

DiskMan For Windows V. 3.0

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Getting Started

DiskMan is both a disk manager which will catalog your diskettes and a labeling program to print disk labels. When you first start, DiskMan will automatically open the main disk storage box (Main) The first time you use DiskMan, your main diskette box will be empty. To add disks to this storage box, select Disk - Add. from the pulldown menu. To change which storage boxes that DiskMan will automatically open for you in the future, arrange your desktop the way you like it by opening or closing the storage boxes. Then select Save DeskTop from the Configure Pull Down Menu. From now on, DiskMan will automatically open these boxes. Once you have added a disk, you may double click on its title and you will see all the files within that disk.

Information for Previous DiskMan Owners

DiskMan For Windows, Version 3.0 is compatible with all previous versions. Version 3.0 has added the following features.

Label Customization

Version 3.0 will now allow you to customize your own disk labels! Place the disk information anywhere you would like on the label, as well as include any file information that you desire. A major new feature!

Universal Label Support

Version 3.0 will allow you to use any label format. DiskMan, V3.0 comes with the same standard formats as previous versions but now it can support any format.

Improved User Interface

Version 3.0 now has a different look and feel. It makes extensive use of context sensitive help screens to more easily guide you through the cataloging and labeling process.

Tutorial

Introduction

Welcome to DiskMan, the easiest way to produce professional quality labels and listings of your entire library of personal computer disks. With just a few keystrokes, DiskMan will accept your piles, boxes, bags, stacks, or whatever system you have of diskettes, create labels for them, produce a printout of all your files, and give you an easy way to search for files on all those diskettes.

When you first start DiskMan, you'll see the main window with one storage box opened and the main menu across the top.



SEE ALSO:

[Main Window](#)

Here are several characteristics of DiskMan that you will want to know before you start.

- 1 So that we are all speaking the same language, we will assume that you have a box containing your favorite and most used diskettes, this will be your Main Storage Box
- 2 The Main Storage Box is already set up for you, so go ahead and enter a few disks before playing around with DiskMan. You will find the Add sub menu under the Disk menu. When you select Add, DiskMan will read the default disk (selected from the configure menu) and add it to the Main Storage Box. Alternatively, you may click one of the drive icons in the bottom of the DiskMan Window to add a disk in that drive
- 3 You can make new storage boxes and catalog them to match your own disk library. For example, you may have a storage box that contains all of your spreadsheet disks. You could name this storage box, sprdshet and have DiskMan catalog all of the disks within it.

Main Window Menu

The Main Window is the control center for DiskMan. You can see all of your open storage boxes and a listing of all the disks within each storage box. From here you may also create reports, search for files, and accomplish Windows housekeeping.



SEE ALSO:

[Main Window Menu Detail](#)

Print Disk Labels

DiskMan makes printing labels a snap. Select Disk from the main menu and then Print Labels. DiskMan will bring up the Print Label Dialog. All you have to do is select which disks that you would like to print labels for, select the type of label that you would like and the design that you find most appealing and click on the Print Button.



SEE ALSO:

[Print Label Dialog](#)

Conclusion

This should give you a pretty good start. After you have mastered the above, you may want to add a new label type or modify one of the label designs. You will find DiskMan very powerful in this regard. Enjoy DiskMan and Happy Labeling!

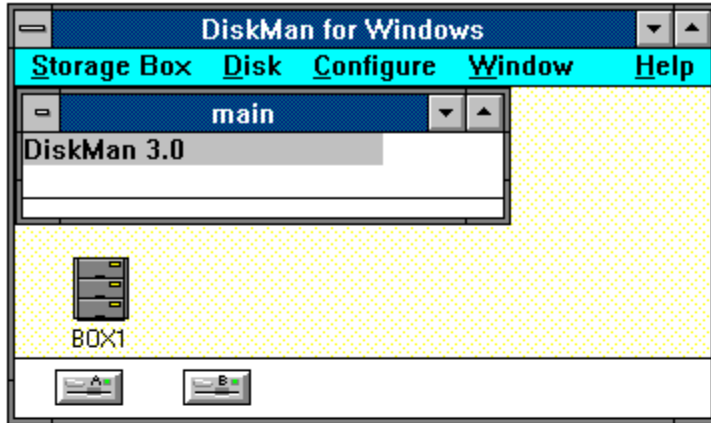


SEE ALSO:

[Label Customization](#)

Storage Display

The storage box display illustrates all of your open storage boxes with the list of disk titles in each storage box. To display the disk information, double click on the disk title. This will bring up the Disk Display



Main Menu

This is the main DiskMan for Windows menu. Play around with some of the selections to get a feel for DiskMan.

[Storage Box](#)

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[Configure](#)

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Storage Box Menu

Open

Allows you to open an existing storage box. If DiskMan detects an old version, it will ask you if you would like it converted to the new format. Once converted, these storage boxes can no longer be read by the previous versions of DiskMan. Select as many storage boxes as you like, DiskMan is only limited by the amount of your free disk space. To import Catdisk catalog files, select "Catdisk catalog files" in the drop down box within the file open dialog.

New

Allows you to create a new storage box of disks for DiskMan.

Save

Saves the storage box that is selected.

Save As

Allows you to save the selected storage box with any name you wish.

Search For File

Search for file within all displayed storage boxes. Enter the file name as you would for DOS (WildCards are OK) or enter a portion of the file comments.

Report

Sorts storage box by disks, file names, file extension, size, or date and output report to a window, printer, or ascii text file. The ascii text file is tab delimited and may be read by any database program.

Exit

Exits DiskMan.

Disk Menu

Overview

The menu selections below act on the default disk that you have selected in the Configure Menu.



SEE ALSO:

[Default Disk](#)

Add

Insert disk to be cataloged into disk drive, then click on Add. Make sure that you have selected the proper disk drive in the configure menu. Alternatively, you can click on one of the small drive icons at the bottom of the DiskMan window to add a disk.



SEE ALSO:

[Add Disk Dialog](#)

Delete

Deletes disk from storage box.

Manual Update

Updates disk in storage box. After you delete or add files from a disk that DiskMan has cataloged, you may select update to tell DiskMan about the changes you have made. With Manual Update, you must first select the disk in the storage box that you wish to copy.

Auto Update

If you have selected "Write Title to Disk", DiskMan can help you locate the disk within the storage box. Because DiskMan can save the disk title using 25 characters, DiskMan may have to prompt you to find out if it found the right disk. If DiskMan can't find it for you, you can always find it yourself and select Manual Update.

Change Disk Title

Change Disk Title with no other changes.

Print Labels

This Menu item will bring up the Print Label Dialog.



SEE ALSO:

[Print Label Dialog](#)

Default Disk

Selecting a default disk will allow you to add and update a disk by choosing a function key.

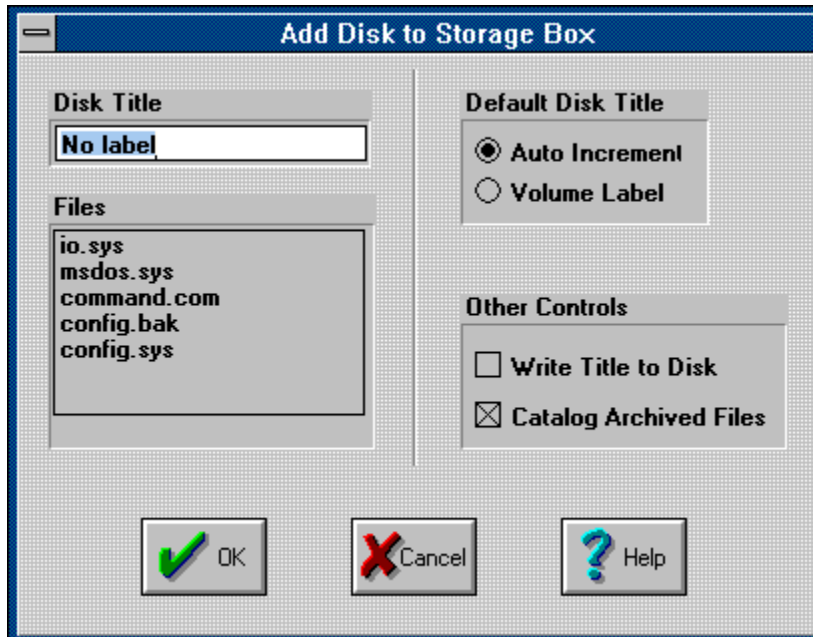


SEE ALSO:

[Disk Menu](#)

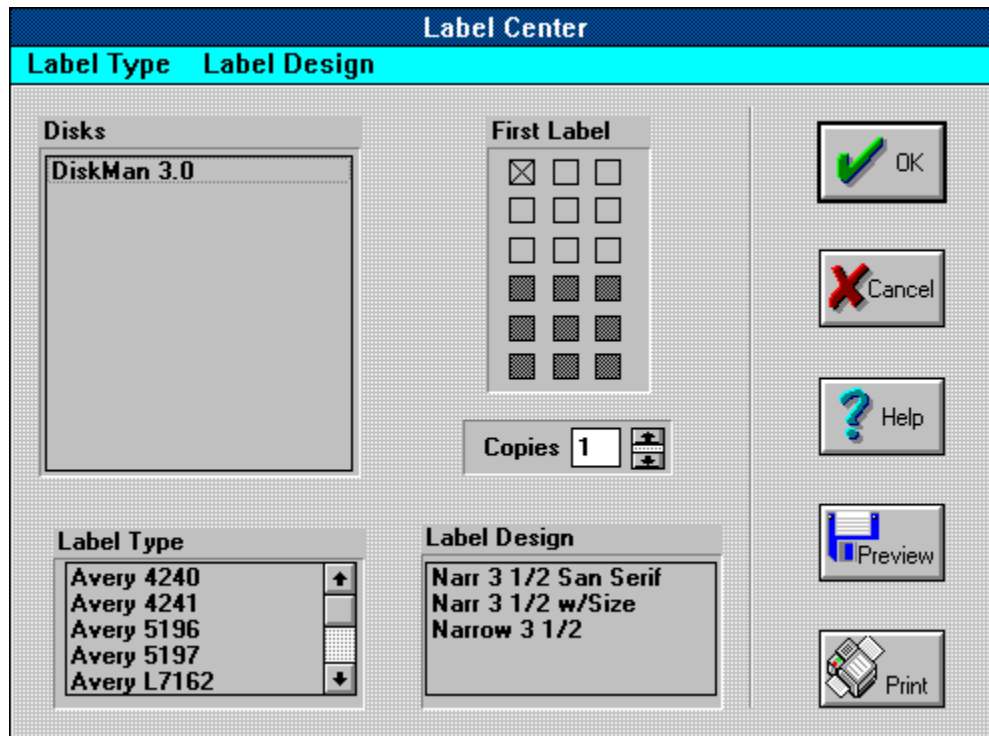
Disk Add Dialog

DiskMan displays this dialog when you want to add a disk to a storage box.



Print Label Dialog

The Print Label Dialog is the control center for printing labels and designing new labels.



Configure

Report

Select font, font size and header for storage box report.

Disk Drive

Select the drive that you would like to use in order to read and update disks to your storage box. This drive will act as the default drive and all adds and updates will occur from this drive.

Save Desktop

Saves current DiskMan configuration so that the next time that you run DiskMan, it will automatically open the same storage boxes, and arrange them the way you like.

Window

Cascade

Select arrangement of windows on screen to cascade.

Tile

Select arrangement of windows on screen to tile.

Arrange Icons

Rearranges icons into ordered position

Close All

Closes all storage boxes.

Label Customization

DiskMan is the most capable disk labeler available. You can customize DiskMan to print on any type of label that is available. In addition, you can completely customize the label design. To accomplish this, you need to understand the difference between a label type and a label design.

Label Type

The label type describes the labels dimensions and also describes how the labels are arrayed on the page. For example, Avery 5196 - one of the more popular US labels for 3 1/2" disks are 2.75"x2.75", 9 labels per page, and have 3 labels per row. DiskMan needs this information for each label type. To add a new label type, select Disk... Print Labels from the Main Window and then select Label Type from the Print Dialog Window Menu. Fill out all of the requested information.



SEE ALSO:

[Label Type Dialog](#)

Label Design

Label Design describes how the various label information is oriented on the label. For example, one design might have the disk title centered across the top, list of files on the disk aligned on the left side, and free space on the bottom of the label. To create a new design, select Disk... Print Labels from the Main Window, and then select Label Design from the Print Dialog Window Menu.

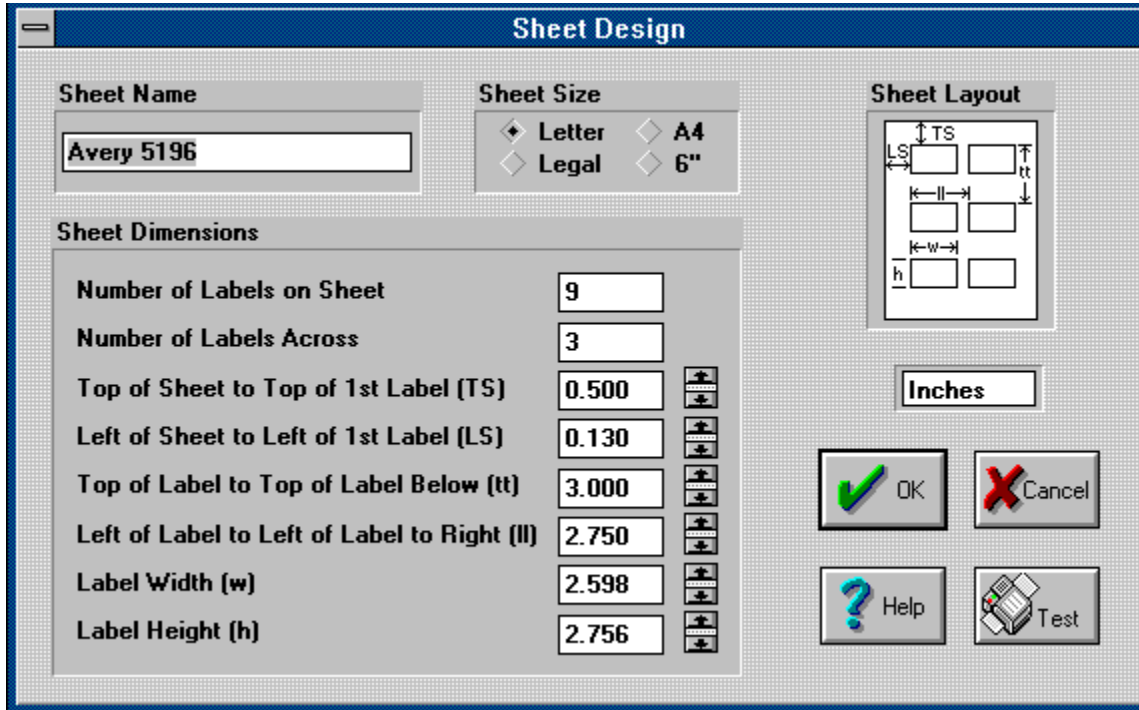


SEE ALSO:

[Label Design Dialog](#)

Label Type Dialog

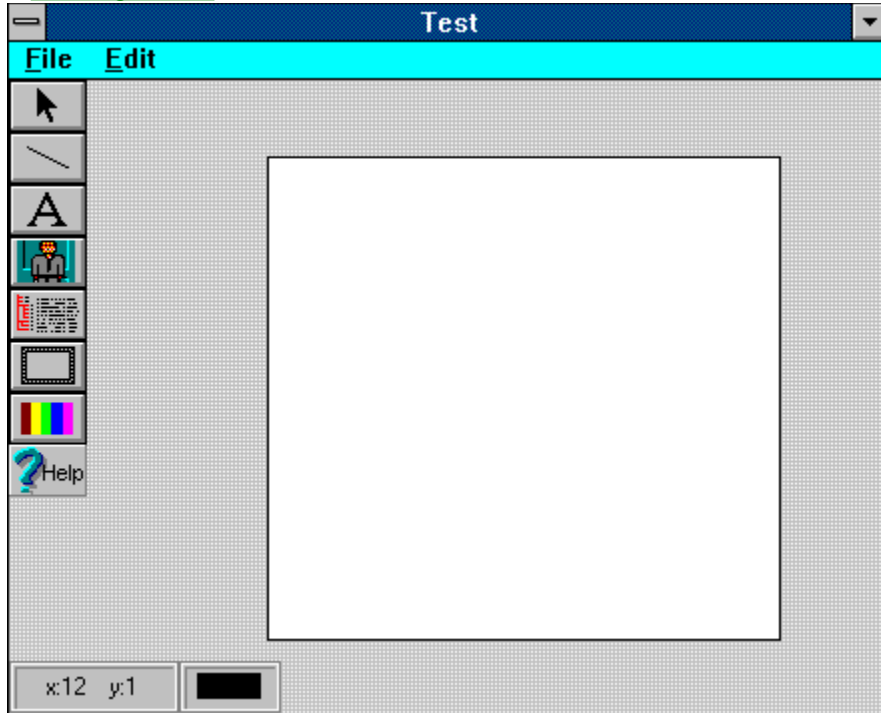
This dialog allows you to use any type of labels. Take extra care here as DiskMan relies on these measurements to print in the proper location. To be extra safe, click on the test button to have DiskMan print an alignment pattern of labels.



Label Design Window

This window allows you to fully customize your disk labels. This window is like many drawing programs with a selection of drawing tools on the left.

[Drawing Basics](#)



Drawing Basics

Selecting a Tool

The default tool is the selection arrow. To change the tool, simply move the cursor over the desired tool and click. You will see the appearance of the tool change indicating the newly selected tool.

Drawing

To draw with a selected tool, move the cursor to the top left of the desired position on the label, click the left mouse button, and drag the cursor to the bottom right. Note - The Text Tool requires that you only click on the top left of the desired position.

Selecting an Existing Drawing Element

First ensure that you have selected the selection arrow. It is the tool on the very top. Next, position the cursor on any corner or the center of the desired element and click once. You will see that the selected element is surrounded by small boxes.

Moving Elements

After selecting the desired object, click on the center of the selected item, hold the button down, and drag the element to the desired position.

Sizing Elements

After selecting the desired object, click on one of the small boxes surrounding the selected item, hold the button down, and stretch or shrink the element to the desired size.

Edit Element Characteristics

After selecting the desired object, double click on the center of the element.

How do I?

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[Use Partially Used Sheet of Labels](#)

[Prevent DiskMan From Cataloging my Archived Files](#)

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Search For a File

In the main DiskMan window, select the Storage Box Menu Item. From the drop down menu, select 'Search For File'. You will be presented with a dialog screen asking you to enter the file name or file comments to search for. DiskMan accepts the standard DOS Wild Cards of ? and *. For example, entering disk*.* will find diskman.exe, diskman.hlp, and disk.prt. In addition you can search within the file comments. DiskMan will search all files within all opened boxes for a matching file name or comment.



SEE ALSO:

[Storage Box Menu](#)

Storage Box Menu

Open

Allows you to open at an existing storage box. If DiskMan detects an old version, it will ask you if you would like it converted to the new format. Once converted, these storage boxes can no longer be read by the previous versions of DiskMan. Select as many storage boxes as you like, DiskMan is only limited by the amount of your free disk space. To import Catdisk catalog files, select "Catdisk catalog files" in the drop down box within the file open dialog.

New

Allows you to create a new storage box of disks for DiskMan.

Save

Saves the storage box that is selected.

Save As

Allows you to save the selected storage box with any name you wish.

Search For File

Search for file within all displayed storage boxes. Enter the file name as you would for DOS (WildCards are OK) or enter a portion of the file comments.

Report

Sorts storage box by disks, file names, file extension, size, or date and output report to a window, printer, or ascii text file. The ascii text file is tab delimited and may be read by any database program.

Exit

Exits DiskMan.

Change Label Icons

From the Disk Display, click on the DiskMan icon. DiskMan will ask you for the new icon file name. DiskMan only support 32 x 32 pixel icons and larger icons will not be completely shown.

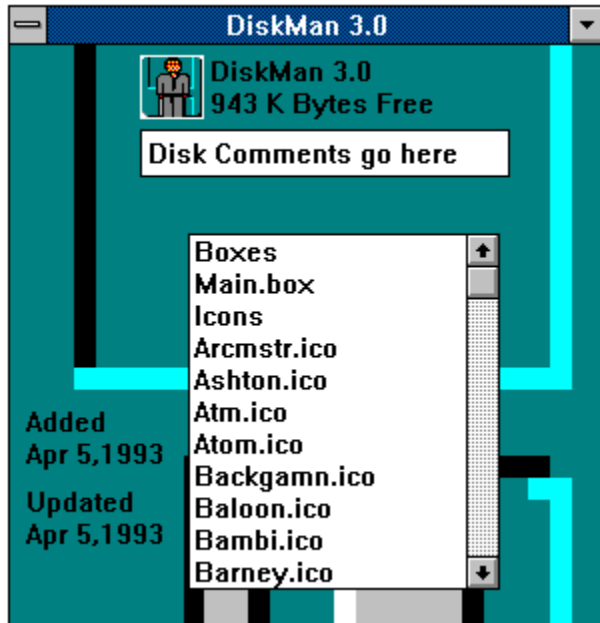


SEE ALSO:

[Disk Display](#)

Disk Display

This display shows you information about the selected disk. Click on the illustration below for more information. To view file information, double click on the file name. This will bring up the File Display



Use Partially Used Sheet of Labels

In the Print Label Dialog, DiskMan depicts each label position on the sheet of labels. You may select the first available label for DiskMan to use. Suggestion: Whenever possible, have DiskMan print on the bottom labels first. This will prevent future paper jams with that sheet of labels.



SEE ALSO:

[Print Label Dialog](#)

Disable Archive File Cataloging

When the disk add dialog pops up, deselect the 'Catalog Archived File' option.



SEE ALSO:

[Disk Add Dialog](#)

Export

DiskMan can save the information in your storage boxes into a file readable by most data bases. Select 'File' from the Report dialog.

Align Labels

DiskMan will accommodate any type of label that will fit in your printer. To do this, you must tell DiskMan the dimensions of the labels and how they are positioned on the sheet.



SEE ALSO:

[Label Type Dialog](#)

Ordering DiskMan For Windows

Registration Benefits

Label Start-Up Kit (Some disk labels to get you started)
Updates mailed to you for 1 year
100 icons to be printed on your labels
Technical Support for 3 months, including label customization
Supports unlimited label designs and formats - Gives you more of the same to DiskMan's supplied label designs and formats.

Registration Price

\$35.00 (FF 315) registers you for the most capable disk cataloger and labeler for Windows available today.

Toll Free Call



Registering DiskMan is only a toll free call away.
Call the Publix Software Library at (800)242-4775 or (713)524-6394. Have your credit card handy and reference product #10576.

Mail



If you prefer, you may fill out the order form and mail it to the address below.

DiskMaster Software
109 N. Lincoln CT.
Port Jefferson, NY 11777

CompuServe Shareware Registration



Use CompuServe's shareware registration (GO SWREG) and register product # 3060

French Speaking Europe/Eurocheques



You may either fill out the French Order Form and mail it to the address below or call the number below.

WindowShare SARL
B.P. 2078
57051-METZ cedex 2
France
Fax:(+33)87 32 37 75
Vox:(+33)87 30 85 57
Minitel 3615 WinShare



SEE ALSO:

Order Form

French Order Form (Bon de Commande Francais)



[Click on Printer to Print Order Form](#)

DiskMan for Windows Order Form
(Version 3.0, June 1994)

Name/Address

Mail Orders To:

DiskMaster Software
109 N. Lincoln Ct.
Port Jefferson, NY 11777

When Mailing orders, please make Check payable to "DiskMaster Software"

Registration Fee

Quantity: _____ users/copies at \$35.00

Price includes:

- Label Start-Up Kit (Select Below)
- Updates mailed to you for 1 year
- 100 icons to be printed on your labels
- Technical Support for 3 months, including label customization
- Registered version which allows unlimited label designs to be stored

Label Start-Up Kit (Please circle type desired)

Laser Printer Labels

- 3½ Disk 2 ¾" x 2 ¾"
- 5¼ Disk 1½ " x 4"

Continuous Form Labels for Dot Matrix

- 3½ Disk 2 ¾" x 2 ¾"
- 5¼ Disk 1¼ " x 4 ¾"

How did you learn of DiskMan?/Recommended Enhancements

Bon de Commande Francais



[Click on Printer to Print Order Form](#)

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_____ Exp. : _____

Signature :

Merci de respecter le principe du shareware.

Technical Support

Mail



SEE ALSO:

Registered Users can mail their questions to the address below and will receive a prompt reply.

DiskMaster Software
109 N. Lincoln CT.
Port Jefferson, NY 11777

CompuServe



SEE ALSO:

Registered users can receive technical support through CompuServe. Leave a message for 73507,3505 and we will get back to you within 2 days.

Internet

The information highway is alive and well. Send your questions to 73507.3505@compuserve.com.

Shareware Concept

Association of Shareware Professionals



DiskMaster Software is a member of the Association of Shareware Professionals (ASP). ASP wants to make sure that the Shareware principle works for you. If you are unable to resolve a Shareware-related problem with an ASP member by contacting the member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products. Please write to the ASP Ombudsman at 545 Grover Road, Muskegon, MI 49442 or send a CompuServe message via CompuServe Mail to ASP Ombudsman 70007,3536.

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Shareware is a distribution method, not a type of software. You benefit because you get to use the software to determine whether it meets your needs, before you pay for it. Authors benefit because they are able to get their products into your hands without the expenses it takes to launch a traditional retail software product. There are many programs on the market today that would never have become available without the shareware marketing method. The shareware system and the continued availability of quality shareware products depend on your willingness to register and pay for the shareware you use. It's the registration fees you pay which allow us to support and continue to develop our products. Please show your support for shareware by registering those programs you actually use and by passing them on to others. Shareware is kept alive by your support!

Displays

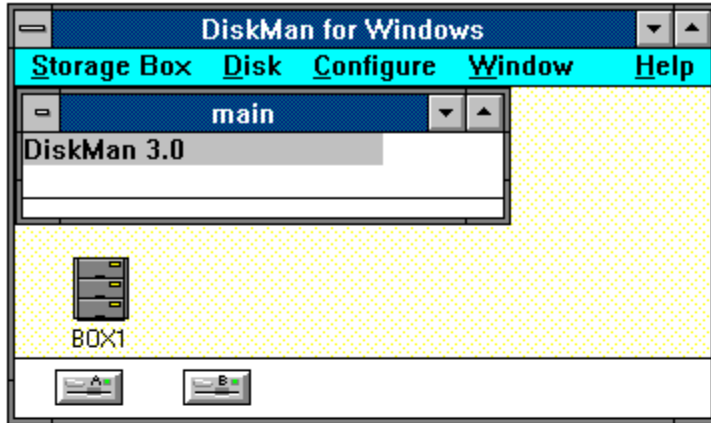
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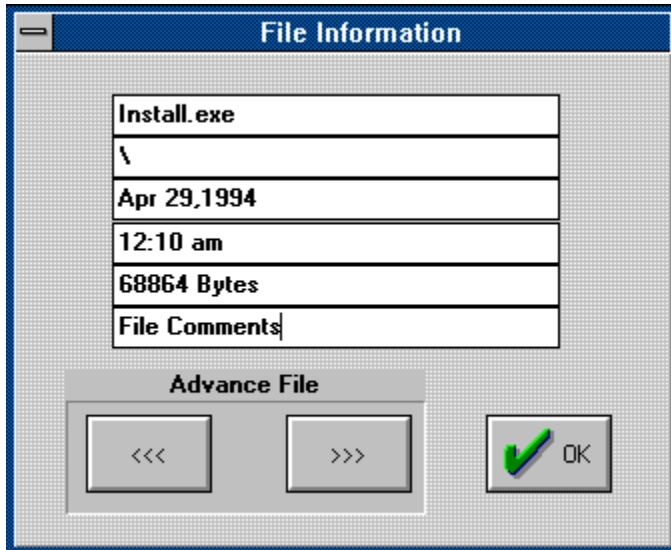
Storage Display

The storage box display illustrates all of your open storage boxes with the list of disk titles in each storage box. To display the disk information, double click on the disk title. This will bring up the Disk Display



File Display

This display shows you information about the selected file. Click on the illustration below to learn more.



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The number of labels across. (Typically 1 to 3)

Date in which DiskMan initially added this disk to your storage box.

Any boxes which you have shut will show up here. When you search for files or create reports, DiskMan will use these boxes as well.

Any disk comments that you would like to add go here.

Select the number of copies you would like of each disk selected.

Border Tool. To add a border to your label, select this tool, position to the top left of desired position and drag to bottom right of desired position.

Color Tool. To change default color make sure that nothing is selected and click on this tool. To change the color of a label element, select the label element and click on this tool.

Cursor Position. This status box indicates the position of the cursor within the label in millimeters. This will help you with your label design.

Color Status Box. This box will indicate the color of the selected object or the default color if nothing is selected.

File Rectangle Tool. This tool will create a rectangle in which your disk files will be listed. Click on the tool, click on the top left of the desired file rectangle position, and drag to lower right of desired position. Answer the questions about what information you would like in the file rectangle.

Icon Tool. To add an icon to your label, click on this tool, click on top left of desired icon position, and drag to bottom right of desired position.

Label Area. This is the drawing area to design your disk label.

Line Tool. To draw a line, click on this tool, move cursor to start of line and drag to end of line. To edit the line width, double click on the line.

Select from this Pull Down Menu to save your work and also to copy and paste elements from your design.

Select Tool. Use this tool to select, size, and move your label elements. To select: Click on the element and it will be highlighted. To Move: Select then click in middle of element and drag to desired location. To Size: Select then click on one corner and drag to desired size. To Edit: Double click on a label element.

Text Tool. To add disk name, disk comments, free space, or dates to your label; click on this tool and then click on the top left of desired position.

With this option selected, DiskMan will look inside your archived files and extract file information. If you would like to be able to use DiskMan to search for files within these archives, this option must be selected.

DiskMan uses one of two defaults for the disk title.

- Automatic Increment - Using this default, DiskMan will search for the first number in the last disk name you entered and automatically increment that number by one to form a new default. You will find this very helpful if you are labelling a series of disks. For example, if you are cataloging Word For Windows, you could enter 'WFW 1 of 6' for the first disk title. DiskMan would then suggest 'WFW 2 of 6' for the second disk.
- Volume Label - DiskMan will read the existing volume label of the disk you are adding and suggest it for the disk title.

List of files on the disk.

Enter the disk name here. If you have 'Write Title to Disk' selected, DiskMan will take the first 11 characters from this name and write it to the volume label on the disk, otherwise, DiskMan will leave the volume label as is.

With 'Write Title to Disk' selected, DiskMan will write the first 11 characters from the disk title you entered to the volume label on the disk. Keep in mind that DOS does not permit punctuations in the volume label. You will find this option handy if you use autoupdate.



SEE ALSO:

[Auto Update](#)

Date this file was created.

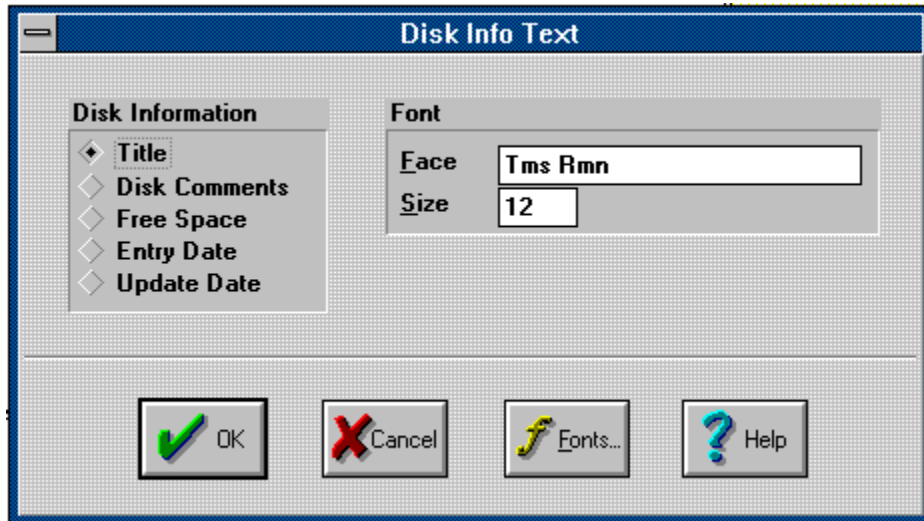
Directory in which this file may be found.

To add a disk to a storage box, select the storage box and click [here](#) to add the disk located in this drive.

Within each storage box, you can see all of the disk titles. To view the contents of the disk, double click on this title.

Disk Text Information

This dialog will allow you to select what disk information is included on the label.



This is a list of disks in the selected storage box. Select the disks that you would like to print a label for.

File Selection Box. Highlight file information and then click on right arrow. Select as much file information as you like but remember the more file information that you select, the fewer files will fit on the label. The order in which you select the information will determine the order in which it is printed on the label.

File Selection Box. This box lists what information that you have selected to print within the file rectangle box. To remove this information, select the item and click on the left arrow to place it back in the File Details box.

Font Selection. Font and size of file information.

Include Options. To include subdirectories, click the directories check box. Directories will be included regardless of check box setting when the Disk Tree Sort Option is chosen. To print files which are compressed within archive files, select the archive files check box.

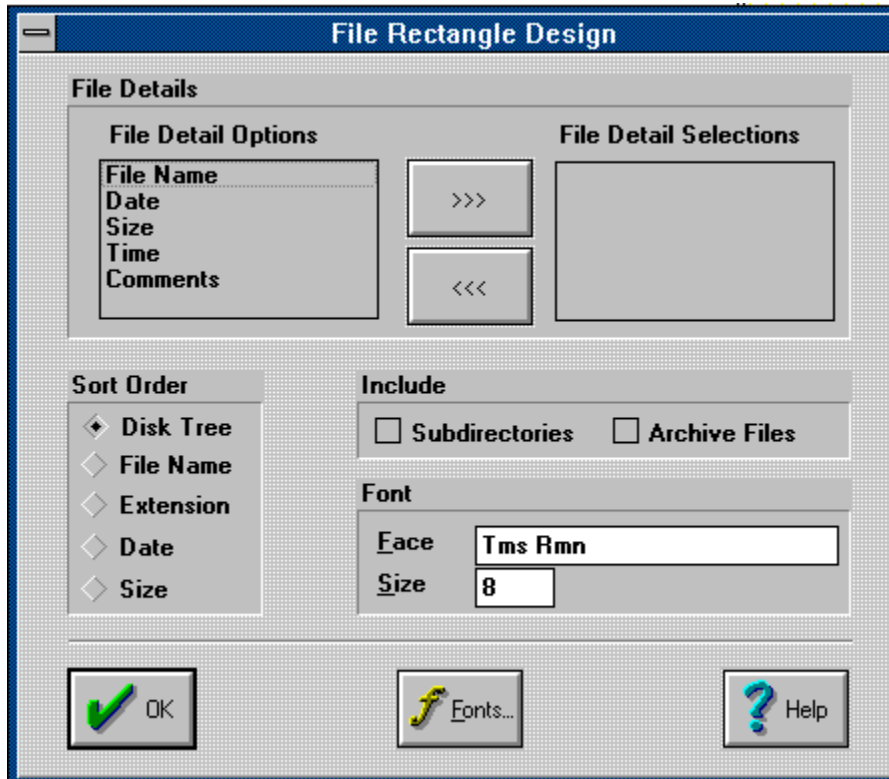
Sort Option. This selection will determine how the files are sorted on the disk label. Disk Tree will sort the files in the same order that they are on the disk. DiskMan will indent the files within the subdirectory to depict which files are in the subdirectory. The other sort options are self explanatory.

File Comments. DiskMan will read file comments from either of two places. It can read comments that were added with 4DOS, a popular DOS utility. In addition, DiskMan can read file comments from many of the popular archiving utilities such as Zip. In any case, you can add or change file comments in this field.

Name of the current file.

File Rectangle Dialog

This dialog controls what file information is included within the file rectangle.



Size of this file, in bytes.

It seems like you never print exactly one sheet of labels. For your partially used sheets of labels, click on the first available label on this sheet. <Hint: Use the labels at the bottom of the sheet first. This way when you used a partially used sheet, it will feed better because it has labels at the top of the sheet.

Amount of free space on this disk.

Glossary

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Height. Height of the label.

Text Selection. Select which disk information to print at the point just selected.

Font and size of text. Recommendations: 6 pt for edge titles. 14 Pt for Titles. 10 pt for other.

To change the icon associated with this disk, [Click here](#).

Introduction

Welcome to DiskMan, Version 3.0

Welcome to DiskMan for Windows, version 3.0. You are now in the company of many DiskMan users who have already found out that organizing those disks can be easy and fun. With just a few keystrokes, you can enter all your disks into computerized disk storage boxes, design and print your own labels for them, and create catalogs, making searching for files quick and effortless.

Use this pull down menu to add, delete, or change label designs. A label design refers to your custom design. For example, "traditional" places the disk title at the top, file names below with a border around the entire label.

Use this pull down menu to add, delete, or change label types. A label type refers to which type of labels that you are using. For example, Avery makes a type of label called a 5196. These labels are 2 3/4" on a side and have a defined spacing.

This illustrates all of the dimensions required by DiskMan. Keep in mind that all dimensions are in millimeters.

This list box lists all of the label designs which are compatible with your selected label type.

Left to left. The distance from the left side of the first label to the left side of the label to its right.

Left Space. The distance from the left side of the sheet of labels to the first label.

This is a list box of all the Label Types. Select the type of label you would like to print.

This is the main storage box. DiskMan organizes disks just like you do. This box represents the box of disks that you have sitting right next to you. Within this box, you can see all of the disk titles. You can add new storage boxes from the Storage Box menu.

[Click here to view the next file on the disk.](#)

The number of labels on a single sheet.

Immediately exits the print dialog and does not save any changes you have made to your label types or designs.

To save changes to label types and designs, you must select OK. If you have not registered DiskMan, you will not be able to save the label additions and edits that you have made. Thank you for supporting shareware.

DiskMan will show you a quick preview of what the label will look like when it is printed. Select a disk, label type, and label design and then click this button. Note - If you have selected multiple disks, DiskMan will show you the last one.

Select this button to bring up additional print options and to select from your available printers.

[Click here to view the previous file on the disk.](#)

This is the name of the label type.

The size of the sheet of labels. (Typically letter - some European labels are A4)

To make sure that you have filled out the Label Type Dialog correctly, click [here](#). DiskMan will print out an alignment pattern. Compare this pattern to your labels and make the appropriate changes.

Unit of measurement. To change, select Windows Control Panes.. International Settings and change measurement.

Time this file was created.

Disk Title. This may be up to 20 characters in Version 3.0.

Top Space. The distance from the top of the sheet of labels to the top of the top label.

Top to Top. This is the distance from the top of the first label to the top of the label below it.

Date in which DiskMan last updated the information on this disk.

Width. The width of the label.

