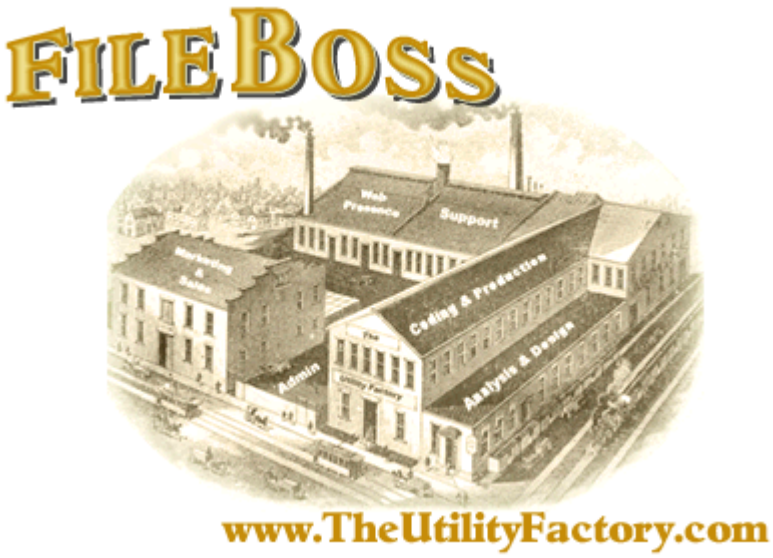

The Essential File Manager's Toolbox

FileBoss V2
June 2008

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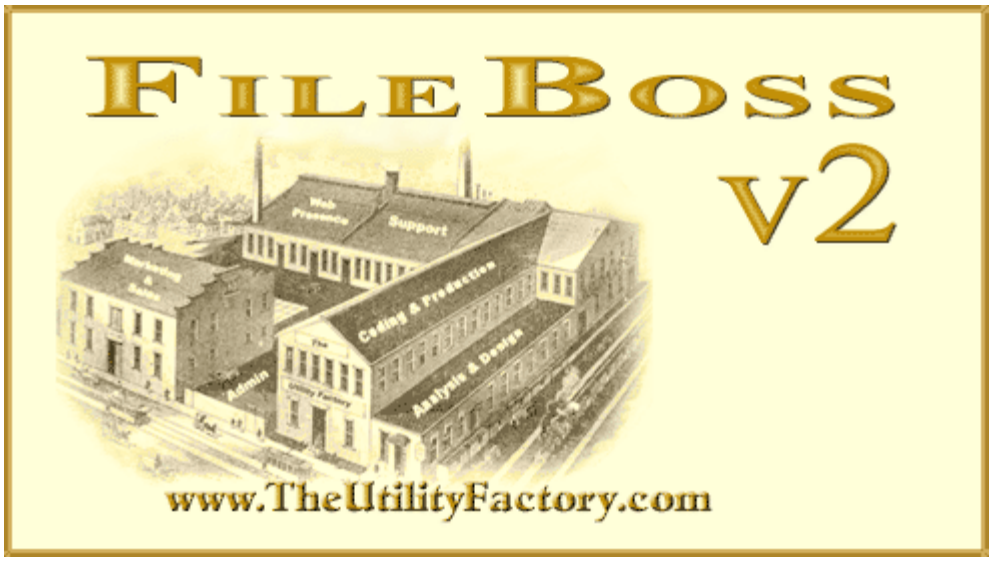
Guide for New Users

1.1 Welcome



Help for FileBoss V2
25 June 2008

Welcome!

Welcome to FileBoss, the professional tool for managing your files and file system. Whether you're tired of the limitations of Windows Explorer and dual-pane file managers, need a heavy duty tool for working with thousands of files in controlled environments or just want a helpful and reliable friend when dealing with your files, FileBoss is for you.

For Those Upgrading From Previous Versions

To see all the new and improved features and updated functions see What's New 212.

Help Guide & How To Do Everything

FileBoss manipulates files and folders in so many ways even its authors sometimes forget how powerful it is. But this is not a problem with the Help Guide that can walk you through how to do anything. To display it simply press Ctrl+G or select Help | Show Help Guide from the main menu. For more see Help Guide 7.

Searching

FileBoss provides powerful yet simple ways to search for files all accessible from the Find menu. Files by name, Recently modified or created files, Files that haven't been modified during a specified time period, files containing text, files with long file / path names, by attributes, size and any combination of all those attributes. For more see *Finding Files a Quick Overview* 21.

File Times

File Times can be displayed in the traditional format or by age or calendar period.

Normal

The is the normal mode used by Windows Explorer and other file managers

By Age

Shows how old the files and folders are, e.g. 9 hours ago, 3 months ago.

By Calendar

Shows file times by calendar period, e.g. yesterday, in February, 2006.

For more see *Display modes for File Times* 156.

Working with Search Results: Virtual Folders

Virtual Folders - normally the result of a search - allow to utilize the full potential and power of FileBoss. And all the commands and routines you use to manipulate files and folders in Explore View

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work the same in Virtual Folders. For more on Virtual Folders and Explore View see the topic *Two Views - One Engine* 3.

Sticky Select, Easily Select Multiple Files and Folders

Sticky Select allows you to select many entries without accidentally losing any current selections. (It is a bit like constantly holding down the Ctrl key while clicking in other programs such as Windows Explorer.) Toggle Sticky Mode on and off with Select | Sticky Selections from the main menu. For more about Sticky Selections and the many other convenient ways to select the files and folders you want to work with see Selecting Files and Folders 19.

The Command Bar

The command is a power user's dream allowing quick entry of commands, file filters, hide commands, paths to go to and more. Just press F8 to display and go to the Command Bar. For all the details see Using the Command Bar 114.

Drop Zones

While Drop Zones are just a small part of FileBoss they are incredibly powerful. So much so that once you have used you may wonder how life could have been good before you found them. For more see Using Drop Zones 67

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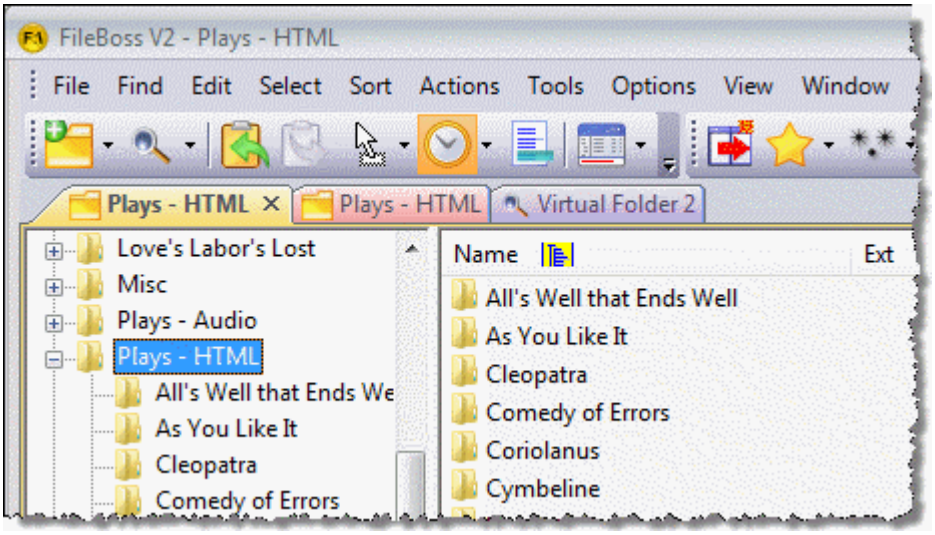
1.2 Two Views - One Engine

Explore View - Traditional Look, Untraditional Power and Flexibility



Sample Explore View

FileBoss has two fundamental ways of looking at your file system, Explore View and Virtual Folders. But whichever view you use to find and select files the same powerful commands and routines are available to manipulate the files and folders you select.
Explore View is outwardly similar to Windows Explorer. As you select folders in the left pane (the folder tree) the contents are displayed in the right window pane.

Easy and reliable selections
: with Sticky Select and many other advanced selection tools that allow, among other things, to open or delete files while other files remain selected.

Persistency
: All open Windows are reopened when FileBoss restarts (optional, of course)

Tabbed windows
: for easy access

Favorites (Bookmarks)
: for quick access to common locations and user-specified places

Simple to Complex file filtering
: with multiple, easily configured filters

Hiding entries
: by type or individually

Touchable
: on one level or penetrating through subfolders

Easy Drag & Drop
: with selectable default action (copy, move, or create short cuts)

Sophisticated copy engine
: that not only deftly handles error conditions but also records which files have been copied and which have not

Can display folders connected to Drop Zones
: that are treated like any other Explore View

Allows external tools
: to be selected based on file types and name patterns

Allows Auto-Viewers
: to be defined that are automatically activated when files of specific types have the focus. Auto-Viewers can be quickly turned on and off as needed.

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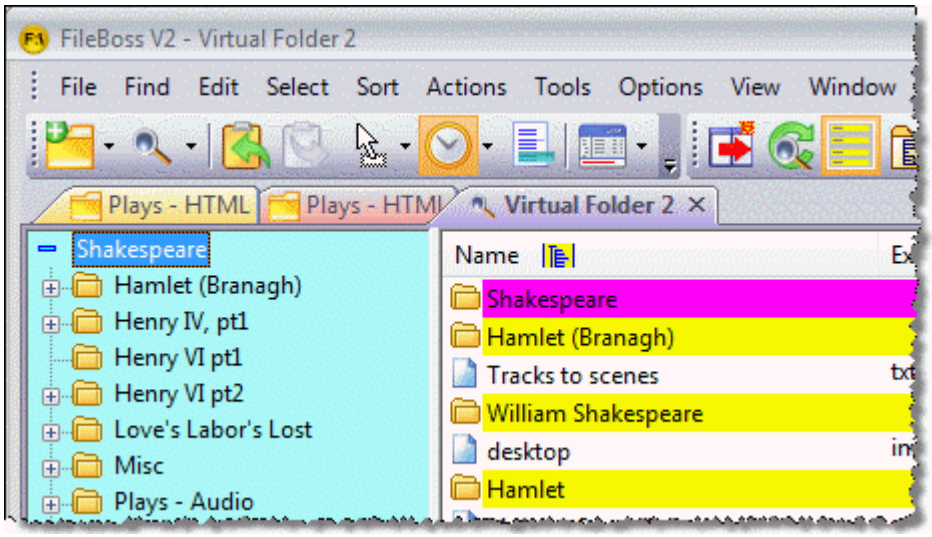
Renaming
can be accomplished one file at a time or in groups with search and replace, sequential and common transformations (case change, space deletion and replacements, etc.)

Intrinsic file duplication
command (makes copies of files with just two clicks).

Up to 50 Explore Views
open at one time. (Configurable from 10 to 50.)

And this list doesn't even include many of the main features of FileBoss accessible via this interface such as Copying -- Moving -- Duplicating Folders -- Changing Attributes and much, much more

Virtual Folders - Selectively Manipulate Files by the Thousands



Sample Virtual Folder Window

The main advantage of Virtual Folders over Explore Views is that Virtual Folders allow manipulating (whether it be copying, renaming, duplicating, weeding out, comparing or any other vital operation to keep you computer running smoothly) thousands of files at once rather than just those in one folder. At its simplest, creating a Virtual Folder is just a matter of specifying a folder and clicking OK. FileBoss will then collect all the files in and below the specified folder and present them in a traditional manner.

A single Virtual Folder can contain files
from one folder, several folders, whole drives and even multiple drives (or parts there of) across networks

Selected files in a Virtual Folder can be copied while retaining their original tree structure
Note this is not the same as copying all the files in all the folders below the top folder (though that is easy to do too) but rather copies only the selected files in those folders.

Files can be compared from multiple sources

Removing obsolete files and general disk cleanup
becomes much easier as all files in a Virtual Folder can be sorted together for easy evaluation

Finding duplicate files
among hundreds of thousands becomes a two-click operation

Using explicit, multiple file and folder specifications
for which files to include and which files to exclude you can tailor a Virtual Folder to fit your exact needs (more about this power in the next section)

A Virtual Folder is an ideal source of files
used in other programs. For instance one Virtual Folder could reference all the graphic files used for a specific project (no matter where they reside on your system) and they could be dragged to the your graphics program as and when needed.

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Two Views - One Engine

More about creating and using Virtual Folders

Virtual Folderns 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 Virtual Folder where all the entries in the Virtual Folder can be quickly restored without reference to what is actually on disk.

Virtual Folders are simple to edit
entries in a Virtual Folder can be removed so that the trees can be seen instead of the forest.

Multiple Virtual Folders
can be active at the the same time - limited only by your computer's memory.

Persistency
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 'Explore Folder in New Window' option. Or, after right-clicking on a folder, select 'Create Virtual Folder from Folder' to start another, more specific Virtual Folder. (Note that 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 that Virtual Folders have a different color for their left pane than Explore Views. This is just to make it easier to know which is which. The colors can, of course, be changed in the Options | Program Options... dialog.

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1.3 Plain English Licensing Terms

The Utility Factory realizes that many people use more than one computer and have two or more computers in their home. We have designed the license terms to be flexible, easy to understand and reasonable.
If you have any questions about licensing please contact sales at:
sales@theutilityfactory.com
For the full lawyer-type license click here 218.

Single-User License

The single-user license allows you to install FileBoss on one computer. You may install FileBoss on two computers as long as they are both used by you and will not be used by others. For example you can install FileBoss on your computer at work and your computer at home or you could install FileBoss on your main computer and your laptop computer.
If you are using FileBoss at your home and not at your office you may install FileBoss on up to five computers at that single-family residence. (If you wish to use FileBoss on your office computer and on more than one computer at home then you will need two licenses, one for your home and one for your office.)

Multiple-User Licenses

Multiple-user licenses allow you to install FileBoss on the number of computers the license is for or for the number of people who will be using those computers, whichever is less.
For example if you have five computers shared by ten people then you only need a five user license. If you have five people that share 10 computers and only those five people use those computers then you still only need a five-user license.
FileBoss is not licensed on a concurrent user basis. Concurrent user licensing is where the number of required licenses is calculated by the maximum number of user that will be using a program at the same time.

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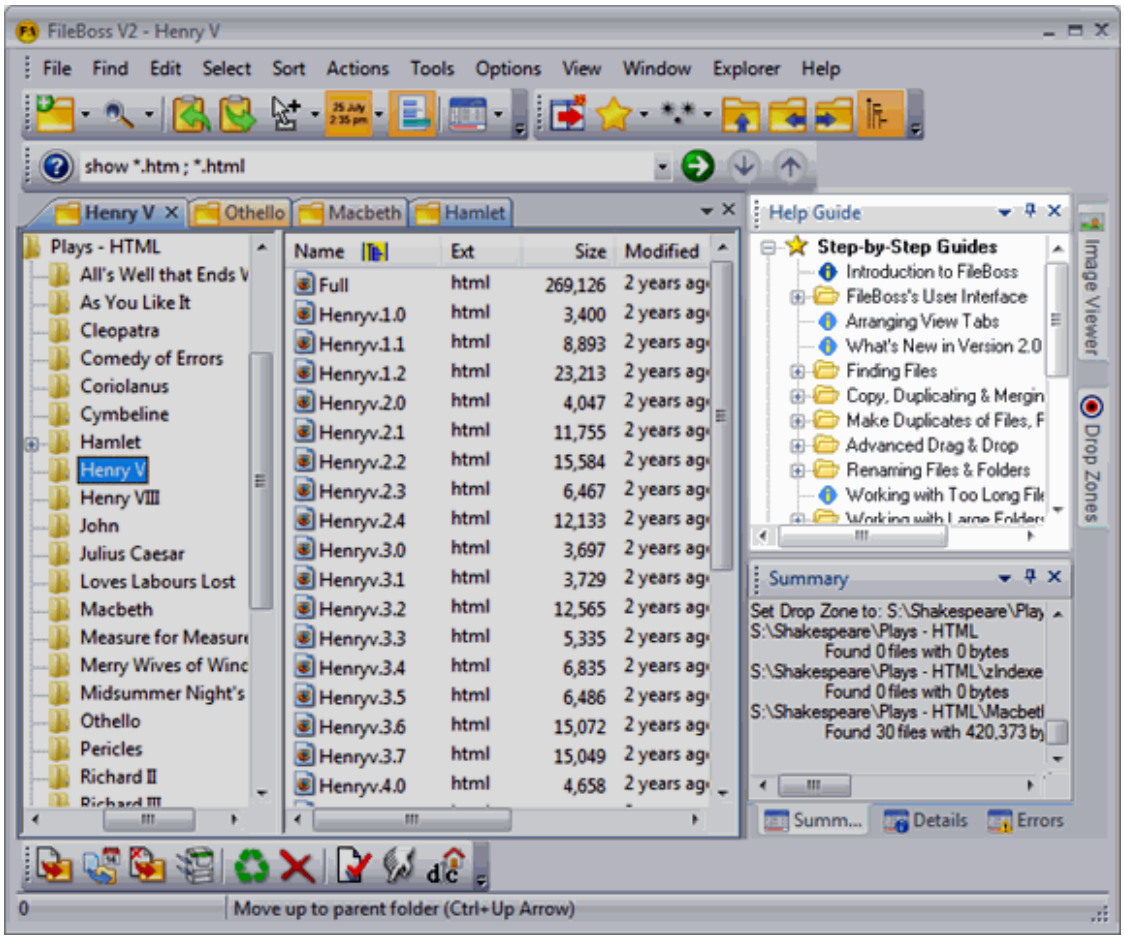
How To Do Everything

2.1 Help Guide

Quick and Easy Help Gude

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

- Double-click an entry to display 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
- Open by Pressing Ctrl-G or Selecting Help | Show Help Guide... from main menu or clicking its its command button
- 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.



Help Guide

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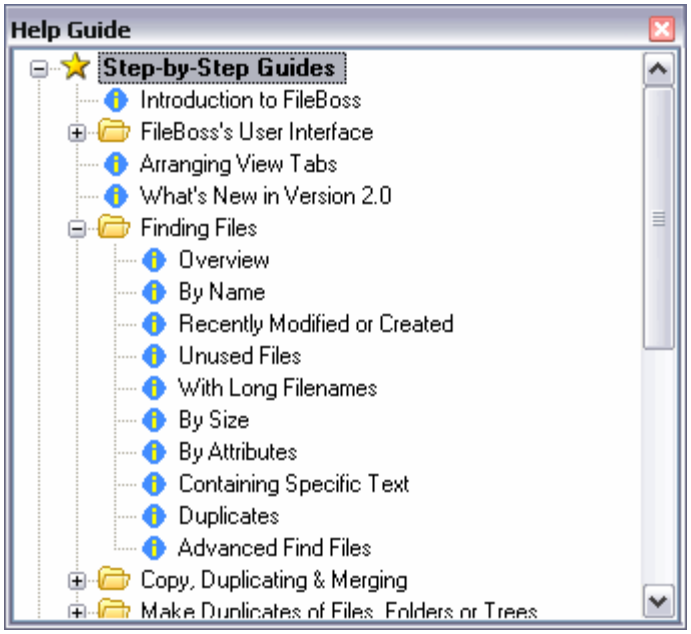

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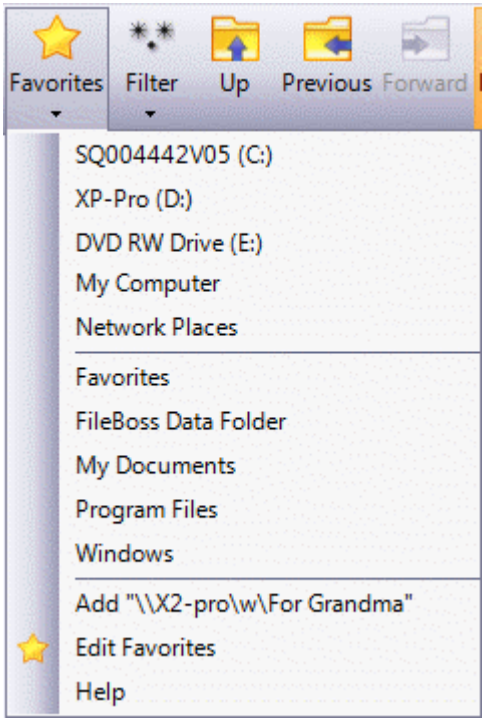
2.2 Explore Folders

Exploring Folders in New Tabs

There are a number of ways to open folders in new tabs. The following is a quick overview of some of them

From the list of Favorites

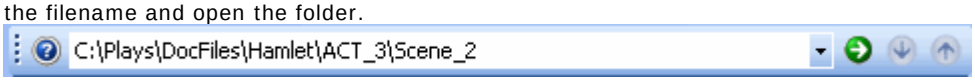


From the list of Drives

A list of drives is on the Favorites menu (both from the button as shown above and from the Files | Favorites > main menu).

Direct Entry on the Command Bar

Hit F8 to show the command bar (or go to if it is already visible) and type in or paste the path to the folder you are interested in. You can even paste the full path to a file, FileBoss is smart enough to strip the filename and open the folder.



If the active tab is an Explore view that view will be set to the new folder. If it is not then a new Explore tab will opened to display the folder.
To force the folder being opened in a new tab us the NEW command in the Command Bar, e.g.
new C:\Plays\DocFiles\Hamlet\ACT_3\Scene_2

By Right-Clicking over a Folder

Hold the mouse cursor over the folder you want to open and right-click to get the following menu (or one similar to it).

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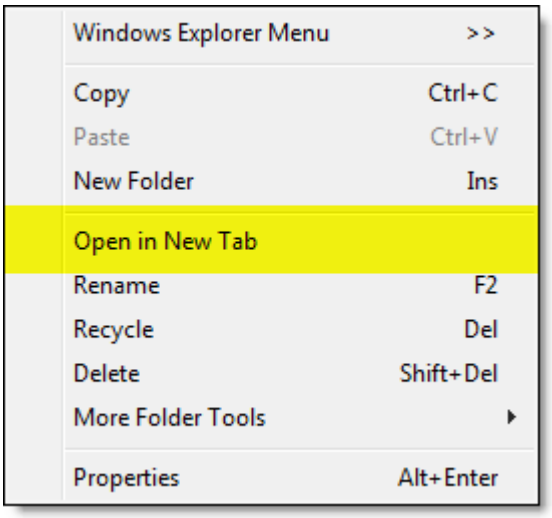
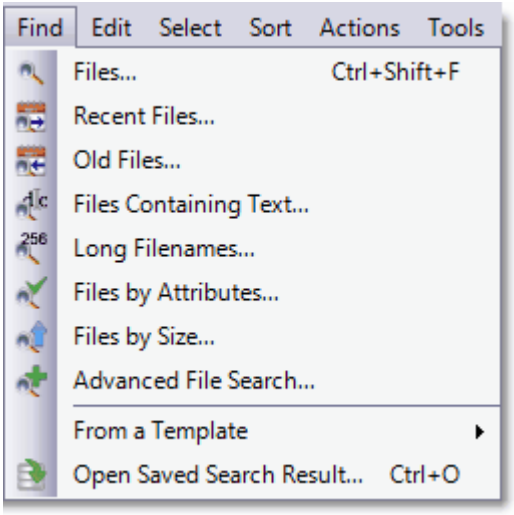
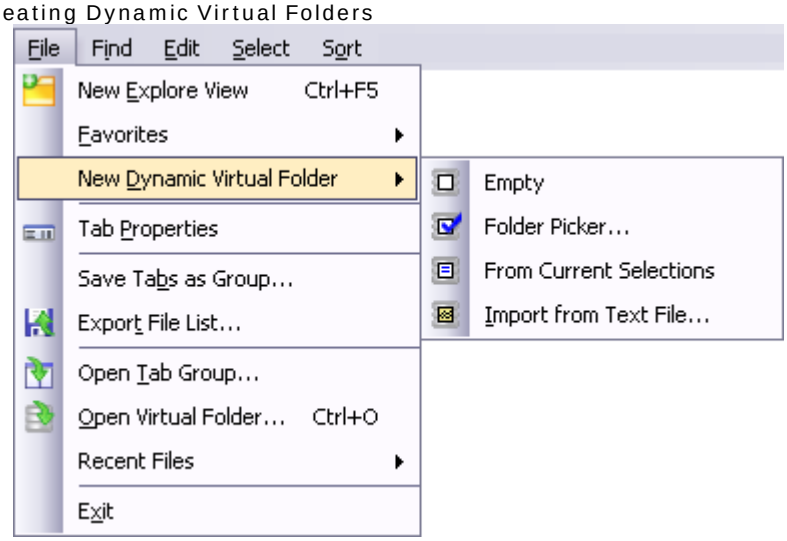


Creating Virtual Folders

Results of one of the Find Commands



Creating Dynamic Virtual Folders



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2.3 Specify Folders and Files in Find Dialogs

How to tell FileBoss which Files You Want

Many of FileBoss's powerful tools work on Virtual Folders (collections of files and folders located in across multiple folders and even across multiple drive). To allow highly targeted actions, FileBoss provides a means to specifically include (and exclude) specific groups of files.

Specifying Files to Include and/or Exclude

Including Multiple Paths

Separate multiple paths with the bar character '|'.
To scan the My Documents directory on drive C: and the Temp directory on drive D: enter:

```
C:\My Documents | D:\Temp
```

(There is no need to worry about how many paths you enter: the maximum length of this field is over 65,000 characters!)

Including Patterns

If you want 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 include 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 in an included path 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:

```
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 with the minus sign, '-'. If the name of the folder actually begins with a minus sign, simply type another minus sign first, 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. To exclude those directories only on drive C: enter the following:

```
C:\My Documents | -C:\*\Temp | -C:\*\Backup | D:\
```

Using Wildcards for 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 Folders to Include and/or Exclude in a search

Specifying which Files & Folders

Enter the names or name patterns of files
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

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

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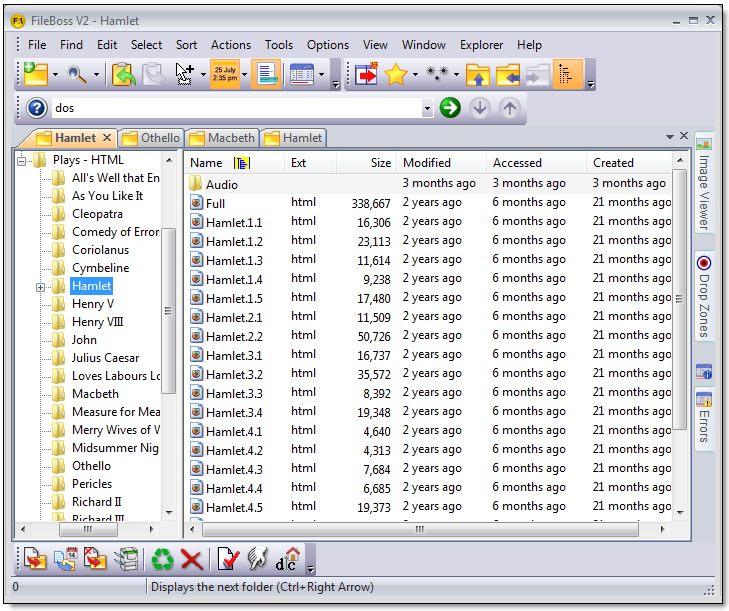
2.4 Manage Tab Groups

Creating and Working with Multiple Tab Groups

Multiple Tab Groups

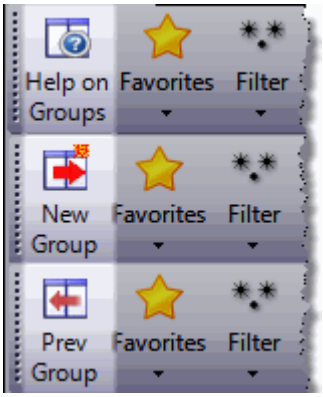
Note that if you create a second tab group it will remain, i.e. it can not be removed directly. But you can easily close it at any time by either dragging all of its tabs to another group or by closing all of its tabs.

When all the tabs in a tab group have been moved or closed the tab group will automatically close.



Creating & Using Tab Groups

When more than one tab is available you can either create a new tab group or move one of the tabs to another existing tab group. The Button on the View specific toolbar (at the top of FileBoss's work space by default) will change depending on the options available for the active tab.



Using the Main Menu to work with Tab Groups

For more options use the Windows | Tab Groups > menu items where you can also create vertical tab groups.

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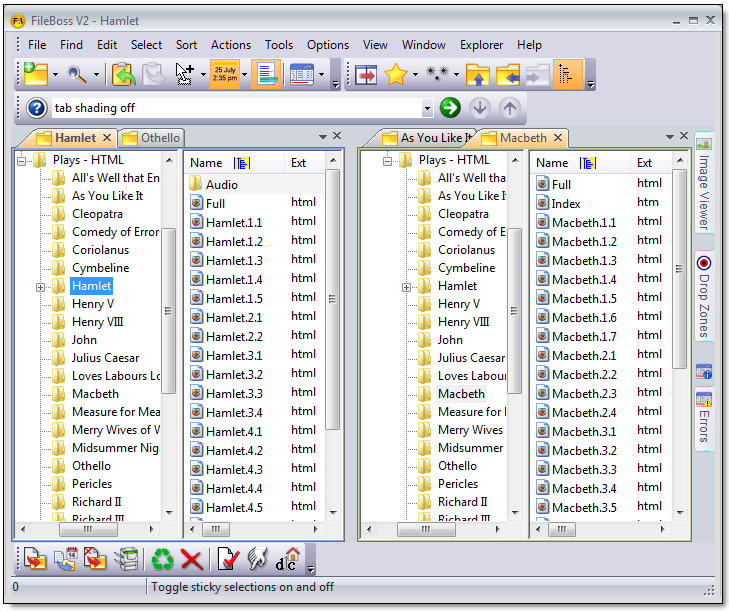
Two Tab Groups with Two Tabs Each

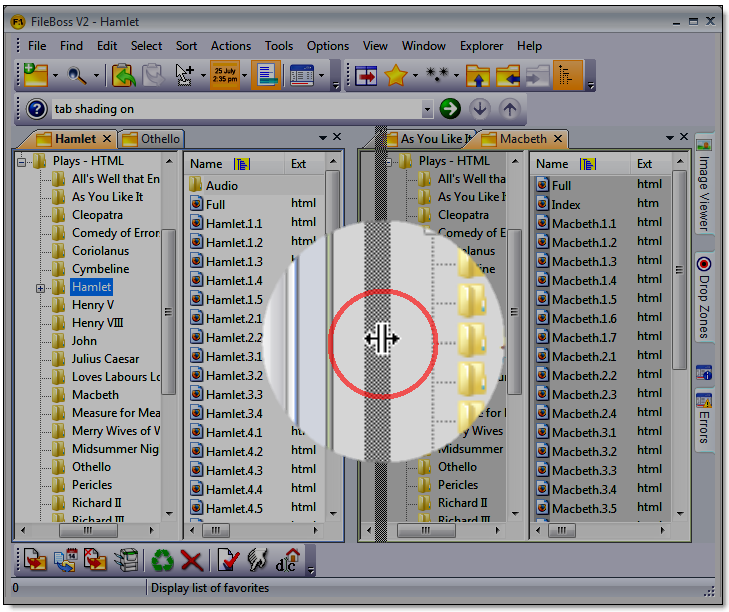
The screen shot to the right shows two tab groups each containing two tabs. This is the default layout for new tab groups.



Positioning Tab Groups

You can move the splitter bar between tab groups left or right (up or down for vertical tab groups) by:

- moving the mouse cursor over the wide bar between the two groups
- click and hold down the mouse button
- drag the bar to where you want it to be
- release the button.



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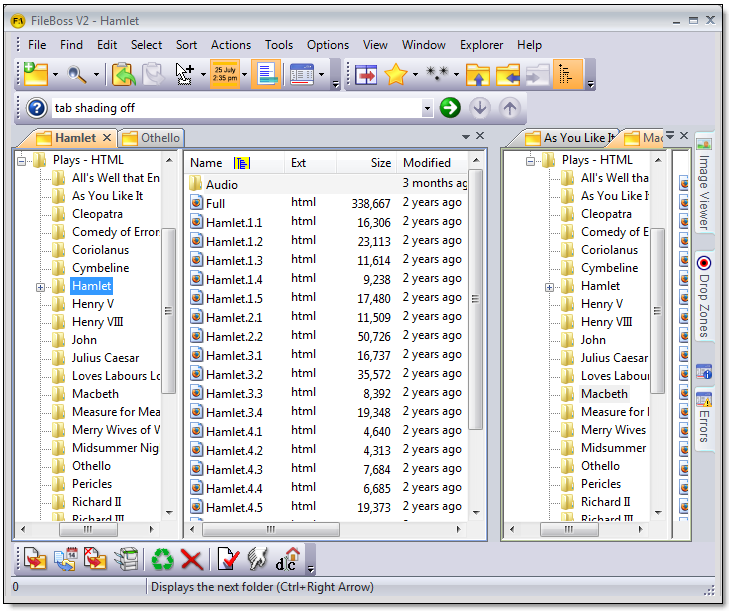
Manage Tab Groups

Repositioned Tab Group

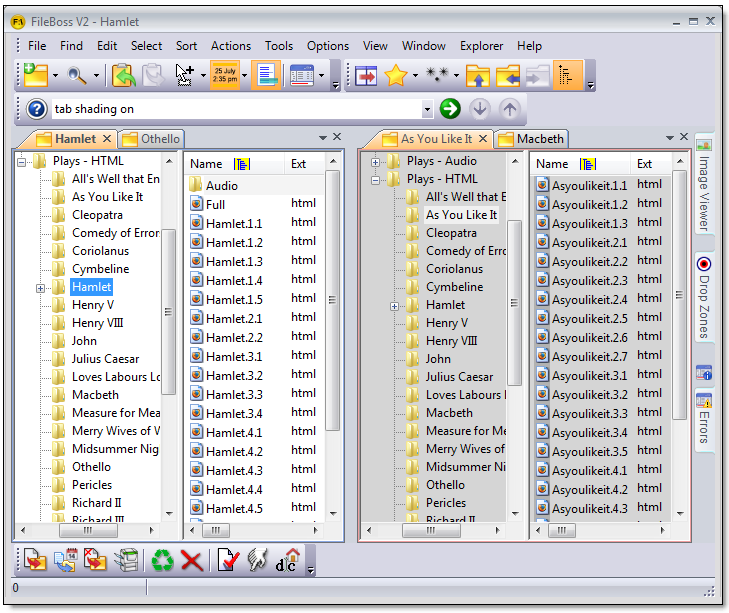


Tab Dimming

When Tab Dimming is turned on FileBoss will dim all inactive tabs making it easier to tell which is the active tab. Tab dimming is only active when there is more than one Tab Group present.

To toggle Tab Dimming on and off use the Options | Program Options... command from the main menu and select the General tab from the list on the left and check or clear the *Darken Inactive Tabs* box as appropriate. This can also be set using the Configuration Wizard (Ctrl+Alt+W).

Whether tab dimming is on or not is a matter of personal preference with some users loving it and other hating it.



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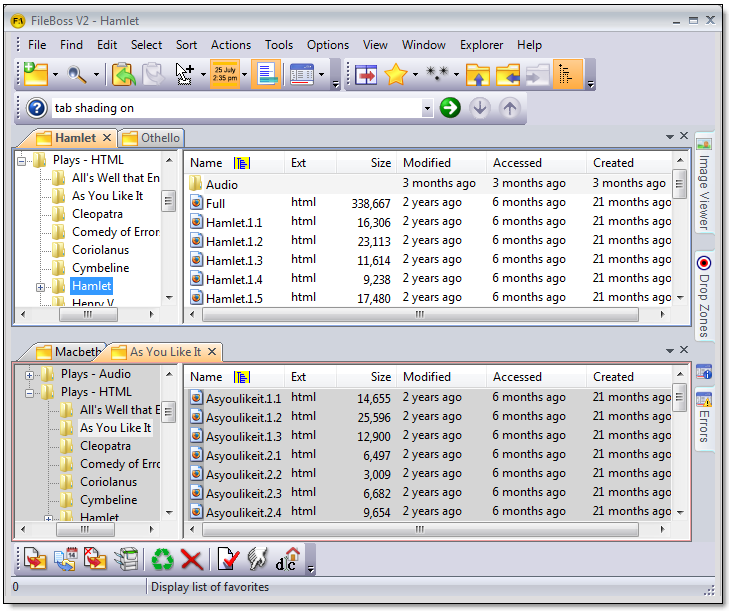
Vertical Tab Groups Too

You can have Vertical tab groups too. Use the Windows | Tab Groups > menu items to create a vertical tab group.

Horizontal and Vertical tab groups are mutually exclusive - you can not have both at the same time.



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2.5 Select Files and Folders

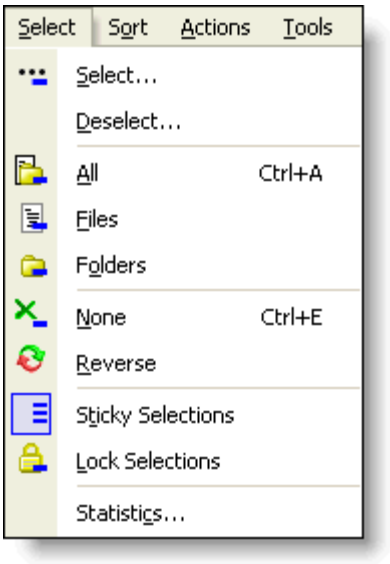
Select Files Your Way

Many of FileBoss's 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, Locked Selection and Persistent Selections) to make all of your file manipulation tasks faster and more accurate.

Selecting by Menu Commands

Select... and Deselect... (Filename, Times, Attributes or other Criteria)



Displays dialog where you can specify which files (or folders) should be selected or deselected. The criteria includes pattern matching for file names, file attributes, a range of file sizes, ranges for the accessed, modified and created file times.

All (Ctrl+A)

Selects all files and folders except, as noted above, any entries that have been hidden.

Files

Selects all files. (If clicked while the Ctrl key is held down, any selected files will be deselected)

Select Folders

Selects all folders. (If clicked while the Ctrl key is held down, any selected folders will be deselected)

None (Ctrl+E)

Deselects all files and folders. If none were selected nothing is changed.

Reverse

Selects items which are not currently selected and deselects all those that are.

Sticky Selections

Specifies that when an entry is clicked with the mouse other selected entries will not be automatically deselected. This allows you to quickly selected multiple entries and ranges of entries without worrying about loosing 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 B key while clicking the mouse to temporarily cancel Sticky Mode.

Sticky Selections is on by default.

Lock Selections

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

Statistics

Displays the properties box showing how many files and folders are selected, their total size in bytes and other information about the types of files selected.
(Please Note: None of these commands, or any other select command, will affect entries that have been hidden. Hidden files are those that can't be seen because they are inactive.)

Using the Mouse with Sticky Mode and Locked Selections

Using the Mouse with Sticky Mode and Lock Selections

Click on any item to select or deselect it. Hold down the left mouse button while dragging across multiple files to select contiguous files, hold down the Shift key while dragging the mouse to deselect contiguous files.

One of the great annoyances of using the Windows Explorer program that comes with Windows (and, indeed with many other programs) is that when you select multiple files by holding down the Ctrl key while clicking on the files you want oft times the all the selected files become deselected unintentionally. And, you cannot manipulate one file (such as rename or delete it) while keeping other files selected.

FileBoss solves this problem with Sticky Selection Mode

Sticky Selections

Specifies that when an entry is clicked with the mouse other selected entries will not be automatically deselected. This allows you to quickly selected multiple entries and ranges of entries without worrying about loosing 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 on by default.

Lock Selections

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

Selecting by Keyboard

You can select and deselect files and folders in the File View using the Space Bar or the Arrow keys along with the Shift and Ctrl keys.
by moving around with the up and down arrow keys (and the Page Up, Page Down keys)

Quickly:

Space Bar to select or deselect
Shift + Arrow keys to select as highlight moves
Shift+Ctrl + Arrow keys to deselect.

How to Do It

- Use the Up and Down arrow keys or the Page Up / Page Down keys to move to the file you want to select or deselect.
- To select the highlighted file tap the space bar. If the file is already selected tapping the Space Bar will deselect it.
- To select a range of files starting with the current file, 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 Filename Patterns, Date & Times, File Sizes and Attributes

Selecting by Description displays a dialog box where you can describe the files you want to either select or deselect.

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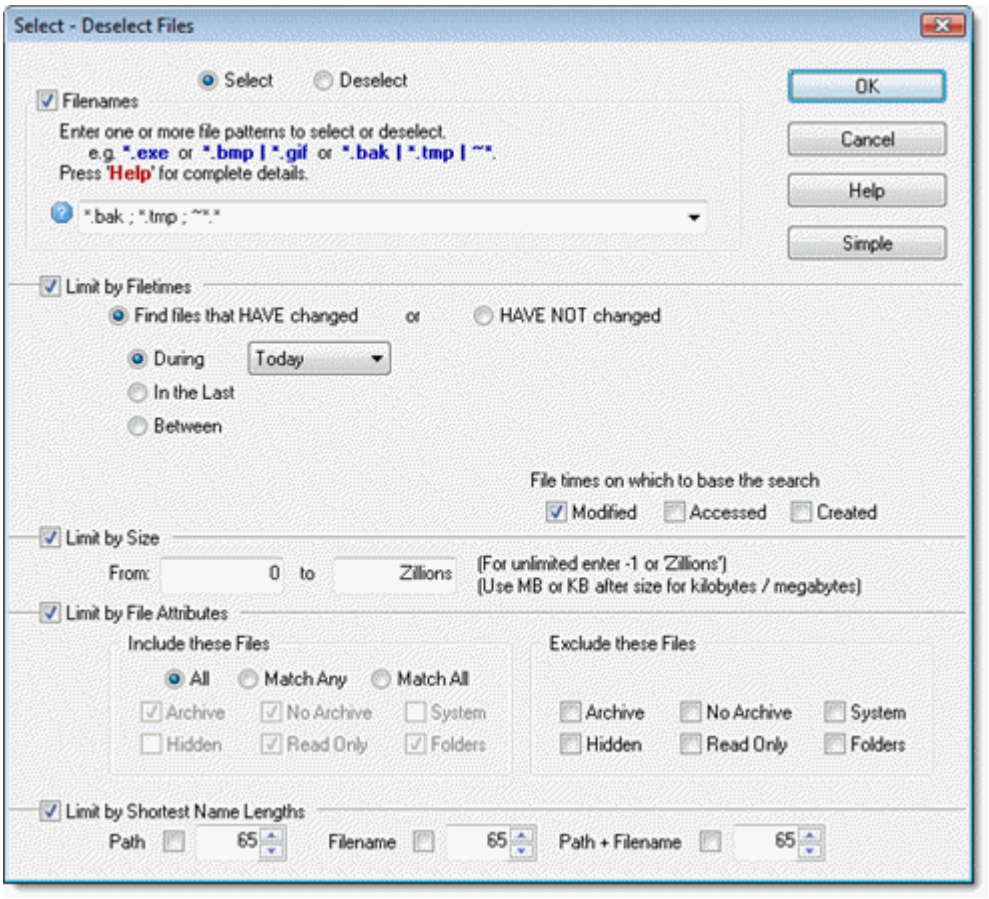
Select Files and Folders



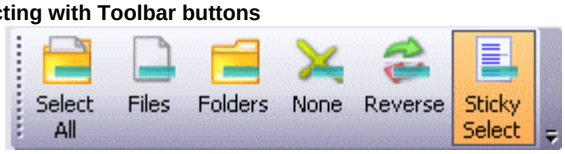
Your description can include one or more of the following:

- Multiple filename patterns to include (or even exclude from the operation).
- From - To ranges for file times - created, accessed and modified
- From - To file sizes
- File attributes

(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.)

For more information on this option see the Help for the Select Dialog by clicking here.

Selecting with Toolbar buttons



From left to right the buttons represent the commands:

Select All
Selects all files and folders except, as noted above, any entries that have been hidden.

Select Files
Selects all files. (If clicked while the Ctrl key is held down, any selected files will be deselected)

Select Folders

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Selects all folders. (If clicked while the Ctrl key is held down, any selected folders will be deselected)

Clear all Selections
Deselects all files and folders. If none were selected nothing is changed.

Reverse Selected and Non-Selected Entries
Selects and items which are not currently selected and deselects all those that are.

Select by Filename, Times, Attributes or other Criteria
Displays dialog where you can specify which files (or folders) should be selected. The criteria includes pattern matching for file names, file attributes, a range of file sizes, ranges for the accessed, modified and created file times.

Sticky Selections
Specifies that when an entry is clicked with the mouse other selected entries will not be automatically deselected. This allows you to quickly selected multiple entries and ranges of entries without worrying about loosing 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 on by default.

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

(Note 1: None of these commands, or any other select command, will affect entries that have been hidden. Hidden files are those that can't be seen because they are inactive.)

(Note 2: Selecting and deselecting files with the keyboard can be done even with the selection status is locked. Locking only prevents the selection state from being changed with the mouse.)

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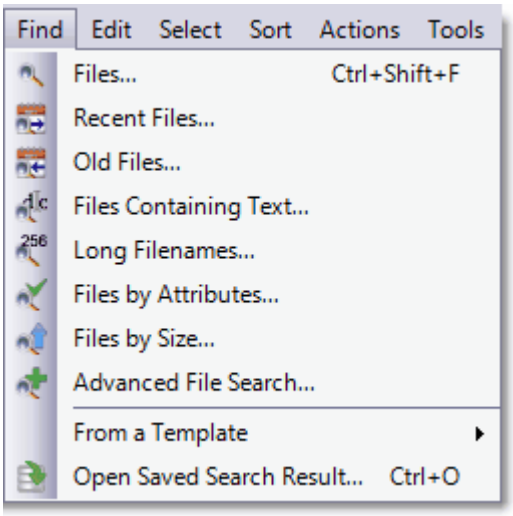
2.6 Find Files: Quick Overview

Find the files you want



Find Files that:

Fit one or more name patterns more 22
Have been recently modified, created or accessed more 24
Haven't been changed or used recently more 27
Contain specific text more 37
Have long filenames, paths or both combined more 30
Have a size within a specified range more 32
Which have specific file attributes more 34
Which have specific advanced NTFS attributes more 35
or
By a combination of all of the above more 39

Do what you need to do

FileBoss will put all the files it finds into a virtual folder. Virtual folders can hold from 1 to millions of files and you can work with them in almost exactly the same way as you can in a normal Explore tab, i.e. copy, rename, delete and much more.

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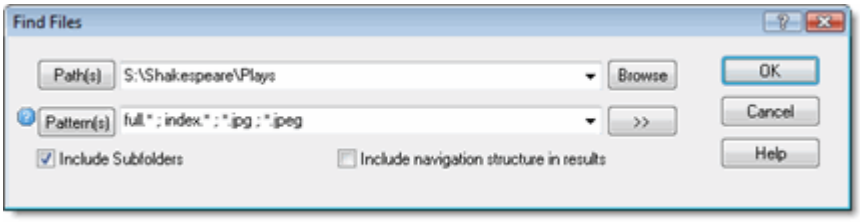
2.7 Find Files: By Name

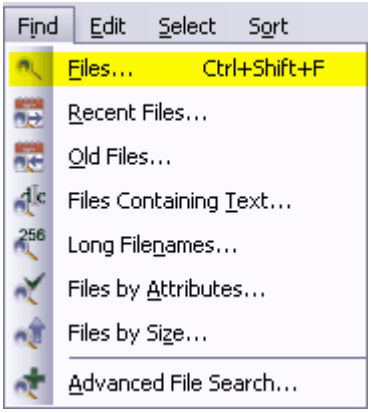


Quick Start: Finding Files by Name

Select which locations to search

Select the folder(s), paths(s) or drive(s) you want to search in either the left or right windows. The Find dialog will default to searching these selections but they can be easily changed in the dialog itself.

Open the Find Dialog



- Press Ctrl+Shift+F
- Or select Find | Files... from the main menu
- Or, click the Search button normally on the main toolbar

Enter the Filenames or Patterns to Search for

Enter the file patterns you are looking for. Multiple patterns are separated by either a semi-colon (;) or a 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

Hint: You can limit your search (and thus speed it up and make its results more meaningful) by specifying one or more folders to search instead of just a whole drive. You can also, in the Patterns field, specify only certain files to search file such as *.doc | *.jpg | *.jpeg | *.html | *.htm

Click OK to search and create a Virtual Folder of all matching files

Using Relative File times: The Nitty, Gritty

Searches can be across a drive, path or multiple drives and paths

Such as *C:\ | \\Corp-backup\C\Accounting*

Specific folders can be excluded making results more meaningful

C:\ | -Windows | -Program Files would exclude the folders *Windows* and *Program Files* and all their subfolders

Specific patterns can be searched for

**.doc | *.rtf* would check only files with names ending in *doc* or *rtf*.

Specific patterns can be excluded

-.bak | -*.tmp | -~** search for all files except those that have the extension *bak*, *tmp* or that start with the tilde character.

Uses the power of Virtual Folders

The results of the search are put into a Virtual Folder so that the found files can be manipulated individually, in groups or all together (copy, rename, delete, move and more).

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The Search can be saved for later use
So the search can be used over and over again.

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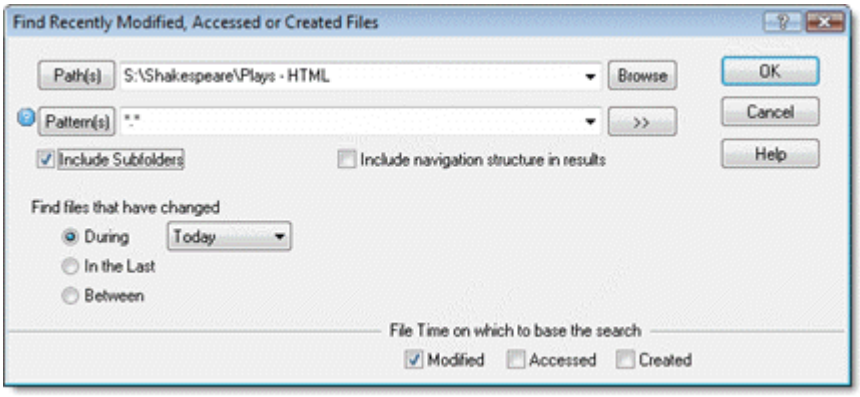
2.8 Find Files: Recently Modified

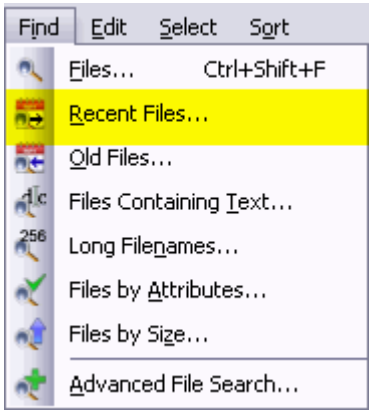


Quick Start: Finding Recently Modified Files

Select What to Search

Select the folder(s), paths(s) or drive(s) you want to search in either the left or right windows. The Find dialog will default to searching these selections but they can be easily changed in the dialog itself.

Open the Find Dialog



- Select Find | Recent Files... from the main menu

Enter the Filenames or Patterns to Search for

- Enter the file patterns you are looking for. Multiple patterns are separated by either a semi-colon (;) or a 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
- Hint: You can limit your search (and thus speed it up and make its results more meaningful) by specifying one or more folders to search instead of just a whole drive. You can also, in the Patterns field, specify only certain files to search file such as *.doc | *.jpg | *.jpeg | *.html | *.htm
- Then select the time frame you are looking for. There are three types of time frames, During, In the Last and Between.
- Select the type of time you are looking for. Normally it is best to use the Modified or possibly Accessed time. The Created time can be very misleading as Windows tends to reset the Created times inconsistently.
- In the above example FileBoss will search for all files last modified since mid-night on the current day

Click *OK* to search and create a Virtual Folder of all matching files

Nitty, Gritty Details

Using Relative File times

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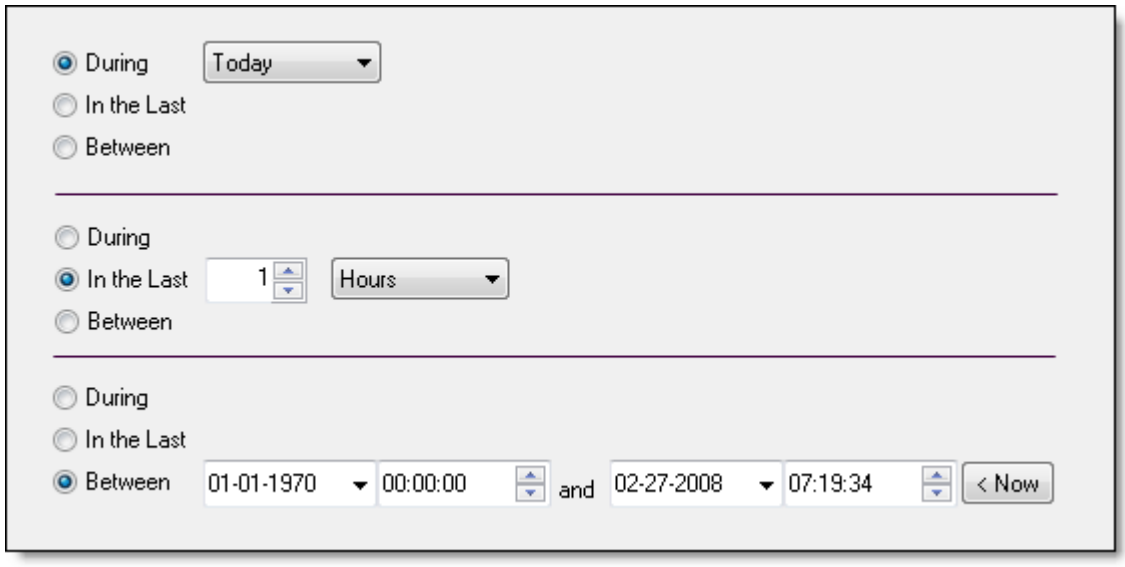
Find Files: Recently Modified



Relative times allow you to find files that were modified, accessed or created within a specified time period. The time frame is calculated every time the search is run meaning that if you create a Virtual Folder today and it is reloaded when you start FileBoss tomorrow, or you save it and open it again another day, the new Virtual Folder will be created based on that future time and not the time when you first clicked the OK button on this dialog.
The one exception is the last option, where you specify a fixed start and end time for the search. These remain constant.

Relative times allow you to find files that were modified, accessed or created within a specified time period. The time frame is calculated every time the search is run meaning that if you create a Virtual Folder today and it is reloaded when you start FileBoss tomorrow, or you save it and open it again another day, the new Virtual Folder will be created based on that future time and not the time when you first clicked the OK button on this dialog.
The one exception is the last option, where you specify a fixed start and end time for the search. These remain constant.

Searches can be based on any type of time

Modified, *Accessed* or *Created*

Times can be relative
Such as *Today*, *This Week*, *This Month* and *In the Last* 15 Minutes

Times can be absolute
Between any two dates and times

Searches can be across a drive, path or multiple drives and paths
Such as *C:* | *\\Corp-backup\C\Accounting*

Specific folders can be excluded making results more meaningful
C: | *-Windows* | *-Program Files* would exclude the folders *Windows* and *Program Files* and all their subfolders

Specific patterns can be searched for
**.doc* | **.rtf* would check only files with names ending in *doc* or *rtf*.

Specific patterns can be excluded
-.bak* | *-*.tmp* | *-~** search for all files except those that have the extension *bak*, *tmp* or that start with the tilde character.

Allows you to find files that were recently modified
or modified in any specified time periods

Uses the power of Virtual Folders
The results of the search are put into a Virtual Folder so that the found files can be manipulated individually, in groups or all together (copy, rename, delete, move and more).

The Search can be saved for later use
So the search can be used over and over again.

To Search for Files based on their times

- Activate or open an Explore View

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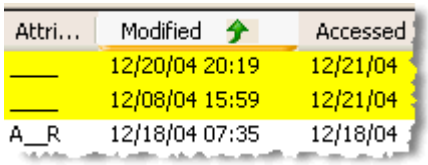
- Make sure that the column for showing the Modified, Accessed and/or Created file times is visible (if not see the next section for how to display the column).
- Click on the appropriate Column header twice to sort all entries by most recent file times



- As you move from folder to folder the files will remain sorted according to chosen time.

Hint: If you are looking at folders that contain lots of files you can and you know the extension or possible extensions of the file(s) you are looking for you can use a File Filter to only display those files.
Or you can even used Advanced Filtering to only show files with Modified times in the range you want.

Displaying the File Times in the Contents Window

(If the file times are not already displayed in the Contents Window)

- This works the same in both Explore Views and Virtual Virtual Folders.
- Move the mouse over the column headers (the column headers are at the top of the Contents Window and have titles like Filename, Ext and Size.)
- Right-click the to display a list of columns that can be displayed
- Check the boxes next to Modified, Accessed or Created as appropriate.
- Click the Close Menu button.

Hint: You can change the order of the columns by clicking a header with the left mouse button and, while holding the mouse button down, dragging the column to its new location.

Sorting by File Times

Simply click on the header of one of the file time columns. To reverse the sort click the column header again.

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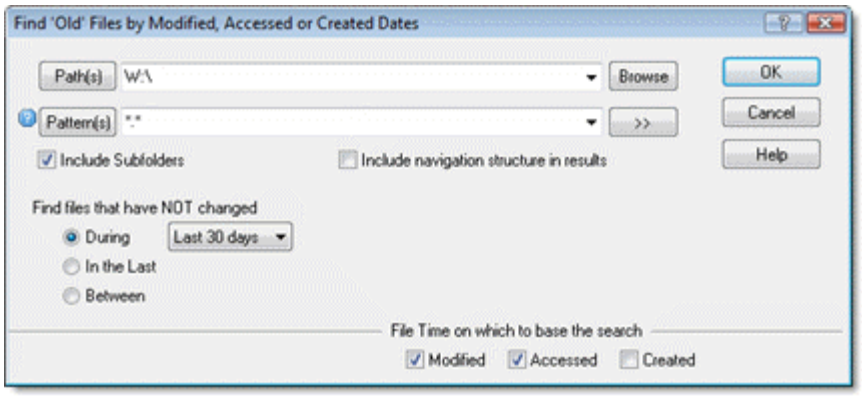
2.9 Find Files: Unused

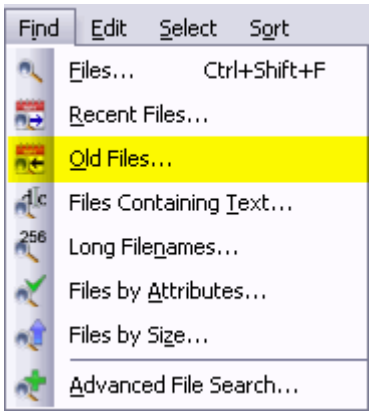


Quick Start: Finding Recently Modified Files

Select What to Search

Select the folder(s), paths(s) or drive(s) you want to search in either the left or right windows. The Find dialog will default to searching these selections but they can be easily changed in the dialog itself.

Open the Find Dialog



- Select Find | Old Files... from the main menu

Enter the Filenames or Patterns to Search for

- Select the drives or paths you want to check. Multiple paths are separated with the 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.
- Select the type of time you are looking for. Normally it is best to use the Modified or possibly Accessed time. The Created time can be very misleading as Windows tends to reset the Created times inconsistently.
- Then select the time frame you are looking for. There are three types of time frames, During, In the Last and Between.
- Select the type of time you are looking for. Normally it is best to use the Modified or possibly Accessed time. The Created time can be very misleading as Windows tends to reset the Created times inconsistently.
- In the above example FileBoss will search for all files that have not been changed or accessed since mid-night on the current day

Hint: You can limit your search (and thus speed it up and make its results more meaningful) by specifying one or more folders to search instead of just a whole drive. You can also, in the Patterns field, specify only certain files to search file such as **.doc | *.jpg | *.jpeg | *.html | *.htm*.

Click OK to search and create a Virtual Folder of all matching files

Nitty, Gritty Details

Using Relative File times

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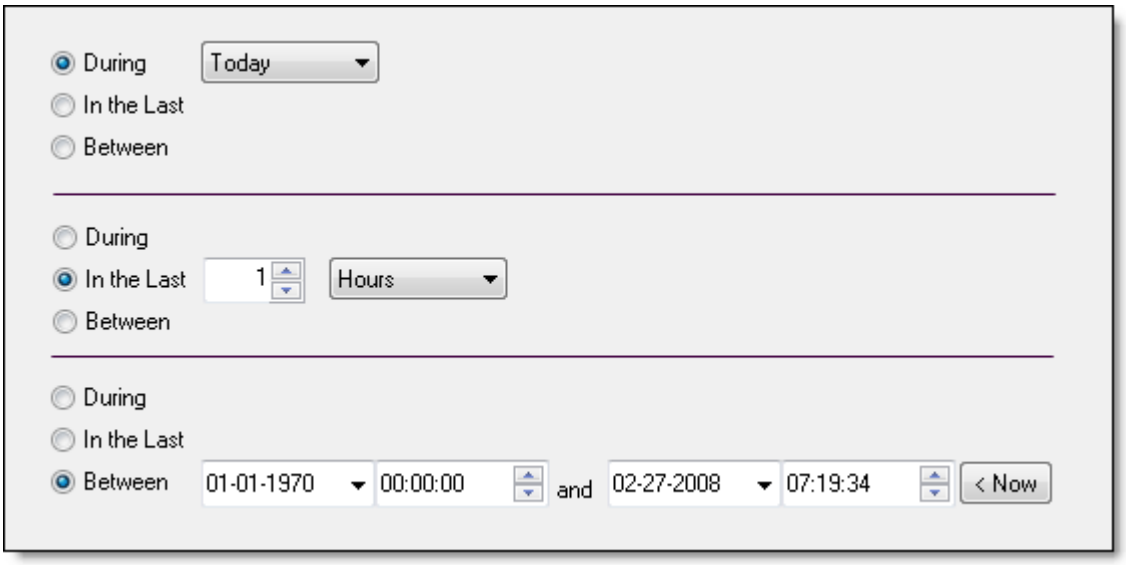

Relative times allow you to find files that were modified, accessed or created within a specified time period. The time frame is calculated every time the search is run meaning that if you create a Virtual Folder today and it is reloaded when you start FileBoss tomorrow, or you save it and open it again another day, the new Virtual Folder will be created based on that future time and not the time when you first clicked the OK button on this dialog.
The one exception is the last option, where you specify a fixed start and end time for the search. These remain constant.

Relative times allow you to find files that were modified, accessed or created within a specified time period. The time frame is calculated every time the search is run meaning that if you create a Virtual Folder today and it is reloaded when you start FileBoss tomorrow, or you save it and open it again another day, the new Virtual Folder will be created based on that future time and not the time when you first clicked the OK button on this dialog.
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Searches can be based on any type of time
Modified, *Accessed* or *Created*

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Such as *Today*, *This Week*, *This Month* and *In the Last* 15 Minutes

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Between any two dates and times

Searches can be across a drive, path or multiple drives and paths
Such as *C:\ | \\Corp-backup\C\Accounting*

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C:\ | -Windows | -Program Files would exclude the folders *Windows* and *Program Files* and all their subfolders

Specific patterns can be searched for
**.doc | *.rtf* would check only files with names ending in *doc* or *rtf*.

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-.bak | -*.tmp | -~** search for all files except those that have the extension *bak*, *tmp* or that start with the tilde character.

Allows you to find files that were recently modified
or modified in any specified time periods

Uses the power of Virtual Folders
The results of the search are put into a Virtual Folder so that the found files can be manipulated individually, in groups or all together (copy, rename, delete, move and more).

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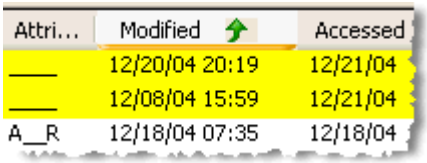
The Search can be saved for later use
So the search can be used over and over again.

To Search for Files based on their times using an Explore View



- Activate or open an Explore View
- Make sure that the column for showing the Modified, Accessed and/or Created file times is visible (if not see the next section for how to display the column).
- Click on the appropriate Column header twice to sort all entries by most recent file times
- As you move from folder to folder the files will remain sorted according to chosen time.

Hint: If you are looking at folders that contain lots of files you can and you know the extension or possible extensions of the file(s) you are looking for you can use a File Filter to only display those files. Or you can even used Advanced Filtering to only show files with Modified times in the range you want.

Displaying the File Times in the Contents Window

(If the file times are not already displayed in the Contents Window)

- This works the same in both Explore Views and Virtual Virtual Folders.
- Move the mouse over the column headers (the column headers are at the top of the Contents Window and have titles like Filename, Ext and Size.)
- Right-click the to display a list of columns that can be displayed
- Check the boxes next to Modified, Accessed or Created as appropriate.
- Click the Close Menu button.

Hint: You can change the order of the columns by clicking a header with the left mouse button and, while holding the mouse button down, dragging the column to its new location.

Sorting by File Times

Simply click on the header of one of the file time columns. To reverse the sort click the column header again.

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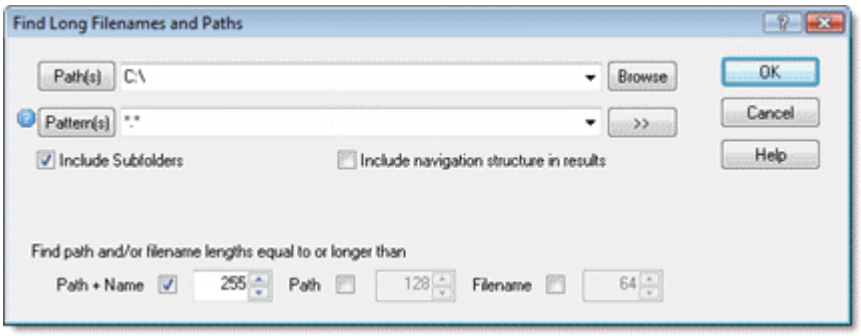
2.10 Find Files: With Long Names

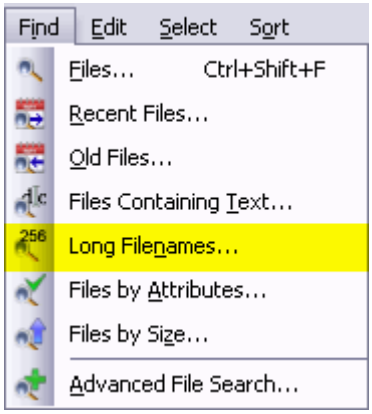


Quick Start: Finding Long Filenames

Select What to Search

Select the folder(s), paths(s) or drive(s) you want to search in either the left or right windows. The Find dialog will default to searching these selections but they can be easily changed in the dialog itself.

Open the Find Dialog



- Select Find | Long Filenames... from the main menu

Enter the Filenames or Patterns to Search for

- Enter the file patterns you are looking for. Multiple patterns are separated by either a semi-colon (;) or a 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.
- Select minimum filename lengths you are looking for. The most common is to search for combined path and filename lengths but the others are available if you need them.
- In the above example FileBoss will search for all files that have a combined path and filename length greater than 255 characters.

Hint: You can limit your search (and thus speed it up and make its results more meaningful) by specifying one or more folders to search instead of just a whole drive. You can also, in the Patterns field, specify only certain files to search file such as *.doc | *.jpg | *.jpeg | *.html | *.htm

Click OK to search and create a Virtual Folder of all matching files

Nitty, Gritty Details

Searches can be based on three different lengths

Path, Filename or Total length (Path + Filename)

Searches can be across a drive, path or multiple drives and paths

Such as *C:* | *\\Corp-backup\C\Accounting*

Specific folders can be excluded making results more meaningful

C: | *-Windows* | *-Program Files* would exclude the folders *Windows* and *Program Files* and all their sub-folders

Uses the power of Virtual Folders

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The results of the search are put into a Virtual Folder so that the found files can be manipulated individually, in groups or all together (copy, rename, delete, move and more).

The Search can be saved for later use
So the search can be used over and over again.

Use FileBoss's Easy but Powerful Rename Routines to Shorten Names
One by one or thousands at a time FileBoss has the right tool to help you rename files easily and quickly.

Sorting by Filename Lengths in Virtual Folders and Explore View

Always Available!
You don't need to create a special Virtual Folder. FileBoss has columns that will display the lengths of the filenames, paths, and total of both that can be sorted just like any other column in the contents window. And, of course, they are available in both Explore and Virtual Folders.
To turn columns on and off in any contents window simply right-click over a the column header bar (the bar at the top of the columns that display the column names) and select the columns you want.

Make sure that the column for showing the column for showing the filename length your are interested in is visible (if not see the next section for how to display the column).
Click on the appropriate column header to sort all entries by length. Click the column header again to reverse the sort order.

Filename	Ext	Lth. Name	Lth. Path	Lth. Total	Size
Hugo		4	33	37	
Nikki		5	33	38	
Horses		6	33	39	
Lucy 03	JPG	11	33	44	445,297
P4210105	JPG	12	33	45	322,456
P4210120	JPG	12	33	45	379,588

If you are in Explore View then as you move from folder to folder the files will remain sorted according to chosen lengths.

Hint: If you are looking at folders that contain lots of files you can and you know the extension or possible extensions of the file(s) you are looking for you can use a File Filter to only display those files. Or you can even used Advanced Filtering to only show files with Modified times in the range you want.

Displaying the Filename Lengths in the Contents Window

(If the filename lengths are not already displayed in the Contents Window)

- This works the same in both Explore Views and Virtual Virtual Folders.
- Move the mouse over the column headers (the column headers are at the top of the Contents Window and have titles like Filename, Ext and Size.)
- Right-click the to display a list of columns that can be displayed
- Check the boxes next to items you want displayed.
- Click the Close Menu button.

Hint: You can change the order of the columns by clicking a header with the left mouse button and, while holding the mouse button down, dragging the column to its new location.

Rename the Files

- Note that when renaming files to make the total path length shorter it is often convenient to rename one of the folder names. Just make sure that renaming the folder won't break any of the other programs on you system.
- Select the files you want to rename.
- If each of the files must be manually renamed press Alt+Ctrl+R to rename each file by hand. (Note that the rename dialog conveniently separates the root name and the extension so that you won't accidentally change the extension of a file.)
- or if the files can be renamed in groups, press Ctrl+R and use one of FileBoss's powerful renaming tools.

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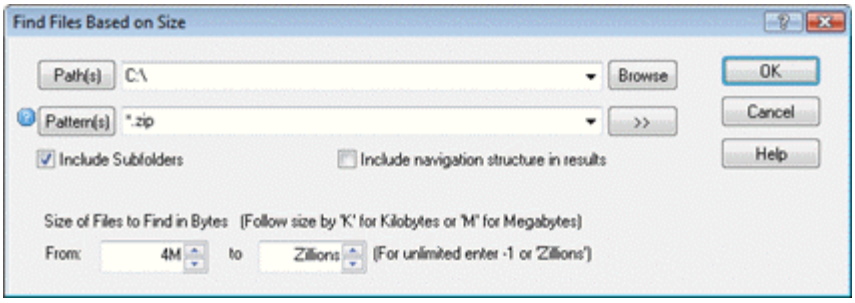
2.11 Find Files: By Size

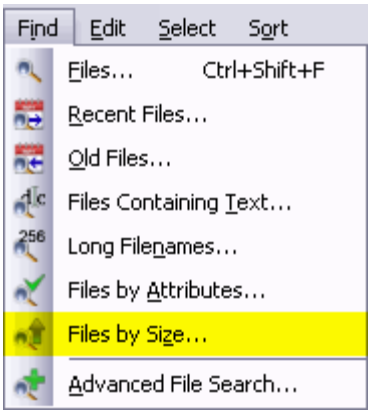


Quick Start: Finding Files by Size

Select What to Search

Select the folder(s), paths(s) or drive(s) you want to search in either the left or right windows. The Find dialog will default to searching these selections but they can be easily changed in the dialog itself.

Open the Find Dialog



- Select Find | Files by Size... from the main menu

Enter the Filenames or Patterns to Search for

- Enter the file patterns you are looking for. Multiple patterns are separated by either a semi-colon (;) or a 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.
- Then enter the smallest and largest size for which you are looking. The sizes are in bytes but following the number by a K or an M indicates kilobytes and megabytes respectively. Enter Zillions or -1 for unlimited size.
- In the above example FileBoss will find all files C drive and all of its sub-folders. The search will be for ZIP files greater than four megabytes in size.

Hint: You can limit your search (and thus speed it up and make its results more meaningful) by specifying one or more folders to search instead of just a whole drive. You can also, in the Patterns field, specify only certain files to search file such as *.doc | *.jpg | *.jpeg | *.html | *.htm

Click OK to search and create a Virtual Folder of all matching files

Displaying the File Sizes in the Contents Window

(If the file sizes are not already displayed in the Contents Window)

- This works the same in both Explore Views and Virtual Virtual Folders.
- Move the mouse over the column headers (the column headers are at the top of the Contents Window and have titles like Filename, Ext and Size.)
- Right-click the to display a list of columns that can be displayed
- Check the boxes next to items you want displayed.

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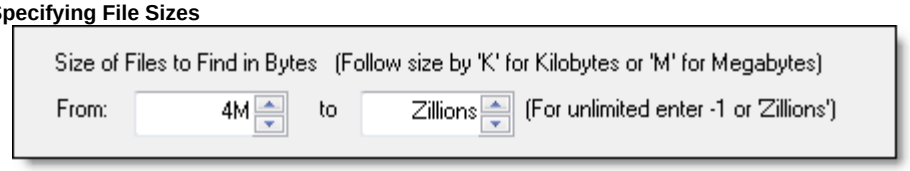
➔ Click the Close Menu button.

Hint: You can change the order of the columns by clicking a header with the left mouse button and, while holding the mouse button down, dragging the column to its new location.

Sorting by File Size

➔ Simply click on the Size column header. To reverse the sort click the column header again.

Specifying File Sizes



When Limit by Size is checked FileBoss will only include files that fall between the From and To sizes, inclusive. Make both entries the same to only return files of a specific size.
E.g. entering '0' for both fields will only return files of zero length.
This field only affects files - not folders. As far as Windows is concerned folders always have a size of 0.

Unlimited Sizes

To specify an unlimited size for files (i.e. up to any amount) enter -1 or Zillions into the To field of the Sizes area. (Actually, to specify an unlimited size you can enter Zillions or any other word(s) as long as it is not a number, e.g. I Love FileBoss would work just fine).

Megabytes & Kilobytes

In addition, M, MB, Megs, KB and K (in any case) can follow a number to signify megabytes or kilobytes as desired. But note that these numbers will be translated into bytes when they are redisplayed.

Easy Reading

Commas can be used in numbers if it makes you feel better.

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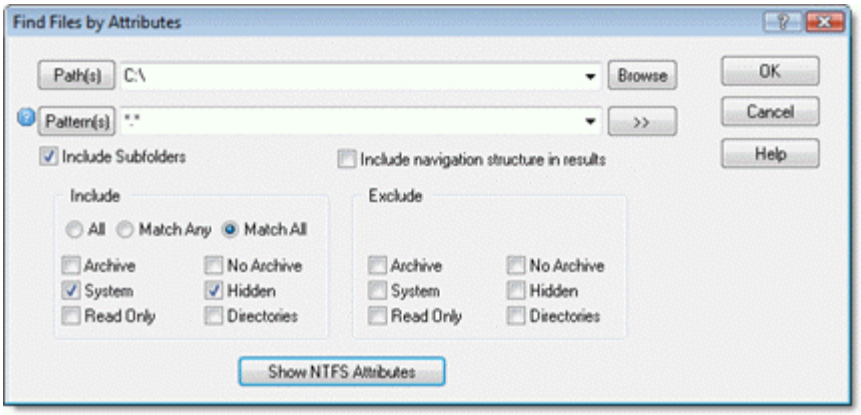
2.12 Find Files: By Attributes

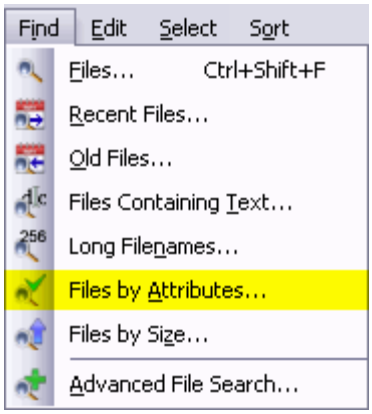


Quick Start: Finding Files by Their Attributes

Select What to Search

Select the folder(s), paths(s) or drive(s) you want to search in either the left or right windows. The Find dialog will default to searching these selections but they can be easily changed in the dialog itself.

Open the Find Dialog



- Select Find | Files by Attributes...from the main menu

Enter the Filenames or Patterns to Search for

- Enter the file patterns you are looking for. Multiple patterns are separated by either a semi-colon (;) or a 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.
- Select the Attributes you are looking for and whether FileBoss should include the file if it matches all the specified (Match All) attributes or just one of them (Match Any).
- If you want exclude files containing a specific attribute check the appropriate boxes under Exclude these Files.

In the above example FileBoss will search drive C: for all directories that have both the System and Hidden attributes set except for the folders Windows and Program Files and all of their sub-folders.

Hint: You can limit your search (and thus speed it up and make its results more meaningful) by specifying one or more folders to search instead of just a whole drive. You can also, in the Patterns field, specify only certain files to search file such as *.doc | *.jpg | *.jpeg | *.html | *.htm

Click OK to search and create a Virtual Folder of all matching files

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Find Files: By Attributes

Find Files with Specific File Attributes

Searches can be based on any combination of file attributes
Archive, *Not Archive*, *System*, *Hidden*, *Read Only*, *Directory*.

Specific attributes can be excluded from the search
Such as excluding all files that are *Hidden* or *System* files.

Searches can be across a drive, path or multiple drives and paths
Such as *C:* | *\\Corp-backup\C\Accounting*

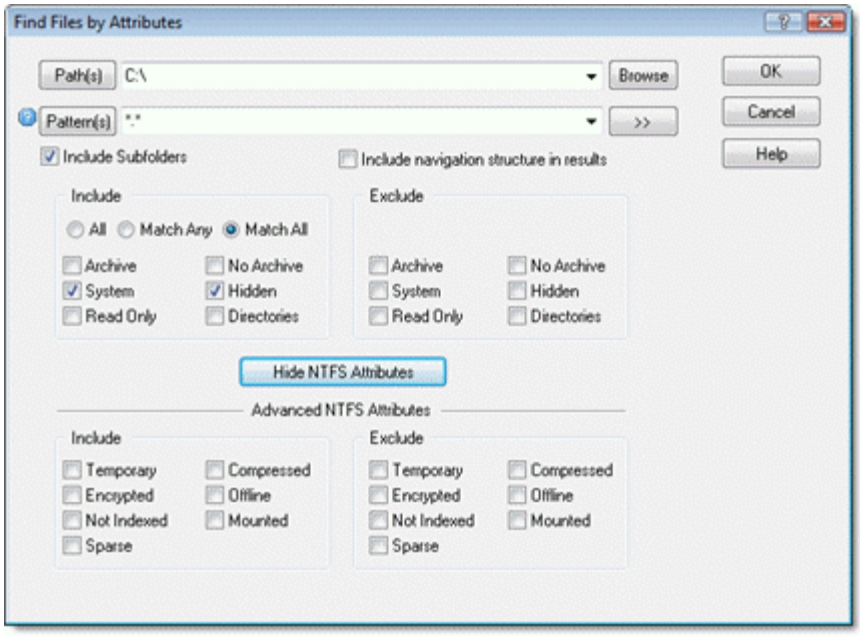
Specific folders can be excluded making results more meaningful
C: | *-Windows* | *-Program Files* would exclude the folders *Windows* and *Program Files* and all their sub-folders

Uses the power of Virtual Folders
The results of the search are put into a Virtual Folder so that the found files can be manipulated individually, in groups or all together (copy, rename, delete, move and more).

The Search can be saved for later use
So the search can be used over and over again.

Find Files with NTFS Attributes

To find files with the advanced NTFS attributes simply expand the dialog to expose those options.



Displaying the a File's Attributes

(A column that displays file attributes is present by default but if it is turned off you can turn it back on using the following procedure. Attributes are displayed as A, S, H, and R.)

- This works the same in both Explore Views and Virtual Virtual Folders.
- Move the mouse over the column headers (the column headers are at the top of the Contents Window and have titles like Filename, Ext and Size.)
- Right-click the to display a list of columns that can be displayed
- Check the box next to Attributes.
- Click the Close Menu button.

Hint: You can change the order of the columns by clicking a header with the left mouse button and, while holding the mouse button down, dragging the column to its new location.

Sorting by Attributes

Simply click on the Attributes column header. To reverse the sort click the column header again.

Include Options

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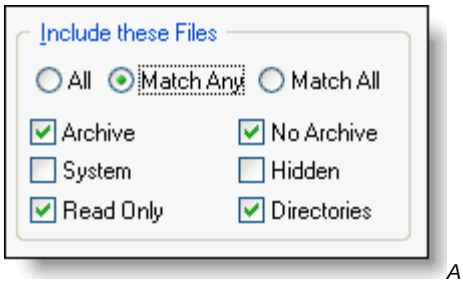


All

All files will be considered for inclusion regardless of their attributes. When this button is selected the attribute options below it will be grayed and will not be used.

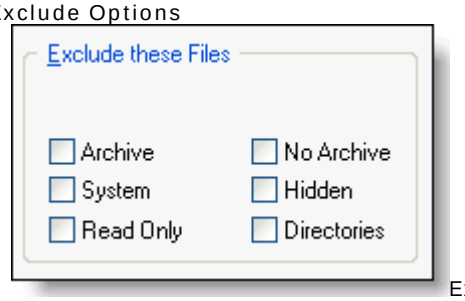
Match Any

Any file that matches one or more of the checked attributes will be included in the new Virtual Folder (as long as any other criteria are met).

Match All

Any file that matches All of the checked attributes will be included in the new Virtual Folder (as long as any other criteria are met).

Exclude Options



Excludes any file that matches any of the check attributes. Note that checking both the Archive and No Archive boxes at the same time will cause an error and FileBoss will not continue until only one (or neither) of the boxes is checked.

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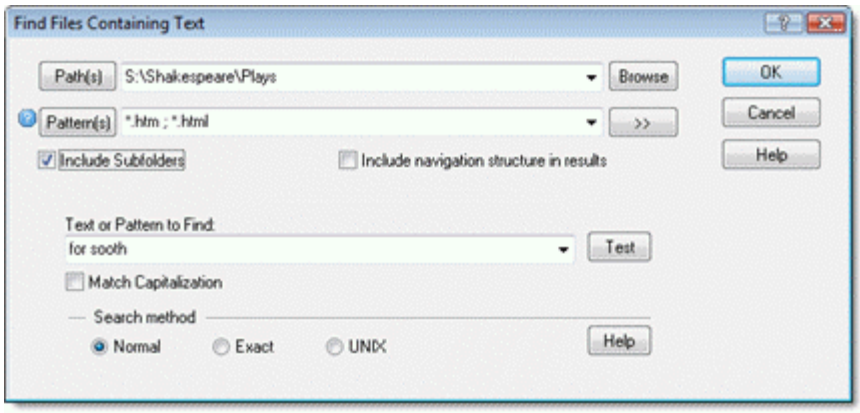
2.13 Find Files: Containing Specific Text

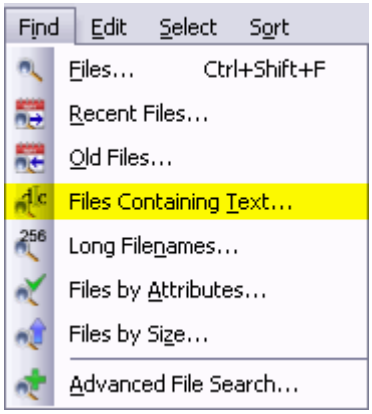


Quick Start: Finding Files Containing Specific Text

Select What to Search

Select the folder(s), paths(s) or drive(s) you want to search in either the left or right windows. The Find dialog will default to searching these selections but they can be easily changed in the dialog itself.

Open the Find Dialog



- Select Find | Files Containing Text... from the main menu

Enter the Filenames or Patterns to Search for

- Enter the file patterns you are looking for. Multiple patterns are separated by either a semi-colon (;) or a 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.
- Then enter the type of search and the text or pattern you want to find.
- In the above example FileBoss will find all htm and html files in the Hamlet and Macbeth folders on drive S for for sooth.

Hint: You can limit your search (and thus speed it up and make its results more meaningful) by specifying one or more folders to search instead of just a whole drive. You can also, in the Patterns field, specify only certain files to search file such as *.doc | *.jpg | *.jpeg | *.html | *.htm

Click OK to search and create a Virtual Folder of all matching files

More Options and Possibilities

Searches can be across a drive, path or multiple drives and paths

Such as *C:\ | \\Corp-backup\C\Accounting*

Specific folders can be excluded making results more meaningful

C:\ | -Windows | -Program Files would exclude the folders *Windows* and *Program Files* and all their subfolders

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Exact Match Searching
finds files with the exact text (except for white space) you specify, with optional case matching. All white space is treated the same and multiple white space characters are treated as one.

Normal Searching
Normal Searching allows the use of the question mark (?) and asterisk (*) to match one and one or more characters respectively. All white space is treated the same and multiple white space characters are treated as one.

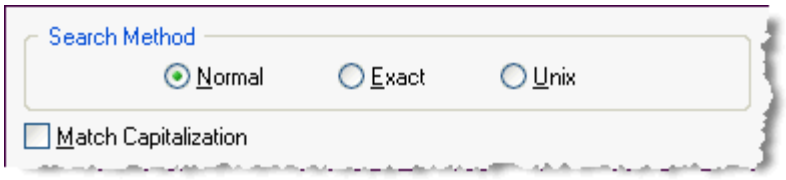
RegEx Searches
RegEx mode uses a basic set of Unix style regular expressions.

All Searches are Binary
FileBoss will search for text correctly in DLLs, EXE and other binary file types as well as in text and document files.

Uses the power of Virtual Folders
The results of the search are put into a Virtual Folder so that the found files can be manipulated individually, in groups or all together (copy, rename, delete, move and more).

The Search can be saved for later use
So the search can be used over and over again.

Method for Matching the Search Pattern



Search Method
Three different types of searching can be performed.
FileBoss supports smart white space matching where the white space (spaces and tabs) does not have to be exact for a match to occur. This allows the search pattern to specify one space or tab and FileBoss will still match even if the source text contains two or more consecutive spaces or tabs or a mixture of both.
The type of search to be done is specified by choosing on of the following options:

Exact
Matches the search pattern exactly (no wild cards have special meaning) except for capitalization and white space. Capitalization is controlled by the 'Match capitalization' check box and all white space is considered to be the same, e.g. spaces, tabs and new lines are considered to be the same. In addition multiple spaces will match one space and vice-a-versa.

Normal
In normal searching, FileBoss recognizes two wild card characters: the question mark and the asterisk.
The question mark (?) matches any one character.
The asterisk (*) matches any number of any characters up until the next character in the search pattern. For instance, the search pattern F*ss, would match *FileBoss*
To enter an asterisk or question mark as literals, i.e. without special meaning, precede them with a backslash.

Unix Style
See Unix Style Searches for a complete definition of FileBoss's Unix style search implementation.

Match Capitalization
Selecting this option tells FileBoss that searches should be case sensitive. Thus, if this option is selected and "Blue" is searched for, FileBoss will find "Blue" but not "blue" or "bLue." If this option is not selected, FileBoss will match any combination of capitals and lowercase letters, no matter what was used for the search string.
Note that this option does not affect searches when Unix mode is turned on.

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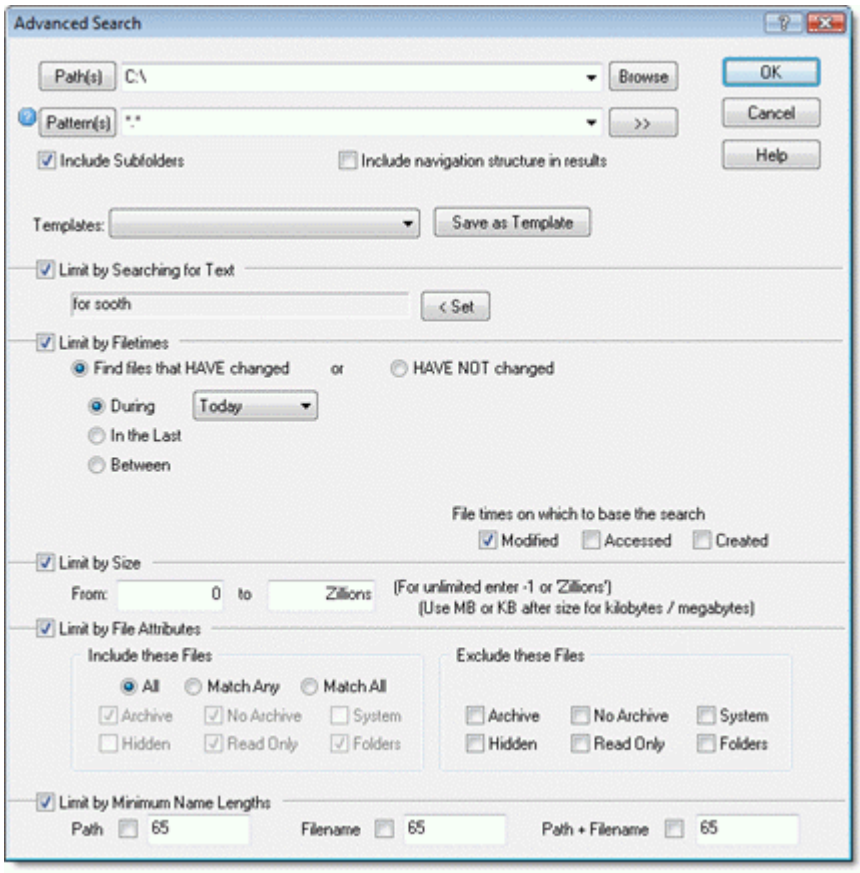
2.14 Find Files: Advanced

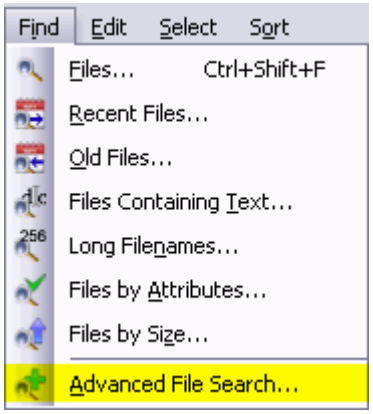


Quick Start: Advanced File Find

Select What to Search

Select the folder(s), paths(s) or drive(s) you want to search in either the left or right windows. The Find dialog will default to searching these selections but they can be easily changed in the dialog itself.

Open the Find Dialog:



- Select Find | Advanced File Search... from the main menu

Enter the Filenames or Patterns to Search for

- Enter the file patterns you are looking for. Multiple patterns are separated by either a semi-colon (;) or a 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.

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- Then enter the search criteria. You can search on multiple criteria by checking the appropriate check box to activate that section.

Hint: You can limit your search (and thus speed it up and make its results more meaningful) by specifying one or more folders to search instead of just a whole drive. You can also, in the Patterns field, specify only certain files to search file such as *.doc | *.jpg | *.jpeg | *.html | *.htm

Click OK to search and create a Virtual Folder of all matching files

---

More About Virtual Folders (Search Results)?

Virtual Folders are similar to Explore Views
but rather than containing the files in one folder they can contain files in multiple folders, all folders on a drive and even in multiple drives across networks.

Almost all commands and operations
that can be applied to files and folders in an Explore View can be applied to Virtual Folders.

Virtual Folders allow hundreds of thousands
of files, let alone tens or hundreds of files, to be manipulated together: copied, renamed, duplicated and many other powerful routines built into FileBoss.

Virtual Folders can be created simply,
for example by telling FileBoss to use all files in and below the My Documents folder.

Virtual Folders can be created with great finesse,
for example by telling FileBoss to use all files on drive C: and D: with the extension EXE, COM, DLL but not in the Windows folder or anywhere in and below the Program Files folders and not any files that have names beginning with a tilde (~) character (and that is just a simple finesse!)

Virtual Folders can be saved for quick recall later.
They can be saved on disk as a definition file that when opened immediately research for all files that meet the search definition associated with the Virtual Folder. They can also be saved where every entry is saved to disk. When reopened no search is performed, every entry is displayed just as they were when the Virtual Folder was saved.

Virtual Folders allow you to quickly sort
and group files to see what is on your computer.

Virtual Folders is the underlying technology
for comparing folders, paths or drives so that once you have seen one you have seen both.

Virtual Folders are perfect for collecting files of a similar type
or for a similar use for quick access in other applications.

Definition based Virtual Folders are perfect
for repeatedly backing up project files, duplicating frequently used files or updating a working set of files.

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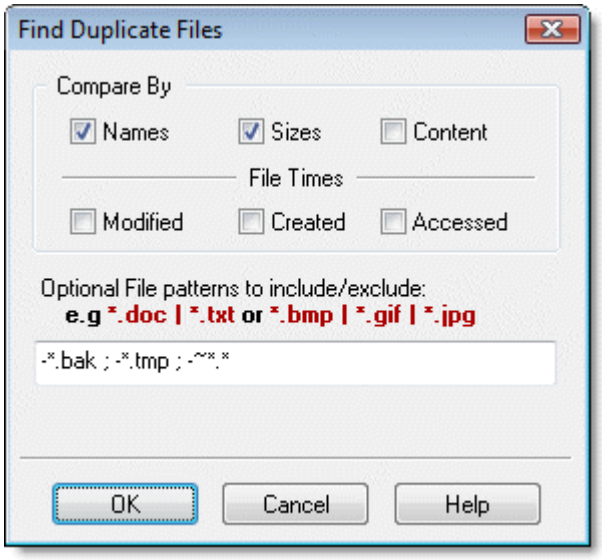
2.15 Find Files: Duplicates

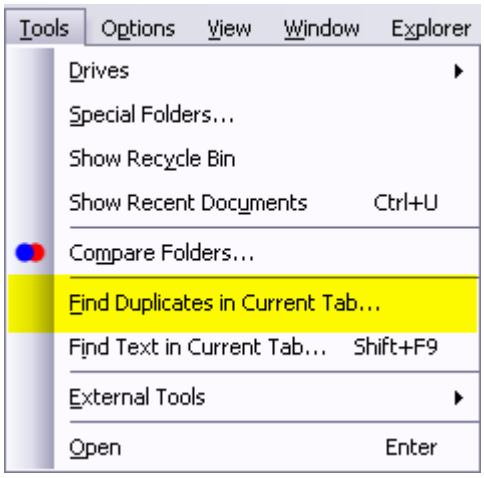
Available in both Explore Views and Virtual Folders



Quick Start: Finding Duplicate Files

First either navigate to the Folder you want to check in Explore View or create a Virtual Folder of the files you want to check (Virtual Folders).

Then



- Select Tools | Find Duplicates... from the main menu to open the Find Duplicate Files command dialog
- Check the options FileBoss should use when considering whether or not two files are duplicates.
- Optionally specify the file types that should be included (or excluded) in the search for duplicates.
- Click the OK Button to close the dialog have FileBoss search for duplicate files.
- FileBoss will sort the files, evaluate which are duplicates and which are not, hide all files that are not duplicates and display those that are.
- You can then look at the files and Delete, Recycle or perform any other normal FileBoss Action

Hint: If too many files are displayed you can either perform the operation again redefining what makes a duplicate a duplicate or which files should be included in the evaluation. Or you can select whole groups of files and hide (click the Hide Selected Files button) and then examine what is left.

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More Information

Files can be checked in one Folder, Multiple folders or Finding Duplicate Filespaths and even across network drives simply make the View active and then select Tools | Find Duplicates... from the main menu.

If you want to search across multiple folders or drives, simply create a Virtual Folder of those folders first and then check for duplicates. Creating a Virtual Folder first makes the process quick, easy to repeat and easy to refine. In addition all of the normal file manipulation routines are available while reviewing the duplicate files.

Finds Duplicates in Explore View (a single Folder)
by ignoring the names and checking for duplicates by the files' size and content.

Can restrict search to Selected Files
or all the files in a folder (Explore View) or a Virtual Folder can be checked.

Comparisons can be restricted to file matching specific patterns
such as *.bmp or *.doc thus eliminating wasted time comparing files you don't care about.

For all the details on how to use this dialog and Find Duplicates see Finding Duplicates

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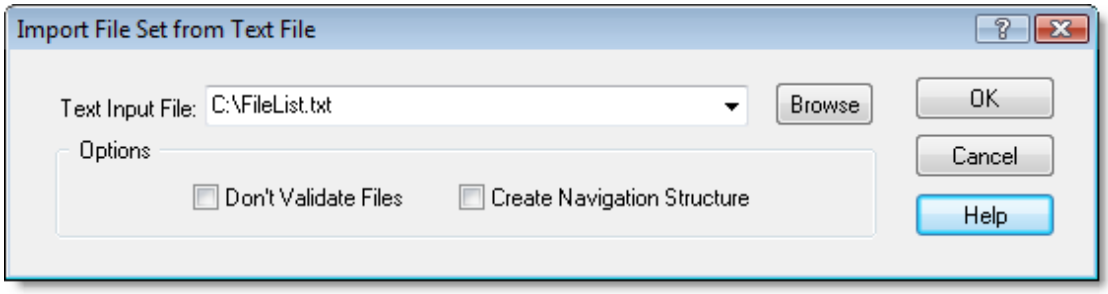
2.16 Load Files from Text File



Quick Start: Load Filenames from a file

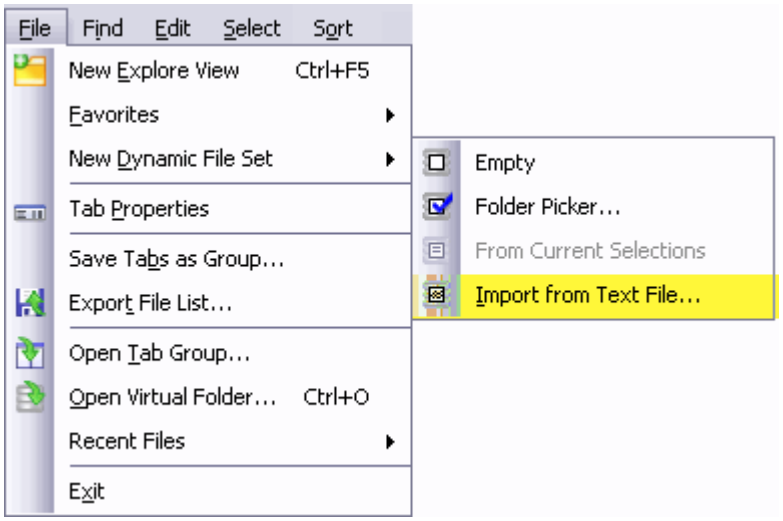
Create the text file

Create a plain ASCII text file with one file to a line with its full path, e.g.

```
\\corpnet\backup\user files\london\expense.doc
\\corpnet\backup\user files\london\notes.doc
\\corpnet\backup\user files\london\ideas.doc
...
```

The entries can be in any order and folders need not be entered unless they are expressly needed.

Open the Import Dialog



- Press Alt+F,D,I
- Or select File | New Dynamic File Set | Import from Text File... from the main menu

Enter or Browse for the input file

Browse for the file you want to input using the 'Browse' button and then press the OK button. FileBoss will then read the text file and load each file into a Dynamic File Set.

Don't Validate Files

If the Don't Validate Files box is checked FileBoss will check each entry for existence and if an entry in the text file can't be found FileBoss will display it in red. If there are many network entries that can't be found FileBoss will take quite sometime as checking for missing files on a network is very time consuming.

Create Navigation Structure

If the Create Navigation Structure box is checked FileBoss will attempt to create a file structure for the files. But if the imported files are pretty much at random, file structure wise the structure FileBoss creates may be quite ugly..

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Once the entries are loaded successfully you can manage them with all of FileBoss's tools just the same as in any other view.

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2.17 Copying: Quick Overview

Copying to the Max Advantages

Retry option for files that failed to copy
If FileBoss cannot copy a file 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.

Option to Skip Problem Files
Rather than stopping and asking what to do when a problem file is encountered FileBoss can just log the error and continue. Use check the *Skip errors (Don't ask - just log and continue)* option on the copy dialog.

Specialized Copy Functions

- Backup if Newer (or new). Click here for more... 50
- Duplicate Files. Click here for more... 55
- Duplicate Folders. Click here for more... 58
- Create Multiple Copies. Click here for more... 61
- Copy Files/Folders to multiple destinations. Click here for more... 51
- Copy Tree Structures (without files). Click here for more... 52
- Update (refresh) Files. Click here for more... 62
- Structured Coping. Click here for more... 53
- Create Shortcuts (Links). Click here for more... 64
- Enhanced Drag & Drop. Click here for more... 65
- Drop Zones. Click here for more... 67
- Copy just Filenames to the Clipboard. Click here for more... 71

Flexible Overwrite Options
When FileBoss encounters 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

And, of course, each option can be applied to files automatically or you can decide on a case by case basis as the copy process continues.

Complete Logging
The Results window keeps a complete log of what was copied, what was not and what errors occurred if any. These logs can even be automatically written to disk as simple text files for future reference.

Detailed and Configurable Warnings
You can tell FileBoss when to ask you what to do if the file being copied already exists. You can tell it to never warn you, or if it has one or more of the following attributes: Hidden, System, Read-only, Archive and even if the file is executable (e.g. has an extension of EXE, COM, DLL, OCX or BAT).

Multi-folder copying
When copying from a Virtual Folder FileBoss can copy Files in multiple folders, retaining their original folder structure (the default behavior) or all files to one folder.

Ref: HTDE_COPY_FILES

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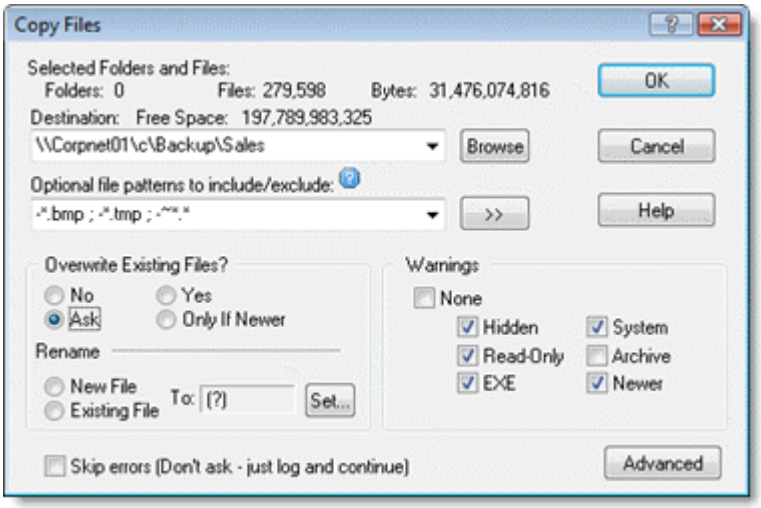
2.18 Copying: Copy or Move Files & Folders

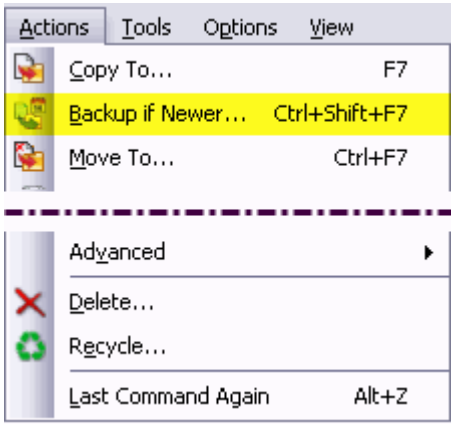
Available in both Explore Views and Virtual Folders



Quick Start: To Copy or Move Files

First select the files you want to Copy or Move.
(Click here 17 to find out more about FileBoss's advanced selection methods.)

Open the Copy / Move Dialog



- Press F7 (to copy) or Ctrl+F7 (to move)
- Select Actions | Copy To... or Actions | Move To... from the main menu
- Click the Copy or Move Files

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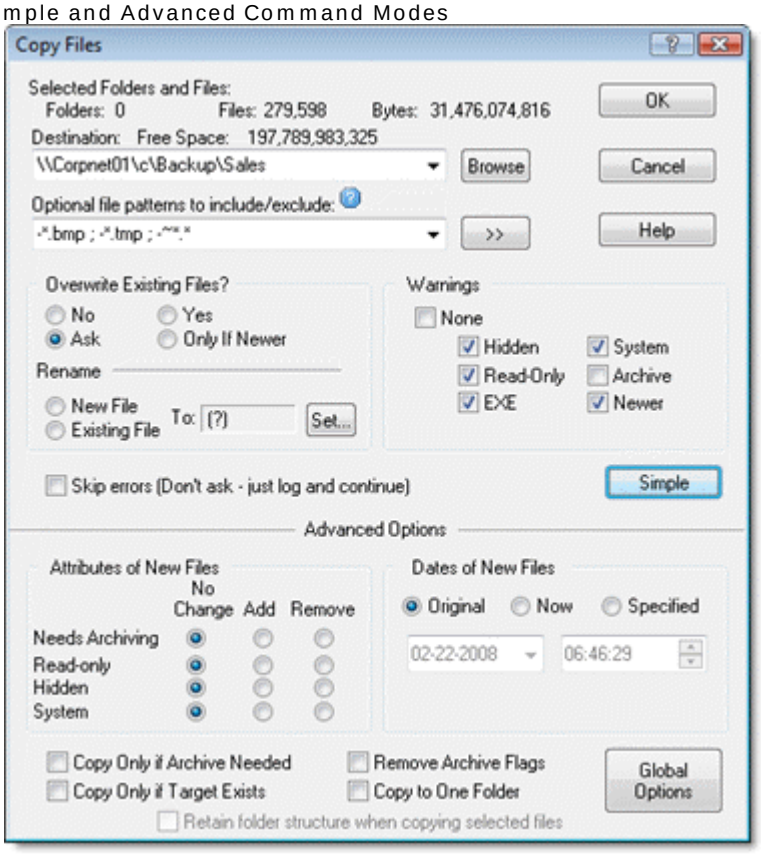
Copying: Copy or Move Files & Folders

Simple and Advanced Command Modes



If you want to quickly copy a bunch of files without worrying about any advanced settings just close up (or leave closed-up) the dialog by pressing the Simple button (if the dialog is already closed up the button will read Advanced. Like all other expanding dialogs in FileBoss this copy move dialog reverts to default options when it is close up. So you don't have to worry about some option being set that you can't even see.

Advanced Hint: The default options for copying are can be set to your particular preferences so that when the dialog is closed up it will set the hidden options to the defaults you have specified. To learn more about this advanced feature click here.

Sample Options and Settings

Below are just some of the other options you can set (remember there is a simple mode too where you don't have to worry about these details). For a complete list of options see the documentation for the Copy / Move Dialog.

Remove Read-Only Bits from CD Files

Many files stored on CDs have their Read-Only bit set and it is transferred with the files when they are copied to a hard disk.

By default FileBoss will detect when files are being copied from a CD or DVD and make sure that the Read-Only bit is cleared on the copied file. This behavior can be deactivated. It is a global setting that affects all files copied by FileBoss from CDs (e.g. the setting also affects files copied using Drag & Drop and to Drop Zones.) To change whether or not FileBoss removes the Read-Only bit on files copied from CDs select Options | Program Options... from the main menu and select the Copy Files panel then check or uncheck the Clear Read-Only bit when copying files form CDs/DVD box.

Copy Only if Target Exists

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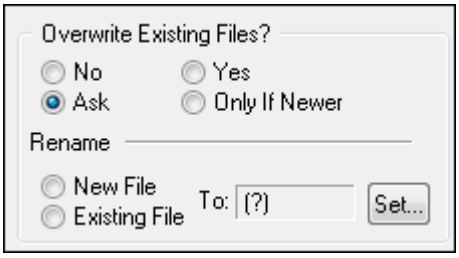
Will copy each selected file if, and only if, a file with the same name already exists in the destination folder.
This effectively updates the files in the destination folder without adding any new files. Good for when you want to back up files with copying a bunch of junk or temporary files that may be on the source drive or folder.

Actions when Destination Entry Already Exists

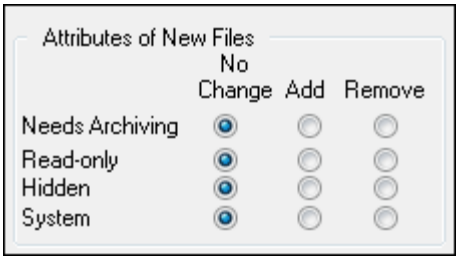


No / Yes / Ask / Only if Newer
The first four options determine whether or not files can be overwritten by the files being copied.
When Only if Newer is selected the times the files were last modified are used for comparison.

Rename
Rather than overwriting files that exist, you can instruct FileBoss to rename either the new or the existing files.
Select New File to rename the file that is being copied (the existing file will not be changed).
Select Existing File to rename the existing file, the new file will then be copied using the old name.
Whether you choose to rename the existing file or the new file depends only on what you are doing and your personal preference.

Click on Set... to specify how the files - either new or existing - will be renamed. You can add text and/or sequential numbers to the new filenames.

Setting New File Attributes



These options affect files created or overwritten by the copy or move operation.
(Note that a file is considered *new* even if it overwrites an existing file of the same name.)
You can add, remove or leave the four attributes unchanged.
If an attribute is marked as *No Change* it will be set to the same setting on the source file or folder.

Setting When FileBoss will Ask for Confirmation

These options determine when FileBoss will alert you that a file is going to be overwritten by the copy or move process. The warnings are fired when an existing file has one of the checked attributes. For instance if the EXE box is checked FileBoss will ask you what to do before copying a source file over an existing target file that has an extension of .EXE, .COM, .DLL, .DRV, .OCX or .BAT. When asked what to do your options will be to skip that one file, cancel all remaining files, overwrite that one file, overwrite all remaining files or even rename the file.

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None This is a master check box that, when checked, turns off all warnings. You'll note that when it is checked the other check boxes are grayed indicating that they have no effect. To enable the other check boxes uncheck this 'None' check box.

Hidden Marked by Windows as a Hidden File. Normally files marked with this attribute should not be modified.

System Marked by Windows as a System File. Normally files marked with this attribute should not be modified.

Read-Only FileBoss will stop and ask permission whenever one of these attributes is set on the existing target file. Note that changing (which overwriting a file certainly does) any file with the Hidden, System or Read-Only attribute may disrupt the stability of your system, if not render it totally unusable.

Archive The archive bit indicates that a file has been changed. This attribute for a file is set by Windows whenever a file is modified by either Windows or a program such as a Word processor or paint program. Backup programs often use this attribute to determine what files need to be backed up and, after backing up the file reset (clear) the Archive bit.

EXE FileBoss considers files with the following extensions to be executable files: .EXE, .COM, .DLL, .DRV, .OCX and .BAT.

Newer FileBoss will compare the two file times and warn if the file on the target drive is newer (had been modified more recently) than the source file.
This option is only present when the warnings are being used for copy or move operations (i.e. not for deleting or touching as there is no 'source' file).

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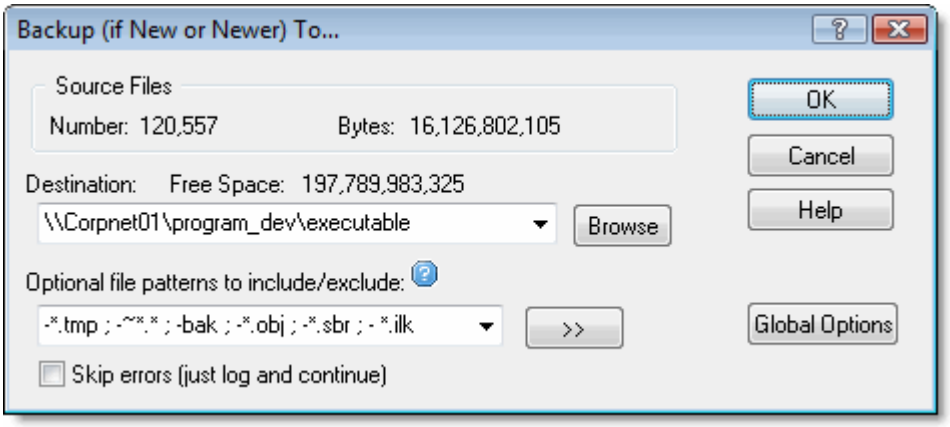
2.19 Copying: Quick Backup

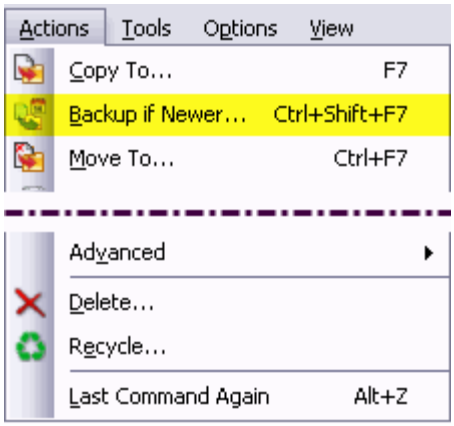
Available in both Explore Views and Virtual Folders



Quick Start: To Copy or Move Files

- First select the files you want to Copy or Move.
  This action is applied to selected files and folders. If no folders or files have been selected the menu command will be unavailable.
  (Click here 17 to find out more about FileBoss's advanced selection methods.)

Open the Copy / Move Command Dialog



- Select Actions | Backup if Newer... or (Ctrl+Shift+F7) from the main menu to open the Backup dialog.
- Select Actions | Copy To... or Actions | Move To... from the main menu

Enter the Destination Folder

- Enter the folder to which you want to copy the files. If you have used the dialog before you can select a previous destination from the drop down list box.

Optionally Enter Files to Copy (or not to be Copied)

- To copy all files leave the Patterns field blank or enter and asterisk (*).
- To copy only particular files specify one or more file patterns. Separate multiple patterns with the bar character (|), e.g. **.htm | *.html | *.css*.
- To prevent certain files from being copied enter their pattern(s) preceding each with a minus sign, e.g. *-*.bak | -*.tmp | -~**.
- You can even combine files to copy and files to exclude, e.g. **.htm | *.html | *.css | -~** (note that order in which the file patterns are listed is not significant).

Click the OK button and FileBoss will start the copying and display a progress window.

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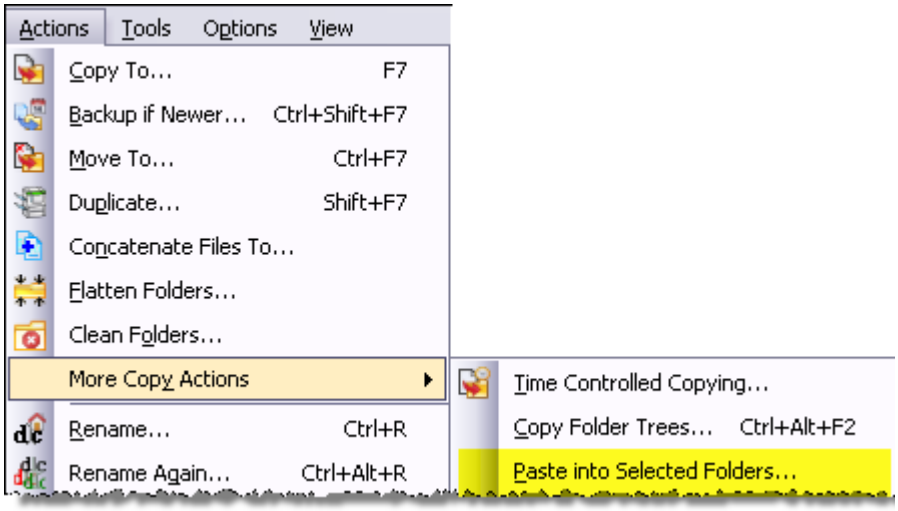
2.20 Copying: Files to Multiple Folders

Available in both Explore Views and Virtual Folders

Quick Start: Copying to Multiple Destinations

First select the files you want to copy



(Click here 17 to find out more about FileBoss's advanced selection methods.)

- Press Ctrl+C
- or select Edit | Copy from the main menu

Second select the folders you want to copy to

- If you are distributing to folders that are all in the same root folder select them in Explore View.
- If you will be distributing to folders on multiple paths, drives or even network drives, create a Virtual Folder first and then select the folders.

Finally paste the files on the clipboard into the selected folders

- Select Actions | More Copy Actions | Paste into Selected Folders... from the main menu.

Distributes one or more files to multiple folders
Quickly and easily distribute new or updated files throughout your computer or network

Can distribute any file or folder that can be copied to the clipboard
The files and folders can be copied to the clipboard in the normal manner using either FileBoss or other programs such as Windows Explorer

Distribution folders can be all on one level or multiple levels across multiple drives
Select the folders you want the files copied to in either Explore or Virtual Folders.

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

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2.21 Copying: Directory Tree Structure

Available in both Explore Views and Virtual Folders

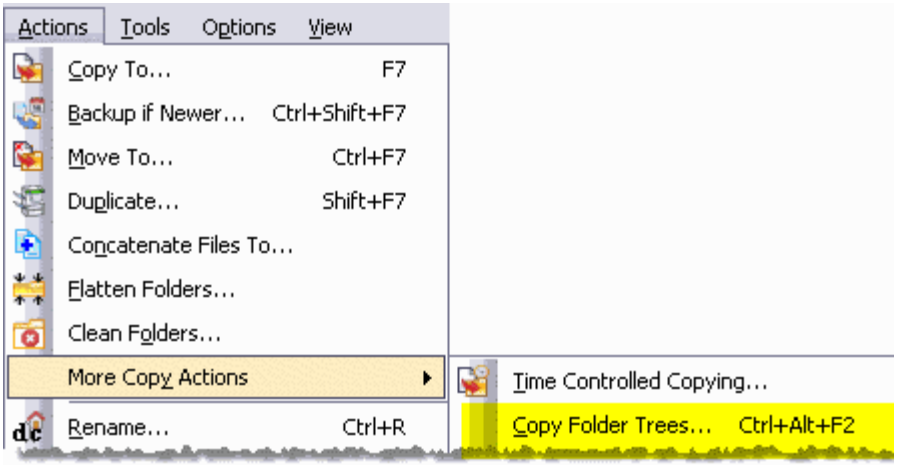
Makes a copy of a folder structure
of a part of your file system without copying any of the files it may contain.

Two methods to suit you needs best
Use the common **Actions | Duplicate...** command to quickly create a copy of the folder tree in the same folder as the current. See Making Duplicates of Folders 58 for more on how to do this.
Use **Actions | More Copy Actions | Copy Folder Trees...** to copy the folder trees of one or more selected files to a location of your choosing.

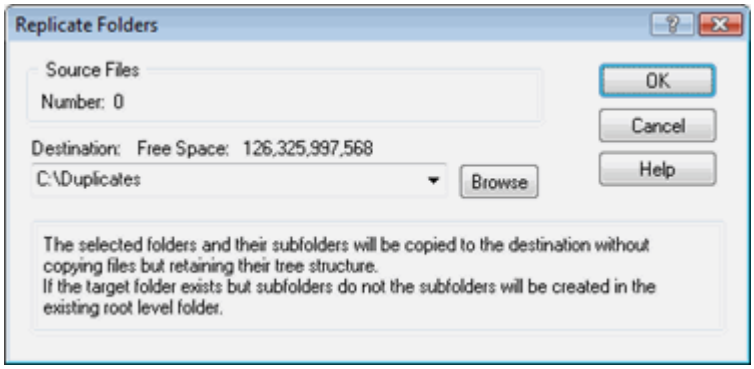
Quick Start: Copy a Directory Tree

(Note: You can quickly duplicate a tree structure in the same folder as the original using the Duplicate Folder Command. See Duplicating Folders 58 for more.)

Select one directory you wan to duplicate



1. Select one or more folders to be duplicated in the Contents window.
2. Select the Actions | Advanced | Copy Folder Trees... command from the main menu:



1. Enter the Destination Folder.
4. Click OK.

Hint 2: You can quickly duplicate a tree structure in the same folder as the original using the Duplicate Folder Command, see Make Duplicate Folders 58 for more.

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2.22 Copying: Structured

Structured Copying - Copy or Move to the Max

Available in Virtual Folders

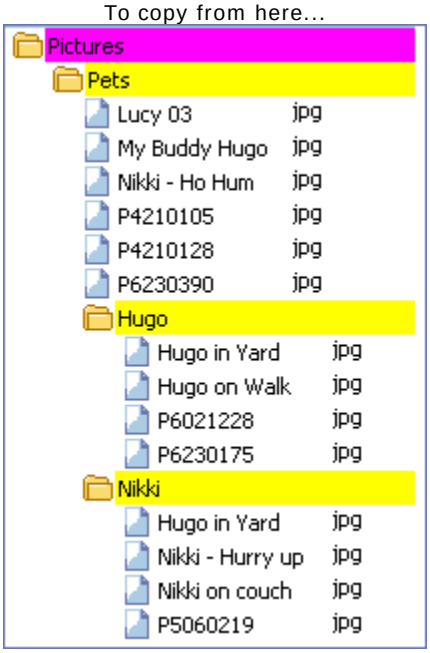
Virtual Folders and Intelligent Copying

Structured Copying combines the power of Virtual Folders with the flexibility of FileBoss's Advanced Copy Engine to copy files like you have never done before.
Structured Copying allows you to select files from multiple levels of a path and then copy those files, and only those files, to a destination retaining their original folder structure.

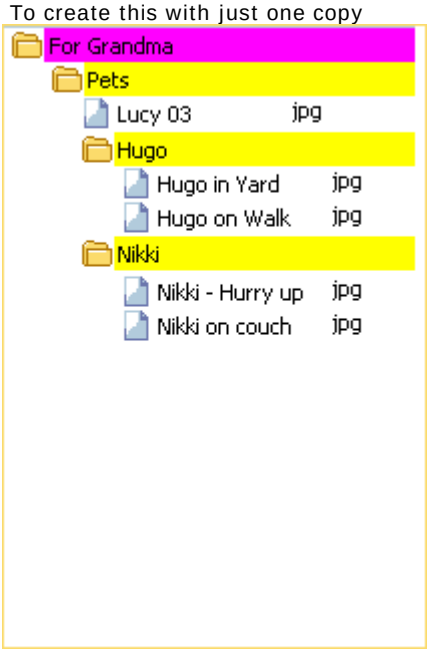
Simple Example

Consider the following, extremely simple example. (Remember that FileBoss can do this with thousands of files as easily as it can with the five files in this example.)
Here we want to copy some photographs to a folder that will eventually be made into an album for our grandmother. But we only want to copy the files that are the end result of our labor (i.e. we don't want to copy the temporary or original files) and we want to copy them retaining the same folder structure as our originals.

To copy from here...



To create this with just one copy



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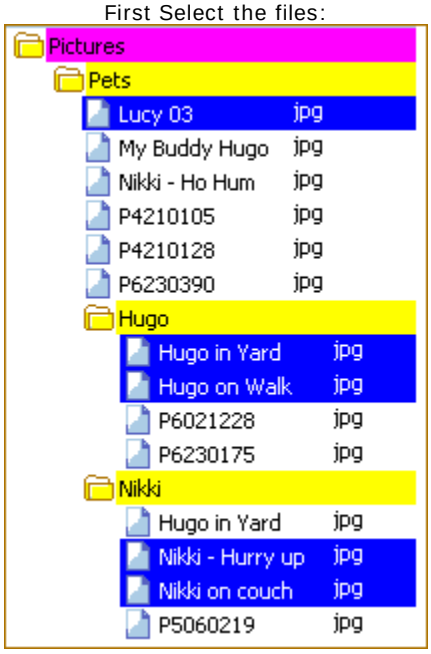
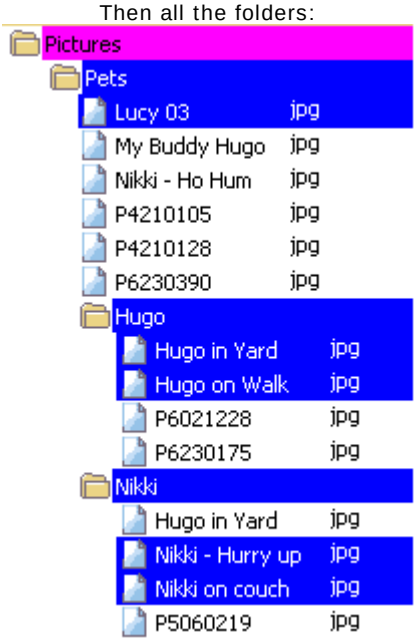
First Select the files:



Then all the folders:



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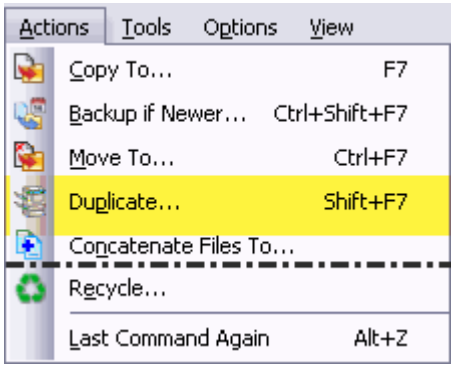
2.23 Copying: Making Duplicate Files

Available in both Explore Views and Virtual Folders

Quick Start: Duplicating Files

First select the files you want to duplicate.



- Press Shift+F7
- or select Actions | Duplicate... from the main menu,
- or click the Duplicate button on the Actions toolbar

Formatting the new names

The Duplicate File Dialog will appear where you can set the form of the new (i.e. duplicated) filenames. By default the new files or folders will have a sequential number appended to the root name. For example FileBoss.exe would be duplicated as 'FileBoss (001).exe'.

Details

For complete details about each field on the Duplicate Files dialog see below 56.

To Duplicate Folders

Duplicate Folders the same way you duplicate files (see above).
If one or more folders are being duplicated the dialog will activate the check box 'Copy Folders Only'. If you check this box only the tree structure will be copied - no files will copied. If it is not checked then all files in the folder will also be duplicated.

Making a Duplicate Creates

an exact copy of your file(s) in the same folder as the original but with a different name. Typically the new name consists of the original name with a sequence number added.

Duplicate Complete Folders and Paths

when a Folder is selected. This will create a new folder, in the same place as the selected item, but with a new name. All of files and subfolders and in the original will be copied to the new folder.
(If you would like to create duplicates of just the files in multiple folders, first create a Virtual Folder, select all the files (not folders) and then use the Duplicate command)

Duplicate the Structure of a Path

by selecting the **Copy Folders Only** option when duplicating a folder.

In Virtual Folders Duplicate Selected Files

form different folders all at the same time.

Add Sequential Numbers

guaranteeing unique names. Sequential numbers can be added before or after the name or extension. You can even replace the extension or name with a sequential number.

Change the Extension

of the duplicated files to identify them better.

Add Plain Text to the Names

of the duplicated files if you want. Text can be added before or after the name or extension.

Files can be duplicated multiple times

so that more than one copy of the original is available. Sequential numbering (including a **?** in the name pattern) will insure that each filename is unique.

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Creating Multiple Copies in One Operation

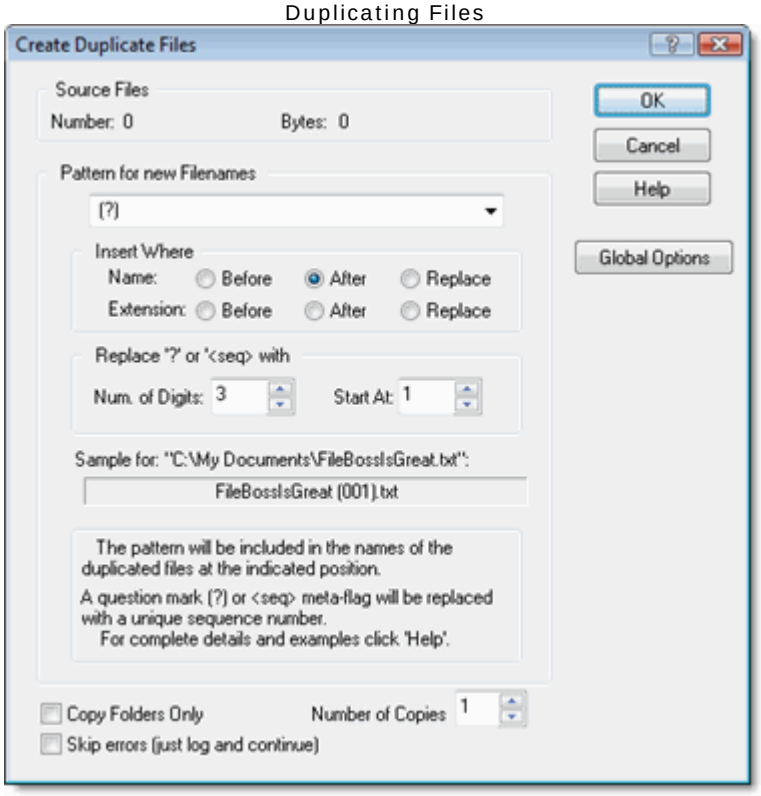
For quick information on how to create up to one-thousand copies of selected files and folders at one time see Creating Multiple Copies of Files and Folders 61.

The Duplicate Command Center

When you duplicate files and folders the following dialog will appear allowing you to specify how the duplicate files will be named. The choices you make here - just like almost all Dialogs in FileBoss - will be saved even when FileBoss is closed.

As you make changes keep an eye on the box under Sample for: FileBossIsGreat.txt as it will give you an idea as to how the names will be transformed for the new files.

Duplicating Files

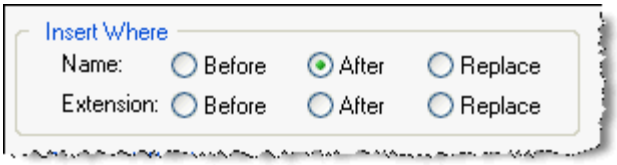


Pattern for new names

The pattern will be included in the names of the duplicated files, inserted at the position indicated by the Insert Where selection below.

If a question mark (?) is included it will be replaced with an incremental number ensuring a unique name. FileBoss does not require that the ? be included (though you will get a warning if it is not) but it is usually best to have one to ensure unique names.

Specifying where the pattern will be inserted in the names



Mutually exclusive options that determine where the pattern for the new name will be inserted in the old name. Select one and then look at the sample near the bottom of the dialog to check if this is the way you

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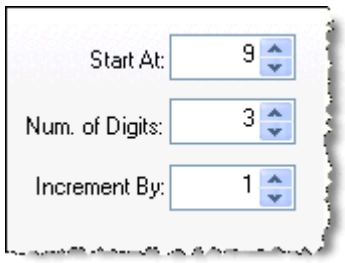
want the duplicated files named.

Adding Sequential numbers to filenames



How to Setup Sequential numbering

1. Insert the \? meta flag in the New Name field where you want the sequential number to appear. Use the \? meta flag only once.
2. Set the number of digits you want displayed. E.g. setting it to 3 will insert 001, 002, 003, etc where the \? meta flag is.
3. Set the Start A: number. While this will normally be '1' you might want to set it to another number if some files have already been renamed with this routine.
4. Check the Sample at the bottom of the screen to see how the sequential numbers will fit into the name along with any other formats you have chosen.

Num. of Digits

1 to 6, pads the number with leading zeros to get the desired number of digits. This is a good option so that the files will be sorted correctly when displayed in FileBoss Windows Explorer and various programs' File Open Dialogs.

Start At

1 on up to highest number allowed by the number of digits you have specified.

Increment By:

The amount each consequative number should be increase. For instance if the sequence starts at 1 and the increment is set to 5 the the numbers would be 1, 5, 10, ...

Examples:

Long Beach #\?.jpeg (Digits set to 3 and Start At set to 1)

Long Beach #001.jpeg, Long Beach #002.jpeg, Long Beach #003.jpeg

\? Long Beach.jpeg (Digits set to 2 and Start At set to 10)

10 Long Beach.jpeg, 11 Long Beach.jpeg, 12 Long Beach.jpeg

Sample Filename

Displays a sample name with the settings you have chosen.
Every time you change a setting the sample will change

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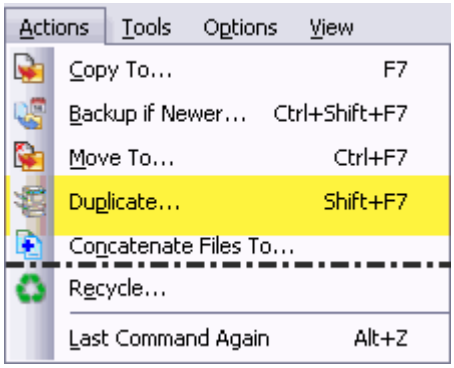
2.24 Copying: Making Duplicate Folders

Available in both Explore Views and Virtual Folders

Quick Start: To Duplicate Folders

Start the duplication process



- Press Shift+F7
- or select Actions | Duplicate... from the main menu
- or click the Duplicate button on the Actions menu

Formatting the new names
The Duplicate File Dialog will appear where you can set the form of the new (i.e. duplicated) filenames. By default the new files or folders will have a sequential number appended to the root name. For example My Documents would be duplicated as My Documents (001).

Duplicating Folders
If one or more folders are being duplicated the dialog will activate the check box Copy Folders Only. If you check this box on the tree structure will be copied - no files will copied.

Details
For complete details about each field on the Duplicate Files dialog see below.

Creating duplicates of folders
is exactly the same process as creating duplicate files except that there is one extra option: whether or not to copy the everything in the folder or just the folder structure (e.g. not to copy any files).

Duplicating a folders is the process of creating
copies of folders in the same folder as the originals but with a new name. Typically the new name consists of the original name with a sequence number inserted in the name.

Duplicate everything or just the structure,
you have the choice of duplicating everything in the folder (e.g. including the files) or just duplicating the tree structure of the folder (i.e. no files are copied).

Flexible naming of duplicated files
just as when duplicating files

Folders can be duplicated any number of times,
each with unique names.

Creating Multiple Copies in One Operation
For quick information on how to create up to one-thousand copies of selected files and folders at one time see Creating Multiple Copies of Files and Folders 61.

The Duplicate Command Center
When you duplicate files and folders the following dialog will appear allowing you to specify how the duplicate files will be named. The choices you make here - just like almost all Dialogs in FileBoss - will be saved even when FileBoss is closed.
As you make changes keep an eye on the box under Sample for: FileBossIsGreat.txt as it will give you an idea as to how the names will be transformed for the new files.
Duplicating Files

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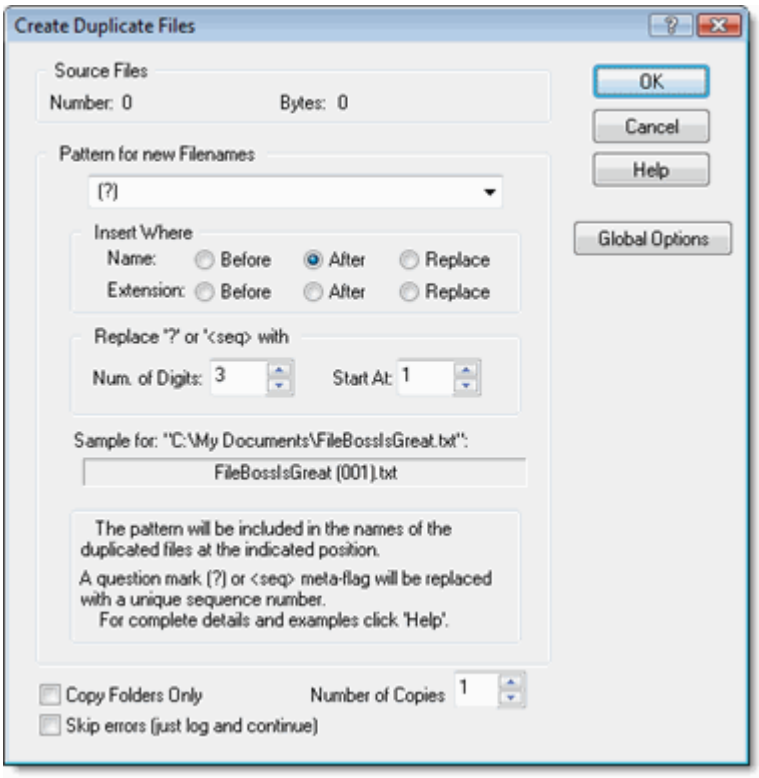
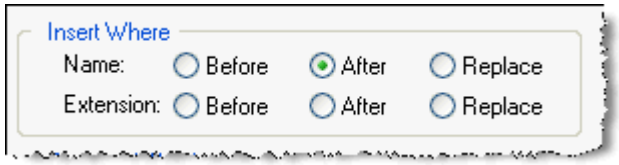
Copying: Making Duplicate Folders



Pattern for new names

The pattern will be included in the names of the duplicated files, inserted at the position indicated by the Insert Where selection below.
If a question mark (?) is included it will be replaced with an incremental number ensuring a unique name. FileBoss does not require that the ? be included (though you will get a warning if it is not) but it is usually best to have one to ensure unique names.

Specifying where the pattern will be inserted in the names



Mutually exclusive options that determine where the pattern for the new name will be inserted in the old name. Select one and then look at the sample near the bottom of the dialog to check if this is the way you want the duplicated files named.

Adding Sequential numbers to filenames

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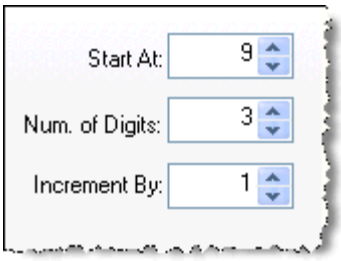


How to Setup Sequential numbering

1. Insert the \? meta flag in the New Name field where you want the sequential number to appear. Use the \? meta flag only once.
2. Set the number of digits you want displayed. E.g. setting it to 3 will insert 001, 002, 003, etc where the \? meta flag is.
3. Set the Start A: number. While this will normally be '1' you might want to set it to another number if some files have already been renamed with this routine.
4. Check the Sample at the bottom of the screen to see how the sequential numbers will fit into the name along with any other formats you have chosen.

Num. of Digits

1 to 6, pads the number with leading zeros to get the desired number of digits. This is a good option so that the files will be sorted correctly when displayed in FileBoss Windows Explorer and various programs' File Open Dialogs.

Start At

1 on up to highest number allowed by the number of digits you have specified.

Increment By:

The amount each consequative number should be increase. For instance if the sequence starts at 1 and the increment is set to 5 the the numbers would be 1, 5, 10, ...

Examples:

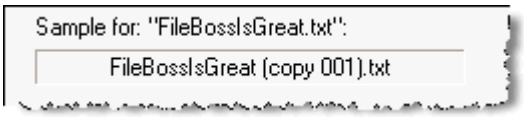
Long Beach #\?.jpeg (Digits set to 3 and Start At set to 1)

Long Beach #001.jpeg, Long Beach #002.jpeg, Long Beach #003.jpeg

\? Long Beach.jpeg (Digits set to 2 and Start At set to 10)

10 Long Beach.jpeg, 11 Long Beach.jpeg, 12 Long Beach.jpeg

Sample Filename



Displays a sample name with the settings you have chosen.
Every time you change a setting the sample will change

See also:

Copying/Moving Files 46
Updating Files 62
Duplicating Directory Structures 52
Copying Filenames 71
Creating Multiple Copies of Files and Folders 61

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2.25 Copying: Creating Multiple Copies

Creating Multiple Copies of Files and Folders

Available in both Explore Views and Virtual Folders

Create up to one thousand copies at a time

FileBoss can create up to a thousand copies of each selected item. If a selected item is a folder FileBoss can create up to one thousand copies of that folder and all its contents.

Example: Creating a thousand files in a thousand folders

- Create an empty folder
- Create one file or copy one file to that new folder
- Select the new file and use the Actions | Duplicate... command from the main menu to create 999 copies of that file (as explained below)
- Navigate up to the parent folder and select the new folder that contains the 1,000 files
- Use the Actions | Duplicate... command again to create 1,000 copies of that folder. (You might want to brew a cup of tea while FileBoss works its magic.)

There will now be 1,000 folders each containing 1,000 files. One million total.

Example: Creating one million files in one folder

- Create an empty folder
- Create one file or copy one file to that new folder
- Select the new file and use the Actions | Duplicate... command from the main menu to create 999 copies of that file (as explained below)
- Select the 1,000 files files in that folder and again use the Actions | Duplicate... command from the main menu to create 999 copies of each of the 1,000 files. (You might want to go and get a cup of coffee while FileBoss does your bidding.)

There will now be 1,000,000 files in the original folder.

Renaming New Files

When FileBoss spins out more than one copy of a file or folder it will add a sequential number to each file according to a pattern you specify.
If you want specific, individual names for each one simply:
Select the newly created files
Use the Actions | Rename | Quick Rename... command from the main menu (or press Ctrl+Shift+R) to start renaming the files one by one (each filename will be displayed in a special small dialog).

The Duplicate Command Center

When you duplicate files and folders a dialog will appear allowing you to specify how the duplicate files will be named. The choices you make here - just like almost all dialogs in FileBoss - will be saved even when FileBoss is closed.

Most significant for creating multiple copies is the Number of Copies field at the bottom of the dialog:

Number of Copies

Specifies how many copies of the file / folder will be made. The maximum number of copies is 1,000. So if 1,000 items are selected and this is set to 1,000 then 1,000,000 items will be created! If one or more of the selected items are a folder many more than 1,000,000 items can be created.
When creating a large number of files (in excess of 500,000) always be aware of special problems affecting large file systems.

For complete information on all the fields and options available in this dialog see Duplicating Files 55 or Duplicating Folders 58.

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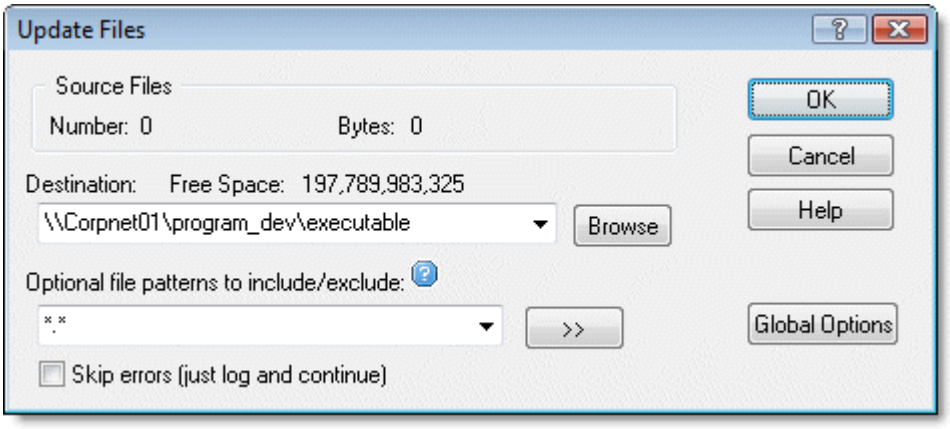
2.26 Copying: Updating Files

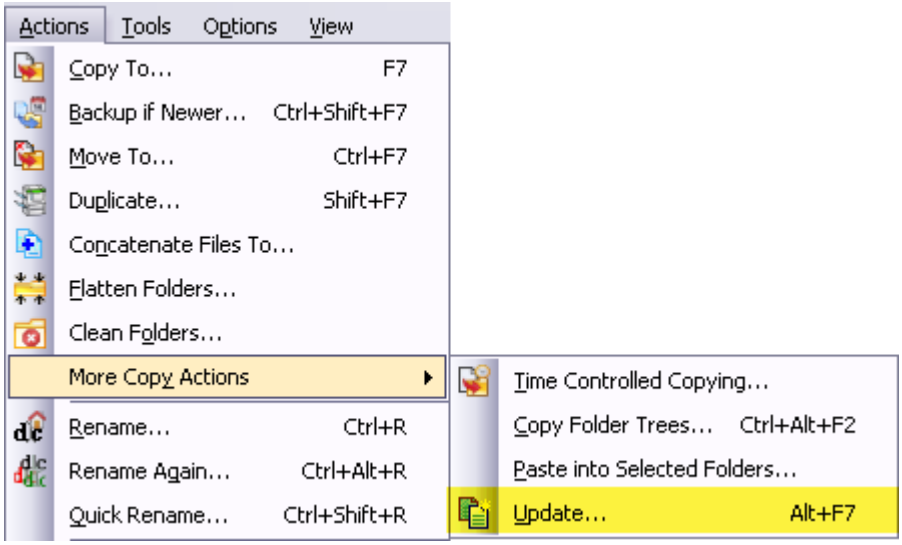
Available in both Explore Views and Virtual Folders



Quick Start: To Update Files

What is Updating Files?.

The Update copy action will copy a file to the destination if and only if that file already exists in the destination folder and it is older than the file in the source folder.



Start the Update Command by

- Press Alt+F7
- or select Actions | Update... from the main menu,

Hint: You can also update files from the main Copy / Move dialog. Simply check the Copy Only if Target Exists option in the Advanced area of the Copy Files dialog.
Using the Update command directly just simplifies the operation by pre-selecting the most common options.

Copies Selected Files only if a file with the same name already exists in the destination folder and the file to be copied is newer.

Great for Syncing two Folders or Paths without copying a bunch of junk (e.g. temporary or work) files.

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Copying: Updating Files

Updating is a convenient sub function of the Copy command and can be accomplished from the Copy dialog if you want more control.

More Control when Updating Files

Note: The process described above will quickly accomplish the task. But if you want more control over the operation you can use the Copy Files action ( ) instead. Just make sure that in the Copy / Move Files Dialog the Copy Only if Target Exists box is checked.

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2.27 Copying: Creating Shortcuts (Links)

Available in both Explore Views and Virtual Folders

How to Create Shortcuts (Links to Files & Folders)

Dropping files on FileBoss is comfortably similar to dropping files on other programs such as Windows Explorer.
But with the following great improvements:

- Select Create Shortcuts as the default operation when files are dropped on FileBoss.
  The default operation is easily switched between Copy, Move and Create Shortcuts by simply clicking on the Command button ( ) or selecting the Options | Default Drop Mode > command from the main menu.
  (Naturally you can still force the drop mode when dragging files by holding down the Alt, Ctrl or Shift key as appropriate.)
- Drag & Drop with the right button produces a popup menu from which you can select how to drop : Copy, Move or Create Shortcut(s).
- Before dropping files (i.e. releasing the mouse button) press and hold down the Ctrl and Shift keys. This will force FileBoss (and most other programs) to create shortcuts to the source files rather than copy or move them.

Also Consider Using Drop Zones

If you will be creating shortcuts to more than just a couple of files consider using one or more Drop Zones set to create shortcuts in their associated folders.
See Using Drop Zones 67 for all the great details on Drop Zones.

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2.28 Copying: Drag & Drop to the Max

Enhanced Drag & Drop

Dropping Files on FileBoss

Dropping files on FileBoss is comfortably similar to dropping files on other programs such as Windows Explorer with the following great improvements:

- You can change the default Drop action by clicking: buttons or using the Edit | Default Drop Mode > menu.
  (Naturally you can still force the drop mode when dragging files by holding down the Alt, Ctrl or Shift key as appropriate.)
- Drag & Drop with the right button produces a popup menu from which you can select how to drop: Copy, Move or Create Shortcut(s).
- You can tell FileBoss to use the common Windows copy Engine or use FileBoss Advanced Copy Engine. The FileBoss Copy engine allows you to control overwrite notifications and actions as well flexible options when one file cannot be copied (such as retry).
- To setup whether FileBoss will copy dropped file using Windows' or FileBoss's (and even how FileBoss's engine will copy) use the Options | Program Options.. command from the main menu and select the Advanced 2 tab.

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2.29 Copying: Dragging to Covered Windows

Dragging to a Covered Window

Dragging files to a Tabbed Window that is completely covered is really easy, just drag the files across the Tab of the desired window first. As the mouse (dragging the files) crosses the tab the window will become active and displayed on top of all others.

Even better use Tab Groups so both tabs are visible at the same time.

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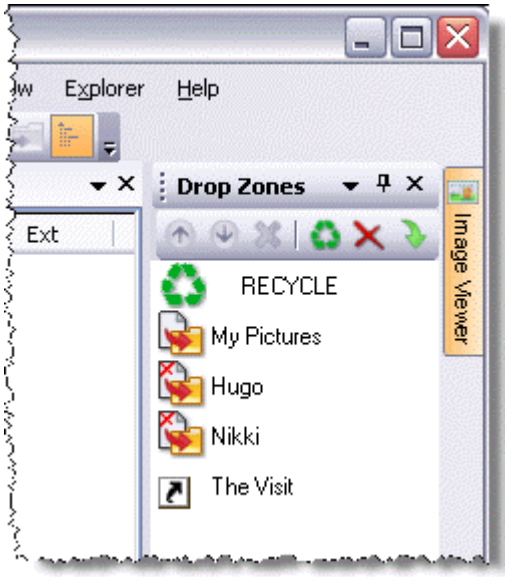
2.30 Copying: Using Drop Zones

Available in both Explore Views and Virtual Folders

Drop Zones are graphic drop targets



that make sorting, copying, moving and deleting files and folders easier than ever before

Represent folders
to which files can be copied, moved or linked

Special Drop Zones
for quickly deleting files or sending them to the Recycle Bin

File and folders can be dropped from any program
that supports Drag & Drop (e.g. Windows Explorer) onto Drop Zones

Drop Zones can remain active
and visible even when FileBoss is minimized

Drop Zones can be saved and restored in sets
for reuse later. Multiple sets can be created and saved.

Drop Zones are automatically restored
when FileBoss starts if they were displayed when FileBoss last closed

Can either use the Windows Copy Engine or FileBoss's intelligent copy engine
and FileBoss's copy engine can be configured handle copy operations the way that is best for you. (Click here 189 to see how.)

How to display the Drop Zone Box
To toggle the Drop Zone Box on and off:

- Select Windows | Drop Zones | Show from the main menu.
- or press Ctrl+F8
- or click the *Drop Zones* menu item under the Windows button on the main menu

Creating Drop Zones
To create a new Drop Zone:

- Drag any folder over the Drop Zone Box (but not over one of the existing Drop Zones) and let go. By default a Copy Drop Zone will be created.
- If you want a Move Drop Zone hold down an Shift key while dropping.
- To create a Shortcut Drop Zone hold down the Alt key while dropping.

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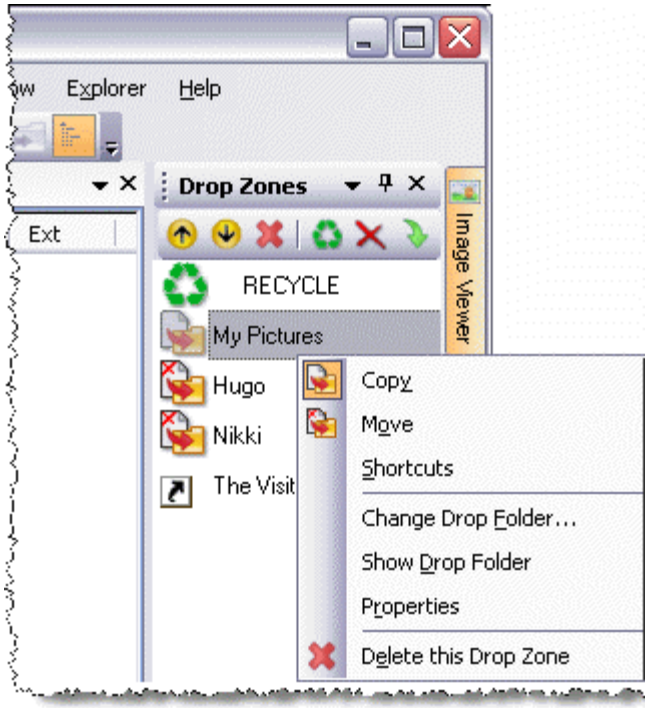
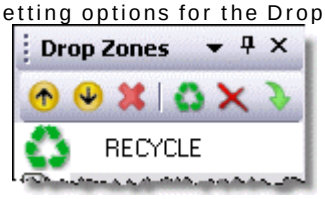
Changing individual Drop Zone options



- Right-click on any Drop Zone in the box to display a popup menu.
- Change the Drop Zone type by selecting Copy, Move or Shortcuts

You can use the other options to change the folder to which the Drop Zone is attached, show the contents of the folder (using a normal FileBoss Explore view) and Remove the Drop Zone from the list.

Setting options for the Drop Zone Box



Use the buttons at the top of the Drop Zone list to change their order and to add or remove the special Delete and Recycle Drop Zones.

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2.31 Time Controlled Copying

Time Controlled Copying

Available in both Explore Views and Virtual Folders

What is Time-Controlled Copying (TCC)?

Time-Controlled Copying allows you to:

- Insert pauses between one file being copied and another
- 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.

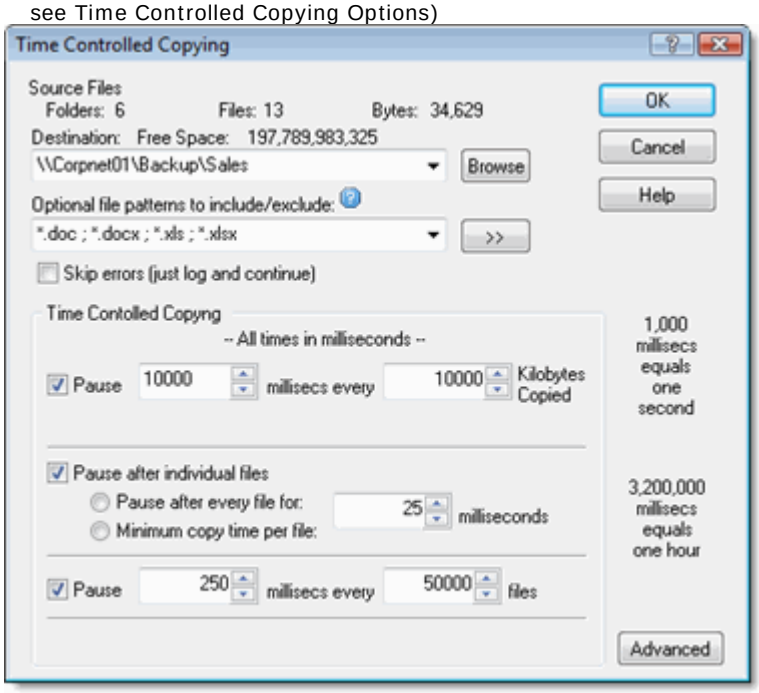
Better resource management

Time-Controlled Copying is most often used when copying a large number of files to regulate computer and network resources.

Prevent system crashes

TCC is also a must on fast, modern computers when copying hundreds of thousands of files which sometimes will crash Windows. On really fast machines where small files can be copied up to 50,000 a second or more copying more than 500,000 thousand file will often cause system failure: sometimes windows will crash, sometimes just the application performing the copy (even Windows Explorer) will crash and sometimes everything will just slow down to a crawl.
These problems can be prevented by either pausing after each file or by processing the files in batches with pauses in between.

The dialog below shows the options you can specify. (For a detailed explanation of these settings see Time Controlled Copying Options)



Quick Start: Time Controlled Copying (TCC)

First select the files you want to Copy

(Click here 17 to find out more about FileBoss's advanced selection methods.)

Open TCC Dialog

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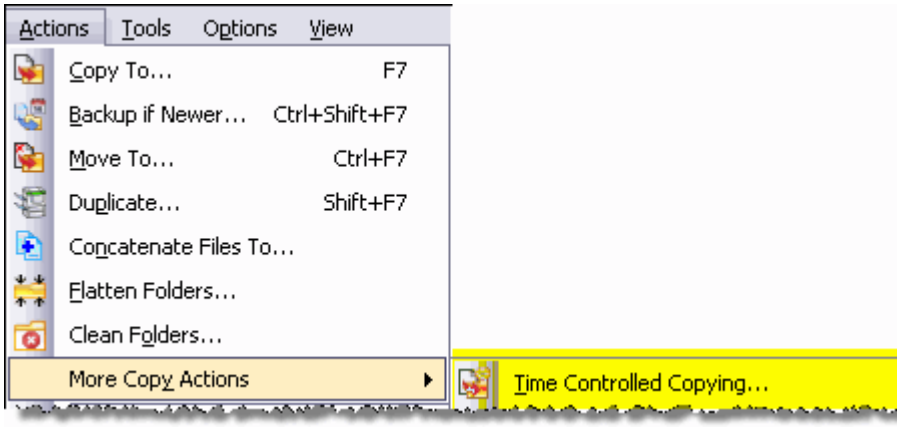
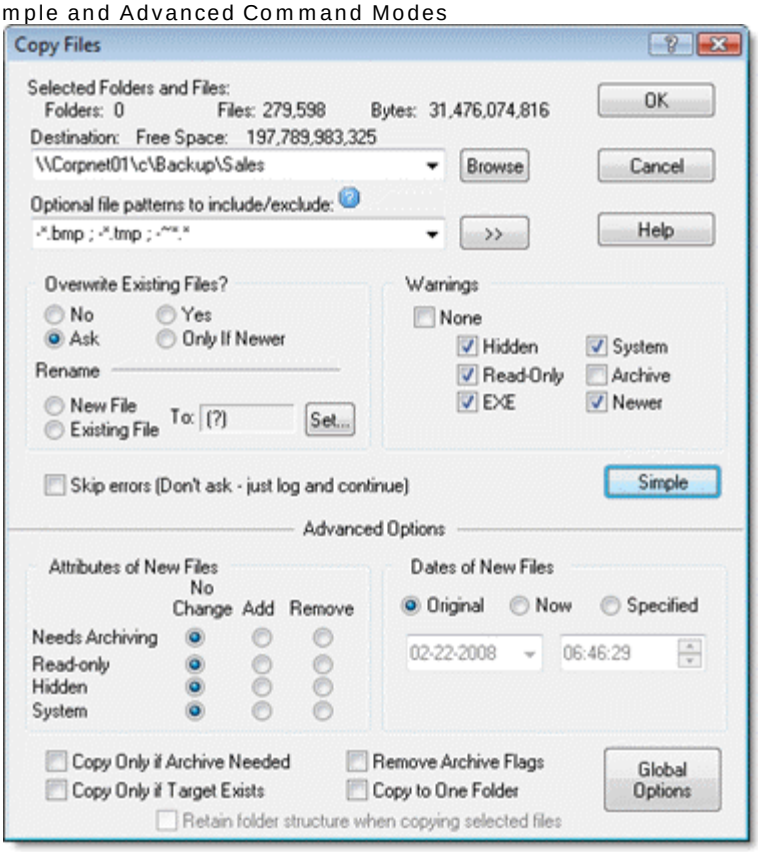


- Select Actions | More Copy Actions | Time Controlled Copying from the main menu
- Fill in how you want the time delays
- Click the OK to Copy

Simple and Advanced Command Modes



If you want to quickly copy a bunch of files without worrying about any advanced settings just close up (or leave closed-up) the dialog by pressing the Simple button (if the dialog is already closed up the button will read Advanced). Like all other expanding dialogs in FileBoss this copy move dialog reverts to default options when it is close up. So you don't have to worry about some option being set that you can't even see.

Sample Options and Settings

The advanced area of this dialog has the same options and settings as the normal and Advanced areas or the normal Copy Dialog. For a detailed explanation of these options see the Copy Dialog.

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2.32 Copy Filenames to Clipboard

Available in both Explore Views and Virtual Folders

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

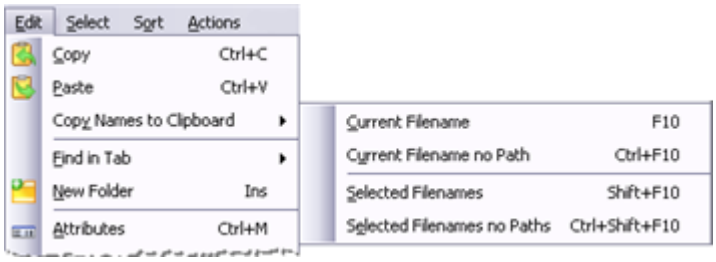
Just the Name or the Name and Path
can be copied using different command and hot-keys. So you could copy to the clipboard just the text ***FileBoss.exe*** or ***C:\Program Files\FileBoss\FileBoss.exe***.

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 quote marks and line feeds). See Copying Filenames 179 for more information about defining how names are copied to the clipboard.

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

Quick Start: Copying Selected Filenames (Your Way)

First select the files you want
(Click here 17 to find out more about FileBoss's advanced selection methods.)



To copy filenames with paths, e.g. "C:\My Stuff\Mom's Letter.DOC"):

- Press Shift+F10
- or select Edit | Copy Filenames to Clipboard | Selected Filenames from the main menu

To copy filenames only e.g. "Mom's Letter.DOC")

- Press Ctrl+Shift+F10
- or select Edit | Copy Filenames to Clipboard | Selected Filenames No Paths from the main menu

Copying the Current Filename Only

Click on the entry in the Contents Window of the file you want to copy.

To copy the filename and path e.g. "C:\My Stuff\Mom's Letter.DOC")

- Press F10
- or select 'Edit | Copy Filenames to Clipboard | Current Filename' from the main menu

To copy filenames only, e.g. "Mom's Letter.DOC")

- Press Ctrl+F10
- or select Edit | Copy Filenames to Clipboard | Current Filename No Path from the main menu

Hint: You can change how filenames are formatted when copied to the clipboard. Simply select 'Options | Program Options...' from the main menu and then select the 'Copy Filenames'

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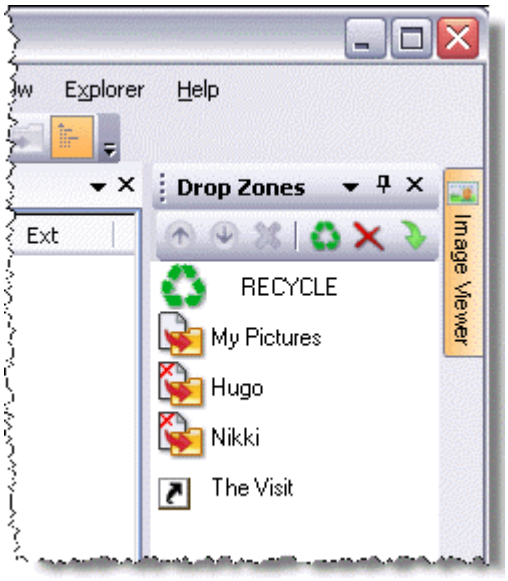
2.33 Copying: Delete & Recycle Drop Zones

The power of Drop Zones for Deleting and Recycling Files

The Drop Zones for Deleting and Recycling files and folders are special zones in the normal Drop Zone List.



For complete details on these and other Drop Zones see Using Drop Zones 67.

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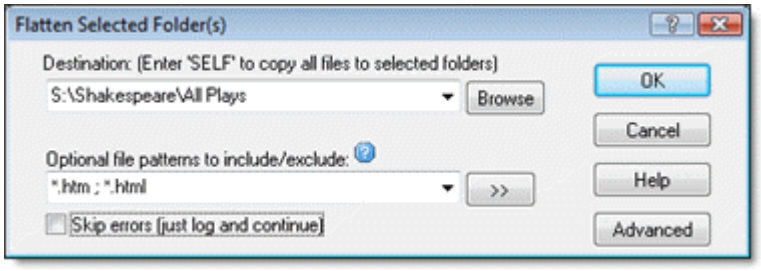
2.34 Flattening Folders

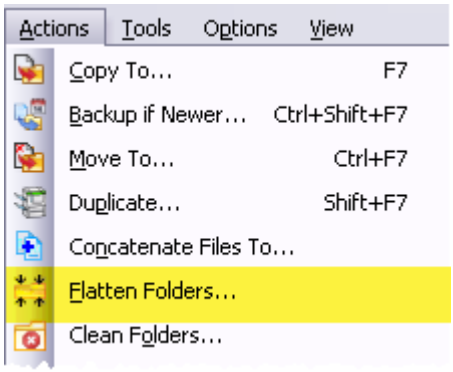
Available in both Explore Views and Virtual Folders



Quick Start: Flattening Folders

First select the folders you want to flatten.
In either the navigation window or the contents window.
(Click here 17 to find out more about FileBoss's advanced selection methods.)

Start Flattening folders by



Select Actions | Flatten Folders... from the main menu.

Enter the Destination Folder
Enter the folder to which you want to copy the files which will be flattened. Enter Self to flatten to the selected folder.

Enter optional file patterns
specify optional file patterns to process or exclude and, the destination folder for all the files.

Formatting the new names
In the advanced area you tell FileBoss what to do when files with the same names are flattened.

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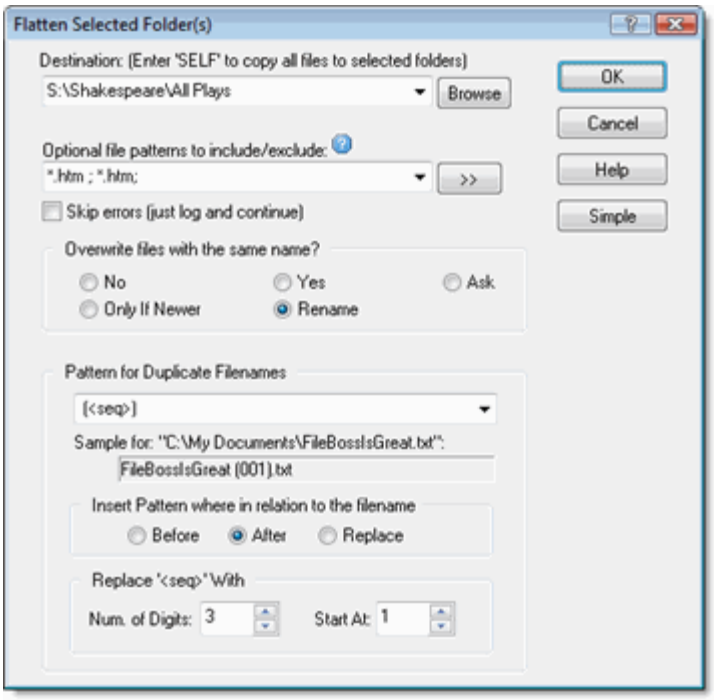
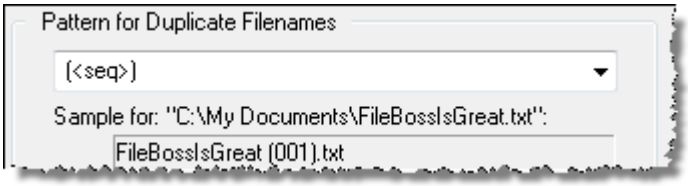
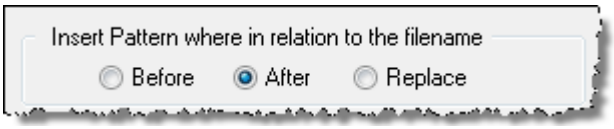


Pattern for new names



The pattern will be included in the names of any duplicated files, inserted at the position indicated by the Insert Where selection below.
If a question mark (?) or the <seq> variable is included it will be replaced with an incremental number ensuring a unique name.
FileBoss does not require that the <seq> be included (though you will get a warning if it is not) but it is usually best to have one to ensure unique names.

Specifying where the pattern will be inserted in the names



Mutually exclusive options that determine where the pattern for the new name will be inserted in the old name.

Sample Filename

Displays a sample name with the settings you have chosen.
Every time you change a setting the sample will change

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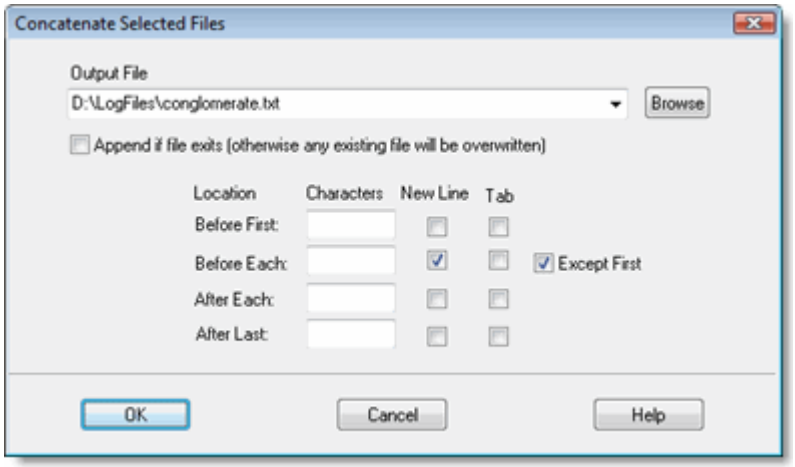
2.35 Concatenating Files

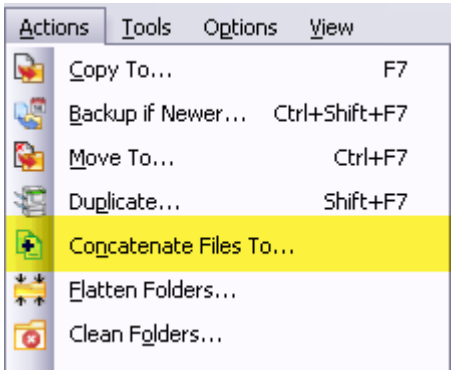
Available in both Explore Views and Virtual Folders



Quick Start: Concatenating Folders

First select the folders you want to flatten.
In either the navigation window or the contents window.
(Click here to find out more about FileBoss's advanced selection methods.)

Start Flattening folders by



Select Actions | Concatenate Files... from the main menu.

Enter the Destination File
Enter the filename to which you want to concatenate all the other files. If the target file exists it will be overwritten unless the Append option is checked.

Select Appropriate Options
specify any characters you want inserted before, after and between the files.

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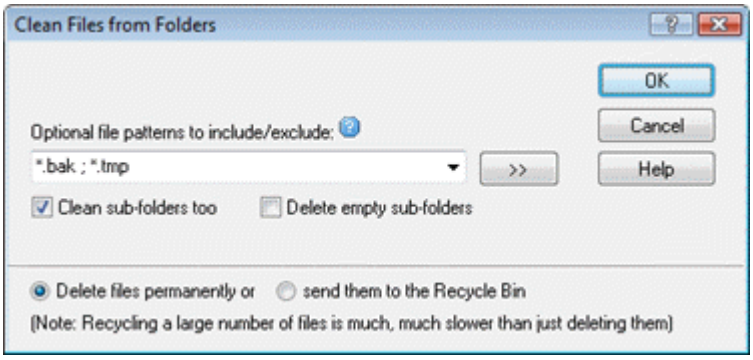
2.36 Cleaning Folders

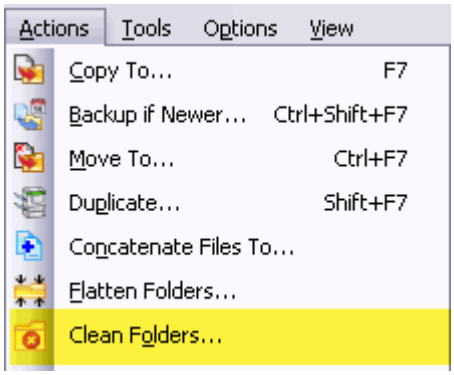
Available in both Explore Views and Virtual Folders



Quick Start: Cleaning Folders

First select the folders you want to clean.
In either the navigation window or the contents window.
(Click here 17 to find out more about FileBoss's advanced selection methods.)

Start Cleaning Folders by



- Select Actions | Clean Folders... from the main menu.

Enter optional file patterns

- Specify optional file patterns to delete or not delete.
-

If no patterns are entered all the files will be deleted.

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2.37 Renaming: Overview

Renaming to the Max

Fast, Flexible, Tailored Renaming of Files and Folders
From renaming one file on the fly to renaming a hundred-thousand files across several disks with sophisticated transformations FileBoss has a facility to make the process easier and quicker.

Rename them your Way
Convert case, change extensions, add sequential numbers, insert text, convert spaces to other characters or remove completely, add file times, convert to true 8.3 DOS names and more.

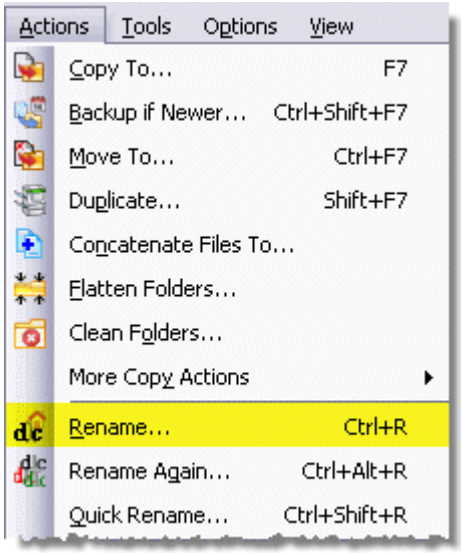
Worry-free Confirmations
After you have told FileBoss how you want the files renamed you can approve (and change individually) each file or tell FileBoss at any time to rename all the remaining files automatically

---

Quick Start: Rename Selected Files

First select the files you want to rename.
(Click here 17 to find out more about FileBoss's advanced selection methods.)

Start the Rename Selected Files Command by



- Press Ctrl+R
- Select Actions | Rename... from the main menu
- Click the Rename Selected Files button:
- In the dialog choose the panel that best suits your needs, select the options and click OK
- Each selected file will be displayed with the old name and the recommended new name. You can then rename the file, change the new name, skip that file or tell FileBoss to go ahead and rename all remaining files according to pattern you have specified.

Using the Quick Rename Command

- Select the files you want to rename.
- Press Ctrl+Shift+R
- Select Actions | Quick Rename... from the main menu
- A Rename dialog will open where each selected file will be presented sequentially for renaming. For each name you can change it, skip it, or skip all the rest.

Hint: If you only want to rename one file, especially without disturbing any selections you may have made for other reasons, see the topic Renaming Individual Files 79.

Fast, Flexible, Tailored Renaming of Files and Folders
From renaming one file on the fly to renaming a hundred-thousand files across several disks with

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sophisticated transformations FileBoss has a facility to make the process easier and quicker.

This section describes how to rename a group of selected files. If it is invoked from Explore View it can be used to rename files in one folder. But if it is invoked from a Virtual Folder containing files from different folders, different disks, indeed from different computers across a network, it can rename all the files at one time. (To see additional ways of renaming single files and folders see the topic Renaming Individual Files 79.)

But whether renaming files in groups is invoked for a few files in one folder or many files in many folders the process is the same.

Rename them your Way

The following screen shots will give you a quick overview of the different tools at your disposal for renaming files. For complete information on these dialogs click the Help button on the dialogs.

Worry-free Confirmations

You don't have to worry about pressing the OK button and suddenly renaming thousands of files you didn't want to or incorrectly. After you press the OK button the files will be displayed one-by-one showing the original name and the new name FileBoss has created for it based on your directions. You can then skip that file, rename it as suggestion, change the suggested new name or confirm that you want to rename all remaining files according to the selections you have made.

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2.38 Renaming: Individual Files

Convenient Ways to Rename Individual Files

Hint: This topic explains the various ways of naming files individually. To see powerful ways FileBoss provides to rename tens, hundreds or even thousands of files in multiple folders - or even on multiple drives - see the topic *Renaming Groups of Files* 77

The Right-Click Method

This will edit files in-place, i.e. not in a dialog box

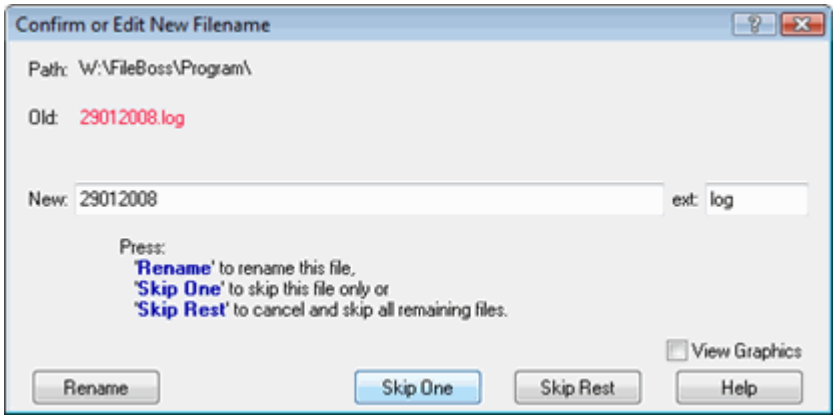
- Right-click the entry you want to rename
- In the popup menu select either Rename or Current Entry | Rename. (Which item is present will depend on the menu that popups up.
- Press Enter or click outside of the name to finish
- Press the ESC key to abandon any changes you have made

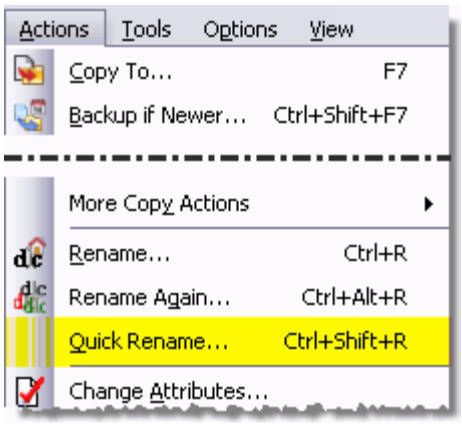
The Two Click Method

Note: The Two Click method is only available when Sticky Select Mode is turned off. (To learn more about Sticky Select see Using Sticky Select Mode 18)

- Click the entry you want to rename.
- Hesitate just a little
- Click the entry again
- Edit the name
- Press Enter or click outside of the name to finish
- Press the ESC key to abandon any changes you have made

Using the Quick Rename Command





(Note: This method actually works with selected files but since it allows quickly renaming files individually it is included here)

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- Select the files you want to rename. See Selecting Files 17 for more info.
- Press Ctrl+Shift+R
- Select Actions | Quick Rename... from the main menu
- A Rename dialog will open where each selected file will be presented sequentially for renaming. For each name you can change it, skip it, or skip all the rest.

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2.39 Renaming: Change Spaces to Underscores

Convert Spaces to Underscores in Filenames

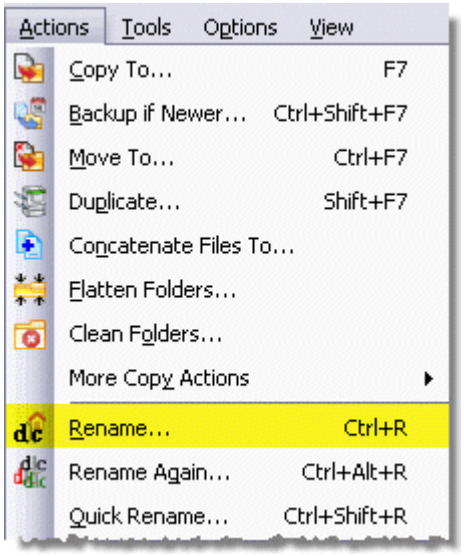
Converts all Spaces to underscores in Selected Filenames with just a couple of clicks

Worry-free Confirmations
After you have told FileBoss how you want the files renamed you can approve (and change individually) each file or tell FileBoss at any time to rename all the remaining files automatically.

Quick Start: To Change Spaces to Underscores

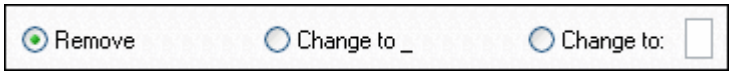
First select the files you want to rename.
(Click here 17 to find out more about FileBoss's advanced selection methods.)

Open the Rename dialog



- Press Ctrl+R
- or select Actions | Rename... from the main menu
- or click the Rename Selected Files button:
- Select the *Change Spaces* Tab (note that FileBoss will remember which tab you used last and automatically display it when you re-open the Rename Dialog

Select the desired *Change to* option



Click the *OK* button

Confirm each file or tell FileBoss to do them all
Each selected file will be displayed with the old name and the recommended new name. You can then rename the file, change the new name, skip that file or tell FileBoss to go ahead and rename all remaining files according to pattern you have specified.

Important Note

When you click the OK button FileBoss will apply the changes indicated in the active panel only. For example if the Quick Sets panel is active then FileBoss will ignore the setting in the Sequential and Search & Replace panels.
Tip: You can preview how FileBoss will change the names using the Quick Sets or Sequential panels by looking at the sample name at the bottom. It will be modified according to your choices.

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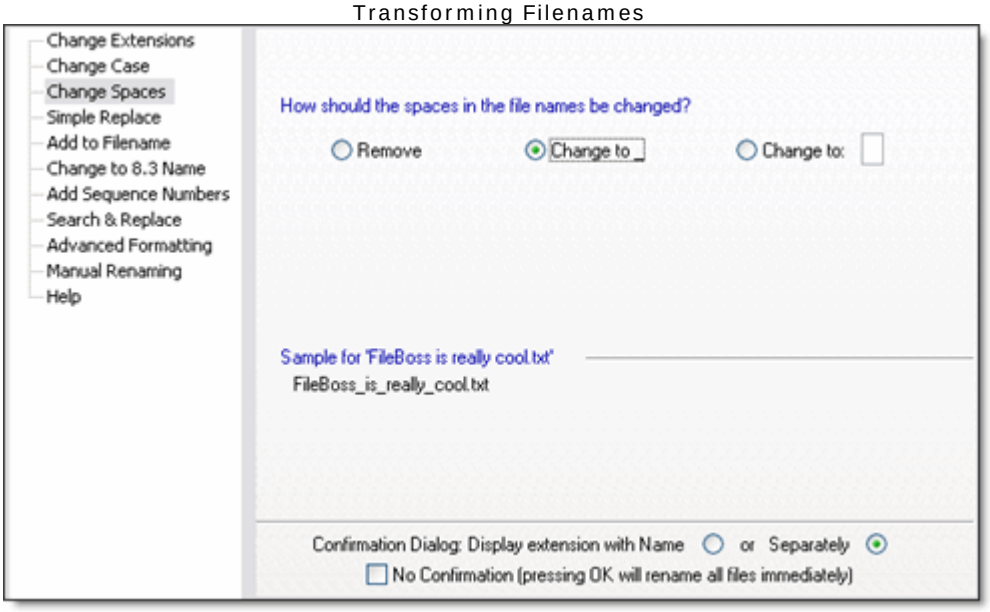
Transforming Filenames



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2.40 Renaming: Converting to Lower Case (or Upper)

Setting Filenames to Lower Case (or Upper)

Converts names to Upper, Lower or even Word Cap case
with just a couple of clicks

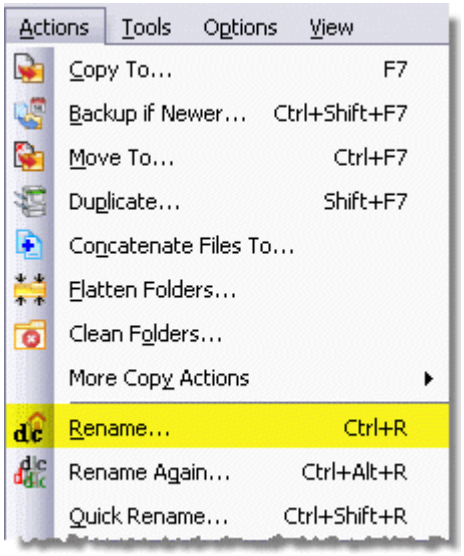
Change just the Root name, Extension, or both
independently. Can even change the case of the root name and the text of the extension at the same time.

Worry-free Confirmations
After you have told FileBoss how you want the files renamed you can approve (and change individually) each file or tell FileBoss at any time to rename all the remaining files automatically.

Quick Start: Change Filenames to Lower (or Upper) Case

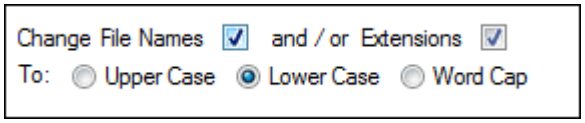
First select the files you want to rename.
(Click here 17 to find out more about FileBoss's advanced selection methods.)

Open the Rename dialog and display the *Change Case* panel



- Pressing Ctrl+R
- or select Actions | Rename... from the main menu
- or click the Rename Selected Files button:
- Select the Change Case Tab (note that FileBoss will remember which tab you used last and automatically display it when you re-open the Rename Dialog

Select *Lower Case*



Click the *OK* button

Confirm each file or tell FileBoss to do them all
Each selected file will be displayed with the old name and the recommended new name. You can then rename the file, change the new name, skip that file or tell FileBoss to go ahead and rename all remaining files according to pattern you have specified.

Important Note
When you click the OK button FileBoss will apply the changes indicated in the active panel only. For example if the Change Case panel is active then FileBoss will ignore the setting in the Sequential and Search & Replace panels.

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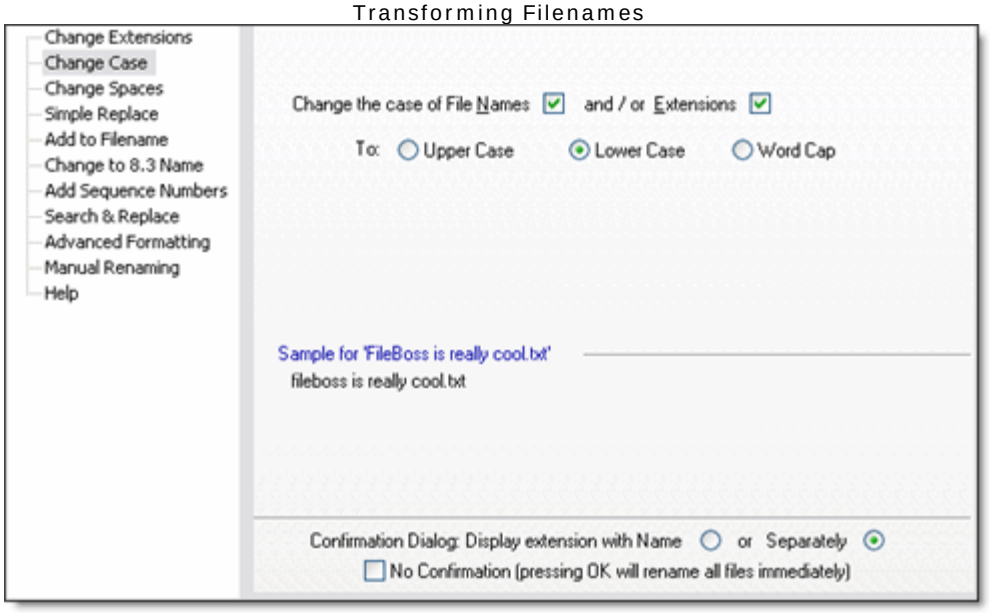
Tip: You can preview how FileBoss will change the names by looking at the sample name at the bottom. It will be modified according to your choices.

Transforming Filenames



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2.41 Renaming: Converting to True 8.3 Format

Converting to TRUE 8.3 DOS names

Converts Filenames to 8.3 format used by DOS

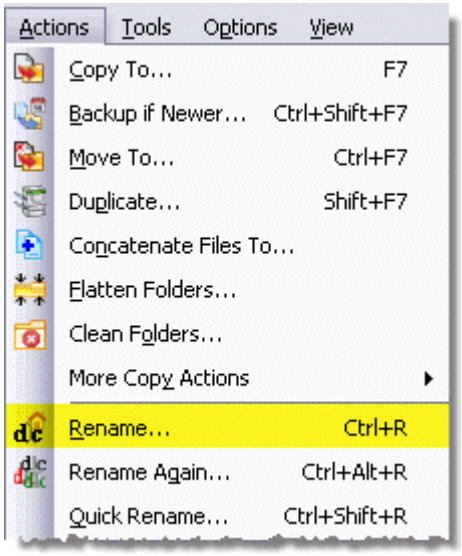
Converts to TRUE 8.3 names
unlike many other programs that convert to a name conforming to the 8.3 standard but is made up arbitrarily by the program. If the original name is **FileBoss Is Super Great.DOC** and its equivalent DOS 8.3 name is **FILEBO~1.DOC** (as reported by the file system) FileBoss will rename the file to **FILEBO~1.DOC** not some other, made up, name.
(Due to limitations imposed by Windows renaming files, you cannot directly rename a long name to a file's current short name so many other programs don't even try!)

Worry-free Confirmations
After you have told FileBoss how you want the files renamed you can approve (and change individually) each file or tell FileBoss at any time to rename all the remaining files automatically.

Quick Start: Create 8.3 DOS Filenames

First select the files you want to rename.
(Click here 17 to find out more about FileBoss's advanced selection methods.)

Open the Rename dialog and display the *Change to 8.3 Name* panel



- Pressing Ctrl+R
- or select Actions | Rename... from the main menu
- or click the Rename Selected Files button:
- Select the *Change to 8.3 Name* Tab (note that FileBoss will remember which tab you used last and automatically display it when you re-open the Rename Dialog

Note that there are no options for the 8.3 renaming option.

Click the *OK* button

Confirm each file or tell FileBoss to do them all
Each selected file will be displayed with the old name and the recommended new name. You can then rename the file, change the new name, skip that file or tell FileBoss to go ahead and rename all remaining files according to pattern you have specified.

Important Note
When you click the OK button FileBoss will apply the changes indicated in the active panel only. For example if the *Change to 8.3 Name* panel is active then FileBoss will ignore the settings in the other panels.

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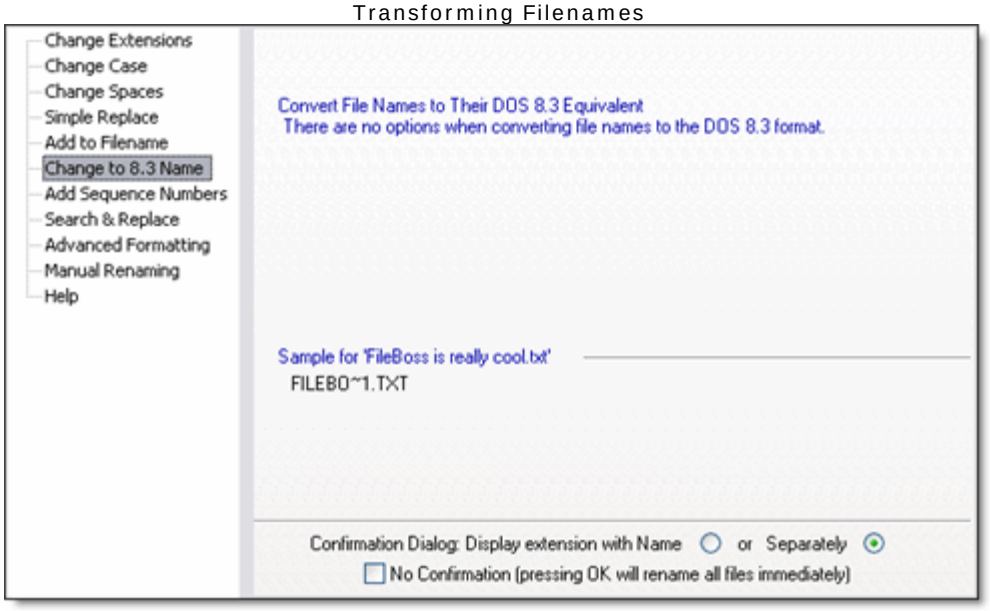
Tip: You can preview how FileBoss will change the names by looking at the sample name at the bottom. It will be modified according to your choices.

Transforming Filenames



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2.42 Renaming: Changing Extensions

Change Filename Extensions

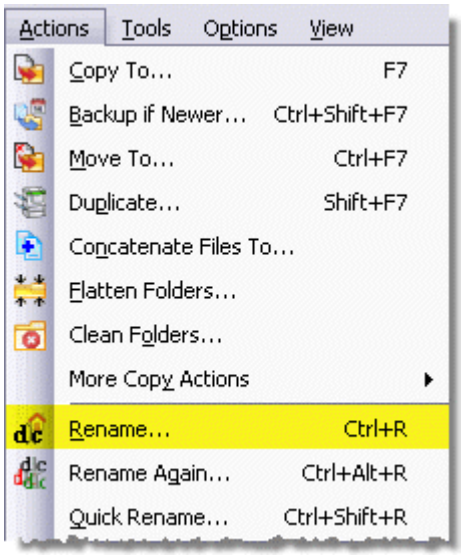
Changes the Extensions for Selected Filenames
with just a couple of clicks

Worry-free Confirmations
After you have told FileBoss how you want the files renamed you can approve (and change individually) each file or tell FileBoss at any time to rename all the remaining files automatically.

To Change Filename Extensions

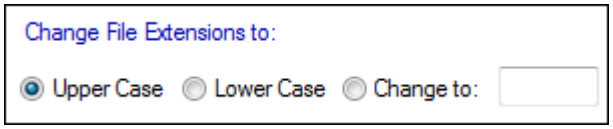
First select the files you want to change
(Click here 17 to find out more about FileBoss's advanced selection methods.)

Open the Rename dialog and display the *Change Extension* panel



- Pressing Ctrl+R
- or select Actions | Rename... from the main menu
- or click the Rename Selected Files button:
- Select the *Change Extension* Tab (note that FileBoss will remember which tab you used last and automatically display it when you re-open the Rename Dialog

Select the way you want to change the extensions



Click the *OK* button

Confirm each file or tell FileBoss to do them all
Each selected file will be displayed with the old name and the recommended new name. You can then rename the file, change the new name, skip that file or tell FileBoss to go ahead and rename all remaining files according to pattern you have specified.

Important Note
When you click the OK button FileBoss will apply the changes indicated in the active panel only. For example if the *Change to 8.3 Name* panel is active then FileBoss will ignore the settings in the other panels.
Tip: You can preview how FileBoss will change the names by looking at the sample name at the bottom. It will be modified according to your choices.

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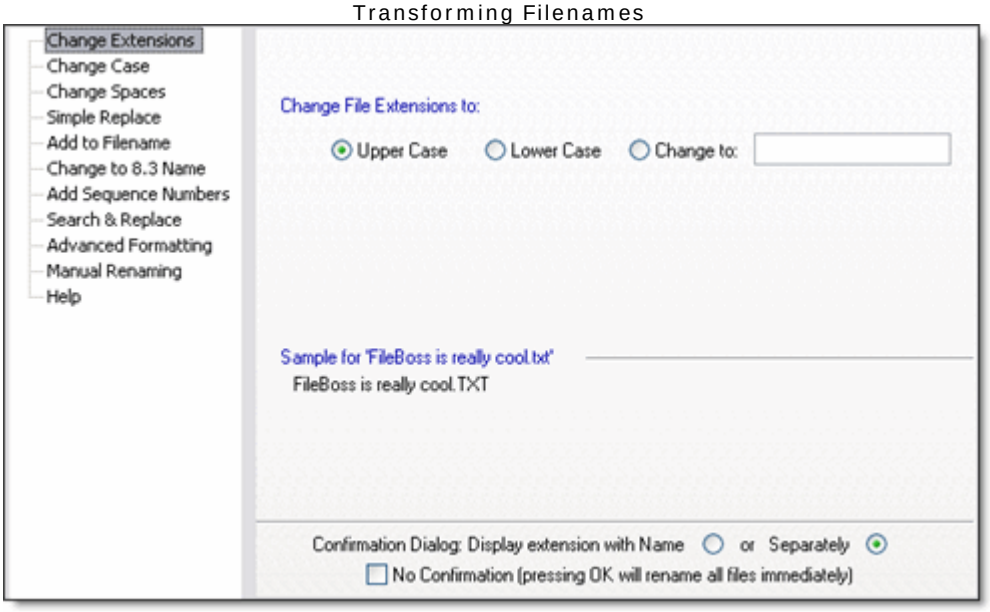
Transforming Filenames



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2.43 Renaming: Sequentially

Renaming File Sequentially

Numbers can be padded with zeros
for generating formatted numbers like **01** and **098**, **099**, **100**

Add optional prefix and/or suffix to the sequential numbers
any text that would like, e.g. *Grandma* as in Grandma 001.jpg

Add optional file time and / or folder name
add the time of the last modification and / or the name of the folder the file is in, e.g. My Documents 09.jpg, 09 05-10-01.jpg or even My Documents 09 05-10-01.jpg

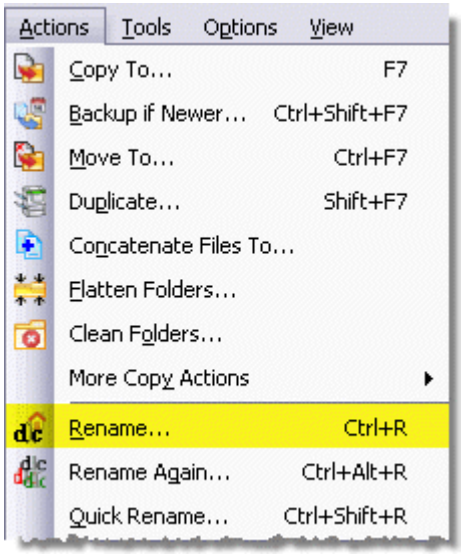
Even more options and flexibility
To have all the features of the renaming files sequentially but with much greater control and flexibility use the Advanced panel. Click here to learn more.

Worry-free Confirmations
After you have told FileBoss how you want the files renamed you can approve (and change individually) each file or tell FileBoss at any time to rename all the remaining files automatically.

To Rename Files Sequentially

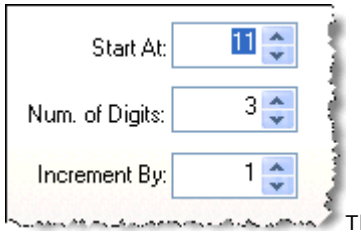
First select the files you want to rename.
(Click here 17 to find out more about FileBoss's advanced selection methods.)

Open the Rename dialog and display the *Sequential* panel



- Pressing Ctrl+R
- or select Actions | Rename... from the main menu
- or click the Rename Selected Files button:
- Select the Add Sequence Numbers Tab (note that FileBoss will remember which tab you used last and automatically display it when you re-open the Rename Dialog

Select the options for the new names



- The number to start at

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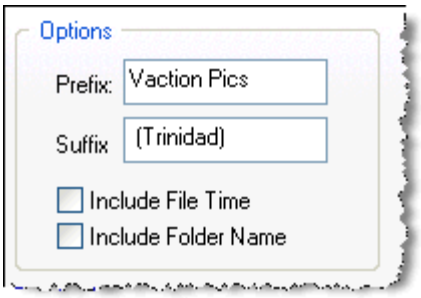
- The number of digits to pad the numbers with, for example setting this to 3 would give names like 001.jpg, 021.jpg and 737.jpg.
- How much to increment each number. Normally the default of 1 is best. If Increment By is set to 5 the names would be *001.jpg, 005.jpg, 010.jpg* etc.



- Prefix: Text that will be inserted before the number
- Suffix: Text that will be inserted after the number
- Include File Time: inserts the time the file was last modified after the number
- Include Folder Name: Includes the name of the file's folder before the number

Click the *OK* button

Confirm each file or tell FileBoss to do them all

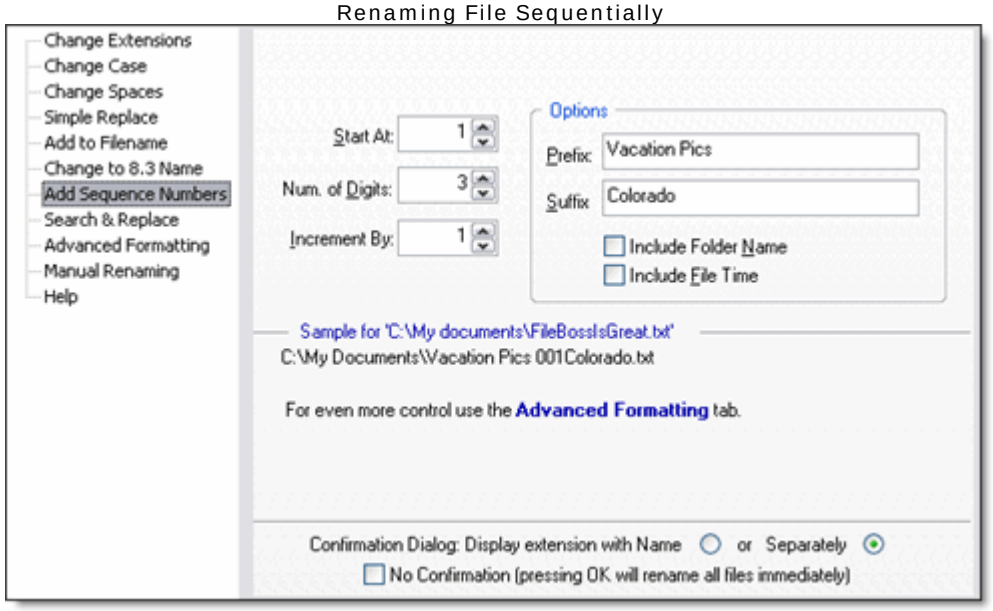
Each selected file will be displayed with the old name and the recommended new name. You can then rename the file, change the new name, skip that file or tell FileBoss to go ahead and rename all remaining files according to pattern you have specified.

Important Note

When you click the OK button FileBoss will apply the changes indicated in the active panel only. For example if the *Change to 8.3 Name* panel is active then FileBoss will ignore the settings in the other panels.

Tip: You can preview how FileBoss will change the names by looking at the sample name at the bottom. It will be modified according to your choices.

Renaming File Sequentially



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2.44 Renaming: Search & Replace

Replacing Text in Filenames

Can also be used to Remove Text from Filenames
simply don't supply any replacement text

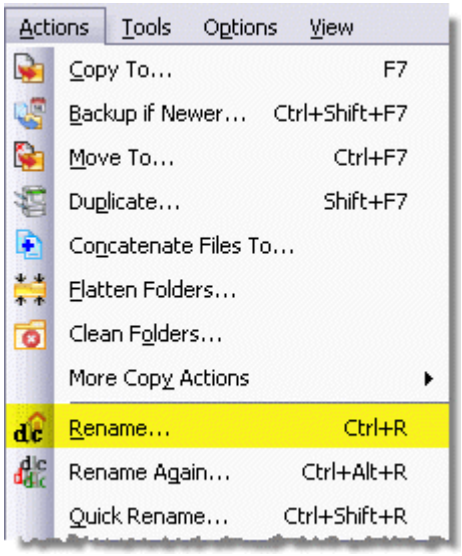
Worry-free Confirmations
After you have told FileBoss how you want the files renamed you can approve (and change individually) each file or tell FileBoss at any time to rename all the remaining files automatically.

The Powerful Search & Replace

(For simple text replacement see Simple Text Replacement.)

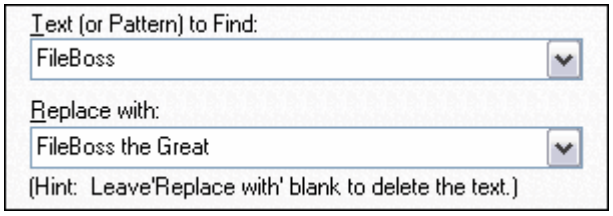
First select the files you want to rename
(Click here 17 to find out more about FileBoss's advanced selection methods.)You can use wildcards (* and ?) and even RegX expressions to search for text.

Open the Rename dialog and display the *Search & Replace* panel

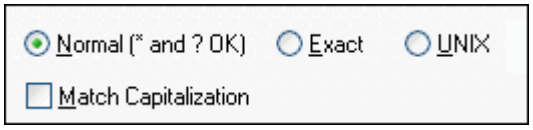


- Pressing Ctrl+R
- or select Actions | Rename... from the main menu
- or click the Rename Selected Files button:
- Select the Search & Replace tab (note that FileBoss will remember which tab you used last and automatically display it when you re-open the Rename Dialog

Set the Options



- Enter the Pattern to find
- Enter the replacement text



- Select the type of search you want, Normal, Exact, or Unix.
- Check the Match Capitalization box if appropriate

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Click the *OK* button

Confirm each file or tell FileBoss to do them all

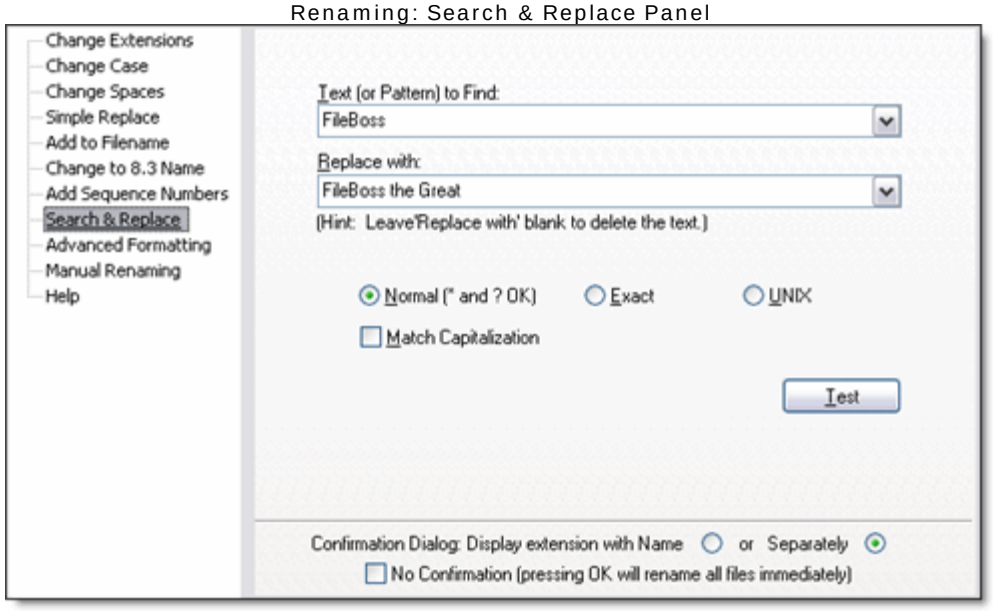
Each selected file will be displayed with the old name and the recommended new name. You can then rename the file, change the new name, skip that file or tell FileBoss to go ahead and rename all remaining files according to pattern you have specified.

Important Note

When you click the OK button FileBoss will apply the changes indicated in the active panel only. For example if the *Change to 8.3 Name* panel is active then FileBoss will ignore the settings in the other panels.

Tip: You can preview how FileBoss will change the names by looking at the sample name at the bottom. It will be modified according to your choices.

Renaming: Search & Replace Panel



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2.45 Renaming: Inserting Text

Inserting Text into Filenames

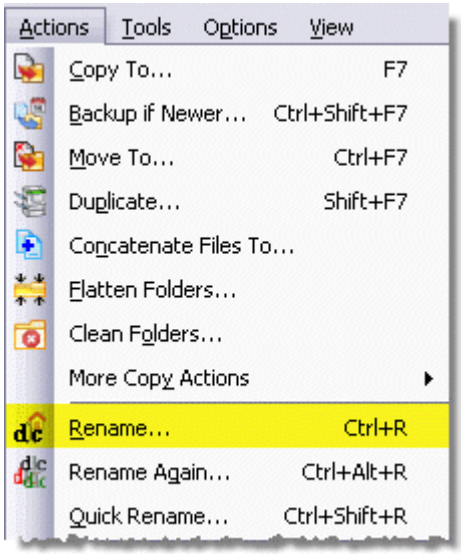
Quick Set Routine for adding
text before or after names and extensions.

Worry-free Confirmations
After you have told FileBoss how you want the files renamed you can approve (and change individually) each file or tell FileBoss at any time to rename all the remaining files automatically.

To Add Text to Filenames

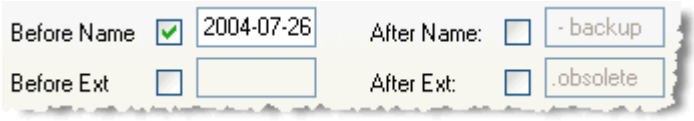
First select the files you want to rename
(Click here 17 to find out more about FileBoss's advanced selection methods.)

Open the Rename dialog and display the *Add to Filename* panel

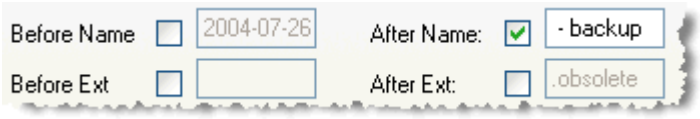


- Pressing Ctrl+R
- or select Actions | Rename... from the main menu
- or click the Rename Selected Files button:
- Select the *Add to Filename* tab (note that FileBoss will remember which tab you used last and automatically display it when you re-open the Rename Dialog

Select where and what text you want inserted
While multiple boxes can be checked allowing multiple insertions at one time, normally one insertion at a time is best.



e.g. 2004-07-26 Draft of How to Earn a Billion Dollars.txt



e.g. Draft of How to Earn a Billion Dollars - backup.txt

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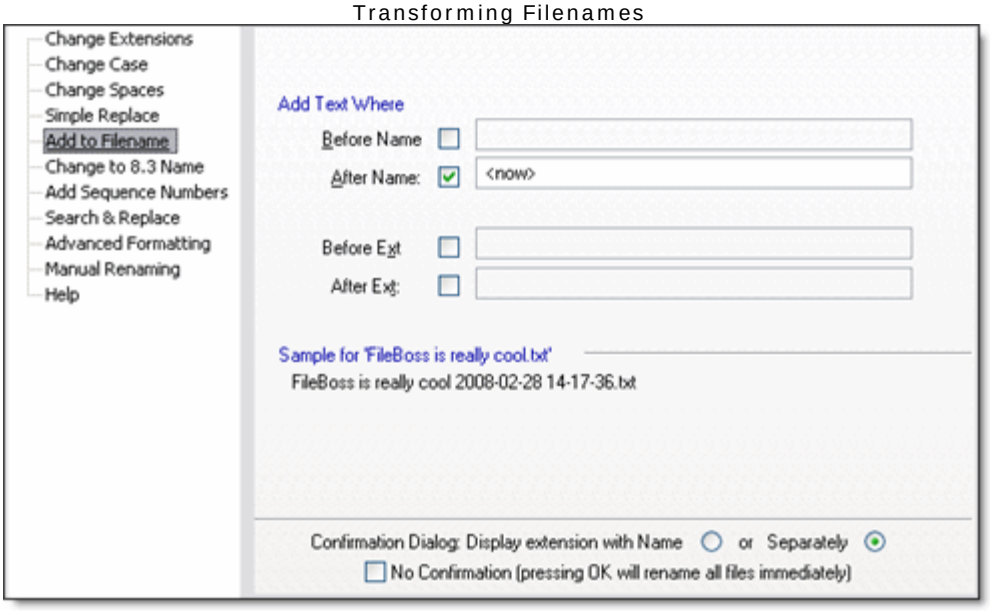
e.g. Draft of How to Earn a Billion Dollars.txt.obsolete
(Note that because there is a dot before 'obsolete' the file has a new extension!)

Click the *OK* button

Confirm each file or tell FileBoss to do them all
Each selected file will be displayed with the old name and the recommended new name. You can then rename the file, change the new name, skip that file or tell FileBoss to go ahead and rename all remaining files according to pattern you have specified.

Important Note
When you click the OK button FileBoss will apply the changes indicated in the active panel only. For example if the *Change to 8.3 Name* panel is active then FileBoss will ignore the settings in the other panels.
Tip: You can preview how FileBoss will change the names by looking at the sample name at the bottom. It will be modified according to your choices.

Transforming Filenames



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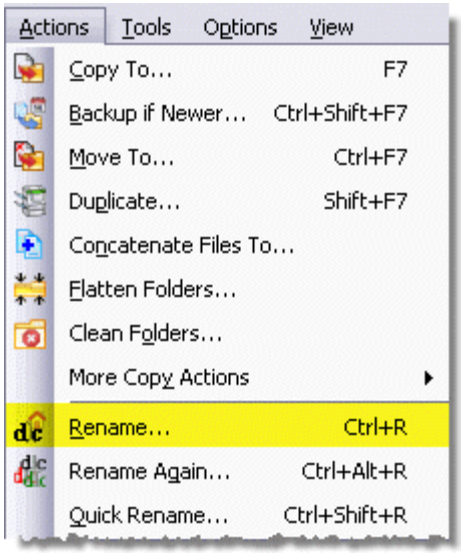
2.46 Renaming: Removing Text

Worry-free Confirmations
After you have told FileBoss how you want the files renamed you can approve (and change individually) each file or tell FileBoss at any time to rename all the remaining files automatically.

Removing Text in Filenames

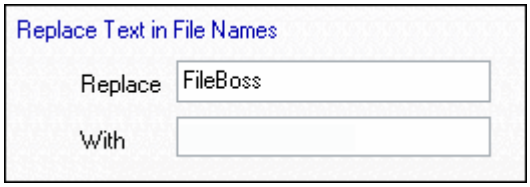
First select the files you want to rename.
(Click here 17 to find out more about FileBoss's advanced selection methods.)

Open the Rename dialog and display the *Simple Replace* tab



- Pressing Ctrl+R
- or select Actions | Rename... from the main menu
- or click the Rename Selected Files button: dc
- Select the Simple Replace Tab (note that FileBoss will remember which tab you used last and automatically display it when you re-open the Rename Dialog

Set the Options



- Enter the text to look for
- Leave the With field blank
- Check the Ignore case box if appropriate

Click the *OK* button

Confirm each file or tell FileBoss to do them all
Each selected file will be displayed with the old name and the recommended new name. You can then rename the file, change the new name, skip that file or tell FileBoss to go ahead and rename all remaining files according to pattern you have specified.

Important Note
When you click the OK button FileBoss will apply the changes indicated in the active panel only. For example if the *Change to 8.3 Name* panel is active then FileBoss will ignore the settings in the other panels.

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Tip: You can preview how FileBoss will change the names by looking at the sample name at the bottom. It will be modified according to your choices.

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2.47 Renaming: Removing Spaces

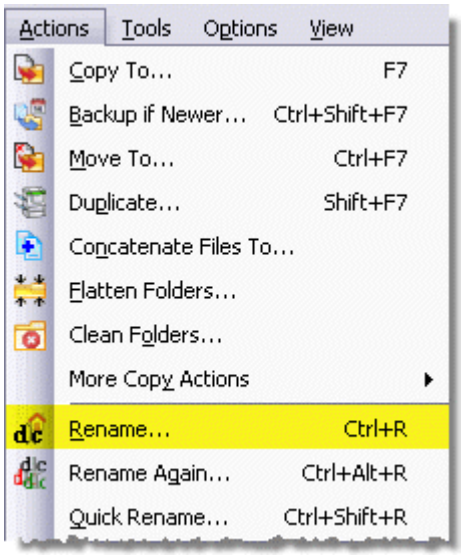
Removes all Spaces from Selected Filenames
with just a couple of clicks

Worry-free Confirmations
After you have told FileBoss how you want the files renamed you can approve (and change individually) each file or tell FileBoss at any time to rename all the remaining files automatically.

To Remove Spaces from Filenames

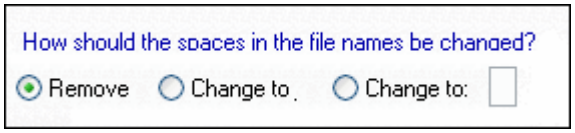
First select the files you want to rename.
(Click here 17 to find out more about FileBoss's advanced selection methods.)

Open the Rename dialog and display the *Change Spaces* tab



- Pressing Ctrl+R
- or select Actions | Rename... from the main menu
- or click the Rename Selected Files button:
- Select the Change Spaces Tab (note that FileBoss will remember which tab you used last and automatically display it when you re-open the Rename Dialog

Select the 'Remove' option in the Spaces area



Click the *OK* button

Confirm each file or tell FileBoss to do them all
Each selected file will be displayed with the old name and the recommended new name. You can then rename the file, change the new name, skip that file or tell FileBoss to go ahead and rename all remaining files according to pattern you have specified.

Important Note

When you click the OK button FileBoss will apply the changes indicated in the active panel only. For example if the *Change to 8.3 Name* panel is active then FileBoss will ignore the settings in the other panels.
Tip: You can preview how FileBoss will change the names by looking at the sample name at the bottom. It will be modified according to your choices.

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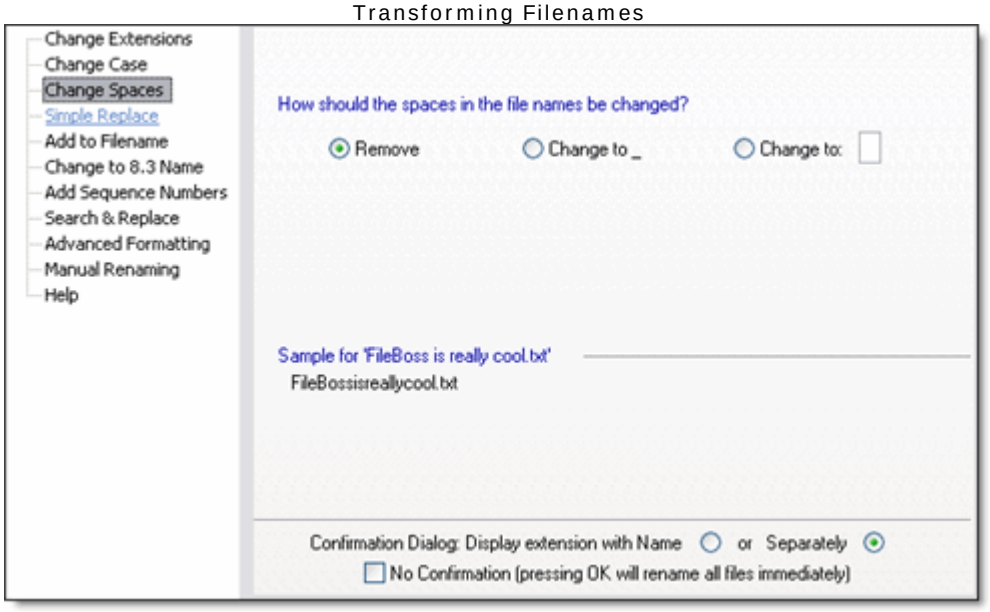
Transforming Filenames



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2.48 Renaming: Adding File Times

Adding File Times to Filenames

Inserts each File's time
not a generic time for all files (though you can add generic times by simply typing them into the pattern as normal text)

Accessed, Created or Modified times
can be inserted (or any combination thereof).

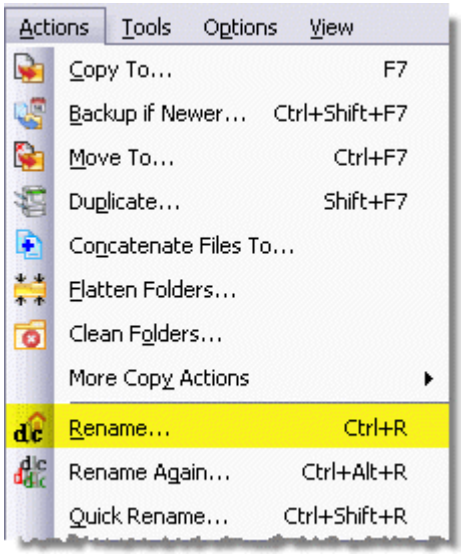
Where the Time is Inserted
is easily controlled by a simple filename format.

Worry-free Confirmations
After you have told FileBoss how you want the files renamed you can approve (and change individually) each file or tell FileBoss at any time to rename all the remaining files automatically.

To Remove Spaces from Filenames

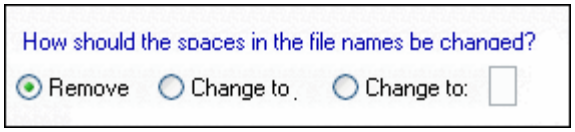
First select the files you want to rename.
(Click here 17 to find out more about FileBoss's advanced selection methods.)

Open the Rename dialog and display the *Change Spaces* tab



- Pressing Ctrl+R
- or select Actions | Rename... from the main menu
- or click the Rename Selected Files button:
- Select the Change Spaces Tab (note that FileBoss will remember which tab you used last and automatically display it when you re-open the Rename Dialog

Select the 'Remove' option in the Spaces area



Click the *OK* button

Confirm each file or tell FileBoss to do them all
Each selected file will be displayed with the old name and the recommended new name. You can then rename the file, change the new name, skip that file or tell FileBoss to go ahead and rename all remaining files according to pattern you have specified.

Important Note

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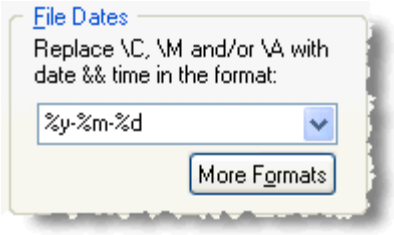
When you click the OK button FileBoss will apply the changes indicated in the active panel only. For example if the *Change to 8.3 Name* panel is active then FileBoss will ignore the settings in the other panels.

Tip: You can preview how FileBoss will change the names by looking at the sample name at the bottom. It will be modified according to your choices.

The following file times can included:

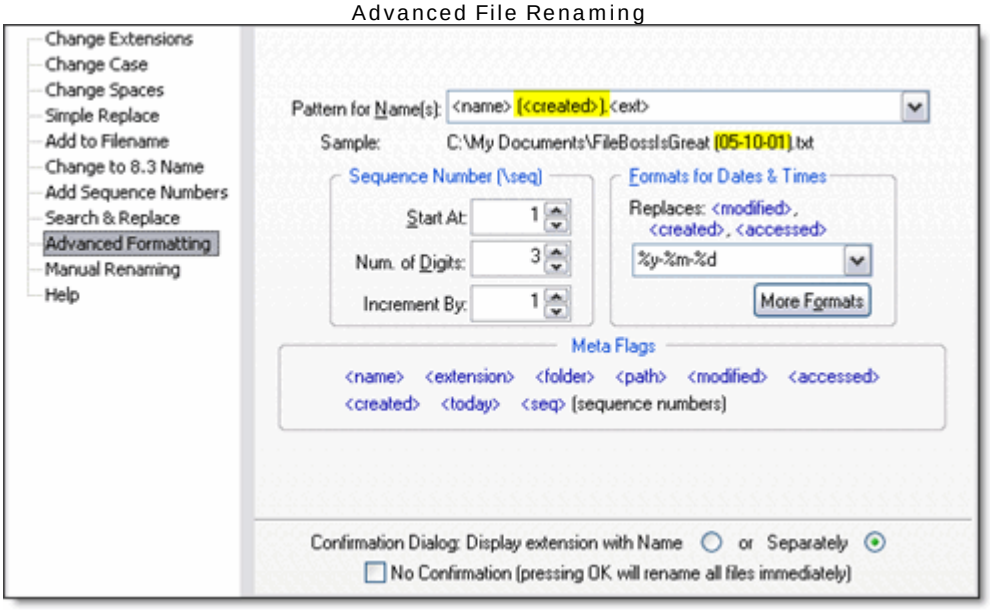
<modified> = Last modified time
<created> = When the file was created
<accessed> = When the file was last accessed.

The times can be formatted in many different ways. You can select from the drop down list or create your own format (click the More Formats button for details on formatting times.)



Hint: Remember to look at the bottom of the dialog where a sample name will be formatted according to your current choices. It is a good way to quickly determine if what you have specified is really what you want.

Advanced File Renaming



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2.49 Delete / Recycle / Files & Folders

Delete and Recycle Files & Folders

FileBoss has a number of ways to Recycle and Delete Files
which one is most convenient depends on the number of files you will be deleting and your personal preferences.

Single Files can be Recycled or Deleted
by right-clicking and selecting the appropriate command from the menu

Selected Files can be Recycled or Deleted
by right-clicking and selecting the appropriate command from the menu under the **Selected Entries** submenu.

The traditional short-cut keys 'Del' and 'Shift-Del' can be used
as they are in other programs

Special Drop Zones,
can be used to drop files into the **Recycle Bin** or just plain deleted,

---

To Delete / Recycle One File or Folder

- Right-Click on the file or folder you want to delete
- If the entry is in the folders list (the window to the left) select Delete or Recycle as appropriate
- If the entry is in the contents window (the window to the right) select Current Entry | Delete or Current Entry | Recycle as appropriate.

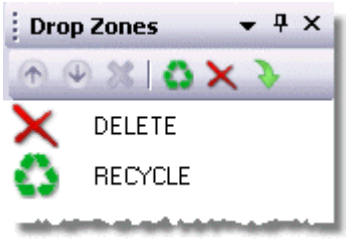
Warning: Do not use the Del key to delete just one entry when other entries are selected. These buttons and keys will delete All selected entries, not just on the current entry.

To Delete/Recycle Selected Files

First select the files you want to Touch.
(Click here 17 to find out more about FileBoss's advanced selection methods.)

- Press Del to Recycle or Shift+Del to Delete permanently
- If asked to confirm press Yes or No

Using Drop Zones to Delete or Recycle



It is simply a matter of displaying the Drop Zone list and then dragging the files and folders you want to delete over to the list and dropping them on the appropriate zone.

To Activate the Delete or Recycle Drop Zone
Select Windows | Drop Zones...from the main menu.

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2.50 Destroying Files

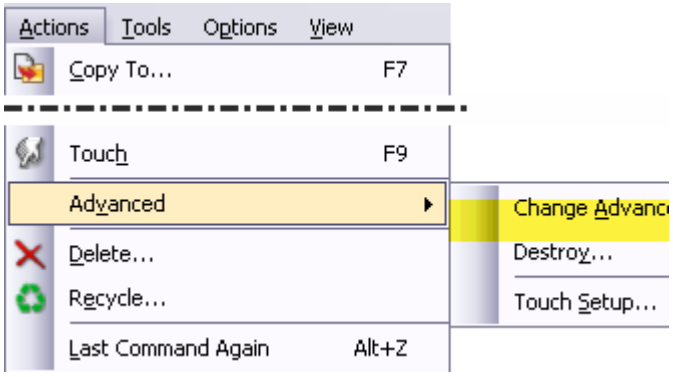
Destroying Files, Permanently

Eradicates files from your hard disk
making them invulnerable to restore utilities.

To Destroy Selected Files

First select the files you want to Destroy.
(Click here 17 to find out more about FileBoss's advanced selection methods.)

- Select the files you want to Destroy.



- Select Actions | Advanced | Destroy... from the main menu
- Confirm that you want to destroy the selected files.

Warning: Destroying files will scrub them from your disk so you will not be able to retrieve them again.

But:

- Will destroying files keep my spouse from finding out what I'm giving for our Anniversary? Probably Yes.
- Will destroying files keep my boss from seeing my new resume? Probably
- Will destroying files keep a government, any government, from knowing what was in them? Probably Not

Please remember that destroying files does not guarantee that the information in those files is no longer on your computer. Programs that used the file and even Windows itself may have cached the contents of the file somewhere else.

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2.51 About: Long Filenames

About Too Long Filenames

This discussion is relevant to Windows NTFS file system as used by Windows NT and later, unless the FAT file system is specifically mentioned.

How long is too long for a filename?

Anything over 259 characters including the drive specifier, e.g. C:\ or \\Corpnet\w, the path and the filename itself.
As long as the full pathname is less than 259 characters there should not be any problem working with the files except that some programs, and even older file managers, will have shorter limits on the files they can handle, for instance you may be able to copy and rename a file in FileBoss and Windows Explorer but not be able to open it in another program such as a drawing program or word processor.

However once the the length of full pathnames are longer than 259 characters there can be and will be problems.

Unfortunately the exact nature of the problems will depend on the version of Windows, the file system, the location of the storage media (such as across a network) and the programs accessing the file.
Even using Windows Explorer, handling files with filenames longer than 259 characters can be extremely erratic.
FileBoss handles filenames up to 2048 bytes long to varying degrees depending on the version of Windows and the file system in use. On a few systems they can be used almost the same as other files but on most Windows systems there are some limitations, e.g. they may be able to be renamed but not copied or deleted.

Renaming is best

So renaming is always the best option. Once the names, or the folders above the files, have been renamed so that the total path plus the name and extension is 259 bytes or less, the files can be copied, deleted and otherwise manipulated.

Even with extremely long filenames there is still on limit that must be observed, any one element of the full pathname can not be longer than 255 characters. That means that the name of anyone folder in the path, the filename itself and the extension can not be longer than characters bytes. If this limit is exceeded the chances of renaming the file are extremely low.

Why do some say the maximum length is 255 or 260?

Sometimes it is said that the total length is 255 or 260 characters. The 255 is left over from the days of Windows 95 - when Windows first introduced a version of long filenames - and did not include the dot and three character extension. The 260 is used by programmers as it includes the 259 characters and a trailing null byte that terminates the name.

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2.52 Changing File Times & Attributes

Changing File Attributes & Times

Can change the attributes and times of one file or thousands
of selected files at the same time

Similar to the Touch command
that can be used for changing attributes and file times quickly and can even touch files and folders beneath any selected folders. (Click here for more about the Touch command 106)

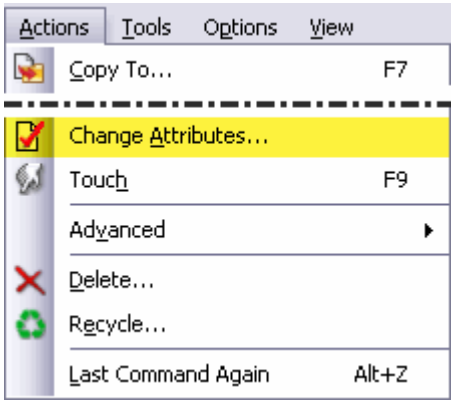
Can change Modified, Accessed and Created times
individually or together

Recurse through folders
When you are touching files in and Explore view you can decide whether to recursive touch entries in selected folders or not.

To Change Attributes or Times of Selected Files

First select the files you want to change.
(Click here 17 to find out more about FileBoss's advanced selection methods.)

Then



- Select Actions | Change Attributes.. from the main menu
- or click the Change Attributes button
- A dialog will appear where you can specify what you want changed

Hint: You can also use the Touch command to change file times and attributes. It is very similar to the Change Attributes routine but can be much quicker for repetitive actions.

The Change Attributes Dialog

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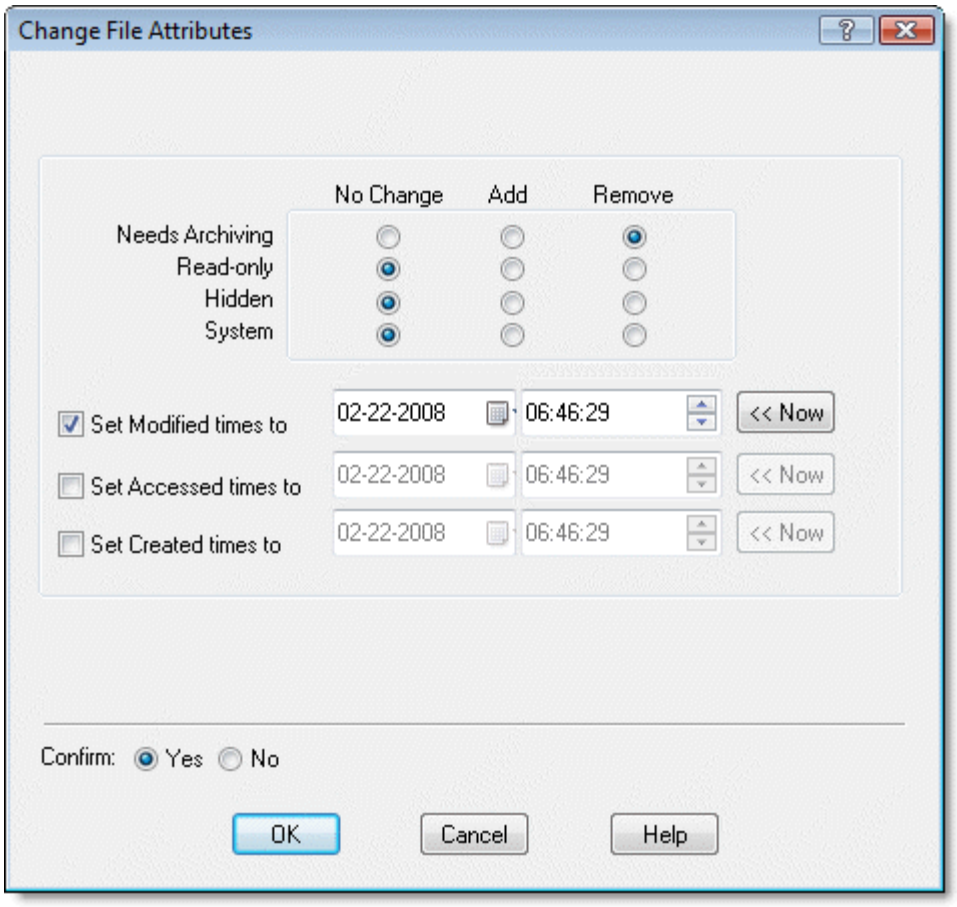
Changing File Times & Attributes



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2.53 Touching Files & Folders

Touching Files and Folders

Changes the attributes and times of one file or thousands of selected files at the same time

Similar to the Change Attributes command that can be used for changing attributes and file times on selected files through a dialog interface. (Click here for about the Change Attributes command. 104)

Changes Modified, Accessed and/or Created times individually or together

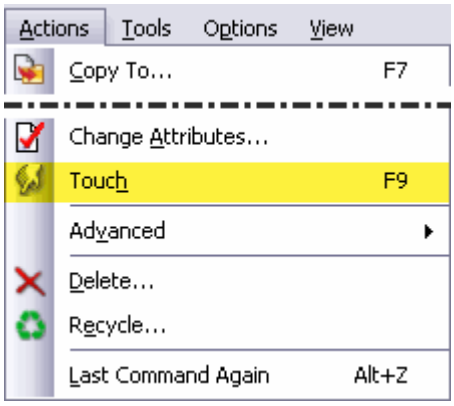
Individual Attributes can be removed, set or left unchanged including the Archive, Read-only, Hidden and System bits

Recursing through folders
When you are touching files in and Explore view you can decide whether to recursive touch entries in selected folders or not.

To Touch Files in the Contents Window

First select the files you want to Touch.
(Click here 17 to find out more about FileBoss's advanced selection methods.)

Start the Touch Command by



- Press Ctrl+R
- Select Actions | Touch from the main menu
- or click the Touch button
- To setup how files are touched select Actions | Advanced | Touch Setup... from the main menu or press Ctrl-F9.
- Touching files can be automatic or confirmed each time it is invoked. See the Confirm Touch dialog below.

Hint: If the Ctrl key is held down while the touch button is clicked, the Actions | Touch command from the main menu is selected or the F9 shortcut key is pressed then the Touch Setup dialog will be displayed instead of the Touch command itself being executed.

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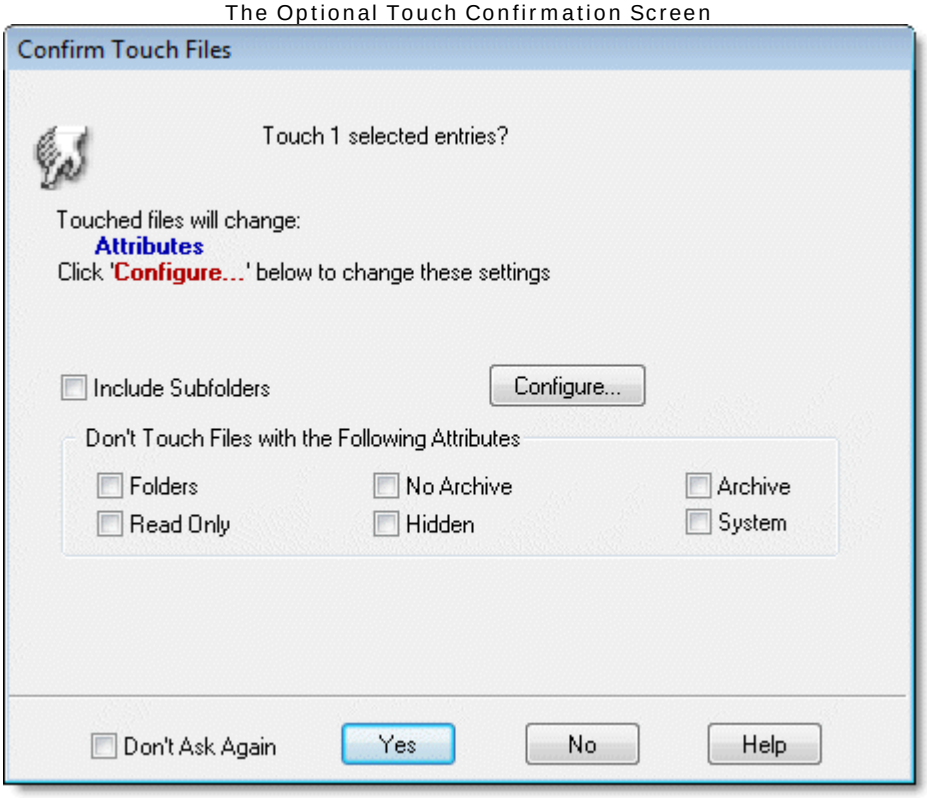
The Optional Touch Confirmation Screen



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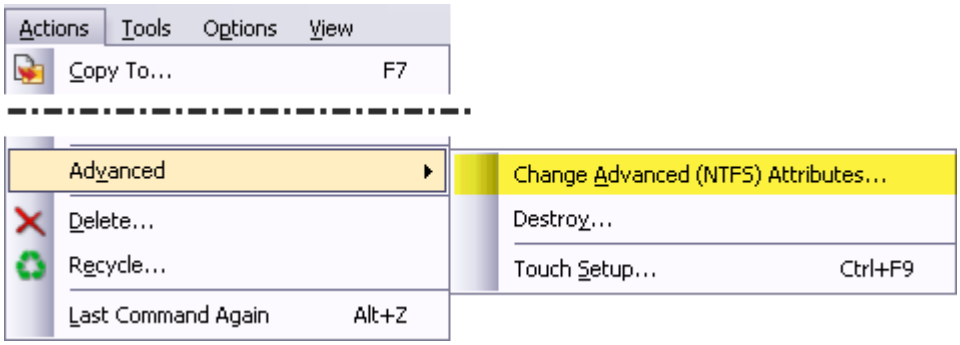
2.54 Changing Advanced NTFS Attributes

Changing Advanced NTFS File Attributes

This is an extremely advanced operation and should not be used by anyone who does not have a thorough understanding of the inner workings of the NTFS file system, of these specific attributes and who does not have a very specific need to change them.
Making changes to these attributes can really screw up your computer and even render it useless.

Can change the NTFS attributes of one file or thousands
of selected files at the same time

Recurse through folders
When you are touching files in and Explore view you can decide whether to recursive touch entries in selected folders or not.



To Change NTFS Attributes

First select the files you want to change.
(Click here 17 to find out more about FileBoss's advanced selection methods.)

Then:

- Select Actions | Advanced | Change Advanced (NTFS) Attributes.. from the main menu
- A dialog will appear where you can specify what you want changed.
- Select the attributes you want changed and press OK.

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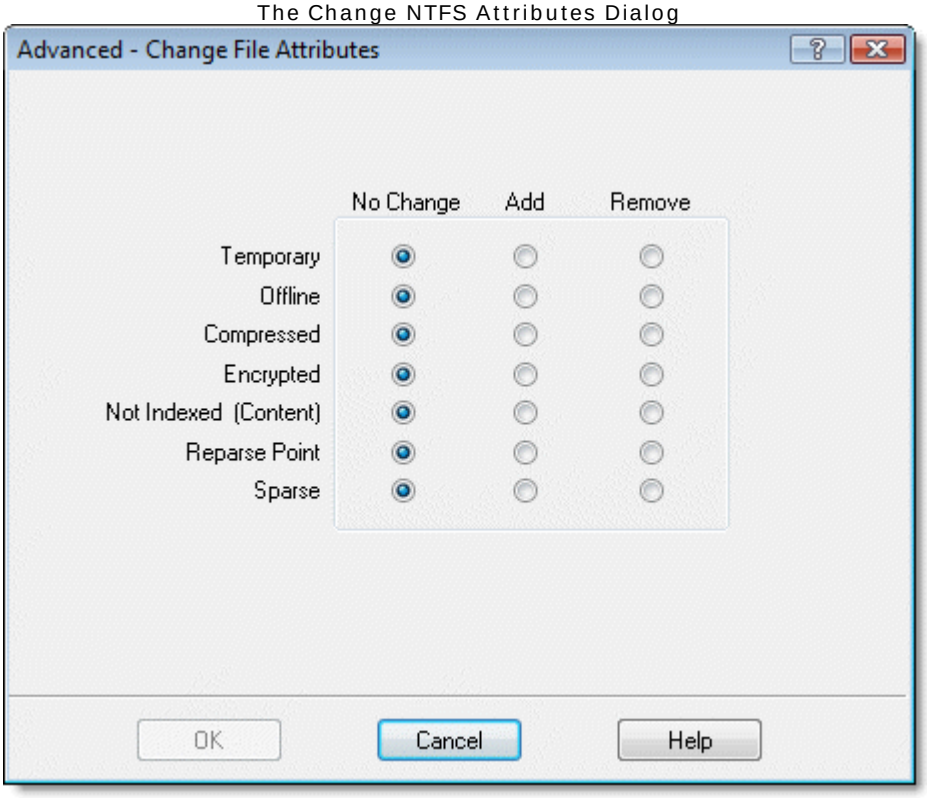
Changing Advanced NTFS Attributes

The Change NTFS Attributes Dialog



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2.55 Compare, Merge or Purge Folders & Paths

Compare Folders, Paths and Drives

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.

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.

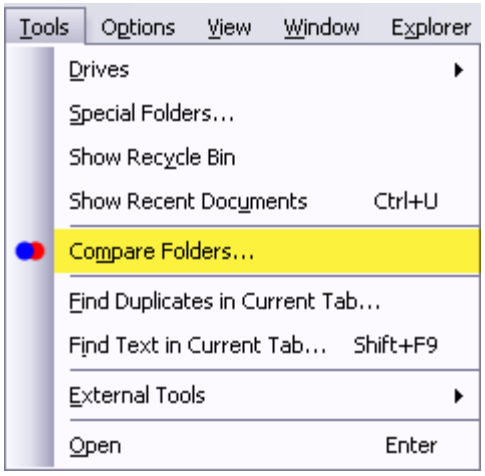
Hide files and folders that are not relevant
so that you can better see and work with files that are newer, older, lonely or the same depending on your needs.

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

---

To Compare Two Folders or Paths (and to merge and purge)

To start comparing folders or paths



- Select Tools | Compare Folders... from the main menu
- or click the Compare button
- Complete the Dialog and press OK to start have FileBoss collect and compare the folders.
- When FileBoss has finished comparing the files it will display them in a special Virtual Folder window:

Using the Compare / Merge Dialog

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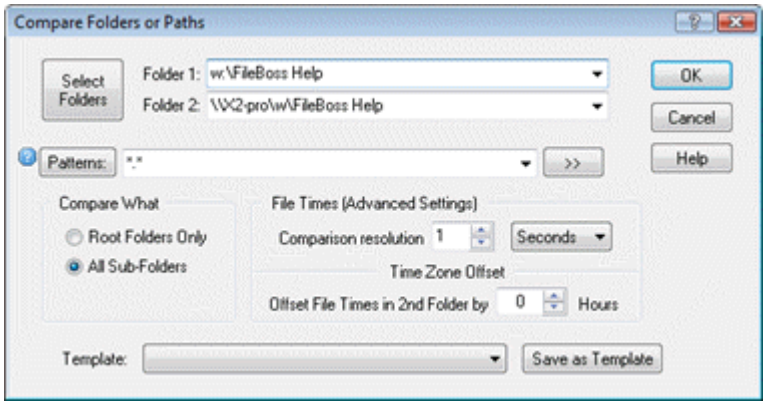
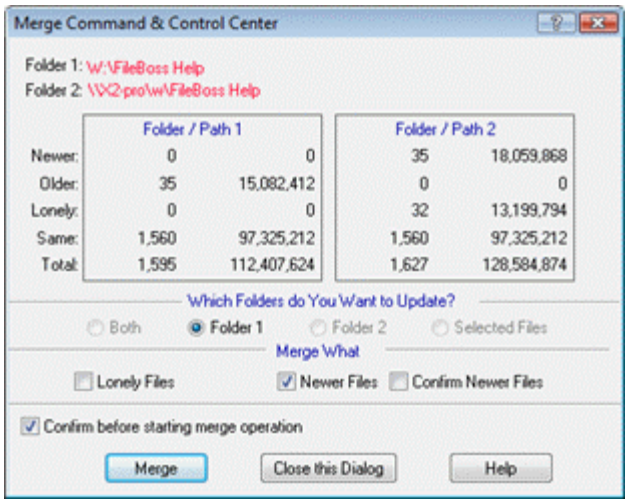


The Compare / Merge Dialog is where you specify which two folders or paths should be compared. Note you can also specify specific folders to exclude. For example, specifying C:\My Documents | -My Pictures in the Folder 1 field would exclude the folder My Documents from being included in the comparison.

The *Patterns* field is optional (if it is empty all files will be included). You can specify specific files to be compared or specific files not to be compared (precede the file pattern with a '-') or both to include and exclude.

Time resolution and time zone offsets can also be specified to further refine the comparison.

Using the Merge Dialog



The top half of the Merge dialog shows the status of the files in the compared paths/folders.

The *Which Folders to Update* section allows you to specify which folders you want to merge to:

Both Files will be copied both ways making the folders equal when done.

Folder 1 Newer, Lonely and/or selected files from Folder or Path 1 will be copied to Folder 1. Folder 2 will not be changed even if there are newer files in Folder 1

Folder 2 Folder 2 will be updated as above. Folder 1 will not be changed.

Selected Selected files in will be copied from the folder / path they are in to the appropriate place in the other folder / path. If a file is selected it will be copied regardless of whether it is older, newer, the same or lonely, i.e. if it is selected it will be copied.
This can be used, for instance, to copy older files (perhaps backup files) back to their original folder.

The *Merge What* section determines which files will be updated:

Newer Newer files will be copied

Lonely Lonely files (those without a comparable file in the other folder/path) will be copied.

Pressing Merge will perfume the indicated copy operations.

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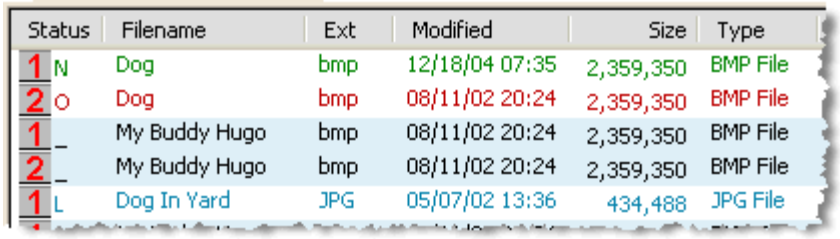
Pressing the Close This Dialog button will close this dialog but will not exit the comparison mode. You can close the dialog and then use the Tool box to examine and mark the files to perform more precise merging.
You can always return to this dialog again by pressing the Merge button on the toolbox.

Working in the Comparison Window



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

The comparison window is a special version of a Virtual Folder. File from the two paths are displayed together sorted by path, name and modified date. The status column to the left shows:

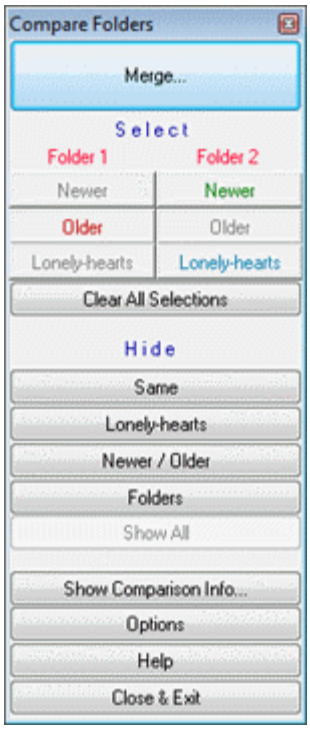
N Newer - the other folder's file is older (by modified time)
O Older the other folder's file is newer (by modified time)
L Lonely the other folder has no matching file
_ The two files are the same as far as name and times are concerned.

Alternating colored bands are used to display files that are comparable (Newer, Older or the Same).

Most normal FileBoss commands (such as hide, delete, copy, rename) are available even though files are being compared. If an action is performed that can corrupt the integrity of the comparison, FileBoss will re compare the files. You always can force a re-comparison by selecting the Edit | Refresh Virtual Folder command from the main menu or clicking its command button.

Using the Compare Toolbox

This Compare Folders Toolbox allows you to quickly manipulate the compared files.
Since the tool box floats you can go back and forth between it and the Virtual Folder to select or hide the various types of compared files using the toolbox and then looking at them performing actions on them using normal FileBoss commands.



The Merge Button

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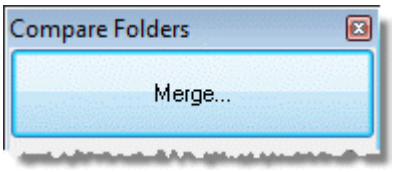
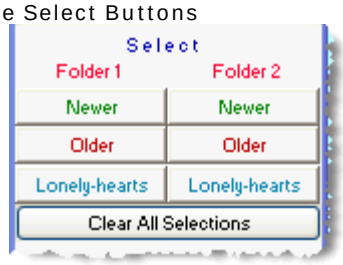
Compare, Merge or Purge Folders & Paths



The Merge button invokes the Merge Dialog where you can instruct FileBoss to merge the compared folders according to your directions.
You can go in out of the Merge Dialog as often as you like.

The Select Buttons

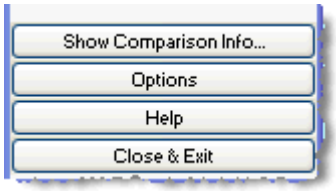


The Select section allows you to select all files of a certain type and in a specific folder. For instance if you would like to look at which files are lonely hearts in Folder 2 click that button in the second column. Then you can use the F4 key to jump to the first selected file (and then the next and the next and ....). You might then decide, after seeing which files were lonely-hearts, to delete them or merge them to the other folder or even copy them somewhere else using FileBoss's normal copy routines.

The Hide Buttons

The Hide section provides a convenient way to hide files that are not relevant to what you are doing. If there are only a few files that are different among many that are the same it is often convenient to hide all the 'Same' files. Or if there are a lot of 'Lonely' that are temporary or working files you don't want to merge simply hide them.
Hidden files are never copied as part of the merge process not matter their type (and hidden files loose their selected state.

Miscellaneous Buttons



Show Comparison Info...
: Displays the Properties dialog showing information about the compared files.

Options
: Displays the dialog for setting time resolution and other comparison options.

Close & Exit
: Closes this tool box and exits Compare mode.

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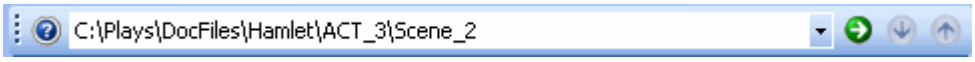
2.56 The Command Bar - Direct Command Entry

Using the Command Bar

The Command Bar provides a quick way to enter FileBoss commands directly by typing. And it keeps a record of the last significant commands entered so that you can simply select the command in the drop down list box and click the button at the right to execute the command.
Using the command bar can really speed up some tasks as it can perform some actions without having to invoke a dialog, go to the appropriate field, enter the data and then click on the OK button.

How to Display the Command Bar

Press F8, select Window | Command Bar from the main menu or right-click on any toolbar and select *Command Bar* from the popup menu. All three methods will display the Command Bar if it is hidden. F8 will display the bar if hidden and will shift the input focus directly to the bar so you can just start typing.
Hint: Even if the Command Bar is visible just press F8 to move the input focus to the Command Bar so you can enter a command without having to use the mouse to get there first.
Pressing F8 while in the Command Bar will select / deselect all the text currently in the bar.
(Pressing Ctrl+F will display the command bar and enter Find as the command.)



Entering Commands Directly

While the Command Bar accepts many different commands - all detailed below - the three most common uses are:

Setting the Explore View to a Specific Folder

Type or paste the full path of the folder into the command bar. Meta-variables representing paths can be used, e.g. <md>\FileBoss would display the FileBoss data folder in the user's documents folder. You can also enter bookmarks you have added to the Favorites list, just enclose the bookmark title between the angle brackets. For instance if you have a favorite named Dog Pictures just enter <dog pictures> and you will be taken to that folder.
To force the folder to open in a new tab use the Explore command followed by the path, e.g.:

```
Explore C:\Pictures\Animals\Dogs
```

For more about this command and meta variables see Displaying a Specific Folder 121.

Finding files in the current view

To find and go to a specific file, or one of matching a file pattern, type in Find followed by a partial name or file pattern, e.g.

```
Find fido*.jpg
Find fido
```

To to go to the next or previous matching files press F3 or Shift+F3 respectively or click one of the arrows on the Command Bar.
(Pressing Ctrl+F will display the command bar and enter Find as the command allowing you to start typing the file pattern immediately.)

Turning file filters on and off

To set a temporary file filter just type Show followed by one or more file patterns, e.g.

```
Show *.jpg ; *.jpeg ; *.gif
```

Running in Administrator mode

To start a new instance of FileBoss running in Administrator mode enter:

```
Run as Admin
```

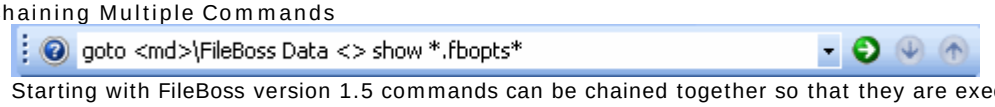
Selecting Files

For example if you want to select all files having the extensions *bmp*, *jpeg* and *gif* simply type

```
select *.bmp | *.jpeg | *.gif
```

and then press the Enter key.

Chaining Multiple Commands



Starting with FileBoss version 1.5 commands can be chained together so that they are executed one after the other. To chain commands type " <> " between them.
For example consider the following Command Bar entry:

```
goto <md>\FileBoss Data <> show *.fbopts* <> select files
```

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The three commands are separated by <>:

goto <md>\FileBoss Data

Tells FileBoss to display the folder <md>\FileBoss Data in the current Explore View (or create a new Explore view if necessary). (Note that <md> is a meta-folder representing the current user's *My Documents* folder.

show *.fbopts*

Tells FileBoss to set a filter so only files matching the following pattern are displayed.

select files

Tells FileBoss to select all visible files. (Note that step two can be skipped by making this command select *.fbopts*.)

There is no limit to the number of commands that can be chained other than the line can not be more than 32,000 characters long.

Navigation and Viewing Commands

In the following examples:

Commands shown with upper case letters followed by lower case letters can be entered with only the upper case part. For instance to enter the command to select all files you can enter sel files or select files.

sel refers to the selected entries in the Contents window

cur refers to the highlighted entry in the Contents window

nav refers to the highlighted folder in the Navigation window (this is the folder whose contents are displayed in Contents Widow

<pathname> must be a fully qualified path to a folder such as C:\FileBoss\Testimonials or \\CORP\c\FileBoss

<pattern> is a file specification typically using one or more of the wildcards, * and ?. Such as *.jpeg or 00??.doc

<pathname>, e.g. *c:\FileBoss\Testimonials*

If an Explore view is active the contents of <*pathname*> is displayed in it. If another view is active a new Explore view is created and set to <pathname>.

This is exactly the same as entering the command view <*pathname*>

<pattern>, e.g. **.jpg* | **.bmp*

Sets a temporary filter of the view. The temporary filter will remain until it is changed with another command, turned off (filter off) or the View is closed. Unlike permanent filters, these temporary filters only apply to the View for which they were set.

If a view has a local filter it can be turned off and on using filter on and filter off.

This is exactly the same as entering filter <*pattern*>.

VIEW <*pathname*>

If an Explore view is present it is set to show the contents of <pathname>. If another type of view or no view is active a new Explore view is created and set to <pathname>.

This is exactly the same as just entering <pathname> on the command line all by itself.

To force the folder to be displayed in a new Explore view use the command explore <*pathname*>.

Compare to EXPLORE view. For a full list of meta folders click here.

ex:

explore C:\Windows

explore <pf>

explore <md>\My Docs

EXPlore (cur | nav | <pathname>)

NEW (cur | nav | <pathname>)

Creates a new Explore View and displays <*pathname*>. If <*pathname*> points to a file rather than a folder FileBoss will simply display the folder itself..

To display a different folder in a current Explore view use the VIEW command.

ex:

explore C:\Windows

explore cur

explore <pf>

explore <md>\My Docs

NEW FOLder or NEW DIR (<folder name>)

CREATE FOLder or CREATE DIR (<folder name>)

Creates a new folder below the current folder in the Navigation Window renaming it to <*folder*

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name> if specified. For Explore Views this is the folder displayed in the Contents window on the right.
ex:
create folder vacation pictures
new folder

FILTer or F (<pattern> | on | off)
Temporarily filters what is displayed according to the specified pattern. These filters only apply to the current view and are not stored unlike the normal, persistent, global filters.
ex:
filter *.bmp | *.jpeg | *.gif | Pics*.doc
filter off
(Also see SHOW)

SHOW or S (<pattern> | all | files | folders)
Shows specific types or groups of files
If a pattern is specified a temporary filter is set that filters what is displayed. Temporary filters only apply to the current view and are not stored unlike the normal, persistent, global filters.
ex:
show *.bmp | *.jpeg
show all
Compare to HIDE

HIDE (<pattern> | files | folders | selected | reverse | off)
Hides files and folders by type or by a pattern

Hides the specified files or changes the status of hidden files (reverse | off)
ex:
hide *.bak | *.tmp | ~*
hide files
hide folders
hide off (same as using the 'SHOW ALL')

FOLders (on | off | top | bottom)
Display Folder in Explore View

Tells FileBoss where to display the folder entries in an Explore View's Contents window. This command correlates to the "Explore | Display Folders At..." main menu. Applies to this and all Explore Views.
ex:
folders off
folder top
fol bottom

GOTO or GO to or G (<pattern> | selected | error | folder)
Move to a specific file or type of file

Moves the highlight in the Contents window to the next entry that matches the pattern or specified type
ex:
goto *.jpeg
goto sel

SELect (<patterns> | all | files | folders | reverse | off)
Select Files & Folders

With no arguments displays the Select dialog
Selects the specified entries in the contents window.
If no argument is given the Select Files dialog is displayed.
ex:
sel *.bak | ~*
sel * | -*.bak | -*.tmp
sel files
sel none
sel (will display the select dialog)

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DESelect (<patterns> | all | files | folders)
Deselect Files & Folders

Deselects the specified entries in the contents window.
If no argument is given the Deselect Files dialog is displayed.
ex:
```
des *.bak | ~*
des files
des all
```

UP
Moves up one folder in the navigation tree.
Available only in Explore Views

UP

BACK
Moves back one folder in the navigation tree.
Available only in Explore Views.

BACK

FORward
Moves forward one folder in the navigation tree.
Available only in Explore Views.

FORward

SEArch (cur | nav | sel | <fullpath>)
Search and a Create Virtual Folder

Opens the Create Virtual Folder (Search) dialog and sets
the folder(s) to search to those specified.
ex:
```
search cur
search sel
search <md>  (the 'My Documents' folder)
search c:\Accounts
```

CLOse
Closes the current view
Same as selecting File | Close from the main menu.

CLOSE ALL or CLOSEALL
Closes all open views.
Same as selecting Window | Close All Windows from the main menu.

Action Commands
The Actions commands are comparable to the commands found on the Actions main menu.

COPY
MOVE
REFresh
DUPlicate or STAMP
These invoke the same action dialogs as their equivalent items on the Actions menu, e.g. Actions | Copy To... on the main menu.

COPY
Displays the Copy To dialog.
Requires that entries be selected first.

MOVE
Displays the Move To dialog.
Requires that entries be selected first.
Make Copies of Files & Folders

DUPlicate / STAMP
Makes copies of the selected items in the same folder
as they are in first displaying a dialog where the names for
the copies can be specified.
Requires that entries be selected first.
ex:

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duplicate
stamp
REFresh
Copies selected files to a specified destination
only if the destination files exist and are older
than the source files
(Requires selected files or folders)
ex:
refresh

COPY TREE or COPYTREE or TREE
Copies the structure of the selected folders to a destination
you provide. While the structure is copied no files are copied.
ex:
copy folder
copy tree

DELete (*current* | *nav* | *selected*)
Deletes the specified entry or entries.
ex:
Delete nav
Delete selected

RECycle (*current* | *nav* | *selected*)
Send the specified entries to the Recycle Bin. If no argument is specified selected is assumed.
ex:
Recycle nav
Recycle selected
DROP or DROP ZONE or DZ
Displays or hides the List of Drop Zones.
ex:
drop zone

DOS (cur | nav | <pathname>)
Opens a DOS window (cmd.exe or command.com) and sets the active directory to the specified
path if given.
If no argument is given *nav* is assumed.
ex:
dos c:\program files\fileboss
dos <pf>\fileboss
dos cur
dos
OPEN or EXEcute or X or RUN (cur | nav | <pathname>)
Opens the specified files or executes the specified programs as appropriate.
ex:
execute nav
execute sel
run regedit
execute c:\program files\fileboss

NEW (cur | nav | <pathname>)
If no arguments are given opens new explore window to the last folder.
ex:
new c:\My Pictures

HELp or ? (command)
Displays full help for the command bar.
HELP GUIDE or GUIDE or HELPG
Displays (or hides) the floating Help Guide for finding
how to accomplish specific tasks in FileBoss.
LAST
Repeats the last significant Action command, e.g. Copy, Move, Rename, etc.
ex:
LAST

REN (sequential | replace | transform | advanced | manual | again)
Rename Selected Entries

Displays the Rename Dialog for renaming the

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selected files. If one of the optional rename types
is given the appropriate renaming page will be
displayed, e.g. sequential, search and replace,
transform or advanced. If the option is 'manual'
the selected files will be displayed one by one
for renaming.
ex:
ren seq
ren advanced
(Also see RENS, RENA, RENT, RENM, RENQ)

RENS / REN SEQ
Rename Selected Entries Sequentially
RENS / REN SEQ

Displays the Rename Dialog for renaming the selected
files with the Sequential panel open.
Same as REN REP.
ex:
rens

RENA / REN ADV
Displays the Rename Dialog for renaming the
selected files with the Advanced panel open.
Same as REN ADV.
ex:
rena

RENT / REN TRANsform
Rename selected entries using transformations

Displays the Rename Dialog for renaming the
selected files with the Transform panel open.
Same as REN TRANS.
ex:
rent
RENM / REN MANUAL
Rename selected entries manually

Presents each selected entry in the Rename box
one by one where they can be manually given
new names or skipped as appropriate.
Same as REN MANUAL.
ex:
renm

RENQ
Rename Selected Entries Sequentially

Displays the Rename Dialog for renaming the
selected files with sequential numbers
Same as REN SEQ.
ex:
renq

CHAnge
Change Times and Attributes

Changes selected entries through a dialog interface
ex:
change

Set Accessed to (modified | created | now)
Set Created to (modified | accessed | now)
Set Modified to (accessed | created | now)
Set the selected file's specified times (modified/accessed/created)
to another one of its times or to the current time.

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Equates two of a file's times. In the following example each selected file will have its created time set to its modified time making them the same.
ex:
set created to modified

TOUch
Touch Selected Entries

Touches selected entries changing specified attributes and file times
ex:
touch

Commands to set Options and Settings
The Actions commands are comparable to the commands found on the Actions main menu.
Turn Modeless Copy (ON | OFF)
When turned on FileBoss can still be minimized or used for other actions when copying.
When turned off FileBoss will not allow any other actions until the copy process is complete.
Turn Modeless Find (ON | OFF)
When turned on FileBoss can still be minimized or used for other actions when searching for files.
When turned off FileBoss will not allow any other actions until the search operation is complete.
Turn RecycleBinCheck (ON | OFF)
Turns on or off the check for the Recycle Bin window being open before moving more than fifty files and/or folders to the Recycle Bin (deleting).
complete.

Miscellaneous Commands
Run As Admin
Normally only useful in Windows Vista issuing this command will start a new instance of FileBoss running with administrator privileges.
LogS, LogD, LogE <text string>
Enters the give *text string* into the applicable history window, i.e. Summary, Details, or Errors. Most meta-variables can be used, e.g. <user>, <today>, etc.
Turn Tab Shad(ing) (ON | OFF)
Turns tab shading on or off. Tab shading is used to darken inactive tabs..
Time by A(ge) (ON | OFF)
Turns the By Age File Time Display Mode on or off.
Turn Time by C(alendar) (ON | OFF)
Turns the By Calendar File Time Display Mode on or off.
Turn Time by D(ate) (ON)
Turns the normal File Time Display Mode on.

Available Commands and Arguments

select

Selects or deselects as appropriate the specified files. Files can be specified by patters or by group (e.g. folders, files, none, all, etc)
Arguments:
Alternative commands: create and explore.
Ref: H_TOOBAR_CUSTOMIZE

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2.57 Displaying a Specific Folder

Navigating to a Specific Folder

To navigate to a specific folder use the command bar.

Press F8 to display and go to the Command Bar
Type or past the full path to the folder you want displayed
Press Enter

For more about the command bar click here 114.

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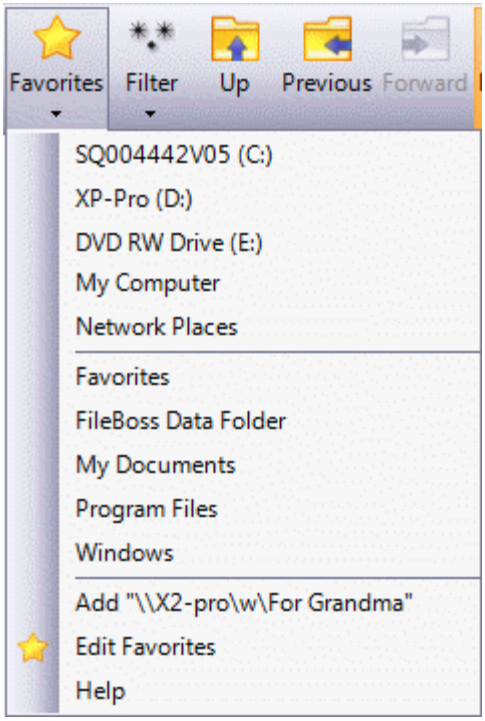
2.58 Using Favorite Places

Using Favorite Places



Quick Navigation to Folders
in an Explore View by selecting a bookmark listed clicking the down arrow

Create New Explore View Directly to Folder
by selecting the a bookmark to create the window from

Easily Create from a Folder
simply right-click on a folder name in the list of folders (the right-hand pane) and select More Folder Tools | Add to Favorites from the popup menu. (Or click the down arrow next to the favorites button and select the Add command.)

Default Bookmarks
are created by FileBoss when the program is first run. The defaults consist of the drives connected to the computer and common folders such as My Documents and My Pictures (the exact folders will depend on the version of Windows and the setup of your computer).

Dynamic Bookmarks
Point to the current drives on your computer and are updated whenever the list of bookmarks is displayed. These dynamic bookmarks to drives can be displayed at the top or bottom of the bookmark list or disabled. In addition you can specify that they display the drive's full name, e.g. System C:\ or traditional letter notation, e.g. C:\..

Default and User Defined Names
Default names are given to new bookmarks based on the name of the folder they refer too. These can be manually changed when editing bookmarks

---

Working with Bookmarks

To Create a Bookmark

- Right-click a folder in the folder list (the left window pane) and select More Folder Tools | Add to Favorites from the popup menu
- or highlight the folder, click the down arrow next to the bookmark button and select the Add command.

To Go To a Bookmark

- Click the down arrow and select the bookmark from the list

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- or select a bookmark from the File | Favorites > main menu item. (Only available when an Explore View is active.)

To Start a new Explore View using a Bookmark

- Click the down arrow and select a bookmark from the list
- or select a bookmark from the File | Favorites > main menu item.

To Delete a Bookmark

- Click the down arrow next to the bookmark button and select the Edit Favorites command.
- or select File | Favorites | Edit Favorites command from the main menu.

Then

- In the Edit Bookmarks dialog highlight the bookmark and click the Delete button.

To Rename a Bookmark

- Click the down arrow next to the bookmark button and select the Edit Favorites command.
- or select File | Favorites | Edit Favorites command from the main menu.

Then

- In the Edit Bookmarks dialog highlight the bookmark and click the Edit button. In the Edit dialog everything before an open chevron (>) is the title and everything after it is the bookmark. (If there is no chevron the whole string is both the title and the bookmark.

Reset Bookmarks to the Default List

- Click the down arrow next to the bookmark button and select the Edit Favorites command.
- or select File | Favorites | Edit Favorites command from the main menu.

Then

- In the Edit Bookmarks dialog click the Delete All button and then the OK button to close the dialog.

The next time you access the bookmarks (by selecting one to go to or to create an Explore View from, FileBoss will repopulate the bookmark list with default values

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2.59 See Only the Files / Folders You Want

Controlling Which Files & Folders are Displayed

Available in Explore Views

Filtering and limiting the files and folders displayed in the contents window can save an immense amount of time when you are only interested in a specific group of files out of many.

There are several ways you can limit what files are listed in folders.

There are four ways to control which files and folders appear in the contents window (the right hand pane) of Explore Views.

Showing folders at the top, at the bottom or not at all

This is a simple what to configure your Contents window. Using the Explore | Display Folders at > main menu command you can 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 buttons on the Explore toolbar, . Either click the down arrow to make a selection or just click the button to cycle through the settings.

Filtering by Extensions and Filename Patterns

The name filters (Explore | Edit Filename Filters... and Explore | Filename Filters On or the command button) will tell which files to show and/or which files to not show. A filter can be as simple as *.doc or more complex like:

```
*.jpeg | *.jpg | *.gif | *.bmp | *.png | -~*
```

which tells FileBoss to show files with the extension jpeg, jpg, gif, bmp and png unless the name begins with the tilde (~) character.
FileBoss will remember recent filters you have used for easy recall.
The most recent filter can be turned on and off simply by clicking the icon or using the main menu command.
Note that file filters are automatically turned off each time FileBoss first starts. To enable the last file filter again simply click its icon .

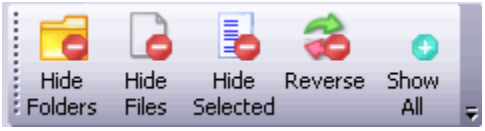
Advanced File Attribute Filters

The Advanced file filter is much like the filename filter except it gives much greater control over what is displayed. Filtering can be based on names, file times, attributes, filename lengths and even whether or not files contain specific text.
Like filename filters the Advanced filter is automatically turned off each time FileBoss first starts. To enable the Advanced file filter use the command from the main menu.
To turn the Advanced filter on us Explore | Advanced Filter On and to edit the filter use Explore | Edit Advanced Filter...

Hiding Folders (and even Files)

You can also tell FileBoss to simply hide all folders ( ), or even all files as you view folders. (You can even hide specific files you have selected but, of course, once you change to a different folder all files will be displayed again.
The Hide command are on the View | Hide/Unhide > menu. And from that same menu you can show the Hide toolbar (it is off by default) for quick access to these commands.

The Hide Toolbar:



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2.60 Filename Filters

Using File Filters to Browse Specific File Types

Available in Explore Views

Restricts files displayed in the Explore Views
to files you explicitly tell FileBoss to display or excludes files you don't want to see

Filters can have multiple file types and filename patterns to
specifying which files should be included and/or excluded

Filters are Persistent
they are stored by FileBoss from one session to another

Filters never more that two clicks away
making them easy to turn on and off as needed

Filters are editable
making them easy to adjust and reuse

Quick Start: Using Filename Filters

While viewing an Explore View

To activate the last filter used

- Click the Filter button
- or select Explore | Filename Filter On from the main menu
- (Note that both the menu item and the toolbar button will change when a filter is active.)
- Click the button or select the menu item again to turn the filter off.

To select a different filter

- Click arrow to the right of the filter button:
- Select a filter from the pop down list.

or

- Choose a filter from the list at the main menu item Explore | Select Filename Filter >

To create a new filter

- Click arrow to the right of the filter button:
- Select the first menu item, Add Filter
- Type in the new filter such as *.bmp or D*.bmp | H*.bmp (remember you can use more than one file spec just separate them with the bar character (|). You can also enter file specs to exclude certain types of files just precede the file spec with a minus sign (-), e.g. -*.jpeg | -*.jpg would prevent any jpeg files from being displayed.

or

- Choose a filter from the list at the main menu item Explore | Edit Filename Filters... where you can add, delete, re-arrange and edit filename filters.

When Filename Filters are Active
When a filename filter is active the first line in the Explore View will show you what filter is active.

Hint:

You can Hide all the Folders in the Contents Window by

- Clicking the Hide Folders Button button (note that hiding folders is a toggled state, i.e. issuing the command doesn't just hide the current folders it will keep all folders hidden, even as you move around the file system, until the command is issued again)

Hint: Whenever FileBoss has hidden files it will display a green banner across the top of the Contents window telling you that there are hidden files. Typically they will resemble one of the following:

Below are some notice lines you may see starting with the first screen where no files or folders are hidden:

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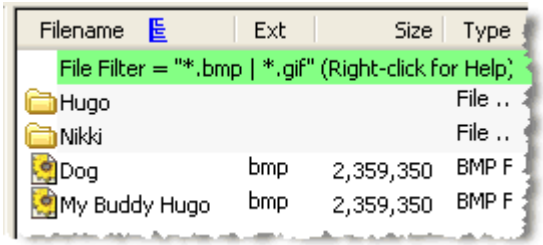

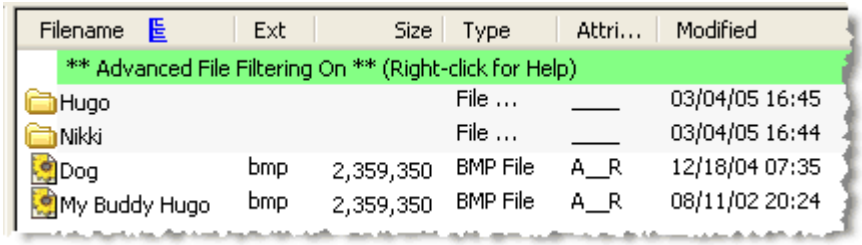

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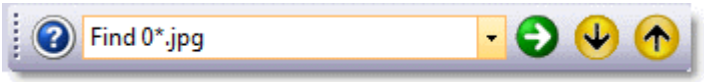
2.61 How to 'Go To' Files in a View

Going To Files in a View, By Name, Selected or Folders

Going to Files in the Contents Window

The Go To Toolbar



The Go To bar is used to quickly find and go to specific files in the Contents window in both Explore and Virtual Folders.

To go to a specific file
simply click in text field (or use Ctrl+F) and type in the pattern of the name you want to find, e.g. *.DLL and Alice*.jpg. Then to move to the next or previous file that matches that pattern simply click the appropriate arrow button or press F3 or Shift+F3.

To go to the next file that is Selected
press Ctrl+F3 (or use the Edit | Go To | Selected File command from the main menu). Note that the Go To box now displays ':Selected'. You can now use the up and down arrow button (or F3 and Shift+F3) to go to the next and previous entries.

More options
can be found on the Edit | Go To > menu.

Hint: To quickly go to files beginning with a specific character simply press that character on your keyboard. Repeatedly pressing the same character will jump to the next files beginning with the same character.

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2.62 How to Find Special Windows Folders

How to Find Special Folders

Need to know the actual location of the My Document folder? Or of the CD Burn Area? Or where your cookies are stored?
Simple, Select Tools | Special Folders... from the main menu to display the *Special Folders* dialog.

The Special Folders Dialog

Displays Folders Special to Windows
along with their current path, if any.

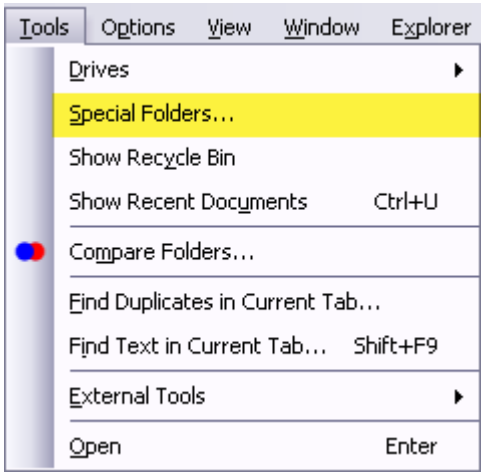
Open a folder in a New explore View
either by highlighting it and clicking Display Folder button or double-clicking the entry itself.

My Documents & Program Files are among the common
folders that have special paths

Availability and Paths are Windows Version and User Dependent
normally only some of the special folders will be available

FileBoss's Help File Contains more Information for Each Folder
including intended use, typical paths, and their CSIDL_xxxx constants for programmers.

Displaying Information about Special Folders



Select Tools | Special Folders... from the main menu

Special Folders List (Tools | Special Folders...)

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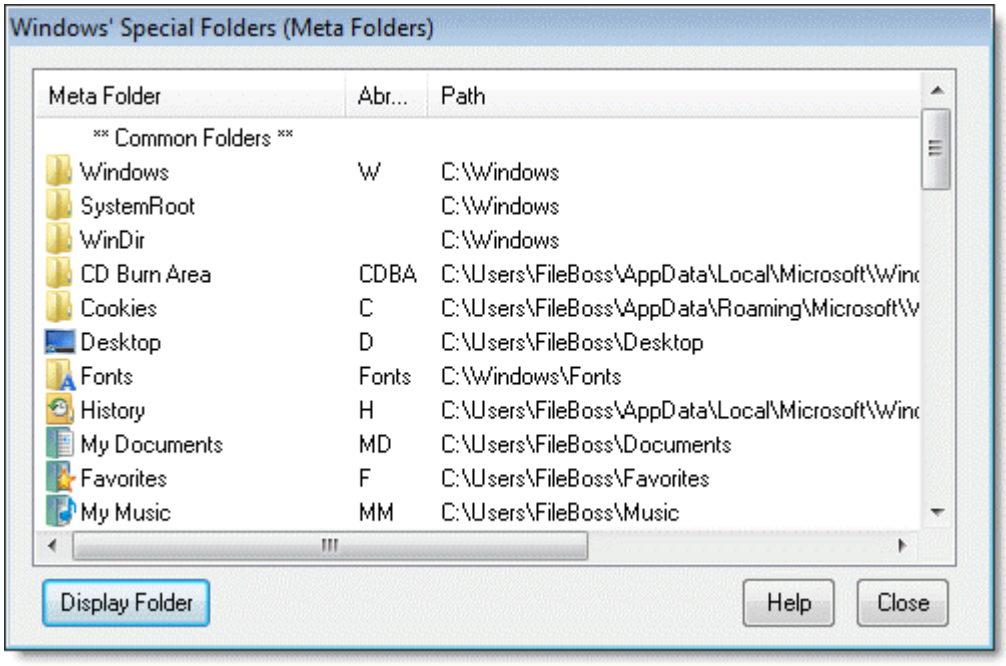
How to Find Special Windows Folders



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2.63 External Tools

External Tools

Dynamically Associate Programs to Files
allowing you to choose which program to open files at runtime.

Appear on Main Menu and Popup Menus depending
on where you decide they should go on a tool by tool basis

Will be available on the menus only
for the file type(s) you specify. Separate and multiple file masks can be specified for displaying each tool on the main menu (**Tools | Tools >**) and for the right-click popup menu. This keeps the menus from being cluttered with tools that are not relevant to the current file.

Multiple External Tools (i.e. Programs)
can be associated with one or more file types and/or file specifications (e.g. **`*.BMP`** and **`S*.DLL`**

Apply to Focus Entry or all Selected Entries
Each tool can be set to apply to only the currently highlighted entry or to all selected entries.

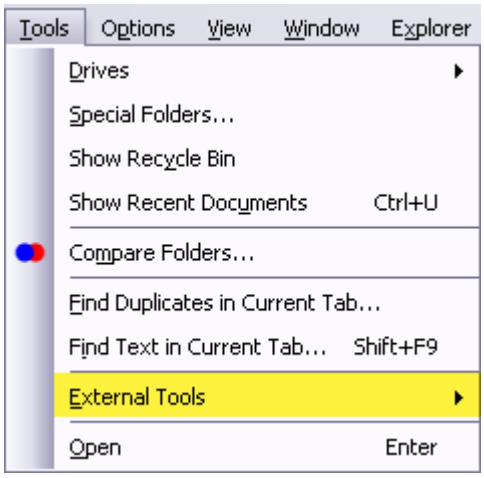
Can be Easily Enabled and Disabled
without uninstalling the tool by simply checking and unchecking check boxes.

Can be used to Search the Internet
for information on filenames or file types.

Similar to External Auto-Viewers
that are automatically called whenever a file of the correct type or matching the specified file mask is selected. To learn more about External Auto-Viewers.

To Add, Change, Edit or Remove External Tools

Open the External Tools Setup Panel by:



- Select Options | Program Options... from the main menu
- or click the Options button
- In the Options dialog select the Tools Panel.
- or select Tools | Tools | Setup from the main menu to display the options page directly

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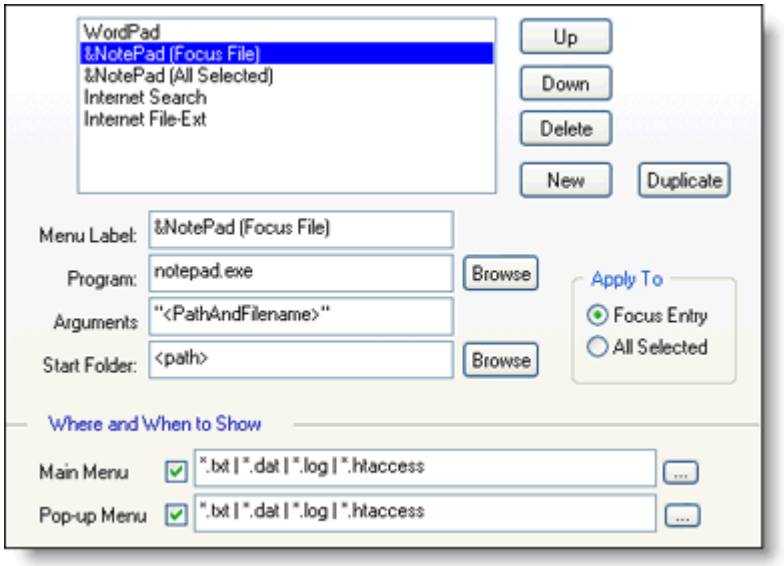
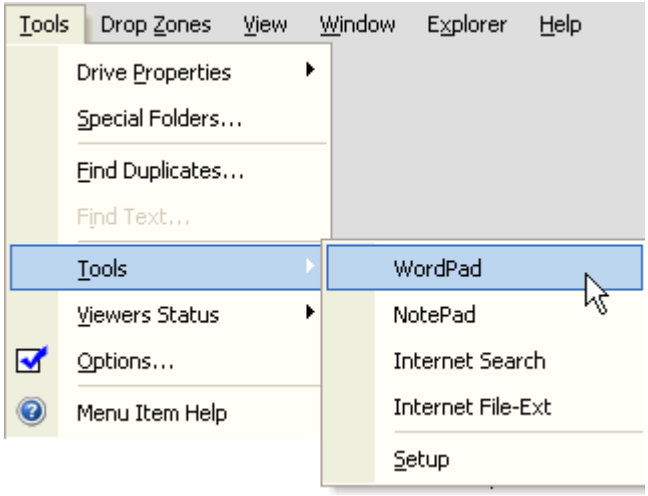
External Tools

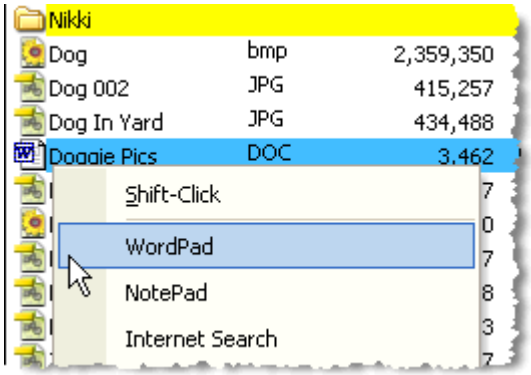


The tools will be then be displayed on the main menu and right-click menus when a file they apply to is highlighted.

Main Menu



Right-Click Menu



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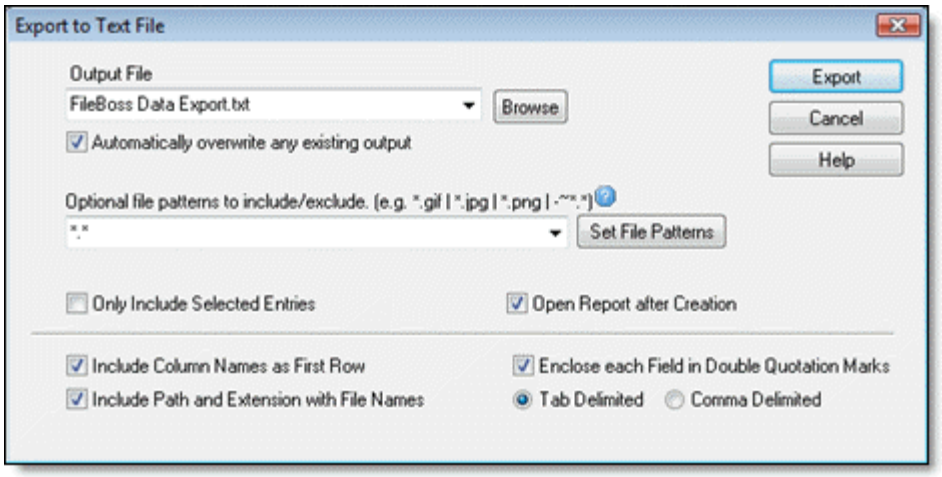
2.64 Export Folder Lists & Search Results

Exporting File Lists



What is Exporting Search Results

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.
The 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

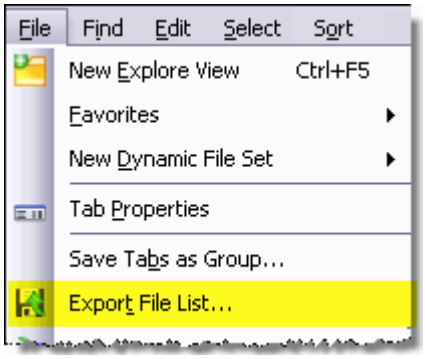
To export a tree (more than one folder) first create a Virtual Folder by searching, e.g. use the Find | Files... command from the main menu. Then export the results of the search as described below.

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

To Export a Folder or Search Results

Open the External Tools Setup Panel by:



- Select File | Export... from the main menu
- Fill in the fields (described below) and press 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

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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.

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2.65 External Auto-Viewers

External Auto-Viewers

Dynamically Associate Programs to Files
typically used display the contents of a file at runtime.

Appear on Main Menu and Popup Menus depending
on where you decide they should go on a tool by tool basis

Will be available on the menus only
for the file type(s) you specify. Separate and multiple file masks can be specified for displaying each tool on the main menu (**Tools | Auto-Viewers >**) and for the right-click popup menu. This keeps the menus from being cluttered with Auto-Viewers that are not relevant to the current file.

External Auto-Viewers (i.e. Programs) can be associated
with multiple file types and/or file specifications (e.g. **`*.BMP`** and **`S*.DLL`**

Can be easily Enabled and Disabled
without uninstalling the Auto-Viewer by simply checking and unchecking check boxes.

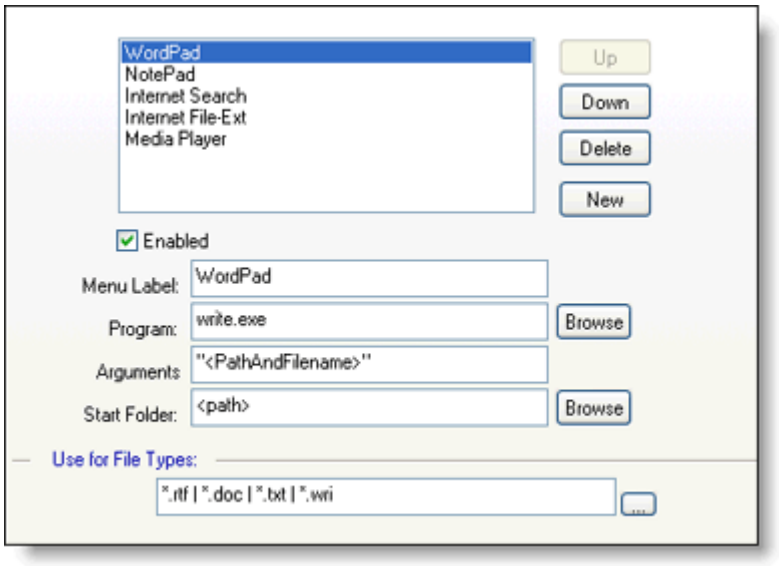
Can be used to Search the Internet
for information on filenames or file types

Similar to External Tools
that are automatically called whenever a file of the correct type or matching the specified file mask is selected. To learn more about External Tools 130.

To Add, Change, Edit or Remove External Viewers

Open the External Viewers Setup Panel by:

- Select Options | Program Options... from the main menu
- or click the Options button
- In the Options dialog select the Viewers Panel.
- or select Tools | Auto-Viewers | Setup... from the main menu to display the options page directly



The tools will be then be displayed on the main menu and right-click menus when a file they apply to is highlighted.

Main Menu with active External Viewers

(showing that the WordPad tool is active. Select a viewer to toggle it on and off.)

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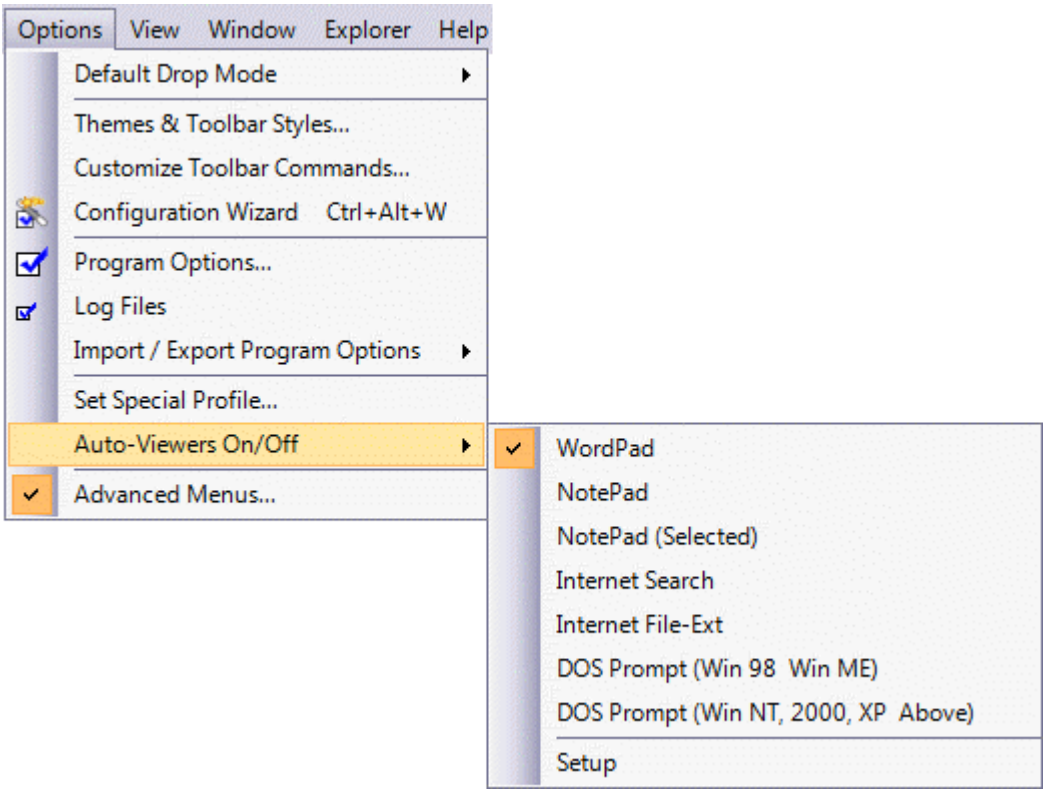
External Auto-Viewers



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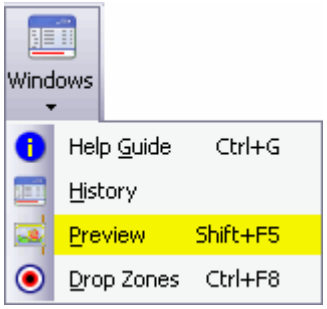
2.66 Internal Image Viewer

FileBoss's Internal Image Viewer

To Display the Image Viewer



- Select Window | Graphic Preview... from the main menu
- or click the Options button:
- or press Shift+F5
- To hide the Viewer simply do the same thing again.

To Switch between Thumbnail and Regular Views
Double-click anywhere in the preview window:

Image Viewer - Full View

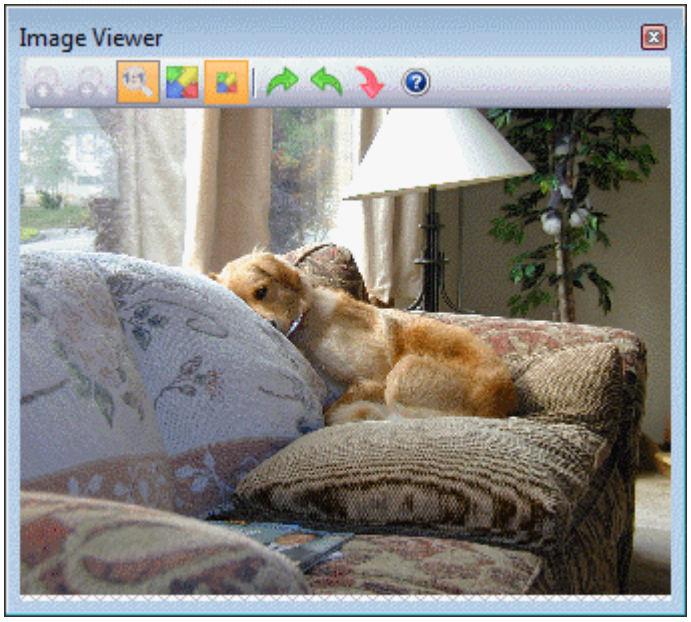


Image Viewer - Docked

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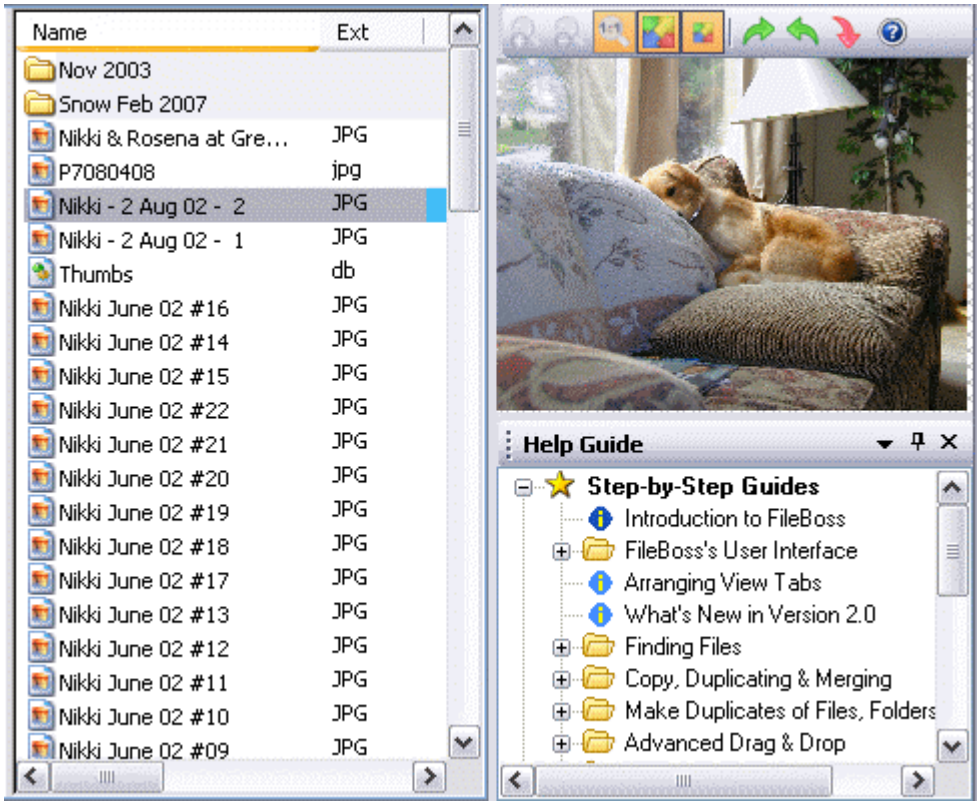
Internal Image Viewer



Really handy when renaming, sorting and pruning photos
: FileBoss's 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.

Floats on top of other windows
: The image viewer, when not docked, floats on top of all other FileBoss windows or on the desktop. Put it anywhere you want and get on with your work.

Can rotate images and automatically save them
: If you want you can quickly rotate images using the Arrow keys on the key pad while holding down the Alt key. And if you are doing many you can tell FileBoss to automatically save the changes when you move to a new picture so that you aren't constantly interrupted to confirm that the file should be saved. Naturally you can turn this option on and off.

Thumbnail, full sized or zoomed views with just two clicks
: The Image view has two states: thumbnail and regular window. The thumbnail state shows the graphic sized to completely fit within the viewer. When the viewer is a regular window the graphic will be displayed normal size or zoomed to a size of your choice (see the graphic links below).
To change between the two views simply double-click the Image viewer window.

Supported Image Types
: The image view supports the following types of image files (though there may be variations of some types that are not supported):
BMP, GIF, ICO, J2K, JAS, JBG, JPG, MNG, PCX, PNG, TGA, TIF, WBMP, and WMF.

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2.67 Vista: Running FileBoss with Admin Privileges

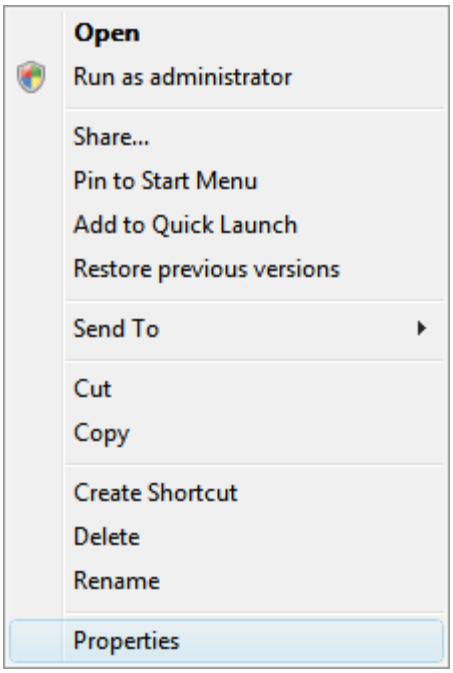
Running FileBoss under Windows Vista with Administrator Privileges

Windows Vista introduces a number of changes designed to prevent malicious software running without your knowledge especially when you are running Windows with Administrator privileges (which are given to you by default).

One of these changes forces every program to run with normal privileges unless you expressly tell Windows to us Admin privileges each time you run it.

Run using the right-click menu

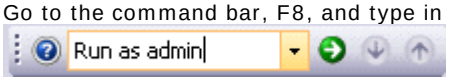
You can run any program as with the elevated privileges (assuming you have Admin privileges yourself) by right-clicking on the program or its shortcut and clicking the *Run as Administrator* item.



If you need the Admin privileges frequently it can be more convenient to tell Windows to always run the program in Administrator mode.

Run a second, elevated, instance from within FileBoss

Go to the command bar, F8, and type in Run as Admin and then press Enter.



Tell Windows to always run FileBoss with Admin privileges

- Click on a shortcut or program to highlight it
- Right click the item and select Properties from the popup menu.
- In the Properties dialog click on the Compatibility tab and check the *Run this program as an administrator box*.

Properties Box

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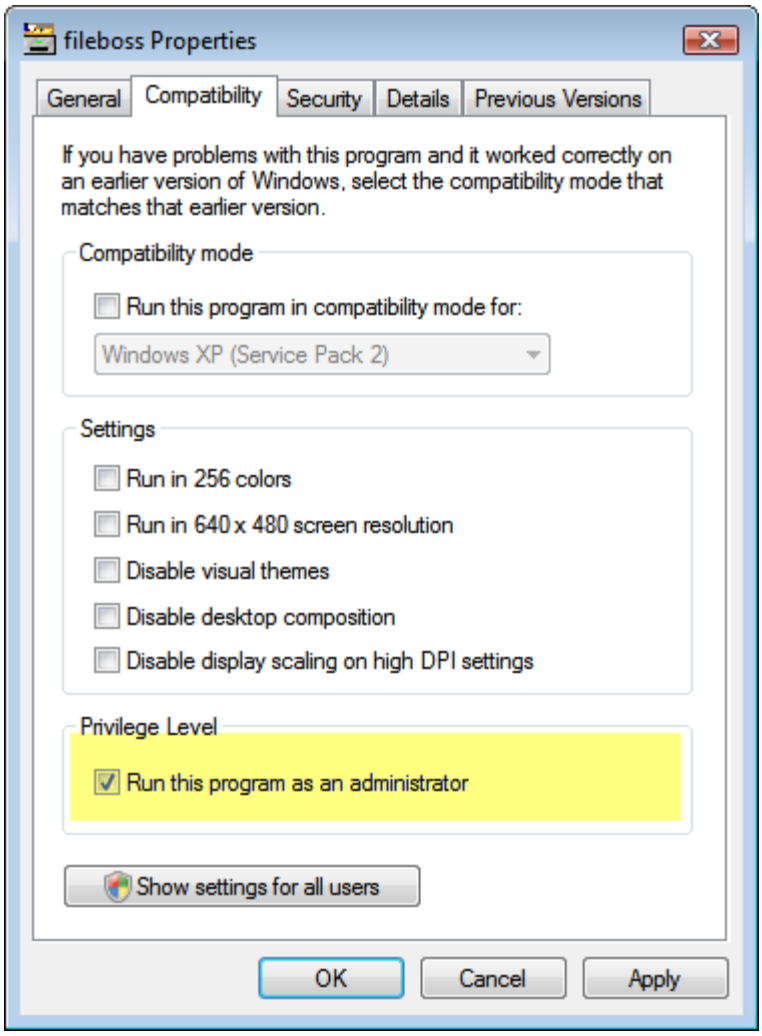
Vista: Running FileBoss with Admin Privileges



Now, whenever you run FileBoss you will receive the prompt to run the program in Administrator mode.

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2.68 Toolbars & Toolbar Commands

Showing and Hiding Toolbars
: Toolbars can be displayed either by right-clicking anywhere in a toolbar area and selecting them from the popup menu or by selecting the Windows | Toolbars > command from the main menu.

Changing the Toolbar Size
: Both small and large toolbars are available. Changing the toolbar size can be done by selecting the Windows | Toolbars > command from the main menu and then selecting the Size option.

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2.69 Customize Toolbars

How to Customize the Toolbars

The tool bar buttons can be dragged to different positions of the same tool bar or, dragged out of th toolbar area, removed. In addition each tool bar can be customized to add, move or delete buttons using a special dialog interface.

Moving and Deleting Button by Dragging

To move a button

on a tool bar hold down a Alt key and then click on the button and drag it to its new location on the tool bar.

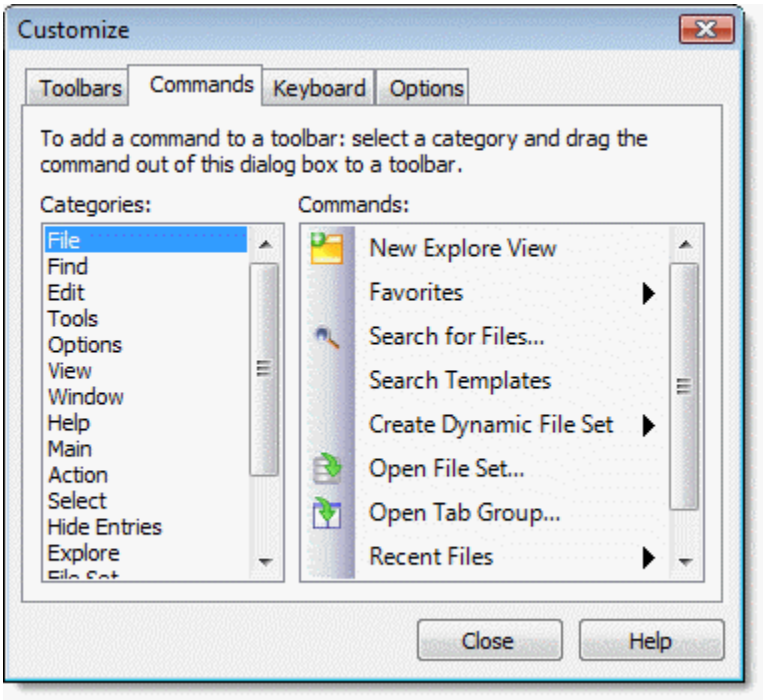
To copy a button

on a tool bar hold down a Alt+Ctrl keys and then click on the button and drag it to its new location on the tool bar.

To remove a button

hold down a Alt key and then click on the button and drag it to well off the tool and release the mouse button. To get the button back use the customize dialog described below.

Using the Customize Dialog



In the dialog you can move buttons around by either selecting them and use the dialog controls such as Add, Remove, Move Up or Move Down or you can drag and drop them between the windows in the dialog.

Adding and Removing Spacers (the bars between buttons)

Spacers are a property of the button to their right. They indicate that that button starts a group. You can create and delete the pacers while in Customize mode

To move a spacer

(we call them a starter of a group) delete the current one and then add it where you want.

To remove a spacer

right-click on the button to its right and uncheck the Begin Group item at the bottom of the popup menu.

To add a spacer

right-click on the button to the right of where you want it, i.e. the button that will be the first of a group, and check the Begin Group item at the bottom of the popup menu.

To display the Customize Toolbar dialog right-click on the tool bar you want to change and select Add/Remove Buttons from the popup menu.

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2.70 How to Make FileBoss the Default Folder Viewer

Using FileBoss as the Default Folder Viewer

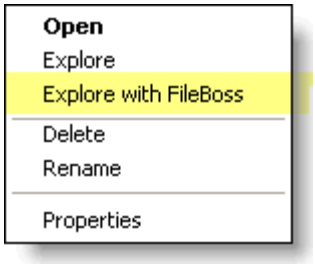
At your discretion FileBoss can be used as the default viewer (e.g. instead of Windows Explorer) for File Folders. It is simple to set up and simple to control.

Highlights

Listing on Context Menus

This is the default option. It puts the FileBoss command on the shell context menus for file folders and drives. (Note that is it not on the context menus for virtual folders such as My Network, My Computers or, on some systems, My Documents.)

Common Popup Menu with FileBoss Added



FileBoss can be set as the Default Viewer for File System Objects

FileBoss can be set to be the default viewer for File Folders. Meaning that it will be displayed when a folder on the Desktop or in other Windows listings is double-clicked.

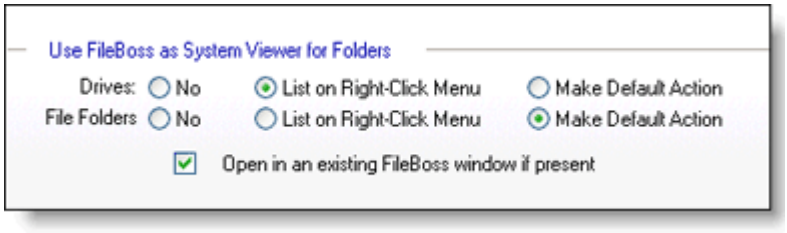
Easily Configured

You are in control of how, and how much, FileBoss is integrated into the Windows' Shell. FileBoss will not intrude where it is not wanted.

To Change Shell Integration Options

Use the Options | Program Options... command from the main menu (or click its command button) and select *Windows Integration* from the list of option pages on the left side.

Options for Integrating FileBoss with Windows



For complete details see *Windows Integration* 203 Topic.

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2.71 Keyboard Shortcuts

Keyboard Accelerators

By Key

Ctrl+A	Selects all entries in the Contents Window of the active view. The entries in the Contents Windows are selected even if you are working in the Navigation window. Applies to both Explore and Virtual Folders
Ctrl+C	Copies all selected entries to the clipboard. Depending on the application they are pasted into either files or filenames will be pasted. In FileBoss, the files themselves will be copied to the folder they are pasted into. To force only filenames to be copied to the clipboard use the F10 series of commands.
Ctrl+D	Goes to the first folder in the Contents view and thereafter to each folder in succession.
Ctrl+E	Cancels all selections in the Contents window.
Ctrl+Shift+E	Goes to the first entry that had an error on the last operation.
Ctrl+F	Displays a small dialog box for entering a file specification (such as "*.bmp" or "Dog *.jpeg" or even "Dog*.jpg | Dog*.jpeg | Dog*.gif | Dog*.bmp" of a file you want to find in the Contents view. Once a file has been found, pressing F3 will move to the next matching file.
Ctrl+G	Displays the Help Guide from which you can find out how to perform many common and uncommon file operations. The Help Guide can remain open while you work in FileBoss. Selecting this command again will hide the Help Guide.
Ctrl+Shift+H	Tile windows horizontally
Ctrl+L	In Virtual Folders will find and display the folder in the Navigation Window that contains the highlighted file in the Contents view. By default this action is performed each time you highlight a file in the Contents view but automatic locating can be turned off. (Use the Options | Program Options... command from the main menu and then choose the General panel.
Ctrl+M	Displays FileBoss's modeless properties box that has information on the current file, folders and sub-folders, selected files, the current Virtual Folder or Folder and more. What is available in properties box depends on the type of the current view and the status of FileBoss.
Ctrl+N	Creates a New Virtual Folder by opening the Create Virtual Folder dialog
Ctrl+Shift+N	When a Virtual Folder is active the dialog for redefining the Search Definition for the current Virtual Folder. Any other time it is the same as pressing Ctrl-N
Ctrl+O	Presents the Open dialog for opening a previously saved Virtual Folder file or definition file.
Ctrl+Q	Toggles the Filename Filter on and off. Valid in Explore View only.
Ctrl+Alt+Q	Toggles the Advanced File Filter on and off. Valid in Explore View only.

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Ctrl+R	Opens dialog for specifying how selected entries are to be renamed. Requires selected files
Ctrl+Alt+R	Reapplies the rename options previously used. No files are renamed until you confirm the action.
Ctrl+Shift+R	Presents each selected file to you for renaming. For each selected file you will be able to choose whether to give it a new name, skip it or skip all the renaming.
Ctrl+S	Saves the current Virtual Folder to disk
Ctrl+Alt+S	Saves the current Virtual Folder to disk under a new filename you specify.
Ctrl+Shift+V	Tile windows vertically
Ctrl+W	Displays and hides the Results windows. Even when the results windows are closed they still store the results. This means that you can open the Results window after an action and still see what happened.
Ctrl+Alt+Z	Displays the master Wizard
Tab	Alternates the focus between the Navigation and Contents windows
Shift+Tab	Alternates the focus between the Navigation and Contents windows
Ctrl+Insert	Copies the selected files to the clipboard.
Shift+Insert	If files are stored on the clipboard they are copied to the currently highlighted folder or folder in the Contents window as appropriate.
Delete	Sends the selected files (Contents window) or the highlighted file (Navigation window) to the Windows Recycle bin.
Ctrl+Delete	Removes the selected files (Contents window) from the Virtual Folder. This does command only affects removes the file entries from FileBoss it does not touch the actual files on disk.
Shift+Delete	Permanently deletes the selected files (Contents window) or the highlighted file in the Navigation window as appropriate.
F1	Help for the current view, window or operation
Ctrl+F1	Invokes the main help system
Shift+F1	Invokes the help pointer that can be used to click on any menu item or toolbar button for a brief explanation of what that command does.
F2	Begins in-place editing of the currently highlighted file or folder entry.
Ctrl+Alt+F2	Replicates selected folders, i.e. copies the folder structure without copying any files.
F3	Moves to the next file or folder. What 'next' means depends on previous actions. It can mean the next selected file, the next filename that matches a previous search for a filename or the next file that had an error on the last operation.

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Keyboard Shortcuts

Shift+F3	Moves to the previous file or folder. What 'previous' means depends on previous actions. It can mean the next selected file, the next filename that matches a previous search for a filename or the next file that had an error on the last operation.
Ctrl+F3	Go to the next selected file.
Alt+F3	Resort the entries so that all selected files are displayed at the top of the list
F4	
Ctrl+F4	Closes the current View.
Alt+F4	Exits FileBoss
F5	Refreshes the current Window
Ctrl+F5	Opens a new Explore View
F6	Alternates the focus between the Navigation and Contents windows. Same as the Tab key
Shift+F6	Alternates the focus between the Navigation and Contents windows. Same as the Tab key
F7	Invokes the dialog for Copying the selected files
Ctrl+F7	Invokes the dialog for Moving the selected files
Alt+F7	Invokes the dialog for Refreshing files with the selected files
Shift+F7	Duplicates the current files or folders
F8	Shows the Command Bar for entering paths and commands directly. Go to a named folder you specify by either typing or pasting from the clipboard the complete path of the file or folder.
Shift+F8	Executes whatever command is in the Command Bar no matter what window has the focus.
Ctrl+F8	Displays the List of Drop Zones. If the Drop Zone list box is already displayed it is hidden.
F9	Touches the currently selected files. In Explore view you have the option of touching files recursively through any selected folders. The first time Touch is activated the setup dialog will be displayed.
Ctrl+F9	Invokes the Setup Dialog for touching files.
Shift+F9	Finds text in files in the currently Virtual Folder or in the Contents window of an Explore View
F10	Copies the one highlighted filename (in either the Navigation or Contents window) including its full path to the clipboard. The format of the copied filenames can be setup up using the Options | Program Options... command from the main menu and selecting the Copy Filenames panel.
Ctrl+F10	Copies the one highlighted filename (in either the Navigation or Contents window) without its full path to the clipboard.

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	The format of the copied filenames can be setup up using the Options | Program Options... command from the main menu and selecting the Copy Filenames panel.
Shift+F10	Copies the selected filenames in the Contents window to the clipboard. Each name includes the file's full path. The format of the copied filenames can be setup up using the Options | Program Options... command from the main menu and selecting the Copy Filenames panel.
Ctrl+Shift+F10	Copies the selected filenames in the Contents window to the clipboard. Only the filenames are copied not the path to the file. The format of the copied filenames can be setup up using the Options | Program Options... command from the main menu and selecting the Copy Filenames panel.
F11	Shows all hidden entries in a Virtual Folder or Explore View and cancels any Hide Folders and Hide Files modes.
Alt+F11	Hides all folders from view. If the current view is an Explore View folders will keep being hidden as you navigate to other folders. Pressing again will show all folders.
Shift+F11	Hides all files from view. If the current view is an Explore View files will keep being hidden as you navigate to other folders Pressing again will show all files.
Ctrl+F11	Hides all selected entries in the Contents window.
Ctrl+Left Arr.	In Explore View goes back to the previous folder that was displayed.
Ctrl+Right Arr.	In Explore View goes forward one folder. Only active if the back command (Ctrl+Left Arr.) has been used.
Ctrl+Up Arr.	In Explore View selects and displays the parent folder of the current item.
Alt+Left Arr.	If the image preview window is open, rotates the image 90 degrees to the left.
Alt+Right Arr.	If the image preview window is open, rotates the image 90 degrees to the right.
Alt+Down Arr.	If the image preview window is open, rotates the image 180 degrees.
Alt++	If the image preview window is open and is not in thumbnail mode zooms in on the image.
Alt+-	If the image preview window is open and is not in thumbnail mode zooms the image out.
Enter	Displays the Properties dialog for the currently highlighted file or folder. This is the same properties dialog that is displayed in Internet Explorer and other browsers.

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2.72 Removing Entries from a View

What It Does

Removing files (by either selecting the Edit | Remove from Virtual Folder command or pressing Ctrl+Del) removes the files from FileBoss's Virtual Folder but does not delete, recycle or in any way alter them on disk. If the Virtual Folder is refreshed or, in Explore View the folder is re-visited the files will again appear in File Boss.

Use the Hide Commands Instead

While a simple command, Remove Entries is normally used for advanced operations that users may have. Normally hiding the files (using the View | Hide/Unhide > command or the appropriate button is a better option and, since these commands do not permanently remove the files from a Virtual Folder, give you greater control over what is displayed when. (See the Hide/Unhide commands for more information.)

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2.73 Working with Large File Systems

Large File Systems

Large File Systems

What are Large File Systems

While there is no specific definition of large file systems they typically have either have hundreds of thousands of files on one disk or have thousands of files and subfolders in one folder.
While the most immediately noticeable problem with large file systems is frequently long delays between clicking on a folder (in almost any program including Windows Explorer) and the contents of the folder being displayed, another major problem is copying 100,000s of thousands of files from one location to another

Navigating Directory Trees Quickly

Due to routines deep in the Windows Operating system navigating down through folders that contain thousands of file and subfolders can cause long waits (several minutes) between clicking on a folder and seeing its contents. Because the problem is buried deep in Windows it affects almost all programs whether they are part of Windows itself or third party products.
But FileBoss has an option that will virtually eliminate this delay. When it this option, Fast Folder Navigation, is turned on the long delays will be eliminated. See Fast Folder Navigation 148 for complete details.

Copy Errors

If FileBoss cannot copy a file 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.
See Copying or Moving Files & Folders 46 for complete details.

Fast Folder Navigation

Navigating through large and deep folder trees

Eliminate Long Pauses when Opening a Folder

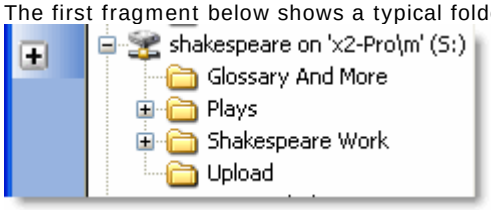
Due to routines deep in the Windows operating system navigating down through folders that contain thousands of file and subfolders can cause a long delay (several minutes) between clicking on a folder and seeing its contents. Because the problem is buried deep in Windows it affects almost all programs whether they are part of Windows itself or third party products.
But FileBoss has an option that virtually eliminates this delay. When Fast Folder Navigation is turned on the long delays will be eliminated.

How it Works

The Fast Folder Navigation option tells Windows not to check for whether or not subfolders have sub folders of their own. It is this routine that is the cause of the horrendous delays in Window Explorer and other programs when navigating large file systems. In essence FileBoss just reports that all folders have subfolders.
The result is that all folders will have the plus sign '+' next to them even if they don't contain any subfolders. If a plus sign is clicked and the there are no subfolders the plus sign will simply be removed.

Fast Folder Navigation in Action

The first fragment below shows a typical folder list under normal circumstances.



This second fragment shows a typical folder list when Fast Folder Navigation is turned on. Note that every folder has the plus sign to the left of the folder name.

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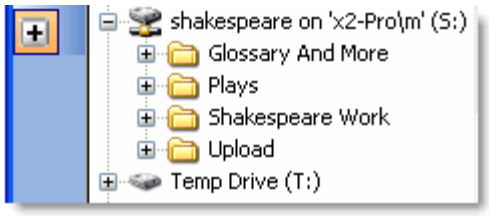
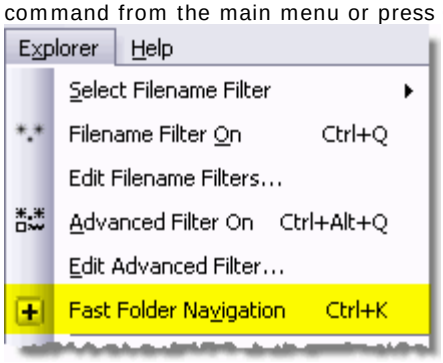


Turning Fast Folder Navigation On and Off

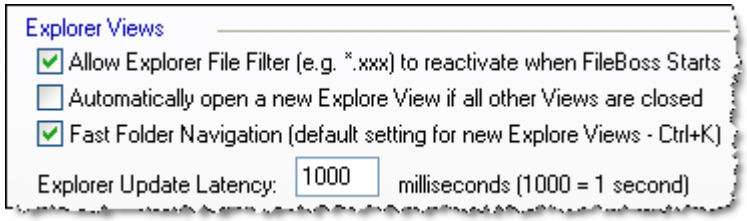
FFN can be turned off and on for each Explore view or as a global setting. (The Global setting is the default that will be used by any new Explore View.)

To set toggle FFN of and on for the current view either use the Explorer | Fast Folder Navigation command from the main menu or press Ctrl+K. As shown in the menu fragment below.



Setting the Default for New Explore Views

To change the global setting for FFN use the Options | Program Options... command from the main menu and select *Advanced Options* from the list of pages on the left side and use the third option in the Explorer Views section.



Fast Folder Navigation When checked FileBoss will speed up all new Explore Views in Fast Folder Navigation mode. To change the mode for individual Explore Views use Explore | Fast Folder Navigation from the main menu or press Ctrl+K. Fast Folder Mode allows you to navigate down through huge folders containing thousands of files and folders with the frustrating delays normally associated Windows Explorer and other programs.

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Configuration Wizard

3.1 Introduction

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To Display the Configuration Wizard

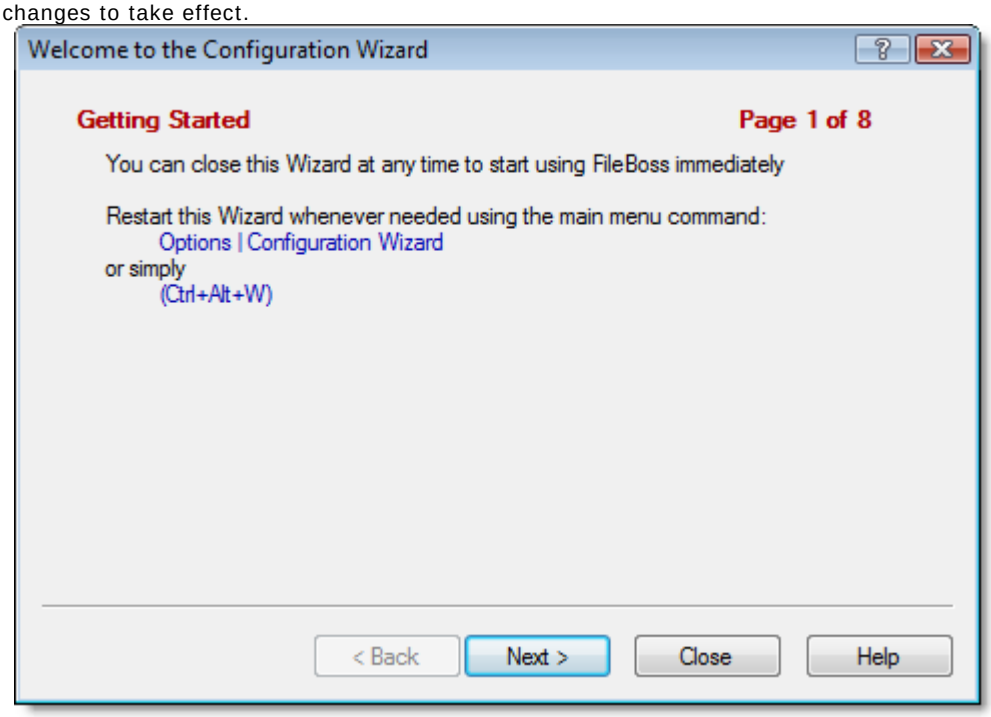
Use the Options | Configuration Wizard... command from the main menu or press Ctrl+Alt+W. This is the same Wizard that is displayed the first time FileBoss is run on a computer.

Why Use the Configuration Wizard

The Configuration is a quick way to set the most commonly configured options. And unlike most option pages much of what you change you can see immediately in the back ground.

How To Use the Configuration Wizard

Once started you can maneuver through the pages using the Next and Back buttons. But remember that you can click the Close button at any time - you do not have to complete the Wizard for your changes to take effect.



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3.2 Toolbars

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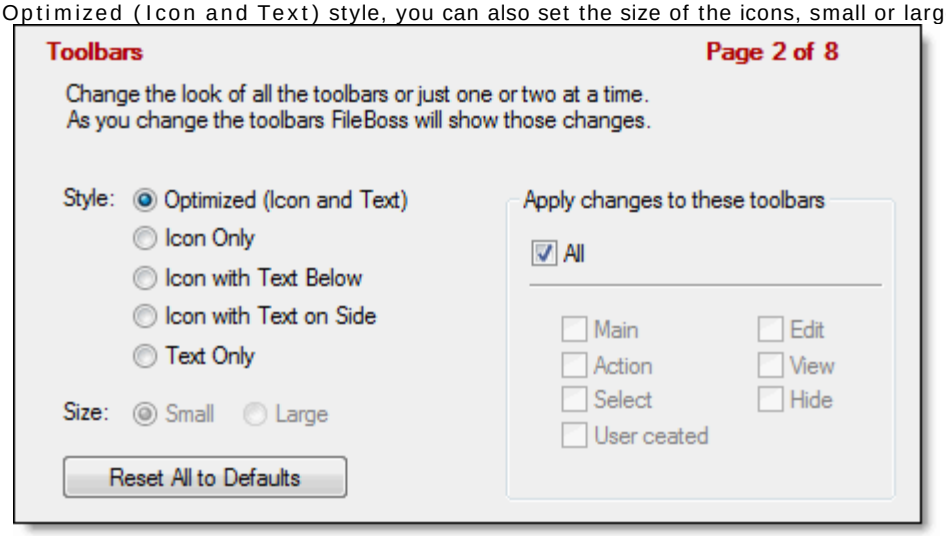
To Display the Configuration Wizard

Use the Options | Configuration Wizard... command from the main menu or press Ctrl+Alt+W.

The Styles

The preset styles allow you to change the look of the toolbars. For all of the styles, except for the Optimized (Icon and Text) style, you can also set the size of the icons, small or large.



Note that any changes you make to these setting will be immediately reflected in the FileBoss workspace behind this dialog. You can quit the Wizard at any time and these change will remain in effect.

The Styles

The preset styles allow you to change the look of the toolbars. For all of the styles, except for the Optimized (Icon and Text) style, you can also set the size of the icons, small or large.

Changing Selected Toolbars

The options on the right of the dialog allow you to just change specific toolbars. Simply uncheck the All checkbox and then select the toolbars you want to change.

The Special View Toolbar

The View toolbar is special amongst FileBoss's toolbars as it changes depending the type of tab that has the focus, e.g. an Explorer Tab, a Virtual Folder or a Dynamic Virtual Folder.

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3.3 General Appearance

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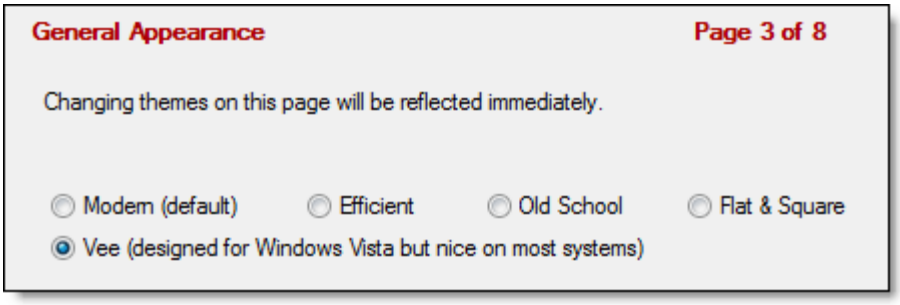
To Display the Configuration Wizard

Use the Options | Configuration Wizard... command from the main menu or press Ctrl+Alt+W.



Note that any changes you make to these setting will be immediately reflected in the FileBoss workspace behind this dialog. You can quit the Wizard at any time and these change will remain in effect.

Themes

Select the theme that looks best to you on your computer. There is no single best theme as the different themes will look different on different versions of Windows and under different configurations.

When FileBoss is first installed it will set either Modern or Vee as as the default.

Naturally you can change - and change again - these settings at any time.

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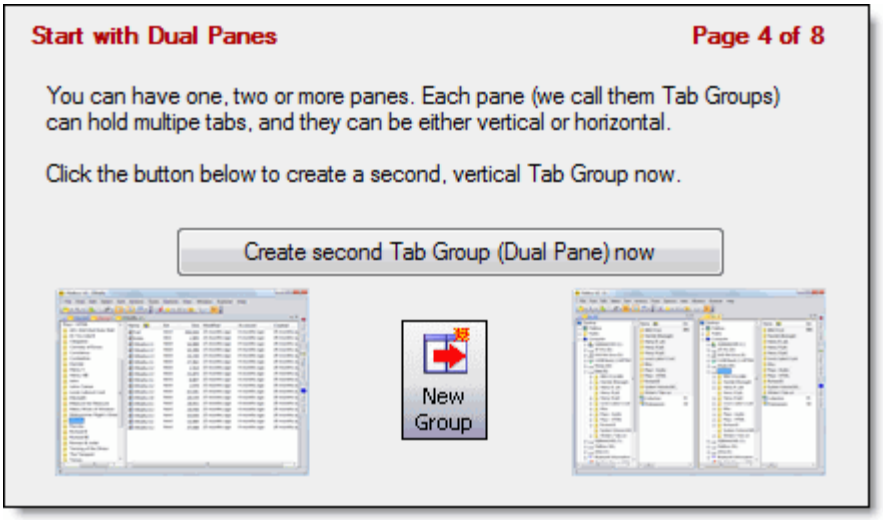
3.4 Tab Groups

< < Previous 153 - Wizard Pages - Next > > 155

To Display the Configuration Wizard
Use the Options | Configuration Wizard... command from the main menu or press Ctrl+Alt+W.



Note that if you create a second tab group here it will remain, i.e. it can not be removed in this wizard. But you can easily close it at any time by either dragging all its tabs to another group or by closing all of its tabs.
When all the tabs in a tab group have been moved or closed the tab group will automatically close.

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3.5 Dimming Inactive Tags

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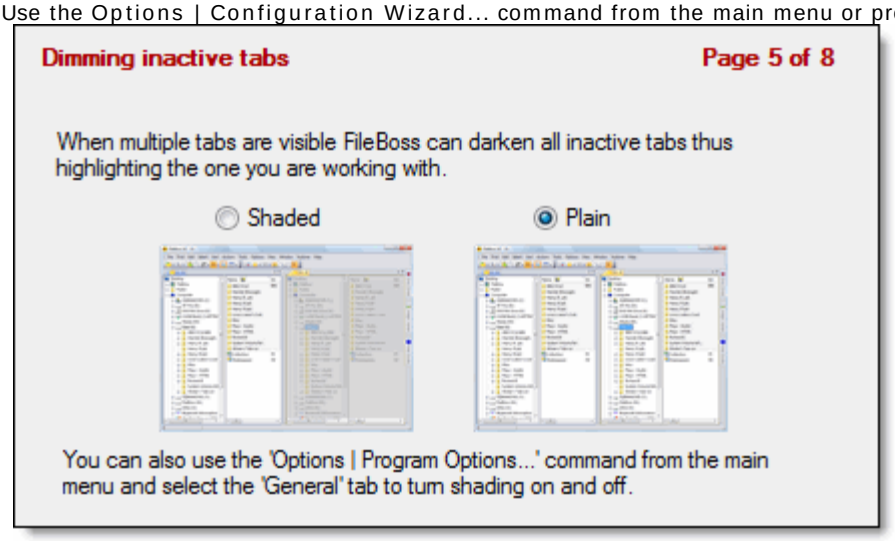
To Display the Configuration Wizard

Use the Options | Configuration Wizard... command from the main menu or press Ctrl+Alt+W.



Shading is only active when more than one tab group is present. It shades the inactive group making it easier to see which tab is active (had the input focus).

This setting can be changed later using the Options | Program Options... from the main menu and selecting the Darken Inactive Tabs option on the General panel.

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3.6 File Time Modes

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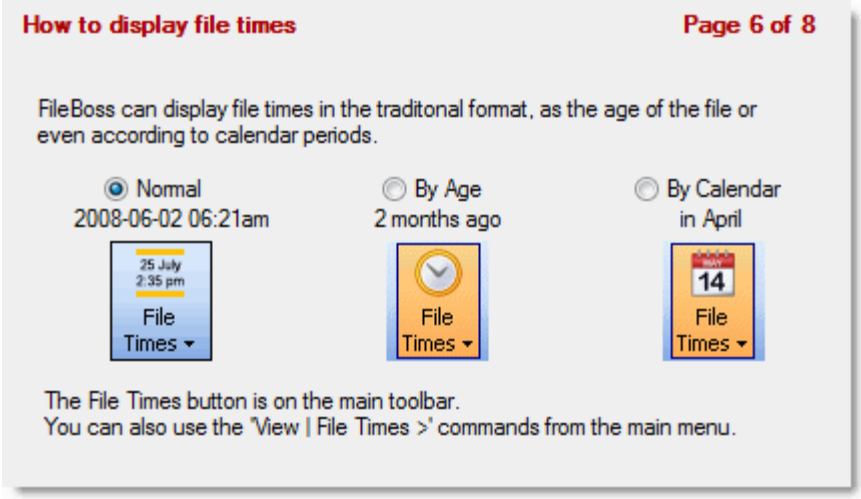
To Display the Configuration Wizard
Use the Options | Configuration Wizard... command from the main menu or press Ctrl+Alt+W.



FileBoss support three modes for displaying the dates and times of files.

Normal
The is the normal mode used by Windows Explorer and other file managers

By Age
Shows how old the files and folders are, e.g. 9 hours ago, 3 months ago.

By Calendar
Shows file times by calendar period, e.g. yesterday, in February, 2006.

Changing File Times Display Modes
Use the View | File Times > items on the main menu or the tool bar button to change the the File Time mode.

Using the Time Mode toolbar button.
Click the top part of the button to cycle through the three modes or click its associated down-arrow to select the desired mode directly.

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3.7 Sticky Select

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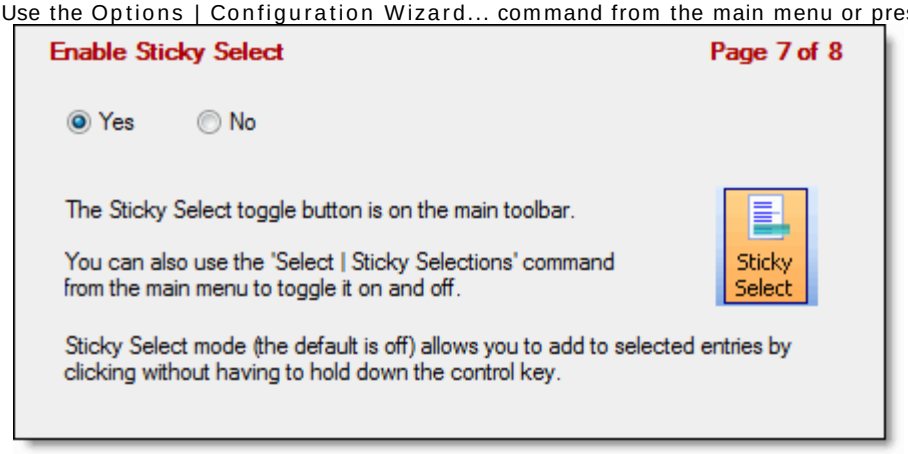
To Display the Configuration Wizard

Use the Options | Configuration Wizard... command from the main menu or press Ctrl+Alt+W.



Sticky Select Mode

When Sticky Select is active clicking on entries acts as though the Ctrl key is pressed at the same time, i.e. previous selections will not be canceled. Sticky Select is especially useful when a folder or Virtual Folder contains more than one screen full of entries as it makes selecting multiple files and multiple groups of files easy and worry free.

Changing Sticky Select Mode

You can Sticky Select mode on and off using the Select | Sticky Selections toggle from the main menu.

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3.8 Menu Modes

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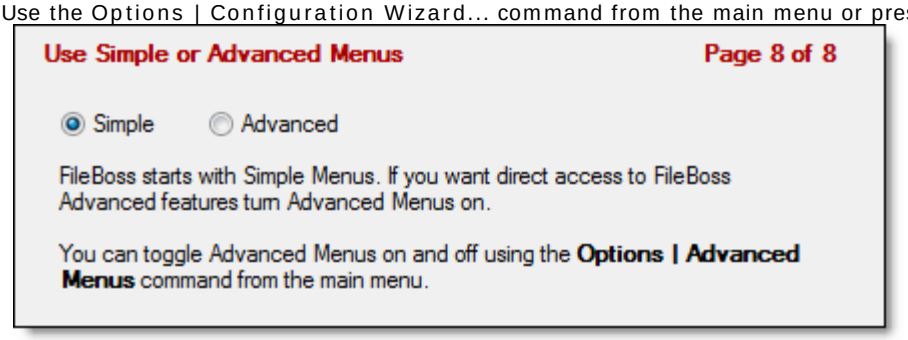
To Display the Configuration Wizard

Use the Options | Configuration Wizard... command from the main menu or press Ctrl+Alt+W.



Advanced Menus

FileBoss has two menus, Simple (the default) and Advanced. The Advanced menu has more options and commands but is not necessary for basic use. (All the Find and Action menu items are included on the Simple menu.)

Changing Menus

You can switch between the two menu groups using the Options | Advanced Menus toggle from the main menu. But if you change you will loose any customizations you have made to the current menus.

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Start & Exit Options

4.1 Command Line Options

General

FileBoss has a rich set of command line options that can be used to tailor how the program starts and acts. Most users will never need any of these and fewer still will ever use more than just a few. But when needed they can be very useful.

Normally command line options are entered in the Properties dialog of a shortcut to a program such as FileBoss. (To display the Properties Dialog, right-click on the Program's Icon on your desktop and select 'Properties...' from the menu.)

Note: Modifying start modes at runtime

Hold down the Shift and Control keys while starting FileBoss to mimic starting the program for the first time.

Hold down the Control key to prevent the default explorer view from loading. (Note that this does not override any command line arguments.)
This can be helpful if the default Explore View is set to a problem network connection and the operating system takes a lengthy time to tell FileBoss that it is not available, i.e. FileBoss waits too long for the folder to become available for browsing.

Restarting Previously Opened Windows

/winlist "X:\path\<File containing the WindowsList>"

Specifies a file containing a list of windows (i.e. FileBoss Virtual Folders and/or folders to explore) to open when FileBoss first starts. These files can only be created by using the '*File | Save View List...*' command from the main menu.

e.g.: /winlist "c:\My Documents\Graphics.fbwins"

Note that by default when FileBoss first starts it reloads the windows that were open when it last closed (they are stored in a file named **FileBoss.**fbwins). This behaviour can be changed using the '*Options | Program Options...*' command and then selecting the *Startup Options* pane.

Specifying a Defined Virtual Folder to be Loaded on Startup

"X:\path\<Virtual Folder definition file>"

The name on the command line - enclosed in quotation marks if it contains any embedded spaces. The specified file must be a valid Virtual Folder or Virtual Folder definition file. (By default these files end with the **.fbfileset** extension.)

e.g.: "C:\My Documents\FileBoss\Drive C.fbfilest"

If the specified path points to folder rather than a file, that folder will be opened in Explorer view. See *Specifying a start folder for* Explorer *View* below.

Use Current FileBoss Instance if Available

/o

Tells FileBoss that if there already is an instance of FileBoss open to send control to that FileBoss instead of opening itself. If the path and folder is also one of the parameters that folder will be opened as a new View in the current instance of FileBoss.
If no other instance of FileBoss is available, FileBoss will open just as if this parameter had not been given.
This parameter is normally set by FileBoss itself in the registry entries that control its integration with Windows.

Specifying a Folder to Open in Explore View

"X:\path\<Folder Name>"

The name on the command line - enclosed in quotation marks if it contains any embedded spaces. The specified path must point to a folder, not to a file.

e.g.: "C:\My Documents\FileBoss"

If the specified path points to folder rather than a file FileBoss will attempt to open folder in Explore View.
See *Specifying a Defined Virtual Folder to be Loaded on Startup* above.

Forcing a Explorer View to be Displayed on Startup

/explore

Forces a Explorer view to be displayed. This is normally FileBoss' default behavior, but if a Virtual Folder has been specified on the command line (see the command line option immediately above) no Explorer View will be displayed unless this parameter is specified.

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See also the /expfolder option below.

Preventing Explorer View being Displayed on Startup

/noexplore

Prevents Explorer view from being displayed when FileBoss starts up. This switch over ride the /explore and /expfolder switches if they appear on the same command line.
See also the /expfolder option below.

Specifying the Initial Folder for Explorer View

/expfolder "X:\path\Explorer start folder"

Specifies the startup Folder for an Explorer View. If this is not specified the startup folder will be set according to the settings in the ' Explorer HIDD_OPTIONS_RECON' pane of the options dialog - use the Options | Program Options... command from the main menu. (The default option is to use the last folder.)

e.g.: /expfolder "C:\Program Files"

Specifying Different Options and Settings

/optionsfile "X:\path\options file"

This option tells FileBoss to load and save its options and settings from the specified file rather than the one it normally uses.
Most of the options and settings used by FileBoss are stored in a file rather than in the registry. Normally the file name is *fileboss.fbopts*, but where the file is located depends on which version of Windows is installed and how the System Administrator has configured windows.

e.g.: /optionsfile "C:\My Documents\FileBoss\FileBoss Options Safe.fbopts"

Hide the Splash Screen at Startup

/nosplash

Prevents the splash screen from being displayed when FileBoss starts. This can also be set in the General panel of the Options dialog. (Use the Options | Program Options... command from the main menu.)

Using Default Options

/nooptions

This will start FileBoss as if it was the first time after installation: no options or settings will be loaded.
When you exit FileBoss and this setting has been specified, FileBoss will ask you if you want to save the current options and settings or not. Answer 'No' if you don't want your old options file overwritten.
Another way of starting FileBoss in 'No Options' mode is to hold down the Ctrl and Shift keys while the program starts. This is exactly the same as specifying the /nooptions command line argument.

Suppressing Auto Help

/autohelpoff

Prevents all balloon help from being displayed for the current session of FileBoss only (i.e. no permanent changes are made to any options or settings). Note that only balloons providing help is turned off – balloons that point out critical errors or invalid entries in dialogs will still be displayed.

Command String

/cmdbar "command string"
/commandbar "command string"
/commands "command string"

Executes the commands in "command string" just as if they had been entered in the Command Bar. Note that as in the Command Bar commands can be chained together

e.g.: /cmdbar "<curdir> <> show *.bak | *.tmp <> select *.bak | *.tmp <> recycle sel"

See The Command Bar 114 for more information about what commands can be used. In fact testing the command string in the command bar can make using them on the command line error free.

Advanced Options

FileBoss has a rich set of command line options that can be used to tailor how the program starts and acts. Most users will never need any of these and fewer still will ever use more than just a few. But when needed they can be very useful.

Alternate Registry Key

/altregkey

The default registry key for FileBoss is *The Utility Factory\FileBoss*. But when the this option is specified FileBoss with use The Utility Factory\FileBoss Alternate. This alternate registration key will also be used when the ESC key is held down while FileBoss starts.

Removing File Type Associations

/r_types

Removes any associations to present linking FileBoss to its standard file types No windows are displayed and no messages are given. This parameter can only be used in conjunction with /r_ctx

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and /r_mainkeys, all other parameters will be ignored.

Removing Window Integration Registry Entries

/r_ctx

Removes all registry entries that control FileBoss's integration into the Windows Shell, i.e. the registry entries that list FileBoss on the system context menus and/or make FileBoss the default explore application for File Folders. No windows are displayed and no messages are given. This parameter can only be used in conjunction with /r_types and /r_mainkeys, all other parameters will be ignored.

Removing Main Options Keys

/r_mainkeys

Removes FileBoss's main registry keys where options and settings are stored. And then exits the program. No windows are displayed and no messages are given. This parameter can only be used in conjunction with /r_ctx and /r_types, all other parameters will be ignored.

Force New Instance of FileBoss

/forcenewinstance

Forces FileBoss to start a new instance even if the user has set the option to only allow one instance of FileBoss.

e.g.: /forcenewinstance

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4.2 Starting FileBoss with Default Options

Hold down the Ctrl key while starting FileBoss to display the Startup Option dialog.

Note that whenever FileBoss is started in any way other than Normal it will remember how it was started so that when it is closed it will ask you whether or not to save the current options and settings. If you answer No then it will use the old options and settings when it starts up the next time.

This can be helpful if the default Explore View is set to some problem network connection and the operating system takes a lengthy time to tell FileBoss that it is not available, i.e. FileBoss waits too long for the folder to become available for browsing.

For more about special exit options see Exit FileBoss without Saving Changes 163.

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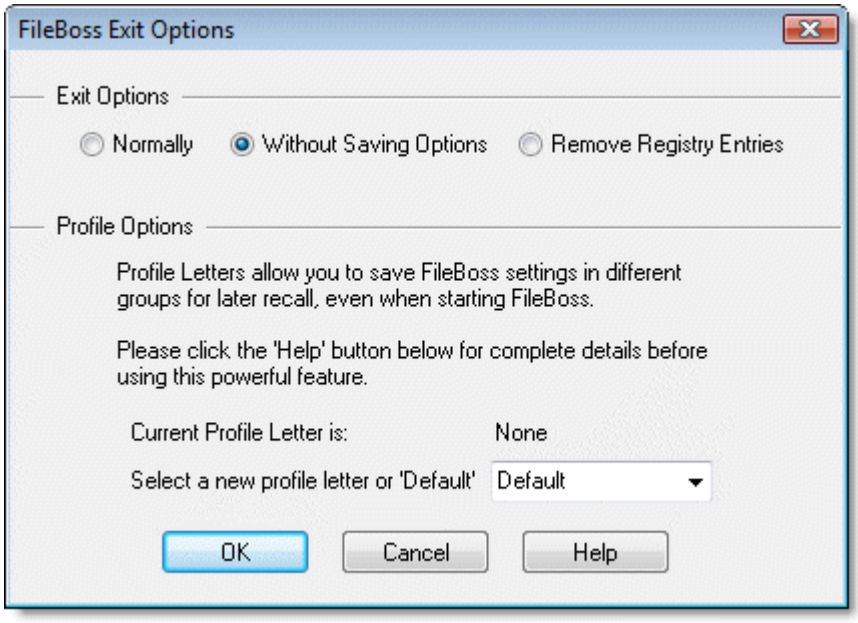
4.3 Exit FileBoss without Saving Changes



To Exit FileBoss without saving any changes to FileBoss's optons or open windows

Hold down the Ctrl key while clicking on the File | Exit menu item (or the x in the upper right corner of FileBoss's main window).

FileBoss with then display a screen asking if you want to

- exit normally
- exit without saving and changes to the options and preferences files (this includes various choices and settings you may have made in any of FileBoss's dialogs), or
- exit and remove all registry settings.

FileBoss with then display a screen asking if you want to

For more about starting FileBoss without loading any options and/or windows see Starting FileBoss with Default Options 162.

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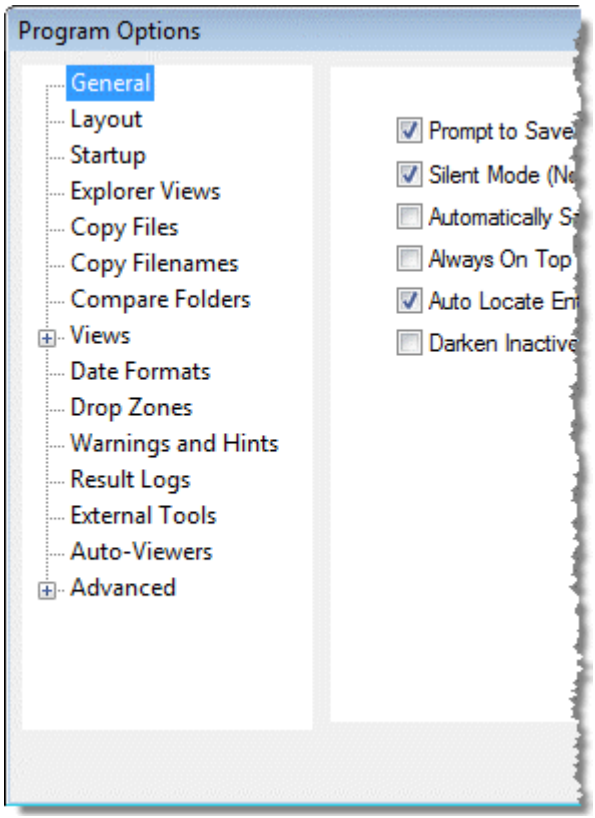
Options, Settings & Preferences

5.1 Introduction to Setting Options

Introduction to Setting Options

Use the Options | Program Options... command from the main menu (or click its command button) to display the options dialog.

List of Options Panels



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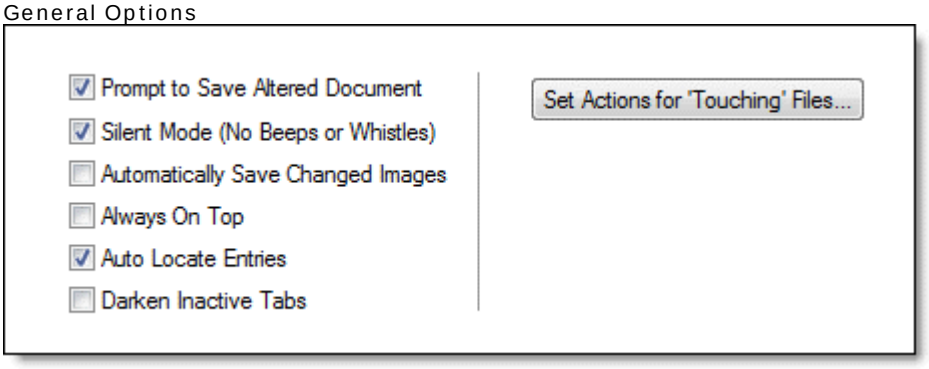
5.2 General

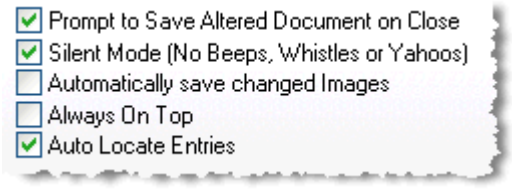
To Display the General Options Page

Use the Options | Program Options... command from the main menu (or click its command button) and select 'General' from the list of option pages.

General Options



General Options



Prompt to Save Altered Document on Close

When checked will ask you each time whether or not to save an altered Virtual Folder document whenever you attempt to close it.
When not checked you must remember to save any changes you have made to Virtual Folder before attempting to close them.

Silent Mode (No Beeps, Whistles or Yahoos)

When checked all noises FileBoss may make are suppressed.
When not checked FileBoss will beep from time to time when a mouse is clicked in the wrong place or an error balloon or message is displayed.

Automatically save changed Images (refers to the Image Viewer Window)

When checked and an image has been changed in the image viewer - typically rotated one way or another - FileBoss will save the image automatically before loading another image.
When not checked you will be prompted to save any changes that have been made.

Always On Top

When checked FileBoss will always be on top of all other applications possibly hiding them from view even when you are not working in FileBoss.
When not checked FileBoss will act like a normal window.
Checking this box is the same as using the 'View | Always On Top' command from the main menu or clicking the command's button .

Auto Locate Entries (applies to Virtual Folders only)

When checked the Contents Window (the right window pane in Virtual Folders) will be linked to the folder list in the left window pane so that whenever an entry is highlighted on the right side the list of folders on the left side will be scrolled to that folder.
Note that this setting is only used when the Virtual Folder is sorted by its Path.

Set Actions for Touching Files

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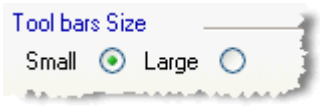
General

Opens the dialog where you can setup what actions to take when Touching ( ) files and folders such as setting archive bits and file times.
This same dialog can be displayed using the Actions | Touch Setup... command from the main menu, pressing Ctrl-F9 or by holding down the Ctrl key while clicking the Touch command button ( ).

Toolbar Size



Small - 16 x 16 pixels
Large - 24 x 24 pixels

The size of the toolbars is dependent on the size of the buttons. FileBoss ship with two sizes of buttons, 16 x 16 pixels and 24 x 24. When FileBoss runs for the first time on a new computer it determines which size buttons to use based on the size and resolution of the screen. But you can switch the size at anytime.
You can also change the toolbar size using the Tools | Toolbar | Size > menu or right-click on any toolbar and select the appropriate size from the popup menu.

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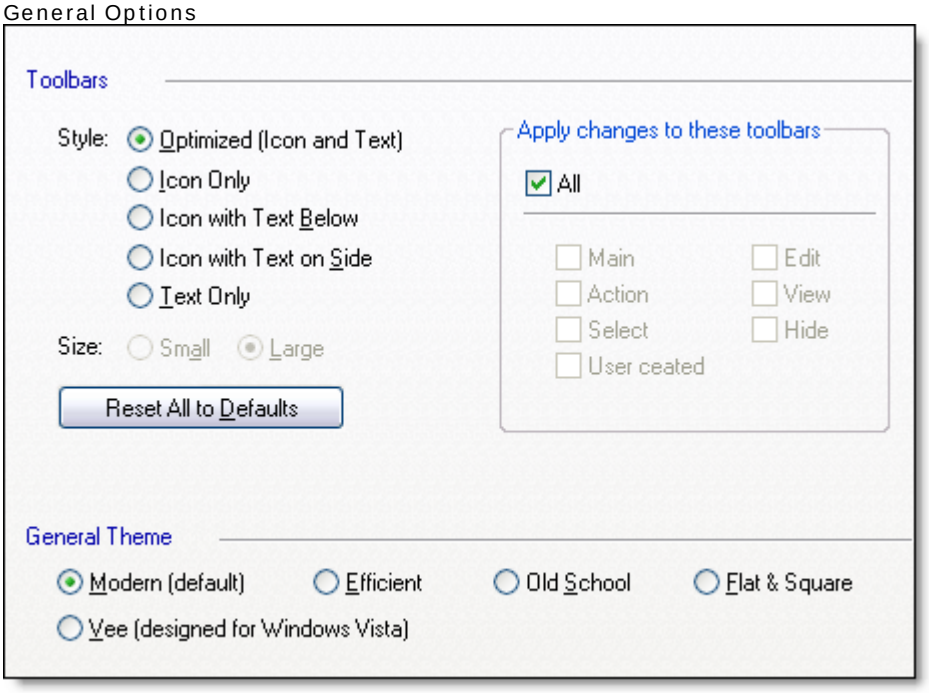
5.3 Layout

To Display the Layou Options Page

Use the Options | Program Options... command from the main menu (or click its command button) and select *Layout* from the list of option pages.

General Options



Note that any changes you make to these setting will be immediately reflected in the FileBoss workspace behind this dialog. You can quit the Wizard at any time and these change will remain in effect.

Toolbars

The preset styles allow you to change the look of the toolbars. For all of the styles, except for the Optimized (Icon and Text) style, you can also set the size of the icons, small or large.

Changing Selected Toolbars

The options on the right of the dialog allow you to just change specific toolbars. Simply uncheck the All checkbox and then select the toolbars you want to change.

The Special View Toolbar

The View toolbar is special amongst FileBoss's toolbars as it changes depending the type of tab that has the focus, e.g. an Explorer Tab, a Virtual Folder or a Dynamic Virtual Folder.

General Theme

Select the theme that looks best to you on your computer. There is no single best theme as the different themes will look different on different versions of Windows and under different configurations.
When FileBoss is first installed it will set either Modern or Vee as as the default.
Naturally you can change - and change again - these settings at any time.

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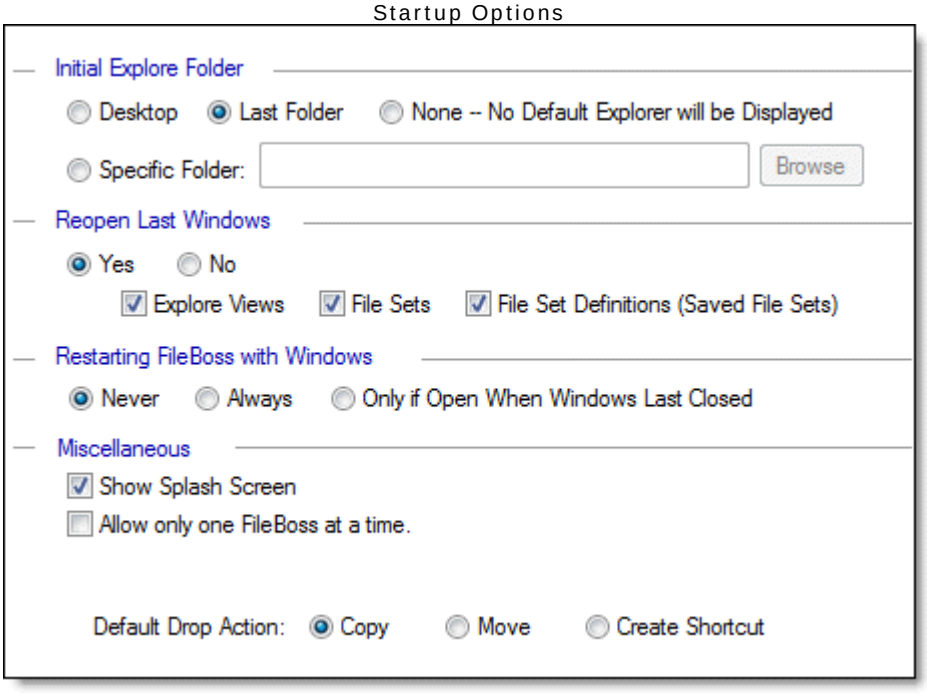
5.4 Startup

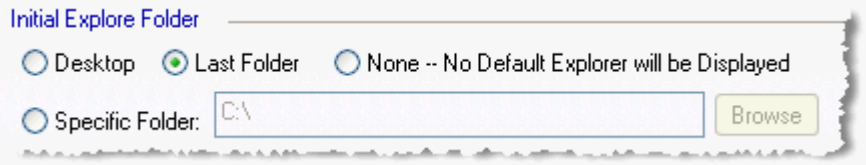
To Display this Options Page

Use the Options | Program Options... command from the main menu (or click its command button) and select 'General' from the list of option pages.

Startup Options



Initial Explore Folder



Specifies what folder will be automatically opened in the first Explore View when FileBoss starts. Chose between:

Desktop
: The Desktop folder, i.e. the root folder of your computer system

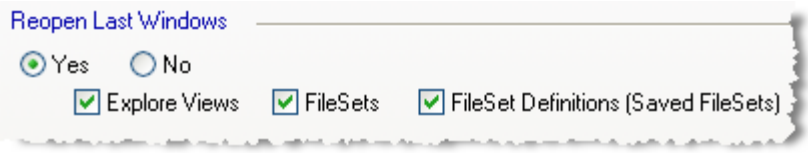
Last Folder
: The last folder that was open in an Explore View

None
: Do not open any default Explore View

Specific Folder
: The folder specified in the field to the right

Note: That these settings subordinate to the settings in the Reopen Last Windows section, i.e. if FileBoss reopens one or more previously opened Explore View(s) no other initial folder will be opened.

Reopen Last Windows



This section specifies whether or not FileBoss should reopen any windows that were open when it last

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closed. And, if it should, what types of windows it should reopen.

Yes or No

A No setting tells FileBoss to never automatically open any previous windows. When No is selected, the other options will be greyed and disabled.

When Yes is selected one or more of the following options may be selected. Not selecting any of these options is equivalent to selecting No.

Explore Views

The Desktop folder, i.e. the root folder of your computer system

Virtual Folders

Any Virtual Folder that has been saved to disk. When FileBoss starts it will re-load file and display it.

Virtual Folder Definitions

Virtual Folders that were open but not saved to disk. The same options that were used to create the Virtual Folder will be used again.

Note: If FileBoss cannot load any windows according to these settings then it will open a default Explore View according to the settings in Initial Explore Folder section above.

Restarting FileBoss when Windows Starts

This section specifies if and when FileBoss should start automatically when Windows starts (either when booting the computer or logging back in on multi-user systems).
There are three options (the default is Never).

Never

FileBoss will never startup by itself when Windows starts. This is the default.

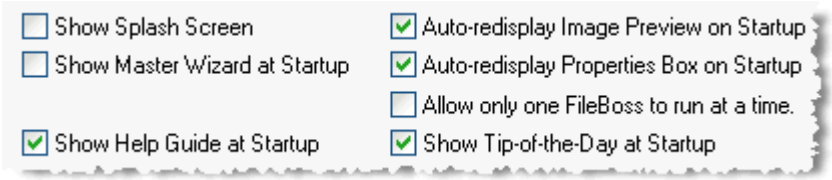
Always

FileBoss will always start whenever Windows starts.

Only if Open When Windows Last Closed

FileBoss will start with Windows, and only start with Windows, when it was active the last time that Windows was closed.

Miscellaneous Startup Options



Show Splash Screen

If checked the beautiful splash screen will be displayed every time FileBoss starts.
Note that this cannot be disabled in the unregistered version of FileBoss.

Show Master Wizard at Startup

If checked displays the Master Wizard every time FileBoss starts. The Master Wizard can also be started using the File | Wizards | Master Wizards command from the main menu, pressing Ctrl+Alt+Z or by clicking the command button .

Show Help Guide at Startup

If checked displays the Help Guide providing quick access help on common procedures and actions.

Show Tip-of-the-Day at Startup

If checked automatically displays a helpful hint with detailed help on how to get things done.

Auto-redisplay Image Preview at Startup

If checked displays the Image Preview window very time FileBoss starts. The Image Preview window can also be started using the View | Graphic Preview command from the main

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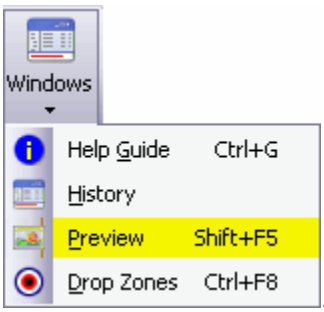
menu or by clicking the command button 

.

Auto-redisplay Properties Box on Startup
: If checked displays the Properties Box every time FileBoss starts. The Properties Box can also be started using the View | Properties command from the main menu, pressing Ctrl+M or by clicking the command button.

Allow only one FileBoss to run at a time
: If checked FileBoss will only allow one instance of itself to be running at a time. If FileBoss is already running and you try to start it again FileBoss will become the active application.

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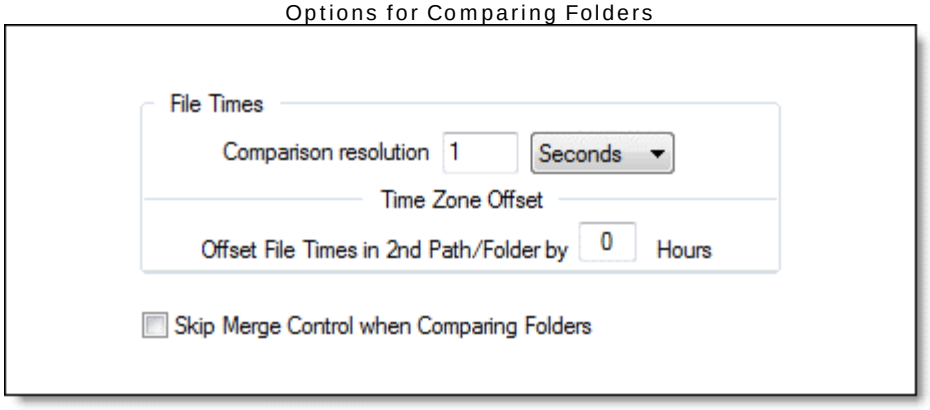
5.5 Compare Folders

To Display this Options Page

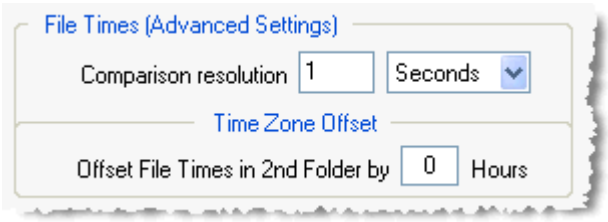
Use the Options | Program Options... command from the main menu (or click its command button) and select *Compare Folders* from the list of option pages.

Options for Comparing Folders



How Modified Times are Compared

Time Resolution



File Time Resolution

These two fields set how closely the modified times of files being compared must be for them to be considered the same. The default is '1' Second.
The minimum Resolution value is 0.
A value of 0 tells FileBoss to compare file times exactly as they are.

The maximum values for Resolution are:

Days	730
Hours	17,520
Minutes	1,051,200
Seconds	63,072,000

The default is 1 second.

Normally you should NOT change the default settings unless you have a very specific reason and really know what you are doing.
Note that while Windows records File Times to the nearest 100 nanoseconds (1/10,000,000 of a second) the recorded times are not that accurate and are rounded by most systems anyway.

Time Zone Offset

The value entered in this field will be added to the Modified File Times in the 2nd folder or path being compared before any comparisons are made.
For example, if most of the files in the second folder or path are two hours earlier than the times in the first group you could enter 2 here. Those files will then be considered the as having the same time.
If the times were two hours later, then enter -2 to achieve the same result.

Skip Merge Control Dialog

Specifies the number of hours to add (or subtract) from the file times of the entries in the second folder or path before comparing them. Normally used to compensate for time zone differences.

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Skip Merge Control Dialog

When checked, prevents the Merge Control dialog from being automatically displayed when folders/paths are first compared.
(To display the dialog, simply click the 'Merge' button on the Compare Toolbox that is always displayed when folders/paths are being compared.)

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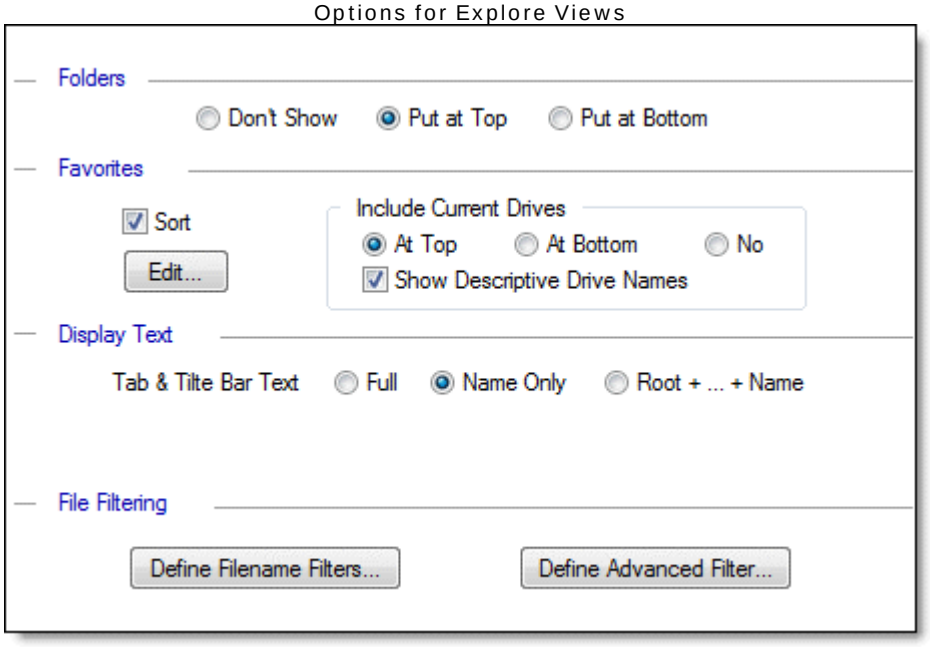
5.6 Explore Mode

To Display this Options Page

Use the Options | Program Options... command from the main menu (or click its command button) and select *Explore View* from the list of option pages.

Options for Explore Views



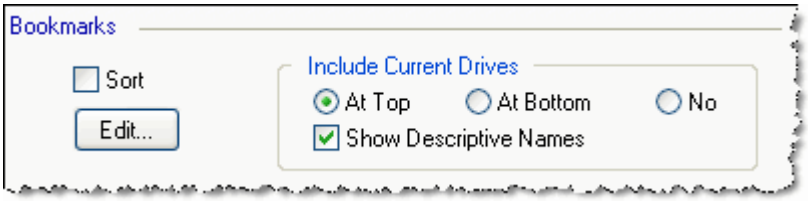
Where to Display Folders in Contents View

These options control where folders will be displayed in the Contents Window: above files, below files or not at all.
Whenever the position is changed

Other Ways to Change Where Folders are Displayed

- Clicking the command button ( ) that will change to indicate the current state (, or).
- Clicking the down arrow next to the command button ( ) and selecting one of the options from the popup menu.
- Selecting one of the options under the 'Explore | Display Folders At >' main menu item.

Where to Put Bookmarks in the Navigation Window



Where to Put

Tells FileBoss where to display the list of bookmarks in the Navigation Window. Clicking on one of the listed bookmark will move to that folder and display it in the Contents Windows.
Clicking on one of these bookmarks is exactly the same as clicking on one of the bookmark listed when you click the down arrow of the bookmark button ( ).

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Expand by Default
Tells FileBoss whether or not to expand the Bookmark list in the Navigation Window by default. The list can always be expanded (and closed up) by clicking the root item (Bookmark).

Edit...
Opens the Edit Bookmarks dialog where you can edit, delete, add and rearrange the bookmarks. You can also edit bookmarks using the Edit | Bookmarks... command from the main menu or, clicking the down arrow next to the bookmark button, , and selecting Edit Bookmarks... from the popup menu.

Hint: If you delete all of the bookmarks, the next time an Explore Window is created the Bookmark list will be repopulated with a default set. (The default set normally contains all of the drives on your computer as well as some common folders such as My Document and Program Files.

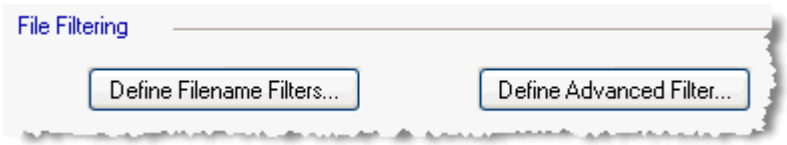
Display Text

What these Buttons Do
These setting determine how the name of the current folder will be displayed in the Tab for Explore Windows and on FileBoss's main title bar.

Options

Full	Displays the whole path and folder name **C:\Documents and Settings\FileBoss\My Documents\My Stuff**.
Name Only	Displays only the name of the folder without the path, e.g. **My Stuff**.
Root + ... + Name	Displays the root such as **C:** and the folder name, e.g. **C:\...My Stuff**.

Simple (Filename) and Complex (Advanced) File Filtering and



What these Buttons Do
Buttons allow you to create, edit, delete and prioritize both Filename and Advanced Filters for Explore View.

Why Filtering is Great
File filtering allows you to wander around your file system from folder to folder in Explore View and only see those files that are of interest to you.
For instance you could turn on a Filename Filter that would:

- only show *.exe and *.DLL (*.exe | *.DLL)
- only show pictures of you dog (Dog*.bmp | Dog*.jpeg)
- would not show any *.exe or *.DLL files (-*.exe | -*.DLL)

Or you could turn on an Advanced Filter that would

- only show files that had been modified within the last day, hour, month or since whenever
- not show any files with a hidden or system attribute set
- or just about any criterion or set of criteria you can imagine.

Hint:
You can also add and edit Filename and Advanced filters by clicking the down arrow next to their command buttons (and) and selecting the appropriate menu item.
You can also select the Explore | Edit Filename Filters... or Explore | Edit Advanced Filters... from the main menu.

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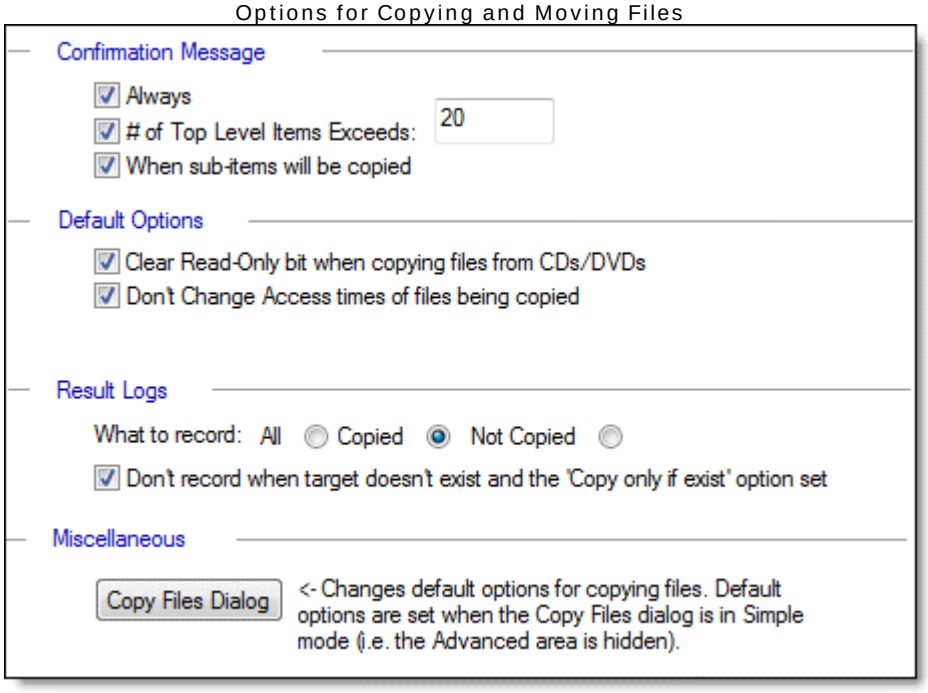
5.7 Copy / Move Files

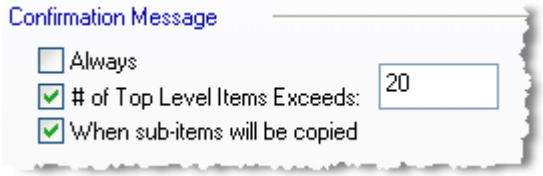
To Display this Options Page

Use the Options | Program Options... command from the main menu (or click its command button) and select *Copy Files* from the list of option pages.

Options for Copying and Moving Files



Confirmation Message



These options control when you will be asked to confirm a copy or move operation The confirmation message is displayed after the OK button has been pressed on the Copy/Move dialog.
The purpose is to alert you to certain conditions that you may not want such as copying whole bunches of files that are below any selected folders or the number of items to copy is greater than normal.

Always
The confirmation message will always be displayed

When Sub-items will be copied
The confirmation message will be displayed whenever folders are selected and files or folders underneath the selected folders my be copied

# of Top Level Items Exceeds
The confirmation message will be displayed when the number of items to be copied, i.e. the number of items selected, exceeds the indicated amount to the box to the right.

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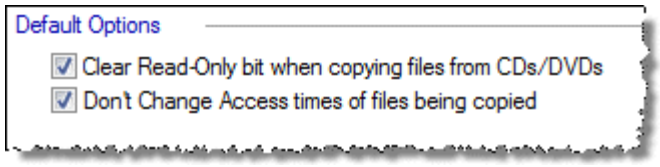
Copy File Options



Clear Read-Only bit when copying files from CDs/DVDs

Clears all read-only settings for files when they are copied from a CD or DVD. (Does not affect files copied from a HD or network drive.)

Files on most CDs and DVDs are set to Read-Only, even when the original files that were copied to the CDs were not. This can be a real pain when copying those files back to a HD as many programs will refuse to modify a read-only file (such as Word Processors and Graphics programs).

(Please note that clearing the read-only file attribute does not allow copy protected CDs or DVDs to be duplicated or copied. FileBoss does not break copy protection schemes.)

Don't Change Access times of files being copied

Prevents the access time of the file being copied from being changed.

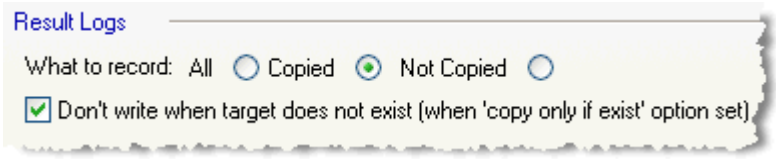
Some copy and backup programs change this time and some do not. FileBoss gives you the option. By default the times are not changed even though FileBoss technically accesses the program. There is a good reason not to change the Access time by a copy program: the time is intended to be an indication of when programs that actually use the file access it, not when utility programs make copies of it or back it up.

So why do some other programs change it? Because contrary to what would seem normal it actually takes extra work and care by the copy or backup program not to change it.

Automatically skip files that cannot be copied

Will automatically skip all files that cannot be copied and continue with the rest of the files. When this box is not checked and FileBoss cannot copy a file it will stop and ask you what you would like to do, skip, try again (giving you a chance to correct the problem) or to cancel all the rest of the files.

Logging Options



What to record

Determines what actions will be written to the Details result log. Depending on what you normally use FileBoss for you may want to have all or just some of the copied results logged.

This setting does not affect how errors are logged - they are always recorded in the error log - but rather it affects the results of normal operations.

Note that this setting does not affect the totals that are reported in the Summary results.

All	All operations will be logged whether a file was copied or not copied.
Copied	Only files copied will be mentioned in the Details result log. Files that were not copied because the target was newer or you didn't want to overwrite any files will not be recorded.
Not Copied	Only files that were not copied will be mentioned in the Details result log (either because the target was newer or you didn't want to overwrite any files). Files that were copied successfully will not be recorded in the Details result log.

Don't write when target does not exist
(when 'copy only if exist' option set)

Whether or not this box is checked controls if a log entry will be recorded when a file is not copied because the Copy Only If Exist option in the Copy Files dialog is set (or when using the Refresh Files function that implies Copy Only If Exist). This prevents a lot of unnecessary clutter in the details log. Note that this setting does not affect the totals that are reported in the Summary results.

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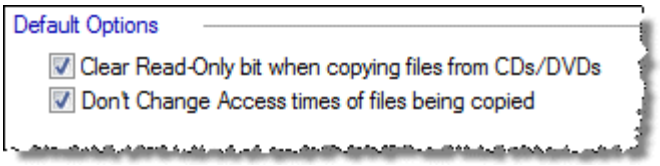
Copy File Options



Clear Read-Only bit when copying files from CDs/DVDs

Clears all read-only settings for files when they are copied from a CD or DVD. (Does not affect files copied from a HD or network drive.)
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(Please note that clearing the read-only file attribute does not allow copy protected CDs or DVDs to be duplicated or copied. FileBoss does not break copy protection schemes.)

Don't Change Access times of files being copied

Prevents the access time of the file being copied from being changed.
Some copy and backup programs change this time and some do not. FileBoss gives you the option. By default the times are not changed even though FileBoss technically accesses the program. There is a good reason not to change the Access time by a copy program: the time is intended to be an indication of when programs that actually use the file access it, not when utility programs make copies of it or back it up.
So why do some other programs change it? Because contrary to what would seem normal it actually takes extra work and care by the copy or backup program not to change it.

Automatically skip files that cannot be copied

Will automatically skip all files that cannot be copied and continue with the rest of the files. When this box is not checked and FileBoss cannot copy a file it will stop and ask you what you would like to do, skip, try again (giving you a chance to correct the problem) or to cancel all the rest of the files.

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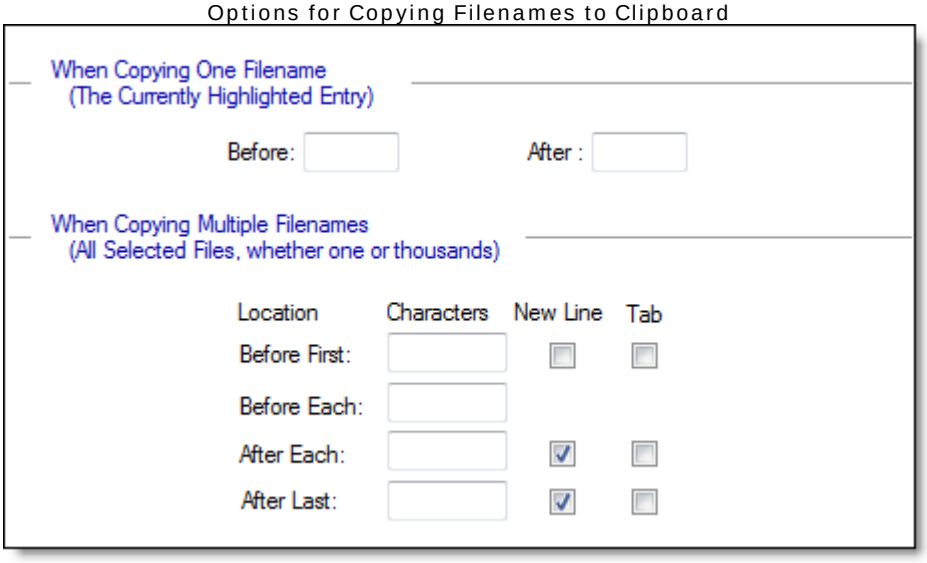
5.8 Copy Filenames

To Display this Options Page
Use the Options | Program Options... command from the main menu (or click its command button) and select *Copy Filenames* from the list of option pages.

Options for Copying Filenames to Clipboard



These Settings Apply To Copying One Filename to the Clipboard

To copy the highlighted (current) filename to the clipboard:
F10 to copy full path and name
Ctrl+Shift+F10 to copy just the filename
Edit | Copy Filenames > from the main menu for more options.

Before and After Fields
Whatever is entered in these fields will be put before and after the copied filename.

Typically these fields would consist of quotes (the defalut), open and close brackets.
Any thing you can type, FileBoss will insert.
Advanced: Three escape sequence sequences can be entered for special charactes: **\r** = carriage return (ASCII 13), **\n** = line feed (ASCII 10) and **\t** = tab (ASCII 9). Note: For compatilbility with other Windows programs, new lines should always be entered as **\r\n**. Only use**\r** or **\n** individually or in another order if you really know what you are doing.

These Settings Apply To Copying All Selected Filenames to the Clipboard
To copy all selected filenames to the clipboard:
Shift+F10 to copy paths and names
Ctrl+Shift+F10 to copy just the filenames
Edit | Copy Filenames > from the main menu for more options.

Formatting Multiple Filenames

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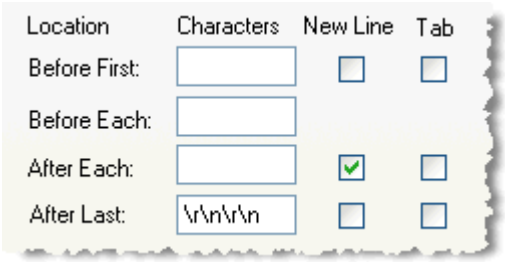

Locations

There are four locations in the list of copied filenames where FileBoss can insert text:

Before First Inserted before anything else is copied.

Before Each / After Each Inserted immediately before and after each name

After Last Appended at the very end of all the filenames

Characters

Typically these fields would consist of quotes, open and close brackets.

Any thing you can type, FileBoss will insert.

Advanced: Three escape sequence sequences can be entered for special charactes: **\r** = carriage return (ASCII 13), **\n** = line feed (ASCII 10) and **\t** = tab (ASCII 9). Note: For compatilbility with other Windows programs, new lines should always be entered as **\r\n.** Only use**\r** or **\n** individually or in another order if you really know what you are doing. (Entering **\r\n** is the same as checking the New Line box).

New Line

When checked will cause a new line to be generated. For example, when this box is checked for the After Each location every entry will appear on a new line. (This is the equivalent of entering \r\n (ASCII 13, ASCII 10) in the Characters field.)

Tab

When checked will cause a tab to be inserted. For example, when this box is checked for the After Each location every entry will be separated by a tab. (This is the equivalent of entering \t in the Characters field.)

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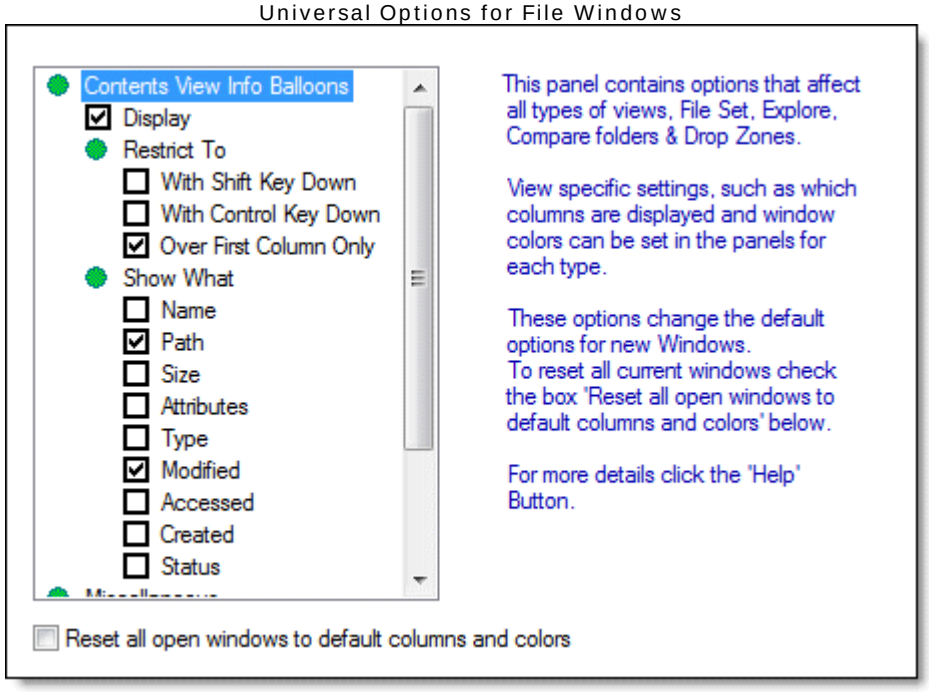
5.9 Window Styles - Global

To Display this Options Page

Use the Options | Program Options... command from the main menu (or click its command button) and select *Windows* from the list of option pages.

Universal Options for File Windows



Info Balloons

Display

Master switch that turns the display of the Info Balloons on and off. If this box is not checked no Info Balloons will be displayed.

Restrict To

Specifies specific conditions that must be met before an Info Balloon is displayed.

Shift Key The *Shift* key must be pressed in order for an Info Balloon to be displayed.

Control Key The *Ctrl* key must be pressed in order for an Info Balloon to be displayed.

First Column Info Balloons will only be displayed when the cursor is over the first column in the contents view. By default this box is checked to prevent info balloons always popping up to the annoyance of all.

Note: All three of these options can be used alone or in combination with each other.

Show What

Lists the various file attributes that can be displayed in an Info Balloon. Check the items you want displayed.

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Miscellaneous Options for the Content Window

Sticky Selections

When checked Sticky Selection Mode is active. Sticky Selection Mode allows you to click on an entry in the Contents View to select it without de-selecting other entries. Sticky Select acts much like holding down the Ctrl key while clicking entries in Windows Explorer.

Note: When Sticky Select Mode is active you can click normally by holding down the Ctrl key.

And Sticky selection mode can also be turned off and on from the right-click menu.

Display File Size in K

Displays file sizes in kilobytes rather than in bytes. When active all sizes are rounded up to the nearest kilobyte and a K is displayed after the size.

Reset Default Columns and Window Colors

Reset All Window Colors

Resets all background and text colors for the Explorer and Virtual Folders to their defaults. This is simply a quick way of resetting all rather than selecting the colors for each type of window individually.

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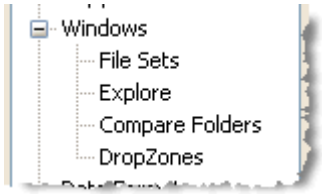
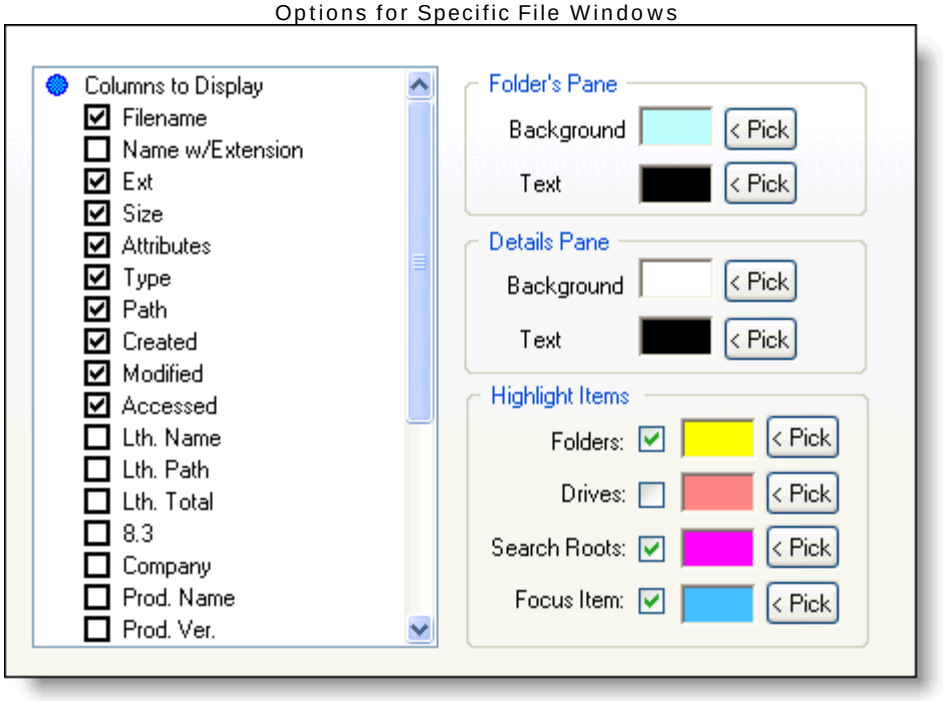
5.10 Window Styles - By Type

To Display this Options Page

Use the Options | Program Options... command from the main menu (or click its command button) and select one of the individual window types listed under *Windows*.
These options can be set for individual View Types as selected in the option navigation bar on the left side of the dialog:

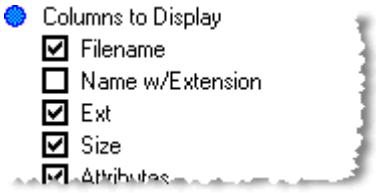


Options for Specific File Windows



Under normal circumstances there is little need to change the colors of the windows or text.
Note: the settings under the Columns to Display heading can also be changed by right-clicking on any column header. Doing so will display a tall dialog listing the various columns that can be added and removed from the Contents Window.

Columns Displayed in the Contents Window



These options control when you will be asked to confirm a copy or move operation The confirmation message is displayed after the OK button has been pressed on the Copy/Move dialog.
The purpose is to alert you to certain conditions that you may not want such as copying whole bunches of files that are below any selected folders or the number of items to copy is greater than normal.

Always

The confirmation message will always be displayed

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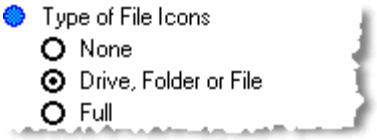
When Sub-items will be copied
The confirmation message will be displayed whenever folders are selected and files or folders underneath the selected folders my be copied

# of Top Level Items Exceeds
The confirmation message will be displayed when the number of items to be copied, i.e. the number of items selected, exceeds the indicated amount to the box to the right.

File Icons to Use



These options control when you will be asked to confirm a copy or move operation The confirmation message is displayed after the OK button has been pressed on the Copy/Move dialog.
The purpose is to alert you to certain conditions that you may not want such as copying whole bunches of files that are below any selected folders or the number of items to copy is greater than normal.

Always
The confirmation message will always be displayed

When Sub-items will be copied
The confirmation message will be displayed whenever folders are selected and files or folders underneath the selected folders my be copied

# of Top Level Items Exceeds
The confirmation message will be displayed when the number of items to be copied, i.e. the number of items selected, exceeds the indicated amount to the box to the right.

Folder Names in the Contents Window

These options control when you will be asked to confirm a copy or move operation The confirmation message is displayed after the OK button has been pressed on the Copy/Move dialog.
The purpose is to alert you to certain conditions that you may not want such as copying whole bunches of files that are below any selected folders or the number of items to copy is greater than normal.

Always
The confirmation message will always be displayed

When Sub-items will be copied
The confirmation message will be displayed whenever folders are selected and files or folders underneath the selected folders my be copied

# of Top Level Items Exceeds
The confirmation message will be displayed when the number of items to be copied, i.e. the number of items selected, exceeds the indicated amount to the box to the right.

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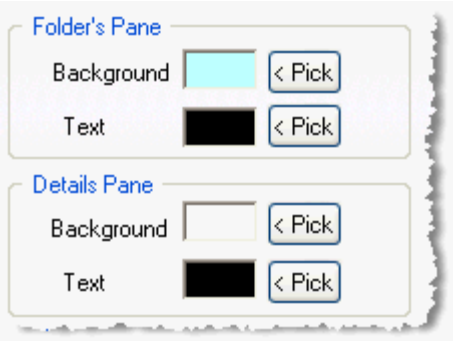
Colors for Folder and Contents Windows



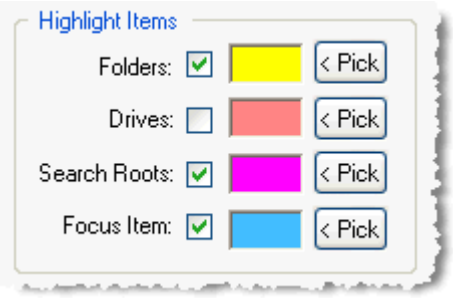
These options control when you will be asked to confirm a copy or move operation The confirmation message is displayed after the OK button has been pressed on the Copy/Move dialog.
The purpose is to alert you to certain conditions that you may not want such as copying whole bunches of files that are below any selected folders or the number of items to copy is greater than normal.

Always
The confirmation message will always be displayed

When Sub-items will be copied
The confirmation message will be displayed whenever folders are selected and files or folders underneath the selected folders my be copied

# of Top Level Items Exceeds
The confirmation message will be displayed when the number of items to be copied, i.e. the number of items selected, exceeds the indicated amount to the box to the right.

Colors for Special Items and Highlighted Items



These options control when you will be asked to confirm a copy or move operation The confirmation message is displayed after the OK button has been pressed on the Copy/Move dialog.
The purpose is to alert you to certain conditions that you may not want such as copying whole bunches of files that are below any selected folders or the number of items to copy is greater than normal.

Always
The confirmation message will always be displayed

When Sub-items will be copied
The confirmation message will be displayed whenever folders are selected and files or folders underneath the selected folders my be copied

# of Top Level Items Exceeds
The confirmation message will be displayed when the number of items to be copied, i.e. the number of items selected, exceeds the indicated amount to the box to the right.

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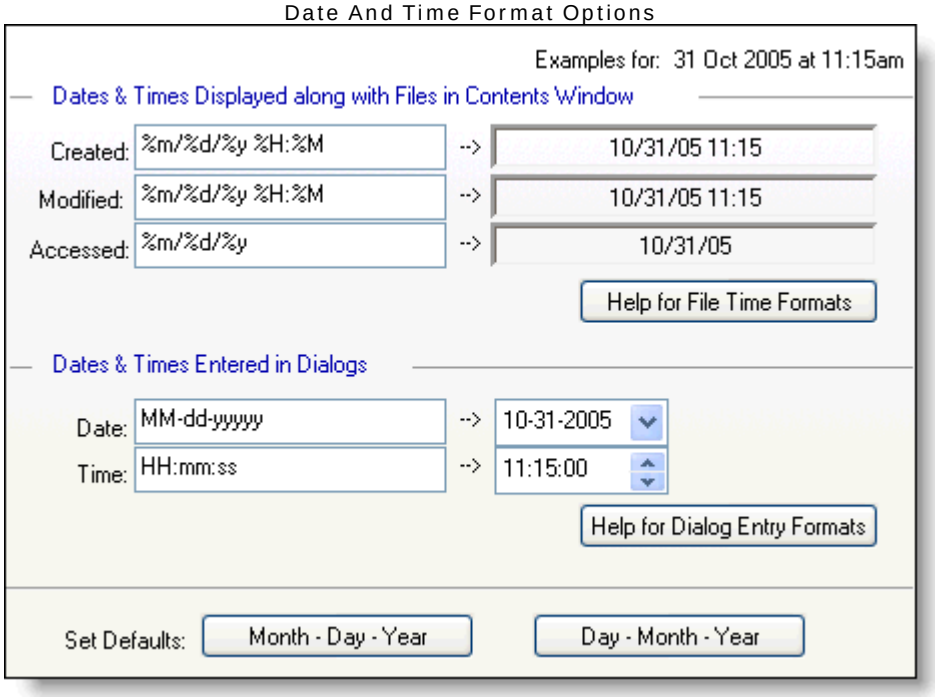
5.11 Date & Time Formats

To Display this Options Page

Use the Options | Program Options... command from the main menu (or click its command button) and select *Date Formats* from the list of option pages on the left side.

Date And Time Format Options



File Date and Time Formats

These formats tell FileBoss how to display file times. Most notably these file times are seen in the Modified, Accessed and Created columns in the contents window of any view. The format for each of these columns can be set separately.

To set the formats use the Options | Program Options... command from the main menu (or click its command button) and select *Date Formats* from the list of option pages on the left side.

To see formats for entering dates and times into dialog controls click here 216.

Default Formats

If a format is blank the dialog controls will display dates and times in a format determined by how your version of Windows is setup.

Quick Examples

For Tuesday, 31 October 2003 at 1:15:30 in the afternoon

Dates

31-Oct-2003	dd-MMM-yyyy
10/31/2003	MM/dd/yyyy
31/10/03	dd/MM/yy
20031031	yyyyMMdd
2003 10 31	yyyy MM dd

Times

13:15:30	HH:mm:ss
01:15:30AM	hh:mm:sstt
1:15:30 AM	h:mm:ss tt

Complete List of Formats

d

The one- or two-digit day.

dd

The two-digit day. Single-digit day values are preceded by a zero.

ddd

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The three-character weekday abbreviation.

dddd
The full weekday name.

h
The one- or two-digit hour in 12-hour format.

hh
The two-digit hour in 12-hour format. Single-digit values are preceded by a zero.

H
The one- or two-digit hour in 24-hour format.

HH
The two-digit hour in 24-hour format. Single-digit values are preceded by a zero.

m
The one- or two-digit minute.

mm
The two-digit minute. Single-digit values are preceded by a zero.

M
The one- or two-digit month number.

MM
The two-digit month number. Single-digit values are preceded by a zero.

MMM
The three-character month abbreviation.

MMMM
The full month name.

t
The one-letter AM/PM abbreviation (that is, AM is displayed as "A").

tt
The two-letter AM/PM abbreviation (that is, AM is displayed as "AM").

yy
The last two digits of the year (that is, 1996 would be displayed as "96").

yyyy
The full year (that is, 1996 would be displayed as "1996").

Entering Dates & Times in Dialogs

These formats tell FileBoss how to display file times. Most notably these file times are seen in the Modified, Accessed and Created columns in the contents window of any view. The format for each of these columns can be set separately.
To set the formats use the Options | Program Options... command from the main menu (or click its command button) and select Date Formats from the list of option pages on the left side.

To see formats for displaying file times click here 215.

Quick Examples

For Tuesday, 19 March 2002 at 1:15:30 in the afternoon
(Note the the colon and slashes are not used as these cannot be part of a file name!)

02-03-19	**%y-%m-%d**
20020319	**%Y%m%d**
2002-03-19	**%Y-%m-%d**
19-Mar-2002	**%d-%b-%Y**
Tuesday, March 19, 2002	**%A, %B %d, %Y**
Tue, 19 Mar 2002	**%a, %d %b %Y**
Tuesday the 078 day of 2002	**%A the %j day of %Y**
2002-078	**%Y-%j**
01-15-30PM	**%I-%M-%S%p**

Complete Specifications

Year

%y	Year without century, as decimal number (00 – 99)
%Y	Year with century, as decimal number

Month

%b	Abbreviated month name
%B	Full month name
%m	Month as decimal number (01 – 12)

Week

%w	Weekday as decimal number (0 – 6; Sunday is 0)

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%W Week of year as decimal number, with Monday as first day of week (00 – 53)
%U Week of year as decimal number, with Sunday as first day of week (00 – 53)

Day
%a Abbreviated weekday name
%A Full weekday name
%d Day of month as decimal number (01 – 31)
%j Day of year as decimal number (001 – 366)

Hour
%H Hour in 24-hour format (00 – 23)
%I Hour in 12-hour format (01 – 12)
%p Current locale's A.M./P.M. indicator for 12-hour clock

Minutes
%M Minute as decimal number (00 – 59)

Seconds
%S Second as decimal number (00 – 59)

Miscellaneous
%c Date and time representation appropriate for locale
%x Date representation for current locale
%X Time representation for current locale
%z (or %Z) Time-zone name or abbreviation; no characters if time zone is unknown
%% Percent sign

Alphabetical list:
%a Abbreviated weekday name
%A Full weekday name
%b Abbreviated month name
%B Full month name
%c Date and time representation appropriate for locale
%d Day of month as decimal number (01 – 31)
%H Hour in 24-hour format (00 – 23)
%I Hour in 12-hour format (01 – 12)
%j Day of year as decimal number (001 – 366)
%m Month as decimal number (01 – 12)
%M Minute as decimal number (00 – 59)
%p Current locale's A.M./P.M. indicator for 12-hour clock
%S Second as decimal number (00 – 59)
%U Week of year as decimal number, with Sunday as first day of week (00 – 53)
%w Weekday as decimal number (0 – 6; Sunday is 0)
%W Week of year as decimal number, with Monday as first day of week (00 – 53)
%x Date representation for current locale
%X Time representation for current locale
%y Year without century, as decimal number (00 – 99)
%Y Year with century, as decimal number
%z, %Z Time-zone name or abbreviation; no characters if time zone is unknown
%% Percent sign

Format Code Meaning
%#a, %#A, %#b, %#B, %#p, %#X, %#z, %#Z, %#% # flag is ignored.
%#c Long date and time representation, appropriate for current locale. For example: "Tuesday, March 14, 1995, 12:41:29".
%#x Long date representation, appropriate to current locale. For example: "Tuesday, March 14, 1995".
%#d, %#H, %#I, %#j, %#m, %#M, %#S, %#U, %#w, %#W, %#y, %#Y Remove leading zeros (if any).

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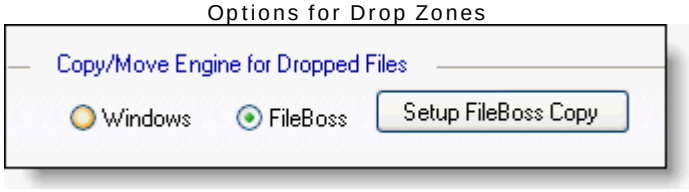
5.12 Drop Zones

To Display this Options Page

Use the Options | Program Options... command from the main menu (or click its command button) and select *Drop Zones* from the list of option pages.

Options for Drop Zones



Choosing the Copy Engine

Select the copy engine you want FileBoss to use when files and folders are dropped on a Drop Zone.
The Windows copy engine is the same one used by Windows Explorer.
FileBoss's internal copy engine will gracefully handle errors when copying files so that you will have the opportunity to correct problems or finish a copy operation even though some files could not be copied.

To configure the FileBoss copy engine to suit your needs press click the Setup Fileboss Copy button.

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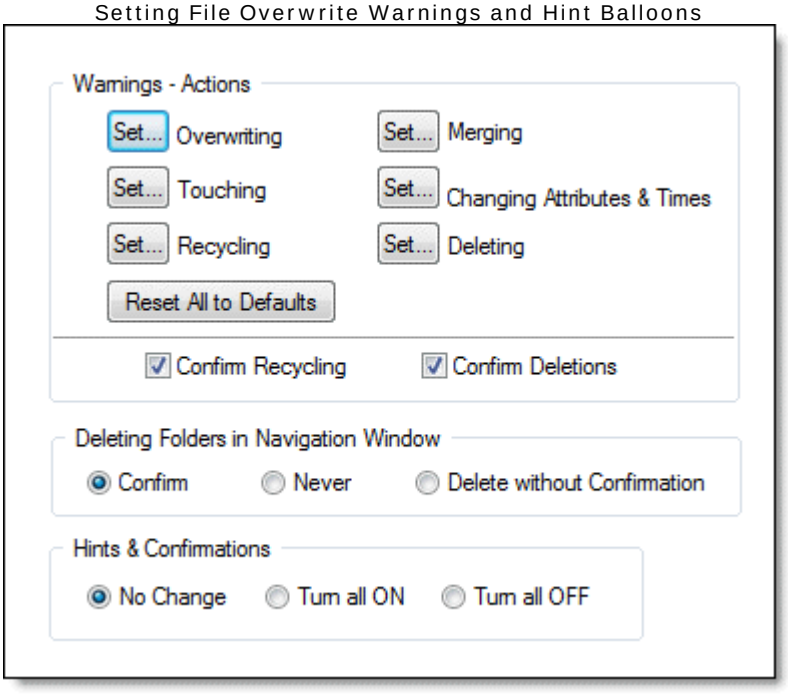
5.13 Warnings & Hints

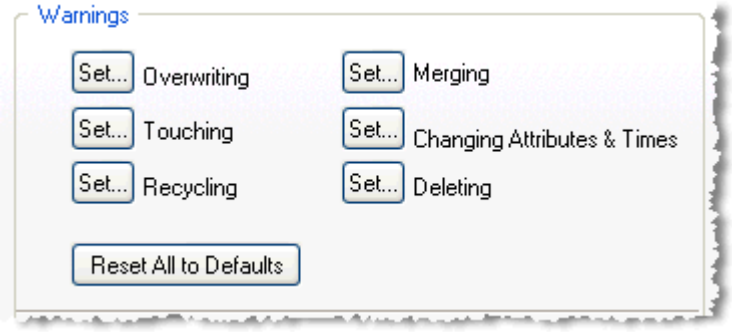
To Display this Options Page

Use the Options | Program Options... command from the main menu (or click its command button) and select *Warnings & Hints* from the list of option pages on the left side.

Setting File Overwrite Warnings and Hint Balloons



Warnings when Changing a File



The Set buttons allow you to set when you will be warned that the related action will change a file or folder.
For details on setting warnings for these actions see Set Action Warnings.

Confirming Deletions

Determines if you will be asked to confirm that you really want to delete or recycle a group of files. These messages are discretionary and can be turned off from the confirmation boxes themselves.

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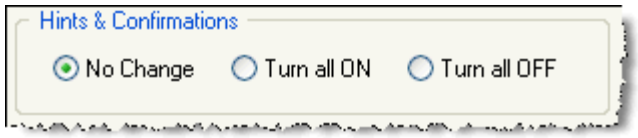
Setting Hints And Confirmations



Can turn on or off all discretionary messages the FileBoss may display.
Discretionary messages are messages that you can turn off, typically by checking a box in the lower left corner of the message box.

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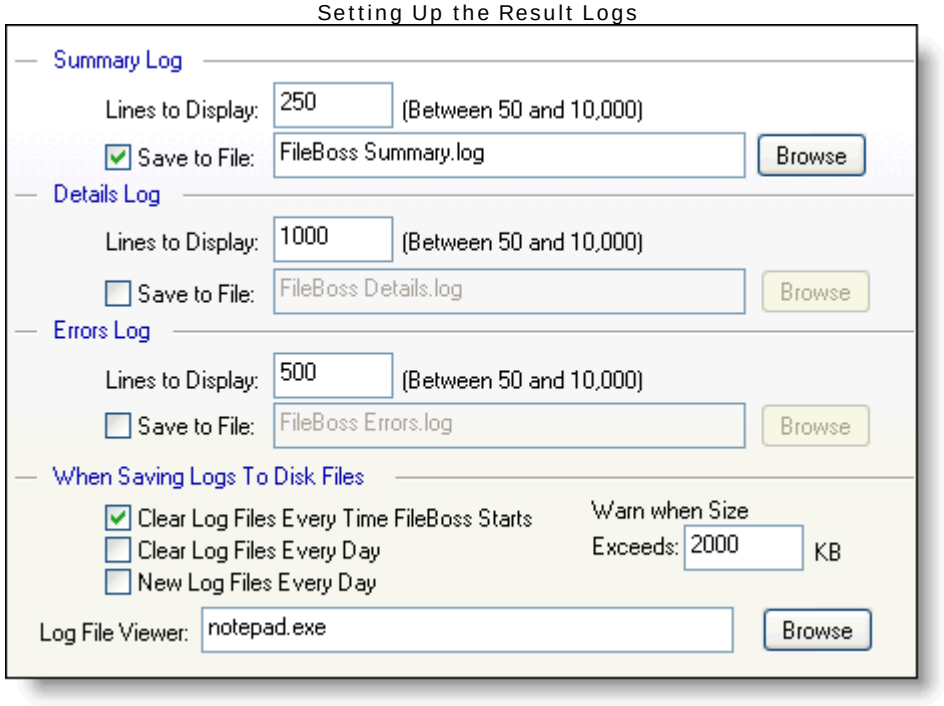
5.14 Result & Error Logs

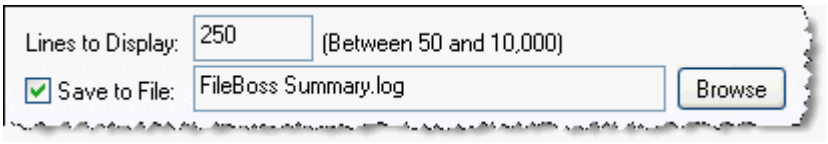
To Display this Options Page

Use the Options | Program Options... command from the main menu (or click its command button) and select *Result Logs* from the list of option pages on the left side.

Setting Up the Result Logs



Individual Log Options



Lines To display

The number of lines in the associate result log that FileBoss will keep in memory. Once more lines that the number indicated here is reached FileBoss will delete the oldest results from memory.
The only real reason to set this number lower is to conserve memory.

Save to File

When this box is checked results will be written to a disk file. If no path is given with the log file name the log file will be stored in FileBoss's default data folder, typically **My Documents\FileBoss Data**.

Clearing and Starting Logs

Clear Log Files Every Time FileBoss Starts

When checked and a result log is being written to disk the disk file will be cleared every time FileBoss starts. All results from a previous FileBoss session will be lost.

Clear Log Files Every Day

When checked and a result log is being written to disk the disk file will be cleared every time starts on a new day.

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New Log Files Every Day
: When checked and a result log is being written to disk FileBoss will create new log files for each day that FileBoss is run. The name of the files will include the date, e.g. *FileBoss Summary (2005 05 31).log.*

Warn when Size Exceeds:
: Sets the size in kilobytes a result log must exceed before a warning message is displayed when FileBoss starts. For instance if a this value is set to 1024 anytime a disk based result log is greater than one megabyte FileBoss will warn you when it first starts.
To cancel all size warnings enter a 0 or less.

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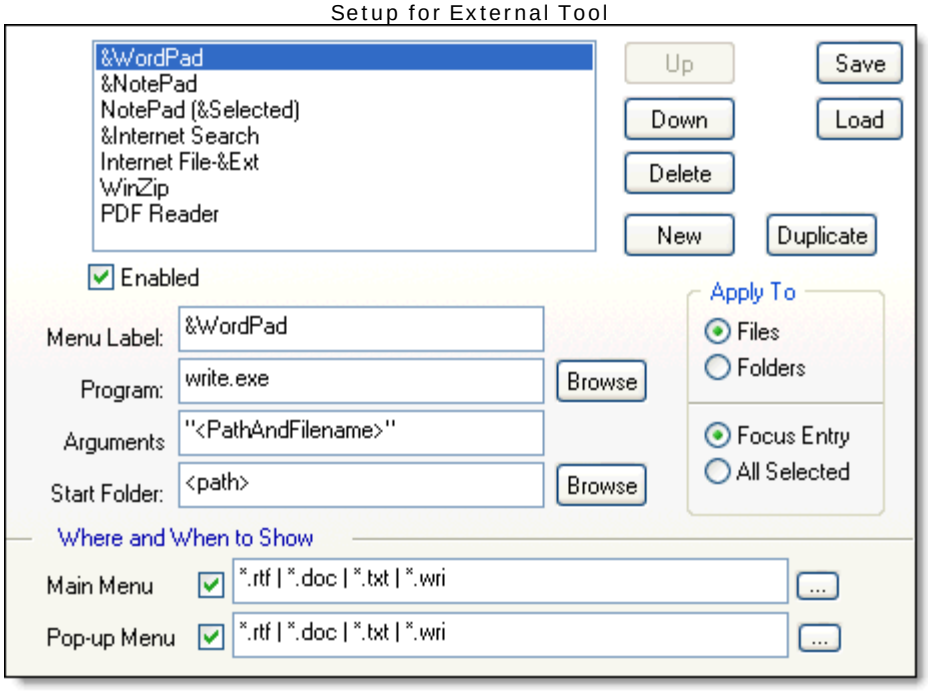
5.15 External Tools

To Display this Options Page

Use the Options | Program Options... command from the main menu (or click its command button) and select *External Tools* from the list of option pages on the left side.

Setup for External Tool



External tools allow you to specify programs that can be called to display or load files you have selected. When a tool is available it will be displayed on the right-click menu and/or the main menu at Tools | External >. You can match tools to file patterns so that the tool is only available for certain file types. You can even use the special Internet protocols described below to search the internet for information on a file or file type or even a specific website for a file or type. See Configuring an Internet Tool 197 below for all the details.

Up to one-hundred tools can be defined. If you want to keep a tool definition but don't want it active simply clear the check boxes for both Main Menu and Pop-up Menu.

Also not you may want to create two external tools using the same program. One can be used just for a file that has the current focus and the other for all selected files. (See the **Apply Tool to Focus File or All Selected Files** section below.)

List of Installed Tools

Displays a list of currently installed tools. The tools will be displayed on the menus in the same order as they are listed here. To change the order select a tool and use the **Up** and **Down** buttons.

Creating a new tool by duplicating the current one

To make a copy of a tool highlight it and click the **Duplicate** button. Making duplicates can save time when configuring the same tool for different purposes such as one instance for all selected files and one that just opens the entry with focus.

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External Tools

Select a tool to modify its attributes in the fields below.

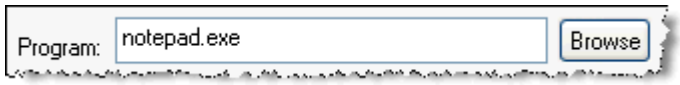
Saving and Loading Definitions for External Tools

The Save and Load button in the upper-right corner...
Select a tool to modify its attributes in the fields below.

Menu Labels

Defines the text that will be displayed on the menus when the tool is active.
To add a shortcut key put an ampersand in front of the desired letter, e.g. &NotePad would display the title as N**otePad** and pressing the 'N' key would select that tool from the menu.

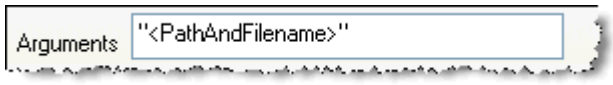
Program To Execute



Enter the name of the program that executes when this tool is selected. Sometimes, especially when the program is a standard Windows program, only the name is needed. But for other programs it is always best to use a complete path.

If this field is empty and the Arguments field contains "<PathAndFilename>" FileBoss will attempt to open the file using the default program for that type of files. This can be useful for standard file types such as MP3 and TXT files.

Program Arguments



Enter any arguments that should be passed to the program when the tool is selected. Typically the arguments will be some form of the of the highlighted entry's name and/or command switch's that control how a specific program starts.

Available Meta Arguments are:

<PathAndFilename>	e.g. C:\Program Files\FileBoss\FileBoss.exe
<Filename>	e.g. FileBoss.exe
<Name>	e.g. FileBoss
<Ext>	e.g. exe (Note that there is no leading period before the extension. If you need the period be sure to include it explicitly.)

It is normally best to surround each of the arguments with double quotation marks. If in doubt check the documentation for the tool's program.

Specifying a Start Folder

Enter the folder you want the program to start in. If in doubt just enter <Path> which will be substituted with the folder that contains the program.
Many programs do not use this parameter.

<Path> e.g. C:\Program Files\FileBoss

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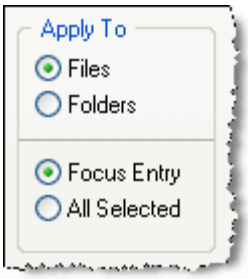
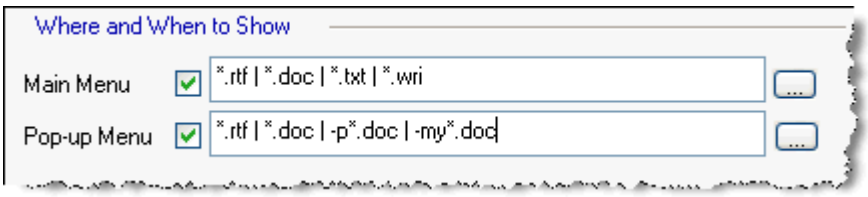
Apply To Options



Apply to *File* or *Folders*
Determines whether the selected tool will be available for folders or for files. For instance if a file is highlighted and the tool is for folders it will not be displayed on the popup (right-click) menu.

Apply to *Focus* Entry or *All Selected*
Determines whether the tool will be applied to just the one file that has the focus or to all selected entries. Frequently two external tools will be created using the same program. One will be designated to apply to the current file and one to all selected so that you can easily choose which way you want the tool applied from the right-click context menu.

Defining When and Where a Tool will be Displayed



Allows you to specify where and for what files a tool will be displayed. If you are using just a few tools then these fields can be left with their default values. But if you have many tools or special needs you might want to limit when or where the tool will be displayed.
Each time an entry in the contents window is highlighted FileBoss with match the entries name against the list of file patterns entered in these fields. If the file matches one of the file patterns (but not any of the excluded patterns) and the box is checked the tool will be displayed on the main menu, popup menu or both as appropriate.
In the above example this tool will be displayed on the main menu if the highlighted file's extension is rtf, doc, txt, or wrt. It will be displayed on the popup menu if its extension is rtf or doc and its name does not begin with *p* or *my*.
To always display a tool just enter an asterisk (*) for each menu.

Third Party Tools and Viewers Examples

NotePad

url:	**<Comes with Microsoft Windows>**
Menu Text:	&NotePad
Program:	NotePad.exe
Arguments:	"<PathAndFilename>"
Start Folder:	<Path>
Main Menu / Pop-up Menu File Specs	
	*.txt | *.log | *.bat

WordPad

url:	**<Comes with Microsoft Windows>**
Menu Text:	&WordPad
Program:	write.exe
Arguments:	"<PathAndFilename>"
Start Folder:	<Path>
Main Menu / Pop-up Menu File Specs	
	*.doc | *.rtf

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Quick View Plus (Version 7)

url:	http://www.avantstar.com
Menu Text:	Quick View
Program:	C:\Program Files\Quick View Plus\Program\qvp32.exe
Arguments:	"<PathAndFilename>" -dn -da -x
Start Folder:	<Path>
Filter:	*

Irfan View (Version 3.95)

url:	http://www.irfanview.net or http://www.irfanview.com
Menu Text:	Irfan View
Program:	C:\Program Files\IrfanView\i_view32.exe
Arguments:	"<PathAndFilename>" /one
Start Folder:	<Path>
Filter:	*.bmp | *.jpeg | *.jpg | *.ico | *.gif | *. png
Filter:	*

Power Point Viewer

Menu Text:	&PP Viewer
Program:	C:\Program Files\Microsoft Office\PowerPoint Viewer\PPTVIEW.EXE
Arguments:	"<PathAndFilename>"
Start Folder:	<Path>

Main Menu / Pop-up Menu File Specs
*.ppt

Confguring an *Internet* Tool

For the Program Field:

Either **WWW**, **Internet** or **HTML**. Use whichever you wish. There is no difference in the way the are executed.

For the Arguments field:

<PathAndFilename>	e.g. C:\Program Files\FileBoss\FileBoss.exe
<Filename>	e.g. FileBoss.exe
<Name>	e.g. FileBoss
<Ext>	e.g. exe (Note that there is no leading period before the extention. If you need the period be sure to include it explicitly.)

For the Start Folder field:

<Path>	e.g. C:\Program Files\FileBoss

Example 1:

Menu Text:	Net Search
Program:	INTERNET
Arguments:	http://www.google.com/search?&q="<Name>.<Ext>"
Start Folder:	

If the currently highlighted file is 'FileBoss.Exe'
Will open the default browser go to the url:
http://www.google.com/search?&q="FileBoss.exe"

Example 2:

Menu Text:	Internet Search
Program:	INTERNET
Arguments:	http://www.google.com/search?&q="<Filename>"
Start Folder:	

If the currently highlighted file is 'FileBoss.Exe'
Will open the default browser go to the url:
http://www.google.com/search?&q="FileBoss.exe"

Example 3:

Menu Text:	FilExt.com Extension Search
Program:	INTERNET
Arguments:	http://www.filext.com/detaillist.php?extdetail=<Ext>

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Start Folder:

If the currently highlighted file is 'FileBoss.Exe'
Will open the default browser go to the url:
http://www.filext.com/detaillist.php?extdetail=exe

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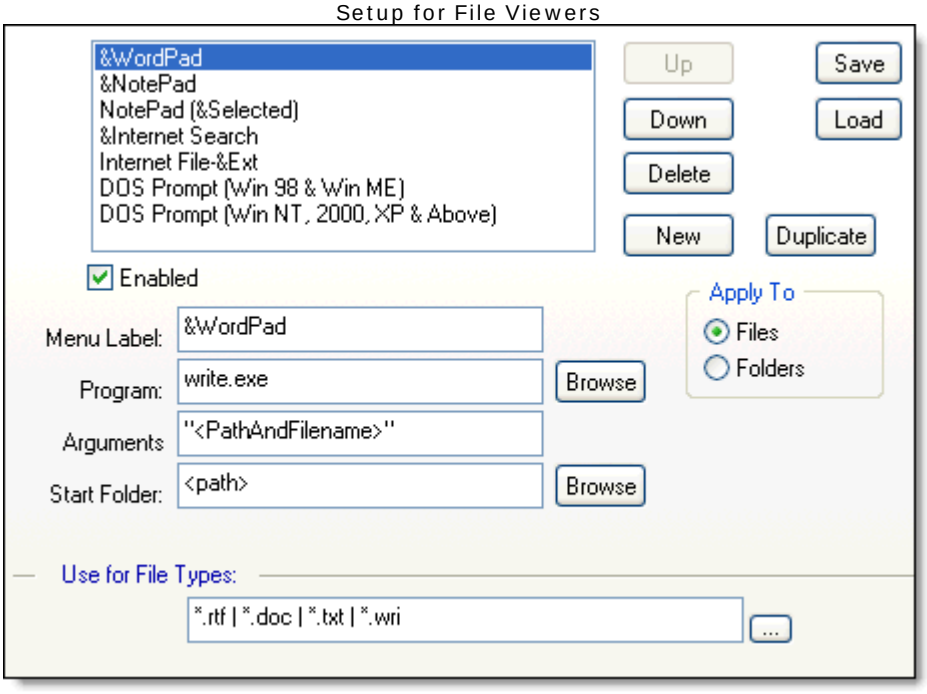
5.16 Auto Viewers

To Display this Options Page

Use the Options | Program Options... command from the main menu (or click its command button) and select *Auto-Viewers* from the list of option pages on the left side.

Setup for File Viewers



External tools allow you to specify a program that will be called whenever a entry in the contents window of any FileBoss view is highlighed. You can match tools to file patterns so that the tool is only available for certain file types.

You can even use the special Intenet protocols describbed below to search the internet for information on a file or file type or even a specific website for a file or type. See Configuring an Internet Tool 202 below for all the details.

List of Installed Auto-Viewers

Displays a list of currently installed tools. The viewers will be displayed on the menu in the same order as they are listed here. To change the order select a tool and use the **Up** and **Down** buttons.

Select a tool to modify its attributes in the fields below.

Creating a new tool by duplicating the current one

To make a copy of a tool highlight it and click the **Duplicate** button. Making duplicates can save time when configuring the same tool for different purposes such as one instance for all selected files and one that just opens the entry with focus.

Select a tool to modify its attributes in the fields below.

Saving and Loading Definitions for External Tools

The Save and Load button in the upper-right corner...

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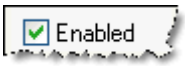
Select a tool to modify its attributes in the fields below.

Enable Auto-Viewer



Enables or disables the auto-viewer. When disabled the auto-view will be active.
Note that auto-viewers can also be quickly turned on and off from the list displayed using Tools | Auto-Viewers On/Off > from the main menu.

Menu Labels

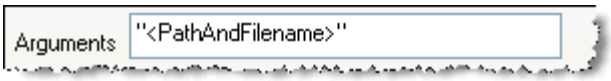
Defines the text that will be displayed on the Tools | Auto-Viewers On/Off > menu from which they can be quickly turned on and off..
To add a shortcut key put an ampersand in front of the desired letter, e.g. &NotePad would display the title as N**otePad** and pressing the 'N' key would select that tool from the menu.

Program To Execute

Enter the name of the program that executes when FileBoss calls this auto-viewer. Sometimes, especially when the program is a standard Windows program, only the name is needed. But for other programs it is always best to use a complete path.

If this field is empty and the Arguments field contains "<PathAndFilename>" FileBoss will attempt to open the file using the default program for that type of files. This can be useful for standard file types such as MP3 and TXT files.

Program Arguments



Enter any arguments that should be passed to the program when FileBoss calls the auto-viewer. Typically the arguments will be some form of the highlighted entry's name and/or command switch's that control how a specific program starts.

Available Meta Arguments are:

<PathAndFilename>	e.g. C:\Program Files\FileBoss\FileBoss.exe
<Filename>	e.g. FileBoss.exe
<Name>	e.g. FileBoss
<Ext>	e.g. exe (Note that there is no leading period before the extension. If you need the period be sure to include it explicitly.)

It is normally best to surround each of the arguments with double quotation marks. If in doubt check the documentation for the tool's program.

Specifying a Start Folder

Enter the folder you want the program to start in. If in doubt just enter <Path> which will be substituted with the folder that contains the program.
Many programs do not use this parameter.

<Path> e.g. C:\Program Files\FileBoss

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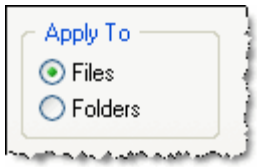
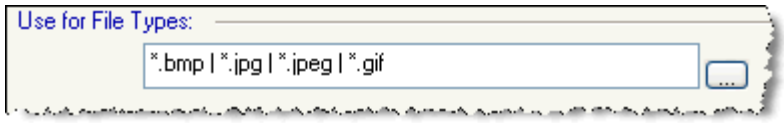
Apply Tool to Files or Folders



Apply to *File* or *Folders*
Determines whether the selected tool will be available for folders or for files. For instance if a file is highlighted and the tool is for folders it will not be displayed on the popup (right-click) menu.

Clearing and Starting Logs



Allows you to specify where and for which files an auto-viewer will be called.
Each time an entry in the contents window is highlighted FileBoss with match the entries name against the list of file patterns entered in these fields. If the file matches one of the file patterns (but not any of the excluded patterns) the auto-viewer will be executed.
In the above example this auto-viewer will be called if the highlighted file's extension is bmp, jpg, jpeg, or gif.

Third Party Tools and Viewers Examples

Quick View Plus (Version 7)

url:	http://www.avantstar.com
Menu Text:	Quick View
Program:	C:\Program Files\Quick View Plus\Program\qvp32.exe
Arguments:	"<PathAndFilename>" -dn -da -x
Start Folder:	<Path>
Filter:	*

Irfan View (Version 3.95)

url:	http://www.irfanview.net or http://www.irfanview.com
Menu Text:	Irfan View
Program:	C:\Program Files\IrfanView\i_view32.exe
Arguments:	"<PathAndFilename>" /one
Start Folder:	<Path>
Filter:	*.bmp | *.jpeg | *.jpg | *.ico | *.gif | *. png

NotePad

url:	**<Internal Microsoft Windows Program>**
Menu Text:	NotePad
Program:	NotePad.exe
Arguments:	"<PathAndFilename>"
Start Folder:	<Path>
File Specs	*.txt | *.log | *.bat

Write

url:	**<Internal Microsoft Windows Program>**
Menu Text:	Write
Program:	write.exe
Arguments:	"<PathAndFilename>"
Start Folder:	<Path>
File Specs	*.doc | *.rtf

Power Point

Menu Text:	Power Point
Program:	C:\Program Files\Microsoft Office\PowerPoint Viewer\PPTVIEW.EXE
Arguments:	"<PathAndFilename>"
Start Folder:	<Path>
File Specs	*.ppt

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Confguring an Internet Viewer

For the Program Field:

Either WWW, Internet or HTML. Use whichever you wish. There is no difference in the way the are executed.

For the Arguments field:

<PathAndFilename>	e.g. C:\Program Files\FileBoss\FileBoss.exe
<Filename>	e.g. FileBoss.exe
<Name>	e.g. FileBoss
<Ext>	e.g. exe (Note that there is no leading period before the extention. If you need the period be sure to include it explicitly.)

For the Start Folder field:

<Path>	e.g. C:\Program Files\FileBoss

Example 1:

Menu Text: Net Search
Program: INTERNET
Arguments: http://www.google.com/search?&q="<Name>.<Ext>"
Start Folder:

If the currently highlighted file is 'FileBoss.Exe'
Will open the default browser go to the url:
http://www.google.com/search?&q="FileBoss.exe"

Example 2:

Menu Text: Internet Search
Program: INTERNET
Arguments: http://www.google.com/search?&q="<Filename>"
Start Folder:

If the currently highlighted file is 'FileBoss.Exe'
Will open the default browser go to the url:
http://www.google.com/search?&q="FileBoss.exe"

Example 3:

Menu Text: FilExt.com Extension Search
Program: INTERNET
Arguments: http://www.filext.com/detaillist.php?extdetail=<Ext>
Start Folder:

If the currently highlighted file is 'FileBoss.Exe'
Will open the default browser go to the url:
http://www.filext.com/detaillist.php?extdetail=exe

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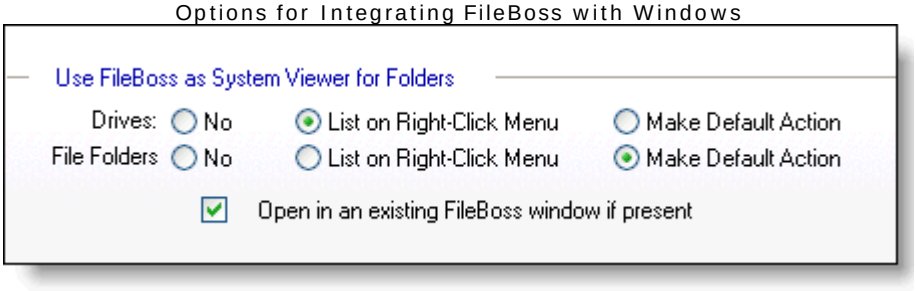
5.17 Windows Integration

To Display this Options Page

Use the Options | Program Options... command from the main menu (or click its command button) and select *Windows Integration* from the list of option pages on the left side.

Options for Integrating FileBoss with Windows

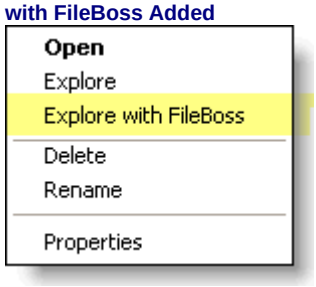


Use FileBoss as System Viewer folders

These setting determine how FileBoss is integrated into the Windows Shell, i.e. when Windows will call FileBoss to display a folder rather than call Windows Explorer.

When FileBoss is installed it will set a registry entry instructing Windows to list it as a choice on the context menus (right-click menus) for drives and file folders. That setting can be turned off here or it can be elevated to be the default action, such as when a Folder icon is double-clicked.

Common Popup Menu with FileBoss Added



Note: The Folder settings only apply to normal File Folders. Virtual Folders such a My Network, the Recycle Bin and, on most systems, My Documents will still be opened in Window Explorer. This is by design to allow full access to objects that are not part of the physical file system.

Shell Integration for File Folders (Directories)

These three choices determine how the system will integrate with FileBoss for displaying folders from the desktop or other place (such as from standard File Open and File Save dialogs).

No

FileBoss can only be invoked as any other normal program.

List on Right-Click Menu

Whenever a File Folder is right-clicked **Explore with FileBoss** will be one of the options on the context menu.

Make Default Action

In addition to **Explore with FileBoss** being added to the context menu. It will also be the default action when a File Folder is double-clicked.

Shell Integration for Drives

These three choices determine how the system will integrate with FileBoss for displaying Drives from the desktop or other place (such as from standard File Open and File Save dialogs).

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No
FileBoss can only be invoked as any other normal program.
List on Right-Click Menu
Whenever a Drive is right-clicked **Explore with FileBoss** will be one of the options on the context menu.
Make Default Action
In addition to **Explore with FileBoss** being added to the context menu. It will also be the default action when the icon for a Drive is double-clicked.

Show new folders in same FileBoss

When checked and a folder is opened from the desktop or other place and FileBoss is already running it will be displayed in a new Explore view in that FileBoss. If it is not checked a new instance of FileBoss will be used to display the folder.

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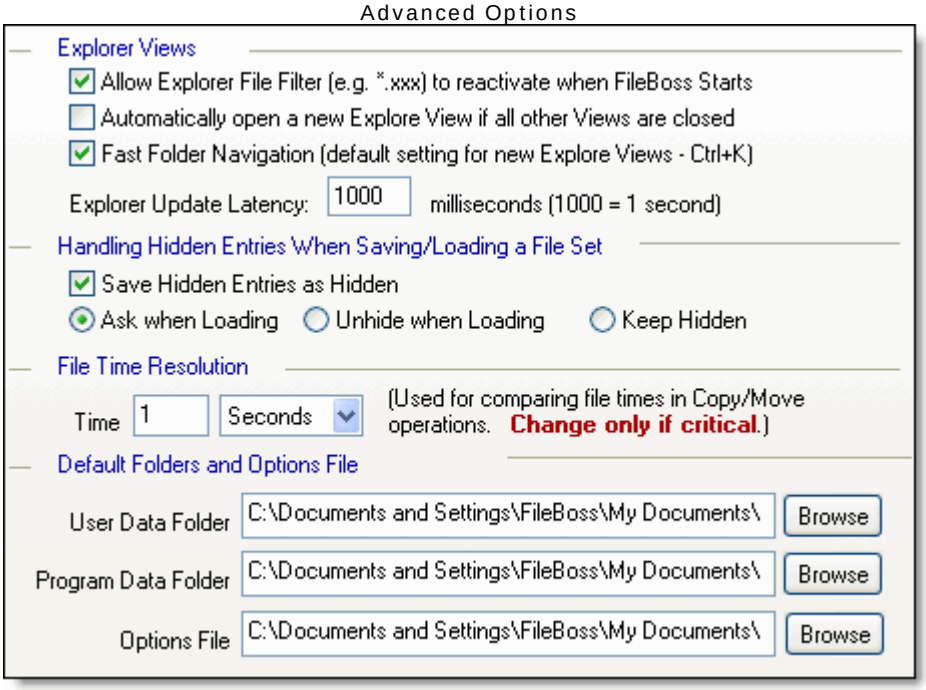
5.18 Advanced

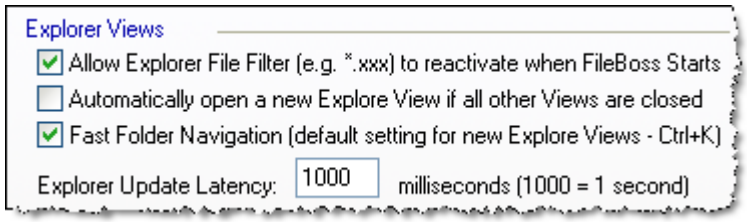
To Display this Options Page

Use the Options | Program Options... command from the main menu (or click its command button) and select *Advanced Options* from the list of pages on the left side.

Advanced Options



Explore View Advanced Options



Provides access to advanced options for Explore Views

Allow Explorer Filter to Reactivate When not checked (the default) FileBoss will not reactivate any file filters that were active when FileBoss last closed. The default value prevents the mistake of thinking that all entries in a folder are displayed when in fact they are not.

Automatically open new Explore View When checked (the default) FileBoss will automatically open a new Explore View if all views have been closed. This conveniently prevents you staring at a blank workspace.

Fast Folder Navigation When checked FileBoss will speed up all new Explore Views in Fast Folder Navigation mode. To change the mode for individual Explore Views use Explore | Fast Folder Navigation from the main menu or press Ctrl+K. Fast Folder Mode allows you to navigate down through huge folders containing thousands of files and folders with the frustrating delays normally associated Windows Explorer and other programs. More: Fast Folder Navigation 148.

Update Latency Controls the lag between an Explore view detecting a change to the current folder and processing the change, i.e. will not process any updates until the latency period has expired since the last change was detected. Having an update latency prevents the system from going nuts when a swarm of files are added, deleted or changed by and outside program.
This value should not normally be changed unless you are told to do so by FileBoss support.

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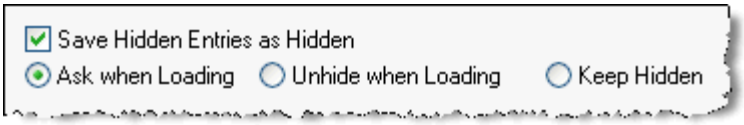
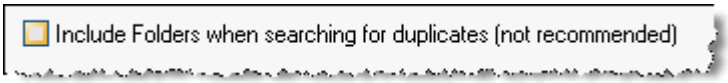
[Embedded Topic "EMB_OPTS_ADV_Res"]

Handling Hidden Entries in Saved Virtual Folders



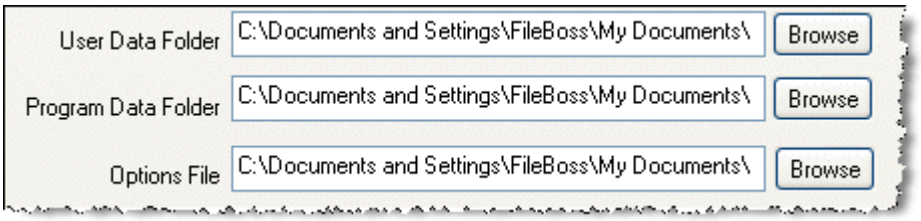
Handling hidden entries when saving Virtual Folders When saving a Virtual Folder to disk hidden entries can be saved as hidden. When reloaded you can have FileBoss keep hidden files hidden, unhide them or ask you what to do.

Include Folders in Search for Duplicates



Find Duplicate Folders Too Default is off preventing FileBoss from comparing folders when looking for duplicates as this does not make any sense. It should only be turned on if you are looking for folders with identical names.

Location of User Data and the Main Options File



User Data Folder Specifies the default location FileBoss will use to store files you create with FileBoss such as when you save a Virtual Folder or Window List.
Typically the default User Data Folder is *My Documents\FileBoss Data*

Program Data Folder Specifies the default location FileBoss will use to store files it automatically creates and saves such as the main options file and the window list file that is used to restore Explore Views and Virtual Folders when FileBoss re-starts. Note that the specific options file can be set to a different name or even a different folder using the next option.
Typically the default Program Data Folder is *My Documents\FileBoss Data*

Options File Allows you to change the default options file (the file to which FileBoss will load and save its options and settings when it starts and ends.
Typically the default options file is *My Documents\FileBoss Data\FileBoss.fbopts.*

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5.19 Advanced 2

To Display this Options Page

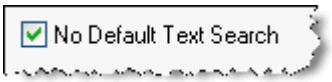
Use the Options | Program Options... command from the main menu (or click its command button) and select *Advanced Options 2* from the list of option pages on the left side.

More Advanced Options

Activating Right-Click Context Help

These two boxes control if and when right-clicking on a dialog control or menu item will display context help.
To turn context help off check the first box.
Checking the second box will display context help if the Shift key is down when the menu item or control is right-clicked.
Normally there should be no reason to disable right-click help.

Never Allow Text Search as a Default



Checking this box prevents the Create Virtual Folder dialog from searching for text in files when first invoked no matter how it was set the last time FileBoss was used.
The default is checked so that the FileBoss will not search files for text without you expressly telling it to.

Activating Intelligent Scrolling

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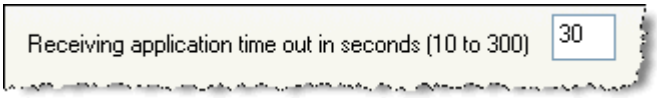
The Intelligent Scrolling option tells FileBoss how to determine which window, Navigation or Contents, when a scroll wheel is turned (such as on a mouse). When checked FileBoss will scroll the Navigation or Contents window depending which window the mouse is hovering over.
Then this option is cleared the window that was last active will be scrolled as is common in most applications.

Maximum Explore Views Allowed

Determines how many Explore Views FileBoss will allow to be open at one time. When the maximum number of windows is open new operations will use a current Explore View rather than start another.

Drop Timeout on other Applications

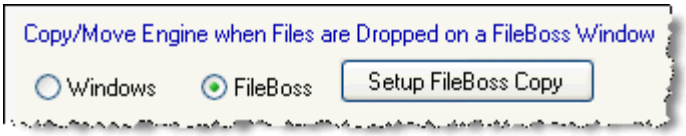


This advanced setting determines how long FileBoss will wait for a receiving application (i.e. an application on which files have been dropped) to respond.

When a large number of files are dropped on some applications they will take a long time to process those files before returning control back to FileBoss.

This setting determines the number of seconds FileBoss will wait before it displays a message asking you what you would like to.

Copy Engine for Dropped Files



Select the copy engine you want FileBoss to use when files and folders are dropped onto a folder in either the Navigation or Contents windows.
The **Windows** copy engine is the same one used by Windows Explorer.
FileBoss's internal copy engine will gracefully handle errors when copying files so that you will have the opportunity to correct problems or finish a copy operation even though some files could not be copied.
To configure the FileBoss copy engine to suit your needs press click the Setup FileBoss Copy button.

Note: This setting only affects how FileBoss copies files when they are dropped on FileBoss. If you drag files from FileBoss and drop them on another application that receiving application will handle the copy operation, i.e. FileBoss has no control over how those files will be copied.

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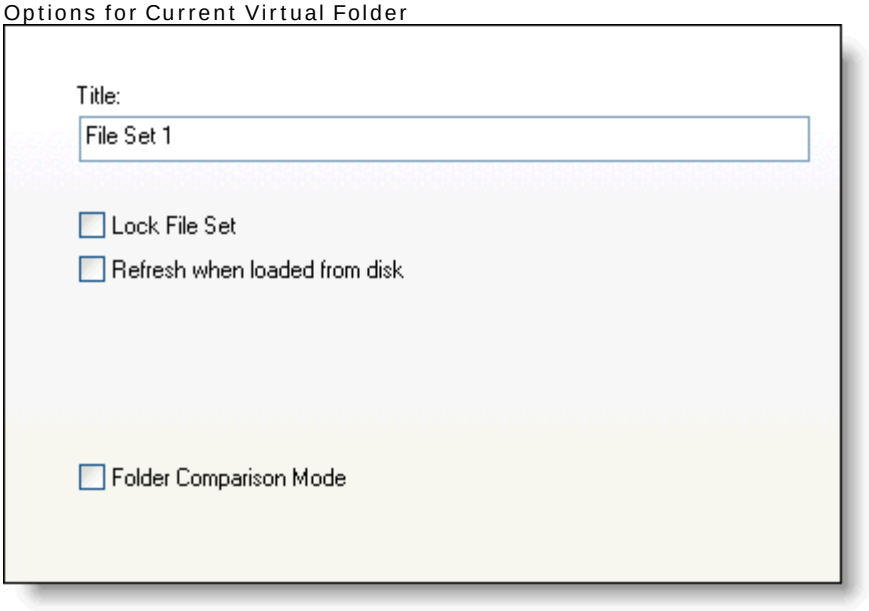
5.20 Current File Set

To Display this Options Page

Use the Options | Program Options... command from the main menu (or click its command button) and select *Current Virtual Folder* from the list of option pages on the left side.

Note: This pane is only available when a Virtual Folder is the current view. It has no meaning for Explore Views

Options for Current Virtual Folder



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Reference

6.1 Using with Microsoft Office Programs

Microsoft Office Viewers
Information valid as of January 2006
Primary download URL:
http://www.microsoft.com/office/000/viewers.asp

Microsoft Word
Opens all Word produced files from Word 2003 and earlier both for Microsoft Word for Windows® and Microsoft Word for Macintosh.
Also opens
Rich Text Format (.rtf)
Text (.txt)
Web Page formats (.htm, .html, .mht, .mhtml)
WordPerfect 5.x (.wpd)
WordPerfect 6.x (.doc, .wpd)
Works 6.0 (.wps)
Works 7.0 (.wps)
XML (.xml)

Microsoft PowerPoint
* Microsoft Office PowerPoint 2003
* Microsoft PowerPoint 2002
* Microsoft PowerPoint 2000
* Microsoft PowerPoint 97

Microsoft Outlook
Microsoft Excel
* Microsoft Office Excel 2003
* Microsoft Excel 2002
* Microsoft Excel 2000
* Microsoft Excel 97

Microsoft Access
Microsoft Visio

Microsoft Office Programs:
Microsoft Office
<pf>\Microsoft Office\Office\EXCEL.EXE
<pf>\Microsoft Office\Office\MSACCESS.EXE
<pf>\Microsoft Office\Office\OUTLOOK.EXE
<pf>\Microsoft Office\Office\POWERPNT.EXE
<pf>\Microsoft Office\Office\WINWORD.EXE

<pf> is typically C:\Program Files

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6.2 What's New in Version 2.0

New in Version 2.0

For Complete Details

For a complete, up-to-date, detailed list of all that is new and is changed please see the What's New page on our website.

New Tools

Find Old Files

The opposite of Find Modified Files, i.e. finds files that have not been modified, accessed and/or modified within a specified time.
On the Find menu.

Flatten Folders

Copies all files (or those that match optional file patterns) to one folder, either the root of the folder or another, user specified folder.
On the Actions menu.

Concatenate Files

Combines files together (normally only useful for text files) to a new file or appended to an existing file.
On the Actions menu.

Clean / Delete Folders

Deletes specified (or all) files from a folder and all its sub-folders with the option to delete any empty folders afterward. Used to clean out temporary files and to delete files in problem folders as the routine will not stop when it encounters an error but rather continue deleting all the files it can.
On the Actions menu.

Time Controlled Copying

Designed for large copy operations this special copy routine can insert timed delays between files, between copy blocks within a file and / or every number of bytes copied.
On the Actions | More Actions > menu.

New User Interface

Complete new GUI that not only makes FileBoss easier to use but allows greater flexibility, customization and a more convenient workspace.

Advanced and Simple Menus

The main menus come in two levels, simple and advanced. Of course commands can be added, removed and changed around for complete customization. The default is simple mode. Dual-Pane Mode

Tabs can be split up into separate groups, vertically or horizontally so that more than one tab can be viewed at a time.

Relative Times for Find and Select Routines

All times in search and select routines can now be specified as relative times, e.g. 'since yesterday', 'more than two months ago'

Simplified Renaming Options

FileBoss's powerful renaming control center has been simplified with fewer options per page.

Empty Replace String when Renaming

FileBoss will now remember empty replacement strings when renaming files using Search and Replace. Previous FileBoss would use the last, non-empty replacement string when renaming again.

Skip Errors when Copying

A new check box has been added to every Copy based dialog that when checked will tell FileBoss not to stop and ask you any questions when it can not copy a file (for instance if it is locked by another program) but rather to just log the error and continue.

Actions Apply to Navigation Window Selection

Most commands on the Actions menu can now be applied to the selected folder in the folder navigation window as well as to selected entries in the contents window. FileBoss determines which selection to use by which was the last to be selected.

Recursive Actions, e.g. Renaming

Many actions, such as renaming, can now be recursive. This is especially useful when performing

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actions on the current folder in the navigations window.

Find Menu items default to current folder(s)
The Find routines, e.g. Find Old Files, Find Long Filenames, etc, will now automatically use the currently selected entries as their starting point (the Paths field) from the navigation or contents window as appropriate.

Dynamic Virtual Folders
Dynamic Virtual Folders are very much like traditional Virtual Folders except that you can add (just drag and drop), delete and manually sort the entries. They can be created for selected entries, a folder picker, empty or from a list of files contained in an external text file.
All of these are created using the commands on the File | New Dynamic Virtual Folder > menu.

Virtual Folders new name for File Sets
File Sets have been renamed to Virtual Folders so users under thirty will know what they are.

Wildcards in Search Paths
More precise control over path delimited patterns in the Search dialogs
When searching you can now enter variable paths such as

```
\s-*\*
```

which will only return files in folders that begin with 's-'. You can get even trickier and use something like

```
\2007\s-*\*
```

or even

```
\Jan ????\s-*\*
```

One advantage of this is that in the returned Virtual Folder you can just do a select all and go straight to the structured file copy routine as no extraneous file will be in the File Set.

Merged Find tool bar into the Command Bar
Added up and down buttons.
Use : or Find
F8 to activate, F8 to select all or move cursor to end of entry
: or 'find ' or just a simple file pattern will activate the up and down arrow keys.

Options When Exiting FileBoss
To exit FileBoss without saving any options or settings only pressing the Ctrl key while selecting File | Exit FileBoss command from the main menu (or clicking the close button 'x' on the title bar) is needed instead of the previous Ctrl + Shift combination.

Options When Starting FileBoss
To start FileBoss and control what it loads and doesn't load from the last session hold down the *Ctrl* key until the start dialog appears in which you can choose the various load options.

Sample Virtual Folders
Added two default search definitions as samples.

Menu Item Names Changes
Names for menu items on the File menu have changed, e.g. *Open View List...* to *Open Tab Group...* and *New File Set (Search)...* to *Search for Files....*, *Quick Merge...* to *Backup if Newer..., Explore Folder in New View* is now *Open in New Tab\t(Ctrl+Click)*

Bookmarks are now Favorites
Bookmarks have been renamed *Favorites.* Once again has been done so the under thirty-five group will know what they are.

Default Drag & Drop Copy method
The default engine for copying Drag & Drop operations (on FileBoss) is now FileBoss for copies and links and Windows for moving files.
Drag & drop Move operations are now always handled by the windows copy engine no matter what the specified copy engine is (e.g. The setting in the Advanced Options section of the Program Options dialog.

New Standard Meta-Variables
Added standard windows names to the list of FileBoss meta-variables including
%SystemRoot%, %WinDir%, and %SystemDirectory%

New Time and System Meta-Variables
New meta-variables have been added which can be used almost everywhere you want to rename files:
<TODAY>, <NOW>, <CURYEAR>, <CURMONTH>, <CURDAY>, <CURHOUR>, <CURRENTMINUTE> <CURRENTSECOND> and <USER>

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So when renaming a file you could enter worklog <today>.log to get something like worklog 2008-05-23.log

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6.3 Date and Time Formats for Displaying File Times

File Date and Time Formats

These formats tell FileBoss how to display file times. Most notably these file times are seen in the Modified, Accessed and Created columns in the contents window of any view. The format for each of these columns can be set separately.
To set the formats use the Options | Program Options... command from the main menu (or click its command button) and select *Date Formats* from the list of option pages on the left side.

To see formats for entering dates and times into dialog controls click here 216.

Default Formats

If a format is blank the dialog controls will display dates and times in a format determined by how your version of Windows is setup.

Quick Examples

For Tuesday, 31 October 2003 at 1:15:30 in the afternoon

Dates

31-Oct-2003	dd-MMM-yyyy
10/31/2003	MM/dd/yyyy
31/10/03	dd/MM/yy
20031031	yyyyMMdd
2003 10 31	yyyy MM dd

Times

13:15:30	HH:mm:ss
01:15:30AM	hh:mm:sstt
1:15:30 AM	h:mm:ss tt

Complete List of Formats

d
: The one- or two-digit day.

dd
: The two-digit day. Single-digit day values are preceded by a zero.

ddd
: The three-character weekday abbreviation.

dddd
: The full weekday name.

h
: The one- or two-digit hour in 12-hour format.

hh
: The two-digit hour in 12-hour format. Single-digit values are preceded by a zero.

H
: The one- or two-digit hour in 24-hour format.

HH
: The two-digit hour in 24-hour format. Single-digit values are preceded by a zero.

m
: The one- or two-digit minute.

mm
: The two-digit minute. Single-digit values are preceded by a zero.

M
: The one- or two-digit month number.

MM
: The two-digit month number. Single-digit values are preceded by a zero.

MMM
: The three-character month abbreviation.

MMMM
: The full month name.

t
: The one-letter AM/PM abbreviation (that is, AM is displayed as "A").

tt
: The two-letter AM/PM abbreviation (that is, AM is displayed as "AM").

yy
: The last two digits of the year (that is, 1996 would be displayed as "96").

yyyy
: The full year (that is, 1996 would be displayed as "1996").

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6.4 Date and Time Formats for Dialog Controls

Entering Dates & Times in Dialogs

These formats tell FileBoss how to display file times. Most notably these file times are seen in the Modified, Accessed and Created columns in the contents window of any view. The format for each of these columns can be set separately.
To set the formats use the Options | Program Options... command from the main menu (or click its command button) and select Date Formats from the list of option pages on the left side.

To see formats for displaying file times click here 215.

Quick Examples

For Tuesday, 19 March 2002 at 1:15:30 in the afternoon
(Note the the colon and slashes are not used as these cannot be part of a file name!)

02-03-19	**%y-%m-%d**
20020319	**%Y%m%d**
2002-03-19	**%Y-%m-%d**
19-Mar-2002	**%d-%b-%Y**
Tuesday, March 19, 2002	**%A, %B %d, %Y**
Tue, 19 Mar 2002	**%a, %d %b %Y**
Tuesday the 078 day of 2002	**%A the %j day of %Y**
2002-078	**%Y-%j**
01-15-30PM	**%I-%M-%S%p**

Complete Specifications

Year

- **%y** Year without century, as decimal number (00 – 99)
- **%Y** Year with century, as decimal number

Month

- **%b** Abbreviated month name
- **%B** Full month name
- **%m** Month as decimal number (01 – 12)

Week

- **%w** Weekday as decimal number (0 – 6; Sunday is 0)
- **%W** Week of year as decimal number, with Monday as first day of week (00 – 53)
- **%U** Week of year as decimal number, with Sunday as first day of week (00 – 53)

Day

- **%a** Abbreviated weekday name
- **%A** Full weekday name
- **%d** Day of month as decimal number (01 – 31)
- **%j** Day of year as decimal number (001 – 366)

Hour

- **%H** Hour in 24-hour format (00 – 23)
- **%I** Hour in 12-hour format (01 – 12)
- **%p** Current locale's A.M./P.M. indicator for 12-hour clock

Minutes

- **%M** Minute as decimal number (00 – 59)

Seconds

- **%S** Second as decimal number (00 – 59)

Miscellaneous

- **%c** Date and time representation appropriate for locale
- **%x** Date representation for current locale
- **%X** Time representation for current locale
- **%z** (or %Z) Time-zone name or abbreviation; no characters if time zone is unknown
- **%%** Percent sign

Alphabetical list:

- **%a** Abbreviated weekday name
- **%A** Full weekday name
- **%b** Abbreviated month name

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Date and Time Formats for Dialog Controls

%B	Full month name
%c	Date and time representation appropriate for locale
%d	Day of month as decimal number (01 – 31)
%H	Hour in 24-hour format (00 – 23)
%I	Hour in 12-hour format (01 – 12)
%j	Day of year as decimal number (001 – 366)
%m	Month as decimal number (01 – 12)
%M	Minute as decimal number (00 – 59)
%p	Current locale's A.M./P.M. indicator for 12-hour clock
%S	Second as decimal number (00 – 59)
%U	Week of year as decimal number, with Sunday as first day of week (00 – 53)
%w	Weekday as decimal number (0 – 6; Sunday is 0)
%W	Week of year as decimal number, with Monday as first day of week (00 – 53)
%x	Date representation for current locale
%X	Time representation for current locale
%y	Year without century, as decimal number (00 – 99)
%Y	Year with century, as decimal number
%z, %Z	Time-zone name or abbreviation; no characters if time zone is unknown
%%	Percent sign

Format Code	Meaning
%#a, %#A, %#b, %#B, %#p, %#X, %#z, %#Z, %#%	# flag is ignored.
%#c	Long date and time representation, appropriate for current locale. For example: "Tuesday, March 14, 1995, 12:41:29".
%#x	Long date representation, appropriate to current locale. For example: "Tuesday, March 14, 1995".
%#d, %#H, %#I, %#j, %#m, %#M, %#S, %#U, %#w, %#W, %#y, %#Y	Remove leading zeros (if any).

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Technical

7.1 command.com vs cmd.exe

Two Command Line Shells
: Before Windows NT there was only one version of DOS and one command to access it, command.com . But Windows NT and all Windows operating systems since use cmd.exe as there native command line shell while still including command.com for backwards compatibility.

Better MS-DOS Compatibility
: Normally, if you are using Windows NT, 2000, XP, 2003 or later you will want to use cmd.exe as you 'DOS' program. But if you are running some old 'MS-DOS' style command line programs or batch files and they do not work, try using command.com instead.

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7.2 What is stored in the registry

The few entries FileBoss puts into the Registry are under the key:

Software | The Utility Factory | FileBoss | <version number>

This key is normally found under the HKEY_CURRENT_USER key, but it is best to search on 'FileBoss's to find all entries.

The items stored are:

- The name of the active options files (default: FileBoss.fdb
- The list of recently opened files (the entries at the bottom of the File menu
- Whether the Tip-of-the-Day is turned on and which tip is next
- Several other minor settings depending on the version of FileBoss in use.

Most of FileBoss's options and settings are stored in an options file
xxxxx

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7.3 FileBoss File Extensions

.fbopts
The file that stores most of **FileBoss**' options, settings and dialog data. For portability reasons, most of the settings used by **FileBoss** are stored in disk files rather than the registry (exceptions being a pointer to the options file itself and the location and size of windows and toolbars).
Normally the default options file is **FileBoss**.fbopts located in the Data folder that was created when **FileBoss** was installed.

.fbfileset
Contains Virtual Folders that were saved to disk. These can be very small files as when the Virtual Folder was saved as a definition, or very large files when the actual entries in a Virtual Folder were saved.

.fbwins
Saves information about the windows (explore and Virtual Folders) that where open when **FileBoss** was last closed. This file will be read by **FileBoss** when it first starts to reload all the Explore and Virtual Folders that were open when it was last closed.
(Note that whether or not a default .fbwins file is processed and, if so, how it is processed can be controlled by settings in the Startup Options panel of the Options dialog (accessed by '**Options | Program Options...**' command from the main menu.
.fbwins files can also be saved and loaded while FileBoss is running. Use the '**File | Open Window List...**' and '**File | Save Window List...**' commands from the main menu or double-clicking on an icon or shortcut.

.fbdzones
Stores information about the current state of Drop Zones. The default file is loaded by FileBoss when it first start to restore all the Drop Zones that were open when the program last closed.

.fbdzones files can also be saved and loaded while FileBoss is running. Use the '**Drop Zones | Save...**' and '**Drop Zones | Load...**' commands from the main menu.

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7.4 Meta-Folders & CSIDL Codes

Meta Folders allow you to enter abbreviations for system folders and bookmarks

Wherever a meta folder can be used in the place of a normal path you can enter, e.g. <My Documents>\FileBoss Data

1) The complete meta folder name, e.g. <Windows>, <My Documents>
2) The abbreviated meta folder name, e.g. <W>, <MD> or <w>, <md>
3) A Bookmark name, e.g. <predfinded bookmark>. See Using Bookmarks 122 for more information.
4) The special meta-folder representing the current system working directory, e.g. <curdir>. The current working directory is normally the folder from which FileBoss was launched but may have changed since the program started. The <curdir> meta-folder is really only useful in command line arguments when FileBoss is started with parameters.

Admin Tools (abrev: at)
File system directory used to store administrative tools for an individual user. The Microsoft Management Console (MMC) saves customized consoles to this directory, and it roams with the user.
Example: *C:\Documents and Settings\John\Start Menu\Programs\Administrative Tools*
Programmer's symbol: CSIDL_ADMINTOOLS

Admin Tools, Common
Folder that contains administrative tools for all users.
Example: *C:\Documents and Settings\All Users\Start Menu\Programs\Administrative Tools*
Programmer's symbol: CSIDL_COMMON_ADMINTOOLS

App Data (abrev: ad)
Default folder for storing application-specific data files.
Example: *C:\Documents and Settings\John\Application Data*
Programmer's symbol: CSIDL_APPDATA

App Data, Common
Application data for all users.
Example: *C:\Documents and Settings\All Users\Application Data*
Programmer's symbol: CSIDL_COMMON_APPDATA

App Data, Local
Default folder for storing local (nonroaming) applications.
Example: *C:\Documents and Settings\John\Local Settings\Application Data*
Programmer's symbol: CSIDL_LOCAL_APPDATA

CD Burn Area (abrev: cdba)
File system folder used to hold data for burning to a CD.
Example: *C:\Documents and Settings\John\Local Settings\Application Data\Microsoft\CD Burning*
Programmer's symbol: CSIDL_CDBURN_AREA

Cookies (abrev: c)
Default folder for storing Internet cookies.
Example: C:\Documents and Settings\John\Cookies
Programmer's symbol: CSIDL_COOKIES

Desktop (abrev: d)
Windows desktop: All of the items you see on the screen that represent real files and folders. See also Desktop, Common and Desktop Directoy.
Example: *C:\Documents and Settings\John\Desktop*
Programmer's symbol: CSIDL_DESKTOP

Desktop Dir (abrev: dd)
Folder that physically stores file objects on the desktop (this may or may not be the same folder as the Desktop folder itself). See also Desktop, Common and Desktop.
Example: *C:\Documents and Settings\John\Desktop*
Programmer's symbol: CSIDL_DESKTOPDIRECTORY

Desktop Dir, Common
Folder that contains files and folders that appear on the desktop for all users. See also Desktop and Desktop Directoy.
Example: *C:\Documents and Settings\All Users\Desktop*
Programmer's symbol: CSIDL_COMMON_DESKTOPDIRECTORY

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Documents, Common
Folder containing documents that are common to all users.
Example: *C:\Documents and Settings\All Users\Documents*
Programmer's symbol: CSIDL_COMMON_DOCUMENTS

Favorites (abrev: f)
Default folder for storing a user's favorite items.
Example: C:\Documents and Settings\John\Favorites
Programmer's symbol: CSIDL_FAVORITES

Favorites, Common
Default folder for storing all user's favorite items.
Example: *C:\Documents and Settings\All Users\Favorites*
Programmer's symbol: CSIDL_COMMON_FAVORITES

Fonts
Folder that contains the font definition files.
Example: *C:\Windows\Fonts*
Programmer's symbol: CSIDL_FONTS

History (abrev: h)
Default folder for storing Internet history items.
Example: *C:\Documents and Settings\John\Local Settings\History*
Programmer's symbol: CSIDL_HISTORY

Internet Temp Files (abrev: itf)
Default folder for storing temporary Internet files.
Example: *C:\Documents and Settings\John\Local Settings\Temporary Internet Files*
Programmer's symbol: CSIDL_INTERNET_CACHE

My Documents (abrev: md)
Default folder for storing documents. Note that this is usually different from the virtual My Documents folder in the name space (normally on the desktop).
Example: *C:\Documents and Settings\John\My Documents*
Programmer's symbol: CSIDL_PERSONAL

My Music (abrev: mm)
Folder that serves as a common place to store music files.
Example: *C:\Documents and Settings\John\My Music*
Programmer's symbol: CSIDL_MYMUSIC

My Music, Common
My Music folder for all users. For more information, see CSIDL_MYMUSIC.
Example: *C:\Documents and Settings\All Users\Documents\My Music*
Programmer's symbol: CSIDL_COMMON_MUSIC

My Pictures (abrev: mp)
My Pictures folder for current user. Typically located below the user's My Documents folder
Example: *C:\Documents and Settings\John\My Documents\My Pictures*
Programmer's symbol: CSIDL_MYPICTURES

My Pictures, Common
My Pictures folder for all users. For more information, see CSIDL_MYPICTURES.
Example: *C:\Documents and Settings\All Users\Documents\My Pictures*
Programmer's symbol: CSIDL_COMMON_PICTURES

My Video (abrev: mv)
Folder that serves as a common place to store video files.
Example: *C:\Documents and Settings\John\My Video*
Programmer's symbol: CSIDL_MYVIDEO

My Video, Common
My Video folder for all users. For more information, see CSIDL_MYVIDEO.
Example: *C:\Documents and Settings\All Users\Documents\My Video*
Programmer's symbol: CSIDL_COMMON_VIDEO

NetHood
Contains the physical link objects that can exist in the My Network Places virtual folder.
Example: *C:\Documents and Settings\John\NetHood*

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Programmer's symbol: CSIDL_NETHOOD

OEM Links, Common
Folder containing links to OEM specific applications for all users.
Example: *C:*
Programmer's symbol: CSIDL_COMMON_OEM_LINKS

PrintHood
Folder containing link objects that can exist in the Printers virtual folder.
Example: *C:\Documents and Settings\John\PrintHood*
Programmer's symbol: CSIDL_PRINTHOOD

Profile
See User Profile.

Program Files (abrev: pf)
Program Files folder.
Example: *C:\Program Files*
Programmer's symbol: CSIDL_PROGRAM_FILES

Program Files, Common
A folder for components that are shared across applications.
Example: *C:\Program Files\Common Files*
Programmer's symbol: CSIDL_PROGRAM_FILES_COMMON

Program Groups (abrev: pg)
Folder containing the user's program groups (folders). These are the entries that appear in the Programs section of the Start Menu.
Example: *C:\Documents and Settings\John\Start Menu\Programs*
Programmer's symbol: CSIDL_PROGRAMS

Program Groups, Common
Folder that contains the directories for the common program groups that appear in the Start Menu for all users.
Example: *C:\Documents and Settings\All Users\Start Menu\Programs*
Programmer's symbol: CSIDL_COMMON_PROGRAMS

Recently Used Docs (abrev: r)
Folder that contains the user's most recently used documents. The entries in this folder are short cuts to the actual documents.
Example: *C:\Documents and Settings\John\My Recent Documents*
Programmer's symbol: CSIDL_RECENT

Resources
System resource directory.
Example: *C:\Windows\Resources*
Programmer's symbol: CSIDL_RESOURCES

Resources, Localized
Localized resource directory. For more information, see CSIDL_RESOURCES.
Example: *C:*
Programmer's symbol: CSIDL_RESOURCES_LOCALIZED

SendTo (abrev: st)
Folder that contains Send To menu items. Normally theses are the folders, both real and virtual, that appear under the Send To item on the Edit and popup menus
Example: *C:\Documents and Settings\John\SendTo*
Programmer's symbol: CSIDL_SENDTO

StartMenu (abrev: sm)
Folder that contains Start Menu items.
Example: *C:\Documents and Settings\John\Start Menu*
Programmer's symbol: CSIDL_STARTMENU

StartMenu, Common
Folder that contains the programs and folders that appear on the Start Menu for all users.
Example: *C:\Documents and Settings\All Users\Start Menu*
Programmer's symbol: CSIDL_COMMON_STARTMENU

StartUp (abrev: su)
Folder that corresponds to the user's Startup program group. The system starts these programs

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whenever a user logs onto Windows NT®, 2000, XP or starts Windows® 98.
Example: *C:\Documents and Settings\John\Start Menu\Programs\Startup*
Programmer's symbol: CSIDL_STARTUP

StartUp, Alternate
Folder that corresponds to the user's nonlocalized Startup program group.
Programmer's symbol: CSIDL_ALTSTARTUP

StartUp, Common
Folder that contains the programs that appear in the Startup folder for all users.
Example: *C:\Documents and Settings\All Users\Start Menu\Programs\Start Up*
Programmer's symbol: CSIDL_COMMON_STARTUP

StartUp, Common Alternate
Folder that corresponds to the nonlocalized Startup program group for all users. Programmer's symbol: CSIDL_COMMON_ALTSTARTUP

System (abrev: s)
System folder. Contains operating system files and application extensions.
Example: *C:\Windows\System32*
Programmer's symbol: CSIDL_SYSTEM

SystemX86 (abrev: s86)
The x86 system directory on Reduced Instruction Set Computer (RISC) systems. (Also valid on some recent versions of Windows where it is commonly set to the same directory as System.
Example: *C:\Windows\System32*
Programmer's symbol: CSIDL_SYSTEMX86

Templates (abrev: t)
Default folder for storing document templates.
Example: *C:\Documents and Settings\John\Templates*
Programmer's symbol: CSIDL_TEMPLATES

Templates, Common
Folder that contains the templates that are available to all users.
Example: *C:\Documents and Settings\All Users\Templates*
Programmer's symbol: CSIDL_COMMON_TEMPLATES

User Profile (abrev: up)
User's profile folder.
Example: *C:\Documents and Settings\John*
Programmer's symbol: CSIDL_PROFILE

Windows (abrev: w)
Windows directory or SYSROOT. This is the same as the %windir% or %SYSTEMROOT% environment variables.
Example: *C:\Windows*
Programmer's symbol: CSIDL_WINDOWS

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7.5 Windows Integration

Windows 2000

```
[HKEY_LOCAL_MACHINE\SOFTWARE\Classes\Directory\shell]
@="none"
[HKEY_LOCAL_MACHINE\SOFTWARE\Classes\Drive\shell]
@="none"
[HKEY_LOCAL_MACHINE\SOFTWARE\Classes\Folder\shell]
```

Windows 98

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