



Norton File Manager™

**Beta Documentation
(11/13/95)**

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The Norton File Manager Team

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Getting Started with Norton File Manager

Why use Norton File Manager?

Norton File Manager is a true file manager with powerful tools, including the Norton Applets, functions that can be run as independent programs.

- **Compress and expand files**

Use Norton Zip and UnZip commands to compress and expand selected files. You can select any of several compression methods.

You can also compress files by dragging them to a compression file, which is marked by default with a green file icon.

A compression file can be turned into an automatically expanding file set by renaming it to have the file extension .EXE.

- **Access FTP sites with a single mouse click.**

Enter site information in the File Manager Options menu FTP Sites dialog box to set up connections to existing FTP sites. FTP sites that you set up appear in the File Manager tree list.

Double-click a site name to connect to it automatically. After you are connected, use the file pane shortcut menu to set one of the site's directories as the default login directory.

Move, copy, and delete files on FTP sites like files on other network drives in the File Manager window.

- **Set up and save search settings.**

Enter search criteria in the FastFind dialog box tab pages. After you run the search to test it, you name and save the set of criteria.

To run the search again, select its name from the list of defined searches and click Find Now.

- **Secure your files from unauthorized use.**

Use Encryption to encode file data so that it cannot be read without a password. Select Wipe Delete in the Delete dialog box to write over the clusters of deleted files so that no information can be recovered.

- **Compare and update folders**

Compare the contents of two folders, or synchronize their contents to update one folder from another, or make both folders match exactly.

- **Use Tag mode to select files in several folders and drives.**

Click the Tag Mode icon in the bottom of the File Manager file list pane. Then click to select files in any folders on any drives.

To act on all tagged files, choose Tagged List from the View menu to see the files you have selected. Then run any File Manager command.

- **Customize File Manager menus and toolbar.**

Add and remove commands on menus and the toolbar, or add custom commands that you create.

Create more than one toolbar or set of menus, and switch between them easily from the toolbar shortcut menu or Options menu.

- **Save specific view schemes as SmartTabs.**

Replace or add to the default SmartTab view schemes. For example, you might add an Outline mode view that displays files by type, or a view that sorts files by last modified date.

- **Run Norton File Manager in XTreeGold mode.**

Users who like the XTreeGold File Manager can choose XTreeGold mode from the Options menu and use familiar keystrokes and menus to run equivalent Norton File Manager commands.

How to work in the Norton File Manager main window

Figure 1-1 shows the main File Manager window, noting some of its unique features and giving you section and page references for more information.

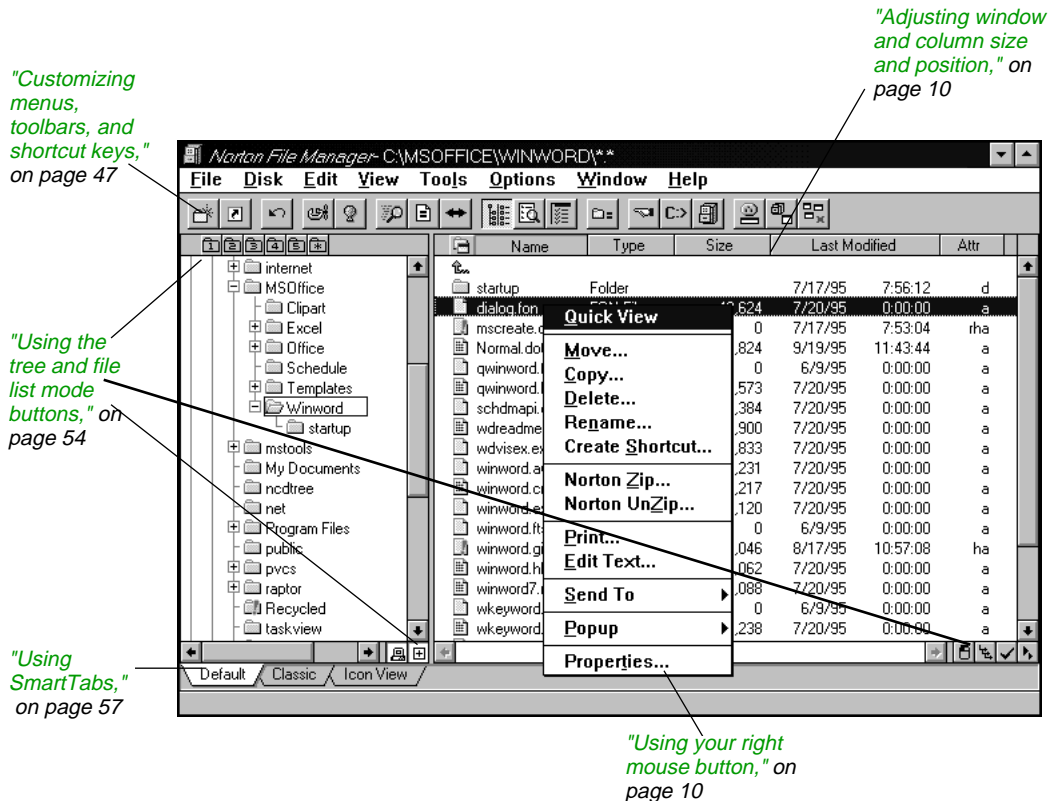


Figure 1-1 Norton File Manager main window

Refer to "About Speed Keys," on page 12, "About XTreeGold mode," on page 14, and "About dialog box modes," on page 12 for information about other general features of File Manager.

Adjusting window and column size and position

File Manager's window, pane, and file list column size is adjustable.

To adjust	Do this
The entire window	Move the mouse cursor to a border of the window. When it turns into a double-pointed arrow, click and drag the window to the size you want.
The tree or file list pane	Click the vertical double line that separates the tree list from the file list. Then drag the line so that the panes are the size you want.
File list columns	<p>Move the mouse cursor over the vertical divider between column headers. When the cursor changes to a crosshair icon, click and drag. If the crosshair is extended in a vertical line through the file list, drag it to the width you want for the column.</p> <p>If no vertical line appears and the column header button is pressed when you click, you move the entire column to a new position.</p>

Using your right mouse button

Pop up menus

In Norton File Manager, when you click your right mouse button in the main window, you pop up a menu. What menu pops up depends on where you clicked.

The File Manager file pane popup menu is shown in Figure 1-1. The tree list pane popup menu, including a submenu of the nine most recently used folders, is shown in Figure 1-2.

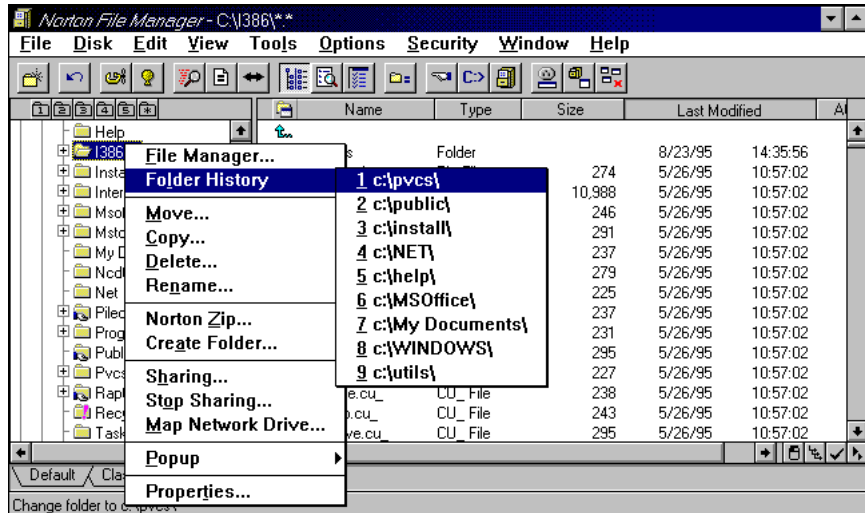


Figure 1-2 Tree list pane popup menu

Move and copy folders and files

Click your right mouse button on a file or folder and drag it to a new location. When you release the mouse button, this menu pops up:

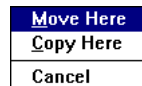


Figure 1-3 Right-mouse drag popup menu

Choose Move Here, Copy Here, or Cancel.



TIP: If you use your left mouse button to drag a file or folder, a confirmation message box appears by default. Click the Browse button in the confirmation message box to locate a different drive or folder for the files.

About Speed Keys

File Manager Speed Keys make it easy to filter the file list, select and rename files, or find files without moving your fingers from the keyboard. For information about changing these keys, select Customize Shortcut Keys on the Options menu and refer to online help.

Action	Key	How to use it
Filter	F3	For complex file filters, press F3 and enter a file specification with wildcards in the text box that appears. Only files that match will appear in the file list.
	*	For a simple filter by file type, press * and enter a file extension. Only files with that extension appear in the file list. For example, type *.EXE to see only files with the EXE extension.
		Enter *. * to see all files again.
Find	None	Click in the file or tree list. Then start typing the file or folder name in the text box that appears. As you type, characters that match listed files or folders appear in the text box and the hollow selection box marks the first matching name. To select the name, press Enter. To return to your original position in the list, press Esc.
Rename	F2	Press F2 to open a text box around a selected disk label, folder, or file name. Then type the new name.
Select	F4	Press F4 to enter a file specification in a text box and select matching files or folders in the active list.

About dialog box modes

File Manager dialog boxes can be opened in more than one way:

- From menus

Use the drop-down menus at the top of the File Manager window, or the popup menu that appears when you click your right mouse button in one of the areas of the File Manager window, such as the SmartTabs or file list pane.

- By pressing a key

Press a key, such as F8 to open the Copy dialog box or Insert to open the Create Folder dialog box. These keys are customizable. See ["Customizing menus, toolbars, and shortcut keys,"](#) on page 47 for information about how to customize shortcut keys.

- As Norton Applets, or mini-programs

To open a dialog box that you can minimize to the desktop, press Shift as you click the dialog box name on the menu. Some of the dialog boxes that can be opened as applets are Copy, Norton Zip (Figure 1-4), Encryption, and Copy Disk. The online help provides a complete list of Norton Applets.

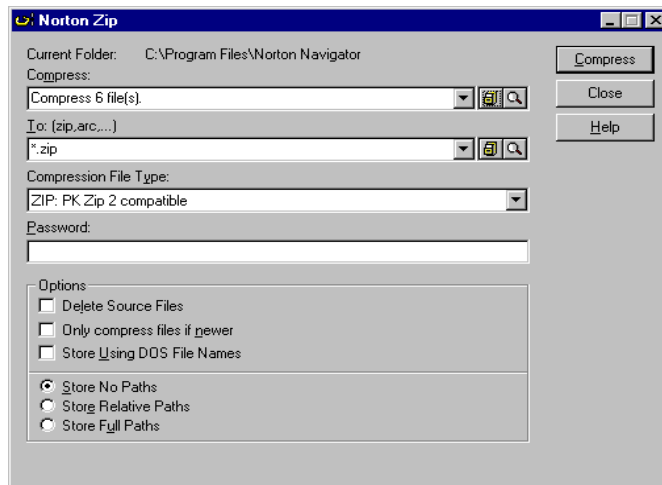


Figure 1-4 Norton Zip applet dialog box

About XTreeGold mode

For users who like the XTreeGold File Manager, Norton File Manager provides an XTreeGold mode (Figure 1-5). Experienced XTreeGold File Manager users will find that familiar XTree keystrokes open equivalent Norton File Manager dialog boxes and run equivalent commands.

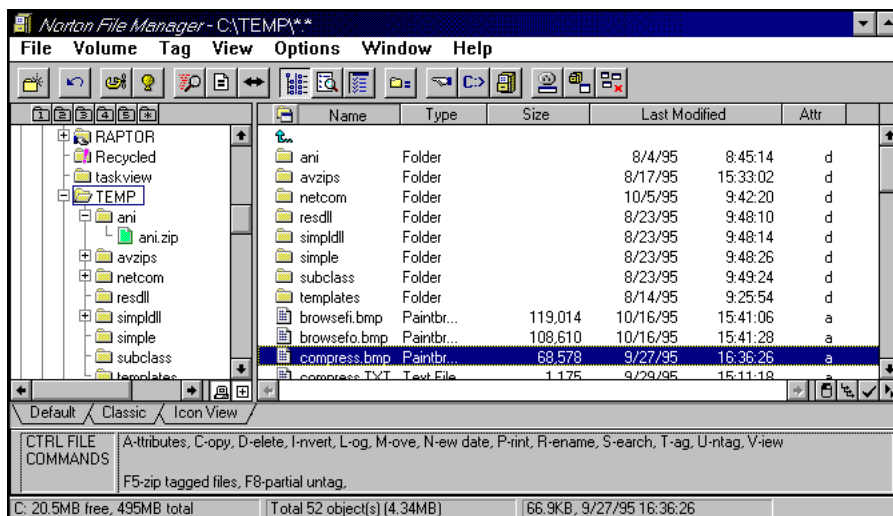


Figure 1-5 File Manager window in XTreeGold mode

The disadvantage of XTreeGold mode is that some File Manager features, such as Speed Search and customization of menus and keyboard shortcuts, are not available.

In XTreeGold mode, however, the toolbar can be customized to include programs set up as Custom Commands. A customized toolbar can take the place of the XTreeGold File Manager's Applications menu.

A list of XTreeGold command keystrokes appears under the tree and file list in the File Manager window. Different command keystrokes are available, depending on whether items are selected in the tree list or the file list, or whether you press Ctrl or Alt.

- To execute a command in XtreeGold mode, either press the indicated letter or click the command name in the command list pane.

Users not familiar with the XTree file manager who want to try working in XTreeGold mode will find descriptive lists of commands, and their File Manager mode equivalents in online help.

Online help contains the full list of XTree keystrokes. To print a reference list, choose “Working in XTree Gold mode” from the Norton File Manager help contents page, and click the appropriate button to choose the command lists you want to print.

Using Norton File Manager

Running programs from Norton File Manager

To run a program using its default settings:

- Double-click its executable file name.
- Double-click a file associated with the program.
- Drag a data file to the program's icon on the Windows NT desktop.

To run a program and specify command-line options:

- Use the File menu Run dialog box.
Enter or browse for the program path and name. Then add program-specific command-line options as instructed in the program's documentation.
- Set up the program as a Custom Command, as instructed in ["Customizing menus, toolbars, and shortcut keys,"](#) on page 47.

You can set up more than one version of the program by creating more than one Custom Command, each with a different working directory or set of command-line options. Then add the Custom Commands to a toolbar or menu scheme.

Undoing file actions in Norton File Manager

Click Undo on the Edit menu to reverse file actions that you performed earlier. For example, you can put moved files back in their original folders and remove copied files from their new locations.

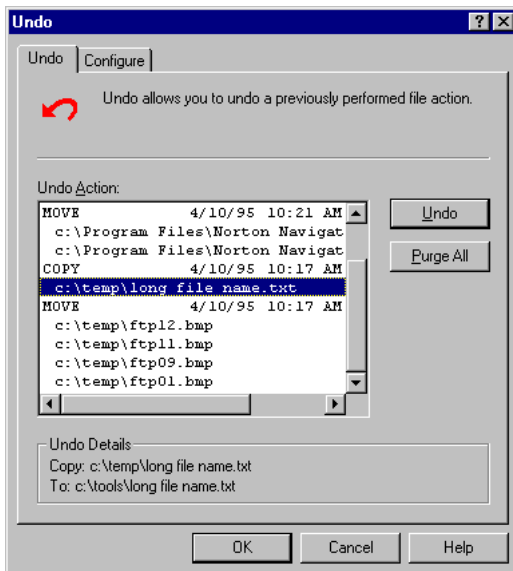


Figure 2-1 Undo dialog box

Use the Configure page of the Undo dialog box to specify how long Undo actions remain in the list.

NOTE: You cannot recover deleted files in this version of Norton File Manager.

Scanning folders and files for viruses

The Virus Scanning command on the Tools menu lets you scan selected folders and files.

[Not yet available.]

Manage existing files and folders

Copying files and folders

Using mouse or keyboard shortcuts

To copy files and keep their original file names, drag files and folders from one location to another.

You can also select the file and folder names and press the Copy shortcut key, Ctrl + Insert. Then select the destination folder for the files and paste them there by pressing the Paste shortcut key, Shift + Insert.

NOTE: Do not use Ctrl + C to copy file and folder names. Ctrl + *letter* switches the File Manager window to display the drive mapped to *letter*.

Using the Copy dialog box

From the Copy dialog box, you can:

- Enter a different name for the destination copy of a file or folder.
- Make sure that you copy only newer versions of files already in the destination folder.
- Make sure that you copy only files that are not in the destination folder.

Moving files and folders

Using mouse or keyboard shortcuts

Mouse and shortcut key methods keep the original names of moved files.

- Drag files to a new location.
- Press Shift + Delete to cut selected files or folders. Then press Shift + Insert to paste them in a new location.

NOTE: Do not use Ctrl + X and Ctrl + V. Ctrl + *letter* switches the File Manager window to display the drive mapped to *letter*.

Using the Move dialog box

Click Move on the File menu to move a file or folder and give it a different name.

Deleting files or folders

Using mouse or keyboard shortcuts

Delete files by selecting them and pressing Delete.

Depending on the settings in the Options menu General Options dialog box, you are prompted to confirm that you want to delete the file. If the file is a system file or read-only, you are always prompted before it is deleted.

- To delete files instantly, add the optional command Quick Delete to a menu or toolbar. For more information, see "[Customizing menus, toolbars, and shortcut keys](#)," on page 47.

Using the Delete dialog box

Click Delete on the File menu to:

- Delete files and write over all their data clusters (Wipe Delete) so that no data can be recovered.
- Enter wildcards in the Delete text box to delete files that match a file specification.

You are prompted to confirm deleting the files, depending on the setting of File and Directory Delete in the Confirmation page of the Options menu General Options dialog box.

Renaming files or folders

When you rename a file, you change its long file name. If the long file name is not in the DOS file name format (up to eight file name characters and three file type extension characters), the DOS name for the file is updated automatically by Windows NT.

Using mouse or keyboard shortcuts

Select a file or folder and press F2. Then enter a new name in the text box.

For information about renaming local drives, see "[Labeling disks](#)," on page 42.

Using the Rename dialog box

To rename more than one file or folder using wildcards, click Rename on the File menu.

For example, if you have several files beginning with JULY in a folder and you want to rename them to begin with AUG, enter JULY*.* in the Rename text box, and AUG*.* in the To text box.

Printing a file

The File menu Print command can print any text file, or any non-text file associated with a program, such as a spreadsheet or Windows bitmap file.

If the file is associated with a program, Print opens the program's Print dialog box and lets you specify print options.

If the file is not associated with a program, it can be printed as generic, unformatted text. For example, you can print error logs and other text files with the Print command without associating them with a text editor or word processing program.

- To print a file as generic text, even though it is associated with a program, check the Print as Generic Text option in the Print dialog box.

Printing a list of files and folders

Click Print List on the File menu to print a list of the files that appear in the File Manager window. When a file list is printed, it includes all of the file property columns displayed in the window, though not necessarily in the same order.

You can print names and information for all files or only selected files in these lists:

- Tagged files
- Search results
- The file list pane in the main File Manager window, including files in subfolders if Show Entire Branch is turned on.

You can also print the complete folder tree as it is displayed. You cannot select a portion of the folder tree to print.

Changing file and folder properties

Select one or more file names in the file list and select Properties from the popup menu or the File menu to change:

- The file attributes (Read-only, Archive, Hidden, and System).
- The dates on which the files were created, last modified, and last accessed.

If you select more than one file, changed attributes and dates are applied to all of them.

Associating files with applications

Most Windows programs automatically set up associations for their data files so that you can double-click the file name to open the file in the program.

- To change the program that opens files with a particular DOS file extension, or to associate a new file type with a specific program, use the File menu Associate dialog box.

For example, the BMP extension is associated with MS Paint by default. If you have a special graphics program, you might want to associate bitmaps with it instead.

NOTE: When you associate a file type with a program, you create a file set automatically. This file set appears in the File Sets list as a predefined set, which cannot be edited directly. Change predefined file sets in the Associate dialog box. For more information, see "[Creating and using file and location sets](#)," on page 52.

Change file format and contents

Compressing files and folders

File Manager can compress files using PKZip version 2.04, SEA ARC, and LHA 2.1x formats. SEA ARC compressed files are not stored with long file names. Other compression formats store long file names by default.



TIP: You can convert a compression file to a PKZip-style self-extracting file if it does not contain any encrypted files. Rename the compression file to change its file extension to .EXE. Then, to expand all of the files automatically, double-click the file name.

In self-extracting compression files, all long file names are truncated to DOS file name format.

Using mouse or keyboard shortcuts

Compress a file or folder instantly by dragging it to a compression file, which, by default, is marked by a green file icon.

NOTE: Compression files are displayed in File Manager as folders by default. To display compression files as ordinary files, open the Options menu General dialog box. On the Advanced page, deselect Show Compression Files as Folders.

Using the Norton Zip dialog box

Use Norton Zip on the File menu to specify compression options, such as:

- Deleting the source files after they are compressed.
- Specifying the compression type.
- Encrypting compressed files.
- Specifying that files be compressed with short, DOS-format file names instead of long file names.

If you are compressing files for use on a Windows NT system, you can use the default compression, which uses long file names. If you plan to use the compression file a system that does not recognize long file names, select the Store Using DOS File Names option.

- Specifying the path information stored with the compressed files.

If you are compressing a several files to a compression file on a floppy disk and they won't all fit on the disk, File Manager prompts you to insert another disk for the remaining files. The compression file on the second disk will have the same name as the file on the first disk.

Expanding compressed files

Using mouse or keyboard shortcuts

Click the name of a compression file when it appears in the tree list. The names of compressed files that it contains appear in the file list.

- To expand a file quickly and retain its original name, drag it from the file list to a folder.

Using the Norton UnZip dialog box

Use Norton UnZip on the File menu to specify options when you expand files, such as:

- Assigning a different name to the expanded file.
- Deleting the compressed file after it is expanded.
- Expanding a file only if it is newer than one of the same name in the destination folder.
- Specifying whether to use stored path information for the expanded files.

Decrypting and encrypting files

To encrypt or decrypt files:

- 1 Select the file or folder you want to encrypt or decrypt. If you select a folder, all the files and folders contained in it are encrypted or decrypted.
- 2 Click Encrypt/Decrypt in the File menu.
The files you selected are shown in the Encrypt/Decrypt text box.
- 3 Type a name and location for the new encrypted or decrypted file.
If you do not specify a name for the new files, the original file names are used.
- 4 Type a key, or password, between 3 and 32 characters long.

The key is case-sensitive. It can contain any combination of numbers and upper and lowercase letters.



WARNING: Be sure to use a key that you will remember. Without the key, the file cannot be decrypted. If you lose or forget the key used to encrypt a file, you cannot recover the file in any way.

- 5 Specify whether or not to delete the original files after they have been encrypted.
- 6 Click Encrypt or Decrypt to perform the action and return to the File Manager window.

Editing a file

The default editor is Windows NT Notepad.

- To edit a text file, select the file name. Then click Edit Text on the File menu.
- To change the text editor, click General on the Options menu. Then click the Text Editor tab. Enter the path and name of the new editor. You can specify any editor or word processing program on your system.

UUEncoding and decoding files

Uuencoding is a standard method of converting binary files to ASCII format for transmission to and from network mail and USENET servers that use SMTP (Simple Mail Transfer Protocol). You uuencode a binary file before you send it, and you decode it when you receive or download it.

For example, if you have a binary file, such as a WAV or AVI file, that you want to post to a USENET interest group, you should uuencode it first. Uuencode large binary files into small segment files of fixed length for convenience in uploading and downloading.

Click UUEncoding on the File menu to encode or decode files. The UUEncoding dialog box lets you:

- Decode an encoded file that is divided into separate files, automatically finding all of the segment files if you enter the name of the first file.
- Specify the folder for the output file.

- Encode a file and split it into separate files of a size that you specify.
- Delete the source file or files after you have encoded or decoded them.

Find and select files

Using FastFind

Use the Tools menu FastFind utility to find files that meet the location, file specification, file contents string, date, and other criteria that you specify.

For basic searches

Most searches can be specified in the Name & Location page of the dialog box.

Figure 2-2 shows how to specify a search for all .DOC files that contain the text string “Dear Mr. Johnson:” on the C: drive and its subfolders.

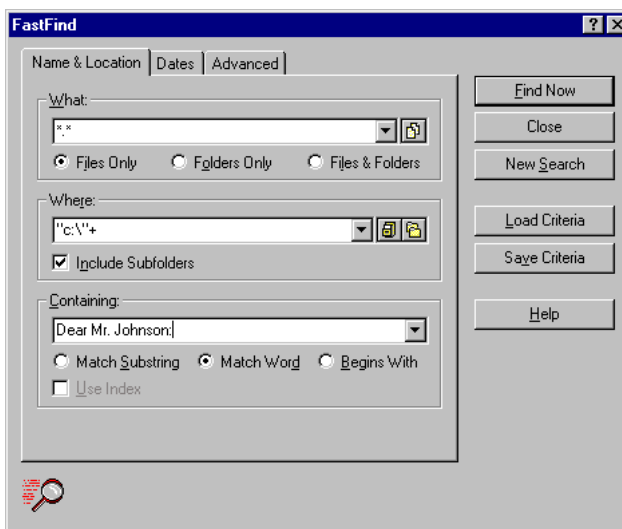


Figure 2-2 FastFind Name & Location page

- To search again with most of the same criteria, click FastFind on the Tools menu, and change the criteria you want to alter. Then click Find Now.

By default, the first search results list is cleared before a second search is performed. To add the results of subsequent searches to the original list, click the Advanced tab and check Append to List.

- To clear all search criteria and start again, click New Search. Then reenter search criteria and click Find Now.

For sophisticated searches

Narrow the search by specifying more file properties. Enter criteria in the Dates or Advanced pages.

Use the Dates page to specify:

- The date or date range of files. You can enter the Last Accessed, Last Modified, or Created dates of the files you are looking for.



TIP: Use the Last Modified or Last Accessed date option to find files that you haven't used for a long time. You might be able to archive or delete them.

Use the Advanced page to specify:

- The file size, greater or less than a specified number of kilobytes.
- File attributes, such as Read Only.
- Whether the file must be an exact duplicate of another file.
- Whether to append the results of this file search to the current search results list.

For saved searches

FastFind lets you set up searches and then save the search criteria. You rerun a saved search by clicking its name in the Load Defined list.

To set up and save a defined search:

- 1 Specify all of the criteria for the search, such as a text string, file dates, and Advanced page options.
- 2 To make sure that the search is set up correctly, run it once to test it.
- 3 Click Save Defined.

- 4 In the message box that appears, enter a name that describes the search. For example, you might enter DUP FILES SINCE 4/1/95, or LETTERS TO ACME CORP.
- 5 Click OK to save the name and the defined search criteria and return to the FastFind dialog box.

To use a defined search:

- 1 Click Load Defined in the FastFind dialog box.
- 2 Select the search in the list that appears (Figure 2-3).

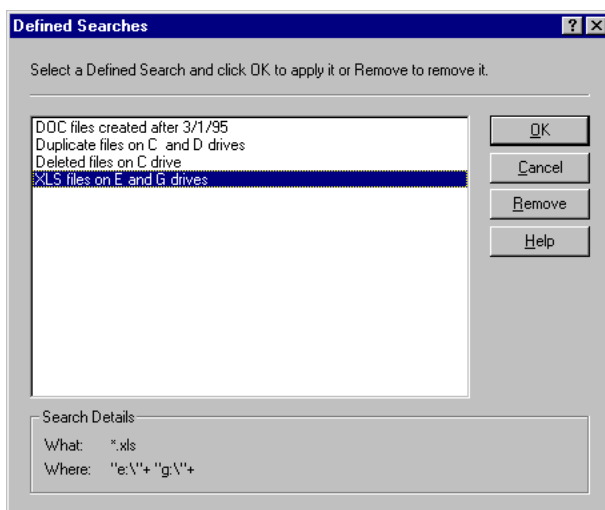


Figure 2-3 List of defined searches

- 3 Click OK to return to the FastFind dialog box, which now contains the defined search criteria.

You can:

- Click Find Now to start the search as defined.
- Modify some of the criteria before you run the search.
- Save a modified version of the search under a new name.

Using the Search Results list

When all files that meet the search criteria have been found, the FastFind dialog box closes, leaving the Search Results window open (Figure 2-4).

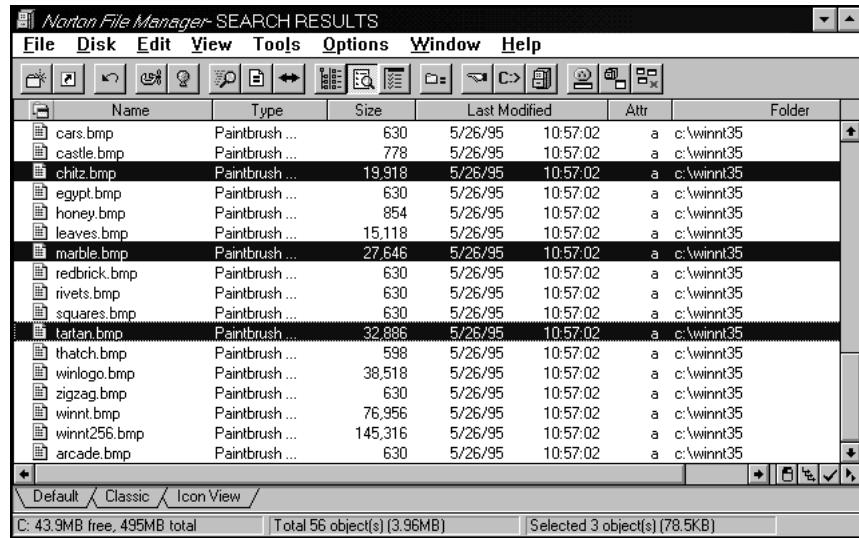


Figure 2-4 Search Results list

The file list information includes the folder path, so that you can see where each file is located.



You use the Search Results list as you would use the file list in the tree and list view. For example, you can select files and run commands to act on them.

The Search Results list for each instance of File Manager is saved until you exit. You can display Search Results and use the list at any time until you exit from File Manager.

Selecting files in Tag mode

To select files in several folders on several drives and then act on them all by running a single command, use Tag mode, described on [page 55](#).

For example, to select files in several folders on your C and D drives, follow these steps:

- 1 Click  under the File Manager file list pane to turn on Tag mode.
Click  to turn on Multiple Select mode so that you don't have to press Ctrl as you click file names to select them.
- 2 Select files in folders on your C and D drives by opening each folder where you want to select files, and clicking the names of the files.
File names selected in Tag Mode are highlighted and also marked with a check (✓).



TIP: To clear the Tagged list, turn Tag Mode off and then back on again. You are prompted to clear the previous Tagged List.

Using the Tagged List view

- 1 Click Tagged List on the View menu or default toolbar to open a window that lists all of the files you have tagged.

If you are in Tag mode when the list appears, all file names are selected. Click to select individual names or leave all names selected.

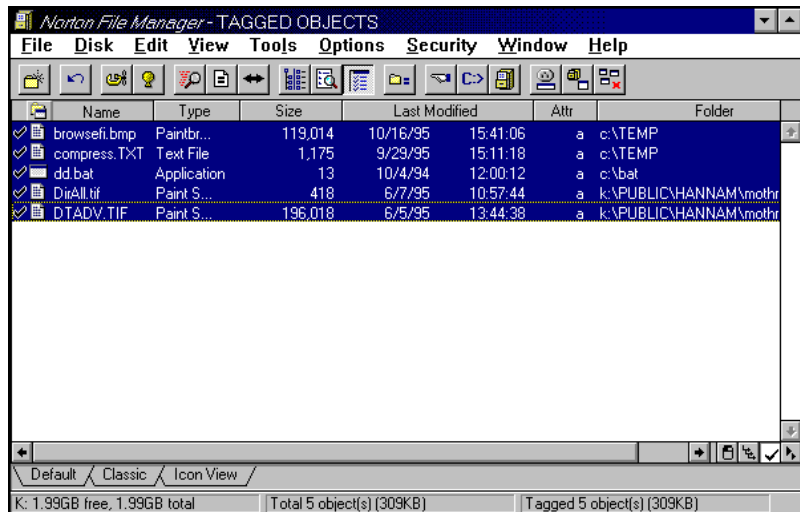


Figure 2-5 Tagged List view

NOTE: If you deselect files when you are still in Tag mode, the files are removed from the Tagged List. If you are not in Tag mode, you can select and deselect files without affecting the contents of the list.

- 2 You can do anything with these files that you would do with files in any other file list, such as copying, compressing, moving, viewing, or renaming them.
- 3 Press Esc to exit from the Tagged List view.

If you view the tagged file list again, it still contains the names of files you originally tagged, even if Tag Mode is no longer active. Until you create another list of tagged files, you can reuse the list if you have not moved, deleted, or untagged the files.

Selecting files with the Select and Deselect dialog boxes

To use a dialog box to select or deselect files in the current file list, Tagged List view, or Search Results list view, choose Select from the Edit menu.

Click	To do this
All	Select or deselect all items in the current file list.
Some	Use wildcards and DOS file attributes to specify the files to select or deselect. For example, you can choose to select or deselect all *.TXT files or all read-only files.
Invert	Deselect files currently selected and select files currently deselected.

Compare and update files and folders

Using Compare Files

The Tools menu Compare Files dialog box displays two files that you specify and notes the differences between them. You can display the comparison in text (ASCII) or binary format.

For any comparison:

Select this option	To do this
Binary Compare	Compare files byte by byte in a single pane, instead of line by line in two parallel panes.
Match Case	Treat differences in upper and lowercase as differences between the files.

For ASCII only:**Select this option****To do this**

Ignore Whitespace

Treat all contiguous blank spaces as a single space.

Differential Display

Display only the sections of the files that differ.

Autoscroll Display

Keep the file display synchronized in both panes.

Horizontal Display

Display the comparison panes one above the other instead of side by side.

Text comparisons

Line-by-line text comparison is the default.

Figure 2-6 shows the result of comparing two versions of CONFIG.SYS:

- Ignoring the sections that are the same
- Treating contiguous blank spaces as one space

- Synchronizing the display of file differences

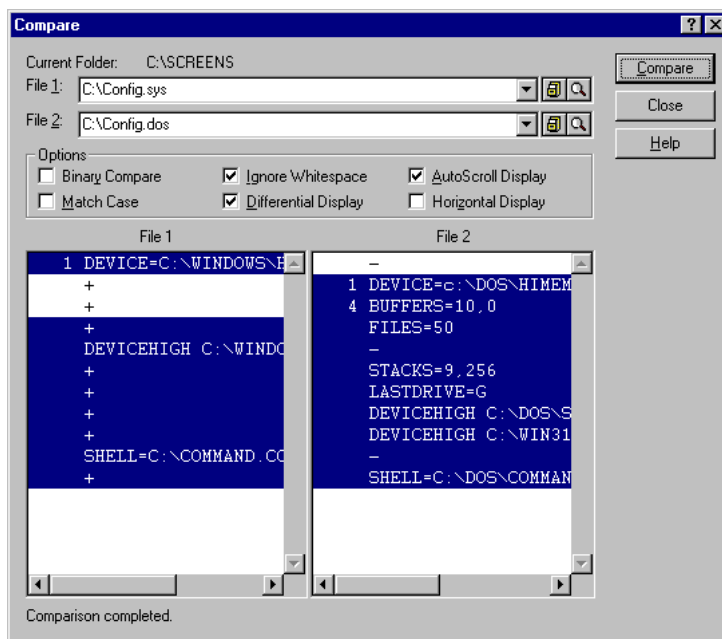


Figure 2-6 File comparison in text mode

Binary comparisons

Figure 2-7 shows a binary, byte-by-byte comparison of two versions of CONFIG.SYS.

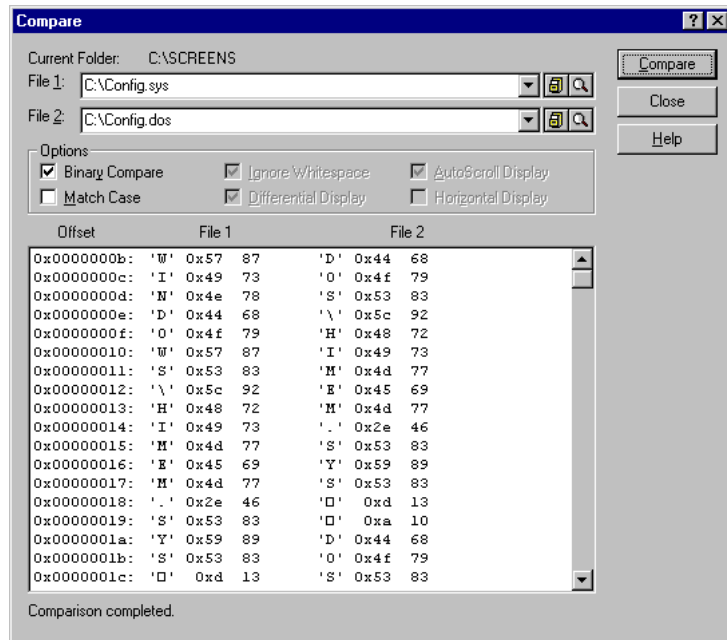


Figure 2-7 File comparison in binary mode

Using Compare Folders

The Tools menu Compare Folders marks files in the current folder that meet the criteria you specify.

Follow these steps to set up a folder comparison:

- 1 Select and open the folder where you want to identify different file versions.
- 2 Enter the name of the folder you want to compare.
- 3 Select criteria as described in the following sections.
- 4 Click OK to perform the comparison and return to the File Manager window.

Files and folders that meet the criteria you specified are marked with the hollow selection box.

To identify different files

Specify Newer or Older—or both—to identify files in the current folder that are either newer or older than versions of the files in the comparison folder. To identify files that do not appear in the comparison folder at all, you can also specify Unique.

To highlight files in the current directory that do not have any versions in the comparison folder, specify only Unique, as shown in Figure 2-8.

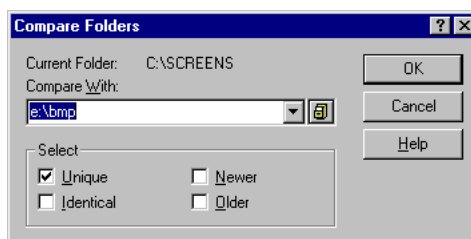


Figure 2-8 Folder comparison to select unique files

To identify identical files

Specify Identical to highlight files in the current folder that are exactly the same as files in the comparison folder.

Using Synchronize Folders

Synchronize Folders updates the contents of a folder and folder branch on one system with the contents of a folder or folder branch on another system. For example, Synchronize Folders will keep a local folder updated with the files contained in an equivalent folder on a network server or update your desktop computer with files you created on your laptop computer.

Synchronize Folders copies files between selected folders to update the contents of either folder or of both folders. Synchronize Folders does not delete any files. It only copies new versions of existing files and adds files that do not exist.

Select the folders in the folder lists, and click the arrow that indicates the folder where files should be copied (Figure 2-9).

- To make two folders match exactly, click the bi-directional arrow. Newer and unique files from each folder or folder branch are copied to the other.

- To update subfolders of the selected folders, select the Include SubFolders check box.

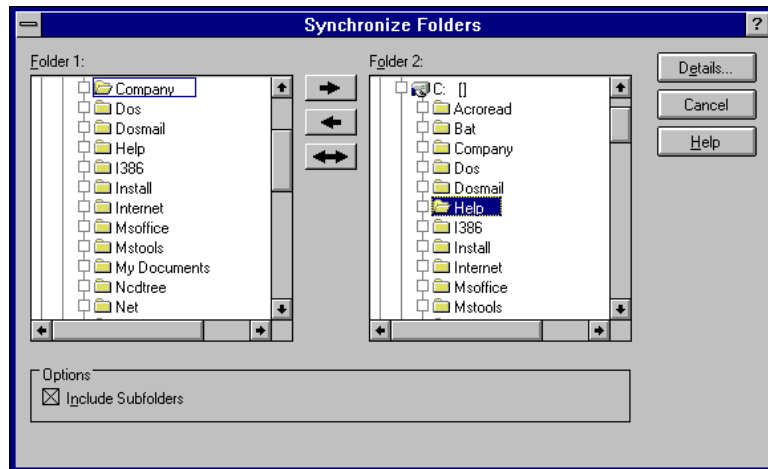


Figure 2-9 Synchronize Folders dialog box

To choose the files that are copied between folders:

- 1 Click Details in the Synchronize Folders dialog box.
- 2 In the dialog box that appears, select and deselect files in the side-by-side file lists.
To reset the originally selected files, click Default.
- 3 Click OK to return to the Synchronize Folders dialog box and begin the folder synchronization.

Connect to FTP sites

If you already have TCP/IP (Internet) access, you can connect to FTP sites from the File Manager tree list.


Default FTP sites, such as Symantec's FTP site and other computer companies' FTP sites, are already set up for connection.

- To connect to an FTP site, double-click the site name in the tree list. File Manager makes the connection, using the information you entered in the FTP sites dialog box.

To abort the connection process, press Esc.

After you connect to an FTP site, you can use it like other drives connected to your system. On any connected FTP site, you can:

- View the FTP log window to see FTP commands as directories are opened.

Click the FTP Log Window icon  on the default toolbar to open a log window below the File Manager window. The log window is useful for troubleshooting connection and file information display problems.

- Download files by clicking and dragging file names from the site to your local or network drives
- Set one of the FTP site directories as your login directory.

Open a folder in the file list of an FTP site. Then click the right mouse button in the folder's file list and choose Set as Login Folder from the popup menu (Figure 2-10).

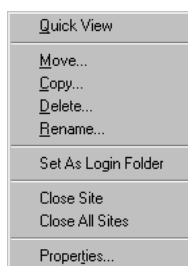


Figure 2-10 FTP site file list popup menu

On sites where you log in with a user name and password and have adequate access privileges, you can also:

- Copy and move files by clicking and dragging file names from your local or network drives or from one FTP site to another.

For information about encoding binary files in ASCII format before you copy them to an FTP site, see "[UUEncoding and decoding files](#)," on page 25.

- Change, create, copy, and remove directories.
- Delete files.

To set up an existing FTP site for use with File Manager:

- 1 Select FTP Sites from the Options menu.
- 2 Click the E-Mail Address tab and enter your E-mail address, which is used as the password for sites where you use anonymous logins.
- 3 Click the Sites tab. Then click Add.

By default, Use Wizard to Add is checked. The wizard prompts you to enter a descriptive name for the site and the Internet address of the site, such as FTP.SYMANTEC.COM.

When you click Finish you return to the Sites page.

You can now use the site for anonymous login. If you use the site with a login name and password, select the site name in the Site list, then click Properties and enter your login information as described in the following section, "Modifying FTP site setup."

Modifying FTP site setup

After you enter basic connection information for an existing FTP site, you can add or change the information.

Click your right mouse button on the site name in the File Manager tree list. Then click Properties and enter relevant information:

- For a site where you do not use anonymous login, turn off Use Anonymous Login and enter your login name and password.
- For some sites, you might need to identify the operating system so that file names and properties will appear correctly in File Manager.

The default operating system specified for FTP sites is UNIX. Select a different operating system from the list on the Advanced page of the Properties dialog box. If the site's operating system is not listed, follow instructions in ["Connecting to unusual FTP sites,"](#) on page 39.

Connecting to unusual FTP sites

After you set up an FTP site, you may find that file and directory information does not appear correctly in the File Manager file list when you connect to the site.

To correct the problem, specify the FTP site's operating system if it appears in the list in the Host Type list in the Advanced page of the site's Properties dialog box.

If you do not know what operating system the FTP site is using, or if it does not appear in the Host Type list, follow these steps:

- 1 Choose FTP Log Window from the View menu, then double-click the site name to connect to it.

The log window appears below the File Manager window, and displays connection information. Examine the file and directory information that appears in the log window, referring to the examples on [page 40](#) for guidance.

- 2 Click your right mouse button on the site name in the File Manager tree list and choose Properties.

- 3 In the Advanced page of the Properties dialog box, choose User Defined from the Host Type list, and click the Define button that appears.

- 4 In the FTP Directory Entry Specifications dialog box, enter two format lines, one for the folder listings and one for the file listings.

Click the Help button to see a complete list of tokens you can use in the format line. Use the examples on [page 40](#) as samples.

- 5 Click OK to save the directory entry specifications information, and close the Properties dialog box.
- 6 Disconnect the site and double-click to connect to it again with the new settings.

Example 1:

If the file and folder information lines in the FTP log window looks like this:

```
sr-xr-x 1 Server Type 40470 Mar 10 1993 autoexec.bat
drwxr-xr-x 1 Server Type 0 Nov 13 1994 files
```

Enter this format line for files:

```
attributesl, ?, ?, ?, size, datel, namel
```

Enter this format line for directories:

```
attributesl, ?, ?, ?, ?, datel, namel
```


Example 2:

If the file and folder information lines in the FTP log window look like this:

```
mouse.com      56425 Aug 10 1993  07:44  -rw-  
oldfiles      <DIR>  May 30 1994  15:38  drw-
```

Enter this format line for files:

```
name1, size, date1, time, attributes3
```

Enter this format line for folders:

```
name1, type, date1, time, attributes3
```

Example 3:

If the file and folder information lines in the FTP log window look like this:

```
thatch.bmp 598  12-32-93 A  
system    <DIR> 05-23-95
```

Enter this format line for files:

```
name1, size, date3, attributes4
```

Enter this format line for folders:

```
name1, type, date3, attributes4
```

Manage disks, network drives, and shared resources

Copying disks and image files

You can copy a disk to another disk of the same size or to an *image file*, which is a single file that contains the entire contents of a disk, including both files and unallocated sectors. You can also make multiple copies of a disk or image file.

- 1 Click Copy Disk on the Disk menu.
- 2 Select the drive letter or enter the name of the image file you want to copy from and to.
Source and destination disks must have exactly the same formatted capacity.
- 3 Specify options, such as Multiple Copies and Verify Copies.

- 4 Click Copy to begin copying the disk or image file.
If you selected Multiple Copies, you are prompted to insert a new disk after each copy is made.

You can use the same drive for both the source and destination disks. After the contents of the source disk have been copied to memory, you are prompted to remove the source disk and insert the destination disk.

Formatting disks

- 1 Insert a disk in the drive to be formatted, and select the drive in the tree list or drive ribbon.
- 2 Click Format Disk on the Disk menu to open the dialog box with the drive selected.
- 3 Select the capacity of the disk from the Capacity drop-down list.



CAUTION: Do not format a disk at a different capacity than it is rated.

- 4 Select Quick (Erase) or Full to select the format type.
Select Copy System Files Only to create a system disk from a formatted disk.
Enter a label for the disk if you want one.
- 5 Click OK to begin formatting the disk.

Labeling disks

The only disks you can label are those in mapped drives that are physically attached to your computer, such as your A and B drive disks, removable disk cartridges, and your hard drives and partitions.

- 1 Click Label Disk on the Disk menu.
- 2 Click the arrow next to the Disk text box and select the disk or the drive containing the disk that you want to label.
- 3 Enter a label name in the New Label text box.
Disk labels can contain any combination of 11 characters, including special characters such as é or â.

Making a system disk

Click Format Disk on the Disk menu, and select Copy System Files Only to make a system disk of a disk that is already formatted.

If the disk is not already formatted, select the Copy System Files option when you format it.

See "Formatting disks," on page 42 for the general procedure.

Sharing local drives and folders

Norton File Manager opens the NT Sharing and Stop Sharing dialog boxes from the Disk menu.

Use these dialog boxes as you use them in the NT File Manager. You can share local folders and volumes with users that you have set up in the Program Manager Administrative Tools group User Manager dialog boxes.

NT File Manager's Help system is active in these dialog boxes. Use the help to get information about sharing drives and folders.

Using the Security menu commands

The Security menu commands in Norton File Manager duplicate NT File Manager Security menu commands.

Security menu commands can be run only on NTFS (NT File System) volumes. In addition, the Auditing command requires you to have special privileges on the volume.

If you try to run a Security menu command on a non-NTFS volume, a message box appears, explaining the requirements for using the command.

Customizing Norton File Manager

Why customize Norton File Manager?

Norton File Manager is a powerhouse of useful features, many of which are not immediately visible in the default version of File Manager. Enjoy the full functionality of File Manager by setting it up to suit your work style and needs.

Different versions of some view options can be saved on SmartTabs, which appear at the bottom of the tree and file list window. To switch to a different File Manager view, you click the tab. For more information about SmartTabs, see ["Using SmartTabs,"](#) on page 57.

Use the information in this chapter to find out what File Manager can do and to specify your preferred defaults.

Set these options to apply to all File Manager views:

- File launching behavior.
- The actions you are asked to confirm.
- The drives that appear in the tree list or drive ribbon.
- The editor that opens when you select Edit Text.
- The commands that appear on menus and toolbars.
- Programs you set up to run from File Manager menus and toolbars.
- The mode, either File Manager or XTree Gold mode.

Set these options differently for different SmartTabs:

- The font used in the tree and file list.
- The columns that appear in the file list.
- The setting of Tag mode, Multiple Select mode, and the other modes controlled by icon buttons at the bottom of the tree or file list. For information about the modes and what they do, see ["Using the tree and file list mode buttons,"](#) on page 54.
- The way the file list is sorted.
- The file names that appear in the file list.

Setting basic behavior options

Options described in this section are set for all SmartTab views of File Manager.

Setting confirmation, drives, editor, and other options

Use the Options menu General dialog box to set options shown on the tab pages in this dialog box:

[Picture of General dialog box with Confirmation page open.]

Use this dialog box page	To specify
Advanced	<p>File launching behavior for normal files as well as files that have been zipped into compression files.</p> <p>Whether compression files, created when you use Norton Zip to compress files, are treated as ordinary files or as folders.</p> <p>Whether option settings are saved when you close File Manager.</p>
Drives	<p>The drives that appear in the tree list or the drive ribbon, whichever is visible in the File Manager window, including FTP sites and Network Neighborhood.</p> <hr/> <p>NOTE: Drives that do not appear in the tree list or drive ribbon are still attached and mapped to drive letters on your system.</p> <hr/>
Confirmation	<p>The file actions you are prompted to confirm, such as deleting and replacing files, creating folders, or performing any action with your mouse.</p>

Use this dialog box page

Text Editor

To specify

The editor program you want to open when you select a file and choose Edit Text from the File menu or file list popup menu.

You can specify any editor or word processing program on your system as long as it is a true 32-bit program.

Customizing menus, toolbars, and shortcut keys

Open the Customize dialog box on the Options menu to change the default menus, toolbar, and keyboard shortcut key schemes or create entirely new ones that you name.

NOTE: To reset any menu, toolbar, or keyboard scheme to the default shipped with Norton File Manager, click the Default button in the Customize dialog box for the scheme.

Selecting named schemes

When you create a new menu, toolbar, or keyboard shortcut scheme, you enter a name for it. You can change the names of default schemes, too.

Named toolbar schemes appear on the toolbar popup menu. Named menu schemes appear on the Options menu. Switch to a different scheme by selecting it from the menu where it appears.

To switch to a different keyboard shortcut scheme, open the Customize Keyboard dialog box, select the keyboard shortcut scheme you want to use, and click Save, then Close.

Creating and modifying schemes

Norton File Manager's default menus and keyboard shortcuts closely match NT and Windows 3.x File Manager defaults. The default toolbar contains some of the most commonly used File Manager command features.

You might want to create special versions of the menu scheme or toolbar, or change some of the keyboard shortcut keys. This section provides general information about creating new schemes or modifying the default schemes.

Online help contains more information about creating and modifying menus, toolbars, and keyboard shortcuts.

Toolbars

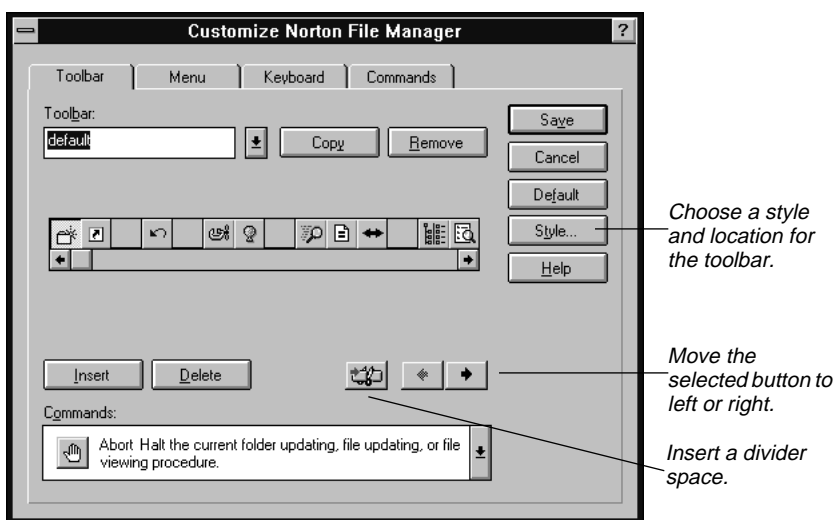


Figure 3-1 Customize Toolbar dialog box page

To modify the current toolbar, you can:

- Select buttons one at a time and move or delete them.
- Select commands in the Commands list, including custom commands that you have created, and insert them.
- Change the toolbar style.

To create a new toolbar, click Copy. Then name the copied toolbar and change it as you would change the current toolbar.

When you click Save, the modified or new toolbar appears in the File Manager window.

Menus

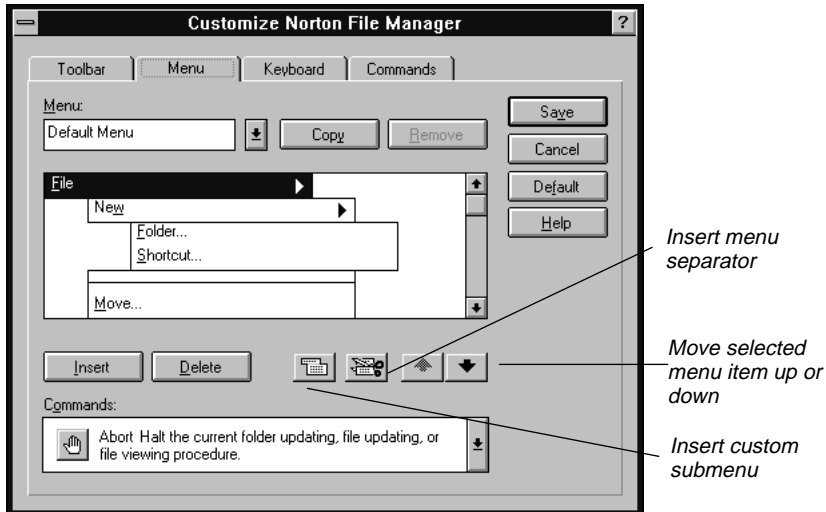


Figure 3-2 Customize Menu dialog box page

To modify the current menu scheme, you can:

- Select menu items and move them up or down in the list or delete them.
- Select commands in the Commands list, including custom commands that you have created, and insert them.
- Insert a custom submenu, name the menu, and add commands to it.
- Rename menu items by selecting them, pressing F2 and typing a new name.

To create a new menu scheme, click Copy to copy the current scheme, enter a name for the new scheme, and modify it as you modify the current menu scheme.

When you click Save, the modified or new menu becomes the current menu scheme in File Manager.

Keyboard shortcuts

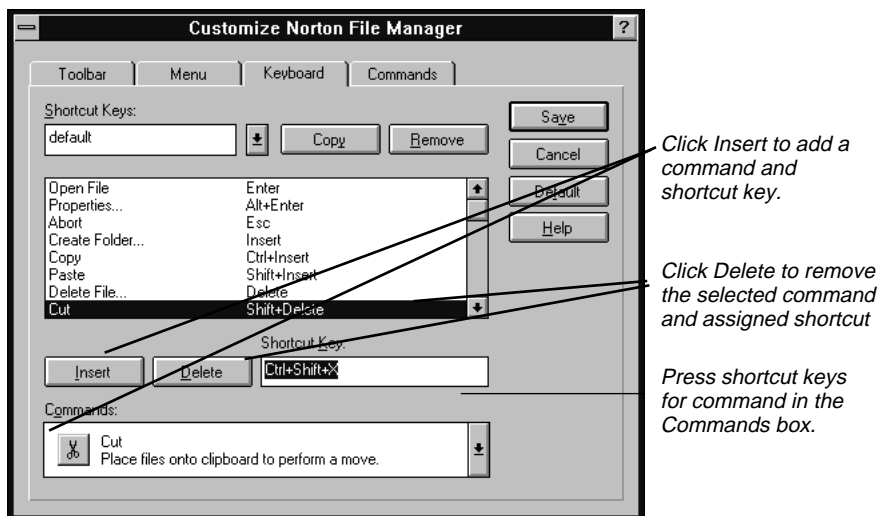


Figure 3-3 Customize Keyboard dialog box page

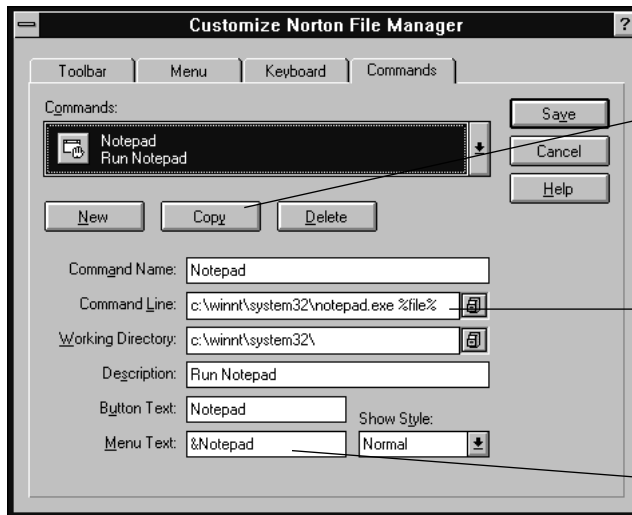
To change keyboard shortcuts:

- 1 Select commands, one at a time, in the Commands list.
- 2 For each command, click in the Shortcut Key box and press shortcut keystrokes.
- 3 Select an action:
 - Click Insert to add the command and shortcut key to the list.
 - If the shortcut keystrokes you type are already used by another command, the Insert button changes to Replace. If you click Replace, the shortcut key is assigned to the new command.

Remove command and shortcut key assignments by selecting the command and keystroke in the list and clicking Delete.

- To create a new scheme, click Copy to copy the current scheme, enter a name for the new scheme, and modify it.

Creating and using custom commands



Creates a copy of the command so that you can change working directory, command line options, and so on.

Program name and location with replaceable parameters and command-line options

The character following used from the keyboard enter the command.


Figure 3-4 Custom Commands dialog box page


Use the Commands page of the Customize dialog box (Figure 3-4) to set up other programs and run them from Norton File Manager by clicking a toolbar button or selecting a menu command.

Programs set up as Custom Commands appear in the Commands list for the toolbar, menu, and keyboard pages, so that you can add them to any scheme that is convenient for you.

If you set up programs to run from File Manager menu or toolbar, you do not have to keep their icons on the desktop or open the Windows NT Program Manager to start them. You can even set up more than one version of the same program, so that it opens with a different working directory or with different command-line options.

To set up a program as a File Manager command:

- 1 In the Commands page of the Customize dialog box, click New to open a generic command page.
- 2 Click  beside the Command Line box to find the program you want and enter its name and path automatically.

- 3 Add program-specific command-line options and replaceable parameters as appropriate.
Replaceable parameters include %file%, which opens the program with the file selected in the File Manager file list when you click the program's toolbar button or menu command. Online help contains a complete list of replaceable parameters.
- 4 Enter a path in the Working Directory text box, or click  to find a folder path and enter it automatically. If you do not enter a working directory, the program's defaults apply.
- 5 Edit the text in the Command Name, Description, Button Text, and Menu Text boxes if you want to change the program defaults.
You can also specify the window size of the program when it first opens. Normal size is the default.
- 6 Click Save to save the program command as you have set it up.
After you set up a program as a custom command, it appears in the Commands list for the toolbar, menu, and keyboard shortcuts.
- 7 Add the new command wherever it is easy to access.

Creating and using file and location sets

Create and modify named file and location sets that you select in dialog boxes that require file names or folder paths as input, such as FastFind.

File sets are groups of files defined by file specifications that can include wildcards. Files associated with individual programs are already usable as default file sets.

For example, you might create a file set called IMAGES that defines all bitmap files, including TIF, GIF, BMP, and other formats that you use, instead of selecting the default set for each of these types.

Location sets specify drive and folder paths that can be used in the Where text box in some dialog boxes. Default location sets are generic locations, such as All Drives and Current Drive Only.

For example, you might create a location set called PICTURE that includes folders containing related files on two drives, such as C:\SCREENS and D:\BITMAPS.

Setting display options

These option settings can be saved on SmartTabs. To switch between them quickly, click the appropriate SmartTab.

Specifying how the tree and file list appear

Use the dialog boxes available on the View menu and the Options menu Fonts dialog box to specify the font for the tree and file list and other text in the File Manager window, the columns that appear in the file list, the sort order of file names, and which file names appear.

Use this dialog box

To specify

Fonts
Options menu

The font used in the File Manager window. The font you specify is used for the drive ribbon—if it appears—the file list column headers, the tree and file list, and the names of SmartTabs.

The font of toolbar buttons or the status line is not changed.

Details
View menu

The file properties displayed for files in the file list, such as size, last modified date, and DOS attributes.

The kind of icon that marks each file name: a large or small program-specific icon or a generic icon.

Sort
View menu

A custom, two-level sort order for file names.

Filters
View menu

What file names appear in the file list, based on file type, size, date, and attributes.

Whether subfolders of the current folder appear in the file list, or files only.

Using the tree and file list mode buttons

The following icons appear below the file list.

This mode and icon

Control

Expansion levels



The level to which all folder branches are expanded in the tree list.

Click a numbered icon to expand branches to that level. Click the asterisk-labeled icon to expand all folder branches to their maximum depth.

Show All Drives



Whether drives appear in the tree list or in a drive ribbon above the tree and file list.

If Show All drives is on, drives are listed in the tree list.

Only the drives specified in the Drives page of the General dialog box on the Options menu appear in either the file list or the drive ribbon.

Indicate Expandable Branches



Whether folder branches containing subfolders are marked with a + or -.

If +, then the folder contains subfolders that do not appear in the tree list. If -, then some or all subfolders appear in the list.

The following icons appear at the bottom right of the file list.

This mode and icon

Control

Multiple Select mode



Whether you can select more than one individual file for in the file list by clicking file names one at a time.

When this control is off, select separate file names by pressing Ctrl as you click them.

This mode and icon**Control**

Show Entire Branch
mode



Whether names of all files in the selected folder and its subfolders appear in the file list, or whether names of only the files in the selected folder appear.

TIP: When Show Entire Branch mode is active, add the Folder column to the file list so that you can see the subfolder where each file is stored.

Tag mode



Whether you can select, or *tag*, files in the current file list, then click a different folder or drive and tag files there, and so on.

Tagged files are marked with a check. You can perform any function, such as copy or delete, on the tagged files.

TIP: To avoid acting on any file by mistake, click Tagged List in the View menu or default toolbar to see the list of files you have selected. You can click file names in the list to deselect them. Press Esc to return to the tree and file list view.

When Tag mode is off, you can select only files that appear in the current file list.

This mode and icon

Control

Outline mode




Whether file names appear summarized in groups determined by the file list property column at the far left.

To set up the file list for Outline mode, drag the property column you want to sort by to the first, or farthest left, position.

Figure 3-5 shows the file list in Outline mode, sorted on Type.

Type	Name	Size	Last Modified
Folder	3 files	0 bytes	
DLL File	1 files	26,624 bytes	
EXE File	5 files	603,776 bytes	
Help Co...	1 files	89 bytes	
Help File	2 files	38,412 bytes	
	regedit.hlp	22,681	5/26/95 10:57
	regeditv.hlp	15,731	5/26/95 10:57
LST File	1 files	0 bytes	
MIDI Se...	1 files	33,883 bytes	
Paintbr...	21 files	426,866 bytes	
PIF File	5 files	2,887 bytes	
Sound	6 files	95,542 bytes	
Text File	6 files	1,442 bytes	
Video Clip	1 files	82,944 bytes	
Write D...	2 files	57,856 bytes	

Figure 3-5 File list in Outline mode

Collapse or expand individual outline properties by clicking the + or - icon next to the summary line. Collapse or expand all the outline properties by clicking  at the left side of the file list column header bar.

When Outline mode is off, file names appear in a single level list, sorted by the selected column.

Using SmartTabs

When you create a SmartTab, you save the File Manager display and selection settings currently in effect. You set up SmartTabs that save settings that you use often, and click the SmartTab to switch settings quickly.

For example, you might set up separate SmartTabs to:

- Turn on Tag and Multiple Select modes.
- Display only .EXE files in the file list.
- Turn on Show Entire Branch mode and include Path in the file list column headers.
- Sort the file list in Last Modified Date order.

Some SmartTabs are preconfigured. You can modify these or create new SmartTabs. The preconfigured SmartTabs include:

- Default: The tree list displays all drives. The file list displays all files, including hidden, system, and executable files.
- Classic: The tree list does not display all drives. Individual drive icons appear on a drive ribbon above the file and tree list panes.
- Icon View: The file list displays large file icons, with file name only. It does not display hidden, system, and executable files.

To create or modify SmartTabs, use either the View menu SmartTabs dialog box or the shortcut menu that appears when you click your right mouse button in the SmartTabs pane.

To change or create a SmartTab:

- 1 Set up features as you want to save them for the SmartTab:
 - Use View menu commands to specify Details, Sort, and Filter settings as described in "Specifying how the tree and file list appear," on page 53.
 - Click file list column headers and drag them to the position you want. To change the width of a file list column, click the header divider and drag it to a new width.
 - Click the Multiple Select, Show Entire Branch, Tag Mode, Outline Mode, Show All Drives, and Indicate Expandable Branches icons to turn their view and selection modes on or off. These modes are described in "Using the tree and file list mode buttons," on page 54.

- 2 Click the right mouse button anywhere in the SmartTab area.

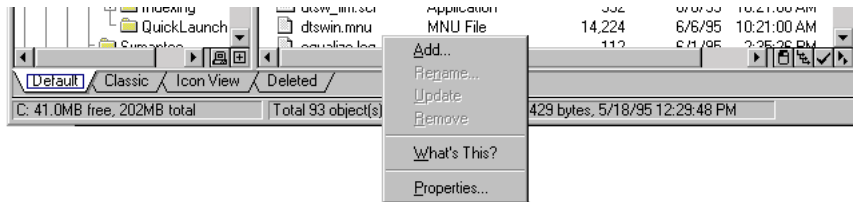


Figure 3-6 SmartTabs popup menu

- 3 Choose Add to create a new SmartTab.
- 4 Enter a name for the SmartTab in the dialog box that appears and click OK to display the new SmartTab in the File Manager window.

NOTE: To modify an existing SmartTab, set up the options described in step 1. Then click your right mouse button on the SmartTab you want to change and choose Update from the shortcut menu.

Deleting a SmartTab

- Click the right mouse button on the SmartTab you want to delete and choose Remove.

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