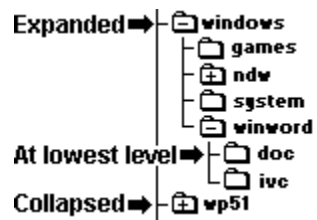
(spaces) All of these mean "also search..."
+ (plus)
; (semicolon)
, (comma)
- (hyphen) This means "except..."

SuperFind Location Wildcards

SuperFind supports these characters and keywords for use in location sets:

*:	All drives
d:	Disk drive D:
d1:-d2:	All disk drives from D1 to D2, inclusive
d1:,d2:	Two or more drive IDs, separated by commas or spaces
floppy:	All floppy diskette drives
hard:	All non-network hard disk drives
net:	All network drives
. (period)	The current directory
..(period period)	The parent of the current directory
d:\path	A single directory
d:\path**+**	A directory plus its subdirectories
path1,path2	Two or more directories separated by spaces or commas
%lib%	All directories listed in the DOS environment variable named LIB

Expandable/Collapsible Tree

Expanded ➡ 🗁 windows
              ├ 🗀 games
              ├ ⊞ ndw
              ├ 🗀 system
              └ 🗁 winword
At lowest level ➡ ├ 🗀 doc
                  └ 🗀 ivc
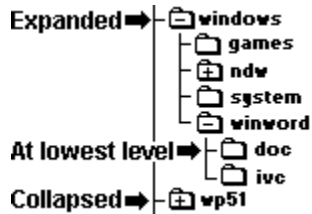Collapsed ➡ ├ ⊞ wp51

This method of displaying your directory structure lets you expand and collapse branches of the directory tree in the tree pane. To expand a branch, double-click a ⊞ folder. To collapse, double-click a
🗁 folder.
When using expandable/collapsible trees, you may experience short delays as Norton Desktop reads the disk for directory information. To switch to a faster method of tree display, uncheck the **Use Collapsible Tree** menu item on the **Tree** menu.

Using Expandable/Collapsible Tree Displays

Norton Desktop features two methods of displaying and utilizing directory tree displays. To toggle between the two methods, choose **Use Collapsible Tree** from the **Tree** menu. When this menu item has a check mark to its left, expandable/collapsible trees are enabled in all drive windows and Standard Browse... dialog boxes.

```
Expanded ➡ ┤🗀 windows
              ├─🗀 games
              ├─⊞ ndw
              ├─🗀 system
              └─🗀 winword
At lowest level ➡ ┤🗀 doc
                   └─🗀 ivc
Collapsed ➡ ┤⊞ wp51
```

When using expandable/collapsible trees, you never need to refresh the tree display, but you may have to wait for short periods as Norton Desktop reads your disk for directory information.

Initially, the tree is mostly collapsed, displaying only directories that are at the same level as the current directory.

To expand a branch:

 * Double-click the ⊞ icon.
 * 	Or, select the branch and press **+** (plus) on the numeric keypad.
 * 	Or, choose the **Tree Expand One Level** command.

To expand all branches:

 * Press **Ctrl+** * (asterisk)

 * Or, choose the **Tree Expand All** command.

To collapse a branch:

 * Double-click the 🗁 icon.
 * 	Or, select the branch and press **-** (minus) on the numeric keypad.
 * 	Or, choose the **Tree Collapse Branch** command.

Copy or Move File Dialog Box

This dialog box appears when you choose the **File Copy** or **File Move** command. It lets you select which directory or file(s) to copy or move and where to put them.

Directory
Displays the current directory; file specifications without a path are assumed to be in this directory.

Copy or **Move**
When no files have been selected in a drive window, this text box lets you specify which files to copy or move. Wildcard file specifications are allowed.

When you have selected more than one file, this line just confirms how many files the command affects.

To
Enter the drive and directory to use as the destination. You can click the prompt box or press **Alt+↓** to select from a list of recently specified destinations, or use the **Select >>** button to expand the dialog box and use the drive and directory tree list boxes.

Include Subdirectories
Check this check box only when copying or moving an entire subtree of directories. If you have entered a directory name or a wildcard file specification in the **Copy** or **Move** text box, this copies all matching files in the specified directory and all of its subdirectories into same-named directories on the target. The directories are created on the target drive if they don't already exist.

Select >>
Click this button to expand the dialog box and use the drive and directory tree list boxes to specify a destination.

Destination
Select the target drive and directory. Double-click the drive and directory to enter them into the **To:** text box.

Delete Dialog Box

This dialog box appears when you choose the **File Delete** command (or press **Delete**). It lets you select which directory or file(s)to delete.

Directory
  Displays the current directory; file specifications without a path are assumed to be in this directory.

Delete
  When no files have been selected in a drive window, this text box lets you specify which files to delete. Wildcard file specifications are allowed.

Include Subdirectories
  Check this check box only when deleting an entire subtree of directories. If you have entered a directory name or a wildcard file specification in the **Delete** text box, this deletes all matching files in the specified directory and all of its subdirectories.

Browse...
  Click this button to display the <u>Standard Browse... dialog box</u> and select a file to delete. The file selected is entered into the **Delete** text box.

Rename Dialog Box

This dialog box appears when you choose the **File Rename** command. It lets you select which directory or file to rename.

Directory
  Displays the current directory; a file specification without a path is assumed to be in this directory.

Rename
  This text box lets you specify which file or directory to rename. You can click the **Browse...** button to select a file or directory.

To
  Enter the new file or directory name.

Browse...
  Click this button to display the <u>Standard Browse... dialog box</u> and select a file to rename. The file selected is entered into the **Rename** text box.

Print Dialog Box

This dialog box lets you specify the file to print and which printer to use. It appears when you choose the **File Print** command.

Directory
Displays the current default directory. If you use the **Browse...** button, this shows the directory in which you located the file.

Print
Enter the full path and filename of the file you want to print, or use the **Browse...** button to locate a file.

To
Displays the currently selected printer. Click the prompt button or press **Alt+↓** to display the drop-down list box and select a different printer. Click the **Setup...** button to configure the printer.

Note: To add printers to this list or to setup printer fonts, use the Windows Control Panel application (run CONTROL.EXE).

Browse...
Click this to display the Standard Browse... dialog box which helps you locate the file you want to print. The filename you select appears in the **Print** text box.

Setup...
Click this to display the Windows standard Printer Setup dialog box. You can use this to select printer options such as switching between portrait and landscape mode.

View Dialog Box

This dialog box lets you specify a file for viewing. It appears if you choose the **File View** command when no files have been selected in the active <u>drive window</u>.

Directory

Displays the current default directory. If you use the **Browse...** button, this shows the directory in which your file was located.

View

Enter the full path and filename of the file you want to view. You can use <u>wildcards</u> to specify multiple files, or use the **Browse...** button to locate a file.

Browse...

Click this to display the <u>Standard Browse... dialog box</u> which helps you locate the file you want to view. The filename you select appears in the **View** text box.

Edit Dialog Box

This dialog box lets you select a file to edit. It appears when you choose the **File Edit** command.

Directory

Displays the current default directory. If you use the **Browse...** button, this shows the directory in which your file is located.

Edit

Enter the full path and filename of the file you want to edit. You can use <u>wildcards</u> to specify multiple files, or use the **Browse...** button to locate a file.

Browse...

Click this to display the <u>Standard Browse... dialog box</u> which helps you locate the file you want to edit. The filename you choose appears in the **Edit** text box.

File Properties Dialog Box

This dialog box appears when you choose the **File Properties** command. It lets you select a file and change its file attributes.

When you preselect files in a drive window, the top of the dialog box displays information about the selections. Otherwise, you see a box to enter the name of the file you want to modify.

Directory
  Displays the drive and directory that contains the selected files. When you use the **Browse...** button, this area displays the name of the drive and directory you selected using the Standard Browse dialog box.

File
  You can enter a full drive, path, and filename or a wildcard file specification to designate the files whose attributes you want to change. You can also click the **Browse...** button to help locate a particular file.

Attributes
  These three-state check boxes let you examine and modify the file attributes for the files. Leave the boxes gray for attributes which you want to leave unchanged. Click once to clear the attribute or twice to set the attribute on all the selected files.

  Read Only: When checked, the files may not be deleted or modified. You may want to check this setting to protect rarely modified files from accidental deletion.

  Archive: This is checked if the file has not been backed up since it was created or last modified. You may want to set this attribute if you want a group of files to be included in an incremental backup, even if they have not been changed since the last backup.

  Hidden and **System:** When either of these is checked, the file does not appear in standard DOS directory listings. The System attribute is generally used only for PC-DOS support files, such as the DOS startup programs, IO.SYS and MSDOS.SYS.

  You can use the **View Filter** command to keep files with certain attributes from being displayed in any drive window.

Browse...
  Click this button to display the Standard File Browse dialog box. Use it to peruse your drives and directories and locate a particular file. The file selected appears in this dialog box, displayed in the **Directory** line and **File** text box.

Select Cascading Menu

These commands are available in the **File** menu, under the **Select** menu item.

All Alt+F,S,A   (or **Ctrl+/**) Highlights (selects) all displayed files in the active <u>file pane</u>.

Some Alt+F,S,S   (or **Ctrl+S**) Displays a <u>Select Some dialog box</u> which lets you highlight a subset of the displayed files--those that match a specified wildcard.

Invert Alt+F,S,I Inverts the current selection; that is, all highlighted files are deselected and all others are selected.

This can be very handy. For example, if you want to select all files except .DOC files, choose **Select Some** to highlight all .DOC files, then choose **Select Invert** to deselect the .DOC files and highlight all other files.

Related Topics:
  <u>Selecting Files</u>
  <u>Using Drive Windows</u>
  <u>File Pane Display Options</u>

Deselect Cascading Menu

These commands are available in the **File** menu, under the **Deselect** menu item.

All   Alt+F,L,A   (or **Ctrl+/**) Highlights (selects) all displayed files in the active <u>file pane</u>.

Some   Alt+F,L,S   Displays a <u>Deselect Some dialog box</u> which lets you deselect a subset of the displayed files--those that match a specified wildcard.

Invert Alt+F,L,I Inverts the current selection; that is, all highlighted files are deselected and all others are selected.

Related Topics:
<u>Selecting Files</u>
<u>Using Drive Windows</u>
<u>File Pane Display Options</u>

View Tree Pane Command

Shows or hides the <u>tree pane</u> portion of the active drive window.

When the tree pane is open, you can select an entire directory or subtree and <u>drag and drop</u> it onto a <u>tool icon</u>, another drive window, or into a different part of the same tree pane.

Note: It is possible for Norton Desktop to be unaware of recent changes to your directory tree. You may need to use the **View Refresh** command to rescan the disk and get an updated, accurate picture.

Related Topics:
  <u>Using Drive Windows</u>

View File Pane Command

Shows or hides the <u>file pane</u> portion of the active drive window.

When the file pane is open, you can select one or more files and <u>drag and drop</u> onto a <u>tool icon</u>, another drive window, a directory of the <u>tree pane</u> of the same drive, or directly onto the desktop to create a desktop item icon.

Tip: To see a multiple-column display of files in this pane, choose the **View File Details** command and clear all check boxes except Icon.

Related Topics:
<u>Using Drive Windows</u>

View View Pane Command

Shows or hides the <u>view pane</u> portion of the active drive window.

When the view pane is open, the contents of the currently selected file in the <u>file pane</u> are displayed.

Note: Commands in the **View Viewer** cascading menu are disabled unless a view pane is open.

Related Topics:
<u>Using Drive Windows</u>

View Filter Command

This command displays a Filter dialog box which lets you select the types of files you want displayed (or filtered out) of the file pane of the active drive window. You can specify a filter using wildcard file specification or by file attribute.

When you enable a filter, the drive window title bar changes to describe the filter.

Tip: When the message "No Files Found" is displayed in a file pane, it really means no files match the filter criteria. You may want to reset to an **All Files** filter as soon as possible to avoid confusion.

The filtering affects directory drag and drop operations. For instance, when you drag a directory into the Shredder, only the unfiltered files (those that are displayed) are shredded.

Related Topics:
Using Drive Windows
File Pane Display Options

View File Details Command

This command displays a <u>File Details dialog box</u> which lets you determine which file attribute information you want displayed in the <u>file pane</u>.

You can hide the directory names that are normally shown in the file pane; they are displayed in the <u>tree pane</u>, if open.

Tip: To see a multiple-column display of files in this pane, choose the **View File Details** command and clear all check boxes except Icon.

Related Topics:
<u>Using Drive Windows</u>
<u>File Pane Display Options</u>

View Font Command

This command displays the Font dialog box which lets you select the font to be used in the different parts of a drive window.

Tip: When viewing program source code and other text files created in DOS text mode, a monospaced font such as Terminal or Courier best portrays a text mode display. Furthermore, a small size such as 8 point or 9 point helps display more information in the window.

Related Topics:
  Using Drive Windows
  Font Dialog Box

View Sort By Cascading Menu

These commands are available in the **View** menu, under the **Sort** cascading menu. Use these options to specify the order in which filenames appear in the <u>file pane</u>.

Name	**Alt+V,S,N**	Sort by filename.
Type	**Alt+V,S,T**	Sort by file extension; puts same-type files together.
Size	**Alt+V,S,S**	Sort by file size; use to look for large files.
Date	**Alt+V,S,D**	Sort by date and time; use to look for old or new files.
Unsorted	**Alt+V,S,U**	Display as found in the directory on the disk.
Ascending	**Alt+V,S,A**	a,b,c,...z (or small...large or old...new).
Descending	**Alt+V,S,D**	z ,y,x...a (or large...small or new...old).

Related Topics:

<u>Using Drive Windows</u>
<u>File Pane Display Options</u>

View Viewer Cascading Menu

These commands are available in the **View** menu, under the **Viewer** menu item. They are enabled only when the <u>view pane</u> is open.

Find Alt+V,V,F	Activate the <u>Find dialog box</u> to search for text in the view pane.
Find Next Alt+V,V,N	Locate next occurrence of found text.
Find Previous	**Alt+V,V,P**	Locate previous occurrence of found text.
Goto Alt+V,V,G	Activate the <u>Goto dialog box</u> to display the file at a specified row and column (when viewing a spreadsheet).
OEM Text Alt+S,O	Display the file contents using the OEM character set instead of the ANSI character set (active when checked).
Change Viewer	**Alt+S,G**	Activate the <u>Set Viewer dialog box</u> to select a different viewer to display the file.

Hint: For a comprehensive search of many files, you can use Norton SuperFind (choose **Find** from the **File** menu) to scan through files.

Related Topics:
<u>Using Drive Windows</u>

Select Some or Deselect Some Dialog Box

This dialog box appears when you choose the **File Select Some** and **File Deselect Some** commands. It lets you quickly select (or deselect) files in a file pane by using wildcards.

Tips: Files not included in the wildcard specification are still displayed, but not selected. If you want to see only certain types of files, choose the **View Filter** command.

For help with making disjoint selections, see Selecting Files.

File

Enter one or more wildcard file specifications, separated by spaces or commas. For instance, entering *.WK?,*.XLS selects all Lotus 1-2-3 and Excel spreadsheet files.

Or, click the prompt button (or press **Alt+↓**) to display a drop-down list containing previously used wildcard file specification sets. Select an item from the list box.

OK

Click this button (or press **Enter**) to save your settings and close the dialog box.

Filter Dialog Box

This dialog box appears when you choose the **View Filter** command. Use it to specify the types of files you want displayed in the file pane.

You can specify a filter using wildcard file specification and/or file attributes. Using a filter is a convenient way to locate and collect a group of files, such as all files ending with .BAK, files which are hidden or files which have not been backed up.

Tip: When the message "No Files Found" is displayed in a file pane, it really means no files match the filter criteria. You may want to reset to an **All Files** filter as soon as possible to avoid confusion.

The filtering affects directory drag and drop operations. For instance, when you drag a directory onto the Shredder, only the unfiltered files (those that are displayed) are shredded.

File Type
Select an option button:

All Files: All filenames are included under this option -- there is no filtering on filename or extension.

Programs: Only files having an extension of .EXE, .COM, and .BAT are displayed.

Documents: Only files having an extension of .DOC and .TXT are displayed.

Custom: Select this option if you want to see only those files matching wildcard file specifications. Enter one or more file specifications, separated by spaces or commas. For instance, entering *.WK?,*.XLS filters out all files except for Lotus 1-2-3 and Excel spreadsheet files.

Or, click the prompt button or press **Alt+↓** to display a drop-down list box containing previously used file specifications. Select an item from the list box.

Attributes
Choose settings for the three-state check boxes. The three selectable states are:

▨   (grayed) Ignore the attribute.
⊠   (checked) Filter-out files that don't have the attribute.
☐   (cleared) Filter-out files that do have the attribute.

Read Only (Can't be deleted or modified) When checked or grayed, files tagged as read only are included in the display.

Archive (Needs to be archived) When checked or grayed, files which have not been backed up are displayed.

Hidden When checked or grayed, hidden files are displayed.

System When checked or grayed, system files are displayed.

Show Directories
When checked, subdirectories are shown in the file pane along with files.

When unchecked, only files appear in the file pane.

Set Default
If you want the same filter specifications to be used each time you open a new drive window, select the desired filter options, then click this button. The settings you specify take effect for the currently active drive window and all subsequently opened drive windows. By default, Norton Desktop displays all files.

OK
Saves your settings and closes the dialog box.

Note:These settings are part of the Norton Desktop configuration and can be saved as the defaults for future sessions.

File Details Dialog Box

This dialog box appears when you select the **View File Details** command. Use it to specify the file attributes to be shown in the file pane of a <u>drive window</u>. You can display many files at once, in a three, four or five column list.

Details
  Check the check boxes containing the attributes you want displayed in the file pane.
    Tips: To display files in a multi-column format, clear all but the **Icon** check box.
          To see the maximum number of files, disable the tree and view panes and <u>maximize</u> the drive window.

  Icon When checked, a small icon appears to the left of each filename. The icon visually represents the type of file. It is one of the following:
  ☐   Executable program or batch file
  ▤   Text file or word processor document
  ☐   Generic document (data file)
  ☐   Directory

  Size When checked, the file size is displayed.

  Date and **Time** When checked, the date and/or time that the file was created or most recently modified is displayed.
    Tip: The format used to display time and date (leading zeros, AM/PM vs. 24-hour, etc.) is a system-wide setting you change from the Windows Control Panel (CONTROL.EXE). Double-click the International item to display the International dialog box.

  Attributes When checked, the <u>file attribute</u> codes are displayed. Any of the following codes may appear:
    r Read only: The file cannot be deleted or modified.
    a Archive: Needs to be archived. The file has not been backed up since it was created or last modified.
    s System: Special support file used by DOS. The file usually has the Hidden attribute.
    h Hidden: Not displayed when you use the DOS DIR commands.

  Directory When checked, the name of the file's directory is displayed.
  Tip: Some of the file details can extend past the right edge of the file pane. To see the **Attributes** and **Directory** details, you may need to enlarge the file pane.

Sample
  This area shows an example file entry that corresponds to the check boxes you have checked in the **Details** group box.

Set Default
  If you want the same file details to be displayed each time you open a new drive window, check the appropriate check boxes, then click this button. The settings you specify take effect for the currently active drive window and all subsequently opened drive windows. By default, Norton Desktop displays only the file's icon.

OK
  Saves your settings and closes the dialog box. The settings take effect for the currently active drive window.

Font Dialog Box

This dialog box appears when you select the **View Font** command. Use it to select a font typeface, style and point size to use in the panes of a <u>drive window</u>.

Font
  Select a font from the combo box.

Font Style
  Select a style. By default, "Regular" is selected.

Size
  Choose a font size, in points. The combo box displays the available sizes of pre-generated bitmap fonts. For TrueType and other scalable fonts, standard point sizes are listed, although the list is not exhaustive.

Panes
  Check one or more check boxes. The font settings affect only the selected panes:
  Tree and File: Settings apply only to the <u>tree pane</u> and <u>file pane</u>.
  View: Settings apply only to the <u>view pane</u>.
  Tip: To choose different settings for different panes, use this dialog twice, checking only one of the check boxes each time.

Sample
  This area shows an example of the font in the currently-selected style and size.

Apply to All Open Drive Windows
  Check this check box if you want these settings to be used in all other open drive windows. If checked, the settings are saved as part of your desktop configuration.

  If unchecked, the settings apply to just the active drive window.

OK
  Saves your selections and closes the dialog box. The settings affect the active drive window.

File Pane Display Options

You have considerable control over the <u>file pane</u> display.

To view a multiple-column list of files:
 1 Choose the **View File Details** command.
 2 Clear all check boxes except Icon.
 3 Click **OK**.

To sort the files:
 1 Open the **View Sort By** cascading menu (**Alt+V,S**).
 2 Select a sorting option; Name, Type (i.e., <u>extension</u>) Date (and time) or Size**.**
 3 To view the files in reverse order, choose the **View Sort By** command again and select
   Descending (**Alt+V,S,D**).

To view ONLY files matching a <u>wildcard</u>**:**
 1 Choose the **View Filter** command.
 2 Select the Custom option button.
 3 Enter one or more wildcard file specifications, separated by spaces or commas.
 4 Click **OK**.

 Tip: When the message "No Files Found" is displayed in a file pane, it really means no files
    match the filter criteria. You may want to set the filter to **All Files** to avoid confusion.

To view all files on a disk (great for disk housecleaning)**:**
 1 Choose the **View Show Entire Drive** command.
 2 You can sort by size, in descending order, to display the largest files on top; or sort by
   type to display files with the same extensions grouped together.

To remove the directory names from the file pane:
 1 Choose the **View Filter** command.
 2 Clear the Show Directories check box.
 3 This option makes sense when the <u>tree pane</u> is displayed.

Selecting Files

There are several convenient ways to select (highlight) files in a <u>file pane</u>. Only the highlighted files are affected by commands such as **File Delete** and **File Copy** and by <u>drag and drop</u> operations.

Selecting with the mouse:
 1 Click on a filename to select that file.
 2 To extend the selection, press **Shift** while clicking.
 3 To add one file to the selection, press **Ctrl** while clicking (this lets you select multiple files which are not next to each other).

Selecting with the keyboard:
 1 Choose ⬇ and
⬆ to move the highlight, selecting one file.
2   To extend the selection, choose **Shift+⬇** and **Shift+**
⬆.
3   To select non-contiguous files, first press **Shift+F8**. Use ⬇ and
⬆ to move the selection rectangle without selecting. Press **Spacebar** to select a file. Press **Shift+F8** when finished selecting.

Selecting with menu commands:
 * To select all files in the view pane, choose the **File Select All** command.
 * To select all files matching one or more <u>wildcards</u>, choose the **File Select Some** command.
 * To select all files except a few, first select the files you don't want, then choose the **File Select Invert** command.
 * To select all files with a specific <u>file attribute</u>, first choose the **View Filter** command to display only files with that attribute, then choose the **File Select All** command.

Drive Icons

Drive icons are graphical representations of each floppy, hard and network drive on your system. This also includes RAM, Bernoulli and CD-ROM drives. Having all drive icons on the desktop provides you with a quick and easy way to open a drive window and access the contents of the selected drive.

The Norton Desktop **Configure Drive Icons** command lets you choose which, if any, drive icons to display and where on the desktop to display them. You are not limited to displaying drive icons in a column on the side of your desktop--just drag them with the mouse to any location and their positions are saved as part of your desktop configuration.

Drive Window

DriveSelect ➡
Tree Pane ➡
File Pane ━━
View Pane ➡
ButtonBar ➡
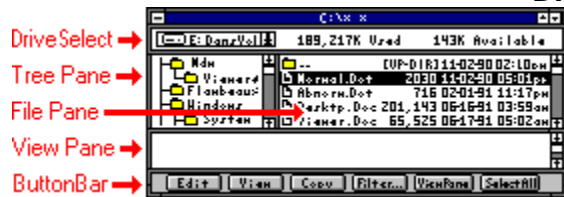
Drive windows are used in Norton Desktop and the desktop tools such as **UnErase** and **SuperFind** to display and manipulate files and directories.

A drive window helps you to copy, move, delete and view files, organize your directories, launch programs and documents, and create Quick Access items.

To open a drive window, double-click a drive icon or choose the **Window Open Drive Window** command.

Button Bar

A button bar appears at the bottom of each drive window. You can customize every button on the button bar, if desired.

Choose the **Configure Button Bar** command to:
  * Change the command that each button executes.
  * Change the text displayed in a button.
  * Disable or enable display of the button bar.

Drive Selector

Above the tree pane is a control which lets you select a different drive for display in the drive window.

Click the prompt button and select a drive.

Move the keyboard focus to drive selector control by pressing **Tab**. Type a drive letter ID or press **Alt+↓** to display the drop-down list box.

File Pane

The file pane, in the upper right side of a drive window, displays file information for the directory selected in the tree pane. If more than one directory is selected, information for the last directory appears.

* You can drag files from a file pane into a directory in the tree pane, into another drive window, into a drive icon or onto any tool icon.

* To select multiple files, press **Ctrl** while clicking files.

* Speed Search: Type the first part of a filename to highlight the first match, then press ⬇ to find other matches.

* To display multiple columns, choose the **View File Details** command and uncheck all check boxes except Icon.

* Choose the **View Filter** command to display only the types of files desired.

* Choose the **File Select Some** command to highlight files matching a wildcard.

Tree Pane

The tree pane, at the left side of a drive window, displays a hierarchical representation of the directories in the drive.

   * Select a directory by clicking on it; its files are displayed in the file pane.

   * Speed Search: Type the first part of a directory name to highlight the first match, then press ⬇ to find other matches.

   * Choose the **View Tree Pane** command to enable or disable the tree display and leave more room for the file pane.

   * Choose the **View Refresh** command to ensure that the tree display contains up-to-date directory information.

   * Choose the **Configure Drive Window** command if you prefer an expandable/collapsible tree display.

View Pane

The view pane, at the bottom of a drive window, displays the contents of the file currently selected in the file pane.

* Choose the **View View Pane** command (or the View button) to enable or disable the view pane.

* Choose the **View Viewer Find** command to search for text.

* When viewing a spreadsheet or database file, choose the **View Viewer Goto** command to quickly find a cell.

* Choose the **View Viewer Change Viewer** command to view the file in a hex dump or alternate format.

File Attribute

Every file is associated with a set of on/off flags that describe certain traits of the file:

- **r** Read only (can't be deleted or modified)
- **a** Needs to be archived (hasn't been backed up)
- **s** System (a DOS system file; usually hidden too)
- **h** Hidden (not displayed from DOS DIR commands)

These attributes are displayed in the file pane. You can use the **View Filter** command to show only files with (or without) certain attributes. You can change attributes of file(s) via the **File Properties** command.

Wildcard

You can use wildcard characters to specify a set of files which share similar names. The wildcard characters are:

*   any 1-to-8 character filename (or 0-to-3 character file extension)
?   any single character

Examples:

.	any filename and any extension
*.bak	any filename with an extension of .BAK
*.?	any file that has a 1-character extension
*.	any file that has no extension
*.WK?	any filename that has an extension that starts with .WK and then any other single character
rpt??jul.*	any filename starting with RPT, then any two characters, then JUL, and having any extension

Viewer Dialog Box

This dialog box lets you choose a file viewer from among those that are installed on your system.

Current or Default Viewer

  Select a viewer from the list box. Use the scroll bars to display additional viewer names. Click **OK**.

Norton Viewer (or the view pane of a drive window) automatically uses one of these viewers each time you open a file for viewing. The viewer used is based on the file's extension.

See <u>Viewer File Types</u> for a summary of applications, file types, and extensions associated with each viewer.

See <u>Associating a Viewer to a File Type</u> for information on how to tell Norton Viewer which viewer to use for an uncommon file extension or to force the use of a viewer other than the default viewer assigned to a supported file type.

Find Dialog Box

Use this dialog box to locate a specific string in the Viewer window. When viewing spreadsheet or database files, use it to specify what part of the document you to search.

Find

Type the text you want to find into the text box.

Match Upper/Lowercase

Check this check box if you want Norton Desktop to find an exact match. When cleared, an UPPERCASE string is considered a match with a lowercase or MixedCASe string.

Where to Search

This group box appears when the active window contains a spreadsheet or database file. First select one of the option buttons:

Entire Document: When this option button is selected, the entire spreadsheet or database file is searched.

Partial Document, starting at: When this option button is selected, the two text boxes below indicate the starting row (record) and column (field) where the search is to begin. The search includes the specified location, plus all columns and rows that are to the right of and below it.

Column (or **Field**):   When this option button is selected, only text in the specified column (or database field) is searched. This is ideal for searching records of a database file to locate, for example, a specific customer name or city. If you are viewing a spreadsheet, enter a value in the text box or use the spin buttons to select a value. If you are viewing a database file, click the prompt button and select an item from the drop-down list box.

Row (or **Record**) When this option button is selected, only text in the specified row (or database record) is searched.

OK

Click this button or press **Enter** to begin the search.

Goto Dialog Box

This dialog box appears when you choose the **Goto** command while viewing a spreadsheet or database file. It lets you specify the address of a cell or database record you want to view. With a large spreadsheet or database this may be faster than using the scroll bars to move through the file.

Column (or **Field**)

Specify a spreadsheet column or a database field.

If you are viewing a database file, click the **Prompt** button or press **Alt+↓** to display the drop-down list box. Or, type the first character of any item in the list to move to that item. If you are viewing a spreadsheet, enter a value in the text box or use the spin buttons to locate the desired value.

Row (or **Record**)

Specify a spreadsheet row or a database record number.

Norton Viewer File Types

The default viewer for a particular file type depends on settings in the NDW.INI file.

See <u>Associating a Viewer with a File Type</u> for related information.

Note: You may have viewers not in the list below, or some viewers listed here might not be installed on your system. In addition, the viewer filenames may be different from those shown here. This list shows a representative sample. Actual viewer names and filenames are found in the [Viewer-Parser] section of the NDW.INI file.

Documents & Text (DOC.PRS)
Microsoft Word & Word for Windows   .TXT .DOC .SYS .BAT
WordPerfect (5.0 & above)
Amí & Amí Pro
Any ASCII text file

Spreadsheet
Lotus 1-2-3 (L123.PRS)   .WK1 .WKT .WKS
Quattro   .WKQ .WQ1
Microsoft Excel (EXCEL.PRS)   .XLS

Database (DBASE.PRS)
dBASE and compatibles   .DBF

Graphics
Tagged Image (TIFF.PRS)   .TIF
Compuserve (GIF.PRS)   .GIF
Windows Bitmap (BMP.PRS)   .BMP
Paintbrush (PCX.PRS)   .PCX
Icons (ICO.PRS)   .ICO .NIL .DLL .EXE
WordPerfect Image (WPGI.PRS)   .WPG

Compressed Archives (ZIP.PRS)
PkZip; PkPak   .ZIP .PAK
Sea Arc, Zoo, Lzh   .ZOO .ARC .LZH

Programs (PROG.PRS)   .COM .DLL .EXE
DOS Executables
Windows Executables   .DLL .EXE

Hex Dump (HEX.PRS)
Any binary file

Associating a Viewer with a File Type

When you open a file for viewing, Norton Viewer checks the file's extension and selects a viewer that is associated with that extension. The topic <u>Norton Viewer File Types</u> lists the standard extension-to-viewer associations.

Note: Regardless of the default viewer used for a file, it is always possible to select a different view parser.

You can add to the viewer association list or modify some part of it. For example, you may want to display .EXE files as a hex dump or you may want to add .C and .H to the extensions associated with the Documents & Text viewer.

Viewer associations are set up in the NDW.INI file and can be modified using Desktop Editor or any standard text editor. To add or modify an association:

* Use Desktop Editor or Notepad to open NDW.INI from your Windows directory.
* Look for the section labeled [Viewer-FileMap]. Lines in this section are in the form:

   ***ext*= *viewer* [*viewer*]**

   where *ext* is a file extension and *viewer* is the name of a view parser program. Additional *viewers* (if any) are used only if the first viewer cannot understand the file's format.
* Add a new association by inserting a line in this section. The names of the view parsers are listed in NDW.INI under the [Viewer-Parser] section.
* Save changes to the NDW.INI file and restart Norton Desktop to put the changes into effect.

Standard Browse Dialog Box

Whenever a Norton Desktop application prompts you to enter a filename, you can click **Browse** and use the handy dialog box which appears to find the file (and avoid typing a long pathname).

Directory
   This line displays the current default or currently-selected directory. This text changes automatically when you select from the **Drives** and **Tree** list boxes.

File
   * Type the filename and press **Enter**.
   * Or, select a file from the **Files** list box.
   * Or, type a wildcard file specification and press **Enter** to see only files matching that wildcard. You can type multiple wildcards, separating them with a comma (for example, *.WK?,*.XLS).
   * Or, select from the **List Files of Type** drop-down list box to display only files matching a listed wildcard.

   When you click **OK**, the selected filename is appended to the text in the **Directory** line and the result is returned to the parent dialog box.

Files
   This list shows the names of files in the current directory, in alphabetical order.
   * You can type the first few characters of a filename to quickly scroll to that part of the list. Press ↓ to find other matches.
   *   Or, use the scroll bar to look through this list. You can double-click a filename to select it and automatically confirm the dialog box.

Tree
   * You can type the first few characters of a directory name to quickly scroll to that part of the list. Press ↓ to find other matches.
   *   Or, use the scrollbar to look through this list. When you click a directory, its files are shown in the **Files** list.

   Note: If the **Tree** display is <u>expandable/collapsible</u>, some directories may not be listed. To expand or collapse a directory, double-click its folder icon. See <u>Using the Expandable/Collapsible Tree Display</u> for related information.

Drives
   * You can type a drive letter.
   * Or, click the prompt button (or press **Alt+↓**) and use the scrollbar to look through this list. When you select a drive, its directories will be listed in the **Tree** list.

Refresh
   Use this button to refresh the listings in the **Tree** and **File** lists. This is needed when you change diskettes in a floppy-disk drive, or after you've created a directory or file from a DOS window or another application.

OK
   Click this button, or double-click a filename, or press **Enter** to confirm your selection of drive, directory, and filename. The combined full file specification will be used as input for the dialog box from which this Browse dialog box originated.

Cancel
   Exits the dialog box without selecting a file.

Standard Directory Browse Dialog Box

Whenever a Norton Desktop application prompts you for a directory name, you can click the **Directory** button, and use this handy dialog box to locate the directory.

Drive

Enter a drive letter. Or, click the prompt button (or use **Alt+⬇** to display the drop-down list box containing available drives and select a drive from the list. The Tree list box is refreshed and displays all of the directories on the selected drive.

Tree

* Type the first few characters of a directory name to quickly move to that part of the list box. Press ⬇ to find other matches.

*   Or, use the scroll bar to look through this list box. When you select a directory, its files are shown in the **Files** list box.

Note: If the **Tree** display is <u>expandable/collapsible</u>, some directories may not be listed. To expand or collapse a directory, double-click its folder icon. See <u>Using the Expandable/Collapsible Tree Display</u> for related information.

OK

Click this button, or press **Enter** to confirm your selection of drive and directory. The result is used as input for the dialog box from which this Browse dialog box originated.

Cancel

Exits the dialog box without selecting a directory.

File Extension
A file extension is the last part of a filename, consisting of a period and up to 3 characters.
A file is fully identified by its drive ID, directory and name.   The file's name consists of a
base portion (1 to 8 characters), a period, and the type (0 to 3 characters).
For example, in the filename AUTOEXEC.BAT, the extension is **.BAT**.

File-to-Program Association

You can associate files which have a certain file extension (or file type) with a particular application. This lets you run your data by simply using a data file name anywhere that you would normally specify a program name.

For example, if the file extension .LTR is associated with your word processor program, then you can double-click any file having that extension to start your word processor and load that file.

Use the **File Associate** command of the Norton Desktop menu to see which file types are associated with which programs, and to create new associations.

Three-State Check Box Control

A three-state check box has three possible states:

↓ **Gray-filled:** Ignore the attribute or condition.
↓ **Checked:** Include the file if the attribute or condition IS true.
↓ **Cleared:** Include the file only if the attribute or condition is NOT true.

Click the check box (or press Spacebar) until the check box is in the desired state.

Batch Runner Batch File

A standard ASCII text file containing statements of the Batch Runner Windows-oriented batch programming language. Batch files have a file extension of .WBT.

You can create batch files using **Batch Builder** (located on the Norton Desktop **Tools** menu) or by using any standard text editor.

To execute a batch file, use its name (including the .WBT extension) in a **Run** command or any place you would normally use a program name.

Tool Icons

Tool icons are displayed opposite your drive icons by default. However, they can be moved to any location on the desktop.

You can drag files from a drive window onto a tool icon to use that tool on a file or group of files.

You can double-click a tool icon to display its window for interactive use.

To remove a tool icon from your desktop, click it once and choose **Close** from its Control menu. Or, clear its check box in the **Preferences** dialog box of the Norton Desktop **Configure** menu.

''Drag and Drop''

This is a very useful file-handling technique supported by Norton Desktop for Windows. It lets you use the mouse to perform complex operations on-screen, with instant visual feedback.

Just select files and directories in a drive window and drag them (move the mouse while holding down the left mouse button) to a different location. The mouse pointer changes to a drag/drop cursor which indicates when and where it is possible to drop the files. Release the mouse button to complete the operation.

Some things that you can do with drag-and-drop might surprise you. For a complete discussion, see the help topic, 'Using Drag and Drop' in Help for Norton Desktop.

Drag/Drop Cursors

Norton Desktop provides visual feedback to help you perform drag-and-drop operations on files and desktop items. As you start dragging, the mouse cursor changes to one of the following:

You are dragging a file.

You are dragging two or more files.

You are dragging a directory.

You are dragging two or more directories.

While the cursor remains one of these, it means a drop is acceptable. As you drag the item, the cursor may change to:

Can't drop here.

Target is an application which will be launched to process the dragged object(s).

Minimize and Maximize

When you click ▼ the Minimize button (**Alt+Spacebar,N**) located near the top-right corner of a window, that window shrinks into an icon and appears at the bottom of your desktop. You can double-click the icon to restore it to its previous size.

When you click ▲ the Maximize button (**Alt+Spacebar,X**) located at the top-right corner of a window, that window instantly expands to fill the screen.

You can click ♦ the Restore button to restore the window to its previous size.

Tip: You can also maximize or restore a window by double-clicking its title bar.