The Utility Factory

Getting Started with FileBoss

A visual guide to what FileBoss can do for you and how to get it done

Contents

A Quick Word about this Manual

This Quick Start manual is designed to help you get the most out of your time with FileBoss. It is a quick overview of the main features as well as tips about less obvious, yet very important, features.

We used a lot of graphics in compiling this manual so you can see as well as read about how to do things. The graphics also make it easier to scan the pages to find what you want.

While every effort has been made to ensure accuracy FileBoss is always improving and adding new features so the manual may not correspond exactly to what you see on our computer.

This Guide comes in two formats one that is suitable for printing one side to a page and the other suitable for printing double sided. Both formats and other manuals can be downloaded at:
    www.TheUtilityFactory.com/manuals

If you a have any suggestions or comments about this manual please let us know so we can improve future versions.

Write us at sales@TheUtilityFactory.com

What is FileBoss

FileBoss is a file explorer, file manager and extensive file and folder toolbox all wrapped up into one convenient package using one efficient interface. FileBoss is designed for and runs on Windows Vista, XP, 2000, 2003 and 2008 with a dedicated version for 64-bit Windows.

File Explorer

FileBoss allows you to explore your file system faster and more efficiently than the Windows Explorer that is part of Windows. Whether you have a system with one drive (normally drive C:\) or with many local and networked drives FileBoss will find the files you need when you need them and then allow you to do with them what you want.

Utilizing a multi-tabbed workspace you can view and work with the contents of more than one tab at a time. And by using Tab Groups you can view two or more folders or search results side by side either vertically or horizontally. There is more about exploring your file system, Tabs and Tab Groups in the next section.

File Manager

FileBoss provides powerful yet easy to use everyday file management functions such as copying, renaming, deleting and much more. While these are common functions of any file manager the power and flexibility that FileBoss brings to them is not.

For instance the FileBoss Advanced Copy Engine (FACE) that powers every FileBoss copy-based operation will not fail just because one file cannot be copied It also allows you to choose what to do if a file already exists on in the target folder, e.g. overwrite, skip, rename the target file, rename the new file, overwrite only if the source file is new, etc. These options are available no matter if you are performing a simple Drag & Drop operation to copy a few files or using one of the advanced copy functions to copy thousands.

File Toolbox

FileBoss provides an ever growing number of tools that perform special file and folder operations that aren't normally associated with file managers. Many of these tools are presented in this manual.

Finding Files

Find the files you need when you need them using one of FileBoss's dedicated find routines. From finding files that were modified this morning to finding files that have long names or paths FileBoss has a way to find them. (And when finding old or recent files you can use absolute dates or FileBoss's new relative time system, i.e. *find all files that changed today*, or *find all files that haven't changed in the past six months*.)

Not only can FileBoss find files you need but once it has found them you can work with them almost exactly as if they were in a normal folder. FileBoss places the results in a Virtual folder from which you can use all of FileBoss's tools to copy, rename, delete, concatenate, clean or whatever else you need to do with them.

Download and Installation

FileBoss can be downloaded at www.TheUtilityFactory.com/download. After downloading simply run the downloaded file.

FileBoss is safe to install. It does not install any DLLs or other files to any system folders. Indeed only two executables are installed: the main program and an uninstall stub.

Digital Signatures

All executable files produced by The Utility Factory are digitally signed using a VeriSign certificate. Verifying the digital signature is your guarantee that you have an authentic version of the software and that it has not been tampered with by anyone after it left The Utility Factory.

To verify the digital signature of any EXE file, including a setup file, right-click over the file and select properties from the popup menu.

The exact dialog you see depends on the version of Windows and how it has been setup.
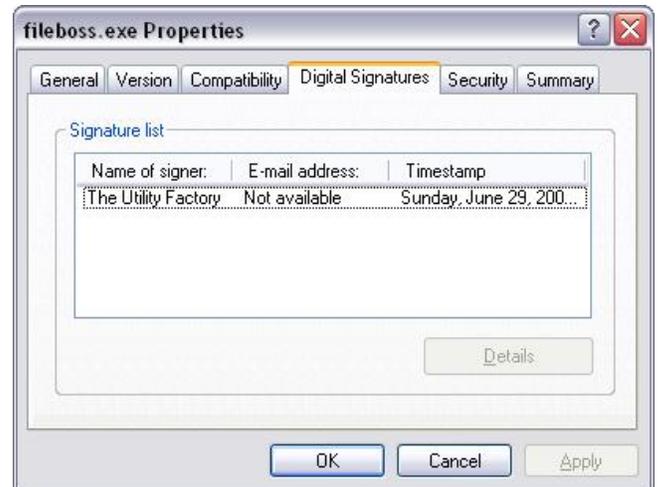
A file system includes all the files stored on your computer, whether they are graphic files from you camera, document files from word processors, audio files for your MP3 player, videos and movies, or programs such as FileBoss and all the files that make up the Windows operating system. The file system also includes the folder structure that is used to organize these files. Files can be stored locally on drives in your computer, on attached drives, or networks and in special storage devices. FileBoss explores the file system in one or more tabs.

Tabs

Every tab contains one view of the files on your computer or network. There are two basic types of tabs, one contains an explore view and the other contains the results of a search which FileBoss calls virtual folders.

Right: Three tabs each displaying a different folder. Use the Navigation Window to change folders. To activate a tab and display its folder click the tab itself or press *Ctrl+Tab* and select from the popup list of tabs.
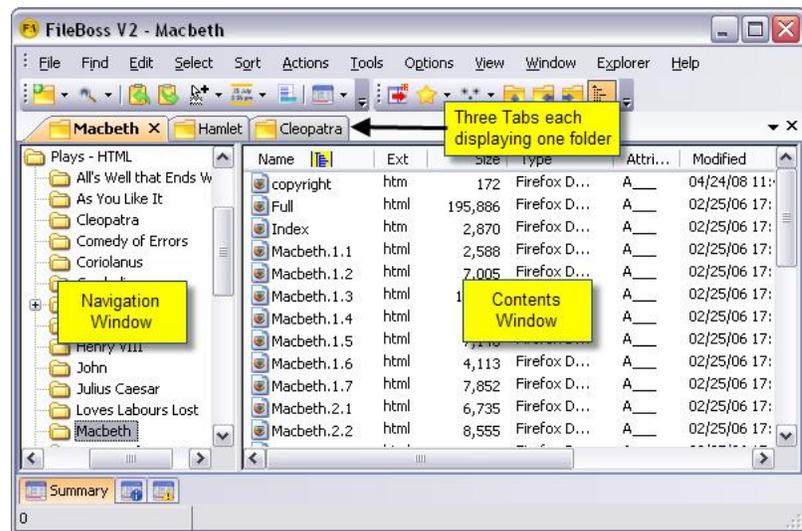
Navigation and Contents Windows

Tabs normally have two windows one for navigation through the file system and one which displays the contents of folders. The Navigation window on the left displays a tree of the folders on the computer. Change the current folder by either clicking on a new one or by moving up and down using the arrow keys as well as the *PgUp*, *PgDn*, *Home* and *End*.

The Contents window on the right displays files and folders that are in the selected folder on the left. As is explained later there are a number of ways to sort and filter what is displayed in this window.

Explore Mode: Moving around the file system

Moving to a folder

To change the active folder in a tab either:

Click on the folder in the Navigation Window

Move up and down with the arrow keys and the *Home*, *End*, *PgUp* and *PgDn* keys

Type or paste a complete path into the command bar. For example: D:\Vacations Pictures\beach

Select a drive or bookmark from the Favorites list

The Favorites list:

This same list of bookmarks can be displayed by using the File | Favorites > from the main menu.
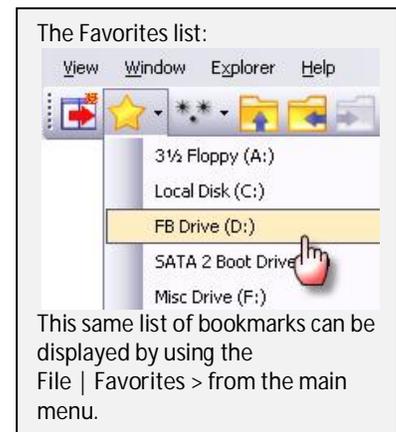
Opening a folder in a new tab

To open a folder in a new Tab:

Right-click over a folder and select *Open in New Tab* from the popup menu

Type or paste a complete path into the command bar preceded by the word *new*. For example: new D:\Vacations Pictures\beach

Click the Down arrow on the Explore button and select a drive or bookmark from the list.

This will create a new tab displaying drive D:\
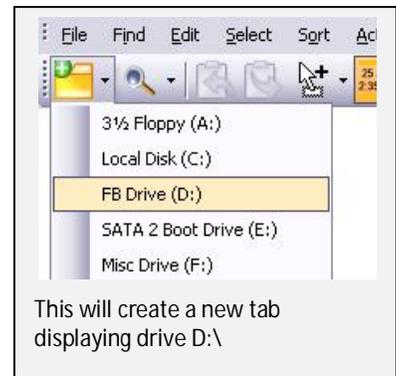
Displaying Relative Times

FileBoss has innovative alternatives to the traditional way of displaying file times - optional of course!

The first shows file times by age, e.g. *8 minutes ago*, *2 hours ago*.

The second shows file times by by calendar period, e.g. *in February*, *2007*

Both methods can be really handy when you have an Explore view or Virtual Folder sorted by file times. And you can quickly switch between any of the three modes (traditional, by age, by calendar period) using the button on the top tool bar or using the View | File Times > main menu items.

Bookmarks

Whenever the Favorites list of bookmarks is displayed FileBoss will automatically add a list of current drives to the list. It will also add a list of common folders such as *My Documents* and *Windows*. But you can add and change this list at any time. To add a folder to the list highlight it, click on the Favorites list and, at the bottom of the list select he Add menu item. You can also add a folder by right-clicking over the folder and selecting either *More Folder Tools | Add to Bookmarks* or *Current Folder | Add to Bookmarks* depending on the menu that pops up.

> Bookmarks can also be used any place where you would normally enter a path just enclose the bookmark in open and close angle brackets. For example typing new <my documents>\FileBoss Data in the command bar would open a new tab and display the FileBoss's default data folder which is under the current user's documents folder.
> Another example. If you have a bookmark that refers to your backup folder called Corp Backup you could enter that into the *Backup if Newer* dialog as part of the destination
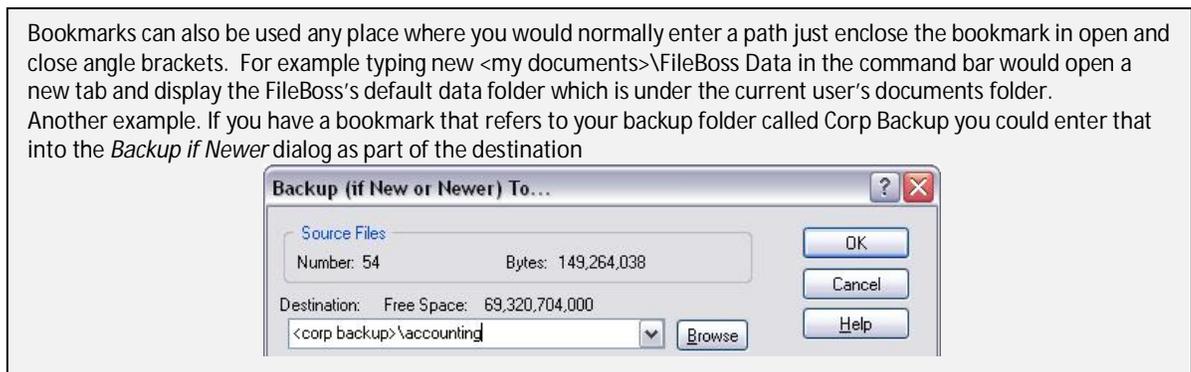
Showing folders at the top, bottom or not at all

Use the Explore | Display Folders at > main menu command to specify that all folders will appear at the top of the list, at the bottom or not at all.

This setting is global (pertains to all Explore Views) and persistent (will be remembered by FileBoss between sessions).

You can also set where Explore folders are displayed using the command button on the Explore toolbar. Either click the down arrow to make a selection or just click the button to cycle through the settings. (This button is not on the toolbar by default but can be added by clicking the little down arrow on the lower-right corner of the Explore View toolbar.)
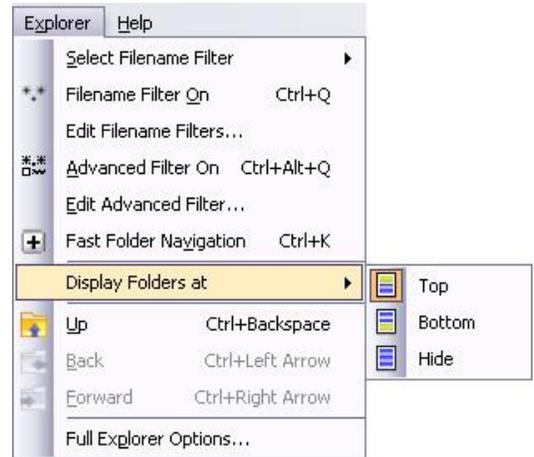
Column Headers

Change the order of the columns in the Contents window by using the mouse to drag a column header left or right:

Change the width of the columns by dragging the divider between the column headers:

Sorting

Sort the contents window by clicking the column headers or using one of the commands on the Sort menu. Note that the default, i.e. first-click, ranking for dates and sizes can be changed using Options | Program Options... from the main menu and checking the appropriate box.
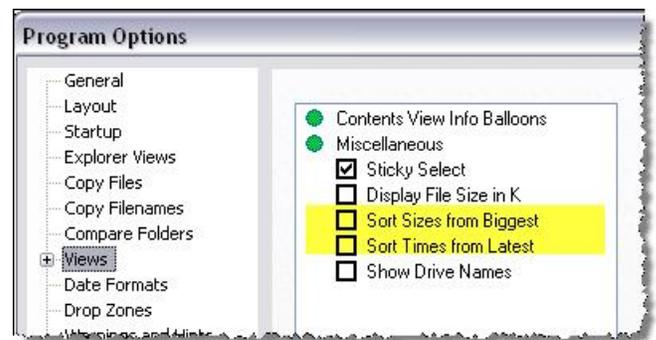
Hide Files and Folders

Files, folders and selected items can be hidden in both Explorer and Virtual Folder tabs using the View | Hide/Unhide > commands or by using the Hide toolbar.

Context Menus and Shell Plug-ins

Whenever you right-click over a file or folder FileBoss will present one of two context menus, either FileBoss's own context or the Windows shell's context menu (the same menu used by Windows Explorer and other programs). By default FileBoss displays its own.

But you can click on Windows Explorer Menu at the top to display the normal Windows menu. And while showing the Windows context menu you can click on FileBoss Menu at its bottom to redisplay FileBoss's context menu.

Whichever menu was last active will be displayed the next time you right-click over a folder.

Standard FileBoss Context Menu   Standard Windows Context Menu
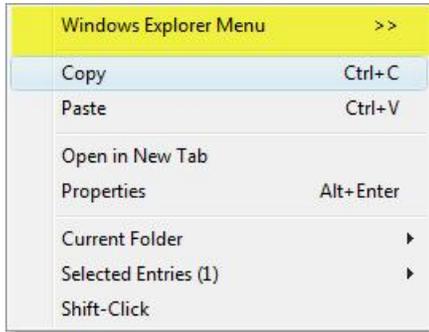
Windows Explorer Menu	>>
Copy	Ctrl+C
Paste	Ctrl+V
Open in New Tab	
Properties	Alt+Enter
Current Folder	▶
Selected Entries (1)	▶
Shift-Click	

Move or Rename Audio Files	
Explore with FileBoss	
Explore	
Open	
to Bluetooth	▶
Backup	
Add to new encrypted archive...	
Add to existing encrypted archive...	
Send To	▶
Cut	
Copy	
Create Shortcut	
Delete	
Properties	
FileBoss Menu	>>

Organizing Tabs into Tab Groups

Whenever there are two or more open tabs they can be divided into groups which allow you to see the contents of multiple tabs at the same time. A tab group can never be empty so when all the tabs in a group are closed or moved to another group, that tab group will automatically close.

Sample Tab Groups

Below are just a few examples of how the how tabs can be arranged. Clockwise from top left they are:

Two tab groups. The first contains three tabs showing the folders *Macbeth, Hamlet, Cleopatra* respectively. The second contains one tab, the results of a search we named *All Plays*. Since *All Plays* is the last tab in the second tab group if it is deleted that tab group will be closed.
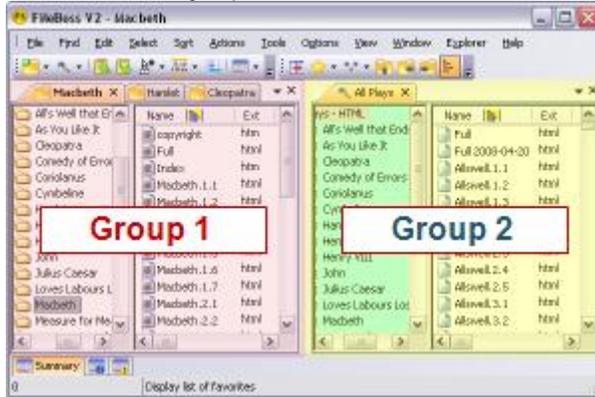
The same two tab groups but the slider between the Navigation and Contents windows on the right has been slid (using Click and Drag) to the left of the tab thus showing only its Contents window.
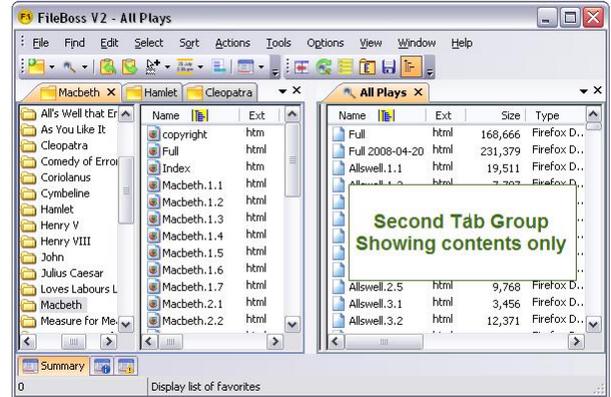
The divider between the two groups has been moved to (just drag it with the mouse) the right giving more space to the tabs in the left-hand group.
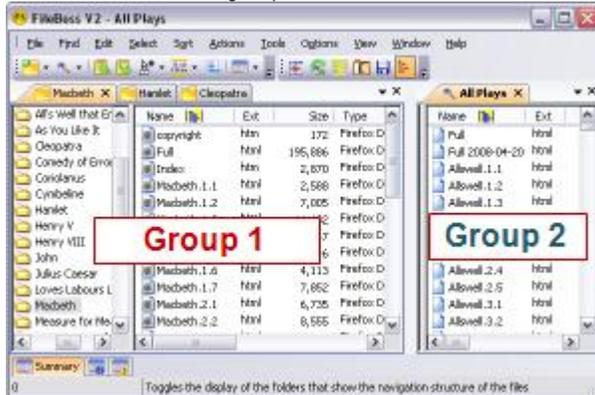
Horizontal tab groups.
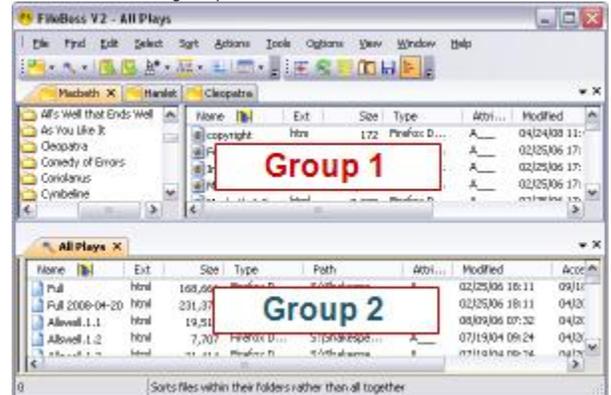
Creating a new Tab Group

To create a new tab group there must be at least two tabs available, one to put in the new tab group and one to remain in the original tab group. Activate the tab you want to put in the new group by clicking it

- Click the toolbar button with the red arrow as shown below
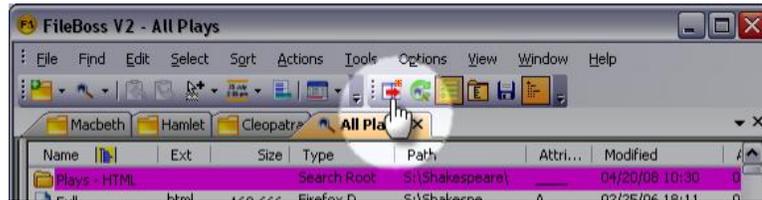
- or use the *Window | Tab Groups | Move to New Tab Group* command from the main menu

Now there are two tab groups as shown below:

Moving Tabs between Tab Groups

To move tabs between groups drag the tab to the tab bar of another group:
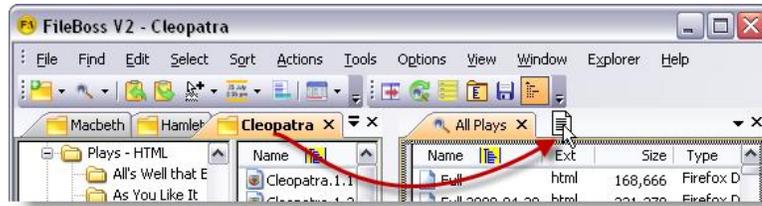
Result:

Hint: The same way tabs are dragged between tab groups can be used to reorder the tab with in a tab group, i.e. just drag a tab left or right to the its new position

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Saving & Restoring the Tab Workspace

FileBoss allows you to save the current tab layout to a file so that it can be recalled at any time. For instance if you have a set of tabs and tab groups that you like to use whenever you are working with your photo collection you can save that layout to disk and then, when you want to work on your photo collection again just reload the tab layout. You can also assign tab layouts to shortcuts so that when the shortcut is clicked FileBoss will load with that specific layout

Save the current layout for future use

Saving the current tab layout for later use is as simple as:

- using the File | Save Tabs as Group... command from the main menu
- selecting a filename in the *File Save* dialog
- clicking OK

The default folder for saving tab groups is *My Documents\FileBoss Data* but you can use any folder you want.
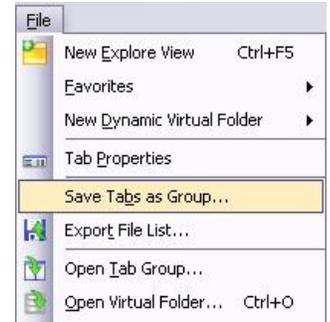
Load a saved layout

To load a layout:

- use the File | Save Tabs as Group... command from the main menu
- select a file in the File Open dialog
- click OK
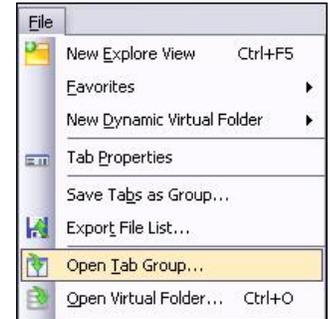
Opening a layout from a shortcut (link)

To create a shortcut that will always open FileBoss to a saved layout:

- first create a shortcut to FileBoss (or just make a copy of a current one on the desktop or start menu).
- then right-click over the shortcut to bring up the properties dialog shown here
- add the full path to the layout file (the extension will be fbwins) – enclosed in quotation marks as shown
- in the case shown a layout that was previously saved as *C:/a.fbwins* has been entered as a parameter in the Target Field.
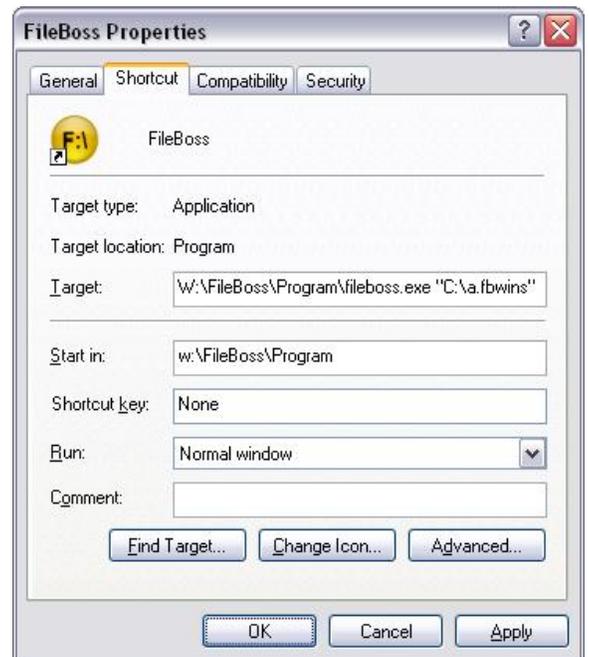
Finding Files

FileBoss has dedicated search routines from simple to advanced so that you can find the files you need quickly and accurately. From finding files that have specific extensions or name formats to finding old files, recent files and even files that have troublesome long file names, FileBoss will find the files you want. (And when finding old or recent files you can use absolute dates or FileBoss's new relative time system, i.e. find all files that changed today, or find all files that haven't changed in the past six months.)

Not only can FileBoss find the files you need but once it has found them you can work with them almost exactly as if they were in a normal folder.

FileBoss places the results in a Virtual folder from which you can use all of FileBoss's tools to copy, rename, delete, concatenate, clean or whatever else you need to do with them.
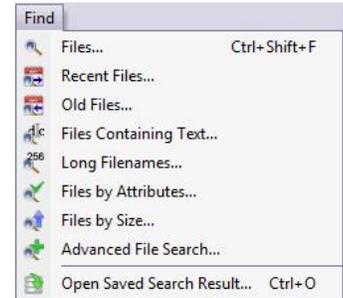
Different Ways to Find Files

The following are just some examples of the types of searches that FileBoss can perform using its dedicated *Find* routines. (All are available from the top-level Find menu.)

Recently modified, created or accessed

The *Find Recent Files* routine lets you quickly find files using either relative (e.g. today, in last 12 hours) or absolute times (e.g. between 1 March 2008 and 31 March 2008).
Use Find | Recent Files... from the main menu.

Older than a specified time period

The *Find Old Files* routine lets you quickly find files that have not been accessed (or modified or created) using either relative (e.g. today, in last 12 hours) or absolute times (e.g. between 1 March 2008 and 31 March 2008).
Use Find | Old Files... from the main menu.

Have bak extensions or match any format

You can locate files by one or more file patterns such as *.jpg ; *.jpeg ; *.gif. Just separate each pattern with a semi-colon. And the patterns aren't limited to listing extensions you can also specify text in the middle of the file names, e.g. *FileBoss is Great*.doc. It can be as simple or precise as you need.
Use Find | Files... from the main menu.

Have long names

To find files and / or folders that have names, paths or names and paths that are too long just specify the minimum lengths an entry must have and FileBoss will return all files and folders that exceed those lengths.
Use Find | Long Filenames... from the main menu.

Contain specific text strings (or patterns)

You can search for text in files by exact match, using wild cards and even using advanced regular expression syntax.
Use Find | Files Containing Text... from the main menu.

What Paths to Start With?

When you initiate any of the search routines via the *Find* menu shown above FIleBoss will automatically fill in the Path(s) field with any folders that are currently selected.

If the focus is on a Navigation window the current folder will be preloaded into the Find Dialog's Path(s) field.

If the focus is on the Contents window and one or more folders is selected that folder or folders will be preloaded into the Path(s) field.

As with most dialog fields FileBoss will record and remember the contents so that they can be used again and again even after FileBoss has been closed and reopened.

Are empty or bigger than or less than a specific size
To find files by size enter the minimum and maximum sizes.
Use Find | Files by Size... from the main menu.

Have been modified since last backed up
Have Specific File Attributes
To find files that have been modified since the last backup operation use the *Find by Attributes* routine tell FileBoss to look for files that have the *Archive* attribute set.
Use Find | Files by Attributes... from the main menu.

Have specified NTFS attributes
To find files having the special NTFS attributes (sparse, temporary, encrypted, etc) use the *Find by Attributes* routine and click the *Show NTFS Attributes* button.
Use the Find | Files by Attributes... from the main menu.

Time Based Searches

When searching for files by file times you can use relative times as well as specify specific times as shown in the dialog for finding recently modified files to the right.

These same methods of specifying times are also used in the routines for finding old files, the Advanced Find dialog and in other dialogs such as the Select dialog (Select | Select... from the main menu).
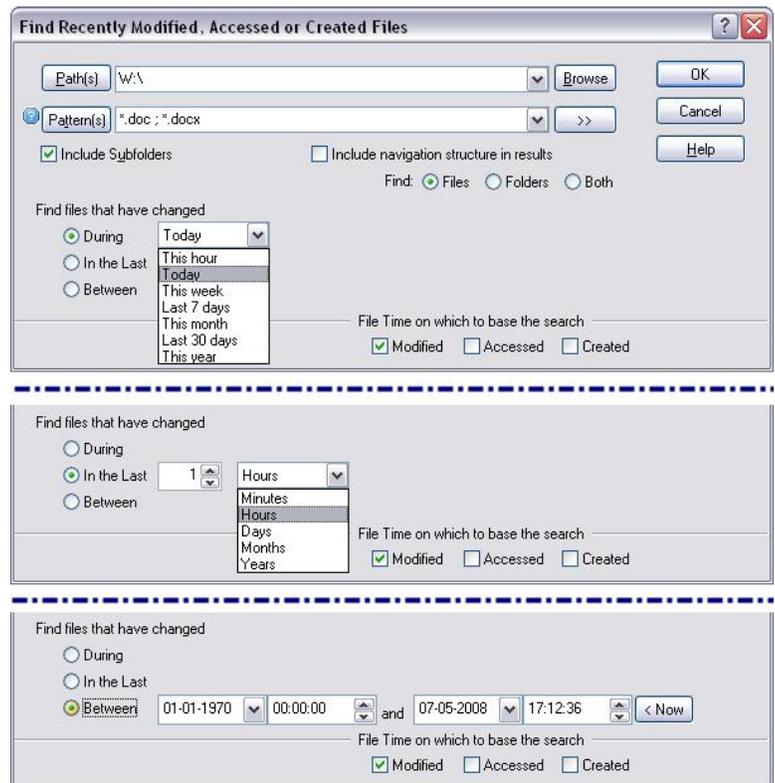
Entering Multiple Paths and Patterns
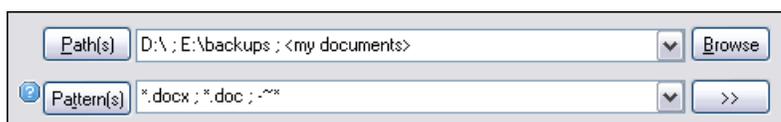
All of the find routines - as well as many other places in FileBoss - allow you to input multiple paths to be searched and multiple file patterns to filter, either to be included or excluded from the search. Multiple paths and patterns must be separated by a semi-colon, comma or bar character.

In addition meta-folders (either built in or bookmarks) can be used most anywhere a full path can be used. For a complete list of built-in meta-folders see: *Appendix 3: Meta-Folders*

Excluding paths and patterns is specified by preceding the element with a minus sign such as

```
*.docx ; *.doc ; -~*
```

which tells FileBoss to look for all files with the extensions DOCX or DOC except for files beginning with the tilde character.

And even paths can include wild-card characters! For more see: *Appendix 2: Multiple Paths & Patterns*

As an alternative method of entering the paths and patterns you can click either the Path(s) or Pattern(s) buttons to bring up a dedicated dialog for entering multiple paths and patterns:

```
D:\ ; E:\backups ; <my documents>
```
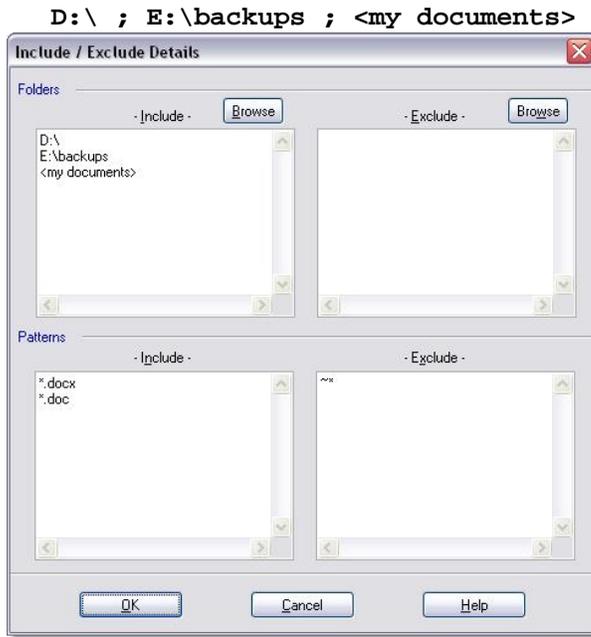
Search Results and Virtual Folders

The results of all searches are Virtual Folders. Virtual Folders are very much like a simple Explore view except that they can contain millions of files which can be copied, renamed and worked with just like files in an Explore tab. The following lists some of the differences.

Virtual Folders are easily saved to disk for later recall. A Virtual Folder can be saved as a definition so that when it is reopened it will automatically scan for files. Or it can be saved as a full Virtual Folder where all the entries can be quickly restored without reference to what is actually on disk. To save or reload use the commands on the File menu:

    File | Save Virtual Folder >

and

    File | Open Virtual Folder

Whether explicitly saved to disk or not Virtual Folders that were open when FileBoss last closed are automatically reopened when FileBoss is next started. (Naturally this can be turned off and on at your discretion.)

Shifting back and forth between Virtual Folders and Explore Views is simple: just right-click on a folder and select the *Open in New Tab* option. Or, after right-clicking on a folder, select *Search Folder...* to start another, more specific Virtual Folder. Both of these commands are available in any FileBoss window as long as the folder belongs to the file System (not a virtual folder such as *My Computer* or *My Network*.)

Note: Virtual Folders have a different color for their left window (the Navigation Window) than Explore tabs. This is just to make it easier to know which is which. The colors used can, of course, be changed in the Options | Program Options... dialog.

Many of FileBoss' features (e.g. copy, delete, touch, rename, drag and drop, etc.) operate on files and folders you have selected. And since FileBoss can manipulate thousands of files at a time, easy and varied methods of selection are extremely important.

FileBoss provides a number of different methods for selecting files and folders so that you can use the way that suits your needs best. It also expands on the common Windows conventions for selecting files (e.g. **Sticky Selection** mode and Locked **Selections**) to make all of your file manipulation tasks faster and more accurate.

Selecting by Mouse

Click on any item to select or deselect it. Hold down the left mouse button while dragging across multiple files to select contiguous files. If Sticky Select is on you can easily select different groups of contiguous files.

Two options affect how the mouse selects files:

Sticky Selections

When Sticky Select mode is turn on it specifies that when an entry is clicked other selected entries will not be deselected automatically. This allows you to quickly select multiple entries and ranges of entries without worrying about losing the selected status of previously selected items.

When Sticky mode is not active, hold down the Ctrl key while clicking the mouse to make the selections additive just like in many other programs.

When Sticky Mode is active, hold down the Ctrl key while clicking the mouse to temporarily cancel Sticky Mode.

Sticky Selections is off by default.

Lock Selections

Locking selections prevents any changes to the selection status of files when clicking or clicking and dragging. Note that this only applies to actions of the mouse. You can still change selections with toolbar buttons, menu commands and the keyboard.

Selecting by Keyboard

You can select and deselect files and folders in the contents window using the Space Bar or the Arrow keys along with the Shift and Ctrl keys.
- Space Bar to select or deselect
- Shift+Arrow keys to select as highlight moves
- Shift+Ctrl+Arrow keys to deselect.

To select a range of files starting with the current one, hold down a Shift key while using the Up or Down Arrow keys to move the highlight bar. To deselect a range of files, hold down the Ctrl key along with the Shift Key.

Note: Selecting and deselecting files with the keyboard can be done even with the selection status locked. Locking only prevents the selection state from being changed with the mouse.

Selecting by Patterns, Date & Times, File Sizes and Attributes

Selecting Select | Select... from the main menu displays a dialog box where you can describe the files yo8u want to either select or deselect. There are both simple and advanced modes. Note that selecting using this method will not affect the selection state of other files and folders.
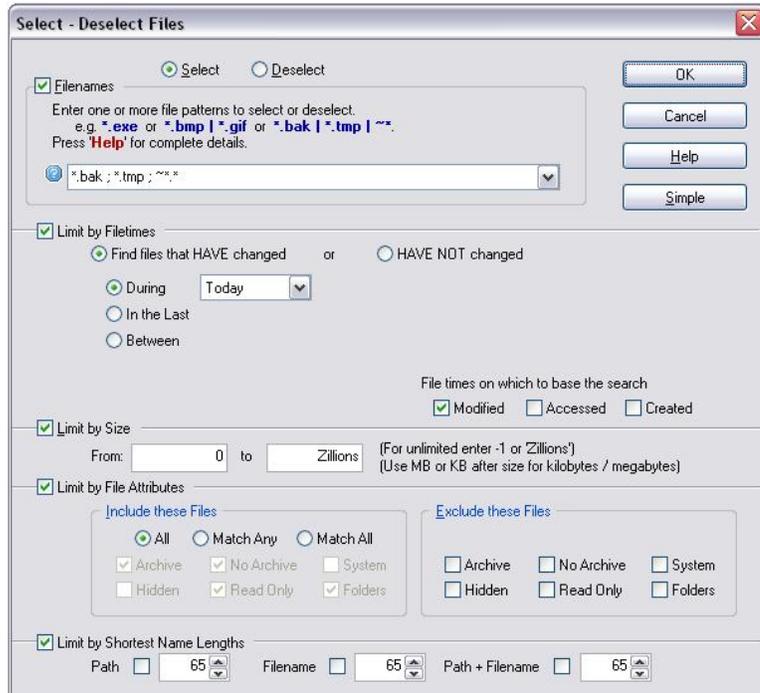
Copying and Backing up Files & Folders

Overview

FileBoss uses its own advanced copy engine (FACE™) for complete control, error detection and flexibility when performing any copy operation including Drag & Drop.

Unlike Windows Explorer and many other file managers, FACE will notify you and ask what to do if a file cannot be copied (such as when it is in use by another program). You then have the option as to what to do, e.g. try again, skip the file, cancel all the rest. Of course you can always just tell FileBoss to log the errors and continue copying without interruption.

Retry Option on File Errors

If FileBoss cannot perform a file copy it will give you the option of trying again (such as if you have to close a file that is in use) or just skip the file. Of course FileBoss will log any files that were skipped due to copy errors.

Flexible Overwrite Options

When FileBoss encounters a file that already exists you can tell it to:
- Overwrite
- Overwrite only if newer
- Skip
- Rename the old file
- Rename the new file
- Ask

And, of course, each option can be applied to files automatically or you can decide on a case by case.

Optional File patterns to include/exclude

In almost all copy dialogs (and many others as well) you can specify file patterns to be included or excluded from the operation. This filter is applied to files when folders are being copied or the copy operation penetrates recursively through subfolders – it does not affect any files that explicitly selected.

In this example all files would be copied to `\\corpnet01\backup\accounts` except those with bak and tmp extensions and those with names starting with a tilde (~) – note the minus sign preceding each of the patterns:

`-*.bak ; -*.tmp ; -~*.*`

Multiple patterns are separated with the semi-colon (;), comma (,) or bar character (|).

If no patterns are entered all is assumed (i.e. leaving the field blank is the same as entering a * or the traditional *.*).

Remember that these patterns only affect files in subfolders. Files directly selected will be copied no matter what patterns are entered.

Remove Read-only attribute from CD files

By default FileBoss will remove the read-only attribute of copied files from CDs and DVDs. (Most CD and DVD burners will automatically set this bit when the files are written to the CD / DVD.)

Individual Copy Actions

The following is just a brief description of the different copy-based actions. For complete details on any of these operations select some files, click on one of the *Actions* commands shown to the right and click the Help button on the dialog or better use the Help Guide (press Ctrl+G in FileBoss to display the Help Guide.)
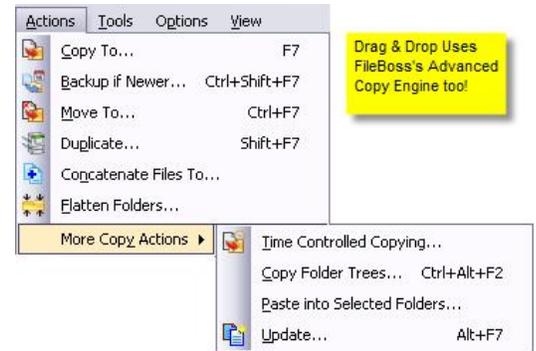
Copy To... / Move To..

Copies the selected files and folders with complete control over many options both simple and advanced.

Backup if Newer...

Files will only be copied to the destination if they don't already exist or the source file has been modified more recently than the destination file. This is the copy operation the designer of FileBoss uses most often himself.
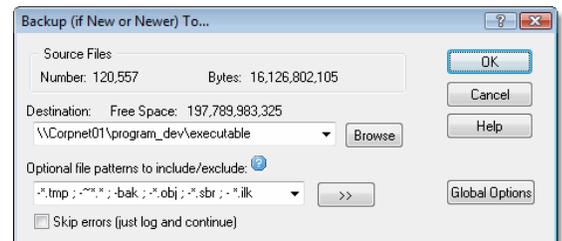
Duplicate...

Creates one or more (up to 1000) duplicates of the selected files or folders

If a folder is selected the duplicate command will create a new folder, in the same place as the original, but with a new name. All files and subfolders in the original will be copied to the new folder. However if the option Copy Folders Only is checked only the folder structure will be copied – no files.

If a file is selected it will create a duplicate of the file(s) with a new name you specify.

Concatenate Files To...

Concatenating quickly joins a group of files (typically text based files such as log files) together. And with FileBoss you can specify what, if any, line-breaks and other characters should be put before and after each file. In addition you can concatenate files to an existing file or overwrite a file if it already exists.

Flatten Folders...

Copies all files (or files matching the specified filter) to the top-level folder or another folder you specify. In the flatten folders dialog tell File Boss where the files should be flattened too. You can either enter a full path or enter SELF.

Entering SELF tells FileBoss to flatten the files to the topmost, i.e. selected, folder(s). So if you have ten folders selected each will be flattened to the ten selected folders individually.

By default FileBoss adds sequential numbers after the name of any file that has the same filename as one that already exists. You can change this using advanced options in the Dialog.

Time Controlled Copying...

Time Controlled Copying is very handy when large copy operations slow down computers or network traffic. It is also very useful when Windows crashes due to the high number of small files being copied (hundreds of thousands).

Time-Controlled Copying allows you to:

- Insert pauses between files being copied
- Specify a minimum time that FileBoss spends copying a file. If a file takes a shorter time to copy than the minimum time specified FileBoss will insert a pause afterward to make up the difference.
- Insert pauses between batches of files, e.g. pause for ten minutes after every 50,000 files have been copied
- Insert pauses after a specified number of bytes have been copied.

Copy Folder Trees...

FileBoss makes simple work of making a copy of a directory tree without including any of the files from the original folders. Select the top folder from which you want copy the structure and then use the *Actions | More Copy Actions | Copy Folder Trees...* command from the main menu.

You can also use the *Actions | Duplicate...* command and check the Copy Folders Only option to make a copy of the folder structure in the same folder as the original.

Paste into Selected Folders...

Select the files and folders to be copied to multiple destinations and then press Ctrl-C to copy them to the clipboard. Next select the folders you want to paste the objects into and use the *Actions | More Copy Actions | Paste into Selected Folders...* command from the main menu.

Hint: Use a Dynamic Virtual Folder to hold the folders you want to paste the entries into.

Update...

Copies files to the destination folder if and only if the file already exists in the destination folder and it is newer than that file.

Drag & Drop

When files and folders are dropped on a folder in FileBoss, FileBoss's internal copy engine FACE will be used to copy the files providing all the features of the other copy routines.

FileBoss can rename one file or thousands most anyway you want. The rename routines are the easiest and yet most flexible around. Each file can be individually confirmed (and, of course, changed) or you can tell FileBoss to just to do it all without asking again. And it can even recursively rename through folders.

Types of Renaming
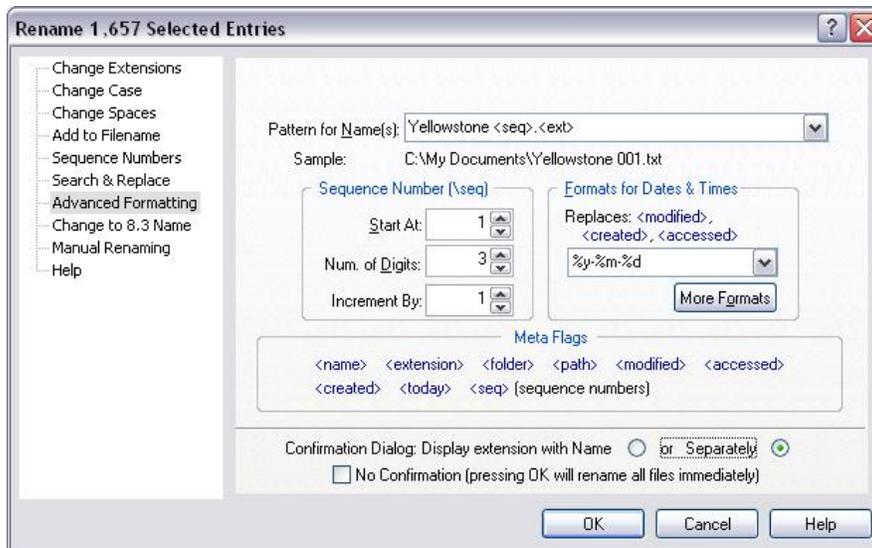
Select from the list on the left the routine that performs the type renaming you need. The routine shown above, *Advanced Formatting*, is the most flexible (and complex). But it does show how to use meta-variables when renaming. Meta-variables are always enclosed in angle brackets and will be replaced at runtime with the correct values. For a complete list of meta-variables and how to use them see *Appendix 4: Meta-Variables*.

Renaming Selected Files

Select the files and folders you want to rename and press Ctrl-R or select Actions | Rename... command from the main menu.

Renaming Recursively through Folders

If folders have been selected the above dialog will have an extra section in which you can enter optional criteria for which files and folders you want to rename:
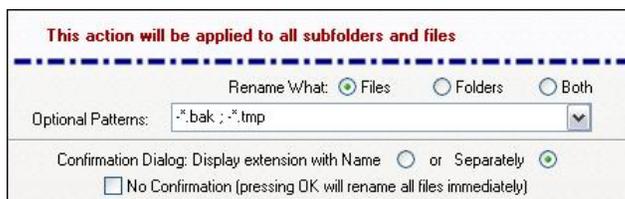
Confirming New Names

After you have decided how you want to rename the selected files and pressed the OK button FileBoss will display a confirmation dialog for each file until you either select Rename All or Skip Rest. Note that you can change the suggested filename to anything you want before pressing Rename.

You can avoid this confirmation by checking the No Confirmation box on the main Rename dialog.

Renaming Individual Files

To rename just one file or folder highlight it and press F2.
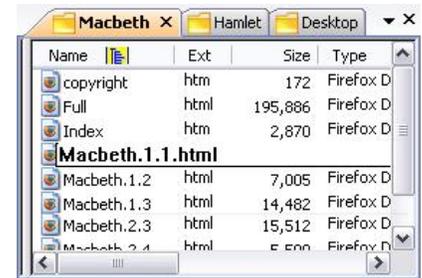
To rename a group of files one by one select them and then press Ctrl+Shift+R or select Actions | Quick Rename... from the main menu. The filenames will then be presented to you one at a time to change.

Dynamic Virtual Folders

Dynamic Virtual Folders (DVF) provide an easy way to work with files and folders even when they have little or no relationship to each other on the file system or network.

DVFs are very much like traditional Virtual Folders except that you can add (just drag and drop), remove and manually sort entries. They can be created from selected entries, via a folder picker, empty or from a list of files contained in an external text file.

Uses for Dynamic Virtual Folders

- A common location for frequently used files that are not in the same folder (or not even on the same drive). These could be files frequently opened in a word processor or graphics program, for instance.
- As a temporary holding pen for files that will be deleted or copied later. For instance MP3 files could be copied to a DVF from various folders to be eventually copied to a portable player.
- When pasting files into multiple folders at the same time collecting the target folders into a DVF first is a great way to speed up the process.

Four Ways to Create Dynamic Virtual Folders

All of these are created using the commands on the File | New Dynamic Virtual Folder > menu. But no matter how they are created once they exist they are exactly the same.

From Current Selections

A new DVF can be created from the current selections in either an Explorer Tab or another virtual folder. Simply make your selections and then create the new DVF and the selections will be added to it.
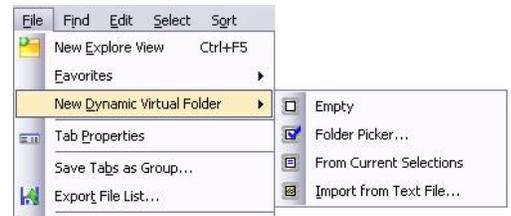
Using a Folder Picker

A new DVF can be created by picking the specific folders it should contain.

By importing from a text file

Loads a list of files and / or folders into a Virtual Folder where they can be managed just as if they were the results of a search, i.e. rename, delete and copy. The file is a plain ASCII text file with the full path to one file or folder per line, e.g. *C:\corp data\sales\2008\overview.xlsx*

Options are available to specify whether or not you want FileBoss to validate the existence of the files and whether or not FileBoss should create a navigation structure (add folders) to the list.

Creating an empty DVF

Creates an empty DVF. You can then Drag and Drop files and folders onto the DVF.

Managing Dynamic Virtual Folders

Saving

Unlike normal Virtual Folders that are the results of a search, DVFs must be explicitly saved or they will disappear when FileBoss is closed. To save a DVM use the File | Save Virtual Folder | As Complete Virtual Folder... command from the main menu.

Adding Files and Folders

After the DVF has been created you can drag and drop files and folders on to it and even manually sort the entries by dragging them up and down.

> Hint: When you drop new objects on a Virtual Folder be sure to drop them on empty space or over a file. If you drop objects over a folder they will be copied to that folder rather than added to the virtual folder.

When you drop new objects on a Virtual Folder be sure to drop them on empty space or over a file. If you drop objects over a folder they will be copied to that folder rather than added to the virtual folder.

The easiest way to do this is to put the Virtual Folder tab into a tab group by itself and then use an Explore view to drag files and folders to it. Note that in the pictures below the Tab Group for the DVF has been moved to the right to make everything easier. To adjust the positions of the tab groups just put the cursor over the wide bar between them, click and hold the left mouse button and drag right or left to the new position.
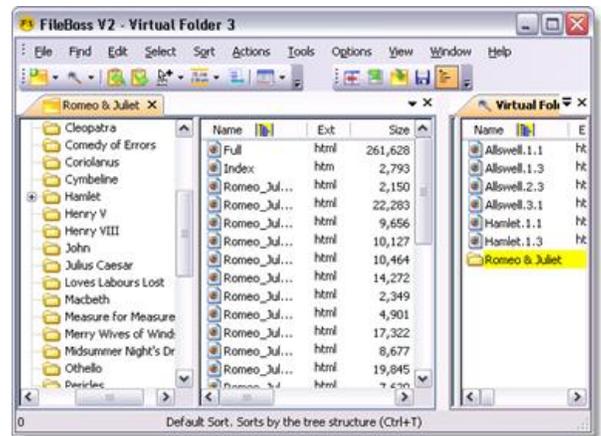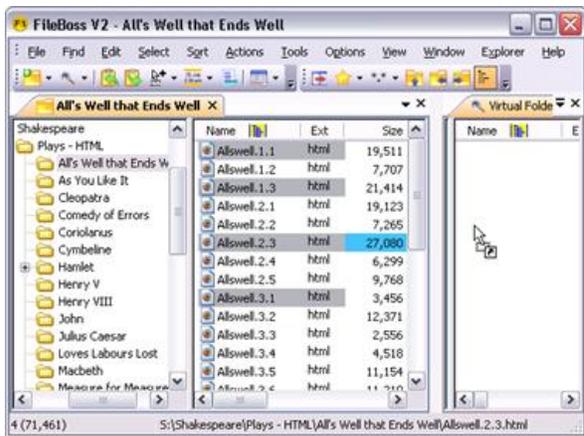
Removing Files and Folders

To remove entries from the DVF only, i.e. not to delete them from disk, select the entries and then use the Edit | Remove from Virtual Folder... command from the main menu.

Sorting

To sort the order of the entries in any DVF select the entry (or entries) and then drag them to the new position.
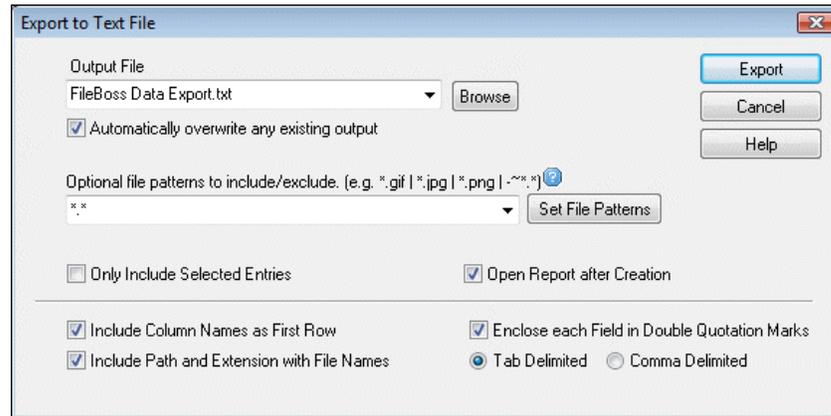
Exports all the information in the contents window (the right-window), i.e. filenames, sizes, dates etc. The data is exported in the same order and in the same format as the columns on screen and in the same order. To change what is included in the report and the order of the information change the columns in the Contents window first.

The entries are written to an ASCII text file either tab or comma delimited.

The contents of any tab can be exported no matter if it is the result of a search or a normal explore view.

Exporting a Directory Tree

To export a tree (more than one folder) first create a Virtual Folder by searching, e.g. use the Find | Files… command from the main menu. Then export the results of the search as described below.

Exporting the file information

Exporting is a simple process of selecting the entries to be exported, specify a few simple options and then let FileBoss do the work.

- Select the files and folders you want to export in the List window (right-hand window)
- Use the File | Export… command from the main menu.
- Enter an output filename, select the appropriate options and click OK
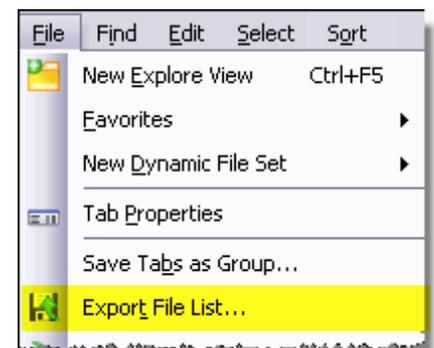
Export Options

Automatically Overwrite Existing Output

> when checked FileBoss will not prompt you for a new name if the it already exists.

Only Include Selected Entries

> when checked only the selected entries will be written to the file. Otherwise all files in the contents view will be exported.

Include Path and Extension with File Names

> when checked the *Name* field in the report will include the full path and the extension. This overrides the setting for the *Name* column in the Contents field. If it is not checked just the name of each file, without the path, will be written to the report

Enclose each Field in Double Quotation Marks

> when checked each field (column) will be enclosed in quotation marks.

Tab Delimited or Comma Delimited
determines whether tabs or commas will be separate each of the fields in the report.

Compare, Merge and Purge

Compare Folders, Paths and Drives

The following describes an incredibly powerful and configurable method of comparing, merging and purging folders and paths.

To see a quick way to copy new or modified, and only new or modified, files to a backup or alternate location see the copy routine *Backup if Newer....* It really makes it easy to merge one folder or path into another.

Use the power of Virtual Folders to Compare

Folders, Paths, Drives and even Network storage areas. Comparing folders creates a new Virtual Folder with two folders, paths or drives of your choosing and once evaluated arranges the files for viewing. It also provide complete stats as to how the folders / paths compare

Status	Filename	Ext	Modified	Size	Type
1 N	Dog	bmp	12/18/04 07:35	2,359,350	BMP File
2 O	Dog	bmp	08/11/02 20:24	2,359,350	BMP File
1 _	My Buddy Hugo	bmp	08/11/02 20:24	2,359,350	BMP File
2 _	My Buddy Hugo	bmp	08/11/02 20:24	2,359,350	BMP File
1 L	Dog In Yard	JPG	05/07/02 13:36	434,488	JPG File

Once compared both Folders / Paths
- can be Merged together
- one updated from the other
- only selected files merged
- lonely or other files copied or deleted
- and much, much more.

Automatic, Semi-automatic and Manual merging
allows you to merge only what you want

Comparison results can be easily used to remove files as well
You can select files by their status (Same, Newer, Older, Lonely) and then do anything with them you like such as deleting them.

Detailed control if necessary
After selecting a group of files you inspect them individually to decide if they should be included in any merge operation.

Hide files and folders that are not relevant
so that you can better see and work with files that are newer, older, lonely or the same depending on your needs.

Almost all of FileBoss's normal file manipulations routines
are available to you so you can clean up the folders or paths

Using the Command Bar
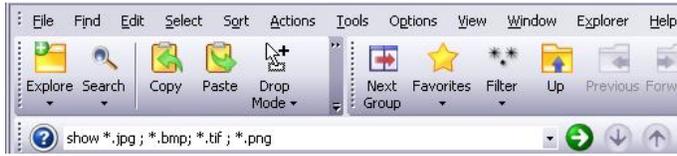
Showing the Command Bar

Press F8 to put the cursor in the Command Bar ready for typing or pasting. If the Command Bar is not visible pressing F8 will display it first. Pressing F4 will open the drop down list of previous commands. To get a list of available commands type *Help* and then press enter. To get the syntax and options for a particular command type the command followed by a question mark and press enter.

Hint: Once the focus has been set to the Command Bar pressing F8 will select all of its text. Pressing it yet again will deselect the text and place the cursor at the end of the Command Bar ready for more text to be typed.

You can also display the command bar by pressing Ctrl-F. This will display the Command Bar if it isn't already, automatically type in the command Find and position the cursor ready for you to type the filename or pattern to locate within the current tab. (Shift+Ctrl+F opens the global Find Files dialog.)

Direct Path Entry

Enter a full path to display that folder in the current Explore view (if the current tab is not an Explore View FileBoss will create a new tab to display the folder in). If the path is to a file instead of a folder FileBoss will display the file's parent folder.

To force FileBoss to display the entered path in a new tab put the new command in front of the path.

Meta-folders and bookmarks can be used in the Command Bar as they can be most anywhere else a full path is needed. Just enclose the meta-folder or bookmark within angle brackets.

Other Common Uses and Quick Samples

Note that there are many more commands available for the command bar and many of the commands can be chained together so they will execute one after another. For complete details type Help into the command bar or use the *Help Guide* (press Ctrl-G from within FileBoss).

Set a filter to display only specific files
show *.bmp ; *.jpeg ; *.jpg

Set a filter to hide specific files
show -*.bak ; -*.tmp ; -*.obj ; -~*

Hide all files or folders
hide folders
hide files

Show everything (cancel all filters and hide commands)
show all

Select or Deselect files
SELect *.bak ; *.tmp ; .obj ; ~*
DESelect *.bak ; *.tmp ; .obj ; ~*

Start a new instance of FileBoss in Administrator mode (mostly for Windows Vista)
Run as Admin

Go to a specific file (or one of a group)
find OurVacation.doc
find *marog*.jpg ; *marog*.psd
(Use Ctrl+F to show the command bar and enter *Find* command word)

Display a specific folder in the current tab
C:\Users\FileBoss\Documents
<my documents>

Display a specific folder in new tab
new C:\Users\FileBossIsGreat\Documents
new <my documents>

Separating filenames and patterns
Filenames and patterns can be separated with semi-colons, commas, or the bar character (; , |). Leading and trailing white space is removed. A minus sign (-) before a pattern or filename means to exclude any file matching the pattern. Exclusion takes precedence over inclusion.

Using Bookmarks and Meta-Folders on the Command Bar

Meta Folders are short names for special folders used by Windows, e.g. the *My Documents* meta-folder represents the actual path to the folder Windows uses to store your documents, typically something like:
C:\Documents and Settings\FileBoss\My Documents

Meta folders are enclosed in angle brackets and can be used like a normal path, e.g.
<My Documents>\Letters

Bookmarks as meta-folders

Bookmarks are also treated as meta folders by FileBoss so you can insert a bookmark name in the angle brackets to specify the full path of the bookmark.

Enter any bookmark to go directly to that folder. Bookmarks must be enclosed in angle brackets just as any other meta-folder, e.g. *<Pictures of Mom>*.

The Help Menu

The main *Help* menu provides quick access to FileBoss's extensive help file.

The Help Guide

The Help Guide (Ctrl-G or Help | Show Help Guide… from the main menu) displays a docked or floating window providing quick access to many useful topics in the main help system. These topics also provide a great overview of what FileBoss can do for you.

- Double-click an entry to display its topic in help window
- The Help Guide can remain open while you work
- Closing the Help Guide will not close any Help Windows
- Floats or docks along the edges of the workspace
- To float a docked window double-click its title bar. To dock it again either double click again or drag it to the new place where you want it docked.
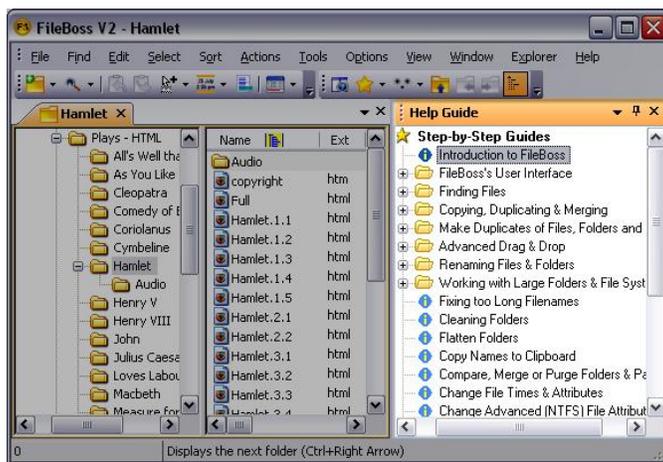
Contact Support

By email: support@TheUtilityFactory.com, by phone 425-296-6838

Help on the Web

For a complete list of downloadable PDF documents, help files and other material visit
www.TheUtilityFactory.com/support

To find out more about any of FileBoss tools and file management functions visit
www.TheUtilityFactory.com/tools

To purchase FileBoss go to
www.TheUtilityFactory.com/buy

To download FileBoss go to
www.TheUtilityFactory.com/download

Image Viewer

FileBoss' viewer allows you to see the current image (as a thumbnail, full sized or zoomed) without interfering with your work. You can rename, copy, delete or perform any other file operation making these operations - and most importantly the decisions behind them - much easier.

To show or hide the Viewer

- Select Window | Preview... from the main menu
- or click its tool bar menu item on the Windows Button
- or press Shift+F5 to switch between Thumbnail and Regular Views

To change between Thumbnail and Regular views

Double-click anywhere in the preview window

Docked or undocked
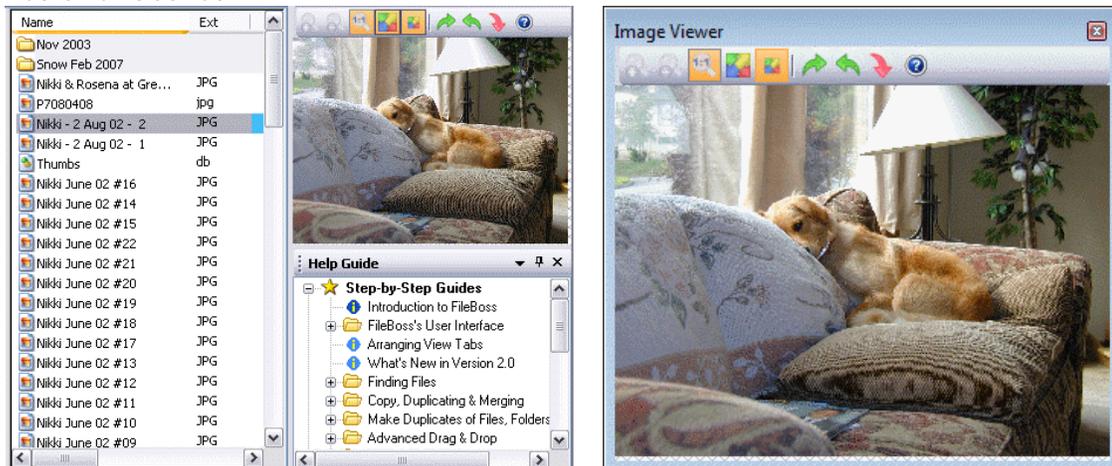
The History Windows and Logging
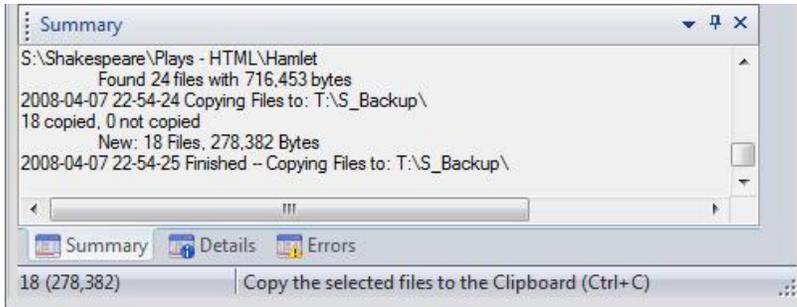
There are three history windows: *Summary, Details* and *Errors.* Each has a separate pane in the Results Window and each can be recorded to disk individually.

By default FileBoss displays the history windows at the bottom of FileBoss' application window. This docking window can be docked to any side of FileBoss' main window, floated anywhere on your desktop or turned on using the Window | History Window main menu command (or Ctrl-W) .

Or click on the History entry in the Windows drop down button menu.

Note: Entries are recorded even when the History Window is not open. So if you want to see what just happened you can open the Results Window and any recorded actions will be there.
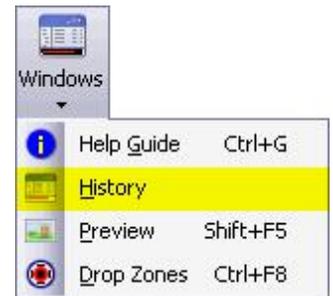
Entering text into the History Logs

Text can be entered directly into any History log using the Command Bar. To do so press F8 to show the Command bar and put the cursor in it and then type either LogS, LogD or LogE (for the Summary, Details or Errors log respectively) and then the text you want entered. You can use meta-variables (see Appendix 4: Meta-Variables) to enter current dates, times and even the current user name.

e.g. *LogS Started backup of drive D: at <now> by <user>*

Setting up the History Log

How the Result Logs are displayed and recorded to disk can be setup using the *Result Logs* options page shown below. To display this options page use the Options | Program Options... command from the main menu and select the Results Logs panel.
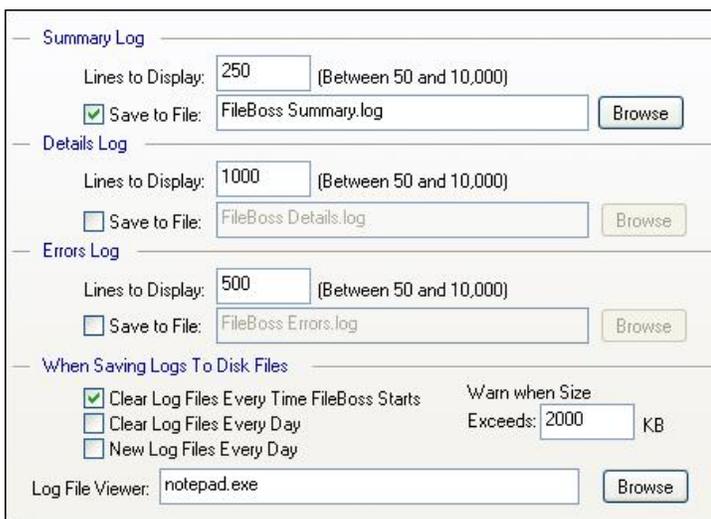
Copying Filenames to the Clipboard
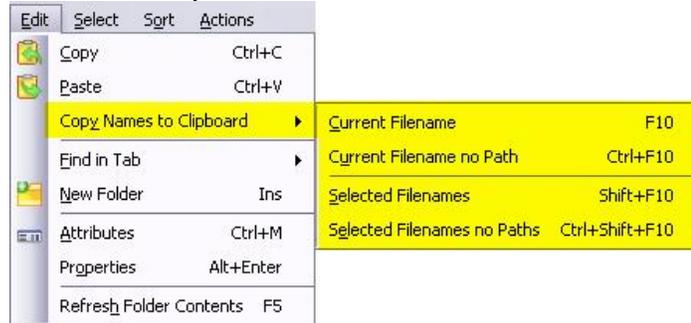
Copy filenames
> (with or without their full path) to the clipboard in a format of your choosing.

One filename or thousands
> with or without the full path, can be copied to the Windows Clipboard.

All Selected Names or Just the Current Name
> can be copied. So you don't have to stop selecting files for some other operation just to copy one filename to the clipboard

Just the Name or the Name and Path
> can be copied using different commands and hot keys. For Example you could copy to the clipboard just the text *FileBoss.exe* or *C:\Program Files\FileBoss\FileBoss.exe*.

The Format of the Copied Text is Up to You
> since you can specify what comes before and after each name or group of names (such as quotation marks and line feeds).

Complete logging of what names was copied and how
> Thee Summary and Details panes of the Results window will show you exactly what was copied to the clipboard.

Controlling the Format of the Copied Filenames

Use the Options | Program Options… command from the main menu and then select the Copy Filenames panel from the list on the left side. That will display the following options for copying file names to the clipboard.

Clean Folders and Intelligent Delete

FileBoss's, Intelligent Delete deletes all files (or the files that match the optional file patterns) in a folder and all subfolders. If it finds files that can't be deleted it still continues to delete all the rest (unlike Windows Explorer and other file managers.)

For example it might be used to remove backup or intermediate files that aren't needed any more.

You can easily specify multiple patterns by separating them with semi-colons or the bar character, e.g. *.bak; *.tmp; ~*.*.

In addition - and as an option - FileBoss can delete any folders that are empty after the cleaning process has completed.
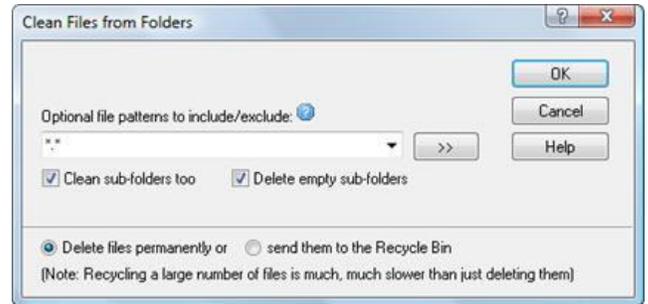
Touching Files

By touching files you can:
- Change the attributes and times of one file or thousands
- Change Modified, Accessed and Created times
- Set or remove file attributes

And when folders are selected you can touch files recursively through subfolders
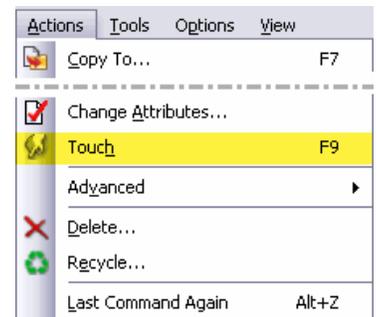
Sometimes you may want to start FileBoss as if it has just been installed or without opening previously open Tabs. If you experience problems starting FileBoss this is a good way to test if the problem is connected with any of FileBoss's setup files.

Resetting all Options

To start FileBoss and reset all its options and / or without reopening any of the windows that were previously open, hold down the Ctrl key while FileBoss starts – from the time FileBoss's icon is clicked until the Startup Options dialog appears (as shown at the right).

You can then decide how to start FileBoss.

FileBoss will remember when it is started this way and when you exit it will ask you if you want to save the new options and settings or not (see below). If you answer 'No' then the previous options and settings will be used the next time you start FileBoss.

Exiting without saving options

This dialog will appear if:
- You started FileBoss using the Startup Options dialog (see above)
- You hold down the Ctrl key when you select File | Exit from the main menu or click the 'x' in the upper-right corner of FileBoss's application window

Configuring Toolbars & Menus

Both the menus and the toolbars are completely configurable. The best way to configure either is to enter Customize mode which will not only display a configurations dialog but also allow you to drag menu items and toolbar buttons to other menus and toolbars (and between menus and toolbars.

To enter Customize mode right-click over any toolbar and select the Customize option at the bottom of the popup menu as is shown at the right.
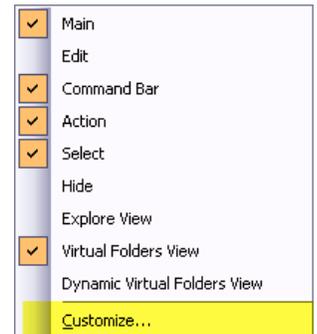
Adding Buttons

Drag and Drop menu items on the toolbars (be sure to hold down the Ctrl key so that the item is *added* to the toolbar rather than *moved* to it and thus removing it from the menu.

Moving Buttons

Buttons can also be dragged around and between toolbars to put them in a different order.

Deleting Buttons

To delete a button or menu item simply drag it off the menu or toolbar.

Adding Group Separators

To add a separator between buttons right-click the button and select Begin Group from the popup menu.

Other Actions

Be sure to right-click over a button while in Customization mode to see all the other options available.

Adding Buttons to One Toolbar

Another way to add buttons to a specific toolbar is to click the small down arrow at the lower-right of the toolbar and then follow the menu(s)

FileBoss is extremely configurable. All configuration settings are accessed using the Options | Program Options... command from the main menu. The main options dialog has a list of available option groups, most of which are shown below.

But some of the most common settings such as the appearance of the toolbars and overall look and feel can be set using the Configuration Wizard. To start the Configuration Wizard use the Options | Configuration Wizard... command from the main menu or press Ctrl+Alt+W.

General

☑ Prompt to Save Altered Document
☑ Silent Mode (No Beeps or Whistles)
☐ Automatically Save Changed Images
☐ Always On Top
☑ Auto Locate Entries
☐ Darken Inactive Tabs

[Set Actions for 'Touching' Files...]

Startup

Initial Explore Folder
○ Desktop ● Last Folder ○ None -- No Default Explorer will be Displayed
○ Specific Folder: [_____] [Browse]

Reopen Last Windows
● Yes ○ No
☑ Explore Views ☑ Virtual Folders ☑ Virtual Folder Definitions

Restarting FileBoss with Windows
● Never ○ Always ○ Only if Open When Windows Last Closed

Miscellaneous
☑ Show Splash Screen
☐ Allow only one FileBoss at a time.

Default Drop Action: ● Copy ○ Move ○ Create Shortcut

Layout

Toolbars
Style: ● Optimized (Icon and Text)
○ Icon Only
○ Icon with Text Below
○ Icon with Text on Side
○ Text Only
Size: ○ Small ● Large
[Reset All to Defaults]

Apply changes to these toolbars
☑ All
☐ Main   ☐ Edit
☐ Action   ☐ View
☐ Select   ☐ Hide
☐ User ceated

General Theme
● Modern (default) ○ Efficient ○ Old School ○ Flat & Square
○ Vee (designed for Windows Vista)

Windows Integration

Use FileBoss as System Viewer for Folders
Drives: ○ No ○ List on Right-Click Menu ● Make Default Action
File Folders ○ No ○ List on Right-Click Menu ● Make Default Action

☑ Open in an existing FileBoss window if present

Comparing Folders

File Times

Comparison resolution: 1   Seconds ▼

Time Zone Offset

Offset File Times in 2nd Path/Folder by 0   Hours

☐ Skip Merge Control when Comparing Folders

Explore View

Folders

○ Don't Show   ⊙ Put at Top   ○ Put at Bottom

Favorites

☑ Sort
[Edit...]

Include Current Drives
⊙ At Top   ○ At Bottom   ○ No
☑ Show Descriptive Drive Names

Display Text

Tab & Tilte Bar Text   ○ Full   ⊙ Name Only   ○ Root + ... + Name

File Filtering

[Define Filename Filters...]   [Define Advanced Filter...]

Copy Files

Confirmation Message

☐ Always
☑ # of Top Level Items Exceeds: 20
☑ When sub-items will be copied

Default Options

☑ Clear Read-Only bit when copying files from CDs/DVDs
☑ Don't Change Access times of files being copied

Result Logs

What to record: All ○   Copied ○   Not Copied ⊙
☑ Don't record when target doesn't exist and the 'Copy only if exist' option set

Miscellaneous

[Copy Files Dialog]   <- Changes default options for copying files. Default options are set when the Copy Files dialog is in Simple mode (i.e. the Advanced area is hidden).

Copy Filenames

When Copying One Filename
(The Currently Highlighted Entry)

Before: [   ]   After : [   ]

When Copying Multiple Filenames
(All Selected Files, whether one or thousands)

Location	Characters	New Line	Tab
Before First:	[ ]	☐	☐
Before Each:	[ ]		
After Each:	[ ]	☑	☐
After Last:	[ ]	☑	☐

All Tabs

● Contents View Info Balloons
● Miscellaneous
  ☑ Sticky Select
  ☐ Display File Size in K
  ☐ Sort Sizes from Biggest
  ☐ Sort Times from Latest
  ☐ Show Drive Names

This panel contains options that affect all types of views, Virtual Folder, Explore, Compare folders & Drop Zones.

View specific settings, such as which columns are displayed and window colors can be set in the panels for each type.

These options change the default options for new Windows.
To reset all current windows check the box 'Reset all open windows to default columns and colors' below.

For more details click the 'Help' Button.

☐ Reset all open windows to default columns and colors

Specific Tab Type

● Columns to Display
● Type of File Icons
  ○ None
  ○ Drive, Folder or File
  ⊙ Full
● Folder Names Display
  ⊙ Name Only
  ○ Path & Name

Folder's Pane
Background: [   ] [< Pick]
Text: [■] [< Pick]

Details Pane
Background: [   ] [< Pick]
Text: [■] [< Pick]

Highlight Items
Folders: ☑ [   ] [< Pick]
Drives: ☐ [■] [< Pick]
Search Roots: ☑ [■] [< Pick]
Focus Item: ☑ [■] [< Pick]

Date Formats

Examples for: 31 Oct 2005 at 11:15am

Dates & Times Displayed along with Files in Contents Window

Created: %m/%d/%y %H:%M --> 10/31/05 11:15
Modified: %m/%d/%y %H:%M --> 10/31/05 11:15
Accessed: %m/%d/%y --> 10/31/05

[Help for File Time Formats]

Dates & Times Entered in Dialogs

Date: MM-dd-yyyyy --> 10-31-2005
Time: HH:mm:ss --> 11:15:00

[Help for Dialog Entry Formats]

Set Defaults: [Month - Day - Year] [Day - Month - Year]

Drop Zones

Copy/Move Engine for Dropped Files

○ Windows   ● FileBoss   [Setup FileBoss Copy]

Warnings & Hints

Warnings - Actions

[Set...] Overwriting   [Set...] Merging
[Set...] Touching   [Set...] Changing Attributes & Times
[Set...] Recycling   [Set...] Deleting
[Reset All to Defaults]

☑ Confirm Recycling   ☑ Confirm Deletions

Deleting Folders in Navigation Window
● Confirm   ○ Never   ○ Delete without Confirmation

Hints & Confirmations
● No Change   ○ Turn all ON   ○ Turn all OFF

Result Logs

Summary Log
Lines to Display: 250 (Between 50 and 10,000)
☐ Save to File: FileBoss Summary.log [Browse]

Details Log
Lines to Display: 500 (Between 50 and 10,000)
☐ Save to File: FileBoss Details.log [Browse]

Errors Log
Lines to Display: 250 (Between 50 and 10,000)
☐ Save to File: FileBoss Errors.log [Browse]

When Saving Logs To Disk Files
☐ Clear Log Files Every Time FileBoss Starts
☑ Clear Log Files Every Day
☐ New Log Files Every Day

Warn when Size Exceeds: 2000 KB

Log File Viewer: notepad.exe [Browse]

Advanced

Explorer Views
☐ Allow Explorer File Filter (e.g. *.xxx) to reactivate when FileBoss Starts
☑ Automatically open a new Explore View if all other Views are closed
☐ Fast Folder Navigation (default setting for new Explore Views - Ctrl+K)
Explorer Update Latency: 1000 milliseconds (1000 = 1 second)

Handling Hidden Entries When Saving/Loading a Virtual Folder
☑ Save Hidden Entries as Hidden
● Ask when Loading   ○ Unhide when Loading   ○ Keep Hidden

File Time Resolution
Time 1 Seconds (Used for comparing file times in Copy/Move operations. **Change only if critical.**)

Default Folders and Options File
User Data Folder C:\Documents and Settings\FileBoss\My Documents\ [Browse]
Program Data Folder C:\Documents and Settings\FileBoss\My Documents\ [Browse]
Options File C:\Documents and Settings\FileBoss\Application Data [Browse]

Advanced 2

Right-Click Help for Dialog and Menu Items
☐ Disable Right-Click Context Help for Dialog Controls and Menu Items
☐ But allow it if a Shift key is pressed when right-clicked

Miscellaneous
☑ No Default Text Search
☑ Allow Intelligent View Scrolling
☐ Allow FileBoss to be resized to a small title bar
☐ Allow scanning through mounted drives
☐ Don't allow semi-colons and commas (; ,) in place of the bar character (|).
Maximum number of Explore Windows open simultaneously (1-50) 25
Receiving application time out in seconds (10 to 300) 30

Copy/Move Engine when Files are Dropped on a FileBoss Window
○ Windows   ● FileBoss   [Setup FileBoss Copy]

Appendix I: Screen Shots

Copy and Associated Actions

All of these dialogs represent routines that copy selected files. You can access these routines using the Actions main menu.

Copy Files - Simple
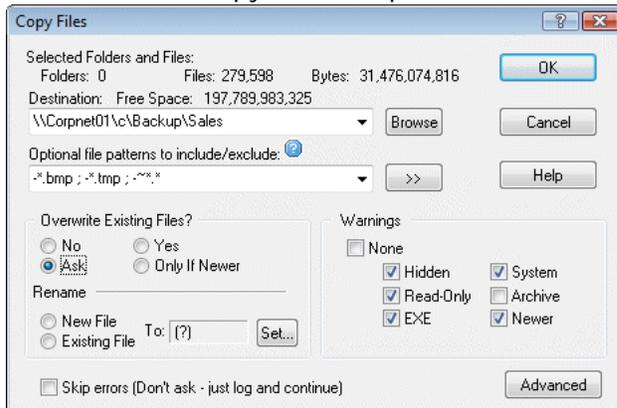
Copy Files - Advanced
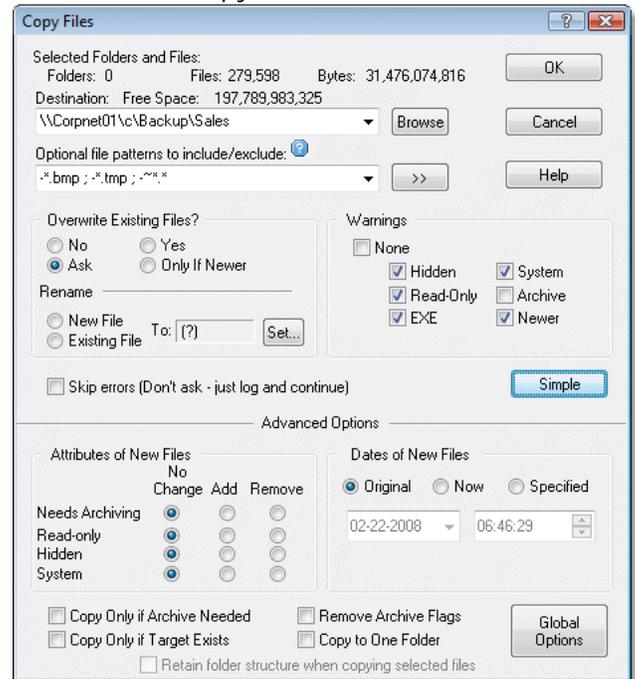
Backup if Newer
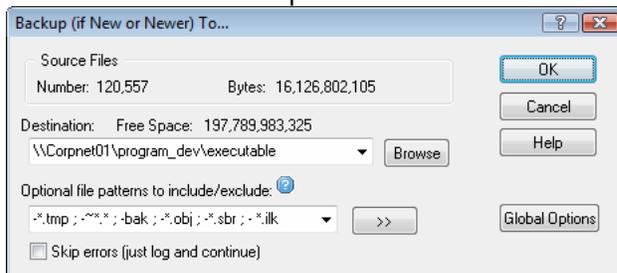
Create Duplicate Files

Replicate Folders

Replicate Folders

Source Files
Number: 1

Destination: Free Space: 16,165,867,520

S:\Shakespeare\Plays - new   ▼   Browse

OK
Cancel
Help

The selected folders and their subfolders will be copied to the destination without copying files but retaining their tree structure.
If the target folder exists but subfolders do not the subfolders will be created in the existing root level folder.

Concatenate Selected Files

Concatenate Selected Files

Output File
D:\LogFiles\conglomerate.txt   ▼   Browse

☐ Append if file exits (otherwise any existing file will be overwritten)

Location	Characters	New Line	Tab	
Before First:		☐	☐	
Before Each:		☑	☐	☑ Except First
After Each:		☐	☐	
After Last:		☐	☐	

OK   Cancel   Help

Flatten Folders

Flatten Selected Folder(s)

Destination: (Enter 'SELF' to copy all files to selected folders)
S:\Shakespeare\All Plays   ▼   Browse

Optional file patterns to include/exclude: ❓
*.htm ; *.html   ▼   >>
☐ Skip errors (just log and continue)

OK
Cancel
Help
Advanced

Time Controlled Copying

Time Controlled Copying

Source Files
Folders: 6   Files: 13   Bytes: 34,629
Destination: Free Space: 197,789,983,325
\\Corpnet01\Backup\Sales   ▼   Browse

Optional file patterns to include/exclude: ❓
*.doc ; *.docx ; *.xls ; *.xlsx   ▼   >>

☐ Skip errors (just log and continue)

Time Contolled Copyng
-- All times in milliseconds --
☑ Pause 10000 millisecs every 10000 Kilobytes Copied

☑ Pause after individual files
  ○ Pause after every file for: 25 milliseconds
  ○ Minimum copy time per file:

☑ Pause 250 millisecs every 50000 files

OK
Cancel
Help

1,000 millisecs equals one second

3,200,000 millisecs equals one hour

Advanced

Find Files Routines

The following dialogs are available from the Find menu

Find by Name
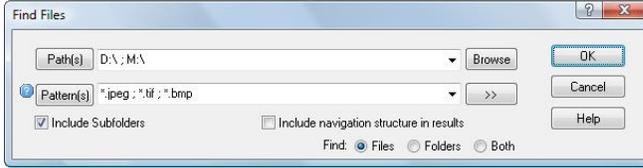
Find Recently Modified
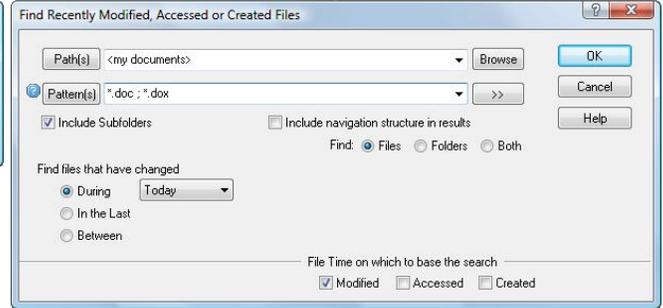
Find Unused Files
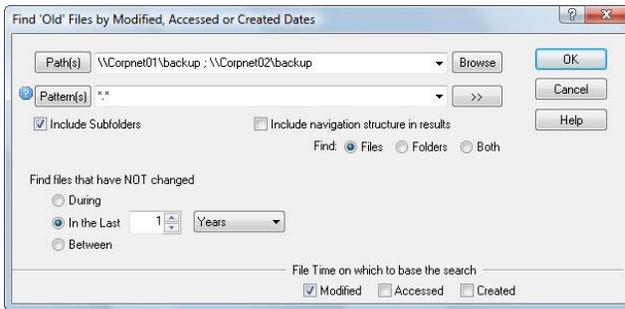
Find Text in Files
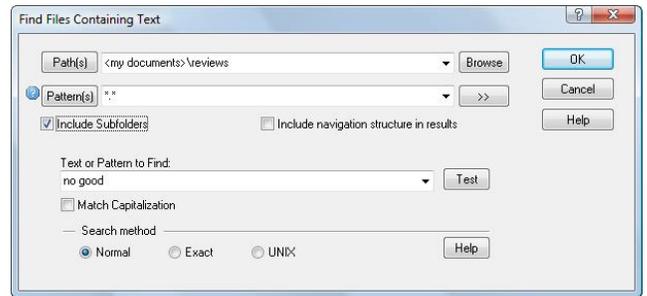
Find Long Filenames
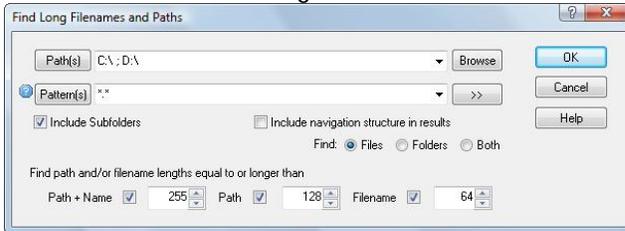
Find by Attributes
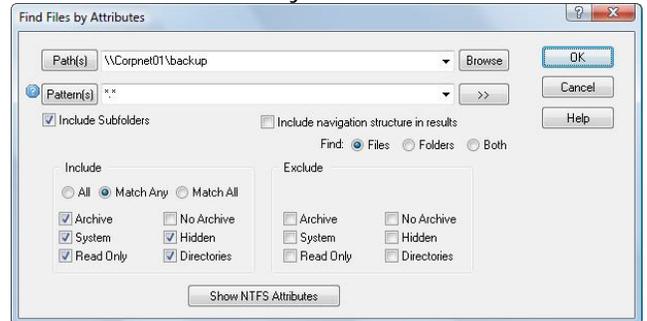
Find by NTFS Attributes
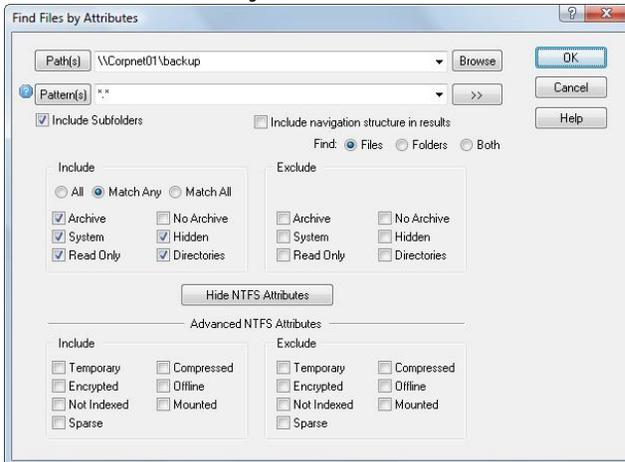
Find by Size

Advanced Find

Renaming Routines

The following are the different panels from the Rename dialog used to rename selected files and folders. You can access these by first selecting the files and/or folders to be renamed and the using the Actions | Rename command from the main menu.

Change Extensions

Change Case

Change Spaces

Add to Filename

Sequence Numbers

Start At: 1
Num. of Digits: 3
Increment By: 1

Options
Prefix: Vegas
Suffix:
☐ Include Folder Name
☐ Include File Time

Sample for 'C:\My documents\FileBossIsGreat.txt'
C:\My Documents\Vegas 001.txt

For even more control use the **Advanced Formatting** tab.

Confirmation Dialog: Display extension with Name ○ or Separately ◉
☐ No Confirmation (pressing OK will rename all files immediately)

Search & Replace

Text (or Pattern) to Find:
FileBoss

Replace with:
FileBossIsGreat

(Hint: Leave 'Replace with' blank to delete the text.)

◉ Normal (* and ? OK)   ○ Exact   ○ UNIX
☐ Match Capitalization

[Test]

Confirmation Dialog: Display extension with Name ○ or Separately ◉
☐ No Confirmation (pressing OK will rename all files immediately)

Advanced Formatting

Pattern for Name(s): <folder>-<name><seq> safe.<ext>
Sample: C:\My Documents\My Documents-FileBossIsGreat001 safe.txt

Sequence Number (\seq)
Start At: 1
Num. of Digits: 3
Increment By: 1

Formats for Dates & Times
Replaces: <modified>, <created>, <accessed>
%y-%m-%d
[More Formats]

Meta Flags
<name> <extension> <folder> <path> <modified> <accessed>
<created> <today> <seq> (sequence numbers)

Confirmation Dialog: Display extension with Name ○ or Separately ◉
☐ No Confirmation (pressing OK will rename all files immediately)

Change to DOS 8.3 Name

Convert File Names to Their DOS 8.3 Equivalent
There are no options when converting file names to the DOS 8.3 format.

Sample for 'FileBoss is really cool.txt'
FILEBO~1.TXT

Confirmation Dialog: Display extension with Name ○ or Separately ◉
☐ No Confirmation (pressing OK will rename all files immediately)

If folders have been selected the above dialog will have an extra section in which you can enter optional criteria for which files and folders you want to rename:

This action will be applied to all subfolders and files

Rename What: ◉ Files   ○ Folders   ○ Both
Optional Patterns: -*.bak ; -*.tmp

Confirmation Dialog: Display extension with Name ○ or Separately ◉
☐ No Confirmation (pressing OK will rename all files immediately)

Appendix 2: Multiple Paths & Patterns

Overview

Most any dialog that requires folder paths or file patterns can accept either simple entries, e.g.
> *C:\Data\My Data* and **.bmp*

or very complex strings that specify not only what to include but also what to exclude from, most typically, a search or recursive operation.

This page describes how to use these fields to their full advantage.

Paths Field
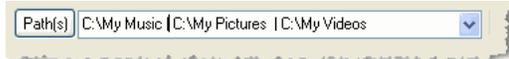
Specifies one or more paths to be searched. For instance to search the *My Documents* directory on drive C:\ enter:

    C:\My Documents

Including Multiple Paths

Select the drives or paths you want to check. Multiple paths are separated with a semi-colon (;), comma (,) or bar character (|). You can even specify folders to exclude by preceding the name with a minus sign. For complete details right-click the field in the program.

To scan the My Documents directory on drive C: and the Temp directory on drive D: enter:
> C:\My Documents ; D:\Temp

(The maximum length of this field is over 65,000 bytes.)

Using Wildcards

If you would like to collect files on all of drive D: and in the My Documents and My Installations folders on drive C: enter the following.

    D:\ ; C:\My *s

(Of course, the entry C:\My * would search all folders in the root of drive C: which began with My then a space and end with an s.)

The use of a wild card is restricted to the last element of the path. For instance, the following examples will not work:

    D:*\Backup
    C:\My **
    C:\Program Files\Iront*\FileBoss

But the following will work:

    C:\My *s

(It would return files in folders C:\My Videos and C:\My Pictures if present.)

To search both the Normal and Nermal directories on drive D: you could enter either:

    D:\Normal ; D:\Nermal

or

    D:\N?rmal

Excluding Folders

Specific folders can be excluded from the search by preceding the folder's name with a minus sign, '-'. If the name of the folder actually begins with a minus sign, simply put another in front of it, e.g. "--my folder".`

Consider the following example:

```
C:\My Documents ;-Temp ;-Backup ; D:\
```

Paths to be excluded can contain the normal wildcard characters, * and ?. (Use full paths, e.g. C:\house\pictures) to avoid excluding all paths, e.g. every folder named 'pictures'. This can be especially important when using wildcards.)

Note that the order of the entries is ignored: in the above example any Temp and Backup folders will be ignored on drive D: as well in C:\My Documents

Using Wildcards in Folders to be Excluded

Using wildcards in folders to be excluded is almost exactly the same as it is to use them in paths to be scanned. For instance:

```
C:\|-C:\C*s
```

Would search all of drive C: except for files and folders in and below any root folders beginning with a 'C' and ending in 's'.

Specifying File & Folder Patterns

Enter the names or name patterns of files and folders you want included in the search.

Leaving the field empty is the same as specifying a single asterisk '*' or the traditional '*.*' meaning include all files.

Multiple File Patterns

Separate multiple patterns with the bar character '|'.

Wildcards in File Patterns

The common wildcard characters '*' and '?' can be used when specifying groups of file to be included.

The entry *.tmp | *.bak | ~* will find all files with the extension tmp and bak as well as all files beginning with the tilde character '~'.

Excluding Files and Groups of Files

Specific files and groups of files can be excluded from the search by preceding the files with a minus sign, '-'. If the name actually begins with a minus sign, simply put another in front of it, e.g. "--notations.txt".
To create a File Set that includes all files except temporary and backup files you could enter

```
-*.tmp | -*.bak | -~*
```

(Note that there is no *.* or just * in the beginning. Remember that if there is no include specification then *.* (all) is assumed.

For example these two patterns are equivalent: -*.zip and *.* | -*.zip (include all files except those with the zip extension).

## User Defined & Default Patterns

While the drop down list box will remember the most recently used patterns, even when FileBoss is closed, you can use predefined

Predefined Patterns

Displays a popup menu of predefined file patterns that can be quickly added to the 'Patterns' field to the left.

You can edit this drop down menu to include the file patterns you use the most (use the 'Edit Menu' option at the bottom.)

The patterns fly out can hold up to a maximum of twenty entries.
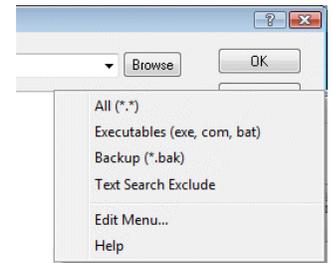
Appendix 3: Meta-Folders

Meta Folders are short names for special folders used by Windows, e.g. the *My Documents* meta-folder represents the actual path to the folder Windows uses to store your documents, typically something like: *"C:\Documents and Settings\FileBoss\My Documents".*

Meta folders are enclosed in angle brackets and can be used like a normal path, e.g. *<My Documents>\Letters.*

Bookmarks as meta-folders

Bookmarks are also treated as Meta Folders by FileBoss so you can insert a bookmark name in the angle brackets to specify the full path of the bookmark.

Enter any bookmark to go directly to that folder. Bookmarks must be enclosed in angle brackets, e.g. *<Pictures of Mom>*.

Meta Folder Names

The following is a sample list of Meta Folders that FileBoss recognizes along with their short abbreviations.

To use a meta folder simply enclose its name or abbreviation between angle brackets, e.g. **<Windows>** or **<W>**.

You can also add on to Meta Folders such as **<Windows>\system32** will display the *system32* folder under your *Windows* folder.

For those familiar with Windows conventions you can also enclose meta-folders within percent signs, e.g. %desktop%.

Common meta-folders

Meta Folder	Abbreviation
Windows	W
Desktop	D
History	H
My Documents	MD
Favorites	F
My Music	MM
My Pictures	MP
My Video	MV
Program Files	PF
System	S

Complete list meta-folders available in FileBoss

Meta Folder	Abbreviation
Windows	W
CD Burn Area	CDBA
Cookies	C
Desktop	D
Fonts	Fonts
History	H
My Documents	MD
Favorites	F
My Music	MM
My Pictures	MP
My Video	MV
Program Files	PF
SendTo	ST
StartMenu	SM
StartUp	SU
System	S
SystemX86	S86
Templates	T
User Profile	UP
Admin Tools	AT
Admin Tools - Common	<NA>
App Data	AD
App Data - Common	<NA>
App Data - Local	<NA>
Desktop Dir	DD
Desktop Dir - Common	<NA>
My Documents - Common	<NA>
Favorites - Common	<NA>
Internet Temp Files	ITF

In addition these three special folder names can also be used.
%SystemRoot%, %WinDir%, and %SystemDirectory%

Appendix 4: Meta-Variables

Meta variables are place holders for information that will be filled in by FileBoss at runtime when used. Most are used when renaming files but some are also useful in other places as well, e.g. when entering comments in one of the log files from the command bar, e.g. *logs The current user is <user>* will write that string to the summary log filling in <user> with the current user and <today> with the current date.

> **Renaming In line with meta-variables**
>
> Many of these meta-variables can be used even when renaming a file in line, e.g. *user <today>.log* and in other places such as entering the name for a file being duplicated.

Meta-Variables

Meta Variable	Description
	Used for renaming files and other places
<user>	Inserts the current logged on user's name (and domain), e.g. *Home-Fred*
<today>	Inserts the year, month and day, e.g. *2008-10-31*
<now>	Inserts the date and time, e.g. 2008-10-31 11-38-55
<curyear>	The year, e.g. *2008*
<curmonth>	The month, e.g. *10*
<curday>	The day of the month, e.g. *31*
<curhour>	The hour of the day (in 24 hour format), e.g. *11*
<curmin>	The minute, e.g. *38*
<cursec>	The second, e.g. *55*
	Used exclusively when renaming files
<folder>	The parent folder of the current file (only valid when it is known)
<filename>	The root portion of the filename, e.g. *Beach* in *Beach.jpg*
<ext>	The extension of a filename, e.g. *jpg* in *Beach.jpg*
<path>	The full path to a file. Elements of the path are separated with underscores
<created>	The created date of the file as reported by windows
<modified>	The modified date of the file as reported by windows
<accessed>	The accessed date of the file as reported by windows
<seq>	A running sequence number
<seqbf>	A running sequence number reset to it starting value for every folder

Thanks for using FileBoss!