

3+Open™ MS-DOS™ Manager
User's Guide

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3+Open MS-DOS Manager User's Guide

**A member of the 3+ Open family of products.
For use with OS/2, version 1.0 or higher, and DOS,
version 3.1 or higher.**

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1 Introduction

If you have even a little experience with computers, you probably know that you need some type of system, an *operating system*, to help you tell your computer what to do.

The *MS-DOS*[®] *operating system* helps you to work with your computer easily. This system is the software that allows you to communicate with your computer and enables different parts of your computer to communicate with each other and with your application programs.

Now it's even easier to use the MS-DOS operating system on your computer. The MS-DOS operating system has a new look, a new *Manager*.

Meet MS-DOS Manager

MS-DOS Manager is an enhancement to the Microsoft[®] MS-DOS operating system. With the Manager, you can use menu screens and information boxes called *dialog boxes* to communicate with your computer. You don't have to memorize any commands because all the information you need is right on the screen in front of you. And, you can manage your files and run application programs right from within the Manager.

What You Should Have Before You Begin

Before you begin to use MS-DOS manager, you should have

- the MS-DOS Manager master disk
- the MS-DOS Manager tutorial disk
- a personal computer that runs version 3.0 or later of the MS-DOS operating system and has at least 256 kilobytes of memory

It is also a good idea to have a copy of the *MS-DOS User's Guide* handy for reference. Because MS-DOS Manager is really just a new way of interacting with the MS-DOS operating system, the basic concepts of the operating system also apply to the Manager. The *MS-DOS User's Guide* explains these concepts in detail.

About This Manual

The *MS-DOS Manager User's Guide* is for both beginning and experienced computer users. The guide is designed to be used with the enclosed *Learning MS-DOS Manager* tutorial disk, which introduces the Manager and explains some of the basics of using MS-DOS.

Although all users will probably benefit from going through the tutorial, those familiar with using menu screens and drop-down menus may want to go right to the chapters on using the individual menu screens (Chapters 7-10) for the information they need.

Notational Conventions

This manual uses certain *notational conventions* to identify different kinds of text:

Convention	Used for
Bold type	Commands
<i>Italics</i>	File and directory names, and variable text that is entered by the user
SMALL CAPITALS	Names of keys
Monospace	Examples of command strings that might be entered by the user

2 The MS-DOS Manager Tutorial

The best way to learn MS-DOS Manager is by going through the *Learning MS-DOS Manager* tutorial, a program of several minicourses that you work through on your computer. The tutorial gives you a chance to watch the MS-DOS Manager screen work and then to practice using it yourself. The tutorial is a fun, easy way to get acquainted with MS-DOS Manager.

In addition to explaining the Manager, the tutorial explains some MS-DOS basics for inexperienced computer users.

Pace yourself

Learn at Your Own Pace

You can learn about MS-DOS Manager and work through practice sessions at your own pace. You can work through the minicourses in any order you want, then quit at any time. And you can refer back to the tutorial whenever you want.

The tutorial is easy to use, even for people who have never used a computer before. Once you set up MS-DOS Manager on your computer and start the tutorial, all the instructions you need for going through the tutorial appear on your screen.

If You Are Already Familiar with MS-DOS

If you are already familiar with MS-DOS, you probably don't need to cover all of the topics. So, just work through the ones that are new to you.

Outline of the Tutorial

The beginning of the tutorial includes a short lesson on using the keyboard. If you are already familiar with the keyboard, you can skip this lesson.

There are eight minicourses in the MS-DOS Manager tutorial:

Minicourse	Description
How to Use This Course	Describes the structure of the tutorial and teaches you how to move around in the tutorial.
What You Can Accomplish with Your Computer	Describes the role that MS-DOS plays in managing your computer's operation.
Getting Started with MS-DOS Manager	Describes the parts of the MS-DOS Manager screen and teaches you how to view files, use menus, and ask for help.
Storing Your Work in Files	Teaches you how to name, rename, and delete files, format a disk, specify a disk drive, and copy files between disks.
Running Applications	Teaches you how to start one of the application programs listed in your Applications menu, and how to modify and add to your applications list.
Entering Standard MS-DOS Commands	Explains the relationship between MS-DOS Manager and MS-DOS, and teaches you how to exit the Manager when you want to use some additional MS-DOS commands.
Using MS-DOS Manager with a Hard Disk	Explains features of the Manager that relate specifically to hard disks.
Using MS-DOS Manager with a Mouse	Teaches you how to perform Manager operations using a mouse instead of the keyboard.

Starting the Tutorial the First Time

Now it's time to start the tutorial. Set up the tutorial and start it as explained here. Then if you want to review any of the lessons later, go to the instructions for referring back to the tutorial.

- 1 Using the MS-DOS `diskcopy` command, make a backup copy of your *Learning MS-DOS Manager* tutorial disk.
(If you don't know how to use this command, see the *MS-DOS User's Guide*.)
- 2 Boot your computer from any bootable MS-DOS disk.
(For an explanation of *booting*, see the *MS-DOS User's Guide*.)
- 3 Insert the *Learning MS-DOS Manager* tutorial disk into drive A.
- 4 At the MS-DOS system prompt for drive A, type *learn*.
- 5 Press RETURN.

If you have a hard disk on your computer and think you will be referring to the tutorial often, it may be a good idea to copy the tutorial onto your hard disk.

Referring Back to the Tutorial

- 1 If you are using MS-DOS Manager when you want to refer back to the tutorial, exit the Manager by using the MS-DOS command in the File Menu.
(To learn how to use this command, see Chapter 7, "The File Menu.")
- 2 If you have the tutorial stored on your hard disk, go on to step 3. Otherwise, insert the *Learning MS-DOS Manager* tutorial disk into drive A.
- 3 At the MS-DOS system prompt, type *learn*.
- 4 Press RETURN.

Starting the tutorial

Referring back to the tutorial

Going On

Now that you've been through the tutorial, the next step is to set up MS-DOS Manager on your computer, start the Manager, and begin using commands. Chapter 3 will get you started.

3 Getting Started

This chapter

- explains how to set up and start the Manager
- presents an overview of the MS-DOS Manager screen

Setting Up MS-DOS Manager

If you are not familiar with the MS-DOS operating system, some of the terms used in the setup procedure may be unfamiliar to you. See the *MS-DOS User's Guide* for information about

- the **diskcopy**, **copy**, and **path** commands
- files and directories
- external DOS commands
- the DOS path and how to modify it
- the *autoexec.bat* file and how to modify it

Setup Steps for a Computer with a Hard Drive

- 1 Make a backup copy of your MS-DOS Manager disk using the **diskcopy** command.
- 2 Decide whether you want to put your MS-DOS Manager files in an existing directory or create a new directory for them. (You could put the Manager files in the same directory that holds your MS-DOS commands or create a new directory and call it *manager*.)
- 3 Use the **copy** command to copy the MS-DOS Manager files from the floppy disk to the directory you've chosen.

Setting up the manager

- 4 Make sure that the MS-DOS path in your *autoexec.bat* file contains the names of
- the directory holding your MS-DOS Manager files
 - the directory holding these MS-DOS external commands:
 - format.com**
 - diskcopy.com**
 - command.com**

The *autoexec.bat* file contains a list of commands that your computer executes every time you boot up. The **path** command specifies a list of directories that MS-DOS searches whenever it cannot find a command in the current directory. By setting up your path as indicated, you enable your computer to execute MS-DOS Manager commands even when they are not in your current directory. You may find these concepts a little difficult at first: see the *MS-DOS User's Guide* for more information, or talk to someone who is familiar with MS-DOS.

Setup Steps for a Computer with Floppy Drives Only

Setting up the manager

- 1 Boot your computer with an MS-DOS disk in the A drive and a blank, unformatted disk in the B drive.
- 2 Make a bootable system disk by typing


```
format b:/s
```
- 3 Remove the MS-DOS disk from drive A, and insert the disk that contains your MS-DOS Manager files.
- 4 Copy the MS-DOS Manager files to the bootable system disk in drive B by typing the following at the A> prompt:


```
copy *.* b:
```
- 5 Remove the disk in drive B, and label it "Bootable MS-DOS Manager System Disk."

To Start the Manager Automatically After Booting

If you want DOS Manager to begin each time you start (or otherwise boot) your computer, type *manager* on a separate line at the end of your *autoexec.bat* file.

Starting MS-DOS Manager

Once you've set up the manager on your computer, you're ready to begin. Following are directions for starting the Manager from a hard disk and from a floppy disk.

If Manager is on Your Hard Disk

- 1 Boot your computer.
If you have *Manager* at the end of your *autoexec.bat* file, the MS-DOS Manager screen automatically appears on your monitor.
- 2 If the Manager screen does not appear, type *manager* at the DOS prompt.
- 3 Press RETURN.

If Manager is on a Floppy Disk

- 1 Boot your computer.
- 2 If you added *manager* on a separate line at the end of your *autoexec.bat* file, the Manager screen appears after you boot your computer. If not, type *manager* and press RETURN.
The MS-DOS Manager screen appears.

Starting the Manager from a hard disk

Starting the Manager from a floppy disk

About the MS-DOS Manager Options

As you saw in the *Learning MS-DOS Manager* tutorial, special *options* are available within the Manager when you use the Options menu. You can

- add a second window to your screen
- change the colors or grey shades on your screen
- change the way your files are listed on the screen
- tell DOS how to store your Help files
- modify how the copy and delete operations are performed
- set the date and time on your computer

You can either set your options when you first start working with the Manager or use the options that DOS Manager sets automatically. These are known as *default options*.

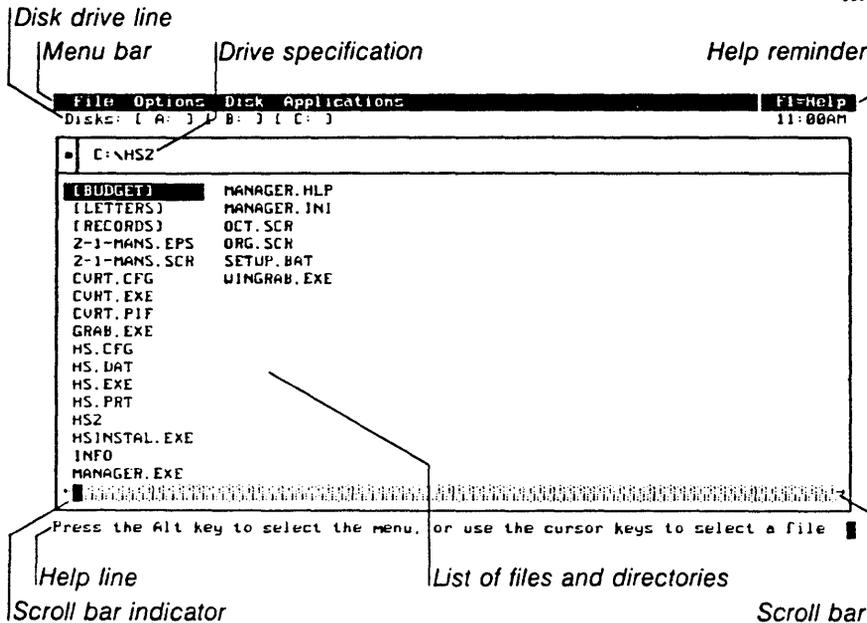
For more information about the available options and how to set them, see Chapter 8, "The Options Menu."

Overview of the MS-DOS Manager Screen

Although the tutorial explains the MS-DOS Manager screen in detail, you may have questions about the screen later on when you're using the Manager. You can use this section of the guide for easy reference.

The MS-DOS Manager screen displays the most frequently used MS-DOS commands and options:

The MS-DOS Manager screen



Menu Bar and Drop-Down Menus

To execute a command, first select one of the four menus from the *menu bar*. This causes a *drop-down menu* to appear. Then select one of the commands from the drop-down menu by pressing a letter key or by pointing and clicking with a mouse.

Disk Drive Line

The *disk drive line* lists the disk drives that are available on your computer. The highlighted drive is the *current drive*—the drive you are presently using.

Drive Specification

The *drive specification* shows the current drive and current directory.

List of Subdirectories and Files

The largest portion of the MS-DOS Manager screen lists the subdirectories and files in your current directory. Subdirectories are enclosed in brackets.

Scroll Bar

If your list of subdirectories and files is too long to fit on the MS-DOS Manager screen, you can bring the hidden files into view by clicking a mouse on the *scroll bar* at the bottom or to the right of the screen.

(You can also scroll through your list of files and directories by using the arrow keys on the keyboard.)

A highlighted rectangular box called the *scroll bar indicator* shows you where you are in your list of files and directories. Chapter 4, "Files and Directories," explains how to scroll through the list using the scroll bar.

Help

If you need some help for the operation you are performing, a *help line* at the bottom of the screen gives you information about what to do next or what's wrong. The *help reminder* at the top of the screen reminds you that you can get more help by pressing the F1 function key.

4 Files and Directories

If you've been through the *Learning MS-DOS Manager* tutorial, you probably know the basics about files and directories and how to work with them.

This chapter gives you some more information about files and directories. You can also refer to the *MS-DOS User's Guide* for more details.

Directories as Organizational Tools

From the tutorial, you know that when you use your computer, you store all your work in files. If you have a large number of files, you'll probably want to organize them into convenient categories and create a *directory* for each category. Directories make it easy to find and work with files.

In an office, you can separate and organize files by putting them in different drawers. For example, you might put your accounting files in one drawer and your letters in another one. You can do the same thing with MS-DOS by putting your computer files into different directories. You might have a directory for letters you write, a directory for charts you create, and a directory for important notes you want to keep.

Having several directories is especially helpful if you are using a hard disk, since hard disks can contain many files. You can create directories on a floppy disk too, but you don't really need to unless the disk contains an unmanageable number of files.

Kinds of Directories

You will find references to different types of directories throughout this manual. It is helpful to understand this terminology when using the MS-DOS Manager.

Root Directory

MS-DOS automatically creates one directory, the *root directory*, on every disk that you format. Unless you create other directories, MS-DOS puts all files you create in the root directory.

The root directory of any disk can hold only a limited number of files and directories, depending on the type of computer and the type of disk you are using.

Subdirectories

If you want, you can create directories within directories, or *subdirectories*.

For example, within the *letters* directory, you could have subdirectories for different types of letters. For instance, you might have a subdirectory for letters about financial matters and a subdirectory for personal letters.

Parent Directory

Any directory that contains a subdirectory is considered the *parent* of its immediate subdirectories.

Current Directory

The directory you are actually working in is called the *current directory*. The current directory is the one shown in the drive specification line of your Manager screen.

When you create a file, MS-DOS automatically creates it in your current directory.

If you use the **Split Screen** command (in the Options menu) to display an extra window on your screen, the current directory is the one that appears in the window with the highlighted border.

Multilevel Directory System

The MS-DOS system of directories, subdirectories, and files is called a *multilevel* or *hierarchical* directory system. The first level is always the root directory, and all directories, subdirectories, and files branch out from the root directory in much the same way that a tree branches from its root. That's why this type of file structure is often called a *tree-structured file system* and is the reason for the name *root directory*.

Naming Your Files and Directories

You saw in the Learning *MS-DOS Manager* tutorial that a legal filename can have no more than eight characters with an extension of no more than three characters.

A directory name is also limited to eight characters. Like a filename, a directory name can be followed by a period (.) and an extension of up to three characters; however, extensions are rarely used with directory names.

File and directory names can include any letter or number but cannot include any of the following characters, which have special meaning to MS-DOS:

Symbol:	Name:
'	apostrophe
*	asterisk
\	backslash
.	period
?	question mark
"	quotation marks
;	semicolon
/	slash

Wildcard Characters

MS-DOS gives you two *wildcard* characters that you can sometimes use as a shortcut when specifying filenames in certain commands.

Like wild cards in a poker game, wildcard characters can represent any other character. You can use wildcards with many DOS commands, such as those for copying, deleting, and locating files.

An asterisk (*) can represent any character or combination of characters. When used in a filename or filename extension, the asterisk stands for the character or characters that have been left out. For example, *.doc refers to all the files with the extension .doc.

A question mark (?) can represent only one character. When used in a filename or filename extension, the question mark stands for one character that has been left out. For example, ??????.doc refers to all the files that have filenames with six characters and the extension .doc.

For more information on wildcard characters, see the *MS-DOS User's Guide*.

Pathnames

When you want to use a file or display a directory that is not in your current directory, you may need to tell MS-DOS where to look for the file or directory. You do this by specifying a search path or *pathname* to the file. Many of the MS-DOS Manager commands, such as **C**opy and **L**ocate, ask you to enter pathnames.

A pathname is a sequence of directory names followed by a filename. In a pathname, each directory or file is separated from the previous one by a backslash (\).

To figure out a pathname, first determine the disk drive, directory, and subdirectory (if applicable) in which the file or directory is located. The general format of a pathname is

```
[drive name:][\directory name][\subdirectory name...] \filename
```

Full and Relative Pathnames

A search path that begins at the root directory is called a *full path*. For example, if you had a file *bank.ltr* in a directory *letters* on disk drive B, the full pathname would be

```
b:\letters\bank.ltr
```

Note that the first backslash in the pathname specifies that the search begins at the root directory. The second backslash is a separator between the directory path and the filename.

If *bank.ltr* were in *financl*, a subdirectory of *letters*, the full pathname would be

```
b:\letters\financl\bank.ltr
```

A search path that begins within your current directory is a *relative path*. You would use a relative pathname to move to a subdirectory of your current directory.

Since a relative pathname starts from your current directory, you don't need to put a backslash at the beginning, or specify a disk drive.

For example, if your current directory was *letters*, and you wanted to use the file *bank.ltr* in the subdirectory *financl*, you would use the relative pathname:

```
financl\bank.ltr
```

You would need a backslash only to separate the filename from the subdirectory.

Scrolling Through a List of Files and Directories

You can scroll through a list of files and directories on your screen by using either the keyboard or a mouse.

The scroll bar (at the bottom or to the right of your screen) contains a highlighted rectangular box that shows you where you are in your list of files and directories as you scroll. This box is called a *scroll bar indicator*.

With the Keyboard

You can scroll through a list of files by using certain keys:

Scrolling with the keyboard

To Move:	Do This:
Up or down one line at a time	Use the arrow keys.
Up or down one screen at a time	Use the PG UP and PG DN keys.
To the beginning or end of the file list	Use the HOME and END keys.
To the next file that begins with a particular letter of the alphabet	Press that letter.

If You Have a Mouse

If you click on the scroll bar, your list of files and directories moves as shown in the following table:

To Scroll:	Do This:
Up or down one file at a time when files are in long format	Click on one of the scroll bar arrows at the right-hand side of the screen.
Left or right one column at a time when files are in short format	Click on one of the scroll-bar arrows at the bottom of the screen.

Up or down one page at a time

Click between an arrow and the indicator.

To any position in your list of files and directories

Move the cursor to the scroll bar indicator. Then, while holding down the left mouse button, drag the indicator along the scroll bar to the position you want. Release the mouse button.

Moving Around in Your Directory System

You can move around in the multilevel system by starting at the root and traveling through directories and subdirectories to find a particular file. Conversely, you can start anywhere within the file system and travel toward the root.

Changing Directories

There are three methods you can use to change your current directory. The following chart shows these methods and where to go for more information.

Method:	For More Information:
Using the Change Directory command in the Disk menu	See Chapter 8, "The Disk Menu."
Using the keyboard arrow keys or a mouse	See the following section.
Using the Visual Tree command in the Options menu	See Chapter 7, "The Options Menu."

Changing directories

If you change the disk in a floppy drive, you need to inform the Manager. To do this, hold down the CONTROL key and press the key corresponding to the drive letter. The Manager displays the list of files and directories on the new floppy disk.

Using the Keyboard or a Mouse

You can change directories just by using the keyboard arrow keys or a mouse—without going to any of the menus.

With the Keyboard

To Change to This Directory: Do This:

Subdirectory of Current Directory

- 1 Use the arrow keys to highlight the name of a subdirectory listed on the screen.
- 2 Press RETURN.

Parent Directory of Current Directory

- 1 From the screen showing the list of files in your current directory, press the BACKSPACE key.

Last Current Directory on Another Drive

- 1 Hold down the CONTROL key and press the drive letter of the other drive.

If You Have a Mouse

To Change to This Directory: Do This:

Subdirectory of Current Directory

- 1 Move the cursor to the name of the subdirectory on the screen.
- 2 Double click the left mouse button (or press RETURN).

Any Directory Shown in Drive Specification Line

- 1 Move the cursor to any directory in the drive specification line.
- 2 Double click the left mouse button.

Last Current Directory on
Another Drive

- 1 Move the cursor to the desired drive in the drive specification line.
- 2 Double click the left mouse button.

Going On

Now that you know about using files and directories, you are ready to start using the MS-DOS Manager commands and running your application programs.

For an overview of the Menu Bar and an explanation of which menu to use for the operation you want to perform, see Chapter 5, "Overview of Using MS-DOS Manager Commands."

Then, to learn exactly how to execute commands, go on to Chapter 6, "Steps for Executing Commands," and to the chapters on the individual menus (Chapters 7 through 10).

5 Overview of Using MS-DOS Manager Commands

MS-DOS Manager provides you with drop-down menus that make it easy to use the most common MS-DOS commands. This chapter

- describes each of the four menus in the Menu Bar
- shows you which menu to use depending on the operation you want to perform
- explains some concepts you should know before you begin executing commands

The Menu Bar

The MS-DOS Manager menu bar contains four menus: File, Options, Disk, and Applications. The name of each menu indicates the type of commands in that menu. When you select a menu, the commands for that menu appear in a small screen called a *drop-down menu*.

The File Menu

With the File menu, you can organize and store your work files and exit MS-DOS Manager.

From the File menu, you can choose commands that run, copy, delete, move, rename, locate, type, or get information about a file. You can exit to the MS-DOS system prompt to use additional MS-DOS commands. You can also use some of the File commands to work with directories.

The Options Menu

With the Options menu, you can change the way your screen and files appear and the way copy and delete operations are performed. You can also change the list of applications to be listed in your Applications menu.

You can use the Options menu to set the date and time on your computer, add a second window to the screen, change the colors or gray shades on your screen, and display a graphic representation of your directory tree structure. This menu also lets you save any changes you make to your options or to your applications list.

The Disk Menu

With the Disk menu, you can create or change directories, copy or get information about a disk, or format a disk.

The Applications Menu

With the Applications menu, you can start your applications directly from MS-DOS Manager.

Which Menu to Use

The table below shows you which menu to use for the operation you want to perform.

Selecting the right menu

What You Want to Do:	Which Menu to Use:
Work with your files	File menu
Copy	
Delete	
Get information about a file's size in bytes, and the date and time you created it or last updated it	
Locate	
Move	
Rename	
Run (executable files)	
Type (the contents of a file)	

Work with your directories	File, Options, or Disk menu
Change	Disk or Options menu
Copy	File menu
Create	Disk menu
Delete	File menu
Locate	File menu
Rename	File menu
Install or modify your applications	Options menu
Change your screen appearance	Options menu
Change your screen colors	
Split your screen	
Display your directory tree structure	Options menu
Specify how files are shown	Options menu
Whether files should be listed alphabetically, by date, by extension, or by size	
Which files should be listed	
Whether files should be listed in short or long format	
Safeguard against overwriting by mistake	Options menu
Safeguard against deleting by mis- take	Options menu
Verify copy operation automatically	Options menu
Specify certain Help options	Options menu
Set the date and time	Options menu
Exit to MS-DOS	File menu

Before You Begin Executing Commands

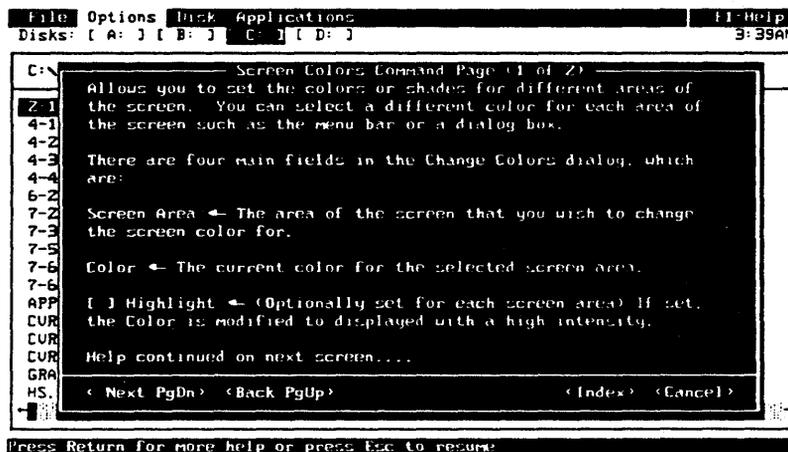
Before you begin executing commands, there are a few concepts you should be familiar with:

Getting Help

Whenever you need help for the operation you are performing, you can press F1. MS-DOS Manager responds by displaying a help screen.

You can use the PG UP and PG DN keys to move forward and backward through multiple pages of help information. You also can display an index of all the help topics that are available and choose any help topic you want to review.

For example, if you were using the **Screen Colors** command and needed help with changing your screen colors, pressing F1 would cause this help screen to appear:



Accelerator Keys

When you press the ALT key or look at any of the drop-down menus, notice that one letter in the name of each menu, command, or application is highlighted. The corresponding key on the keyboard is called the *accelerator key* because pressing it is a fast or *accelerated* way of selecting a menu or command.

You can make a selection from a menu or a drop-down menu just by pressing the accelerator key.

Dialog Boxes

If MS-DOS Manager needs to know more information about a command or application you've selected, a *dialog box* appears on the screen.

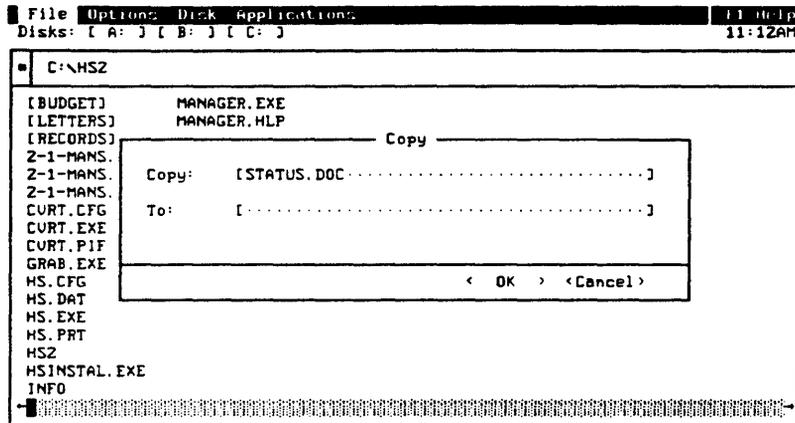
A dialog box asks you to do one of the following:

- type in information
- select one of several options from a list

- set or clear an “on/off” option
- confirm a command

Type in Information

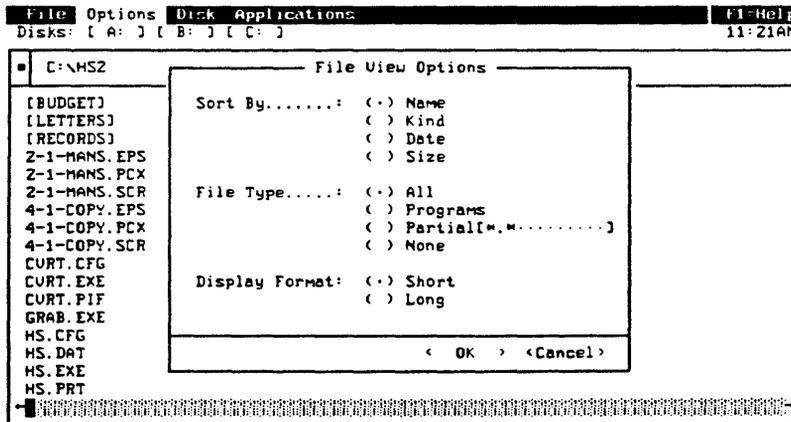
A dialog box of this kind might ask you to type in the name of a file, directory, drive, or path. For instance, the **Copy** dialog box asks you to supply the new name for a file you are copying:



Enter the name of the new file and press Return or press Esc to cancel

Select One of Several Options from a List

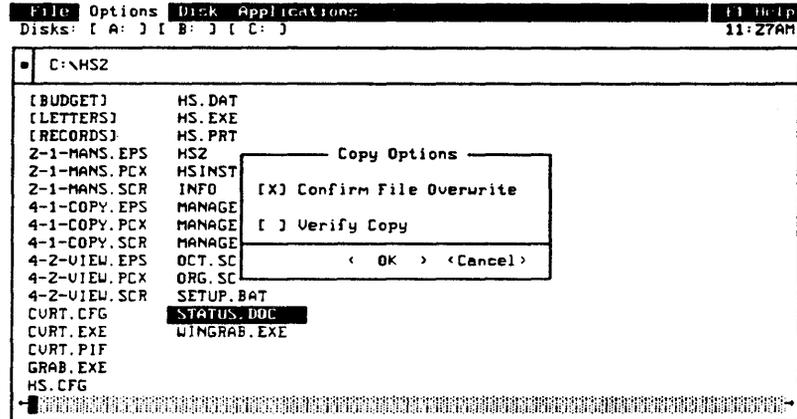
This type of dialog box asks you to choose from a list of options. For example, the **File View Options** dialog box asks you to choose the format that your files should be listed in:



Select the options and press Return or press Esc to cancel

Set or Clear an "On/Off" Option

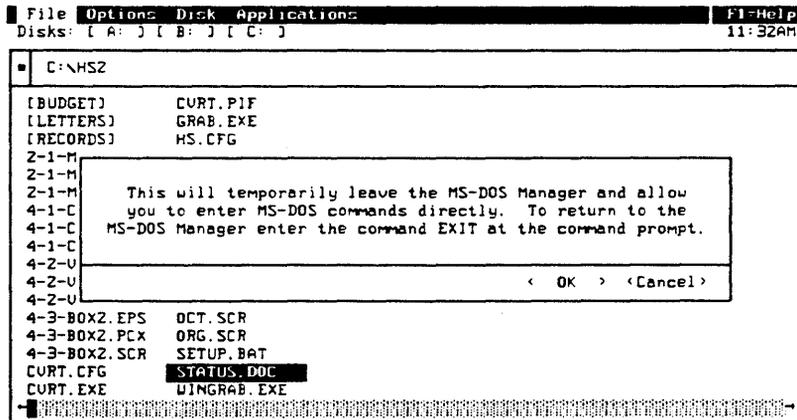
This type of dialog box gives you a yes-or-no choice on one or more options. For example, the **Copy Options** dialog box lets you set or clear the "Confirm File Overwrite" option:



Select the options and press Return or press Esc to cancel

Confirm a Command

This type of dialog box just asks you to confirm a command. For example, the **MS-DOS** dialog box asks you to confirm that you really do want to exit to the MS-DOS command line:



Press Return to enter MS-DOS commands or press Esc to cancel

6 Steps for Executing Commands

To execute any of the MS-DOS Manager commands explained in Chapters 7 through 10, you need to perform up to four steps:

- 1 Select a file or directory.
- 2 Select a menu.
- 3 Choose a command or application from the drop-down menu.
- 4 Complete the dialog box (if necessary).

How to Use This Chapter

It's important to understand this chapter before you begin executing commands because it tells you exactly how to do each of these steps.

The chapters on using the menus in the Menu bar (Chapters 7 through 10) explain how to execute commands from start to finish, but some of the steps are abbreviated there so you won't get bogged down in too much detail and repetition. The steps that are the same in each command are explained in detail here.

For example, the instructions for a command may ask you just to *select a file* or *execute the dialog box*. This chapter explains exactly how to perform these steps in detail.

You will probably want to refer back to this chapter as you use the later chapters for executing commands.

Just for Practice

To get some practice executing commands, you can always refer back to the *Learning MS-DOS Manager* tutorial. The tutorial walks you through executing some commands step-by-step.

**Practice executing
commands**

You can also experiment with the Manager's menus and command options yourself. Don't be hesitant about trying out some commands on your own. If you make a mistake or want to exit a command, just press ESC.

Step One: Select a File or Directory

Follow this step if you are using a command that operates on files and directories. Otherwise, go on to Step 2.

You can select a single file, multiple files, or all the files in one or more directories. The following commands allow multiple file operations:

Copy

Get Info

Delete

Rename

Move

Type

1 If your current directory does not contain the file or directory you want, first change to the directory where it is located.

To change directories, you can use the **Change Directory** command in the Disk menu. To learn how, see Chapter 9, "The Disk Menu."

2 Select the file or directory you want by using the arrow keys to move the highlighted bar over the file or directory name.

The **Copy**, **Delete**, **Rename**, **Move**, and **Type** commands also allow you to type filenames in the appropriate fields when the dialog box is displayed. Leave a space between each filename you type.

Keyboard Shortcut

■ Move the highlighted bar over the file or directory you want by pressing the first letter of the file or directory name.

If you press the letter key once, the highlighted bar jumps to the first filename that begins with the letter you pressed. To continue moving the bar down, press the key again or use the arrow keys.

You can select multiple files by holding down the **SHIFT** key while you use the arrow keys. If you come to a file you don't want to select, press the **SPACEBAR** while continuing to hold down the **SHIFT** key. To resume selecting files, press the **SPACEBAR** again.

Selecting multiple files with the keyboard

If You Have a Mouse

- ☐ Move the cursor to the name of the file or directory you want and click the left mouse button.

To select multiple files, click the right mouse button on each file you want to select. (If you have a one-button mouse, hold down the **SHIFT** key and click the mouse button.) If you accidentally select a file you don't want to include in the operation, place the mouse cursor over that file and press the right button one more time.

Selecting multiple files with a mouse

Step Two: Select a Menu

This step “pulls down” one of the four MS-DOS Manager menus onto your screen.

- ☐ Press **ALT**.
The menu bar is activated.
- ☐ Highlight the menu you want in the menu bar by using the right and left arrow keys.
- ☐ Press **RETURN**.
The drop-down menu appears.

Keyboard Shortcut

- ☐ Press the **ALT** key.
The menu bar is activated.
- ☐ Press the first letter of the menu name you need.
The drop-down menu appears.

If You Have a Mouse

- 1 Move the cursor to the menu you want in the Menu Bar.
- 2 Click the left mouse button.

The drop-down menu appears.

Mouse Shortcut

- While holding down the left mouse button, drag the cursor over the menu bar to the menu you want. (As you pass over a menu, its drop-down menu appears.) Then release the mouse button.

Step Three: Choose a Command or Application from the Drop-Down Menu

This step tells MS-DOS Manager which command or application you want to use.

- 1 Highlight your selection in the drop-down menu by using the up and down arrow keys.
- 2 Press RETURN.

Keyboard Shortcut

- Press the accelerator key for the command or application you want. You can assign accelerator keys (SHIFT and function key) to your applications using the **Modify Application List** command described in Chapter 8, "The Options Menu." For the **Move**, **Copy**, **Delete**, and **Rename** commands, you can also press a function key:

Command:	Function Key:
Move	F2
Copy	F4
Delete	F5
Rename	F7

If You Have a Mouse

- 1 Use your mouse to point the cursor to any letter in the name of the command or application you want to select.
- 2 Click the left mouse button.

Mouse Shortcut—Selecting a Menu and Command in One Step

- While holding down the left mouse button, move the cursor over the menu bar to the menu you want and then down the drop-down menu to the command you want. (As you pass over a menu, its drop-down menu appears.) Release the mouse button.

The dialog box for the command you chose appears.

To Cancel a Command

- To cancel a command and return to the MS-DOS Manager screen, press ESC.

**Cancelling a
command**

After You've Made Your Choice

Once you've made a choice from the drop-down menu, MS-DOS Manager does one of the following:

- Executes (carries out) the command you selected
- Starts the application you selected
- Displays a dialog box asking you for more information

Step Four: Complete the Dialog Box

When a dialog box appears, DOS Manager wants you to type in information, select one of several options from a list, set or clear an "on/off" option, or confirm a command.

You may need to move between fields to complete a dialog box.

Moving Between Fields

A dialog box can have several parts, or fields. To move from one field to another, use one of the options shown here:

Moving around in a dialog box

To Move:	Do This:
To the next field	Press TAB.
To the previous field	Press SHIFT and TAB at the same time.
To any field	Press ALT. (One letter in each field of the dialog box is highlighted.) Then type the highlighted letter in the field you want to move to.

If You Have a Mouse

Move the cursor to the option you want to select or the space where you want to enter text. Click the left mouse button.

Entering Information

There are four ways to enter information in a dialog box:

- by typing in text
- by selecting one of several options from a list
- by setting or clearing an “on/off” option
- by confirming a command

Typing text in a dialog box

Typing in Text

- Use the keyboard to type in text, such as a filename.

Selecting One of Several Options from a List

In a dialog box showing a list of options that can be set or cleared, the currently selected option shows a bullet (●). To choose a different option, follow these steps:

- 1** Position the highlighted bar over the option you want:

Choosing an option in a dialog box

Method:	What to Do:
With the keyboard	Use the up and down arrow keys, or if the option you want has a highlighted letter, you can just type that letter.
With a mouse	Point the cursor over the option you want and click the left mouse button.

- 2** Set or clear an option by pressing the SPACEBAR.

Setting or Clearing an “On/Off” Option

In a dialog box showing options that can be turned either “on” or “off,” if the option is selected, an X appears in the brackets next to the option.

To either set an option (place an X in the brackets) or clear an option (remove the X from the brackets), follow these steps:

Method:	What to Do:
With the keyboard	TAB to the option you want to either set or clear. Press the SPACEBAR.
With a mouse	Move the cursor to the option you want and click the left mouse button.

If the brackets are empty, an X appears and the option is set. If there is already an X in the brackets, the X disappears and the option is cleared.

Confirming a Command

When MS-DOS Manager displays a dialog box asking you to confirm a command, you can either execute or cancel it at that point by executing or cancelling the dialog box.

To Execute a Dialog Box

You can use either the keyboard or a mouse:

Executing a dialog box

Method:	What to Do:
With the keyboard	Press RETURN.
With a mouse	Move the cursor to the <OK> field and click the left mouse button.

To Cancel a Dialog Box

If you're working in a dialog box and change your mind about completing it, you can cancel the dialog box at any time:

Cancelling a dialog box

Method:	What to Do:
With the keyboard	TAB to the <Cancel> field and press RETURN. Or, press ESC.
With a mouse	Move the cursor to the <Cancel> field and click the left mouse button.

7 The File Menu

The File menu gives you the commands you need to work with your files. You can also use a few of the File menu commands with your directories. Use the File menu to

- Run an executable file.
- Copy, delete, or rename files or directories.
- Move or locate files.
- Display (type) the contents of a file.
- Get information about files or directories.
- Exit to the MS-DOS system prompt.

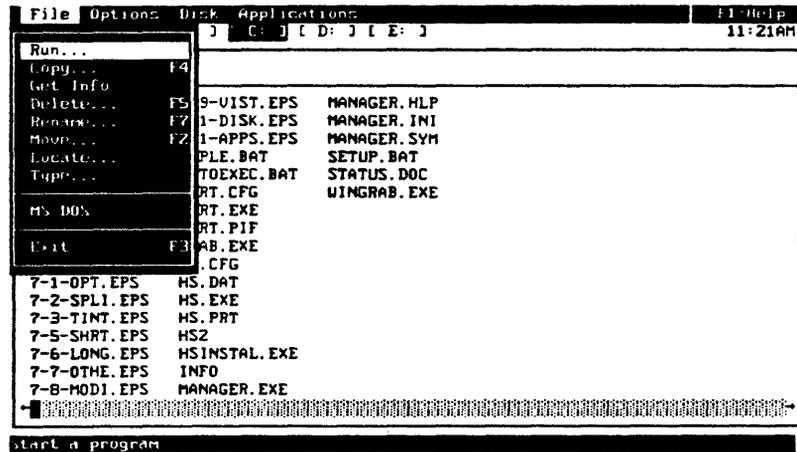
There are four general steps to perform when you use any of the File menu commands:

- 1 Select the file or directory you want to work with (for commands that operate on files or directories).
Although you can wait until the dialog box appears to select the file or directory, it's best to do it first.
- 2 Select the File menu from the menu bar.
A drop-down menu appears.
- 3 Choose the command you want.
- 4 If a dialog box appears, enter information and execute the dialog box.

If you need more specific information about how to perform any of these steps, see Chapter 6, "Steps for Executing Commands."

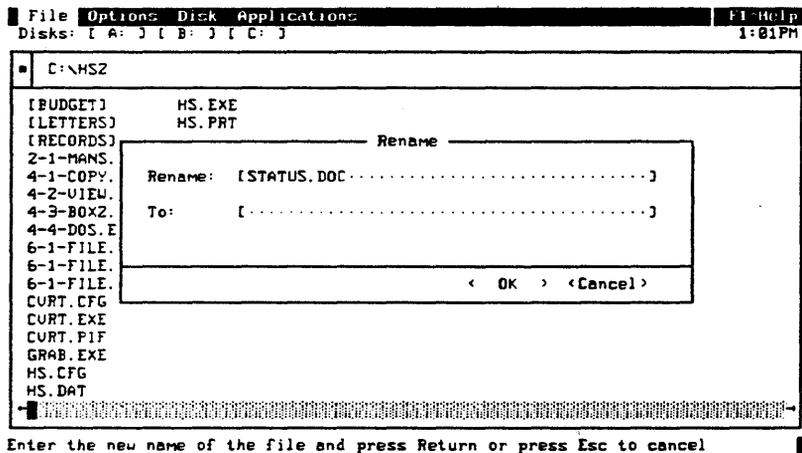
When you select the File menu, a drop-down menu appears listing the File menu commands:

**How to execute
commands**



Dialog Boxes

After you choose a command, MS-DOS Manager displays a dialog box with the name of the file or directory you selected:



Entering a File or Directory in a Dialog Box

If you decide to use a different file or directory, or if you forgot to select a file or directory before selecting the File menu,

- 1 Move to the filename field:

Method:	What to Do:
With the keyboard	Use the TAB key.
With a mouse	Move the cursor to the desired field and click the left mouse button.

- 2 Type the desired file or directory name. (If you've already entered a file or directory name, simply type over it.)

Run

Use the **Run** command to run or start executable files. These have a *.bat*, *.com*, or *.exe* filename extension, or one of the extensions linked with your application programs.

When you select a file to run, MS-DOS Manager

- Searches for and loads your file
- Starts an application (if the filename extension is in the list of extensions for the application)

You can specify an application extension when you add an application to your applications list. For a detailed explanation, see Chapter 8, "The Options Menu."

How MS-DOS Searches for Files

MS-DOS Manager searches for files in this order:

1. In the current directory
2. In the MS-DOS path (as specified in your *autoexec.bat* file)
3. In the root directory of the current drive

If MS-DOS Manager can't find the file, it prompts you to insert the program disk in drive A.

Note for Advanced Users When you run external commands with executable extensions (*.bat*, *.com*, or *.exe*), MS-DOS Manager uses the MS-DOS path to locate them. If you use the **path** command to tell MS-DOS the location (directory) of the commands,

you can run them from any directory, since MS-DOS will always know where to find them.

For more information on the MS-DOS path and using the **path** command, refer to the *MS-DOS User's Guide*.

To Run a Program

- 1 Select the executable file you want to run from your current directory.
- 2 Select the File menu.
- 3 Choose the **Run** command.
- 4 Execute the dialog box.

Keyboard Shortcut

- 1 Select the executable file you want to run from your current directory.
- 2 Press RETURN.

If You Have a Mouse

- 1 Point the mouse cursor to the name of the executable file you want to run from your current directory.
- 2 Double click the left mouse button.

Copy

Use the **Copy** command to copy a file to a directory on the same disk or on a different disk. The **Copy** command makes a duplicate version of the file without affecting the original version. If you would like a different name for the copy, you can specify a new name.

You can copy a single file, multiple files, or entire directories. When you copy a directory, all the files in that directory are copied to the selected destination. The directory structure itself is not copied.

If there is already an existing file with the same name in the destination directory, MS-DOS Manager *overwrites* (erases) the file when you execute the **Copy** command. There is a way you can safeguard against overwriting by mistake. This is explained in the next section.

To Safeguard Against Overwriting by Mistake

You can ask MS-DOS Manager to let you know before it overwrites an existing file. For more information, see the section on the **Copy Options** command in Chapter 8, "The Options Menu."

Verifying Contents of Original File and Copy

You can ask MS-DOS Manager to verify that the contents of the new file are the same as the contents of the original after copying. For more information, see the section on the **Copy Options** command in Chapter 7, "The Options Menu."

Selecting Multiple Files

You can select multiple files from the current directory and copy them to another disk or directory in a single operation. The procedure for selecting files is described in Chapter 6, "Steps for Executing Commands."

The list of selected files is displayed in the *Copy:* field with a space between each filename. You can edit the list before you execute the dialog box. Use the arrow keys to move through the list.

You can type multiple filenames directly in the *Copy:* field instead of selecting them from the screen list. The field allows up to 256 characters, including a space between each filename.

Using Wildcards

You may be able to simplify your copy operation by using wildcards. Wildcards are explained in Chapter 4, "Files and Directories," and in the *MS-DOS User's Guide*.

Examples of Using the Copy Command

The following table shows you some examples of how you would use the **Copy** command and what you would enter in the dialog box.

To Do This Operation:	Copy:	To:
Copy the file <i>bank.ltr</i> and rename it <i>account.ltr</i> .	<i>bank.ltr</i>	<i>account.ltr</i>
Copy the file <i>bank.ltr</i> from the current directory to the root directory of the disk in drive B.	<i>bank.ltr</i>	B:\
Copy all the files in the current directory to the <i>letters</i> directory in drive B.	*.*	B:\ <i>letters</i>
Copy all the files in the <i>charts</i> directory in drive A to the current directory.	A:\ <i>charts</i>	
Make a copy of all the files in the current directory that have the extension <i>.ltr</i> and replace the extension on the new files with <i>.bak</i> .	* <i>ltr</i>	* <i>bak</i>

To Copy a File or Directory

Copying a file or directory

- 1 Select the file or directory you want to copy.
- 2 Select the File menu.
- 3 Choose the **Copy** command.
(Pressing the F4 function key is a shortcut around steps 2 and 3.)
- 4 In the *To:* field, type a name for the copy of the file or directory. Include a pathname if you need one.
If you are in split screen display mode, the *To:* field defaults to the current directory of the other (unhighlighted) window.
- 5 Execute the dialog box.

Dragging Files With a Mouse

You can copy a file or multiple files by dragging them to a directory in another window, to a drive letter in the disk drive line, or to a directory name in the visual tree. If you are not in split screen mode, MS-DOS Manager automatically splits your screen to show you the results of these operations.

- 1 Select the file or directory you want to copy.
- 2 Hold down the CTRL key and the left mouse button.
- 3 Drag the file to the desired location and point the cursor at the destination window, drive letter, or directory name.
- 4 Release the mouse button.

If you drag files to another window, the destination window becomes the active window and the copied files are highlighted.

Get Info

Use the **Get Info** command to display the name of a selected file, its size in bytes, the date and time you created or last updated the file, and the file type — (H)idden, (S)ystem, (A)rchive, or (R)ead only. For more information about these types of files, see the *MS-DOS User's Guide*.

Selecting Multiple Files

You can select multiple files from the current directory and display information about those files in a single operation. The procedure for selecting files is described in Chapter 6, "Steps for Executing Commands."

To Get Information About a File or Directory

- 1 Select the file you want to get information about.
- 2 Select the File menu.
- 3 Choose the **Get Info** command.

MS-DOS Manager displays a dialog box showing the name of the selected file or directory, the size in bytes (files only), and the date and time you created or last updated the file or directory.

- 4 Execute the dialog box.

**Getting Information
about a file or
directory**

Delete

Use the **Delete** command to erase a file or directory from your disk.

Deleting a directory erases the entire contents of the directory; therefore, before you delete a directory, make sure it does not contain any files you want to keep.

To Safeguard Against Deleting by Mistake

There are two options in MS-DOS Manager that can help you safeguard against deleting files or directories by mistake. You can select both options by using the **Delete Options** command in the Options menu.

If you select the “Confirm File Deletion” option, MS-DOS Manager asks you to confirm that you want to delete a file or directory whenever you use the **Delete** command. If you select the “Directory Must be Empty” option, the Manager will not allow you to delete a directory that contains any files.

For details, see the section on the **Delete Options** command in Chapter 7, “The Options Menu.”

Selecting Multiple Files

You can select multiple files from the current directory and delete them in a single operation. The procedure for selecting files is described in Chapter 6, “Steps for Executing Commands.”

The list of selected files is displayed in the *Delete:* field with a space between each filename. You can edit the list before you execute the dialog box. Use the arrow keys to move through the list.

You can type multiple filenames directly in the *Delete:* field instead of selecting them from the screen list. The field allows up to 256 characters, including a space between each filename.

Using Wildcards

You may be able to simplify your delete operation by using wildcards to specify filenames. Wildcards are explained in Chapter 4, “Files and Directories,” and in the *MS-DOS User's Guide*.

Examples of Using the Delete Command

The following table shows you some examples of how you would use the **Delete** command and what you would enter in the dialog box.

To Do This Operation:	Delete:
Delete the file <i>mom.ltr</i> in the current directory.	<i>mom.ltr</i>
Delete the <i>letters</i> directory on the disk in drive A.	A:\ <i>letters</i>
Delete the <i>financl</i> subdirectory on the disk in the current drive.	\ <i>letters\financl</i>
Delete all files in the current directory that have the <i>.ltr</i> extension.	<i>*.ltr</i>
Delete all files in the current directory.	<i>*.*</i>
Delete all files in the <i>letters</i> directory in drive A.	A:\ <i>letters*.*</i>
Delete all files in the current directory that have a six-character filename and the extension <i>.ext</i> .	<i>?????.ext</i>

To Delete a File or Directory

- 1 If you're deleting a directory, make sure it does not contain any files you want to keep.
(All files in the directory will be deleted.)
- 2 Select the file or directory you want to delete.
- 3 Select the File menu.
- 4 Choose the **Delete** command.
(Pressing the F5 function key is a shortcut around steps 3 and 4.)
- 5 Execute the dialog box.

Another dialog box may appear asking you to verify that you want to delete the file or directory.

If you are trying to delete a nonempty directory and you selected the "Directory Must Be Empty" option, MS-DOS Manager will not allow you to delete the directory. You must do one of two things:

- Delete all the files in the directory
- Go to the Options menu, choose the **Delete Options** command, and clear the "Directory Must Be Empty" selection. Then try to delete the directory again.

Deleting a file or directory

Rename

Use the **Rename** command to change the name of a selected file or directory.

Selecting Multiple Files

You can select multiple files from the current directory and rename them in a single operation. The procedure for selecting files is described in Chapter 6, “Steps for Executing Commands.”

The list of selected files is displayed in the *Rename:* field with a space between each filename. You can edit the list before you execute the dialog box. Use the arrow keys to move through the list.

You can type multiple filenames directly in the *Rename:* field instead of selecting them from the screen list. The field allows up to 256 characters, including a space between each filename.

Using Wildcards

You may be able to simplify your rename operation by using wildcards to specify filenames. Wildcards are explained in Chapter 4, “Files and Directories,” and in the *MS-DOS User's Guide*.

To Rename a File or Directory

- 1 Select the file or directory you want to rename.
- 2 Select the File menu.
- 3 Choose the **Rename** command.
(Pressing the F7 function key is a shortcut around steps 2 and 3.)
- 4 Type a new name for the file or directory in the *To:* field.
- 5 Execute the dialog box.

Renaming a file or directory

Move

Use the **Move** command to transfer a file within a directory or to relocate a file to a different directory or disk.

You can also use the **Move** command like the **Rename** command to change the name of a file. If you **Move** a file within a directory, the **Move** command erases the file with the original name.

Selecting Multiple Files

You can select multiple files from the current directory and move them to another disk or directory in a single operation. The procedure for selecting files is described in Chapter 6, "Steps for Executing Commands."

The list of selected files is displayed in the *Move:* field with a space between each filename. You can edit the list before you execute the dialog box. Use the arrow keys to move through the list.

You can type multiple filenames directly in the *Move:* field instead of selecting them from the screen list. The field allows up to 256 characters, including a space between each filename.

Using Wildcards

You may be able to simplify your move operation by using wildcards to specify filenames. Wildcards are explained in Chapter 4, "Files and Directories," and in the *MS-DOS User's Guide*.

Examples of Using Move

The following table shows you some examples of how you would use the **Move** command and what you would enter in the dialog box.

To Do This Operation:	Move:	To:
Move the file <i>bank.ltr</i> from the current directory into the <i>financl</i> directory in the <i>letters</i> directory.	<i>bank.ltr</i>	<i>\letters\financl</i>
Rename the file <i>bank.ltr</i> in the current directory to <i>credit.ltr</i> in the same directory.	<i>bank.ltr</i>	<i>credit.ltr</i>
Move the file <i>taxes.cha</i> from the <i>charts</i> directory in the current drive to the <i>financl</i> directory in the <i>letters</i> directory in the same drive.	<i>\charts\taxes.cha</i>	<i>\letters\financl</i>
Move all files from the current directory on drive A to the current directory on drive B.	A:*.*	B:*.*
Move all files with the extension <i>.ltr</i> from the <i>letters</i> directory on drive A to the root directory on drive B and replace the <i>.ltr</i> extension with	A:\letters*.ltr	B:*.doc

To Move a File

Moving a file

- 1 Select the file you want to move.
- 2 Select the File menu.
- 3 Choose the **Move** command.
- 4 Enter a name for the new file, including the drive name and directory name if they are different from the current ones.
- 5 Execute the dialog box.

Dragging Files With a Mouse

You can drag a file or multiple files to a directory in another window, to a drive letter in the disk drive line, or to a directory name in the visual tree.

- 1 Select the file or directory you want to move.
- 2 Hold down the left mouse button.

- 3 Drag the file to the desired location and point the cursor at the destination window, drive letter, or directory name.
- 4 Release the mouse button.

If you drag files to another window, the destination window becomes the active window and the moved files are highlighted.

Locate

Use the **Locate** command to find a file or group of files on a disk. This command will help you if you do not remember exactly where certain files are stored or the exact name of a file.

The **Locate** command also allows you to list the contents or delete one or more of the located files. And, you can change the current directory to one that contains a located file.

You can specify a pathname to tell the Manager where to start searching for your files. If you do not specify a pathname, **Locate** automatically begins the search in the root directory of the current drive.

Specifying a Pathname

The pathname tells MS-DOS Manager which directory or subdirectory to search.

For example, if you want to locate the *mom.ltr* file and you think that it is in the *letters* directory in the root directory on a disk in drive B, specify this search path in the *Starting at Directory:* field:

```
B:\letters
```

This tells MS-DOS Manager to search the *letters* directory and any of its subdirectories.

If you know that the file is somewhere on the disk in drive B, but you don't know which directory it is in, specify the pathname:

```
B:\
```

This tells MS-DOS Manager to search all the directories on the disk in drive B.

Using Wildcards

You can use wildcards to simplify some locate operations. Wildcards are explained in Chapter 4, “Files and Directories” and in the *MS-DOS User’s Guide*.

Examples of Using Locate

The following table shows you some examples of how to use the **Locate** command and what you would enter in the dialog box.

To Do This Operation:	Start at:	Locate:
Locate all the files with the extension <i>.ltr</i> on the disk in drive A, including the root directory and any of its subdirectories.	A:\	* <i>.ltr</i>
Locate all the files with the extension <i>.ltr</i> in the <i>letters</i> directory on drive A and in any subdirectories of that directory.	A:\ <i>letters</i>	* <i>.ltr</i>

To Locate a File

Locating a file

- 1 Select the File menu.
- 2 Choose the **Locate** command.
- 3 Type the name of the file you want to locate. Use wildcards if you know only part of the filename.
- 4 If you want the Manager to begin the search in a directory other than the root directory on the current drive,
 - Move to the *Starting at Directory:* field.
 - If the directory you want the Manager to begin the search is *not* in your current directory, enter a *full* pathname.
 - If the directory you want the Manager to begin the search is within your current directory, enter a *relative* pathname. (*Full* and *relative* pathnames are explained in Chapter 4, “Files and Directories.”)

- 5 Execute the dialog box.

MS-DOS Manager displays the complete pathnames of the files that match the file specification you entered in a new dialog box titled "Files Located." The size in bytes and the date and time you created or last updated each file also are listed. If the entire list of files located does not fit in the dialog box, you can scroll through the list of files using the scroll bar.

- 6 There are three operations you can perform from the "Files Located" dialog box:

- 1 You can select a file from the list and type its contents.
- 2 You can delete a file from the list (another dialog box appears asking you to confirm that you want to delete the file).
- 3 You can change the current directory to the directory that contains a file selected from the list.

If you have a mouse, move the cursor to a file and double click to change to that file's directory.

- 7 To return to the MS-DOS Manager screen:

Method:	What to Do:
With the keyboard	Press RETURN.
With a mouse	Move the cursor to the <OK> field and click the left mouse button.

Type

Use the **Type** command to display the contents of a file or group of files. This command allows you to see what is in a file without starting the application where it was created.

Selecting Multiple Files

You can select multiple files from the current directory and display their contents in a single operation. The procedure for selecting files is described in Chapter 6, "Steps for Executing Commands."

The list of selected files is displayed in the *Type* field with a space between each filename. You can edit the list before you execute the dialog box. Use the arrow keys to move through the list.

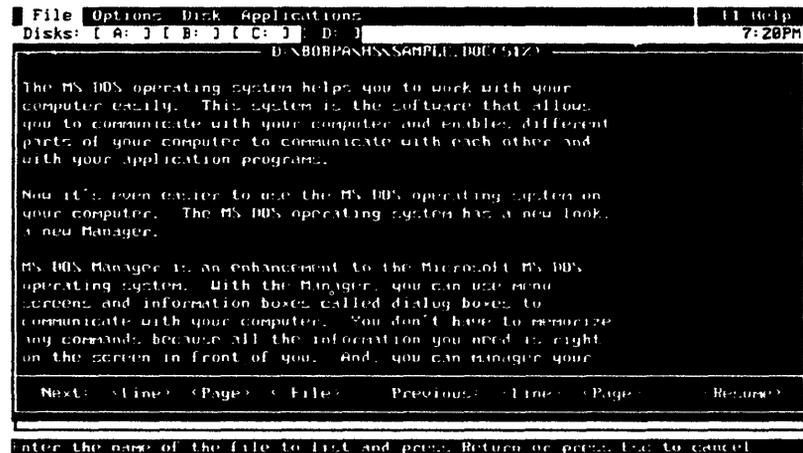
You can type multiple filenames directly in the *Type* field instead of selecting them from the screen list. The field allows up to 256 characters, including a space between each filename.

Using Wildcards

You may be able to simplify some type operations by using wildcards to specify filenames. Wildcards are explained in Chapter 4, "Files and Directories," and in the *MS-DOS User's Guide*.

The Type Dialog Box

When you select files using the **Type** command, MS-DOS Manager displays the first page of the first selected file:



This dialog box contains

- The name of the file and your location in the file expressed as a percentage.
- The beginning of the selected file.
- A *Next Line* field that you use to display the next line of the file. You also can use the down-arrow key.
- A *Next Page* field that you use to display the next page of the file. You also can use the PG DN key.

- A *Next File* field that you use to display the first page of the next selected file.
- A *Previous Line* field that you use to display the previous line in the file. You also can use the up-arrow key.
- A *Previous Page* field that you use to display the previous page of the file. You also can use the PG UP key.
- A *Resume* field that you use to return to the MS-DOS Manager screen.

To Type a File

- 1 Select the file you want to display.
- 2 Select the File menu.
- 3 Choose the **Type** command.
- 4 Execute the dialog box.

Typing a file

MS-DOS and Exit

Both the **MS-DOS** and **Exit** commands let you leave MS-DOS Manager to go to the MS-DOS system prompt and enter MS-DOS commands that are not available within the Manager.

Which command you should use depends on whether you plan to return to the Manager screen before you quit your work session:

To Do This:	Use This Command:
Go to the MS-DOS system prompt only temporarily and return to the Manager screen later	MS-DOS
Quit your work session	Exit

MS-DOS

- 1 Select the File menu.
- 2 Choose the **MS-DOS** command.
(If you change your mind and decide not to leave MS-DOS Manager, press ESC.)
- 3 Execute the dialog box.

Exiting to MS-DOS temporarily

- 4 When you are ready to return to MS-DOS Manager,
 - 1 At the system prompt, type *exit*.
 - 2 Press RETURN.

Quitting your work session

Exit

- 1 Select the File menu.
- 2 Choose the **Exit** command.
(Pressing the F3 function key is a shortcut around steps 1 and 2. If you change your mind and decide not to leave MS-DOS Manager, press ESC.)
- 3 Execute the dialog box.

If you modified your applications list or changed any options in the Options menu during your current work session, MS-DOS will give you the opportunity to save your changes before you exit. If you answer "no," then any and all changes that you made through the Options menu are lost.

If you do not use **Save Options** to save your changes, they will be lost when you exit. For more information, see the information on the **Save Options** command in Chapter 7, "The Options Menu."

To Return to MS-DOS Manager

- Reboot your computer, OR
- At the MS-DOS system prompt,
 - 1 Type *manager*.
 - 2 Press RETURN.

8 The Options Menu

With the Options Menu, you can modify various MS-DOS Manager options. Use this menu to

- Add a second window to the screen.
- Display a graphic representation of your directory structure.
- Change colors or grey shades on the screen.
- Specify the format you want the Manager to use to display your directories and files.
- Select certain options to help you when deleting or copying.
- Specify certain options for the Help files.
- Set the current date and time on your computer.
- Change your list of applications for the applications list.
- Save any changes you have made to the options or the applications list.

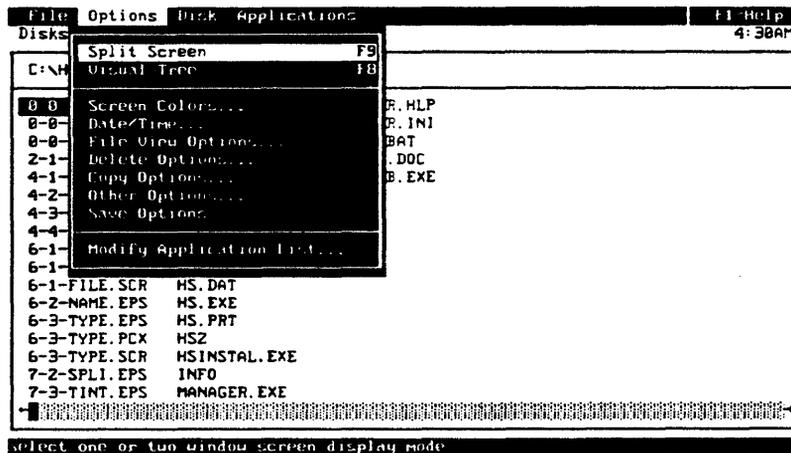
There are three general steps to perform when you use Options menu commands:

- 1 Select the Options menu.
A drop-down menu appears.
- 2 Choose the command you want.
- 3 If a dialog box appears, enter information and execute the dialog box.

If you need more specific information about how to perform any of these steps, see Chapter 6, "Steps for Executing Commands."

When you select the Options menu, a drop-down menu appears listing the Options menu commands:

**How to execute
commands**



Saving Your Changes

Always save the changes you make to your options before you exit the Manager. Otherwise, they will be lost when you turn off or reboot your computer.

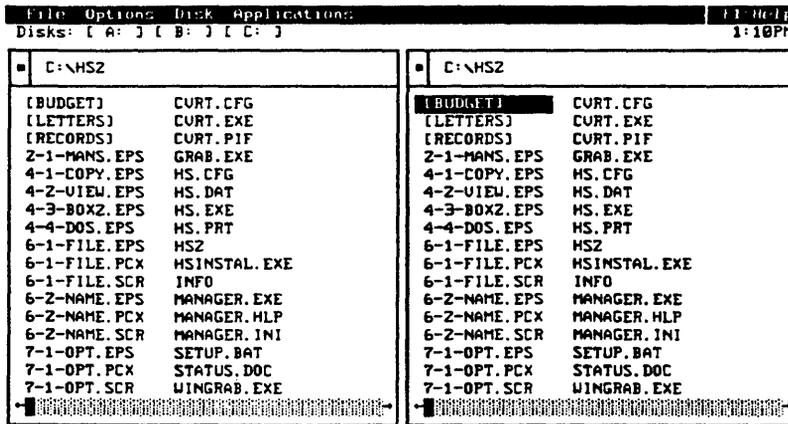
If you make changes to your options (or to your applications list), there are two ways to save your changes before exiting a work session:

- By using the **Save Options** command in the Options menu right after you make the changes
- By indicating <Yes> in the dialog box that appears when you exit MS-DOS Manager

Split Screen

Use the **Split Screen** command to

- view two different directories on the screen at the same time, each in a different window
- display different parts of a large directory's file list in different windows
- return an already split screen back to a single window



Press the Alt key to select the menu, or use the cursor keys to select a file

When the screen is split, the *active* window is the one with the highlighted border. Initially, you should see the same directory in both windows. You can change the directory in the active window to display the contents of two directories simultaneously.

To Split Your Screen

- 1 Select the Options menu.
- 2 Choose the Split Screen command.

MS-DOS Manager displays a second window on the screen.

(Pressing the F9 function key is a shortcut around steps 1 and 2.)

- 3 To place a different directory in the new window, use the Change Directory command in the Disk menu.

Splitting your screen

To Move Between the Two Windows

- ▣ Press TAB or F6.

To Return the Screen to One Window

- ▣ Choose the Split Screen command again or press the F9 function key.

Visual Tree

Use the **Visual Tree** command to display a graphic representation of the directory structure on your current disk. This command also provides a convenient way to change directories.

```

File Options Disk Applications
Disks: [ A: ] [ B: ] [ C: ] [ D: ]
                                         4:41AM

C:\
├── CT
├── DOS ─────────── DOSEXTRA
├── HS
├── LANISSUE
├── MGR ─────────── OLDMANZ
├── MSWORD
├── QB
├── STYLE
└── TMP

C:\HS
0-0-HELP.EPS  4-3-BOXZ.EPS  6-3-TYPE.EPS  7-2-SPL1.EPS  AUTOEXEC.BAT
0-0-HELP.PCX  4-4-DOS.EPS   6-3-TYPE.PCX  7-3-TINT.EPS  CURT.CFG
0-0-HELP.SCR  6-1-FILE.EPS 6-3-TYPE.SCR  7-5-SHRT.EPS  CURT.EXE
2-1-MANS.EPS  6-1-FILE.PCX 7-1-OPT.EPS   7-6-LONG.EPS  CURT.PIF
4-1-COPY.EPS  6-1-FILE.SCR 7-1-OPT.PCX   7-6-LONG.SCR  GRAB.EXE
4-2-VIEW.EPS  6-2-NAME.EPS 7-1-OPT.SCR   APPLE.BAT     HS.CFG
  
```

Press the ALT key to select the menu, or use the cursor keys to select a file.

When you select the **Visual Tree** command, the screen splits into two windows. The tree appears in the upper window with the name of the current directory highlighted. The directory contents are displayed in the lower window. You can display two directories in the lower window using the **Split Screen** command, although you cannot display two visual trees at one time.

To Display the Visual Tree

- 1 Select a disk from the disk drive line.
- 2 Select the Options menu.
- 3 Select the **Visual Tree** command.

(Pressing the F8 function key is a shortcut around steps 2 and 3.)

To Change Directories from the Tree

The current directory is highlighted in the tree and its contents are displayed in the lower window. You can use the keyboard or a mouse to change the current directory:

Display the Visual Tree

Method:	What to Do:
With the keyboard	With the tree in the active window, use the arrow keys to highlight the desired directory. Press RETURN.
With a mouse	Move the cursor to the desired directory and click the left mouse button.

If the entire tree does not fit in the window, use the scroll bars at the bottom and right sides of the window to display different parts of the tree.

To Move Around Within the Visual Tree Screen

The following chart summarizes the methods for moving within the tree and between windows. The tree must be in the active window for you to be able to move around within it.

With the Keyboard:

Use:	To Do This:
The F10 function key	Change the active window between the tree and directory. If two directories are displayed, the last active directory becomes the active window.
The arrow keys	Highlight a directory in the tree. Press the RETURN to change directories to the highlighted directory.
The SHIFT key and the arrow keys	Scroll through the tree without changing the highlighted directory.
The PG UP and PG DN keys	Move the tree display up or down to view parts of the tree that are not shown.
The TAB or F6 function key	Change the active directory if two directories are displayed. If the tree is not the active window, the highlighted directory in the tree changes to the active directory.

If You Have a Mouse

Method:	To Do This:
Click the left mouse button on a directory name in the tree.	Change the highlighted directory in the tree and change the directory displayed in the lower window.
Click the left mouse button on the scroll bars.	Scroll through the tree without changing the highlighted directory.
Click the left mouse button in a window.	Change the active window.

To Remove the Visual Tree Display

- Choose the **Visual Tree** command again or press the F8 function key.

Screen Colors

Use the **Screen Colors** command to change the colors or grey tones of your MS-DOS Manager screen.

Your use of this option varies according to the type of monitor you have:

Type of Monitor:	What You Can Do:
Color	Choose any of the available screen colors.
Strictly monochrome display (black and white only with no shades of grey possible)	Use the <i>monochrome</i> setting (for the best screen appearance).
Other monochrome display (with shades of grey)	Change your grey shades by selecting different colors.

You can select a color or shade for each area of the MS-DOS Manager screen. Be careful not to select the same color for two overlapping areas of the screen (such as the foreground and background or the foreground and dialog boxes), since certain color combinations can make the screen hard to see.

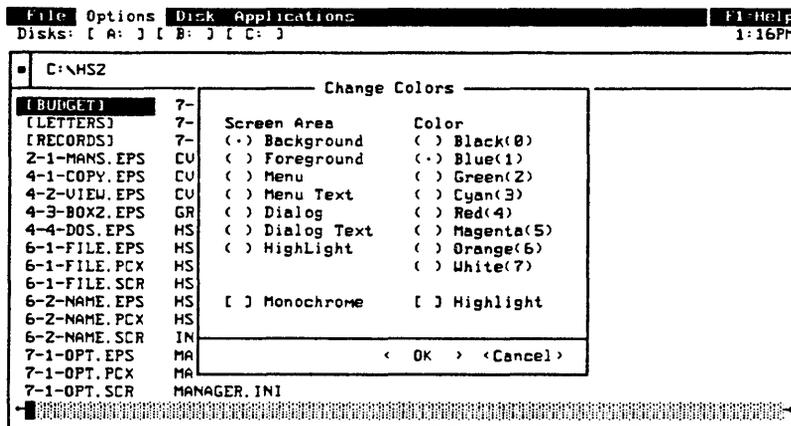
Screen Colors Default Options

The screen colors *default options* are the screen area colors that are automatically set by the Manager until you change them.

Once you change the default options and save your changes, MS-DOS Manager creates a new file: the *manager.ini* file. From then on, Manager always sets your screen colors according to the options saved in the *manager.ini* file. You can change your screen as often as you like. Just remember to always save your changes before you end your MS-DOS Manager session.

The Screen Colors Dialog Box

The Screen Colors dialog box looks like this:



Select the colors and press Return or press Esc to cancel

The dialog box consists of

- A *Screen Area* column listing the names of the Manager's screen areas
- A *Color* column listing the available colors
- A *Monochrome* field that you use if you have a monochrome monitor
- A *Highlight* field that you use to change the intensity of the color of the highlight areas.
- An **<OK>** field
- A **<Cancel>** field

To change a screen area color, first choose the screen area you want to change from the *Screen Area* column. Then go to the *Color* column and choose the color you want.

About the Highlight Fields

The *Highlight* screen area lets you choose the color of the highlighted areas. These areas include the accelerator keys and the screen border.

The *Highlight* field in the *Color* column is an “on/off” feature that lets you turn the intensity of the color of the highlight areas on or off.

For example, if the *Highlight* screen area is set to the color white and the *Highlight* field is marked, the highlighted areas will appear as a high-intensity white.

If You Have a Monochrome Monitor

If you have a monochrome monitor, mark the *Monochrome* field. You can disregard the *Highlight* fields.

To Change Screen Colors

Changing screen colors

- 1 Select the Options menu.
- 2 Choose the **Screen Colors** command.
- 3 Complete the dialog box.

You can use the keyboard or a mouse.

- 1 To change a screen area color, choose the screen area you want by moving the diamond-shaped character beside that area:

Method:	What to Do:
With the keyboard	Use the arrow keys. Keyboard Shortcut Press ALT to highlight the dialog accelerator keys. Then type the accelerator key for the option you want.
With a mouse	Move the cursor to the screen area you want and click the left mouse button.

- 2 Choose a color for the screen area you've chosen:

Method:	What to Do:
Using the keyboard	TAB to the <i>Color</i> column. Then move the diamond-shaped character beside the color you want by <ul style="list-style-type: none"> ■ Using the arrow keys, or ■ Pressing the number shown to the right of the desired color
Using a mouse	Move the cursor to the color you want and click the left mouse button.

- 3 To change the intensity of the highlighted areas, turn the *Highlight* either "on" or "off." To turn it on, make an X in the brackets; to turn it off, remove the X:

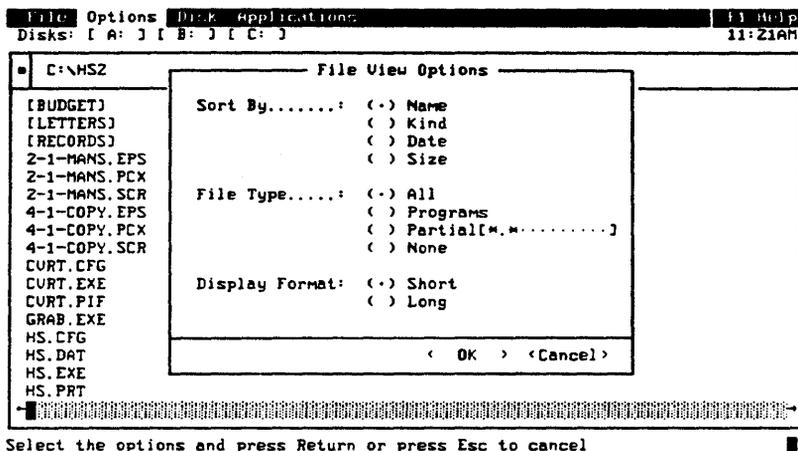
Method:	What to Do:
Using the keyboard	TAB to the <i>Highlight</i> field. Press the SPACEBAR.
Using a mouse	Move the cursor to the <i>Highlight</i> field and click the left mouse button.

- 4 Execute the dialog box.
The MS-DOS Manager screen appears again.
- 5 Repeat from step 1 until you have made all the screen color changes you want.

File View Options

Use the **File View Options** command to tell MS-DOS Manager which files you want to view on your screen and how they should be shown.

The File View Options dialog box looks like this:



There are three types of file view options:

With This Field:

You Can Choose:

Sort By:

Whether files in your current directory are sorted alphabetically, by type of extension, by date, or by size.

File Type:

Which files are listed on the screen:

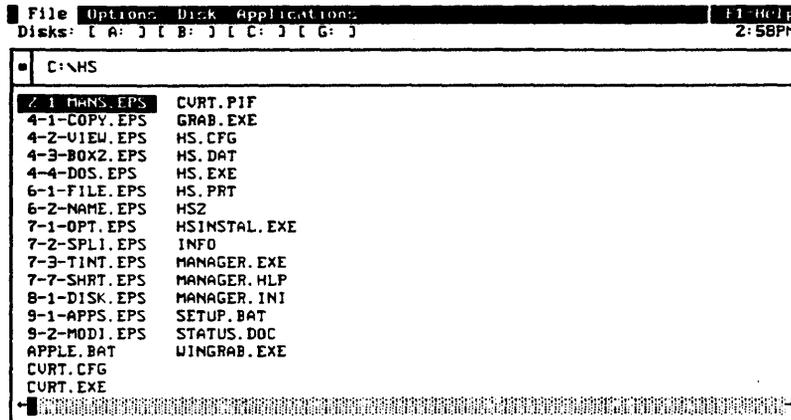
- all the files in your current directory
- just the executable program files (those with the filename extensions *.bat*, *.com*, and *.exe*)
- just certain files that you select using a wildcard character, or
- no files

Display Format:

The format of your file list (either *short* or *long*).

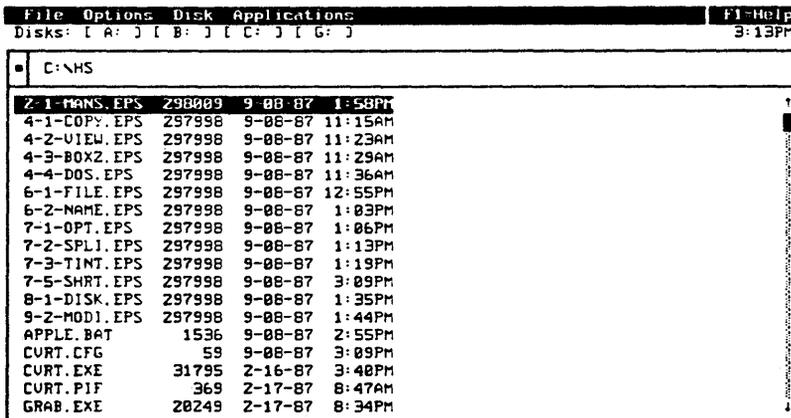
Display Formats

The *short* format lists only the filename and extension:



Select a menu using a highlighted character or the cursor keys and press Return

The *long* format lists the filename and its extension, the file size, and the date and time you created or last changed the file:



Press the Alt key to select the menu, or use the cursor keys to select a file

Notice that when your files are listed in long format, the horizontal scroll bar at the bottom of the screen disappears and a vertical scroll bar appears at the right side of the screen.

Setting your file view options

To Set the File View Options

- 1 Select the Options menu.
- 2 Choose the **File View Options** command.
- 3 Change the *Sort By*, *File Type*, and *Display Format* fields of the dialog box to match the options you want.

You can move between the fields and choose your options using either the keyboard or a mouse:

Method:	What to Do:
With a keyboard	<p>TAB to the <i>Sort By</i>, <i>File Type</i>, or <i>Display Format</i> field.</p> <p>Move the diamond-shaped character beside the option you want by using the arrow keys.</p> <p>Keyboard Shortcut</p> <p>Press ALT to highlight the dialog accelerator keys. Then type the accelerator key for the option you want.</p>
With a mouse	<p>Move the diamond-shaped character beside the option you want and click the left mouse button.</p>

- 4 Execute the dialog box.

Delete Options

Use the **Delete Options** command to tell MS-DOS Manager

- Whether to display a confirmation message when you use the **Delete** command
- Whether MS-DOS Manager can delete a nonempty directory

Confirming Deletions

If you select the "Confirm File Deletion" option, MS-DOS Manager asks you to confirm that you want to delete a file or directory whenever you use the **Delete** command.

If you do not select this option, MS-DOS Manager deletes the file or directory without confirmation.

Deleting Empty Directories

If you select the “Directory Must Be Empty” option, MS-DOS Manager does not allow you to delete a directory that contains files. You have to delete all files in the directory before you can delete the directory.

If you do not select this option, MS-DOS Manager allows you to delete a directory with files but first warns you that the directory is not empty.

To Set Delete Options

- 1 Select the Options menu.
- 2 Select the **Delete Options** command.
- 3 Complete the dialog box.

You can use either the keyboard or a mouse:

With the Keyboard

- 1 TAB to the “Confirm File Deletion” or “Directory Must Be Empty” field.
- 2 To set or clear an option, press the SPACEBAR.

With a Mouse

- Move the cursor to the brackets next to the option you want to choose or clear and press the left mouse button.

- 4 Execute the dialog box.

Setting your delete options

Copy Options

Use the **Copy Options** command to tell MS-DOS Manager

- Whether it can overwrite a file
- Whether it should compare the contents of a new copy of a file with the contents of the original file to verify that they are the same.

Confirming File Overwrites

If you set the “Confirm File Overwrite” option, each time you copy a file, MS-DOS Manager determines whether a file by that name already exists. If so, the Manager prompts you to confirm your copy operation. This is so you won’t accidentally destroy the contents of a file or directory.

If you do not set this option, MS-DOS Manager overwrites the original file or directory without confirmation.

Verifying a Copy Operation

If you set the “Verify Copy” option, MS-DOS compares the contents of the new file with the contents of the original one whenever you use the **Copy** command. Although data is rarely lost during a copy operation, it is important to verify files when you are working with critical data.

If you do not set this option, MS-DOS Manager copies the files without comparing them.

To Set Copy Options

Setting your copy options

- 1 Select the Options menu.
- 2 Choose the **Copy Options** command.
- 3 Complete the dialog box.

You can use either the keyboard or a mouse.

With the Keyboard

- 1 TAB to the “Confirm File Overwrite” or “Verify Copy” field.
- 2 To set or clear an option, press the SPACEBAR.

With a Mouse

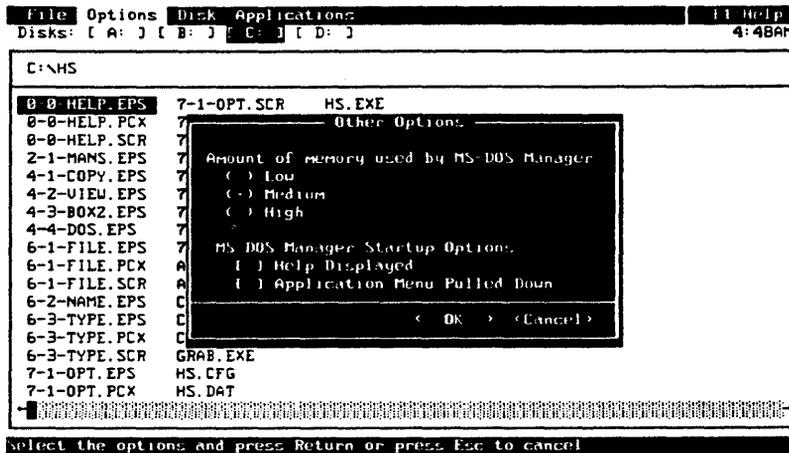
- 1 To set or clear an option, move the cursor to the brackets and click the left mouse button.
- 4 Execute the dialog box.

Other Options

Use the Other Options command to

- Select the amount of memory used by MS-DOS Manager when you run an external program
- Select the Manager startup options

The Other Options dialog box looks like this:



Selecting How the Manager Uses Memory

The first three options on the Other Options menu allow you to choose whether the Manager program and Help file are kept in your computer's internal memory when you use an external command.

The option you choose depends on the amount of memory your computer has and the amount of memory required by external commands. For example, if you try to run an external program or perform another operation that requires a lot of memory space, such as editing a large document or spreadsheet, you may run out of active memory if the Manager and Help file are fixed in memory.

Select the "Low" option to leave the most memory free for external commands and applications. With this option set, the Manager program and Help file are only loaded into the computer's memory on demand. If you have your Manager files on your hard disk, this is done automatically. If your Manager

files are on a floppy disk, the Manager prompts you to insert your MS-DOS Manager disk.

Select the "Medium" option to keep the Manager program in the computer's memory. The Help file is loaded whenever you ask for Help (by pressing F1). If your Manager files are on a floppy disk, the Manager prompts you to insert your MS-DOS Manager disk.

Selecting the "High" option leaves the least amount of memory available for external commands and applications. This option keeps both the Manager program and Help file in your computer's memory.

If you are running MS-DOS Manager on a hard disk, you should choose the first option. If your Manager files are on a floppy disk, you probably should choose either the second or third option, depending on how much memory your external programs require and how often you use the Help file.

If you run out of memory with the second or third option set, clear the option and set the first option. The Manager will unload the Help files from memory to make room for the command.

Selecting Startup Options

If you want MS-DOS Manager to provide help automatically at startup, select the "Help Displayed" option. If you do not select this option, you can still get Help at any time by pressing the F1 function key.

If you want MS-DOS Manager to display the Applications menu automatically at startup, select the "Applications Menu Pulled Down" option. With this option set, you can start an application from the Manager with one keystroke. The Applications menu is also displayed after any external command is completed.

To Set Other Options

Setting your help options

- 1 Select the Options menu.
- 2 Choose the **Other Options** command.
- 3 Complete the dialog box.

You can use either the keyboard or a mouse:

With the Keyboard

- 1 Select one of the first three options using the arrow keys.
Press RETURN
- 2 TAB to the "Help Displayed" or "Applications Menu Pulled Down" field.
- 3 To set or clear an option, press the SPACEBAR.

With a Mouse

- 1 To set or clear an option, move the cursor to the parentheses or brackets and click the left mouse button.
- 4 Execute the dialog box.

Date/Time

Use the **Date/Time** command to set the current date and time on your computer. Note that the MS-DOS Manager time is entered and displayed in the established format for your country.

To Set the Date and Time

- 1 Select the Options menu.
- 2 Select the **Date/Time** command.
MS-DOS Manager displays the current date and time settings.
- 3 To change the date, type a new date in the *Date:* field, in this format:

mm-dd-yy

where *mm* is the month, *dd* is the day of the month, and *yy* is the last two numbers in the year.

- 4 To set a new time, type the time in the *Time:* field in this format:

hh:mm AM or hh:mm PM

where *hh* is the hour and *mm* is the minutes past the hour.

- 5 Execute the dialog box.

Setting the date and time

Save Options

Use the **Save Options** command to save your changes to the options and to the list of applications. If you do not save the options in the computer's memory, your changes will be lost when you turn off your computer, reboot, or permanently exit MS-DOS Manager.

To Save Options

Saving your options

- 1 Select the Options menu.
- 2 Select the **Save Options** command from the Options menu.
- 3 Execute the dialog box.

MS-DOS Manager saves your changes to your *manager.ini* file. If you do not have a hard disk or if this file is not on your hard disk, MS-DOS asks you to insert the MS-DOS Manager disk.

Modify Application List

Use the **Modify Application List** command to

- Add new applications to your applications list
- Edit, delete, or change the order of programs in your applications list

If you want to execute an application from your hard disk, you must copy the program files to the hard disk before you can add that application to the applications list. Whenever you run an application from the Applications menu, the program files must be located where you tell MS-DOS Manager to find them or the application will not run. For more information, see Appendix B, "Using Application Programs with MS-DOS Manager."

Specifying Filename Extensions

When you use the **Modify Application List** command to add or edit an application, you can specify one or more filename extensions to be associated with the application. Then when you select a file, the Manager automatically

- Starts the application that corresponds to the filename extension, and
- Loads the file you selected

Some applications automatically add a certain filename extension to new data files unless you specify a different extension when you name the files. For example, Microsoft Word adds the *.doc* extension and BASIC adds the *.bas* extension. These filename extensions should be entered in the Extensions List in the **Modify Application List** dialog box.

The Application List Order

The order of your applications in the application list is important. If you run a file with an extension that belongs to more than one application, MS-DOS Manager selects the first application in the list with that filename extension.

For example, assume that you have both *WordStar*® and *Word* in your application list and that you have specified the extension *.ltr* for both. Assume also that you entered *Wordstar* first, so that it appears above *Word* in the list. If you ran the file *bank.ltr*, MS-DOS Manager would open *Wordstar* and display the file.

The best thing to do is to put the applications you use most often toward the beginning of the list.

Saving Your Changes

You must always save changes to your Applications list; otherwise, they will be lost when you exit MS-DOS Manager. You can save your changes in one of two ways:

- By using the **Save Options** command in the Options menu (see Chapter 8, "The Options Menu")
- By indicating **<Yes>** in the dialog box that appears when you exit MS-DOS Manager

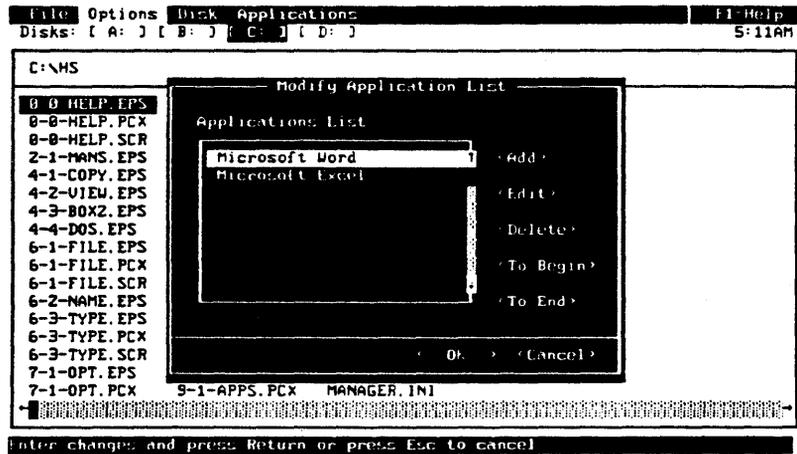
Ways to save your changes

To Modify the Application List

- 1 Select the Options menu.
- 2 Choose the **Modify Application List** command from the Options menu.

MS-DOS Manager displays a dialog box with a list of the current application programs and a list of the modifications you can make:

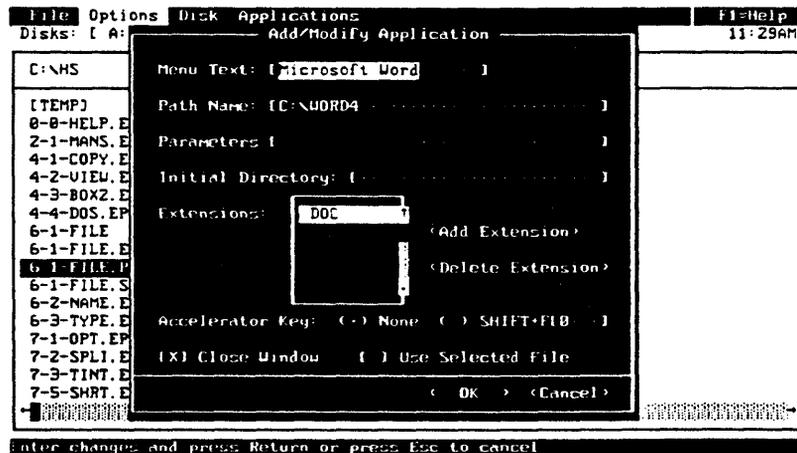
Modifying your application list



3 Follow the steps for one of the operations listed in the dialog box:

- Adding an application
- Editing an application
- Deleting an application
- Moving an application to the beginning of the list
- Moving an application to the end of the list

When you select "Add" or "Edit," you see a new dialog box:



See the sections on “Adding Applications” and on “Editing Applications” below for information on how to use this dialog box.

Adding Applications

- 1 Select *Add* in the “Modify Applications List” dialog box:

Method:	What to Do:
With the keyboard	TAB to the <Add> field and press RETURN.
With a mouse	Move the cursor to the <Add> field and click the left mouse button.

The “Add/Modify” dialog box appears.

- 2 In the *Menu Text:* field, type the name of the application as you want it to appear in the drop-down menu. The first letter in the name will be the highlighted letter in the menu.

If there is already an application beginning with that letter, specify a different highlighted letter.

To Specify a Highlighted Letter

- ▣ Type a tilde (~) before the letter that you want highlighted.

For example, if you have both *Word* and *WordStar* in your applications list, you need to specify a highlighted letter for one of them, since they both begin with the letter *W*. You can specify the *S* in *WordStar*, for example, by typing *Word~Star*.

- 3 In the *Path Name:* field, type the command that you normally use to start the application. If the application is not in your MS-DOS path, type a drive letter, directory, and program name.

- 4 Type any *parameters* or *switches* in the *Parameters* field.

For an explanation of *parameters* and *switches*, see Appendix B, “Using Application Programs with MS-DOS Manager.” To learn what parameters and switches you can use with an application, refer to the user’s guide for that application.

If you type a caret (^) with other parameters in this field, any files selected when the application is started are inserted at that point in the command. If you do not use a caret (^), any selected files are added to the end of the command.

You can also type a question mark (?) as the first character in this field. Then, when you choose an application, a dialog box appears that displays any parameters typed after the question mark. You can edit these parameters before the application is started.

- 5 If you specify a directory in the *Initial Directory* field, MS-DOS Manager changes to the specified directory before running the application.
- 6 To specify a filename extension for an application, follow these steps:
 - 1 Move to the *<Add Extension>* field.
The Add Extension dialog box appears.
 - 2 In the *New Extension:* field, type the extension you want the application to use.
Remember that extensions consist of a period followed by up to three characters.
 - 3 Execute the Add Extension dialog box.
The Add/Modify dialog box appears again.
- 7 To specify an accelerator key for an application, follow these steps:
 - 1 Move to the *SHIFT+F[0...]* field.
 - 2 Type the function key number you want to assign to this application. (Depending on your computer, you may have anywhere from 10 to 16 function keys labeled F1, F2, etc.)
- 8 Set the "Close Window" option if you want to automatically return to the Manager when you are done with an application. If you do not set this option, a *Press any key to continue* message is displayed.
- 9 Set the "Use Selected File" option if you want the Manager to open any selected files when the application is started from the Applications menu.
- 10 Execute the Add/Modify dialog box.
The Applications List dialog box appears.
- 11 Perform another **Modify Application List** operation or execute the dialog box.
- 12 Save your changes.

Editing Applications

- 1 Select *Edit* in the **Modify Application List** dialog box:

Method:	What to Do:
With the keyboard	TAB to the <Edit> field and press RETURN.
With a mouse	Move the cursor to the <Edit> field and click the left mouse button. Or, move the cursor to the name of the application and double click the left mouse button.

The Add/Modify dialog box appears.

- 2 Make any modifications you want. You can
 - Modify the menu text if you want to change what appears on the drop-down menu
 - Modify the pathname if you want to move the application program files to a different directory
 - Modify the parameters or initial directory that is associated with the application.
 - Modify the accelerator key associated with the application.
 - Change the “Close Window” and “Use Selected File” options.
 - Modify the extensions if you want to add or delete a filename extension for the application.

- 3 Execute the dialog box.

The Applications List dialog box appears.

- 4 Perform another **Modify Application List** operation or execute the dialog box.
- 5 Save your changes.

Deleting Applications

- 1 Select the name of the application you want to delete in the **Modify Application List** dialog box.

If you have a long list of applications, you can scroll through the list using the scroll bar.

- 2 Select the *<Delete>* field:

Method:	What to Do:
With the keyboard	TAB to the <i><Delete></i> field and press RETURN.
With a mouse	Move the cursor to the <i><Delete></i> field and click the left mouse button.

MS-DOS Manager erases the name of the application from the application list.

- 3 Perform another **Modify Application List** operation or execute the dialog box.
- 4 Save your changes.

Moving Applications

You can change the order of your Applications Menu by moving selected applications to the beginning or end of the list. For example, you may find it convenient to have the most frequently used application at the top of the list.

To the Beginning of the List

- 1 Select the application you want to move in the **Modify Application List** dialog box.
- 2 Select the *<To Begin>* field:

Method:	What to Do:
With the keyboard	TAB to the <i><To Begin></i> field and press RETURN.
With a mouse	Move the cursor to the <i><To Begin></i> field and click the left mouse button.

MS-DOS Manager moves the application to the beginning of the list.

- 3 Perform another **Modify Application List** operation or execute the dialog box.
- 4 Save your changes.

To the End of the List

- 1 Select the application you want to move in the **Modify Application List** dialog box.
- 2 Select the *<To End>* field:

Method:	What to Do:
With the keyboard	TAB to the <i><To End></i> field and press RETURN.
With a mouse	Move the cursor to the <i><To End></i> field and click the left mouse button.

MS-DOS Manager moves the application to the end of the list.

- 3 Perform another **Modify Application List** operation or execute the dialog box.
- 4 Save your changes.

9 The Disk Menu

With the Disk menu, you can work with directories and disks. Use this menu to

- Create and change directories.
- Find out how much free space is on a disk (or disk drive).
- Format a data disk.
- Prepare a disk to use as a bootable system disk.
- Copy a disk.
- Name a disk volume.

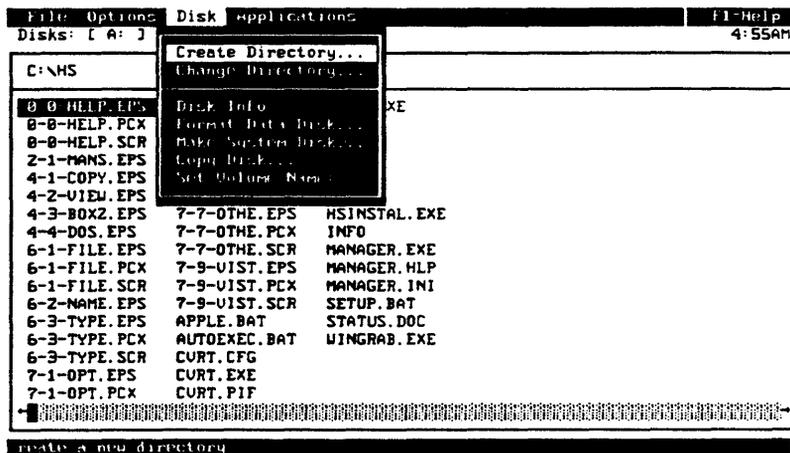
There are three general steps to perform when you use any of the Disk menu commands:

- 1 Select the Disk menu.
A drop-down menu appears.
- 2 Choose the command you want.
- 3 If a dialog box appears, enter information and execute the dialog box.

If you need more specific information about how to perform any of these steps, see Chapter 6, “Steps for Executing Commands.”

When you select the Disk menu, a drop-down menu appears listing the Disk menu commands:

**How to execute
commands**



Create Directory

Use the **Create Directory** command to make a new directory.

Pathnames for new directories

Unless you specify a pathname for the new directory, the directory you create will become a subdirectory in the current directory. For example, if the current directory is *letters* in drive B and the directory you create is *financl*, the pathname for the new directory is

```
b:\letters\financl
```

If you want to create a subdirectory in a directory other than the current one, on a different drive, you must specify a disk drive and a directory. For instance, if your current drive is drive A and you want to create the directory *mouse* on drive C, type

```
c:\mouse
```

MS-DOS creates the *mouse* directory as a subdirectory of the root directory on drive C.

Examples of Using Create Directory

The following table shows you some examples to help you with the syntax for creating directories.

If you are here:	And you enter this to create a directory:	Your new directory's pathname would be:
B:\letters	\financl	B:\financl
B:\	financl	B:\financl
B:\letters	financl	B:\letters\financl
A:\	B:\letters	B:\letters

To Create a Directory

- 1 Select the Disk menu.
- 2 Choose the **Create Directory** command.
- 3 Type the name of the directory you want to create on the *Create Directory:* line.
If you want the directory to be created in a directory other than your current one, be sure to specify the pathname.
- 4 Execute the dialog box.

If the new directory is a subdirectory of your current directory, the new directory name appears in the list of files and directories on your screen.

If your screen is split, the new directory name can appear in either directory.

Creating a directory

Change Directory

Use the **Change Directory** command to change the current directory and to display the contents of the new directory on your screen.

You may need to specify a pathname when you change directories. For example, if you want to change to a directory on another drive, you must specify the disk drive and the directory in the pathname. Let's say your current drive is drive A, and you want to change to the *budget* directory on drive C. You need to enter this pathname:

```
c:\budget
```

Examples of Using Change Directory

The following table shows you some examples to help you with the syntax for changing directories.

If you are here:	And your new directory's pathname is this:	You would enter this to change:
B:\letters	B:\financl	\financl
B:\	B:\financl	financl
B:\letters	B:\letters\financl	financl
A:\	B:\letters	B:\letters

To Change the Directory

Changing a directory

- 1 Select the Disk menu.
- 2 Choose the **Change Directory** command.
- 3 Type the name of the new directory on the *Change To:* line. Make sure to specify a pathname if you need one.
- 4 Execute the dialog box.
MS-DOS Manager displays a list of the files in the new current directory.

To learn about other ways to change directories, see Chapter 3, "Files and Directories," or refer to the *MS-DOS User's Guide*.

Disk Info

Use the **Disk Info** command to display information about free space on the selected disk drive and in your computer's internal memory.

To Get Disk Information

- 1 Select the Disk menu.
- 2 Choose the **Disk Info** command.

MS-DOS Manager displays the amount of free disk space and the amount of available system memory.

- 3 Execute the dialog box.

The MS-DOS Manager screen appears.

Getting disk information

Format Data Disk

Use the **Format Data Disk** command to prepare a disk to use for your data files. You can format a *data disk* for a drive that has a different capacity than your computer's disk drive. For example, you can format a 360 kilobyte disk in a 1.2 megabyte drive or format a 720 kilobyte disk in 1.44 megabyte drive.

Note that you cannot boot the data disks you create with **Format Data Disk** since they will not contain the MS-DOS system files. To format a bootable disk, use the **Make System Disk** command.

To Format a Data Disk

- 1 Make sure that you have the MS-DOS **format.com** or **format.exe** command either in your MS-DOS path (if you have a hard drive) or on your MS-DOS floppy disk.
- 2 Select the Disk menu.
- 3 Choose the **Format Data Disk** command.

If you have **format.com** or **format.exe** on a hard disk drive but not in your MS-DOS path, or if you have the command on a floppy disk, the Manager prompts you to insert your MS-DOS disk in drive A.

- 4 Select the name of the disk drive where you want to format the new disk:

Formatting a disk

Method:	What to Do:
With the keyboard	Highlight the disk drive by using the arrow keys. Press RETURN.
With a mouse	Move the cursor to the disk drive and click the left mouse button once.

- 5 Select the disk capacity of the disk you are formatting if it is not the same as the disk drive's default capacity:

Method:	What to Do:
With the keyboard	Select the disk capacity by using the arrow keys. Press RETURN.
With a mouse	Move the cursor to the disk capacity and click the left mouse button once.

- 6 Insert a blank floppy disk in the selected disk drive.
If the disk is not blank, make sure it does not contain any files you want to keep, since formatting the disk erases its contents.
- 7 Execute the dialog box.
MS-DOS Manager begins formatting the disk in the selected drive.
- 8 Follow the instructions on your screen.
When the procedure is complete, MS-DOS Manager asks if you want to format another disk.
- 9 To format another disk, press Y. To quit the formatting procedure, press N.
- 10 Press RETURN.
MS-DOS Manager returns to the screen.

Make System Disk

Use the **Make System Disk** command to prepare a bootable *system disk* in the selected disk drive. The system files for making a bootable disk are loaded from the current drive. You can format a system disk for a drive that has a different capacity than your computer's disk drive. For example, you can format a

360 kilobyte disk in a 1.2 megabyte drive or format a 720 kilobyte disk in a 1.44 megabyte drive.

To Make a System Disk

1 Make sure that you have the **format.com** or **format.exe** command either in your MS-DOS path (if you have a hard disk) or on your MS-DOS floppy disk.

2 Select the Disk menu.

3 Choose the **Make System Disk** command.

If your current drive does not contain the system files, the Manager prompts you to insert a bootable MS-DOS disk in drive A.

4 Select the name of the disk drive where you want to make the system disk:

Method:	What to Do:
With the keyboard	Highlight the disk drive by using the arrow keys. Press RETURN.
With a mouse	Move the cursor to the disk drive and click the left mouse button once.

5 Select the disk capacity of the disk you are formatting if it is not the same as the disk drive's default capacity:

Method:	What to Do:
With the keyboard	Select the disk capacity by using the arrow keys. Press RETURN.
With a mouse	Move the cursor to the disk capacity and click the left mouse button once.

6 Insert a floppy disk into the selected disk drive. If the disk is not blank, make sure it does not contain any files you want to keep, since **Make System Disk** erases its contents.

7 Execute the dialog box.

Making a system disk

- 8 Follow the instructions that appear on your screen.
MS-DOS Manager first formats the disk, then copies the system files to the disk to make it bootable.
When the procedure is complete, MS-DOS Manager asks if you want to make another system disk.
- 9 To make another disk, press Y. To quit the formatting procedure, press N.
- 10 Press RETURN.
MS-DOS Manager screen returns.

Copy Disk

Use the **Copy Disk** command to copy the contents of a floppy disk from the selected disk drive (the *source* drive) to a floppy disk in another drive (the *destination* or *target* drive).

To Copy a Disk

Copying a disk

- 1 Make sure that you have the **format.com** or **format.exe** command either in your MS-DOS path (if you have a hard disk) or on your MS-DOS floppy disk.
- 2 Select the Disk menu.
- 3 Choose the **Copy Disk** command.
- 4 Select the name of the source drive (the disk drive you want to copy from) and the destination drive (the disk drive you want to copy to):

Method:

With the keyboard

What to Do:

Highlight the source drive you want by using the arrow keys.

TAB to the *Destination Drive:* column.

Highlight the destination drive you want by using the arrow keys again.

With a mouse

Move the cursor to the source drive you want and click the left mouse button once.

Move the cursor to the destination drive you want and click the left mouse button once again.

- 5 Insert the floppy disk you want to copy in the source drive and another disk in the destination drive.

If the disk in the target drive is not blank, make sure it doesn't contain any files you want to keep. MS-DOS Manager first formats the disk in the destination drive, so any data previously stored on that disk is erased.

- 6 Execute the dialog box.

MS-DOS Manager copies the file on the disk in the source drive to the disk in the destination drive.

Set Volume Name

Use the **Set Volume Name** command to display or change the *volume name* or label assigned to the current drive. For example, if disk drive B contains correspondence files, you could name the drive *letters*.

To Set the Volume Name

- 1 Select the disk drive you want to name.
- 2 Select the Disk menu.
- 3 Choose the **Set Volume Name** command.
- 4 Type a volume name in the *Volume Name:* field.
- 5 Execute the dialog box.

Setting the volume name

10 The Applications Menu

With the Applications menu, you can run your applications from within MS-DOS Manager. Use this menu to start an application on your applications list.

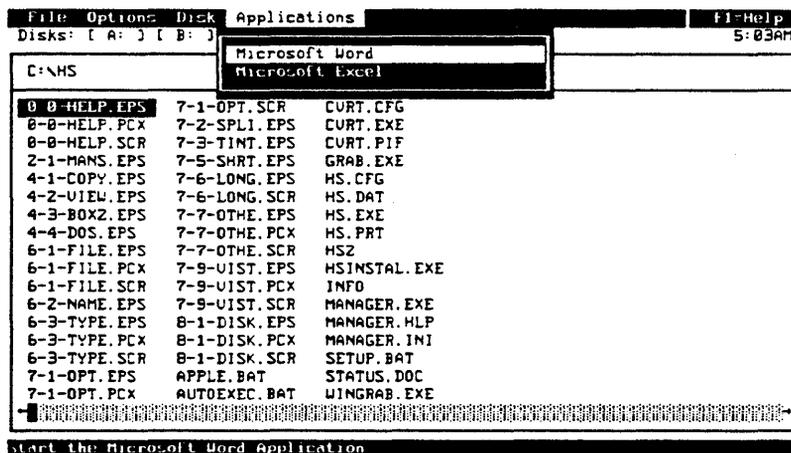
There are two general steps to perform when you use the Applications menu:

- 1 Select the Applications menu.
A drop-down menu appears.
- 2 Select the application you want to run.

If you need more specific information about how to perform any of these steps, see Chapter 6, "Steps for Executing Commands."

When you select the Applications menu, a drop-down menu appears listing the applications you have installed:

How to execute commands



To Run an Application from the Menu

- 1 Select the Applications menu.
- 2 Choose your application:

Method:	What to Do:
With the keyboard	Press the highlighted letter in the name of the application you want or use the arrow keys to move the highlight over the application you want and press RETURN.
With a mouse	Move the cursor to the application you want and click the left mouse button.

(If you assign an accelerator key (SHIFT and function key) to an application, it provides a shortcut around steps 1 and 2. See the **Modify Application List** command in Chapter 8, "The Options Menu" for more information on selecting accelerator keys for your applications.)

The Manager starts your application.

To Run an Application from a File List

You can also start your application and load the file you want to use right from a list of files and directories, without using the Applications menu:

Method:	What to Do:
With the keyboard	<ol style="list-style-type: none"> 1 Select (highlight) the file you want to use by using the arrow keys. 2 Press RETURN.

With a mouse

- 1 Select (highlight) the file you want to use.
- 2 Double click the left mouse button.

MS-DOS Manager starts the application that corresponds with the filename extension of the file you selected. The manager also loads the selected file.

11 Special Keys Reference

This chapter explains the keys and key combinations that you can use in MS-DOS Manager to perform commands or other functions.

Function Keys

Function Key:	Description:
F1	Displays MS-DOS Manager help information for the operation you are performing.
F2	Chooses the Move command.
F3	Exits the MS-DOS Manager.
F4	Chooses the Copy command.
F5	Chooses the Delete command.
F6	Moves the cursor to the other window if you have a split screen.
F7	Chooses the Rename command.
F8	Chooses the Visual Tree command.
F9	Creates or removes a second window on the screen using the Split Screen command.
F10	Changes the active window when the visual tree is displayed.

Other Keys

Key:	Description:
ALT	Activates the menu bar so that you can select one of the menus. In a dialog box, activates the accelerator keys.
BACKSPACE	Changes the current directory to its parent directory (quick method). Deletes characters when you are entering text in a dialog box.
CTRL (or CONTROL)	Changes the current list of files to the list of files in another drive when pressed at the same time as one of the drive letters. You might use this key if your screen lists the files on the disk in drive A and you want to quickly see the list of files on the disk in drive B. The CTRL key also is used with the mouse to copy a file by dragging it to another location.
CTRL-ALT-DEL	Reboots your computer from the drive containing your MS-DOS files. (You must hold down all three keys together.) When you reboot, any changes you have made to your applications and options during the work session are lost. To reboot, hold down the CONTROL and ALT keys, then press the DEL key. Release all three keys at the same time. You might use this key combination to restart your computer from a different working disk.

Arrow keys	<p>Move the highlighted bar up, down, left, and right on the MS-DOS Manager screen.</p> <p>You might use these keys to move the highlighted bar up and down in the list of files so that you can select a file. You might also use these keys to move between columns in the file list, or to move between menus.</p>
END	<p>Moves the end of your file list to the screen.</p> <p>You might use this key if you have a long list of files that extends beyond one screen.</p>
ESC	<p>Cancels a request (such as a command) before it is carried out. Also cancels commands that you have executed but are still in process.</p> <p>You might use this key, for example, if you selected the Delete command to erase a file, then decided before pressing RETURN that you didn't want to erase the file.</p>
HOME	<p>Moves the beginning of your file list to the screen.</p> <p>You might use this key if you have a long list of files that extends past the screen, and you want to see the top of the file list.</p>
PG UP and PG DN	<p>Moves the file list up or down by one screen.</p> <p>You might use these keys if the list of files extends beyond one screen and you want to view part of the list that is not shown.</p>

SPACEBAR

Highlights or unhighlights a file or directory name on the screen.

Marks or removes an *X* next to an option to select or clear it in a dialog box.

You might use this key to select the "Help Displayed at Startup" option in the Options menu.

TAB

Moves between windows in a split screen.

In a dialog box, moves from field to field.

SHIFT + TAB

In a dialog box, moves to the previous field.

Appendix A

If You Have a Single Floppy Disk Drive

If your computer has only one floppy disk drive, you can still use MS-DOS Manager just as if you had two disk drives on your system.

Just think of your one-drive system as having *two* drives (drive A and drive B). But instead of A and B representing two physical drives, they represent disks. When you execute a command that requires two disks, MS-DOS Manager prompts you when to insert a disk. All you have to do is follow the MS-DOS Manager prompts on the screen.

For Example . . . Copying a File

For example, if you want to copy a file from one disk (disk 1) to another one (disk 2), you would

- 1 Insert disk 1 into your floppy disk drive and select drive A in the disk drive line as the current drive.
MS-DOS Manager displays the directory of files (and directories) for disk 1.
- 2 Select the file you want to copy by positioning the highlighted bar over the file.
(Use the arrow keys or your mouse.)
- 3 Select the File menu.
- 4 Choose the **C**opy command.

The **C**opy command dialog box appears and the file you selected is shown in the *From:* field.

5 In the *To:* field, type *b:*

MS-DOS Manager asks you to insert a disk in drive B.

6 Insert disk 2 and press RETURN.

The Manager may prompt you to keep switching disks 1 and 2 in the floppy disk drive until the copy operation has been completed.

Appendix B

Using Application Programs with MS-DOS Manager

MS-DOS Manager makes it easy for you to run your application programs. Once you install your applications in the Applications menu by using the **Modify Application List** command, you can start your applications directly from the Manager. For details, see Chapter 10, "The Applications Menu."

This chapter provides some special notes on

- Copying your application programs before adding them to the Applications menu, and
- Using parameters with MS-DOS Manager

Before Adding New Applications

If You Have a Hard Disk

Before you add an application to the Applications menu, copy your application program files to a directory on your hard disk by using the **Copy** command in the File menu (see Chapter 7, "The File Menu").

Then, when you complete the *Path Name:* field in the dialog box for adding applications, make sure that you enter the directory containing your application files.

If You Don't Have a Hard Disk

It would be a good idea to copy your application program files to a bootable floppy disk. Then when you insert the disk, you can start DOS and your application program at the same time.

You will probably want one bootable floppy disk for each application, unless there is not enough space on a disk to hold both the application program files and the DOS files.

To copy your files, use the **Copy** command in the File menu (see Chapter 5, “The File Menu”).

Using Parameters

Some application programs let you specify parameters.

What is a Parameter?

Most application programs and MS-DOS commands have options that affect the way the application or command works. These options are called *parameters*. They tell the command or application what to do or how to do something.

You specify parameters by typing in certain information on the MS-DOS command line after you type the name of an application or command.

For example, you might enter the following on the MS-DOS command line if you wanted to use *Word* to edit a document:

```
word /c budget.doc
```

Both */c* and *budget.doc* are parameters. *budget.doc* is the name of the document *Word* must find, and */c* is a type of parameter called a *switch* that tells *Word* to operate in *character* mode.

What is a Switch?

A switch is a type of parameter consisting of a single character preceded by a slash. Most MS-DOS commands have switches. It is possible to use more than one switch with a command.

Switches usually come last on the MS-DOS command line after the other types of parameters. For example, if you were formatting a disk and wanted to put the DOS operating system on it, you would type

```
format a:/s/v
```

The */s* switch would tell MS-DOS to copy the operating system to the newly formatted disk, and the */v* switch would tell MS-DOS to place a volume label on the disk for identification.

When you type these options on the MS-DOS command line, you are in effect “pulling a switch”—telling the command to do extra work or handle things in a different way.

Specifying Parameters With MS-DOS Manager

You can specify parameters with MS-DOS Manager when you add an application in the Applications menu. To specify parameters, type them in the *Path Name:* field after the application name or complete pathname.

For example, if you added *Word* to your application list and you wanted to specify the character mode, you would type the following in the *Path Name:* field:

```
word /c
```

In this example, the *Word* files would already be in the MS-DOS path.

Your application program's manual should tell you about the parameters you can use with your application.

Printing a File

To print a file created with one of your application programs, refer to your application program's manual.

Appendix C

Error Messages

Below is a list of messages that MS-DOS Manager may display on your screen when an error occurs. Remember that you can press the F1 function key for more information when MS-DOS Manager displays an error message on your screen.

Cannot change directory to dir

- *The directory you specified does not exist in the path you specified.*

Check to make sure you entered the right path for the directory.

Cannot copy file filename to itself

- *MS-DOS Manager cannot make a copy of a file in the same directory without a new name for the file.*

You probably forgot to enter a name for the new copy of the file in the destination field of the Copy command dialog box. Enter a new name and try to copy the file again.

Cannot copy multiple files to a single destination

- *MS-DOS Manager cannot copy a set of source files specified with the wildcard character (*) to a single target (or destination) file or to a directory that does not exist.*

If you want to copy the files to a new directory, first create the directory; then copy the files to that directory using wildcards. If you tried to copy a set of files to just one file, remember that MS-DOS Manager cannot combine more than one file into a single file.

Cannot create directory dir

- *The name you entered for the new directory is either invalid or already exists.*

Try again using a different directory name.

Cannot create filename

- *MS-DOS Manager cannot create the file you requested either because you specified an invalid filename or because your disk is full.*

Use the **Disk Info** command to see if your disk has enough free space for the file you want to create. If there is enough space on the disk, try specifying a different filename for the new file.

Cannot delete filename

- *MS-DOS cannot erase the file you specified because the file has read-only attributes.*

Your file has read-only protection and is not intended to be modified.

Cannot find filename

- *MS-DOS Manager cannot locate the file you are trying to copy, delete, move, or rename.*

Make sure you specified the correct path for the file, or use the **Locate** command to find the right pathname.

Cannot move filename

- *You instructed MS-DOS Manager to move the file to a file that is invalid or already exists.*

If the file you want to move is on a floppy disk, first check to see if the disk is write protected. If not, try using the **Move** command again using a different filename.

Cannot perform this operation on a device

- *DOS Manager will not let you delete a device file.*

Cannot read from drive n:

- *MS-DOS Manager cannot access a formatted disk in the disk drive you specified.*

Make sure the drive you specified contains a formatted disk. Also, check to see that the disk is inserted into the drive correctly and that the disk drive door is closed. Then, try the operation again.

Cannot rename filename

- *When you told MS-DOS Manager to rename a file, you used a filename that is invalid or that already exists.*

Try using the **Rename** command again with a different filename.

Cannot run filename

- *You tried to run a file that is neither executable (it does not have a .bat, .com, or .exe extension) nor has an extension belonging to one of your installed applications.*

If the file you want to run is an application file, use the **Modify Application List** command to add the filename's extension to that application's list of extensions.

Cannot start locate at directory dir

- *You specified a directory in the **Locate** dialog box that is either invalid or does not exist.*

Try again using a different directory name.

Insufficient disk space for this operation

- *The disk you are using for your copy or move operation does not have enough free space for the new file.*

Free up some disk space by deleting any of the files on the disk that you don't want anymore, or copy or move the file to a new disk.

Insufficient memory available to complete this operation

- *MS-DOS Manager cannot complete your request because there is not enough free space in your computer's internal memory.*

Invalid date format

- *You did not use the correct format when entering the date.*

Try entering the date again in the format *mm-dd-yy*, where *mm* is the month, *dd* is the day of the month, and *yy* is the last two numbers in the year.

Invalid format options

- *You cannot format a disk for a capacity your disk drive does not support. For example, you cannot format a 720 kilobyte disk in a 920 kilobyte disk drive.*

Select another disk capacity and try again.

Invalid time format

- *You did not use the correct format when entering the time.*

Try entering the time again in the format *hh:mm[AM/PM]*, where *hh* is the hour and *mm* is minutes past the hour.

Multiple destinations not allowed

- *MS-DOS Manager cannot copy, move, or rename files to a specific list of destination files.*

Enter a single destination in the *To:* field and try again. You can use the wildcard character (*) to copy, move, or rename multiple files in a single operation.

Please specify a filename at the prompt for this operation

- *You did not enter the name of the source file for the operation.*
Try the operation again, and enter the name of your source file.

MS-DOS Manager cannot rename a file across disk drives

- *You cannot use the **Rename** command to copy a file to a new disk and rename it at the same time.*
Copy or move the file to the new disk, then rename it.

To delete a directory all files in the directory must be deleted first

- *You have your options set up so that directories must be empty before they can be deleted. MS-DOS Manager will not erase a directory if there are any files left in it.*
Either delete the files in the directory before deleting the directory or change the options in the **Delete Options** command so that MS-DOS Manager can erase directories that are not empty.

Write-protected disk in drive n:

- *You cannot modify (write to or edit) any files on the disk in the drive you specified because the disk has been write protected.*
Copy the files you want to modify to a disk that is not write protected. Or, if you are sure that you want to modify the files, disable write protection by removing the plastic tab over the write-protect notch in the lower left-hand corner of your disk. On a 5.25-inch disk, peel off the write-protect label covering the notch on the right side of the disk.

Glossary

Accelerator key A letter or number key that corresponds to a highlighted letter or number in a menu or dialog box. Such a key is called an *accelerator key* because you can press it to quickly select a command or option.

Application Software that you use to do work on your computer. Some examples of applications are Microsoft Word, Microsoft Plan, and Microsoft Flight Simulator.

Backup disk A copy of a disk that you make in case you lose or accidentally damage the original disk. Always keep a copy of your MS-DOS disk, application program disks, and important file disks.

Bootling The process of starting your computer with a floppy or hard disk containing the MS-DOS system files.

Byte A unit of information on a computer. Use the **Get Info** command to see how many bytes are in your file or the **Disk Info** command to see how many bytes of disk space you have left.

Current directory The last directory in your drive specification line (sometimes called the active or working directory). When you use the **Split Screen** command to display an extra window on your screen, the current directory is the one in the highlighted window.

Current disk drive The disk drive at the beginning of your drive specification line (sometimes called the active or working disk drive).

Data disk A disk you use to store the data files you create with your application programs.

Data file The files you create when you use your application programs. You store these files on a data disk.

A

B

C

D

Directory A structure for storing a set of files. You can create and use directories to organize and store your computer files just as you use the drawers and folders in a file cabinet to organize and store your paper files. Every disk has at least one directory, which is known as the *root* directory. You can create many additional directories or subdirectories on each disk.

Disk Drive A piece of hardware within or attached to your computer. There are *floppy* and *hard* disk drives. You have to manually insert and remove disks from a floppy disk drive; hard disks are usually built into a computer. Floppy disk drives are commonly referred to as the A drive and the B drive. Hard disks are usually the C drive.

If you have a computer with a hard drive, MS-DOS Manager and your application programs would normally be set up and stored on your hard disk drive. Data files would be stored either on your hard disk or on a floppy disk.

Disk drive line The line near the top of the MS-DOS Manager screen that lists the disk drives in your computer and indicates which disk drive is current.

Disk operating system A group of programs that acts as a translator between you and your computer. MS-DOS is a disk operating system.

Disk space The amount of space, in bytes, that is available on your disk.

Drop-down menu A list of commands or applications that appears when you select a menu from the MS-DOS Manager menu bar.

Executable file A program file that you can run from the MS-DOS Manager screen. An executable file has either a *.bat*, *.com*, or *.exe* extension.

Free space on disk The amount of space, in bytes, that is available for use on your floppy or hard disk.

Function key The set of keys on your keyboard (usually F1-F10) that allow you to get help or error message information, or quickly select a frequently used command. See Chapter 10 for information about MS-DOS Manager function keys.

Menu bar The line near the top of the MS-DOS Manager screen that lists the drop-down menus you can select.

Monitor Your computer's screen.

E

F

M

Overwriting a file When you load a file from a disk, change it, and then save it back to the disk, you are *overwriting* that file. In effect, you replace the old version of the file with the new version.

Parent directory Any directory that has subdirectories can be considered the *parent* directory of those subdirectories.

Pathname The information you give MS-DOS Manager so that it can locate a file or directory you want to access.

A full pathname includes the name of the disk drive where the file or directory you want to access is located, along with the names of all the directories you must pass through to reach it. For more information, see Chapter 3, "Files and Directories."

Program A set of instructions, written in computer language, that tells the computer how to perform some task.

Program disk A disk that contains application program files.

Resident program An application program that stays in your computer's internal memory space until you turn off or reboot your computer. If a program is resident in memory, you can start it without using a disk. If you are using several resident programs at one time, you may run out of memory space (MS-DOS Manager will tell you if this happens).

Root directory The directory that is created when you format a disk. (You can create additional directories to organize and store your files.)

Scroll bar The horizontal bar near the bottom of the MS-DOS Manager screen and the vertical bar at the right edge of the screen. (The horizontal bar appears when your files are in long format, and the vertical bar appears when your files are in short format.)

If you have a mouse, you can click on the scroll bars to move through a long list of files. As you move through the list, a rectangular box in the scroll bar indicates where you are in your file list.

Scrolling The process of moving the text on your screen up, down, to the left, or to the right. To scroll the text on your screen, use the arrow keys or use a mouse on the scroll bar.

Software The programs or instructions that tell your computer which tasks to perform and how to perform them. Operating systems like MS-DOS Manager and application programs like Microsoft Word are software.

O

P

R

S

Source drive The disk drive you start from when you use the **Copy** or **Move** commands (see *target drive*).

Subdirectory A directory within another directory. You can create and use directories and subdirectories to organize and store your files.

System disk A disk that contains programs and information used by MS-DOS to start your computer.

System memory Your computer's internal memory.

System prompt The prompt you see when you exit to MS-DOS from MS-DOS Manager to use additional MS-DOS commands. The system prompt is usually the name of the active disk drive, followed by a greater-than sign (for example, *A>*).

Target drive The drive containing the disk you are copying or transferring files to when you use the **Copy** or **Move** commands (see *source drive*).

Volume name Any name or label assigned to a disk drive.

Wildcard A character that can represent any other character or any group of characters in a command. By typing *erase*.doc*, for instance, you tell your computer to erase all files with a *.doc* extension.

There are two wildcard characters: the question mark (?), which replaces any single character in a command, and the asterisk (*), which replaces any group of characters in a command. Thus, either *???.doc* or **.doc* could stand for a document named *one.doc*.

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