



XTree

VERSION 2.0

gold

User's Guide



XTREE
COMPANY



XTreeGold

Version 2.0

User's Guide



a division of
Executive Systems, Inc.

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Table of Contents

<input type="checkbox"/>	Introduction	xi
<input type="checkbox"/>	System Requirements	xii
<input type="checkbox"/>	Product Package	xii
<input type="checkbox"/>	How To Use This Book	xiii
<input type="checkbox"/>	Novice Computer Users	xiii
<input type="checkbox"/>	Power Users	xiv
<input type="checkbox"/>	Conventions	xv
<input type="checkbox"/>	XTreeGold 2.0 Overview	1-1
<input type="checkbox"/>	Key Features for File, Directory and Disk Management	1-2
<input type="checkbox"/>	The New User Interface	1-3
<input type="checkbox"/>	New Features of XTreeGold 2.0	1-4

XTreeGold Terms	1-7	<input type="checkbox"/>
Keyboard and Mouse Conventions	1-9	<input type="checkbox"/>
Summary	1-10	<input type="checkbox"/>
Getting Started	2-1	<input type="checkbox"/>
Installing XTreeGold	2-2	<input type="checkbox"/>
Starting XTreeGold	2-3	<input type="checkbox"/>
XTreeGold Screens and Windows	2-5	<input type="checkbox"/>
The Main Display	2-5	<input type="checkbox"/>
Path Identification Line	2-7	<input type="checkbox"/>
Date and Time Line	2-7	<input type="checkbox"/>
Directory window	2-7	<input type="checkbox"/>
Small File Window	2-8	<input type="checkbox"/>
File Specification Box	2-9	<input type="checkbox"/>
Disk Specification Box	2-9	<input type="checkbox"/>
Statistics Box	2-9	<input type="checkbox"/>
Command Menu	2-10	<input type="checkbox"/>
Prompt Line	2-11	<input type="checkbox"/>
Pull-Down Menu Display	2-12	<input type="checkbox"/>
The Menu Bar	2-12	<input type="checkbox"/>
Pull-Down Menus	2-13	<input type="checkbox"/>
Additional Windows	2-14	<input type="checkbox"/>

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<input type="checkbox"/>	Expanded File Window	2-14
<input type="checkbox"/>	Branch File Window	2-15
<input type="checkbox"/>	Showall File Window	2-15
<input type="checkbox"/>	Global File Window	2-16
<input type="checkbox"/>	Splitting Directory and File Windows	2-16
<input type="checkbox"/>	Moving Around the Windows	2-18
<input type="checkbox"/>	How Pull-Down Menus are Organized	2-24
<input type="checkbox"/>	XTree	2-25
<input type="checkbox"/>	File	2-25
<input type="checkbox"/>	Directory	2-26
<input type="checkbox"/>	Tagged	2-26
<input type="checkbox"/>	Volume	2-27
<input type="checkbox"/>	Tag	2-27
<input type="checkbox"/>	Window	2-28
<input type="checkbox"/>	How Command Menus are Organized	2-31
<input type="checkbox"/>	Directory Commands	2-32
<input type="checkbox"/>	File Commands	2-33
<input type="checkbox"/>	Responding to Command Prompts	2-37
<input type="checkbox"/>	Entering and Editing Text	2-37
<input type="checkbox"/>	Using the Command History	2-37
<input type="checkbox"/>	Pointing to a Destination	2-38
<input type="checkbox"/>	Getting Help	2-43

Help Screens	2-43	<input type="checkbox"/>
Pull-Down Menu Help	2-46	<input type="checkbox"/>
Quitting XTreeGold	2-47	<input type="checkbox"/>
Quit to Directory	2-48	<input type="checkbox"/>
Summary	2-50	<input type="checkbox"/>
Working With Files, Part 1	3-1	<input type="checkbox"/>
Matching Files	3-3	<input type="checkbox"/>
Displaying File Information	3-7	<input type="checkbox"/>
Choosing the Best File Window	3-7	<input type="checkbox"/>
Modifying the File Display Format	3-10	<input type="checkbox"/>
Changing the File Sort Order	3-12	<input type="checkbox"/>
Selecting Files	3-15	<input type="checkbox"/>
Tagging Individual Files	3-15	<input type="checkbox"/>
Tagging All Files in a Directory	3-19	<input type="checkbox"/>
Tagging All Files on a Volume	3-24	<input type="checkbox"/>
Copying Files	3-27	<input type="checkbox"/>
Deleting Files	3-33	<input type="checkbox"/>
Undeleting Files	3-37	<input type="checkbox"/>
Moving Files	3-42	<input type="checkbox"/>
Renaming Files	3-46	<input type="checkbox"/>
Printing the Contents of Files	3-50	<input type="checkbox"/>

<input type="checkbox"/>	Summary	3-54
<input type="checkbox"/>		
<input type="checkbox"/>	Working With Files, Part 2	4-1
<input type="checkbox"/>	Spanning Directories and Volumes	4-2
<input type="checkbox"/>	Branch File Window	4-3
<input type="checkbox"/>	Showall File Window	4-7
<input type="checkbox"/>	Global File Window	4-11
<input type="checkbox"/>	Tagging Files in the Current Window	4-15
<input type="checkbox"/>	Splitting File Windows	4-20
<input type="checkbox"/>	Merging Tags	4-24
<input type="checkbox"/>	Comparing Files	4-26
<input type="checkbox"/>	Modifying File Dates	4-29
<input type="checkbox"/>	Modifying File Attributes	4-32
<input type="checkbox"/>	Selecting Files by Attribute	4-36
<input type="checkbox"/>	Inverting Tags and File Specifications	4-40
<input type="checkbox"/>	Inverting the Tag Status of Files	4-41
<input type="checkbox"/>	Inverting the File Specification	4-42
<input type="checkbox"/>	Partially Untagging File Lists After Interrupted	
<input type="checkbox"/>	Operations	4-44
<input type="checkbox"/>	Summary	4-46

Working With Directories 5-1

Making a New Directory 5-3

Renaming a Directory 5-5

Printing Directory Information 5-7

Deleting a Directory 5-10

Splitting the Directory Window 5-12

Comparing Files In Two Directories 5-15

Relogging a Directory 5-19

Copying Directory Structures 5-21

Moving Directory Structures 5-25

Grafting a Directory Branch 5-29

Pruning a Directory Branch 5-32

Hiding/unhiding a Directory 5-34

Summary 5-36

Working With Volumes and Disks 6-1

Logging a Disk or Volume 6-3

Logging and Selecting Multiple Volumes 6-7

 Selecting a Previously Logged Volume 6-7

 Using the Select Keys 6-8

Releasing a Volume or Disk 6-10

Expanding and Collapsing the Directory Tree 6-12

<input type="checkbox"/>	Additional Logging Capabilities	6-16
<input type="checkbox"/>	Renaming a Volume	6-19
<input type="checkbox"/>	Available Space on a Volume	6-21
<input type="checkbox"/>	Extended Statistics Window	6-23
<input type="checkbox"/>	Formatting a Diskette	6-26
<input type="checkbox"/>	Washing a Disk	6-28
<input type="checkbox"/>	Summary	6-30

Using View, Autoview and Search 7-1

<input type="checkbox"/>	The View Command	7-2
<input type="checkbox"/>	Special XTreeGold File Viewers	7-3
<input type="checkbox"/>	The View Window	7-6
<input type="checkbox"/>	Additional View Commands	7-7
<input type="checkbox"/>	Hex Editing	7-10
<input type="checkbox"/>	Viewing Database Files	7-14
<input type="checkbox"/>	Viewing Spreadsheet Files	7-15
<input type="checkbox"/>	The Autoview Command	7-18
<input type="checkbox"/>	The Autoview Window	7-19
<input type="checkbox"/>	The Search Command	7-24
<input type="checkbox"/>	Summary	7-28



Running Applications and Executing

Commands 8-1

The Application Menu 8-2

 Using the Menu 8-4

 Creating and Modifying the Application Menu 8-6

 Preventing Modifications 8-12

Launching Applications 8-15

 Creating Batch Files To Start Applications 8-17

The Command Shell 8-21

Creating Batch Files 8-26

Summary 8-32

Archiving and Extracting Files 9-1

Using Archives 9-2

 XTreeGold Archiving Features 9-2

 Archive Formats 9-3

Archiving Files 9-4

Extracting Archived Files 9-8

Summary 9-18

<input type="checkbox"/>	Configuring XTreeGold	10-1
<input type="checkbox"/>	Configuring XTreeGold	10-2
<input type="checkbox"/>	Modifying XTreeGold's Configuration Items	10-4
<input type="checkbox"/>	Configuring XTreeGold Color Selections	10-13
<input type="checkbox"/>	Exit Options	10-14
<input type="checkbox"/>	Command Line Configuration Options	10-15
<input type="checkbox"/>	Setting the DOS Environment	10-20
<input type="checkbox"/>	Specifying a Text Editor	10-20
<input type="checkbox"/>	Video Mode	10-21
<input type="checkbox"/>	Summary	10-22
<input type="checkbox"/>	 	
<input type="checkbox"/>	The 1Word Text Editor	11-1
<input type="checkbox"/>	Editing With 1 Word	11-2
<input type="checkbox"/>	Entering Graphic Characters	11-13
<input type="checkbox"/>	Programmable Function Keys (PFK)	11-13
<input type="checkbox"/>	Summary	11-16
<input type="checkbox"/>	 	
<input type="checkbox"/>	Appendix	a-1
<input type="checkbox"/>	Glossary	a-2
<input type="checkbox"/>	Technical Notes	a-6
<input type="checkbox"/>	Understanding Cluster Size	a-6

Loading TSR Programs	a-6	<input type="checkbox"/>
File Attribute Security	a-10	<input type="checkbox"/>
Substituted Drives	a-11	<input type="checkbox"/>
Joined Drives	a-11	<input type="checkbox"/>
Networking Compatibility	a-11	<input type="checkbox"/>
Error Messages	a-12	<input type="checkbox"/>
Disk Errors	a-12	<input type="checkbox"/>
General Error Messages	a-12	<input type="checkbox"/>
Troubleshooting	a-18	<input type="checkbox"/>
 		<input type="checkbox"/>
Index	b-1	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
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		<input type="checkbox"/>



Introduction

With the release of XTreeGold 2.0, XTree Company has achieved two important goals:

- We've made the powerful file, disk and information management capabilities of XTree products easier to understand and access, so new users can get up to speed quickly.
- We've responded to requests from long-time power users for product enhancements like improved handling of large capacity hard disks and partial logging capabilities, increased file viewers, archiving in the industry standard ZIP format, and the ability to undelete files.

These enhancements and more are described in greater detail throughout this Guide.

Look through this Introduction before you start using XTreeGold 2.0 and this User's Guide; it contains suggestions for both new and long-time XTree product users. And, as soon as you've installed XTreeGold 2.0, click on the top of the screen to see one of our most exciting new features.

System Requirements

Before you open the package which contains the XTreeGold installation diskettes, make sure your system meets the following requirements, which guarantee XTreeGold will run smoothly:

- 256K or more of RAM memory
- MS-DOS or PC-DOS version 3.1 or greater
- 100% IBM-PC compatibility, with BIOS and DOS functions PC-DOS compatible, as defined in the IBM Technical Reference Manual and the IBM DOS 3.1 Technical Reference Manual.

Product Package

Your product package includes:

- This XTreeGold 2.0 User's Guide
- Four 5¼" 360Kb diskettes
- Two 3½" 720Kb diskettes
- Registration Card

You'll only need to use one set of diskettes to install XTreeGold, however we've provided both formats so you'll be sure to have the size you need. Please fill out and return the registration card. This will entitle you to receive toll-free technical assistance if you need help.

How To Use This Book

This User's Guide is modular in design, and intended to be used for both background information on XTreeGold, and as an ongoing reference to commands and tasks performed by using the commands. This book contains thorough discussions of all its concepts and capabilities, and also provides descriptions of all the commands, and step-by-step directions for using the commands to accomplish the file, directory and disk management tasks for which XTreeGold was intended. This Guide tells you how to use this tool to meet all your professional and personal file and information management needs, and more.

To support the diverse needs of our users, XTreeGold 2.0 and the User's Guide were designed to be used by both knowledgeable users and XTreeGold novices.

Novice Computer Users

XTreeGold now provides two different menu systems to help new users in learning to use the program's features and capabilities quickly and easily. We suggest you:

- Read Chapter 1 of this Guide for an overview of the product.
- Then continue on to Chapter 2 to learn how to install and start XTreeGold.
- Read the rest of Chapter 2 to complete your introduction to the basics.
- Use the rest of the book as a reference, looking up specific tasks or commands, and following the step-by-step instructions for both the simple and complex tasks you are interested in.

If you follow this procedure, within the hour you should find yourself performing the same file, directory and disk management tasks that power users have been raving about for years.

Power Users

If you are already familiar with XTreeGold, we suggest the following process:

- Read the discussion of our new user interface and new features that begins on page 1-3.
- Then read and follow the installation instructions that begin on page 2-2.
- Once XTreeGold 2.0 is installed, use the page references you'll see in the New Features section to learn how to use those of most interest to you, and try those features out.
- Review this Guide at your own pace to learn more about the capabilities you haven't tried before.

If you're an advanced computer user who likes to skim through manuals, but a new XTreeGold user, we suggest following the same steps we suggest for novices. However, you'll be able to skip many of the explanations in the first two chapters while still becoming familiar with the basic terms and concepts you need to know. So, it should take you about half the time to get started. You might also browse through this guide to learn about all of XTreeGold's features and capabilities, and then refer to the section which describes the commands you'd like to work with first.

Conventions

The following conventions are used throughout this guide.

When it says...

If means...

press **Enter**

press the **Enter** key

press **Enter** or click **↵** ok

use the method you prefer:
point to **↵** ok at the bottom of
the screen with the mouse
pointer and click the left
mouse button, or press the
Enter key

press **Ctrl + L**

press and hold the key
marked **Ctrl** while you press
the **L** key

select the **Log volume** com-
mand from the **Volume** pull-
down menu

use the method you prefer:
point to the command name,
Log volume, with the mouse
pointer and click the left
mouse button, or press the
hotkey **L**, displayed in bold, or
highlight the command by
using the **Arrow** keys and
then press the **Enter** key

highlight a directory or file
name

use the method you prefer:
point to that name with the
mouse pointer and click the
left mouse button, or highlight
the name by using any of the
Arrow keys

click **COMMANDS**

point to word **COMMANDS** at
the bottom left of the screen
with the mouse pointer and
click the left mouse button

double-click **COMMANDS**

point to word **COMMANDS** at the bottom left of the screen with the mouse pointer and click the left mouse button twice

There are also some conventions used to help clarify information.

When you see...

If means...

a command name with a bolded letter, for example **Exe**-cute

you can select the command immediately by pressing that letter on your keyboard; it is a hotkey

file, directory and volume names like **MYFILE**, **MYDIR** and **MYVOL** in uppercase letters in the steps and examples

you may substitute any file, directory or volume name of your choice in the steps

✓ When the Directory window is active

you can select the command shown only when the indicated window or windows are active

👉 **Note:**

read the information before using the command or function

And throughout this Guide, we'll tell you more than one way to select commands and options and perform all related tasks. The best way is always the way you find to be quickest and easiest for you; there is no wrong or right methods, but there probably is a method you prefer. Always choose the one you're most comfortable with. XTreeGold 2.0 was designed to provide that flexibility to you.



XTreeGold 2.0 Overview

This chapter overviews XTreeGold's general capabilities, concepts and terminology and presents a description of new and improved capabilities of particular interest to current XTreeGold users. It is designed to expedite your understanding of XTreeGold's specific capabilities and commands if you're a new user, and give you background knowledge needed to use and understand all the information in Chapter 2 and the rest of this Guide, which contains step-by-step instructions for using XTreeGold's capabilities. This information includes:

- Key features for file, directory and disk management
- The new user interface
- Other new features of XTreeGold 2.0
- XTreeGold terms
- A summary of keyboard and mouse conventions

If you are a current XTreeGold user, skip right to the discussion of our new user interface and other new features which begins on page 1-4. Current users do not need to read the rest of this chapter; the information is already familiar to you.

Key Features for File, Directory and Disk Management

XTreeGold's power comes from its ability to perform multiple operations on one or more files in one or more directories or branches on one or more volumes or disks. And of course, you can perform tasks on multiple directories and disks, easily selecting only those directories, branches and volumes of your choice. By displaying the contents of volumes and directories on your screen in a directory tree and file lists, you can maintain a clear picture of the contents of your disks, and immediately see the impact of your command selections.

The commands and options provide file, directory and disk management capabilities that far exceed those provided by DOS commands. And, XTreeGold makes the commands easy to use by displaying them on menus, followed by appropriate prompts, so you don't have to remember the command names and procedures. XTreeGold goes one step further to make commands easier to use; it lets you point to files, directories or volumes to be acted upon, so you don't have to remember and then type in their exact names or directory paths, and it remembers the last 16 responses for each command, to speed up procedures you find yourself repeating.

And, XTreeGold provides extensive file viewing and searching capabilities to help you manage information, a sophisticated Application Menu to automate your use of all the applications on your hard disk, and the ability to open a selected file in its application, by pointing to it with the mouse and clicking. If there's a task you'd like to perform on your files or their contents, XTreeGold probably has a way (or two) to do it, quickly and easily.

The New User Interface

With the release of XTreeGold 2.0, we've included a new user interface designed especially for those of you who prefer to work with pull-down menus. If you're a mouse user, you'll probably find using a mouse in combination with these pull-downs to be the quickest and easiest way to select most commands. If you're not a mouse user, you'll find you still get around pretty quickly using the arrow (cursor) keys and the hotkey displayed for each command. (Hotkeys are single keystrokes that let you immediately invoke a command.) You'll have the ability to display these pull-down menus when you want to use them, but they won't be present all the time, so you'll be able to maintain a clear view of your disks' contents on the screen.

And, the command menus that are familiar to current XTreeGold users are still intact, for easy command selection with a mouse or the keyboard.

New Features of XTreeGold 2.0

Whether you're a current or new user, you'll probably be interested in this list of new features. For more details about an item, refer to the pages shown.

Pull-down menus

As mentioned, XTreeGold now provides pull-down menus which group all its commands under logical headers, making it easier to learn to use, and helping you locate commands you don't use often. (page 2-24)

Undelete files

You can now undelete files that you've accidentally erased. XTreeGold will show you a list of files you've deleted, and let you pick the file(s) you need from that list. There's no need to purchase other expensive utility programs, because XTree offers a complete set of file and disk management capabilities. (page 3-37)

Greatly expanded viewer list

If you work with applications not on the current top ten list, you'll be happy to know we've expanded our viewers to support many of the less widely used word processing, spreadsheet and database programs. That also means you can view files a co-worker created with any of the applications on our list in their native formats, even if you don't use the same applications yourself. (page 7-3)

Totally new Application Menu design

We've completely revised the look and functioning of our Application Menu to improve its versatility. XTreeGold now searches your hard disk for applications to make building the menu easier. You can also configure the program so this menu is displayed when you start XTreeGold. And, you can organize the items on the menu into groups. When you run applications from this menu, XTreeGold only occupies 7K of memory, so virtually all your computer's memory is dedicated to the application. (page 8-2)

Archive files with Zip

XTreeGold has added the industry standard Zip format for archiving files. This Zip format provides faster compression and expansion of files and minimizes the size of archived files. It also will ensure you of greater compatibility with other computer users and bulletin boards. (page 9-4)

Move files to other disks and volumes

You can now move files to a directory on another disk, eliminating the need to first copy files to a new location and then delete them. Not only does this save keystrokes, but it's safer, since XTreeGold verifies the new copy of the files before automatically deleting them. (page 5-25)

Partial logging for every need

You can now start XTreeGold with a command line prompt to only partially log the directory tree, a particular benefit to owners of large hard disks. Or you can configure this option from within XTreeGold using the configuration utility. (pages 10-xx, 10-xx)

And, every time you select the Log command from within the program, you can choose to log only one level of the tree, only the current branch or directory, or log the tree structure only, releasing all file information. This will significantly speed up tasks performed on large hard disks. (page 6-16)

Compare file lists across directories and volumes

Two new compare files capabilities let you search for unique or duplicate files and show files with newest, oldest or identical dates, helping you locate recent copies of files and old unwanted versions of files to delete, thus saving space on your hard disk. (pages 4-26, 5-15)

Partial release options

The release disk command now provides the ability to partially release file information, either by electing to release a current branch or all the files in a branch, so owners of large hard disks can free memory in order to perform operations that were not previously possible. (page 6-12)

Easily work with files on a branch

Work with a directory and all its subdirectories easily, using the new Branch logging capability and Branch window displays. (pages 4-3, 6-16)

Added copy and move capabilities

Copy and move files with their directory structure to any sub-directory on any volume. And, point to a destination in one side of a split display while maintaining your display of the source in the other side, during all copy or move operations. (pages 5-21, 5-25)

Indicate more and longer filespecs

The File specification command now lets you enter up to 28 file specifications, with a total length of up to 232 characters. (page 3-3)

Increased command history files

The command history now saves and displays 16 recent entries for each command. (page 2-37)

Easily toggle upper and lower case display

A configuration option now allows you to display the directory tree and file lists in lower case and quickly switch to an upper case display by pressing the **Caps Lock** key. (page 10-7)

XTreeGold Terms

In this Guide, we use some terms that are essential to your understanding of XTreeGold. Here is a quick summary of those terms, along with an explanation of how they are used.

The **active window** is the one which contains the highlight bar. The available commands are always determined by the active window.

The **current disk or current volume** is the one on which XTreeGold is currently operating (not necessarily the same as the current disk in DOS). Only those directories and files on the current volume are displayed (except when the Global window is active). Many of XTreeGold's disk and volume commands can be applied to both, for example you can use the **Log disk** command to log a disk or a volume on a disk. These options are explained as needed.

The **current directory** is the one which is highlighted while the Directory window is active or which is marked by the ← left-arrow indicator when the File window is active.

The **current file** is the one which is highlighted when one of the File windows is active.

A **disk** may be either a hard disk or a diskette in a disk drive used to store data. A hard disk may be partitioned into one or more volumes.

A **disk drive** is a spindle or device that reads the data stored on a disk and writes data on a disk for storage.

A **diskette** is a removable magnetic storage medium, either 5¼" or 3½" in size.

A **hotkey** is a single keystroke displayed in bold which you can press to select a command or option.

The XTreeGold term **logging** means to read directory and file information from a volume and to save that information in tempo-

rary memory so that in can be displayed upon request. A volume must first be logged (physically read) by XTreeGold before its directories and files can be accessed and acted upon.

Matching files are files you specify which may be acted upon by commands. The name of the file(s) you are matching is always displayed, and can include wild cards, for example *.txt or *.*.

To **select** a command or option means to either press the highlighted letter, or **click** with the mouse by highlighting (pointing to) the command or option, then pressing the left mouse button.

Tagging files is the process of selecting and marking files for subsequent operation by a command. A ♦ diamond is displayed to the right of each tagged file to show it has been selected.

A **volume** is a physical portion of hard disk space. A disk may contain one or more volumes.

Keyboard and Mouse Conventions

XTreeGold supports a two button mouse. If you have a three button mouse, the middle button will be inactive while you are using the program. You can use the mouse and keyboard interchangeably in order to:

- Select disks, volumes, directories and files
- Select commands and options and respond to subsequent system prompts
- Locate and display information
- Move between Directory and File windows

The mouse is inactive while you are using the 1Word text editor.

In this User's Guide, we often provide several methods for selecting a command. XTreeGold allows you to select most commands by either:

- Pressing the hotkey, the bold letter you see on the screen (most often the first letter of a command)
- Pressing a function key or other displayed key(s)
- Highlighting the command or option with the mouse and then clicking the left mouse button

In this Guide, we present options for keyboard and/or mouse users, but we do not present every possible option in every set of instructions, as it might make the instructions overly confusing. You should always use the method you find most comfortable.



Summary

This chapter introduced XTreeGold and discussed some of the basic capabilities and terminology of XTreeGold. You now know:

- The purpose of XTreeGold
- Some new features to try if you're a current XTreeGold user
- Basic XTreeGold terms

Given this groundwork, you are ready to start XTreeGold, and understand the discussion of windows, menus, commands and concepts in Chapter 2.





Getting Started

This chapter begins the hands-on instructions and will get you started by:

- Providing step-by-step directions for installation
- Providing step-by-step directions for starting and exiting
- Identifying menus, screens and windows displayed during your use of different functions and commands
- Showing you how to use the keyboard and mouse to move around windows, select commands, and also to respond to prompts
- Giving you step-by-step directions for obtaining on-line help, when you need it

Installing XTreeGold

To install XTreeGold, insert the XTreeGold diskette #1 in drive A: and follow these steps. If your drive is named something other than A, substitute that letter for A.

Installing XTreeGold

Follow these steps to begin the installation process.

<u>Action</u>	<u>Response</u>
1. Insert the XTreeGold diskette # 1 in drive A:; type A: and press Enter	The A: prompt is displayed
2. Type INSTALL and press Enter	The Installation Menu is displayed
3. Follow the directions on the screen	The screen will display the steps needed to install XTreeGold

Starting XTreeGold

XTreeGold provides a number of command line options that enable you to specify configuration parameters or options when you start. These are explained in Chapter 10, configuration. The most common usage of these options would be to start XTreeGold and log a volume or diskette other than the one on which XTreeGold is installed. (For example, you may have XTreeGold installed on your hard disk, C:, but want to work with files on a diskette in drive A:). This is explained in the step-by-step instructions. As a new user, it is not necessary for you to understand or use these configuration options to work easily with XTreeGold.

Starting XTreeGold

Follow these steps to start XTreeGold when the DOS C:\ or C:\(Any Other Directory) prompt is displayed. Choose the method based on the volume, directory or diskette you want to work with first.

<u>Action</u>	<u>Response</u>
1. Type CD\XTGOLD and press Enter	The current directory changes to C:\XTGOLD
-OR-	
1. Type CD followed by the name of the directory in which XTreeGold was installed (if you made modifications to the install procedure) and press Enter	If XTreeGold was installed in a different directory, that name will be displayed
2. Type XTGOLD and press Enter	The XTreeGold title screen is briefly displayed, and then the Main Display for the current DOS drive is shown
-OR-	
2. To start XTreeGold and immediately display the contents of a diskette in drive A:, type XTGOLD A: and press Enter	The XTreeGold title screen is displayed, and the Main Display for the diskette in the A: drive is shown

XTreeGold Screens and Windows

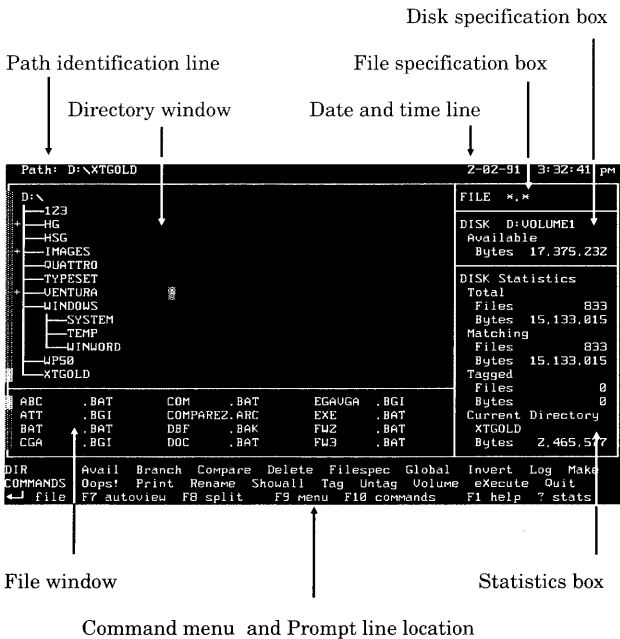
XTreeGold uses a series of screens and windows to organize the display of information and commands. There are two major windows, the *Directory window* and the *File window*. Commands are divided into *Directory commands* and *File commands*, and correspond to the active window.

- When a window is active, a highlight bar is in that window.
- When a window is active, the available commands are displayed on the bottom of the screen on the menu, and optionally, on the pull-down menus.
- You can move quickly between the windows (changing which one is active) by using the Enter key, the Escape key or by clicking the window of your choice with the mouse.
- To perform most operations on a volume or directory, the Directory window must be active.
- To perform most operations on a file or group of files, a File window must be active.

The Main Display

The Main Display is organized into separate areas for displaying file, directory and volume information and statistics, as well as the program's commands, options and prompts.

When you start XTreeGold, the Main Display is on your screen and the Directory window is active.



```

Path: D:\XTGOLD                               2-02-91  3:32:41 PM
D:\
+ 123
+ HG
+ HSG
+ IMAGES
+ QUATTRO
+ TYPESET
+ VENTURA
+ WINDOWS
  + SYSTEM
  + TEMP
  + WINWORD
+ WPS0
+ XTGOLD
ABC .BAT      COM .BAT      EGAUGA .BGI
ATT .BGI      COMPARE2.ARC  EXE .BAT
BAT .BAT      DBF .BAK      FW2 .BAT
CGA .BGI      DOC .BAT      FW3 .BAT

DIR Avail Branch Compare Delete Filespec Global Invert Log Make
COMMANDS  Oops! Print Rename Showall Tag Untag Volume eXecute Quit
← file  F7 autoview  F8 split  F9 menu  F10 commands  F1 help  ? stats
  
```

Path Identification Line

Identifies the current disk or volume and directory path where the highlight bar or pointer is.

Example: Path: C:\XTGOLD

As you change the current directory, the Path Identification Line also changes. If only a drive letter and a backslash (\) are displayed, the currently highlighted directory is the root directory on the disk or volume.

Date and Time Line

Displays the current date and time.

Example: 2-04-91 12:05:30 pm

XTreeGold uses your system clock to maintain a display of the current date and time.

Directory window

Displays the directory structure of the current volume. The root (first) directory is at the top of the display, and the rest are sorted alphabetically. Subdirectories are indented. In the Directory window, there is a highlight bar that can be used to select a directory for subsequent operations.

Example:

```
C:\
├── DOCUMENT
│   ├── MEMOS
│   ├── REPORTS
│   └── LETTERS
├── DOS
│   └── UTILITY
└── XTGOLD
```

The highlighted directory is the one that was current when you started XTreeGold, or the root of the volume you specified at startup. As you scroll through the directory tree using the arrow keys, the highlight bar always identifies the current directory.


Small File Window

Lists the files in the selected directory that match the File specification. If *.* is in the File specification box, all the files in the selected directory are listed in the File window. The Small file window displays up to 12 files at one time. In the File window, there is a highlight bar that can be used to select a file for operations.

Example:

XTGOLD.CFG	XTG_EDIT.XTG	XTG_HELP.X30
XTGOLD.COM	XTG_FIND.XTG	XTG_HELP.X40
XTGOLD.HST	XTG_HELP.X10	XTG_MENU.BIN
XTGOLD.OVL	XTG_HELP.X20	XTG_MENU.XTG

When you start XTreeGold, the Directory window is active. To make the File window active, press the **Enter** key or click in the File window. The highlight bar is now in the Small file window, and File commands are available.

 **Note:** If the File window displays the message:

Dir Empty it means that there are physically no files in the current directory.

No Files Match there are no files that match the current File specification which is displayed in the File Specification Box.

Dir Not Logged you have not yet physically logged the directory, so the files will not be displayed.

File Specification Box

Shows the name of the files which XTreeGold will display in the File window and use to determine matching files. Each time XTreeGold is started the *.* (all files) wild card specification is displayed.

Example: *.* or *.BAK or MYFILE.*

The file specification you enter is the main criterion which determines which files will be displayed in the various display windows. You may list a single file name or up to 28 file names and any combination of wild cards.

Disk Specification Box

Identifies the disk or volume currently being referenced by XTreeGold.

Example:

DISK	C:XTREE
Available	
Bytes	99,999,999

The Disk specification box contains the volume label and number of available bytes on that volume for file and directory storage. It is immediately updated each time you log or select a disk or volume.

Statistics Box

Displays information about files and the amount of storage space they occupy. This display changes depending on which of the Directory or File windows is active. When the Directory window is active, the statistics reflect the data for the current volume. When a File window is active, the statistics for the current directory (or all directories if a Branch, Showall or Global file window is active) are displayed. In addition to the number of files and the

amount of storage space they occupy, this box shows the number of tagged files and how many bytes the files occupy. The current directory or file and the number of bytes contained in it are displayed in the lower area. Statistics are immediately updated each time you make a change.

Example: DISK Statistics

Total	
Files	296
Bytes	6,602,239
Matching	
Files	32
Bytes	1,467,866
Tagged	
Files	12
Bytes	602,239
Current Directory	
XTREE	
Bytes	270,660

Command Menu

Displays the available Directory or File commands, depending on which window is active.

Example:

```
DIR      Avail Branch Compare Delete Filespec Invert  
COMMANDS Oops! Print Rename Showall Tag Untag Volume  
└─ file  F7 autoview F8 split F9 menu F10 commands
```

The available XTreeGold commands are always displayed on three lines below the windows. One upper-case letter of each command may be highlighted to identify the hotkey which is the key you should press to select that command. Or a function key may be displayed next to a command if it used by the command.

Prompt Line

When additional input is required after a command or option selection, a prompt line will be displayed for that additional input.

Example:

```
Copy file: MYFILE.DOC as  
Enter file spec or strike enter
```

Displayed in place of the command menu, this list of additional options includes the current function key options and additional available XTreeGold input needed to complete a selected operation.

Pull-Down Menu Display

XTreeGold also provides a menu bar and pull-down menus, which group the commands by category in an easy-to-locate display. To access these menus, simply press **F10** or click **F10 commands** on the Standard command menu at the bottom of the screen when either the Directory or File window is displayed, or point and click in the top line of the screen.

Menu Bar

↓

The screenshot shows the XTreeGold interface with the menu bar open. The menu bar includes: XTree, File, Directory, Volume, Tag, Window, and a date/time display (2-15-91 2:57:27 PM). The 'Help' menu is pulled down, showing options like 'Application Menu', 'Execute (quick)', and 'Quit XTree Gold'. The 'File' window is also open, showing disk statistics for 'D:\GRAPHIC'.

Help			FILE *.*	
Application Menu	F9		DISK D:\GRAPHIC	
Configuration	Alt+F10		Available	
			Bytes 19,666,944	
Execute (quick)	X		DISK Statistics	
Execute (all memory)	Alt+X		Total	
Quit XTree Gold	Q		Files 742	
Quit to directory	Alt+O		Bytes 13,008,814	
			Matching	
			Files 742	
			Bytes 13,008,814	
			Tagged	
			Files 0	
			Bytes 0	
			Current Directory	
			HSG	
			Bytes 791,699	

Press F1 for descriptions of the menu items.

The Menu Bar

Displays the headers for all the currently available pull-down menus. The header of the currently displayed pull-down menu is always highlighted. You may click any header with the mouse to select a pull-down menu.

Pull-Down Menus

Display all the currently available commands, depending on whether the Directory or File window is active. Each time the pull-down menus are opened the prompt: **Press F1 or click right mouse button for menu item descriptions** is displayed. After you enable the pull-down menu help summaries they are displayed until you close the menus.

Once the menu bar is displayed, you may scroll through the pull-down menus with the **Right** or **Left Arrow**, or scroll through items on a menu with the **Up** or **Down Arrow**. You may select a highlighted item by pressing **Enter**. Or, press the highlighted key, also called the hotkey, to select an item on an open pull-down menu. Or, simply point to the item with the mouse and click the left mouse button.

When an ellipse (...) is displayed after a command name, additional input will be required. Once you select the command, XTreeGold will display another menu, question or prompt in the prompt line at the bottom of the screen.

By offering both command menus and pull-down menus, XTreeGold provides a large amount of user flexibility. You can select commands from either the command menus at the bottom of the display or the pull-down menus, depending on your preference. Additional prompts, available keys or information are then always displayed on the prompt line at the bottom of the screen.

Additional Windows

When the Main Display is first shown, the Small file window is always displayed. Other File window formats are:

- Expanded
- Branch
- Showall
- Global

The displays look identical, except that each provides file information from different sources, and the label and information in the Statistics box changes to correspond to the display.

Expanded File Window

Replaces the Small file window and Directory window, allowing the display of up to 57 file names at once. The files in the current directory are listed. To access:

- Press **Enter** when the Small file window is active.

- OR -

- Select **Directory** files from the Window pull-down menu.

```

Path: D:\XTGOLD                2-02-91  3:34:19 pm
ABC .BAT LJET .BGI XTGOLD .STY
ATT .BGI LOI500 .BGI XTG_ARC1.XTP
BAT .BAT MENU$AVE.ARC XTG_ARC2.XTP
CGA .BGI MENU_B0B.ARC XTG_AV.XTP
COM .BAT M$MENUUU.BAT XTG_AZIP.XTP
COMPAREZ.ARC OLDMNU .TXT XTG_CFG.EXE
DBF .BAK PC3270 .BGI XTG_EDIT.XTP
DOC .BAT README .DOC XTG_FIND.XTP
EGAUGA .BGI SAMPLE .ABC XTG_FORM.XTP
EXE .BAT TXT .BAT XTG_GRAF.EXE
FUZ .BAT XTG .EXE XTG_HELP.PD0
FU3 .BAT XTG .PIF XTG_HELP.X10
FX80 .BGI XTGOLCF .BAK XTG_HELP.X20
GOLD14 .DOC XTGOLD .CFG XTG_HELP.X30
HERC .BGI XTGOLD .COM XTG_HELP.X40
HP7470 .BGI XTGOLD .DOC XTG_HELP.X50
HP7475 .BGI XTGOLD .HST XTG_HELP.X60
HP7550 .BGI XTGOLD .ICD XTG_HELP.X70
IBM8514 .BGI XTGOLD .PIF XTG_HELP.X80

```

FILE	*.*
DISK D:\VOLUME1	
Available	
Bytes 17,375,232	
DIRECTORY Stats	
Total	
Files	133
Bytes	2,465,577
Matching	
Files	133
Bytes	2,465,577
Tagged	
Files	0
Bytes	0
Current File	
ABC	.BAT
Bytes	73

```

FILE Attributes Copy Delete Edit Filespec Invert Log disk Move
COMMANDS New date Open Print Rename Tag Untag View eXecute Quit
tree F7 autoview FB split F9 menu F10 commands F1 help ESC cancel

```

Getting Started

Branch File Window

Lists the files in one logged directory and all its logged sub-directories that match the File specification. If *.* is in the File specification box, all the files in all logged subdirectories on the branch are listed in the File window. To access select the top level directory in a branch when the Directory window is active, then:

- Press **B** or click **Branch**.

- OR -

- Select **Branch files** from the **Window** pull-down menu.

Showall File Window

Lists the files in all logged directories on the volume that match the File specification. If *.* is in the File specification box, all the files on the current volume in all logged directories are listed in the File window. To access:

- Press **S** or click **Showall** when the Directory window is active.

- OR -

- Select **Disk files (Showall)** from the **Window** pull-down menu.

Global File Window

Lists the files in *all logged directories on all logged volumes* that match the File specification. To access:

- Press **G** or click **Global** when the Directory window is active.

- OR -

- Select **Global** from the **Window** pull-down menu.

Complete information on the Branch, Showall and Global file windows can be found in Chapter 4.

Splitting Directory and File Windows

XTreeGold lets you split the Directory and File windows into a two window format, a feature that is especially useful when viewing and comparing the contents of different volumes and directories. Some examples of ways you might use split windows are to:

- Simultaneously view directory trees of different disks and volumes
- Simultaneously view the contents of different directories on the same volume
- Simultaneously view the contents of different directories on different volumes
- View the contents of a potential destination volume or directory while retaining a view of your source

```

D:\XTGOLD
disk: *,*
D:\
├── 123
├── HG
├── HSG
├── IMAGES
├── QUATTRO
├── TYPESET
├── VENTURA
├── WINDOWS
│   ├── SYSTEM
│   ├── TEMP
│   └── WINWORD
└── UPS8
    └── XTGOLD
        ├── ABC .BAT
        ├── ATT .BGI
        ├── BAT .BAT
        ├── CGA .BGI
        ├── COM .BAT
        ├── COMPAREZ.ARC
        ├── DBF .BAK
        ├── DOC .BAT
        ├── EGAUGA .BGI
        ├── EXE .BAT
        ├── FWZ .BAT
        ├── FW3 .BAT
        ├── FX88 .BGI
        ├── GOLD14 .DOC
        ├── HERC .BGI
        ├── HP7470 .BGI
        ├── HP7475 .BGI
        ├── HP7550 .BGI
        ├── IBM8514 .BGI
        ├── LJET .BGI
        ├── LO1500 .BGI
        ├── MENU.SAVE.ARC
        ├── MENU_BOB.ARC
        ├── MMENUUU.BAT
        ├── OLDMNU .TXT
        ├── PC3270 .BGI
        ├── README .DOC
        ├── SAMPLE .ABC
        ├── TXT .BAT
        ├── XTG .EXE
        ├── XTG .PIF
        ├── XTGOLCF .BAK
        ├── XTGOLD .CFG
        ├── XTGOLD .COM
        ├── XTGOLD .DOC
        ├── XTGOLD .HST
        ├── XTGOLD .ICF
        └── XTGOLD .PIF
    
```

ALT FILE Copy File display Log disk Move Open Release disk Sort criteria
 COMMANDS Tag Untag eXecute Quit
 FZ format F3 relog dir F4 compare F5 open archive

Note: The File specification box, Disk specification box and Statistics box disappear in a split window format. The current file specification is at the top of each window in the display.

To split the window into a two window format when the Directory or File window is active:

- Press **F8** or click **F8 split**

- OR -

- Select **Split on/off** from the **Window** pull-down menu.

Complete information on XTreeGold's split window capabilities can be found in Chapters 4 and 5.



Moving Around the Windows

You can use the mouse and keyboard interchangeably to move between Directory and File windows.

The charts on this and the following pages provide the keys and mouse action to move between the Directory and File windows and to move around in each window.

Moving Between the Windows

<u>Key</u>	<u>Mouse Action</u>	<u>Purpose</u>
Enter	Click the ↓ file prompt	To move from the Directory window to the Small file window
Enter	Click the ↓ more prompt	To move from the Small file window to the Expanded file window
B	Click Branch	To move from the Directory window to the Branch file window
S	Click Showall	To move from the Directory window to the Showall file window
G	Click Global	To move from the Directory window to the Global file window
Escape	Click Esc cancel	To move from any File window back to the Directory window

Using Keys in the Directory window

<u>Key</u>	<u>Purpose</u>
↑ Up Arrow or ↓ Down Arrow	To scroll through a directory tree and select a directory
Page Down	To move from the first to last line displayed on a window, and then scroll the next section of the list onto the window
Page Up	To move from the last to first line displayed, and then scroll the previous section of the list onto the window
Home	To place the highlight bar on the first item of the displayed list
End	To place the highlight bar on the last item of the list
→ Right Arrow	To move the highlight bar down the current path to the next subdirectory
← Left Arrow	To move the highlight bar to the current directory's parent
* (asterisk)	To log the current directory and all the files and sub-directories in that branch
+ (plus)	To log the current directory and all the files in that directory, and the first-level sub-directories

- (minus)	To release the files and directories in the current branch from XTreeGold memory	<input type="checkbox"/>
F5	To show or hide the directory tree display one level below the current subdirectory (see note)	<input type="checkbox"/>
F6	To show or hide the directory tree display at the current subdirectory level (see note)	<input type="checkbox"/>
< > (brackets)	To select another logged volume	<input type="checkbox"/>
Enter	To move to the Small file window	<input type="checkbox"/>

Note: When you use **F5** or **F6** key to collapse the tree display, files that have been logged remain logged.



□ Using the Mouse in the Directory Window

<u>Mouse Action</u>	<u>Purpose</u>
Point to the desired directory and click the left button	To select a directory
Point to the top or bottom border of the Directory window and hold down the left button	To scroll the directory tree
Point to a directory and click the right mouse button. Drag the mouse (move it while holding down the right button) to continue changing the tag state of other files	To toggle the tags in the directory
Double-click the + (plus) sign	To log the current directory and all the files in that directory, and the first-level sub-directories
Double-click the space to the left of the branch	To hide the display of the entire branch (the file and directory information remain in memory)
Point to the File window and click the left button, or point to the ↓ file prompt and click the left button	To move to the Small file window

Using Keys in File Windows

<u>Key</u>	<u>Purpose</u>	<input type="checkbox"/>
↑ Up Arrow or ↓ Down Arrow	To scroll up or down through a file list and select a file	<input type="checkbox"/>
Page Down	To move from the first to last line displayed on a window, and then scroll the next section of the list onto the window	<input type="checkbox"/>
Page Up	To move from the last to first line displayed on a window, and then scroll the previous section of the list onto the window	<input type="checkbox"/>
Home	To place the highlight bar on the first item of the displayed list	<input type="checkbox"/>
End	To place the highlight bar on the last item of the displayed list	<input type="checkbox"/>
→ Right Arrow or ← Left Arrow	To move the highlight bar to the right or left from column to column	<input type="checkbox"/>
↵ Enter	To move from the Small to the Expanded file window	<input type="checkbox"/>
Escape	To move to the Directory window	<input type="checkbox"/>

Using the Mouse in File Windows

<u>Mouse Action</u>	<u>Purpose</u>
Point to the desired file name and click the left button	To select a file
Point to the top or bottom border of the File window and hold down the left button	To scroll the file display
Point to the file and click the right button. Drag the mouse (move it while holding down the right button) to continue changing the tag state of files	To change the tag on a file
Point to the more prompt and click the left button	To move to the Expanded file window from the Small file window
Point to the tree prompt and click the left button	To move to the Directory window
Double-click the right button	To view the current file
Double-click the left button	To perform the open command on the current file

How Pull-Down Menus are Organized

Pull-down menus provide an efficient way to organize groups of a program's related functions. When a program has many capabilities, as XTreeGold does, pull-down menus make it easier for users to find commands, since they can be presented logically by category. XTreeGold provides two groups of pull-down menus:

- Directory pull-down menus, which are displayed when selected with the Directory window active
- File pull-down menus, displayed when selected with any File window active (remember, there are several file windows)

When an ellipse (...) is displayed after a command name, additional input will be required. Once you select the command, XTreeGold will display another menu, question or prompt in the prompt line at the bottom of the screen. The keys displayed on the right of each menu are accelerator keys. In general, you may use either the hotkeys displayed in a contrasting color or these accelerator keys whenever they are displayed.

When you select a command from a pull-down menu the highlight bar blinks momentarily, creating a wiggle effect. The wiggle feature helps confirm your command selection. You may toggle this feature on and off by pressing the **Scroll Lock** key.

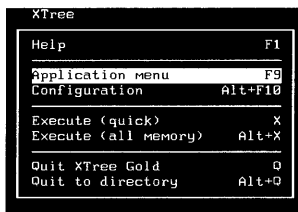
Within each set of pull-down menus, there are both unique and overlapping headers on the menu bar and pull-down menus:

- XTree
- File
- Directory (displayed only when a Directory window is active)
- Tagged (displayed only when a File window is active)
- Volume

- Tag
- Window

XTree

Contains commands that are not applied directly to files, directories, volumes or windows, which are available when any window is active. These commands include those used to start applications and execute commands, to obtain on-line help and to quit XTreeGold.



File

Contains commands that can be performed on individual files or files displayed in the active window. When you select a command from this menu with the file window active, it will be applied to the current file (the one selected with the highlight bar) in the current file window.



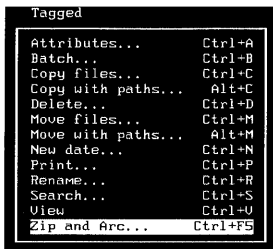
Directory

Contains commands that can be performed on individual directories. When you select a command from this menu, it will be applied to the current directory (the one selected with the highlight bar) in the Directory window. This menu is available only when the Directory window is active.



Tagged

Contains commands that can be performed on all tagged files in the current window. This menu is available when any of the file windows is active.



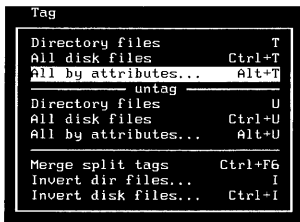
Volume

Contains commands that can be performed on a volume or diskette, such as the log and format commands. The commands displayed depend on whether the Directory or File window is active.



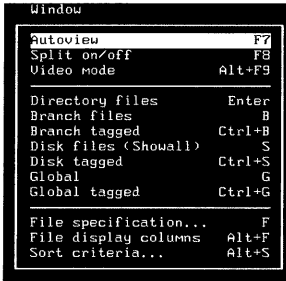
Tag

Contains the set of commands that enable you to tag and untag files. The commands displayed depend on whether the Directory or File window is active and can be applied to the current directory, current file, or all files in the current window.



Window

Contains commands that apply to one or more of XTreeGold's windows, such as the Autoview and Split window commands.



Window	
Autoview	F7
Split on/off	F8
Video mode	Alt+F9

Directory files	Enter
Branch files	B
Branch tagged	Ctrl+B
Disk files (Showall)	S
Disk tagged	Ctrl+S
Global	G
Global tagged	Ctrl+G

File specification...	F
File display columns	Alt+F
Sort criteria...	Alt+S

The charts on the following pages provide the keyboard and mouse actions to execute commands from the pull-down menus.

Executing Commands With Keys

<u>Key</u>	<u>Purpose</u>
F10	To display the Menu bar and most recently displayed pull-down menu
→ Right Arrow or ← Left Arrow	To display the next pull-down menu to the right or left
↑ Up Arrow or ↓ Down Arrow	To highlight a command on a menu
Hotkey (highlighted letter)	To execute the corresponding command
F1	To turn on the display of Help summaries for each highlighted item
Escape	To cancel the pull-down menus and return to the Directory or File window

Executing Commands With the Mouse

<u>Mouse Action</u>	<u>Purpose</u>
Point to F10 commands or the line at the top of the screen and click the left button	To display the Menu bar and a pull-down menu
Move the mouse pointer in the menu bar area until the desired menu header is highlighted, then click the left button	To display the Menu bar and pull-down menu at that location
Move the mouse pointer until the desired command is highlighted, then click the left button	To execute any command
Click the right button	To turn on the display of Help summaries for each highlighted item
Highlight anywhere outside the menu bar and pull-down menu displayed and click the left button	To cancel the pull-down menus and return to the Directory or File window

How Command Menus are Organized

We have seen that there are two main sets of commands in XTreeGold:

- Directory commands are available when the Directory window is active (when the highlight bar is in the Directory window).
- File commands are available when one of the File windows is active (when the highlight bar is in a File window).

Within each set, there are three types:

- Standard Commands
- Ctrl Commands
- Alt Commands

Standard Commands

Displayed on the menu at the bottom of the screen, they usually perform operations on individual directories or files.

Ctrl Commands

Displayed when you hold down the **Ctrl** key or move the mouse over the word **COMMANDS** in the prompt line and click with the mouse, they usually perform operations on multiple files or directories. You can also reach Ctrl commands by pressing **F4** while the Standard commands are displayed.

Alt Commands

Displayed when you hold down the **Alt** key or move the mouse over the word **COMMANDS** and double-click with the mouse, these are advanced commands that extend the function of the Standard commands. You can also reach Alt commands by pressing **F4** while the Ctrl commands are displayed.

Some commands are available when either the Directory or File window is active and are displayed on both the Directory and File command menus.

Directory Commands

Directory commands include Standard, Ctrl and Alt commands, and also function keys. Remember, the available commands can always be displayed on the menu at the bottom of the screen. To select any command, either press the hotkey (displayed) or point to the command with the mouse and click the left button.

Standard Directory Commands

The Standard directory commands usually apply to individual directories. They are displayed on the command line when the Directory window first becomes active.

```
DIR      Avail Branch Compare Delete Filespec Global Invert Log Make  
COMMANDS Oops! Print Rename Showall Tag Untag Volume eXecute Quit  
← file F7 autoview F8 split F9 menu F10 commands F1 help ? stats
```

Ctrl Directory Commands

Ctrl directory commands are generally applied to multiple files or directories. To display them, press **F4** or hold down the **Ctrl** key while the Directory window is active or select **DIR COMMANDS** with the mouse and click.

```
CTRL DIR Branch Global Invert Log disk Showall tagged files Tag Untag  
COMMANDS
```

Alt Directory Commands

Alt directory commands are advanced directory commands that extend the function of the Standard commands. To display them, hold down the **Alt** key while the Directory window is active or se-

lect **DIR COMMANDS** with the mouse and double-click, or press **F4** when the Ctrl commands are displayed.

```
ALT DIR Edit File display Graft Hide/unhide Log disk Prune Release disk
COMMANDS Sort criteria Tag Untag Wash disk eXecute Quit
F2 format F3 relog dir F9 video mode F10 configure
```

File Commands

File commands include Standard, Ctrl and Alt commands, and also function keys. As with directory commands, the available file commands are always displayed on the menu at the bottom of the screen. To select any command, either press the highlighted key or select the command with the mouse and click the left button.

Remember that there are four different File windows, and when the different File windows are active, different groups of files are affected by the selected command.

Small or Expanded	Matching files in the current directory
Branch	Matching files in one directory and all its subdirectories (on the current volume)
Showall	Matching files in all sub-directories on the current volume
Global	Matching files on all logged volumes

Standard File Commands

The Standard file commands usually apply to individual files. They are displayed on the command line when a File window first becomes active.

```
FILE      Attributes Copy Delete Edit Filespec Invert Log disk Move
COMMANDS Neu date Open Print Rename Tag Untag View eXecute Quit
← tree F7 autoview F8 split F9 menu F10 commands F1 help ESC cancel
```

Ctrl File Commands

Ctrl file commands are generally applied to multiple tagged files. To display these commands, press **F4** or hold down the **Ctrl** key while the File window is active or select **FILE COMMANDS** with the mouse and click.

```
CTRL FILE Attributes Batch Copy Delete Invert Log disk Move Neu date
COMMANDS Print Rename Search Tag Untag View
F5 archive files F6 merge tags F8 partial untag
```

Alt File Commands

Alt file commands are advanced file commands that extend the function of the Standard commands. To display these commands, hold down the **Alt** key while the File window is active, or select **FILE COMMANDS** with the mouse and double-click, or press **F4** while the Ctrl file commands are displayed.

```
ALT FILE Copy File display Log disk Move Open Release disk Sort criteria
COMMANDS Tag Untag eXecute Quit
F2 format F3 relog dir F4 compare F5 open archive
```

The charts on the following pages provide the keyboard and mouse actions to execute commands from the command menus.

Executing Commands With Keys

<input type="checkbox"/> <u>Key</u>	<input type="checkbox"/> <u>Purpose</u>
-------------------------------------	---

<input type="checkbox"/> F4	To cycle through the command menus
------------------------------------	------------------------------------

<input type="checkbox"/> Ctrl	To display the Ctrl command menu
--------------------------------------	----------------------------------

<input type="checkbox"/> Alt	To display the Alt command menu
-------------------------------------	---------------------------------

<input type="checkbox"/> Hotkey	To execute any command
--	------------------------

<input type="checkbox"/> F1	To display a Help Screen
------------------------------------	--------------------------

<input type="checkbox"/> Esc	To cancel the current operation and return to the Directory or File window
-------------------------------------	--

Executing Commands With the Mouse

Mouse Action

Purpose

Point to **DIR COMMANDS** or **FILE COMMANDS** at the bottom left of the screen and click the left button

To cycle through the command menus

Move the mouse pointer to the command menu until the desired command is highlighted, then click the left button

To execute any command

Highlight **ESC cancel** in the prompt line and click the left button

To cancel the current operation and return to the Directory or File window

Responding to Command Prompts

When you select some of XTreeGold's commands, additional input may be required to complete a procedure. This will be indicated by the display of a prompt, submenu and/or additional options. You can always respond to a prompt by typing the input requested and you can use either of XTreeGold's shortcuts that are displayed in the prompt line.

Entering and Editing Text

Some XTreeGold commands require that you respond to additional prompts and enter information such as a new file name or confirmation of potentially dangerous commands. You will also enter text in the Command shell to perform DOS operations. The mouse does not perform editing functions. The chart on page 2-41 shows the available keys.

Using the Command History

Whenever you respond to an XTreeGold prompt, XTreeGold saves your entry in a command history file. A separate history is maintained for each type of command and for the Command shell.

When the history option is available, it is displayed in the prompt line as **↑ history**. When you select it with either the up arrow key or mouse, the history window is displayed. Then, instead of typing an entry, you can review your past responses and select from the list. You can select the entry by placing the highlight bar on it and pressing **Enter** or clicking the mouse to confirm.

XTreeGold stores up to 16 entries for each kind of operation. Each time you enter an item which doesn't appear in the history list, XTreeGold adds it to the corresponding list. Because histories are maintained in a file, they remain available from one XTreeGold session to another. Since XTreeGold replaces existing entries with new ones, you must decide and specify the items you want to keep in your command histories on a permanent basis.

Typical history files will have some entries marked as permanent, while other entries will change on a daily basis along with your program usage.

To specify an entry as permanent, highlight the entry and press the **Insert** key. XTreeGold marks each permanent entry with a bar. To remove this mark, highlight the marked entry and press **Insert** again. To remove any entry from a command history, select the entry and press the **Delete** key.

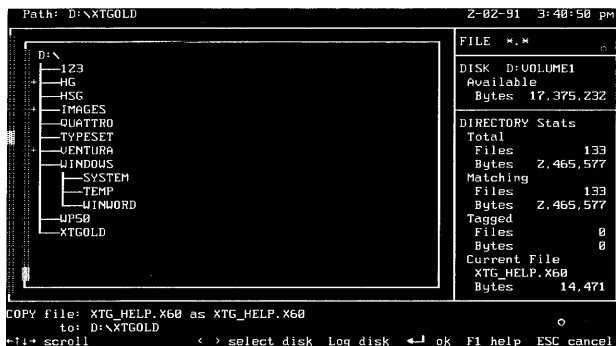


Pointing to a Destination

When a command requires that you indicate a destination path, XTreeGold lets you point to that destination in a Destination window rather than typing in the name of the destination at the prompt or selecting it from the command history. When the Point option is available, it is displayed in the prompt line as **F2 point**. When you select it with either the function key or mouse, the Destination window is displayed. You can then select the path by placing the highlight bar on it and pressing **Enter** or clicking the mouse to confirm.

As an example, you might point to a destination directory when you are copying files from one directory to another. Pointing elim-

inates the need to remember the exact spelling and syntax of a directory or volume because you are selecting it from the destination and copying it to the prompt line.



Getting Started

The charts on this and the following pages provide the keyboard and mouse actions to respond to prompts.

Responding to Prompts With Keys

Action	Response
Enter	To complete an entry of text or confirm an informative message
↑ Up Arrow	To display the command history
F2	To display the destination directory window or a pick list
F3	To use the most recent history entry

Responding to Prompts With the Mouse

<u>Action</u>	<u>Response</u>
Move the mouse pointer over one of the prompts in the prompt line and click the left button	To respond to messages and questions
Highlight ↵ ok in the prompt line and click the left button	To complete an entry of text or confirm an informative message
Highlight ↑ history in the prompt line and click the left button	To display the command history
Highlight F2 point in the prompt line and click the left button	To display the destination directory window

Entering and Editing Text

<input type="checkbox"/> <u>Key</u>	<input type="checkbox"/> <u>Purpose</u>
<input type="checkbox"/> Home	To move the cursor to the beginning of a line
<input type="checkbox"/> End	To move the cursor to the end of a line
<input type="checkbox"/> → Right Arrow or ← Left Arrow	To move the cursor one position to the right or left without altering the text
<input type="checkbox"/> Backspace	Deletes one character to the left of the cursor
<input type="checkbox"/> Delete	Deletes the character under the cursor
<input type="checkbox"/> Insert	Toggles Insert On and Off. When On, you can insert characters to the left of the cursor. When Off, typing a character replaces the character at the cursor.
<input type="checkbox"/> Ctrl + Backspace	Erases the line and moves the cursor to the first position
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Selecting an Entry From a Command History

Additional options are available when selecting an item from a command history.

<u>Keys</u>	<u>Mouse Action</u>	<u>Purpose</u>
Up Arrow	Click ↑ history	Displays a history of responses associated with the currently displayed prompt or the Command shell
↑ Up or ↓ Down Arrow	Highlight an entry	Places the highlight bar on (selects) an entry in the list
Enter	Double-click an entry	Copies the selected entry to the prompt
Esc	Highlight ESC cancel and click	Returns to the prompt without copying an entry
Insert		After an entry is highlighted, pressing Insert marks an entry as permanent. To remove a permanent mark, press Insert again
Delete		After an entry is highlighted, removes it from the history

Getting Help

XTreeGold provides extensive help information in a logical sequence of help screens. The screens provide:

- Descriptions of the windows and menus
- Use of the cursor, function and editing keys
- Both brief and in-depth discussions of every command

Help Screens

The Help screens are context sensitive so that appropriate information is presented to you whenever you select Help and the information is relative to your location and action in the program. So, if you select a command from a command menu and then select Help, information will be presented on the command you selected. If you choose the Help command without a specific selection, XTreeGold displays a representation of the Main Display. You then select the graphic (using the **Arrow Keys** or mouse) that corresponds to the topic you want help with and press **Enter** to view additional information on that topic.

Within the Help screens, you can select additional topics by highlighting the topic and pressing **Enter**. Six options are available on each Help screen. To select an option, press the **highlighted** character, select with the **highlight bar** and press **Enter**, or select with the mouse by highlighting and clicking.

Displaying Help Screens

To display a Help screen at any time, follow these steps when the pull-down menus are not displayed.

<u>Action</u>	<u>Response</u>
1. Press F1	The corresponding page of the Help screens is displayed
2. Highlight your choice on the screen for an additional help topic and press Enter	A full screen of information on that topic is displayed
3. Press Esc	The Help Screen is cancelled



Help Screen Options

The following additional Help Screen options are available.

<u>Option</u>	<u>Purpose</u>
Next Page	Displays the next screen of help information
Last Page	Displays the previous help screen
Back	Enables you to back up through the Help screens you have viewed
Dir Commands	Provides a list of directory commands with brief descriptions; a specific command can be chosen from this list to view more information
File Commands	Provides a list of file commands with brief descriptions; a specific command can be chosen from this list to view more information
Index	Lists the help topics in sequence
Esc	Returns to XTreeGold at the location prior to accessing help

Pull-Down Menu Help

If you press **F1** or click the right mouse button while the pull-down menus are displayed, a help summary is displayed for each highlighted menu item on every menu until you close the pull-down menus. This brief description is displayed in the prompt line.

If you want to see more comprehensive Help information, choose **Help** from the **XTree** pull-down menu by pointing and clicking with the mouse or pressing the hotkey **H**.

Displaying Pull-Down Menu Help

To display a summary of each item on the pull-down menus, follow these steps when the pull-down menus are displayed.

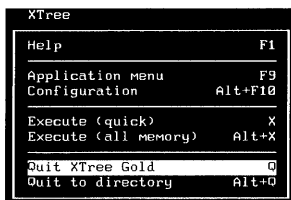
<u>Action</u>	<u>Response</u>
1. Press F1 or click the right mouse button	A brief summary of the currently highlighted command is displayed at the bottom of the screen
2. Use the Arrow keys or mouse to scroll pull-down menu items for additional information	A brief summary of each item is displayed as it is highlighted until the pull-down menus are closed

Quitting XTreeGold

There are two Quit commands that enable you to exit XTreeGold. The Quit command enables you to exit XTreeGold and return to the operating system prompt. It is available:

- ✓ When any Directory or File window is active
 - From the **XTree** pull-down menu

By clicking **Quit XTreeGold** or pressing the hotkey **Q**



- Or, from the Standard directory and Standard file command menus

By clicking **Quit** or pressing **Q**

```

DIR      Avail Branch Compare Delete Filespec Global Invert Log Make
COMMANDS  Oops! Print Rename Showall Tag Untag Volume eXecute Quit
←file  F7 autoview F8 split F9 menu F10 commands F1 help ? stats
  
```

When you choose the Quit command, you are prompted for confirmation. Either:

- Press **Y(es)** to confirm the exit.
- Press **N(o)** to cancel and remain in XTreeGold.

You can also configure XTreeGold to exit without requesting confirmation. See Chapter 10 for more information on configuration options.

Quit to Directory

The Alt Quit command enables you to exit XTreeGold and return to the operating system prompt, automatically setting the current DOS directory to be the current directory setting in XTreeGold. It is available:

✓ When any Directory or File window is active

From the **XTree** pull-down menu

By clicking **Quit to directory**, or pressing the hotkey **t**

Or, from the Alt directory and Alt file command menus

By double-clicking **COMMANDS** and then clicking **Quit** or pressing **Alt + Q**

When you choose this **Quit** command, you are also prompted for confirmation. Either:

Press **Y(es)** to confirm the exit.

Press **N(o)** to cancel and remain in XTreeGold.

You can also configure XTreeGold to exit without requesting confirmation. See Chapter 10 for more information on configuration options.

Quick Exiting - Exit with Save

XTreeGold provides a command for quick exiting, that is not displayed on the menus. This command can be selected when any window is active by pressing **Alt + Z**. When you press **Alt + Z**, XTreeGold immediately exits to DOS and at the same time saves all the current program (disk, directory, file and tagging) information. The next time you start XTreeGold, it restores all the information to the same state as when you exited. Of course, if

changes were made to the directory structure or your files from the DOS prompt or other applications, those changes will not be displayed until you relog the disk or modified directory.

Exiting XTreeGold

To exit XTreeGold when either the Directory or File Commands are displayed:

Action	Response
1. Press F10 or click commands	The pull-down menus are displayed
2. Press the Right or Left Arrow or click XTree to open the XTree pull-down menu	The first item, Help , is highlighted
3. Press t or click Quit to directory	The prompt Quit XTreeGold and return to DOS? is displayed
4. Press Y or click Yes	The DOS command line prompt (for example C:\XTGOLD) is displayed



Summary

This chapter introduced the elements that provide the foundation for XTreeGold and all its operations. These include:

- Installing, starting and exiting XTreeGold
- Menus, screens and windows
- How commands are organized
- Using the keyboard and mouse to move around and execute commands
- Obtaining help

The next chapter introduces some of XTreeGold's commands that will enable you to easily manage your files.



Working With Files, Part 1

XTreeGold provides a number of commands to speed up and simplify common file management tasks. This chapter provides a thorough explanation of the commands you'll use and step-by-step instructions to easily complete these tasks:

- Copying files
- Deleting files
- Undeleting files
- Moving files
- Renaming files
- Printing the contents of files

The chapter begins with a discussion of XTreeGold's many file handling capabilities and concepts, which will provide a solid basis for your understanding of all of the file management tasks. We also include some pointers to help you use XTreeGold to your best advantage. The following topics are presented, as a foundation for the tasks:

- Matching files
- Displaying file information
- Choosing the best file window
- Statistics box
- Selecting and tagging files
- Selecting all files in a directory
- Selecting all files on a volume



Matching Files

One of the most important concepts in working with files is the concept of matching files. XTreeGold uses the term *matching files* to enable you to specify files which will be acted on by its commands. Each time XTreeGold starts, the wild card *.* is in the File specification box and *all files are matching files until you make a change*.

The names of all matching files (and only matching files) are always listed in the File window. When file commands are performed, they are performed on files you see in the window, *which are the matching files*.

Matching files are controlled by the **Filespec** command. The Filespec command is available:

- ✓ When any Directory or File window is active
 - From the **Window** pull-down menu

By clicking **File specification** or pressing the hotkey **F**



- Or, from the Standard directory or file command menu

By clicking **Filespec** or pressing the hotkey, **F**

```
DIR      Avail Branch Compare Delete Filespec Global Invert Log Make
COMMANDS Oops! Print Rename Showall Tag Untag Volume eXecute Quit
←file  F7 autoview F8 split F9 menu F10 commands F1 help ? stats
```

Use the Filespec command to select a group or groups of files that will be displayed in the file window and acted upon by XTreeGold's commands.

When you choose the Filespec command, XTreeGold prompts you for a new file specification. You can either:

- Press **Enter** to automatically default to the *.* wild card
- Enter any file specification by typing one at the prompt
- Select an item from the history file (press **Up Arrow** or click **history**)
- Enter up to 28 different file specifications separated by commas or spaces using * and/or ? characters to specify particular groups of files to be included

When you make a change, the name of the file you are matching is always displayed in the File specification box. This file name can include wild cards, for example MYFILE.* or *.TXT. For example, entering a multiple file specification of:

*.EXE, *.BAT, *.COM (the executable file extensions)

would allow you to display all executable files for group operations. After entering the file specification, you can use the Showall command to display all executable files on the current volume, or choose the Global command to display all executable files on all logged volumes. (The Showall and Global commands are discussed in the next chapter.)

You can make sets of file specifications easy to identify by adding a descriptive label to each list of specifications. To label a set of file specifications, first enter a descriptive word, then type a colon (:) before entering the multiple specifications. For example:

```
PROGRAMS : * .EXE, * .BAT, * .COM
```

Because XTreeGold ignores all the text before the colon, you can use this technique to create groups of file specifications that can be readily identified in the File specification box (or the history for file specifications), regardless of their length.

You can also display all files that do not match the file specification by placing a minus sign (-) in front of a file specification. For example:

```
-* .BAT
```

would result in all files except those matching the file specification *.BAT being displayed.

Once you have entered a new file specification, the File specification box and the Statistics box are updated to reflect the change. Always look at both boxes to confirm the current matching files before performing operations or selecting commands.

If a right arrow is displayed in the File specification box, all file specifications are not visible. To display the complete file specification, press the **Up Arrow** key or click **history** to display a history of file specification entries. XTreeGold highlights the current file specification in the history window.

Specifying Matching Files

To change matching files with the File or Directory window active, follow these steps. In this example, we'll change the file specification to display all backup files with the extension .BAK.

<u>Action</u>	<u>Response</u>
1. Press F or click Filespec in the command menu	The prompt Enter file specification is displayed
2. Type the file specification *.BAK (the name of the files you want to see in the File window) and press Enter	The File specification box contains the file name being matched, *.BAK , and the File window displays only those files with the .BAK extension.
3. To change matching files back to the *.* wild card, press F or click Filespec and press Enter	The File specification box contains the file name *.* and all files are now matching files.

Displaying File Information

The display of file information can be modified to best suit the needs of a particular task and/or your individual preference. You can:

- Work on different groups of files by displaying either the Small or Expanded, Branch, Showall, or Global file window.
- Modify the file display format to display files in one, two, or three column format.
- Sort the files to display them in an order which best suits your needs.

All these capabilities are explained in this section.

Choosing the Best File Window

As we have seen, File commands act on selected or matching files displayed in the File window. The scope of the File command you choose depends on the type of File window that is currently active.

Again, the File windows are:

- | | |
|--|---|
| <input type="checkbox"/> Small or Expanded file window | File commands perform operations on all matching files in the current directory |
| <input type="checkbox"/> Branch file window | File commands act on matching files in one branch (one directory and all its sub-directories) on the current volume |
| <input type="checkbox"/> Showall file window | File commands act on matching files in all directories on the current volume |
| <input type="checkbox"/> Global file window | File commands act on matching files in all directories on all logged volumes |

You can determine the best File window by the needs of the task you are going to perform.

- Use the Small file window when you will be performing a task on files in only one directory and you can easily display all the file names.
- Use the Expanded file window if that directory contains many files and you prefer to display the maximum number of file names.
- Use the Branch file window if you are performing similar tasks on files in one directory and its subdirectories.
- Use the Showall file window if you are performing similar tasks on files in more than one directory.
- Use the Global file window if you have logged more than one volume and will be performing similar tasks on files on all the volumes.

Working in either the Small or Expanded file window is a matter of personal preference and convenience. The Small file window is displayed as part of the Main Display and allows you to review file information while maintaining the directory tree display. The Expanded file window enables you to display a greater amount of file information at one time, but does not allow you to see the directory tree at the same time.

All the steps in this Guide are written using the Small file window, which is displayed when you press **Enter** or click the **↓ file** prompt once in the Directory window. If you prefer to work in the Expanded file window, simply press **Enter** twice or double-click the **↓ file** prompt. You can also configure XTreeGold to bypass the Small file window. See Chapter 10 for a description of this configuration option.

In this chapter, we describe tasks that apply to files in one directory on a single volume using only the Small or Expanded file window. In Chapter 4, we'll describe how to span branches, directories and volumes by using the Branch, Showall and Global File windows and how to apply tasks across branches, directories and volumes.

□ Choosing a File Window

□ The Small File window is always displayed when the Directory window is active and the Main Display is on the screen. The keys and mouse action to move between the Small and Expanded file windows and the Directory window are shown in this chart.

<u>Key</u>	<u>Mouse Action</u>	<u>Purpose</u>
Enter	Click the ↓ file prompt	To move from the Directory window to the Small file window
Enter	Click the ↓ more prompt	To move from the Small to the Expanded file window
Esc	Click Esc cancel	To move from any File window back to the Directory window
F10 + (right or left arrow to) open the Window menu + D	Click F10 commands then Window then Directory files	To move from the Directory window to the Small file window using pull-down menus
F10 + (right or left arrow to) open the Window menu + T	Click F10 commands then Window then Tree	To move from any File window back to the Directory window using pull-down menus

Modifying the File Display Format

When XTreeGold is installed, the file windows are set to display in three columns, alphabetically by name, in ascending order, with a "." between the file name and extension. XTreeGold provides a command to enable you to change the file display format to provide additional information about files on an ongoing basis. The **F**ile display command is available:

- ✓ When any Directory or File window is active
 - From the **Window** pull-down menu

By clicking **File display columns** or pressing the hotkey **c**



- Or, from the Alt directory or Alt file command menu

By double-clicking **COMMANDS** and then clicking **File display** or pressing **Alt + F**

```
ALT FILE Copy File display Log disk Move Open Release disk Sort criteria
COMMANDS Tag Untag eXecute Quit
          F2 format F3 relog dir F4 compare F5 open archive
```

Using the File display command, you can change the File window display from three columns to two columns to one column, depending on the information you prefer to see in the File window.

When you select the command, it immediately changes the display by removing a column from a three or two column display, or if one column display was in effect, returns to three column display (the default).

For example, a three-column display shows only a file name and extension, and any tag markings, as in this example:

```
XTGOLD.CFG  XTGOLD.HST  XTGOLD.X10
XTGOLD.COM  XTGOLD.X01  XTGOLD.X20
XTGOLD.EXE  XTGOLD.X02  XTGOLD.X30
```

A two-column format also displays the file size and attributes, as in this example:

```
XTGOLD.COM  53,110  .a..  XTGOLD.X10  16,046  .a..
XTGOLD.X01  24,274  .a..  XTGOLD.X20  15,019  .a..
XTGOLD.X02  10,032  .a..  XTGOLD.X30  13,976  .a..
```

A one-column format also displays the last modified date and time, as in this example:

```
XTGOLD.COM  53,832  .a..  12-22-90  12:00:00  pm
XTGOLD.X01  24,274  .a..  12-22-90  12:00:00  pm
XTGOLD.X02  10,032  .a..  12-22-90  12:00:00  pm
```

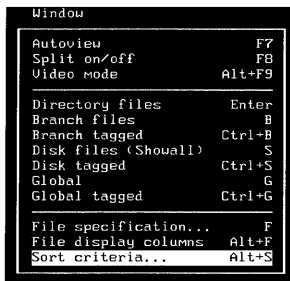
Changing the File Sort Order

XTreeGold provides a command which enables you to change the order in which files are displayed in the File window. This command is the **Sort criteria** command, available:

✓ When any Directory or File window is active

From the **Window** pull-down menu

By clicking **Sort criteria** or pressing the hotkey **o**



Or, from the Alt directory or Alt file command menu

By double-clicking **COMMANDS** and then clicking **Sort criteria** or pressing **Alt + S**

A screenshot of the 'COMMANDS' menu. The menu items are:

ALT FILE	Copy	File display	Log disk	Move	Open	Release disk	Sort criteria
COMMANDS	Tag	Untag	eXecute	Quit			
	F2 format	F3 relog dir	F4 compare	F5 open archive			

Each time you start XTreeGold, files are displayed in alphabetical order by default. When you use the Sort criteria command, you select a new sort order which will be used in all subsequent

File window displays during the XTreeGold session. When you select the Sort criteria command, the Sort criteria submenu is displayed with these options:

Name Displays files in alphabetical order by their names. This is the default sort criteria.

Extension Displays files in alphabetical order by their file name extensions. For example, all the *.DOC files appear before the *.TXT files. Files with the same extension are displayed in alphabetical order by name.

Date Displays files in order of creation/modification date. Files that were created or modified earlier are shown first, followed by newer files. Files with the same date and time are ordered by name.

Size Displays files ordered by their size. The smallest files appear first, followed by larger size files. Files with the same size are ordered by name.

Unsort Displays files in the actual order in which they are stored on the volume, just as you would see them if you typed the DIR command at the DOS prompt.

Two additional toggle options provide further control. When using one of these options, select it first, then choose the sort criteria option from the previous list.

Order You can change the default display's ascending order to a descending order to find the largest or smallest, oldest or newest files on the volume. When you press **O** you remain in the Sort prompt line, where you can select a sort criteria.

Path

This toggle option applies only to the Branch, Showall and Global displays and allows you to specify that files be sorted sequentially in path order. Select Path Yes to group files according to directories. Select Path No to display all files sorted by the current sort criteria only.

Once you select an option, no further action is necessary. The display is immediately updated.

Changing the Sort Order

These steps show how to change the sort order so files are listed in order of creation/modification date, in descending order. The procedure is the same for any active window. You can substitute any Sort option for Date & Time in the example.

Action

Response

1. Press **Alt + S** or select **Sort criteria** from the **Window** pull-down menu

The prompt **Enter sort option** is displayed

2. Press **O** or click **Order**

The order is changed from ascending (the default) to descending

3. Press **D** or click **Date and Time**

The files are displayed by date and time (in the new sort order you selected)

The default sort order can be changed by using the configuration program described in Chapter 10.

Selecting Files

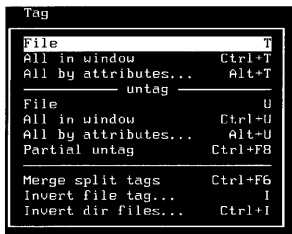
Before you can use XTreeGold to perform tasks with files they must be selected. There are several ways to select files and the most efficient way will be based on your intended task.

- To perform a task involving only one file, it can be selected by placing the highlight bar on it.
- To specify groups of related files which will be acted upon by XTreeGold commands, first use the Filespec command to identify those files as matching files.
- To perform operations on more than one file at a time, those matching files must be tagged (using the Tag command). *In XTreeGold, tagging means to select files for subsequent operations and mark them with a diamond.*
- Once you have tagged a group of files, use the Ctrl file commands also found on the Tagged pull-down menu. The commands are always applied to all the tagged files.
- After you have completed your task(s), use the Untag command to remove the tags from the files.

Tagging Individual Files

To perform tasks on more than one file in a directory, but not all the files, select and tag each file individually while the File window is active. The Tag command enables you to tag individual files in the current directory. It is available:

- When any File window is active
 - From the **Tag** pull-down menu
 - By clicking **File** or pressing the hotkey **F**



- Or, from the Standard file command menu

By clicking **Tag** or pressing **T**



When you select the Tag command, the current file (identified by the highlight bar) is selected and marked with a diamond. To tag a file, place the highlight bar on it and then select the Tag command.

Untagging Individual Files

If you accidentally tag a file you do not want to select or when you have finished a task with tagged files, use the Untag command to cancel the file selection and remove the tags. It is available:

- ✓ When any File window is active
 - From the **Tag** pull-down menu, under the subheader **untag**

By clicking **File** or pressing the hotkey **I**

- Or, from the Standard file command menu

By clicking **Untag** or pressing **U**

Mouse Shortcuts

- To change the tag state of files, point to the file and click the right mouse button
- To continue changing the tag state of other files, drag the mouse (move it while holding down the right button)

Selecting (Tagging) Files

To tag individual files named MYFILE.DOC and MYFILE.TXT in directory MYDIR, follow these steps.

Action

Response

1. If the words **DIR COMMANDS** are not displayed on the bottom left of the screen, press **Esc**

The Directory commands are now available

2. Press the **Up or Down Arrow** to place the highlight bar on directory MYDIR and press **Enter** or point to MYDIR and double-click

The File window is displayed for directory MYDIR

3. Press the **Up or Down Arrow** to place the highlight bar on the first file to be tagged, MYFILE.DOC or point to MYFILE.DOC and click

The file MYFILE.DOC is selected

4. Press **T** or click the right mouse button

A diamond is displayed to show you the file has been tagged

5. Press the **Up or Down Arrow** to place the highlight bar on the second file to be tagged, MYFILE.TXT or point to MYFILE.TXT and click

The file MYFILE.TXT is selected

6. Press **T** or click the right mouse button

A diamond is displayed to show you the file has been tagged

Removing Tags from Files

To remove the tags from an individual file named MYFILE.DOC follow these steps.

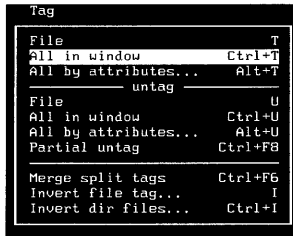
<u>Action</u>	<u>Response</u>
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory commands are now available
2. Press the Up or Down Arrow to place the highlight bar on the directory MYDIR and press Enter or point to MYDIR and double-click	The File window is displayed for directory MYDIR
3. Press the Up or Down Arrow to place the highlight bar on the first file to be untagged, MYFILE.DOC or point to MYFILE.DOC and click	The file MYFILE.DOC is selected
4. Press U or click the right mouse button	The file is no longer tagged, and a diamond is no longer displayed next to it

Tagging All Files in a Directory

To perform operations on all the files in a directory, select and tag all the files in that directory while the File window is active. The **Tag all** command enables you to tag all files in the current directory. It is available:

- ✓ When any File window is active
 - From the **Tag** pull-down menu

By clicking **All in window** or pressing the hotkey **A**



- Or, from the Ctrl file command menu

By clicking **COMMANDS** and then **Tag** or pressing **Ctrl + T**

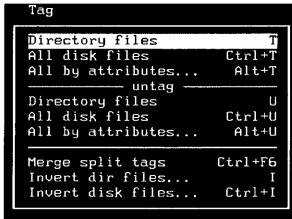
```
CTRL FILE Attributes Batch Copy Delete Invert Log disk Move New date
COMMANDS Print Rename Search Tag Untag View
F5 archive files F6 merge tags F8 partial untag
```

When you select the Tag all command, all the files in the current directory are selected and marked with diamonds. To tag all the files in the current directory, select this command when the File window is active.

You can also use the Directory window **T**ag command to tag all the files in the current directory. It is available:

- ✓ When any Directory window is active
 - From the **T**ag pull-down menu

By clicking **Directory files** or pressing the hotkey **D**



- Or, from the Standard directory command menu

By clicking **T**ag or pressing **T**

```
DIR Avail Branch Compare Delete Filespec Global Invert Log Make
COMMANDS Oops! Print Rename Showall tag Untag Volume eXecute Quit
←file F7 autoview F8 split F9 menu F10 commands F1 help ? stats
```

When you select the Tag command, all the files in the current directory (identified by the highlight bar) are selected and marked with a diamond. To tag all the files in a directory, place the highlight bar on it and then select the Tag command.

Untagging All Files in a Directory

If you accidentally tag a group of files you do not want to select or when you have finished a task with tagged files, use the **U**ntag all command to cancel the file selection and remove the tags. The Untag all command enables you to remove the tags from all files in the current directory.

It is available:

When any File window is active

- From the **Tag** pull-down menu, under the subheader **untag**

By clicking **All in window** or pressing the hotkey **A**

- Or, from the Ctrl file command menu

By clicking **COMMANDS** and then **Untag** or pressing **Ctrl + U**

To untag all the files in the current directory, select the Ctrl + Untag command when any File window is active.

You can also use the Directory window Untag command to untag all the files in the current directory. It is available:

When any Directory window is active

- From the **Tag** pull-down menu, under the subheader **untag**

By clicking **Directory files** or pressing the hotkey **r**

- Or, from the Standard directory command menu

By clicking **Untag** or pressing **U**

When you select the Untag command, the tags on all the files in the current directory (identified by the highlight bar) are removed. To untag all the files in a directory, place the highlight bar on it and then select the Untag command.

Mouse Shortcuts

To toggle the tags of all files in a directory, point to the directory and click the right mouse button.

To continue changing the tag state of all files in directories, drag the mouse up or down the directory tree.

Selecting (Tagging) All Files in a Directory

To tag all the files in a directory MYDIR, follow these steps.

<u>Action</u>	<u>Response</u>
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory commands are now available
2. Press the Up or Down Arrow to place the highlight bar on the directory MYDIR	Directory MYDIR is the current directory
3. Press T or click Tag	All the files in directory MYDIR are tagged
- OR -	
2. Press the Up or Down Arrow to place the highlight bar on the directory MYDIR and press Enter	The File window is displayed for directory MYDIR
3. Press Ctrl + T or click COMMANDS and then click Tag	All the files in directory MYDIR are tagged

Removing the Tags From All Files in a Directory

To untag all the files in a directory MYDIR, follow these steps.

<u>Action</u>	<u>Response</u>
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory commands are now available
2. Press the Up or Down Arrow to place the highlight bar on the directory MYDIR	Directory MYDIR is the current directory
3. Press U or click Untag files	No files are now tagged
- OR -	
2. Press the Up or Down Arrow to place the highlight bar on the directory MYDIR and press Enter	The File window is displayed for directory MYDIR
3. Press Ctrl + U or click COMMANDS and then click Untag all	No files are now tagged

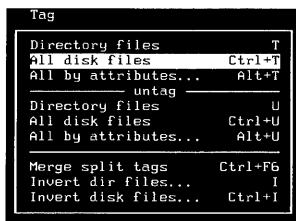
Tagging All Files on a Volume

To perform operations on all the files on a volume, you will need to tag all the files while the Directory window is active. The **Tag all** command enables you to tag all files in all the directories on a volume. It is available:

✓ When the Directory window is active

From the **Tag** pull-down menu

By clicking **All disk files** or pressing the hotkey **A**



Or, from the Ctrl directory command menu

By clicking **COMMANDS** and then **Tag** or pressing **Ctrl + T**

```
CTRL DIR Branch Global Invert Log disk Showall tagged files Tag Untag
COMMANDS
```

When you select the **Tag all** command, all the files on the current disk or volume are selected and marked with diamonds. To tag all the files on the current volume, select the **Ctrl + Tag** command when the Directory window is active.

Untagging All Files on a Volume

If you accidentally tag files on a volume you do not want to select, and/or when you have finished a task with tagged files, use the **Untag all** command to cancel all the file selections on the volume and remove the tags. The **Untag all** command removes the tags from all files on the current volume.

It is available:

✓ When the Directory window is active

- From the **Tag** pull-down menu, under the subheader **untag**

By clicking **All disk files** or pressing the hotkey **s**

- Or, from the Ctrl directory command menu

By clicking **COMMANDS** and then **Untag** or pressing **Ctrl + U**

To untag all the files on the current volume, select this Untag command when the Directory window is active.

Selecting (Tagging) All Files on a Volume

To tag all the files on the current volume, follow these steps.

<u>Action</u>	<u>Response</u>
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory commands are now available
2. Press Ctrl + T or click COMMANDS and then Tag	All the files on that volume will be tagged

Removing Tags From All Files on a Volume

To untag all the files on the current volume, follow these steps.

<u>Action</u>	<u>Response</u>
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory commands are now available
2. Press Ctrl + U or click COMMANDS and then Untag	No files are now tagged

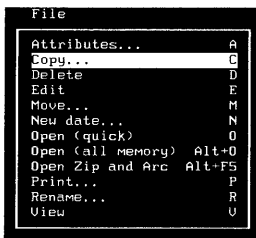
Copying Files

XTreeGold enables you to copy a file or group of files to another directory and/or volume by using one of the Copy commands. The Copy command lets you copy the current file to another volume or directory. The Copy tagged files command lets you copy all tagged files to another volume or directory.

The Alt Copy command lets you copy all files with their directory structures and is a very handy command for backing up large amounts of files on different volumes. See Chapter 5 for complete information on the Alt Copy command. The Copy command is available:

- ✓ When any File window is active
 - ❑ From the **File** pull-down menu

By clicking **Copy** or pressing the hotkey **C**



- ❑ Or, from the Standard file command menu

By clicking **Copy** or pressing the hotkey **C**

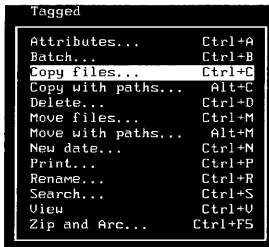
```

FILE      Attributes  Copy  Delete  Edit  Filespec  Invert  Log disk  Move
COMMANDS New date  Open  Print  Rename  Tag  Untag  View  eXecute  Quit
←tree    F7  autoview  F8  split  F9  menu  F10  commands  F1  help  ESC  cancel
  
```

The Copy tagged files command is available:

- ✓ When any File window is active
 - From the **Tagged** pull-down menu

By clicking **Copy files** or pressing the hotkey **C**



- Or, from the Ctrl file command menu

By clicking **COMMANDS** and then **Copy** or pressing **Ctrl + C**

A screenshot of a menu bar with the following items: CTRL FILE Attributes Batch **Copy** Delete Invert Log disk Move New date COMMANDS Print Rename Search Tag Untag View F5 archive files F6 merge tags F8 partial untag

When you choose one of the Copy commands, you are prompted for the file name of the new file(s). You can either:

- Press **Enter** to retain the same file name
- Enter any name of your choice
- Select an item from the history file (press **Up Arrow** or click **history**)

You are then prompted for the destination of the new file(s). You can either:


- Enter a directory name by typing one at the prompt
- Type a drive letter to specify a disk or volume as the destination
- Select an item from the history file (press **Up Arrow** or click **history**)
- Use the Point command (press **F2** or click **point**) to display the destination directory window, where you can point to the destination; if the current display is a split window display, you'll be able to maintain your source directory display while pointing to the destination in the other side of the split window.

You are then asked whether or not to automatically replace existing files.

- If you choose **Y(es)** you'll automatically overwrite files of the same name.
- If you choose **N(o)** XTreeGold will ask for confirmation each time a file with the same name is about to be copied over.

When copying more than one file, XTreeGold moves the highlight bar over each tagged file as it is being copied. If you are copying tagged files to a disk that becomes full, XTreeGold alerts you. You can then replace the full disk with either another formatted diskette that has more available space (and press any key to continue) or format a new diskette and continue the process (specify the drive and path again). This enables you to copy large groups of files in one operation regardless of whether they will fit on one destination disk.

XTreeGold does not allow you to copy over a Hidden or System file. If you are sure you want to do this, first remove the system or hidden attributes and then perform the copy operation. If you attempt to copy over a file with a Read-Only attribute, XTreeGold asks you to confirm the operation before continuing.

 **Note:** Normally, XTreeGold also copies the archive bit when it copies a source file. You can configure XTreeGold to operate like DOS and always set the archive bit for newly copied files. Chapter 10 provides full information on configuring XTreeGold.

Copying a File

This example shows how to copy a single file named MYFILE from a directory called MYDIR to a directory named OTHERDIR on the current volume.

<u>Action</u>	<u>Response</u>
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory commands are now available
2. Point to the directory MYDIR and double-click or press the Up or Down Arrow to place the highlight bar on MYDIR and press Enter	The File window is displayed for directory MYDIR
3. Point to the file to be copied, MYFILE and click or press the Up or Down Arrow to place the highlight bar on MYFILE	The file MYFILE is selected
4. Press C or click Copy	The prompt Copy file as is displayed
5. Press Enter to copy the file MYFILE and keep the file name	The prompt to: is displayed, asking you where you want to copy the files

6. Press **F2** (to point) and then **Up or Down Arrow** to highlight the destination OTHERDIR, then press **Enter** or point to OTHERDIR with the mouse pointer and click

The prompt **to:**
C:\OTHERDIR is displayed

7. Press **Enter** or click **ok**

The file is copied

Tagging and Copying Files to Another Volume

This example shows how to copy several files from a directory called OTHERDIR on a diskette in the A: drive to a directory named MYDIR on C: (the hard disk). *Remember to insert the diskette in the A: drive.*

<u>Action</u>	<u>Response</u>
1. Press L or click Log	The Log prompt is displayed
2. Type A and press Enter or point to A in the prompt line and click	The Main Display is shown
3. Point to the directory OTHERDIR and double-click or press the Up or Down Arrow to place the highlight bar on OTHERDIR and press Enter	The File window is displayed for directory OTHERDIR

4. Press the **Up or Down Arrow** to place the highlight bar on a file to be copied, then press **T** or click **Tag**, or point to the first file to be copied and press the right mouse button to tag it, repeating either technique until all files are selected

Files to be copied will be tagged (selected and marked with a diamond)

5. Press **Ctrl + C** or click **COMMANDS** and then **Copy**

The prompt **Copy all tagged files as** is displayed

6. Press **Enter** or click **ok** to copy the files and keep the file names

The prompt **to:** is displayed, asking you where you want to copy the files

7. Press **F2** (to point) then **>** (to switch disks) and then the **Up or Down Arrow** to highlight the destination MYDIR, then press **Enter**, or point to the destination MYDIR and click

The prompt **to: C:\MYDIR** is displayed

8. Press **Enter** or click **ok**

The prompt **Automatically replace existing files?** is displayed

9. Type **Y** or click **Yes**

All tagged files are copied

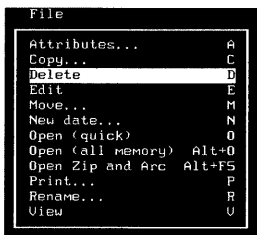
Deleting Files

The Delete commands enable you to delete one or more files from a Volume. The **Delete** file command lets you delete the current file. The **Delete tagged files** command lets you delete all tagged files from the current directory. XTreeGold does not allow you to delete Read-Only, Hidden or System files. The Delete command is available:

✓ When any File window is active

From the **File** pull-down menu

By clicking **Delete** or pressing the hotkey **D**



Or, from the Standard file command menu

By clicking **Delete** or pressing **D**

```
FILE  Attributes Copy Delete Edit Filespec Invert Log disk Move
COMMANDS  New date Open Print Rename Tag Untag View eXecute Quit
←tree  F7 autoview F8 split F9 menu F10 commands F1 help ESC cancel
```

The Delete tagged files command is available:

✓ When any File window is active

From the **Tagged** pull-down menu

By clicking **Delete** or pressing the hotkey **D**

Or, from the Ctrl file command menu

By clicking **COMMANDS** and then **Delete** or pressing **Ctrl + D**

When you select the Delete file command, you are asked to confirm the delete operation.

If you choose **Y(es)** you'll delete the selected file

If you choose **N(o)** XTreeGold will cancel the operation

When you select the Delete tagged files command, you are asked if you will confirm the delete operation for each tagged file.

If you choose **N(o)** you'll automatically delete all tagged files.

If you choose **Y(es)** XTreeGold will ask for confirmation each time a file is to be deleted.

Using the Delete tagged files command is the easiest way to delete groups of files, such as backup files automatically created by your application programs.

Deleting a File

This example shows how to delete a file named MYFILE from a directory named MYDIR on the current volume.

<u>Action</u>	<u>Response</u>
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory commands are now available
2. Point to the directory MYDIR and double-click or press the Up or Down Arrow to place the highlight bar on MYDIR and press Enter	Directory MYDIR has a pointer next to it and the File commands are displayed
3. Point to the file to be deleted, MYFILE and click or press the Up or Down Arrow to place the highlight bar on MYFILE	The file will be selected (the current file)
4. Press D or click Delete	The prompt Delete this file? is displayed
5. Press Y or click Yes	The file is deleted
- OR -	
5. Press N or click No	The delete operation is cancelled

Tagging and Deleting Files

This example shows how to delete several files from a directory named MYDIR on the current volume.

<u>Action</u>	<u>Response</u>
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory commands are now available
2. Point to the directory MYDIR and double-click or press the Up or Down Arrow to place the highlight bar on MYDIR and press Enter	Directory MYDIR has a pointer next to it and the File commands are displayed
3. Press the Arrow Keys to place the highlight bar on a file you want to delete and press T or click the right mouse button	The selected file will be tagged (marked with a diamond)
4. Continue highlighting files you wish to delete until all the files are tagged	All the files you selected listed will be tagged
5. Press Ctrl + D or select Delete from the Tagged pull-down menu	The prompt Confirm delete for each file? is displayed
6. Press N or click No	All the tagged files are deleted
- OR -	
6. Press Y or click Yes and then confirm your choice by pressing Y or N to respond to each prompt	Each file is highlighted, one at a time, followed by the prompt Delete this file? until all the files are confirmed

Undeleting Files

XTreeGold's **Oops!** command enables you to undelete or recover files from a disk after they have been deleted. Files which have been deleted from your disk and whose previously used disk space are not in conflict with other files may be recoverable. Files are only recoverable if you have not used the Wash deleted space command to wash deleted data from your disk and if you have not used a disk optimizer since the files were deleted.

The **Oops!** command is available:

- ✓ When the Directory window is active
 - From the **File** pull-down menu

By clicking **Oops!** or pressing the hotkey **O**




- Or, from the Standard directory command menu

By clicking **Oops!** or pressing **O**

```

DIR      Avail Branch Compare Delete Filespec Global Invert Log Make
COMMANDS Oops! Print Rename Showall Tag Untag Volume eXecute Quit
←file  F7 autoview F8 split F9 menu F10 commands F1 help ? stats
  
```

When you select the **Oops!** command, XTreeGold opens the Undelete window for the current directory and displays a list of deleted files in that directory.

 **Note:** If the current volume is a network volume or a SUBST volume an error message will be displayed. Or, if the current directory contains no deleted files a message to that effect will be displayed in the prompt line.

The Undelete window is similar to the Expanded file window but differs in the following ways:

- In the list of files, the first character of each file will always be a ? because the first character in a file name is always erased when you delete a file, and therefore cannot be determined by XTreeGold.
- This window contains a list of files in the current directory only. The undelete command cannot be applied to a Branch, Showall or Global file window.
- XTreeGold resets the file specification to *.* when the undelete window is opened but uses the current sort order.
- The file attributes (Read-only, Archive, System and Hidden) are not displayed. In their place you'll see either four dots (....) or four question marks (????). The questions marks indicate that the file is a conflicting file. Conflicting files are files that the FAT (File Allocation Table) indicates might occupy the same space on the disk if they were undeleted.
- The Statistics box is labeled UNDELETE Stats and displays the number of total, matching and conflicting files but not their size in bytes. The box does display the bytes in the current file (before it was deleted). There are no tagged file statistics shown since there can be no tagged files in this window.

You can undelete any number of files using the Undelete command in this window but they must be selected one at a time. Select a file from the list using the arrow keys or mouse and then select the **Undelete** command from the **File** pull-down menu or from the Undelete command menu.

You will be prompted for the name of the undeleted file. Type only a file name; a file is always recovered to the current directory. XTreeGold will then attempt to undelete the selected file.

A message will be displayed indicating whether the undelete was successful.

Note: The most likely reason XTreeGold would be unable to undelete a file is if the file area had been overwritten since the file was deleted.

The file display will then be refreshed and any file or files which were in conflict with the undeleted file may no longer be displayed. There is no way for XTreeGold to predict how conflicting files will be resolved before the undelete operation.

Undelete Commands

In the Undelete window, the following commands are available from pull-down and command menus.

<u>Pull-down menu item</u>	<u>Command menu item</u>	<u>Purpose</u>
<input type="checkbox"/> Xtree		
Help	F1 help	Displays a context sensitive help screen
Quit to XTreeGold	Esc	Closes the Undelete window and returns you to the standard XTreeGold display
<input type="checkbox"/> File		
Undelete	Undelete	Undeletes the currently selected file
<input type="checkbox"/> Window		
Tree	Enter	Displays the Undelete directory window
File specification	Filespec	Changes the file specification that XTreeGold uses to select deleted files for display and operations
Sort criteria	Alt + Sort criteria	Changes the order in which files are displayed in the Undelete window

Undeleting a File

This example shows how to undelete a file named ?YFILE from a directory named MYDIR on the current volume.

Action

Response

1. If the words **DIR COMMANDS** are not displayed on the bottom left of the screen, press **Esc**

The Directory commands are now available

2. Point to the directory **MYDIR** and click or press the **Up or Down Arrow** to place the highlight bar on **MYDIR**

Directory **MYDIR** is the current directory

3. Press **O** or select **Oops!** from the **File** pull-down menu

The Undelete file window will be displayed listing the deleted files in directory **MYDIR**

4. Point to the file to be deleted, **?YFILE** and click or press the **Up or Down Arrow** to place the highlight bar on **?YFILE**

The file will be selected

5. Press **U** or select **Undelete** from the **File** pull-down menu

The prompt **Undelete File: as** is displayed

6. Type a file name, **MYFILE** and press **Enter**

XTreeGold will attempt to undelete the file and display a message indicating whether it was successful

Moving Files

The Move commands allow you to move files to another directory and/or volume. The **M**ove file command moves the current file to another directory. The **M**ove tagged files command lets you move all the tagged files to another directory. A new feature of XTreeGold 2.0 is the ability to move files to a directory on another disk or volume. The Alt Move command lets you move all files with their directory structures and is a very handy command for backing up large amounts of files on different volumes. See Chapter 5 for complete information on the Alt Move command. XTreeGold does not allow you to move Read-Only, Hidden or System files. The Move command is available:

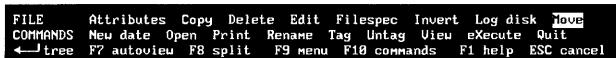
- ✓ When any File window is active
 - From the **F**ile pull-down menu

By clicking **M**ove or pressing the hotkey **M**



- Or, from the Standard file command menu

By clicking **M**ove or pressing **M**



The Move tagged files command is available:

✓ When any File window is active

From the **Tagged** pull-down menu

By clicking **Move files** or pressing the hotkey **M**

Or, from the Ctrl file command menu

By clicking **COMMANDS** and then **Move** or pressing **Ctrl + M**

When you choose the move command, you are prompted to re-name the file(s) to be moved. You can either:

Accept the one shown (keeps the same name)

Enter any name of your choice

Select an item from the history file (press **Up Arrow** or click **history**)

You are then prompted for the destination of the file(s). You can either:

Enter a volume or directory path by typing one at the prompt

Select an item from the history file (press **Up Arrow** or click **history**)

Use the Point command (press **F2** or click **point**) to display the destination directory window where you can point to the destination; if the current display is a split window display, you'll be able to maintain your source directory display while pointing to the destination in the other side of the split window.

Moving a File

To move a file named MYFILE from a directory named MYDIR to another directory named OTHERDIR on the same volume, follow these steps.

<u>Action</u>	<u>Response</u>
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory commands are now available
2. Point to the directory MYDIR and double-click or press the Up or Down Arrow to place the highlight bar on MYDIR and press Enter	Directory MYDIR has a pointer next to it and the File commands are displayed
3. Press the Arrow Keys to place the highlight bar on the file you want to move, MYFILE	The selected file MYFILE is highlighted (is the current file)
4. Press M or click Move	You are prompted Move file as
5. Press Enter or click ok to retain the same file name	You are then prompted Enter destination path
6. Enter the directory name by typing OTHERDIR at the prompt and pressing Enter or clicking ok	The file is moved to the directory you selected, OTHERDIR

Tagging and Moving Files

These steps show how to move all the files from a directory named MYDIR to another directory named OTHERDIR on another volume, D: .

<u>Action</u>	<u>Response</u>
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory commands are now available
2. Point to the directory MYDIR and double-click or press the Up or Down Arrow to place the highlight bar on MYDIR and press Enter	The File window is displayed for directory MYDIR
3. Press Ctrl + T or click COMMANDS and then Tag	All the files in the directory MYDIR are tagged
4. Press Ctrl + M or click COMMANDS and then Move	XTreeGold prompts for file names, Move all tagged files as
5. Press Enter to retain the same file names	XTreeGold prompts to: for the destination of the files
6. Enter a volume and directory name by typing D:\OTHERDIR at the prompt and press Enter or click ok	The files are moved to the directory OTHERDIR

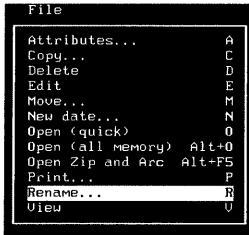
Renaming Files

When you want to change the name of one or more files while keeping the contents of the files intact, you can use the Rename commands. The **R**ename file command enables you to rename the current file. The **R**ename tagged files command enables you to rename all the tagged files in a directory. The Rename command is available:

✓ When any File window is active

From the **F**ile pull-down menu

By clicking **R**ename or pressing the hotkey **R**



Or, from the Standard file command menu

By clicking **R**ename or pressing **R**

```
FILE      Attributes Copy Delete Edit Filespec Invert Log disk Move
COMMANDS New date Open Print Rename Tag Untag View eXecute Quit
←tree F7 autoview F8 split F9 menu F10 commands F1 help ESC cancel
```

The Rename tagged files command is available:

When any File window is active

From the **Tagged** pull-down menu

By clicking **Rename** or pressing the hotkey **R**

Or, from the Ctrl file command menu

By clicking **COMMANDS** and then **Rename** or pressing **Ctrl + R**

When you choose one of the Rename commands, you are prompted for the file name of the new file(s). You can either:

Enter any name of your choice

Select an item from the history file (press **Up Arrow** or click **history**)

After you rename files, the File window is updated to show the new file names.

Renaming a File

To rename a file called MYFILE to MYFILE.DOC in a directory named MYDIR, follow these steps.

<u>Action</u>	<u>Response</u>
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory commands are now available
2. Point to the directory MYDIR and double-click or press the Up or Down Arrow to place the highlight bar on MYDIR and press Enter	Directory MYDIR has a pointer next to it and the File commands are displayed
3. Press the Arrow Keys to place the highlight bar on the file you want to rename, MYFILE	The selected file is highlighted and shown in the path line
4. Press R or click Rename	XTreeGold displays the name of the selected file and prompts: Enter new file name
5. Type the new file name, MYFILE.DOC and press Enter	The file is renamed and the file window is updated to reflect the new name

Tagging and Renaming Files

This example shows how to tag and rename several files in a directory named MYDIR so that they all have the file extension .BAK.

Action

Response

1. If the words **DIR COMMANDS** are not displayed on the bottom left of the screen, press **Esc**

The Directory commands are now available

2. Point to the directory MYDIR and double-click or press the **Up or Down Arrow** to place the highlight bar on MYDIR and press **Enter**

The File window is displayed for directory MYDIR

3. Press the **Up or Down Arrow** to place the highlight bar on a file to be renamed, then press **T** or point to the first file to be tagged and press the right mouse button, repeating either technique until all files are selected

Files to be renamed will be tagged

4. Press **Ctrl+ R** or select **Rename** from the **Tagged** pull-down menu

XTreeGold prompts: **Enter file specification**

5. Type the new file specification ***.BAK** and press **Enter** or click **ok**

The files are renamed with the .BAK extension and the file window is updated to reflect the new name

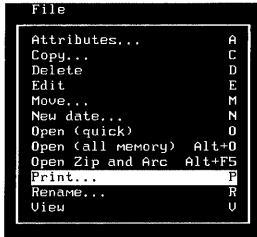
Printing the Contents of Files

The Print file commands let you print the contents of one or more files on your printer. The **Print** file command lets you print the contents of the current file. The **Print all tagged files** command lets you print all tagged files in the current directory. The Print command is available:

✓ When any File window is active

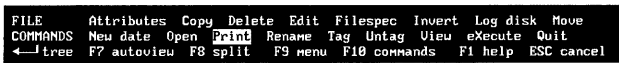
From the **File** pull-down menu

By clicking **Print** or pressing the hotkey **P**



Or, from the Standard file command menu

By clicking **Print** or pressing **P**



The Print tagged files command is available:

When any File window is active

From the **Tagged** pull-down menu

By clicking **Print** or pressing the hotkey **P**

Or, from the Ctrl file command menu

By clicking **COMMANDS** and then **Print** or pressing **Ctrl + P**

When you choose the Print command, XTreeGold prompts for the number of lines per page. You can:

Accept the default

Enter a different number if you know it is needed for your printer

Select an item from the history file (press **Up Arrow** or click **history**)

Once you select a destination and confirm by pressing **Enter**, your file(s) will be printed.

Each time you print, remember the following:

Be sure the printer is turned on and available before selecting the command and the paper is properly aligned.


You can cancel printing at any time by pressing **Esc**.

If you try to print a file that does not contain text information, you may find random characters in your printout.

A form feed is issued at the end of each file so that each file starts printing on a new page.

Printing the Contents of a File

To print a file named MYFILE in a directory named MYDIR, follow these steps.

<u>Action</u>	<u>Response</u>
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory commands are now available
2. Point to the directory MYDIR and double-click or press the Up or Down Arrow to place the highlight bar on MYDIR and press Enter	Directory MYDIR has a pointer next to it and the File commands are displayed
3. Press the Arrow Keys to place the highlight bar on the file you want to print, MYFILE	The highlight bar is on the file and the file name is displayed in the path line
4. Press P or click Print	The prompt Number of lines per page is displayed
5. Type a number and press Enter or click ok (or to accept the number shown)	The file is printed
 Note: If the file does not print, and the Error Message Device not ready, Press C to Cancel and R to Retry is displayed, check to make sure your printer is on and ready. Then press R to print.	

Tagging and Printing the Contents of Files

This example shows how to tag and print all the matching files in the current directory, MYDIR.

<u>Action</u>	<u>Response</u>
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory commands are now available
2. Point to the directory MYDIR and double-click or press the Up or Down Arrow to place the highlight bar on MYDIR and press Enter	The File window is displayed for directory MYDIR
3. With the File window active, press Ctrl + T or click COMMANDS and then Tag to tag all the files	All the matching files in the directory are tagged
4. Press Ctrl + P or click COMMANDS and then Print	The prompt Number of lines per page is displayed
5. Type a number and press Enter or click ok (or to accept the number shown)	The files are printed
6. Press Ctrl + U or click COMMANDS and then Untag	The previously tagged files are no longer tagged

Summary

This chapter provided information on the XTreeGold commands and capabilities that help you speed up and simplify the most common file management tasks, including:

- Matching Files
- Choosing the best file window
- Modifying the file display format
- Selecting and tagging files
- Copying files
- Deleting files
- Undeleting files
- Moving files
- Renaming files
- Printing the contents of files

The best way to use this chapter is as an ongoing reference. Refer back to individual sections when you need directions for a task or additional information on a command, until you become familiar with the steps and no longer need instructions.



Working With Files, Part 2

XTreeGold provides a number of additional commands to speed up and simplify some less common file management tasks. This chapter provides a thorough explanation of the commands you'll use and step-by-step instructions to easily complete these tasks:

- Comparing files
- Modifying file dates
- Modifying file attributes

And, we explain XTreeGold's advanced file selection techniques:

- Spanning branches, directories and volumes
- Selecting (tagging) files in the current window
- Splitting windows and merging tags in split windows
- Selecting (tagging) files by attribute
- Inverting tags and file specifications
- Partially untagging file lists after interrupted operations

Spanning Directories and Volumes

As we have seen, File commands act on selected or matching files displayed in the File window. The scope of the command you choose depends on the type of File window that is currently active. In the previous chapter, we discussed how to work with files in a single directory on a single volume. For all the tasks and examples the Small or Expanded file window was active.

We could also have applied the commands to files in more than one directory and on more than one volume by working with different active File windows.

- If the Branch file window had been active, File commands would have acted on matching files in one directory and all its subdirectories on the current volume.
- If the Showall file window had been active, File commands would have acted on matching files in all directories on the current volume.
- If the Global file window had been active, File commands would have acted on matching files in all directories on all logged volumes.

So if you need to work with files in more than one directory and/or on more than one volume, before you select a command for a task (such as copying, deleting and renaming files), choose the File window that meets the needs of the task you are going to perform.

- Display the Small or Expanded file window when you will be performing a task on files in only one directory.
- Display the Branch file window if you are performing similar tasks on files in one branch (one directory and all its subdirectories).
- Display the Showall file window if you are performing similar tasks on files in more than one directory.

- Display the Global file window if you have logged more than one volume and will be performing similar tasks on files on all the volumes.

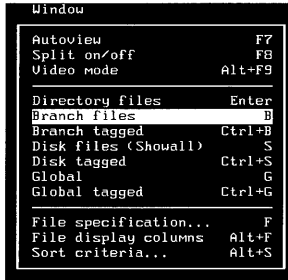
Branch File Window

When you choose the Branch files command, XTreeGold displays the Branch file window, which lists the files in one branch (a directory and all its subdirectories) on the current volume that match the File specification. If *.* is in the File specification box, all the files in the current branch are listed in the Branch file window. When you choose the Branch tagged files command, XTreeGold displays the Branch file window and lists only the tagged files on the branch.

The Branch command is available:

- ✓ When the Directory window is active
 - From the **Window** pull-down menu

By clicking **Branch files** or pressing the hotkey **B**



- Or, from the Standard directory command menu

By clicking **Branch** or pressing **B**

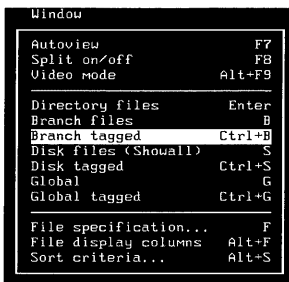
```
DIR Avail Branch Compare Delete Filespec Global Invert Log Make
COMMANDS Oops! Print Rename Showall Tag Untag Volume eXecute Quit
← file F7 autoview F8 split F9 menu F10 commands F1 help ? stats
```

The Branch tagged files command is available:

- ✓ When the Directory window is active

- From the **Window** pull-down menu

By clicking **Branch tagged** or pressing the hotkey **r**



- Or, from the Ctrl directory command menu

By clicking **COMMANDS** and then **Branch** or pressing **Ctrl + B**

```
CTRL DIR Branch Global Invert Log disk Showall tagged files Tag Untag
COMMANDS
```

As you select files in the window by moving the highlight bar, the path identification line at the top of the screen provides each file's location.

Path: d:\ventura					2-02-91 3:45:57 pm																																			
180FHDR	.INF	6,256	.a..	11-09-90	1:07:48	pm																																		
180FSTR	.INF	1,248	.a..	11-09-90	1:04:42	pm																																		
CGM	.LOD	2,560	.a..	6-11-89	9:25:44	pm																																		
CGMTOGEM	.EXE	43,968	.a..	3-20-90	6:33:08	pm																																		
CHKWORD	.EXE	15,970	.a..	3-19-90	10:54:36	am																																		
CHKWORD	.MSG	896	.a..	7-23-88	1:57:14	pm																																		
COURR10N	.100	11,251	.a..	6-21-89	4:25:16	pm																																		
COURR12N	.100	16,277	.a..	6-21-89	4:25:16	pm																																		
COURV12N	.UGA	4,251	.a..	6-21-89	1:36:48	pm																																		
COURV20N	.UGA	9,461	.a..	6-21-89	1:36:48	pm																																		
COURV24N	.UGA	12,837	.a..	6-21-89	1:36:48	pm																																		
DCA	.LOD	9,728	.a..	4-24-90	6:43:52	pm																																		
DLOAD	.EXE	21,138	.a..	9-08-88	3:57:12	pm																																		
DLOAD	.MSG	1,536	.a..	7-24-88	9:48:42	am																																		
DRTLFCG	.EXE	13,030	.a..	9-08-88	4:03:24	pm																																		
DRTLFCG	.MSG	1,152	.a..	7-23-88	4:19:54	pm																																		
DRVRMRGR	.EXE	19,241	.a..	8-25-88	10:09:20	am																																		
DUPD	.EXE	20,594	.a..	5-03-90	6:15:10	pm																																		
DUPD	.MSG	1,408	.a..	7-23-88	6:08:00	pm																																		
<table border="1"> <thead> <tr> <th>FILE</th> <th>*.*</th> </tr> </thead> <tbody> <tr> <td colspan="2">DISK D:\VOLUME1</td> </tr> <tr> <td colspan="2">Available</td> </tr> <tr> <td>Bytes</td> <td>17,326,080</td> </tr> <tr> <td colspan="2">BRANCH Statistics</td> </tr> <tr> <td>Total</td> <td></td> </tr> <tr> <td>Files</td> <td>137</td> </tr> <tr> <td>Bytes</td> <td>3,648,523</td> </tr> <tr> <td>Matching</td> <td></td> </tr> <tr> <td>Files</td> <td>137</td> </tr> <tr> <td>Bytes</td> <td>3,648,523</td> </tr> <tr> <td>Tagged</td> <td></td> </tr> <tr> <td>Files</td> <td>0</td> </tr> <tr> <td>Bytes</td> <td>0</td> </tr> <tr> <td>Current File</td> <td></td> </tr> <tr> <td>180FHDR</td> <td>.INF</td> </tr> <tr> <td>Bytes</td> <td>6,256</td> </tr> </tbody> </table>							FILE	*.*	DISK D:\VOLUME1		Available		Bytes	17,326,080	BRANCH Statistics		Total		Files	137	Bytes	3,648,523	Matching		Files	137	Bytes	3,648,523	Tagged		Files	0	Bytes	0	Current File		180FHDR	.INF	Bytes	6,256
FILE	*.*																																							
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Bytes	3,648,523																																							
Tagged																																								
Files	0																																							
Bytes	0																																							
Current File																																								
180FHDR	.INF																																							
Bytes	6,256																																							
FILE Attributes Copy Delete Edit Filespec Invert Log disk Move COMMANDS New date Open Print Rename Tag Untag View eXecute Quit tree F7 autoview F8 split F9 menu F10 commands F1 help ESC cancel																																								

The display for the Branch file window looks identical to the Expanded file window, except that each contains file information from different sources and the label and information in the Statistics box changes to Branch statistics.

Displaying the Branch File Window

<u>Key</u>	<u>Mouse Action</u>	<u>Purpose</u>
B	Click Branch	To move from the Directory window to the Branch window
	- OR -	
F10 + (right or left arrow to) open the Window menu + B	Click F10 commands , then Window , then Branch files	To move from the Directory window to the Branch file window
Ctrl + B	Click DIR COMMANDS + Branch	To move from the Directory window to the Ctrl Branch tagged files window
	- OR -	
F10 + (right or left arrow to) open the Window menu + r	Click F10 commands , then Window , then Branch tagged	To move from the Directory window to the Ctrl branch tagged files window
Esc	Click Esc cancel	To move back to the Directory window

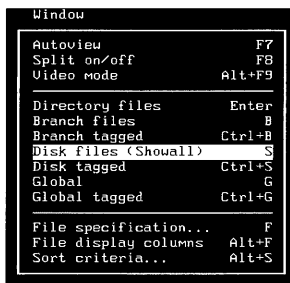
Showall File Window

When you choose the Showall files command, XTreeGold displays the Showall file window, which lists the files in all the directories on the volume that match the File specification. If *.* is in the File specification box, all files on the current volume are listed in the File window. When you choose the Showall tagged files command, XTreeGold displays the Showall file window but lists only the tagged files in all the directories on the volume.

The Showall command is available:

- ✓ When the Directory window is active
 - From the **Window** pull-down menu

By clicking **Disk files (Showall)** or pressing the hotkey **S**



- Or, from the Standard directory command menu

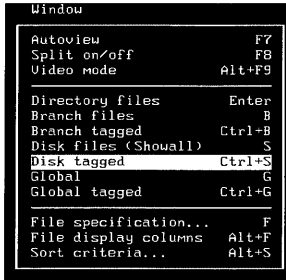
By clicking **Showall** or pressing **S**

```
DIR      Avail Branch Compare Delete Filespec Global Invert Log Make
COMMANDS Oops! Print Rename Showall Tag Untag Volume eXecute Quit
←file F7 autoview F8 split F9 menu F10 commands F1 help ? stats
```

The Showall tagged files command is available:

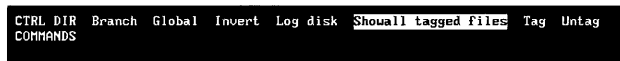
- ✓ When the Directory window is active
 - ❑ From the **Window** pull-down menu

By clicking **Disk tagged** or pressing the hotkey **t**



- ❑ Or, from the Ctrl directory command menu

By clicking **COMMANDS** and then **Showall tagged files** or pressing **Ctrl + S**



As you select files in the window by moving the highlight bar, the path identification line at the top of the screen provides each file's location.

Path: D:\VENTURA					2-02-91 3:46:28 pm	
180FHDR	.INF	6,256	.a..	11-09-90	1:07:48	pm
180FSTR	.INF	1,248	.a..	11-09-90	1:04:42	pm
2_COVER	.CHT	5,305	.a..	8-29-90	1:49:38	pm
B514A	.UPD	3,516	1-03-89	11:00:08	am
ABC	.BAT	73	7-28-89	5:17:26	pm
AIRPLANE	.WPG	8,486	1-03-89	11:00:08	am
AK	.SYM	4,528	.a..	12-09-87	6:19:40	pm
AL	.SYM	912	.a..	12-09-87	6:25:22	pm
ALTA	.WPM	107	.a..	9-01-89	2:39:06	pm
ALTB	.WPM	89	.a..	9-11-89	10:34:26	am
ALTC	.WPM	91	.a..	8-08-90	11:40:52	am
ALTD	.WPM	87	.a..	8-08-90	11:43:34	am
ALTE	.WPM	113	.a..	9-01-89	2:39:46	pm
ALTF	.WPM	105	.a..	3-13-90	9:45:44	am
ALTG	.WPM	87	.a..	8-08-90	11:44:56	am
ALTH	.WPM	89	.a..	6-05-90	3:22:56	pm
ALTI	.WPM	406	.a..	1-20-90	11:01:12	am
ALTJ	.WPM	87	.a..	5-31-90	11:53:26	am
ALTK	.WPM	103	.a..	2-01-90	10:59:02	am

FILE	*.*
DISK D:\VOLUME1	
Available	
Bytes 17,326,000	
SHOWALL Statistics	
Total	
Files	833
Bytes	15,133,015
Matching	
Files	833
Bytes	15,133,015
Tagged	
Files	0
Bytes	0
Current File	
180FHDR	.INF
Bytes	6,256

FILE	Attributes	Copy	Delete	Edit	Filespec	Invert	Log disk	Move				
COMMANDS	New date	Open	Print	Rename	Tag	Untag	View	eXecute	Quit			
tree	F7	autoview	F8	split	F9	menu	F10	commands	F1	help	ESC	cancel

The display for the Showall file window looks identical to the Expanded File window, except that each contains file information from different sources and the label and information in the Statistics box changes to Showall statistics.

Displaying the Showall File Window

<u>Key</u>	<u>Mouse Action</u>	<u>Purpose</u>
S	Click Showall	To move from the Directory window to the Showall file window
	- OR -	
F10 + (right or left arrow to) open the Window menu + S	Click F10 commands , then Window , then Disk files (Showall)	To move from the Directory window to the Showall file window
Ctrl + S	Click DIR COMMANDS + Showall	To move from the Directory window to the Ctrl Showall tagged files window
	- OR -	
F10 + (right or left arrow to) open the Window menu + t	Click F10 commands , then Window , then Disk tagged	To move from the Directory window to the Ctrl Showall tagged files window
Esc	Click Esc cancel	To move back to the Directory window

Global File Window

When you choose the Global files command, XTreeGold displays the Global file window, which lists the files in all the directories on all logged volumes that match the File specification. If *.* is in the File specification box, all the files on all the volumes are listed in the File window. When you choose the Global tagged files command, XTreeGold displays the Global file window but lists only the tagged files in all the directories on all the logged volumes.

The Global command is available:

- ✓ When the Directory window is active
 - From the **Window** pull-down menu

By clicking **Global** or pressing the hotkey **G**



- Or, from the Standard directory command menu

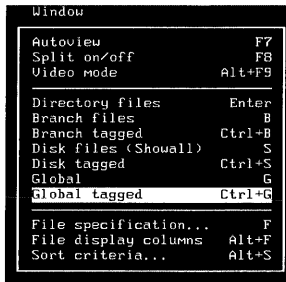
By clicking **Global** or pressing **G**

```
DIR Avail Branch Compare Delete Filespec Global Invert Log Make
COMMANDS Oops! Print Rename Showall Tag Untag Volume eXecute Quit
←file F7 autoview F8 split F9 menu F10 commands F1 help ? stats
```

The Global tagged files command is available:

- ✓ When the Directory window is active
 - From the **Window** pull-down menu

By clicking **Global tagged** or pressing the hotkey **l**



- Or, from the Ctrl directory command menu

By clicking **COMMANDS** and then **Global** or pressing **Ctrl + G**

A screenshot of a 'COMMANDS' menu. The menu items are: CTRL DIR, Branch, **Global**, Invert, Log disk, Showall tagged files, Tag, and Untag. The 'Global' item is highlighted with a white background.

As you select files in the window by moving the highlight bar, the path identification line at the top of the screen provides each file's location.

Path: C:\WINDOWS		2-02-91 3:47:30 pm	
0A23395E.	1048,576 .a..	10-23-90	10:35:58 am
11221E36.	1048,576 .a..	10-15-90	5:34:30 pm
123	.DCF 313 .a..	10-11-90	11:36:02 am
123	.EXE 84,849 .a..	8-30-90	1:23:04 am
123	.GRP 1,416 .a..	11-09-90	11:41:02 am
123	.HLP 457,949 .a..	8-30-90	1:23:06 am
123	.ICO 766 .a..	8-30-90	1:23:06 am
123	.PIF 545 .a..	10-17-90	4:24:10 pm
123	.PIF 545 .a..	10-17-90	4:06:54 pm
123DOS	.EXE 911,254 .a..	8-30-90	1:23:02 am
123R31	.CNF 10 .a..	8-30-90	1:23:06 am
180FHDR	.INF 6,256 .a..	11-09-90	1:07:48 pm
180FSTR	.INF 1,248 .a..	11-09-90	1:04:42 pm
Z_COVER	.CHT 5,305 .a..	8-29-90	1:49:38 pm
4201	.CPI 17,089 .a..	2-02-88	12:00:02 am
5202	.CPI 459 .a..	2-02-88	12:00:02 am
8514A	.WPD 3,516 .a..	1-03-89	11:00:08 am
891040	.WK3 2,301 .a..	10-07-90	10:09:04 am
901040	.WK3 2,163 .a..	10-07-90	10:10:16 am

FILE	*.*
DISK D:\VOLUME1	
Available	
Bytes 17,326,080	
GLOBAL Statistics	
Total	
Files	1,637
Bytes	35,466,070
Matching	
Files	1,637
Bytes	35,466,070
Tagged	
Files	0
Bytes	0
Current File	
0A23395E.	
Bytes	1,048,576

FILE	Attributes	Copy	Delete	Edit	Filespec	Invert	Log disk	Move				
COMMANDS	New date	Open	Print	Rename	Tag	Untag	View	eXecute	Quit			
tree	F7	autoview	F8	split	F9	menu	F10	commands	F1	help	ESC	cancel

The display for the Global file window looks identical to the Expanded, Showall and Branch File windows, except that each contains file information from different sources and the label and information in the Statistics box changes to Global statistics.

Files, Part 2

Displaying the Global File Window

<u>Key</u>	<u>Mouse Action</u>	<u>Purpose</u>
G	Click Global	To move from the Directory window to the Global file window
	- OR -	
F10 + (right or left arrow to) open the Window menu + G	Click F10 commands , then Window , then Global	To move from the Directory window to the Global tagged files window
Ctrl + G	Click DIR COMMANDS + Global	To move from the Directory window to the Ctrl Global tagged files window
	- OR -	
F10 + (right or left arrow to) open the Window menu + l	Click F10 commands , then Window , then Global tagged	To move from the Directory window to the Ctrl Global tagged files window
Esc	Click Esc cancel	To move back to the Directory window

Tagging Files in the Current Window

XTreeGold's multiple File windows and tagging capabilities combined give you the ability to perform operations on any files or groups of files on any selected directories on all logged volumes. The multiple File windows were designed to enable users to select (tag) files as needed across directories and volumes and then apply a command from the Tagged pull-down menu or Ctrl file commands menu to all the tagged files. Or you can tag any and all files in one or more directories on one or more logged volumes, using any of the Tag commands or methods and then display the window that meets your needs.

To perform operations on selected files in all logged directories on the current volume or all logged volumes, or a branch on the current volume, use these guidelines to tag the files to be acted upon. (After reviewing Chapter 6, you'll also be able to specifically log only selected directories on selected volumes, to further customize this process.)

- Decide which directories and volumes contain the files to be acted upon and log those areas. Choose one of the following:
 - » If you will be working on another volume in addition to the current volume, use the **Log disk** command on the **Volume** pull-down menu to log another volume.
 - » If you will be working on another volume instead of the current volume, use the **Log disk** command on the **Volume** pull-down menu to log that volume and make it the current volume.
 - » Use the **Log options** command on the **Volume** pull-down menu to partially log another volume.
- To apply a command to all the files:
 - » In a branch, first highlight the top level directory in that branch, and select the **Branch** window.
 - » On the current volume, select the **Showall** window.

- » On all logged volumes, select the Global window.
- Use the Filespec command to restrict matching files to meet your needs. (See page 3-3 to review the Filespec command.)
- Use the **File** or **All files** command on the Tag pull-down menu to tag individual files or all files displayed in the current File window.
 - » You may also tag files in the current window by pointing to them and clicking with the right mouse button, or dragging the mouse pointer down a files list while holding down the right button.
 - » You may also use any of the Tag commands available from the Standard, Ctrl or Alt file commands menus.
- Once you've tagged all the files to be acted upon, select a command from either the Tagged pull-down menu or command menu.

Or, you may work in the following sequence:

- Use the Filespec command to restrict matching files to meet your needs. (See page 3-3 to review the Filespec command.)
- Use any tag command or method to tag individual files or all files on a directory by directory and volume by volume basis.
- Once you've tagged the files you want to work with, select the appropriate window. To apply a command to all the tagged files:
 - » In a branch, first highlight the top level directory in that branch, and select the Branch tagged files window.
 - » On the current volume, select the Showall tagged files window.
 - » On all logged volumes, select the Global tagged files window.

- Once you've displayed the appropriate window, select a command from either the Tagged pull-down menu or Ctrl file command menu.

Selecting (Tagging) All Files in a Window

To tag all the files in any File window, follow these steps. Choose any of the three methods mentioned in step 2.

<u>Action</u>	<u>Response</u>
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory commands are now available
2. To work with all files on a branch, point to the parent (top level) directory on the branch and click or press the Up or Down Arrow to place the highlight bar on the parent directory and select Branch from the Window pull-down menu or press B	The Branch file window is displayed for the selected directory and its subdirectories
- OR -	
2. To work with all files on a volume, select Disk files (Showall) from the Window pull-down menu or press S	The Showall file window is displayed for the current volume
- OR -	
2. To work with all files on all logged volumes, select Global from the Window pull-down menu or press G	The Global file window is displayed for all logged volumes

You may skip steps 3 and 4:

3. Press **F** or click **Filespec**

The prompt **File specification:** is displayed (If you click **Filespec**, the **Filespec** history will also be displayed)

4. Type any file specification of your choice, separated by commas (,) and press **Enter** or point to entries in the command history and click (up to 26 file specs may be entered)

A list of files with those specifications are displayed.

5. Select **All files** from the **Tag** pull-down menu or press **Ctrl + T**

All the files listed will be tagged

You can now apply **Ctrl** file commands to all the tagged files in the active window.

Using an All Tagged Files Window

To tag files and then display them in a **Branch**, **Showall** or **Global** tagged file window, follow these steps. You may substitute the **Showall** or **Global** tagged files window in step 6.

Action

Response

1. If the words **DIR COMMANDS** are not displayed on the bottom left of the screen, press **Esc**

The **Directory** commands are now available

You may skip steps 2 and 3:

2. Press **F** or click **Filespec**

The prompt **File specification:** is displayed (If you click **Filespec**, the **Filespec** history will also be displayed)

3. Type any file specification of your choice, separated by commas (,) and press **Enter** or point to entries in the command history and click (up to 26 file specs may be entered)

A list of files with those specifications are displayed.

4. Select a directory and then the **Tag** command of your choice from either the **Tag** pull-down menu or **Standard** directory commands

All the files selected will be tagged

5. Continue selecting files by any method until files to be acted upon are tagged

All files will be marked with a diamond, and the **Statistics** box will show the total number of tagged files on the current volume

6. To work with all tagged files on a branch, point to the parent of the branch and click or press the **Up or Down Arrow** to place the highlight bar on the parent directory and select **Branch** from the **Ctrl** directory command menu or **Branch tagged** from the **Window** pull-down menu

The **Branch** tagged files window is displayed for the selected directory and its subdirectories

You can now apply **Ctrl** file commands or commands on the **Tagged** pull-down menu to all the tagged files in the active window.

Splitting File Windows

XTreeGold lets you split any window into two windows, a feature that is especially useful when viewing and comparing the contents of different volumes and directories, with its Split (windows) command. The Split command is available:

✓ When any Directory or File window is active

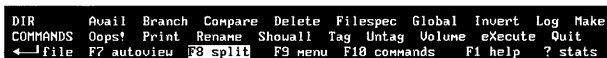
- From the **Window** pull-down menu

By clicking **Split on/off** or pressing the hotkey **P**



- Or, from the Standard directory or file command menu

By clicking **split** or pressing **F8**



Some examples of ways you might use split windows are to:

- Simultaneously view directory trees of different disks and volumes
- Simultaneously view the contents of different directories on the same volume
- Simultaneously view the contents of different directories on different volumes
- View the contents of a potential destination directory or volume while retaining a view of your source

```
D:\XTGOLD
(directory: *.**)
XTGOLD .ICO          766 .a.. 11-07-90
XTGOLD .PIF          369 ... 11-07-90
XTGOLD .STY          1,536 ... 9-19-90
XTG_ARC1.XTP        32,263 ... 11-07-90
XTG_ARC2.XTP        43,129 ... 11-07-90
XTG_AU .XTP          9,630 ... 8-15-89
XTG_AZIP.XTP        14,803 .a.. 11-07-90
XTG_CFG .EXE        40,089 ... 11-07-90
XTG_EDIT.XTP        25,380 ... 11-07-90
XTG_FIND.XTP         7,510 ... 11-07-90
XTG_FORM.XTP        11,326 ... 11-07-90
XTG_GRAF.EXE        93,774 .a.. 11-07-90
XTG_HELP.PD0         6,394 ... 11-07-90
XTG_HELP.X10        15,383 ... 11-07-90
XTG_HELP.X20        13,565 ... 11-07-90
XTG_HELP.X30        14,479 ... 11-07-90
XTG_HELP.X40        14,100 ... 11-07-90
XTG_HELP.X50        14,350 ... 11-07-90
XTG_HELP.X60        14,471 ... 11-07-90

C:\
(directory: *.**)
AUTOEXEC.BAK        146 .a.. 11-09-90
AUTOEXEC.BAT        146 .a.. 11-09-90
AUTOEXEC.OLD         79 .a.. 8-06-90
COMMAND.COM        25,308 .a.. 2-02-88
CONFIG.BAK          109 .a.. 11-09-90
CONFIG.SYS          136 .a.. 11-09-90
HIMEM.SYS           11,304 .a.. 5-01-90
ibmbio.com          22,574 rash 3-16-88
ibmdos.com           30,128 rash 2-02-88
SPINRITE.LOG        32,850 .a.. 8-11-90
WP .BAT              31 .a.. 8-12-90
XTGOLD .BAT          31 .a.. 8-08-89

ALT FILE Copy File display Log disk Move Open Release disk Sort criteria
COMMANDS Tag Untag eXecute Quit
F2 format F3 relog dir F4 compare F5 open archive
```

Files, Part 2

Notice that the File specification box, Disk specification box and Statistics box disappear in a split display. The current file specification is at the top of each window in the display. In a split display, statistics can be displayed by using the ? stats command.

When you choose the Split command, the window that is currently active is split and all subsequent active windows are split. To return to a single window at any time, select the Split on/off command again with any window active.

If you choose either a Copy, Move or other command that prompts for a destination when in split windows mode and then select the **F2 point** option to point to the destination directory, XTreeGold lets you point to the destination in one window while maintaining your view of the source files in the other window. And, XTreeGold automatically defaults to the destination path shown in the other side of the split display.

In a split display, only one of the two display windows is considered active at any time and the active window is the one that contains the highlight bar. All XTreeGold commands are available, however only items in the active window are impacted when you select a command. When you return to a single window format, it is the inactive window that is closed.

In each window, file tags and the current file specifications are independent. You can move between the two windows and scroll them independently, and you can also combine the file tags in the active and inactive side of the display.

If you make a change in one side of the display that will impact the inactive side, the change will not be displayed until you activate the other window. The sort order and file display format selected for an active window is automatically updated to the inactive window when it becomes active. In other words, the information in both windows is not updated at the same time; only the active window is updated. When a window becomes active, the display is then automatically updated.

Splitting Windows

The following keys and mouse actions are available:

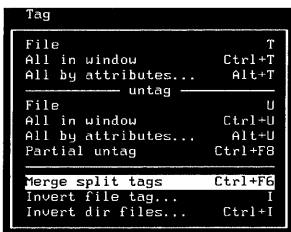
<u>Key</u>	<u>Mouse Action</u>	<u>Purpose</u>
F8 or F10 (+ right or left arrow to) open the Window menu + P	Click split or click F10 commands , then Window , then Split on/off	XTreeGold divides the current window in half and copies the contents of the current window into the new window
TAB	Click in the other side with the mouse	To move between the split halves; the other window will be active
?	Click stats	To display statistics in a split display; extended statistics for the active window are displayed in a full screen over the windows
F8 again	Click split/unsplit	A single window is displayed; the contents match the active window at the time you selected the unsplit command

Merging Tags

In a split File window display, XTreeGold provides the capability to combine the tags in both file windows using the Merge tags command. Use the Merge tags command to copy the tag states of files from one side of the split display to the other. It is available:

- ✓ When any File window is active
 - From the **Tag** pull-down menu

By clicking **Merge split tags** or pressing the hotkey **M**



- Or, from the Ctrl file command menu

By clicking **COMMANDS** and then **merge tags** or pressing **Ctrl + F6**

```
CTRL FILE Attributes Batch Copy Delete Invert Log disk Move New date
COMMANDS Print Rename Search Tag Untag Uiew
F5 archive files F6 merge tags F8 partial untag
```

When you choose Merge tags, files that are tagged in the active File window are also tagged in the inactive File window. However, each side of the display retains its existing tags after it inherits tags from the other side of the window. (Files are not untagged when you use the Merge tags commands.)

Merging tags

Follow these steps to copy tags from the active to inactive split File window when both windows display the files in the current directory.

Action

1. Press **Tab** or click with the mouse to select the side of the display that contains the tags you want to merge

2. Press **Ctrl + F6** or select **Merge split tags** from the **Tag** pull-down menu

3. Select the other side with the **Tab** key or by clicking with the mouse

Response

The highlight bar is in the active side

The tagged status is copied, but the copied tags are not yet displayed on the inactive side

The new tag status of the files is displayed

Comparing Files

XTreeGold enables you to compare files across all directories and/or all volumes with the Compare command. The Compare command is available:

✓ When the Branch, Showall or Global File window is active

From the Alt file command menu

By double-clicking **COMMANDS** and then **compare** or pressing **Alt + F4**

```
ALT FILE Copy File display Log disk Move Open Release disk Sort criteria
COMMANDS Tag Untag eXecute Quit
F2 format F3 relog dir F4 compare F5 open archive
```

When selected with the Branch file window active, it enables you to compare all files on all directories in a branch.

When selected with the Showall file window active, it enables you to compare all files on all directories on the current volume.

When selected with the Global file window active, it enables you to compare all files on all directories on all logged volumes on the network.

When you select the list compare command, a submenu is displayed with six options:

Duplicate name Lists all files that are not uniquely named

Unique names Lists each unique file

Identical dates Lists each file that has the same name and date as another file

Newest date

Lists the most recent version of each file that is not unique; if there is more than one file with the same (most recent) date and name, all are listed

 Oldest date

Lists the earliest version of each file that is not unique; if there is more than one file with the same (earliest) date and name, all are listed

 Scope

Applicable when the Global file window is active. Enables you to compare all files, files across volumes or files with matching paths.

 To compare files:

First select the scope (if the Global file window is active) by pressing **S** or clicking **Scope** to toggle the options.

If you want to see duplicate files, choose from among the date options or select **Duplicate** to see all duplicate files.

If you wish to see unique files select **Unique**.

Once you have listed selected files, you may tag all the files displayed in the File window.

Comparing Files

Follow these steps to list and compare files on the current volume or across all logged volumes.

<u>Action</u>	<u>Response</u>
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory commands are now available
2. Press S (for Showall) to compare all files on the current volume or G (for Global) to compare all files on all logged volumes	The selected Showall or Global file window is active
3. Press Alt + F4 or double-click COMMANDS and then compare	The list compare options are displayed
4. If the Global file window is active, press S (for Scope) to display the scope of your choice	Your selection (all, across volumes or matching paths) is displayed
5. Select the option of your choice: press U (for Unique names) or press D (for Duplicate names), or press I (for duplicates with Identical dates), press N (for duplicates with Newest date) or press O (for duplicates with Oldest date)	The files are listed in the File window according to your selection

Modifying File Dates

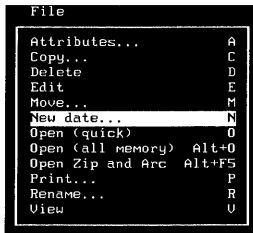
XTreeGold provides commands that enable you to change the date and time stamped on files, called the New date command.

The New date command enables you to modify the date and time for the current file. The Ctrl New date command enables you to modify the date and time for all the tagged files.

The New date command is available:

- ✓ When any File window is active
 - From the **File** pull-down menu

By clicking **New date** or pressing the hotkey **N**



- Or, from the Standard file command menu

By clicking New date or pressing N

```
FILE      Attributes Copy Delete Edit Filespec Invert Log disk Move
COMMANDS New date Open Print Rename Tag Untag View eXecute Quit
←tree F7 autoview F8 split F9 menu F10 commands F1 help ESC cancel
```

The New date tagged files command is available:

✓ When any File window is active

From the **Tagged** pull-down menu

By clicking **New date** or pressing the hotkey **N**

Or, from the Ctrl file command menu

By clicking **COMMANDS** and then **New date** or pressing **Ctrl + N**

You will be prompted for a new date and time. You can either:

Accept the one shown

Enter a new date and optional time by typing one at the prompt. If no time is entered, XTreeGold uses the current time as the default.

Select an item from the history file (press **Up Arrow** or click **history**)

The new date and time will be stamped on the file or all tagged files.

Modifying File Dates

These steps show how to change the dates stamped on all matching files in directory MYDIR.

Action

Response

1. If the words **DIR COMMANDS** are not displayed on the bottom left of the screen, press **Esc**

The Directory commands are now available

2. Point to the directory **MYDIR** and double-click or press the **Up or Down Arrow** to place the highlight bar on **MYDIR** and press **Enter**

The selected directory **MYDIR** has a pointer next to it and the File window is active

3. With the File window active, press **Ctrl + T** or select **All in window** from the **Tag** pull-down menu

All the matching files in the directory are tagged

4. Press **Ctrl + N** or select **New date** from the **Tagged** pull-down menu

The prompt **Enter date and time** is displayed

5. Type the **date and time** in the format shown and press **Enter** or click **ok**

The new date is stamped on all tagged files in directory **MYDIR**

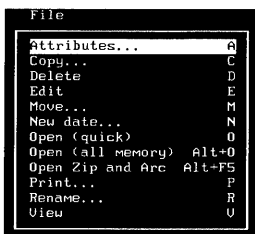
Modifying File Attributes

XTreeGold provides commands that enable you to modify file information or attributes, called the **Attributes** commands. The **Attributes** command enables you to modify information for the current file. The **Ctrl Attributes** command enables you to modify attributes for all the tagged files.

The **Attributes** command is available:

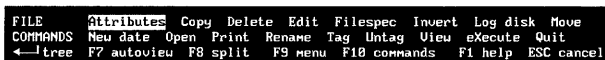
- ✓ When any **File** window is active
 - From the **File** pull-down menu

By clicking **Attributes** or pressing the hotkey **A**



- Or, from the **Standard file command menu**

By clicking **Attributes** or pressing **A**



The Attributes tagged files command is available:

- ✓ When any File window is active
 - From the **Tagged** pull-down menu

By clicking **Attributes** or pressing the hotkey **A**
 - Or, from the Ctrl file command menu

By clicking **COMMANDS** and then **Attributes** or pressing **Ctrl + A**

When you select the Attributes command, a prompt line is displayed with four options:

Read-Only	Allows a file to be read but not modified
Archive	Marks a file as having been modified or newly created
System	Classifies a file as a system file. This is how DOS protects its own operating files. Turning this attribute off is not advised.
Hidden	Causes a file to not appear in a DOS directory listing although it is on the volume

You will be prompted to enter the changes. You can either:

- For each change, enter it by typing the **+** or **-** (plus or minus) sign and the letter(s) of the attributes you wish to change, followed by the next change without a space (for example **+R-A**)
- Select an item from the history file (press **Up Arrow** or click **history**)

The attributes will be changed for the files.

Modifying File Attributes

These steps show how to modify the attributes of a file named MYFILE in directory MYDIR.

<u>Action</u>	<u>Response</u>
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory commands are now available
2. Point to the directory MYDIR and double-click or press the Up or Down Arrow to place the highlight bar on MYDIR and press Enter	The selected directory MYDIR has a pointer next to it and the File window is active
3. Point to the file whose attributes you want to modify, MYFILE, and click or press the Arrow keys to place the highlight bar on it	The highlight bar is on the file and the file name is displayed in the path line
4. Press A or click Attributes	The prompt Enter attribute changes (+/- RASH) is displayed
5. Type + or - and the letters of the attributes you wish to change and press Enter	The attribute changes are made to the file MYFILE

Tagging and Modifying File Attributes

These steps show how to modify the attributes of all the files in directory MYDIR.

Action

Response

1. If the words **DIR COMMANDS** are not displayed on the bottom left of the screen, press **Esc**

The Directory commands are now available

2. Point to the directory MYDIR and double-click or press the **Up or Down Arrow** to place the highlight bar on MYDIR and press **Enter**

The selected directory MYDIR has a pointer next to it and the File window is active

3. With the File window active, press **Ctrl + T** or select **All files** from the **Tag** pull-down menu

All the matching files in the directory are tagged

4. Press **Ctrl + A** or select **Attributes** from the **Tagged** pull-down menu

The prompt **Enter attribute changes (+/- RASH)** is displayed

5. Type + or - and the **letters of the attributes** you wish to change and press **Enter**

The attribute changes are made to the all the tagged files

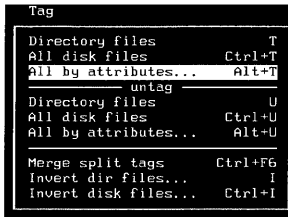
Selecting Files by Attribute

XTreeGold also provides a way for you to select (or tag) files by any of these attributes with the **Tag** files by attributes commands.

The Tag by attributes command is available:

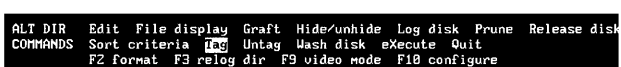
- ✓ When the Directory window is active
 - From the **Tag** pull-down menu

By clicking **All by attributes** or pressing the hotkey **b**



- Or, from the Alt directory command menu

By double-clicking **COMMANDS** and then clicking **Tag** or pressing **Alt + T**



The Tag by attributes command is also available:

- ✓ When the File window is active
 - From the **Tag** pull-down menu
 - By clicking **All by attributes** or pressing the hotkey **b**
 - Or, from the Alt file command menu
 - By double-clicking **COMMANDS** and then clicking **Tag** or pressing **Alt + T**

Although the Tag all files by attributes commands are available when any window is active, the commands differ in that:

- When selected with the Directory window active, all matching files on the current volume with certain attribute settings are tagged.
- When selected with any File window active, all matching files in the current directory with certain attribute settings are tagged. Matching files in the current directory are tagged if the Small or Expanded file window is active, while matching files in the current window are tagged if the Branch, Showall or Global file window is active.

As always, once you have tagged a group of files, you'll use the Ctrl file or Tagged commands to perform operations on them.

Untagging by Attribute

You can also remove the tags from files that meet specified criteria by using the Untag files by attributes command. The Untag by attribute command is available:

- ✓ When the Directory window is active
 - From the **Tag** pull-down menu, under the subheader **untag**
 - By clicking **All by attributes** or pressing the hotkey **t**

- Or, from the Alt directory command menu

By double-clicking **COMMANDS** and then clicking Untag or pressing **Alt + U**

The Untag by attributes command is also available:

- ✓ When the File window is active

- From the **Tag** pull-down menu, under the subheader **untag**

By clicking **All by attributes** or pressing the hotkey **t**

- Or, from the Alt file command menu

By double-clicking **COMMANDS** and then clicking Untag or pressing **Alt + U**

The Untag files commands are also available when any window is active and differ in the same way as the Tag by attributes commands.

When you select either Tag or Untag by attribute command, a submenu is displayed with the same options found on the File attributes command submenu:

Read-Only	Allows a file to be read but not modified
Archive	Marks a file as having been modified or newly created
System	Classifies a file as a system file. This is how DOS protects its own operating files. Turning this attribute off is not advised.
Hidden	Causes a file to not appear in a DOS directory listing although it is on the volume

To tag by one or more of the attributes shown, select the option and type the + or - (plus or minus sign) and the letter(s) of the attribute(s) to select by.

Tagging Files on a Volume by Attribute

Follow these steps to select (tag) a group of files that match specific criteria. This example shows how to tag all files on the current volume.

Action

Response

1. If the words **DIR COMMANDS** are not displayed on the bottom left of the screen, press **Esc**

The Directory commands are now available

2. Press **Alt + T** or select **All by attributes** from the **Tag** pull-down menu

The prompt **Enter attribute (+/- RASH)** is displayed

3. Type the **+** or **-** (plus or minus sign) and the letter(s) of the attribute(s) to select by and press **Enter**

The files that match the selected attributes are tagged

Inverting Tags and File Specifications

Once you are comfortable with the basic concepts of file specifications and tagging files, you will probably want to use one of the **Invert** commands occasionally, to:

- Invert the tag status of files
- Reverse the File specification so that XTreeGold displays all the files that do not match the File specification

The **Invert** command is available:

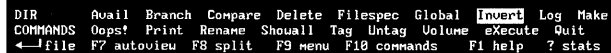
- ✓ When any Directory or File window is active
 - From the **Tag** pull-down menu

By clicking **Invert dir files** or pressing the hotkey **I**



- Or, from the Standard directory or Standard file command menu

By clicking **Invert** or pressing **I**



The **Invert all** command is available:

✓ When any Directory or File window is active

From the **Tag** pull-down menu

By clicking **Invert disk files** or pressing the hotkey **n**

Or, from the Ctrl directory or Ctrl file command menu

By clicking **Invert** or pressing **Ctrl + I**

When you choose either Invert command, a submenu is displayed with two options:

File Specification Reverses the file specification to display only those files that do not match the current file specification. This command is similar to creating an exclusory file specification with the Filespec command.

Tags Untags files that were formerly tagged and tags files that were formerly untagged.

Inverting the Tag Status of Files

The Invert Tags commands and Invert all Tags commands operate on different groups of files.

When the Directory window is active:

The Invert directory files command inverts the tag status of all the files in the current directory.

The Invert disk files (Ctrl+ I) command inverts the tag status of all the files in all directories on the volume.

When the File window is active:

- The Invert directory files command inverts the tag status of the current file.
- The Invert disk files (Ctrl + I) command inverts the tag status of all the files in the current directory.

The Invert Tags commands toggle these changes, so that selecting a command once creates the described changes, while selecting it again returns the original tag status.

Inverting the File Specification

The Invert commands are identical in their impact on the File specification.

When either the Directory or File window is active, the Invert File specification command (selected from either the Standard directory, Standard file, Ctrl directory or Ctrl file command menu) reverses the display to show all the files on the current volume that do not match the File specification. The display in the File specification box is shown in reverse video.

The Invert File specification commands toggle these changes, so that selecting a command once creates the described changes while selecting it again returns the original file display.

Inverting the Tag Status of All Files in a Directory

To use the Invert command to invert the tag status of all files in directory MYDIR follow these steps.

<u>Action</u>	<u>Response</u>
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory commands are now available
2. Point to the directory MYDIR and click or press the Up or Down Arrow to place the highlight bar on MYDIR	The directory MYDIR is selected (the current directory)
3. Press I or click Invert	The File specification and Tags options are displayed
4. Press T or click Tags	The tag status of all the files in MYDIR (the current directory) are inverted

Reversing the File Specification

To use the Invert File specification command to reverse the display of all matching files on a volume follow these steps, when any window is active.

<u>Action</u>	<u>Response</u>
1. Press either I or click Invert	The File specification and Tags options are displayed
2. Press F or click File specification	All the files in the current directory that do not match the files specification are displayed

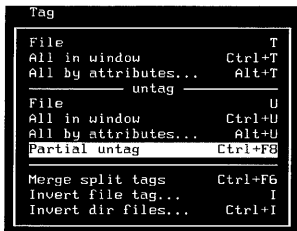
Partially Untagging File Lists After Interrupted Operations

Occasionally, you may be interrupted during a mass operation with tagged files and need to update the tags. The Partial untag command enables you to continue an interrupted mass operation after cancelling it by updating the tag list.

The Partial untag command is available:

- ✓ When the File window is active
 - From the **Tag** pull-down menu, under the subheader **untag**

By clicking **Partial untag** or pressing the hotkey **u**



- Or, from the Ctrl file command menu

By clicking **COMMANDS** and then **partial untag** or pressing **Ctrl + F8**

```
CTRL FILE Attributes Batch Copy Delete Invert Log disk Move New date
COMMANDS Print Rename Search Tag Untag Uiew
          F5 archive files F6 merge tags F8 partial untag
```

The Partial untag command untags files that have already been operated on, allowing you to continue a process (such as a mass copy) from the point at which it was stopped by an error (for example, a disk error) message. Partial untagging provides a method by which you can subsequently restart the interrupted file operation.

□ Partially Untagging File Lists

Follow these steps to update tags after an interrupted file operation. In the example, we use the error message as the starting point.

<u>Action</u>	<u>Response</u>
1. When the error message is displayed, press Esc to cancel the current file operation	The operation is cancelled
2. Press Ctrl + S or click COMMANDS and then Showall	The Showall tagged files window is displayed
3. Press Ctrl + F8 to untag files that have been operated on or select partial untag from the Tag pull-down menu	Only the files that have not been operated on still remain tagged
4. Take the steps needed to continue the procedure, then continue the cancelled operation on the remaining tagged files	The operation will continue, beginning with the first remaining tagged file

Summary

This chapter provided information on the advanced file management and selection capabilities of XTreeGold. Refer to individual sections when you need directions for a specific task, and try using all the advanced capabilities as you become more comfortable with XTreeGold's basic commands. Included in the chapter were:

- Spanning directories and disks
- Tagging files in the current window
- Splitting windows and merging tags in split windows
- Comparing files
- Modifying file dates
- Modifying file attributes
- Selecting (tagging) files by attribute
- Inverting tags and file specifications
- Partially untagging file lists after interrupted operations



Working With Directories

This chapter explains the routine directory information and management tasks that XTreeGold handles so easily. They include:

- Making a new directory
- Renaming a directory
- Printing directory information
- Deleting a directory
- Splitting the directory window
- Comparing file lists within directories
- Relogging a directory
- Copying directory structures
- Moving directory structures
- Grafting a directory branch

- Pruning a directory branch
- Hiding/unhiding a directory

You will probably utilize some of these capabilities on a daily basis, while others will be needed only occasionally, depending on your daily routine. Use this chapter as needed as an ongoing reference for tasks.

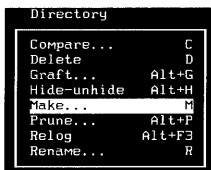


Making a New Directory

The **Make** command enables you to add a new directory to a volume and a new subdirectory under an existing directory. The **Make** command is available:

- ✓ When the Directory window is active
 - From the **Directory** pull-down menu

By clicking **Make** or pressing the hotkey **M**



- Or, from the Standard directory command menu

By clicking **Make** or pressing **M**

```
DIR      Avail Branch Compare Delete Filespec Global Invert Log Make
COMMANDS  Oops! Print Rename Showall Tag Untag Volume eXecute Quit
←file  F7 autoview F8 split F9 menu F10 commands F1 help ? stats
```

When you select the **Make** directory command, you are prompted for a directory name. You can either:

- Enter a name of your choice up to 11 characters long without any wild card characters
- Select an item from the history file (press **Up Arrow** or click **history**)

It is not necessary to begin typing the name with a backslash character.

The new directory will be created under the current (highlighted) directory. The Directory window will then be updated to show the new directory within the tree structure.

Creating a New Directory

This example shows how to create a directory called **NEWDIR** under the root directory **C:**. (*The root directory is the first, or top, directory on a volume*).

<u>Action</u>	<u>Response</u>
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory commands are now available
2. Press Home to place the highlight bar on the root directory or point to the C:\ and click	The root directory is selected
3. Press M or click Make or select Make from the Directory pull-down menu	The prompt Make subdirectory under :\ as: is displayed
4. Type NEWDIR and press Enter	Directory NEWDIR is created and displayed in the Directory window

Renaming a Directory


You can rename a directory or subdirectory with the **Rename** command, which enables you to change the name of a directory while keeping the files in that directory intact. The **Rename** command is available:

- ✓ When the Directory window is active
 - From the **Directory** pull-down menu
 - By clicking **Rename** or pressing the hotkey **R**
 - Or, from the Standard directory command menu
 - By clicking **Rename** or pressing **R**

Any directory or subdirectory name other than the name of the root directory can be changed. When you select the **Rename** command, you are prompted for the name of the new directory. You can either:

- Enter a directory name by typing one at the prompt
- Select an item from the history file (press **Up Arrow** or click **history**)

After you rename a directory, the Directory window is updated to show the new name.

 **Note:** Remember that most application programs look in specifically named directories for needed files. Do not rename those directories unless you understand how your application programs work and are sure renaming them will not cause problems when running them.

Renaming a Directory

To rename a directory called MYDIR to OTHERDIR, when the Directory window is active:

<u>Action</u>	<u>Response</u>
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory commands are now available
2. Point to the directory MYDIR and click or press the Up or Down Arrow to place the highlight bar on MYDIR	The selected directory MYDIR is highlighted and shown in the path line
3. Press R or click Rename or select Rename from the Directory pull-down menu	XTreeGold displays the name of the selected directory, MYDIR and prompts Enter new directory name
4. Type OTHERDIR (the new directory name) and press Enter	The directory is renamed and the directory window is updated to display the renamed directory OTHERDIR

Printing Directory Information

The **Print** command enables you to print directory information, in the form of:

- The directory tree structure
- A list of all path names
- The name and statistics of all files on the current volume that have been tagged

This Print command is available:

- When the Directory window is active
 - From the **Volume** pull-down menu

By clicking **Print** or pressing the hotkey **P**



- Or, from the Standard directory command menu

By clicking **Print** or pressing **P**

```
DIR Avail Branch Compare Delete Filespec Global Invert Log Make
COMMANDS Oops! Print Rename Showall Tag Untag Volume eXecute Quit
←file F7 autoview F8 split F9 menu F10 commands F1 help ? stats
```

When you select the **Print** command, a submenu is displayed with three options.

Catalog of tagged files

Prints the name and statistics of all files that have been tagged in every directory on the current volume. Contains a heading for each directory on the volume that has at least one tagged file, followed by a list of files in that directory that are tagged, and file size, attributes, and file dates.

Pathnames

Prints a list of path names with the total number of logged files, and total bytes for the file, on the current volume.

Tree

Prints the directory tree structure as you see it in the Directory window. Also prints the total number of logged files, and total bytes for the file, on the current volume.

To print directory names and information, choose the option of your choice. XTreeGold prompts for the number of lines per page. You can either:

- Accept the one shown
- Enter a number by typing one at the prompt
- Select an item from the history file (press **Up Arrow** or click **history**)

Once you select a number and confirm by clicking **ok** or pressing **Enter**, your selection will be printed. Each time you print, remember the following:

- Be sure the printer is turned on and available before selecting the command and the paper is properly aligned.
- You can cancel printing at any time by pressing **Esc**.

Printing a Catalog of Files

To print a catalog of all the tagged files in all the directories on the current volume, follow these steps. Remember, the files must have been tagged with one of XTreeGold's Tag commands for them to appear on the list. (Complete information on tagging files can be found in Chapters 3 and 4.)

Action

Response

1. If the words **DIR COMMANDS** are not displayed on the bottom left of the screen, press **Esc**

The Directory commands are now available

2. Press **P** or click **Print** or select **Print** from the **Volume** pull-down menu


The print options are displayed

3. Press **C** or click **Catalog of tagged files**

The prompt **Number of lines per page** is displayed

4. Type a **number** and click **ok** or press **Enter** (or to accept the number shown)

The catalog of tagged files is printed.

 **Note:** If the catalog does not print, and the Error Message **Device not ready, Press C to Cancel and R to Retry** is displayed, check to make sure your printer is on and available. Then press R to print.

Follow the same steps to print Pathnames or the Tree, substituting the option of your choice in step 3.

Deleting a Directory

To delete a subdirectory or directory from the current volume, use the **Delete** command. The Delete command is available:

- ✓ When the Directory window is active
 - From the **Directory** pull-down menu
 - By clicking **Delete** or pressing the hotkey **D**
 - Or, from the Standard directory command menu
 - By clicking **Delete** or pressing **D**

You can only use this command to delete empty subdirectories (those that contain no files) or empty directories (those that contain no files or subdirectories).

When you choose the **Delete** command, you are prompted for the name of the directory you want to delete. You can either:

- Enter a directory name by typing one at the prompt
- Accept the one displayed (the current directory)

You cannot delete the root directory. If you try to delete a directory that contains files or subdirectories, an error message will be displayed reminding you the directory is not empty.

To delete a directory that is not empty, you can use the **Prune** command (described later in this chapter) to delete all files and subdirectories within the directory and then delete the directory itself.

Deleting a Directory

To delete a directory called MYDIR on the current volume which contains no files or subdirectories, follow these steps.

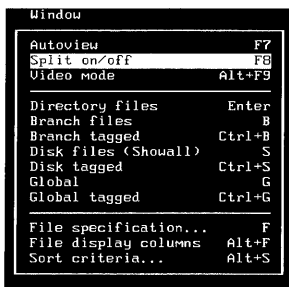
<u>Action</u>	<u>Response</u>
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory commands are now available
2. Point to the directory MYDIR and click or press the Up or Down Arrow to place the highlight bar on MYDIR	The selected directory MYDIR is highlighted and shown in the path line
3. Press D or click Delete or select Delete from the Directory pull-down menu	The prompt Delete this directory? is displayed
4. Press Y or click Yes (or press N or click No)	XTreeGold deletes the directory MYDIR and updates the Directory window to reflect the change (or if you select No, the delete procedure is cancelled; the directory is not deleted)

Splitting the Directory Window

XTreeGold's ability to split any window into two windows is especially useful when viewing and comparing the contents of different volumes and directories, as well as when copying and moving directory structures. The Split command is available:

- ✓ When any Directory or File window is active
 - From the **Window** pull-down menu

By clicking **Split on/off** or pressing the hotkey **p**



- Or, from the Standard directory or Standard file command menu

By clicking **Split** or pressing **F8**

```
DIR      Avail Branch Compare Delete Filespec Global Invert Log Make
COMMANDS Oops! Print Rename Showall Tag Untag Volume eXecute Quit
←file  F7 autoview F8 split F9 menu F10 commands F1 help ? stats
```

Some examples of ways you might use split windows are to:

- Simultaneously view directory trees of different disks and volumes
- Simultaneously view the contents of different directories on the same volume
- Simultaneously view the contents of different directories on different volumes
- View the contents of a potential destination directory or volume while retaining a view of your source

```
D:\XTGOLD
<disk: *. *>
D:\
+ 123
+ HG
+ HSG
+ IMAGES
+ QUATTRO
+ TYPESET
+ VENTURA
+ WINDOWS
  + SYSTEM
  + TEMP
  + WINWORD
+ UPS0
+ XTGOLD

ABC .BAT COM .BAT
ATT .BGI COMPAREZ.ARC
BAT .BAT DBF .BAK
CGA .BGI DOC .BAT

E:\123R3\WYSIWYG
<disk: *. *>
E:\
+ 123R3
  + ADDINS
  + TEMP
  + WYSIWYG

AAB003 .BCO COUR .IFL
AAB003 .TDF DUTCH .IFL
A10011 .BCO FONT .LST
A10011 .TDF FONTGEN .EXE

ALT DIR Edit File display Graft Hide/unhide Log disk Prune Release disk
COMMANDS Sort criteria Tag Untag Wash disk eXecute Quit
F2 format F3 relog dir F9 video mode F10 configure
```

Notice that the File specification box, Disk specification box and Statistics box disappear in a split display. The current file specification is at the top of each window in the display. In a split display, statistics can be displayed by using the ? stats command.

When you choose the Split window command, the currently active window and all subsequent active windows are split. To return to a single window at any time, select the Split/unsplit command again with any window (Directory or File) active. In a split display, only one of the two display windows is considered active at any time and the active window is the one that contains the high-light bar. All XTTreeGold commands are available, however only items in the active window are impacted when you select a com-

mand. When you return to a single window format, it is the inactive window that is closed.

If you choose either a Copy, Move or other command that prompts for a destination when in split windows mode and then select the **F2 point** option to point to the destination directory, XTreeGold lets you point to the destination in one window while maintaining your view of the source files in the other window. And, XTreeGold automatically defaults to the destination path shown in the other side of the split display. (See Chapter 4 for additional information on split windows.)

Splitting Windows

To split the Main Display when any window is active:

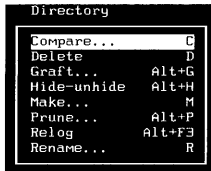
<u>Key</u>	<u>Mouse Action</u>	<u>Purpose</u>
F8 or F10 + (Right or Left arrow to) open the Win- dow menu + p	Click split or click F10 commands , then Window , then Split on/off	XTreeGold divides the current window in half and copies the contents of the current window into the new window
TAB	Click in the other side with the mouse	To move between the split halves; the other window will be active
?	Click stats	To display statistics in a split display; extended statistics for the active window are displayed in a full screen over the windows
F8 again	Click split/unsplit	A single window is displayed; the contents match the active window at the time you selected the unsplit command

Comparing Files In Two Directories

XTreeGold enables you to compare the file list in one directory with the file list in another directory on the same or a different volume using the Directory window Compare command. This Compare command works differently than the File window compare command, by comparing the file list in the current directory with the second and then tagging the files in the source (first) list that meet the criteria you specify from the options displayed on the screen. It is available:

- ✓ When the Directory window is active
 - From the **Directory** pull-down menu

By clicking **Compare** or pressing the hotkey **C**



- Or, from the Standard directory command menu

By clicking **Compare** or pressing **C**

```
DIR      Avail Branch Compare Delete Filespec Global Invert Log Make
COMMANDS  Oops! Print Rename Showall Tag Untag Volume eXecute Quit
←file  F7 autoview F8 split  F9 menu  F10 commands  F1 help  ? stats
```

When you select the Compare command, XTreeGold assumes you want to compare the file list in the current directory with another. You are prompted for the directory to compare with this list. You can either:

- Enter a drive letter and directory name by typing one at the prompt
- Select an item from the history file (press **Up Arrow** or click **history**)
- Use the Point command (press **F2** or click **point**) to display the destination directory window, where you can point to the second directory; if the current display is a split window display, you'll be able to maintain your source directory display while pointing to the second directory in the other side of the split window, and the destination at the prompt will default to the one shown in the other window.

XTreeGold displays these additional options:

Identical	Tags every file in the first directory that has the same name, date, size and attributes as a file in the second directory
Unique	Tags every file in the first directory that does not exist in the second directory
Newer	Tags every file in the first directory that has a more recent date than the file of the same name in the second directory
Older	Tags every file in the first directory that has an earlier date than the file of the same name in the second directory

Each option can be turned on (yes) or off (no) by pointing to it and clicking or by pressing the displayed key. Files are tagged if they meet any one of the criteria selected. The options are not mutually exclusive. You may select any combination that makes sense for a specific task.

Here's an example of how to use this command to compare the files in a directory to those on a backup diskette for that directory.

- Select the **Compare** command and choose the **Unique** and **Newer** options, by setting those to **yes**. Set the **Identical** and **Older** options to **no**.

XTreeGold tags all the files in the original directory that did not exist on the diskette (**Unique**) or that had been modified since you backed them up (**Newer**).

- Then use one of the **Copy** commands to copy the tagged files to the diskette in order to update your backup of the directory.

Comparing File Lists

Follow these steps to compare the file list in the current directory, MYDIR with a diskette in the A: drive and tag all the unique and newer files in MYDIR.

<u>Action</u>	<u>Response</u>
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory commands are now available
2. Point to the directory MYDIR and click or press the Up or Down Arrow to place the highlight bar on MYDIR	The selected directory MYDIR is highlighted and shown in the path line
3. Press C or click Compare or select Compare from the Directory pull-down menu	The prompt Compare file list in: with: is displayed, asking you the name of the directory you want to use in the comparison
4. Type A: and press Enter , or select F2 point and then Log disk or > to point to A:	The prompt tag files that are and the options are displayed
5. If necessary, turn on Unique and Newer and turn off Identical and Older by clicking or by pressing the hotkey	The display will show your selections as Identical (no) Unique (yes) Newer (yes) Older (no)
6. Press Enter or click ok	All unique or newer files are tagged in the File window

Relogging a Directory

Occasionally, you may make changes to a volume while using the Open command, the Execute command, or by running a program from the Application menu. At these times, you'll need to refresh a directory to maintain an accurate and up-to-date display of its contents.

The **Relog** directory command enables you to quickly refresh the file display by rereading the information for the current directory only. This is a much quicker process than relogging a disk or volume. The **Relog** directory command is available:

- ✓ When the Directory window is active
 - From the **Directory** pull-down menu

By clicking **Relog** or pressing the hotkey **I**



- ✓ Or, when any window is active
 - From the Alt directory or Alt file command menu

By double-clicking **COMMANDS** and then **relog dir** or pressing **Alt + F3**

```
ALT DIR  Edit  File display  Graft  Hide/unhide  Log disk  Prune  Release disk
COMMANDS  Sort criteria  Tag  Untag  Wash disk  eXecute  Quit
          F2 format  F3 relog dir  F9 video mode  F10 configure
```


When you select the Relog directory command, the file display for the current directory is immediately refreshed. No additional prompts are displayed by XTreeGold. If you make or delete any directories, it is usually better to relog the entire volume, to keep the directory tree accurate (Use the Log disk command to relog the volume.)

Relogging a Directory

To relog a directory named MYDIR, follow these steps.

<u>Action</u>	<u>Response</u>
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory commands are now available
2. Point to the modified directory MYDIR and click or press the Up or Down Arrow to place the highlight bar on MYDIR	The directory to be relogged (MYDIR) is highlighted
3. Press Alt + F3 or select Relog from the Directory pull-down menu	The directory MYDIR is relogged, and the file display is updated

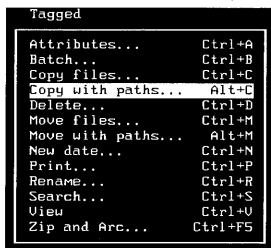
Copying Directory Structures

One of the most important aspects of directory and file management is the regular backup of files. XTreeGold's Copy with paths command offers an easy method for the regular backup of complete directories and for copying files to be transferred to another disk or computer. The Copy with paths command copies all tagged files to another volume and/or directory, duplicating the original directory structure of the source files underneath the target directory.

This Copy command is available:

- ✓ When any File window is active
- From the **Tagged** pull-down menu

By clicking **Copy with paths** or pressing the hotkey **o**



- Or, from the Alt file command menu

By double-clicking **COMMANDS** and then clicking **Copy** or pressing **Alt + C**

ALT FILE	Copy	File display	Log disk	Move	Open	Release disk	Sort criteria
COMMANDS	Tag	Untag	eXecute	Quit			
	F2 format	F3 relog	dir	F4 compare	F5 open archive		

When you choose the Alt Copy command, you are prompted for the file specification of the new files. You can either:

- Press **Enter** to retain the same file names
- Enter any name of your choice with wild cards
- Select an item from the history file (press **Up Arrow** or click **history**)

You are then prompted for the destination of the new files. You can either:

- Enter a drive letter or a directory path by typing one at the prompt
- Select an item from the history file (press **Up Arrow** or click **history**)
- Use the Point command (press **F2** or click **point**) to display the destination directory window, where you can point to the destination; if the current display is a split window display, you'll be able to maintain your source directory display while pointing to the destination in the other side of the split window.

You are then asked whether to automatically replace existing files.

- If you choose **Y(es)** you'll automatically overwrite files of the same name.
- If you choose **N(o)** XTreeGold will ask for confirmation each time a file with the same name is about to be copied over.

When you select the Copy with paths command, its operation differs from the Copy files command in these ways:

- XTreeGold copies each tagged file to the destination volume using the source path name as the destination path name.
- The directory structure is recreated beneath the designated destination.

- XTreeGold checks to see if the destination directory exists. If it doesn't, XTreeGold creates the path.

When using XTreeGold from the Branch, Showall or Global displays, XTreeGold temporarily sorts the tagged files by directory path order and copies the files in that order. The result is that when you copy files to several diskettes, files within one subdirectory usually will be on the same diskette.

When copying, XTreeGold moves the highlight bar over each tagged file as it is being copied. If you are copying tagged files to a disk that becomes full, XTreeGold alerts you. You can then replace the full disk with either another formatted diskette that has more available space (and press any key to continue) or format a new diskette and continue the process. This enables you to copy large groups of files in one operation regardless of whether they will fit on one destination disk.

XTreeGold does not allow you to copy over a Hidden or System file. If you are sure you want to do this, first remove the system or hidden attributes and then perform the copy operation. If you attempt to copy over a file with a Read-Only attribute, XTreeGold asks you to confirm the operation before continuing.

Note: Normally, XTreeGold also copies the archive bit when it copies a source file. You can configure XTreeGold to operate like DOS and always set the archive bit for newly copied files. Chapter 10 provides full information on configuring XTreeGold.

The example on the following page shows how to copy all the files on the current volume to a diskette in the A: drive. *Remember to insert the diskette in the A: drive.*

Backing Up a Volume

<u>Action</u>	<u>Response</u>
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory commands are now available
2. Press S or click Showall or select Showall from the Window pull-down menu	The Showall file window and the File command menu are displayed
3. Press Ctrl + T or select All in window from the Tag pull-down menu	All the files are marked with a diamond to show they are all tagged
4. Press Alt + C or select Copy with paths from the Tagged pull-down menu	The prompt Duplicate paths and copy all tagged files as is displayed
5. Type a new file specification and press Enter or click ok (or press Enter to keep the same file names)	The prompt to: is displayed
6. Type A (or the path where you will be backing up the files, for example, A:BACKUP) and press Enter or click ok	The prompt Automatically replace existing files? is displayed
7. Type Y or click Yes	All tagged files are copied
8. Press Ctrl + A or select Attributes from the Tagged pull-down menu to modify the tagged files' archive flag, then type -A and press Enter to remove the Archive attribute	The prompt Enter attributes is displayed and then the archive attribute is removed from the tagged files

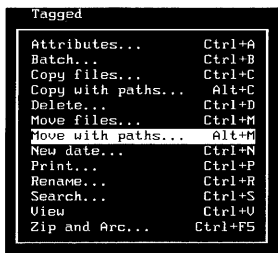
Moving Directory Structures

XTreeGold also provides the ability to move files with their paths to any destination by using the **Move with paths** command. The **Move with paths** command actually copies files with their paths to any destination and then deletes those files from their original location. For users, it provides a one-step method for transferring files with their directory structure to another disk or computer. The **Move with paths** command moves all tagged files to any destination, duplicating the original directory structure of the source files under the specified directory path.

This Move command is available:

- ✓ When any File window is active
 - From the **Tagged** pull-down menu

By clicking **Move with paths** or pressing the hotkey **w**



- Or, from the Alt file command menu

By double-clicking **COMMANDS** and then clicking **Move** or pressing **Alt + M**

```
ALT FILE Copy File display Log disk Move Open Release disk Sort criteria
COMMANDS Tag Untag eXecute Quit
          F2 format F3 relog dir F4 compare F5 open archive
```

When you choose the Move with paths command, you are prompted for the file specification of the new files. You can either:

- Press **Enter** to retain the same file name
- Enter any name of your choice
- Select an item from the history file (press **Up Arrow** or click **history**)

You are then prompted for the destination of the files. You can either:

- Enter a drive letter or a directory path by typing one at the prompt
- Select an item from the history file (press **Up Arrow** or click **history**)
- Use the Point command (press **F2** or click **point**) to display the destination directory window, where you can point to the destination; if the current display is a split window display, you'll be able to maintain your source directory display while pointing to the destination in the other side of the split window.

You are then asked whether to automatically replace existing files.

- If you choose **Y(es)** you'll automatically overwrite files of the same name.
- If you choose **N(o)** XTreeGold will ask for confirmation each time a file with the same name is about to be copied over.

When you select the Move with paths command, its operation differs from the Move files command in these ways:

- XTreeGold copies each tagged file to the destination using the source path name as the destination path name
- The directory structure is recreated beneath the designated destination

- XTreeGold checks to see if the directory that contains the file exists on the destination path. If it doesn't, XTreeGold creates the path.

When using Move from the Branch, Showall or Global displays, XTreeGold temporarily sorts the tagged files by directory path order and moves the files in that order. The result is that when you move files to several diskettes, files within one subdirectory usually will be on the same diskette.

When moving files, XTreeGold places the highlight bar over each tagged file as it is being moved. If you are moving tagged files to a disk that becomes full, XTreeGold alerts you. You can then replace the full disk with either another formatted diskette that has more available space (and press any key to continue) or format a new diskette and continue the process (specify the drive and path again). This enables you to move large groups of files in one operation regardless of whether they will fit on one destination disk.

XTreeGold does not allow you to move a Read-only, Hidden or System file. If you are sure you want to do this, first remove the read-only, system or hidden attributes and then perform the move operation.

Moving Files with Their Directory Structures

This example shows how to move all the files in two directories, MYDIR and OTHERDIR, on the current volume to a diskette in the A: drive. *Remember to insert the diskette in the A: drive.*

<u>Action</u>	<u>Response</u>
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory commands are now available
2. Point to the directory MYDIR and click or press the Up or Down Arrow to place the highlight bar on MYDIR	The directory MYDIR is the current directory

3. Press **T** or select **Directory files** from the **Tag** pull-down menu to tag all the files in MYDIR

All the files are marked with a diamond to show they are all tagged

4. Point to the directory OTHERDIR and click or press the **Up or Down Arrow** to place the highlight bar on OTHERDIR

The directory OTHERDIR is the current directory

5. Press **T** or select **Directory files** from the **Tag** pull-down menu to tag all the files in OTHERDIR

All the files are marked with a diamond to show they are all tagged

6. Press **Ctrl + S** or select **Disk tagged** from the **Window** pull-down menu

The Showall tagged files window and the File command menu are displayed

7. Press **Alt + M** or select **Move with paths** from the **Tagged** pull-down menu

The prompt **Duplicate paths and move all tagged files as** is displayed

8. Type a new file specification and press **Enter** or click **ok** (or press **Enter** to keep the same file names)

The prompt **to:** is displayed

9. Type **A** (or the path where you will be moving the files, for example, **A:\NEWDIR**) and press **Enter** or click **ok**

The prompt **Automatically replace existing files?** is displayed

10. Type **Y** or click **Yes**

All tagged files are moved

Grafting a Directory Branch

With XTreeGold, it is possible to move an entire directory and all the subdirectories and files in it to another parent directory. The Graft command provides this capability. The Graft command is available:

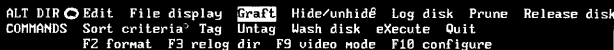
- ✓ When the Directory window is active
 - From the **Directory** pull-down menu

By clicking **Graft** or pressing the hotkey **G**



- Or, from the Alt directory command menu

By double-clicking **COMMANDS** and then clicking **Graft** or pressing **Alt + G**



A screenshot of the 'COMMANDS' menu. The menu items are: ALT DIR, Edit, File display, Graft, Hide/unhide, Log disk, Prune, Release disk, COMMANDS, Sort criteria, Tag, Untag, Wash disk, eXecute, Quit, F2 format, F3 relog, dir, F9 video mode, F10 configure. The 'Graft' option is highlighted with a white background.

When you select the Graft command, XTreeGold prompts for a destination, and automatically displays the destination directory window. Use the **Up or Down Arrow**, or point to a destination with the mouse and click.

XTreeGold then asks you to confirm that you want to graft the tree.

- If you choose **Y(es)** XTreeGold will graft the subdirectory.
- If you choose **N(o)** the operation will be cancelled.

The following are some possible error conditions that might exist when using the Graft command.

- Cannot graft the XTreeGold directory

The location of the XTreeGold program files can't be changed with the Graft command. XTreeGold would not be able to find the overlay files it needs.

- Insufficient memory to complete graft

There is not enough program memory to move the branch. The only solution is to release some memory by releasing some logged drives or collapsing another branch or directory using the - (minus) key.

- Cannot graft a directory to itself

If you try to graft a directory to its current parent this message will be displayed. (For example, you cannot graft the directory C:\COMM\XTALK to C:\COMM)

Grafting a Directory Branch

To graft a subdirectory name MYDIR to a directory named OTHERDIR, follow these steps.

<u>Action</u>	<u>Response</u>
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory commands are now available
2. Point to the directory MYDIR and click or press the Up or Down Arrow to place the highlight bar on MYDIR	The selected subdirectory, MYDIR, is highlighted and shown in the path line
3. Press Alt + G or select Graft from the Directory pull-down menu	XTreeGold prompts Graft sub-directory: (subdirectory name) to new parent:
4. Point to the new parent directory, OTHERDIR and click or press the Up or Down Arrow to place the highlight bar on it	XTreeGold displays OTHERDIR (the new destination parent directory name) in the prompt line
5. Press Enter or click ok to graft the subdirectory	XTreeGold asks for confirmation by prompting Continue and graft the tree?
6. Press Y or click Yes	The subdirectory is grafted, and displayed under the new parent directory, OTHERDIR

Pruning a Directory Branch

To delete the contents of a directory, including all subdirectories and files, XTreeGold provides a command called the **Prune** command. The Prune command is available:

- ✓ When the Directory window is active
 - From the **Directory** pull-down menu
 - By clicking **Prune** or pressing the hotkey **P**
 - Or, from the Alt directory command menu
 - By double-clicking **COMMANDS** and then clicking **Prune** or pressing **Alt + P**

The Prune command is a convenient command to use to delete a directory's contents and to delete the directory itself. Remember, you cannot use the directory Delete command to delete a directory if it contains any files or subdirectories, but you can use the Prune command.

When you select the Prune command, as an additional safeguard, XTreeGold prompts you to type the word "prune" in order to confirm your intention of pruning a selected directory.

Note: When you use the Prune command, all of the directory's contents will be permanently deleted, so use the command with extreme caution.

If any files in the branch to be pruned are Read-only, System or Hidden, you must remove these attributes. Display the Branch file window, tag all the files and then select the **Attributes** command from the **Tagged** pull-down menu. Enter **-R-S-H** at the Attributes prompt. Then select the Prune command.

Once you confirm the command, the contents of the directory are deleted. Then XTreeGold queries you about deleting the directory itself.

- If you choose **Y(es)** XTreeGold will delete the empty directory.
- If you choose **N(o)** the empty directory will remain.

Pruning a Directory Branch

To prune a directory called MYDIR, follow these steps.

Action	Response
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory commands are now available
2. Point to the directory MYDIR and click or press the Up or Down Arrow to place the highlight bar on MYDIR	The directory you want to prune, MYDIR is highlighted and shown in the path line
3. Press Alt + P or select Prune from the Directory pull-down menu	XTreeGold prompts PRUNE: Delete the highlighted branch of the tree Enter the word PRUNE:
4. Type the word PRUNE and press Enter or click ok	XTreeGold deletes all the files in the directory MYDIR and then prompts: Delete this directory?
5. Press Y or click Yes	The directory is pruned, and no longer displayed in the Directory window

Hiding/unhiding a Directory

With XTreeGold, it is possible to conceal a directory from view in the conventional DOS display even though this directory may still be viewable in XTreeGold. The **Hide/unhide** command provides this capability and allows you to hide any directory other than the root directory. The Hide command is available:

- ✓ When the Directory window is active
 - From the **Directory** pull-down menu
 - By clicking **Hide/unhide** or pressing the hotkey **H**
 - Or, from the Alt directory command menu
 - By double-clicking **COMMANDS** and then clicking **Hide/unhide** or pressing **Alt + H**

To hide a directory, make the directory the current directory and select the Hide command. XTreeGold will display the name of the directory in lowercase to show that it is hidden. To return the directory to normal unhidden status, simply select the Hide/unhide command again.

You may also specify that hidden directories will not be displayed in the normal XTreeGold tree display, by using an option in the configuration program. If you make this configuration change, you won't be able to display any hidden directories until you modify the configuration again, and therefore won't be able to return them to unhidden status until you return the configuration item to its original state.

Hiding a Directory Branch

To hide a subdirectory name MYDIR, follow these steps.

Action

Response

1. If the words **DIR COMMANDS** are not displayed on the bottom left of the screen, press **Esc**

The Directory commands are now available

2. Point to the directory **MYDIR** and click or press the **Up or Down Arrow** to place the highlight bar on **MYDIR**

The selected subdirectory, **MYDIR**, is highlighted and shown in the path line

3. Press **Alt + H** or select **Hide** from the **Directory** pull-down menu

XTreeGold display the directory in the tree in lowercase, as **mydir**

Summary

This chapter provided descriptions of and step by step instructions for the following directory management tasks:

- Making a new directory
- Renaming a directory
- Printing directory information
- Deleting a directory
- Splitting the directory window
- Comparing file lists within directories
- Relogging a directory
- Copying directory structures
- Moving directory structures
- Grafting a directory branch
- Pruning a directory branch
- Hiding/unhiding a directory

Continue to refer back to individual sections, to help you in your day to day activities until you can work from the menus and prompts without additional instructions.



Working With Volumes and Disks

A hard disk may be divided into one or more volumes; this is done before you begin to use your hard disk, and may have been done for you when you purchased your computer. These volumes can contain many directories and files, depending on how large they are. Diskettes contain only a single volume with additional directories and files. Your use of these volumes and the directories and files on them form the basis for all your disk management tasks. This chapter explains how to work with volumes and disks to make disk management tasks more efficient and easier.

Note: In the discussions, the term "disk" or "volume" is used when most appropriate. You'll find that many of the commands which use the word "disk" (such as the **Log disk** command) can also be applied to a volume.

In this chapter, we'll describe how to:

- Log a disk or volume
- Release a disk or volume
- Expand and collapse the directory tree
- Log multiple volumes and access them

- Use XTreeGold's partial logging capabilities
- Rename a volume
- Determine available space on a volume
- Display extended disk statistics
- Format a diskette
- Wash a disk



Logging a Disk or Volume

In order to access information on a volume or disk, you will first have to log that volume. When XTreeGold logs a volume, it physically reads its directory and file information and displays it on the screen. It also saves that information in temporary memory to display on the screen upon demand. The **Log** commands enable you to log a volume that has information you want to access and each of the Log commands provides different capabilities. The Log disk command is available:

- ✓ When any Directory or File window is active
 - From the **Volume** pull-down menu

By clicking **Log disk** or pressing the hotkey **L**



- Or, from the Standard directory or file command menu

By clicking **Log** or pressing **L**

```
DIR Avail Branch Compare Delete Filespec Global Invert Log Make
COMMANDS Oops! Print Rename Showall Tag Untag Volume eXecute Quit
←file F7 autoview F8 split F9 menu F10 commands F1 help ? stats
```

When you use this Log command, XTreeGold performs a log on the selected volume and retains information about the current volume in memory. When XTreeGold performs a full log using the default configuration settings, it logs the entire volume including all directories and files.

When you select the Log command, XTreeGold prompts you for the new volume. You can either:

- Enter a disk drive by typing its drive letter at the prompt
- Or select it from the displayed list with the mouse

XTreeGold then reads the new volume, directory and file information (regardless of whether it has been previously logged). If your selection is valid, XTreeGold logs the volume or disk and constructs a new directory tree within the Directory window display. The Disk specification box and Statistics box are also updated. Once a disk or volume is logged, it remains logged until you release it or until you exit XTreeGold.

When you perform a full log of a volume or disk, you can immediately apply all of XTreeGold's commands to it, working with the files and directories displayed in the windows.

Remember that when you start XTreeGold, it automatically performs a full log of the current volume (unless you indicate another option when you start) and this is the information you first see in the Main Display.

Logging Exceptions

There are two exception conditions which can occur during logging:

- User Initiated Exception

If you press **Esc** to interrupt the logging process, XTreeGold prompts:

Continue logging Quit XTreeGold ESC cancel

Press **C** to continue the logging process, or press **Q** to exit the program and return to the DOS prompt. If you press **Esc**

again, XTreeGold returns to the previous volume (if you already performed a log operation) or prompts you to log a volume:

```
Log volume: ( )
```

```
ESC cancel
```

Enter the volume letter for the volume you want to log. If you press **Esc** here, XTreeGold again prompts you to log a volume. XTreeGold requires that you log at least one volume.

Out of Memory Exception

If you attempt to log a volume without first releasing the current volume, it is possible that XTreeGold will discover that there is not enough memory available to log the new volume, so the new volume has only been partially logged. XTreeGold prompts you with a message and offers two options: Quit XTreeGold and exit to DOS or press ESC to remain on the original volume.

Some alternatives are:

- » Use the Release command to release all logged volumes and then log the current volume
- » Use the Log options command to log the first level directories on a new volume

If a single volume requires more memory than is available, XTreeGold displays a partial tree structure of the volume and prompts you with a message:

```
Out of Memory - Partial volume logged
```

You can then work with the directories and files that are displayed.

Performing a Full Log of a Volume

Follow these steps to perform a full log of a volume on a hard disk or diskette when either the Directory or File window is active. In this example, we'll log a volume on the hard disk called D:

Action

Response

1. Press **L** or select **Log disk** from the **Volume** pull-down menu

The prompt **Log disk drive** is displayed, along with a list of drive letters you can select

2. Point to **D** (or the letter of your choice from the selections shown) and click or type **D** and press **Enter**

The volume is logged and the Directory window is updated

Logging and Selecting Multiple Volumes

As we said, the Log disk command saves directory and file information in memory to be displayed upon request. You can log additional volumes with any of the Log commands, until you have logged a total of 26 volumes or exhausted the memory available in your computer.

When you have more than one volume logged, you can easily move between logged volumes to work with files and directories on more than one volume at a time. XTreeGold provides two methods for selecting a previously logged volume, the Switch to disk (Ctrl Log) command and the Switch keys.

Selecting a Previously Logged Volume

To quickly switch directly to another logged volume of your choice, use the Switch to disk (Ctrl Log) command. This command has two capabilities:

- It enables you to select a volume that has already been logged without relogging it.
- It will log a volume or disk you select that has not been previously logged.

It is available:

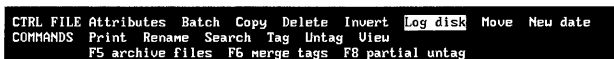
- When any Directory or File window is active
- From the **Volume** pull-down menu

By clicking **Switch to disk** or pressing the hotkey **S**



- Or, from the Ctrl directory or Ctrl file command menu

By clicking **COMMANDS** and then **Log** or pressing **Ctrl + L**



When you select this Switch/Log command, you are prompted for a drive letter. You can either:

- Select a drive letter with the mouse pointer
- Or type the drive letter at the prompt

The directories and files for the selected volume will then be displayed in the Directory window.

Using the Select Keys

To cycle through all the logged volumes, use the <> Select keys. It is not necessary to press the Shift key when using < or >. The Select keys and mouse operations enable you to cycle forward or backward through logged volumes, with a single keystroke:

- Use the > (called the greater than sign or right angle bracket) or click **select** to cycle forward, according to a volume's assigned drive letter.

- Use the < (called the less than sign or left angle bracket) to cycle backward, according to a volume's assigned drive letter.

The Switch to disk command is also available:

- ✓ When any Directory or File window is active
 - From the **Volume** pull-down menu

By clicking **Next disk** or pressing the hotkey **N**

Selecting a Previously Logged Volume

To select a previously logged volume, A: from memory without relogging it, follow these steps when any window is active.

<u>Action</u>	<u>Response</u>
1. Press Ctrl + L or select Switch to disk from the Volume pull-down menu	The prompt Enter volume name is displayed
2. Click A or type A and press Enter	The volume information is displayed, and the Directory window is active

Cycling Through Previously Logged Volumes

<u>Key</u>	<u>Mouse Action</u>	<u>Purpose</u>
>	Click select	Displays the directory tree for the next logged volume (in alphabetical order)
<		Displays the directory tree for the previous logged volume (in alphabetical order)

Releasing a Volume or Disk

The **Release** command enables you to release the information stored for one or more volumes, freeing memory needed when working with large volumes and directories. It is available:

- ✓ When any Directory or File window is active
 - From the **Volume** pull-down menu

By clicking **Release disk** or pressing the hotkey **R**



- Or, from the Alt directory or Alt file command menu

By double-clicking **COMMANDS** and then clicking **Release disk** or pressing **Alt + R**

```
ALT DIR  Edit  File display  Graft  Hide/unhide  Log disk  Prune  Release disk
COMMANDS Sort criteria  Tag  Untag  Wash disk  eXecute  Quit
          F2 format  F3 relog dir  F9 video mode  F10 configure
```

When you select the Release command from a File window, XTreeGold asks you to enter a disk letter. You can either:

- Choose to release the current volume (the default) by not entering a disk letter at the prompt

- Enter a drive letter by pointing and clicking with the mouse or by typing one at the prompt

When you select the Release command with the Directory window active, XTreeGold provides additional options:

- Branch** Release the directory branch from the current subdirectory down
- Disk drive** Release an entire volume (identical to the standard Release command available with the File window active)
- Files in branch** Release the file information for the directory branch but maintains the directory tree display

If you release the currently logged volume from memory, XTreeGold will switch to the next logged volume.

Releasing a Volume

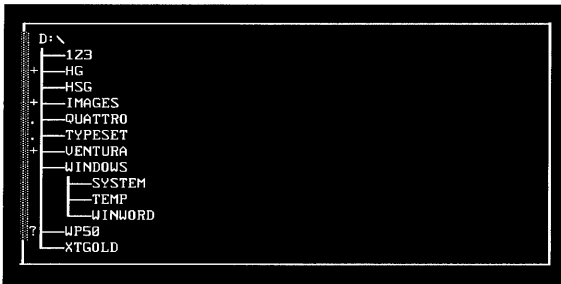
To release a volume named D: on the hard disk from memory, follow these steps when any window is active.

<u>Action</u>	<u>Response</u>
1. Press Alt + R or select Release from the Volume pull-down menu	The prompt Enter volume name is shown
2. Enter the drive letter D of the volume you wish to release and press Enter	The file and directory information on selected volume is released from memory

Expanding and Collapsing the Directory Tree

XTreeGold enables you to expand and collapse the directory tree in order to selectively log only the directories and files you'll be working with and release unneeded information from memory. Once you partially log a volume, you can expand the directory tree to log additional branches you want to work with. Once you perform a full log on a volume, you can collapse the directory tree to release information from memory that isn't needed. And the directory tree is dynamic in that you can log or release directories or branches as you need to. These capabilities help you speed up the logging process, dedicate memory to your selected tasks and customize the tree display to meet specific needs.

They are available by using the Log options command (described in the next section) and by using the following expand and collapse keys and mouse functions.



A blank space to the left of the directory indicates that the directory has been logged. When a directory has been logged, the file names of all the matching files are always displayed in the File window, and you see at least the first level subdirectories on the tree.


A + (plus sign) indicates that a directory has not been logged. When a directory is not logged, **Dir Not Logged** is always displayed in the File window.

In the directory tree display, the . (dot) to the left of the directory indicates a directory which has been logged but contains additional subdirectories which are not displayed in the directory tree. You may see the dot if you have logged directories and then used the F5 key to hide the display.

A ? (question mark) to the left indicates that the directory files are not logged but there are logged subdirectories that are not displayed.

To log additional directories and files, expand the directory tree. Either:

- Use the * (asterisk) key to log any directory and all the subdirectories and files in that directory.
- Use the + (plus) key to log any directory and all the files and first level subdirectories only in that directory or double-click the + (plus sign) with the mouse.
- Select a directory and press **Enter** to log only the files in that directory and display the Directory window for that directory. You can also select a directory and then click in the file window.


 **Note:** This technique works if the selected directory is not logged (you'll see a + to the left of it). If the directory is already logged and you press **Enter** the highlight bar moves to the File window.

To release directory and file information from XTreeGold memory and contract the directory tree. Either:

- Use the - (minus) key to release any branch and all the files in that branch from the display
- Select the **Release** command from the **Volume** pull-down menu or Alt directory or Alt file command menu.

To toggle between temporarily hiding and showing directory information in the tree:

- Double-click the blank space directly to the left of the directory name with the mouse.
- Use the **F5** key to expand or collapse the directory tree display one level below the current subdirectory.
- Use the **F6** key to expand or collapse the directory tree display to the current subdirectory level.

 **Note:** Double-clicking the blank space and the **F5** and **F6** keys provide the ability to quickly collapse the tree displayed in the Directory window while leaving all the currently logged files still logged.

Expanding and Collapsing the Tree

To expand or collapse the directory tree, highlight the desired directory and use these options.

<u>Key</u>	<u>Mouse Action</u>	<u>Purpose</u>
* (asterisk)		Logs the current branch and expands the directory tree
+ (plus)	Double-click the + (plus sign)	Logs the current directory and the first level subdirectories
Enter	Double-click a directory	Logs the current directory and the first level subdirectories if the directory is not already logged
- (minus)		Releases the files and directories in the current branch from XTreeGold memory
F5		Shows or hides the directory tree display one level below the current directory
F6	Double-click the blank space	Shows or hides the directory tree display to the current sub-directory level

Additional Logging Capabilities

In addition to logging an entire volume, XTreeGold provides a series of logging options to partially log the directory tree. When you perform a partial log, you can only work with the files that have been logged thus far. To work with other files and directories on the volume, you can then selectively log only the directories and subdirectories you'll be working with, by expanding or partially logging additional directories or branches on the directory tree. An advantage of partial logging is that it provides the ability to work quickly and easily with portions of several large hard disks and drives at the same time, keeping all the needed information in memory, while not committing memory to non-relevant file and directory information.

The Log options command is available:

- ✓ When any Directory or File window is active
 - From the **Volume** pull-down menu
 - By clicking **Log options** or pressing the hotkey **o**
 - Or, from the Alt directory or Alt file command menu
 - By double-clicking **COMMANDS** and then clicking **Log disk** or pressing **Alt + L**

When you select the Log options command with the Directory window active, XTreeGold displays these additional options:

Branch	Logs (like the * key) the directory branch from the current subdirectory down
Disk drive	Logs an entire volume (identical to the standard log command)
One level	Logs (like the + key) only the first level of files and directories

Refresh directory Relogs the current subdirectory (identical to the **Relog directory** command)

Tree only Logs the tree structure only, starting from the current directory, releasing all the files

When you select the **Log options** command with the **File** window active, only the **Disk drive** and **Refresh directory** options are available.

Once you select an option, **XTreeGold** immediately performs the option on the current volume, unless you selected the **Disk drive** option. When you select **Disk drive**, you will be presented with a list of available volumes. Enter your choice with the keyboard or mouse, as always.

Command Line Logging Options

You can also indicate specific logging choices by using a command line option. These are listed in Chapter 10, **Configuring XTreeGold**.

Performing a Partial Log on a Volume

Follow these steps to perform a partial log on a branch whose parent is MYDIR on the current volume when the Directory window is active.

<u>Action</u>	<u>Response</u>
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory commands are now available
2. Point to directory MYDIR with the mouse and click or use the Up or Down Arrow to highlight MYDIR	MYDIR is the current directory
3. Press Alt + L or select Log options from the Volume pull-down menu	The Log options are displayed
4. Press B or click Branch	All the subdirectories and files in the branch are logged and displayed in the Directory and File windows

Renaming a Volume

XTreeGold enables you to easily change the volume name or label with the **Volume name** command. The **Volume name** command is available:

✓ When the directory window is active

- From the **Volume** pull-down menu

By clicking **Name** or pressing the hotkey **m**



- Or, from the Standard directory command menu

By clicking **Volume** or pressing **V**

```
DIR      Avail Branch Compare Delete Filespec Global Invert Log Make
COMMANDS Oops! Print Rename Showall Tag Untag Volume eXecute Quit
←file F7 autoview F8 split F9 menu F10 commands F1 help ? stats
```

When you select the **Volume** command, you are prompted for a new volume name. You can either:

- Type any volume name of your choice
- Select an item from the history file (press **Up Arrow** or click **history**)

After you enter the volume name, XTreeGold writes it to the volume. If the new volume name is the same as the name of a file or directory in the Root directory, XTreeGold will report an error.

Changing a Volume Name

Use the following steps to change the volume name from VOLUME1 to VOLUME2.

<u>Action</u>	<u>Response</u>
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory commands are now available
2. Press V or select Name from the Volume pull-down menu	The prompt Change volume name to: is displayed
3. Type VOLUME2 (the new volume name) and press Enter or click ok	The Volume name is changed, and the new volume name is displayed in the Disk specification box

Available Space on a Volume

The **Available** command quickly displays the amount of unused, or available, space on a volume. The **Available** command is displayed:

✓ When the directory window is active

From the **Volume** pull-down menu

By clicking **Available space** or pressing the hotkey **A**

Or, from the Standard directory command menu

By clicking **Avail** or pressing **A**

To display the amount of unused disk space on a volume, select the **Available space** command. XTreeGold then prompts you to enter the disk drive letter and displays a list of drives. You can either:

Enter a drive letter by pointing and clicking

Or type the letter at the prompt

XTreeGold then checks the volume and displays the number of bytes available.

Displaying Unused Disk Space

Follow these steps to display available disk space on a volume with the assigned drive letter C:.

Action

Response

1. If the words **DIR COMMANDS** are not displayed on the bottom left of the screen, press **Esc**

The Directory commands are now available

2. Press **A** or select **Available space** from the **Volume** pull-down menu

The prompt **Available space on disk** is displayed

3. Point to **C** and click or type **C**

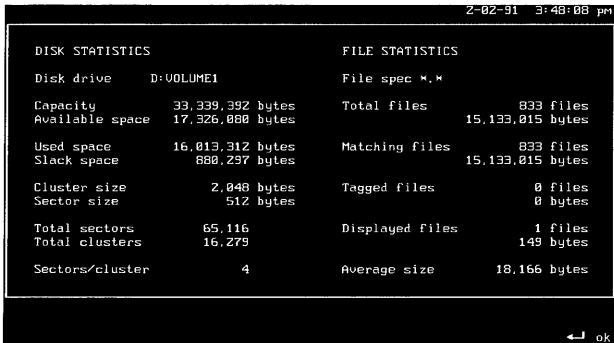
XTreeGold checks the volume and displays the available bytes

Extended Statistics Window

The Extended statistics window displays additional disk and file information not included in the Main Display. It can be displayed by selecting the Stats command. The Stats command is available:

- ✓ When any Directory or File window is active
 - From the **Volume** pull-down menu
 - By clicking **Statistics** or pressing the hotkey **t**
 - Or, when any window is active
 - By pressing **?** (although it may not displayed on the menu)
 - Or, by clicking anywhere in either the File specification, Disk specification or Statistics box.

The Extended statistics window is immediately displayed when you select the command.



2-02-91 3:48:08 PM

DISK STATISTICS		FILE STATISTICS	
Disk drive	D:\VOLUME1	File spec	*.*
Capacity	33,339,392 bytes	Total files	833 files
Available space	17,326,080 bytes	Matching files	15,133,015 bytes
Used space	16,013,312 bytes	Tagged files	0 files
Slack space	880,297 bytes	Displayed files	1 files
Cluster size	2,048 bytes	Average size	18,166 bytes
Sector size	512 bytes		
Total sectors	65,116		
Total clusters	16,279		
Sectors/cluster	4		

← ok

It provides the following disk and file statistics:

Disk drive	The name of the current volume
Capacity	The total number of bytes that can be stored on the disk
Available space	The number of bytes of data which can still be stored
Used space	The number of bytes of data which are already stored on the disk
Slack space	The total amount of allocated space on the disk not actually used by files
Cluster size	The number of bytes in each cluster (a cluster is a physical block on the disk)
Sector size	The number of bytes in each sector (a sector is a division of a disk track)
Total sectors	The number of sectors into which the disk has been divided
Total clusters	The number of clusters into which the disk has been divided
Sectors per cluster	For optimum performance, the number of sectors that are in each cluster on the disk
File specification	The current file name and extension in the File specification Box, used for determining matching files
Total files	The total number of files and their size (in bytes), on the disk

Matching files

The total number of files that match the current file specification and their size (in bytes)

Tagged files

The number of files, and their size (in bytes) that have been selected and marked for subsequent operation

Displayed files

The number of file names, and their size (in bytes) that are displayed in the current file window

Average size

The average size (in bytes) of each file on the disk

Formatting a Diskette

XTreeGold enables you to format a diskette of any type configured for use on your system, with the Format command. The command is displayed:

✓ When any Directory or File window is active

From the **Volume** pull-down menu

By clicking **Format diskette** or pressing the hotkey **F**



Or, from the Alt directory or Alt file command menu

By double-clicking **COMMANDS** and then clicking **format** or pressing **Alt + F2**

COMMANDS						
Copy	File display	Log disk	Move	Open	Release disk	Sort criteria
Tag	Untag	eXecute	Quit			
F2 format	F3 relog dir	F4 compare	F5 open archive			

When you choose this option, XTreeGold lists the available disk drives and asks you to choose a drive for the formatting procedure. Select the drive letter from those listed. XTreeGold then asks you to select a media type (for example, a high density or

low density diskette). Again, select the appropriate media type from those listed. Then follow the disk insertion prompts. The diskette will be formatted, and XTreeGold will ask if you want to format another one. You can either:

- Continue formatting as many diskettes as needed by pressing **Enter** or clicking **ok**
- Discontinue the formatting operation on additional disks by pressing or clicking **Esc**

Formatting a Diskette

These steps show how to format a diskette in the A: drive and can be followed with any window active. Remember to insert the diskette in the A: drive.

<u>Action</u>	<u>Response</u>
1. Press Alt + F2 or select Format diskette from the Volume pull-down menu	The prompt Select diskette drive A: is displayed (this is determined by how the drives are configured on your system)
2. Type A:	The prompt Select media type is displayed
3. Type H or click High Density (or D or click Double Density)	The prompt: Format diskette in drive A: is displayed
4. If you have not inserted the disk to be formatted, now is the time to do so. Then press Enter or click ok to confirm	The diskette is formatted, then the prompt Format another diskette in drive A: is displayed
5. Press or click Esc	The Main Display is on the screen

Washing a Disk

The Wash disk capability is a security feature available from XTreeGold. When XTreeGold washes a disk, it clears all unallocated areas of the current volume. This prevents anyone from being able to view or restore your deleted files. It is available:

✓ When the Directory window is active

From the **Volume** pull-down menu

By clicking **Wash deleted space** or pressing the hotkey **W**

Or, from the Alt directory command menu

By double-clicking **COMMANDS** and then clicking **Wash disk** or pressing **Alt + W**

☞ **Note:** Once you wash a disk, you cannot undelete files that were deleted prior to the washing.

When you select the Wash option, XTreeGold waits for confirmation. Either:

Press **Enter** or click **ok** to confirm

Press or click **Esc** to cancel

XTreeGold then washes the current disk. No additional action is necessary. The prompt **Washing drive** is displayed and XTreeGold counts and displays the bytes on the disk. Washing a disk does not harm your existing files.

Using Wash Disk

To wash the current disk C:, follow these steps.

<u>Action</u>	<u>Response</u>
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory commands are now available
2. Press Alt + W or select Wash deleted space from the Volume pull-down menu	The prompt Wash disk drive C: (the current disk) is displayed
3. Press Enter or click ok	The prompt Washing drive C: and the number of bytes are displayed, then the Directory window is displayed again

Summary

This chapter explained how to apply XTreeGold commands to disks, volumes and diskettes. Those tasks include how to:

- Log a disk or volume
- Release a disk or volume
- Expand and collapse the directory tree
- Log multiple volumes and access them
- Use XTreeGold's partial logging capabilities
- Rename a volume
- Determine available space on a volume
- Display extended statistics for a disk or volume
- Format a diskette
- Wash a disk

XTreeGold gives you the big picture of files, directories and volumes and lets you perform file management tasks on multiple volumes in highly efficient ways. Use the information and the steps in this chapter as a reference the first few times you try the procedures described. After you complete the procedures several times, you'll probably be able to use the menus and prompts to walk you through the steps without additional directions.



Using View, Autoview and Search

Through the use of the View, Autoview and Search commands, XTreeGold gives you the ability to:

- Display the contents of a selected file in its native format, even if it is a file you created in a spreadsheet, database or word processing program
- Browse through files in a directory, either to find a particular item or review the contents of several files in rapid succession
- Browse through a directory for a particular file and then zoom in on the contents more closely
- Search through one or more files in one or more directories for a specific character string

This chapter provides the step-by-step instructions you'll need to quickly and easily perform these tasks.

The View Command

XTreeGold provides viewers to enable you to look through one or more files quickly and easily, by displaying the contents of the files on the screen. The **View** file command gives you the ability to look through the contents of the current file. The View file command is available:

- ✓ When any File window is active
 - From the **File** pull-down menu

By clicking **View** or pressing the hotkey **V**



- Or, from the Standard file command menu
- By clicking **View** or pressing **V**

```
FILE      Attributes Copy Delete Edit Filespec Invert Log disk Move
COMMANDS New date Open Print Rename Tag Untag View  eXecute Quit
←tree    F7 autoview F8 split F9 menu F10 commands F1 help ESC cancel
```

- Or, by pointing to a file with the mouse and double-clicking the right button

The **View** tagged files command displays the contents of the first tagged file and displays a command for viewing the next tagged file in the list. The **View** tagged files command is available:

- ✓ When any File window is active
 - From the **Tagged** pull-down menu
 - By clicking **View** or pressing the hotkey **V**
 - Or, from the Ctrl file command menu
 - By double-clicking **COMMANDS** and then clicking **View** or pressing **Ctrl + V**

Special XTreeGold File Viewers

XTreeGold provides many special viewers to enable you to look at the contents of files created with popular word processing, spreadsheet and database programs. If the file type detection is set to automatic when you choose **View**, XTreeGold tries to determine the kind of file it is opening and adjust to accommodate the file type by displaying the file in the appropriate format.

- XTreeGold first checks whether the selected file has a **.WK1**, **.WKQ**, **.WKS**, **.WKT**, **.WQ1**, **.XLM** or **.XLS** extension. If it does, XTreeGold tries to interpret it as a spreadsheet file. An error message will be displayed if it can't.
- XTreeGold then checks whether the selected file has a **.DBF** or **.DB** extension. If it does, XTreeGold tries to interpret it as a database file. An error message will be displayed if it can't.

If the file falls into neither of these categories, XTreeGold brings it up in one of three modes:

- ASCII**, if all the characters are displayable ASCII characters.
- Wordwrap**, if most but not all the characters in the file are displayable ASCII characters; most word processing document files are displayed in Wordwrap format.

- Dump, if there are more than a few non-displayable characters in the file.

XTreeGold's automatic choice of display mode will be sufficient for most browsing purposes. When you need to see every character in a word processor file, take the extra time required to use the **Formatted** command, (available in View mode, but not View all mode) which will analyze the file and then display every character.

XTreeGold will not automatically format word processing files, but will format files created with any of the following programs, when the **Format** command is selected. XTreeGold will automatically display the following spreadsheet and database programs in their correct format.

- Spreadsheets
 - » Lotus 1A, 2.0, 2.2 and compatibles
 - » Excel
 - » Quattro and Quattro Pro
- Databases
 - » dBase III, IV and compatibles
 - » Paradox
- Word processors
 - » DCA/FFT (Final Form Text) and DCA/FFT (Revisable Form Text)
 - » DisplayWrite 2, 3, 4, 5 Native, 5/2
 - » Enable (wp) 1.0, 2.0, 2.15
 - » Framework III (wp) 1.0, 1.1
 - » HP AdvanceWrite Plus

- » IBM Writing Assistant 1.0
- » Lotus Manuscript 2.0, 2.1
- » Microsoft RTF (Rich Text Format) and Microsoft Word 3.0, 3.1, 4.0, 5.0
- » Microsoft Windows Write 3.0
- » MultiMate 3.3, 4 and MultiMate Advantage I, II, 3.6, 3.7
- » OfficeWriter 4.0, 5.0, 6.0, 6.1
- » PFS: First Choice 1.0, 2.0 and PFS: Write Version C
- » Professional Write 1.0, 2.0, 2.1
- » Q & A (WP) 3.0
- » RapidFile (Memo) 1.0, 1.2
- » Samna Word IV 1.0, 2.0 and Samna Word IV Plus 1.0, 2.0
- » Total Word 1.2, 1.3
- » Volkswriter 3, 4 and Volkswriter Deluxe 2.2
- » Wang PC Version 3
- » WordPerfect 4.1, 4.2, 5.0, 5.1
- » Wordstar 3.3, 3.31, 3.45, 4.0, 5.0, 5.5, 5.6, 6.0 and Wordstar 2000
- » XyWrite III, III Plus

The View Window

The View window is divided into separate areas for displaying the contents of selected files and additional View commands, and pull-down menus are available by first selecting **F10 commands** or clicking in the menu header area at the top of the screen.

```
File: C:\WP50\SCHEDULE.DOC                                FORMATTED VIEW
Very Best Products Company
DOCUMENT DEVELOPMENT SCHEDULE
Feb. 10, 1991:
The following is a list of key course development events and a
model timeline. Your proposal should either confirm your ability
to make such a schedule or include your scheduling requirements.
Final dates will be determined by mutual agreement.

Key Event:                                               After Startup:
Project Startup                                         --
Design document to us for review                       5 weeks
Design document approval meeting                     6 weeks
Draft manuscript (part I) to us for review            14 weeks
Draft manuscript returned to you                     16 weeks
Draft manuscript (part II) to us for review          20 weeks
Draft manuscript returned to you                     22 weeks

VIEW  ASCII Dump Formatted Gather Hex Mask Wordwrap
COMMANDS F2 F3 F4 F5 F6 goto bookmark  F9 search SPACE search again
! scroll ALT SHFT menus                    F10 commands  F1 help ESC cancel
```

When you select either View command, XTreeGold displays the first page of the contents of the selected file, or the first file in the list of tagged files, on the screen. However, you cannot view password protected files with the view command

To scroll the contents of the file in the View window, either:

- Press the Arrow keys
- Click the top or bottom of the contents side with the mouse.

Use the **Shift + F2-F6** keys to set the automatic scrolling speed. F2 provides the fastest scrolling; F6 provides the slowest.

The View commands also enable you to look for a character string, (for example a person's name) in a file or in a group of files, and then display those files in which it finds the character

string. If you see highlighted portions of the screen, these indicate the text string you specified in the last Search operation.

Additional View Commands

At the bottom of the screen, XTreeGold displays additional commands that can be used while the View window is active and which are also available from the pull-down menus. Some commands are not available when you select a spreadsheet or database file for viewing, as noted. Here are the commands and their purpose, organized by pull-down menu headers.

<u>Pull-down menu item</u>	<u>Command menu item</u>	<u>Purpose</u>
----------------------------	--------------------------	----------------

XTree


Help	F1 help	Displays a context sensitive help screen
------	---------	--

Quit view	Esc cancel	Closes the view of the selected file and returns you to the standard XTreeGold display
-----------	------------	--

Bookmark

1-5 Go to mark 1 to 5	F2-F6 Go to bookmark 1 to 5	Goes to the markers you've previously set with the Set bookmark command
-----------------------	-----------------------------	---

Set mark 1 to 5	Alt + F2-F6 Set bookmark 1 to 5	Sets markers at selected locations in the file you are viewing
-----------------	---------------------------------	--

 **Note:** The Bookmark menu is not displayed when you enter View mode with the View tagged files or Ctrl + View command

Edit

Gather **Gather** Permits you to mark a block of lines in the displayed file and append that block to an ASCII disk file. XTreeGold creates the file if it doesn't exist. You can use either the keyboard or mouse to mark blocks of text for gathering.

Hex edit **Edit** When the file's contents are displayed hexadecimal format, it permits the editing of a file, in typeover mode. (Displayed only when in Hex view mode.)

Next file **Next tagged file** Displays the first page of the next tagged file. (Available only if you entered the View mode with the Ctrl + View Command.)

Search **F9 search** Lets you search for character strings within the displayed file

Search again **space search again** Searches for the next occurrence of the character string that you specified with the Search command

View

ASCII **ASCII** Displays the file's contents in a normal character display

<input type="checkbox"/>	Dump	Dump	Shows all displayable characters in the file without line formatting. The file's location is displayed in hexadecimal characters on the left of the display.
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>	Formatted	Formatted	Displays formatted word processor files, spreadsheet files, or database files. (Not available if you entered the View mode with the Ctrl + View Command.)
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>	Hex	Hex	Displays the file's contents in hexadecimal format where you can view the binary value of each byte in the file. You can also edit files in Hex view if the program is configured to support hex editing.
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>	Wordwrap	Wordwrap	Displays text in an 80-column ASCII display, which is particularly useful for viewing files created with a word processor. In Wordwrap view, XTreeGold only shows displayable characters and automatically breaks lines of text at spaces between words.
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>	Mask	Mask	Masks the eighth bit. Some text programs use the eighth (or high) bit of each byte to hold special information. Because of this, the text may be displayed with odd characters and symbols in place of the expected alphanumeric text. The Mask command turns off the high bit for viewing.
<input type="checkbox"/>			
<input type="checkbox"/>			

Hex Editing

When you select the **Hex** option, the screen on the following page is displayed. The **Edit** option is also displayed on the command menu, and **Hex edit** is displayed on the **Edit** pull-down menu. This command permits the editing of a file in Hex view, in typeover mode. Simply move the cursor to a character you want to change, and type the replacement over it. When you select the Hex edit option, additional commands are displayed in the command line.

```
File: C:\XTGOLD\XTG_MENU.DAT                                HEX (masked)
000000 02 20 58 54 72 65 65 40 65 6E 75 20 28 74 6D 29  .XTreeMenu (tm)
000010 1A 00 05 00 06 00 00 00 00 00 00 00 00 00 00 02  .....
000020 FF 00 00 20 20 20 20 20 20 20 20 20 20 58 20 54  . . . . . X T
000030 20 52 20 45 20 45 20 47 20 4F 20 4C 20 44 20 20  R E E G O L D
000040 20 32 20 2E 20 30 20 20 20 40 20 45 20 4E 20 55  . . . . . M E N U
000050 00 00 FF 01 00 C4 C4 C4 C4 C4 C4 C4 C4 C4 C4 C4  .....
000060 C4 C4 C4 C4 C4 C4 C4 C4 C4 C4 C4 C4 C4 C4 C4 C4  .....
000070 C4 C4 C4 C4 C4 C4 C4 C4 C4 C4 C4 C4 C4 C4 C4 C4  .....
000080 C4 C4 C4 C4 C4 C4 C4 C4 C4 00 00 FF 01 00 42 55  .....BU
000090 53 49 4E 45 53 53 00 00 FF 02 00 48 61 72 76 61  S I N E S S . . . . Harva
0000A0 72 64 20 47 72 61 70 68 69 63 73 20 62 79 20 53  rd Graphics by S
0000B0 6F 66 74 77 61 72 65 20 50 75 62 6C 69 73 68 69  oftware Publishi
0000C0 6E 67 20 43 6F 72 70 2E 00 00 FF 02 00 51 75 61  ng Corp. . . . . Qua
0000D0 74 74 72 6F 20 50 72 6F 20 62 79 20 42 6F 72 6C  ttro Pro by Borl
0000E0 61 6E 64 20 49 6E 63 2E 00 00 FF 02 00 57 6F 72  and Inc. . . . . Wor
0000F0 64 50 65 72 66 65 63 74 20 62 79 20 57 6F 72 64  dPerfect by Word
000100 50 65 72 66 65 63 74 20 43 6F 72 70 2E 00 43 3A  Perfect Corp. C:
000110 00 43 44 5C 57 50 35 30 00 77 70 20 25 31 00 00  \CD\WP50 up 71..
000120 FF 01 00 44 41 54 41 42 41 53 45 00 00 FF 02 00  . . . DATABASE . . . .

VIEW      ASCII Dump  Edit Formatted  Gather Hex Mask Wordwrap
COMMANDS  F2 F3 F4 F5 F6  goto bookmark  F9 search SPACE search again
F1 scroll ALT SHFT menus                               F10 commands F1 help ESC cancel
```

↓ save and exit Enables you to save any changes made to the file

F8 undo Reverts back to the original file, cancelling any changes made since the last save operation

Tab hex/ASCII Enables you to toggle between the file in hex and ASCII modes

The **F1** help and **Esc** cancel commands are also available in Hex editing mode.

□ Viewing the Contents of a File

This example shows how to view the contents of file MYFILE.TXT in directory MYDIR.

Action	Response
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory commands are now available
2. Point to directory MYDIR and double-click or press the Up or Down Arrow until MYDIR is highlighted, then press Enter	Directory MYDIR has a pointer next to it and the File commands are displayed
3. Point to the file MYFILE and click or press the Down Arrow until MYFILE.TXT is highlighted	File MYFILE.TXT is selected
4. Press V or select View from the File pull-down menu	The contents of file MYFILE.TXT are displayed
5. Press Up or Down Arrow to scroll through the entire contents, or click the top or bottom of the screen with the mouse	Text is scrolled on the screen
6. Click cancel or press Esc to end the viewing process	The File commands are now active

Searching for Character Strings In a Directory

This example shows how to search for the text John Smith, which may be in any file in directory MYDIR.

<u>Action</u>	<u>Response</u>
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory commands are now available
2. Point to directory MYDIR and double-click or press the Up or Down Arrow until MYDIR is highlighted, then press Enter	Directory MYDIR has a pointer next to it and the File commands are displayed
3. Press Ctrl + T or select All in window from the Tag pull-down menu	All files in directory MYDIR will be tagged (selected and marked with a diamond)
4. Press Ctrl + V or select View files from the Tagged pull-down menu	The beginning of the first tagged file is displayed
5. Press F9 or select Search from the Edit pull-down menu	The prompt Search for text: is displayed
6. Type John Smith and press Enter	The first occurrence of the text John Smith is displayed
7. Press space or select Search again from the Edit pull-down menu	The next occurrence of the text John Smith is displayed, either in the same or another file

8. Continue selecting **Search** **again** until you have found the location you were searching for, then click **cancel** or press **Esc**

The File Commands are active

Gathering and Appending a Block

This example shows how to gather a block of text when in View mode. You can also gather a block of database records or spreadsheet cells using these steps.

Action

Response

1. Once in View mode, press **G** or select **Gather** from the **Edit** pull-down menu

XTreeGold prompts you to begin marking text

2. Use the **Arrow** keys to move the highlight cursor to the first line of text that you want to gather and press **Enter** or click the first line of text you want to gather with the left mouse button

XTreeGold highlights the first line of text in the block to be gathered

3. Use the **Arrow** keys to move the highlight cursor to the last line of text that you want to gather and press **Enter** or hold down the left mouse button and drag across the remaining lines of text you want to mark for gathering and release the left mouse button

XTreeGold highlights the selected text and prompts for a filename in which to save the text

4. Type a filename and press **Enter** or type **PRN** to send the file to your printer

The marked text is appended to the ASCII file you indicated, or sent to the printer

Viewing Database Files

When you are viewing a file created in a database format, XTreeGold displays it in a view that permits you to easily browse database records. When you select the View command, XTreeGold first checks to determine if the file you've selected is a database file it can view and then displays it accordingly. For example:

File: C:\DOCUMENT\CLDICT.DBF		Record: 1/21		
CLUARNAME	CLUARTYPE	M204NAME	SCREENHEAD	PR
DIVISION	C	DIU_CODE	Division Code	DI
DISTRICT	C	DIST_CODE	District Code	DI
BRANCHNO	C	BRANCH_NBR	Branch Number	Br
SALESID	C	SALES_ID	Sales ID	Sa
SPERSONNM	C	SALESPER_NAME	Salesperson Name	Sa
REFERID	C	REF_ID	Referral ID	Re
REFERNAME	C	REFPER_NAME	Referral Person Name	Re
ACCOUNTNO	C	CUSTACCT_NUM	Customer Account Number	Ac
CUSTNAME	C	CUST_NAME	Customer Name	Cu
PRODCODE	C	PROD_CODE	Product Code	Pr
PRODCATCD	C	PRODCAT_CODE	Product Category Code	Pr
OPENBAL	N	OPENG_BAL	Opening Balance	Op
SALEDATE	D	SALES_DATE	Sale Date	Sa
INCPDDATE	D	INCTUPD_DATE	Incentive Paid Date	In
INCUAMT	N	INCPUTAMT_PD	Incentive Amount Paid	In
SREDEPCD	C	SREDEP_CODE	Source of Deposit Code	Sr
SALEORIGCD	C	SALEORIG_CODE	Sales Origin Code	Sa
NEUCUST	C	NEUCUST_IND	New Customer Indicator	Ne

VIEW DBF ASCII Dump Gather Hex Structure Wordwrap
COMMANDS F2 go to record F9 search F10 search again
F4 scroll F1 help ESC cancel

At the top of the database View window, XTreeGold displays the total number of records in the database file and the number of the currently highlighted record. Use the arrow keys or mouse to select records in the displayed file.

At the top of the screen in the prompt line, XTreeGold displays structure information about the currently highlighted field.

In addition to the standard View commands, XTreeGold provides special commands for viewing database records. If you choose one of the standard View commands to view the database file in ASCII, Dump, Hex, or Wordwrap formats, when you want to return to the database view of the file you must choose the Formatted command.

When using the Ctrl + View command or the View command from the Tagged pull-down menu, the files will not be automatically formatted. Use the F7 autofview command available from the Window pull-down menu to view a group of database files automatically formatted by XTreeGold.

Viewing Spreadsheet Files

When you are viewing a file created in any application that saves files in a spreadsheet format XTreeGold recognizes, it displays the file in a view that permits you to easily browse it, just as it does for database files. When you select the View command, XTreeGold first checks to determine if the file you've selected is a spreadsheet file with an extension it recognizes and then displays it accordingly. For example:

```
File: C:\DOCUMENT\CASH.WKS
B11: (FZ)@SUM(B6..B10)
```

	A	B	C	D	E	F
		JANUARY	FEBRUARY	MARCH	APRIL	MAY
3	CASH FLOW IN					
4						
5						
6	SALARY	3600.00	3600.00	3600.00	3600.00	4000.00
7	INTEREST	125.00	125.00	125.00	125.00	125.00
8	TAX REFUND					1500.00
9	SAVINGS ACCOUNT					
10						
11	TOTAL CASH IN	3725.00	3725.00	3725.00	3725.00	5625.00
12						
13						
14	CASH FLOW OUT					
15						
16						
17	MORTGAGE	1200.00	1200.00	1200.00	1200.00	1200.00
18	FOOD	425.00	425.00	425.00	425.00	425.00
19	CLOTHING	175.00	175.00	175.00	175.00	175.00

```
VIEW 123 ASCII Dump Gather Hex Wordwrap version 1.5
COMMANDS FZ go to cell F9 search F10 search again
! scroll F1 help ESC cancel
```

At the top of the spreadsheet View window, XTreeGold displays the address of the currently displayed spreadsheet cell. Use the arrow keys or mouse to select cells in the spreadsheet.

At the top of the screen in the prompt line, XTreeGold displays the formula used to calculate the entry in the currently highlighted cell.

In addition to the standard View commands, XTreeGold provides special commands for viewing spreadsheets. If you choose one of the standard View commands to view the spreadsheet file in ASCII, Dump, Hex, or Wordwrap formats, when you want to return to the spreadsheet view of the file you must choose the Formatted command.

When using the Ctrl + View command or the View command from the Tagged pull-down menu, the files will not be automatically formatted. Use the F7 autoview command available from the Window pull-down menu to view a group of spreadsheet files automatically formatted by XTreeGold.

Follow the steps provided in this section (beginning on page 7-11) to view a spreadsheet or database file, search for a cell or record, or gather a block of cells or records.

View Database and Spreadsheet Commands

The View commands that are available when viewing spreadsheet or database files vary slightly. The following commands perform different functions.

<u>Pull-down menu item</u>	<u>Command menu item</u>	<u>Purpose</u>
<input type="checkbox"/> Bookmark		
Go to record or cell	F2 go to record or cell	Lets you go directly to a record or cell within the displayed database

Edit **Gather****Gather**

Permits you to mark a block of database records or spreadsheet cells and append that block of records to an ASCII disk file. XTreeGold creates the file if it doesn't exist. You can use either the keyboard or mouse to mark blocks for gathering.

 Search**F9 search**

Lets you search for records or the contents of a cell within the displayed database file, ignoring the case of characters when it searches

 Search again**space search again**

Searches for the next occurrence of the record or cell that you specified with the Search command

 View **Structure****Structure**

Displays additional information about the structure of the database file currently being viewed (available only when viewing a database file)

The Autoview Command

The Autoview command enables you to look through files in a directory without first specifying precisely what you are looking for. The Autoview command is available:

- ✓ When any Directory or File window is active
 - From the **Window** pull-down menu

By clicking **Autoview** or pressing the hotkey **A**



- Or, from the Standard directory or Standard file command menu

By clicking **autoview** or pressing **F7**

```
DIR      Avail Branch Compare Delete Filespec Global Invert Log Make
COMMANDS Oops! Print  Rename Showall Tag Untag Volume eXecute Quit
←file  F7 autoview  F8 split  F9 menu  F10 commands  F1 help  ? stats
```

The Autoview Window

The Autoview window is divided into separate areas for displaying:

- Lists of files
- The contents of selected files
- Additional autoview commands

```

Path: C:\DOCUMENT                                WRAP (no mask)
AGENDA .BAK
BONUS .BAK
CASH .BAK
CLDICT .BAK
INVENTOR.BAK
LABELS .BAK
MEMO .BAK
MEMO1 .BAK
MEMO2 .BAK
MEMO3 .BAK
NETWORTH.BAK
SCHEDULE.BAK
DOC .BAT
XTG_MENU.BIN
CLDICT .DBF
COMMLAN.DBF
AGENDA .DOC
LABELS .DOC
MEMO .DOC
TO: Robert Jones
      Very Best Products Corporation
FROM: Emily Smith
DATE: January 24, 1991
RE:  Reproduction Options

Bob, based on the new paper specifications you faxed
us on Friday,
and the revised page counts of both books, we can
now provide a
final quote to you to reproduce, collate and shrink
wrap the
materials.  At Dean Thomas's request, we are providing
two options
to you.

AUTOVIEW Tag Untag View (zoom in)
COMMANDS
F10 commands F1 help ESC cancel
  
```

When you choose the Autoview command, the Autoview window is displayed. The first file in the current directory is highlighted in the list on the left of the screen and the first lines of the file contents are displayed on the right of the screen.

You'll use the Arrow keys or mouse to select files on the left side of the window for viewing. As you select a file, it is displayed on the right. You can scroll the contents in the right window by either:

- Holding down the shift key and press the Arrow keys
- Clicking the top or bottom of the contents side with the mouse

Additional Autoview Commands

XTreeGold displays additional commands that can be used with the autoview window. Here are the commands and their purpose, organized by pull-down menu headers.

<u>Pull-down menu item</u>	<u>Command menu item</u>	<u>Purpose</u>
<input type="checkbox"/> XTree		
Help	F1 help	Displays a context sensitive help screen
Quit autoview	F7 cancel	Closes the autoview window and returns you to the standard XTreeGold display
<input type="checkbox"/> Tagged		
View	Ctrl + View	Displays all the tagged files in the Autoview window
Search	Ctrl + Search	Searches all tagged files in the Autoview window for a specified text string
<input type="checkbox"/> Tag		
File	Tag	Tags the currently selected file in the Autoview display
All in window	Ctrl + Tag	Tags all the files listed in the Autoview window

<input type="checkbox"/>	All by attributes	Alt + Tag	Tags all the files on the current disk that have certain attribute settings
<input type="checkbox"/>	(untag) File	Untag	Removes the tag from a selected file in the Autoview display
<input type="checkbox"/>	(untag) All in window	Ctrl + Untag	Removes the tags from all tagged files in the Autoview window
<input type="checkbox"/>	(untag) All by attributes	Alt + Untag	Removes the tags from all the files on the current disk that have certain information settings
<input type="checkbox"/>	<input type="checkbox"/> View		
<input type="checkbox"/>	ASCII	Shift + ASCII	Displays the file's contents in a normal character display
<input type="checkbox"/>	Dump	Shift + Dump	Shows all displayable characters in the file without line formatting. The file's location is displayed in hexadecimal characters on the left of the display.
<input type="checkbox"/>	Hex	Shift + Hex	Displays the file's contents in hexadecimal format where you can view the binary value of each byte in the file. You can also edit files in Hex view if the program is configured to support hex editing. (See the Hex editing section on page 7-10.)

Wordwrap	Shift + Wordwrap	Displays text in an 80-column ASCII display, which is particularly useful for viewing files created with a word processor. In Wordwrap view, XTreeGold only shows displayable characters and automatically breaks lines of text at spaces between words.
Mask	Shift + Mask	Masks the eighth bit. Some text programs use the eighth (or high) bit of each byte to hold special information. Because of this, the text may be displayed with odd characters and symbols in place of the expected alphanumeric text. The Mask command turns off the high bit for viewing.
Zoom in	View	Displays a selected file in the standard View display. When you leave the View display selected from here, you will return to the Autoview display

When you select the **View** command from the Autoview window, all the additional View commands become available. These additional View commands let you change the format of the displayed file and enable you to search it easily. Refer to the previous section, **Additional View Commands**, for information on these additional commands and their capabilities.

Browsing Through Files In a Directory

To browse through the files in the current directory and then zoom in on a file, follow these steps with either the Directory or any File window active.

Action

Response

1. Press **F7** or select Autoview from the **Window** pull-down menu

The Autoview window is displayed for the current directory

2. Point to a file on the left side of the window and click or use the **Up or Down Arrow** or mouse to select a file (it is not necessary to press **Enter**)

The **first page of the file** is displayed on the right side

3. Use the **Up or Down Arrow** or mouse to select another file

The **first page of the next file** is displayed

4. Press **V** or click **View zoom in**

The **contents of the file** and the **additional View commands** are displayed

5. Use the **Up or Down Arrow** or click the top or bottom of the screen with the mouse to scroll the file contents

The entire contents of the file can be viewed

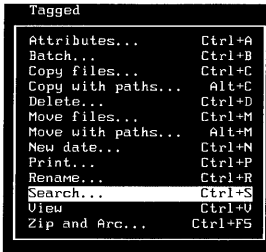
The Search Command

The **Search** command searches all tagged files for a specific text string, highlights each file as it searches for the string and removes the tag from any file that does not contain the string.

The **Search** command is available:

- ✓ When any file window is active
 - From the **Tagged** pull-down menu

By clicking **Search** or pressing the hotkey **S**



- Or, from the **Ctrl** file command menu

By clicking **COMMANDS** and then clicking **Search** or pressing **Ctrl + S**

```
CTRL FILE Attributes Batch Copy Delete Invert Log disk Move New date
COMMANDS Print Rename Search Tag Untag View
          F5 archive files F6 merge tags F8 partial untag
```

- It is also available when the **Autoview** window is active (see the discussion on page 7-20).

When you choose the Search command, XTreeGold prompts for a specified text string. You can either:

- Enter a text string by typing one at the prompt
- Enter a text string and specify a wild card asterisk (*) in the target search string (and the * can be specified more than once, allowing you to perform searches, when you're not sure exactly what you are looking for). For example you could search for the string XTree* if you were looking for all occurrences of the text string XTreeGold, but couldn't quite remember the product name.
- Select an item from the history file (press **Up Arrow** or click **history**)

The Search command is not case sensitive. It searches all tagged files for a specific text string, highlights each file as it searches for the string and removes the tag from any file that does not contain the string. At the end of the search process, only those files that contain the specified string remain tagged.

Searching for Text in Files

This example shows how to search for the text John Smith, which may be in any file in directory MYDIR, by using the Search command when the File window is active.

<u>Action</u>	<u>Response</u>
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory commands are now available
2. Point to directory MYDIR and double-click or press the Up or Down Arrow until the highlight bar is on directory MYDIR, then press Enter	Directory MYDIR has a pointer next to it and the File commands are displayed
3. Press Ctrl + T or select All in window from the Tag pull-down menu	All files in directory MYDIR are selected
4. Press Ctrl + S or select Search from the Tagged pull-down menu	The prompt Search all tagged files for text: is displayed
5. Type John Smith and press Enter or click ok	The files are searched. All the files that contain the search string are still tagged. All the files that do not contain the search string are untagged.
6. If you wish to view the first file, press Ctrl + V or select View from the Tagged pull-down menu.	The contents of the first file are displayed in the View window and the first occurrence of the text John Smith is displayed

7. Select **search again**

The next occurrence of the text John Smith is displayed

8. Continue selecting **search again** until you have found the location you were searching for, then press **Esc** or click **cancel**

The File Commands are active

9. Press **Ctrl + U** or select (untag) **All in window** from the **Tag** pull-down menu

No files are now tagged

Summary

This chapter described how you can use the View, Autoview and Search commands to:

- Display the contents of selected files in their native format
- Browse through files in a directory in rapid succession
- Zoom in on the contents of files more closely
- Look through files for a specific character string
- Look through one or more directories for a specific character string

These commands are especially convenient time savers when you need to look up something in a file, or search for something. As you gain some experience with these commands, you'll find them extremely useful on a day to day basis. Until that time, use this chapter as an ongoing reference. Refer back to individual sections when you need directions for a task or additional directions to complete a procedure, until you can work from screen menus and prompts.



Running Applications and Executing Commands

Among XTreeGold's capabilities that go far beyond the routine tasks of managing files and organizing directories are several capabilities that make it easier for you to run applications and execute DOS commands. You can:

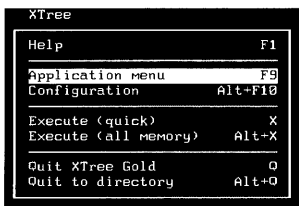
- Create and modify a customized Application Menu to include applications and DOS commands that you use often
- Run a program or DOS command from an existing Application Menu
- Use the Open command to start an executable program and load a selected data file
- Use the Command shell to run applications and execute DOS commands
- Easily create batch files to perform custom operations on tagged files

The Application Menu

XTreeGold lets you create a custom menu that you can use to start applications or perform other types of operations without exiting XTreeGold. An Application Menu can list an unlimited number of selections, each of which can be associated with up to 17 lines of DOS batch file commands. When you installed XTreeGold, you were given the option of creating a customized menu to include all the applications on your hard disk. At any time, you can add new items manually after you install new applications on your hard disk. The Application Menu is available:

- ✓ When any Directory or File window is active
 - From the **XTree** pull-down menu

By clicking **Application Menu** or pressing the hotkey **A**

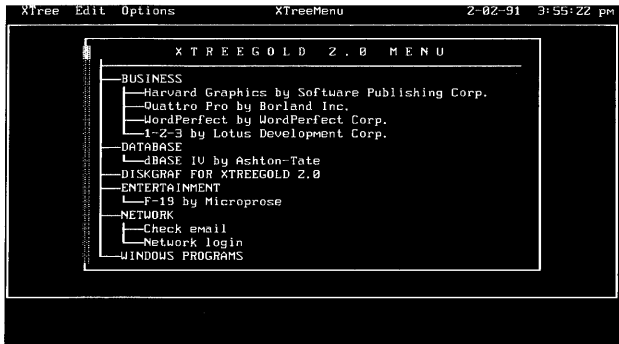


- Or, from the Standard directory or Standard file command menu

By clicking **menu** or pressing **F9**

```
DIR      Avail Branch Compare Delete Filespec Global Invert Log Make
COMMANDS Oops! Print Rename Showall Tag Untag Volume eXecute Quit
←file  F7 autoview F8 split  F9 menu  F10 commands  F1 help  ? stats
```

This sample Application Menu contains a menu tree. First level menu items are logically named for the items found under them. Items that start applications are then grouped by categories below.



When the Application Menu is displayed, shortcut keys are listed at the bottom of the screen. Pull-down menus provide access to the additional Application Menu commands which are generally used for maintenance of the menu. They are not needed when selecting items. Press **F10** or point and click with the mouse to use the pull-down menus.

From XTreeGold you can:

- Create an Application Menu for use by yourself or others
- Select an item from an existing Application Menu
- Modify an Application Menu
- Prevent modifications of an Application Menu you've created

Using the Menu

You can easily select items from the menu and customize the display of the menu tree once it has been created.

Selecting Items From the Menu

To select items from the Application Menu, with any window active press the **F9** key or click **menu** or select **Application Menu** from the **XTree** pull-down menu to first display the Menu. Then select the item of your choice by using the **Arrow** keys to highlight your selection and pressing **Enter** or highlighting and double-clicking the item with the mouse.

The Menu Tree Outline

Just as you can expand and collapse the directory tree, you can expand and collapse the menu tree to customize the display of the Application Menu. This feature allows you to display the segments of the menu tree you use most often while still including on the menu all the items you'd like. You can also toggle the graphics feature of the menu to suit your preference.

By organizing the menu tree into several or many different levels you can create a menu that is comprehensive in its inclusion of applications and custom batch files. But those items need not be displayed on an ongoing basis because the menu can be collapsed to show only the branches you use regularly or any combination of items and levels that best meets your needs.

In the menu tree:

- A + (plus sign) next to an item indicates that additional menu items can be found below that item although they are not currently displayed.
- A blank space to the left of an item indicates that no additional items exist beneath that item. That branch of the menu tree is fully expanded.

To expand a menu tree:

- Use the + (plus) key to expand the display one level below the level of the currently highlighted item
- Point to the + (plus) sign and double-click to expand the display one level below the level of the currently highlighted item
- Use the * (asterisk) key to expand the display of the branch
- Select **Expand all** from the **Options** pull-down menu
- Highlight an item and select either **Expand 1 level** or **Expand branch** from the **Options** pull-down menu

To collapse a menu tree:

- Use the - (minus) key to collapse the display of the entire branch below the currently highlighted item
- Point to the space next to an item and double-click the left button
- Highlight an item and select **Collapse branch** from the **Options** pull-down menu

The Graphics Toggle

On the **Options** pull-down menu you'll also find the **Graphics toggle** command. This command enables you to turn off the display of the tree which connects all the menu items while leaving the menu intact.

Expanding and Collapsing the Menu Tree

To expand or collapse the menu tree, highlight the desired item and use these options.

<u>Key</u>	<u>Mouse Action</u>	<u>Purpose</u>
+ (plus)	Double-click the + (plus sign)	Expands the menu tree display one level
- (minus)	Double-click the blank space	Collapses the branch on the menu tree

Creating and Modifying the Application Menu

Both creating and modifying an Application Menu are accomplished through the use of the Application Menu editor commands. To create a menu, you'll display the menu which is created when you installed XTreeGold and add items to the menu. Of course, if you used the automatic install process, you'll no longer have a blank menu, but one which contains the applications on your hard disk. To modify the menu, you'll display the existing menu and add, delete or modify items.

When the Application Menu is displayed, XTreeGold displays additional commands for editing and organizing this menu on its pull-down menus. Once you select the **Edit script** option to edit an associated script, additional editing commands are displayed on another set of pull-down menus and on the command menu displayed at the bottom of the screen.

In general, menu item command lines follow the same syntax as DOS batch commands. To add a new item to the menu, select the **Add item** command from the **Edit** pull-down menu. To write or edit a script for the item highlight the item and select the **Edit script** command from the **Edit** pull-down menu to display additional editing commands. Or point to an item with the mouse

and double-click the right mouse button to immediately enter editing mode.

Most of the time, you can use the mouse or **Arrow** keys to select the command line that you want to edit (add to, modify or delete), than choose a command to perform an operation on that line. Press **Enter** to edit that line. Click **cancel** or press **Esc** to leave the edit mode.

You'll use the **Move item** command on the **Edit** pull-down menu in conjunction with the **Arrow keys** to locate an item as a subordinate of another item in order to organize the menu outline. (See the example on page 8-13.)

Application Menu Commands

These Application Menu commands are available on pull-down menus.

XTree

Help

Displays relevant help screens

DOS commands

Displays a prompt that allows you to enter a DOS command to execute, as you would from the Command shell

Exit to DOS

Exits XTreeGold and displays the DOS prompt

Quit to Gold

Cancels the display of the Application Menu, and returns to XTreeGold's Main Display

Edit

Undo changes

Reverses all editing operations you performed since you invoked Edit item

Add item

Creates an empty line on the currently selected line, moves down the existing lines and prompts for the name of the new item

Delete item

Removes the contents of the selected line from the menu and all of its subordinate items in the outline. XTreeGold prompts you to confirm the Delete command before removing the line.

Edit script

XTreeGold goes into Editing mode, where you can modify existing items by modifying lines in the script. Additional commands are then displayed on the pull-down menus.

Move item

Initiates a two-step operation for moving menu items. First, select a line and choose the Move command; then select the location where you want to relocate the line and press Enter.

Rename item

Lets you modify the name of the item that you are editing. When you choose the Rename item command, XTreeGold displays the prompt at the current item. Edit the name and press **Enter** or click **ok** to accept the new name.

Options

Graphics toggle

Toggles the display of the menu tree

Expand 1 level

Expands the menu display to show the next level of items in the menu outline

- Expand branch** Expands the menu display from the currently highlighted item to show all the items in that branch of the menu
- Expand all** Expands the menu display to show all the items on the menu
- Collapse branch** Collapses the menu display to hide all the items beneath the currently highlighted item

Application Menu Editing Commands

The following commands are displayed in editing mode. They are organized in the chart according to pull-down menu headers.

<u>Pull-down menu item</u>	<u>Command menu item</u>	<u>Purpose</u>
<input type="checkbox"/> XTree		
<input type="checkbox"/> Help	F1	Displays relevant help screens
<input type="checkbox"/> Quit edit	Esc	Exits editing mode and displays the Application Menu
<input type="checkbox"/> Edit		
<input type="checkbox"/> Undo changes	Undo	Reverses all modifications
<input type="checkbox"/> Copy to scrap	cOpy to scrap	Deletes a line but saves it for subsequent insertion at another location

Paste to scrap

Paste to scrap

Allows you to insert a line previously deleted with the Copy to scrap command

Copy line

Copy

Copies the contents of a selected line. Select a line first then choose Copy. XTreeGold opens a new line beneath the current line and copies the contents of the current line into the new line.

Delete line

Delete

Removes the contents of the selected line from the script. XTreeGold prompts you to confirm the Delete command before removing the line.

Edit line

Edit

Places the prompt at the line you want to edit. To continue editing, use the Down Arrow to move to the next line and remain in editing mode

Insert line

Insert

Creates an empty line on the currently selected line, moves down the existing lines beneath it and places the prompt at the line.

Move line

Move

Initiates a two-step operation for moving menu items. First, select a line and choose the Move command; then use the **Arrow** keys to select the location where you want to relocate the line and press Enter.

Item

<input type="checkbox"/> Rename item	Rename	Changes the name as it appears in the Application Menu
---	---------------	--

<input type="checkbox"/> Next menu item	Tab	Displays the contents of the next menu item, in editing mode
--	------------	--

<input type="checkbox"/> Previous menu item	Backtab	Displays the contents of the previous menu item, in editing mode
--	----------------	--

 Batch File Parameters

When you're entering command lines for an item that will appear in the Application Menu, you can use one of the parameters listed below to provide the command lines with necessary information. When XTreeGold executes a script chosen from the Application Menu, it automatically fills in the required information specified by the variable.

<input type="checkbox"/> %1	Inserts the full path specification of the currently highlighted directory and/or file
-----------------------------	--

<input type="checkbox"/> %2	Inserts the current ID of the currently highlighted directory and/or file
-----------------------------	---

<input type="checkbox"/> %3	Inserts the current path of the currently highlighted directory and/or file
-----------------------------	---

<input type="checkbox"/> %4	Inserts the file name of the currently highlighted file
-----------------------------	---

<input type="checkbox"/> %5	Inserts the file extension of the currently highlighted file
-----------------------------	--

Here is an example of how you would use these parameters.

- To write a script that would start the program WordPerfect and open the currently highlighted file at the same time, insert the appropriate parameter in the item script.

C:

CD\WP51

WP.EXE %1

- Then, if the file MYFILE.DOC is the currently selected file when you choose **Start WordPerfect and load document** from the Application Menu, it would be loaded into WordPerfect and displayed on the screen.

ANY MENU GROUP

└─Start Any Word Processing Program

└─Start WordPerfect and load document

Preventing Modifications

When designing an Application Menu for use by others, XTreeGold can be configured so that the menu can or cannot be modified. Refer to Chapter 10 for details.

□ Creating and Modifying a Menu

In this example, you'll add a new item to the Application Menu to start WordPerfect (or your own word processing program) and open the currently highlighted file. You'll locate it as a subordinate item under the menu item that starts your word processing program. Make appropriate substitutions to write a script that starts another program of your choice. You may begin from any active window.

Action	Response
1. Press F9 or click menu	The Application Menu is displayed
2. Point to the menu item that starts your word processing program and click or use the Up or Down Arrow to place the highlight bar on it	The item is highlighted
3. Select Add item from the Edit pull-down menu	The cursor is displayed at a new line above the currently highlighted one
4. Type in the name for the item, for example Start WordPerfect and load document and press Enter	The name of the item is displayed in the menu
5. Select Move item from the Edit pull-down menu	The prompt Arrows move the item tree is displayed
6. Press the Down Arrow to move the new item down below the current WordPerfect item, then the Right Arrow to make it a subordinate item of that item, and then press Enter	The new item is positioned as a third level item within the menu tree

7. Select **Edit script** from the **Edit** pull-down menu

Line 01 is highlighted and additional editing commands are available

8. Select **Edit line** from the **Edit** pull-down menu or just press **Enter**

The cursor is on line 01

9. Type **C:** and press **Down Arrow** to move the cursor to line 02, then type **CD\WP51** and press **Down Arrow** and then type **WP.EXE %1** and press **Down Arrow**

The contents of the script are displayed as you type them

10. Press **Esc** to exit the Editing mode

The new item is displayed on the Menu

11. Highlight the item with the mouse and double-click, or highlight with the Arrow keys and press **Enter**

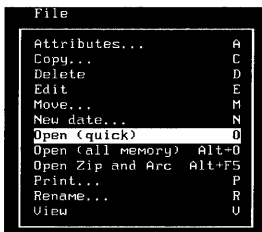
The item is executed

Launching Applications

XTreeGold provides a command that lets you launch an application by opening a file in its associated application without first having to start the application. The command for launching applications is called the **Open** command. Two forms of this command are available: a quick version and an Open command that maximizes available memory for the application you select. The commands work in a similar manner, except that the (Alt) Open (all memory) command shrinks the size of XTreeGold, freeing memory needed to run large applications. The Open command is available:

- ✓ When any File window is active
 - From the **File** pull-down menu

By clicking **Open (quick)** or pressing the hotkey **O**



- Or, from the Standard file command menu

By clicking **Open** or pressing **O**

```

FILE      Attributes Copy Delete Edit Filespec Invert Log disk Move
COMMANDS Neu date Open Print Rename Tag Untag View eXecute Quit
←tree  F7 autoview F8 split F9 menu F10 commands F1 help ESC cancel
  
```

The **Open** command that shrinks XTreeGold's size in memory is also available:

✓ When any File window is active

From the **File** pull-down menu

By clicking **Open (all memory)** or pressing the hotkey **I**

Or, from the Alt file command menu

By double-clicking **COMMANDS** and then clicking **Open** or pressing **Alt + O**

When selected, it always acts on the current file. When you select either Open command for a current file that contains a .BAT, .EXE, or .COM extension, XTreeGold executes the program. If a file is not executable, XTreeGold searches for an associated batch file with a name that is identical to the extension of the file you are attempting to open.

This is how it works:

Instead of starting your spreadsheet program and then selecting the spreadsheet file you want to load, you can select the spreadsheet file while in XTreeGold, and your spreadsheet program will be started with the file loaded automatically.

If you attempt to open a spreadsheet file named TAXES.WKS, XTreeGold searches for a file named WKS.BAT and runs that batch file. If XTreeGold can't find an associated batch file, the Open command is ignored.

Remember that a large application may run out of memory when started with the Open command. If this happens, select the Open all memory (Alt+Open) command instead. Alt Open shrinks the size of XTreeGold, freeing additional memory for running the application.

If you are planning to use the Open command, you must first create some batch files that will start applications.

Here is an example of how to use these parameters:

- Open a WordPerfect document with a .DOC extension by using the XTreeGold Edit command to create a batch file called DOC.BAT. This batch file would contain a command to start WordPerfect as well as a variable that passes the selected file name to the command so that the application will open the file.
- First, create a batch file in the XTGOLD directory called DOC.BAT that contains the following line:

C:

CD\WP51

WP.EXE %1

Where %1 is the parameter that inserts the full path specification of the file you highlight in XTreeGold. (The one you wish to open.)

- When you select a WordPerfect document that has the .DOC extension such as MYFILE.DOC and choose the Open command, XTreeGold finds the associated batch file and executes it, substituting the full path specification and filename MYFILE.DOC for the variable so that WordPerfect opens the selected document upon start up.

Follow the steps on the next page to create the sample batch file.

Creating a Batch File to Use the Open Command

Follow these steps to create the sample batch file described to open WordPerfect documents with the extension .DOC in WordPerfect.

Action

Response

1. If the words **DIR COMMANDS** are not displayed on the bottom left of the screen, press **Esc**

The Directory commands are now available

2. Point to the **XTGOLD** directory and click or use the **Up or Down Arrow** to place the highlight bar on the **XTGOLD** directory

The **XTGOLD** directory is selected

3. Press **E** or select **Edit file** from the **File** pull-down menu

The prompt **EDIT file:** is displayed

4. Type the name of the file, **DOC.BAT** and press **Enter**

The **1Word text editor** is displayed and the **path and file name** are displayed in the upper left of the screen

5. Type **C:** and press **Enter** then type **CD\WP51** and press **Enter** then type **WP.EXE %1** and press **Enter** (the path, the start up command, and the parameter)

You have created a file containing the path for the application Wordperfect and the command to start it, followed by the parameter to insert a selected file when you open it

6. Press **Esc** to quit 1Word

The **Quit commands** are displayed

7. Highlight **Save file and quit** and press **Enter**

The batch file **DOC.BAT** is saved and in the XTGOLD directory, to be used when you select the Open command

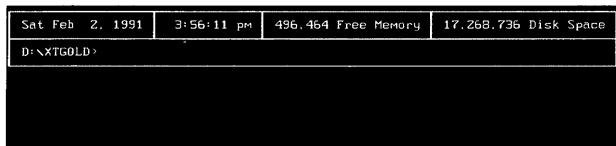
Opening a File

To open a file that has an associated batch file, follow these steps. In this example, you'll open a WordPerfect file named MYFILE.DOC in directory WP51 using the batch file you just created.

<u>Action</u>	<u>Response</u>
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory window is active
2. Point to the WP51 directory and double-click or use the Up or Down Arrow to place the highlight bar on the WP51 directory and press Enter	The File window is displayed for directory WP51
3. Point to the file MYFILE.DOC and click or use the Up or Down Arrow to place the highlight bar on MYFILE.DOC	The highlight bar is on the file MYFILE.DOC which can be Opened in WordPerfect because you've previously created an associated batch file (DOC.BAT) for it
4. Press Alt + O or select Open (all memory) from the File pull-down menu	The file you selected is opened in its associated application (WordPerfect)

The Command Shell

The Command shell provides a place for you to execute programs or DOS commands without leaving XTreeGold.



The Command shell also provides useful statistical information, displaying the:

- System day, date and time in hours, minutes and seconds
- Amount of memory (in bytes) available to application programs
- Amount of space (in bytes) available on the current volume
- Current volume and directory path as part of the Command shell prompt

You can access the Command shell by using the Execute command. Two forms of this command are available (as with the Open command): a quick version and an Execute command that maximizes available memory for the command you enter. The commands work in a similar manner, except that the Alt+Execute command (all memory) shrinks the size of XTreeGold, freeing memory needed to run large applications.

The Execute commands are available:

✓ When any File window is active

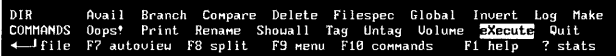
From the **XTree** pull-down menu

By clicking **Execute (quick)** or pressing the hotkey **x** or by clicking **Execute (all memory)** or pressing the hotkey **E**



Or, from the Standard directory or Standard file command menu

By clicking **eXecute** or pressing **X**




Or, from the Alt directory or Alt file command menu

By double-clicking **COMMANDS** and then clicking **eXecute** or pressing **Alt + X**

When the File window is active, the Execute command defaults to and displays the currently selected file if the file is an executable file. You may also enter commands. When the Directory is active, the Execute command defaults to and displays the currently selected directory and enables you to conveniently enter commands.

When you select the Execute command, the Command shell is displayed with a blinking cursor waiting for a command input. The keys available for entering items in the Command shell are identical to those you use when responding to prompts. Mouse options are only available for the Command history. You can either:

- Type a DOS command or the identical command to run an application program (up to 127 characters) in the Command shell just as you would at the standard DOS prompt.
- Select an item from the history file (press **Up Arrow** or click **history**)
- Accept the file shown

 **Note:** If you selected the Execute command with the file window active, the current file when you select the Execute command will be displayed in the Command shell automatically if it has a .BAT, .EXE or .COM extension. This shortcut eliminates the need for you to type the name of the application program before running it.

Then confirm the input by pressing **Enter**.

The amount of memory XTreeGold occupies depends on the total number of directories and files that are logged. Since XTreeGold remains in memory when you execute commands from the Command shell and maintains all information intact, less memory is available for program operation and command execution. So, the Alt+Execute (all memory) command provides the maximum free memory space to the command or application you specify.

If there is insufficient memory to perform an operation when you select the Execute command, return to XTreeGold and either:

- Release any volumes which are not currently needed, then select the Execute command again.
- Use the Execute (all memory) command instead. Remember, when you do, XTreeGold remains in memory but temporarily releases all logged volumes and reduces itself to 7K in size to free memory for running programs.

After you leave the Command shell, XTreeGold displays the current volume and directory information and places the highlight bar on the current directory. If you have not added, removed, or changed any files or directories on the logged volumes while working from the Command shell, XTreeGold will perform normally. However, if any changes were made to logged volumes, XTreeGold may report errors while performing its operations. If XTreeGold displays a warning that the volume has been changed, use the Log command again to relog the volume.

Executing Commands from the Command Shell

To execute the DOS command CHKDSK when the Directory or any File window is active, follow these steps.

<u>Action</u>	<u>Response</u>
1. Press X or select either Execute command from the XTree pull-down menu.	The Command shell is displayed
2. Type the command you wish to execute, CHKDSK , and press Enter	The CHKDSK command is executed

Running Applications from the Command Shell

To quickly run an application program from the File window, follow these steps. In this example, we'll run the program `SAMPLE` by selecting the file `SAMPLE.EXE` from the `SAMPLE` directory.

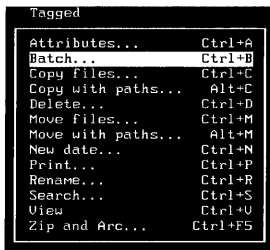
Action	Response
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory commands are now available
2. Point to the <code>SAMPLE</code> directory and double-click or use the Up or Down Arrows to place the highlight bar on directory <code>SAMPLE</code> and press Enter	The File window is displayed for directory <code>SAMPLE</code>
3. Point to the application program you want to run, <code>SAMPLE.EXE</code> in the list of files and click or use the Up or Down Arrow to highlight <code>SAMPLE.EXE</code>	The highlight bar is on the file <code>SAMPLE.EXE</code>
4. Press Alt + X or select Execute (all memory) from the XTree pull-down menu	The Command shell is displayed, and the file you selected, <code>SAMPLE.EXE</code> is displayed at the prompt
5. Press Enter or click ok	The application program runs, and <code>XTreeGold</code> shrinks in size to 7K

Creating Batch Files

The **Batch** command is especially useful for quickly creating batch files to perform operations on tagged files. Once you've created a file with this command, you can use a text editor to modify the file to fit any special needs. After you create a batch file with **Batch**, you can perform the batch commands by selecting the file and choosing either the **Open** command or the **Execute** command. It is available:

- ✓ When any File window is active
 - From the **Tagged** pull-down menu

By clicking **Batch** or pressing the hotkey **B**



- Or, from the **Ctrl** file command menu

By clicking **COMMANDS** and then **Batch** or pressing **Ctrl + T**

```
CTRL FILE Attributes Batch Copy Delete Invert Log disk Move New date
COMMANDS Print Rename Search Tag Untag View
          F5 archive files F6 merge tags F8 partial untag
```

The Batch command lets you create a batch file that contains a command line for each tagged file. When you choose it, XTreeGold allows you to create a line mask which is a template that generates a DOS command line for each tagged file. You can also use the line mask to supply parameters about tagged files.

To create the file, first tag the files you'll be acting upon and then choose the Batch command. Then enter a path and filename at the prompt. (If you don't specify a path in the filename, XTreeGold places the batch file in the current directory). After you press **Enter** or click **ok**, XTreeGold prompts you for a line mask. At the line mask prompt, either:

- Type the DOS command you wish to perform on each tagged file, supplying parameters from the table to provide additional information about the file
- Or select an item from the history file (press **Up Arrow** or click **history**)

You can enter up to 127 characters at the line mask prompt. When you confirm, XTreeGold creates the batch file.

<input type="checkbox"/> %1	Inserts the full path specification
<input type="checkbox"/> %2	Inserts the current ID
<input type="checkbox"/> %3	Inserts the current path
<input type="checkbox"/> %4	Inserts the file name
<input type="checkbox"/> %5	Inserts the file extension
<input type="checkbox"/> %6	Inserts the parent subdirectory name

Some examples of batch files that would use these parameters are:

- If you want to create a batch file that appends the contents of the tagged files to a single file called CHAPTER1, enter the following at the line mask prompt:

```
TYPE %1>>CHAPTER1
```

- The two greater than symbols (>>) tell DOS to append the contents of each tagged file's output to the CHAPTER1 file instead of rewriting the designated file each time the TYPE command redirects output to the file.
- If there were a series of tagged files such as PART1A.TXT, PART2A.TXT, PART3A.TXT, and so on, when you created the batch file with the Ctrl Batch command, the resulting batch file would look like this:

```
TYPE C:\BOOK\PART1A.TXT>>CHAPTER1
```

```
TYPE C:\BOOK\PART1B.TXT>>CHAPTER1
```

```
TYPE C:\BOOK\PART1C.TXT>>CHAPTER1
```

```
TYPE C:\BOOK\PART1D.TXT>>CHAPTER1
```

```
TYPE C:\BOOK\PART1E.TXT>>CHAPTER1
```

```
TYPE C:\BOOK\PART1F.TXT>>CHAPTER1
```

```
TYPE C:\BOOK\PART1G.TXT>>CHAPTER1
```

```
TYPE C:\BOOK\PART1H.TXT>>CHAPTER1
```

- When you execute this batch file (using the Execute command), it will combine all the small text files into one larger file in a few seconds.

- You can create multiple DOS command lines for each tagged file by inserting two exclamation points (!!) between entries at the line mask prompt. For example:

```
TYPE %1 !! DIR.%5
```

- At the Batch file name prompt, place double exclamation marks in the batch file name. Everything to the right of them is used for the line mask. You can then retrieve a file name and line mask from the input history with one selection. Entering:

```
C:\FILELIST.TXT !! %1
```

for the Batch file name will create a file in the root directory on drive C: named FILELIST.TXT. Each line in the file will contain the full DRIVE:\PATH\NAME.EXT of one of the tagged files from the file display.

□ Creating a Batch File

Follow these steps to create the sample batch file to append the contents of tagged files in directory MYDIR to a single file, using the TYPE command. Substitute any other command for the TYPE command in batch files you create and any destination file name with the extension .BAT.

<u>Action</u>	<u>Response</u>
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory commands are now available
2. Point to directory MYDIR and double-click or use the Up or Down Arrow to highlight MYDIR, then press Enter	The File window is active and directory MYDIR is the current directory
3. Tag each file you'll include by placing the highlight bar on it and pressing T or pointing and clicking the right mouse button	All the tagged files which will be included in the batch file are marked with a diamond
4. Press Ctrl + B or select Batch from the Tagged pull-down menu	The prompt Enter destination path and file name is displayed
5. Type the name of the batch file SAMPLE.BAT and press Enter or click ok	The prompt Enter batch file line mask is displayed
6. Type TYPE %1 >> CHAPTER1 and press Enter or click ok	The batch file is created and then the file window is displayed with the file you created displayed in the file list

7. Select the batch file **SAMPLE.BAT** with the highlight bar and press **X** or click **eXecute**

The **batch file** is displayed in the Command shell

8. Press **Enter** or click **ok** to run the batch file

The batch program will run and create or append the destination file you specified

9. Press **Esc** or click **cancel** to exit the Command shell

The File window is displayed but the destination file is not displayed

10. Press **Esc** to return to the Directory window, then select **Relog** from the **Directory** pull-down menu

The destination file **CHAPTER1** is now displayed in the File window

11. Press **Ctrl + U** or click **COMMANDS** and then **Untag** to remove the tags from the tagged files

No files are now tagged

Summary

This chapter described how you can:

- Create an Application Menu
- Modify or add a new item on the Application Menu
- Select an item from an Application Menu
- Use the Open Command to launch an executable program
- Use the Command shell to run applications
- Create batch files with a command for each tagged file

Remember to use this chapter as an ongoing reference as you begin to use these capabilities. Refer back to individual sections when you need directions for a task or additional directions to complete a procedure, until you become familiar with the steps involved.



Archiving and Extracting Files

This chapter describes the XTreeGold archiving capabilities and commands that permit you to quickly archive and extract files from within XTreeGold. Discussed are:

- Archiving features and formats
- Archiving files
- Opening and extracting archived files

Using Archives

Archives are collections of files that have been combined and compressed so that they can be easily stored and manipulated. Primarily, you use archives to conserve hard disk space and transfer files more efficiently.

When working with a hard disk, you will find that your available storage space quickly fills up with older and little-used files. For example, if your hard disk contains 12 spreadsheet files from the previous year that were named JAN89.WKS, FEB89.WKS, MAR89.WKS, and so on, you could archive the files into a single 89WKS.ZIP file that requires considerably less disk space than the original files.

Afterwards, the archive files can be moved to a disk for storage elsewhere. If you need the files at a later date, they can be extracted from the archive and restored to their original form for editing and viewing.

Additionally, archiving provides a more efficient means of transferring files. If you need to send files to other users, you can archive them for transport on a minimum of disk space or for faster (and less expensive) transfer via telecommunication programs. Also, because many files can be compressed into a single archive file, you can minimize the risk of overlooked or misplaced files when transferring files.

XTreeGold Archiving Features

XTreeGold provides the following archiving features:

- Ease of use. You can quickly archive or extract files in a few simple steps.
- Encryption. Add password protection to your archives to protect them from unwanted intrusion.

- Multiple formats. Archive files in the industry standard Zip or PKarc formats.
- Archiving options. You can specify the replacement of existing archived files or the addition of new files.
- Standard XTreeGold commands are available while you are examining an archive, providing features such as file specification, destination directories and on-line help.
- Selective extraction. Extract any number of files from an archive file and restore the extracted files to their original directories or to new locations.

Archive Formats

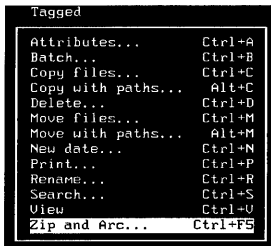
XTreeGold provides two archiving formats: the industry-standards Zip and PKarc. During the archiving operation, XTreeGold permits you to choose one of the archive formats. The primary difference between the two formats is in their efficiency to compress files and their compatibility with other users. We recommend you use the Zip format.

Archiving Files

The Archive files command archives (copies and compresses) files tagged in the File window. The command is available:

- ✓ When any File window is active
 - From the **Tagged** pull-down menu

By clicking **Zip and Arc** or pressing the hot key **Z**



- Or, from the Ctrl file command menu

By clicking **COMMANDS** and then **archive files** or pressing **Ctrl + F5**

```
CTRL FILE Attributes Batch Copy Delete Invert Log disk Move New date
COMMANDS Print Rename Search Tag Untag View
F5 archive files F6 merge tags F8 partial untag
```

When you choose the command, XTreeGold sorts the tagged files listed in the File window and prompts you for the name of an archive file.

Note: When you type in a file name, XTreeGold defaults to archiving in Zip format unless you specify the PKarc format by typing a file name with the extension .ARC. If you type in any other extension, XTreeGold uses the extension and defaults to the Zip format.

You can either:

Enter a file name and extension by typing one at the prompt

- OR -

Select an item from the history file (press **Up Arrow** or click **history**)

XTreeGold then prompts you to select from a menu of archiving options.

Paths Enables you to preserve path information in the archive file (only available when archiving in Zip format)

Compatibility Toggles between two archive compatibility formats. This option is not available when archiving in Zip format or when archiving to an existing .ARC file.

XTree The XTree format preserves information about the tagged files' paths. If you extract files archived with the XTree format, you can restore the original directory structure of the files.

PKarc PKarc archives files in a "flat" format which does not include information about the original path of the tagged files.

Encryption Enables you to specify a password of up to 32 characters for the archived file

Method Enables you to choose one of three archiving methods. When creating a new archive file, this selection is not available, since XTreeGold must create the new archive file

add Unconditionally adds the files to the archive

update Adds new files and replaces any files that exist in the archive if the files to be added are a more recent replacement

freshen Replaces any files that exist in the archive if the files to be added are a more recent replacement, but does not add new files

Speed/size Enables you to specify whether you want to archive as quickly as possible or compress the files as much as possible at a slightly slower speed.

If you specified Encryption, XTreeGold prompts for a password before continuing. Once you enter a password, XTreeGold begins the archiving process.

⚠ Warning If you forget your password, you will never be able to extract the file.

The example on the next page shows how to tag and then archive all files in Zip format in a directory named MYDIR on the current volume.



Archiving All Files in a Directory

Action

Response

1. If the words **DIR COMMANDS** are not displayed on the bottom left of the screen, press **Esc**

The Directory Commands are now available

2. Press **Up or Down Arrow** until directory **MYDIR** is highlighted, then press **Enter**

The directory **MYDIR** has a pointer next to it, and the File Command are displayed

3. Press **Ctrl + T** or select **All in window** from the **Tag** pull-down menu

The files to be archived are tagged and marked with a diamond

4. Press **Ctrl + F5** or select **Zip and Arc** from the **Tagged** pull-down menu

XTreeGold sorts the files listed and prompts **Enter name of file**

5. Type a path and filename for the archive file and press **Enter** (Don't add a filename extension; XTreeGold automatically adds the .ZIP extension)

XTreeGold prompts for the archiving option of your choice (If you add a .ARC extension, XTreeGold archives in PKarc format. If you add any other extension, XTreeGold uses it and archives in Zip format.)

6. Select the archiving options you want from **Paths**, **Encryption**, **Method** and **Speed/size**

XTreeGold prompts for additional input based on your choices

7. Press **Enter** to continue the procedure

If you specified encryption, XTreeGold prompts **Enter password**

8. Type a **password** of up to 32 characters and press **Enter**

XTreeGold archives the files

Extracting Archived Files

The **Open Zip and Arc files** command opens an archive file selected in the File window. The command is available:

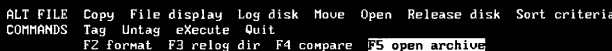
- ✓ When any File window is active
 - From the **File** pull-down menu

By clicking the command name **Open Zip and Arc** or pressing the hot key **Z**



- Or, from the Alt file command menu

By double-clicking **COMMANDS** and then clicking **open archive** or pressing **Alt + F5**



A screenshot of the 'ALT FILE COMMANDS' menu. The menu items are listed on the left and their corresponding hot keys are on the right. The 'open archive' command is highlighted with a white background. The hot key for this command is 'F5'.

Command	Hot Key
Copy	
File display	
Log disk	
Move	
Open	
Release disk	
Sort criteria	
Tag	
Untag	
eXecute	
Quit	
F2 format	
F3 relog dir	
F4 compare	
F5 open archive	

When you choose the command, XTreeGold displays the contents of the archive file and provides commands for displaying and extracting archived files.

```

Path: DOCS.ZIP: \DOCUMENT                Z-02-91  8:36:15 am
┌───┴───┐
│ DOCUMENT │
│ └── MISC │
│     └── MEMOS │
│         └── REFDOC │
│             └── USERDOC │
└──────────┘

FILE *.*
ZIP File
DOCS .ZIP
Bytes 237,570

ZIP Directory Stats
Total
Files 35
Bytes 339,482
Matching
Files 35
Bytes 339,482
Tagged
Files 0
Bytes 0
Current File
MEMO1 .DOC
Bytes 1,802

LABELS .DOC 1,149 31% .a.. 1-25-90 3:11:12 pm
MEMO .DOC 4,488 60% .a.. 8-27-90 4:25:42 pm
MEMO1 .DOC 1,802 31% .a.. 1-25-90 2:44:46 pm
MEMO2 .DOC 1,065 26% .a.. 1-25-90 2:49:46 pm

ZIP FILE Extract Filespec Print Tag Untag View
COMMANDS
more
F1 help ESC cancel

```

- If the archive file that is opened contains path information, the Archive directory window is displayed and Archive directory commands are available from the pull-down menus and displayed on the command line.
- If the archive file that is opened contains no path information, the Archive file window is displayed and Archive file commands are displayed on the command line and are accessible from the pull-down menus.

In the Archive file window, the file size displayed next to each file name is the size of the original file and therefore the size it will be when extracted. The % is the amount of reduction from the original size.

- If you open a file archived in Zip format, the words **ZIP DIR COMMANDS** or **ZIP FILE COMMANDS** are displayed in the command line.
- If you open a file archived in Arc format, the words **ARC DIR COMMANDS** or **ARC FILE COMMANDS** are displayed in the command line.

First select the files you want to extract from the archive by tagging those files. Then select one of the **Extract** commands available from the **Files** pull-down menu or the command menus to extract the files.

When you choose one of the **Extract** commands, you are prompted for the file name of the new file(s). You can either:

- Press **Enter** to retain the same file name
- Enter any name of your choice
- Select an item from the history file (press **Up Arrow** or click **history**)


You are then prompted for the destination of the new file(s). You can either:

- Enter a directory name by typing one at the prompt
- Type a drive letter to specify a disk or volume as the destination
- Select an item from the history file (press **Up Arrow** or click **history**)
- Use the Point command (press **F2** or click **point**) to display the destination directory window, where you can point to the destination

You are then asked whether or not to automatically replace existing files.

- If you choose **Y(es)** you'll automatically overwrite files of the same name.
- If you choose **N(o)** XTreeGold will ask for confirmation each time a file with the same name is about to be copied over.

When extracting more than one file, XTreeGold moves the highlight bar over each tagged file as it is being extracted.

 **Note:** You must have adequate space on the destination disk to successfully add to or update the archive file. XTreeGold needs free disk space that exceeds the size of the files to be added in order to write some temporary files to the disk. If you are trying to add selected files to an archive file and their total size is 100,000 bytes you must have 100,000 bytes free

on the destination disk and about 60,000 additional bytes of temporary work space to successfully add the files. If you do not have adequate free space XTreeGold will not add some of the files successfully; it will display an error message when it runs out of space and inform you the operation was cancelled.

Archive Directory Commands

The following commands are available when the Archive directory window is active.

<u>Pull-down menu item</u>	<u>Command menu item</u>	<u>Purpose</u>
<input type="checkbox"/> XTree		
Help	F1 help	Displays a context sensitive help screen
Quit to XTreeGold	Esc	Closes the Archive window and returns you to the standard XTreeGold display
<input type="checkbox"/> Volume		
Print	Print	Enables you to print a catalog of archived files
<input type="checkbox"/> Tag		
Directory files	Tag	Marks (with a diamond symbol) all the archived files in the selected directory that meet the current file specification

All zip files	Ctrl + Tag all	Places a tag next to each archived file on the volume	<input type="checkbox"/>
(untag) Directory files	Untag	Removes the tags from all matching files in the current directory. Only files matching the current file specification are untagged.	<input type="checkbox"/>
(untag) All zip files	Ctrl + Untag all	Removes the tags from all tagged files, preventing them from being affected by XTreeGold's multiple-file archive commands	<input type="checkbox"/>
<input type="checkbox"/> Window			<input type="checkbox"/>
Directory files	Enter	Opens the Archive file window and displays the files in the current directory	<input type="checkbox"/>
Branch files	Branch	Changes the display to the Branch file window and lists all the files in the selected branch of the archive file that match the current file specification	<input type="checkbox"/>
Branch tagged	Ctrl + Branch	Displays the Branch file window and lists all the tagged files in the branch	<input type="checkbox"/>
All files (Showall)	Showall	Changes display to the Showall file window and lists all the files in the archive file that match the current file specification	<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

<input type="checkbox"/>	All tagged	Ctrl + Showall tagged	Displays the Showall file window and lists all the tagged files on the current volume
<input type="checkbox"/>	File specification	Filespec	Changes the file specification that XTreeGold uses to select archived files for display and operations
<input type="checkbox"/>	File display columns	Alt + File display	Changes the format that XTreeGold uses to display the names of archived files in the File window; one, two and three column formats are available.
<input type="checkbox"/>	Sort criteria	Alt + Sort criteria	Changes the order in which files are displayed in the File window

Archive File Commands

If a File window becomes active while an archive file is open or an archive file which contains no path information is opened, the Archive file commands become available.

Pull-down menu item	Command menu item	Purpose
<input type="checkbox"/> XTree		
<input type="checkbox"/> Help	F1 help	Displays a context sensitive help screen
<input type="checkbox"/> Quit to XTreeGold	Esc	Closes the Archive window and returns you to the standard XTreeGold display

File

Extract	Extract	Extracts a selected file from the archive file. When you choose Extract , XTreeGold prompts you for a filename and destination path for the extracted file. You will be prompted for a password. Press Enter if you are not entering a password.	<input type="checkbox"/>
----------------	----------------	--	--------------------------

Print	Print	Enables you to print a catalog of archived files	<input type="checkbox"/>
--------------	--------------	--	--------------------------

View	View	Displays the View window, with the contents of the current file	<input type="checkbox"/>
-------------	-------------	---	--------------------------

Tagged

Extract	Ctrl + Extract	Extracts all tagged files from the archive window	<input type="checkbox"/>
----------------	-----------------------	---	--------------------------

Extract with paths	Alt + Extract	Extracts tagged files with their directory paths	<input type="checkbox"/>
---------------------------	----------------------	--	--------------------------

Tag

File	Tag	Places a tag next to the current file	<input type="checkbox"/>
-------------	------------	---------------------------------------	--------------------------

All in window	Ctrl + Tag all	Places a tag next to each archived file displayed in the File window	<input type="checkbox"/>
----------------------	-----------------------	--	--------------------------

<input type="checkbox"/>	(untag) File	Untag	Removes the tag from the current file, preventing it from being affected by XTreeGold's multiple-file archive commands
<input type="checkbox"/>	(untag) All in window	Ctrl + Untag all	Removes the tags from all tagged files, preventing them from being affected by XTreeGold's multiple-file archive commands
<input type="checkbox"/>	<input type="checkbox"/> Window		
<input type="checkbox"/>	Tree	Enter	Displays the Archive directory window
<input type="checkbox"/>	File specification	Filespec	Changes the file specification that XTreeGold uses to select archived files for display and operations
<input type="checkbox"/>	File display columns	Alt + File display	Changes the format that XTreeGold uses to display the names of archived files in the File window; one, two and three column formats are available.
<input type="checkbox"/>	Sort criteria	Alt + Sort criteria	Changes the order in which files are displayed in the File window

Extracting Archived Files

Follow these steps to extract all archived files from a file named MYFILE.ZIP in directory MYDIR.

<u>Action</u>	<u>Response</u>
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory window is active
2. Press Up or Down Arrow until directory MYDIR is highlighted, then press Enter	The File window for directory MYDIR lists all the files
3. Press Up or Down Arrow until file MYFILE.ZIP is highlighted and press Alt + F5 or select Open Zip and Arc from the File pull-down menu	XTreeGold modifies the Main Display to provide you with information about the archive file and its contents and displays additional Zip Directory or Zip File commands
4. Press Ctrl + T to tag all the files in the archive file	All the files are marked with a diamond
5. If the Zip File Commands are not displayed, press Enter . Then press Ctrl + E to extract all the tagged files	XTreeGold prompts Enter file spec or press Enter
6. Either accept the one shown or type a new filename or filename extension and press Enter	XTreeGold prompts Enter destination path

7. Type a pathname and press **Enter** or press **Enter** to extract the file(s) in the current directory

8. Type a password and press **Enter** or just press **Enter** if you are not entering a password.

9. Type **Y** or click **Yes**

If you are extracting multiple files, XTreeGold repeats the process for each tagged file. If the archived file was encrypted, XTreeGold prompts for a password.

The prompt **Automatically replace existing files?** is displayed

XTreeGold extracts the specified files from the archive file.

Summary

This chapter described XTreeGold's archiving capabilities and commands including:

- Archiving features and formats
- Archiving files
- Opening and extracting archived files

Use this chapter as a reference when archiving or extracting archive files.



Configuring XTreeGold

This chapter describes XTreeGold's Configuration Utility, which enables you to modify the default parameters and to configure the display attributes or colors to fit your special needs and tasks. Included are:

- Descriptions of the configuration items
- Color display selection techniques
- Command line configuration options
- The video mode command

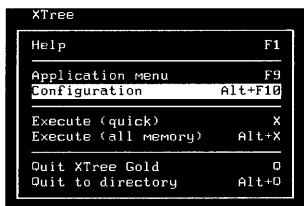
Configuring XTreeGold

XTreeGold allows you to modify the default parameters and to configure the display attributes or colors. The Configuration Utility is available:

✓ When any Directory or File window is active

From the **XTree** pull-down menu

By clicking **Configuration** or pressing the hotkey **C**

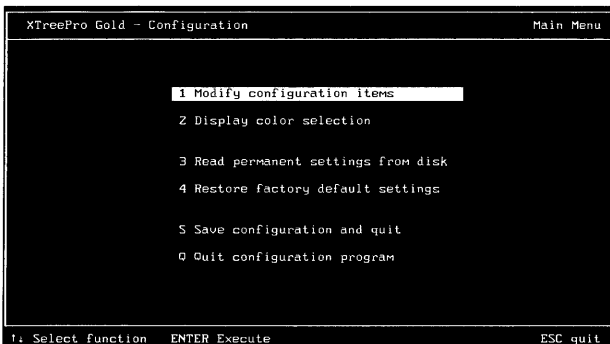


Or, from the Alt directory command menu

By double-clicking **COMMANDS** and then clicking **configure** or pressing **Alt + F10**

```
ALT DIR  Edit  File display  Graft  Hide/unhide  Log disk  Prune  Release disk
COMMANDS Sort criteria  Tag  Untag  Wash disk  eXecute  Quit
          F2 format  F3 relog dir  F9 video mode  F10 configure
```

When you start the Configuration program from within XTreeGold, you will be modifying the configuration values currently set for program operation. When you start the Configuration program, it displays the Configuration Main Menu.



The Configuration Main Menu provides options for modifying configuration items and color selections, reading the permanent settings from disk, restoring the factory default settings that the program is shipped with and saving the configuration to the file that XTreeGold uses upon startup.

Click the menu item you want to select, or use the **Up and Down Arrow** keys to scroll the highlight bar through the selections and press **Enter**, or press the number key that corresponds to the menu item of your choice. Select **Save configuration and quit** to leave the configuration program and save your changes.

Note: If you exit the configuration program by pressing **Esc** (or selecting **Quit configuration program**), you'll exit without saving the changes you've made.

Modifying XTreeGold's Configuration Items

If you select **Modify configuration items** from the Main Menu, the Configuration program displays a five-page Configuration menu. Click items or use the Arrow keys to highlight options and press **Enter** to change the option value. The following table provides brief explanations of each option in the Configuration menu.

Application Menu

1 Opening screen is the Application Menu

- » Choose YES to start XTreeGold with the Application Menu

2 Pause after application program execution

- » Choose NO to bypass the "strike any key" message when returning to XTreeGold.

Directories

3 Program path:

- » Set the path where XTreeGold program files are stored. This option is not available when configuring from within XTreeGold, but is when you run the configuration program from the DOS prompt.

4 Editor program:

- » Select the option to enter the path and filename of the word processor you want to use when editing a file from within XTreeGold. A prompt line at the bottom of the screen allows you to type the full path and file name of the editor program you will use. Press **Esc** to cancel this prompt line.

Disk logging **5 Disk logging method**

- » XTreeGold's quick logging method doesn't use standard DOS calls as the standard logging method does. Change to STANDARD if errors are reported during logging.

 6 Log disk commands only read the root directory

- » Select YES if you want XTreeGold to only log the root directory when selecting the Log disk command. This will display the files in the root directory and first level sub-directories only.

 7 Log disk commands only read the directory tree

- » Select YES if you want XTreeGold to only log the directory tree when selecting the Log disk command. This will display the directory structure only; no file information will be displayed.

 Display **1 Display monitor type**

- » Identify your monitor type: either monochrome if you have a Composite, LCD or "Paper White" monitor or color if you have a CGA, EGA or VGA monitor.

 2 Display is flicker-free

- » Your graphics card may display "snow" or flickering lines on the screen. If so, choose NO for a clear display.

 3 EGA 43 line or VGA 51 line display mode

- » Identify an expanded display mode for your screen. Choose YES if you have an EGA/VGA system and want more than 25 display lines.

4 EGA/VGA cursor underline shape

- » Change from STANDARD to ALTERNATE if the over-write mode does not display properly

5 Enable high intensity DOS EGA backgrounds

- » Choose YES to disable the EGA blinking attribute for DOS programs.

File Window Options

A Filename separator

- » Define the filename/extension delimiter as either a period or a space.

B File type detection when viewing files

- » Sets file type detection to automatic or manual for viewing the contents of files.

C Initial number of display columns

- » Change the file display default to a one, two or three column format.

D Initial sort criteria

- » Change the default sort criteria of the file display. Display files alphabetically by name, extension, date or size. XTreeGold also displays files in unsorted order, the actual order in which they are stored on the disk.

E Initial sort order

- » Display files in either ascending or descending order.

F Initial sort by path in showall

- » Change the default by selecting **YES** if you want the showall display to be listed in path order.

G Skip Alt-Copy/Move sorting by path

- » Select **YES** to tell XTreeGold to skip the usual step of sorting the file display by path, when you use the Alt Copy and Alt Move commands.

H Small file window access

- » Choose to bypass the Small file window if you want to move directly from the Directory window to the Expanded file window.

File and Tree Windows

1 File and tree displays are lower case

- » Choose **YES** if you want directory and files names displayed in lower case. Once you select this option, you can quickly switch to displaying directory and file names in upper case by pressing the **Caps Lock** key.

2 Mouse scroll bar display

- » Select whether to display scroll bars or arrows for mouse scrolling.

International

3 Date format

- » Choose Month-Day-Year or Day-Month-Year date format.

4 Time format

- » Choose 12-hour or 24-hour clock time format.

5 Numeric format

- » Choose commas or periods for number formatting.

Memory Utilization

6 Application Menu programs

- » Choose whether to use available memory or all memory to run applications started from the Application Menu. Choosing all memory instructs XTreeGold to collapse to 7K to free the maximum memory for program execution.

7 Mouse double-click on file name

- » Choose whether to use available memory or all memory to run applications executed by double-clicking on a file name.

8 Text editor

- » Choose whether to use available memory or all memory to run the user-defined text editor when editing files.

Miscellaneous

1 Archive file attribute on copied files

- » Select whether or not to always set the archive attribute or copy the existing attribute when copying a file.

2 Audible error indicator

- » Specify whether or not XTreeGold should "beep" to indicate an exception condition during its operations.

3 Ignore error message for missing overlays

- » Choose YES to bypass the missing overlay error message.

4 Skip Edit command prompt

- » Select whether or not to display a prompt when choosing the Edit command.

5 Skip Quit command prompt

- » Select whether or not to request confirmation when quitting XTreeGold.

Mouse

6 Acceleration

- » Change from Standard to High if the mouse pointer speed seems too slow.

Printer

A Printer bit 7 character masking

- » Select YES if your printer cannot print graphics characters.

B Printer form length

- » XTreeGold's factory setting is 55 lines, which is standard for an 11-inch form. If you set the form length to 1, no form feeds are issued, either within the document, or at the end of it. This feature is useful for printing a series of small text files, such as batch files, which you want to review on the same page. A prompt line at the bottom of the screen allows you to type any number up to 65,535 lines or type 0 to print over the perforations. Backspace over the number displayed to change the number. Press **Esc** to cancel this prompt line.

C Printer redirection

- » Choose to print to the printer or the standard output device. A standard option device can be a DOS file or other destination.

D Printer tab expansion

- » Enter the Tab field width in columns, or 0 to print Tab characters. Backspace over the number displayed to change the number. Press **Esc** to cancel this prompt line.

Security

1 Allow modifications to Application Menu

- » Choose whether or not to permit editing of the Application menu.

2 Allow modifications to files in hex mode

- » Choose whether or not to permit editing of files displayed in hex mode.

3 System/Hidden file access and directory

- » Specify whether or not XTreeGold displays system and hidden files and directories. If you select YES, XTreeGold will display these files but will not allow them to be modified or deleted.

Note: These security options are not available when configuring from within XTreeGold, but are when you run the configuration program from the DOS prompt.

Tree Window

4 Initial highlighted directory

- » Choose either the root directory or your current DOS directory for initial display in XTreeGold.

5 Show actual path for substituted drives

- » Change from NO to YES if the substituted drive path should be shown in the path line.

6 Directory window highlight bar

- » The highlight bar may be fixed in the Directory window so that the tree display scrolls and the bar remains stationary.

Using the Configuration Utility

To run the Configuration Utility from within XTreeGold and change configuration items, follow these steps. Refer back to the chapter for an explanation of all the menu items.

<u>Action</u>	<u>Response</u>
1. If the words DIR COMMANDS are not displayed on the bottom left of the screen, press Esc	The Directory commands are now available
2. Select Configuration from the XTree pull-down menu or press Alt + F10	The Configuration program menu is displayed
3. Select 1 Modify configuration items by clicking it or highlighting it and pressing Enter .	Additional configuration items are displayed, with prompts
4. Point to an item of your choice and click or press the number shown to select an item, then press Enter to toggle the change	The changes you make are displayed in the Configuration window; as you highlight each item, a summary of its purpose appears in the prompt line
5. Click Main menu or press Esc to return to the Configuration Main Menu	The Configuration window Main Menu is displayed
6. Press S or click Save configuration and quit to save your changes and click Yes or press Y to confirm	The changes are saved

To run the Configuration Utility from outside XTreeGold to change configuration items, at the DOS prompt:

Type **XTG_CFG** and press
Enter

The Configuration program
menu is displayed

Now follow the previous steps, beginning at step 3.

Configuring XTreeGold Color Selections

When you select **Display color selection** from the Main Menu, the Configuration program displays small simulation screens where you can experiment with different color combinations. The left side of the simulated display represents XTreeGold's Main Display, while the right side represents the appearance of the Branch, Global or Showall file window. The middle of the display represents XTreeGold's pull-down menus. Press **Tab** to select the area to which you want to apply your color selections. Choose from the commands displayed on the bottom of the window to select different components of the XTreeGold display. After you select a component, use the **F5** and **F6** function keys to select character colors and the **F7** and **F8** keys to select background colors. Press **Esc** to return to the Main Menu.

You can also select one of ten predefined color sets by pressing one of the numeric keys (0-9) at the top of your keyboard. (On a CGA system, you may need to specify a different cursor background color for a predefined color set.)

If you have a monochrome system, you can use the color configuration controls to set up combinations of highlight, lowlight, and reverse video for XTreeGold's displays.

In addition to the two items which let you modify the configuration, the Configuration Utility's Main Menu also provides four options for saving your configurations and leaving the utility.

Exit Options

3 Read permanent settings from disk

- » Displays a dialogue box that asks if you want to use the configuration settings currently saved in the configuration file.

4 Restore factory default settings

- » Displays a dialogue box that asks if you want to revert to the default configuration settings originally shipped with XTreeGold.

S Save configuration and quit

- » Displays a dialogue box that asks if you want to save the modified configuration settings in the configuration file and quit the Configuration Utility.

Q Quit configuration program

- » Displays a dialogue box that asks if you want to quit the Configuration Utility and discard any changes you made.

Command Line Configuration Options

As an alternative to modifying default parameters from the Configuration Utility, XTreeGold allows you to modify configuration items by entering command line options when you start XTreeGold. Use this method when you want to experiment with a configuration option or when you want to override a configuration default for one-time use only. Command line options do not modify the configuration file.

The following criteria pertain to all command line options:

- A command line option begins with a / and is followed by one or more characters.
- Letters may be upper or lowercase.
- Multi-character options may not have any intervening spaces.
- Multiple options may be entered with or without space separators.
- For options which end in + or - (indicating on or off), the + may be omitted to turn the option on.
- All options must follow the disk drive specifier (if one is entered). For example: `XTGOLD /LQ /Q+ /P70`

The command above starts XTreeGold and configures the program for quick logging of disks (/LQ), audible error indication (/Q+), and sets the default printer form length to 70 lines (/P70).

Invalid entries are ignored.

When you enter a command line switch to redirect printer output to standard output, you must include a > to designate the redirection to a filename. For example: `XTGOLD /PS>filename`

The command above redirects printer output to a file. The filename could identify a file already created or a new one you want to create. If you do not enter a proper command, the print-out goes to the screen.

The available command line options are organized alphabetically in the following list.

□ Command Line Options

/1 /2 and /3

- » File display format. Enter /1 /2 or /3 to display files in 1, 2, or 3-column format.

/43+ and /43-

- » Expanded display mode. Enter /43+ to turn on EGA/VGA expanded display mode. Enter /43- to turn off EGA/VGA expanded display mode.

/A and /A-

- » Directory highlight bar option (Anchor on and anchor off). Enter /A to fix the highlight bar and scroll the directory tree display. Enter /A- to enable highlight bar movement.

/C<space> and /C<.>

- » Filename separator character. Enter a period or a space as a character. Do not type the greater than or less than symbols above. If you omit the character, a space is assumed.

/DD and /DC

- » Display monitor type. Enter /DD for CGA, EGA or VGA monitor. Enter /DC for Composite, LCD or "Paper White" monitor.

/DN and /DS

- » Display snow. Enter /DN if your screen display is flicker-free. Enter /DS if your screen displays snow.

/E

- » Ignore missing overlay errors.

/H<path>

- » XTreeGold program directory path. Example:
/HC:\XTGOLD

/L1 and /LT

- » Disk directory logging method. Enter /L1 to log one level or /LT to log only the tree.

/LQ and /LS

- » Disk directory logging method. Enter /LQ for quick logging or /LS for standard logging. Quick logging is the default method.

/OA and /OD

- » Sort order. Enter /OA for ascending order. Enter /OD for descending order.

/P#

- » Print form length in lines. Example: /P60. Enter /P0 to eliminate form feeds.

/PM

- » Enter /PM for printer bit 7 character masking.

/PP and /PS

- » Printer redirection. Enter /PP for printer output. Enter /PS for standard output. To direct printouts to a file, load XTreeGold by typing **XTGOLD /PS filename**.

/Q+ and /Q

- » Quiet option and audible error indicator. Enter /Q for quiet (disables audible alarms). Enter /Q+ to enable alarms.

/R

- » Make the Root directory the current directory when XTreeGold is first loaded.

/SN /SE /SD /SS and /SU

- » Sort criteria. Enter /SN to sort by name. Enter /SE to sort by extension. Enter /SD to sort by date. Enter /SS to sort by size. Enter /SU for an unsorted file display.

/T and /T-

- » Scroll bar option. Enter /T to display scroll bars and "thumbs." Enter /T- to display arrows and lines. This option provides a cleaner display.

/U<path>

- » XTreeGold users' directory path. Specifies a directory for storing data files. Example: **/UC:\XTGOLD\DAT**

/W and /WS

- » Small file window access. Enter /W to bypass the Small file window. Enter /WS to display the Small file window.

/XA

- » Make the Application Menu the opening screen of XTreeGold.

/XB

- » Set the DOS cursor as a block.



/XC

- » In the Showall window, skip automatic sort by path that normally occurs during an Alt Copy or Alt Move operation.

/XE

- » Skip editor dialogue from the file display.

/XM

- » Display memory usage (above free disk space). Number displayed is the number of blocks available for storing file information.

/XP

- » Sort files by path (for Showall and Global).

/XQ

- » No confirmation prompt when quitting.

/XS

- » Display real root of substitute drive (necessary if you use SUBST).

/Z

- » Reset all factory defaults except the XTreeGold path and color selections.

Setting the DOS Environment

The DOS environment is a reserved area in computer memory that contains parameter information which you specify with the SET command. After you specify these parameters, they are used by application programs. To use the capability set the DOS environment before running XTreeGold.

As an alternative to setting XTreeGold configuration options on the DOS command line, you can use the SET command to define parameters. For example:

```
SET XTGOLD=/1/Q
```

The preceding command tells XTreeGold to display files in a single column format and suppress the beep during exception conditions.

Environment options remain in effect until you enter another SET XTGOLD = command, or until you reboot the system. You can place a series of SET commands in your AUTOEXEC.BAT file so that they will be executed upon startup.

Specifying a Text Editor

You can also use the SET command to specify a text editor to be started in place of 1Word when you open text files from within XTreeGold. Use SET XTEDITOR = command pathname from the DOS command line to specify the editor. For example:

```
SET XTEDITOR=C:\WORD\WORD.COM
```

Video Mode

XTreeGold's Video mode command sets the display to 43/50 lines for EGA/VGA systems or returns it back to 25 line mode. The Video mode command is available:

- ✓ When the Directory window is active
 - From the **Window** pull-down menu

By clicking **Video mode** or pressing the hotkey **V**



- Or, from the Alt directory command menu

By double-clicking **COMMANDS** and then clicking **video mode** or pressing **Alt + F9**

```
ALT DIR  Edit  File display  Graft  Hide/unhide  Log disk  Prune  Release disk
COMMANDS Sort criteria  Tag  Untag  Wash disk  eXecute  Quit
          F2 format  F3 relog dir  F9 video mode  F10 configure
```

When you select the Video mode command, the display toggles 43/50 line expanded display mode. No other action is required.

Summary

This chapter described how to customize XTreeGold to your individual needs and tasks. Refer back for information on XTreeGold's:

- Configuration items
- Color display selections
- Command line options
- Video mode command



The 1Word Text Editor

This chapter presents a complete description of XTreeGold's built-in text editor, 1Word. Included are:

- Descriptions of all commands and options
- Steps for beginning a 1Word editing session
- Instructions for configuring the function keys

Editing With 1Word

1Word is a dynamic text editor that serves as an easy editing tool within XTreeGold. To access 1Word, select the **Edit** command. It is available:

✓ When any Directory or File window is active

From the File pull-down menu

By clicking **Edit** or **Edit file** or pressing the hot key **E**



Or, from the Standard file command menu

By clicking **Edit** or pressing **E**

```
FILE      Attributes Copy Delete Edit Filespec Invert Log disk Move
COMMANDS New date Open Print Rename Tag Untag View eXecute Quit
←tree   F7 autoview F8 split F9 menu F10 commands F1 help ESC cancel
```

It is also available:

- ✓ When the Directory window is active
 - From the Alt directory command menu

By double-clicking **COMMANDS** and then clicking **Edit** or pressing **Alt + E**

When you select the Edit command with a File window active, the current file is immediately opened in the text editor if that file is a text (ASCII) file. When you select the Edit command with a Directory window active, XTreeGold prompts for the name of the file to edit. You may:

- Type the name of any new or existing file and press **Enter**
- Or select a file name from the history (press **F2** or click **history**)

The selected file is then opened in the text editor if that file is a text file.

With 1Word, you can modify any text file on any volume or create a new text file. Although many 1Word commands are compatible with WordStar, you can configure the function keys to execute any 1Word command or command series. In addition, an on-screen status line maintains statistics and current editing information. The status line is displayed when you start 1Word.

```
Esc cancel
D:\XTGOLD\NEW          Size      1  3:58:11
Ins Hard               AskFrwd   Line   1  Col   1  Byte   1  2-02-91
```

To display 1Word's menus, press **Ctrl + U**.


```
Esc cancel
1Word  Block Delete File Help Menu Options Search Time
Use the other 1Word menus (commands are grouped by keypress)
```

1Word does not support mouse operations. XTreeGold commands are not available while you are using 1Word. To begin working with 1Word for the first time, first select the Edit command, then:

- Press **Ctrl + U** to display 1Word's menus

- OR -

- Press the **F1** key to access help

 **Note:** The **F1** key is not available when the menus are displayed.

Refer to the following charts for a list and description of all of 1Word's commands.

Cursor Controls

When you are editing text, the cursor points to where you will make changes, deletions, or insertions. Use the following keys to move the cursor:

Left Arrow or **Ctrl + S** Move cursor 1 position to the left

Right Arrow or **Ctrl + D** Move cursor 1 position to the right

Ctrl + Left Arrow or **Ctrl + A** Move cursor 1 word to the left

Ctrl + Right Arrow or **Ctrl + F** Move cursor 1 word to the right

Up Arrow or **Ctrl + E** Move cursor 1 position up

Down Arrow or Ctrl + X	Move cursor 1 position down
Home or Ctrl + QS	Move cursor to beginning of line
End or Ctrl + QD	Move cursor to end of line
Ctrl + Home or Ctrl + QE	Move cursor to top of screen
Ctrl + End or Ctrl + QX	Move cursor to bottom of screen
Pg Up or Ctrl + R	Move cursor to previous screen
Pg Dn or Ctrl + C	Move cursor to next screen
Ctrl + Pg Up or Ctrl + QR	Move cursor to beginning of file
Ctrl + Pg Dn or Ctrl + QC	Move cursor to end of file
Ctrl + QB	Move cursor to start of marked block
Ctrl + QK	Move cursor to end of marked block
Ctrl + QQ	Set a quick place marker
Ctrl + QP	Move cursor to quick place marker
Ctrl + OG	Move cursor to line number
Ctrl + QW	Scroll the display up 1 line, keeping the cursor on the same screen row

Ctrl + J or **Ctrl + QZ** Scroll the display down 1 line, keeping the cursor on the same screen row

Entering and Editing Text

With your cursor appropriately positioned in the text file, you can begin entering text by typing in characters. Typically, any text you enter is inserted to the left of the cursor, and all characters to the right of the cursor are moved to the left (Insert On).

Press the **Insert** key to toggle Insert on and off. With Insert Off, any text you type replaces the text under the cursor.

Press **Enter** to end a line of text. The cursor moves to the beginning of the next line. Press **Ctrl + OJ** to toggle word wrap on and off. With Word Wrap On, you do not need to press **Enter** at the ends of lines; 1Word reformats the text automatically.

Use the following keys to insert or delete text:

Ins	Toggle insert on and insert off
Ctrl + OI	Set insert on
Ctrl + OO	Set overwrite on and set insert off
Ctrl + N	Insert a new line
Ctrl + M	End a line
Backspace	Delete the character to the left of the cursor
Del	Delete the character under the cursor
Ctrl + T	Delete the word under the cursor

- Ctrl + Y** Delete the line under the cursor
- Ctrl + QY** Delete from the cursor to the end of the line
- Use the following commands to mark and manipulate blocks of text:
- Ctrl + KB** Mark the beginning of a block of text
- Ctrl + KK** Mark the end of a block of text
- Ctrl + KH** Hide the marked block
- Ctrl + KV** Move the marked block to the cursor position
- Ctrl + KC** Copy the marked block to the cursor position
- Ctrl + KY** Delete the marked block
- Ctrl + KW** Write the marked block to another file

Search and Replace Commands

When you invoke search and replace commands, 1Word prompts you to enter the text to find.

- Ctrl + QF** Find a string of characters. Type in the text you want to find. The cursor moves to the first occurrence. Press **Ctrl + L** to move the cursor to subsequent occurrences.



Ctrl + QA

Search and replace a string of characters. Invoke this command to replace one string of characters with another. Type in the text to be replaced. When you are prompted with "Replace (?)", type in the new text. The cursor moves to the first occurrence and prompts you to confirm the replacement. Press **Y** to replace the text at the cursor.

Ctrl + L

Search and replace again. Continues a search or search and replace operation without re-entering the text.

Ctrl + QG

Global search and replace. Find all occurrences of a string in the entire file. You are prompted to replace each one.

Search and Replace Options

Set these options before you invoke the search and replace commands:

Ctrl + OA

Toggle ask option on and off. With this option Off, the "Replace (?)" question is not asked in a **Ctrl + QA** or **Ctrl + QG** command. The text is replaced automatically.

Ctrl + OB

Toggle the search direction backward or forward

Ctrl + OC

Toggle search case sensitivity on and off. With this option On, the case of each character (upper or lower) is included as part of the match criteria in a search. With this option Off, a string of characters is found whether or not their case matches the search case.

Ctrl + OW

Toggle search full-word sensitivity. With this option On, the target text is considered to be whole words. With this option Off, a match occurs if the text matches part of a word in the file.

Tab Option Commands

1Word provides three options for using tabs, depending on your needs:

Ctrl + OH

Set hard tab mode (every 8 columns). As with standard ASCII files, tab stops are positioned every eighth column. When you press the Tab key, you place the TAB ASCII character into the file. The Tab key moves the cursor to the next position which is a multiple of eight from the left side of the screen. Subsequently, the cursor jumps when you move it over that spot. If you delete the Tab, text jumps to the left to fill the gap. Hard tabs conserve space on your disk, which is helpful if you use a lot of Tabs.

Ctrl + OS

Set soft tab mode. Soft tabs place spaces in the file, rather than characters, so the cursor will not jump when you move it over a tab stop. Tab stops are determined by the spaces in the line of text directly above the current line. When you are indenting a series of lines, press **Tab** to move the cursor directly to the column where the text begins on the above line. Soft tabs are useful for programming in high-level languages.



Ctrl + OU

Set user tab mode (ruler line). When you press **Ctrl + OU**, 1Word displays a tab ruler indicating where each tab stop is located. You can edit the ruler using **Ctrl + OE**, or you can set or release a tab stop at the current column position by using **Ctrl + OT**. Automatic word wrap and paragraph reformatting are enabled in this mode with the **Ctrl + OJ** command.

Ctrl + OT

Set or clear a tab stop. See the **Ctrl + OU** discussion above.

Ctrl + OE

Edit tab stop ruler line. When you press **Ctrl + OE**, the cursor is placed on the ruler line. Use the right and left arrow keys to move the cursor without changing the ruler. Press the space bar to remove a tab under the cursor and press **T** to add a tab under the cursor.

Word Processing Commands

Ctrl + OJ

Toggle automatic word wrap on and off. With Word Wrap On, you don't need to press **Enter** at the ends of lines. Enabling Word Wrap automatically enables User Tabs. With Word Wrap Off, you need to press **Enter** to end a line of text.

Ctrl + OR or
Ctrl + B

Reformats a paragraph. Paragraphs are reformatted according to the positions of the first and last tab stops on the ruler. A paragraph is considered to be any number of lines up to a completely blank line.

Press **Ctrl + B** or **Ctrl + OR** to shift lines of text into well-formed paragraphs. To reformat with different margins, first edit the ruler. Place the first and last tab stops at the columns where you want the text to start and end. Move the cursor to the first line of the paragraph and press **Ctrl + B** or **Ctrl + OR**. 1Word puts as many words as will fit into each line, and it honors the indenting of the first line. Note: 1Word does not justify text on the right side.

1Word's File Commands

Ctrl + KS

Save the file and continue editing. Keeps the cursor at the same position in the file.

Ctrl + KD

Save the file and edit another

Ctrl + KX

Save the file and return to XTreeGold

Ctrl + KP

Print the file

Ctrl + KQ

Quit (abandon) the file without saving

Ctrl + KR

Read another text file and insert its text at the cursor position

Returning to XTreeGold

Ctrl + KX Save a file and return to XTreeGold

Esc Display a menu of exit options

When you edit a single file, the filename you enter at the Edit prompt is subsequently displayed in XTreeGold. .BAK files are also displayed and information is updated.

If you edit more than one file, or write data to another file or create a new PFK file to define the programmable function keys, those files will not be displayed until you relog the disk on which those files are stored.

Miscellaneous Commands

Esc Cancel the current operation

Ctrl + QU or
Alt + U Make character upper case

Ctrl + QL or
Alt + L Make character lower case

Ctrl + QT Insert time and date in the text at the cursor

Ctrl + OQ Quiet: toggle beeper on and off

Ctrl + U Use the menu prompter

Ctrl + OM Turn the prompter on and off

Ctrl + O]

Clear high bits from the file. This can be useful for converting some word-processing files to regular ASCII files.

 Ctrl + [

Inserts an **Esc** character into a 1Word document. Type a string of characters (for example, xy or 'Esc') where you want to insert an **Esc** character, then use the search and replace command (**Ctrl + QA**) to replace the string with **Ctrl + [**.

 Entering Graphic Characters To enter graphic characters into a 1Word file, hold down the **Alt** key and use the numeric keypad to type the ASCII decimal equivalent for a graphic character.

 Programmable Function Keys (PFK) Within 1Word, you can configure the function keys F1 to F10 to execute any 1Word command or series of commands. PFKs extend your range of operations, enabling you to:

- Replace Ctrl + key sequences with function keys
- Perform frequent multi-key editing operations with a single keystroke
- Enter hard-to-type text such as semi-graphic box characters

 Initially, 1Word searches for a file named 1WORD.PFK in the directory which was current when 1Word was invoked. If it is not found there, 1Word looks in the root directory. If the file is present, 1Word reads it and uses it to set the programmable function keys. If you do not define a 1WORD.PFK file, the function keys have no settings.

To change the value of a function key, press **Ctrl + PE**. 1Word prompts you for the function key you want to define. Press the function key to display the current value definition (if any) in reverse video. Press the Backspace key to back up and delete one character at a time or press **Ctrl + Backspace** to delete the entire value definition.

Enter a 1Word command or series of commands, or enter a string of characters that define a multi-key editing operation. Enter a **Ctrl + key** command by holding the **Ctrl** key and pressing the command key. Press **Alt + N** to place an **Enter** key into the function key definition at any point.

If you reprogram the F1 key, you can use **Ctrl + Backslash (\)** to access 1Word help.

Press **Enter** when you are finished editing a function key definition. Or, press **Esc** to cancel an edit, restoring the previous value of the function key.

You may create as many as 10 function key definitions and press **Ctrl + PW** to write them to a PFK file for later recall. Once a function key has been defined, pressing that key while editing causes 1Word to type the corresponding string.

You can also create multiple .PFK files for different editing requirements. To reload a specific .PFK file, press **Ctrl + PR**.

Editing a File

To begin a 1Word editing session, follow these steps.

Action

Response

1. With the File window active, and the highlight bar on the file you want to edit, select **Edit** from the **File** pull-down menu or, press **E**

The prompt **Enter name of file to edit:** is displayed

2. Press **Enter** to edit the file shown (or type the file name of a new file and press **Enter**)

The 1Word text editor is displayed with the file you indicated

- OR -

1. With the Directory window active, select **Edit file** from the **File** pull-down menu or press **Alt + E**

The prompt **Enter name of file to edit:** is displayed

2. Type the file name of a new or existing file

The 1Word text editor is displayed with the file you indicated



Summary

This chapter presented a complete description of XTreeGold's built-in text editor, 1Word, including:

- Descriptions of all commands and options
- Instructions for configuring the function keys
- Steps for beginning a 1Word editing session

Use either this chapter or the on-screen menus and help during 1Word editing sessions, depending on your preference.



Appendix

Contacting XTree Company

To contact XTree Company for technical support, site licensing or sales information, or to share your ideas for other software programs, please refer to the following information:

Mailing Address: 4330 Santa Fe Road

San Luis Obispo, CA 93401

General Information: (805) 541-0604

FAX Number: (805) 541-8053

XTree BBS: (805) 546-9150

Technical Support: (805) 541-0604

Please have your serial number ready when you call for technical support. Technical support hours are from 8 a.m. to 5 p.m. Pacific time, Monday to Friday.

Glossary

Active Window

Any window in which the highlight bar appears.

Branch

A directory and all its subdirectories.

Click

To click the mouse button to select an item on the screen; in this guide, click always means to click the left mouse button, unless the right button is specified in the description.

Current Directory

The directory which is highlighted while the Directory window is active or which is marked by the left-arrow indicator when the File window is active.

Current Disk or Current Volume

The disk or volume on which XTreeGold is currently operating. Only those directories and files on the current disk or volume are displayed (except when the Global window is active). The current volume for XTreeGold operations is displayed in the Disk specification box.

Current File

The file which is highlighted when one of the File windows is active.

Default

The standard value or option that is used if no other is specified.

Destination

The targeted location to which data will be sent, for example, where files will be copied to.

Directory

A structure for organizing and accessing computer data. Directories are organized into a hierarchical framework and each directory can contain files and/or other sub-directories.

Directory Path

Specifies how you find your way to a particular directory or sub-directory on a volume. The path is the route you follow to trace your way to some point on a volume.

Directory Tree

The tree-like structure created by a root directory, its subdirectories and all subsequent subdirectories.

Disk

Either a hard disk or diskette used to store data. A hard disk may be partitioned into more than one volume.

Disk Drive

A spindle or device that reads the data stored on a disk and writes data on a disk for storage.

DOS

Disk Operating System, an operating system for personal computers.

File

An organization of data on a disk. Each file has its own name, which is from 1-11 characters long.



File Specification

A pattern of characters which XTreeGold uses to select which file names to display. Sample file specifications are *.EXE, TEST*.*, and *.WK?.

Log a Disk or Log a Volume

A disk or volume must be logged (physically read) by XTreeGold before its directories and files can be accessed and acted upon.

Matching Files

Those files whose names match the current File specification. Only matching files are displayed, to be acted on by XTreeGold's file operations.

Parent

A directory which includes subdirectories.

Path

Specifies how you find your way to a particular directory or sub-directory on a volume or disk. The path is the route you follow to trace your way from the root directory to some point in its branching directory tree.

Root Directory

The main directory on any volume or disk. All other directories are subdirectories of the root directory.

Select a Command or Option

Choose a command or option from an XTreeGold menu by pressing the highlighted key or using a mouse to highlight the command, and then clicking the left mouse button.



Select a Disk or Select a Volume



Choose a disk or volume which is already logged to be the current disk or volume.



Tagged Files



Those files which have been marked by a Tag command. Tagged files have a diamond marker next to their names. A file stays tagged even after the File specification has been changed. Files which are both tagged and matching can be acted upon by XTreeGold's multiple-file operations.



Volume



A physical portion of hard disk space.



Technical Notes

This section provides technical information about XTreeGold.

Understanding Cluster Size

XTreeGold reports the total number of bytes that files occupy and the total number of available bytes. If you add these numbers together, they are different from the total amount of disk space reported by CHKDSK. This is because DOS allocates space in chunks called clusters and the size of these clusters depends on your particular system.

For example, if the cluster size on your system is 2048 bytes, DOS allocates at least 2048 bytes for every file. A file containing only 85 bytes actually uses 2048 bytes of disk space. XTreeGold displays the 85 bytes actually used, but considers 2048 bytes when it determines the number of bytes available.

Using the example above, a disk with only 6144 bytes available would have only 4096 bytes available after an 85-byte file is added to it. This is because the 85-byte file actually uses 2048 bytes of disk space ($6144 - 2048 = 4096$).

Look at the Slack Space field in the Extended Statistics window to see the total amount of unusable space that results from DOS allocation methods.

Loading TSR Programs

If you run Terminate-and-Stay Resident (TSR) programs, you should load them directly from DOS before you start up XTreeGold. You may include them in your AUTOEXEC.BAT file to load them automatically upon booting. This is the correct procedure because TSR programs remain resident in memory even when they are terminated, unlike most programs which are removed from memory when you exit them. TSR programs con-

tinue to occupy memory that can be used by executable programs and can also fragment memory.

High Memory



XTreeGold Work Buffers

XTreeGold Program

XTreeGold Loader (7K)

TSR program loaded prior to XTreeGold

DOS

Low Memory

Memory with properly loaded TSR

Whenever you execute a program from the Command shell, XTreeGold releases some of the memory it uses to run the program. When the program is terminated, XTreeGold reinitiates its memory areas.

Loading a TSR from XTreeGold interferes with XTreeGold's memory allocation; the TSR program remains resident in memory and limits the memory available to XTreeGold memory for performing its tasks. When you return from running a TSR program, one of two situations can occur. The first situation occurs when you run the TSR using the Execute command, the Open command, or the Application Menu where XTreeGold is configured to allow applications to use only available memory. In this case, XTreeGold is inhibited from resuming and memory will look like this:

High Memory



TSR program loaded from XTreeGold

(this memory is now unavailable)

XTreeGold Program

XTreeGold Loader (7K)

TSR program loaded prior to XTreeGold

DOS

Low Memory

Memory with TSR loaded from XTreeGold (Case One)

If you attempt to return to XTreeGold, the following error message is displayed:

A Ram resident program has been executed. XTreeGold cannot continue. Strike any key to exit to DOS.

After exiting to DOS, XTreeGold is released completely from memory. However, subsequent DOS operation may be limited because the TSR was loaded in the middle of memory, fragmenting memory space.

The second situation occurs when you run a TSR program with the Alt eXecute command, the Alt Open command, or from the Application Menu when XTreeGold is configured to use all system memory. In this case, memory will look like this:



High Memory



XTreeGold Work Buffers

XTreeGold Program

TSR program loaded from XTreeGold

XTreeGold Loader (7K)

TSR program loaded prior to XTreeGold

DOS

Low Memory

Memory with TSR loaded from XTreeGold (Case Two)

In this case, XTreeGold will be able to reinstate its memory and continue operations.

In both of the situations described, you may encounter problems after quitting XTreeGold. This is because memory fragmentation can limit DOS operations. DOS is not designed to operate in this mode and unpredictable system errors may result if you call up a program that requires more memory than is contiguously available.

High Memory



Limited DOS memory

(may be insufficient to run programs with
medium or large memory requirements)

TSR program loaded from Command shell

Unusable memory left after exiting XTreeGold

TSR program loaded prior to XTreeGold

DOS

Low Memory

Fragmented memory

Rebooting is the only way to completely reallocate memory when you load a TSR from the XTreeGold. The best strategy with TSR programs is to load them before you begin any other work. Include your favorite TSR in your AUTOEXEC.BAT file.

File Attribute Security

Your operating system expects certain files to be in a specific location on a disk; in addition, some application programs use the position of the file on the disk as a key to allow access to the application. Many copy protection schemes use this technique. These files are protected with the system or hidden attribute. To maintain your system's security, XTreeGold does not display System and Hidden files. However, any System or Hidden files created during an XTreeGold session remain visible until the drive they were created on is logged again. You may choose to configure XTreeGold to display system and hidden files.

Read-Only files can't be moved, deleted, or renamed. XTreeGold prompts for confirmation before overwriting a Read-Only file. Hidden and System files cannot be moved, deleted, renamed, or overwritten. If you want to change these files, you must first remove the Read-only, System, and/or Hidden attribute.

Substituted Drives

Substituting drives is a way to segment a drive into other drive designations or substitute a drive for a path. Use the DOS command SUBST, valid in DOS versions 3.1 or greater, to substitute a drive ID. XTreeGold recognizes these substitute drives as actual drives and allows you to log them.

The error message, Directory in Use, occurs when you try to rename or delete a subdirectory which is part of a substituted directory. In order to delete or rename this directory, you must remove the definition of the substituted drive.

You cannot rename the Volume for a substituted drive. See the DOS manual for more information on substituted drives.

Joined Drives

If you have joined drives and want XTreeGold to recognize the joined drive, you need to select the Standard Logging method. Refer to the Configuration section for more information.

Networking Compatibility

This version of XTreeGold is not designed to fully support a network.



Error Messages

This section provides descriptions of error messages you may encounter while working with XTreeGold.

Disk Errors

Any of the error messages listed below may occur if a disk becomes damaged. Check your disk and your drive and press R to retry. If you are still unsuccessful, press C to cancel. You may have a defective disk.

Bad File Allocation Table

Data CRC Error

Sector Not Found

Seek to Track Failed

Unable to Read Data

Unable to Write Data

Undetermined Error

General Error Messages

The error messages listed may appear while you are using XTreeGold. Refer to this list for brief explanations and suggestions on how to recover from the errors. The messages are listed alphabetically for your convenience:

Alt Copy must be to another disk

When entering a destination for the Alt Copy command, you must specify a disk other than the currently logged disk. To copy files to the same disk, use the Ctrl Copy command.

Cannot Copy File into Itself

Make sure the file specification that follows the "as" in the prompt is not *.* , or specify a different destination directory.

Cannot Delete Root Directory

The root directory is a permanent part of every MS-DOS disk and cannot be removed. Directory delete operations can only be performed on subdirectories.

Cannot edit non-text file

You can't use the Edit command to edit a program file.

Cannot Move File to Itself

Make sure the file specification is not a wild card, or specify a different destination directory.

Cannot Rename File to Itself

Either the filename already exists or the rename file specification is *.* .

Cannot Rename substituted volume

You cannot rename the volume label for a disk that was created with the SUBST command.

Cannot Rename the Root Directory

The root directory is permanently designated by a backslash (\) in MS-DOS and cannot be renamed.

Destination file is System/Hidden

You cannot copy over a System file or a Hidden file. Use one of the Attribute commands to turn the attribute setting off.

Device Not Ready

If the device is a diskette drive, the diskette may not be inserted. Or, the indicated device may not be powered on or may not be online. Correct the problem and press R to retry.

Directory in Use

This error occurs whenever a subdirectory under consideration is also contained in a substituted drive path. To delete or rename this directory, you must delete the substituted drive(s) that contain it.

Directory is Full

Occurs only in the root directory when the maximum capacity of directory entries is reached within DOS. Before you can add more files or directories, you need to delete some.

Directory Not Empty

You may not delete a directory if it contains files or subdirectories. Delete its files and subdirectories first, and then you can delete the directory. Use the Prune command to completely remove the contents of a directory.

Disk Full

There is no room on the current destination disk for the file being copied. Copy the file or files to another disk, or cancel the operation and delete files from the current destination disk.

Disk Has Been Changed

There are two possible problems. One possibility is that since the drive was last logged, another disk was inserted without a corresponding log operation being performed. Either replace the original diskette or log the drive with the new disk. Another possibility is that you performed a DOS operation that changed

the disk, either from the Command Shell, the Application Menu, or with the Open command. In this case, what XTreeGold has logged in memory does not match what is actually on the disk. Log the disk again. This error does NOT cause loss of data or damage to the disk.

Disk is Write Protected

XTreeGold cannot write to the indicated disk. This is probably due to a write-protect tab on the diskette. If you are sure you want to write to the diskette, remove the tab, reinsert the disk, and press R to retry.

File is Read-Only/System/Hidden

Read-Only, System or Hidden files may not be deleted or re-named. Use one of the Attribute commands to turn the attribute setting off.

File Specification Text Maximum

No more than 238 characters may be entered as a file specification list.

Invalid Attribute

You have entered an attribute setting that is invalid. See the discussion of attributes in Chapter 4.

Invalid Directory Name

A directory name may contain no more than eleven characters.

Invalid Disk Drive

Your drive specifier must be A...Z and be physically present. Correct the error by entering a valid drive specifier.

Invalid File Specification

Only eight characters are allowed, with a maximum extension of three characters.

Invalid Path Specification

Either the path you have specified does not exist or it is misspelled.

Missing Overlay xxxxxx.sss

XTreeGold can't find the overlay file it requires for an operation. Check that the XTreeGold path has been set correctly.

Name exists

MS-DOS restricts the use of identical names for files, directories, and volume labels. Only files in separate directories may have identical names. Select a unique name.

Name exists as a directory

You cannot specify a filename that already exists as a directory name.

No Tagged Files

The operation you have initiated is only performed on sets of tagged files and none have been tagged.

Operation cancelled

XTreeGold could not complete the operation. If this is a log disk operation, you may not have a enough memory for the operation. Release another logged disk and try again.

Out of Memory

During an operation, you attempted to create more files or directories than XTreeGold could process. Remove any unwanted files and/or directories; or release an entire disk with the Alt Release command.

Path Not Found

XTreeGold cannot find the path you specified. Check to see if your entry is correct and that you have logged on the disk you want.

Printer Error. Cancel, Retry?

Your printer may be turned off or not selected. Or, you may be out of paper. Check your printer and the paper and retry by pressing R. If you are unsuccessful, your printer may not be working. Press C to cancel the print command.

Read Failure, Close Failure, Write Failure

One of these errors may be displayed if you are using XTreeGold under a network. If this is not the case, call Technical Support. Be prepared to give your serial number and system configuration, and to explain the specific operation sequences you performed.

Unable to Create File

Unable to Delete File

Unable to Change Attributes

Unable to Delete Subdirectory

Unable to Make Directory

Unable to Open File

Unable to Read File

Unable to Rename File

These errors are rare. They indicate that XTreeGold has encountered a situation of some severity. If the error is not immediately apparent, it could be a Disk Has Been Changed error (see above). If you cannot correct the situation, call Technical Support. Be prepared to give your serial number and system configuration, and to explain the specific operation sequences you performed.

Unknown Media Format

This message usually indicates that you have placed an unformatted diskette into the drive or that the hard disk has not been formatted. Press C to cancel, then check the disk. You can use the Alt F2 format command to format diskettes.

Troubleshooting

This section describes the most common situations reported when XTreeGold users call the XTree support line for help. Before calling us, we suggest you look in this section for your problem, and its solution.

The problems are arranged with general problems and questions first, followed by printing problems, with specific command questions last. You will have to skim the pages to find a problem similar to yours.

Problem: Typing XTGOLD at the DOS prompt does not run the XTreeGold program; instead, just the DOS prompt is displayed.

Solution:

Make sure you are using DOS version 3.1 or greater. Also make sure COMSPEC is pointing to COMMAND.COM.

Try this:

Type SET and press **Enter**

You should see the line:

```
COMSPEC = C:\COMMAND.COM
```

Problem: Mouse does not work

Solution:

Make sure you are installing the proper mouse driver for your particular mouse. Look in your config.sys file or autoexec.bat file.

In config.sys you may have a statement:

```
DEVICE=C:\MOUSE\MOUSE.SYS
```

In your autoexec.bat program, you may see the line:

C:\MOUSE\MOUSE.COM

Problem: Computer "locks up" when running XTreeGold

Solution 1:

If the program locks up on startup or when logging a drive, then change the logging method to STANDARD.

Try this:

1. At the XTGOLD prompt, type XTG_CFG and press **Enter**
2. Select Modify configuration items
3. Select disk logging method and press **Enter**
4. Press ESC and then press S for Save configurations and quit
5. Re-execute XTreeGold

Solution 2:

There may be a conflict between XTreeGold software and a device driver or a RAM resident program. Check your config.sys or autoexec.bat for other programs loaded into computer memory upon start up.

Try this:

A quick way to test for conflicts in autoexec.bat and config.sys is to start up your computer with your original DOS system disk in the A: drive and run XTreeGold again. If it works then, one at a time, add the contents of the files in config.sys and autoexec.bat until you find out which device driver or RAM resident program is causing problems.

Problem: Display screen is flashing

This is caused by a mis-configuration of the colors.



Solution:

1. Run the configuration program by pressing Alt F10 with the Directory window active, or typing XTG_CFG at the XTGOLD prompt.



2. Select item 2 on the menu "Display color selection".



3. Select a color configuration that is not flashing on your screen. There are 10 (0..9) default colors set up in this section. To select one just type a digit (0..9).



Problem: Missing overlay



This problem is caused by a mis-configuration of XTreeGold's program path. To correct this problem, re-configure XTreeGold's path to the path where it is installed.



Solution:



1. At the XTGOLD prompt type XTG_CFG and press **Enter**



2. Select Modify configuration items

3. Select Program Path and press **Enter**



4. Type in the correct path. For example, C:\UTILS\XTGOLD and press **Enter**



5. Press ESC and then press S for Save configurations and quit



6. Re-execute XTGOLD

Problem: Autoview does not display your word processing files in their proper format.



Solution:



Use the View command to enable you to format the file.

Then try this:



1. Press V to view the file



2. Then press F to format the file.

Problem: Cannot delete a file


Solution 1:

Check the file attributes for the file you want to delete. You can view the file attributes in 2 column or 3 column display format using the File display command (Alt + F). XTreeGold will not let you delete a file with Read only, System, or Hidden attributes.

1. Use XTree's File Attributes command to turn off the Read only, System, and Hidden status; from the File window, press A

2. Then type - (the minus sign) and the attribute letter (R, S, or H) and press **Enter**

3. Now use the Delete command

 **Note:** Do not delete IBMBIO.COM or IBMSYS.COM or MSDOS.COM or IOSYS.COM in the root directory. Deleting these files will cause your system to hang when booting up.

Solution 2:

If after pressing D for delete an error message says:

Error, Disk has been changed, try this:

1. Re-log the disk and try again

2. If you get the same error, check for spaces in the file name. Spaces are not allowed for a file name and you must use DOS's REN command to rename the file without spaces before you can delete it. (Don't use XTree's Rename command or you will get the same error.

3. For example, if the file name is TE ST.TXT, to rename without spaces using DOS's REN command, type:

REN TE?ST.TXT TEST.TXT and press **Enter**

4. Once this is done, re-log the disk and try again.

Problem: How do you run 1Word without loading XTreeGold?

1WORD is built into the program and cannot be run separately.

Solution:

Start XTreeGold and run 1Word by selecting the Edit command (Press E when the File window is active).



Index

.PFK files, 11-13

* key, 2-19, 6-13, 6-15, 8-5

- key, 2-20, 6-14, 6-15, 8-5

+ key, 2-19, 6-13, 6-15, 8-5

< > Select keys, 2-20, 6-9

. symbol, 6-13

+ symbol, 6-13, 6-15, 8-4, 8-5

? symbol, 6-13

? Statistics command, 6-23

1Word, 11-1

-A-

Active window, 1-7

All by attributes (tag) command, 4-36

All by attributes (untag) command,
4-37

All disk files (tag) command, 3-24

All disk files (untag) command, 3-25

All in window (tag) command, 3-19

All in window (untag) command, 3-21

Alt commands, 2-31

Alt + Copy command, 5-21

Alt + Edit command, 11-3

Alt + eXecute command, 8-22

Alt + F2 Format diskette, 6-26

Alt + F3 Relog directory command,
5-19

Alt + F4 compare, 4-26

Alt + F5 Open archive command, 9-5

Alt + F9 Video mode command, 10-21

Alt + F10 Configuration command,
10-2

Alt + File display command, 3-10

Alt + Graft command, 5-29

Alt + Hide/unhide command, 5-34

Alt + Log disk command, 6-16

Alt + Move command, 5-25

Alt + Open command, 8-16

Alt + Prune command, 5-32

Alt + Quit command, 2-48

Alt + Release command, 6-10

Alt + Sort criteria command, 3-12

Alt + Tag commands, 4-36

Alt + Untag commands, 4-37

Alt + Wash deleted space command,
6-28

Alt + Z command, 2-48

Application menu, 8-2

Creating, 8-6

Collapsing and expanding, 8-4

Graphics toggle, 8-5

Modifying, 8-6

Preventing modifications, 8-12

Selecting items from, 8-4

Applications, starting, 8-2, 8-17, 8-21

Arc directory commands, 9-9, 9-11

Arc file commands, 9-9, 9-13

Archive files command, 9-4

Archive formats, 9-3

Archived files, extracting, 9-8

Archiving features, 9-2

Attribute, file security, 8-10

Attributes command, 4-32

Attributes, tagging by, 4-36

Attributes, untagging by, 4-37

Autoview command, 7-18

Autoview window, 7-19

Available space command, 6-21

-B-

Backing up, 3-27, 5-21, 5-24

Batch command, 8-26

Batch files, creating, 8-26

Blank space, 6-13, 8-4

Branch files command, 2-15, 4-3

Branch file window, 2-15, 4-2, 4-3

Branch tagged command, 4-4

Matching files, 1-8, 3-3
Menu bar, 2-12
Menu command, 8-2
Merge split tags command, 4-24
Mouse operations, 1-9, 2-21, 2-23,
2-30, 2-36, 2-40, 2-42
Move command, 3-42
Move files command, 3-42
Move with paths command, 5-25
Moving around the windows, 2-18
Moving directory structures, 5-25

-N-

Name (volume) command, 6-19
New date commands, 4-29
New features, XTreeGold, 1-3
Next disk command, 6-9
No files match message, 2-8

-O-

Oops! (undelete) command, 3-37
Open (all memory) command, 8-16
Open archive command, 9-8
Open (quick) command, 8-15
Open Zip and Arc command, 9-5

-P-

Parameters, application menu, 8-11
Parameters, associate files, 8-17
Parameters, batch file, 8-27
Path identification line, 2-7
Point option, 2-38
Print (Directory) command, 5-7
Print (File) command, 3-50
Programmable function keys (PFK),
11-13
Prompt line, 2-11
Prune command, 5-32
Pull-down menus, 2-12, 2-24
Pull-down menus, help, 2-46

-Q-

Quick exiting, 2-48
Quit commands, 2-47
Quit to directory command, 2-48

-R-

Release (Release disk) command, 6-10
Relog directory (Relog) command, 5-19
Rename (Directory) command, 5-5
Rename (File) command, 3-46
Renaming a volume, 6-19

-S-

Screens and windows, 2-5
Search command, 7-24
Select keys, 6-8
Selecting a command, 1-8
Selecting a previously logged volume,
6-7
Selecting files, 3-15
Showall command, 2-15, 4-7
Showall file window, 4-2, 4-7
Showall tagged files command, 4-8
Small file window, 2-8
Sort criteria command, 3-12
Splitting windows, 2-16, 4-20, 5-12
Split on/off command, 2-16, 4-20
Standard commands, 2-31
Start options, 2-3
Starting XTreeGold, 2-3
Statistics (? Stats) command, 6-23
Statistics box, 2-9
Substituted drives, a-11
Switch to disk command, 6-7

-T-

Tag commands, 3-15, 3-19, 3-20
Tag pull-down menu, 2-27
Tagged pull-down menu, 2-26

Tagging files, 1-8

All files in a directory, 3-19

All files on a volume, 3-24

By attribute, 4-36

Current window, 4-15

Individual files, 3-15

Updating after interrupted operations, 4-44

Tags, inverting, 4-41

Technical support, a-1

Terms, XTreeGold, 1-7

Tree command, 2-23

Troubleshooting, a-18

TSR programs, a-16

-U-

Undelete (Oops!) command, 3-37

Untag commands, 3-16, 3-21, 3-25, 4-37

Untagging

All files in a directory, 3-21

All files on a volume, 3-25

All By attribute, 4-37

Individual files, 3-16

Update tags command, 4-44

-V-

Video mode command, 10-21

View command, 7-2

View commands, additional, 7-7

View window, 7-6

Viewing database files, 7-14

Viewing spreadsheet files, 7-15

Volume, 1-8

Volume command, 6-19

Volume pull-down menu, 2-27

-W-

Wash deleted space (Wash disk) command, 6-28

Window pull-down menu, 2-28

-X-

XTree Company, contacting, a-1

XTree pull-down menu, 2-25

XTreeGold help, 2-43

XTreeGold terms, 1-7

-Z-

Zip and Arc command, 9-4

Zip directory commands, 9-9, 9-11

Zip file commands, 9-9, 9-13



XTREE
C O M P A N Y